



VOCABULARY

ENGLISH
in context



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CAPITALIZATION AND PUNCTUATION

GRAMMAR AND USAGE

READING COMPREHENSION

SPELLING

VOCABULARY

WRITING

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INTRODUCTION



Building a good vocabulary doesn't mean memorizing long lists of difficult words. It doesn't mean spending long hours reading a dictionary, either. Your everyday activities present plenty of opportunities to increase your word power.

The benefits of having the “right” words at your command are obvious. People who can express themselves with precision and grace have a clear advantage over those who can't. They can count on themselves to speak confidently and write with self-assurance. In competitive situations at school or on the job, language skills are an enormous asset. In personal and social situations, the ability to communicate your needs, thoughts, and feelings can make your relationships stronger and your life less stressful.

The instruction in this book will give you access to hundreds of new and interesting words. As you complete each lesson, try to integrate as many words as you can into your speech and writing. While no amount of practice can promise *perfection*, practice does guarantee improvement! And remember that the best word to use is not necessarily long or fancy; it's the one that conveys the exact meaning you intend. Careful attention as you work your way through this book is a wise investment in your future as a “great communicator”!

B

Rewrite the sentences in standard English.

1. I noticed you was late getting home last night.

2. Haven't you got no respect for the house rules?

3. Dad don't like you staying out after midnight.

4. If Dad catches you hisself, you'll be grounded!

There are different forms of standard English. The two most important varieties are *formal* and *informal*. Formal English is used for serious purposes: research papers, literary essays, important speeches, and essay questions on exams. Characteristics of formal English include the following:

- Sentences are very carefully constructed.
- rarely contains slang
- uses words not common in everyday speech and writing
- avoids the use of contractions

Most of the time, educated people use informal language. Whether written or spoken, their sentences sound more like conversation than like lines from a formal speech. Newspapers, magazines, novels, and business letters are written in informal English. Characteristics of informal English include the following:

- includes both long and short sentences
- uses contractions
- uses vocabulary that is clear and simple rather than elegant
- uses limited slang

C

Read each pair of words. Circle the *formal* word and underline the *informal* word.

1. kids children
2. colleagues coworkers
3. started originated
4. propose suggest
5. rich prosperous
6. aspirations goals
7. balance moderation
8. assert say

2

MATCHING WORDS TO THE OCCASION

Long, difficult words are not necessarily the *best* words for all occasions. Effective communicators understand the difference between simple, everyday speech and what is called the “King’s English.”

A

Which kind of English is appropriate in each situation below?
Write *formal* or *informal* on the lines.

- | | |
|--|--|
| 1. a thank you note for a gift:
_____ | 4. a classroom discussion:
_____ |
| 2. a letter to the PTA:
_____ | 5. an academic journal article:
_____ |
| 3. a legal document:
_____ | 6. a newspaper article:
_____ |

B

Practice writing sentences in both formal and informal English. If the sentence is written in formal English, rewrite it in informal English. If the language is informal, rewrite it in formal language. As an example, the first sentence has been done for you.

- Van’s lame suggestion was probably a put-on.
Van’s unworkable suggestion was likely meant as a joke.
- An overly intensive study schedule may adversely affect your social aspirations.

- Great Britain’s royals packed the room at the uppercrust charity bash.

- Persistent procrastination before studying is a self-indulgence students can ill afford.

PARTS OF SPEECH

3

All words are classified as one of eight *parts of speech*: adjective, adverb, conjunction, interjection, noun, preposition, pronoun, or verb.

Nouns, pronouns, and verbs are the most important parts of speech. Why? Because you need a noun or a pronoun, along with a verb, to make a sentence.

Nouns are words that name people, places, and things.

EXAMPLES: Vanessa street government engine honesty

Pronouns are words used in place of nouns.

EXAMPLES: she I you its them their our mine

Verbs are words that express action or being in the past, present, or future.

EXAMPLES: walk, walked, will walk am, was, have been

A

Circle the word that is the part of speech listed in **boldface**.

1. **noun** why often boulder us
2. **verb** shook rotten quickly therefore
3. **pronoun** cape believed me wished

Adjectives add to the meaning of nouns or pronouns by telling *which one*, *what kind*, or *how many*.

EXAMPLES: that pencil red car three boys

Adverbs add to the meaning of verbs, adjectives, or other adverbs by telling *how*, *when*, *where*, *why*, or *to what degree*.

**EXAMPLES: cried loudly almost dark very happy
arrived early come here still waiting**

B

In each sentence, underline the *adjective* and circle the *adverb*.

1. Six hens clucked softly.
2. The hog is very fat.
3. That cow eats lazily.
4. Never tease wild animals.
5. Tiny mice scurry quickly.
6. Those birds fly high.

4

USING PARTS OF SPEECH

A

Use words from the box to complete the sentences.

proverbs	never	clever	some	saves	strange	you
stitches	always	dense	nine	wastes	old	them
remember	kindly	their	me	we	explain	it

- An _____ (ADJECTIVE) proverb advises that “a stitch in time _____ (VERB) nine.”
- I may be _____ (ADJECTIVE), but I’ve _____ (ADVERB) been sure about what that saying means.
- Do _____ (PRONOUN) understand _____ (PRONOUN)?
- Does the “stitch in time” save _____ (ADJECTIVE) minutes or nine more _____ (NOUN)?
- Will you _____ (ADVERB) _____ (VERB) it to _____ (PRONOUN)?

B

Give your own examples of each part of speech.

- nouns _____
- verbs _____
- pronouns _____
- adjectives _____
- adverbs _____

C

Read what four famous writers had to say about the importance of words. Then identify the called-for parts of speech in each quotation. Write the words on the lines.

1. *Words form the thread upon which we hang our experiences.*
—Aldous Huxley

two verbs _____

two pronouns _____

2. *One's vocabulary needs constant fertilization or it will die.*
—Evelyn Waugh

two nouns _____

two verbs _____

one adjective _____

3. *The difference between the almost right word and the right word is really a large matter—'tis the difference between the lightning bug and the lightning.*
—Mark Twain

three adjectives _____

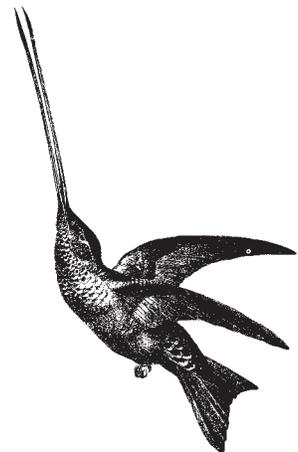
five nouns _____

one adverb _____

4. *Words are the hummingbirds of the imagination.*
—Elbert Hubbard

three nouns _____

one verb _____



1**UNIT REVIEW**

A Rewrite *only* the sentences that are written in substandard English. If the sentence is written in standard English, write *correct*.

1. Ms. Haworth never makes no mistakes in grammar.

2. Leticia and Esther are our two best debaters.

3. I and Collette was chosen to be co-captains.

4. Marty run into Kevin at the dance last night.

5. Andrew's scholarship was the result of hard work.

B Write *I* or *F* next to each phrase to show whether it is an example of *formal* or *informal* English.

1. ____ fortuitous circumstances

4. ____ a crying shame

2. ____ a lucky break

5. ____ a favorable omen

3. ____ inevitable consequences

6. ____ couldn't care less

C Write *noun*, *pronoun*, *verb*, *adjective*, or *adverb* to identify the words in each group. Hint: You will write one part of speech twice.

1. slowly, well, somewhat:

4. exploded, does, thinks:

2. wheat, Idaho, community:

5. eleven, bald, dangerous:

3. us, you, themselves:

6. loyalty, conscience, vapor:

WORD ROOTS

Many words in the English language are based on *word roots*. New words are formed when other word parts are added to a root. Some of our word roots come from Old English—the form of English that was spoken and written from the 500s to about 1150 A.D. Most of our roots come from Latin, however, and many come from Greek.

LATIN ROOTS

- cred**—belief
- dic, dict**—say, speak
- fac, fact**—do, make
- man**—hand
- ped**—foot
- vert, vers**—turn
- vid, vis**—see

GREEK ROOTS

- bio**—life
- chron, chrono**—time
- geo**—earth
- hydr**—water
- log, logy**—speech, study, word
- psych**—mind
- therm**—heat



Understanding Latin and Greek roots will help you determine the meaning of many unfamiliar words.

A

Circle the *root* in each word below. Then use the word in a sentence of your own. Check a dictionary if you're not sure of the word's meaning.

1. convert _____

2. dehydration _____

3. biography _____

4. contradict _____

B

Write a word based on each root listed below.

1. **ped** _____
2. **geo** _____
3. **man** _____
4. **vis** _____

6

PREFIXES AND SUFFIXES

Word parts called *prefixes* and *suffixes* are added to roots to build words.

A *prefix* is added to the beginning of a word or root to change its meaning.

EXAMPLES: *pre* (before) + *historic* = *prehistoric* (before recorded history)
co (with, together) + *exist* = *coexist* (exist together)

A *suffix* is added to the end of a word or root to change its meaning.

EXAMPLES: *en* (made of, like) + *oak* = *oaken* (made of oak)
less (without) + *penny* = *penniless* (without a penny)

A

Define each **boldfaced** word in your own words. Then define the prefix that appears in both words. The first item has been done for you.

1. **impatient** not patient

impossible not possible

The prefix **im** must mean not

2. **submarine** _____

substandard _____

The prefix **sub** must mean _____

3. **interview** _____

intercom _____

The prefix **inter** must mean _____

4. **mistake** _____

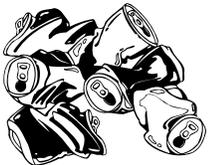
misunderstand _____

The prefix **mis** must mean _____

5. **recycle** _____

review _____

The prefix **re** must mean _____



B

Write a sentence using one of the **boldfaced** words. Then define the **suffix** in all three word choices.

1. **counselor, actor, sailor** _____

The suffix **or** must mean _____

2. **thoughtful, grateful, suspenseful** _____

The suffix **ful** must mean _____

3. **creative, elusive, positive** _____

The suffix **ive** must mean _____

4. **robbery, bakery, surgery** _____

The suffix **ery** must mean _____

C

Write a letter to match each suffix on the right with its definition on the left.

- | | |
|-------------------------------------|--|
| 1. _____ small | a. the suffix <i>ship</i> as in <i>showmanship</i> |
| 2. _____ art or skill of | b. the suffix <i>ite</i> as in <i>meteorite</i> |
| 3. _____ state or quality of | c. the suffix <i>cule</i> as in <i>molecule</i> |
| 4. _____ inclined to | d. the suffix <i>cy</i> as in <i>accuracy</i> |
| 5. _____ mineral or rock | e. the suffix <i>ative</i> as in <i>talkative</i> |

7

MORE PREFIXES AND SUFFIXES

A

Combine a *prefix* from the box with the *boldfaced* word in parentheses to complete the sentence.

ir	in	re	pre	semi	non
----	----	----	-----	------	-----

- On her first day at the new school, Rosie felt (**secure**) _____.
- The teacher thought that Christopher's excuse was utter (**sense**) _____.
- If you (**pay**) _____ for something, you send the money ahead of time.
- Tricking someone else into doing your work is lazy and (**responsible**) _____.
- James will have to (**place**) _____ the basketball he lost.
- Gloria's cookie recipe calls for (**sweet**) _____ chocolate chips.

B

Circle the suffix that correctly completes each sentence.



- To change the verb **tour** to a noun meaning "one who tours," add the suffix (or / ist / er).
- To change the noun **speed** to an adjective meaning "very fast," add the suffix (ly / er / y).
- To change the verb **break** to an adjective meaning "capable of being broken," add the suffix (ible / able / ery).
- To change the noun **envy** to an adjective meaning "jealous," add the suffix (bus / ous / ish).
- To change the noun **taste** to an adjective meaning "in good taste," add the suffix (y / ier / ful).

MEDICAL PREFIXES AND SUFFIXES

8

A

Study the word parts in the chart. Many English words describing medical conditions are made from these word parts from Latin and Greek.

PREFIXES	MEANING	SUFFIXES	MEANING
<i>a, an</i>	without, lacking	<i>algia</i>	pain
<i>arthro</i>	joint	<i>ectomy</i>	surgical removal of
<i>gastr(o)</i>	stomach	<i>emia</i>	blood
<i>hem(o, a)</i>	blood	<i>itis</i>	inflammation
<i>hyper</i>	over, excessive	<i>plegia</i>	paralysis
<i>hypo</i>	under, deficient	<i>oma</i>	tumor, growth
<i>myo</i>	muscle		
<i>neur(o)</i>	nerve		

Use information from the chart to help you choose the word that correctly completes each sentence.

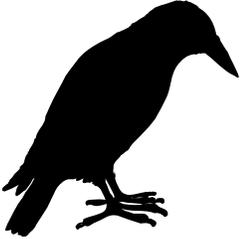
1. (Arthritis / Arthremia) is a painful inflammation of body joints.
2. (Hyperglycemia / Hypoglycemia) is an abnormally low concentration of sugar in the blood.
3. Patients who have had a *tonsillectomy* have had their tonsils (paralyzed / removed).
4. One who suffers from *gastritis* has (heart / stomach) problems.
5. *Anemia* is diagnosed by analyzing a person's (nerves / blood).
6. A woman who has *neuralgia* has (pain / blood) in her (joints / nerves).
7. A *paraplegic* suffers (pain / paralysis) in the lower body.
8. A *myoma* is a (tumor / inflammation) consisting of muscular tissue.

B

Use information from the chart and a dictionary to help you complete the sentences. *Hint:* The first letter of each missing word is provided.

1. a _____ is a chronic lack of appetite for food.
2. Abnormally high blood pressure is called h _____.
3. A tumor or swelling filled with blood is called a h _____.

First read each paragraph of *The Crow and the Pitcher*. Then fill in the blanks according to the instructions. Follow the same steps for *The Sun and the Wind* on the next page.



The Crow and the Pitcher

A crow who was very thirsty found a tall, narrow pitcher. It was partly filled with water. But the crow was unable to enjoy a drink. His beak reached only halfway down the pitcher, and the water was below that level. The unhappy crow regretfully prepared to go on being thirsty.

Write words from the paragraph that have these *prefixes*:

1. *en* _____ *un* _____
be _____ *pre* _____

Write words from the paragraph that have these *suffixes*:

2. *y* _____ *way* _____
ly _____ *fully* _____



But the crow was clever. An idea occurred to him. He picked up a nearby pebble in his beak. Skillfully, he dropped the pebble into the pitcher. Then he dropped more and more pebbles. Slowly, the pebbles displaced the water in the bottom of the pitcher. As the water rose higher, the crow was enabled to drink it. What a relief for the crow!

Write word from the paragraph that have these *prefixes*:

3. *dis* _____ *en* _____
in _____ *re* _____

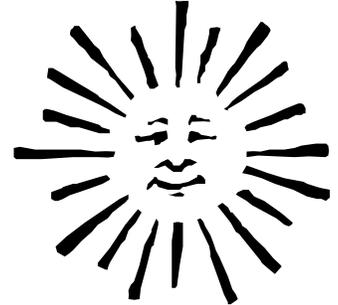
Write words from the paragraph that have these *suffixes*:

4. *by* _____ *fully* _____
ly _____ *er* _____

The Sun and the Wind

The sun and the wind had an argument. "I am more powerful than you," howled the wind.

The sun disagreed. "Let us have a test to decide which of us is more powerful," he cried hotly. "Do you see the man walking on the street down there? Are you strong enough to make him take off his coat?"



Write words from the paragraph that have these *prefixes*:

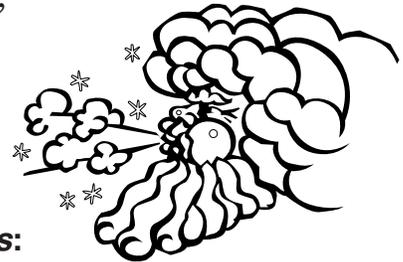
5. *de* _____ *dis* _____

Write words from the paragraph that have these *suffixes*:

6. *ful* _____ *ment* _____

ly _____ *ing* _____

"That's easy," moaned the wind. He blew harder and harder. The man became cold. To protect himself, he pulled his coat tightly around him. Finally, the wind admitted that he could do nothing more to remove the coat. Now it was the sun's turn to show his mighty power.



Write words from the paragraph that have these *prefixes*:

7. *ad* _____ *re* _____

pro _____ *be* _____

The sun began to shine brightly. Soon the man grew warmer. He removed his coat to enjoy the warmth of the sun.

Laughing loudly, the sun told the wind, "Do you see why I was successful? You met with failure because you used force. Sometimes kindness is more powerful than force."

Write words from the paragraph that have these *suffixes*:

8. *ly* _____ *er* _____

ful _____ *ness* _____

2**UNIT REVIEW****A**

Write **T** or **F** to tell whether each statement below is true or false.

1. _____ Many modern English words are based on roots from ancient Latin and Greek.
2. _____ A prefix may be added either to the beginning or the end of a root.
3. _____ A group of letters added to the end of a word is called a suffix.
4. _____ The word *unmentionable* has both a prefix and a suffix.
5. _____ The word *unknowingly* has one prefix and two suffixes.
6. _____ The same root can have an entirely different meaning in different words.

B

Read the definitions. Then use prefixes and suffixes to complete the words.

1. _____ **NATIONAL:** between or among nations
2. _____ **JOIN:** to join again
3. _____ **PRACTICAL:** not useful or efficient
4. **PRE** _____: to forecast or guess a future event
5. _____ **GRAPHY:** the story of someone's life
6. **MERCI** _____: full of pity and forgiveness
7. **WORTH** _____: without value
8. **CONSTANT** _____: on and on without stopping
9. **NEUR** _____: inflammation of the nerves

MULTIPLE MEANING WORDS

10

People with word power are careful about mixing up words. Confusion usually occurs between words that are very similar.

Many English words have more than one meaning and can be used as different parts of speech. To add to the confusion, these words are often pronounced differently, as well.

- EXAMPLES:** a **bow** and **arrow** (noun that rhymes with *go*)
 the **bow** of a **ship** (noun that rhymes with *cow*)
 to **bow** before the **king** (verb that rhymes with *now*)

A

Study each *boldfaced* word. Then identify its part of speech.
 On the line, write *noun, verb, adjective, or adverb*.

