T1 /ˈtiː/ *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** /ˈteɪb kɪt/ noun one of the keys on a computer keyboard which enables the user to move through or arrange text in columns

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

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

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

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

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

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

tactic /ˈteɪktɪk/ noun a method of achieving what you want

**tactical planning** /ˈteɪktɪk(ə)lˈplænɪŋ/ noun discussion and decisions about future tactics

**tactile feedback** /ˈteɪktaɪl fɪˈdɪbk/ noun information discovered by the sense of touch

tag /teɪg/ 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 /ˈteɪl ˈend/ noun the final entry or activity in a series

tail off /ˈteɪl ˈəf/ 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

**to take out** /ˈteɪk ˈəut/ verb 1. to arrange to have something

Th ey made arrangements to take out a mortgage to buy the house.

2. to borrow a book from a library

**talking book** /ˈteɪkɪŋ ˈbʊk/ noun a book that has been recorded on an audio cassette, originally intended for people who cannot see well enough to read

**talking newspaper** /ˈteɪkɪŋ ˈnɛzərˌpeɪpər/ noun a tape or cassette recording of a newspaper, usually for the use of blind people
talks /ˈtɑːks/ plural noun 1. a formal discussion 2. an informal lecture
tally /ˈteɪli/ noun an informal cumulative record of amounts collected a verb to agree or correspond with another conclusion or total The figures in the accounts did not tally with the office records.
tape /ˈteɪp/ noun a narrow strip of plastic, coated with magnetic material on which to record sound or pictures
tape measure /ˈteɪpˌmeʒə/ noun a flexible strip of metal or cloth marked with divisions of length
tape merging /ˈteɪpˌmɛrɪŋ/ 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 /ˈteɪp ərˈkɛida/ noun a machine that is used to record and play back sounds on audio cassettes or reel to reel tape
target audience /ˈtɑːɡət əˈdɪʃənz/ noun a group of people at which a text is translated into
target market /ˈtɑːɡətˌmɑrʊkɪt/ noun the type of customer who is thought likely to buy specific goods or services
tariff /ˈtɑːrif/ noun a charge made for goods or services
task /ˈtɑːsk/ noun a job that has to be done
task identity /ˈtɑːsk aɪˈdɛntɪtɪ/ noun a code that indicates which is the job to be done
taxonomy /ˈtækənə(n)əmi/ 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 /ˈtiːpi/ 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 /ˈtiːpi/ 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 /ˈtiːf/ 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 /ˈtiːfəˌlərəˈbreɪəriən/ noun a person who is qualified both as a teacher and as a school librarian
teacher’s book /ˈtiːfəˌbʊk/ noun a book published to go with a set of students’ books, giving the teacher answers to questions and suggestions for teaching
teaching tool /ˈtiːfɪŋ tʊl/ noun any document or audiovisual material that can be used for teaching
team teaching /ˈtiːm ˈtiːfɪŋ/ noun a system of two or more teachers working together to teach a group of students
teamwork /ˈtiːmˌwɜːk/ noun the combined action of a group of people working well together
technical author /tekˈnɪkəl əˈtɜː/ noun a person who writes specialised instructions and manuals on technical subjects
technical college /tekˈnɪkəl ˈkɒli/ noun a further education college in which students study practical rather than academic subjects
technical information centre /tekˈnɪkəl ˌɪnfoʊˈmeɪʃənˌsentə/ an organisation which acquires, processes and distributes technical information
technical manual /tekˈnɪkəl ˌmænjuəl/ noun a book that gives instructions about how to work a machine
technical support /tekˈnɪkəl ˈsəpərt/ noun a system by which the users of machines are helped by people who understand how they work
telephone switchboard

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 /tekˈniʃən/ noun a person who specialises in working with and maintaining machines or scientific equipment

technique /tekˈnɪk/ noun a particular skill or ability which can be learned

technofreak /tekˈnɔfriːk/ noun a technical expert in, or obsessive enthusiast of, information systems

technology /tekˈnɔlədʒi/ noun the application of scientific knowledge to practical purposes. Information technology

teething troubles /ˈtiːθɪŋ təˈbrɛə/ plural noun small difficulties which occur at the start of a project

