**Academic Connections 3 Glossary**

The following words appear in *Academic Connections* 3. They are presented in the *Vocabulary Check* activities, *Key Words*, and *Key Words: Practice* activities in MyAcademicConnectionsLab.

![Icon](image)

This icon designates Key Words that appear in the student book.

![Icon](image)

This icon indicates that the word is included in the *Academic Word List*. These are important words which students need to be able to understand when reading English, and also to use when writing academic assignments. Some of these words are practiced in the *Academic Words Puzzles* in the *Expansion* folder.

**UNIT 1 PREVIEW**

**complexity**

*Ac*

(n) the condition of having many different parts and being difficult to understand or deal with

*The complexity of the human brain is well known, and scientists find it very difficult to understand.*

**consequence**

*Ac*

(n) something that happens as a result of a particular action

*We don’t know very much about the brain, and as a consequence, scientists have not been able to find out very much about how it works.*

**deal with**

(v) to handle or take care of something

*The brain deals with mental processes, such as thinking.*

**develop**

(v) to grow or change into something bigger or more advanced, or to make something do this

*Scientists are trying to develop new ways to study the brain.*
(adj) length, width, and height are dimensions, so a two-dimensional image (e.g., a television screen) has height and width, and a three-dimensional object (e.g., a book) has height, width, and length.

*We can produce three-dimensional pictures of what is happening inside the brain.*

**discover**

(v) to find out something that was hidden or that people did not know about before

*Scientists have discovered many new facts about the brain in recent years.*

**expect**

(v) to think that something will happen

*The scientist did not expect male brains to be different from female brains before he started his research, and he was surprised to find out how different they were.*

**finding**

(n) the information that someone has learned as a result of their studies, work, research, etc.

*One finding is that there are great differences between male and female brains.*

**function**

(n) the purpose of something; what it is used for

*Each structure of the brain has at least one function.*

**imaging**

(n) producing pictures of something

*Imaging techniques can produce real-time movies of the brain.*

(n) image

*The researcher asked men and women to remember images they had been shown earlier.*
implication  
(n) a possible future effect or result of a plan, action, etc.;  
The differences between male and female brains have implications for medicine.

(v) imply  
The results of the study imply that men and women might respond differently to certain drugs.

neuron  
(n) a type of cell that is a part of the brain (neurons also send messages from the brain to other parts of the body)  
**Neurons** are the smallest structures of the brain.

neuroscientist  
(n) a scientist who studies the brain  
Some neuroscientists now say there are two human brains: one male, one female.

perform  
(v) to do something such as a job or piece of work  
She performed an experiment to figure out how our brains process information.

react  
(v) to behave in a particular way because of what someone or something has done or said  
When the man spilled the hot coffee on Sarah, she reacted by jumping up and screaming.

screen  
(n) the flat glass part of a television or computer  
The doctor looked at the picture of the brain on a computer screen.
structure
(n) the way in which the parts of something connect with each other to form a whole, or the thing that these parts make up

*The frontal lobe is a physical structure of the brain.*

UNIT 1 BUILDING ACADEMIC READING SKILLS

aspect
(n) one part of a situation, plan, or subject that has many parts

*The scientist gave a lecture on several different aspects of the brain.*

assumption
(n) something that you think is true although you have no proof

*New research is casting doubt on some assumptions.*

assume
(v) to look at something carefully in order to make a decision, find out something etc

*Researchers used to assume that male and female brains were the same.*

circumstance
(n) the facts or conditions that affect a situation, action, event, etc

*Women are usually thought to be more emotional than men, but under some circumstances, men can be more emotional than women.*

examine
(v) to look at something carefully in order to make a decision, find out something etc

*The scientist examined the man’s brain carefully to see how it reacted to images.*

hormone
(n) a chemical produced by your body that influences how your body develops and works

*Scientists thought the differences were caused by social pressures and hormones.*
individual

(n) one person, considered separately from the rest of the group

*The brains of some individuals work differently than the brains of the majority of people.*

infer

(v) to form an opinion that something is probably true because of information that you have; if something is inferred, it is not explained directly

*Some of what has been inferred from these studies does not apply to females.*

instinct

(n) natural behavior; something you do without having to learn

*The hypothalamus helps to control basic human instincts, such as regulating food intake.*

(adj) instinctive

*Some reactions of the body are instinctive, such as moving your hand away when you get burned.*

interpret

(v) to explain or decide on the meaning of an event, statement, etc

*I tried to interpret the results of the scientist's experiment, but it was too difficult.*

previously

(adv) before now

*Now, researchers realize that male and female brains are different from each other, but previously they thought that they were the same.*

process

(v) to deal with information

*This part of the brain processes information that we get from seeing, hearing and smelling the world around us.*
proportionately (adv) if something increases proportionately, it increases by the same percentage
They found that parts of the frontal lobe were proportionately larger in women.

Proportionate (adj)
Women might suffer from depression more often than men, but men have more than a proportionate share of other issues.

relative (adj) having a particular quality, such as size, compared with something else
The relative sizes of many structures in female brains are different from those of males.

reputation (n) the opinion that people have of someone or something because of what has happened in the past
Generally, men have a reputation for hiding their emotions.

reveal (v) to show something that was hidden before
The research revealed many surprising new facts about the brain.

signal (n) a simple message
Neurons have many functions, including sending signals from the brain to other parts of the body.
(v) signal
Hormones signal different parts of the body, including the brain.

similarity (n) the quality of being similar, or almost the same
Scientists have found many similarities between male and female brains, but also some differences.
stereotype
(n) a commonly held idea of what a particular group of people is like, especially one that is wrong or unfair. For example: stereotype of girls being helpless and weak
Many people criticized the author because they thought the book encouraged stereotypes.

transmit
(v) to send a message
There are differences in the chemicals that transmit messages between neurons.

UNIT 1 BUILDING ACADEMIC LISTENING SKILLS

antidepressant
(n) a drug used for treating depression
Some of the best-known antidepressants work on the serotonin system.

circuit
(n) the complete path that an electric current travels around, usually including the source of electric energy
Research suggests that males and females use different circuits to block pain.

confusion
(n) a state of not understanding what is happening
There is confusion amongst some doctors and nurses about how to treat diseases of the brain.

contradict
(v) if a statement, story, etc. contradicts another one, the facts in it are so different that both statements cannot be true
The scientist's research results contradict earlier research results, and now no one knows what to believe.
depression \( \text{Ac} \)

(n) a medical condition that makes you feel extremely unhappy, so that it is difficult to live a normal life

*Women suffer from depression more often than men do.*

(v) depress \( \text{Ac} \)

*Dark winter days depress many people.*

gender \( \text{Ac} \)

(n) the fact of being male or female

*A person's gender—whether they are male or female—can be very important when giving them medical treatment.*

mental health \( \text{Ac} \)

(n, adj) health of the mind

*Some mental health problems of males differ from those of females.*

pain

(n) the feeling you have when part of your body hurts

*Falling down the stairs can cause terrible pain.*

perception \( \text{Ac} \)

(n) the way you understand something and your beliefs about what it is like

*A child's perception of the world is not the same as an adult's.*

radical \( \text{Ac} \)

(adj) thorough and complete, so that something is very different

*Recently, there have been radical changes in the way scientists understand the human brain.*

regulate \( \text{Ac} \)

(v) to make your body work at a particular speed, temperature etc.

