

# T

**T1** /,ti: 'wʌn/ *noun* a high-capacity telephone line suitable for high-speed digital access to the Internet, handling 24 voice or data channels simultaneously

**tab key** /'tæb ki:/ *noun* one of the keys on a computer keyboard which enables the user to move through or arrange text in columns

**table** /'teɪb(ə)l/ *noun* a list of data arranged in rows and columns

**table of contents** /,teɪb(ə)l əv 'kɒntents/ *noun* a list of contents in a book or magazine, usually printed at the beginning

**tabloid** /'tæblɔɪd/ *noun* a small-size newspaper with a less serious approach to the news than the broadsheets

**tabulate** /'tæbjuleɪt/ *verb* to arrange work on a word processor using the tab key to move from one column or row to the next

**tabulator** /'tæbjuleɪtə/ *noun* part of a computer which sets words or figures automatically in columns

**tacit knowledge** /,tæsɪt 'nɒlɪdʒ/ *noun* human knowledge that takes the form of intuitions, judgments and learned skills, and is hard to define or record. Compare **explicit knowledge**

**tact** /tækt/ *noun* an ability to deal with people or situations without upsetting anyone

**tactic** /'tæktɪk/ *noun* a method of achieving what you want

**tactical planning** /'tæktɪk(ə)l ,plænɪŋ/ *noun* discussion and decisions about future tactics

**tactile feedback** /'tæktail ,fi:dbæk/ *noun* information discovered by the sense of touch

**tag** /tæg/ *noun* a character or symbol attached to a record to aid retrieval

'Indexing tools provided by document capture software companies such as Captiva enable users to index – or tag – scanned images and assign them to specific, searchable files within a document imaging system.'  
[*Computer Weekly*]

**tail end** /,teɪl 'end/ *noun* the final entry or activity in a series

**tail off** /,teɪl 'ɒf/ *verb* to become less in amount or value until it finally stops or disappears completely

**take** /teɪk/ *verb* to move something physically from one place to another □

**to take a message** to listen to information in order to pass it on to somebody else □ **to take a photograph** to use a camera to create a picture of something □

**to take into account** to consider a fact or aspect before making a decision

**take out** /,teɪk 'aʊt/ *verb* **1.** to arrange to have something ○ *They made arrangements to take out a mortgage to buy the house.* **2.** to borrow a book from a library

**talking book** /,tɔ:kɪŋ 'bʊk/ *noun* a book that has been recorded on to an audio cassette, originally intended for people who cannot see well enough to read

**talking newspaper** /,tɔ:kɪŋ 'nju:zpeɪpə/ *noun* a tape or cassette recording of a newspaper, usually for the use of blind people

**talks** /tɔ:ks/ *plural noun* **1.** a formal discussion **2.** an informal lecture

**tally** /'tæli/ *noun* an informal cumulative record of amounts collected ■ *verb* to agree or correspond with another conclusion or total ○ *The figures in the accounts did not tally with the office records.*

**tape** /teɪp/ *noun* a narrow strip of plastic, coated with magnetic material on which to record sound or pictures

**tape measure** /'teɪp ,meʒə/ *noun* a flexible strip of metal or cloth marked with divisions of length

**tape merging** /'teɪp ,mɜ:dʒɪŋ/ *noun* the act of taking two tapes with data and combining them, usually by combining master tape with corrections or additions on a second tape

**tape recorder** /'teɪp rɪ,kɔ:də/ *noun* a machine that is used to record and play back sounds on audio cassettes or reel to reel tape

**target audience** /'tɑ:ɡɪt ɔ:diəns/ *noun* a group of people at which specific products, services or written or spoken information is aimed

**target date** /'tɑ:ɡɪt deɪt/ *noun* the date by which a task must be done

**target language** /'tɑ:ɡɪt ,læŋɡwɪdʒ/ *noun* the language that a text is translated into

**target market** /'tɑ:ɡɪt ,mɑ:kɪt/ *noun* the type of customer who is thought likely to buy specific goods or services

**tariff** /'tærɪf/ *noun* a charge made for goods or services

**task** /tɑ:sk/ *noun* a job that has to be done

**task identity** /'tɑ:sk aɪ,dentɪti/ *noun* a code that indicates which is the job to be done

**taxonomy** /tæk'sɒnəmi/ *noun* the principle of classifying and ordering items such as books, e.g. in a hierarchical structure

**tc** *abbreviation* in Internet addresses, the top-level domain for Turks and Caicos Islands

**TCP** /,ti: si: 'pi:/ *noun* a standard data transmission protocol that provides full duplex transmission, in which the protocol bundles data into packets and

checks for errors. Full form **transmission control protocol**

**TCP/IP** /,ti: si: pi: ar 'pi:/ *noun* a data transfer protocol used in networks and communications systems, often used in Unix-based networks. Full form **transmission control protocol/interface program**