- | | |
|--|---|
| 1. Invite the duke and the count .
_____ | 5. It might rain today.
_____ |
| 2. Count the remaining tokens.
_____ | 6. We have power and might .
_____ |
| 3. Go down to the basement.
_____ | 7. Are all students present ?
_____ |
| 4. Goose down is very soft.
_____ | 8. I gave Taylor a present .
_____ |

B

Write a word that *rhymes* with each boldfaced word.

- | | |
|----------------------------------|----------------------------------|
| 1. to shed a tear _____ | 5. dove in the pool _____ |
| 2. to tear up paper _____ | 6. cooing of a dove _____ |
| 3. to sow seeds _____ | 7. does and fawns _____ |
| 4. a sow in a sty _____ | 8. does good work _____ |

C

Add vowels (a, e, i, o, u) to complete the multiple meaning words.

Hint: Use the word's part of speech as a clue to meaning.

1. BR ___ DG ___ is a popular card game.
(NOUN)
2. Her P ___ T ___ NT leather shoes are shiny.
(ADJECTIVE)
3. Light the fire with a M ___ TCH.
(NOUN)
4. A R ___ R ___ bird is hard to find.
(ADJECTIVE)
5. Please fry me a pork CH ___ P for dinner.
(NOUN)
6. An out-of-date license is ___ NV ___ L ___ D.
(ADJECTIVE)
7. A P ___ LM is a common tropical tree.
(NOUN)
8. A CR ___ T ___ is a slatted wooden container.
(NOUN)



D

Use the clues to complete the crossword puzzle.

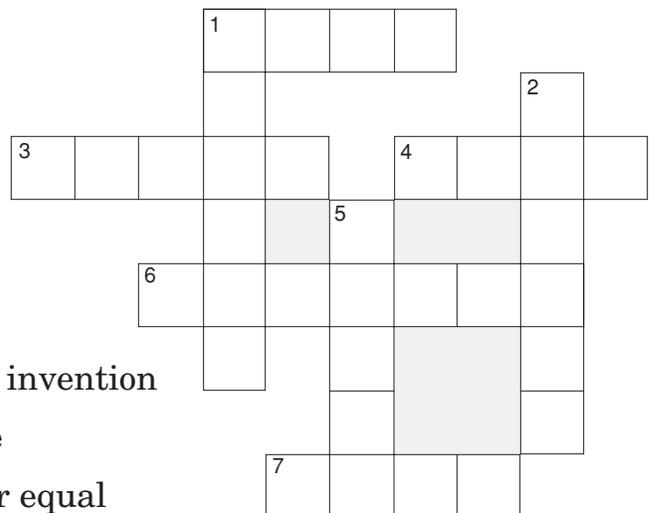
Hint: Answers are the words you completed in Part C.

ACROSS

1. the inside of your hand
3. a rickety old vehicle (slang)
4. not cooked much
6. disabled person
7. to cut with a sharp blade

DOWN

1. official right to make or sell your invention
2. road that arches over an obstacle
5. to pair up things that are alike or equal



HOMOPHONES

11

Homophones are words that sound the same but have different meanings and usually different spellings.

EXAMPLES: *pail* (a bucket) / *pale* (white) *ant* (insect) / *aunt* (female relative)

A

Read the sentences. Write a *homophone* for each **boldfaced** word on the line. The first one has been done for you.

1. How **hi** *high* can **ewe** *you* jump?
2. The boss **overseas** _____ **for** _____ workers.
3. **Pleas** _____ stand over **their** _____.
4. Does that **hoarse** _____ need a **bridal** _____?
5. **Wheel** _____ **bee** _____ home soon.

B

Circle the correct words. Then rewrite the sentences on the lines.

1. Rupert (maid / made) a (very / vary) big mistake.

2. I (heard / herd) he didn't pay the (tax / tacks) on his house.

3. Now the government has put a (lean / lien) on his property.

4. Rupert doesn't (no / know) what to (dew / do) about it.

5. (We've / weave) (tolled / told) (hymn / him) to (meat / meet)
with a lawyer.

6. Maybe it (wood / would) be wiser for Rupert to take out a
(lone / loan) and pay up.

Near misses are words that are similar in one way or another. These words have different meanings, however. Be careful! Misusing look-alike or sound-alike words can cause embarrassing errors.



**Circle the word that makes sense in each sentence.
Use a dictionary if you need help.**

1. People are said to (emigrate / immigrate) when they *leave* a country and (immigrate / emigrate) when they *enter* another country.
2. In anything you write, chances are you will use at least one (proposition / preposition).
3. The arrival of our (imminent / eminent) speaker is (imminent / eminent).
4. I wish I had an autographed (pitcher / picture) of that famous (pitcher / picture).
5. You may (disprove / disapprove) of my opinion, but you can't (disprove / disapprove) it.
6. I am (confident / confidant) that my friend and (confidant / confident) will keep my secrets.
7. Is it possible for you to (device / devise) a (devise / device) to solve that problem?
8. The attorney is (prosecuting / persecuting) a man charged with (prosecuting / persecuting) his dog.
9. Iran was (formally / formerly) called Persia until its name was (formally / formerly) changed.
10. The sick boy should (lie / lay) his backpack on the floor and (lie / lay) down in the nurse's office.

3

UNIT REVIEW

A Write two sentences for each boldfaced word. In each sentence use the word as the part of speech shown in parentheses.

1. **mean** (VERB) _____
(ADJECTIVE) _____
2. **live** (ADJECTIVE) _____
(VERB) _____
3. **spell** (NOUN) _____
(VERB) _____

B Write the word that matches both definitions.

1. t _____: (a) an ugly dwarf; (b) method of fishing
2. r _____: (a) to count again; (b) to tell in detail
3. s _____: (a) a small slow-moving animal
(b) to hit something hard



C Rewrite the sentences correctly.

1. Eye like wry bread. _____
2. Isle sea you later. _____
3. Read the hole lessen. _____
4. Can ewe here me? _____
5. That flour is a rows. _____

D Circle the word that makes sense in each sentence.

1. Why won't he (except / accept) your apology?
2. The submarine began its (descent / decent).
3. Don't ever (loose / lose) your good reputation.
4. I'm (quiet / quite) tired of hearing your excuses.

13

DENOTATION AND CONNOTATION

Many words have two kinds of meanings. The dictionary definition of a word is its *denotation*. The attitudes and feelings associated with a word are its *connotation*.

EXAMPLE: *shrewd*—clever in practical matters (denotation)
shrewd—wily, crafty, sly (connotation)

The same word can have different connotations when used in different contexts.

EXAMPLE: *Shrewd* consumers do not buy on impulse. (smart)
The *shrewd* salesman tricked the old man. (untrustworthy)

Synonyms (words that have the same or nearly the same denotation) often have different connotations.

EXAMPLE: The *daring* acrobat thrilled the crowd. (bold, brave)
The *reckless* driver swerved dangerously. (wild, careless)

A dictionary or thesaurus can help you find the word with the exact shade of meaning you want.

A

Read the pair of *boldfaced* synonyms. Then complete the phrases with the most appropriate word. If you need help, use a dictionary to check out each word's connotation as well as denotation.

1. **dainty / delicate**
a _____ surgery a _____ decoration
2. **reach / achieve**
to _____ maturity to _____ success
3. **slim / slight**
a _____ difference a _____ possibility
4. **distribute / dispense**
to _____ medicine to _____ flyers

5. **oral / verbal**
 an _____ report a _____ agreement
6. **teach / train**
 to _____ guitar to _____ animals
7. **decline / reject**
 to _____ a suggestion to _____ an invitation
8. **capture / catch**
 to _____ the enemy to _____ a baseball

B

Use each pair of synonyms in sentences of your own. Make sure your sentences show the differences in *connotation*. Use a dictionary if you need help.

1. (*tired*) _____

 (*exhausted*) _____

2. (*tolerate*) _____

 (*approve*) _____

3. (*aroma*) _____

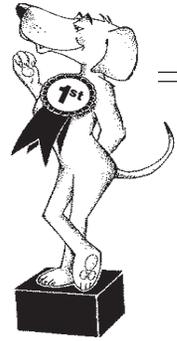
 (*odor*) _____

4. (*sign*) _____

 (*symptom*) _____

14

CONNOTATIONS



What kind of connotation does each word have? First write *positive*, *negative*, or *neutral* next to each word. Then use each word in a sentence that shows its connotation.

1. *mutt* _____ *purebred* _____ *dog* _____

2. *inexpensive* _____ *cheap* _____

3. *determined* _____ *stubborn* _____

4. *small* _____ *cozy* _____ *cramped* _____

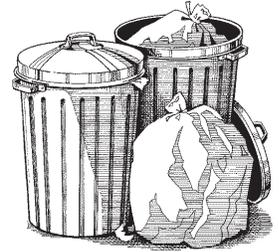
5. *dislike* _____ *detest* _____

6. *soggy* _____ *wet* _____ *juicy* _____

A *euphemism* is a word or phrase used to replace one that may be seen as ugly, shocking, or unpleasant.

EXAMPLES: *remains* instead of *corpse*
sanitary engineer instead of *garbage collector*

Euphemisms are used to avoid or disguise harsh realities. In some social situations, euphemisms are tactful and considerate. Unnecessary euphemisms, however, are usually too obvious to fool anyone.



A

First underline the euphemism in each sentence. Then write a letter to show the euphemism's literal meaning.

1. _____ Mrs. Lee had to terminate the employment of her assistant.
a. hire b. fire c. review
2. _____ Marisol's husband passed away last year.
a. left town b. came by c. died
3. _____ Edgar came within the venue of law enforcement.
a. was arrested b. was police chief c. lived next door
4. _____ Mitch has been between assignments for six months.
a. traveling a lot b. busy at home c. out of work

B

Euphemisms are often used to describe socially unacceptable behavior. Imagine that you are the parent of each child described below. What euphemisms could you use to "explain away" your child's problem? Write a sentence showing each child in a better light. The first one has been done for you.

1. *Anthony lies.* *Anthony has a vivid imagination.*
2. *Susie talks constantly.* _____

3. *Kyle is very bossy.* _____

4. *Miranda is a tattletale.* _____

16

TRITE LANGUAGE

The dictionary defines the word *trite* as “no longer fresh or new; stale.” Because they have been overused, trite expressions—often called *clichés*—are boring. Unfortunately, these tired phrases—because we’ve heard them so often—come to mind very quickly. Skillful speakers and writers try to avoid clichés, however. They make the extra effort required to come up with wording that is fresh and original. Simple wording that is clear and straightforward is always better than using worn-out expressions.

EXAMPLES: *Never bite off more than you can chew.*
Roz’s new car made us green with envy.

A

Write a letter to match each *cliché* on the left with the same idea expressed in simpler language on the right.

- | | |
|---|---|
| 1. _____ <i>trials and tribulations</i> | a. person with potential |
| 2. _____ <i>hale and hearty</i> | b. harder to accomplish than to discuss |
| 3. _____ <i>fair and square</i> | c. proven reliable |
| 4. _____ <i>easier said than done</i> | d. firm handshake |
| 5. _____ <i>a diamond in the rough</i> | e. healthy and active |
| 6. _____ <i>viselike grip</i> | f. hardships |
| 7. _____ <i>tried and true</i> | g. in clear language |
| 8. _____ <i>in no uncertain terms</i> | h. completely honest |

Clichés are not meant to be taken literally. To “break the ice,” for example, does not mean to crack a hole in a frozen pond. It means to “begin a process, or to establish a starting place.”

B

Study each sentence to determine the meaning of the *boldfaced* cliché. Then complete the definition.

- The mayor was **on the fence** about making the tough decision.
 “On the fence” must mean _____.

2. **Members of the fair sex** lift only the lighter packages.
“Members of the fair sex” must be _____.
3. We were **at loose ends** when the concert was canceled.
“At loose ends” must mean _____.
4. Just after the accident, the victim was **at death’s door**.
“At death’s door” must mean _____.
5. Planning her graduation party kept Pat **as busy as a bee**.
“As busy as a bee” must mean _____.
6. Our teachers **point with pride** at the honor roll students.
“Point with pride” must mean _____.

C

First underline the trite expressions. Then rewrite the sentences, replacing each cliché with straightforward language.

1. After straying from the straight and narrow path, Lenny was embraced by the long arm of the law.

2. As the curtain went up, the actor felt butterflies in his stomach.

3. We were exhausted, but none the worse for wear after our hike in the mountains.

4. Johnny added insult to injury by laughing when I fell on my face.

17

IDIOMS

An *idiom* is a combination of words that has a different meaning from the literal meaning of the words. Every language has its own idioms. People who are not native speakers are often confused by a new language's idioms.

EXAMPLES: *Come up to the attic with me.* (literal)
Can you come up with an idea? (idiom)

A

Circle a letter to show the meaning of the *boldfaced* idiom in each sentence below.

- Mario doesn't **stand a chance** of winning first place.
a. can't stand up b. have a good chance c. understand his chance
- One baby-sitter **looks after** all five children.
a. takes care of b. watches them leave c. tries to find
- My résumé **plays up** all my volunteer work.
a. lists as recreation b. treats as unimportant c. emphasizes
- Even when he was proved wrong, Reggie refused to **give in**.
a. give an excuse b. make another try c. admit his error

B

Find an *idiom* in the box that makes sense in each sentence. Write it on the line. You will *not* use all the idioms.

turned out	carried over	run up	sat in on	work up
turned off	carried off	run by	sat on	worked through

- Rita paid cash because she didn't want to _____ her credit card balance.
- The candidate tried to _____ some interest in her campaign issues.

3. A good crowd _____ for the company picnic.
4. The plague _____ nearly 100 people every day.
5. The reporter _____ the story instead of turning it in.

C

Add either a *verb* (action word) or a *preposition* (word such as *on, by, to, out, etc.*) to complete each sentence below.

1. If you drop _____ of school, you are sure to regret it.
2. Stop at a station before we _____ out of gas.
3. Please _____ up that phone number for me.
4. _____ in early and get a good night's sleep.
5. Never eat a big meal before working _____.
6. Shelly likes to sleep _____ on Saturday mornings.

D

A number of English words are used as idioms all by themselves. Write a letter to match each one-word idiom and its definition.

- | | |
|--|---------------------------|
| 1. _____ Dad will foot the bill. | a. anticipate |
| 2. _____ That mistake spelled disaster. | b. believe |
| 3. _____ I don't buy his alibi. | c. guaranteed |
| 4. _____ Andrea could smell victory. | d. pay |
| 5. _____ Sal flew down the track. | e. very successful |
| 6. _____ The movie was a smash . | f. speeded |

18

IDIOMS: *MAKE AND TAKE*

Certain verbs are used in *many* idioms. Two of these verbs are *make* and *take*.

A

Circle the idiom that makes sense in each sentence.



1. Did the thief (make over / make away with) your new TV?
2. Elizabeth likes to (make believe / make out) that she can fly.
3. After our quarrel, I wanted to (make for / make up) with you right away.
4. He could hardly (make out / make like) the faded signature.
5. Do you think Al can (make do / make it) in the big leagues?
6. We should (make for / make to) home before it gets dark.

B

Write a letter to match each idiom on the left with the meaning it matches on the right.

- | | |
|-------------------------|-------------------|
| 1. _____ make out | a. head toward |
| 2. _____ make away with | b. reconcile with |
| 3. _____ make up | c. steal |
| 4. _____ make believe | d. succeed |
| 5. _____ make for | e. see; recognize |
| 6. _____ make it | f. pretend |

C

Circle a letter to show the meaning of each **boldfaced** idiom.

- Shanetha **takes down** notes when she conducts an interview.
 - videotapes
 - writes
 - memorizes
- Dad says he'll **take up** golf when he retires.
 - shorten
 - pursue
 - abandon
- On our vacation, we want to **take in** all the sights.
 - visit
 - remember
 - tighten
- At first, Jon didn't **take to** the taste of sushi.
 - learn to cook
 - become fond of
 - bring it home
- If Pat's idea **takes off**, he could make a fortune.
 - becomes popular
 - runs away
 - is patented
- Some think that politician is **on the take**.
 - troublesome
 - sly and crafty
 - accepts bribes



D

Answer the questions in complete sentences.

- What does it mean to say that a child **takes after** his or her parent?

- Why might you be unhappy if you have to **make do** with something?

- What did Alicia do if she **made over** her car to her sister?

19

IDIOMS: **GO AND GET**

A

Circle a letter to show the meaning of each *boldfaced* idiom.

- When my uncle became depressed, he **let himself go**.
 - allowed himself to leave
 - stopped taking care of himself
 - permitted himself to move around
- Ralph ordered burgers and soft drinks **to go**.
 - to be taken out
 - to save for later
 - to be delivered
- If sales don't improve, Jan's business may **go under**.
 - lose money
 - go underground
 - fail
- Phil wouldn't **go along with** Harold's foolish plan.
 - redesign
 - agree to
 - accompany
- Nicole says she might **have a go** at redecorating her room.
 - make an attempt
 - go shopping
 - be done with
- Our lively little grandmother is always **on the go**.
 - telling jokes
 - exercising
 - doing something

B

Rewrite the sentences. Replace each *boldfaced* word with the appropriate idiom from the box. *Hint: You will not use all the idioms.*

going around
go out for

going with
go backwards

go in with
gone through

go for
go by

- No matter how many years **pass**, I will never forget him.
-

- How long has Spencer been **dating** Roxanne?
-

3. Have you ever **experienced** a life-threatening illness?

4. Laurel decided to **audition** for the leading role.

5. He might **join** his brother in buying a used car.

6. Boy, could I **enjoy** a glass of lemonade right now!

C

Circle a letter to show the meaning of each *boldfaced* idiom.

1. Unlucky Brad never seems to **get away with** anything.

- a. escape punishment for wrongdoing
- b. win a prize or an award
- c. hide his emotions

2. It took Kirsten three weeks to **get over** her cold.

- a. get on top of
- b. recover from
- c. rise above

3. Raul always tries to **get out of** doing the dishes.

- a. get joy from
- b. accept
- c. escape

4. Can you **get by** if you miss one paycheck?

- a. manage to survive
- b. buy anything
- c. move around

5. José is plotting a way to **get even** with his cousin.

- a. catch up to
- b. have revenge upon
- c. balance out

6. Katie never seems to **get around to** writing thank-you notes.

- a. make room for
- b. get nearer to
- c. find time for

20

JARGON

Members of certain professions or groups create their own words to describe the tools, tasks, or interests they share. Over time, these specialized vocabularies—called *jargon*—may come into common usage.

