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| Spot on language | | |
| Word/phrase | Translation | Usage/memory aid |
| to vary | variieren; (sich) ändern | * 1. If your feelings vary a lot, they change   a lot.  2. If you vary your vocabulary, you try not to repeat the same words. * to vary variation (n) various (adj) * Fr. varier |
| concise | präzise; kurz; prägnant | In a formal letter you should keep to a concise style. |
| clumsy | schwerfällig; unbeholfen | I always feel clumsy when I’m around people I don’t know. |
| repetitive | sich wiederholend; monoton | repetitive to repeat (v) |
| assumption | Annahme; Voraussetzung | assumption to assume (v) |
| probability | Wahrscheinlichkeit | * If you don’t understand, it’s advisable to ask for an explanation. * probability probable (adj) * Fr. probabilité (f) |
| advisable | ratsam; empfehlenswert | advisable to advise (v) advice (n) |
| biased | voreingenommen; parteiisch | A biased opinion is unfair because it only sees one side (and is influenced by personal opinions etc.). |
| misleading | irreführend | * misleading information * misleading to mislead (v) |
| downright | völlig; ganz und gar | * It’s downright wrong to call him a liar. * downright = completely |
| to distinguish | unterscheiden; klar erkennen | * to distinguish between (=zwischen)/from (=von) * to distinguish distinction (n) distinct (adj) * Fr. distinguer |
| overload | Überladung;  hier: Überangebot | an information overload |
| to be confronted with | konfrontiert werden mit | * to face something that you have to deal with or react to * to be confronted with confrontation (n) |
| to reveal | offenbaren; aufdecken | * The report revealed that the company had published misleading information. * to reveal = to show * to reveal revelation (n) revelatory (adj) * Fr. révéler |
| delivery | Lieferung; Auslieferung; Zustellung | * Newspaper delivery is between 6 am and 10 am. * taking goods or letters that have been sent to people * delivery to deliver (v) |
| public authorities *(pl)* | die öffentliche Hand | Public authorities control private companies. |