**teach** /ti:tʃ/ *verb* **1.** to impart knowledge or skill to somebody by instruction or example **2.** to give lessons in or provide information about a subject

**teacher librarian** /,ti:tʃə laɪ 'breəriən/ *noun* a person who is qualified both as a teacher and as a school librarian

**teacher's book** /'ti:tʃəz bʊk/, **teacher's manual** /'ti:tʃəz ,mænjuəl/ *noun* a book published to go with a set of students' books, giving the teacher answers to questions and suggestions for teaching

**teaching tool** /'ti:tʃɪŋ tu:l/ *noun* any document or audiovisual material that can be used for teaching

**team teaching** /,ti:m 'ti:tʃɪŋ/ *noun* a system of two or more teachers working together to teach a group of students

**teamwork** /'ti:mwɜ:k/ *noun* the combined action of a group of people working well together

**technical author** /'teknɪk(ə)l ɔ:θə/ *noun* a person who writes specialised instructions and manuals on technical subjects

**technical college** /'teknɪk(ə)l ,kɒlɪdʒ/ *noun* a further education college in which students study practical rather than academic subjects

**technical information centre** /,teknɪk(ə)l ,ɪnfə'meɪʃ(ə)n ,sentə/ *noun* an organisation which acquires, processes and distributes technical information

**technical manual** /'teknɪk(ə)l ,mænjuəl/ *noun* a book that gives instructions about how to work a machine

**technical support** /,teknɪk(ə)l sə 'pɔ:t/ *noun* a system by which the users of machines are helped by people who understand how they work

'As far as straight Internet access goes, look at features such as cost per month for unlimited access, quality of software bundled, the technical support hours. Internet Magazine publishes a list of access provider performance tests every month.' [*The Independent*]

**technician** /tek'nɪf(ə)n/ *noun* a person who specialises in working with and maintaining machines or scientific equipment

**technique** /tek'nɪ:k/ *noun* a particular skill or ability which can be learned

**technofreak** /'teknəʊfri:k/ *noun* a technical expert in, or obsessive enthusiast of, information systems

**technology** /tek'nɒlədʒi/ *noun* the application of scientific knowledge to practical purposes. ◊ **information technology**

**teething troubles** /'ti:θɪŋ ,trʌb(ə)lz/ *plural noun* small difficulties which occur at the start of a project

**TEFL** *abbreviation* teaching of English as a foreign language

**tele-** /teli/ *prefix* meaning across a distance

**telecommunication** /,telɪkə ,mju:nɪ'keɪf(ə)n/ *noun* the transmission of encoded sound, pictures or data over significant distances, using radio signals or electrical or optical lines

**telecommunications** /,telɪkə ,mju:nɪ'keɪf(ə)nz/ *noun* the science and technology of using electronic equipment to send messages over a distance

**telecomputing** /'telɪkəm,pju:tɪŋ/ *noun* the act of sending information to or receiving information from another computer via a modem or local area network

**teleconferencing** /'teli ,kɒnf(ə)rənsɪŋ/ *noun* the act of several people using a telephone network to speak to each other at the same time

**telecottage** /'telɪkɒtɪdʒ/ *noun* a house where a person both lives and works

**telegram** /'telɪgræm/ *noun* a message sent by telegraphy and then printed on to paper and delivered

**telegraphy** /tə'leɪgrəfi/ *noun* a way of sending telegrams using radio or electric signals

**telematics** /,telɪ'mætɪks/ *noun* the study of the processes involved in the long-distance transmission of computer data

**telemedicine** /'telɪmed(ə)sɪn/ *noun* the use of video links, e-mail, telephone or some other telecommunications system to transmit medical information, e.g. in consultations between a doctor and patient or in supervision of medical staff

**telemesssage** /'telɪmesɪdʒ/ *noun* a message sent by telephone but delivered as a card

**teleordering** /'teli,ɔ:dəɪɪŋ/ *noun* the ordering of goods by telephone which are then delivered to your address

**telephone** /'telɪfəʊn/ *noun* an instrument which can be used to talk to somebody over a long distance by means of dialling a series of numbers ■ *verb* to make contact with somebody at a distance by using a telephone

**telephone call** /'telɪfəʊn kɔ:l/ *noun* a conversation with somebody on the telephone

**telephone directory** /'telɪfəʊn daɪ ,rekt(ə)rɪ/, **telephone book** /'telɪfəʊn bʊk/ *noun* a book containing an alphabetical list of names, addresses and telephone numbers of people in a given city, town or area

**telephone exchange** /'telɪfəʊn ɪks ,tʃeɪndʒ/ *noun* a building where telephone lines can be connected when a call is made

