



**QQ ENGLISH TOEIC®**  
**RAPID VOCABULARY BUILDER**  
**Beginner**

# INTRODUCTION

This course book teaches you vocabulary that will help you improve your English.  
It includes 20 vocabulary-building lessons (25 minutes) with words which frequently appear in everyday English.

One of the best ways to improve your vocabulary is to listen and read often. The more words you see, the more you will learn. In this course book you might come across the same words again and again in different contexts. Recognizing a word in different contexts proves that you have familiarized yourself with the word.

I suggest that you learn a word first auditorily (by hearing the word repetitively), then visually (by seeing the word repetitively),  
and orally (by using the mouth) and finally kinesthetically (by writing the word repetitively).

Good luck!

Yoshito Miyosawa  
RSA/ Cambridge/ CELTA

# DAY 1

## DAILY ROUTINE / HOME ACTIVITIES I



1



5



2



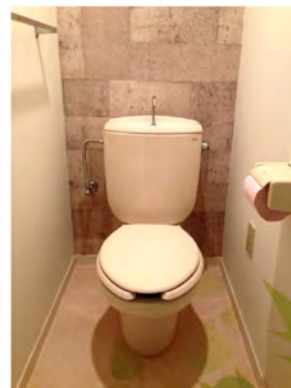
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# DAY 2

## DAILY ROUTINE / HOME ACTIVITIES II

1



FLUSH THE TOILET  
AND  
WASH YOUR HANDS

5



2



6



3



7



4



8





### VOCAB REVIEW



Match each definition (A –E) with today's vocabulary word (1 –5)

#### DEFINITIONS

- A. *a thick substance used on a toothbrush for cleaning the teeth*
- B. *to clean a toilet by passing a lot of water through it*
- C. *a large bowl with a tap or taps for hot and cold water for washing your hands and face*
- D. *the hard white objects in your mouth*
- E. *a small brush with a long handle for cleaning your teeth*

- 1. **washbasin**
- 2. **teeth**
- 3. **flush (v)**
- 4. **toothpaste**
- 5. **toothbrush**

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### VOCAB REVIEW



Fill in the blanks.

1. She f \_ \_ \_ ed the toilet and went back in the bedroom.
2. She has very pretty straight t \_ \_ th.
3. One thing is for sure: you can't put the tooth \_ \_ \_ e back in the tube.
4. An electric tooth \_ \_ \_ h will make cleaning your teeth much easier.



Look at the pictures of three different razor types below. Match the razor type pictures (A, B, or C) with the names (1, 2, or 3).

A



B



C



1. an electric shaver
2. a cut-throat or straight razor
3. a disposable razor



Use one of the words in the box to fill in each gap of the following sentences about how to choose razors.

1. Choose disposable razors for (            ) and (            ).
2. Choose an electric shaver for (            ) shaves.
3. Choose a straight razor for (            ).

dry/ price/ precision/ convenience

### VOCABULARY REVIEW



Match each definition (A – F) with today’s vocabulary word (1 – 6).

#### DEFINITIONS

- A. the quality of being very exact
- B. an old-fashioned razor with a blade that can fold up into its handle.
- C. a tool with a sharp blade, used to remove hair from your skin
- D. can be thrown away after use
- E. anything that makes life comfortable
- F. the amount of money that you pay to buy something

- 1. razor
- 2. disposable
- 3. price
- 4. precision
- 5. convenience
- 6. straight razor



Fill in the blanks.

- 1. House p \_ \_ \_ s are rising.
- 2. Just for con \_ \_ \_ ence, I’m going to live at my mother’s place until my new house is ready.
- 3. The supermarket no longer offers d \_ \_ \_ sable plastic bags at checkout.
- 4. She parked the car with great p \_ \_ \_ sion.
- 5. Do you use an e \_ \_ \_ ric razor or a disposable razor?

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### VOCAB REVIEW



#### Fill in the blanks.

1. House p\_ \_ \_s are rising.
2. Just for con\_ \_ \_ \_ence, I'm going to live at my mother's place until my new house is ready.
3. The supermarket no longer offers d\_ \_ \_ \_sable plastic bags at checkout.
4. She parked the car with great p\_ \_ \_ \_sion.
5. Do you use an e\_ \_ \_ \_ric razor or a disposable razor?



1



2



3



4



5



#### SEQUENCING ACTIVITIES

The following steps to explain 'how to blow-dry hair' are not in order. Read the sentences and arrange them into the logical order by writing numbers one through five on the line before each sentence.

- \_\_\_\_\_ Work your way down, and remember to move the blow dryer around, again, so nothing burns, but leave your hair a little bit damp.
- \_\_\_\_\_ Towel off your hair slightly, just enough to stop the dripping.
- \_\_\_\_\_ Wash your hair
- \_\_\_\_\_ Finish with a blast of cold air.
- \_\_\_\_\_ Start blow-drying at the top, about six inches away from your scalp.



