

note written in a hurry: *She wrote a scribble to the milkman before she left.*

**scrawl** 1 [C usu sing] something written awkwardly or fast and carelessly: *Her postcard was just a scrawl saying she was having a good time.*

2 [S] an awkward or irregular way of writing: *This letter must be from Frank; I recognize his scrawl. The words were written in a scrawl across the page.*

**printing** [U] letters printed by hand: *The address on the box was in printing, not in handwriting.*

**print** [U] letters, words, or language in printed [⇒ G173] form: *I can't read the small print on this page without my glasses.*

**script** [U] (a way of) writing done by hand, esp as in English with the letters of words joined: *He covered the page with his neat script.*

**black and white** [U] *informal* writing or print: *It's all down here (= on this paper) in black and white.*

**shorthand** [U] a way of writing (esp spoken language) down quickly by using special signs: *She uses Pitman's shorthand. He is a shorthand typist [⇒ J233].*

**longhand** [U] ordinary handwriting, esp when compared with shorthand or typing: *He took her words down in longhand.*

**screed** [C] *not formal* a long and usu dull speech or piece of writing: *This report is too much of a screed; try to make it shorter.*

## G146 adjectives : written and readable [B]

**written** [Wa5] having been written: *Send me a written report of what happens.*

**handwritten** [Wa5] written by hand rather than printed: *It was a handwritten letter, not typed.*

**typewritten** also **typed** [Wa5] written by means of a typewriter: *Send me a typewritten/typed report of what happens.*

**readable** 1 that can be read (easily): *His handwriting isn't readable.* 2 worth reading; interesting: *What a very readable book!* **un-** [neg] **-bly** [adv Wa3]: *He writes very readably.*

**legible** (of handwriting or print) that can be read, esp easily: *This sheet is hardly legible.* **il-** [neg] **-bly** [adv Wa3] **-ibility** [U]

**literate** 1 (of people) able to read and write: *These people are all literate. India has had a literate civilization for thousands of years.*

2 relating to (the good qualities of) reading and writing: *This is very literate work indeed.* **il-** [neg] *usu deprec* **non-** [neg] *genl & neutral*

## G147 nouns : alphabets and scripts

**alphabet** [C] the set of letters used in writing any language, esp when arranged in order: *The English language uses the Roman alphabet in its own special way.* **alphabetic(al)** [B] of, belonging to, or in the order of the/an

alphabet: *In a dictionary the words are arranged in alphabetical order.* **-(al)ly** [adv Wa4] **alphabetize, -ise** [T1] to put (words) into alphabetic order

**script** [C9; U9] the set of letters used in writing a language; an alphabet: *The work is printed in Arabic script. Persian and Arabic used to be written in two different scripts.*

**cipher, cypher** [C; U] a form of secret writing in which letters of the alphabet are changed with other letters, signs, and numbers so as to be unreadable except to someone who understands the secret: *The letter was in cipher.*

**decipher** [T1] to translate, from a cipher into ordinary language: *Can you decipher the message/what the letter says?*

**code** [C; in U] 1 a system of secret words, letters, numbers, etc, used instead of ordinary writing to keep messages secret: *The message was in code, so I couldn't read/understand it.*

2 a system of signals used instead of letters and numbers in a message that is to be broadcast, telegraphed, etc

3 a system of numbers by which such things as books can be organized, as in a library **code** [T1]

1 also **encode** to translate (words, etc) into a code: *Code the message so that the enemy won't understand it. They encoded the message.*

2 to give a special code (esp a number) to: *You haven't coded these books yet; how can I put them in order?*

**decode** [T1] to translate (words, etc) out of a code: *Decode this message quickly; we must know what it means!*

**crack a code** to find out how a code works: *They haven't managed to crack the enemy's latest code.*

**inscription** [C] something inscribed [⇒ G141] such as a a piece of writing marked into the surface of stone or something hard, such as a coin b a piece of handwriting at the beginning of a book saying who gave the book to whom and giving the date, year, etc

**transcription** 1 [U] the act of transcribing [⇒ G141] 2 [C] something transcribed, esp the way someone speaks a language, gives a speech, etc: *They made a transcription of his speech.*

3 [C] *tech* a way of writing or printing the sounds of a language: *Many dictionaries use special phonetic [⇒ G238] transcriptions of English words.*

## G148 nouns, etc : letters

**letter** [C] one of the signs of an alphabet, that represents a speech sound **lettering** [U] 1 the act of writing, drawing, etc letters or words 2 the letters or words written or drawn, esp with regard to their style

**character** [C] 1 (in writing systems which do not use letters) a sign used for representing a word: *Chinese has no alphabet and is written in characters.* 2 a written or printed mark (as a letter or figure) having a recognized meaning: *I wish this book were written in bigger characters; these are so difficult to read.*

**capital (letter)** [C] a large letter such as A, B and C in alphabets such as the Roman alphabet: *Please write/print in capitals.* **block capitals/letters** [P] capitals: *Please write your name in block letters.*

**lower case** [U] the ordinary letters of an alphabet such as the Roman alphabet: *The sentence was printed in lower case.*

**lower-case letter** [C] an ordinary letter such as a, b and c

**small letter** [C] *infml* a lower-case letter

**initial 1** [C] *also initial letter* a large letter at the beginning of a name, esp when used alone to represent a person's first name(s) and last name: *The second initial is for my middle name.* **2** [T1] to sign one's name on a piece of writing by writing one's initials, usu to show that one has read it or approves of it, etc: *He initialled each page.*

### G149 nouns & adjectives : letters and print

**roman** [Wa5;B;U] (of or connected with) a type of writing or printing where the letters are upright as in this piece of printing

**cursive** [Wa5;B;U] (of or connected with) a type of writing or printing where the letters are joined together

**italic** [Wa5;B; Coften pl; U] (of or concerning) a type of writing or printing where the letters are narrower, slope to the right and have hooks on the ends: *She writes italic. This example is printed in italics.* **italicize, -ise** [T1; I0] to put (writing, printing, etc) into italics

**Gothic** [Wa5;B;U] (of) a type of printing with thick, pointed letters

**printable** [B] **1** fit to be printed; suitable for reading by anyone: *In his bad temper he used language that was hardly printable.* **un-** [neg] **2** that can be printed or printed from: *This fine 300-year-old block is still printable.*

**publishable** [B] able to be published; worth publishing: *That material isn't publishable in its present form.* **un-** [neg]

### G150 nouns : punctuating and spacing

**punctuation** [U] the way in which written or printed material is divided into sentences, phrases, etc, by means of marks so that understanding is made easier **punctuate** [T1; I0] to arrange (printing, writing, etc) with the most suitable marks: *He doesn't punctuate (his work) properly; he always uses commas where he should have used full stops.*

**layout** [U;C] the way in which printed matter is set out on paper: *I like the layout of that book.*

**spacing** [U] the way in which distance between letters and lines of letters is arranged on a printed page or page with writing, etc on it