**telephone extension** /'telɪfəʊn ɛk ,stɛnf(ə)n/ *noun* an extra telephone linked to the main line into the building

**telephone operator** /'telɪfəʊn ,ɒpəreɪtə/ *noun* a person who works in a telephone exchange, connecting calls and answering problems

**telephone subscriber** /'telɪfəʊn səb ,skraɪbə/ *noun* a person who pays money to a telephone company in order to be able to connect a telephone to the national network

**telephone switchboard** /,telɪfəʊn 'swɪtʃbɔ:d/ *noun* a central point in a

private telephone network where all the lines meet and can be connected

**teleprocessing** /'teli,prəʊsesɪŋ/ *noun* the use of computer terminals in different locations, connected to a main computer, to process data. Abbr **TP**

**telesales** /'teliseɪlz/ *noun* the process of telephoning people without warning to try to sell them things

**teleshopping** /'teli,ʃɒpɪŋ/ *noun* using the telephone to do shopping which is then delivered to you

**teletext** /'telitekst/ *noun* a system of transmitting written text using a television signal

COMMENT: Teletext constantly transmits pages of information which are repeated one after the other; the user can stop one to read it. This is different from viewdata, where the user calls up a page of text using a telephone line.

**television** /,teli'vɪʒ(ə)n/ *noun* **1.** a system of transmitting pictures and sound over a distance so that they can be received and seen on a television set **2.** a device for receiving and displaying broadcast television programmes ▶ abbr **TV**

**teleworker** /'teliwɜ:kə/ *noun* somebody who works from home by means of computers, modem, phone and fax machines

**telex** /'teleks/ *noun* a system of sending international messages using telephone lines, where the text is typed on one machine and immediately printed out at the receiving end

**Telnet** /'telnet/ *noun* a remote login program that allows a user on one computer to access another on the same network

**template** /'tem,pleɪt/ *noun* a thin sheet of metal or plastic with cut-out shapes which enable exactly the same shape to be reproduced many times

**temporarily** /,tɛmpə'reəri/ *adverb* only for a short time

**temporary** /'tɛmp(ə)rəri/ *adjective* lasting only a short time

**tender** /'tendə/ *noun* a formal offer to supply goods or services at a stated price ■ *verb* to make a formal offer to do something ○ *He tendered his resignation.* □ **to put work out to tender** to ask

for companies to state their price for doing a particular job

**term** /tɜ:m/ *noun* **1.** a set or limited period of time ○ *The term of office for the chairperson is one year.* **2.** one of the three divisions of the academic year ○ *The year starts in October with the autumn term.* **3.** a word used in the terminology of indexing

**terminal** /'tɜ:mɪn(ə)l/ *noun* a processor with screen and keyboard used to access a central computer system

**terminal user interface** /'tɜ:mɪn(ə)l ,ju:zə ,ɪntəfeɪs/ *noun* hardware and software used by a person at a terminal to enable contact with the central computer

**terminate** /'tɜ:mɪneɪt/ *verb* **1.** to stop completely **2.** to end something

**terminology** /,tɜ:mɪ'nɒlədʒi/ *noun* a set of specialised words and phrases belonging to a specific subject

**terms** /tɜ:mz/ *plural noun* **1.** the headings, words and phrases used in a classification scheme **2.** conditions agreed between people for a sale or job

**tertiary** /'tɜ:ʃəri/ *adjective* third in order or stage of development ○ *Universities are the tertiary stage of education after primary and secondary schools.*

**tertiary education** /,tɜ:ʃəri ,edʒu 'keɪʃ(ə)n/ *noun* same as **higher education**

**TESL** *abbreviation* teaching of English as a second language

**TESOL** *abbreviation* EDUC teaching of English to speakers of other languages

**test pattern** /'test ,pæt(ə)n/ *noun* a design which uses different textures and colours on a television screen to see if all the components are adjusted properly

**text** /tekst/ *noun* the main part of a written document

**textbook** /'tekstbʊk/ *noun* an academic book on a particular subject used for study

**text box** /'tekst bɒks/ *noun* a box within a computer dialogue box in which characters such as text, dates or numbers can be typed and edited

**text editing** /'tekst ,edɪtɪŋ/ *noun* work done on a word processor to ask

change, add, delete or move words, phrases or paragraphs

**text file** /'tekst faɪl/ *noun* a stored file on a computer that contains text rather than digits or data

**text formatter** /'tekst ˌfɔːmətə/ *noun* a program that arranges a text file according to pre-set rules such as line width and page size

**text illustrations** /'tekst ˌɪləstreɪʃ(ə)nz/ *plural noun* illustrations printed on the text pages, and not on separate paper

