

E

earmark /'i:mɑ:k/ *verb* to put on one side for a particular purpose

e-book /'i: bʊk/ *noun* a battery-powered portable reading device displaying text on a high-resolution screen. Also called **electronic book**

'Almost every IT expert in the world is agreed that the book faces a revolutionary challenge from e-books and e-paper. Carr says: "In the next five to 10 years, maybe much sooner, we'll see a decent, ultra-lightweight, portable e-paper device that allows book lovers to download titles straight from the internet".' [The Observer]

ecclesiastical library /ɪ,kli:zɪ 'æstɪk(ə)l ,laɪbrəri/ *noun* a library made up predominantly of religious writings, especially used as research centre for the study of theology

ECDL *abbreviation* European Computer Driving Licence

ECM *abbreviation* enterprise content management

e-collaboration /'i: kə ,læbərəɪʃ(ə)n/ *noun* collaboration among people or organisations made possible by means of electronic technologies such as the Internet, video conferencing and wireless devices

economic plan /,i:kənəmɪk 'plæn/ *noun* a policy for economic development in a country

economies of scale /ɪ,kənəmɪz əv 'skeɪl/ *noun* achieving savings by producing very large quantities

e-copy /'i: ,kɒpi/ *noun* an electronic copy of a document, especially an e-mail text that has a primary destination

as an electronic message and a secondary destination as a printed copy
ed. *abbreviation* PUBL edition

EDI *abbreviation* electronic data interchange

edifying /'edɪfaɪŋ/ *adjective* providing morally useful knowledge or information

edit /'edɪt/ *verb* **1.** to change, correct or modify text or films **2.** to prepare a document for publication

edit. *abbreviation* PUBL edition

edited /'edɪtɪd/ *adjective* relating to work consisting of one or several separate items prepared for publication by somebody other than the author

editing run /'edɪtɪŋ rʌn/ *noun* processing carried out to check that new data meets certain requirements before actually analysing the data and its information content

editing terminal /'edɪtɪŋ ,tɜ:mɪn(ə)l/ *noun* a computer terminal on which text is shown which can be edited

edition /ɪ'dɪʃ(ə)n/ *noun* a particular version of a book, magazine, newspaper or TV or radio programme which is printed or broadcast at one time

editio princeps /ɪ,dɪtɪəʊ 'prɪnsɛps/ *noun* the first printed edition of a piece of writing

editor /'edɪtə/ *noun* **1.** a person who changes or corrects text or films **2.** a person in charge of publishing a newspaper or magazine who makes the final decisions about the contents and format

editorial /,edɪ'tɔ:riəl/ *noun* the main article in a newspaper, written by the editor

editorial board /edɪ,tɔ:riəl 'bɔ:d/
noun a group of people with the power to make decisions about the contents of documents

EDP *abbreviation* electronic data processing

edu *abbreviation* US educational organization

educate /'edjʊkeɪt/ *verb* to give knowledge to or develop the abilities of somebody by teaching

educated /'edjʊkeɪtɪd/ *adjective* having the benefit of experience or knowledge

education /,edjʊ'keɪf(ə)n/ *noun* **1.** the imparting and acquiring of knowledge through teaching and learning, especially at a school or similar institution **2.** the knowledge or abilities gained through being educated **3.** training and instruction in a particular subject, e.g. health matters **4.** the study of the theories and practices of teaching **5.** the system of educating people in a community or society

educational /,edjʊ'keɪf(ə)nəl/
adjective **1.** giving knowledge, instruction or information **2.** relating to or concerned with education

educational animation
/,edjʊkeɪf(ə)nəl ,æni'meɪf(ə)n/ *noun* animation that is specifically designed to aid learning

educational discount /,edju:'keɪf(ə)nəl ,dɪskaʊnt/ *noun* the amount of money taken off the price of goods when they are bought for teaching purposes

educational list /,edjʊ'keɪf(ə)nəl lɪst/ *noun* a group of books published by one publisher for the educational market

