VOCABULARY LIST

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| **Restart** | To start something again. |
| **ASAP** | abbreviation for **A**s **S**oon **A**s **P**ossible, used when something is needed quickly |
| **Diligently** | in a way that is careful and uses a lot of effort. Working hard |
| **Log (record)** | a full, written record of a trip, period of time, or event |
| **Clarify** | To make something clear or easier to understand by giving more details |
| **Manage** | to control or organize someone or something |
| **Reassign** | to give something to a different person |
| **Organized** | arrange in a particular system |
| **Alphabetically** | in a way that has the same order as the letters in the alphabet |
| **Attachment** | A computer file sent together with an email message |
| **Assignment** | giving someone a particular job, task, or responsibility |
| **Department** | A part of an organization such as a school or business that deals with a particular area of study or work |
| **Image** | a picture |
| **Resurfaced** | To put a new surface (layer) on a road |
| **Accessible** | able to be reached or entered |
| **Reserve** | to keep something for a particular purpose or time |
| **Handicapped** | not able to use part of your body or mind (This term is not used to refer to a person. It is only used when referring to handicapped parking spaces. It is more acceptable to use “physical disability” when referring to a person) |
| **Placard** | A large card, paper or other material with a message written or printed on it, often carried in public places. |
| **Issue** | To give, supply, or produce something official |
| **Attendants** | someone whose job is to be in a place to help visitors |