*People sweat to regulate their body heat.*
suffer
(v) to feel pain or the effects of a sickness
*Many people suffer from mental health problems.*

suit
(v) to be acceptable or right for a person or situation
*These medicines suit men, but they are not very good for women.*

suppress
(v) to prevent something from growing, developing, or working effectively
*One system of the brain is used to suppress pain in men, but perhaps not in women.*

(n) suppression
*This article describes the results of pain suppression medications on females.*

worthwhile
(adj) important or useful
*Because we are making so little progress, I don't think it's worthwhile to continue our research into this subject.*
UNIT 2 PREVIEW

alternative (n)

something you can choose to do or use instead of something else

There was no alternative; the company had to raise the price of their computers, even though they didn’t want to.

announce (v)

to officially and publicly tell people about something

The fast food company is going to announce that they are going to start selling healthier food.

appropriate (adj)

correct or good for a particular time

It is usually not appropriate to charge a very high price for a low-quality product.

brand (n)

a type of product made by a particular company

Certain consumers always choose a particular brand, regardless of price.

brand name (n)

the name a company gives to the products it has made; Coca-Cola is a brand name. For some consumers, the brand name is more important than any other factor.

consumer (n)

someone who buys or uses goods and services

Understanding pricing strategies will help you as a consumer.

desirable (adj)

worth having or doing because it is useful, popular, or good

The latest model of that cell phone is desirable because it can store a lot of photos.
failure
(n) a lack of success at achieving or doing something
The company lost a lot of money because of the failure of the new, bigger model of the car. Most people buy smaller cars these days.

impression
(n) the opinion or feeling you have about something because of the way it seems
I have the impression that this product is very good, but I haven’t actually tried it yet!

influence
(v) to change the way people think
The price of what you see may strongly influence which product you buy.
(n) influence
Television ads have a strong influence on little children.

loss
(n) if a business takes a loss, it spends more than it earns
The wrong price can lead to low profits or even losses.

marketer
(n) a person who is responsible for company strategies for selling things
Good marketers need to have a clear understanding of these factors.

persuade
(v) to make someone agree to do something by giving good reasons why he or she should
Companies try to persuade people to buy their products.

pricing
(n) choosing the price for something a company sells
Pricing is tricky for businesses.
**product**
(n) something (a thing or service) that a company sells

*In some circumstances, people buy mainly based on the price of the product.*

**profit**
(n) the amount of money a company makes after paying its costs (opposite of *loss*)

*With higher prices, the profit on each item is higher.*

(exp) **make a profit**

*If you set your prices too low, you will not make a profit.*

**purchase**
(n) something you buy

When you go online to make a *purchase*, the price may strongly influence you.

(v) **purchase**

*Many people turn to the Internet to purchase products; some still prefer to buy things in stores.*

**set a price**
(v) to decide that something will cost a particular amount

*When companies set prices for their products, they try not to make them too cheap or too expensive.*

**strategy**
(n) a plan for achieving something

*The right strategy can mean success for a product.*

**tendency**
(n) if someone has a tendency to do something, he or she is likely to do it

*Companies have a tendency to make their products as cheap as possible so more people can afford to buy them.*
tricky
(adj) something that is tricky is difficult to deal with because it is complicated and full of problems
It can be tricky to decide which products to buy because there are so many choices.

UNIT 2 BUILDING ACADEMIC LISTENING SKILLS

associate (with)
(v) to make a mental connection between two things
Some products are associated with very important people.

claim
(v) to state that something is true even though it might not be
The company claimed that its new camera was the best one on the market.

competitor
(n) a company offering products and services similar to those of another company
The company usually sets prices quite high compared to its competitors.
(v) compete
Low prices made it impossible for other companies to compete.

design Ac
(v) to plan or develop something for a particular purpose
His job is to design new products for an electronics company.

feature Ac
(n) an important, interesting or typical part of something
The most exciting feature of my new cell phone is that I can download videos to it.

ignore Ac
(v) to not pay any attention to someone or something
The company ignored the customer complaints about its product and kept selling it without making any changes to it.
issue
(n) a subject or problem that people discuss
*The CEO of the company discussed a number of issues related to the pricing of their products.*

leading
(adj) best, most important, or most successful
*McDonalds is a leading company in the fast food business. It has restaurants all around the world.*

(profit) margin
(n) the difference between what something costs a business and what they sell it for
*Although the profit margin on each item was small, the volume of sales was very high.*

market
(n) in business, all the people who might be interested in buying a particular product
*Cost-based pricing doesn't consider the market.*

market research
(n) research about what people buy and why they buy it
*What customers want may come from market research.*

project an image
(exp) to try to give other people a particular idea about you
*Some stores project an image that is more up-market than others.*

range
(n) a number of things that are different but belong to the same general type
*The company produces a wide range of shampoos, including shampoos for dry, oily, straight, and curly hair.*
**recommend**

(v) to advise someone to do something

*The salesperson recommended that I buy the most expensive kind of face cream because my skin is very dry.*

**reverse**

(v) to change something, such as a decision, judgment, or process, so that it is the opposite of what it was before

*Some companies set prices after they have developed a product, but others reverse this process by figuring out how much consumers will pay for a product before they develop it.*

**target**

(n) an aim or result that you are trying to achieve

*The company is trying to reach a target of $2 million in sales.*

**UNIT 2 BUILDING ACADEMIC READING SKILLS**

**accessory**

(n) an extra item that can make something more attractive, more useful, or more functional

*Sales people often try to sell accessories for items customers buy.*

**bundle**

(n) a group of things

*Sellers often combine several of their products and offer the bundle at a reduced price.*

(v) bundle

*In order to sell less desirable products, marketers often bundle them with more popular products.*
calculate
(v) to find out how much something will cost; how long something will take, etc., by using numbers
The way the company calculates the price of the product is difficult to understand.
(n) calculation
After making a few quick calculations, I realized that the car dealer was not giving me the best deal on the car.

deceptive
(adj) deliberately intended to make someone believe something that is not true
The ads for the new cable television service didn’t break the law, but they were deceptive; the service was a lot more expensive than the ads said it was.

illegal
(adj) not allowed by the law
It is illegal to lie about the things a product can do in an advertisement, so companies have to be very careful or they will have legal troubles.

invent
(v) to make, design, or produce something for the first time
Most companies spend a lot of money trying to invent new products to sell.

maintain
(v) to make something continue in the same way or at the same standard as before
The company could not maintain the quality of the product, and it got worse and worse.

maximum
(adj) the largest number that is possible or allowed
Some companies try to charge the maximum price that people will pay for a product so that they can make as much money as possible.
optional
(adj) not necessary to do or have, but you can choose to do or have it
The car has some optional features that not everyone chooses to get, like leather seats and a GPS system.

prohibit
(v) to say that an action is illegal or not allowed
Most governments around the world have prohibited companies from selling alcohol to children.

promote
(v) to help something develop and be successful
Everyone loved that company’s funny advertisement, and it really promoted sales of their new video game.

retail
(n) selling goods to the public, not to other businesses
Sales soared when competitors selling through retail stores could not match its prices.
(v) retail
A Bentley retails for about $200,000.

supplies
(n) things that get used up and have to be replaced
Producers of the main product often price it low, but sell supplies at a high margin.

temporary
(adj) existing or happening for only a limited period of time
At first, the new fruit juice was very popular, but its success was only temporary; soon people stopped buying it because it had too much sugar.
tempt

(v) to make someone want to do something or have something by making it seem attractive

Companies may tempt customers into the store with low prices.