TEFL abbreviation teaching of English as a foreign language

tele- /ˈtɛlə/ prefix meaning across a distance

telecommunication /ˌtelɪkəˌmjuːnɪˈkeɪʃən/ noun the transmission of encoded sound, pictures or data over significant distances, using radio signals or electrical or optical lines

telecommunications /ˌtelɪkəˌmjuːnɪˈkeɪʃənz/ noun the science and technology of using electronic equipment to send messages over a distance

telecomputing /ˌtelɪkəˌkəmpjʊtɪŋ/ noun the act of sending information to or receiving information from another computer via a modem or local area network

teleconferencing /ˌtelɪkəˌkənˈfɜːrəns/ noun the act of several people using a telephone network to speak to each other at the same time

telecottage /ˌtelɪkəˈtɒdʒ/ noun a house where a person both lives and works

telegram /telɪˈɡræm/ noun a message sent by telegraphy and then printed on to paper and delivered

telegraphy /telɪˈɡræfi/ noun a way of sending telegrams using radio or electric signals

teleomatics /ˌtelɪˈmeɪtɪks/ noun the study of the processes involved in the long-distance transmission of computer data

telemedicine /ˌtelɪməˈdɛsɪni/ 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

telemessage /ˌtelɪˈmesɪdʒ/ noun a message sent by telephone but delivered as a card

teleordering /ˈtelɪˈɔrɪndɪŋ/ noun the ordering of goods by telephone which are then delivered to your address

telephone /ˌtelɪˈfəʊn/ 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 /ˌtelɪˈfəʊn kɔl/ noun a conversation with somebody on the telephone

telephone directory /ˌtelɪˈfəʊn dəˈrektəri/ noun a book containing an alphabetical list of names, addresses and telephone numbers of people in a given city, town or area

telephone exchange /ˌtelɪˈfəʊn ɪks, ˌtɛlɪˈfəʊn ɪks/ noun a building where telephone lines can be connected when a call is made

telephone extension /ˌtelɪˈfəʊn ɪkˈstenʃən/ noun an extra telephone linked to the main line into the building

telephone operator /ˌtelɪˈfəʊn ˈɔpərətər/ noun a person who works in a telephone exchange, connecting calls and answering problems

telephone subscriber /ˌtelɪˈfəʊn ˈsəb, ˈskrɑːbə/ 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 /ˌtelɪˈfəʊn ˈswɪtʃbɔːrd/ noun a central point in a
teleprocessing
private telephone network where all the lines meet and can be connected
teleprocessing /ˈtelɪ.prəˈsɛsɪŋ/ noun the use of computer terminals in different locations, connected to a main computer, to process data. Abbr TP
telecommunications /ˈtelɪ.komˌɪˌleɪns/ noun the process of telephoning people without warning to try to sell them things
telecom /ˈtelɪ.kɒm/ noun a system of transmitting text and images over a distance so that they can be accessed by a central computer system
telephone /ˈtelɪ.fəʊn/ noun a device for receiving and displaying sound over a distance so that they can be heard and seen on a television set
teleprocessing /ˈtelɪ.prəˈsɛsɪŋ/ noun the process of transmitting written text using a telephone line.
teleprocessing /ˈtelɪ.prəˈsɛsɪŋ/ 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 /ˈtelɪ.nɛt/ noun a remote login program that allows a user on one network to access another on the same network
template /ˈtem.plet/ noun a thin sheet of metal or plastic with cut-out shapes which enable exactly the same shape to be reproduced many times

temporarily /ˈteɪm.pərərɪli/ adverb only for a short time
temporary /ˈteɪm.pərərɪ/ adjective lasting only a short time	
tender /ˈtenəd/ noun a formal offer to supply goods or services at a stated price; verb to make a formal offer to do something; to put work out to tender to ask
for companies to state their price for doing a particular job
term /tɜːm/ noun 1. a set or limited period of time; 2. the term of office for the chairperson is one year; 3. one of the three divisions of the academic year
The year starts in October with the autumn term.
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teleprocessing /ˈtelɪ.prəˈsɛsɪŋ/ noun the process of transmitting written text using a telephone line.
change, add, delete or move words, phrases or paragraphs

text file /ˈtekst fəli/ noun a stored file on a computer that contains text rather than digits or data

text formatter /ˈtekst fɔrˌmætə/ noun a program that arranges a text file according to pre-set rules such as line width and page size

text illustrations /ˈtekst ,ɪləstrəʃən/ plural noun illustrations printed on the text pages, and not on separate paper

text index /ˈtekst ,ɪndeks/ 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

three-dimensional

three-dimensional /ˈθriː dɪˈmənʃən/ adjective having width, breadth and depth and so appearing solid. Abbr 3D

thermal imaging /ˈθɜːməl ɪmˈdʒiŋ/ noun a technique which uses a TV camera sensitive to heat rather than light to produce pictures
3G - 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 - noun bookbinding in which the spine and most of the sides of a book are covered in the same material.

thriller - noun a novel telling of crime and criminals in an adventurous way.

throughput - noun the amount of information processed in a given period of time.

thumb index - 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.

title page - noun one of a number of levels. There were five tiers of shelves.