Educational Resources Information Centre /,edjʊkeɪf(ə)nəl rɪ ,zɔ:sɪz ,ɪnfə'meɪf(ə)n ,sentə/ *noun* a US research centre which catalogues, abstracts and indexes educational research documents. Abbr **ERIC**

educational software % /,edju:'keɪf(ə)nəl ,sɒftweə/ *noun* a set of computer programs designed to meet educational needs

edutainment /,edjʊ'teɪnmənt/ *noun* television programmes, computer software or other media content intended both to entertain and educate users

ee *abbreviation* in Internet addresses, the top-level domain for Estonia

effective /ɪ'fektɪv/ *adjective* producing the desired results

efficient /ɪ'fɪʃ(ə)nt/ *adjective* using the minimum expenditure of effort and money

EFL *abbreviation* EDUC English as a Foreign Language

EFT *abbreviation* electronic file transfer

eg *abbreviation* in Internet addresses, the top-level domain for Egypt

e-GIF /'i: ,gɪf/ *noun* a framework for the technical standards that apply to the exchange of information between the government and companies, or the government and individuals. Full form **Electronic Government Interoperability Framework**

e-government /'i: ,gʌv(ə)nəmənt/
noun increased efficiency in communication between government and communities, using electronic delivery of information

eh *abbreviation* in Internet addresses, the top-level domain for Western Sahara

EIC *abbreviation* European Information Centres

eighteenmo /,eɪtɪ:n'məʊ/ *noun* same as **octodecimo**

18mo *abbreviation* eighteenmo

eightvo /'eɪtvəʊ/ *noun* same as **octavo**

8vo *abbreviation* octavo

EIS *noun* easy-to-use software providing information to a manager or executive about his or her company. Full form **executive information system**

e-learning /'i: ,lɜ:nɪŋ/ *noun* the acquisition of knowledge and skill using electronic technologies such as computer- and Internet-based courseware and local and wide area networks

electoral register /ɪ,lɛkt(ə)rəl 'redzɪstə/ *noun* a list of names of people who are eligible to vote in an election

electrical /ɪˈlektɹɪk(ə)/ *adjective* relating to anything which works by electricity

electrician /ɪˌlekˈtɹɪʃ(ə)n/ *noun* a person who installs and repairs electrical equipment

electronic book /,elektɹɒnɪk ˈbʊk/ *noun* same as **e-book**

electronic conference /,elektɹɒnɪk ˈkɒnf(ə)rəns/ *noun* a way of discussing a topic with several people simultaneously by using a computer network

electronic data interchange /,elektɹɒnɪk ˈdeɪtə ˌɪntətʃeɪndʒ/ *noun* a system of sending commercial data over a network or telephone line using an electronic mail system. Abbr **EDI**

electronic data processing /,elektɹɒnɪk ˈdeɪtə ˌprəʊesɪŋ/ *noun* computer-based tasks involving the input and manipulation of data, usually using database programs. Abbr **EDP**

electronic funds transfer /,elektɹɒnɪk ˈfʌndz ˌtrænsfɜː/ *noun* the use of computers to transfer money to and from banks. Abbr **EFT**

Electronic Government Interoperability Framework *noun* full form of **e-GIF**

electronic journal /,elektɹɒnɪk ˈdʒɜːn(ə)/ *noun* a journal that is transmitted via a computer network

‘Unlike print journals, which libraries own and can keep forever, electronic journals are provided to libraries under a kind of lease. Libraries pay for the privilege of having access to the journals online. But many libraries fear they won’t be able to retrieve back issues should this access abruptly end.’

