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ABSTRACT

Developed as part of the ABCs of Construction National Workplace Literacy Project, this instructional module teaches word attack skills for use in understanding technical terms encountered by persons employed in the occupation of millwright. The following topics are covered: the principles of structural analysis, word parts and their use in determining the meanings of words, the limitations of structural analysis, and steps in using structural analysis. Included in the module are 26 exercises in which students are required to use word attack skills/structural analysis to determine the meanings of technical terms used in materials read by persons employed as millwrights. (MN)

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MODULES OF INSTRUCTION DEVELOPED IN GRANT CYCLE

1. Writing Frames for Construction Workers (10 exercises)

for low-level readers; consists of 10 "paragraphs" with open-ended sentences for workers to complete and recopy in their notebooks. Topics deal with work and training, such as "My Job," "Classroom Behavior," and "Listening to Myself."

2. Writing About Your Craft (10 topics)

for all students; list of 10 topics, such as "My Boss," "The Main Beef About My Job," and "How Work Orders Are Delivered." Used for integrating reading and writing in a job-specific context.

3. Building Workplace Vocabulary for E & I: Structural Analysis (80 pages)
Building Workplace Vocabulary for Millwrights: Structural Analysis(79 pages)
Building Workplace Vocabulary for Pipefitters: Structural Analysis(79 pages)

5th grade level; teaches word attack skills for technical terms, utilizing word parts and root words; includes hints for retaining meanings by building card file with visual representations of terminology.

4. Building Workplace Vocabulary for E & I: General, Specialized, & Technical Terms (58 pages)
Building Workplace Vocabulary for Millwrights: General, Specialized & Technical Terms (29 pages)
Building Workplace Vocabulary for Pipefitters: General, Specialized, & Technical Terms (32 pages)

5th grade level; teaches different kinds of vocabulary words encountered in work-related texts; drills for remembering new words; tips for building vocabulary; some dictionary use.

5. Building Workplace Vocabulary for E & I: Compound Words (28 pages)
Building Workplace Vocabulary for Pipefitters: Compound Words (18 pages)
Building Workplace Vocabulary for Millwrights: Compound Words (22 pages)

5th grade level; strategies for finding the meanings of compound words used in technical writing; works with words in context

6. Improving Listening Skills: Hazards Communication (18 pages)
Improving Listening Skills: Fire Extinguishers (22 pages)

a viewing, study guide that accompanies a commercial training video used in the required 8-hour OSHA safety course; learning new words, main ideas, and drawing conclusions are covered.

7. Measuring Decimals: Millwright (28 pages)

instruction and application problems

8. Improving Study Skills/Test Taking (60 pages)

6th grade level; good study skills are needed for success in the ABC Training program; explores strategies for organizing class notes and study time; analysis sheet for determining weaknesses in test preparation; how to schedule to arrange study time and work time

Computer Program

"Math for Pipefitters" is an interactive, multi-media program that covers fractions, decimals, angles, and right triangle geometry in a pipefitting context (88 screens)

MILLWRIGHT- STRUCTURAL ANALYSIS 79 PAGES

<F1: Help>

Statistics for: B:\MILLSTRU.DOC

Readability Statistics

Flesch Reading Ease:	79	Flesch-Kincaid Grade Level:	5
Gunning's Fog Index:	7		

Paragraph Statistics

Number of paragraphs:	817	Average length:	0.3 sentences

Sentence Statistics

Number of sentences:	323	Short (< 12 words):	694
Average length:	9.7 words	Long (> 30 words):	0
End with '?':	16		
End with '!':	0		

Word Statistics

Number of words:	4289	Average length:	4.24 letters
		Syllables per word:	1.39

<Enter: Next Screen> <Esc: Done>

<F1: Help>

Document Summary for: B:\MILLSTRU.DOC

Readability Statistics	Interpretation
Grade level: 5 (Flesch-Kincaid)	Easy for most readers.
Reading ease score: 79 (Flesch)	This represents 6 to 10 years of schooling.
Avg. sentence length: 9.7 words	May indicate choppiness or lack of sentence variation. Try varying sentence length.
Avg. word length: 1.39 syllables	Most readers could understand the vocabulary used in this document, based on syllables per word.
Avg. paragraph length: 0.3 sentences	Avoid 1-sentence paragraphs in business or technical writing.

<Enter: First Screen> <Esc: Done>

BUILDING WORKPLACE VOCABULARY FOR MILLWRIGHTS: STRUCTURAL ANALYSIS

OBJECTIVE: To use word parts to define new terms.