(n) temptation

One hundred dollars for a Coach bag was a temptation I could not resist.

(adj) tempting

Showrooms were full of cars with lots of tempting extras.

undercut

(v) to sell something more cheaply than someone else

Supermarkets are often able to undercut the prices of small, local stores because supermarkets can buy products more cheaply in large quantities.

unique

(adj) the only one of its kind; special

It helps if there is something unique or unusual about a product.

volume

(n) the number or amount of something; this words is used especially for large numbers of amounts

In market-penetration pricing, increasing sales volume affects production costs.
UNIT 3 PREVIEW

attention
(n) the state of carefully watching, listening, or thinking about someone or something
Doug was upset because nobody in the meeting paid attention when he was talking.

catch
(n) a hidden problem or difficulty
I’m happy that my boss agreed to get me a new computer, but there is a catch: the company doesn’t have enough money to pay for it now, so I will get it next year.

chairperson
(n) someone who is in charge of a meeting or an organization
The chairperson of the meeting asked us all to be quiet so that the meeting could start.

conformist
(n) someone who behaves or thinks like everyone else because he or she does not want to be different. This word is often used in a negative way
The desire to please others causes many people to be conformists.

conform
(v) In the Asch experiment the real participants had to decide whether to conform, or remain independent and believe the evidence of their own eyes.

conformity
(n) The Asch experiment showed that giving a person just one ally sharply reduced conformity.

(adj) conformist
Always agreeing with the group is an example of a conformist way of thinking.

conscience
(n) the part of your mind that tells you whether your behavior is morally right or wrong
Some go against conscience and decide that relationships with a group are more important.
creature
(n) an animal, fish, or insect
The human being is the only kind of creature that can speak using words.

dissent
(v) to disagree with an opinion or decision that most people accept
“Independents” are individuals who dissent from the majority decision even though they feel uncomfortable.
(n) dissent
If everyone knows that dissent is acceptable, they are more likely to be honest.

faithful
(adj) remaining loyal and continuing to support someone or something
I stayed faithful to my boss even though everyone else had begun to dislike him.

follow
(v) to believe in or support ideas or suggestions
Managers usually follow the suggestions of the CEO of the company, even if they don’t agree with them.

form
(n) one type of something that exists in many different varieties
One form of social influence is shouting at people to try to make them do what you want.

get along with (someone)
(v) to have a friendly relationship with another person
Conformists are most comfortable when they can get along with others.

in favor of
(prep phr) liking and approving of something
Most of the people in the meeting were in favor of the new marketing plan, so we agreed to start work on it next week.
indirectly
(adv) in a way that is not direct or clear
My boss didn’t speak to me all day at work, so I felt like he insulted me indirectly.

majority
(n) most of the people or things in a group
There are people who are uncomfortable with going against the majority.

point of view
(n) a particular way of thinking about or judging a situation
Many people say they agree with their managers’ point of view, even when they have better ideas.

pressure
(n) a feeling that you should do something because other people want you to;
sometimes this feeling is stressful
Social pressure is more powerful than many people think.
(v) pressure
Sometimes the majority might pressure dissenters to conform in order to reach a decision fast.

UNIT 3 BUILDING ACADEMIC READING SKILLS

distress
(n) a feeling of extreme worry and sadness
After she lost her job, she was in a state of serious distress because she couldn’t pay her bills.

disturbed
(adv) very worried or upset
She felt disturbed when all of her coworkers told her she was wrong, but she knew she was right.
diverse
(adj) if things are diverse, they are very different from each other
In one group, people were very diverse and often disagreed.

diversity
(n) In order to avoid groupthink, managers can invite a diversity of opinions to reach the best decision possible.

expert
(n) someone who has special skill or knowledge about a subject
Putting outside experts on a committee increases the pressure to conform.

expertise
(n) Most people do not have the expertise to make wise investments.

express
(v) to tell or show what you are feeling or thinking
It’s important to express your opinions in a polite and respectful way.

gain
(v) to get, win, or achieve something you want or need
Some people are nice to their bosses mainly because they hope to gain advantages, like higher salaries or promotions.

judgment
(n) an opinion that you form after thinking about something
When everyone disagreed with him, Paul began to doubt his own judgment.

obey
(v) to do what you are supposed to do, according to the law or to what someone in authority says
If you don’t obey the rules of society, you might get into trouble.
**participant**

(n) someone who takes part in an activity, such as an experiment

*Despite the participants’ distress, the group pressure usually won.*

**prevent**

(v) to stop something from happening

*Her fear of angering her boss prevented her from saying what she really thought.*

**remain**

(v) to stay in the same place or condition

*Even after everyone told him he was wrong, Kai remained convinced that he was right.*

**resist**

(v) to not accept changes, or to refuse to be changed by something

*Leila’s boss pressured her to work overtime, but she resisted, because she lives far away from her office.*

**subject**

(n) a person or animal that is used in a test or experiment

*Nearly all subjects resisted the pressure to conform.*

(v) subject

*Sometimes the group might subject the dissenters to harassment or isolation.*

**subordinate**

(n) someone who has a lower position or less authority than someone else

*My manager treats all of her subordinates fairly; everyone likes working for her.*

**trial**

(n) a test to see if a particular phenomenon happens

*In each experiment, a number of trials were held.*
unanimous
(adj) a unanimous decision, vote, etc. is one on which everyone agrees
A person is more likely to conform when the group majority is unanimous.
(n) unanimity
There was unanimity in the decision to build a new playground for the city children.
(adv) unanimously
The group voted unanimously to build a new playground for the city children.

underestimate
(v) to guess that something is smaller than it really is
All who gave in underestimated the influence of social pressure.

UNIT 3 BUILDING ACADEMIC LISTENING SKILLS

attitude
(n) the way someone generally thinks, feels, and behaves
Where people are very diverse, there are different attitudes.

censorship
(n) removing anything that is offensive, politically dangerous etc.
When people practice censorship on themselves, they don't express all the opinions and feelings they have to others.

cohesive
(adj) connected together to make a united whole;
A group where everyone gets along very well is likely to be very cohesive.
(n) cohesiveness
High group cohesiveness promotes groupthink.

collapse
(n) a sudden failure in the way something works, so that it cannot continue
After the collapse of the company, all the employees had to find new jobs.
concept (n) an idea of how something is or how it should be done
The lecturer explained the concept of "groupthink" to the class.

consensus (n) an opinion that everyone in a group agrees with
People with similar social backgrounds are likely to reach consensus.

doubt (v) to think that something may not be true or is unlikely
That manager gets angry at any employees who doubt his decisions.

external (adj) from outside
There was no external advice, and as a result, there was little discussion.

impartial (adj) able to give a fair opinion or advice, due to not supporting one side more than the other; neutral
A lack of impartial opinion discouraged diversity.

invulnerability (n) freedom from harm or damage
With no dissent, top management developed a sense of invulnerability.
(adj) invulnerable
When group members think they are invulnerable, there is likely to be a problem.

isolate (v) to separate from other people or things
Group members might isolate dissenters to punish them for not agreeing with the majority.
(adj) **isolated**

The nonconformists felt *isolated* from the rest of the group.