[*The Chronicle of Higher Education*]

electronic journalism /,elektɹɒnɪk ˈdʒɜːn(ə)lɪz(ə)m/ *noun* news coverage that is transmitted electronically, e.g. by television or over the Internet

electronic library /,elektɹɒnɪk ˈlaɪbrəri/ *noun* texts and documents that are available through a computer network

electronic magazine /,elektɹɒnɪk ˌmæɡəˈziːn/ *noun* a magazine that is distributed online over a computer network rather than being printed on paper

electronic mail /,elektɹɒnɪk ˈmeɪl/ *noun* same as **e-mail**

electronic mailbox /,elektɹɒnɪk ˈmeɪlbɒks/ *noun* a system for holding messages until the receiver is ready to use the computer to access them

electronic point of sale /,elektɹɒnɪk ˌpɔɪnt əv ˈseɪl/ *noun* full form of **EPOS**

electronic publishing /,elektɹɒnɪk ˈpʌblɪʃɪŋ/ *noun* the process and business of producing books or journals in electronic form, e.g. as e-books or for online access

electronic record /,elektɹɒnɪk ˈrekɔːd/ *noun* details of an item stored in a computer

electronic records management /,elektɹɒnɪk ˈrekɔːdz ˌmænɪdʒmənt/ *noun* the process of ensuring that information held in electronic form, such as documents or data, is stored in such a way that it can easily be accessed and cannot accidentally be destroyed. Abbr **ERM**

electronic rights /,elektɹɒnɪk ˈraɪts/ *plural noun* the right to publish and sell copyright material using electronic devices such as CD-ROM or the Internet

electronic surveillance /,elektɹɒnɪk səˈveɪləns/ *noun* the gathering of information using electronic devices such as video cameras, especially in crime detection and prevention or in espionage

electronic typewriter /,elektɹɒnɪk ˈtaɪpraɪtə/ *noun* a typewriter using an electronic keyboard linked, via a buffer, to an electrically driven printing mechanism, also with the facility to send or receive character data from a computer

element /ˈelɪmənt/ *noun* **1.** one of the single parts that make up a whole **2.** the basic and most important part of a subject

elephant /'ɛlɪfənt/ *noun* a former book size, 23 x 14 inches. ◊ **double elephant**

elephant folio /'ɛlɪfənt ˌfəʊliəʊ/ *noun* a book size from 61 to 63.5 cm/24 to 25 inches in height

élite /eɪ'li:t/ *noun* a group of the most powerful, rich or talented people in a society

élitism /ɪ'li:tɪz(ə)m/ *noun* the belief that a society should be ruled by a group who are considered to be superior to others

ELT *noun* the teaching of English to non-native speakers of English. Full form **English Language Teaching**

e-mail /'i: meɪl/ *noun* messages sent on a computer using a modem and telephone lines to other users of a network or bulletin board. Also called **electronic mail**

e-mail address /'i: meɪl əˈdres/ *noun* details of how somebody can be contacted through an electronic mailing system

e-mail shorthand /'i: meɪl ˌʃɔ:θænd/ *noun* the set of acronyms and abbreviations for common phrases originally used in e-mail and subsequently in chat rooms, instant messaging and newsgroup postings

embedded command /ɪmˌbedɪd kəˈmɑ:nd/ *noun* a printing command which is keyboarded into text, and which appears on the screen but does not appear in the final printed document

e-media /'i: mi:diə/ *noun* computers, computer networking and multimedia, forming an integrated system. Also called **new media**

emphasis /'emfəsɪs/ *noun* extra force given to a word or activity in order to make it seem important

emphasise /'emfəsəɪz/, **emphasize** *verb* to show that something is particularly important

empirical research /emˌpɪrɪk(ə)l rɪ'sɜ:tʃ/ *noun* research based on experiments

employee /ɪm'plɔɪi:/ *noun* somebody who is paid by another person for the work they do

employer /ɪm'plɔɪə/ *noun* somebody who provides work for other people and pays them to do it

employment agency /ɪm'plɔɪmənt ˌeɪdʒənsi/ *noun* an organisation that earns money by helping other people to find work

employment statistics /ɪm'plɔɪmənt stəˌtɪstɪks/ *plural noun* facts and figures about the number of people in and out of work in a society, often published as a government document

enable /ɪn'eɪb(ə)l/ *verb* to make it possible for something to happen

encapsulate /ɪn'kæpsjuleɪt/ *verb* to capture the main points of something in a very small space or within a single object or event