**text index** /'tekst ˌɪndeks/ *noun* an index of some or all of the words in something such as a computer file or database field, used to aid searching and retrieval

**text management** /'tekst ˌmænɪdʒmənt/ *noun* facilities that allow text to be written, stored, retrieved, edited and printed

**text processing** /'tekst ˌprəʊsesɪŋ/ *noun* same as **word processing**

**text retrieval** /'tekst rɪˌtriːv(ə)/ *noun* a facility on a word processor which allows the user to find the text of documents to be edited or worked with

**text to table** /ˌtekst tuː ˈteɪb(ə)/ *noun* a facility on a word processor which allows the user to convert text into table form

**textual analysis** /'tekstʃuəl ə ˌnæɪlɪsɪs/ *noun* investigation into the techniques used in a particular style of writing

**tg** *abbreviation* in Internet addresses, the top-level domain for Togo

**th** *abbreviation* in Internet addresses, the top-level domain for Thailand

**The Bookseller** /'bʊksələ/ *noun* a journal providing information especially interesting to booksellers and publishers

**thematic catalogue** /θiːmətɪk ˈkætəˌlɒɡ/ *noun* a musical catalogue containing the main themes of a composer's works, usually arranged in chronological order

**thermal imaging** /ˌθɜːm(ə)l ˈɪmɪdʒɪŋ/ *noun* a technique which uses a TV camera sensitive to heat rather than light to produce pictures

**thermal paper** /ˌθɜːm(ə)l ˈpeɪpə/ *noun* paper which is chemically coated so that it can be used with a thermal printer

**thermal printer** /ˌθɜːm(ə)l ˈprɪntə/ *noun* a printing machine which uses heat-sensitive paper

**thesaurus** /θɪˈsɔːrəs/ *noun* a type of dictionary that lists groups of synonyms

**thesaurus strategy** /θɪˈsɔːrəs ˌstrætədʒi/ *noun* in database searching, the practice of running multiple searches using similar words to find as many documents on a subject as possible

**thesis** /ˈθiːsɪs/ *noun* a piece of extended writing explaining the objectives, methodology and findings of a research project

**thesis statement** /ˈθiːsɪs ˌsteɪtmənt/ *noun* a sentence or short paragraph at the beginning of a thesis which describes the main idea explored in the text

**third party** /ˌθɜːd ˈpɑːti/ *noun* a person who becomes involved in a situation but is not one of the main parties

**32mo** *abbreviation* thirty-twomo

**thirty-twomo** /ˌθɜːti ˈtuːməʊ/ *noun* **1.** a size of book page traditionally created by folding a single sheet of standard-sized printing paper five times, giving 32 leaves or 64 pages **2.** a book printed in this format. Abbr **32mo** **3.** an American book format about 4 or 5 inches high. Abbr **32mo**

**Thomson's Local Directory** /ˌtɒmsənz ˌləʊk(ə)l daɪˈrekt(ə)ri/ *noun* a private publication in most areas of the UK giving local information such as business telephone numbers, post-codes and maps

**thorough** /ˈθʌrə/ *adjective* very careful and complete

**thread** /θred/ *noun* an idea or theme which connects the different parts of a story together

**3D** /ˌθriː ˈdiː/ *abbreviation* three-dimensional

**three-dimensional** /ˌθriː daɪ ˈmenʃ(ə)nəl/ *adjective* having width, breadth and depth and so appearing solid. Abbr **3D**

**3G** /θri: 'dʒi:/ *noun* a wireless communications technology designed to provide high-speed Internet access and transmission of text, digitised voice, video and multimedia. Full form **third generation**

**three-quarter binding** /θri: 'kwɔ:tə ˌbaɪndɪŋ/ *noun* bookbinding in which the spine and most of the sides of a book are covered in the same material

**thriller** /'θrɪlə/ *noun* a novel telling of crime and criminals in an adventurous way

**throughput** /'θru:pʊt/ *noun* the amount of information processed in a given period of time

**thumb index** /'θʌm ɪndeks/ *noun* a method of indexing used especially for dictionaries and diaries, where rounded holes are cut into the foredge of a book, allowing a thumb to be placed in the hole and the book to be opened at the correct page quickly

**thumb-index** /'θʌm ɪndeks/ *verb* to provide a book with a thumb index ○ *The dictionary is thumb-indexed.*

**tie-in** /'taɪ ɪn/ *noun* a book that is derived from or published together with a TV or radio programme

**tier** /tɪə/ *noun* one of a number of levels ○ *There were five tiers of shelves.*

**.tif** /tɪf/ *suffix* a file extension for a TIFF file. Full form **tagged image file format**

**TIFF** /tɪf/ *abbreviation* a standard file format used to store graphic images. Full form **tagged image file format**

