

A TRICHY PLUS CAREER BOOKLET

Handpicked Words.

THE FIFTY THAT SET PROFESSIONALS APART

The vocabulary that shows up in your first performance review,
your interview feedback, and every consulting report you will read.

MADE FOR

Final year students

CONTENTS

Inside this issue

-
- 01 Why These 50 Words?**
Not all vocabulary is created equal. This is the set that pays back in your first year of work.
-
- 02 Precision (01–10)**
Succinct, coherent, salient. Words that make you sound like you mean what you say.
-
- 03 Analysis and Argument (11–20)**
Cogent, empirical, corroborate. The language of thinking, not just speaking.
-
- 04 The Workplace (21–30)**
Delegate, escalate, bandwidth. The words your first job assumes you already know.
-
- 05 Thoughtful and Measured (31–40)**
Prudent, discerning, deliberate. Words that quietly build authority.
-
- 06 Elevating Your Emails (41–50)**
Circle back, reconcile, actionable. The vocabulary of professional correspondence.
-
- 07 Your Personal Word Journal**
A workbook to keep. Track a new word, in a real sentence, in your real life.
-

01

THE SELECTION

Why These 50 Words?

Not all vocabulary is created equal. A word like sesquipedalian impresses in a Scrabble game but will never appear in your inbox. A word like succinct will show up in your first performance review, the resume rejection email you get, the consulting report you read, and the interview feedback you are given.

This booklet gives you 50 words that show up repeatedly in professional English: corporate emails, interview conversations, competitive exam RC passages, and management books. Learning them is the fastest way to sound like someone who belongs in the room before you actually do.

HOW TO USE THIS BOOKLET

Five words a day, ten days, done

Read the meaning, then use each word in one sentence of your own that morning: an email, a WhatsApp message, a note-to-self. Words you use stay. Words you only read are forgotten by Sunday. Fifteen minutes a day for ten days will change how you speak for the next ten years.

50

WORDS IN THE
WORKING
VOCABULARY OF
EVERY PROFESSIONAL

15m

DAILY PRACTICE
NEEDED TO MAKE THEM
STICK

10

DAYS FROM COVER TO
COMPLETE

3

EMAILS A WEEK USING
EACH NEW WORD
BEATS MEMORISING

02

GROUP ONE

Precision (01–10)

The words that let you say exactly what you mean in one word instead of five. Every rushed email, every meeting summary, every performance review will use one of these ten. Master them first.

01 Succinct

ADJECTIVE

MEANING

Brief, clearly expressed, and to the point.

IN A SENTENCE

Her presentation was succinct, she made three points in seven minutes.

MEMORY HOOK

'Succinct' sounds like 'suck-cinched', as if the speech has been cinched tight, no slack.

02 Concise

ADJECTIVE

MEANING

Giving a lot of information clearly and in a few words.

IN A SENTENCE

The manager asked for a concise summary, not a page-long report.

MEMORY HOOK

Con (with) plus cise (cut), trimmed down.

03 Coherent

ADJECTIVE

MEANING

Logical, consistent, and easy to follow.

IN A SENTENCE

For a strategy to work, it must be coherent, each part reinforcing the others.

MEMORY HOOK

'Cohere' means to stick together. A coherent argument sticks.

04 Nuance

NOUN

MEANING

A subtle difference in meaning, expression, or shade.

IN A SENTENCE

There is a nuance between quality and quality control, one is a state, the other a discipline.

MEMORY HOOK

Sounds like 'new-ance', a shade newer than you first noticed.

05 Verbatim

ADVERB

MEANING

In exactly the same words as originally spoken or written.

IN A SENTENCE

The reporter quoted the CEO verbatim, including the pauses.

MEMORY HOOK

Verb (word) plus atim (adverbial ending) equals word-for-word.

06 Salient

ADJECTIVE

MEANING

Most noticeable or important.

IN A SENTENCE

The salient point of her feedback: I over-explain in interviews.

MEMORY HOOK

Salient shares roots with 'salient feature', the one that jumps out.

07 Pertinent

ADJECTIVE

MEANING

Relevant to the matter at hand.

IN A SENTENCE

That is a good question, but not pertinent to what we are discussing today.

MEMORY HOOK

Pertinent equals per (through) plus tenere (hold), holds through the discussion.

08 Ostensible

ADJECTIVE

MEANING

Stated or appearing to be true, but not necessarily so.