**white space** [U] *tech* the unused area of paper on a printed page

### G151 nouns, etc : punctuation marks

**punctuation mark** [C] any mark used in punctuation

**period** *esp AmE* **1** [C] a sign (.) marking the end of a sentence or a shortened form of a word **2** [adv] (used at the end of a sentence, expressing strong feeling) and that is all I am going to say on the subject; and that is what I have firmly decided: *I'm not going to do it, period.*

**full stop** [C] *esp BrE* a period: *Put full stops at the end of your sentences.*

**point** [C] a period: *Put points after your sentences.*

**dot** [C] *infml* a full stop or point

**comma** [C] the mark (,) for showing a short pause

**colon** [C] the mark (:) for directing the reader from one part of a piece of writing to another

**semicolon** [C] the mark (;) for showing longer pauses, connecting two sentences that are closely related, or separating members of lists

**exclamation mark/point** [C] the mark (!) which is written after the actual words of an exclamation: *'I'm hungry!' she exclaimed.* (Compare: *She exclaimed that she was hungry.*)

**question mark** [C] the mark (?) which is written after the actual words of a question: *Are you coming?* (Compare: *She asked if I was coming.*)

**apostrophe** [C] the sign (') used in writing a to show that one or more letters or figures have been left out of a word or figure (as in *Don't*, *I'm* and *'47* for *do not*, *I am* and *1947*) **b** before or after *s* to show possession (as in *lady's hat*, *ladies' hats*, *children's hats*) **c** before *s* to show the plural of letters and figures (as in *There are 2 f's in off* and *Your 8's look like S's*)

**asterisk** **1** [C] a star-like mark (\*) used a to call attention to a note at the bottom of a page **b** to mark that certain letters are missing from a word **c** to show that a word, phrase, sound, etc is wrong or may never have existed (as in the example *'In English we say 3 boys not \*3 boy'*). **2** [T1] to mark with an asterisk: *Asterisk those words.*

**hyphen** [C] a short written or printed line (-) which can join words, parts of words, or syllables

**hyphenate** [T1] to join with a hyphen

**dash** [C] the mark (—) which can separate parts of sentences very clearly from each other

**slash (mark)** [C] the mark (/) used usu to show 'or', to show fractions, etc: *man/woman* (= man or woman)

**oblique** [C] a slash (/)

**solidus** [C] a slash (/)

**swung dash** [C] the mark (~) used in certain dictionaries, etc to replace a word instead of printing it again

**tilde** [C] a swung dash, esp as used in Spanish to

indicate the sound /nj/ and in Portuguese to mark a nasal pronunciation

**circumflex** [C] a mark (˘) put over a letter (as *être* in French) to show that it has a special sound

**acute (accent)** [C] the mark (ˊ) above the vowel in such French words as *émigré*

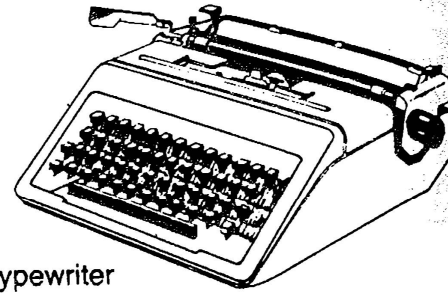
**grave (accent)** [C] the mark (ˋ) above the vowel in such French words as *mère*

**bracket** **1** [C *usu pl*] either of various pairs of signs such as ( ), and [ ] used in writing and printing to separate something from the rest of a sentence, equation, etc: *Put these words in round brackets and those words in square brackets. He put brackets round the words, to show that they were his own opinion and not part of the story.* **2** [T1] to put between brackets: *He bracketed the words.*

**parenthesis** [C] **1** either of a pair of round brackets used esp to separate one part of a piece of writing or printing from the rest: *Put that phrase in parentheses.* **2** a group of words separated in this way or by commas or dashes

**parenthetical** [B] (as if) being in parentheses: *The phrase was parenthetical.* -ly [adv Wa4]

rock used for writing or drawing: *Pass me the some chalk, please. The teacher wrote with a stick of chalk on the blackboard. These are very good chalks.*



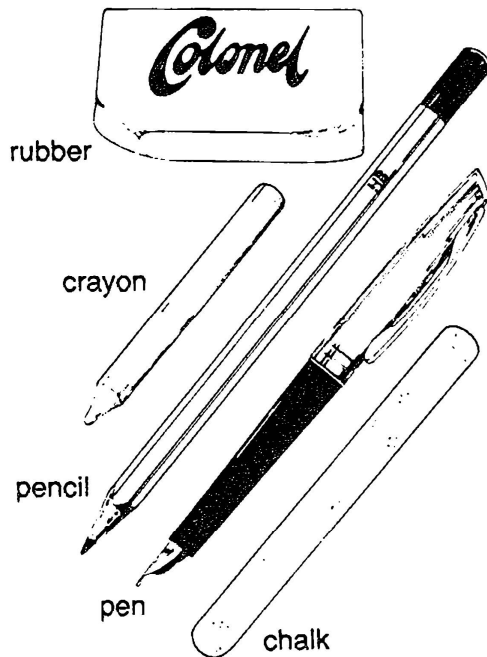
typewriter

**typewriter** [C] a machine that prints letters by means of keys which when struck by the fingers press onto paper through an inked ribbon

**rubber** [C] *esp BrE* a piece of the substance rubber (made from the juice of a tropical tree) used for removing pencil marks from paper

**eraser** [C] *fml or AmE* an object, esp a rubber, for removing writing

## G152 nouns : tools for writing with



**pen** **1** [C] an instrument used for writing in ink [⇒ H93] **2** [the R] (*fig*) (the art of) writing: *He hoped to live by the pen. 'The pen is mightier (= stronger) than the sword' (saying).*

**pencil** **1** [C] a narrow pointed usu wooden instrument containing a thin stick of a black substance (**graphite**) or coloured material, used for writing or drawing **2** [U] the writing material in a pencil: *Should I sign this paper in pencil or ink?*

**crayon** [c] a stick of coloured wax or chalk used for writing or drawing, esp on paper

**chalk** [U; C] (a piece of) white or coloured soft

## G153 nouns : things to write on

**paper** [U] material, esp made from wood, which is prepared in sheets of various sizes, is usu white and used for writing, drawing, etc on: *Can I have some more paper, please?*

**writing paper** [U] paper for writing letters on, usu smooth and of quite good quality and cut into various standard sizes

**notepaper** [U] paper suitable for writing letters and notes

**letterhead** **1** [C] the name and address of a person or business printed at the top of their writing paper **2** [U] writing paper with the letterhead printed on it

**sheet** [C] a flat thin piece of paper, usu cut square or nearly square and used esp for writing or typing on or in books, newspapers, etc for printing on: *Write on a fresh (= new) sheet of paper.*