(n) **isolation**

Those who decide to go against the majority might experience *isolation* from the group.

**open-minded**

(adj) willing to consider and accept a diverse range of opinions and ideas

*Open-minded* problem solvers are likely to accept different ideas.

**provide**

(v) to give or supply something to someone

Technology experts *provided* the company advice on how to use the new computer systems.

**punish**

(v) to make someone suffer because he or she has done something wrong or broken the law

*If you are rude to your manager or coworkers, you may be punished.*

**recognize**

(v) to accept and admit that something is real

The managers *recognize* that the company has problems and they are trying to deal with it.

**reflect**

(v) to show or be a sign of a particular situation, idea, or feeling

The company's mottoes, "Onward and Upward" and "Always Do Your Best", *reflect* its efforts to achieve success.

**reward**

(v) to give something to someone because he or she has done something good or helpful or has worked for it

*Companies like to reward* employees who work hard.
risk
(v) to do something that you know may have bad results
*Inez didn’t want to risk making her coworkers angry by disagreeing with them.*

social background
(n) a person’s position in his or her society, family, and groups of friends
*Similarity of social backgrounds promotes conformity.*

in tune (with)
(exp) thinking in the same way as someone else; understanding someone easily
*If you conform in ideas, you’re more likely to feel in tune with friends.*

values
(n) ideas about what is right or wrong and what is important in life
*Related to high group cohesiveness is similarity of values.*
UNIT 4 PREVIEW

aesthetics
(n) the study of beauty, especially beauty in art
Ideas about the aesthetics of buildings have changed over thousands of years.
(adj) aesthetic
This building has a high aesthetic value.
(exp) aesthetically pleasing
The building’s design is aesthetically pleasing.

architecture
(n) the art and practice of planning and designing buildings
Peter studied architecture so that he could learn to plan and design buildings.

emphasis
(n) special importance
The people who designed this building put an emphasis on practicality instead of beauty.

extraordinary
(adj) very unusual or special
I think that the most extraordinary building I’ve ever seen is the Empire State Building.

form
(n) the shape of something
The forms of buildings vary greatly across cultures and time.

origins
(n) when, where, or how something began
No one knows the origins of this style of architecture, but I think it has been around for hundreds of years.
ornamentation
(n) decoration on an object;
At different times, architects have opposed ornamentation.
(adj) ornamental
Some buildings are very ornamental; others have almost no ornamentation.

past
(n) the time that existed before now
In the past, the buildings around here were much more interesting, but now they all look the same.

plaster
(n) a substance used for covering walls and ceilings to give them a smooth surface
The house was covered with plaster that was made of mud.

repair
(v) to fix something that is broken or damaged
If buildings get damaged, they should be repaired as soon as possible.

scale
(n) the size or level of something, when compared to the things around it
There are famous buildings whose scale is quite small.

surround
(v) to be all around someone or something
The park was surrounded by tall buildings on all sides.

unfamiliar
(adj) not known to you
The style of that house is unfamiliar to me. I've never seen anything like it before.
varied
(adj) including many different types of things or people
The houses on this block are varied in style; each one is different from the others.

UNIT 4 BUILDING ACADEMIC LISTENING SKILLS

affectionate
(adj) showing that you like or love someone or something
The residents of this town feel affectionate toward the old church, and they don’t want it to be destroyed.

brick
(n) a building material, usually red, consisting of small pieces of the same size
The Great Mosque in Mali is the largest building built of mud brick in the world.

cathedral
(n) a large and important religious building in which Christians worship
Most cathedrals in Europe have very detailed textures.

concrete
(n) a building material, usually grey or cream colored, made from water, a powder, small stones, and sand
Concrete is the most common building material used in much of the world today.

construct
(v) to build something
The pyramids were constructed using large stone blocks.
**curve**

(n) a line that follows the edge of a circle; it isn’t straight

*When you look closely, you can see a slight **curve** of the roof.*

**curve** (v)

*The roofs of the Sydney Opera House **curve** to remind us of the sails of the yachts on Sydney Harbor.*

(adj) **curved**

*The **curved** roofs remind us of the sails of the yachts on Sydney Harbor.*

**decoration**

(n) something that is added to something else in order to make it look more attractive

*Look at the beautiful **decorations** on the ceiling of this room.*

**dominate**

(v) to be the strongest, most important, or most noticeable feature of something

*The tall building **dominated** the view from our bedroom window.*

**elegant**

(adj) beautiful, attractive, pleasant, and usually having curves

*The Sydney Opera House has **elegant** sail-shaped roofs.*

**energetic**

(adj) having a lot of energy

*The roofs project a lively, **energetic** feeling.*

**generate**

(v) to produce or make something

*The architects’ discussion **generated** a lot of ideas about how to design the building.*
incidentally

(adv) used when giving additional information, or when changing the subject of a conversation

*St Paul’s Cathedral is a famous tourist sight in London, and incidentally, Christopher Wren designed it.*

**inspire**

(v) to make someone have a particular feeling or react in a particular way

*Architects use several techniques to inspire an emotional response to their buildings.*

**layer**

(n) an amount of a substance that covers all of a surface

*There was a layer of plaster over the brick wall.*

**monotonous**

(adj) boring because of always being the same

*In the Todai-ji, there are no large areas with the same monotonous texture.*

**plain**

(adj) without anything added or any decoration

*The architect didn’t like fancy decorations, so all his houses were very plain in style.*

**rank**

(v) to decide the position someone or something should have on a list

*The Taj Mahal is ranked one of the most beautiful buildings in the world.*

**rectangle**

(n) a shape that has four sides at 90° to each other; two of the sides are usually longer than the other two

*The base of this building is a rectangle and not a square.*

(adj) **rectangular**

Characteristic Greek elements include rectangular plans.
reinforced
(adj) made stronger; for example, reinforced concrete has steel bars running through it
*The MLC Centre was once the world’s tallest reinforced concrete office building.*

repetition
(n) something that happens again and again
*Too much repetition of the same pattern might inspire boredom.*
(adj) repetitive
*The MLC Centre is characteristic of repetitive patterns.*
(v) repeat
*Elements that an architect repeats in a building create an effect when seen from a distance.*

rich
(adj) having lots of interesting details
*The texture of the buildings is rich and detailed.*

serene
(adj) very calm and peaceful
*The Taj Mahal is serene and relaxed.*

surface
(n) the outside or top layer of something
*There’s something very interesting about the surfaces of the Chrysler Building.*

temple
(n) a religious building in which people from several religions, including Buddhism and Hinduism, worship
*The Todai-ji is one of the most famous temples in Japan.*
texture
(n) the way that a surface, material, etc. feels when you touch it, and how smooth or rough it looks
*Texture* is patterns that can be seen from a distance.

tower
(n) a tall narrow building or part of a building
*That tower* is the tallest building in the area.