IN A SENTENCE

The ostensible reason for the meeting was training, but everyone knew it was about the merger.

MEMORY HOOK

'Ostensibly', outwardly on display, not necessarily true inside.

09 Cursory

ADJECTIVE

MEANING

Hasty, superficial, not thorough.

IN A SENTENCE

A cursory glance at the report was enough to spot the arithmetic error.

MEMORY HOOK

Cursor moves fast. A cursory read moves fast too.

10 Explicit

ADJECTIVE

MEANING

Clearly and directly expressed, leaving nothing implied.

IN A SENTENCE

The instructions were explicit: no revisions after 6 PM.

MEMORY HOOK

Ex (out) plus plicare (fold), folded out, in plain view.

03

GROUP TWO

Analysis and Argument (11–20)

The words of thinking, not just speaking. These show up in every consulting report, every case interview, every management book chapter. Learn them and you begin to hear arguments in a different key.

11 Cogent

ADJECTIVE

MEANING

Clear, logical, and convincing.

IN A SENTENCE

She made a cogent case for why the launch should be delayed by a week.

MEMORY HOOK

Cog fits perfectly with other cogs. A cogent argument fits perfectly with reality.

12 Empirical

ADJECTIVE

MEANING

Based on observation or experience, not on theory.

IN A SENTENCE

The strategy needs empirical validation, not more slides.

MEMORY HOOK

Empire built by observing, empirical rules from evidence.

13 Anecdotal

ADJECTIVE

MEANING

Based on personal accounts, not on hard data.

IN A SENTENCE

Sales says the product is loved, but the evidence is anecdotal, not statistical.

MEMORY HOOK

'Anecdote' equals story. Anecdotal equals story-based, not data-based.

14 Corroborate

VERB

MEANING

To confirm or give support to a statement, theory, or finding.

IN A SENTENCE

Two other studies corroborate our conclusion.

MEMORY HOOK

Co (together) plus robur (strength), strengthen together.

15 Refute

VERB

MEANING

To prove a statement or theory to be wrong.

IN A SENTENCE

The data refutes the claim that ads drive most of our signups.

MEMORY HOOK

'Refute' equals re (back) plus futare (beat), beat back the argument.

16 Ambiguous

ADJECTIVE

MEANING

Open to more than one interpretation, not clearly defined.

IN A SENTENCE

His feedback was ambiguous, I could not tell if he liked it or hated it.

MEMORY HOOK

Ambi (both) plus agere (drive), driven in both directions.

17 Substantive

ADJECTIVE

MEANING

Having a firm basis in reality, meaningful, not superficial.

IN A SENTENCE

The meeting had substantive outcomes, three decisions and two owners assigned.

MEMORY HOOK

'Substance' plus ive, of real substance, not fluff.

18 Rigorous

ADJECTIVE

MEANING

Extremely thorough, exhaustive, or accurate.

IN A SENTENCE

The methodology was rigorous, that is why the findings held up.

MEMORY HOOK

Rigor equals strictness. Rigorous equals strictly done.

19 Compelling

ADJECTIVE

MEANING

Evoking interest, attention, or admiration in a powerfully irresistible way.

IN A SENTENCE

Her opening story was compelling, no one checked their phone for ten minutes.

MEMORY HOOK

Sounds like 'com-pulling', it pulls you in.

20 Prudent

ADJECTIVE

MEANING

Acting with or showing care and thought for the future.

IN A SENTENCE

It is prudent to build a three-month emergency fund before switching jobs.

MEMORY HOOK

'Prudence' equals practical wisdom. Prudent equals uses that wisdom.

04

GROUP THREE

The Workplace (21–30)

The words your first job will assume you already know. Nobody teaches these in college. You will hear them on your third day and either understand what your manager just said, or spend the afternoon quietly Googling.

21 Delegate

VERB

MEANING

Entrust a task or responsibility to another person.

IN A SENTENCE

New managers struggle most with learning to delegate.

MEMORY HOOK

'Delegation', pass the mission down.

22 Escalate

VERB

MEANING

Raise an issue to a higher level of authority.

IN A SENTENCE

If the client blocker is not resolved by Friday, we will need to escalate.

MEMORY HOOK

Think escalator, issue moves up.

23 Prioritise

VERB

MEANING

Decide the relative importance and order of tasks.

IN A SENTENCE

In a startup, you are always prioritising, because you can never do everything.