**card** [C] a small sheet of stiff(ened) paper, usu with information on it or to be used for information, and having various uses: *He wrote the words on cards and arranged them alphabetically as a card index [⇒ G163]. Show me your union/club/membership card, please.*

**page** [C] **1** one side of a sheet of paper in a book, newspaper, etc, usu numbered: *There is a picture of a ship on page 44. This newspaper has 24 pages.* **2** the whole sheet (on both sides): *Someone has torn a page out of this book.* **3** (*fig*) *lit* something which could be written in a book: *These years will be remembered as some of the finest pages in our country's history.*

**stationery** [U] writing materials, esp sheets of paper: *We must buy some more stationery. Do you know any stationery shops near here?*

**papyrus** **1** [U] a grass-like water plant formerly common in Egypt, used in ancient times esp

for making paper **2** [U] a type of paper made from this plant **3** [C] a piece of ancient writing on this paper

**parchment 1** [U] (esp formerly) writing material made from the skin of a sheep, goat, etc **2** [U] paper that looks like parchment **3** [C] a piece of this: *He wrote everything down on a parchment.*

### G154 nouns & verbs : papers, documents, and records

**paper** [C usu pl] a special piece of paper with something typed, printed, or written on it, often for official purposes: *Can I see your papers, please? Does he have any papers to show who he is?*

**document 1** [C] a paper, small book, etc that gives information, proof, or support of something else: *Let me see all the official documents concerning the sale of this land 2 [T1] to prove or give examples of (something), esp in or by showing documents: *He documented the whole case very well. documentary* [Wa5;B] of, concerning, or like a document or documents: *We need documentary proof of this.**

**record 1** [C] a written, typed, or printed paper or set of papers, etc that describes or gives the facts about someone or something, esp about past actions, events, etc: *His record at school/His school record was good. Keep a record of everything you do; we may need it later. The official records are kept in that building. 2 [T1] to put something down in writing as a record: *She recorded everything that was said at the meeting.**

**register 1** [C] a list, record, book, etc esp kept for official purposes: *The government keeps a register of all births, marriages, and deaths. The teacher has the class's attendance register, showing which students were in school on a particular day. Sign your name in the hotel register. A cash register is a machine used in shops to record how much money is taken each day. 2 [I0; T1] to (cause to) write in a register, list, etc: *He registered for the night at a local hotel. The child's birth was registered locally. Are you registered as a voter/registered to vote? 3 [T1] to record or show: *The instrument called a thermometer registers heat. The thermometer registered 35 degrees. (fig) Her face registered anger and surprise. 4* [I0] *infnl* to be understood: *The bad news didn't register (with me) for several minutes. registration* [often in comb] **1** [U] the act of registering or being registered: *The registration of births is done locally, not at a national centre. 2 [C] an example of this: *How many registrations have you had today? registrar* [C] a person, esp an official, who makes and keeps a register: *marriage registrar registry* [C] an office, etc where a register of any kind is kept **registry office** [C] an office where people can be married without a religious ceremony***

### G155 nouns, etc : letters and notes [C]

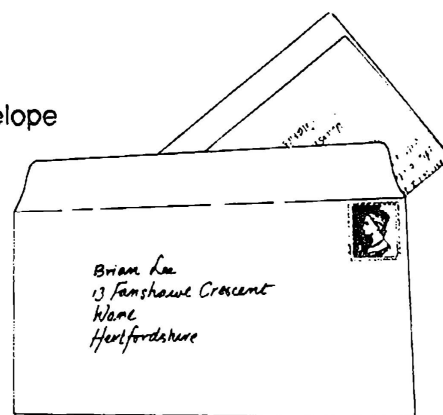
[ALSO ⇒ G190-193]

**letter** a written or printed message sent usu in an envelope: *She wrote some letters last night; one was a business letter and the others were personal. air letter 1* any letter that is sent by air **2** a sheet of very thin paper on which a letter can be written and which is then folded and stuck to itself and sent off without an envelope

**epistle** *fnl* or *humor* a letter, esp a long and important one: *This solemn 10-page epistle is from my Aunt Martha.*

**note 1** a short letter: *She sent me a note to say everything was fine. 2* a short piece of writing, esp made while listening, talking, etc: *He made a note to telephone her. Can I look at the notes I took at the meeting?*

envelope



**envelope** a paper covering for a letter: *He put the letter in an envelope.*

**label 1** a piece of paper or other material fixed to something, on which is written what it is, where it is to go, who owns it, etc: *The label on the bottle said that it contained oil. 2* [T1; X1, 7] **a** to fix or tie a label on: *The doctor labelled the bottle Poison/Poisonous. b* (fig) to put into a kind or class; describe as: *His enemies labelled the boy a thief.*

### G156 nouns : notebooks [C]

**notebook** a book in which notes are or may be written: *I kept a notebook on my trip abroad (= recorded my experiences in a book). He bought a notebook to use in class.*

**pad** a usu thick set of sheets of paper one on top of the other and fixed together at one end in some way, used for writing

**notepad** a pad for taking notes

**exercise book** a book of sheets of paper, esp as used in schools for written exercises

**jotter 1** a notepad **2** *ScotE* a school exercise book: *The teacher told her pupils to open their jotters.*

**folder** a piece of cardboard folded or made into an envelope for holding loose papers: *He had all his notes in a red folder.*

**file 1** something for holding letters, papers, etc, usu a folder **2** a collection of papers usu in files



giving information about someone or something: *The police keep files on these people.*

### G157 nouns : stories and reports [C]

**story 1** an account of events, real or imagined: *He likes telling the children stories.* **2** *infml* (used by and to children) a lie (esp in the phr **to tell stories**) **3** the plot of (= what happens in) a book, film, play, etc: *The film is a love story.* **4** (material for) an article in a newspaper, magazine, etc: *He said the fight was unpleasant, but it made a good story. This event will be a good story for the paper.* **the same old story** the usual excuse or difficulty

**tale 1** *esp poet* a story of imaginary events: *He told them a tale about good fairies. She was reading tales of adventure.* **2** a report of events: *On returning from the war he told us tales of fear and sadness.* **3** a lie; false story: *'Tell me why you're late and don't tell me a tale,' shouted the angry teacher. The wicked little girl was always telling her mother tales.* **4** a piece of news, esp when false or intended to hurt: *It was nasty of you to go round telling tales you know weren't true. People who tell tales aren't worth knowing.*

**anecdote** a short, interesting or amusing story about a particular person or event **anecdotal** [B] of, containing, telling, or full of anecdotes

**yarn** *often infml, sometimes deprec* a story, esp one told by someone returning from an adventure or long travels and not necessarily true (often in the phr **spin a yarn**)

**account** a written or spoken story, report, or description: *Give us an account of what happened.*

**description** a statement, account, or story that describes: *He wrote a fine description of the place and what happened there.*

**version 1** a person's account of an event as compared with that of another: *I believe the driver's version of the accident/what happened. The newspapers gave very different versions of what took place.* **2** a translation or adaptation of a play, book, etc: *I like the French version better than the English one. The King James Version of the Bible appeared in 1611. Did you read the short or full version of the book?*