UNIT 4 BUILDING ACADEMIC READING SKILLS

achieve
(v) to succeed in doing something by your own efforts
*Ancient architects* were able to *achieve* amazing things when they constructed buildings.

arch
(n) a shape or structure with a curved top and straight sides
*Arches* are very common in Roman architecture.
(adj) arched
*The Romans used a variety of* arched *structures in their buildings.*

balanced
(adj) when the different parts of a thing are equal in effect and importance
*I prefer a building design that is balanced,* where all the different parts are equal in effect and importance. Some people think buildings that are more varied are more interesting.

column
(n) a tall, vertical structure used to support a roof, or as decoration
*Greek elements include* columns *and pleasing proportions.*
consistent (adj) always happening in the same way, or having the same attitudes, quality etc.
When architects use a consistent style, many of their buildings look similar to each other.

dome (n) a shape that is like a ball cut in half
The Romans added domes, which are really three-dimensional arches.

durability (n) the ability to stay in good condition for a long time
Vitruvius believed good buildings should have durability; they should stay in good condition for a long time.

(durable (adj) durable
Certain materials make some buildings more durable than others.

elaboration (n) the supply of extra details
Modern buildings have very little elaboration.

(elaborate (adj) elaborate
Cathedrals usually have elaborate decoration.

emerge (v) to have a particular quality or position after experiencing a difficult situation
The country emerged from years of war to become peaceful and strong again.

façade (n) the front of a building, especially a large and important one
The proportions of the Parthenon's façade are very well balanced.
limited
(adj) not very great in number, amount, or degree
When the ancient Egyptians built the pyramids, they had limited machinery, so people had to drag the huge stones to the construction site.

pediment
(n) a flat, triangular shape, often above the entrance to buildings
Characteristic Greek elements include low triangular pediments.

pleasing
(adj) giving pleasure, enjoyment, or satisfaction
The design of this building is very pleasing, so everyone enjoys looking at it and spending time in it.

prominent
(adj) famous or important
One of the most prominent buildings of ancient Greece was the Parthenon, and it is still very famous today.

proportions
(n) relationship between length, width, height, and depth; good proportions are aesthetically pleasing
The Parthenon is famous for having proportions that are well balanced.

requirement
(n) something that someone needs or asks for
It was a requirement for buildings in ancient Greece to be both useful and beautiful.

satisfy
(v) to be good enough for a particular purpose
The model for the new building did not satisfy the demands of the architect, so he built a new one.
sculpture
(n) a three-dimensional work of art
*The pediments are filled with sculptures.*

speculate
(v) to guess why something happened or what will happen next, without knowing all the facts
*We can only speculate what future buildings will look like.*
UNIT 5 PREVIEW

clear
(v) to make people, cars etc. leave a place
It took hours for the police to clear the road after the accident so that traffic could move forward.

cost-effective
(adj) producing the best profits or advantages at the lowest cost
We need to figure out a cost-effective way to improve the flow of traffic in this city.

delay
(n) a situation in which someone or something is made to wait
There was a very long delay, and the train arrived two hours late.

destination
(n) the place that someone or something is going to
The bus reached its destination half an hour late because of the rain.

efficient
(adj) working well, quickly, and without wasting time or energy
The new transportation system may be very expensive, but at least it is efficient.

eliminate
(v) to get rid of something completely
The city government is planning to completely eliminate ferry boats across the river, so now everyone will have to drive across the bridge instead.

engineer
(n) someone whose job it is to design, build and repair roads, machines etc.
A bright, young engineer planned the new transportation system.
high-occupancy vehicle lanes
(exp) lanes on a busy highway that are reserved for cars with two or more people in them

*High-occupancy vehicle lanes* are lanes that are for cars with two or more people in them.

highway capacity
(exp) the maximum number of vehicles that a highway was designed to carry

*Highway capacity* is exceeded for five hours each day.

lane
(n) one of two or more parallel areas on a road divided by painted lines to keep traffic apart

*Adding new lanes* is not the best solution for rush hour traffic congestion.

location
(n) a particular place

*The train station has a convenient location right in the center of the city.*

operate
(v) to work or have a particular purpose

*Those bus lines only operate during the week, not on the weekends.*

permit
(v) to allow something to happen

*The new express train will permit many more people to take public transportation to work and leave their cars at home.*

rush hour
(n) the time of day when the roads, buses, trains, subways, etc. are most crowded because people are traveling to or from work

*During rush hour, it can take drivers up to 50 minutes to cross town.*
traffic congestion
(n) vehicle overcrowding that results in slow traffic; traffic jam
With recent increases in population, traffic congestion is becoming worse.

vehicle
(n) a machine with an engine used for transportation (includes cars, buses, trucks)
Most vehicle transportation provides access from an origin to a destination.

UNIT 5 BUILDING ACADEMIC LISTENING SKILLS

capacity
(n) the amount that something can hold, produce, or carry
This bus has a capacity of 50 people.

carpool
(n) a group of people who agree to travel together to work or school in one car and share the cost
Encouraging people to form carpools may help to reduce traffic jams.
(v) carpool
If enough people carpool to work, traffic congestion can be reduced.

challenge
(n) something that tests the skills or abilities of someone or something
Engineers face the challenge of building enough new roads to make room for the increasing population in this area.

committee
(n) a group of people chosen to do a particular job, make decisions etc.
The transportation committee has to decide where to build the new freeway.
**contribute**

(v) to help make something happen

*The increase in traffic contributes to the growing pollution levels in this city.*

**conventional**

(adj) used or existing for a long time, and considered usual

*A conventional way to improve traffic conditions is to put more buses into service, but I think it’s time to try something more unusual and different.*

**fraction**

(n) a very small amount of something

*Only a fraction of the people in this city ride bikes to work.*

**quality of life**

(n) the degree to which life is good or bad

*After I got a job in another city, my quality of life was seriously affected because I had to spend hours stuck in traffic every day to get to work.*

**public transportation**

(n) buses, trains, and other vehicles that are available for everyone to use

*Public transportation is buses, trains, and other vehicles that are available for everyone.*

**shuttle**

(n) a bus, train, or plane that makes short trips between two places

*Bus and train shuttles make short trips between the airport and the central rail station.*

(v) shuttle

*This small plan shuttles people from New York to Boston every two hours.*

**stadium**

(n) a building for sports, big concerts, etc. consisting of a field surrounded by rows of seats

*The city is planning to build a big new football stadium in this neighborhood.*
track
(n) two metal lines that a train travels on
*The train tracks go right by my house, and I can hear trains going by all day and night.*

trade-off
(n) a balance between two opposing things that you are willing to accept in order to achieve something
*It is wrong to think the trade-off for traffic signals is longer waiting time.*

tunnel
(n) a passage that has been dug under the ground or through a mountain, usually for cars or trains
*Everything went dark as the train entered the tunnel.*

UNIT 5 BUILDING ACADEMIC READING SKILLS

automatically Ac
(adv) operating by itself after started
*The system automatically charges cars $5 every time they go through the city center, and the bill is sent to the car’s owner.*

collect
(v) to get money from people
*Workers in toll booths collect money from people who want to drive on this highway.*

constant Ac
(adj) happening regularly or all the time
*Traffic is a constant problem in this area, even late at night and on weekends.*
central billing system
(n) an electronic system that receives information from a variety of sources and sends letters requesting payment
A **central billing system** is signaled every time the driver uses the freeway.

