

## GLOSSARY

*This glossary will help readers to understand the meanings of key words and key expressions in the ways in which they are used and the contexts in which they appear this handbook.*

Some words or expressions in the definitions are written in bold. This can mean any of the following:

- they are explained in another part of the glossary
- they share the same kind of meaning as a word that is being defined but are used in another way in a sentence
- they relate to the word that is being defined in some way, e.g. they have an exact opposite meaning or a very similar one – in this case, the word/s will be bracketed and preceded by ‘see’, e.g. (see vocational courses).

When words may be difficult to understand, an example of use may follow the definition.

The word that is bracketed after an entry relates to the particular context in which the word is being defined, e.g. applicant (employment).

A slash/separates different definitions.

The convention s/he is used to mean ‘she or he’.

absent from work	not at work, e.g. because of illness
abusive	unkind or violent – usually used to describe behaviour towards another person
academic course	a series of lessons in which a student learns by studying information that s/he reads in books (see <b>vocational course</b> )
access (internet)	connect to/connection
accountant	a person whose job is to keep business records, to work out how much money a person or business is making or losing, and how much business tax needs to be paid (see <b>business accounts</b> )
AD	Anno Domini – referring to the number of years after Christ was born – used as a time reference, e.g. the Romans left Britain in 410 AD (see <b>BC</b> )
addictive substance	usually a type of drug that a person feels a strong need to take very often, and finds very difficult to stop using
adultery	sex between a married person and someone who is not their husband or wife
afford	have enough money to pay for something
allegiance	loyalty to something, e.g. to a leader, a faith, a country or a cultural tradition

amphetamine	a type of drug which is addictive, powerful and illegal (see <b>addictive substances</b> )
annexation	taking control of a neighbouring country, usually by force
anonymous information	information which is given by someone whose name is unknown
ante-natal care	medical care given to a woman (and to her unborn baby) while she is pregnant
applicant (employment)	someone who has asked an employer to give them a particular job – people often apply for jobs by writing a letter or completing a form
application letter	a formal letter sent to an employer asking for (applying for) a job
appoint (employment)	choose someone to do a job and formally offer it to them
arbitrary (law)	not bound by rules or law, and sometimes thought to be unfair
aristocracy	a group of people who are born into the highest class in society and who are traditionally very rich – a member of the aristocracy is called an aristocrat
armed forces	the army, navy and air force which defend a country in times of peace and war
arrested (police)	taken by the police to a police station and made to stay there to answer questions about illegal actions or activity (see <b>detained by the police</b> )
assault	the criminal act of using physical force against someone or of attacking someone, e.g. hitting someone
assessment methods (education)	ways to measure a student's abilities or skills, e.g. a teacher can assess a child's reading and writing skills using a variety of different methods
asylum	a place where people, who are accused of crime in another country, can live in safety
asylum seekers	people who leave their own country because they feel it is too dangerous for them to stay there (usually) because of political reasons) and who then formally ask to stay in another country where it will be safer for them to live (see <b>refugees</b> )
ban	officially forbid
Bank Holiday	a day when most people have an official day off work and when banks and most other businesses are closed – a Bank Holiday can also be called a public holiday
baron	a man who is a member of the lower ranks of British nobility
BC	Before Christ – referring to the number of years before Christ was born – used as a time reference, e.g. 750 BC (see <b>AD</b> )
betting shop	a place where a person can go and pay to try to win money by gambling on the results of horse racing, football matches etc.

bid (money)	offer to pay a price for something when the cost is not fixed – other interested buyers may join in the bidding and the item will be sold to the highest bidder (the person who makes the highest offer)
binding, legally	an agreement to do something which, by law, cannot be changed or be withdrawn from
birth certificate	an official document that states the name of a person, the place and date of his/her birth, and the names and occupations of his/her parents
birth parent	a mother or father who is the natural, biological parent of a child
birth rate	the number of babies born, expressed as a percentage of a population, in a particular year of place
bishop	a senior priest in a Christian religion who is the head of different churches in a specified area
boom	a sharp rise in something – very often in business activity
bound, legally	obliged to do something in a way that follows certain laws
breach of contract	a situation arising when a person breaks a legal agreement to do or not to do something
British Empire	a large number of states under British colonial rule and which, at one time in history, accounted for one-quarter of the world's population. Many of these states are now independent, the rest are collectively known as the Commonwealth of Nations
broker (finance)	a person whose job is to give advice and to help select the most suitable and best value service in areas such as insurance and mortgages, also called a financial adviser
brutality	behaviour towards another person that is cruel and violent and cause harm
building society	a kind of bank which can be used for saving money or for borrowing money from in order to buy a house (see <b>mortgage</b> )
built-up area	a place where there are a lot of buildings and not many open spaces and where a lot of people live and/or work
bureaux de change	places where people can exchange one currency for another, e.g. they can sell pounds to buy euros
burglary	the criminal act of entering and stealing something from a building (see <b>theft</b> )
bursary	money in the form of a grant that a university gives to a student so they can study at university
business accounts	an official record of the amount of money a business is making, and how much it is paying for services of equipment etc, that is used to calculate the amount of tax that must be paid to the government (see <b>accountant</b> )