**report 1** an account or description of events, experiences, etc: *He read some newspaper reports of the accident/the company's report for the year. She wrote an official report on the danger of smoking.* **2** [also U] (a piece of) talk that spreads without official support: *According to report/There is a report that there will soon be a change of government.* **of good/evil report** *fml* said to be good/evil: *a man of evil report*

**write-up** *usu not fml* a written report, esp one giving a good judgment, as of goods or a play: *The concert got a good write-up in the local newspaper.*

### G158 nouns : essays and papers [C]

**essay** a piece of writing, not poetry or a story, usu short and on one subject: *There was a prize for the best essay on Shakespeare.*

**composition** a piece of writing; an essay, story, or description, esp an exercise done for educational purposes: *The teacher told them to write a composition.*

**dissertation** *esp tech* a long piece of writing, esp as done after studying a subject for some time: *He wrote a dissertation on deep sea fish.*

**thesis** *esp tech 1* a long written argument, description, etc esp as prepared for a university degree: *He wrote his thesis for the degree of Ph.D in three years.* **2** [usu sing] an argument: *His thesis is that the world's temperatures are changing.*

**paper** *usu tech* something written on a matter of interest to certain people, usu to be read at a special meeting: *He read his latest paper to a conference of doctors in Edinburgh.*

### G159 nouns : articles and headlines [C]

**article 1** a complete piece of writing in a newspaper, magazine, etc: *That newspaper usually has good articles on politics. Have you read the article on new industries?* **2** a complete or separate part in a written law agreement: *I have written 12 articles into our agreement.*

**feature** a special article in a newspaper: *He writes features for The Times; he's one of their feature writers.*

**piece** [usu sing] *infml* a short written statement in a newspaper, magazine, etc: *Did you see the piece in the paper about Mrs Smith's accident? Can you do a piece on local politics for our paper?*

**sketch** a short informal piece of writing: *He wrote some travel sketches for a magazine.*

**column** an article by a particular writer that regularly appears in a newspaper or magazine: *I always read his column in the Guardian.*

**editorial, also leader, leading article** *BrE* the article in a newspaper that gives the paper's opinion about a particular subject or group of subjects

**headline 1** the heading printed above a story in a newspaper: *The headline read 'SEVEN DEAD IN CRASH'.* **2** the titles shown on large notices where newspapers are sold **3** [usu pl] one of the main points of the news as read on radio or television: *Here are the news headlines.*

### G160 nouns : reading matter

**reading matter** [U] material which people can read: *What kind of reading matter do you like best?*

**material** [U] written or recorded information.

ideas, etc that can be used in a book, newspaper, etc: *This material isn't much good.*

**copy** [U] esp tech written material ready to be printed: *She sent us some really good copy today.*

**print** [U] letters, words, or language in newspapers, books, etc: *She likes to see her name in print.*

**printed word** [the R] what is stated in a newspaper, book, etc: *Many people have a strong belief in the printed word; they think it must be true.*

### G161 nouns, etc: summaries

**summary** [C] a short account of a piece of writing, a meeting, radio talk, lecture, etc which gives the most important facts: *He made a summary of the report of what had been done.*

**summarize, -ise** [T1] to make a summary of: *He summarized the book in 10 pages.*

**sum up** [v adv] 1 [T1; I0] to give the main points of (a meeting, etc) esp at the end: *When the discussion ended, the chairman of the meeting summed up.* 2 [T1] to form an opinion about (someone): *He is good at summing people up.*

**digest** [C] a summary, esp of a piece of writing: *He sent her a digest of the report.*

**synopsis** [C] fml a digest: *I read his synopsis of the paper, but not the paper* [⇒ G158] *itself.*

**abstract** [C] tech a summary or summarizing statement of a book, thesis [⇒ G158], etc esp if printed at the beginning of the book

**breakdown** [C] a simple explanation esp showing the size, etc of each part: *I'd like a breakdown of these figures, please.*

**roundup** [C] a gathering together of the main parts of a discussion into one account, last discussion, etc: *Here is a roundup of today's news.*

**abridg(e)ment** 1 [U] the act of making (something, esp a story or a book) shorter 2 [C] something, such as a story, book, or play, that has been made shorter: *This is an abridgment for radio in five parts.* **abridge** [T1] 1 [Wv5] to make (something written or spoken) shorter by using fewer words; cut short: *'Ulysses' has been abridged for radio. Many schools use abridged versions of Shakespeare.* 2 lit to make (a meeting, period of time, etc) shorter

**abbreviation** 1 [U] the act of making something (usu a word) shorter 2 [C] a shortened form, esp of a word **abbreviate** [T1] to make (a story, speech, visit, word, etc) shorter: *In this book, the word 'adjective' is abbreviated to 'adj'.* [⇒ G274]

**précis** also **precis** 1 [C usu sing] a shortened form of a speech or piece of writing, giving only the main points 2 [T1] to make a précis of: *Will you précis this report?*

**brief** 1 a summary of the main facts about a case, etc, esp for a lawyer before he or she speaks in court: *Have you read the brief?* 2 tech a piece of work, esp given to a lawyer: *I have a brief for*

*you.* 3 [usu sing] not fml a particular job to be done at a particular time: *Your brief is to find out all about his plans.*

### G162 nouns : books and manuscripts [C]

**book** 1 a collection of sheets of paper fastened together as a thing to be read, or to be written in: *He bought some new books.* 2 one of the main divisions or parts of a larger written work (as of a long poem or the Bible): *I'm reading Book Two at the moment.* 3 any collection of things fastened together in a similar way: *Can I have a book of stamps/tickets?* 4 written material considered as the contents of a (possible) book: *He wrote a book once, but it wasn't published.*

**title** esp tech a book: *One publisher* [⇒ G174, 176] *asked the other how many titles he had published that year.*

**manuscript** 1 also abbrev MS the first or only copy of a book or piece of writing, esp in handwriting: *We could hardly read his manuscript because of his handwriting.* 2 a handwritten book of the time before printing was invented

**scroll** 1 a long straight piece of animal skin, papyrus [⇒ G153], or (rarely) paper, often rolled around handles at both ends and used esp in ancient times for books, records, and other formal writings 2 an ornament or shape with a curve like this (as often at the top of a pillar, at the end of the arm of a chair, etc)

**typescript** a copy of a book or piece of writing in the typewritten form, esp before it is printed: *He sent the typescript to his publisher.*

**script** a written or (esp) typed form of speech, play, or broadcast to be spoken: *Where's my script?* **scripted** [Wa5;B] (esp of a speech or broadcast) having, or read from, a script: *The show wasn't scripted, so no one knew what might be said in it.* **un-** [neg]

**draft** the (first) rough written form of anything, esp a speech or article; a rough plan: *I've made a first draft of my speech for Friday, but it still needs a lot of work. This is his draft plan for the new law.*

