

Essential English Words

High-frequency vocabulary with plain meanings and natural examples for adult learners.

Essential words 1-22

Word	Plain meaning	Example
accept	receive or agree to	I accept your offer.
achieve	succeed at a goal	She achieved her goal.
advice	an opinion meant to help	Thank you for your advice.
afford	have enough money for	We cannot afford a new car.
agree	have the same opinion	I agree with your plan.
allow	give permission	They allow visitors until six.
appear	become visible or seem	A rainbow appeared.
apply	request or put to use	I will apply for the job.
arrange	organize or plan	Let us arrange a meeting.
arrive	reach a place	The bus arrived early.
available	ready to be used	The room is available.
avoid	stay away from	Avoid that busy road.
borrow	take and return later	May I borrow your pen?
brief	short in time or length	We had a brief meeting.
calm	peaceful and not worried	Please remain calm.
choose	select	Choose the best option.
compare	examine differences	Compare the two prices.
complete	finish or make whole	Complete the form.
confirm	verify as correct	Please confirm the time.
consider	think carefully about	Consider every choice.
contact	communicate with	Contact us for help.
continue	keep going	Continue straight ahead.

Essential words 23-44

Word	Plain meaning	Example
decide	make a choice	We decided to wait.
deliver	take something to a place	They deliver on Fridays.
depend	rely on	Success depends on practice.
describe	explain what something is like	Describe what you saw.
develop	grow or improve	She developed new skills.
discuss	talk about	Let us discuss the problem.
effort	hard work toward a goal	Your effort will pay off.
enough	as much as needed	We have enough time.
exact	fully correct and precise	Give me the exact address.
expect	believe something will happen	I expect a reply today.
explain	make something clear	Explain the rule, please.
familiar	known from experience	This place looks familiar.
focus	give full attention	Focus on one task.
improve	become better	Practice improves English.
include	contain as part of a whole	The price includes breakfast.
inform	give information	Inform your manager.
instead	in place of something else	Walk instead of driving.
instruction	direction telling what to do	Follow each instruction.
manage	control or succeed in doing	Can you manage alone?
mention	speak briefly about	She mentioned the deadline.
necessary	required or needed	A passport is necessary.
notice	see or become aware of	Did you notice the sign?

Essential words 45-65

Word	Plain meaning	Example
offer	present for acceptance	They offered me a seat.
opportunity	a good chance	This is a great opportunity.
organize	arrange in order	Organize your notes.
prepare	make ready	Prepare for the interview.
prevent	stop from happening	Seat belts prevent injuries.
provide	supply or give	The hotel provides towels.
realize	understand clearly	I realized my mistake.
receive	get something	Did you receive my email?
recommend	suggest as good	I recommend this book.
reduce	make smaller	We need to reduce costs.
remain	stay in the same state	Please remain seated.
require	need or demand	The job requires experience.
respond	answer	Please respond by Friday.
schedule	plan of times and events	Check the schedule.
specific	exact and clearly defined	Be specific about the problem.
suggest	offer an idea	I suggest leaving early.
support	help or hold up	Friends support each other.
transfer	move from one place to another	Transfer the file.
understand	know the meaning	I understand the instructions.
verify	check that something is true	Verify your address.
warn	tell about possible danger	The sign warns drivers.

How to practice

Cover one column, answer aloud, then write a sentence that is true for you. Review missed items tomorrow and again one week later.