current
(adj) happening, existing, or being used right now
*The current plan to improve traffic conditions is to build a subway system under the city, but there might not be enough money available to do that.*

discourage
(v) to persuade someone not to do something
*Because of all the traffic jams, city officials want to discourage people from using their cars to get to work.*

dispatcher
(n) someone whose job is to send out vehicles such as taxis or ambulances to places where they are needed
*A **dispatcher** can help control traffic signals.*
install
(v) to put a piece of equipment somewhere and connect it so that it is ready to be used

There are no traffic lights at this intersection right now, but there is a plan to install them soon.

intersection
(n) a place where two roads meet

"Smart" traffic lights change signal timing to help vehicles move quickly through intersections.

license plate
(n) one of the signs with numbers and letters on it at the front and back of your car

It is illegal to drive without license plates on the front and back of your car.

peak
(adj) biggest or most extreme

It is very hard to get around during the peak periods for traffic jams, which are between seven and nine in the mornings and five and seven in the evenings.

ramp
(n) a short road for diving onto or off of a highway; on-ramp, off-ramp

Drivers can only get on the freeway if the traffic signal on the on-ramp is green.

road sensor
(n) metal plate installed under the road that senses traffic flow

Road sensors sense heavy traffic flow.

toll
(n) a sum of money that is paid to allow a driver to travel on a specific road

Governments could collect tolls to discourage use of the highway.
variable message sign

(n) a large electronic sign, usually above a freeway, whose message can be changed when necessary

Variable message signs above the freeways are used to inform drivers of traffic and weather conditions.
UNIT 6 PREVIEW

† art
(n) the use of painting, drawing, or sculpture to represent things or to express ideas
Most people agree that painting and sculpture are arts.

broad
(adj) including many different kinds of things or people
I think art should have a very broad definition; some crafts like sewing and knitting should be considered art, too.

craft
(n) a job or activity in which you use skills to create things with your hands
Many people regard rug making and quilting as crafts.

debate Ac
(v) to discuss a subject, expressing different opinions
The critics debated whether the pot was a piece of art or simply something to use for cooking.

demonstrate Ac
(v) to show that you have a particular skill, quality, or ability
The person who made the rug demonstrated a great deal of weaving skill. The rug has a beautiful pattern that required using five different kinds of wool.

distinction Ac
(n) a clear difference between things
It's important to make a distinction between art that requires skill to make and art that anyone can make.

gallery
(n) a room, hall, or building where people can look at art
I took my family to an art gallery to see a new exhibit of a local artist's paintings.
merely
(adv) used in order to emphasize that an action, person, or things is very small, simple, or unimportant

*It is amazing that it took the artist merely half an hour to do the painting. There was so much detail, I thought it took much longer to do.*

overcome
(v) to succeed in controlling a feeling or problem

*She had to overcome a lot of difficulties in order to become a successful artist. For example, she had to work at two jobs so she would have enough money to rent a studio and buy art supplies.*

quilt
(n) a warm thick cover for a bed, made by sewing two layers of cloth together with a filling of cloth or feathers

*Nancy’s grandmother made that quilt that Nancy keeps on her bed. It’s beautiful, and it’s very warm.*

represent
(v) to show or mean a thing or an idea

*These paintings represent the farm that the artist lived on as a child.*

unpredictable
(adj) changing so much that you do not know what to expect

*That artist is really unpredictable; he uses many different styles, so you never know what kind of art he will produce next.*
UNIT 6 BUILDING ACADEMIC LISTENING SKILLS

application
(n) the use of a technique, machine, or idea for a practical purpose
This artist works with clay, and her application of the pottery skills she learned in South America is really impressive. It's hard to believe that she made these beautiful pots by hand.

carpenter
(n) someone whose job is making and repairing wooden objects
When a carpenter sets out to make a table, he has a plan.

clarify
(v) to make something easier to understand by explaining it in more detail
The lecturer tried to clarify the differences between arts and crafts, but some pieces seem to fall into both categories.

commission
(v) to ask someone to do a piece of work for you
She is going to commission an artist to paint a portrait of her daughter.

craftsperson
(n) a person who is very skilled at a craft; craftsman / craftswoman
If you want a skillful use of materials, the craftsperson will achieve that goal.

display
(v) to put things in a place where people can see them easily
The museum is going to display the work of ten young, local artists on the first floor.

fabric
(n) cloth
She made the quilt out of many different kinds of brightly colored fabric.
memorable
(adj) worth remembering

*Our visit to the museum last weekend was really memorable because they were showing some of Picasso’s most famous paintings.*

obstacle
(n) something that makes it difficult for you to succeed

*He wanted to go to art school, but the biggest obstacle was that he didn’t have enough money to pay for the tuition.*

outcome
(n) the final result

*The artist surprised even himself with the outcome of his painting. It looked very different from his original idea.*

propose
(v) to suggest that something be done

*The gallery owners propose expanding the definition of art to include things like quilts and jewelry because they would like to have a wider variety of items in their gallery.*

theory
(n) an idea that explains how something works, etc.

*The lecturer has a very interesting theory that explains why people who make crafts are getting more respect in the art world these days.*

with somebody or something in mind
(exp) considering someone or something when doing something

*A painter does not work with somebody in mind who might buy her painting.*

work of art
(exp) a painting, sculpture, or other creative work of high quality

*Using craft materials to make works of art was once controversial.*
UNIT 6 BUILDING ACADEMIC READING SKILLS

attempt
(n) an act of trying to do something

*The potter made an attempt to convince critics that his cups and plates were works of art.*

boldness
(n) confidence and willingness to take risks

*The boldness of Maya’s work shocked everyone who came to see it because she is actually quiet and shy.*

ceramics
(n) the art or craft of making pots, bowls, and other items from clay; pottery; stoneware

*One of the world’s oldest crafts, ceramics, is often considered an art today.*

clay
(n) a type of heavy wet soil that is used to make pots or bricks

*These ceramic pots are made out of clay.*

controversy
(n) a serious argument about something that involves a lot of people over a long time

*The artist’s first exhibition caused a great deal of controversy.*

cultivate
(v) to work hard to develop a particular skill, quality, or attitude

*He’s tried hard to cultivate the skill of working with metal, but it was very difficult for him.*

deny
(v) to say that something is not true

*Many people did not like his style of art, but no one could deny that he had artistic talent.*

devote
(v) to give your time, money, etc to someone or something

*They* devote most of their free time to making quilts to give to older people in their town.

**enrich**

(v) to improve the quality of something

*Great art can enrich the lives of people who go to see it because art makes us think and helps us to see the beauty in different things.*

**extend**

(v) to make something bigger or last longer

*If the teachers take their classes to see the art show, it might extend their ideas about other ways to have fun, and it may encourage them to try making art themselves.*

**harassment**

(n) unpleasant or threatening behavior

*The Bauhaus was subjected to Nazi harassment in the early 1930s.*

**media**

(n) materials that are used in works of art or craft

*In the 1970s, artists made objects out of craft media for gallery exhibitions.*

**revitalize**

(v) to make something become strong, active or powerful again

*A lot of artists have moved here recently, which will help revitalize the art scene in this city.*

**typography**

(n) the work of preparing written material for publication

*At the Bauhaus, students and teachers cultivated the applied art of typography.*
upscale
(adj) relating to people from a high social and economic class
He had a studio that sold dishes in upscale stores.

urge
(v) to strongly advise someone to do something
My teacher is urging the class to go see the Native American art exhibit at the museum.
He said it's really fantastic.
UNIT 7 PREVIEW

analyze

(v) to examine or think about something carefully in order to understand it
The doctor analyzed her genes to see if she had any genetic problems that she might pass on to her children.

cholesterol

(n) a chemical substance found in the blood; too much may cause heart disease
Excess cholesterol in the blood is a cause of heart disease.

detect

(v) to notice or discover something
It is often difficult to detect cancer in the early stages of the disease.

deterioration

(n) decreasing function
Huntington's disease causes mental deterioration.