TIFF - 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 - noun a pronunciation symbol (~) written over some letters in Spanish and Portuguese.

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

time lag - 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 - noun time taken away from one’s usual activities.

timer - noun a device which can be set or pre-set to measure the time taken to do an activity.

timescale - noun the length of time taken up by a particular activity. Their timescale for writing the book was six months.

timesharing - noun an arrangement by which several people can be online to a computer at the same time.

time slot - noun a period of time allocated to a specific activity.

timetable - noun a schedule of times and activities such as bus and train services.

title - 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 - noun a catalogue in which the entries occupy only one line of type each.

title bar - 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 - noun an alphabetical list of book titles.

title index - noun an index of books in a library or publisher’s catalogue listed under their titles.

title page - 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...
a bundle of software which can be used to focus especially on the areas of business, commerce and industry. Full form focusing especially on the areas of speaking, writing and reading skills, which measures comprehension, standardised English language test.

The solution utilises topic maps and enables employees to quickly retrieve information they need.' [Telecomworldwire]

top-level /ˌtop ˌlev(ə)/ 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 /ˌtop ˌlev(ə) pləʊ/ noun the top-level domain for 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 /ˌtop ˈmænɪdʒmənt/ noun the most senior members of a management hierarchy.

topographical information /ˌtɒpəˈɡræfɪk(ə)n,ˌɪnfəˈmeɪʃən/ noun a description of the physical features of a country.

topology /ˈtopələdʒɪ/ noun the relationships between parts linked together in a system such as a computer network.

top secret /ˌtɒp ˈsɪkrs(ə)/ adjective highly confidential so having a restricted circulation to the people at the top level.

touch pad /ˈtʌf ˈped/ 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 /ˈtʌf ˈskrɪn/ noun a computer display screen which is sensitive to touch and will react when touched according to pre-programmed information.

town plan /ˈtaʊn ˈplæn/ noun same as street plan.