Think about lathes. Devices are added to a lathe to change the work a lathe can do. The lathe does depend on whether you add a chuck, center, rest, mandrel, or arbor. These additions are useless without the lathe. The lathe needs them to do all the work it can. Together, they get special jobs done.

In the same way, words have parts which build meanings. The parts combine "to get the job done." Here, the job is making meaning. Sometimes the meaning of a new word becomes clear when you look at its parts. Splitting words into parts to find meaning is called **STRUCTURAL ANALYSIS**.

ROOTS of words provide key meanings. The root may even be a word by itself. As such, it can be used alone. Other word parts cannot be used alone. They add to or change the meanings of the roots. These word parts are called **PREFIXES** and **SUFFIXES**. You always find prefixes at the beginnings of words. Suffixes come at the ends of words. Suffixes change how a word looks. They tell how a word is used in a sentence. They seldom change basic meaning. Roots are found after prefixes, before suffixes, or between the two. There is a trick to help you recall a word's structure.

Think of where the letters ***P, R,*** and ***S*** go in the alphabet. This is your clue. The order is the same in words. Prefixes come first. Roots are in the middle. Suffixes come last.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

R	O	U
E	O	F
F	T	F
I		I
X		X

Studying word parts tells you many things. The base of a word gives you an overall meaning for the unknown word. Prefixes and suffixes tell you more about the word. Sometimes they tell you about meaning. Sometimes they tell you about the part of speech of the word.

Read the sentence below:

> Forcing a tool to work beyond the limits of its design wears out the tool ***prematurely***.

Can you tell what ***prematurely*** means in this sentence? Look at the parts of the word.

PRE	MATURE	LY
(before)	(fully aged)	(adverb--tells about verb)

Pre comes first. It is a prefix. It means ***before***. In ***prematurely***, ***mature*** is a root word. It means ***fully aged***. ***Ly*** comes at the end. It is a suffix. It tells you ***prematurely*** is an adverb. Adverbs usually tell about verbs or other describing words. The parts tell you two things about the word. One, the word is an adverb. Two, it means ***before fully aged***. In this sentence ***prematurely*** tells when a tool may no longer work.

Structural analysis doesn't always show a word's entire meaning. Sometimes all you get is an idea of the word's meaning. But, often, an idea is all you need.

LIMITATIONS OF STRUCTURAL ANALYSIS.

Using word parts seems quick and easy. The bad news is that it doesn't always work. Some words contain sets of letters that are the same as common word parts. The letters, however, do not have the same meaning as the word parts they look like. Consider the word ***industry.*** Industry begins with the letters ***in***. ***In*** is a prefix meaning ***not***. In the word ***industry***, however, the ***in*** doesn't mean anything. It just happens to be the way the word begins.

Now you know that all words cannot be divided into parts and defined exactly. How can you know when to use structural analysis? There is one test that sometimes works. Mentally remove what seems like a prefix or suffix from the word. Does a "real" or base word remain? If so, you found a word you can define by its parts. For example, look again at ***industry***. Removing ***in*** leaves only ***dustry***. ***Dustry*** is not a word.

Using word parts works most of the time. Your skill in finding when they do and don't will improve with practice.

DEFINING WORDS USING STRUCTURAL ANALYSIS.

Despite its limits, using word parts is a good way to find new meanings. Now you need a plan for attacking new words with structural analysis. The steps which follow provide one.

STEPS IN USING STRUCTURAL ANALYSIS

1. Look at the unknown word. Do you see any set of letters you know from other words? Do you see any word parts you learned from these materials? If so, draw a line between them and the rest of the word. This line may or may not be where a word part begins or ends.

2. Look at the word part you marked. Think of words you know that contain this part. Do the meanings of these words have anything in common? What?

3. The common meaning of the words you know is probably the meaning of the word part. Use this meaning to help you define the new word.

4. Look at the rest of the word. Is what's left a word or word part you recognize? Do you know what it means? You might need to use a dictionary.

5. Now put these meanings together. The result should be the definition of the new word.

For example, read the paragraph below:

> Respirators used by only one person should be cleaned after each day of use and more often if necessary. Those used by more than one person should be cleaned and ***disinfected*** after each use.

What does ***disinfected*** mean? To find out, you use the steps listed on page 5. First, you identify any word parts you recognize. Now draw a line between the word part and the rest of the word.