COMMENT: TIFF is probably the most common image interchange format used by DTP software. Developed by Aldus and Microsoft, TIFF can handle monochrome, grey-scale, 8-bit or 24-bit colour images. There have been many different versions of TIFF that include several different compression algorithms

**tilde** /'tɪldə/ *noun* a pronunciation symbol (~) written over some letters in Spanish and Portuguese

**tilt** /tɪlt/ *verb* to alter the angle of something so that it is not vertical □ **tilt & swivel** used to describe a computer screen mounted on a pivot so that the angle and direction can be changed

**time lag** /'taɪm læg/ *noun* a period of waiting between two related events ○ *There is sometimes a time lag between speakers who are interviewed on television from another country.*

**time out** /,taɪm 'aʊt/ *noun* time taken away from one's usual activities

**timer** /'taɪmə/ *noun* a device which can be set or pre-set to measure the time taken to do an activity

**timescale** /'taɪmskeɪl/ *noun* the length of time taken up by a particular activity ○ *Their timescale for writing the book was six months.*

**timesharing** /'taɪmʃeərɪŋ/ *noun* an arrangement by which several people can be online to a computer at the same time

**time slot** /'taɪm 'slɒt/ *noun* a period of time allocated to a specific activity

**timetable** /'taɪmteɪb(ə)l/ *noun* a schedule of times and activities such as bus and train services

**title** /'taɪt(ə)l/ *noun* **1.** the name given to a book, play or TV programme **2.** the word used to indicate the status of a person, e.g. Mr, Mrs, Dr or Rev

**title-a-line catalogue** /,taɪt(ə)l ə 'laɪn ˌkætələg/ *noun* a catalogue in which the entries occupy only one line of type each

**title bar** /'taɪt(ə)l bɑː/ *noun* a horizontal bar at the top of a computer screen which usually shows the names of the program and file that is currently in use

**title catalogue** /'taɪt(ə)l ˌkætələg/ *noun* an alphabetical list of book titles

**title index** /'taɪt(ə)l ɪndeks/ *noun* an index of books in a library or publisher's catalogue listed under their titles

**title page** /'taɪt(ə)l peɪdʒ/ *noun* a page at the beginning of a book which states the title and publication information

COMMENT: The title page is always a right-hand page. From the designer's point of view, a title page is designed both to attract the reader and at the same time give some idea of the contents of the book: this must be done using typography alone, although some title pages have illustrations or vignettes. The jacket or cover is designed in order to

attract the purchaser to the book in the shop; the title page is designed to make the reader want to read it when he or she opens it

**tj** *abbreviation* in Internet addresses, the top-level domain for Tajikistan

**tm** *abbreviation* in Internet addresses, the top-level domain for Turkmenistan

**tn** *abbreviation* in Internet addresses, the top-level domain for Tunisia

**to** *abbreviation* in Internet addresses, the top-level domain for Tonga

**TOEFL** /'təʊf(ə)/ a trademark for a standardised English language test taken by speakers of other languages who are applying to universities in the United States. Full form **Test of English as a Foreign Language**

**TOEIC** /'təʊɪk/ a trademark for a standardised English language test which measures comprehension, speaking, writing and reading skills, focusing especially on the areas of business, commerce and industry. Full form **Test of English for International Communication**

**token effort** /,təʊkən 'efət/ *noun* the minimum amount of effort required so as to be seen to be trying to do something

**toner** /'təʊnəl/ *noun* dry ink powder put into a photocopier to develop the image on the copy

**toolkit** /'tu:lkit/ *noun* **1.** a collection of information, resources and advice for a specific subject area or activity **2.** a bundle of software which can be used to set up a particular utility or service

**tools** /tu:lz/ *plural noun* a set of utility programs such as backup and format in a computer system

**top down structure** /,tɒp 'daʊn ,strʌktʃəl/ *noun* a system in which policies are decided by people in authority rather than the people who actually do the work

**topic** /'tɒpɪk/ *noun* the subject of a document or for discussion

**topic map** /'tɒpɪk mæp/ *noun* a model of the structure of knowledge which represents a topic, the associations between this topic and other topics and the information sources in which this topic is referred to

'According to the company, [processing tool] TMC05 is based on open standards to enable full integration with an organisation's existing file and content management applications. The solution utilises topic maps and enables employees to quickly retrieve information they need.' [Telecomworldwire]

**top-level** /'tɒp ,lev(ə)l/ *adjective* relating to things that are discussed or decided by the people with the most power in a country, company or organisation

**top-level domain** /,tɒp ,lev(ə)l dəʊ 'meɪn/ *noun* the part of an Internet address that identifies an Internet domain, e.g. edu (education), .com (commercial) or a two-letter country code.

