

Spelling Contest Word Bank

Upper Intermediate (Level C)

assistant	term	earn	receive
experience	description	responsibility	monitor
require	mark	attention	detail
training	wage	duty	attendance
reliable	advantage	qualification	punctual
presentation	skill	leadership	communication
submit	position	respond	advertisement
faculty	advice	resume	review
profile	highlight	ambition	certificate
standard	organization	discuss	interview
process	appointment	inspection	apologize
holiday	promising	decorate	front desk
storage	location	transportation	private
parking lot	high-rise	natural	lighting
furnish	interior design	weekend	computer
headset	department	electrical	equipment
copy machine	projector	delegate	file
briefing	Thursday	stationery	belongings
extra	conference	priority	staff
lift	heavy	colleague	cooperation
method	email	compose	consider
significant	subject	cellphone	convenient

cultural	take into account	manner	impression
relationship	familiar	point	purpose
formal	style	expect	convey
permit	audience	effectively	company
employee	hear	probably	get in touch with
message	greeting	address	representative
program	curious	goal	increase
schedule	offer	option	finish
chief	operation	online	catalog
ability	estimate	confident	urgent
look forward to	either...or...	budget	wedding
approximately	afford	bake	artificial
dessert	reception	photographer	entertainer
banquet	gourmet	consist	dancer
appetizer	meal	invoice	customer
in regard to	product	receipt	layout
logo	produce	owe	supply
precise	price	charge	order
expense	postage	fee	tax
condition	cash	deposit	payment
due	gain	chart	boost
attractive	innovative	question	alert
present	loudly	enthusiasm	explain
content	deliver	plan	speech

memorize	convincingly	mention	try
figure	facility	software	slide
whiteboard	alternative	rearrange	text
tool	blackboard	Internet	quiet
surrounding	rather	noisy	space
spelling	error	blank	duplicate
missing	mistake	block	business trip
vice president	salesperson	potential	opportunity
expand	arrange	book	client
accommodation	airfare	credit card	confirmation
timetable	allow	lunch meeting	list
in addition	etiquette	procedure	focus
deal	research	see the sights	arrangement
upcoming	update	itinerary	respect
recommend	senior	boarding pass	bow
executive	shuttle bus	direct	terminal
laptop	pack	return	check out
e-ticket	up-grade	departure	arrival