toy library /ˈtɔɪ ˈlaɪbrəri/ 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.
tr  abbreviation in Internet addresses, the top-level domain for Turkey
trace /træs/ verb to find somebody or something after a prolonged search
tracing /trézɪŋ/ 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 /ˈtræktɪŋ/ 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 /ˈtræktər fiːd/ noun a method of controlling paper feed by the use of holes on the edge of the paper and sprockets on the printer
trade /tred/ noun the activity of buying, selling or exchanging goods or services
trade book /ˈtred 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 /ˈtred kəˌtælədʒ/ 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 /ˈtred dəˈrɪəri/ noun a book containing alphabetical lists and information about companies and organisations involved in trade in a particular area
trademark /ˈtrædmark/ noun a name, sign or symbol printed on something to show who it is made by
trade name /ˈtred nɪm/ noun the name under which a product is sold — Some drugs are marketed under several different trade names.
trade-off /ˈtred ŏf/ noun a compromise between two opposite points of view
trade paperback /ˈtred ˈpɛrɪpæbæk/ 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 /trɛl/ noun a path followed by somebody or something
training /ˈtreɪniŋ/ noun the act of teaching somebody specific skills
training costs /ˈtreɪnɪŋ kɒsts/ plural noun money needed by a company to pay for training its employees
training manual /ˈtreɪnɪŋ ,mænˈjuːʃəl/ noun an instruction book which explains how to train somebody in a specific skill
training materials /ˈtreɪnɪŋ maˈtrɪəls/ plural noun teaching materials used for training
training package /ˈtreɪnɪŋ ˈpækɪdʒ/ noun a pack of teaching materials to help trainers to run courses
training programme /ˈtreɪnɪŋ ,prəˈgræm/ noun a schedule designed to teach specific skills within a given time
trans-/ˈtræns/ prefix used to form words with the meaning of moving across time or space
transaction /ˈtrænəˈzekʃən/ noun an action which involves the exchange of goods or information
transaction data /ˈtrænəˈzekʃən ,dɛtər/ noun information about the data being processed
transaction processing /ˈtrænəˈzekʃən ,prəˈsɛsɪŋ/ noun the way in which a computer deals with instructions given by the user
transceiver /ˈtrænsˈsɪvr/ noun a device that can both transmit and receive signals, e.g. a terminal or modem
transcribe /ˈtrænskrɪb/ 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 /ˈtrænskrɪpt/ noun a written form of something that was spoken
transcription /ˈtrænskrɪpʃən/ noun the act of transcribing data or copying a text
transfer /ˈtrænzəfr/ verb to move something to another location
transferable skill /ˈtrænsəfərəbl/ 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 /ˈtrænsfərəl/ noun or format to another
transfer of records /ˈtrænsfərəl/ noun the act of moving records or materials to another system or physical storage location
transform /ˈtrænsfɔrm/ verb to change completely
transformation /ˈtrænsfɔrmeɪʃən/ noun the act of putting data into a different format, e.g. for data encryption purposes
transgressive fiction /ˈtrænzgresiv ˈfɪkʃən/ 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 /ˈtrænzɪstər/ noun a small electrical device which controls amplification in a machine such as a radio or television
translate /ˈtrænzleɪt/ verb 1. to change information from one language or format to another 2. to convert ideas into action
translation bureau /ˈtrænzleɪʃən ˈbɜːrə/ noun an office which translates documents for companies
translator /ˈtrænzleɪtər/ 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 /ˈtrænzlɪtəreɪʃən/ noun the writing of words of one language using the characters of another, e.g. Arabic using the Roman alphabet. A romanisation
transmission /ˈtrænzmɪʃən/ noun a programme broadcast on television or radio
transmit /ˈtrænzmit/ verb to send out information from one device to another by radio waves, cable or wire links
transmitter /ˈtrænzmitər/ noun a set of equipment used for broadcasting radio or television signals
transparency /ˈtrænsprərənsi/ noun transparent positive film which can be projected on to a screen by using a light source
transparent /ˈtrænsprərənt/ adjective easily seen through, recognised or understood
transport /ˈtræŋspɔrt/ noun a way of moving goods and people from one place to another v verb to carry something or somebody from one place to another
travel book /ˈtrævlbʊk/ 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 /ˈtrævlɡeɪd/ 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 v verb to search for something through a large amount of information or many possibilities
treatment /ˈtrɪtmənt/ noun a way of writing about something or somebody
tree /tri/ noun 1. a diagram of a hierarchical structure that shows the rela-
troubleshooter /ˈtrʌbəˌʃuːtər noun a person who works at solving problems which occur in companies, organisations, systems or computer programs

true /truː/ adjective based on provable facts

truncation /trʌŋˈkeɪʃ(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

trunck call /ˈtrʌŋk kɔːl/ noun a long-distance telephone call

trust /trʌst/ noun a financial arrangement where a company keeps and invests money for someone
tv abbreviation in Internet addresses, the top-level domain for Tuvalu
TV abbreviation television
TV station /ˈtiːvi/ˌsteɪʃən/ noun a building where television programmes are produced
tw abbreviation in Internet addresses, the top-level domain for Taiwan
twelvemo /ˈtwɛlvəmoʊ/ 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 /ˌtwɛnti ˈfɔrməʊ/ 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 /ˌtuː ˈdɪmənʃənl/ adjective having only length and breadth and so looking flat
two-way radio /ˌtuː ˈwɛriədəʊ/ 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 /taɪpˈfɑːs/ noun the size and style of printing used, measured in points which refer to the height of the characters
typescript /taɪpˈskr ipt/ noun a typeset written copy of a manuscript. Abbr TS
typeset /taɪpˈset/ verb to set text in type ready to be printed
typesetter /taɪpˈsetər/ noun a person or company that typesets text
typist /ˈtaɪpiːst/ noun a person whose job is to type up documents using a computer
typo /ˈtaɪpoʊ/ noun US a typographic error which is made while typesetting (informal) (NOTE: GB English is also literal)
typographic error /ˌtaɪpəˈɡrɛfɪk/ 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 /ˌtaɪˈpɒɡrəfi/ noun the design and methods used when working with type
tz abbreviation in Internet addresses, the top-level domain for Tanzania