

Appendix C4-1

Table 4-40 Business English core adverbs (First 300 entries in order of Usage ranking)

U.R.	Entry	K	U.R.	Entry	K	U.R.	Entry	K
1	sincerely	19,364	51	later	0	101	previously	0
2	not	-100	52	directly	95	102	nevertheless	26
3	please	11,858	53	longer	0	103	long	-86
4	very	3,107	54	enough	-90	104	properly	25
5	so	-32	55	never	-385	105	absolutely	6
6	forward	3,649	56	currently	173	106	effectively	5
7	much	337	57	personally	187	107	presently	32
8	now	0	58	simply	0	108	closely	0
9	as	-3	59	fully	110	109	easily	-32
10	also	54	60	extremely	179	110	normally	4
11	again	609	61	highly	67	111	originally	17
12	just	-7	62	away	-181	112	successfully	8
13	however	529	63	particularly	0	113	strongly	7
14	soon	1,114	64	quickly	0	114	frequently	-4
15	only	-265	65	ever	-118	115	fast	-8
16	well	0	66	probably	-59	116	twice	-15
17	here	202	67	faithfully	732	117	sometimes	-156
18	most	-55	68	right	-113	118	generally	-41
19	more	-177	69	instead	-21	119	naturally	-9
20	therefore	477	70	often	-167	120	equally	-7
21	truly	1,182	71	else	-40	121	regularly	0
22	always	6	72	almost	-255	122	consequently	317
23	today	90	73	thoroughly	168	123	seriously	-10
24	together	58	74	promptly	117	124	entirely	-27
25	even	-380	75	prior	88	125	neither	-43
26	back	-237	76	close	-11	126	additionally	123
27	still	-247	77	mutually	274	127	primarily	0
28	then	-558	78	ahead	0	128	efficiently	34
29	already	8	79	specifically	89	129	hereby	55
30	further	420	80	carefully	0	130	smoothly	31
31	immediately	250	81	finally	-58	131	definitely	9
32	too	-327	82	completely	0	132	somewhat	-16
33	once	-59	83	less	-86	133	strictly	0
34	certainly	166	84	approximately	28	134	aside	-3
35	really	0	85	otherwise	0	135	frankly	14
36	recently	174	86	usually	-68	136	elsewhere	-4
37	quite	0	87	kindly	251	137	fairly	-14
38	perhaps	-7	88	clearly	-9	138	considerably	6
39	unfortunately	952	89	possibly	3	139	maybe	-64
40	cordially	952	90	shortly	38	140	totally	0
41	yet	-124	91	exactly	-12	141	separately	12
42	greatly	307	92	thus	-61	142	anywhere	0
43	ago	-63	93	actually	-41	143	early	0
44	there	-520	94	nearly	-84	144	automatically	0
45	yesterday	114	95	obviously	0	145	consistently	11
46	rather	-57	96	meanwhile	0	146	better	0
47	far	-154	97	deeply	22	147	hopefully	31
48	no	-95	98	sometime	176	148	reluctantly	31
49	especially	7	99	accordingly	41	149	o'clock	19
50	indeed	76	100	respectfully	227	150	lately	6
78.76%			89.44%			93.55%		

(Table 4-40: 2/2)