(v) deteriorate
Huntington's disease patients experience a gradual deterioration of their mental and physical functions.

determine

(v) to find out the facts about something
After performing a few tests, the doctor determined that he did not have cancer.

diagnose

(v) to find out what illness a person has or what is wrong with something
The baby was very sick, and sadly, she was diagnosed with a serious genetic disease.
My sister is pregnant, so her doctors performed tests to see if her baby has any genetic disorders.

**dominant**
(adj) particular genetic feature of a parent that is visible in a child, even if it has been passed on by only one parent; opposite of recessive
Alzheimer’s disease is a dominant genetic disorder.

**heredity**
(n) the process of passing on a mental or physical quality from a parent to a child through the genes
The qualities that you inherit from your parents, or your heredity, can have a major effect on your health.

**incidence**
(n) the number of times something happens
There is a very low incidence of cancer in our family. In fact, as far as I know, only one uncle has ever had it.

**legacy**
(n) something transmitted by or received from a family member in the past
The genetic legacy that you get from your parents will help determine many things, including hair and eye color.

**mucus**
(n) a thick liquid produced in various parts of the body, such as the nose
Cystic fibrosis causes excess mucus in the lungs.
_recessive_
(adj) a particular genetic feature that is visible in a child only if both parents pass it on; opposite of **dominant**

*A recessive disorder that causes death in early childhood is Tay-Sachs disease.*

_ susceptibility to_
(n) a tendency to be affected by something; **susceptible** (adj)

*Cystic fibrosis causes increased susceptibility to infections.*

_trait_
(n) a particular quality or characteristic

*She shares many traits with her brothers and sisters, such as having brown hair and blue eyes.*

_treat_
(v) to give someone medical attention for a sickness or an injury

*A team of doctors is treating her for the disease, but they think that she will be able to recover.*

UNIT 7 BUILDING ACADEMIC READING SKILLS

_allele_
(n) one of several possible forms of gene

*One allele is inherited from the mother, and the other from the father.*

_chromosome_
(n) a thread-shaped part of every living cell that contains the genes controlling the size, shape, and other physical characteristics

*An allele is located on a specific site of a specific chromosome.*
code (v) to specify the genetic code for a living thing (or give information about the arrangement of genes that controls the way a living thing develops)

*Scientists are studying the gene that codes for a protein that determines eye color.*

devastating (adj) badly damaging or destroying

*She inherited a devastating genetic disease from her father, so she died at a very young age.*

dictate (v) to influence or control something

*The genes you inherit from your parents dictate your appearance. For instance, if both your parents have black hair, you probably will too.*

distinguish (v) to recognize or understand the difference between things or people

*We can distinguish between the different traits that we inherit from our fathers and our mothers through genetic testing.*

**dominant gene**

(n) a gene that causes a child to have a particular feature of a parent even if it has been passed on by only one parent; designated by a capital letter

*Scientists indicate dominant genes with capital letters.*

**gene**

(n) a part of a chromosome that controls what an organism looks like, how it grows, and how it develops

*Genes create physical characteristics in individuals.*
**genotype**

(n) the exact genes that are present in a living thing that may or may not lead to a visible characteristic

*The term genotype refers to the precise alleles that are present.*

**observe**

(v) to see or notice something in particular

*Scientists can observe the ways in which genetic traits are passed along by analyzing different generations of a family.*

**phenotype**

(n) a clearly visible physical characteristic

*Phenotype is related to the physical features that you can see.*

**principle**

(n) the basic idea that a plan or system is based on

*Before we discuss how genetic traits are inherited in more detail, let's make sure we all understand the basic principles of inheritance.*

**recessive gene**

(n) a gene that causes a physical feature, but only if a child inherits two of that gene; designated by a lowercase letter

*We observe the recessive form of the trait only when there are two recessive genes for the same physical characteristic.*

**related**

(adj) connected by similar ideas or dealing with similar subjects

*Gene, allele, and chromosome are a few terms that are related to genetics, or the study of genes.*

**sibling**

(n) your brother or sister

*It's easy to see that Matt and Marian are siblings because they look so much alike.*
**uncontrollable**
(adj) impossible to control or stop
*He has a genetic disease that causes uncontrollable movements of his arms and legs, even when he’s asleep.*

**version**
(n) a copy of something that is slightly different from other forms of it
*Abnormal versions of some genes will cause serious health problems.*

**UNIT 7 BUILDING ACADEMIC LISTENING SKILLS**

**affect**
(v) to do something that produces a change in someone or something
*Her genetic legacy from her parents affected her in a negative way, as she was always worried about getting sick.*

**anxiety**
(n) a strong feeling of worry about something
*She felt a lot of anxiety because she was afraid that her children would inherit the same genetic disease that she had.*

**confirm**
(v) to say or prove that something is definitely true
*I thought I might have heart disease, and the doctor’s test confirmed that I had it.*

**ethical**
(adj) morally good or correct
*Genetic screening raises many ethical issues.*
**hint**
(n) something that you say or do that helps someone guess what you really want or what will happen
The first hint that Lucy had the disease came when she began to have a lot of headaches.

**informed**
(adj) having a lot of knowledge or information about a particular subject or situation
If you find out how many people in your family have suffered from a genetic disease, you will be informed enough to make the right decision about whether or not to get your children tested for the disease.

**likelihood**
(n) how likely something is to happen
No one in your family has Alzheimer's disease, so the likelihood that you will get it is fairly low.

**momentum**
(n) the ability to keep increasing, developing, or being more successful
Genetic testing is gaining momentum among both doctors and patients. More and more people are doing it for many different reasons.

**prevalent**
(adj) common at a particular time or in a particular place;
Tay-Sachs disease is especially prevalent in descendents from Jewish communities from Eastern Europe.
(n) prevalence
This report indicates that the prevalence of certain heart diseases varies between men and women.
relieved
(adj) feeling happy because you are no longer worried about something; relieve (v)
People are very relieved when a genetic test shows they do not have a gene for a disease.

spasm
(n) an occasion when your muscles suddenly become tight, causing you pain
He had terrible muscle spasms in his back, so he stayed home from work for three days and rested.

symptom
(n) a physical condition that shows that you have a particular disease
Some kinds of cancers have very few early symptoms, so people don’t find out they have the disease until it is fairly advanced.

voluntary
(adj) done willingly and without being forced or paid
These genetic tests are voluntary, but doctors highly recommend that patients sign up for them.
UNIT 8 PREVIEW

caught in the middle
(exp) to be in a difficult situation because two people who you know well are arguing and both of them criticize each other to you
It is uncomfortable to be caught in the middle of two people having an argument.

compatible
(adj) able to exist or be used together without causing problems
Conflict results from the belief of one or both parties that their interests are not compatible.