### VOCABULARY REVIEW



Match each definition (A – F) with today's vocabulary word (1 – 6)

#### DEFINITIONS

- A. *slightly wet*
- B. *the skin on the top of the head where the hair grows*
- C. *to dry someone or something with a towel*
- D. *a sudden strong movement of air*
- E. *to dry hair with a hair dryer*
- F. *to damage something by extreme heat*

- 1. **to towel off**
- 2. **blast (n)**
- 3. **to burn**
- 4. **damp (adj)**
- 5. **to blow-dry**
- 6. **scalp (n)**



Fill in the blanks.

- 1. I'll be ready as soon as I b\_ \_w-d\_ \_ my hair.
- 2. His hair was cut so short you could see his s\_ \_ \_p.
- 3. This shirt still feels a bit d\_ \_p.
- 4. The young mother t\_ \_ \_ \_ed off the baby with a soft, warm towel.
- 5. She b\_ \_ \_ed her hand on the hot iron.

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### VOCAB REVIEW



#### Fill in the blanks.

1. I'll be ready as soon as I b \_ \_ w - d \_ \_ my hair.
2. His hair was cut so short you could see his s \_ \_ \_ p.
3. This shirt still feels a bit d \_ \_ p.
4. The young mother t \_ \_ \_ \_ ed off the baby with a soft, warm towel.
5. She b \_ \_ \_ ed her hand on the hot iron.



1



2



3



4

### VOCABULARY REVIEW



Match each definition (A –J) with today’s vocabulary word (1 –10)

#### DEFINITIONS

- A. *not complicated*
- B. *to describe; relate*
- C. *a container for food and drink that is made from strong , stiff paper or plastic*
- D. *not heavy*
- E. *cooked on a flat , metal structure over a fire*
- F. *one of the seven main areas of land on the Earth , such as Asia , Africa , or Europe*
- G. *word*
- H. *to recognize the differences between two people , ideas , or things*
- I. *to be made from two or more things*
- J. *the food you eat*

- 1. **carton**
- 2. **grilled**
- 3. **term**
- 4. **distinguish**
- 5. **meal**
- 6. **refer to**
- 7. **continent**
- 8. **consist of**
- 9. **simple**
- 10. **light**



Fill in the blanks.

- 1. Empty orange juice c \_ \_ \_ \_ s can be recycled .
- 2. It's important to d \_ \_ \_ \_ uish between business and pleasure.
- 3. The figures r \_ \_ \_ r to our sales in Europe.
- 4. Your password should c \_ \_ \_ \_ t of at least 5 characters.
- 5. I'm sure there's a Latin t \_ \_ m for it.

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# DAY 6

## DAILY ROUTINE V "BREAKFAST IS READY." (PART 2)

### VOCAB REVIEW



#### Fill in the blanks.

1. Empty orange juice c \_ \_ \_ \_ s can be recycled .
2. It's important to d \_ \_ \_ \_ uish between business and pleasure .
3. The figures r \_ \_ \_ r to our sales in Europe.
4. Your password should c \_ \_ \_ \_ t of at least 5 characters.
5. I'm sure there's a Latin t \_ \_ m for it.



#### Matching exercise

There are different ways to cook eggs. Match each picture with the correct name.

1



2



3



A. Omelet   B. Scrambled Eggs   C. Boiled Eggs



# DAY 6

## DAILY ROUTINE V “BREAKFAST IS READY.” (PART 2)



**Read the following sentences.**

- a) *Bring the water to the boil and cover the pot.*
- b) *Remove the eggs and place them in a bowl of cold water, then crack and peel the shells.*
- c) *Turn off stove, remove the pot from the stove and let it sit, covered, for 10 minutes.*
- d) *Place eggs in a pot with water (the water should cover the eggs).*



**bring water to the boil**



**a bowl**



### Sequencing Activities

The following steps to explain ‘how to cook hard-boiled eggs’ are not in order. Read the sentences and arrange them into the logical order by writing numbers one through four on the line before each sentence.

- \_\_\_\_ *Bring the water to the boil and cover the pot.*
- \_\_\_\_ *Remove the eggs and place them in a bowl of cold water, then crack and peel the shells.*
- \_\_\_\_ *Turn off stove, remove the pot from the stove and let it sit, covered, for 10 minutes.*
- \_\_\_\_ *Place eggs in a pot with water (the water should cover the eggs).*



### Fill in the blanks.

- 1. *A stone hit the window and c\_ \_ \_ed the glass .*
- 2. *P\_ \_l and chop the onions .*
- 3. *She got some eggs out and heated a pan on the s\_ \_ \_e.*
- 4. *We need space for our p\_ \_s and pans.*
- 5. *I like eggs lightly cooked so that the y\_ \_k is still runny.*

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# DAY 7

## DAILY ROUTINE VII. GOING TO WORK

### VOCAB REVIEW



#### Fill in the blanks.

1. A stone hit the window and c \_ \_ \_ ed the glass .
2. P \_ \_ l and chop the onions .
3. She got some eggs out and heated a pan on the s \_ \_ \_ e.
4. We need space for our p \_ \_ s and pans.
5. I like eggs lightly cooked so that the y \_ \_ k is still runny.