by-election	election which is held when an MP resigns or dies and when a new MP needs to be elected to replace him/her in Parliament before the next general election
Cabinet (government)	a group of senior ministers who are responsible for controlling government policy
cable company	a company that can supply customers with a telephone or cable television connection
cannabis	an illegal drug that is usually smoked
captivity	being held in prison, not being allowed to move freely
carriageway	a single carriageway is a road which is only wide enough for one lane of traffic and which is divided from another road which takes traffic going in the opposite direction
a dual carriageway	is a road which is wide enough for two lanes of traffic and which is divided from another road which takes traffic in the opposite direction
cast a vote (government)	formally register one choice from a number of options so that a group decision can be made about the most popular outcome, e.g. so that the MP with the largest number of supporters is the one who is elected
casualties (medical)	people who are wounded, e.g. in an accident or in war
caution (employment, law)	a formal warning about something
cautious	careful, not wanting to get into a dangerous situation
census (government)	an official count of the number of people who live in a country and possibly including information about those people, e.g. age, race, marital status etc.
charity, give to	give money or take action to help people who are suffering from poverty, illnesses, starvation etc.
charter (government)	an official written statement which describes the rights and responsibilities of a state and its citizens
chieftain	ruler or leader of a clan in Scotland
childminder	a person whose job is to look after young children, usually while the children's parents are at work – a childminder usually has a qualification to do this kind of work
circulate (money)	pass from one person to another and then to another etc.
civil disobedience	the refusal of members of the public to obey laws, often because they want to protest against political issues
civil law	the legal system that deals with disputes between people or groups of people, e.g. domestic arguments, divorce, problems between landlords and tenants
civil service	the departments within government which manage the business of running the country – people who work for the government can be called civil servants

clamp (transport, police)	a metal device that is put on the wheel of a car to prevent it from being driven away (usually used because the car is parked somewhere illegally) – the driver will have to pay to have the clamp removed
clan	group of people or families who live under the rule of a chieftain and who are sometimes descendants of the same ancestor – this is a term traditionally used in Scotland
clarification (language)	a clear way of saying something that is easy to understand
clergy	Christian church officials, e.g. priests and bishops
coalition	a partnership between different political parties
cocaine	a type of drug which is addictive, powerful and illegal. It can be used by doctors to control pain (see <b>addictive substances</b> )
code of practice	an agreed set of professional rules and procedures that someone in work is expected to follow
colleagues	people that work together in the same company and who often have professional jobs
colonise	inhabit and take control of another country for the wealth and benefit of the home country – the people who move in and take control are called colonists
commemorate	do something to show that something or someone important is remembered, usually on a particular day
commit a crime	do something which is against the law (see <b>criminal, criminal offence</b> )
Commonwealth of Nations	an association of Britain and of sovereign states that used to be British colonies or states that are still ruled by Britain – the British monarch is accepted by the Commonwealth countries as their ruler
community events	events which are organised within a local area to help, in some way, the people who live or work in the same area, e.g. a town might hold a community event in order to raise money to buy special equipment for a local school
compensation (money)	money which must be paid to someone because they have suffered in some way, e.g. loss, injury. Compensation can also be paid to a person if their employer has treated them unfairly or illegally
compulsory testing	tests which must be done by law
concern	worry about an important problem / a worrying thing
concession	a right which is given to someone to end an argument or disagreement
condemn to death	a situation where a criminal is found guilty of such a serious crime that the judge decides to give the most severe punishment possible, which is death – this does not happen in the UK