EXAMPLES: *Struck out* *end run* *slam dunk* (sports jargon)

A

Can you find the *jargon* in each sentence? Circle the term that makes sense. Use a dictionary if you need help.

1. To a tennis player, the word (*affectionate / love*) means zero.
2. A (*pliè / ply*) is a move made by a ballerina.
3. A politician (*zips up / buttonholes*) a delegate in search of support.
4. A (*bull / bear*) market is bad news to a stockbroker.
5. You needn't be royalty to get a (*cavity / crown*) from the dentist.
6. To a con man, a potential victim is a (*mark / martyr*).

Some jargon is necessary because certain terms are too technical for general understanding. Some jargon, however, is purposely used to confuse or impress outsiders. This kind of jargon is sometimes called *gobbledygook*.

EXAMPLE: *Additional materials may be requisitioned.* (gobbledygook)
Extra supplies may be ordered. (straightforward language)

B

Rewrite the sentences in simple, straightforward language. The first one has been done for you.

1. A medley of assorted field greens will be presented.
A mixed salad will be served.
2. Redundant employees will be assisted with outplacement.

3. Retrenching his position, the mayor refused to yield.

4. My address will commence with a humorous anecdote.

Slang is an extremely informal variety of English. It is much more appropriate in conversation than in writing. Slang expressions originate within a particular group of people—perhaps students, musicians, or athletes—and then either spread to other groups or quickly die out.

Some use of slang makes spoken English more vivid and colorful. In general, however, it is wise to limit the use of slang in written work.

EXAMPLES: Standard: *arrested* *lose your temper* *excited*
 Slang: *busted* *blow up* *fired up*

A

Write two current *slang* terms for each standard word below. The first one has been done for you.

- | | | |
|-------------------------|--------------|----------------|
| 1. money | <u>bread</u> | <u>scratch</u> |
| 2. automobile | _____ | _____ |
| 3. to fail | _____ | _____ |
| 4. astounding | _____ | _____ |
| 5. a fool | _____ | _____ |
| 6. unfashionable | _____ | _____ |

B

Read the sentences. Replace the *boldfaced* slang expressions with standard English words. Write the words on the lines.

- If he's still **bugging** _____ you, tell him to **get lost** _____.
- The playwright was **bumped out** _____ when his play **flopped** _____.
- I've **had it** _____ with **warming the bench** _____ three games in a row.

4

UNIT REVIEW

A Write *T* or *F* to tell whether each statement is *true* or *false*.

1. _____ The *denotation* of a word is the meaning found in the dictionary.
2. _____ A *euphemism* is used to make something serious seem silly or ridiculous.
3. _____ The attitudes and feelings associated with a word are its *connotation*.
4. _____ *Slang* expressions are perfectly appropriate in both formal and informal writing.
5. _____ A *trite* expression has a different meaning from the literal meaning of the words.
6. _____ All languages have the same *idioms*.

B Write a sentence, using each idiom correctly.

1. **turned off** _____
2. **put down** _____

C Circle the word that correctly completes each sentence.

1. (*Dentures* / *Choppers*) is a euphemism for false teeth.
2. It is (a *cliché* / an *idiom*) to say that you “nipped a problem in the bud.”
3. As a euphemism for the word *stole*, you could use the word (*plundered* / *borrowed*).
4. Trite language is (*substandard* / *commonplace*) rather than fresh and original.
5. The slang word (*nuts* / *insane*) can replace the word *crazy*.
6. The phrase “Keep your eye on the ball” is (*slang* / *jargon*) that originated among baseball players.

BORROWED WORDS

22

Anglo-Saxon, the earliest form of the English language, has not been spoken for nearly 1,000 years. Since then, many of those words have been lost. Yet the basic words that English speakers use today were handed down from Old English. Among these ancient words are the following:

nouns: *home, father, mother, cow, love, hate*

verbs: *swim, listen, tell, buy, sell, go*

parts of the body: *head, knee, hand, foot, elbow*

numbers: *hundred, twenty, one to ten*

Through the course of history, the Old English speakers came in close contact with speakers of other languages. Sometimes the contact was made by trading goods. Sometimes it was made through war or exploration of distant lands. Yet every contact developed and enriched the English vocabulary as new words were borrowed from other languages.

Here is a small sample of *borrowed words* that have come into everyday English:

Latin: *lily, cap, sock, explore*

Greek: *alphabet, grammar, logic*

Spanish: *mesa, patio, mosquito*

French: *corner, haunt, pleasant*

Scandinavian: *link, race, take*

Hindi: *bungalow, shampoo, jungle*

Arabic: *cotton, algebra, hazard*

Dutch: *cruise, freight, yacht*

A

Write one of the borrowed words listed above to correctly complete each sentence. After each sentence, write the source of the word. Use a dictionary if you need help.

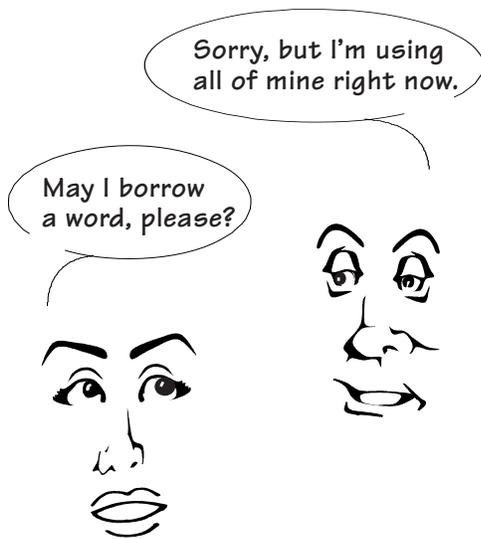
1. The form of mathematics called _____ uses letters for unknown numbers in equations. (_____)
2. A _____ is a large, high rock with steep sides and a flat top. (_____)
3. One of the rings or loops that forms a chain is called a _____. (_____)
4. A small one-story house with an attic is called a _____. (_____)
5. The _____ is the beautiful white flower that is said to represent purity. (_____)



Many of the foods and spices that came to us from other countries still have their original names.

B

Write a letter to match the name of each food item with its original language source. Use a dictionary if you need help.



- | | |
|---------------------|-----------------|
| 1. _____ ravioli | a. German |
| 2. _____ quiche | b. African |
| 3. _____ sukiyaki | c. Italian |
| 4. _____ tortilla | d. French |
| 5. _____ sauerkraut | e. Scandinavian |
| 6. _____ borscht | f. Hawaiian |
| 7. _____ egg | g. Spanish |
| 8. _____ okra | h. Japanese |
| 9. _____ tea | i. Russian |
| 10. _____ poi | j. Chinese |

C

Use the clues to complete the crossword puzzle.

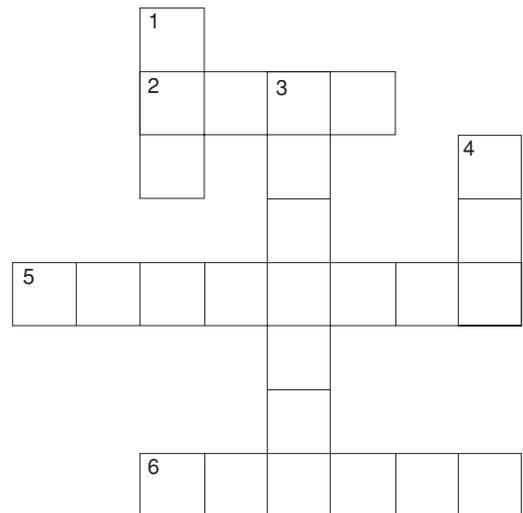
Hint: Answers are food items listed in Part B.

ACROSS

- vegetable with green pods that is used in soups and stews
- very thin baked pancake made of cornmeal or flour
- custard pie made of cheese and eggs

DOWN

- cooked mix of taro root and water, pounded into a paste
- dough pockets filled with meat or cheese, served with sauce
- beverage made by soaking dried leaves in boiling water



WORD HISTORIES

23

Etymology is the study of a word's origins and historical development. Over time, a word's form and meaning can change a lot. Some form of the word *nice*, for example, has been used for 700 years! At one time or another *nice* was used to mean *foolish, lazy, modest, refined, slender, critical, accurate, and appetizing*.

In a dictionary, a word's etymology usually appears in brackets just before its definition.

EXAMPLE: **ge•og•ra•phy** (jē-ŏg' rə-fē) *n., pl. -phies* [Lat. *geographia* < Gk. *geographia* : *gē*, earth + *graphein*, to write.] **1.** Study of the earth and its features...

A

Each etymology below identifies the source of a state's name. Write the name of the state on the line. The first one has been done for you.

1. [after JERSEY the British island in the English Channel] _____ *New Jersey*
2. [Choctaw *okla*, people + *homma*, red] _____
3. [Spanish, abounding in flowers: so named by Ponce de Leon] _____
4. [Algonquian *massa-adchu-es-et*, at the big hill] _____
5. [Papago *Arizonac*, little springs] _____
6. [French *Ouisconsin*, name of the river] _____

B

Use the information in the etymologies above to help you answer the questions.

1. The names of which three states are rooted in the languages of North American Indians?

2. Which state was named by the explorer who was seeking the fabled Fountain of Youth? _____
3. Which state was named for its 430-mile river that flows into the Mississippi? _____

Some new English words have been formed by a simple process of combination. A *compound word* is a combination of two or more shorter words.

A

Write a compound word to match each definition. Join a word from box A with a word from box B.

A	frost	sling
	thumb	letter
	jay	golden
	mail	silver
	left	tail

B	pipe	shot
	bitten	ware
	tack	box
	walk	head
	rod	over

1. a company's official stationery:

_____ + _____ = _____

2. eating utensils:

_____ + _____ = _____

3. vents automobile exhaust:

_____ + _____ = _____

4. food remaining after a meal:

_____ + _____ = _____

5. common weed with small yellow flowers:

_____ + _____ = _____

6. cross a street against the signal:

_____ + _____ = _____

7. receptacle for letters:

_____ + _____ = _____

8. damaged by extreme cold:

_____ + _____ = _____

9. shoots stones with a rubber band:

_____ + _____ = _____

10. fastener on a bulletin board:

_____ + _____ = _____

B

First, unscramble the words in the box. Then use those words to complete the compounds in the sentences.

NUTHRED _____

COLK _____

GLEEDS _____

RUFS _____

GERING _____

DIVEO _____

- Cal's new _____ **board** can really ride the waves.
- It takes both hands to swing a heavy _____ **hammer**.
- Ken will record that show on a _____ **cassette**.
- _____ **jaw** infects the blood through a cut or wound.
- The dog gets very frightened during a _____ **storm**.
- I like the molasses flavor of a crisp _____ **snap** cookie.

C

The smaller words in some compounds are connected by hyphens. Study the *boldfaced* compounds. If the word is *correct*, write *C*. If the word is not correct, rewrite it with one or more hyphens. Check a dictionary if you're not sure.

1. Do you like to **ice skate**?

4. Ed is a **jack of all trades**.

2. That batter is a **switch-hitter**.

5. The **guide-post** points north.

3. Nobody likes a **know it all**.

6. This is a **letter quality** printer.

25

BLENDED, CLIPPED, AND COINED WORDS

Blends are new words created by combining part of one word with part of another.

EXAMPLE: *transfer* + *resistor* = *transistor*

A

Can you figure out the new word that was created from each word pair below? Fill in the blanks.

1. binary + digit = _____
2. smoke + fog = _____
3. television + marathon = _____
4. blot + botch = _____
5. smack + mash = _____

B

What blends do you think were formed from the word pairs in the box? Write sentences using any two of the blended words.

clap + crash	flutter + hurry	modulator + demodulator
--------------	-----------------	-------------------------

1. _____
2. _____

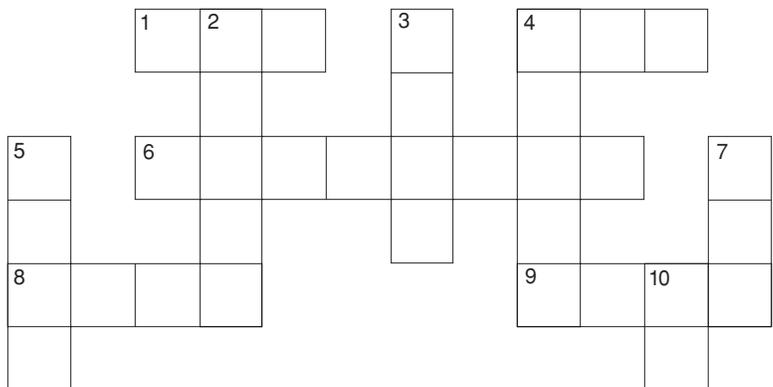
Clipped words have become shortened by common use, as in *plane* for *airplane*.

C

Complete the puzzle with the clipped form of each clue word.

ACROSS

1. influenza
4. popular
6. intercommunication system
8. mathematics
9. examination



DOWN

2. luncheon
3. dormitory
4. telephone
5. memorandum
7. gymnasium
10. advertisement

D

Write two sentences using the *clipped* form of any *two* of these words: *limousine, veterinarian, tuxedo, referee*.

1. _____
2. _____

Words that are invented for a special use or occasion are called *coined words*. It's easy to understand why new words are constantly being invented, isn't it? How else would we keep pace with our ever-changing world?

E

Write a letter to match each coined word on the left with its definition.

- | | |
|----------------------------|--|
| 1. _____ skyscraper | a. a meaningless or useless project or activity |
| 2. _____ boondoggle | b. one who uses force to take command of an airplane |
| 3. _____ escalator | c. a building so tall it seems to touch the clouds |
| 4. _____ skyjacker | d. a moving staircase |

F

Study the *boldfaced* words in the sentences. After each sentence, write *blended, clipped, or coined* to identify the boldfaced words.

1. My Uncle Bill is a **vet** of the Vietnam War. _____
2. That boy comes to school on a **moped**. _____
3. The astronauts will set up a **skylab**. _____
4. My **psych** class is right after **lit** class. _____
5. The expression **credibility gap** means a lack of trust. _____
6. The demonstrators staged a **sit-in** to protest discrimination. _____
7. You can get that information on the **Internet**. _____
8. I'd rather eat an orange than a **tangelo**. _____

A number of foreign words and phrases are commonly used in English.

EXAMPLES: *cul-de-sac* (French)—dead end
vice versa (Latin)—in reverse order

Circle a letter to show the meaning of the *boldfaced* word or words.

1. Samuel Clemens' **nom de plume** was Mark Twain.
 - a. feathered hat
 - b. uncle's name
 - c. pen name
2. U.S. Marines are known for their **esprit de corps**.
 - a. group spirit
 - b. vicious weapons
 - c. corpulent bodies
3. If your Latin teacher warns you that **tempus fugit**, she means that
 - a. class is only temporary.
 - b. a classmate is fugitive.
 - c. time is flying by.
4. If an actress is described as a **prima donna**, she must be
 - a. arrogant and demanding.
 - b. a great dancer.
 - c. beloved by all.
5. A fearful person prefers the **status quo** to anything new.
 - a. old, worn-out things
 - b. the way things already are
 - c. a constant state of change
6. The difference between pink and rose is only a slight **nuance**.
 - a. price change
 - b. higher ranking
 - c. subtle distinction
7. Many restaurant patrons enjoy an **hors d'oeuvre** before dinner.
 - a. appetizer
 - b. cocktail
 - c. moment of silence
8. Ernesto's **fiancée** will be moving here from Chicago.
 - a. stockbroker
 - b. future bride
 - c. ex-girlfriend

UNIT REVIEW

5

A Write **T** or **F** to show whether each statement is **true** or **false**.

1. ____ You could find a word's *etymology* in a dictionary.
2. ____ A *compound word* has been borrowed from another language.
3. ____ *Blended words* have been shortened by common usage.
4. ____ Many new words have been *coined* to keep up with advancements in science.

B Circle the word or words that correctly complete each sentence.

1. Guests who arrive (*en mass* / *en route*) come in the door together.
2. The words *chunk* and (*plump* / *lump*) were blended to form the word *clump*.
3. When you say ("*Bon jour!*" / "*Bon voyage!*"), you are wishing someone a good day.
4. (*Barndance* / *Barnacle*) is an example of a *compound word*.

C Use the borrowed words as clues to the language they came from.

Answers will be *Arabic, Chinese, French, German, Greek, Hindi, Italian, Japanese, Latin, or Spanish.*

ACROSS

5. *grammar, alphabet, logic*
6. *pizza, ravioli, violin*
7. *patio, mesa, tortilla*
9. *sukiyaki, sushi, teriyaki*
10. *chow mein, tea, chopsticks*

DOWN

1. *pleasant, quiche, omelet*
2. *sauerkraut, hamburger*
3. *shampoo, jungle, dinghy*
4. *cap, lily, choir*
8. *hazard, cotton, algebra*

27

THE DICTIONARY

Clearly, a good dictionary is a vocabulary-builder’s most important resource. Tired or lazy students often say it’s “too much trouble” to look up an unfamiliar word. That’s why it’s worthwhile to learn the *easiest* way to find the information you want. Here are some helpful hints.

The quickest way to get on the right page is to use the *guide words*. You will see two guide words at the top of each page in the dictionary. The guide word on the left shows the *first* word listed on that page. The guide word on the right shows the *last* word listed. Words that fall between the guide words can be found on that page.

937	remarry • remodel
<p>re•mar•ry (rē mer'ē) <i>verb</i> 1. to marry again [Kathleen <i>remarried</i> two years after the death of her first husband.]</p> <p>rem•i•nisce (rem ə nis') <i>verb</i> 1. to think, talk, or write about things from one’s own past [Mom and Dad like to <i>reminisce</i> about the good old days of their childhood.]</p>	<p>re•mis•sion (rē mish'ən) <i>noun</i> 1. forgiveness of a sin or other offense; a pardon 2. the act of freeing or the condition of being freed from debt, tax, etc. 3. the process of becoming less strong or active [<i>remission</i> of a fever] 4. the disappearance of the symptoms of a disease [cancer that is in <i>remission</i>]</p>

A

Suppose you are in a hurry to look up the words listed on the left. Read through the guide words listed on the right. Identify the page you want by drawing a line between each word on the left with the correct pair of guide words. The first one has been done for you.