MEMORY HOOK

Prior plus ise, make the top one first.

24 Iterate

VERB

MEANING

Repeat a process with the aim of improving it each time.

IN A SENTENCE

We shipped v1 fast and iterated based on user feedback.

MEMORY HOOK

Reminds you of 'reiterate', do it again, better.

25 Streamline

VERB

MEANING

Simplify a process to increase efficiency.

IN A SENTENCE

We streamlined the onboarding checklist from 42 steps to 17.

MEMORY HOOK

Water in a straight stream flows fastest. Streamlined equals flow better.

26 Onboard

VERB

MEANING

Integrate a new employee or user into a company or system.

IN A SENTENCE

It takes about six weeks to fully onboard a new hire.

MEMORY HOOK

'Get them on board' the ship.

27 Bandwidth

NOUN (INFORMAL)

MEANING

The mental or time capacity available to take on new work.

IN A SENTENCE

I do not have bandwidth for a new project this month.

MEMORY HOOK

Same term as internet bandwidth, how much you can handle.

28 Alignment

NOUN

MEANING

Agreement between people or teams on a plan or direction.

IN A SENTENCE

Before you build anything, get alignment with sales.

MEMORY HOOK

Aligned equals pointing in the same direction.

29 Cadence

NOUN

MEANING

The rhythm or pace at which something happens.

IN A SENTENCE

Our reporting cadence is weekly, with a monthly deep dive.

MEMORY HOOK

Like the cadence of a march, a repeating rhythm.

30 Deliverable

NOUN

MEANING

A tangible or intangible output committed to be produced.

IN A SENTENCE

The deliverable for Q1 is the launch of the mobile app.

MEMORY HOOK

The thing you 'deliver', a deliverable.

05

GROUP FOUR

Thoughtful and Measured (31-40)

The words that quietly signal maturity. Use one of these in your first performance conversation and your manager will notice. Use two and they will start listening differently.

31 Introspective

ADJECTIVE

MEANING

Given to examining one's own thoughts and feelings.

IN A SENTENCE

After the failed launch, the team was introspective, asking what they missed.

MEMORY HOOK

Intro (inward) plus spect (look), looking inward.

32 Resilient

ADJECTIVE

MEANING

Able to withstand or recover quickly from difficulties.

IN A SENTENCE

Startups need resilient founders, not just talented ones.

MEMORY HOOK

Resile equals spring back.

33 Meticulous

ADJECTIVE

MEANING

Showing great attention to detail, very careful and precise.

IN A SENTENCE

The auditor was meticulous, she found errors nobody else had noticed in three years.

MEMORY HOOK

'Meticulous' sounds like 'metical', measures every detail.

34 Diligent

ADJECTIVE

MEANING

Steady, earnest, and energetic effort.

IN A SENTENCE

He was not the brightest in the team, but the most diligent, and that took him further.

MEMORY HOOK

From 'diligence' equals careful, persistent work.

35 Astute

ADJECTIVE

MEANING

Having or showing shrewd judgment.

IN A SENTENCE

An astute investor spots the trend before it becomes obvious.

MEMORY HOOK

'Astute' sounds like 'sharp', cuts through noise.

36 Discerning

ADJECTIVE

MEANING

Having good judgment, able to notice fine distinctions.

IN A SENTENCE

A discerning reader spots weak arguments quickly.

MEMORY HOOK

'Discern' equals tell apart. A discerning eye distinguishes.

37 Judicious

ADJECTIVE

MEANING

Showing good judgment and wisdom.

IN A SENTENCE

The judicious use of automation is what separates good teams from lucky ones.

MEMORY HOOK

Related to 'judge', a judicious call is a well-judged call.

38 Deliberate

ADJECTIVE

MEANING

Done consciously and intentionally.

IN A SENTENCE

Her word choice was deliberate, nothing in that email was accidental.

MEMORY HOOK

Contrast with 'accidental'. Deliberate equals on purpose.

39 Candid

ADJECTIVE

MEANING

Truthful and straightforward, frank.

IN A SENTENCE

I appreciated his candid feedback, even when it stung.

MEMORY HOOK

'Candid camera', captures the raw truth.

40 Pragmatic

ADJECTIVE

MEANING

Dealing with things sensibly and realistically.

IN A SENTENCE

A pragmatic leader picks what works, not what looks best on paper.

MEMORY HOOK

Sounds like 'practical'. Because it is.