U.R.	Entry	K	U.R.	Entry	K	U.R.	Entry	K
151	daily	-4	201	formally	20	251	hardly	-85
152	alone	-145	202	thereafter	0	252	actively	0
153	rapidly	-17	203	correctly	0	253	basically	-7
154	significantly	13	204	necessarily	-18	254	likewise	0
155	straight	-42	205	open	0	255	all	17
156	ultimately	0	206	sufficiently	-5	256	richly	0
157	surely	-27	207	severely	0	257	continuously	0
158	constantly	0	208	anytime	10	258	rarely	-31
159	safely	3	209	readily	-17	259	independently	0
160	out	-563	210	fortunately	0	260	clear	-15
161	slightly	-32	211	heavily	-25	261	individually	0
162	newly	-5	212	sorely	40	262	mostly	-49
163	perfectly	-10	213	virtually	-35	263	uniquely	0
164	incidentally	0	214	somehow	-13	264	solely	-6
165	furthermore	0	215	widely	-39	265	honestly	0
166	sooner	0	216	adequately	0	266	wholeheartedly	15
167	forth	-9	217	informally	17	267	generously	3
168	undoubtedly	0	218	happily	-4	268	locally	0
169	eventually	-52	219	satisfactorily	0	269	subsequently	-4
170	accurately	0	220	importantly	10	270	merely	-91
171	increasingly	-13	221	relatively	-60	271	formerly	-6
172	overnight	0	222	steadily	-7	272	extensively	0
173	substantially	0	223	mistakenly	18	273	forever	-13
174	somewhere	-24	224	repeatedly	-7	274	alternatively	0
175	largely	-65	225	officially	0	275	tentatively	4
176	abroad	-30	226	apart	-62	276	sharply	-24
177	annually	0	227	temporarily	-3	277	genuinely	0
178	duly	19	228	afterwards	-6	278	mainly	-41
179	whatsoever	14	229	inadvertently	0	279	slowly	-74
180	apparently	-55	230	tremendously	3	280	anymore	0
181	present	87	231	up	-404	281	immensely	0
182	seldom	0	232	faster	0	282	exceptionally	0
183	respectively	0	233	suddenly	-125	283	thereby	-9
184	regardless	0	234	urgently	0	284	routinely	0
185	gladly	20	235	eagerly	0	285	off	-248
186	exclusively	0	236	favorably	4	286	verbally	4
187	first	-227	237	south	-71	287	thereof	0
188	terribly	0	238	continually	0	288	abreast	3
189	any	671	239	dramatically	0	289	comfortably	0
190	anyway	-21	240	specially	0	290	fondly	0
191	last	-89	241	little	-410	291	practically	-24
192	professionally	11	242	firmly	-16	292	unexpectedly	0
193	beforehand	11	243	briefly	10	293	conveniently	0
194	financially	0	244	badly	-22	294	legally	0
195	enthusiastically	53	245	herewith	17	295	nationally	0
196	regretfully	36	246	moreover	-51	296	namely	0
197	unusually	0	247	occasionally	-29	297	heartily	0
198	pretty	-75	248	literally	-10	298	internationally	0
199	preferably	14	249	nicely	0	299	upon	-3
200	reasonably	0	250	periodically	0	300	adversely	0
	95.47%			96.73%			97.55%	

Appendix C4-2

Table 4-41 Business English core adverbs sorted by Keyness score (First 100 adverbs)