- | | |
|-----------------------|----------------------------|
| 1. receptive | a. buffet • bulk |
| 2. budge | b. receiver • reckon |
| 3. buffoon | c. electro- • elevation |
| 4. misanthrope | d. recruitment • redheaded |
| 5. egalitarian | e. buckle • buffer |
| 6. elegy | f. efficient • eh |
| 7. millennium | g. miniscule • miscarry |
| 8. recumbent | h. mill • mince |

B

The complete listing for each word in the dictionary is called an *entry*. Study the excerpt from the dictionary page on page 50. Then write *T* or *F* to show whether each statement below is *true* or *false*.

1. ____ A dictionary entry gives the word's spelling, definition, and pronunciation.
2. ____ A dictionary entry does not identify the number of syllables in a word.
3. ____ The first word defined on this page of the dictionary is *reminisce*.
4. ____ Of the three entry words defined in the excerpt, two are nouns and one is a verb.
5. ____ There are three syllables in each of the entry words.
6. ____ Examples of correct usage are not provided in these dictionary entries.

C

Use one of the *entry words* from the excerpt on page 50 to complete each sentence.

1. It is impossible to _____ about future events.
2. Sometimes people who have been divorced later decide to _____.
3. You will be relieved of a financial burden if your creditor grants you _____.

D

Write an original sentence for each word.

1. **remarry** _____

2. **reminisce** _____

3. **remission** _____

Most dictionaries show a *pronunciation key* at the bottom of each two-page spread. The symbols and example words in the key can help you determine the correct way to say a word out loud.

ă pat	ā ape	ä car	ě pet	ē me	er term	ĭ bit
ī ice	ǒ hot	ō open	ô for	oi boil	ou out	ŭ cup
ü put	ū rule	ch child	ng long	sh she	th thin	th then
zh measure	ə = a in about, e in item, i in pencil, o in lemon, u in circus					

A

Add two more example words for each sound.

1. the **th** sound in *thin*: _____
2. the sound of **o** in *hot*: _____
3. the **oi** sound in *boil*: _____
4. the **ü** sound in *put*: _____
5. the **ng** sound in *long*: _____
6. the **ch** sound in *child*: _____

B

Using the pronunciation chart as a reference, circle the word that correctly completes each sentence.

1. The *a* sound in (*drapery* / *dance*) is pronounced **ā**.
2. The *a* sound in *marvelous* is pronounced (**ä** / **a**).
3. The first *e* sound in the word *even* is pronounced (**e** / **ē**), and the second *e* sound is pronounced (**ē** / **ə**).
4. The letter *o* in *atom* is pronounced (**o** / **ə**).
5. The letter *s* in the word *pleasure* is pronounced (**sh** / **zh**).
6. The *th* sound in (*thousand* / *therefore*) is pronounced **th**.

Where can you “shop” for the exact words to express an idea? A full-size *thesaurus*, which contains more than 250,000 synonyms and antonyms, is a good place to look.

Suppose you want a more colorful and expressive word for *big*. First you would find *big*, your idea word, in the index at the back of the book. That listing would suggest page numbers on which you could find synonyms.

EXAMPLE: *big* **immense, vast, enormous, elephantine, tremendous, stupendous, titanic, monumental, towering, monstrous, mammoth, gigantic, jumbo, mountainous**

A

Read the *idea words* on the left and the suggested synonyms from a thesaurus on the right. Choose the most accurate, appropriate synonym to complete each phrase. Write it on the line.

1. **small** *microscopic, diminutive, itsy-bitsy*
The _____ senator made a powerful speech.
2. **disobedient** *revolutionary, rebellious, mutinous*
The _____ child ignored his mother’s warning.
3. **looked** *glared, glimpsed, gawked, peeped*
The principal _____ at the boys who were fighting.
4. **endless** *immortal, interminable, infinite*
The long, boring speech seemed to be _____.
5. **changed** *innovated, degenerated, reformed, reversed*
The judge’s ruling was _____ in appeals court.
6. **power** *superiority, authority, might, vigor*
Who has the _____ to make a firm decision?
7. **leaped** *hurdled, pounced, vaulted, skipped*
The mouse _____ on the tiny speck of cheese.

B

Suppose you have looked up the *boldfaced* words in a thesaurus. Label the suggested synonyms for each idea word. Write *F* if the word or phrase is *formal*, *I* if it is *informal*, *S* if it is *slang*, or *FL* if it is from a *foreign language*.

1. **good-bye**

_____ farewell

_____ adios

_____ later, dude

_____ so long

2. **knowledgeable**

_____ au courant

_____ in the know

_____ erudite

_____ well-informed

3. **mistake**

_____ blunder

_____ faux pas

_____ goof

_____ misfeasance

4. **discover**

_____ detect

_____ perceive

_____ eureka!

_____ get hip to

5. **confidential**

_____ entré nous

_____ off the record

_____ undisclosable

_____ under wraps

6. **conversation**

_____ discourse

_____ tete-à-tete

_____ chat

_____ rap session

UNIT REVIEW

6

A Read the *entry words* in the box. Show where each word could be found in the dictionary. Write the entry words under the correct *guide words*.

jaded jinx jabber jaundice jetsam jackal jealous jiffy jello

1. **jet • jobless**

2. **janitor • jelly**

3. **jab • jail**

B Study each entry word listed. Show what you know by filling in the blanks and circling the correct words.

1. **tar•ry** (ter'ē) *v* to stay for a while

NUMBER OF SYLLABLES: _____

PART OF SPEECH: _____

RHYMES WITH: (cry / bury)

SYNONYM: (linger / depart)

2. **fair•ly** (fer'lē) *adv* in an honest way

NUMBER OF SYLLABLES: _____

PART OF SPEECH: _____

RHYMES WITH: (barely / fiery)

SYNONYM: (simply / justly)

3. **laugh•ter** (laf'tər) *n* the sound of laughing

NUMBER OF SYLLABLES: _____

PART OF SPEECH: _____

RHYMES WITH: (slaughter / rafter)

SYNONYM: (shriek / giggles)

C Cross out the word that would **not** be listed in a thesaurus for each entry word.

- | | | | | |
|----------------------|------------|-----------|------------|-----------|
| 1. doctor | sawbones | physician | wizard | healer |
| 2. lawyer | apprentice | attorney | mouthpiece | counsel |
| 3. permit | allow | tolerate | greenlight | prohibit |
| 4. legitimate | bona fide | legal | bogus | authentic |
| 5. scorn | disparage | snub | diss | validate |

30

ART AND MUSIC

This lesson will introduce you to some common terms from the fields of art and music.

A

Write a letter to match each word on the left with its definition on the right.

- | | |
|----------------------|--|
| 1. _____ instruments | a. a musical performance for an audience |
| 2. _____ skyscapes | b. a hard, light colored kind of limestone |
| 3. _____ marble | c. artistic representations of people |
| 4. _____ recital | d. devices used to make musical sounds |
| 5. _____ portraits | e. pictures portraying views of the sky |

B

Circle a letter to show the meaning of each *boldfaced* word.

Hint: The word in italics may be helpful as a context clue.

- Jazz* musicians often **improvise** as they play a tune.
 - make up new parts
 - take turns
 - impress others
- A large *museum* usually contains many **galleries**.
 - comfortable benches
 - special lights
 - exhibit halls
- The **scenery** shown in a *landscape* reflects nature's beauty.
 - tiny details
 - outdoor views
 - interior thoughts
- Sculpture* is a **three-dimensional** form of art.
 - having depth as well as height and width
 - curved and flowing
 - three-step production process
- Brass* instruments, like trumpets, are made of metal, but **string** instruments, like violins, are made of wood.
 - played with lips and breath
 - played with sticks
 - played with a pick, bow, or fingers

C

Use words from the facing page to correctly complete the sentences.

1. The four common ways of making a _____ are modeling, carving, casting, and construction.
2. *David*, Michelangelo's most famous statue, is carved from _____.
3. The Guggenheim _____ in New York City exhibits a wonderful collection of abstract art.
4. John Constable, a master of _____ painting, specialized in scenes of the English countryside.
5. Rembrandt's _____ are said to reveal the inner character of the people he painted.
6. Some of Joseph Turner's best _____ are watercolors of magnificent sunsets.
7. The music we know as _____ was first played by African-Americans in the streets of New Orleans.
8. Their _____—cornets, clarinets, and trombones—had belonged to the army during the Civil War.
9. For a world tour in 1897, Sousa had an enormous _____ instrument constructed—a tuba more than 7 feet tall!
10. In 1991, an amazing Romanian pianist gave her last public _____—at the age of 103.

31

EMPLOYMENT

Here are some basic terms that all workers should know.

A

Circle a letter to show the meaning of the **boldfaced** word in each sentence. Then write a sentence of your own in which you define or give an example of the **boldfaced** word.

1. A Social Security Number is a **prerequisite** for most jobs.
 - a. necessary step or condition before another step can be taken
 - b. desired but not required qualification for being hired

2. Linda's test shows that she has an **aptitude** for teaching.
 - a. developed skill
 - b. natural talent

3. A new employee's performance will often be **evaluated** after six months on the job.
 - a. reviewed for quality
 - b. tested for speed

4. Employees that show reliability and **initiative** are likely to be promoted.
 - a. the ability to get things done without being told what to do
 - b. enough aggressiveness to scold co-workers for their mistakes

B

Circle the word that correctly completes each sentence. Check a dictionary if you're not sure of a word's meaning.

1. (*Employers / Entrepreneurs*) risk their own money to organize a business venture.

2. An (*apprentice / applicant*) learns a trade by helping a journeyman.
3. It usually takes four years of study to earn a Bachelor of Science (*license / degree*).
4. A (*grief / guidance*) counselor can help you clarify your career goals.
5. (*Senility / Seniority*) in a workplace is sometimes rewarded with special privileges.
6. After 30 years of employment, a government worker may be (*eligible for / forced into*) retirement.
7. Many plumbers, carpenters, and electricians are members of trade (*utilities / unions*).
8. An (*intern / introvert*) in a professional workplace receives lots of training but very little pay.

C

Read each **boldfaced** phrase. Check a dictionary if you're not sure what it means. Then show the meaning of each phrase in an original sentence.

1. **seasonal employment** _____

2. **manual labor** _____

3. **customer service** _____

4. **human resources department** _____

5. **pension plan** _____

32

ADVERTISING

Are you “ad-wise”? The words in this lesson are sure to make you better informed.

A

As you read the sentences, notice the words in parentheses. Use a dictionary if you’re not sure of the meaning. Next, circle the word that correctly completes each sentence and use it in a sentence of your own.

1. Two well-known company (*mascots / logos*) are the Nike swoosh and the CBS eye.

2. A print ad usually combines cleverly written (*copy / brands*) and an eye-catching illustration.

3. The No-Sweat Air Conditioning Company mails out (*bulletins / brochures*) about the middle of May.

4. Should a company that advertises beer be allowed to (*exaggerate / sponsor*) a TV show watched by children?

5. A complete ad (*commercial / campaign*) includes print ads, TV ads, and sometimes celebrity appearances.

6. The most effective product (*jingles / markets*) are repeated so often they become unforgettable.

B

Write a letter to match each advertising term on the left with examples of it on the right.

- | | |
|-------------------------|---|
| 1. _____ packaging | a. <i>Luxomobile, Dirt Death, O-So-Sweet</i> |
| 2. _____ buzz words | b. spray can, cardboard box, glass bottle |
| 3. _____ brands | c. lite, natural, miracle |
| 4. _____ classified ads | d. saves money, easy to operate, no messy clean-up |
| 5. _____ benefits | e. used cars, houses for rent, employment opportunities |
| 6. _____ features | f. magic ingredient, 100% guaranteed, breakthrough design |

C

What advertising technique emphasizes words such as *upscale*, *prestige*, and *executive*? Use the clues to complete the puzzle. The answer will read from top to bottom.

- | | | |
|---|--------------------|--|
| 1. also called <i>want</i> ads | 1. <u>C</u> _____ | <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div> |
| 2. short campaign song that rhymes | 2. <u>J</u> _____ | |
| 3. ad pamphlet used as a hand-out | 3. <u>B</u> _____ | |
| 4. name of commercial product | 4. <u>B</u> _____ | |
| 5. series of promotional ads | 5. <u>C</u> _____ | <div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div> |
| 6. business that pays for the TV or radio show on which it advertises | 6. <u>S</u> _____ | |
| 7. written product description | 7. <u>C</u> _____ | |
| 8. reasons to buy that emphasize helpfulness | 8. <u>B</u> _____ | |
| 9. reasons to buy that distinguish one product from another | 9. <u>F</u> _____ | |
| 10. a company's recognizable trademark | 10. <u>L</u> _____ | |

Are you familiar with basic terms from the three major branches of science?

A

Complete the sentences with words from the box. For help, check a dictionary.

species friction fossil minerals trench cell glacier habitat gas lever

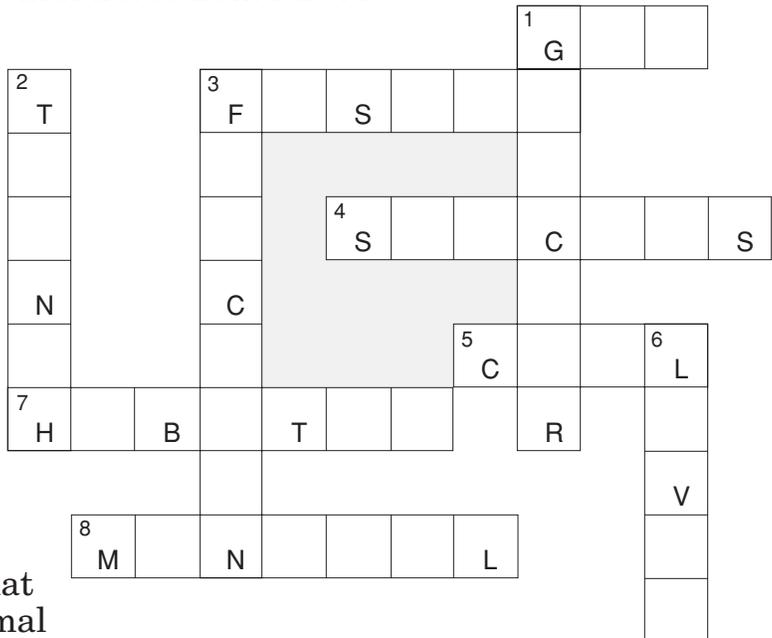
- | | |
|---|--|
| <p>1. Water vapor is a _____.</p> <p>2. A dinosaur bone is a _____.</p> <p>3. Water is a fish's _____.</p> <p>4. A crowbar is a kind of _____.</p> <p>5. Copper and iron are _____.</p> | <p>6. <i>Homo sapiens</i> is the human _____.</p> <p>7. In machines, oil limits _____.</p> <p>8. Icebergs break off a _____.</p> <p>9. An <i>amoeba</i> has just one _____.</p> <p>10. Movement in Earth's crust can create a _____.</p> |
|---|--|

B

Complete the crossword puzzle with words from Part A.

ACROSS

1. state of matter with no definite shape or volume
3. remains of an ancient plant or animal
4. smallest classification of living things within a kingdom
5. one of the tiny basic units that make up all living matter
7. the place where a living thing is normally found
8. substance in the earth that was never a plant or animal



DOWN

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. huge mass of moving ice and snow 2. deep valley in the Earth's crust 3. the force that slows down or stops motion | <ol style="list-style-type: none"> 6. simple machine made of a rod that turns on a support |
|--|---|

A

Read the sentences. Fill in each blank with the correct job title. You will *not* use all the titles in the box.

biologist	chemist	geologist	Emergency Medical Technician
optician	optometrist	podiatrist	EKG technician

1. Ray is a _____. He uses his knowledge of the Earth's crust to locate underground deposits of oil.
2. Holly is an _____. She fits contact lenses under the supervision of an _____.
3. Megan is a _____. Workers in her laboratory are developing a new formula for oil-free makeup.
4. Lawrence is a _____. He studies the environmental impact of industrial waste disposal.
5. Stella is an _____. She gives urgent care to victims of heart attacks and accidents.
6. Fabiola is an _____. She measures a patient's resting blood pressure before a treadmill test.

B

Circle the words that correctly complete each sentence.

1. Before (transporting / transmitting) a patient to the hospital, Stella may have to (incarcerate / immobilize) a fracture.
2. Holly uses special pliers and screwdrivers to (adjust / advise) and repair the (lenses / cases) of eyeglasses.
3. The studies Lawrence writes help protect (enraged / endangered) animals from (pollution / poachers).
4. Before beginning any test, Fabiola takes the patient's medical (temperature / history) and explains the (results / procedure).

35

FIGURATIVE LANGUAGE

You have many options when you choose words to express yourself. Are you familiar with these *figures of speech*? They can make your writing much more expressive and interesting!

simile uses *like* or *as* in stating a comparison between two unlike things (***The expensive leather was as smooth as butter.***)

metaphor implies a comparison between two unlike things without using *like* or *as* (***Habits are first cobwebs, then cables.***)

personification attributes the characteristics of a human being to an animal, a thing, or an idea (***The wind whispered all night at the window.***)

A

Write *S*, *M*, or *P* to show whether each sentence below is a *simile*, a *metaphor*, or *personification*.

1. ____ My new book begged to be read immediately.
2. ____ The rows of tulips stood like soldiers on parade.
3. ____ Like a curious child, the moon peeped in the window.
4. ____ Happiness is a warm puppy.
5. ____ The tree's leafy arms sheltered us from the storm.
6. ____ That geometry test was a nightmare.

The terms *oxymoron* and *onomatopoeia* are probably unfamiliar. Chances are, however, that you have used these figures of speech without knowing what they were called.

oxymoron an expression that combines opposites to make a seeming contradiction (***The silence was deafening.***)

onomatopoeia words that imitate the sounds they denote (***I heard a hiss of steam.***)

B

Write each word(s) in the box under the correct heading. Then add an example of your own in each column.

wise fool	buzz	ooze	cheerful pessimist
1. OXYMORON		2. ONOMATOPOEIA	
_____		_____	
_____		_____	
_____		_____	

Do you have the vocabulary to describe the weather with skill and accuracy?