confidential information	information that is private and secret and only known to the giver and receiver of that information
confiscate (law)	legally take possessions or property from the person who owns them
conquered	beaten in battle
consecutive	following one another without a break or interruption, e.g. next week we must have meetings on two consecutive days, Tuesday and Wednesday
constituency	a specific area where the voters who live in that place (its constituents) can elect an MP to represent them in Parliament
constitution (law)	the legal structure of established laws and principles which is used to govern a country
consumer problems	problems which people have that are to do with things that they have bought or services that they have paid for
contraception	methods used to prevent women who have sex from becoming pregnant, e.g. taking contraceptive pills, using a condom
contributions (finance)	money paid regularly by someone which will help pay for something which is worth much more, e.g. a pension
convention (government)	an official agreement, usually between countries, about particular rules or codes of behaviour
corrupt (behaviour)	acting in a dishonest and illegal way
coverage (media)	newspaper reports that can be read in the press (see free press)
credit card	a card which a person can use to buy goods or services which are paid for by a credit company – the credit company then sends the card-holder a monthly bill – goods can therefore be bought, but paid for later (see <b>debit card</b> )
criminal	a person who is found guilty of breaking the law
criminal offence	an illegal activity, e.g. burglary, for which the criminal may be prosecuted
Crusades	Wars fought to try to spread Christianity
currency (money)	a particular system of money that a country or group of countries use, e.g. in the EU, the form of currency that is used most widely is the euro
cut off (service)	disconnect the supply of something
debate	a discussion in which people give different opinions about something / to discuss and give different opinions about something
debit card	a card which a person can use to buy goods or services with money that is in their bank or building society account – the money is taken from their account automatically (see <b>credit card</b> )
decline in number	reduce, decrease, fall, go down

decree (law)	official order, law or decision
defeat	to be stronger than an opponent and therefore win a battle, a war, a competition etc.
defer	delay until a later time
degrading (treatment)	treatment that causes humiliation (see <b>humiliated</b> )
democratic country	a country which is governed by people who are elected by the population to represent them in Parliament
deport	make someone leave a country and, usually, return to the country from which they originally came – this is because the person who must be deported does not have the legal right to stay
deposit (housing)	an amount of money paid to a landlord when a person rents a flat or house – this money is given back when the person leaves, but only if the property or furniture has not been changed
deposit (money)	an amount of money that is only part of the full price of something – the rest, ‘the balance’, must be paid later
descent, of	coming originally from, e.g. of Indian descent means being a member of a family coming originally from India (see <b>roots, ethnic origin</b> )
desert someone (law)	leave someone and not come back to help or look after them, e.g. to leave a husband or wife
detained by the police	kept at a police station and not allowed to leave (see <b>arrested</b> )
detect crimes (police)	discover and find out information about illegal actions or activities
devolution	the passing of power from a central government to another group at a regional or local level which can then be called a devolved administration
dialect	a form of a language which is spoken only by a particular social group or by a group of people living in a particular area
direct debit	an arrangement that a person makes to transfer an amount of money from his/her bank account into another account on a regular basis (see <b>standing order</b> )
disability, physical/mental	a condition that a person has that makes doing ordinary things like walking, seeing, speaking, talking, or learning difficult
discrimination	the act of treating an individual or a particular group of people in a way which is unfair, for example because of their race, nationality, sex, sexuality, age, or disability. Paying a woman less than a man for the same work is an example of discrimination
dismissal (employment)	removal from a job, the ‘sack’
disputes	arguments or disagreements that are serious and about which people may take legal advice or action

disturbance (law)	a situation where people act in a loud or violent way and which upsets or disturbs other people, e.g. fighting in a public place
divorce	the legal end of a marriage / the act of ending a marriage
domestic policies	political decisions that relate to what is happening within a country (as opposed to in another country)
domestic rates	a type of tax in Northern Ireland which is paid by residents to their local authority and which helps to pay for local services, e.g. education, road repairs, policing, refuse collection
domestic violence	fighting or acting aggressively in the home and causing mental or physical harm to someone in the family
dominion	a country which was once colonised but that is now self-governing
dump	get rid of something, throw away – often in a place where rubbish should not be left / a place where rubbish is left in an untidy and unhealthy way
dwelling	a place where people live, e.g. a house, a flat
dynasty	a situation in which power is transferred from one member of a family to another and another over a long period of time, e.g. a son becomes King after his father before him and his grandfather before that
ecstasy	a type of drug which is illegal and dangerous. It makes users feel that they have lots of energy but can cause death (see <b>addictive substances</b> )
elect a person	choose someone by voting for them
electoral register	the official list of all the people in a country who are allowed to vote in an election
electorate	all the people who are allowed to vote in an election
eligible	allowed by law
emergency services	services that can be telephoned and that will come to the help of people when they need it quickly and very urgently, e.g. the police service, the fire service, the ambulance service, the coastguard service and, at sea, the lifeguard service
employ	give someone work and pay them to do it
employee	someone who is paid by an employer to do a job
employer	a person or company that gives work to other people and pays them for doing it
engagement (family)	an agreement between two people that they will get married at some time in the future – these people are engaged to one another but not married yet (see <b>fiancé</b> and <b>fiancée</b> )
enterprise (business)	business energy – the starting and running of business activities
entitled (law)	officially allowed (to do something)

