



A short text with
vocabulary for each
alphabet letter



Edlange Barbosa



A

Your **acerbic** rhetoric will not change anything. If you had **acted upon** the **above-board** information I fed you, you would not have been scolded. Quite the opposite, the directors would be **appraising** you for the promotion you have been dreaming about for months!

ABOVE BOARD

Legitimate, honest, and open.

ACERBIC

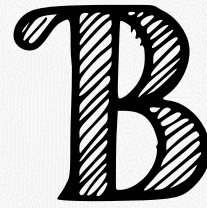
Sarcastic, acid.

ACT UPON

To take action because of information received.

APPRAISE

Evaluate, consider.



I made a **brazen** attempt to **broker** the deal I needed. I **battered** Philips **up** because he is a **bean counter**, but unfortunately, my efforts fell flat.

BEAN COUNTER

A person in corporate or government financial decisions who is reluctant to spend money.

BRAZEN

Obvious, without any attempt to be hidden.

BUTTER UP

Praise or flatter someone excessively.

BROKER

Arrange or negotiate (a settlement, deal, or plan).



Brenda had always been merely a **cog in the machine**. But things changed when she was the only one able to **coax** Levi into signing the deal and **capping off** an issue that had been bothering the directors for weeks. Even the ones who had made **callous** remarks about her had to admit her big win.

COG IN THE MACHINE

A small or insignificant member of a larger organization or system.

CAP OFF

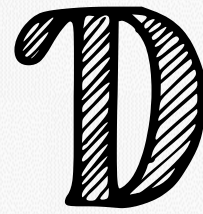
Finish or complete, as with some decisive action.

COAX

Gently and persistently persuade (someone) to do something.

CALLOUS

Showing or having an insensitive and cruel disregard for others.



A **devious** employee **dobbed in** Martha regarding a mistake she had made at work. She was immediately fired, and she used her free time to **dabble** in different activities. At first, she thought she could only sell **dirt cheap** goods of all sorts, but slowly she saw herself as a talented designer, and what was first just a distraction became a profitable business enterprise. Now she makes way more money than before as an employee at a bank.

DIRT CHEAP

Extremely cheap.

DOB IN

To secretly tell someone in authority that someone else has done something wrong.

DABBLE

Take part in an activity in a casual or superficial way.

DEVIOUS

Showing a skillful use of dishonest tactics to achieve goals.



E

Gordon's overconfidence and **ebullient** attitude started to **ebb away** after he was forced to **eat crow** when the project he **expedited** did not come to fruition.

EXPEDITE

To make (an action or process) happen sooner or be accomplished more quickly.

EBB AWAY

To gradually reduce something.

EBBULIENT

Cheerful and full of energy.

EAT CROW

To be humiliated by having to admit a mistake.



F

Alex is great at **ferreting out** the best deals in town. Last week, we traveled to a **far-flung** neighborhood to get low-priced items at a clothing store's **fire sale**. The brand's owner is rumored to be bankrupt after his assets have been **forfeited**.

FIRE SALE

A sale of a business or part of a business at a low price.

FERRET OUT

Search and discover something.

FORFEIT

Lose or be deprived of (property or a right or privilege) as a penalty for wrongdoing.

FAR-FLUNG

Distant or remote.



G

After quickly **gearing up** for **gargantuan** changes in the company's budget due to the country's economic downturn, now employees finally see **green shoots of recovery**. The CEO was even **goading** competitors on his LinkedIn page.

GREEN SHOOTS OF RECOVERY

The first signs of an improvement in an economy that is performing badly.

GEAR UP

To prepare for something.

GOAD

Provoke or annoy (someone) so as to stimulate some action or reaction.

GARGANTUAN

Very large.



H

Mark has always **harped on** his talent as a realtor and the fact his peers considered him a **highflier**. Some consider him just **haughty** and good at **hatching** crazy plans to be successful. Only time will tell if he is as smart as he claims to be.

HIGHFLIER

A person who is or has the potential to be very successful.

HARP ON

To talk or complain about something many times.

HATCH

To create or decide on a plan, esp. a secret plan.

HAUGHTY

Arrogantly superior and disdainful.



1

The bakery chain is **in a bind**, and the last thing we needed was the son's owner here, **idling away**. We need **industrious** people to save this company from bankruptcy. But it seems like his primary goal here is to **intermingle** the image of him as a professional with some easy money.

IN A BIND

In a difficult, threatening, or embarrassing position.

IDLE AWAY

To spend a period of time relaxing and doing very little.

INTERMINGLE

To become mixed together.

INDUSTRIOUS

Diligent and hard-working.



J

Anthony is a **jack-of-all-trades**, but not even he was able to avoid the **jarring** measures taken to solve the problems caused by the wrong management. **Jacking up** prices overnight **jeopardizes** the financial health of the business and is out of the question.

JACK-OF-ALL-TRADES

Someone who can do many different jobs.

JACK UP

Increase sharply.

JEOPARDIZE

To put someone or something in Danger.

JARRING

Wrong or unsuitable.