Use words from the box to complete the sentences. Do not use any word more than once. *Hint: You will not use all the words.*

lightning	sunny	tornadoes	rained	temperature
arctic	storm	tropics	wind	Fahrenheit
humidity	volcano	weather	snow	thermometer
hailstone	summer	degrees	arid	meteorologists

1. The fastest _____ change on record happened about 70 years ago in Spearfish, South Dakota. In just two minutes, the _____ reading went from -4° to 45° _____—a rise of 49 _____!
2. During a severe _____ at Coffeerville, Kansas, a _____ weighing more than one and a half pounds struck the ground.
3. Because _____ said that June 2 was the most consistently _____ day on the calendar, Queen Elizabeth chose that day for her coronation in 1953. As usual, they were wrong; it _____ that day.
4. Every year, _____ kills more Americans—about 400—than any other natural disaster.
5. An average of 140 _____ occurs every year in the United States.
6. In 1816, there was no _____ in many areas of the world. In New England, _____ stayed on the ground all year. Dust from the eruption of a _____ in Indonesia had apparently blocked the rays of the sun.
7. The highest _____ velocity ever recorded on Earth—231 miles per hour—swept across New Hampshire’s Mount Washington in 1934. The consistently bad _____ there is caused by the clash of two storm tracks: one from the torrid _____ and one from the frigid _____.



Here are some words a person must know to pass a driver's license exam.

A

Use a word from the box to correctly complete each sentence.

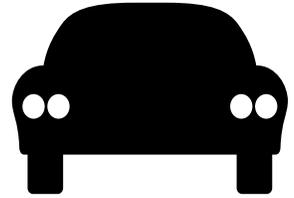
merge	right-of-way	restraint	weaving	carpooling	towing
lane	pedestrian	limits	parallel	low beam	high beam

1. When you _____ park, your wheels must be within 18 inches of the curb.
2. You must drive in the right-hand lane if you are _____ a vehicle.
3. On a driver's license exam, a seat belt may be referred to as a _____.
4. Pedestrians at corners always have the _____.
5. You will save fuel by driving in the _____ with smoothest flow of traffic.
6. Stop for any _____ before driving across a sidewalk to enter a driveway.
7. _____ helps to reduce heavy commute traffic.
8. Drivers who continually change lanes may be ticketed for _____.
9. Use your _____ headlights whenever it is raining.
10. Unless absolutely necessary, don't stop before you _____ with freeway traffic.
11. You may use your _____ headlights when there is no oncoming traffic on a dark street.
12. All speed _____ are based on ideal driving conditions.

B

Circle a letter to show the meaning of each *boldfaced* word. Use context clues for help.

1. If you are convicted of hit-and-run driving, the state will **revoke** your driving privilege.
 - a. reconsider
 - b. take away
 - c. reinstate
2. If you are repeatedly convicted for negligent driving, your license can be **suspended** by a judge.
 - a. withdrawn for a time
 - b. torn up
 - c. given to someone else
3. Whether the **vehicle** you purchase is new or used, it must be registered with the state.
 - a. bike, trike, etc.
 - b. hood, fender, etc.
 - c. auto, big rig, etc.
4. If you drive with only your parking lights on, you are a **violation** of the law.
 - a. violent driver
 - b. victim
 - c. breaker



C

What driving practice helps to control air pollution? Use the clues to complete the words. The answer will read from top to bottom.

1. car, truck, motorcycle
2. parked along a curb
3. seat belt
4. made temporarily invalid
5. permanently canceled
6. law-breaker
7. vehicle's path on roadway
8. fastest legal speed
9. pulling a trailer or boat behind you
10. entering the flow of traffic

1.	<u>V</u>	_____	_____	_____	_____	_____	_____
2.	<u>P</u>	_____	_____	_____	_____	_____	_____
3.	<u>R</u>	_____	_____	_____	_____	_____	_____
4.	<u>S</u>	_____	_____	_____	_____	_____	_____
5.	<u>R</u>	_____	_____	_____	_____	_____	_____
6.	<u>V</u>	_____	_____	_____	_____	_____	_____
7.	<u>L</u>	_____	_____	_____	_____	_____	_____
8.	<u>L</u>	_____	_____	_____	_____	_____	_____
9.	<u>T</u>	_____	_____	_____	_____	_____	_____
10.	<u>M</u>	_____	_____	_____	_____	_____	_____

The words in this lesson will help you answer *who*, *what*, *when*, and *where* questions about our country's past and present.

A

Circle the word that correctly completes each sentence.

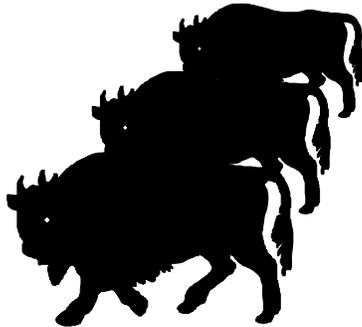
1. (*Pilgrims / Pioneers*) came to America in search of religious freedom.
2. Overcrowding has been caused by the rapid growth of (*colonies / cities*).
3. Most of the United States enjoys a (*temperate / tropical*) climate.
4. America's (*Civil / Revolutionary*) War was fought from 1861 to 1865.
5. There are active (*rain forests / volcanoes*) today in the states of Alaska, Hawaii, and Washington.
6. The United States is located in the Earth's northern (*troposphere / hemisphere*).
7. The Lewis and Clark (*Expedition / Expansion*) mapped the vast territory acquired in the Louisiana Purchase.
8. America's first transcontinental (*highway / railroad*) was completed in 1869.
9. Ranches, forests, and mines are usually found in (*urban / rural*) areas.
10. The (*source / mouth*) of a river is the place where it flows into a larger body of water.

B

Use words from Part A to complete the sentences.

1. The _____ of the Mississippi is near New Orleans.
2. Myles Standish and John Alden are well-known _____.

- 3. Boston was the largest city in the New England _____.
- 4. Two of the active _____ in the United States are Mauna Loa and Mount Saint Helens.
- 5. George Washington was the most famous general in America's _____ War.
- 6. Today, only about 30 percent of Americans live in _____ areas.
- 7. Florida and Arizona represent two different kinds of _____ climates.
- 8. Westward _____ destroyed vast herds of American buffalo.



C

Use the **boldfaced** words in sentences of your own. Try to write sentences that define, or give examples of, the boldfaced word.

- 1. **temperate** _____

- 2. **urban** _____

- 3. **pioneers** _____

- 4. **hemisphere** _____

- 5. **a river's source** _____

All good citizens should know the basic terms used to describe the organization and function of government.

A

Write a letter to match each term on the left with its definition on the right.

- | | |
|-------------------------------|---|
| 1. _____ governor | a. laws that are made or proposed |
| 2. _____ legislation | b. government employment |
| 3. _____ mayor | c. elected leader of the executive branch of state government |
| 4. _____ democracy | d. person elected as chief executive of a city |
| 5. _____ civil service | e. a written set of laws; the rules of a government |
| 6. _____ constitution | f. government of a country by its own people |

B

Circle a letter to show the meaning of each *boldfaced* word.

- The congresswoman receives many letters from her **constituents**.

a. drafters of new laws	b. her closest aides and associates	c. people who elected her to represent them
-------------------------	-------------------------------------	---
- Walter Cho has been a senator for three **terms**.

a. length of time elected to serve	b. short-term campaigns	c. interminable appointments
------------------------------------	-------------------------	------------------------------
- Taxes may be **levied** by federal, state, or local governments.

a. reduced or eliminated	b. imposed on citizens	c. declared unconstitutional
--------------------------	------------------------	------------------------------
- Members of the president's **Cabinet** are his closest advisers.

a. family members and longtime friends	b. prominent members of Congress	c. heads of the 14 executive departments
--	----------------------------------	--
- Some mayors have the power to **veto** laws passed by the city council.

a. forbid or stop an act of government	b. completely rewrite a bad law	c. ask the public for approval
--	---------------------------------	--------------------------------
- A **bureaucrat** follows rules without asking questions or making exceptions.

a. radical dissenter	b. appointed government official	c. member of the Communist Party
----------------------	----------------------------------	----------------------------------

FORMS AND APPLICATIONS

40

Suppose you are applying for a loan, a job, or some kind of license. You will need to know certain words that commonly appear on forms and applications.

A

Circle words to correctly complete the sentences. Use a dictionary for help.

- George lists his wife Amy as his (*supervisor / spouse*) and his two children as his (*dependents / independents*).
- As Jacob's last (*surname / supervisor*), Mrs. Fox would make a good (*reference / reversal*) for him.
- Clerks who handle large amounts of money must often be (*bonded / budgeted*).
- Aggie's loan will be approved when she (*finishes / furnishes*) the (*deed / key*) to her house.
- Teddy's (*legal / label*) first name is Theodore, and his (*nickname / surname*) is Witherspoon.
- As an (*alternate / alien*), Vo is not allowed to vote.
- Maurice is a proud (*veteran / vagrant*) of the U.S. Marine Corps.
- A job application might ask, "Have you ever been convicted of a (*fellowship / felony*)?"

B

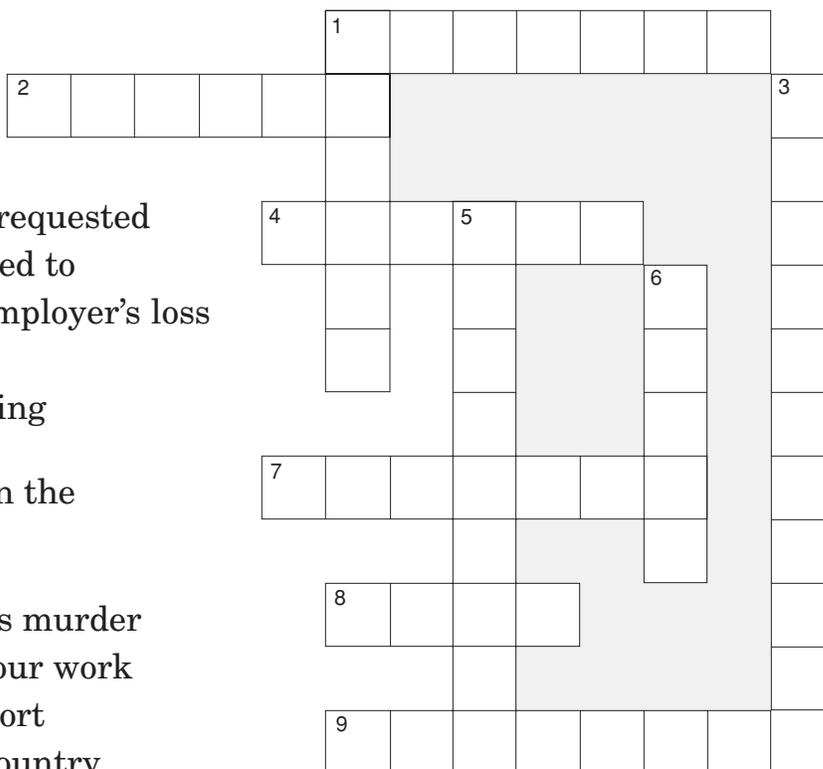
Use the clues to complete the puzzle. Answers are words from Part A.

ACROSS

- to supply something requested
- person you are married to
- insured against an employer's loss
- your family's name
- legal document showing property ownership
- one who has served in the armed forces

DOWN

- serious crime, such as murder
- person who directs your work
- person that you support
- a citizen of another country



C

Use words from the box to complete the paragraphs. *Hint: You will not use all the words in the box.*

programs	science	maintain	systems
hardware	scientists	animate	applications
revise	operation	software	programmers

Two Types of Programmers

_____ programmers usually specialize in business, engineering, or _____. They create _____ to handle specific jobs, such as inventory control. They may also _____ an existing program to meet an additional need.

_____ programmers _____ the software that controls the _____ of an entire computer system. They often help applications _____ determine the source of problems that may occur with their systems' _____.

D

Circle two words to correctly complete each sentence.

1. (Hardware / Hard copy) is designed by computer (technicians / engineers).
2. A (mouse / menu) is a list of choices that appear on your computer's (memory / monitor).
3. A (printer / program) called a (browser / backup) gives you access to the Internet.
4. You must get on the (Internet / database) in order to send and receive (e-mail / snail mail).

As a group, all forms of print and electronic communication are called the *media*.

A

Use media words from the box to complete the newspaper article.

Hint: You will not use all the words.

editor	circulation	radio	subscriptions	series	columnist
reporter	publisher	star	television	article	interview

Ben Snoopin, formerly the popular entertainment (1) _____ on (2) _____ station KXFX, has gotten off to a great start at HOT FROM HOLLYWOOD. HOT's (3) _____ Burt Blatt credits his sizzling new (4) _____ for increased home (5) _____ that doubled the magazine's (6) _____ in just six months. "Ben's (7) _____ with rapper I. R. Tite was nothing less than sensational," said Snoopin's (8) _____, E. Z. Fixx. "Because of that column," Fixx continued, "everyone in America will be tuning in to Tite's outrageous new TV (9) _____."

B

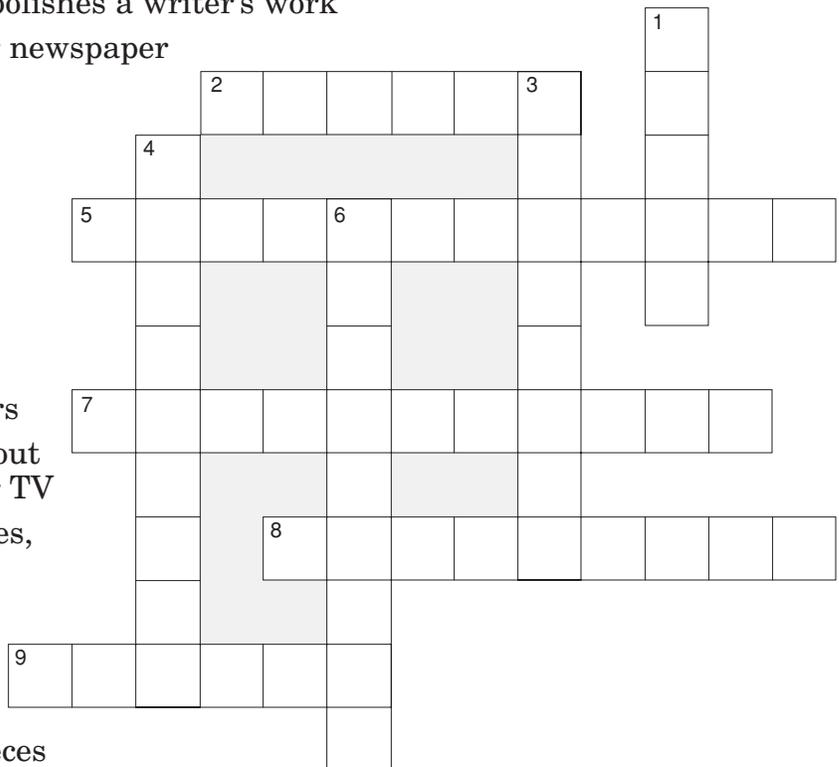
Use the clues to solve the crossword puzzle. Answers are from Part A.

ACROSS

- 2. one who corrects, refines, and polishes a writer's work
- 5. home delivery of a magazine or newspaper
- 7. average number of magazines or newspapers regularly sold
- 8. meeting at which a reporter asks a person questions
- 9. a sequence of TV programs featuring the same characters

DOWN

- 1. electronic broadcast of sounds from a station to many receivers
- 3. one who gathers and writes about news for a newspaper, radio, or TV
- 4. person or business that prepares, brings out, and sells books, magazines, or a newspaper
- 6. newspaper or magazine writer whose name is featured over his or her regularly published written pieces



A

Circle the word that correctly completes each sentence. Use a dictionary if you need help.

1. Reporters often begin their careers at small (*positions / publications*) rather than at national magazines.
2. A professional (*photographer / publicist*) works with filters, tripods, and lenses.
3. A (*recording engineer / camera operator*) operates a control panel to produce special sound effects.
4. The (*producer / director*) of a movie conducts rehearsals.
5. Disc jockeys and sportscasters usually begin their careers as (*salespersons / announcers*) at small stations.
6. Beginning authors often have trouble finding an (*agent / assistant*) to sell their work to publishers.
7. (*Editorial / Technical*) writers can translate scientific jargon into readily understandable language.
8. People who choose (*public relations / word processing*) as a career must be able to motivate others.

B

Draw a line to match each job on the left with one of its typical tasks on the right.

- | | |
|----------------------------|--|
| 1. director | a. reports football scores |
| 2. author | b. videorecords a live news event |
| 3. technical writer | c. makes suggestions to actors |
| 4. sportscaster | d. outlines events in a plot |
| 5. camera operator | e. asks listeners to phone in requests |
| 6. disc jockey | f. writes copy describing a machine |

44

SPORTS

How “sports savvy” are you? Test your knowledge in this lesson.



Use words from the box to complete the sentences. *Hint: You will not use all the words.*

rounds	sport	fouled	seasons
batters	regulation	gloves	basketball
overtime	golf	baseball	pitcher
no hitter	hurler	vaulter	fielder

- _____, invented in 1891 by James Naismith, is the only major _____ entirely of American origin.
- When landing, a pole _____’s leg joints may absorb up to 20,000 pounds of pressure per square inch.
- Between 1882 and 1887, Hugh L. Daly was the winning _____ in 74 games, including a _____. In one game he struck out 19 _____—not bad for a man with only one arm!
- New York’s Metropolitan Museum of Art houses the world’s largest collection of _____ cards: 200,000.
- Before 1900, prize fights could last more than 100 _____. Since no _____ were used in those days, opponents fought with bare knuckles.
- There are more than 10,000 _____ courses in the United States.
- Although a _____ game in the National Basketball Association is 48 minutes, Wilt Chamberlain averaged *more* than 48 minutes per game—because of _____ periods. It is also amazing that in his pro _____, “Wilt the Stilt” never once _____ out of a game.

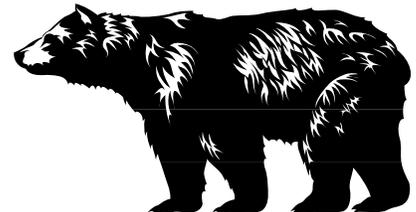
Do you have the basic vocabulary to describe plant and animal life?

A

Use words from the box to complete the sentences. For help, check a dictionary.

omnivorous	carnivorous	herbivorous	deciduous
prey	predator	cones	roots

- _____ animals such as deer and horses feed mainly on vegetable matter.
- Mice and birds are the _____ of cats.
- A plant is anchored to the ground by its _____.
- A lion's diet does not include grass or leaves; it is _____.
- Some evergreen trees bear _____ that contain seeds.
- A _____ tree sheds its leaves every year.
- The _____ bear eats grasses and berries as well as the flesh of animals.
- The bear is a _____ of salmon.