D I S | I N F E C T E D

Dis is a word part that probably seems common to you. What are some other words that begin with ***dis***? What do they mean?

DISABLE -- not able

DISAPPROVE -- not approve

DISAPPEAR -- not appear

What is the common word in each of these meanings? ***Not*** appears in all three definitions. You think, then, that ***dis*** means ***not***. Now, you look at the second part of the word. You probably know that ***infected*** has to do with germs and sickness. When you put the two word parts together, you find the meaning of ***disinfected.*** ***Disinfected*** means ***not having germs or causing illness.***

LISTS OF WORD PARTS. Look at the prefixes, suffixes, and roots in the following tables. They contain lists of word parts by topics. They are not all the word parts in the English language. They are, however, a good start at learning structural analysis. The first three tables contain word parts which tell you position. The fourth group are word parts found in action words. The fifth table is a list of word parts that mean negative, or **not**. When these word parts occur in front of or behind a root, the word means the opposite of the root. For example, consider the word ***unsafe***. The negative prefix ***un*** tells you ***unsafe*** means ***not protected***. The sixth group contains word parts that tell how many. They show numbers. The seventh table shows size word parts. The final groups are from fields of science and technology. They are words you might often find in the field of millwright. Beside each word part is an example of a word containing that word part. As you look at each word part, try to think of an example you know. This will help you remember the parts.

TABLE 1

LIST OF WORD PARTS MEANING IN, OUT, & MIDDLE, DEFINITIONS AND EXAMPLES

Word Part	Definition	General Example	Your Example
en/em/in	in	enroll/incision	
inter	between	interstate	
trans	across	through	
med/mid	middle	median	
e/ex/exo	out	eject	

EXERCISE 1

Match the following:			
1. ex			a. in
2. mid			b. between
3. trans . . .			c. out
4. em			d. across
5. med			e. middle
6. inter			
7. in			
8. en			
9. exo			

EXERCISE 2

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

e/ex/exp

Back

MEANING:

out

EXAMPLE:

exit

Front

inter

Back

MEANING:

EXAMPLE:

Front	Back
trans	MEANING: EXAMPLE:

Front	Back
en/em/in	MEANING: EXAMPLE:

Front	Back
mid/med	MEANING: EXAMPLE:

TABLE 2

LIST OF WORD PARTS MEANING ABOVE, & BEYOND, DEFINITIONS AND EXAMPLES

Word Part	Definition	General Example	Your Example
de	away/later than	devalue	
super	above/greater	superimpose	
sub	under	subsoil	
meta	beyond	metacenter	
over	over and beyond	oversimplify	

EXERCISE 3

Match the following:			
1. de			a. down
2. super . . .			b. beyond
3. sub			c. away
4. meta . . .			d. under
5. over			

EXERCISE 4

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

sub

Back

MEANING:

under

EXAMPLE:

subway train

Front

de

Back

MEANING:

EXAMPLE:

Front	Back
super	MEANING: EXAMPLE:

Front	Back
meta	MEANING: EXAMPLE:

Front	Back
over	MEANING: EXAMPLE:

TABLE 3

LIST OF RELATIVE POSITION WORD PARTS, DEFINITIONS AND EXAMPLES

Word Part	Definition	General Example	Your Example
pre	before	preheat	
post	after/later than	postmortem	
pro	in front/positive	proceed	
re	back/again	return	
circ/circum	around/round	circumference	
tele	far	telephone	
para	beside/equal	paramedic	
peri	around	periscope	
term	end	terminate	

EXERCISE 5

Match the following:

1.	term		a. end
2.	peri		b. before
3.	para		c. in front/positive
4.	tele		d. end
5.	circ		e. far
6.	re		f. back/again
7.	pro		g. after/later than
8	post		h. around/round
9.	pre		i. beside/equal
10.	circum		

EXERCISE 6

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

tele

Back

MEANING: far

EXAMPLE: telephone

Front	Back
pre	MEANING: EXAMPLE:

Front	Back
post	MEANING: EXAMPLE:

Front	Back
pro	MEANING: EXAMPLE:

Front	Back
re .	MEANING: EXAMPLE:

Front	Back
circ/circum	MEANING: EXAMPLE:

Front	Back
para	MEANING: EXAMPLE:

Front	Back
peri	MEANING: EXAMPLE:

Front	Back
term	MEANING: EXAMPLE:

Front	Back
tele	MEANING: EXAMPLE:

TABLE 4

LIST OF ACTION ROOTS, DEFINITIONS, AND EXAMPLES

Word Part	Definition	General Example	Your Example
vers/vert	turn	convert	
ject	throw	project	
port	carry	transport	
vis	see	vision	
rupt	break	disrupt	
junct	join	conjunction	
cede	go	precede	

EXERCISE 7

Match the following:

1.	cede . . .		a. thrown
2.	vers		b. turn
3.	junct		c. see
4.	vis		d. join
5.	vert		e. go
6.	port		f. carry
7.	ject		g. break
8.	rupt		

EXERCISE 8

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

port

Back

MEANING:

carry

MEANING:

transport

Front

vers

Back

MEANING:

EXAMPLE:

Front	Back
vert	MEANING: EXAMPLE:

Front	Back
ject	MEANING: MEANING:

Front	Back
vis	EXAMPLE: MEANING:

Front

rupt

Back

EXAMPLE:

MEANING:

Front

junct

Back

MEANING:

EXAMPLE:

Front

cede

Back

MEANING:

EXAMPLE:

TABLE 5

LIST OF NEGATIVE WORD PARTS, DEFINITIONS, AND EXAMPLES

Word Part	Definition	General Example	Your Example
neg	deny	neglect	
mis	bad/wrong	mistake	
non/a/		nonverbal/asexual/	
dis/il/	not	disarm/informal/	
ir/im/in		irrational	

EXERCISE 9

Match the following:

1.	non		a.	thrown
2.	neg		b.	turn
3.	a		c.	see
4.	mis			
5.	dis			
6.	il, ir, im, in . . .			

EXERCISE 10

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

neg

Back

MEANING:

deny

EXAMPLE:

negative

Front	Back
mis	MEANING: EXAMPLE:

Front	Back
a	MEANING: EXAMPLE:

Front	Back
dis	MEANING: EXAMPLE:

TABLE 6

LIST OF NUMBER WORD PARTS, DEFINITIONS, AND EXAMPLES

Word Part	Definition	General Example	Your Example
uni/mono	one	universe	
bi/di/du	two	bisect/dual	
tri	three	triangle	
octa	eight	octagonal	
dec	ten	decade	
centi	hundred	centipede	
kilo	thousand	kilogram	
mega	millions	megaton	
milli	thousands (1/1000)	millimeter	

EXERCISE 11

Match the following:

1.	uni		a.	1/1000
2.	bi		b.	2
3.	tri		c.	3
4.	octa		d.	8
5.	dec		e.	1
6.	centi		f.	1,000
7.	kilo		g.	1,000,000
8.	mega		h.	100
9.	milli		i.	10
10.	du			

EXERCISE 12

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

bi

Back

MEANING:

two

EXAMPLE:

bicycle

Front	Back
uni	MEANING: EXAMPLE:

Front	Back
di	MEANING: EXAMPLE:

Front	Back
tri	MEANING: EXAMPLE:

Front	Back
octa	MEANING: EXAMPLE:

Front	Back
centi	MEANING: EXAMPLE:

Front	Back
milli	MEANING: EXAMPLE:

TABLE 7

LIST OF SIZE WORD PARTS, DEFINITIONS, AND EXAMPLES

Word Part	Definition	General Example	Your Example
micro	small	micrometer	
multi	many	multiply	
numer	number	numeral	
poly	many	polygon	
hemi/semi	half	hemisphere	
equi	equal	equivalent	

EXERCISE 13

Match the following:

1.	semi		a.	equal
2.	micro		b.	many
3.	multi		c.	number
4.	numer		d.	half
5.	poly		e.	small
6.	hemi			
7.	equ			

EXERCISE 14

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

micro

Back

MEANING:

small

EXAMPLE:

microscope

Front	Back
multi	MEANING: EXAMPLE:

Front	Back
poly	MEANING: EXAMPLE:

Front	Back
hemi	MEANING: EXAMPLE:

Front	Back
semi	MEANING: EXAMPLE:

Front	Back
numer	MEANING: EXAMPLE:

Front	Back
equi	MEANING: EXAMPLE:

TABLE 8

SCIENCE WORD PARTS OF WARMTH/LIGHT DEFINITIONS, AND EXAMPLES

Word Part	Definition	General Example	Your Example
therm/cal(or)	heat	thermometer/calorie	
chrom	color	kodachrome	
luc/lumen/lumin/cand/photo	light	lumination/photography	
helio/sol	sun	heliograph/solarium	
flagr/flam/pry/pyro	fire	flagrant	
rad/ray	ray	radiant	