**top management** /,tɒp 'mænɪdʒmənt/ *noun* the most senior members of a management hierarchy

**topographical information** /,tɒpəgræfɪk(ə)l ,ɪnfə'meɪʃ(ə)n/ *noun* a description of the physical features of a country

**topology** /tɒ'pɒlədʒi/ *noun* the relationships between parts linked together in a system such as a computer network

**top secret** /,tɒp 'sɪ:kɹət/ *adjective* highly confidential so having a restricted circulation to the people at the top level

**touch pad** /'tʌtʃ pæd/ *noun* a flat surface which is sensitive to touch and can be used to control a cursor on screen or on/off switches

**touch screen** /'tʌtʃ skri:n/ *noun* a computer display screen which is sensitive to touch and will react when touched according to pre-programmed information

**town plan** /,taʊn 'plæn/ *noun* same as **street plan**

**toy library** /'tɔɪ ,laɪbrəri/ *noun* a collection of toys which can be borrowed by young children for short periods

**tp** *abbreviation* in Internet addresses, the top-level domain for Timor Leste

**TP** *abbreviation* teleprocessing

**tr** *abbreviation* in Internet addresses, the top-level domain for Turkey

**trace** /treɪs/ *verb* to find somebody or something after a prolonged search

**tracing** /'treɪsɪŋ/ *noun* **1.** a list of the headings an entry appears under in a catalogue **2.** a list of the references made to an entry from other entries in a catalogue

**track** /træk/ *noun* a concentric ring on a computer disk or tape which is used to store data in separate sections

**tracking** /'trækiŋ/ *noun* lines on magnetic tapes or disks along which information is carried

**tract** /trækt/ *noun* a short article dealing with a religious or moral subject

**tractor feed** /'træktə fi:d/ *noun* a method of controlling paper feed by the use of holes on the edge of the paper and sprockets on the printer

**trade** /treɪd/ *noun* the activity of buying, selling or exchanging goods or services

**trade book** /'treɪd bʊk/ *noun* a standard edition of a book, meant for sale to the general public, as opposed to a de luxe or book-club edition

**trade catalogue** /'treɪd ,kætəlbʊ/ *noun* **1.** a book containing details of the goods manufactured or sold by a firm **2.** publisher's catalogue listing books for sale through retail bookshops

**trade directory** /'treɪd daɪ ,rekt(ə)ri/ *noun* a book containing alphabetical lists and information about companies and organisations involved in trade in a particular area

**trademark** /'treɪdmɑ:k/ *noun* a name, sign or symbol printed on something to show who it is made by

**trade name** /'treɪd neɪm/ *noun* the name under which a product is sold ○ *Some drugs are marketed under several different trade names.*

**trade-off** /'treɪd ɒf/ *noun* a compromise between two opposite points of view

**trade paperback** /,treɪd 'peɪpəbæk/ *noun* a paperback edition of a book that is superior in production quality to a mass-market paperback

edition and is similar to a hardback in size

**trail** /treɪl/ *noun* a path followed by somebody or something

**train** /'treɪn ɒn/ *verb* to teach somebody the skills for a specific job

**trainee** /treɪ'ni:/ *noun* a person who is learning how to perform specific tasks

**trainer** /'treɪnə/ *noun* a person who instructs others

**training** /'treɪnɪŋ/ *noun* the act of teaching somebody specific skills

**training costs** /'treɪnɪŋ kɒsts/ *plural noun* money needed by a company to pay for training its employees

**training manual** /'treɪnɪŋ ,mænjʊəl/ *noun* an instruction book which explains how to train somebody in a specific skill

**training materials** /'treɪnɪŋ mə ,tɪəriəlz/ *plural noun* teaching materials used for training

**training package** /'treɪnɪŋ ,pækɪdʒ/ *noun* a pack of teaching materials to help trainers to run courses

**training programme** /'treɪnɪŋ ,prəʊgræm/ *noun* a schedule designed to teach specific skills within a given time

**trans-** /træns/ *prefix* used to form words with the meaning of moving across time or space

**transaction** /træn'zækʃən/ *noun* an action which involves the exchange of goods or information

**transaction data** /trænz'ækʃən ,deɪtə/ *noun* information about the data being processed

**transaction processing** /træn 'zækʃən ,prəʊsesɪŋ/ *noun* the way in which a computer deals with instructions given by the user

**transceiver** /træn'si:və/ *noun* a device that can both transmit and receive signals, e.g. a terminal or modem

**transcribe** /træn'skraɪb/ *verb* **1.** to produce a written version of spoken words ○ *His speech was transcribed so that it could be printed.* **2.** to write a written text in the alphabet of another language