encapsulated PostScript /ɪnˌkæpsjuleɪtɪd 'pəʊstskrɪpt/ *noun* PostScript commands that describe an image or page contained within a file that can be placed within a graphics or DTP program. Abbr **EPS**

encapsulated PostScript file /ɪnˌkæpsjuleɪtɪd 'pəʊstskrɪpt ˌfaɪl/ *noun* a file that contains encapsulated PostScript instructions together with a preview bitmap image. Abbr **EPSF**

enclose /ɪn'kləʊz/ *verb* to send something in the same envelope

encode /ɪn'kəʊd/ *verb* to translate plain text into a code (NOTE: The US equivalent is **encrypt**.)

encourage /ɪn'kʌrɪdʒ/ *verb* to support somebody or something actively

encrypt /ɪn'krɪpt/ *verb* to convert plaintext to a secure coded form, using a cipher system ◊ *the encrypted text can be sent along ordinary telephone lines*

encryption /ɪn'krɪptʃən/ *noun* the conversion of plaintext to a secure coded form by means of a cipher system

'The VPN solution will provide user confidentiality and authenticity through data encryption which allows only authorised users to access corporate networks.' [DMEurope]

encyclopedia /ɪnˌsaɪkləˈpi:diə/, **encyclopaedia** *noun* a book or set of books offering comprehensive informa-

tion on all or specialised areas of knowledge. Also called **cyclopeda**

encyclopedic /ɪnˌsaɪkləˈpiːdɪk/ *adjective* covering or including a broad range of detailed knowledge such as is found in an encyclopedia

encyclopedism /ɪnˌsaɪkləˈpiːdɪz(ə)m/ *noun* comprehensive learning or knowledge

encyclopedist /ɪnˌsaɪkləˈpiːdɪst/ *noun* a compiler of or contributor to an encyclopedia

ending /ˈendɪŋ/ *noun* the final part of a document

end matter /ˈend ˌmætə/ *noun* PUBL same as **back matter**

endnote /ˈendnəʊt/ *noun* a note of comment or reference placed at the end of a chapter, book or essay

endorse /ɪnˈdɔːs/ *verb* **1.** to sign something on the back **2.** to show approval or support of people or events

endpaper /ˈendpeɪpə/ *noun* a blank piece of thicker paper inserted as part of the binding of a book, one half pasted to the cover and the other half partly pasted to the first or last page

end user /ˌend ˈjuːzə/ *noun* a user of a computer program or any electronic system

energy-saving device /ˌenədʒi ˌseɪvɪŋ dɪˈvaɪs/ *noun* a machine that uses a minimum of power

engaged tone /ɪnˈgɛɪdʒd təʊn/ *noun* a sound made by a telephone when the line is in use

English /ˈɪŋɡlɪʃ/ *noun* the English language, together with literature written in it, as a subject of study

engrave /ɪnˈɡreɪv/ *verb* to cut a design on metal, wood or glass

enhance /ɪnˈhɑːns/ *verb* to make something clearer ◦ *to enhance a photograph*

enhancement /ɪnˈhɑːnsmənt/ *noun* an add-on device which improves the performance of a computer and so adds value

enlarge /ɪnˈlɑːdʒ/ *verb* to make something bigger

enlargement /ɪnˈlɑːdʒmənt/ *noun* the process or result of making something bigger

enlighten /ɪnˈlaɪt(ə)n/ *verb* to give clarifying information to somebody

enquiry /ɪnˈkwairi/ *noun* a request for information

enquiry desk /ɪnˈkwairi desk/ *noun* a desk in a library or information centre where people can ask for information

enquiry service /ɪnˈkwairi ˌsɜːvɪs/ *noun* a system for providing answers to enquiries

enquiry work /ɪnˈkwairi wɜːk/ *noun* the work of a reference librarian in finding answers to questions

enrich /ɪnˈrɪtʃ/ *verb* to improve by adding something

enrol /ɪnˈrəʊl/ *verb* to sign up to join a group or start a course (NOTE: The US spelling is **enroll**.)