entrepreneurial	prepared to take risks with money in order to start a business / prepared to take risks with money to make more money in business
ethnic minority	a group of people who are of a different race from the race of the majority of the population in a particular country
ethnic origin	the country of birth, someone's race or the nationality of someone when they were born / the customs and place from which a person and their family originated (see <b>roots</b> )
European Union (or EU)	a political and economical association of European countries which encourages trade and cooperation between its member states
evict (housing)	order someone legally to leave the house where they are living
evidence, collecting	looking for and getting information, documents or items that show for certain that something has happened, e.g. the police went to the criminal's house to collect as much evidence as possible (see <b>proof</b> )
exchange rate	the amount of money in one currency that you need to buy a certain amount of money in another currency, e.g. £1 = \$1.9 (see <b>bureaux de change</b> ). The exchange rate can vary from day to day
executed	killed as an act of punishment
exiled	sent to another country and not allowed to return as an act of political punishment
expel	force someone officially to leave an organisation of some kind
exploitation	a situation in which someone is made to do something unfairly because they are given nothing or very little for doing it, e.g. the women were exploited by their employer who paid them less than the minimum wage and also forced them to work overtime
expression, freedom of	talking about personal ideas or beliefs without getting into any legal trouble for doing so
facilities in the community	local services that the public can use, e.g. libraries, schools, hospitals
false statement (police)	a report that contains untruthful information, e.g. lies told in answer to police questions
famine	a situation in which there is very little food for a long time and people often die because of this
fiancé	a man who has formally agreed to marry a woman
fiancée	a woman who has formally agreed to marry a man (see <b>engagement</b> )
fine (law)	an amount of money that a person must pay because they have broken the law (see <b>on-the-spot fines, penalty</b> )
firearm	any kind of gun

first past the post	a system of election in which the candidate with the largest number of votes in a particular constituency wins a seat in Parliament
flooding (housing)	water coming inside a property (and which probably causes damage to it)
forced labour	work which is usually physical and which workers have to do, but do not want to do
free press	newspapers and other reporting media that are not controlled by government and can therefore write freely, without restriction, about anything they think their readers will be interested in
gambling (money)	risking money to try to win more money, e.g. in card games or by trying to guess the winner of a horse race or football match
gap year (education)	a year between leaving school and going to university during which many students choose to gain experience through travelling, or to earn money by taking a job
general election	a situation in which all the citizens of a country who are allowed to vote choose the people they wish to represent them in their government – in Britain this usually happens every five years (see <b>MP</b> )
government policies	official ideas and beliefs that are agreed by a political party about how to govern the country (see <b>party politics</b> )
grant (money)	an amount of money paid by an authority to help a person or organisation pay for a particular thing, e.g. an education course, a business expansion
guerrilla war	a war in which several small groups of people fight against an opposition
guidance (law)	advice about how or where to get help
guilty (law)	found by a court to have committed a crime (see <b>innocent</b> )
hard drugs	drugs which are illegal and are very powerful and addictive
harassment (behaviour)	rude, offensive, threatening or bullying behaviour – a word often used to describe this kind of behaviour in a workplace
health authority, local	an organisation which manages health care and from which people can get advice about where to find medical help
health hazards	things that might be dangerous to someone's health, e.g. smoking is a hazard to health because it can cause lung cancer
hearing, in court	a meeting in court when a judge hears information about a crime that has been committed
heir	someone who will legally receive another person's money, property, possessions or position when that person dies
helmet	a hard hat that protects the head against injury – a crash helmet must be worn by someone who is riding a motorcycle

heroin	a type of drug which is addictive, powerful and illegal (see <b>addictive substance</b> )
higher education	education that students receive at college or university
holding public office	having a job in one of the services or industries that are managed by the government
Holy Land	the area in the Middle East in and around Jerusalem where all the biblical events took place
House of Commons	that part of the Houses of Parliament where MPs who are elected by the voting public debate political issues
House of Lords	that part of the Houses of Parliament where the people who have inherited seats or been especially chosen by the Prime Minister debate political issues
Houses of Parliament	the building in London which comprises the House of Commons, the House of Lords and other offices where the British Parliament meets, debates and passes laws
household	the home and the people who live in it / something that relates to the home, e.g. household chores are jobs that need to be done in the home like cleaning and cooking
humiliated	feel ashamed, stupid or embarrassed because of something that happens to you, usually when other people are there
immigration	enter another country to live and work there – someone who does this is an immigrant (see <b>migrate</b> )
inappropriate touching	touching someone on a part of his/her body or in a way that is offensive and not acceptable in a particular situation
indecent remarks	something that is said that contains words which are rude, sexual and offensive
independents (politics)	MPs who do not represent any of the main political parties
inflation (money)	the rate at which prices rise over a period of time
infrastructure	structured network that is necessary for the successful operation of a business or transport system, e.g. roads or railways
inheritance	a sum of money, possessions or property that someone has the legal right to receive after the death of (usually) a relative, e.g. a son might inherit his father's fortune
inhuman (behaviour)	very harsh, cruel and degrading
innocent (law)	found by a court NOT to be responsible for committing a crime (see <b>guilty</b> )
inpatient	someone who needs medical care and needs to stay in hospital overnight or longer
instalments (money)	a series of equal payments which are paid regularly over a period of time until the total cost of something is paid, e.g. a