**transcript** /'trænskript/ *noun* a written form of something that was spoken

**transcription** /træn'skripʃən/ *noun* the act of transcribing data or copying a text

**transfer** /træns'fɜː/ *verb* to move something to another location

**transferable skill** /træns,fɜːrəb(ə)l 'skɪl/ *noun* a skill that is not limited to a specific academic discipline, area of knowledge, job or task and is useful in any work situation, e.g. communication or organisational skills

'The introduction of this specialist qualification broadens the scope of our existing IT education programme. The theoretical and practical elements of the programme will provide students with transferable skills which are of tangible benefit in the industry.'  
[M2 Presswire]

**transfer of records** /,trænsfɜː əv 'rekɔːdz/, **transfer of materials** /,trænsfɜː əv mə'tɪəriəlz/ *noun* the act of moving records or materials to another system or physical storage location

**transform** /træns'fɔːm/ *verb* to change completely

**transformation** /,trænsfə 'meɪʃ(ə)n/ *noun* the act of putting data into a different format, e.g. for data encryption purposes

**transgressive fiction** /trænz ,ɡresɪv 'fɪkʃ(ə)n/ *noun* a literary genre characterised by graphic exploration of taboo topics, to which the work of writers such as the Marquis de Sade and William Burroughs belongs. It is based on the belief that knowledge is to be found at the very edge of human experience.

**transistor** /træn'zɪstə/ *noun* a small electrical device which controls amplification in a machine such as a radio or television

**translate** /træns'leɪt/ *verb* **1.** to change information from one language or format to another **2.** to convert ideas into action

**translation bureau** /,træns 'leɪʃ(ə)n ,bjʊərəʊ/ *noun* an office

which translates documents for companies

**translator** /træns'leɪtə/ *noun* **1.** a person who converts text and spoken words from one language to another **2.** a laptop computer that translates words into other languages

**transliteration** /,trænzlɪtə'reɪʃ(ə)n/ *noun* the writing of words of one language using the characters of another, e.g. Arabic using the Roman alphabet. ◊ **romanisation**

**transmission** /trænz'mɪʃ(ə)n/ *noun* a programme broadcast on television or radio

**transmit** /trænz'mɪt/ *verb* to send out information from one device to another by radio waves, cable or wire links

**transmitter** /trænz'mɪtə/ *noun* a set of equipment used for broadcasting radio or television signals

**transparency** /træns'pærənsi/ *noun* transparent positive film which can be projected on to a screen by using a light source

**transparent** /træns'pærənt/ *adjective* easily seen through, recognised or understood

**transport** /'trænsپɔːt/ *noun* a way of moving goods and people from one place to another ■ *verb* to carry something or somebody from one place to another

**travel book** /'træv(ə)l buk/ *noun* a book which describes a journey undertaken by the author, or the author's impressions of a foreign country, but not giving factual details of hotels, museums and other tourist information

**travel guide** /'træv(ə)l gaɪd/ *noun* a book which gives tourist information about a place such as how to get there, what is worth visiting and which hotels to stay at

**trawl** /trɔːl/ *noun* a search for something, especially information ■ *verb* to search for something through a large amount of information or many possibilities

**treatment** /'tri:tmənt/ *noun* a way of writing about something or somebody

**tree** /triː/ *noun* **1.** a diagram of a hierarchical structure that shows the rela-

tionships between components as branches **2**, a hierarchical data structure in which each element contains data and may be linked by branches to two or more other elements

**tree diagram** /'tri: ,daɪəgræm/ *noun*  
INFO SCI same as **tree 1**

**tree structure** /'tri: ,strʌktʃə/ *noun*  
a way of writing down the connections between items in an indexing string, using a system of branches rather than linear format

**trend** /trend/ *noun* a general movement in the way something is developing

**trend analysis** /'trend ə,næləsɪs/ *noun*  
investigation of the direction and strength of the movement in a development

**trial** /'traɪəl/ *noun* a test of somebody or something to see if they are suitable for a particular situation

**trial and error** /,traɪəl ənd 'erə/ *noun*  
the process of trying out different ways of doing things until the best way is found

**trial user** /'traɪəl ,ju:zə/ *noun*  
a person who is asked to use a service to see if it works well

**trim** /trɪm/ *verb* to cut off a small portion of something around its edge

**trivia** /'trɪviə/ *noun* a collection of insignificant or obscure items, details or information

**troubleshooter** /'trʌb(ə)l,ʃu:tə/ *noun*  
a person who works at solving problems which occur in companies, organisations, systems or computer programs

**true** /tru:/ *adjective* based on provable facts

**truncation** /trʌŋ 'keɪf(ə)n/ *noun*  
the shortening of a search term by adding a symbol such as % or \* to match all the forms with the same stem, e.g. LIBRAR% will find library, librarian, librarianship