K.Rank	U.Rank	Entry	WL	K.Score	K.Rank	U.Rank	Entry	WL	K.Score
1	1	sincerely	6	19,364	51	147	hopefully	6	31
2	3	please	1	11,858	52	148	reluctantly	17	31
3	6	forward	1	3,649	53	130	smoothly	6	31
4	4	very	1	3,107	54	84	approximately	4	28
5	21	truly	4	1,182	55	102	nevertheless	3	26
6	14	soon	1	1,114	56	104	properly	6	25
7	39	unfortunately	4	952	57	97	deeply	4	22
8	40	cordially	11	952	58	185	gladly	4	20
9	67	faithfully	6	732	59	201	formally	6	20
10	189	any	1	671	60	178	duly	11	19
11	11	again	1	609	61	149	o'clock	1	19
12	13	however	1	529	62	223	mistakenly	11	18
13	20	therefore	2	477	63	245	herewith	17	17
14	30	further	2	420	64	111	originally	6	17
15	7	much	1	337	65	217	informally	6	17
16	122	consequently	4	317	66	255	all	1	17
17	42	greatly	4	307	67	266	wholeheartedly	21	15
18	77	mutually	6	274	68	199	preferably	17	14
19	87	kindly	2	251	69	135	frankly	6	14
20	31	immediately	4	250	70	179	whatsoever	17	14
21	100	respectfully	17	227	71	154	significantly	11	13
22	17	here	1	202	72	141	separately	6	12
23	57	personally	6	187	73	193	beforehand	11	11
24	60	extremely	4	179	74	145	consistently	6	11
25	98	sometime	4	176	75	192	professionally	11	11
26	36	recently	3	174	76	208	anytime	6	10
27	56	currently	6	173	77	220	importantly	6	10
28	73	thoroughly	4	168	78	243	briefly	11	10
29	34	certainly	2	166	79	131	definitely	6	9
30	126	additionally	4	123	80	29	already	1	8
31	74	promptly	6	117	81	112	successfully	6	8
32	45	yesterday	1	114	82	49	especially	2	7
33	59	fully	3	110	83	113	strongly	4	7
34	52	directly	4	95	84	22	always	1	6
35	23	today	1	90	85	138	considerably	6	6
36	79	specifically	4	89	86	150	lately	3	6
37	75	prior	11	88	87	105	absolutely	4	6
38	181	present	1	87	88	106	effectively	6	5
39	50	indeed	1	76	89	275	tentatively	17	4
40	61	highly	3	67	90	236	favorably	6	4
41	24	together	1	58	91	286	verbally	11	4
42	129	hereby	17	55	92	110	normally	6	4
43	10	also	1	54	93	230	tremendously	11	3
44	195	enthusiastically	17	53	94	89	possibly	4	3
45	99	accordingly	11	41	95	159	safely	6	3
46	212	sorely	17	40	96	267	generously	4	3
47	90	shortly	4	38	97	288	abreast	11	3
48	196	regretfully	11	36	98	8	now	1	0
49	128	efficiently	6	34	99	16	well	1	0
50	107	presently	4	32	100	35	really	1	0

Appendix C4-3

Table 4-42 Business English core adjectives (First 300 entries in order of Usage ranking)

U.R.	Entry	K	U.R.	Entry	K	U.R.	Entry	K
1	dear	21,131	51	successful	79	101	different	-101
2	new	140	52	hard	-7	102	proud	85
3	other	-98	53	convenient	425	103	easy	0
4	next	651	54	fine	94	104	initial	48
5	best	733	55	aware	161	105	specific	30
6	such	-16	56	annual	115	106	useful	44
7	good	75	57	difficult	20	107	total	17
8	more	-177	58	glad	322	108	suitable	91
9	last	-89	59	early	0	109	particular	0
10	many	-32	60	open	0	110	real	-115
11	first	-227	61	least	-76	111	detailed	0
12	able	665	62	final	14	112	interesting	0
13	possible	3	63	little	-410	113	individual	-6
14	sure	528	64	most	-55	114	brief	50
15	available	506	65	various	13	115	earliest	0
16	happy	0	66	regular	77	116	near	-5
17	great	-6	67	monthly	381	117	international	110
18	few	-9	68	general	-27	118	normal	0
19	special	256	69	contact	1,477	119	competitive	118
20	sorry	955	70	prompt	397	120	clear	-15
21	due	575	71	above	15	121	wonderful	41
22	recent	282	72	willing	84	122	satisfactory	98
23	several	32	73	valuable	199	123	strong	-43
24	personal	216	74	late	-48	124	correct	68
25	full	68	75	previous	38	125	only	-265
26	current	191	76	second	-92	126	net	23
27	past	98	77	welcome	440	127	standard	0
28	necessary	121	78	old	-344	128	single	-30
29	same	-65	79	helpful	251	129	usual	0
30	present	87	80	future	794	130	serious	-15
31	better	0	81	original	20	131	continued	0
32	free	30	82	similar	0	132	acceptable	69
33	additional	631	83	entire	34	133	positive	32
34	long	-86	84	short	-19	134	earlier	0
35	own	-204	85	appropriate	88	135	low	-27
36	financial	325	86	professional	101	136	generous	74
37	important	0	87	less	-86	137	extensive	44
38	excellent	436	88	right	-113	138	heavy	-4
39	effective	282	89	latest	0	139	medical	-16
40	complete	502	90	responsible	49	140	exciting	0
41	further	420	91	immediate	87	141	much	337
42	small	-90	92	unable	69	142	separate	-10
43	outstanding	460	93	corporate	98	143	potential	6
44	high	-80	94	direct	7	144	main	0
45	local	-17	95	extra	56	145	mutual	93
46	grateful	494	96	confident	215	146	private	-84
47	large	-70	97	sincere	319	147	basic	-16
48	major	0	98	legal	15	148	third	-37
49	technical	-70	99	certain	-35	149	young	-298
50	ready	48	100	busy	93	150	greater	0
47.46%			59.88%			67.09%		