1



5



2



4



6



3



7



#### Fill in the blanks.

1. He is r \_ \_ \_ g his motorcycle to work.
2. She is t \_ \_ \_ g a taxi to work
3. He is d \_ \_ \_ \_ g to work.
4. They are going to work by b \_ \_ \_ \_ e.
5. They are w \_ \_ \_ \_ g to work.

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### VOCAB REVIEW



**Fill in the blanks.**

1. He is r \_ \_ \_ g his motorcycle to work.
2. She is t \_ \_ \_ g a taxi to work.
3. He is d \_ \_ \_ \_ g to work.
4. They are going to work by b \_ \_ \_ \_ e.
5. They are w \_ \_ \_ \_ g to work.

1



2



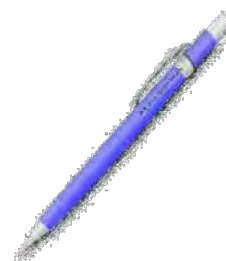
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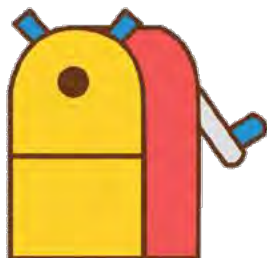
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7



8





Match each definition (A –M) with today's vocabulary word (1 – 13)

### DEFINITIONS

- A. a pen with a small metal ball at the end that puts ink on the paper
- B. the things needed for writing, such as paper , pens , and envelopes
- C. an amount of some material needed to fill up again an object that has become empty
- D. to take something off
- E. a pencil in which the lead is pushed out by turning or pressing a part of the pencil
- F. a tool that is used for a particular purpose
- G. an amount of something that is ready to be used
- H. a device for sharpening a pencil's writing point
- I. a pen that you fill with ink
- J. reason
- K. the center part of a pencil which makes a mark on paper
- L. an article of stationery that is used for removing pencil markings
- M. an object or item

- 1. refill
- 2. mechanical pencil
- 3. supply
- 4. pencil sharpener
- 5. purpose
- 6. eraser
- 7. lead
- 8. article
- 9. ballpoint
- 10. to remove
- 11. device
- 12. fountain pen
- 13. stationery

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### VOCAB REVIEW



#### Fill in the blanks.

1. We aren't allowed to write with a ba \_ \_ \_int at school.
2. Guests are advised not to leave any a \_ \_ \_les of value in their hotel rooms.
3. The company realized it was spending too much on st \_ \_ \_nery.
4. The main p \_ \_ \_se of the visit was to see the new building.
5. The waitress asked if I wanted a r \_ \_ \_l of coffee.

1



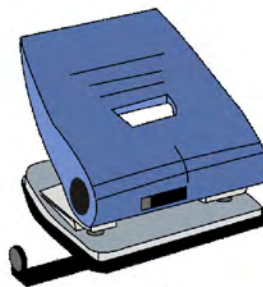
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2



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3



7



#### Fill in the blanks.

1. She picked up a pair of sc \_ \_ \_rs and started cutting her hair.
2. F \_ \_ \_en your seat belts.
3. The tailor m \_ \_ \_red me for a suit.
4. Don't forget to put a stamp on the en \_ \_ \_pe.
5. Most of the letters end up in the was \_ \_ \_per b \_ \_ \_t.

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# DAY 10

## OFFICE SUPPLIES (3)

### VOCAB REVIEW



#### Fill in the blanks.

1. She picked up a pair of sc\_ \_ \_ \_rs and started cutting her hair.
2. F\_ \_ \_ \_en your seat belts.
3. The tailor m\_ \_ \_ \_red me for a suit.
4. Don't forget to put a stamp on the en\_ \_ \_ \_pe.
5. Most of the letters end up in the was\_ \_ \_ \_per b\_ \_ \_ \_t.

1



3



6



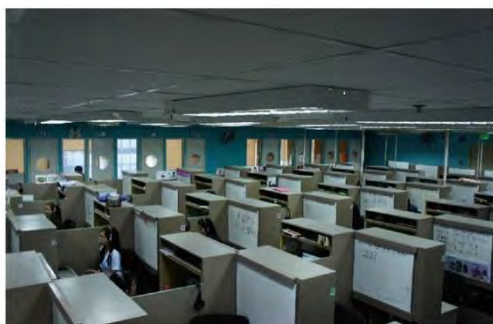
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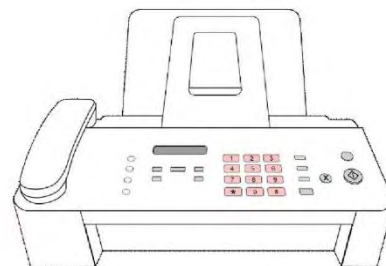
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#### Fill in the blanks.

1. They work in cu\_ \_ \_ \_es in an open-plan office.
2. Any ph\_ \_ \_ \_ \_pier contains the technology for a scanner.
3. Do you have a f\_ \_ m\_ \_ \_ \_ne at home?
4. We use paper sh\_ \_ \_ \_ers to destroy private, confidential documents.
5. In most countries, students use cal\_ \_ \_ \_tors for schoolwork.