**textbook** a book which gives information about a subject, esp for use in schools, etc: *He was reading a science textbook.*

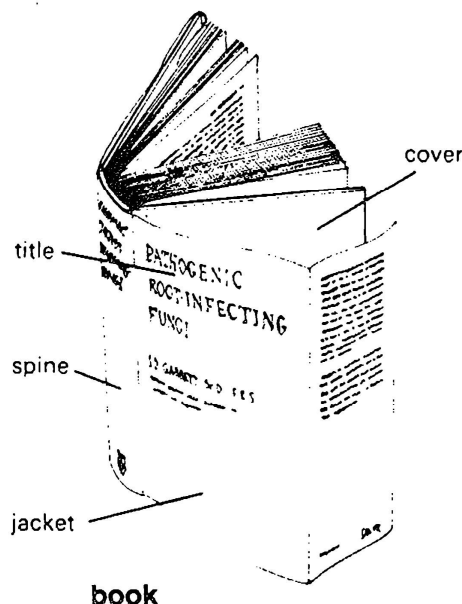
**manual** also infml **handbook** a textbook intended to be useful esp when working directly with something: *She was reading a gardening manual/a handbook on gardening.*

**diary** 1 a book in which a person writes what has happened during the day, what he or she thinks about people, etc: *They have kept diaries since they were children.* 2 a record of daily happenings, meetings, etc: *Put the date in your diary so that you don't forget.* **diarist** esp fml & lit a person who writes a diary: *Samuel Pepys was a famous 17th-century diarist.*

**log** 1 a daily written record of a ship's speed,

distance sailed in a day, position, etc: *The information was entered in the ship's log.* **2** any written record of such a kind, of daily events, etc: *He kept a log of everything that happened.* **3** [T1] to write (something) in a log: *He logged the time as 2200 hrs.* **logbook** a book used as a log

## G163 nouns, etc : books and their parts



**binding** [C] the cover of a book: *The binding of this book is broken.* **bound** [Wa5;B often in comb] (of a book) fastened with covers: *It's a Bible bound in leather. That's rather a fine old leatherbound Bible.*

**blurb** [C] *infrm* a short description by the publisher of the contents of a book, printed on its paper cover or in advertisements: *Who will write the blurb for this dictionary?*

**introduction** [C] **1** a written explanation at the beginning of a book **2** a book which gives one a knowledge of the most important things, training, etc before going on to advanced studies

**preface** **1** [C] an introduction to a book or speech: *He wrote a preface to his book, explaining why he had written it.* **2** [C] (*fig*) *infrm* an action that is intended to introduce something else more important: *She says she has nothing to wear at the party.—Hmm, that's probably a preface to asking for a new dress.* **3** [T1] to be an introduction to or come before (something more important): *Tell us about the arguments that prefaced the fight at the meeting.*

**foreword** [C] a preface, esp in which someone who knows the writer and his work says something about them: *What does it say in his foreword to the story/play?*

**prologue** also **prolog** *AmE* [C] **1** an introduction to a play, long poem, etc: *She was reading the Prologue to Chaucer's 'Canterbury Tales'.* **2** (*fig*) an act or event that leads up to, introduces, or causes another more important

event: *Their marriage was the prologue to a life of happiness.*

**contents** [P] what is contained in the printed pages of a book, etc: *Look at the list of the contents/the contents list in the book.*

**chapter** [C] **1** one of the main divisions of a book or long article, usu having a number or title: *Chapter 5 is the best in the book.* **2** (*fig*) a special period in history, someone's life, etc: *Was the period of the Empire the finest chapter in British history? There was a chapter in his life when everything seemed to go wrong.*

**instalment** [C] one part of a book, play, television programme, etc, which appears in regular parts until the story is completed: *He listened to the second instalment last night.*

**epilogue** also **epilog** *AmE* [C] a part of a story, play, or poem, etc that is added after the end, usu to give (a little) more information.

**appendix** [C] a part at the end of a book, report, etc giving additional information: *The writer describes the house in Appendix C.*

**bibliography** **1** [C] a list of all writings used in the preparation of a book or article, etc, usu appearing at the end **2** [C] a list of writings which share some quality: *They made a bibliography of all the works published by Longman in the past 250 years.* **3** [U] the history or description of books or writing **bibliographical** [Wa5;B] of, concerning, or like (what is done in) a bibliography

**index** **1** [C] an alphabetical list at the back of a book, of names, subjects, etc mentioned in it and the pages where they can be found: *This lexicon has a large index.* **2** [C] anything like this: *He keeps an index of his works on cards (= a card index).* **3** [T1] to make an index for: *Can you index this book?* **indexer** [C] a person making an index or indexes

**cross-reference** [C] a note directing the reader from one place in a book to another place in the same book: *In this book cross-references are shown with an arrow (⇒).* **cross-refer** also **cross-index** [T1; I0 (from, to)] to direct (the reader) from one place in a book to another place in the same book: *In this book arrows are used to cross-refer from one word to another.*

## G164 nouns : kinds of printed books, etc

**hardback** **1** [C] a book with a strong cover or binding **2** [U] the form of such a book (*often in the phr in hardback*): *Is this book available in hardback?—Yes, there is a hardback edition [⇒ G180].*

**paperback** **1** [C] a book bound with a thin cardboard cover: *That shop sells only paperbacks.* **2** [U] the form of such a book (*often in the phr in paperback*): *Is this book available in paperback?—Yes, there is a paperback edition.*

**volume** **1** [C] a one of a set of books of the same kind or together forming a whole: *We have a set of Dickens' works in 24 volumes.* **b** one of a

set of connected reports, magazines, papers, etc., of the same kind put together in book form, often yearly: *Can I see the 1970 volume of the magazine?* **2** *fml* a book, esp a large one: *They published a thin volume of his poetry. The library was full of fine old volumes.*

**tome** [C] *old use & humor* a very large book: *What's that tome you're reading?*

**pamphlet** [C] a small book with paper covers, printed on sheets of paper that are not bound together, which deals usu with some matter of public interest

**booklet** [C] a small book, usu with a paper cover; a pamphlet

**leaflet** [C] a small sheet, often folded, of printed matter, usu given free to the public

**brochure** [C] a booklet, esp one giving instructions or details of a service offered for money: *She picked up a holiday brochure/an advertising brochure.*

**circular** [C] a printed paper or notice or advertisement intended to be given to a large number of people to read: *Did you see that circular from the government telling us about their attack on prices?* **circularize, -ise** [T1] to send circulars to (a group of people): *We must circularize the whole town if we want to win the next election.*

### G165 nouns, etc : reference books

**reference book** [C] a book that provides a large amount of information, usu of a particular kind: *Dictionaries and encyclopedias are reference books.*

**work of reference** [C] *fml* a reference book

**dictionary** [C] a book that gives a list of words in ABC (= alphabetical) order, with their meanings and pronunciations: *He looked up the word in his dictionary. He bought a French-English dictionary. Can I buy a dictionary of place names here?*