(Table 4-42: 2/2)

U.R.	Entry	K	U.R.	Entry	K	U.R.	Entry	K
151	anxious	63	201	bad	-207	251	beneficial	0
152	actual	3	202	worthwhile	74	252	informative	94
153	eager	43	203	inviting	0	253	invaluable	72
154	quick	90	204	video	42	254	primary	-57
155	whole	-162	205	critical	0	255	sole	12
156	reasonable	9	206	weekly	12	256	thoughtful	98
157	national	-197	207	wrong	-57	257	likely	-111
158	afraid	0	208	reliable	18	258	friendly	0
159	manual	448	209	larger	0	259	urgent	103
160	easier	0	210	common	-134	260	former	-244
161	efficient	23	211	average	-46	261	top	251
162	significant	0	212	careful	-13	262	safe	-45
163	senior	11	213	largest	0	263	exact	-13
164	big	-195	214	warmest	0	264	administrative	9
165	wide	-15	215	unique	0	265	agreeable	42
166	proper	16	216	beautiful	-13	266	valid	11
167	lower	0	217	comprehensive	23	267	capable	0
168	official	-98	218	loyal	36	268	relevant	3
169	commercial	-4	219	timely	102	269	subject	0
170	pleasant	64	220	impressive	26	270	smaller	0
171	favorable	75	221	minimum	6	271	comfortable	0
172	temporary	32	222	long-term	5	272	exceptional	27
173	warm	156	223	active	0	273	social	-222
174	enjoyable	151	224	adequate	0	274	internal	0
175	joint	14	225	enthusiastic	40	275	eligible	25
176	overdue	133	226	economic	-152	276	deep	-32
177	substantial	3	227	confidential	63	277	federal	0
178	familiar	-6	228	thorough	-37	278	accurate	4
179	nice	0	229	practical	-3	279	challenging	0
180	worth	-8	230	electronic	15	280	solid	-10
181	higher	0	231	electrical	37	281	greatest	0
182	retail	39	232	productive	39	282	secretarial	109
183	impossible	0	233	educational	0	283	lowest	0
184	foreign	-62	234	simple	-79	284	remarkable	0
185	considerable	-5	235	fair	-8	285	constant	-18
186	quarterly	127	236	highest	0	286	keen	9
187	upcoming	152	237	industrial	-27	287	fresh	-15
188	regional	25	238	ideal	9	288	public	-149
189	rewarding	0	239	in-house	131	289	fiscal	0
190	expensive	0	240	perfect	-9	290	e-mail	276
191	overseas	86	241	maximum	26	291	broad	0
192	profitable	38	242	full-time	16	292	natural	-83
193	sufficient	0	243	double	-5	293	flexible	7
194	true	0	244	essential	-13	294	raw	0
195	numerous	6	245	unfortunate	49	295	concrete	41
196	kind	42	246	poor	-75	296	domestic	-5
197	formal	0	247	preliminary	54	297	equal	-15
198	creative	18	248	popular	-51	298	unlimited	39
199	overall	12	249	payable	110	299	innovative	49
200	attractive	0	250	promotional	108	300	electric	5
	72.48%			76.40%			79.35%	

Appendix C4-4

Table 4-43 Business English core adjectives sorted by Keynes score (First 200 adjectives)