conflict
(n) angry disagreement between people, groups, countries etc.
There was a serious conflict between two people in my office yesterday, but now they are getting along fine again.

disputant
(n) a person or group of people who are involved in a legal dispute
The two disputants were very angry with each other.

dispute
(n) argument
Most people do not like to get involved in other people’s disputes.

have an argument
(exp) to argue
People who live together often have arguments about keeping their space clean.
incompatible
(adj) unable to exist or be used together without causing problems
*The belief that our interests are incompatible often sets the stage for conflict.*

insufficient
(adj) not enough
*There was insufficient money to pay for all the projects, so the employees argued with each other for control of the small amount of money that was available.*

mutual
(adj) felt or shared by two or more people
*A good working relationship is marked by mutual respect, when both people respect each other and treat each other well.*

oppose
(v) to disagree strongly with an idea or action
*Some managers get very angry at their employees when the employees oppose their ideas.*

resolve
(v) to find a way of dealing with a problem
*We need to resolve this problem quickly so that we can get back to work and finish the project on time.*

resolve one’s differences
(exp) solve one’s conflicts
*I hope my two friends resolve their differences soon.*

resources
(n) all the money, property, skills, etc. that you have available to be used
*People tend to fight over resources when there are not enough of them available for everyone to share.*
**take sides**

(v) choose to support one person more than another person, especially in an argument

*The manager didn't want to take sides in Olivia and Annie's argument, but it soon became clear that Olivia was right and Annie was wrong.*

**technique**

(n) a special skill or way of doing something

*Mediation is an effective technique for helping people solve problems in the workplace.*

**uncomfortable**

(adj) unable to relax because you are embarrassed

*Anna felt very uncomfortable when she got caught in the middle of Jay and Mark's argument.*

**yell**

(v) to shout or say something very loudly, especially because you are frightened, angry, or excited

*When you argue with people, you should try not to yell at them. Always speak in a calm, quiet voice.*

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**UNIT 8 BUILDING ACADEMIC READING SKILLS**

**concern**

(n) a feeling of worry about something important

*If you have a concern that you are not being treated fairly, you should discuss it with your manager in private.*

**contest of wills**

(exp) the result of two opposing sides that refuse to change

*In one approach to addressing conflict, the parties treat the conflict as a contest of wills.*
create ill will
(exp) to cause unfriendly feelings toward someone
*The salesperson haggled with the customer for the best price even though it created ill will.*

drive one’s behavior
(exp) to influence what someone does
*Managers should talk to problem employees about what is driving their behavior.*

enthusiastic
(adj) showing a lot of interest and excitement about something
*The employees were very positive and enthusiastic about the mediation training course.*

establish
(v) to start something such as a company, system, situation etc
*It’s important to establish strong personal bonds between coworkers.*

find common ground
(exp) to discover two parties have similar opinions or attitudes
*With the right approach, disputants can find common ground where their interests are compatible.*

haggle with
(v) to argue about the price of something with someone
*Salespeople sometimes haggle with customers about the prices of things.*

have in common
(n phr) to have the same interests, attitudes, etc as someone else
*My coworkers and I have a lot in common, so we get along very well.*
incentive

(n) something that encourages you to work harder, start new activities etc.

*I don’t think the employees will be willing to work harder unless we give them some kind of incentive, like a day off or a bonus.*

lines are drawn

(exp) to establish a position and be unwilling to change

*When a manager and an employee disagree about a salary increase, lines are drawn and some concerns are not considered.*

lock into a position

(exp) to be unable to change opinions

*When relationships matter, focusing on interests rather than lock into positions makes sense.*

preserve

(v) to keep someone or something from being harmed or destroyed

*If you want to preserve your good relationships with coworkers, you should treat them fairly and try not to lose control around them.*

reconcile

(v) to have a good relationship with someone again after you have argued with him or her

*À thorough examination of the situation may help to reconcile the parties.*

restore

(v) to make something exist again or return to its former state

*After the conflict was resolved, we were able to restore the usual peaceful atmosphere of the office.*
superficial
(adj) on the surface; not deep or substantive
*The positional approach might be best when your relationship with the other party is superficial.*

sympathetic
(adj) showing that you understand how sad, hurt, lonely, etc. someone else feels
*Anita’s manager was sympathetic about her problems with her coworkers, so she felt better after discussing them with him.*

take into account
(v) to consider particular facts when judging or deciding something
*Before you decide what to do, you should take into account how your decision will affect all the people involved in this dispute.*

underlying
(adj) the reason, cause, etc that is most important but that is not easy to discover
*The underlying cause of the conflict between Ed and Joe was that Ed was jealous of the raise Joe had recently been given.*

underlying need
(exp) a need or necessity that is important but not obvious
*If we look deeper into any conflict, we usually find the real underlying needs the parties want to express.*

UNIT 8 BUILDING ACADEMIC LISTENING SKILLS

blame
(n) responsibility for something bad
*My manager took the blame for the problem, but it really wasn't his fault.*
**brainstorm**

(v) to think of many different ways of doing something, developing ideas, or solving a problem, especially in a group

*Let’s all have a meeting and try to **brainstorm** some solutions to this problem.*

**break down**

(v) to separate something into smaller pieces

*It is helpful to **break down** larger problems into smaller issues.*

**cooperation**

(n) the act of working with someone else to achieve what you both want

*We need to improve **cooperation** between the different departments, because right now, people are not working together well at all.*

**criticize**

(v) to say what faults you think someone or something has

*My brother gets upset when his manager **criticizes** him, but he should listen and try to learn something from what she says.*

**feedback**

(n) advice, criticism, etc. about how successful or useful something is, given so that something can be improved

*She asked for her manager’s **feedback** on the work she had done on the new project.*

**highlight**

(v) to make a problem, subject, etc. easy to notice so people will pay attention to it.

*When you comment on someone else’s work, it is important to **highlight** positive as well as negative things.*

**highlight common ground**

(exp) to find shared opinions, values, and attitudes of two parties

*Mediators **highlight common ground** by finding shared attitudes, values, behaviors, expectations, and goals.*
insult
(v) to say or do something that offends someone by showing that you do not respect them

*It is not a good idea for people to insult one another to get their feelings out in the open.*

manageable
(adj) easy to control or deal with

*Most workplace conflicts are manageable if they are handled the right way.*

mediator
(n) a person or organization that tries to end an argument between two people or groups through discussion

*The mediator wants to move the general discussion to a more detailed and specific discussion.*

neutral
(adj) not supporting either side in an argument, competition etc.

*Chan and Drake wanted my opinion about their argument, but I remained neutral and didn’t take sides in their dispute.*

offer a solution
(exp) to provide a way of solving a problem

*A mediator shouldn’t offer solutions before the parties get a chance to discuss their differences.*

paraphrase
(v) to express in a shorter or clearer way what someone has written or said

*It helps to paraphrase what a disputant says to try and uncover his or her underlying needs.*
pass judgment
(exp) to make a judgment about someone or something
When mediators use framing, they ask friendly questions that avoid blame or passing judgment.

progress
(v) to develop or continue
If arguments are allowed to progress too far without some form of mediation, they can become very serious.

restate
(v) to say something again in a different way
When you want to make sure you've understood something that someone has said to you, it helps to restate it back to them.