ensure /ɪnˈʃʊə/ *verb* to make certain that something happens

enter /ˈentə/ *verb* **1.** to go into a room or building **2.** to write information in a book or computer **3.** to cause a computer to activate instructions

enterprise content management /ˌentəpraɪz ˈkɒntent ˌmænɪdʒmənt/ *noun* the technologies used to manage, store and deliver content and documents related to organisational processes. Abbr **ECM**

entitle /ɪnˈtaɪt(ə)l/ *verb* to give a title to something such as a book ◦ *He is the author of a book entitled 'Decline and Fall'.*

entity /ˈentɪti/ *noun* something which exists in its own right separate from other things

entry /ˈentri/ *noun* a single record in a database, dictionary or catalogue

entry word /ˈentri wɜːd/ *noun* the first word of an entry in a catalogue except the articles 'the', 'a', 'an'

envelope /ˈenvələʊp/ *noun* a paper cover which can be sealed and used to send a letter through the post

envelope window /ˈenvələʊp ˌwɪndəʊ/ *noun* a see-through panel in an envelope which allows the address on the letter to be seen

environmental planning /ɪn ˌvaɪəmənt(ə)l ˈplænɪŋ/ *noun* the process of making decisions about the use of the environment to cause the least

damage to human and natural inhabitants

ephemera /ɪ'femərə/ *plural noun* items relating to a specific event or topic which are designed to last for a very short time, e.g. theatre programmes, pamphlets or newspaper cuttings

'Libraries have to make room for new books by discarding outdated ephemera, but dumping all older books is a disgrace and a disservice to users. The problem is that deciding what to keep takes more knowledge than many library managers have, so they adopt the motto "when in doubt, chuck it out".' [*Bristol Evening Post*]

epic /'epɪk/ *noun* **1.** a long poem telling stories of brave actions of historic heroes or gods, or the early history of a nation **2.** a long book or film telling an epic type of story

epigraph /'epɪgræf/ *noun* a quotation used at the beginning of a book, as part of the prelims

epithet /'epɪθet/ *noun* a descriptive additional name used to describe particular attributes of a person

epitome /ɪ'pɪtəmi/ *noun* the essential matter of a work contained in an abridged version of a work

EPOS /'i:pɒs/ *noun* a system where sales are charged automatically to a customer's credit card and stock is controlled by the shop's computer. Full form **electronic point of sale**

EPS *abbreviation* encapsulated PostScript

EPSF *abbreviation* encapsulated PostScript file

equal /'i:kwəl/ *adjective* same in size, amount or degree

equalise /'i:kwələɪz/, **equalize** *verb* to make things equal

equate /ɪ'kweɪt/ *verb* to say that one thing is the same as another

equipment /ɪ'kwɪpmənt/ *noun* machinery and furniture needed to make an office or factory work

equitable /'ekwɪtəb(ə)l/ *adjective* indicating that everyone and everything is treated equally

equivalent /ɪ'kwɪvələnt/ *adjective* having the same value

er *abbreviation* in Internet addresses, the top-level domain for Eritrea

era /'ɪərə/ *noun* a period of time seen as a single unit because it has a common feature ○ *the era of apartheid in South Africa*

erase /ɪ'reɪz/ *verb* **1.** to remove marks from paper **2.** to delete something from a computer

eraser /ɪ'reɪzə/ *noun* a piece of rubber used to remove pencil marks from paper

ergonomics /,ɜ:ɡə'nɒmɪks/ *noun* the study of people at work with the aim of improving safety and making machines and equipment easier to use

ergonomist /ɜ:'ɡnɒmɪst/ *noun* a scientist who studies people at work and tries to improve their working conditions

ERIC /'erɪk/ *abbreviation* Educational Resources Information Centre

ERM *abbreviation* electronic records management

erratum slip /e'ra:təm slɪp/, **errata slip** /e'ra:tə slɪp/ *noun* a small piece of paper inserted into a book with corrections to important mistakes which have been noticed since the book was printed (NOTE: The plural of **erratum** is **errata**.)