K.Rank	U.Rank	Entry	WL	K.Score	K.Rank	U.Rank	Entry	WL	K.Score
1	1	dear	1	21,131	51	259	urgent	2	103
2	69	contact	3	1,477	52	219	timely	11	102
3	20	sorry	1	955	53	86	professional	4	101
4	80	future	1	794	54	27	past	1	98
5	5	best	1	733	55	93	corporate	6	98
6	12	able	1	665	56	256	thoughtful	4	98
7	4	next	1	651	57	122	satisfactory	3	98
8	33	additional	4	631	58	54	fine	1	94
9	21	due	2	575	59	252	informative	6	94
10	14	sure	1	528	60	145	mutual	4	93
11	15	available	3	506	61	100	busy	1	93
12	40	complete	2	502	62	108	suitable	4	91
13	46	grateful	2	494	63	154	quick	1	90
14	43	outstanding	3	460	64	85	appropriate	4	88
15	159	manual	6	448	65	91	immediate	3	87
16	77	welcome	1	440	66	30	present	1	87
17	38	excellent	2	436	67	191	overseas	4	86
18	53	convenient	2	425	68	102	proud	1	85
19	41	further	2	420	69	72	willing	2	84
20	70	prompt	2	397	70	51	successful	3	79
21	67	monthly	4	381	71	66	regular	1	77
22	141	much	1	337	72	171	favorable	4	75
23	36	financial	4	325	73	7	good	1	75
24	58	glad	1	322	74	136	generous	3	74
25	97	sincere	2	319	75	202	worthwhile	11	74
26	22	recent	2	282	76	253	invaluable	11	72
27	39	effective	3	282	77	92	unable	4	69
28	290	e-mail	6	276	78	132	acceptable	4	69
29	19	special	1	256	79	25	full	1	68
30	261	top	1	251	80	124	correct	1	68
31	79	helpful	4	251	81	170	pleasant	2	64
32	24	personal	2	216	82	227	confidential	11	63
33	96	confident	3	215	83	151	anxious	2	63
34	73	valuable	3	199	84	95	extra	2	56
35	26	current	2	191	85	247	preliminary	11	54
36	55	aware	3	161	86	114	brief	2	50
37	173	warm	1	156	87	90	responsible	3	49
38	187	upcoming	17	152	88	299	innovative	6	49
39	174	enjoyable	11	151	89	245	unfortunate	4	49
40	2	new	1	140	90	50	ready	1	48
41	176	overdue	17	133	91	104	initial	3	48
42	239	in-house	21	131	92	106	useful	1	44
43	186	quarterly	11	127	93	137	extensive	4	44
44	28	necessary	1	121	94	153	eager	2	43
45	119	competitive	6	118	95	204	video	11	42
46	56	annual	2	115	96	196	kind	1	42
47	117	international	2	110	97	265	agreeable	6	42
48	249	payable	17	110	98	295	concrete	3	41
49	282	secretarial	30	109	99	121	wonderful	1	41
50	250	promotional	30	108	100	225	enthusiastic	4	40

(Table 4-43: 2/2)