	person may pay for a TV that costs £200 in ten monthly instalments of £20
insulting words	rude words which also make people feel very unhappy, worried or stupid
insure	pay money to an insurance company in case e.g. a car or property is damaged – if this happens, the insurance company will help to pay for repairs
intentionally	on purpose, deliberately
interest (money)	extra money that must be paid to a lender when someone borrows money –this is usually calculated as a percentage of the loan – if the interest rate is 10% and the person borrows £100, the interest that must be paid on the loan will be an extra £10
internet café	a place where people can go and pay to use a computer to look up information on websites or to send emails – the cost depends on how long they want to use a computer for, e.g. 30 minutes
interpreter	a person whose job is to change something that is spoken or written in one language into another language without changing the meaning
irretrievably broken down	when there is no hope of solving problems and making a bad situation better again
Islamic mortgage	a loan for buying a house, and when the person who receives the loan only needs to pay back the original sum –no extra money needs to be paid (see <b>interest</b> )
judge (law)	the most important official in court whose job is to make sure that court proceedings are lawful and fair, and to decide which punishment to give a criminal if s/he is found guilty by the court
judiciary	all the judges in a country who, together, are responsible for using the law of the land in the correct way
jury	ordinary people (usually a group of 12 people) who listen to information and then decide whether someone is guilty or innocent in a court of law
labour (employment)	work which is often physical / workers
landlord, landlady (housing)	a man (landlord) or woman (landlady)who owns a house or flat and rents it to people (tenants) who must pay them money (rent) to live there
landlord, landlady (pub)	the owner or manger of a pub
lane (transport)	part of a road, usually marked by white lines, which is only wide enough for one vehicle to travel in (see <b>carriageway</b> )
legal	allowed to do by law or must do by law
legal aid	money that a person can ask for to help them pay for the services of a solicitor and, if necessary, court costs

legal procedure	the way that something is done by law
legislative power	the power to make laws
legitimate children	children whose parents are married to each other when they are born
leisure centre	a building where people can go and pay to do sports indoors, e.g. swimming, badminton
letting agent	a service which helps landlords find tenants and tenants find places to rent (see <b>landlord, landlady</b> )
liberty	freedom
lock	close something securely, usually with a key, so that other people cannot easily open it
long-standing	having already existed for a long time
L-plates	a sign on a car to show that the driver is still learning to drive and has not yet passed their driving test – an L-plate is a red ‘L’ in a white square
magistrate	a person who acts as a judge in a court case where the crime is not as serious as some others
mainland	an area of land which forms a country and does not include any of its surrounding islands
manufacturer	the maker of a product which is sold to the public
marital status	information about whether a person is single, married, separated or divorced that is often asked for on official forms
maternity leave	time allowed off work for a woman during her pregnancy and after her baby is born and during which time she usually continues to receive a wage (see <b>paternity leave</b> )
maternity services	medical and social help relating to motherhood from early pregnancy until after the baby has been born
media	all the organisations that give information to the public, e.g. newspapers, magazine, television, radio and the internet
mediation	advice and support given by a person or organisation to end an argument between two other people or groups of people who cannot agree about something
medical consultation	speaking to a doctor and getting information and advice, e.g. about health issues, illness
mental illness	an illness in which a person appears to behave or think in ways that are not considered to be normal, e.g. ‘depression’ is a mental illness that makes people feel unnecessarily sad, worried or frightened and can prevent them from doing routine things like shopping, having fun with friends etc.
meter (housing)	a machine that shows, in units or numbers, how much electricity, gas or water has been used in a household

meter reading (housing)	the number on a meter that shows how much electricity, gas or water has been used
migrate (people)	move to another country to live and work there – someone who does this is a migrant (see <b>immigration</b> )
military service, compulsory	every adult (usually male) must join the armed forces for a particular period of time – this is not required by law in the UK
minor offences	illegal actions or activities that are considered NOT to be very serious, e.g. theft of a very small amount of money (see <b>serious offences</b> )
mislead (law)	give wrong or incomplete or false information on purpose so that someone else is not told the truth
missionaries	people who travel to other countries to teach and spread a religious faith
misuse	use something in a wrong way or for a wrong reason
molestation	a sexual attack on someone (often a child)
monarch	the king or queen of a country
monopoly (business)	a power which has exclusive control over a supply of goods or over a service and where competitors are not allowed to deal in the same business
mortgage	a loan, usually from a building society or bank, that is used to buy or help buy a house or flat – the loan is usually paid back in instalments over a number of years (see <b>building society</b> )
motor (transport)	a machine that makes something move / a car
MP	Member of Parliament – the person who is elected by his or her constituents to represent them in government
national issues	political problems that can affect everyone who lives in a country
nationalised	bought and then controlled by central government – relating to an industry or service that was previously owned privately (see <b>privatise</b> )
naturalised citizen	someone who is born in one country but becomes a citizen of another country
nobility	the group of people in a country who belong to the highest social class – some of whom may have titles, e.g. Lord or Duke (see <b>aristocracy</b> )
not-for-profit	a way of doing business in which an organisation or company will not try to make any money from providing their service or goods
notice, to give	to give someone information about something that is going to happen in the future that will change a situation
notice (employment)	a length of time that an employee must continue to work after telling an employer that s/he wants to leave the job / a length