error detection /'erə dɪ,tɛkʃ(ə)n/ *noun* the use of special software such as a spellchecker to find mistakes in a document

error rate /'erə reɪt/ *noun* the number of mistakes per page or per thousand entries

erudite /'erudaɪt/ *adjective* having or showing great knowledge gained from study and reading

erudition /,ɪrʊ'dɪʃ(ə)n/ *noun* knowledge acquired through study and reading

es *abbreviation* in Internet addresses, the top-level domain for Spain

ESA/IRS *abbreviation* European Space Agency Information Relay Service

e-service delivery /'i: ,sɜ:vɪs dɪ ,lɪv(ə)rɪ/ *noun* providing services over the Internet, e.g. information delivery, stock check and reservations for a library

'The 'Top of the Web' survey will provide instantaneous feedback to webmasters about the quality of their e-service... At the same time, the questionnaire results will point to those aspects of e-service delivery which can be considered 'best practice', within such areas as filing an on-line tax return, registering a change of address or applying for a copy of one's birth certificate.'
[EUROPEMEDIA]

ESL *abbreviation* EDUC English as a Second Language

ESOL /'i:sɒl/ *abbreviation* EDUC English for Speakers of Other Languages

ESP *abbreviation* EDUC English for Special Purposes

esparto /ɪs'pɑ:təʊ/ *noun* a type of thick smooth paper made from a South American grass, which is very good for writing or printing, or as the body in coated papers, but is liable to tear and is now not often used

essential /ɪ'senʃəl/ *adjective* absolutely necessary to a person, situation or activity

establish /ɪ'stæblɪʃ/ *verb* 1. to create something in a permanent way 2. to prove that something is definitely true

estimate /'estɪmeɪt/ *verb* to calculate an amount or quantity approximately

e-system /'i: sɪstəm/ *noun* an electronic communications or information system

et *abbreviation* in Internet addresses, the top-level domain for Ethiopia

et al. *abbreviation* used to mean 'and the others' (NOTE: From the Latin phrase 'et alia'.)

etc. /ɪ'tɜː/ *abbreviation* used to mean 'and the rest' (NOTE: From the Latin phrase 'et cetera'.)

Ethernet /'i:θənet/ *noun* a standard defining the protocol and signalling method of a local area network

ethnic number /'eθnɪk ˌnʌmbə/ *noun* a number added to a classification symbol to arrange books by language or race

EU *abbreviation* European Union

Euro /'jʊərəʊ/ *noun* the official currency of 12 countries in the European Union

Eurolog /'jʊərəʊlɒg/ *abbreviation* European Online User Group

Euronet/Diane /,jʊərəʊnet daɪ'æn/ *noun* telephone networks accessible by a modem and computer covering the countries of the European Union for the transmission of information

European Computer Driving Licence /,jʊərəpi:ən kəm'pjʊ:tə 'draɪvɪŋ ˌlaɪs(ə)ns/ *noun* a standard European qualification in basic computing skills. Abbr **ECDL**

European Information Centres /,jʊərəpi:ən ɪnfə'meɪʃ(ə)n ˌsentəz/ *plural noun* business information centres in all European Union countries sponsored by the EU. Abbr **EIC**

European Institute for Information Management /,jʊərəpi:ən ɪn'stɪtju:t fər ɪnfə'meɪʃ(ə)n ˌmæɪnɪdʒmənt/ *noun* a public establishment under the Luxembourg National Ministry of Education which provides postgraduate training for specialists in information management

European Online User Group /,jʊərəpi:ən ˌɒnlɑɪn 'ju:zə ˌgru:p/ *noun* an association of European libraries and database users formed to encourage coordination in responses to developments in manufacturing. Abbr **Eurolog**

European Space Agency Information Relay Service *noun* an online database host. Abbr **ESA/IRS**