06

GROUP FIVE

Elevating Your Emails (41–50)

The last ten words are the closers. They are the vocabulary of professional correspondence. Use two of them in every email for a month and the way people reply to you will change.

41 Circle back

VERB (IDIOM)

MEANING

To return to a topic or person later.

IN A SENTENCE

Let me check with the team and circle back by Thursday.

MEMORY HOOK

Like walking in a circle, you come back to where you started.

42 Reiterate

VERB

MEANING

To say something again, usually for emphasis.

IN A SENTENCE

I want to reiterate that the deadline has not changed.

MEMORY HOOK

Re plus iterate, do it again.

43 Consolidate

VERB

MEANING

Combine several things into one.

IN A SENTENCE

Can you consolidate the three feedback documents into a single summary?

MEMORY HOOK

Con (together) plus solid, bring together, make solid.

44 Reconcile

VERB

MEANING

To make two accounts, ideas, or people consistent with each other.

IN A SENTENCE

The finance team reconciles the ledger every Friday.

MEMORY HOOK

'Re-conciliate', bring back into agreement.

45 Facilitate

VERB

MEANING

Make an action or process easier.

IN A SENTENCE

She facilitated the workshop, she did not teach, she guided the group.

MEMORY HOOK

Facil equals easy. Make it easy.

46 Mitigate

VERB

MEANING

To make less severe or serious.

IN A SENTENCE

We cannot eliminate the risk, but we can mitigate it.

MEMORY HOOK

'Mit' equals soften. Mitigate equals soften the blow.

47 Contingent

ADJECTIVE

MEANING

Subject to chance or dependent on circumstance.

IN A SENTENCE

The launch date is contingent on the beta test results.

MEMORY HOOK

Contingent, everything that depends on something else.

48 Concur

VERB

MEANING

To agree.

IN A SENTENCE

I concur with your recommendation, let us proceed.

MEMORY HOOK

Con (together) plus currere (run), running together, in agreement.

49 Elaborate

VERB OR ADJECTIVE

MEANING

To develop or present in detail. As adjective: detailed and complicated.

IN A SENTENCE

Could you elaborate on the third point? It is an elaborate process, five approvals.

MEMORY HOOK

'Ela' plus 'labor', worked out with effort.

50 Actionable

ADJECTIVE

MEANING

Able to be acted on, giving clear direction for action.

IN A SENTENCE

Feedback is useful only when it is actionable.

MEMORY HOOK

'Action' plus 'able', you can act on it.

07

YOUR PERSONAL PLAN

Your Word Journal

The only way vocabulary sticks is repetition in real use. This journal is a five-minute-a-day practice that turns 50 read words into 50 remembered words. Print it. Keep it in your notebook.

Part 1: This Week's Five Words

Pick five words from this booklet. Write them here. Use each in a real sentence this week, not a made-up one. A real email, a real WhatsApp, a real note. Then log where you used it.

#	WORD	WHERE I USED IT	STICKY?
1			
2			
3			
4			
5			

Part 2: My Own Sentence, in My Own Voice

Rewrite each word into a sentence you would actually say. If the sentence sounds unnatural coming from your mouth, the word will not stick. Rewrite until it sounds like you.

Word 1: my sentence

Word 2: my sentence

Word 3: my sentence

Word 4: my sentence

Word 5: my sentence

Part 3: The Word I Overused This Month

Vocabulary is not just what you add. It is what you replace. What is the word you rely on too much? Write it down. Pick one word from this booklet to swap it with next month.

The word I overuse

'Basically', 'literally', 'stuff', 'thing', 'like'.

The word I will use instead

One from this booklet.

Where I will practise it

One conversation, one email, one class this week.

SEND US YOUR BEST SENTENCE

We feature three student sentences every month

Used one of these words in a real conversation or email and it landed well? Send us the sentence via our website. The top 3 each month get featured on our LinkedIn page, and the student gets a free Trichy Plus resource pack shipped to their address.

THE LAST WORD

Your vocabulary is your unfair advantage

In interviews, in first days at work, in your first draft of a client email, the students who sound sharpest are almost never the ones who studied more. They are the ones who read a little more, wrote a little more, and let a few good words become reflex. Fifty words is nothing. Five minutes a day is nothing. But over a year, this compounds into a way of speaking that people quietly notice.

“The limits of my language mean the limits of my world.”

LUDWIG WITTGENSTEIN