	of time that an employer must continue to employ someone after asking her/him to leave, e.g. my boss only gave me one week's notice so I was really upset
nuisance (behaviour)	something that annoys or causes problems for other people
obstructive (behaviour)	being difficult, and stopping someone from doing something or stopping something from happening on purpose
occupy a country	invade a country and take control of it
occupation (employment)	job
offensive (behaviour)	rude and upsetting
office, to be in	to be in power in government
off-license	a shop that sells alcohol in bottles or cans, e.g. wine, beer
Olympic team	a team of sportsmen and women who represent their country in the Olympics – an international athletics competition held every four years
online	on the internet
on-the-spot fines	an immediate demand for money which must be paid as a punishment for doing something wrong, e.g. to receive an on-the-spot fine for driving too fast
Opposition	the second largest party that is not in power in the government, e.g. in 2006, the Labour Party was in power and the Conservatives were in Opposition and David Cameron was the Leader of the Opposition
outpatient	someone who needs medical care in a hospital but does not need to stay overnight
packaging	material, e.g. boxes, see-through plastic, that covers and protects things that are for sale, e.g. food
padlock	a small lock which can be used to keep things safe and secure by stopping anyone else opening or stealing them
party politics	the shared and particular ideas and beliefs of an organised group of politicians, e.g. the Labour Party
paternity leave	time allowed off work for a man whose wife or partner is going to have a baby or has just had a baby and during which time he usually continues to receive a wage (see <b>maternity leave</b> )
patient (medical)	someone whom a doctor looks after or who needs medical care because they are ill, have an injury etc.
patriarchy	a system of society in which men hold all the power and in which power can be passed from father to son
patriotism	the pride of belonging to, and love of, a country
Patron Saint	a Christian Saint who, according to religious belief, protects a particular place or a particular group of people
Peers	members of the House of Lords

penalty (law)	punishment for breaking the law, e.g. a fine (see <b>on-the-spot fine</b> )
pension plan, pay into a	to save money regularly while a person is working so that when a person stops going to work at 60 or older, there will be enough money to provide him/her with a pension (see <b>State pension</b> )
performing (theatre)	acting or dancing
perishable food	food which can go bad and become uneatable quite quickly, e.g. fresh meat and fish, milk
permit (law)	a document that allows someone to legally do something, e.g. a work permit
persecuted	hunted and punished, perhaps even killed, e.g. someone might be persecuted for holding a particular religious belief
personal details	information about a person that can be used to identify them, e.g. their name, date of birth, address, marital status etc.
personnel officer	someone whose job in a company is to employ staff and to help solve problems that employees have at work
phonecard, pre-paid	a card that can be bought and then used to make a certain number of phone calls up to the value of the card
PIN number	four numbers which have to be tapped into a cash machine if someone wants to withdraw money from their account or pay for something using credit or debit cards. Using a personal identification number (PIN) stops other people from using cards if they are stolen so the numbers must be remembered and kept secret
places of worship	religious buildings like churches or mosques where people can go to practise their religion, e.g. to pray or sing
plague (medical)	a disease that people easily catch from one another and from which many people die at a particular time in history
pluralistic society	a society in which the population is multi-racial, multi-religious and has many different political ideas
pocket money	a small amount of money that a parent might give to his/her child on a regular basis, e.g. once a week, so that the child can buy his/her own comics or sweets etc.
pogroms	the intentional killing of many people usually because of their race or religious belief
pooled savings	amounts of money that have been saved by different people and added together to make a large sum of jointly-owned money
Pope, the	the leader of the Roman Catholic Church
possessions	things that people own, e.g. a car, clothes, a television, books