European Union /,jʊərəpi:ən 'ju:niən/ *noun* the political and economic community of European countries. Abbr **EU**

Eurostat /'jʊərəʊstæt/ *noun* the statistical office of the European Union

evaluate /ɪ'væljuet/ *verb* to assess how good something is by looking at the way it works

even number /,i:v(ə)n ˌnʌmbə/ *noun* a number which can be divided by two to give a whole number

evidence /'evɪd(ə)ns/ *noun* things that you have seen or experienced which make you believe that something is true

evidence gathering /'evid(ə)ns ,gæð(ə)rɪŋ/ *noun* software that can gather information about the state of a computer system which has crashed or suffered some incident

evolution /,i:və'lʊ:ʃ(ə)n/ *noun* the process of gradual change and development

examination /ɪg,zæmɪ'neɪʃ(ə)n/ *noun* a written or spoken test of ability or knowledge

example /ɪg'zɑ:mpəl/ *noun* something that represents or is typical of a particular group

exceed /ɪk'si:d/ *verb* to be greater than a limit ○ *He exceeded the speed limit.*

exception /ɪk'sepʃən/ *noun* things which are different and not included

exception listing /ɪk'sepʃən ,lɪstɪŋ/ *noun* the listing of items which are not included in a computer program

exception report /ɪk'sepʃən rɪ ,pɔ:t/ *noun* a report which only gives items which do not fit in the general rule or pattern

exception reporting /ɪk'sepʃən rɪ ,pɔ:tɪŋ/ *noun* a system of information distribution that passes on only information that is new and out of the ordinary, in order to avoid overloading recipients with information that is out of date or has already been transmitted to them

excerpt /'eksɜ:pt/ *noun* a section or passage taken from a longer work such as a book, film, musical composition or document

excess /'ekses/ *adjective* more than is necessary or normal

exclamation mark /,eksklə 'meɪʃ(ə)n mɑ:k/ *noun* a punctuation mark (!) used to express surprise

exclude /ɪk'sklu:d/ *verb* to leave something or somebody out deliberately

.exe /'eksi/ *suffix* a file extension for a program file. Full form **executable**

execute /'eksɪkjʊ:t/ *verb* to carry out a plan or process

executive /ɪg'zekjʊtɪv/ *noun* somebody who is employed by a company or organisation at a senior level

exemplar /ɪg'zemplɑ:/ *noun* a copy of a book or text, especially one from which further copies have originated

exempt /ɪg'zempt/ *adjective* to be allowed not to have to perform a duty, service or payment

exercise /'eksəsaɪz/ *noun* a short piece of work designed to help you learn something

exhaustive search /ɪg,zɔ:stɪv 'sɜ:tʃ/ *noun* a search through a database or library which covers all known records

exhibit /ɪg'zɪbɪt/ *noun* an item displayed in a museum, art gallery or court of law ■ *verb* to put something in a public place for people to look at

exhibition /,ɪk'sɪ'bɪʃ(ə)n/ *noun* a collection of objects displayed in a public place

exhibitor /ɪg'zɪbɪtə/ *noun* a person whose work is being displayed

ex libris /,eks 'lɪbrɪ:s/ *phrase* used on book plates followed by a name to show who the owner is (NOTE: From a Latin phrase meaning 'from the books of'.)

expenditure /ɪk'spendɪtʃə/ *noun* the total amount of money spent on something

expense /ɪk'spens/ *noun* money spent while doing something connected with one's work

expense account /ɪk'spens ə ,kaʊnt/ *noun* an arrangement with a company by which they pay for necessary work expenses

experiment /ɪk'sperɪmənt/ *noun* a scientific test done to prove or discover something

experimental strategy /,ɪkspɪrɪ 'ment(ə)l ,strætədʒi/ *noun* a policy of trying out new ideas and methods to see how they work

expert /'ekspɜ:t/ *noun* somebody with a great deal of knowledge, or skill or experience in a particular subject or activity ■ *adjective* having a great deal of knowledge, skill or experience in a particular subject or activity