K.Rank	U.Rank	Entry	WL	K.Score	K.Rank	U.Rank	Entry	WL	K.Score
101	182	retail	6	39	151	278	accurate	3	4
102	298	unlimited	17	39	152	268	relevant	11	3
103	232	productive	4	39	153	152	actual	2	3
104	192	profitable	11	38	154	177	substantial	4	3
105	75	previous	3	38	155	13	possible	2	3
106	231	electrical	3	37	156	16	happy	1	0
107	218	loyal	3	36	157	31	better	1	0
108	83	entire	2	34	158	37	important	1	0
109	23	several	1	32	159	48	major	3	0
110	133	positive	3	32	160	59	early	1	0
111	172	temporary	3	32	161	60	open	1	0
112	32	free	1	30	162	82	similar	3	0
113	105	specific	4	30	163	89	latest	4	0
114	272	exceptional	11	27	164	103	easy	1	0
115	220	impressive	4	26	165	109	particular	2	0
116	241	maximum	3	26	166	111	detailed	6	0
117	188	regional	4	25	167	112	interesting	1	0
118	275	eligible	11	25	168	115	earliest	1	0
119	217	comprehensive	6	23	169	118	normal	2	0
120	126	net	1	23	170	127	standard	2	0
121	161	efficient	3	23	171	129	usual	2	0
122	57	difficult	1	20	172	131	continued	11	0
123	81	original	2	20	173	134	earlier	1	0
124	208	reliable	3	18	174	140	exciting	4	0
125	198	creative	4	18	175	144	main	2	0
126	107	total	2	17	176	150	greater	1	0
127	242	full-time	11	16	177	158	afraid	1	0
128	166	proper	2	16	178	160	easier	2	0
129	71	above	1	15	179	162	significant	6	0
130	98	legal	2	15	180	167	lower	1	0
131	230	electronic	4	15	181	179	nice	1	0
132	175	joint	2	14	182	181	higher	1	0
133	62	final	2	14	183	183	impossible	2	0
134	65	various	2	13	184	189	rewarding	2	0
135	206	weekly	4	12	185	190	expensive	2	0
136	199	overall	4	12	186	193	sufficient	2	0
137	255	sole	4	12	187	194	true	1	0
138	266	valid	11	11	188	197	formal	3	0
139	163	senior	4	11	189	200	attractive	3	0
140	156	reasonable	3	9	190	203	inviting	17	0
141	286	keen	3	9	191	205	critical	4	0
142	238	ideal	3	9	192	209	larger	1	0
143	264	administrative	6	9	193	213	largest	1	0
144	94	direct	2	7	194	214	warmest	1	0
145	293	flexible	4	7	195	215	unique	3	0
146	221	minimum	4	6	196	223	active	2	0
147	195	numerous	3	6	197	224	adequate	4	0
148	143	potential	4	6	198	233	educational	4	0
149	222	long-term	11	5	199	236	highest	1	0
150	300	electric	1	5	200	251	beneficial	6	0

Appendix C4-5

Table 4-44 Business English core nouns (First 325 nouns in Usage ranking)

U.R.	Entry	K	U.R.	Entry	K	U.R.	Entry	K
2	time	626	54	plan	434	109	director	81
3	company	3,246	56	employee	987	112	hope	*2,437
5	letter	4,450	57	firm	510	113	family	-24
6	date	0	58	line	76	114	county	-168
7	business	1,695	59	material	556	115	operation	124
8	order	2,126	60	experience	361	116	group	-19
9	service	1,896	61	quality	476	117	case	-77
10	product	3,124	62	effort	271	118	visit	*848
11	office	1,318	63	report	66	119	person	27
12	information	2,152	64	organization	395	120	check	647
13	work	930	65	detail	-17	121	training	0
14	day	930	66	part	-17	122	representative	-7
15	meeting	1,915	67	success	449	123	condition	89
16	sale sales	2,169	68	schedule	1,785	124	decision	91
17	year	81	69	member	3	125	sir sirs	462
18	customer	2,872	71	management	793	126	insurance	498
19	week	56	72	term	83	127	friend	10
20	month	557	73	equipment	620	128	fact	-50
21	number	618	74	item	750	129	model	702
22	account	1,707	76	proposal	628	130	hearing	0
23	price	1,465	77	change	37	131	reason	0
24	subject	0	78	market	1,040	132	marketing	0
25	payment	1,736	80	form	0	133	return	*423
26	copy	2,283	81	invoice	1,702	134	wishes	0
27	opportunity	1,373	82	contract	720	135	industry	12
28	position	871	83	list	520	136	agreement	164
29	program /-mme	442	85	charge	158	137	result	0
30	credit	871	86	delivery	991	138	address	477
32	way	-38	87	hour	19	139	arrang(e)ment	721
33	cost	336	88	support	164	140	president	-100
34	problem	216	89	end	-53	141	bill	49
35	department	573	90	regard	*1651	142	statement	146
36	need	693	91	situation	320	144	thing	-184
37	job	213	92	purchase	1,079	145	call	*603
38	question	108	93	application	601	146	use	0
39	people	-190	94	bank	246	147	discount	*727
40	project	891	95	record	*52	148	card	315
41	thank	*10,275	96	attention	191	149	assistance	409
42	area	291	97	reference	489	150	school	-118
43	interest	825	98	period	37	151	telephone	487
44	manager	886	99	pleasure	785	152	conference	286
45	staff	781	100	help	758	153	development	4
46	policy	144	101	home	-99	154	congratulation	0
47	request	*3,306	102	room	6	156	unit	123
48	amount	575	103	client	707	157	research	81
49	future	794	104	kind	42	159	team	24
50	system	16	105	idea	0	160	hotel	165
51	course	15	106	book	0	161	brochure	881
52	memo	2,036	107	shipment	1,071	162	increase	*71
53	matter	297	108	state	-282	165	computer	200
	24.02%			34.58%			42.75%	