B

Circle words to correctly complete each sentence.

- The (*cantankerous / carnivorous*) pitcher plant exudes nectar on its (*claws / leaves*) to attract (*insects / insights*).
- While (*ventilating / hibernating*), a woodchuck (*breathes / eats*) only ten times an hour.
- A single winter rye (*plant / primate*) can produce 387 miles of (*roots / blooms*) in two cubic feet of (*seed / soil*)!
- The (*digestive / sense*) organs of a shark can detect one part (*mammalian / mastodon*) blood in 100 million parts of water.

7

UNIT REVIEW

A

Use words from the box to complete the sentences. *Hint:* You will use each word only once.

circulation

rounds

reference

expedition

habitat

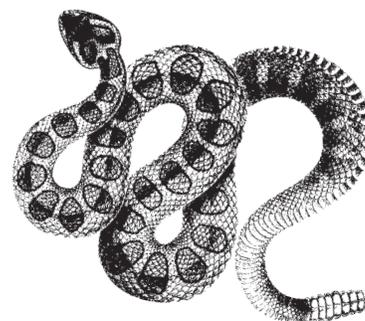
parallel

initiative

browser

friction

1. Periods in a baseball game are called *innings*, but periods in a boxing match are called _____.
2. If a magazine has a huge _____, it can charge top prices for advertisements.
3. A _____ program such as Netscape Navigator will enable you to surf the World Wide Web.
4. A teacher whose class you failed would *not* make a good _____ on your résumé.
5. Explorers may travel thousands of miles when they go off on an _____.
6. When a driver aligns her vehicle alongside a curb, she is _____ parking.
7. Ball bearings are used to limit _____ between the parts of a machine.
8. Many lizards, toads, and snakes are able to thrive in a desert _____.
9. An employee who regularly makes good suggestions is showing _____.



UNIT REVIEW

7

B Write a letter to match each term on the left with the correct definition or example on the right.

- | | |
|-----------------------------------|-----------------------------------|
| 1. ____ gallery | a. studio technician |
| 2. ____ aptitude | b. voters |
| 3. ____ recording engineer | c. neither extremely hot nor cold |
| 4. ____ graphics | d. exhibition hall |
| 5. ____ veteran | e. videogame characters |
| 6. ____ constituents | f. natural ability |
| 7. ____ temperate | g. former army sergeant |

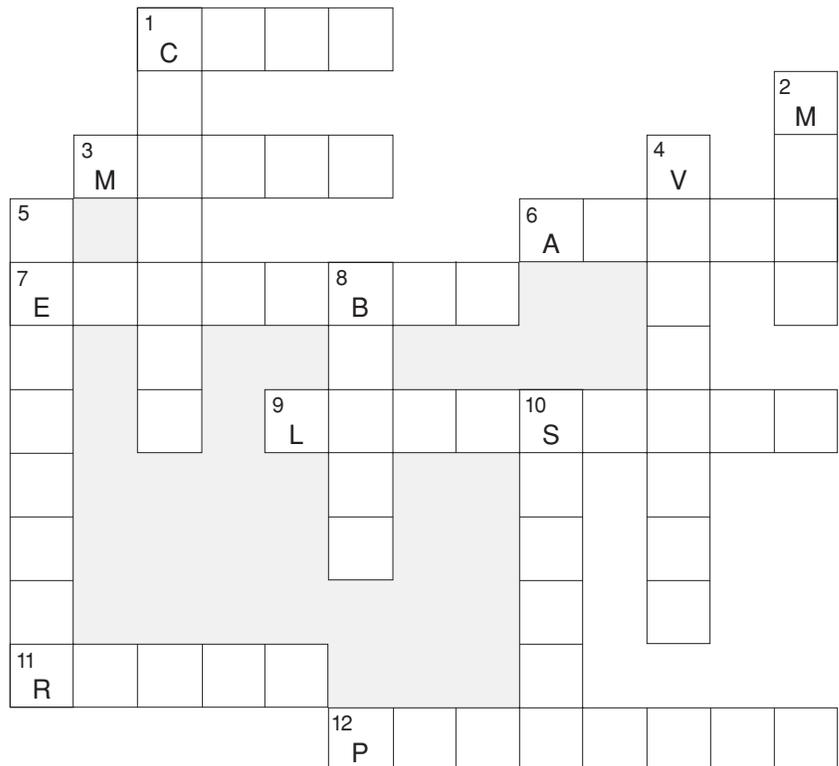
C Use the clues to help you complete the puzzle. Answers are words you learned in this unit.

ACROSS

1. words in an advertisement
3. all forms of print and electronic communication
6. a person who is not yet a citizen
7. qualified for
9. painting of outdoor scenery
11. in the countryside
12. They came for religious freedom.

DOWN

- | | |
|--|---|
| 1. works with test tubes in a lab | 8. orchestra section with horns |
| 2. choices shown on a monitor | 10. orchestra section with cellos and violins |
| 4. driver who runs a stop sign | |
| 5. compares without <i>like</i> or <i>as</i> | |



SYNONYMS AND ANTONYMS A-Z

FOR HELP WITH THE LESSONS IN THIS BOOK, SEE THE REFERENCE GUIDE, PAGES 107-112.

UNIT

8

PRETEST

Pretest your knowledge of synonyms and antonyms.

A

Circle a letter to identify a *synonym* (word that means the same) for each *boldfaced* word. Check your answers at the bottom of the page.

- To **divulge** the answer
 - guess
 - disguise
 - reveal
 - suspect
- a **minute** amount
 - timely
 - tiny
 - mistaken
 - measured
- a **captivated** audience
 - restless
 - motivated
 - captured
 - interested
- a clever **pseudonym**
 - nickname
 - last name
 - pen name
 - code word
- a **poignant** story
 - hilarious
 - touching
 - boring
 - pointed
- a **perplexing** situation
 - puzzling
 - perfect
 - exceptional
 - interesting
- to **verify** a solution
 - dilute
 - evaluate
 - reverse
 - confirm
- to **allay** all doubt
 - relieve
 - suspend
 - lie about
 - engender

B

Underline the *antonym* (word that means the opposite) of each *boldfaced* word.

- cold** chilling lukewarm glacial scorching
- hopeful** heartening despondent expectant uncertain
- necessary** dispensable desirable requisite demanded
- mild** soothing bland fragrant scathing

Answers: A. 1. c 2. b 3. d 4. c 5. b 6. a 7. d 8. a
B. 1. scorching 2. despondent 3. dispensable 4. scathing

WORDS BEGINNING WITH A

46

A

Circle a letter to show the meaning of each *boldfaced* word.

- The police officer will **admonish** the man for speeding.
a. warn, caution b. plead, beg c. promote, encourage
- Heavy-duty sandpaper has an **abrasive** surface.
a. strong, stiff b. wet, slippery c. rough, scratchy
- Brandon's answer to the question was quite **absurd**.
a. clever, imaginative b. silly, ridiculous c. deep, thoughtful
- If you leave the door **ajar**, someone may barge in.
a. painted, varnished b. shut, closed c. open, gaping
- Mrs. Marz was **appalled** by her children's wild behavior.
a. amused, pleased b. inspired, enlightened c. disgusted, upset
- The Sahara Desert is an **arid** region.
a. dry, barren b. airy, odorless c. huge, immense
- Suzanne's **arrogant** manner annoys her classmates.
a. artistic, refined b. prideful, haughty c. shy, fearful

B

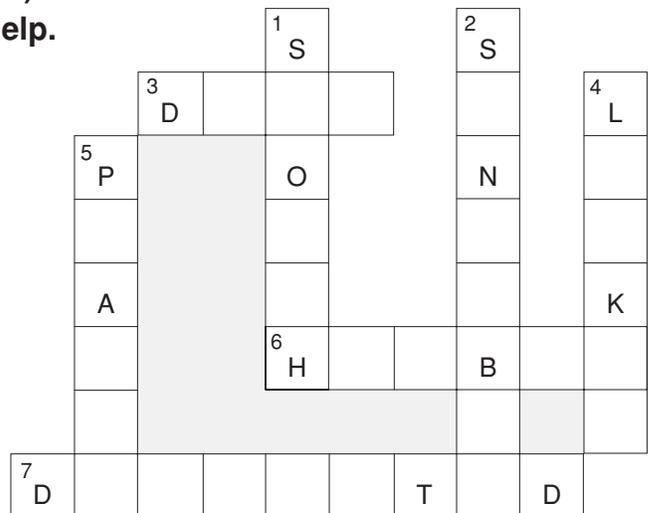
Complete the crossword puzzle. The answers are *antonyms* (words that mean the opposite) of words in Part A. Use a thesaurus if you need help.

ACROSS

- antonym of *arid*
- antonym of *arrogant*
- antonym of *appalled*

DOWN

- antonym of *abrasive*
- antonym of *absurd*
- antonym of *ajar*
- antonym of *admonish*



A

Find the word in the box that best completes each sentence. Write it on the line. Hint: You will *not* use all the words.

blemish	beguiled	besmirched	billowing	bickering	bolster
bigoted	barbaric	burnished	burdened	besieged	berated

- The artist was _____ by admirers who wanted to meet him.
- When Patrick was depressed, I tried to _____ his spirits.
- Most “as is” sale items have some kind of _____.
- People who live in primitive societies are usually _____.
- The coach _____ the players for not trying hard enough.
- Mrs. Henderson was _____ by the salesman’s empty promises.
- My dad won’t allow any _____ at the dinner table.
- The _____ man stubbornly rejected any viewpoint but his own.

B

Circle a **synonym** and underline an **antonym** for each **boldfaced** word on the left.

- bickering** eating quarreling pretending laughing
- besieged** ignored attracted applauded surrounded
- barbaric** eager crude civilized complex
- bigoted** gifted prejudiced dwarfish open-minded
- blemish** design varnish defect advantage
- bolster** support manage crush evaluate
- beguiled** blessed tricked amused informed
- berated** criticized reported commended quizzed

WORDS BEGINNING WITH C

48

A

Circle a letter to show the meaning of each *boldfaced* word.

- Until you **confront** bullies face-to-face, they will torment you.
a. give in to b. stand up against c. meet halfway
- If you can't **confirm** that rumor, it probably isn't true.
a. prove to be true b. disprove as false c. believe
- I'm glad we've always had such a **cordial** relationship.
a. distant, cool b. casual, informal c. warm, friendly
- Contrary** to your opinion, I think that candidate is excellent.
a. in addition to b. as opposed to c. in sympathy with
- "Hello" is our **customary** word of greeting.
a. usual b. rare c. newest
- The process of evaporation will **condense** milk.
a. thin out b. put it in cans c. make denser, thicker
- After our team's victory, the locker room was in **chaos**.
a. shock and awe b. wild disorder c. turmoil, grief

B

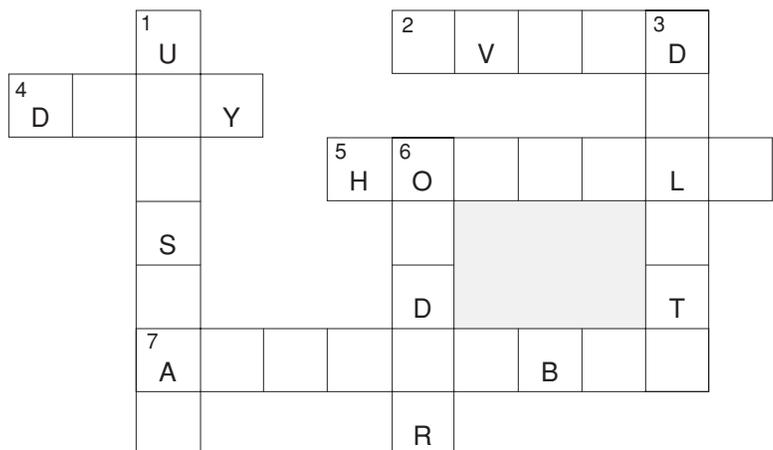
Use the clues to help you complete the crossword puzzle. The answers are *antonyms* (words that mean the opposite) of words in Part A. Use a thesaurus if you need help.

ACROSS

- antonym of *confront*
- antonym of *confirm*
- antonym of *cordial*
- antonym of *contrary*

DOWN

- antonym of *customary*
- antonym of *condense*
- antonym of *chaos*



49

WORDS BEGINNING WITH **D**

A

Read the words in the box. Then find a *synonym* and an *antonym* for the *boldfaced* word in each phrase. Write the synonym on the left and the antonym on the right.

postpone	easy	vandalize	uninhabitable
disobedient	drab	attract	cooperative
discouraging	showy	receive	populated
redirect	hasten	restore	contribute

1. _____ to **deflect** attention _____
2. _____ a **dashing** uniform _____
3. _____ to **derive** income _____
4. _____ a **defiant** attitude _____
5. _____ to **deface** property _____
6. _____ a **desolate** wilderness _____
7. _____ a **daunting** task _____
8. _____ to **defer** judgment _____

B

Reread the phrases in Part A. Then use *four* of the phrases in sentences of your own.

1. _____

2. _____

3. _____

4. _____

WORDS BEGINNING WITH **E**

50

A

Circle a letter to show the meaning of each *boldfaced* word.

- The Clarks' **extravagant** spending habits have put them in debt.
 - miserly
 - wasteful
 - long-standing
- Vaccination has nearly **eradicated** the disease of smallpox.
 - wiped out
 - inflamed
 - mutated
- Her high hopes began to **ebb** as the votes were counted.
 - accelerate
 - soar
 - lessen
- When dark clouds **emerge**, a storm is sure to follow.
 - grow dense
 - come into view
 - flatten out
- He can hardly wait to **embark** on his journey.
 - start out
 - write about
 - make plans for
- Mia couldn't help but **exult** in winning first place.
 - boast, brag
 - feel proud and happy
 - feel embarrassed about
- A bit more salt would **enhance** the flavor of the beef stew.
 - improve
 - detract from
 - overdo

B

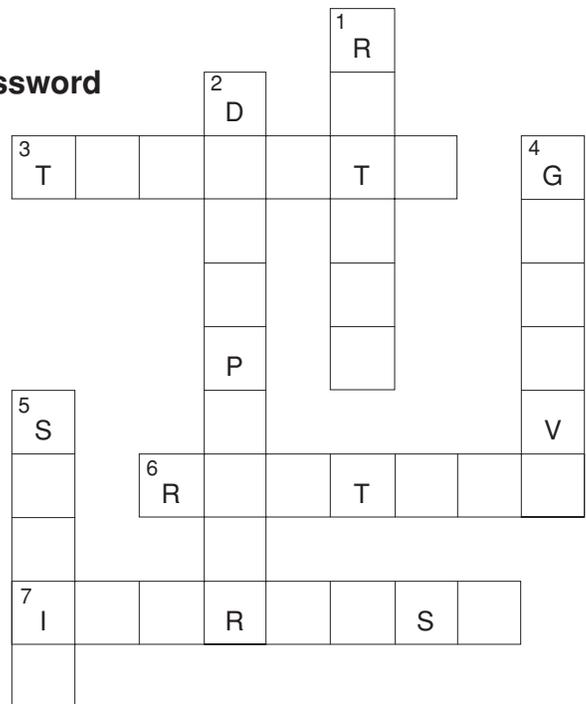
Use the clues to help you complete the crossword puzzle. The answers are *antonyms* (words that mean the opposite) of words in Part A. Use a thesaurus if you need help.

ACROSS

- antonym of *extravagant*
- antonym of *eradicate*
- antonym of *ebb*

DOWN

- antonym of *embark*
- antonym of *emerge*
- antonym of *exult*
- antonym of *enhance*



51

WORDS BEGINNING WITH **F**

A

Read the words in the box. Then find a *synonym* and an *antonym* for the **boldfaced** word in each phrase. Write the synonym on the left and the antonym on the right. *Hint:* You will *not* use all the words in the box.

aid	prophetic	fictitious	thrifty	forthright
stubborn	alleviate	pliable	hopeless	strengthen
weaken	silly	effective	serious	sabotage
sneaky	optional	wasteful	basic	inconsequential

1. _____ to **fortify** concrete _____
2. _____ a **fateful** event _____
3. _____ a **futile** argument _____
4. _____ to **facilitate** growth _____
5. _____ a **frivolous** reason _____
6. _____ a **frugal** manager _____
7. _____ a **fundamental** right _____
8. _____ a **furtive** glance _____

B

Think about the meaning of the phrases in Part A. Then use any *four* of the phrases in sentences of your own.

1. _____

2. _____

3. _____

4. _____

WORDS BEGINNING WITH G

52

A

Circle a letter to show the meaning of each *boldfaced* word.

- Digging potatoes in the hot sun is **grueling** work.
 - light, easy
 - exhausting, hard
 - healthy, invigorating
- The bloody crime scene was a **ghastly** sight to see.
 - confused, disorderly
 - ghostlike
 - horrible, frightening
- Such **grandiose** plans often lead to disappointment.
 - overly ambitious
 - positive, hopeful
 - realistic, sensible
- That device can **gauge** the exact amount of rainfall.
 - estimate
 - measure
 - predict
- A **gullible** person believes every claim and promise.
 - knowledgeable
 - honest
 - easily fooled
- Many teenage boys seem to have **gargantuan** appetites.
 - very great
 - picky, choosy
 - non-selective
- She will **glean** whatever is salvageable from the ruins of the fire.
 - clean
 - gather, collect
 - dispose of, toss

B

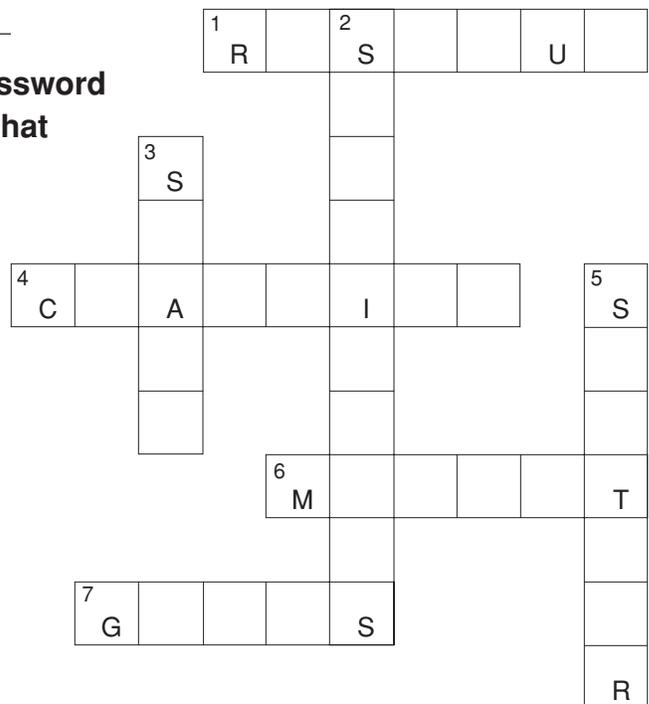
Use the clues to help you solve the crossword puzzle. Answers are *antonyms* (words that mean the opposite) of words in Part A. Use a thesaurus if you need help.