practise a religion	actively live according to the rules, customs and beliefs of that religion, e.g. go to church, take part in prayer, wear special clothing etc.
pregnancy	the nine-month period before birth during which a baby grows inside its mother – the mother is pregnant at this time
prehistoric	a time in history before any records were written down
prescription (medical)	a note from a doctor saying which medicines a patient needs
pressure group	a group of people who try to persuade the government to do something or to persuade the public to change their opinion about something
Prime Minister	The Member of Parliament who is the leader of the political party in power and therefore of the whole government
privatised	bought and then controlled by the private sector – relating to an industry or service that was previously owned by the government (see nationalised)
process of precedent	a system in which previous actions or decisions influence and support future actions or decisions (often in legal judgements)
prohibit	say that something is illegal / stop someone doing something / make something illegal or forbid something
promotion (employment)	movement to a better or to a more important job within the same company, e.g. she was promoted from shop assistant to sales manageress
proof	information items, documents etc. that show that something has definitely happened (see <b>evidence</b> )
proportional representation	a system of election in which political parties are allowed a number of seats in Parliament that represents their share of the total number of votes cast
prosperity	a time of wealth or increase in fortune
provinces	areas into which a country is divided for governmental reasons
pub	public house – a place where adults over the age of 18 can buy and drink alcohol
public, a member of the	a person who is an ordinary member of the community and not a government official
public body	a governmental department or a group of people who represent or work for the government and work for the good of the general public
public order (law)	a situation where rules are obeyed in a public place
public place	a place which is not private and where ordinary people can spend time together or on their own, e.g. a cinema, a restaurant, a library, a pub, a park
punctual	arriving at the right time, not being late for something, e.g. work or a doctor's appointment

racial	relating to race, e.g. racial discrimination (see <b>discrimination</b> )
racially-motivated crime	a crime that is committed against someone because of their race or ethnic origin
racism	aggressive behaviour towards (or treatment of) people who come from a different race by people who wish to be unkind and unfair to them
raising (family)	looking after children as they grow so that they are safe and healthy
rape	the criminal act of a person forcing another person to have sex, often involving violence
receipt (money)	a piece of paper with a description of something that has been bought and its price – given by a shop to a customer as a record of the purchase
recruit (employment)	find people and offer them work in a company or business
recycle rubbish	separate rubbish into different materials, e.g. put all the paper in one place and all the glass in another, so that each material can be processed in a separate way and used again, e.g. broken glass can be made into new bottles
redundant (employment)	no longer needed to do a particular job, e.g. if a person is made redundant, there is no longer a job for that person to do in a particular company and they will be asked to leave – if this happens the employee may be entitled to receive an amount of money (redundancy pay)
referendum	a vote by the public or by a governing body to decide on a course of action or to make a political decision
Reformation, the	the religious movement in the 16 <sup>th</sup> century that challenged the authority of the Pope and established Protestant churches in Europe – Protestant comes from the word ‘protest’
refuge	a place where a person can stay and be kept safe from danger
refugees	people who must leave the country where they live, often because of war or political reasons (see <b>asylum seekers</b> )
refund (money)	give a customer an amount of money back that is equal to the price of something s/he bought but returned to the shop, e.g. because the item does not work properly
remain silent (police)	say nothing, not to answer questions
rent (housing)	pay to live in a room, flat or house that is owned by someone else
report a crime	tell the police about an illegal action or activity
residence	the place where someone lives, their address
residential trips (school)	visits to places when students stay away from home for one night or longer and have to sleep in other accommodation
resign (employment)	decide officially to leave a certain job

restrict (immigration)	control and/or limit the number of people, e.g. a government might restrict the number of immigrants who can come and live in a country
retail work	jobs that involve working in shops and selling goods to customer
retire (employment)	stop going to work, usually at the age of 65 or older
rise (in number, price)	increase, go up
rival viewpoints	opinions that are held by different people or groups of people that are in opposition to each other
roots (family)	the place that someone relates to because that was where s/he was born or where his/her family had their established home
scratch card	a card that a person buys and then rubs with a coin to see if they have won money (see <b>gambling</b> )
scrutinise	examine all the details
seat (government)	a position that is officially held by someone in government who has been elected by the public and authorised to represent them
second-hand goods	something that someone else has already owned
security	protection from something that could be dangerous, e.g. a person or thing that is secure is safe and protected from danger
self-employed person	someone who works for themselves and not for an employer
sentence (law)	length of time a criminal must stay in prison as a punishment for the crime s/he has committed – this is decided by a judge at the end of a court case
separation (family)	a situation where a married couple no longer live together but are not yet divorced
serious misconduct (employment)	behaviour by someone in a job which is dishonest, bad or unprofessional, and because of which they may lose their job
serious offences (law)	illegal actions or activities which are very bad and for which someone may have to go to prison for a long time, e.g. rape, murder (see <b>minor offences</b> )
Shadow Cabinet	a group of senior MPs with special responsibilities who belong to a party that is not in government (which can also be called the Opposition)
Sheriff (law)	a judge in Scotland
sick pay	money received by an employee when s/he is unable to work because of fitness
signatory	a person who signs their name (puts their signature) on an official document – e.g. to show their agreement to an official arrangement
slavery	a system in which people bought and owned other people (slaves) who were then forced to work for nothing in return (see <b>forced labour</b> )