K

Joshua is a **keen-eyed** person. He quickly noticed that Mark was funding his lavish lifestyle with **kickbacks** he received in a rather shady deal he brokered. But after the fact became public, he was forced to **kiss** the Hampton's beach house **off**, and thanks to that, he no longer could **keep up with the joneses**.

KISS something OFF

To accept that you have lost something or failed at something.

KEEP UP WITH THE JONESES

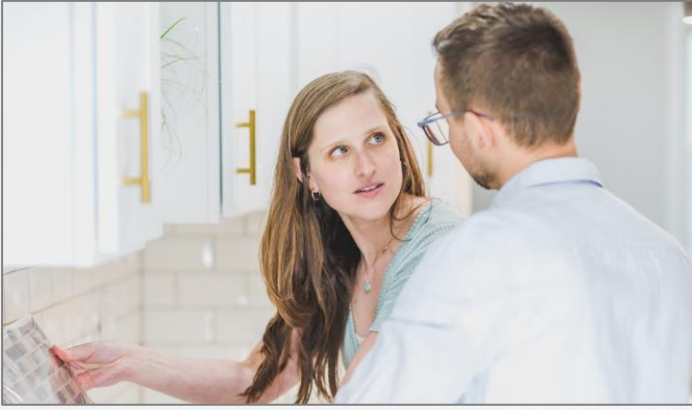
To show that you are as good as other people by getting what they have and doing what they do.

KICKBACK

A payment made to someone who has facilitated a transaction or appointment, especially illicitly.

KEEN-EYED

A special ability to notice or recognize a particular thing or quality.



L

Louise refused to **let bygones be bygones** and pressed charges against her previous boss due to his **leering** attitude towards her. Many believed Jonathan was just a guy who liked to **lord it over people**, but not a pervert. Funny thing is that after such a crazy day at work, nobody thought much about the new tax **levied** on imports.

LET BYGONES BE BYGONES

Forget past offenses or causes of conflict and be reconciled.

LORD IT OVER someone

To behave as if you are more important than someone and have a right to tell that person what to do.

LEVY

Impose (a tax, fee, or fine).

LEERING

To look or behave in a way that shows sexual interest, especially when this is not wanted.



M

It has been really difficult to **muddle through** the **market jitters** lately. Last week I took some time off and realized that watching any **mawkish** rom-com would do me more good than **mugging up** non-stop trying to come up with any satisfactory solution.

MARKET JITTERS

Increased anxiety and uncertainty among market participants.

MUDDLE THROUGH

To cope in a more or less satisfactory way despite lack of expertise, planning, or equipment.

MUG-UP

To study intensively.

MAWKISH

Showing emotion or love in an awkward or silly way.



N

Claire is very well familiar with the **nuts and bolts** of her business. She is not afraid of competitors **nibbling away at** her market share, even after being **nabbed** for fraud. Her **nonchalant** attitude is shocking.

NUTS AND BOLTS

The practical facts about a particular thing.

NIBBLE AWAY AT

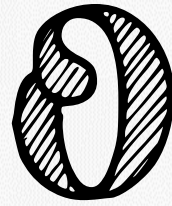
To slowly reduce something.

NAB

To catch (someone) doing something wrong.

NONCHALANT

Calm and relaxed, either because they do not care about something or because they are not worried about something.



Oozing confidence in a couture suit and tie did not save Scott from sounding **oafish** in that **off-the-cuff** speech he gave to the donors of his new charity. The good thing is that the embarrassing moment will make him stop **ordering** everyone **around** for at least some time.

OFF THE CUFF

Without preparation.

ORDER AROUND

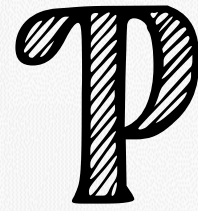
Boss or command someone in an unpleasant way.

OOZE

To give a powerful impression of (a quality).

OAFISH

Stupid, rude, or awkward.



Travis adopted simplistic measures to deal with a difficult scenario. Firing a couple of **pen pushers** did not **pare back** the company's financial abyss. His business is becoming a **poignant** reminder of better times when people worked hard and **playacting** to look good on the market was never an option.

PEN PUSHER

A person with a clerical job involving a lot of tedious and repetitive paperwork.

PARE BACK

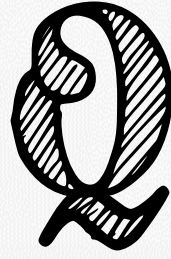
To reduce something.

PLAYACT

To engage in pretense in order to trick someone or gain an advantage.

POIGNANT

Evoking a keen sense of sadness or regret.



Lena is a young and **quick-witted** lawyer. She has already **quarreled** **with** a number of judges without **quaking** **in** **her** **boots**. On many occasions, she was successful, and the judges did not **quash** her appeals.

QUAKING IN YOUR BOOTS

To be very frightened or anxious about something that is about to happen.

QUARREL WITH

To disagree with someone or something.

QUASH

To reject or void, especially by legal procedure.