**trunk call** /'trʌŋk kɔ:l/ *noun*  
a long-distance telephone call

**trust** /trʌst/ *noun* a financial arrangement where a company keeps and invests money for someone

**trust directory** /'trʌst daɪ,rekt(ə)ri/ *noun*  
a book with an alphabetical list of trust companies

**TS** *abbreviation* typescript

**tt** *abbreviation* in Internet addresses, the top-level domain for Trinidad and Tobago

**tuition** /tju:'ɪʃ(ə)n/ *noun*  
teaching or instruction, especially when given individually or in a small group

**tune in** /,tju:n 'ɪn/ *verb*  
to adjust a radio receiver until the signal is at its strongest and clearest

**Turbogopher** /'tɜ:bəʊ,gəʊfə/ *noun*  
a Macintosh version of the gopher system for accessing the Internet

**turnaround document** /'tɜ:nəraʊnd ,dɒkjʊmənt/ *noun*  
a document used to record the details of a job and the time taken to complete it

**turnaround time** /'tɜ:nəraʊnd ,taɪm/ *noun*  
the time taken to complete a job from beginning to end ○ *The turnaround time for photocopying a document is three hours.*

**turnkey system** /'tɜ:nki: ,sɪstəm/ *noun*  
a complete system which is ready for immediate use

**turn off** /,tɜ:n 'ɒf/ *verb*  
to disconnect the power supply from a machine

**turn on** /,tɜ:n 'ɒn/ *verb*  
to connect the power supply to a machine

**turnover** /'tɜ:nəʊvə/ *noun 1.* the rate at which people leave a company and are replaced **2.** the amount of money taken for goods or services sold during a given period of time

**turtle** /'tɜ:t(ə)l/ *noun*  
a computer peripheral, like a large mouse, used to draw graphics on a VDU ○ *Floor turtles are used in primary schools as teaching aids.*

**tutor** /tju:tə/ *noun*  
a teacher who is responsible for individuals or small groups, used especially at higher levels of education

**tutorial** /tju:'tɔ:riəl/ *noun*  
a chapter of a book or manual, or a section of a computer program, designed to provide instruction or training using exercises and assignments ■ *adjective* relating to or belonging to a tutor, or to the role and responsibilities of a tutor

**tv** *abbreviation* in Internet addresses, the top-level domain for Tuvalu

**TV** *abbreviation* television

**TV station** /,ti: 'vi: ,steɪʃ(ə)n/ *noun* a building where television programmes are produced

**tw** *abbreviation* in Internet addresses, the top-level domain for Taiwan

**twelvemo** /'twelvəməʊ/ *noun* **1.** a book made from a sheet which is folded to give twelve leaves or twenty-four pages **2.** a book with this format **3.** an American book size, 7–8 inches high ▶ abbr **12mo**

**12mo** *abbreviation* twelvemo

**24mo** *abbreviation* twenty-fourmo

**twenty-fourmo** /,twenti 'fɔ:məʊ/ *noun* **1.** a book format produced when the printed sheet is folded to give 24 leaves, or 48 pages **2.** a book with this format **3.** an American book size, 5–6 inches high ▶ abbr **24mo**

**two-dimensional** /,tu: daɪ 'menʃ(ə)nəl/ *adjective* having only length and breadth and so looking flat

**two-way radio** /,tu: weɪ 'reɪdiəʊ/ *noun* a radio transmitter and receiver in a single handset which allows two-way communication with another user

**.txt** *suffix* a file extension for a text file. Full form **text**

**type** /taɪp/ *noun* metal characters used for printing ■ *verb* to write using a computer keyboard

**typeface** /'taɪpfets/ *noun* the size and style of printing used, measured in 'points' which refer to the height of the characters

**typescript** /'taɪpskrɪpt/ *noun* a type-written copy of a manuscript. Abbr **TS**

**typeset** /'taɪpset/ *verb* to set text in type ready to be printed

**typesetter** /'taɪpsetə/ *noun* a person or company that typesets text

**typist** /'taɪpɪst/ *noun* a person whose job is to type up documents using a computer

**typo** /'taɪpəʊ/ *noun* *US* a typographic error which is made while typesetting (*informal*) (NOTE: GB English is also *literal*)

**typographic error** /,taɪpə'græfɪk ,erə/ *noun* a mistake made when typing

'...all name searches can be truncated without a wildcard (learned inf, learn, lea). Authority files exist for each word in a business name, so it is possible to look up uncertain spellings first. Unfortunately, the authority files reveal the large number of misspellings and typographic errors in the database (such as 'informatio').' [*Information World Review*]

**typography** /taɪ'pɒgrəfi/ *noun* the design and methods used when working with type

**tz** *abbreviation* in Internet addresses, the top-level domain for Tanzania