**thesaurus** [C] a book containing lists of words put together in groups according to likenesses in their meanings but not usu in ABC order or given definitions: *Roger's Thesaurus is a well-known reference book.*

**lexicon** [C] *esp fml* a dictionary or similar book dealing with words: *He bought a Greek-English lexicon. This book is called 'The Lexicon of Contemporary English' because it gives a lot of information about English words and is a combination of dictionary and thesaurus.* [⇒ G234]

**encyclopedia, -paed-** *also old use cyclopaedia* [C] a book or a set of books dealing with every branch of knowledge, or with one particular branch, in ABC order: *A dictionary explains words and an encyclopedia explains facts.*

**directory** [C] a book or list of names, facts, etc, usu arranged in ABC order: *The telephone directory gives people's names, addresses, and telephone numbers.*

**catalogue, also catalog** *AmE* **1** [C] a list of

places, names, goods, etc, usu in book form, with information about them put in a special order so that they can be found easily: *Can I have a catalogue of goods for sale, please? This book wasn't in the library catalogue, but I found it on the shelves.* **2** [T1] to make a catalogue of (a list of goods, places, names, etc): *Can you catalogue the furniture you sell and send me a copy?* **3** [T1] to enter (a book, place, name, etc) into a catalogue.

**atlas** [C] a book of maps: *The teacher asked a pupil to give out the atlases.*

**gazetteer** [C] a list of names of places, printed as a dictionary, or as a list at the end of an atlas

**album** [C] a book in which photographs, stamps, etc can be kept: *He has four albums full of stamps. Can I look at your photograph album?*

### G166 nouns : literature and verse

**literature** **1** [U] a written works which are of artistic value: *English literature is world famous.* **b** these books as a subject for study **2** [U] written works which are not scientific: *He prefers literature to science.* **3** [U9] a set of works written in a certain country or at a certain time, esp as a subject for study: *He studies 19th century American literature.* **4** [C9; U9] a set of works on a particular subject: *There is a large body of scientific literature which no one person can read. There is a developing literature of social work.* **5** [U] *infml* printed material, esp giving information: *The postman put a pile of literature through the door, but it was all advertisements.*

**prose** [U] written language in its usual form (as different from poetry): *Newspapers are written in prose. He isn't a poet; he's a prose writer. She writes a very clear simple prose.*

**poetry** **1** [U] the art of the poet: *Poetry is a difficult art.* **2** [U] poems in general: *She bought a book of poetry/a poetry book. I like Dryden's poetry.* **3** [U] (*fig*) a quality of beauty, grace, and deep feeling: *This dancer has poetry in her movements.*

**verse** [U] writing arranged in regular lines, with a pattern of repeated beats (as in music) and (usu) words of matching sound at the end of some lines; language in the form of poetry: *Not all verse is great poetry. It was a book of prose and verse. He made a verse translation of the 'Aeneid'.*

**rhyme** *also old use & poet rime* [U] (the use of) words or lines of poetry or verse that end with the same sound

**blank verse** [U] verse without rhyme: *Much of Shakespeare's writing is in blank verse.*

### G167 nouns, etc : novels, poems, and fiction

**novel** **1** [C] a long written story, usu in prose and printed as a book, dealing with invented



people and events: *'War and Peace' is a great Russian novel.* **2** [the R] the art of writing novels; novels generally: *He studies the novel in the 19th century.*

**novelette** [C] a short novel; a long short story, often of a light kind

**short story 1** [C] a story in written form, too short to be a novel or novelette, usu one of a number in a book: *He writes short stories.* **2** [the R] the art of writing short stories; short stories generally

**poem** [C] a piece of writing, arranged in patterns of lines and sounds, expressing in imaginative language some deep thought, feeling, or human experience

**anthology** [C] a collection of poems or of other writings, often on the same subject, chosen from different books or writers, usu considered the best or very good examples of their kind **anthologist** [C] a person who makes or has made an anthology

**classic** [C] a work of literature, esp if written long ago or in a special way which is considered very good: *Most of Shakespeare's plays are now classics of the theatre/theatre classics.* **the classics** [P] the literature of ancient Greece and Rome **classical** [B] **1** often cap of, concerning, or like the literature, ideas, etc of ancient Greece and Rome **2** of music serious: *Beethoven wrote classical music.* -ly [adv Wa4]

**history** [C] a (written) account of (any part of) history: *He wrote a short history of the last war.*

**chronicle** esp lit **1** [C] a story of usu real events over a period of time, written or told in the order in which they happened **2** [T1] to write about (something) as a chronicle: *He chronicled the events carefully.* **chronicler** [C] a person writing or keeping a chronicle

**biography 1** [C] a written story of a person's life: *Boswell's famous biography of Dr Johnson is still widely read.* **2** [U] this branch of literature: *I like poetry better than biography.*

**biographer** [C] the writer of one or more biographies **biographic(al)** [Wa5;B] of biography -(al)ly [adv Wa4]

**autobiography 1** [C] a book written by oneself about one's own life **2** [U] such books or the writing of such books **autobiographic(al)** [B] of or concerning the facts of one's own life, esp as written in a book

**memoirs** [P] a written account of a person's life, esp as he or she remembers it in old age: *The general retired from the army and wrote his memoirs.*

**fiction** [U] stories, novels, etc that are about things which have not happened but come from the imagination of writers **fictional** [Wa5;B] of, concerning, or like fiction -ly [adv] [⇒N12]

**nonfiction** [U] literature other than poetry, plays [⇒K76], stories, and novels: *Most libraries divide books into Fiction and Non-fiction.*

## G168 nouns : serials and bestsellers [C]

**serial 1** a written or broadcast story appearing in parts at fixed times: *'The Archers' is a British radio serial that has been heard every day for many years. His new book will appear in serial form in a magazine.* **2** tech (used in libraries) (a book, magazine, etc printed as one of) a continuing set with a single name and numbered 1, 2, 3, etc

**series** a group of books printed by one company in the same style and often under a single name: *They produced a series of books on animals of the world.*

**bestseller** something, esp a book, whose sales are among the highest of its class: *His latest book is a bestseller.*

## G169 nouns, etc : verses and rhymes

**verse** [C] **1** a set of lines of poetry which forms one part of a poem, and usu has a pattern that is repeated in the other parts: *Today I learned three verses of a poem at school.* **2** a set of such lines forming the words to which the tune of a song is sung **3** tech a line of poetry: *In this poem, each verse has five beats.*

**stanza** [C] a group of lines in a repeating pattern forming a division of a poem; fml a verse of poetry: *The poem has four stanzas.*

**canto** [C] one of the main divisions of a long poem: *Read Canto 5 of the poem.*

**rhyme** also old use & poet **rime 1** [C] not fml a verse or verses, esp for children: *Learn this rhyme.* **2** [C] a word or line that ends with the same sound as another. **3** [10] to be like this: *'Day' and 'say' rhyme (with each other). The lines don't rhyme.* **4** [T1] to put together (two words that end with the same sound, or a word with another that does this): *You can rhyme 'duty' with 'beauty', but you can't rhyme 'box' and 'sacks'.*