solicitor	a professional person whose job is to give legal advice and prepare documents for legal procedures, e.g. divorce, buying and selling houses
Speaker, the	the person in government who controls the way issues are debated in Parliament
stand for office	apply to be elected as an MP or local councillor
standing order	an arrangement in which a bank or building society takes a fixed amount of money from one account and pays it into another account on a regular basis (see <b>direct debit</b> )
start-up loans	money given to someone to start up a new business that must be paid back with interest later (see <b>grant, interest</b> )
State pension	money paid regularly by the government to people who have retired from work, usually when they are 65 or older
stepfamily	a family in which the mother or father is not the biological parent of one or more of the children, e.g. when a divorced woman re-marries, her new husband will be the stepfather to the children from her previous marriage
strike, to go on	refuse to work in order to protest against something, e.g. low wages, long hours
subscribe to a magazine	pay enough money so that copies of a magazine can be sent to an address at regular intervals over a period of time (usually a year)
successor (government)	a person who comes after another and who will often receive some kind of power when that happens, e.g. a son who becomes king when his father, the old king, dies is the successor to the throne
surveyor (housing)	a person who examines a property (usually when it is for sale) and checks the condition of the building. S/he then writes an official report (a survey) which gives important information to the buyer about any problems, or about any repairs that might need to be done
suspect (crime)	a person who police think may be guilty of committing a crime, but this is not certain yet
suspend	to officially stop, usually for a short time, something from happening or operating
taster session (training)	an introductory part of a course that allows someone to try it and to see if it is what they would like to do
tenancy	the period of time that a tenant rents a property from a landlord or landlady – often also relating to conditions about renting the property
tenant	a person who pays money to a landlord to live in rented accommodation – a flat or a house

terrorism	violence used by people who want to force governments to do something – the violence is usually random and unexpected so no one can feel really safe from it
theft	the criminal act of stealing something from a person, building or place (see <b>burglary</b> )
therapist (psychology)	a professional person whose job is to help people to understand why they have problems and to help them solve their problems
timescale	the planned length of time it takes to complete something, usually at work
toddler (family)	small child, usually 1-2 years old – the age at which small children learn to walk
torture	hurt someone in a very cruel way and on purpose, e.g. to try to make them give information or to punish them
tow away a car	remove a car from a place – another vehicle pulls it along – usually because it has been illegally parked
trade union	an association of workers that protects its members' political rights
trader	someone who trades – who buys and sells goods
treaty	an official written agreement between countries or governments
tried in front of a judge	facts of the case heard and the sentence decided in an official court of law
tuition fees	money paid to a teacher or to a school for being taught something
unemployed	not doing a job and not getting any wages
uprising	a violent revolt or rebellion against an authority
utilities, public	services that the public can use, e.g. the supply of water, gas or electricity
vacancy (employment)	a job that is available and that an employer needs someone to do
valid	legally acceptable, e.g. when someone wants to enter another country his/her passport must be valid for that to be allowed
vehicle (transport)	something in which people can travel on the roads, e.g. a car or bus
vetoed, to be vetoed	officially refused permission to do something, often by an organisation
victim	someone who is hurt or harmed by something that another person has done
vocational course	a series of lessons in which a student is taught the practical skills that are necessary to do a certain job, e.g. to become a plumber or car mechanic (see <b>academic course</b> )

volt	a measurement of electrical force
voluntarily	in a willing way, e.g. a person who does something voluntarily does it because they want to, and not because someone has asked them to do it or because someone has said that they must do it
voluntary work	work which someone does because they want to and which they do for free, i.e. they do not receive any payment (see <b>volunteer</b> )
volunteer	someone who works for free or who offers to do something without payment (see <b>voluntary work</b> )
vulnerable people	people who can be easily hurt or harmed, e.g. because of their age
wages (pay)	an amount of money paid for work
war effort	the work that people did in order to support the country in whatever way they could during wartime
welfare benefits	amounts of money paid by the government to people who have very little money of their own and who are perhaps unable to work or elderly or sick or disabled etc.
will (law)	a legal document that gives instructions about what a person wants to happen when s/he dies e.g. about who should have their property, money or possessions
withdraw (money)	take money out of a bank account or cash machine
workforce	the group of people who work for a particular company or business or, on a large scale, all the people who can work in a particular country or part of the world etc.
working days	the days on which, typically, most people go to work – in the UK these are Monday, Tuesday, Wednesday, Thursday and Friday
Yellow Pages	a book that lists names, addresses and telephone numbers of businesses, services and organisations in an area