QUICK-WITTED

Showing or characterized by an ability to think or respond quickly and effectively.



Hailey was sick and tired of working for a **rubber-stamp** organization and had been long seeking new opportunities. She decided to quit and open a shoe store. Her **ravishing** designs sell like hot cake, and she **rakes it in**. Now she is happy and **reaping** the rewards of all the hard work she put in.

RUBBER-STAMP

A group or organization that gives approval to ideas, projects, laws, etc. without examining them carefully first.

RAKE IT IN

To earn or get a large amount of money.

REAP

To receive (a reward or benefit) as a consequence of one's own or other people's actions.

RAVISHING

Delightful; entrancing.



Elizabeth overcame all the people who had **sneered at** her work as a novelist for years and **set the world on fire** with her last work. She slowly **sidled up to** good people and away from the **slanderous** ones who envied her.

SET THE WORLD ON FIRE

To be very successful and attract a lot of attention.

SIDLE UP TO

To walk toward or away from someone, trying not to be noticed.

SNEER AT

Smile or speak in a contemptuous or mocking manner.

SLANDEROUS

(of a spoken statement) false and malicious.



T

The crisis Oliver's company has been enduring is **tantamount** to bankruptcy, which has made him **tread** a difficult line. After **throwing good money after bad** one more time, the reserves **tapered off**, and he will end up selling everything he owns.

THROW GOOD MONEY AFTER BAD

To waste money by spending more money on something you have already spent money on that is no good.

TAPER OFF

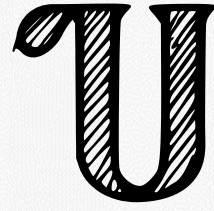
To become smaller gradually toward one end.

TREAD

To walk in a specified way.

TANTAMOUNT

Equivalent in seriousness to; virtually the same as.



In an intrepid attempt to **usher in** a new era in the business, Portman **upped the ante** amid the negotiations for more funds, claiming he needed to **undergird** new projects by ridding the company of **unbecoming** employees and hiring new personnel.

UP THE ANTE

To increase what is at stake or under discussion, especially in a conflict or dispute.

USHER IN

To launch something new, or mark its beginning.

UNDERGIRD

To provide support or a firm basis for.

UNBECOMING

(of behavior) not fitting or appropriate; unseemly.



V

The senator used the power **vested** in him to **vent** his **spleen** in a **verbose** and pretentious manner. Now is the moment to **vie** for more power and reach, and he is trying hard to succeed.

VENT someone's **SPLEEN**

To express angry feelings.

VIE FOR

To compete eagerly with someone in order to do or achieve something.

VEST

To grant authority.

VERBOSE

Using or expressed in more words than are needed.



W

Helen has suffered from migraines since her late teens. Being **whisked away** from all sorts of events to go to the ER was part of her daily life. But after trying a **wondrous** new drug, she feels great – **warts and all**. The problem now is to **wean** it **off** and stop taking the strong medication.

WARTS AND ALL

Including features or qualities that are not appealing or attractive.

WHISK AWAY

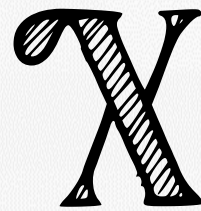
To take away or remove something or someone quickly.

WEAN something OFF

Accustom (someone) to managing without something on which they have become dependent or of which they have become excessively fond.

WONDROUS

Inspiring a feeling of wonder or delight; marvelous.



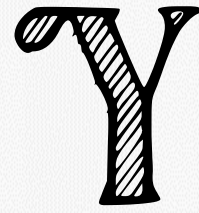
There are many talented businesspeople out there, but Evan has the **X factor**. That's why people got desperate when he was stuck at the airport because of the long **X-ray** lines. But thankfully, he managed to be on time for the meeting.

X FACTOR

A noteworthy special talent or quality.

X-RAY

An electromagnetic wave of high energy and very short wavelength, which is able to pass through many materials opaque to light.



After years of witnessing the effects of **yellow journalism** on his career, Joseph will not **yield** to the media's power. He is not a **yellow-bellied** public figure. But at the end of the day, he **yearns** for life out of the public eye.

YELLOW JOURNALISM

A style of newspaper reporting that emphasizes sensationalism over facts.

YEARN FOR

To have an intense feeling of longing for something, typically something that one has lost or been separated from.

YELLOW-BELLIED

Not brave and easily frightened.

YIELD

To give way to arguments, demands, or pressure.



Z

In the beginning of the meeting, there was a **zestful** mood, but after Cole broke the news that he **zeroed out** the project, people got demotivated. He **zigged before he zagged** if he wanted people's full attention since the very beginning. But after some discomfort, everybody **zoned in** and the meeting continued.

ZERO OUT

Cut off funding for a project.

ZONE IN

Pay attention after not doing so.

ZIGGED BEFORE YOU ZAGGED

To do things in the wrong order.

ZESTFUL

Characterized by great enthusiasm and energy.

“Formal
education will
make you a living;
self-education
will make you a
fortune.”

JIM ROHN