ACROSS

- antonym of *grueling*
- antonym of *ghastly*
- antonym of *grandiose*
- antonym of *gauge*

DOWN

- antonym of *gullible*
- antonym of *gargantuan*
- antonym of *glean*



A

The *boldfaced* words in the sentences have gotten all mixed up! First, find the correct word in another sentence. Then, rewrite the sentence, using the correct word.

1. The squirrels have been **haggling** acorns for weeks.

2. The toys were **hospitably** tossed onto the shelf.

3. My uncle enjoys **hoarding** over the price of a used car.

4. He will pay a **hypocritical** fine for driving without a license.

5. We were welcomed most **haphazardly** by the hotel manager.

6. Her **hefty** remarks seem to have fooled everybody.

B

Circle the *antonym* and underline the *synonym* of each word on the left.

- haphazardly** carefully randomly rudely precisely
- hospitably** warmly sickly forcefully coldly
- hefty** exact large slight fair
- haggling** discussing arguing about spending agreeing on
- hoarding** piling up eating turning down donating
- hypocritical** insincere playful earnest blaming

A

Write a letter to match the *boldfaced* word in each phrase with its *synonym* (word that means the same).

- | | |
|---|----------------|
| 1. ____ the idle students | a. furious |
| 2. ____ an imperative assignment | b. stir up |
| 3. ____ to impede progress | c. bungling |
| 4. ____ an inept mechanic | d. required |
| 5. ____ an irate customer | e. lazy |
| 6. ____ to instigate unrest | f. disobedient |
| 7. ____ an insubordinate soldier | g. obstruct |

B

Choose an *antonym* (word that means the opposite) from the box for each word in Part A. Write the antonym on the line. Then use the word from Part A in a sentence of your own.

soothe promote optional skillful industrious compliant calm

1. antonym of **instigate**: _____

2. antonym of **idle**: _____

3. antonym of **irate**: _____

4. antonym of **inept**: _____

5. antonym of **imperative**: _____

6. antonym of **insubordinant**: _____

7. antonym of **impede**: _____

A

Circle the *synonym* (word that means the same) of each *boldfaced* word. Use a dictionary if you need help.

1. The two drivers' descriptions of the accident don't **jibe**.
a. explain b. agree c. clarify
2. We hope the strong winds won't **jeopardize** the delicate seedlings.
a. endanger b. promote c. reschedule
3. Rudy's **jest** about Sal's motives might have been misunderstood.
a. joke b. insult c. recommendation
4. That surprising decision may be hard to **justify**.
a. rethink or reverse b. give good reasons for c. stand up in court
5. As her disease worsened, Jan's skin became **jaundiced**.
a. dry and flaky b. bruised c. yellowed
6. The winning jockey gave a **jaunty** wave to the crowd.
a. cheerful b. self-conscious c. conceited
7. It's a mistake to be too **judgmental** about people you don't know well.
a. impressed by b. concerned about c. critical of

B

Draw a line to match each *boldfaced* word on the left with its *antonym* (word that means the opposite) on the right.

- | | |
|-----------------------|----------------|
| 1. jibe | a. downcast |
| 2. jeopardized | b. prove false |
| 3. jest | c. oath |
| 4. justify | d. contradict |
| 5. jaundiced | e. protected |
| 6. jaunty | f. merciful |
| 7. judgmental | g. rosy |

WORDS BEGINNING WITH K

56

A

Think about the meanings of the *boldfaced* words. (Use a dictionary if you need help with their definitions.) Then circle the word or words that correctly complete the sentence.

1. The **keynote** speaker (sets the tone / locks the door) at a meeting.
2. **Kale** and **kohlrabi** are two (tropical diseases / garden vegetables).
3. Your “**kindred spirits**” are people very (foreign / similar) to you.
4. When McGregor plays the bagpipe he usually wears a (**kimono** / **kilt**).
5. If he **kindles** the fire, Arturo will (extinguish / stoke) it.
6. Your “**next of kin**” is (in line after you / your closest relative).
7. Someone who ruins other people’s fun is a (**killjoy** / **killdeer**).
8. Cleopatra probably wore (**kapok** / **kohl**) as eye makeup.
9. When a bell rings a death **knell**, the sound is (loud and clanging / slow and solemn).
10. You are being (humbly submissive / rudely disrespectful) when you **kowtow** to the boss.

B

Many *Yiddish* words have become common in English. (Yiddish is a language spoken by many European Jews. It developed from Hebrew and an old form of German.) Choose a word from the box to correctly complete each sentence. Use a dictionary if you need help.

kabosh

kosher

kaput

klutz

1. You should put the _____ on your partner’s ridiculous idea.
2. Under strict Jewish law, only _____ foods are fit to be eaten.
3. A _____ is someone who’s especially clumsy and awkward.
4. If your business goes _____, it’s failed, done for, down the drain.

57

WORDS BEGINNING WITH L

A

Write a letter to match the *boldfaced* word in each phrase with a *synonym* (word that means the same) on the right.

- | | |
|---|-------------|
| 1. ____ to lament a loss | a. weaken |
| 2. ____ to feel lethargic | b. careless |
| 3. ____ to launch a project | c. dull |
| 4. ____ to languish in the heat | d. generous |
| 5. ____ a liberal allowance | e. grieve |
| 6. ____ lax law enforcement | f. begin |
| 7. ____ a lackluster performance | g. sluggish |

B

Choose an *antonym* (word that means the opposite) from the box for each *boldfaced* word in Part A. First, write the antonym on the line. Then use it in a sentence of your own. *Hint:* You will *not* use all the words in the box.

brilliant	energetic	celebrate	strict	legal
stingy	puzzled	terminate	fair	thrive

1. antonym of **languish**: _____

2. antonym of **launch**: _____

3. antonym of **lackluster**: _____

4. antonym of **lament**: _____

5. antonym of **lethargic**: _____

6. antonym of **lax**: _____

7. antonym of **liberal**: _____

WORDS BEGINNING WITH M

58

A

Read the words in the box. Then find a *synonym* and an *antonym* for the *boldfaced* word in each phrase. Write the synonym on the left and the antonym on the right.

scanty	attractive	join	soggy	tiny
unfeeling	agreeable	dismiss	unhealthy	disregard
ample	substantial	repulsive	dehydrated	avoid
summon	sentimental	stubborn	wholesome	ponder

- _____ a **mulish** attitude _____
- _____ to **mull** over an idea _____
- _____ a **miniscule** amount _____
- _____ to **mingle** with others _____
- _____ a **magnetic** personality _____
- _____ a **marshy** field _____
- _____ a **maudlin** movie _____
- _____ a **meager** supply _____
- _____ to **muster** troops _____
- _____ a **morbid** fascination _____

B

Write sentences using any synonym-antonym *pair* from Part A. The first one has been done for you.

- One member of the committee is stubborn, but the others are quite agreeable.*
- _____
- _____
- _____

A

Find a *synonym* in the box for each *boldfaced* word. Write the synonym on the line. *Hint: You will not use all the words in the box.*

rough	smooth	quick	nourish	complicated
unusual	drab	cancel	sickening	inexperienced

1. Molly has a **novel** _____ idea for a short story.
2. His cap was made of a **nubby** _____ tweed fabric.
3. Garth is somewhat **naïve** _____ in money matters.
4. Her **nondescript** _____ office was quite colorless.
5. That ballot proposition would **nullify** _____ existing law.
6. You must **nurture** _____ seedlings if you want them to grow.
7. A **noxious** _____ odor filled the auditorium.
8. A truly witty person has a **nimble** _____ mind.

B

Write a letter to match each word on the left with its *antonym* (word that means the opposite) on the right.

- | | |
|-----------------------------|------------------|
| 1. _____ nondescript | a. confirm |
| 2. _____ nubby | b. listless |
| 3. _____ nimble | c. neglect |
| 4. _____ nurture | d. silken |
| 5. _____ noxious | e. showy |
| 6. _____ naïve | f. worn-out |
| 7. _____ nullify | g. refreshing |
| 8. _____ novel | h. sophisticated |

WORDS BEGINNING WITH O

60

A

Circle a letter to show the meaning of each *boldfaced* word.
Use a dictionary if you need help.

- Someone with a positive attitude is usually **optimistic** about what the future holds.
 - hopeless
 - hopeful
 - fearful
- Governments that **oppress** their people must be reprimanded.
 - harshly control
 - fully inform
 - indoctrinate
- The **ornate** dome of the capitol is very impressive.
 - arched
 - enormous
 - decorated
- We will try to **originate** a totally fresh new approach to that problem.
 - organize
 - create
 - enforce
- If you stand in front of me, you will **obstruct** my view.
 - obscure
 - object to
 - structure
- Her bad manners are **offensive** to all of us.
 - intriguing
 - competitive
 - repellent

B

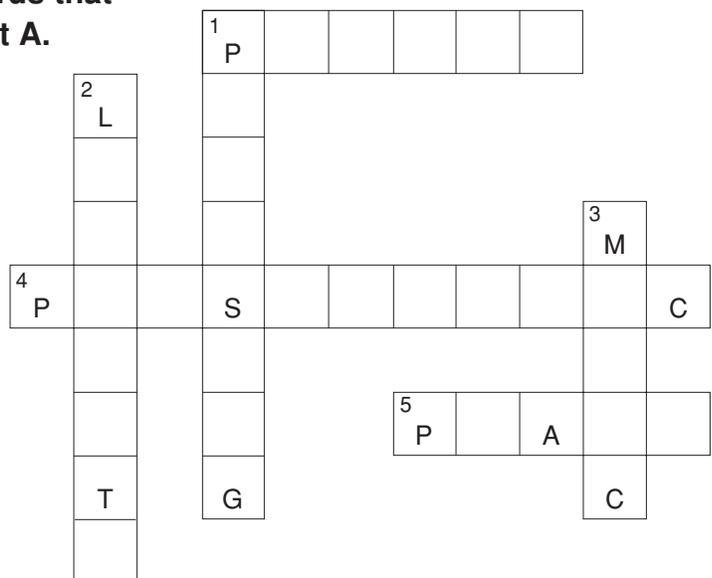
Use the clues to help you complete the crossword puzzle. Answers are *antonyms* (words that mean the opposite) of words in Part A.
Use a thesaurus if you need help.

ACROSS

- antonym of *obstruct*
- antonym of *optimistic*
- antonym of *ornate*

DOWN

- antonym of *offensive*
- antonym of *oppress*
- antonym of *originate*



WORDS BEGINNING WITH Q

62

A

Circle the word that makes sense in each sentence. Use a dictionary if you need help.

1. You could find plenty of rocks in a (*quarantine* / *quarry*).
2. A (*quartz* / *quasar*) timepiece is usually very accurate.
3. The toastmaster's (*quirks* / *quips*) were very clever.
4. Amusement park rides sometimes make him feel (*queasy* / *quaint*).
5. If she has malaria she will need some (*quibble* / *quinine*).
6. A (*quince* / *quiche*) is mostly made of cheese and eggs.
7. A (*querulous* / *quizzical*) facial expression makes people laugh.
8. She's in a (*quandary* / *quagmire*) about which college to attend.

B

Write the correct word choices from Part A that match each definition. Use a dictionary if you need help.

1. _____: old-fashioned, charming
2. _____: hard, yellow fruit used for jam
3. _____: irritable, complaining
4. _____: mushy ground you can sink into
5. _____: confinement to prevent contagion
6. _____: to argue over trifling matters
7. _____: starlike object that emits light waves
8. _____: peculiar little habits

A

As you read the sentences, think about the meanings of the **boldfaced** words. Then, in each sentence, *circle* the **synonym** and *underline* the **antonym** of the boldfaced word.

- The consequences of a **rash** decision can be long-lasting.
delayed reckless inspired considerate thoughtful
- The criminal felt **remorse** for his past life.
unhappy pride guilt wonder bitter
- Duane and Bernie are **rivals** for the leading role.
participants backups competitors allies twins
- Courtney's mom is **reluctant** to volunteer as a chaperone.
eager undecided unwilling confused adamant
- The loud organ music **reverberated** in the small chapel.
reversed rehearsed dwindled screeched echoed
- It is **redundant** to say, "Take your daily vitamin once a day."
inadequate cautious remarkable unnecessary prudent
- The smell of **rancid** meat is absolutely nauseating.
broiled rotten uncooked fresh chopped
- Why did Monique **rebuff** your friendly advice?
mimic reject consider tolerate accept

B

Write original sentences using any *five* of the boldfaced words in Part A.

- _____
- _____
- _____
- _____
- _____

WORDS BEGINNING WITH S

64

A

Read the words in the box. Then find a *synonym* and an *antonym* for the **boldfaced** word in each phrase. Write the synonym on the left and the antonym on the right.

foster	yield	sincere	merry
damage	soaked	mocking	gloomy
slavish	hide	regal	steadfast
exhibit	conquer	fickle	parched

- _____ a **sarcastic** remark _____
- _____ **servile** behavior _____
- _____ a **saturated** lawn _____
- _____ to **succumb** to pressure _____
- _____ to **secrete** evidence _____
- _____ a **staunch** supporter _____
- _____ to **sabotage** a plane _____
- _____ a **somber** mood _____

B

Circle the word that makes sense in each sentence. Use a dictionary if you need help.

- Your shoulder blade is also called a (*sinew* / *scapula*).
- Use a (*sconce* / *sieve*) to separate liquids from solids.
- (*Sienna* / *Scarlatina*) is the name of a reddish-brown color.
- A king or queen might carry a (*scepter* / *sarong*).
- A very young pigeon is called a (*shoat* / *squab*).
- Why do salmon swim upstream to (*sprawl* / *spawn*)?
- A (*sluggish* / *slovenly*) person has very little energy.

A

Choose the word from the box that makes sense in each sentence.
Write it on the line. *Hint: You will not use all the words.*

tenacious	turbulent	tranquil	temperamental
transmit	transcend	tapered	tedious
tawdry	tangible	tolerate	tarnished

- We will try to _____ our petty differences and work out a compromise.
- He _____ his reputation by cheating on the test.
- The principal will not _____ littering on the school grounds.
- Filing the boss's correspondence gets quite _____.
- The child has a _____ grip on her mother's hand.
- Bobby is too _____ to stay cool in a crisis.
- To me, that sequined party dress looks _____.
- Did you _____ those orders to the shipping department?

B

Circle a *synonym* and underline an *antonym* for each word on the left.

- tenacious** affectionate tight sticky loose
- transmit** copy receive order send
- temperamental** moody violent fearful steady
- transcend** rise above fall short of eliminate cross
- tawdry** shiny understated dated cheap
- tarnished** ancient enhanced made blackened
- tedious** quick official fascinating tiresome
- tolerate** allow assist forbid request

A

Find the word in the box that best completes each sentence. Write it on the line. *Hint: You will not use all the words.*

varied	verified	vague	vacant	vouch	vulnerable
vital	viable	vandal	vehement	vendor	vague

1. It was hard to locate a _____ seat in the pitch-black theater.
2. The heart and the brain are two of the body's _____ organs.
3. The reporter _____ the facts before writing her news story.
4. A _____ argument broke out between the two candidates.
5. My cousin is a hot dog _____ in San Francisco.
6. Buildings on the San Andreas Fault are _____ to earthquakes.
7. The committee doesn't think the mayor's plan is _____.
8. A _____ damaged several portraits in the museum.

B

Circle a synonym and underline an antonym for each word on the left.

1. **vendor** salesperson imitator admirer customer
2. **vandal** visitor destroyer child repairman
3. **vital** crucial muscular secondary fleshy
4. **vacant** roomy empty balcony occupied
5. **vulnerable** at risk on target comfortable protected
6. **verified** debunked fanciful questioned confirmed
7. **vehement** civil mild intense foolish
8. **viable** vicious impossible playful workable

A

Circle the word that makes sense in each sentence. If you need help, use a dictionary.

1. You make music on a (*zither* / *xylophone*) by plucking its strings.
2. Sliced thin in a salad, (*zirconium* / *zucchini*) tastes great.
3. (*Yaws* / *Yucca*) is a serious skin disease in tropical regions.
4. (*X-rays* / *Zoom-rays*) are used to diagnose fractures and diseases.
5. A (*yowl* / *yelp*) is the long, sad cry of a wolf or a dog.
6. A soft, gentle breeze is sometimes called a (*zipper* / *zephyr*).
7. Egg (*yokes* / *yolks*) have more calories than egg whites.

B

Read the sentences. Then find a *synonym* in the box for each **boldfaced** word. Write it on the line. *Hint: You will not use all the words.*

yearns	zenith	yield	yellow	xylem
zoned	zealous	zest	zodiac	yawls

1. This area has been **partitioned** _____ for industrial use.
2. The boss would not **surrender** _____ to my pleas for a raise.
3. At the **peak** _____ of his career, he won the Nobel prize.
4. The new principal is **enthusiastic** _____ about improving our school.
5. The young actor **longs** _____ for fame and fortune.
6. Risk adds **excitement** _____ to a lion tamer's work.

UNIT REVIEW

8

A **What are antonyms?** Use the clues to find the mystery word that answers the riddle. Hint: Puzzle answers are antonyms of the clue words. Use a dictionary if you need help.