## G170 nouns : kinds of poems [C]

**nursery rhyme** a short usu well-known song or poem for small children

**couplet** a pair of lines of writing, one following the other, that are of equal length and end in the same sound

**limerick** a type of short, usu humorous poem with five lines

**lyric** a poem, usu short and full of feeling, usu intended for singing

**sonnet** a 14-line poem with any of several fixed formal patterns of rhyme [⇒ G166, 169]

**ballad 1** a short story told in the form of a poem **2** a simple song **3** a popular love song: *Bing Crosby sang some of the most popular ballads of the 1930s and 40s.*

**epic** a long poem (or book, film, etc) telling the

story of the deeds of gods, great men, or the early history of a nation: *The 'Ramayana' is an epic of ancient India, and the 'Odyssey' is an epic of ancient Greece.* (fig) *His book about his travels in the desert is an epic. He produced a cinema epic with thousands of actors.*

**ode** a type of usu long poem

**elegy** a type of poem or song written to show sorrow for the dead or for something lost: *He wrote an elegy on the death of his friend. Gray's 'Elegy in a Country Churchyard' is one of the most famous poems in the English language.*

### G171 adjectives : relating to literature and poetry [B]

**literary 1** [Wa5] of or concerning literature  
**2** producing literature; being a writer: *He is a literary man.* **3** studying literature: *He is a literary man.* **4** (of words) of or suitable to the written language, not the language of conversation

**poetic 1** [Wa5] of, like, or connected with poets or poetry: *What fine poetic style/language! Shakespeare's plays are written in poetic form.* **2** *apprec* beautiful and imaginative; expressing great feeling: *The dancer moved with poetic grace.* -ally [adv Wa4]

**poetical 1** poetic **2** [Wa5] written in the form of poems: *He has the complete poetical works of Wordsworth.* -ly [adv]

**lyrical also old use lyric 1** [Wa5] of or related to lyrics; of or intended for singing **2** expressing strong personal feelings, of the kind written about in lyrics **3** very happy: *She was quite lyrical about her new house.* -ly [adv Wa4]

**epic** [Wa5] (of stories, events, etc) full of brave actions and excitement, like an epic: *This is the tale of an epic fight of a small ship against six larger enemy ships.*

### G172 nouns : persons who write [C]

**writer** a person who writes for a job or who has written a particular thing: *He is a writer, but can't make enough money to live from his books. The writer of this article has some strange ideas.*

**scriptwriter** a writer of plays or other material to be spoken on radio or television or in a film  
**scribe 1** a person employed to copy things in writing, esp in times before the invention of printing: *This is a beautiful manuscript, the work of a skilful scribe.* **2** *humor* a writer

**scribbler** *derog & humor* a writer

**author 1** the writer of a book, newspaper article, play, poem, etc **2** the person who begins or thinks of anything, esp an idea or play -ess [fem]

**novelist** a person who writes a novel or novels

**poet 1** a person who writes (good) poems -ess [fem] **2** (fig) *apprec* an artist, musician, etc who

shows great feeling and imagination in his or her work

**bard** *lit & poet* a poet: *Shakespeare is sometimes called the Bard of Avon.*

**composer** a person who writes music: *Beethoven is one of the greatest composers who ever lived.* [⇒ K39]

**editor** a person who edits [⇒ G142], esp a newspaper or books: *He is the sports editor of The Times. The author did not like the way his editor changed things in the book.*

### G173 verbs : printing and copying

**print 1** [T1] to press (a mark) onto a soft surface:

*The mark of a man's shoe is clearly printed in this mud.* **2** [T1; I0] to press letters or pictures onto (paper) by using inked shapes: *This machine can print 60 sheets/pages a minute. Why has the machine stopped printing?* **3** [T1]

to press (letters or pictures) onto paper by using inked shapes: *The bottom line on this page hasn't been properly printed.* **4** [T1; I0] to make (a book, magazine, etc) by means of

pressing letters or pictures onto paper: *This firm prints a lot of educational books. Our company doesn't print any longer; it only sells books.* **5** [T1] to cause (something) to appear

in or be produced as a book, newspaper, etc: *Are you going to have your poems printed? All today's newspapers print the minister's speech in full.* **6** [I0] to produce a copy by printing:

*This metal plate is too worn to print.* **7** [T1] to make or copy (a photograph) on paper sensitive to light, from a specially treated sheet of photographic film **8** [L9] to be produced as a copy by printing: *The photograph didn't print well.* **9** [Wv5 (with); T1] to ornament (cloth or wallpaper) with a coloured pattern pressed or rubbed on the surface [⇒ G141]

**compose** [T1] *tech* to form (words, sentences, pages, etc) ready for printing

**set** [T1 (up)] to arrange ((in) metal letters) for printing: *Today most books are set (up) by machine.*

**copy** [D1 (for); T1] to make a written, printed, photographed, etc copy of (something): *Please copy this letter for me/copy me this letter. He copied the letter by hand.*

**bind** [T1] to put a cover on (a book): *Who bound those books?* **binder also bookbinder** [C] a person whose work it is to bind books, etc

### G174 verbs : publishing

**publish 1** [T1; I0] (of a kind of business firm) to choose, arrange, have printed, and offer for sale to the public some kind of written work in the form of a book, magazine, newspaper, etc, or records, etc, *This firm publishes educational books. Many newspapers are published daily. The firm prints and publishes music.* **2** [T1] to sell the works of (a writer) in this way: *This*

*firm has published many well-known writers.* **3** [T1; I0] (of a writer) to have (one's work) printed and put on sale: *She has only been writing for 18 months but already she has published a book. I've finished the work but I'm not going to publish till I find a good publisher.* **4** [T1; I0] (of a newspaper or magazine) to print (something written): *It's a good story, but we can't publish (it); too many people would be offended.* **5** [T1 often pass] to make known generally; give public notice of: *The death of the ruler was kept secret; the news wasn't published for several days.*

**bring out** [v adv T1] to publish; produce: *They are bringing out a new book on that subject.*

**put out** [v adv T1] sometimes deprec to publish; produce, esp in large numbers: *He puts out a lot of books every year. They put out some very strange books.*

**get out** [v adv T1] loose to publish; produce: *He got the book out very quickly.*

**issue** [T1] to bring out (esp something printed) for the notice of the public: *The government have issued a number of booklets explaining their plans. He issued a general invitation. They plan to issue a new stamp soon.*

### G175 nouns : printing and publishing [U]

**printing** **1** the act or action of printing: *Who does the printing for this office? There are a few mistakes in the printing.* **2** the art of printing: *The invention of printing made it possible for many people to be educated.*