expertise /,ɪkspə'ti:z/ *noun* special skills or knowledge in a particular field

expert system /'ekspɜ:t ,sɪstəm/ *noun* 1. software which applies the

knowledge of experts in a field to solve problems and partly replicates human decision making **2.** a type of computer program that can analyse a set of problems and recommend a course of action for the user

expert user /,ekspɜ:t 'ju:zə/ *noun* somebody who uses a service very efficiently because they have experience

expire /ɪk'spaɪə/ *verb* to reach the end of the period of time for which something is valid

expiry date /ɪk'spaɪəri deɪt/ *noun* the date on which something such as a document, membership or piece of software ceases to be valid

explicit knowledge /ɪk,splɪsɪt 'nɒlɪdʒ/ *noun* human knowledge that takes the form of learned facts and which can be documented. Compare **tacit knowledge**

exponent /ɪk'spəʊnənt/ *noun* somebody who argues in support of an idea

export /ɪk'spɔ:t/ *verb* to convert data from a computer program into a form suitable for a different program or environment

export edition /'ekspɔ:t ɪ,dɪʃ(ə)n/ *noun* a special edition printed for the export market

exporter /ɪk'spɔ:tə/ *noun* a person or company that sells goods and sends them to foreign countries

exposé /ɪk'spəʊzeɪ/ *noun* a piece of writing that reveals the truth about a situation, often involving something shocking

express /ɪk'spres/ *verb* to state what you think or feel

expression /ɪk'spreʃ(ə)n/ *noun* **1.** a word or phrase **2.** a mathematical formula

expurgated edition /'ekspɜ:gətɪd ɪ ,dɪʃ(ə)n/ *noun* an edition of a book that has had parts removed which are judged to be offensive

extend /ɪk'stend/ *verb* to make something longer

Extensible Markup Language /ɪk ,stensɪb(ə)l 'mɑ:kɫp ,læŋɡwɪdʒ/ *noun* COMPUT full form of **XML**

extension card /ɪk'stenʃən kɑ:d/ *noun* a second or subsequent card used in a manual catalogue when the information is too long for one card

extent /ɪk'stent/ *noun* the number of pages in a book ○ *You need to put the extent and trimmed page size into the catalogue.* ○ *If you don't know the extent of the book yet, how can you order the paper for it?*

external /ɪk'stɜ:n(ə)l/ *adjective* coming from outside

external auditor /ɪk,sɜ:n(ə)l 'ɔ:ɪtə/ *noun* a person from outside an organisation who checks its accounts

external consultant /ɪk,sɜ:n(ə)l kən'sʌltənt/ *noun* an expert in a field who comes in from outside an organisation to give advice

external reader /ɪk,sɜ:n(ə)l 'ri:də/ *noun* a person who is allowed to use a library which is otherwise limited to specific groups of members

extra- /ekstrə/ *prefix* indicating that something is from outside ○ *extra-mural studies*

extra bound book /,ekstrə baʊnd 'bʊk/ *noun* a book that is specially bound and finished by hand

extract /'ekstrækt/ *noun* a small part of a piece of writing or music which is printed or played separately

COMMENT: Long extracts quoted in a text are often set indented, and in a smaller size than the text matter.

extranet /'ekstrənet/ *noun* an extension of the intranet of a company or organisation, giving authorised outsiders controlled access to the intranet

extrapolate /ɪk'stræpəleɪt/ *verb* to use logic applied to known facts to calculate what is likely to happen in the future

eye strain /'aɪstreɪn/ *noun* a pain in the eyes caused by looking at something such as small print or a computer screen for too long

'Computer-related injuries have become one of the banes of modern life, according to a recent ICM survey. Problems include repetitive strain injury (RSI), eye strain, and head, back and neck aches... we should all

take a short exercise break every hour to reduce muscle tension caused by a rigid posture.' [*The Mail on Sunday*]

e-zine /'i: zi:n/ *noun* a website with contents and layout modelled on a print magazine