1. uninterested
lukewarm
hesitant

2. approving of
happy with
pleased by

3. plentiful
significant
abundant

4. peacefulness
tranquility
order

5. advantage
improvement
benefit

6. unconcealed
conspicuous
obvious

7. slight
small
lightweight

8. scanty
inadequate
paltry

9. substantial
colossal
immense

1. <u>Z</u> _ _ _ <u>L</u>		_ _ <u>S</u>
2. <u>A</u> <u>P</u> _ _ _		_ <u>L</u> _ _ _ <u>D</u>
3. <u>P</u> _ _ _		_ <u>L</u> _ _ _ <u>Y</u>
4. <u>C</u> <u>H</u> _ _ _		_ _ <u>S</u>
5. <u>B</u> _ _ _ <u>M</u> _ _ _		_ _ <u>H</u>
6. <u>F</u> _ _ _ <u>R</u> _ _ _		_ _ _ <u>E</u>
7. <u>H</u> _ _ _ <u>F</u> _ _ _		_ _ <u>Y</u>
8. <u>L</u> _ _ _ <u>B</u> _ _ _		_ _ _ _ <u>L</u>
9. <u>M</u> _ _ _ <u>N</u> _ _ _		_ _ <u>C</u> _ _ _ <u>E</u>

B Cross out the word in each group that is *not* a *synonym* of the **boldfaced** word.

1. an **ornate** mirror
embellished decorated functional elaborate

2. a **cordial** greeting
discordant heartfelt affectionate sincere

3. a **redundant** supply
excessive surplus unnecessary reduced

4. a **hypocritical** statement
hypersensitive deceitful fraudulent insincere

8

UNIT REVIEW



Use words from the box to complete the sentences. You will *not* use all the words.

imperative	daunting	haggle	nimble	irate
lethargic	unsolicited	berating	reminded	wary

- It is wise to be _____ of fast-talking salespeople.
- _____ advice is rarely appreciated.
- The hot, humid weather made everyone feel _____.
- It is _____ to be on time for a job interview.
- A gymnast's body must be limber and _____.
- It is foolish to _____ over unimportant matters.
- _____ your teammates is poor sportsmanship.
- Do you think the marathon is a _____ race?



Use the clues to help you solve the crossword puzzle.

Hint: The answers are *verbs* you learned in this unit—the clues are *synonyms*.

ACROSS

- wiggle, flail, thrash
- prop, underbrace, shore up
- extinguish, purge, obliterate
- assemble, rally, mobilize
- rejoice in, glory in,
feel ecstatic about

DOWN

- submit, yield, comply
- contemplate, review, reflect
- reap, harvest, gather
- obstruct, block, hinder
- evaluate, ponder, study

VOCABULARY REFERENCE GUIDE



PARTS OF SPEECH

NOUNS

1 Recognizing Nouns

A noun is the name of a person, place, or thing. A proper noun names a particular person, place, or thing and is always capitalized. All other nouns are common nouns; they are not capitalized.

He climbed the *mountain*.
He climbed *Mount Whitney*.
That *girl* is a scuba diver.
Karen is a scuba diver.

If the proper noun contains more than one word, capitalize all the important words. Do not capitalize a short word such as *of*, *and*, or *the* unless it is the first word in a title.

Pacific Ocean *The Shining*
Dan and Dave's Repair Shop

2 Abstract and Concrete Nouns

A concrete noun names something that you can see or touch.

boy, Charlie, rock, giraffe, cloud, essay

An abstract noun names a thought, a quality, an idea, or a feeling.

democracy, honesty, delight, theory, pain

3 Singular and Plural Nouns

Just about every noun has two forms. The singular form names one person, place, or thing.

A soldier marched by.
Loyalty is a virtue.

The plural form names more than one person, place, or thing.

The *soldiers* marched by.
His *loyalties* are divided.

4 Collective Nouns

Collective nouns name groups of people or things. A collective noun that refers to the group as a whole takes a singular verb.

The crowd *was roaring*. Our team *is playing*.

A collective noun that refers to the individual members of the group takes a plural verb.

The committee *are discussing* their differences.
The jury *were arguing* among themselves.

5 Compound Nouns

A compound noun combines two or more words into one. Some compound nouns contain hyphens, but most do not.

sunshine, heartbeat, standard-bearer

Most compound nouns are made plural in the usual ways.

toothbrushes, spaceships, salesmen

To make the plural form, add *s* to the noun in a compound that also contains describing words.

sergeant-at-arms / sergeants-at-arms
hanger-on / hangers-on

6 Suffixes That Form Nouns

Certain suffixes make nouns of verbs and adjectives. Some of these suffixes are *dom*, *ness*, *er*, *ster*, *y*, *ion*, *ery*, *ant*, and *or*.

truthful + *ness* = truthfulness
sail + *or* = sailor

PRONOUNS

7 Recognizing Pronouns

Personal pronouns are words used to replace nouns in sentences. The noun the pronoun replaces is called its antecedent. A pronoun must agree with its antecedent in number (singular or plural) and gender (masculine, feminine, or neuter).

We enjoyed the *folktale* because *it* was funny.
Since *Rob* moved away, I miss *him* a lot.
Where is *Martha* when I need *her*?

8 Subject and Object Forms of Personal Pronouns

The subject forms of the personal pronouns are *I*, *you*, *he*, *she*, *it*, *we*, and *they*.

I drive. *You* ride. *She* walks.
It leaks. *We* applaud. *They* smile.

The object forms of the personal pronouns are *me*, *you*, *him*, *her*, *it*, *us*, and *them*.

Tell *me*. Help *him*. Thank *her*.
Join *us*. Hide *it*. Follow *them*.

9 Reflexive Pronouns

A reflexive pronoun refers back to a noun or pronoun in the same sentence. Reflexive pronouns end in *self* or *selves*.

The dancers looked at *themselves* in the mirror.
Louis must take responsibility for *himself*.

10 Possessive Pronouns

Possessive pronouns show ownership or relationship. The following possessive pronouns are used before nouns in sentences: *my, your, his, her, its, our, their*.

<i>my</i> purse	<i>your</i> tie	<i>his</i> idea
<i>its</i> purpose	<i>our</i> home	<i>their</i> problem

Possessive pronouns that may not be used before nouns are *mine, yours, his, hers, its, ours, theirs*.

Is the blue bike *his* or is it *hers*?
The tan house is *theirs*. *Ours* is next door.

Notice that possessive pronouns, unlike possessive nouns, do *not* include an apostrophe.

11 Demonstrative Pronouns

Demonstrative pronouns point out persons, places, and things. *This, that, these, and those* are demonstrative pronouns. *This* and *these* point out things that are nearby. *That* and *those* indicate things that are farther away.

These are my clothes. *Those* are falling stars.

12 Relative Pronouns

Relative pronouns connect a noun or another pronoun with a word group that tells more about it. The relative pronouns are *who, whom, whose, which, and that*.

Matt had a flat tire, *which* he had to repair.
The girl *who* lives in Denver represents Colorado.

The relative pronouns *who, whom, and whose* refer to people. *Who* is used as a subject, *whom* is used as an object, and *whose* shows ownership or relationship. The relative pronouns *that* and *which* refer to places or things.

13 Interrogative Pronouns

Interrogative pronouns are used to ask questions. The interrogative pronouns are *what, which, who, whom, and whose*.

Which singer do you like best?
To *whom* are you speaking?

14 Indefinite Pronouns

Indefinite pronouns stand on their own because there is usually no specific antecedent.

Is *anybody* here?
Something is missing.
She explained *nothing*.

VERBS

15 Recognizing Verbs

A verb is always part of a sentence's predicate. An action verb expresses physical or mental action.

Kyle *chopped* wood. Kelly *eats* lunch.

A linking verb expresses what is or seems to be. It links the subject with the predicate.

Wendy *seems* tired. The debaters *are* ready.

Many linking verbs can also be used as action verbs.

16 Subject-Verb Agreement

A verb and its subject must agree in person (I, you, he/she/it), number (singular or plural), and gender (masculine, feminine, or neuter).

I *am* going. (**not:** I *are* going.)
They *play* well. (**not:** They *plays* well.)
Carlos broke *his* wrist.
(**not:** Carlos broke *her* wrist.)

Some nouns are plural in form, but singular in meaning. Use singular verbs with these words.

Athletics *is* his interest.
(**not:** Athletics *are* his interest.)

The words *one, each, every, neither, either, everyone, nobody, everybody,* and *somebody* always take a singular verb.

Everyone *is* invited. (**not:** Everyone *are* invited.)

Compound subjects joined by *and* are usually plural. They take a plural verb form.

Dogs and cats *fight*. (**not:** Dogs and cats *fight*s.)

Compound subjects joined by *or* are usually singular. They take a singular verb form.

Chocolate or vanilla *is* fine with me.
(**not:** Chocolate or vanilla *are* fine with me.)

17 Irregular Past Tense Verbs

Irregular verbs do not form the past tense with the addition of *d* or *ed*. Instead, they change internal spelling.

grow/*grew* run/*ran* tell/*told* see/*saw*

18 Verb Phrases

A verb phrase is made up of two or more verbs that function together in a sentence. The last verb in a verb phrase is the main verb.

We have enrolled. The car had vanished.

In a verb phrase, the *ing* ending is used to show continuing action in the present.

They are voting. Mr. Crenshaw is teaching.

Action in the past is usually shown by adding *d*, *ed*, *n*, or *en* to the plural form of the main verb. The main verb usually follows a form of the helping verb *have*.

Finally, he had told his mother.

He had dreaded upsetting her.

A form of the word *do* is often used as a helping verb in a verb phrase.

Why did you scream like that?

Do you have no self-control?

The helping verbs *can*, *could*, *may*, *might*, *must*, *should*, and *would* are often used in verb phrases.

Could you drive? I might join you.

Must you leave early? I can stay later.

ADJECTIVES

19 Recognizing Adjectives

An adjective is a word that describes a noun or pronoun. An adjective usually appears *before* a noun or *after* a linking verb.

Adjectives usually tell *what kind*, *which one*, or *how many*.

Clever jokes make me laugh.

Elaine's jokes are hilarious.

Adjectives that tell *which one* or *how many* always come *before* nouns.

Several students got perfect scores.

That student didn't take this test.

Adjectives that tell *what kind* can sometimes stand alone.

George felt discouraged.

Holly was delighted.

20 Proper Adjectives

A proper adjective is an adjective formed from a proper noun.

**the Denver Mint, Chinese food,
the Victorian era**

21 Using Adjectives to Compare

Adjectives can be used to compare two or more people or things. The comparative form is used to compare two people or things. To make the comparative form, add *er* to one-syllable adjectives and most two-syllable adjectives.

a great interest / a greater interest

a friendly neighbor / a friendlier neighbor

Use *more* or *less* before some two-syllable adjectives and before all adjectives with more than two syllables. Check a dictionary if you're not certain of the correct comparative form.

fearful / more fearful desirable / less desirable

The superlative form of an adjective is used when more than two people or things are compared. Add *est* to adjectives with one syllable and to many adjectives with two syllables.

smart / smarter / smartest ugly / uglier / ugliest

To make the superlative form, use *most* or *least* before some two-syllable adjectives and all adjectives with more than two syllables. Check a dictionary if you're not certain of the correct superlative form.

beautiful / more beautiful / most beautiful

intelligent / less intelligent / least intelligent

ADVERBS

22 Recognizing Adverbs

An adverb is used to describe a verb, an adjective, or another adverb. Adverbs tell *how*, *when*, *where*, or *how often*.

They arrived early.

The hall filled quickly.

We drove downtown.

The paper is delivered daily.

23 Adverb Placement

Adverbs that describe verbs can often be placed before or after the verb without changing the sentence's meaning. Adverbs that describe adjectives and adverbs usually are placed before the words they describe.

He ate noisily.

He noisily ate.

It is uncomfortably hot.

24 Comparative and Superlative Forms of Adverbs

When no more than two people or things are compared, use the comparative form of the adverb. This form is made by adding *er* to some short adverbs and by adding *more* or *less* before most adverbs.

She jumps *higher* than I do.
I got up *earlier* than you did.
Lou is *more studious* than Sue.
Sue is *less ambitious* than Lou.

Use the superlative form of an adverb to compare more than two people or things. This form is made by adding *est* to some short adverbs. Use *most* or *least* before most adverbs.

The *latest* date to apply is July 1.
Maya is the *most curious* girl I know.
Neil is the *least courageous* lion tamer.

WORD PARTS

25 Roots

A root is a word or word part that is used as a base for the formation of other words. The meaning of a root does not change. The root *bio*, for example, means “life.” A *biography* is the story of a person’s life. *Biochemistry* is the science dealing with the chemistry of plant and animal life.

<i>auto</i> : self	<i>dict</i> : speak
<i>micro</i> : small	<i>pop</i> : people
<i>phys</i> : nature	<i>multi</i> : many
<i>photo</i> : light	<i>tele</i> : far

26 Prefixes

A prefix is a group of letters added to the beginning of a word to modify it or change its meaning. The prefix *trans*, for example, means “across,” or “bring across.” To *transmit* something is to send it across space. To *transport* is the act of carrying something from one place to another.

Here are some common prefixes and their meanings:

<i>deca</i> : ten	<i>un</i> : not
<i>cent</i> : hundred	<i>pre</i> : before
<i>co</i> : with, together	<i>sub</i> : under
<i>re</i> : again	<i>inter</i> : among, between

27 Suffixes

A suffix is a group of letters added to the end of a word to change the meaning or function.

A suffix often changes a word’s part of speech. Some suffixes change verbs into nouns.

employment *action*

Some suffixes turn adjectives into adverbs.

happily *strangely*

Some suffixes turn nouns into adjectives.

merciful *careless*

VOCABULARY GLOSSARY

28 Homographs

Homographs are words with the same spelling and pronunciation, but with different meanings.

Here are some common words with multiple meanings:

bail — money for release
— throw water out

bark — tree covering
— sound a dog makes

chow — breed of dog
— slang for food

fan — device to stir up air
— admirer

29 Homophones

Homophones are words that sound the same but have different spellings and different meanings.

<i>aloud</i> — audible	<i>hole</i> — opening
<i>allowed</i> — permitted	<i>whole</i> — complete
<i>cheap</i> — inexpensive	<i>morn</i> — morning
<i>cheep</i> — bird call	<i>mourn</i> — grieve

30 Near Misses

Near misses are words with different meanings that have similar sounds.

accept—to take what is offered
except—leaving out or excluding

all ready—completely ready
already—even now, or by this time

elicit—to draw out
illicit—not lawful

biannual—occurring twice per year
biennial—occurring every other year

31 Denotation

A word's denotation is its dictionary definition or literal meaning. It is the explicit meaning of a word as opposed to its implied meaning.

The denotation of *stingy*, for example, is "not willing to give or spend money." This definition has no emotional overtone and expresses no judgment.

32 Connotation

A word's connotation is a meaning that is suggested or implied. The word *stingy*, for example, has a negative connotation. It implies unattractive qualities like selfishness and greed.

Here are some examples of synonyms that have nearly the same denotation but very different connotations:

scrawny—*slender* *curious*—*nosy*
brave—*foolhardy* *antique*—*old*

33 Euphemisms

Euphemisms are pleasant words for unpleasant things. Using euphemisms is a polite way to avoid saying things that might be painful or offensive.

Here are some common euphemisms and the words they replace:

memorial park—graveyard
devoted—fanatical
low-income bracket—poor
domestic engineer—housewife
strategic withdrawal—retreat

34 Trite Language

Trite expressions are groups of words that have become worn out and boring. These expressions, also called *clichés*, are so overused that they should be avoided in speech and writing.

Here are some common clichés:

green with envy *blushing bride*
blind as a bat *strong as an ox*
quick as a flash *white as a sheet*

35 Idioms

An idiom is an expression that has a different meaning from the usual meaning of the words. It is difficult for people who are not native speakers of a language to learn that language's idioms.

Idiom

came to a head
to back out of
to drop in
to back up
in the same boat
hit the roof

Meaning

reached a crisis
refuse to do
come to visit
support
in the same situation
get very angry

36 Jargon

The special words and phrases used by people in the same line of work is called jargon. When a specialist writes for other specialists, the use of jargon is not objectionable. Educators, for example, might say *phonemes* instead of sounds or *orthography* instead of spelling.

Another kind of jargon is merely puffed-up, pretentious language that should be replaced by simple, everyday words.

Here are some examples of jargon that only serves to confuse or irritate the reader:

jargon: *one of the contributing factors*

simple language: one cause

jargon: *owing to the fact that*

simple language: because

37 Slang

Slang is a faddish language spoken by a particular group of people. Slang should be reserved for casual situations. It is not acceptable in formal writing and should be used sparingly in informal writing and speaking.

Most slang is popular for a short while and then forgotten. Here are some examples of common slang expressions and their meanings:

nuts (crazy)
dope (a nitwit)
goof off (waste time)
gung-ho (enthusiastic)

38 Borrowed Words

A word adopted from another language that has become an accepted part of English is called a borrowed word.

Here are some borrowed words and their sources:

kindergarten (German)
gourmet (French)
raccoon (Algonquin)

39 Etymologies

A word's etymology is its origin or history. Many dictionaries list the etymologies of entry words.

Common abbreviations used for word origins are ME (Middle English), OE (Old English), (OHG) Old High German, and L (Latin).

40 Compound Words

When two short words are combined to make one new word, the result is called a compound word. Some compound words are hyphenated, but most are not.

Here are some examples of compound words:

<i>pigtail</i>	<i>Italian-American</i>
<i>dropout</i>	<i>twenty-five</i>
<i>skateboard</i>	<i>mother-in-law</i>
<i>tugboat</i>	<i>forget-me-not</i>

41 Blended Words

A blended word is a new word made from parts of two or more other words.

daisy = day's + eye
goodbye = God + be (with) + ye
paratroops = parachute + troops

42 Coined Words

Coined words are often invented for use on a particular occasion. Many coined words become permanent in the language. The word *zipper*, for example, was originally invented as a brand name for a slide fastener.

escalator—taken from the trade name *Escalator*, but now used to describe any moving staircase

summester—a term once used by Massachusetts State College to describe a summer session

43 Clipped Words

Clipped words are shortened forms of long words that seemed awkward to use in everyday speech.

bus for *autobus*
tux for *tuxedo*
pro for *professional*

44 Foreign Words and Phrases

A number of words and phrases from other languages are commonly used in English speech and writing.

faux pas—mistake (French)
in memoriam—in memory of (Latin)
wanderlust—passion for travel (German)

45 Synonyms

Synonyms are words that have very similar meanings. Dictionaries often use synonyms in their definitions.

go, leave, depart
food, nourishment, edibles
name, title, designation
idea, thought, concept

46 Antonyms

Antonyms are words that mean the opposite or nearly the opposite of each other.

start/finish
never/always
well/badly
create/destroy



ENGLISH
in context

CAPITALIZATION AND PUNCTUATION
GRAMMAR AND USAGE
READING COMPREHENSION
SPELLING
VOCABULARY
WRITING

SADDLEBACK E-BOOK