**binding** the act or action of binding

**publishing** the business or profession of publishing books, newspapers, records, etc

### G176 nouns : persons who print and publish, etc [C]

**printer** **1** a person employed in the trade of printing **2** an owner of a printing business

**typesetter** a person who arranges or sets metal letters for printing

**compositor** a person who arranges words, news, pages, etc for printing

**typographer** a person who plans the appearance of printed work

**publisher** a person whose business is to publish [⇒ G174] books, newspapers, etc, or to make and sell records or music

**bookseller** a person whose business it is to sell books (in a shop): *He is one of the biggest booksellers in the country.*

**librarian** a person who is in charge of or helps to run a library

### G177 nouns : businesses, etc relating to books, etc

**press** **1** [C usu cap] a business for printing or

publishing books, magazines, etc: *Edinburgh University Press published his book.* **2** [C] a printing press: *Stop the presses! Some late news has come in.* **3** [(the) U] printing: *Can you have your report ready for the press by next week? The book is in (the) press now; it will shortly be published.*

**printing press** [C] a machine that prints books, newspapers, etc

**printer** [C] a machine for making copies, esp one for making photographs

**bookshop** also **bookseller** [C] a shop that sells books: *You can get this book at your local bookshop/at any good bookseller/bookseller's.*

**bookstall** [C] a table or small shop open at the front, where books, magazines, etc are shown for sale, esp on railway stations

**library** [C] **1** a building or part of a building which contains books that may be borrowed by the public (**public library**) or by members of a special group: *Is that a library book or is it your own?* **2** a collection of books: *He has built up quite a library over the years.* **3** a room or other place where books are kept and may be looked at, usually with tables at which to study: *He was in the library, not the living room.* **4** a series of books looking alike, usu on related subjects

### G178 nouns : elements in printing

**typography** [U] **1** the work of preparing and setting matter for printing **2** the arrangement, style, and appearance of printed matter **typographic(al)** [Wa5; B] of, related to, or caused by typography **-(al)ly** [adv Wa4]

**type** **1** [U] raised letters of metal or wood used with ink for printing **2** [C] any one of these **3** [U] printed words

**fount** also esp **AmE font** [C] a set of letters (type) of one size, used by a printer

**typeface** [C] the size and style of the letters used in printing: *How many different typefaces are used in this book?*

**artwork** [U] the matter in a book, etc which has been prepared by an artist

**graphics** [P] the (way of producing) the style of a book, page, etc

### G179 nouns : authorship and copyright

**authorship** [U] **1** the identity of the author [⇒ G172] of a book, play, poem, etc: *The book's authorship is not known. Authorship is sometimes hard to prove.*

**copyright** [C; U] the right in law to be the only producer, seller, or broadcaster of a book, play, film, record, etc, for a fixed period of time: *Have you kept the copyright to your books or did you sell them to a firm?*

**rights** [P] permission to copy and use a piece of work, esp a book, in various usu stated ways:

*How much did he get for (selling) the film rights on his new book?*

**royalty** [C] 1 part of the price of a book, etc paid to the writer on each copy sold: *Royalties are also paid to the writer of a play or piece of music, when it is performed. He receives royalties/a royalty of 5% on his book.* 2 a share of the profits, as of an oil well or a mine or a new machine, paid in this way to an owner or inventor

## G180 nouns : publications and editions

**publication** 1 [C] something published such as a book, magazine, or article: *This part of the shop contains only scientific publications.* 2 [U] the act or action of offering books etc for sale to the public

**edition** [C] 1 one printing of a book, newspaper, magazine, etc: *It's an edition of 20,000 this time.* 2 the form in which a book is printed: *We are preparing a new edition (of that book) with many changes.*

**issue** [C] something, esp printed, brought out in a new form: *Have you seen the latest issue of that magazine? There's a new issue of Christmas stamps every year.*

**copy** [C] one of the total of magazines, books, newspapers, etc printed at one time, on one day, etc: *Can I get a copy of that book here? Buy me two copies of today's local newspaper.*

**impression** [C] a number of copies of a book published at one time: *This is the third impression of that book in one year.*

**printing** [C] an act of printing; a number of copies of a book; impression: *This is the third printing of the book.*

**imprint** [C] the name of a publisher, etc at the beginning of a book

## Communication and information

### G190 verbs : communicating and keeping in touch

[ALSO ⇒ G155 LETTERS]

**communicate** [IØ (with, together)] fml to share or exchange opinions, news, information, etc: *Has the Minister of Foreign Affairs communicated with the American President yet?*

**write** [D1; T1; IØ] to produce and send (a letter) to (someone): *He writes her a letter every day. He writes to her every day (BrE)/He writes her every day (esp AmE). I wish he would write more often. Write soon, please!*

**correspond** [IØ] to exchange letters regularly: *Janet and Bob corresponded for many years before they met.* **correspondent** [C] a person

with whom another person exchanges letters regularly

**get in touch (with)** infml to communicate (with (someone)) by any, often stated, means: *Can you get in touch with him soon by letter/telephone/radio? How can we get in touch?*

**keep in touch (with)** infml to continue to communicate (with (someone)) by any, often stated, means: *We keep in touch (with each other) by letter.*

## G191 nouns : communication, post, and mail

**communication** 1 [U] the act or action of communicating: *All communication with France was stopped when the enemy gained control of the sea. Radio and television are important means of communication.* 2 [U] the exchange of information, news, ideas, or opinions: *We must improve communication between workers and employers. Speech and writing are man's most important methods of communication.* 3 [C] usu fml something communicated: *We have received communications from many people about this.*

**post** esp BrE 1 [U] the official system for carrying letters, parcels, etc from the sender to the receiver: *He sent the parcel by post. My letter to him was a week in the post (= was not delivered for a week).* 2 [S] a single official collection or delivery of letters, parcels, etc by this means: *Has the morning post arrived? Have I missed the (last) post?* 3 [U] also mail letters, parcels, etc: *Has any post come for us this morning?* 4 [S9] all the letters, parcels, etc dealt with by the postal services: *There's always a very large post at Christmas. The post at Christmas is always very large.* 5 [the R] an official place, box, etc where stamped letters are left for sending: *I've just taken her birthday card to the post.* **by return of post** by the next post **postal** [W5;A] of, concerning, or used by the service which carries letters, etc from one place to another: *the postal service* **postage** [U] the amount of money to be paid when posting anything: *What is the postage on this letter to France?*

**mail** esp AmE 1 [U9] the postal system organized by a government: *Airmail is much quicker than sea mail.* 2 [U] letters and anything else sent or received by post, esp those travelling or arriving together: *He collects his mail from the post office.*

**correspondence** [U] 1 the exchange of information, news, etc by letter: *I was in correspondence with her for many years but then she moved and I lost her address.* 2 the letters exchanged between people: *The library bought all Queen Victoria's correspondence with her daughters.*

**address** [C] 1 the number of the building, name of the street and town, etc where a person works or (esp) lives: *Shall I give you my home*