(Table 4-44: 2/2)

U.R.	Entry	K	U.R.	Entry	K	U.R.	Entry	K
166	action	3	217	appointment	282	275	mind	-37
167	performance	64	219	rate	67	276	career	57
168	delay	607	220	center / -re	-7	277	life	-490
169	reply	*427	223	resume	621	278	stock	16
170	anything	7	224	shipping	0	279	chance	44
171	offer	*1,040	225	machine	47	280	health	0
172	store	*102	226	mail	*715	281	re	1,861
173	field	0	227	invitation	567	282	deal	34
174	suggestion	294	228	morning	0	283	page	-410
175	facility	198	229	trip	184	284	loss	17
176	responsibility	167	230	world	-584	285	committee	-7
177	plant	35	231	paper	0	286	united	0
178	issue	0	232	consideration	325	287	public	-149
179	benefit	*241	233	understanding	0	288	data	24
180	value	0	234	title	97	289	file	131
181	production	126	235	news	5	290	supply	*236
182	phone	*302	236	discussion	146	291	touch	*9
183	event	27	237	November	0	292	fund	*3
184	addition	95	238	basis	21	293	fax	*662
185	place	-34	239	point	-162	294	appreciation	*327
186	relationship	234	241	past	98	295	contribution	96
187	percent	586	243	international	110	296	tax	-52
189	comment	*250	244	associate	191	297	duty	39
190	catalog / -gue	374	245	university	-6	298	party	-128
191	location	402	246	control	-16	299	receipt	425
192	review	*818	247	lot	-3	300	specification	443
193	personnel	301	249	ability	113	301	reservation	398
194	response	149	250	maintenance	275	302	confidence	134
195	process	47	251	city	-148	303	approval	174
196	everything	7	253	holiday	142	304	behalf	242
197	convenience	570	254	dinner	126	305	advance	27
198	cooperation	549	255	employment	212	306	design	9
199	association	94	256	type	0	307	club	15
200	article	142	257	inconvenience	596	308	travel	87
201	balance	*121	258	study	0	309	seminar	436
202	activity	78	259	someone	30	310	cash	84
203	note	*69	260	difficulty	52	311	evening	0
204	planning	0	261	building	0	312	presentation	283
205	minute minutes	0	262	concern	149	313	assistant	106
206	requirement	204	263	word	-158	314	relation	5
207	contact	*1,477	264	agency	37	315	investment	22
208	level	0	265	board	-7	316	software	475
209	advertising	0	266	division	74	317	advantage	28
210	money	-57	267	communication	138	318	salary	131
211	expense	285	268	fee	266	319	promotion	219
212	procedure	139	270	corporation	108	320	goods	0
213	community	0	271	something	-150	321	commitment	254
214	document	312	272	error	150	322	progress	35
215	executive	63	273	occasion	132	323	other	-98
216	everyone	38	274	car	-37	325	growth	9
	48.05%			53.23%			56.97%	

K Entries shown in **bold face** are within the first 100 most important nouns in *Keyness* order ($K \geq 320$).

K Keyness scores marked with the asterisk (*) are total scores for respective entries used both as a noun and a verb.