EXERCISE 15

Match the following:

1.	term		a.	fire
2.	chrom		b.	sun
3.	luc		c.	color
4.	sol		d.	ray
5.	cal		e.	heat
6.	flagr		f.	light
7.	cand			
8.	rad			
9.	photo			

EXERCISE 16

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

flam

Back

MEANING:

fire

EXAMPLE:

flammable

Front

therm

Back

MEANING:

EXAMPLE:

Front

lumin

Back

MEANING:

EXAMPLE:

Front

helio

Back

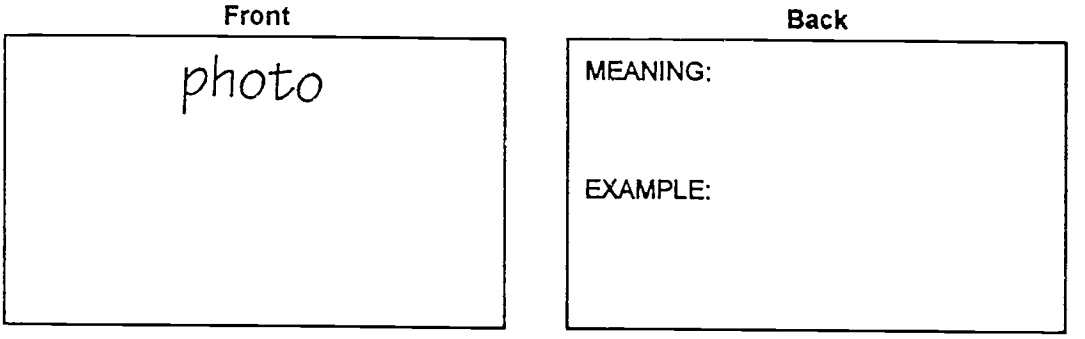
MEANING:

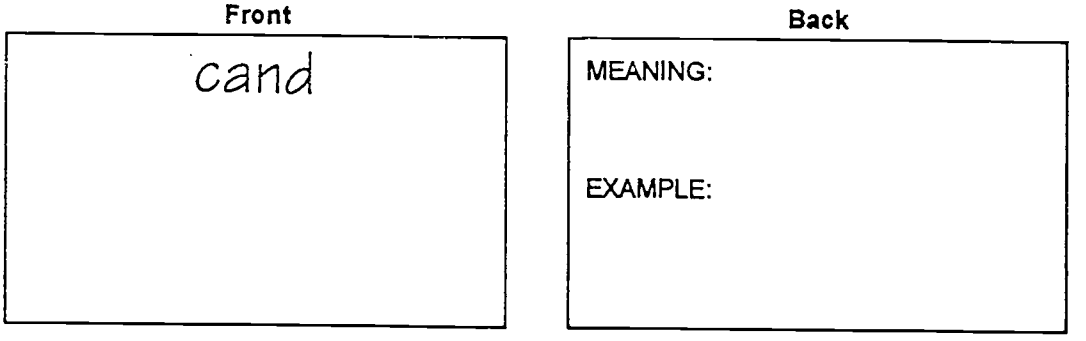
EXAMPLE:

Front	Back
pyro	MEANING: EXAMPLE:

Front	Back
ray	MEANING: EXAMPLE:

Front	Back
chrom	MEANING: EXAMPLE:


Front
photo
Back
MEANING:
EXAMPLE:


Front
cand
Back
MEANING:
EXAMPLE:

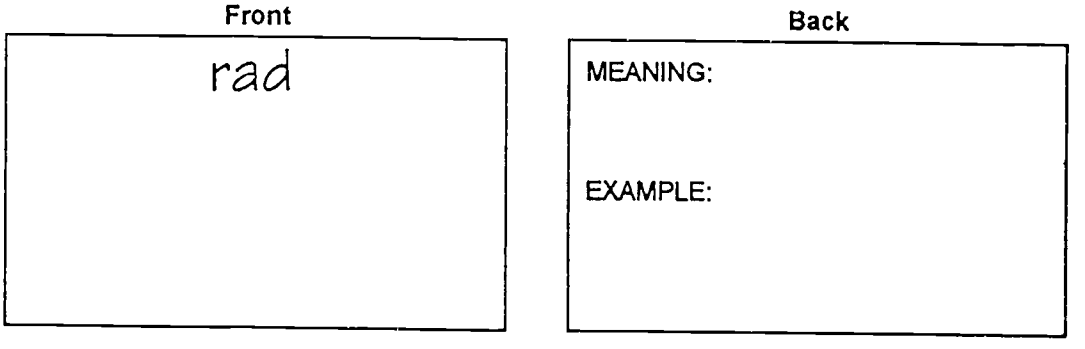

Front
rad
Back
MEANING:
EXAMPLE:

TABLE 9

SCIENCE WORD PARTS OF EARTH DEFINITIONS, AND EXAMPLES

Word Part	Definition	General Example	Your Example
hydro/aqua	water	hydroplane/aquarium	
cav	hole	cavern	
geo	earth	geography	

EXERCISE 17

Match the following:			
1. hydro		a.	hole
2. cav		b.	water
3. geo		c.	earth
4. aqua			

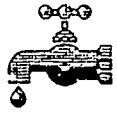
EXERCISE 18

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

hydro



Back

MEANING:

water

EXAMPLE:

hydraulic

Front	Back
aqua	MEANING: EXAMPLE:

Front	Back
cav	MEANING: EXAMPLE:

Front	Back
geo	MEANING: EXAMPLE:

TABLE 10

SCIENCE WORD PARTS
OF POSITION OR MOVEMENT, DEFINITIONS & EXAMPLES

Word Part	Definition	General Example	Your Example
meter	measure	diameter	
fract	broken	fracture	
fus(e)	pour	interfuse	
struct	build or arrange	structure	
centri	center	centrifuge	
pel/pul	pull	propel	
flu/flux	flow	flux	
cycl	circle or wheel	kilocycle	
angle/angul	corner	triangle	
gon	angle	octagon	
lev	raise	leverage	
grad/gress	move by steps	gradual process	

EXERCISE 19

Match the following:

1.	fract		a.	build
2.	fus(e)		b.	circle
3.	struct		c.	center
4.	centri . . .		d.	pull
5.	meter		e.	flow
6.	pel		f.	pour
7.	flu		g.	broken
8.	cyc		h.	corner
9.	angle		i.	move by steps
10.	gon		j.	raise
11.	gress		k.	angle
12.	lev		l.	measure

EXERCISE 20

Complete each of the following word cards by writing the meaning of the word part and your example on the back of the card. Then draw a picture that shows your example on the front. The first one is done for you.

Example

Front

struct

Back

MEANING:

build

EXAMPLE:

structure

Front	Back
meter	MEANING: EXAMPLE:

Front	Back
fract	MEANING: EXAMPLE:

Front	Back
centri	MEANING: EXAMPLE:

Front

pel/pul

Back

MEANING:

EXAMPLE:

Front

flu/flux

Back

MEANING:

EXAMPLE:

Front

cycl

Back

MEANING:

EXAMPLE:

Front	Back
angle/angul	MEANING: EXAMPLE:

Front	Back
lev	MEANING: EXAMPLE:

Front	Back
grad/gress	MEANING: EXAMPLE:

EXERCISE 21

Jeff is learning to be a millwright. He likes to watch John work because John does really good work. He sees that John is very careful about the rule he uses to mark cuts. He understands this when he reads the following in his text:

> Steel rules may be either flexible or ***nonflexible.*** The thinner the rule, the more accurately it measures, because the division marks are closer to the work.

1. Look at the word below. It has been divided into word parts.

N O N | F L E X I B L E

2. Listed below are three words that contain the word part ***non***. Read their definitions.

NONTHINKING -- Not thinking

NONUSER -- Not a user

NONVERBAL-- Not spoken

3. Look at the definitions in #2. On the line below, write the common word you see in them.

   NON -- _____

4. ***Flexible*** is a word that means ***able to move or change.***

5. Combine the meaning you found in #3, with the information given in #4. What does **nonflexible** mean?

   NON-FLEXIBLE - _____

❖

EXERCISE 22

Mary Jane needs to put a new gasket on a piece of millwork. First, she re-ground the head of the engine. She looked carefully at the head. She did so to check it for smoothness. Her supervisor suggested she use a flat steel square to be sure of the smoothness. Mary Jane wondered about this. Then she found the following in her text:

> The flat steel square is also used to check for flatness of material. If the surface is flat, the entire edge of the steel square will touch the surface. If there is a gap between the edge of the square and the surface of the material, then the surface is not flat and must be ***resurfaced*** or ***replaced.***

1. Draw a line between the word part you recognize and the rest of the word.

R E S U R F A C E D

R E P L A C E D

2. List on the shorter lines below three words that begin with the word part ***re***. Define them. Use a dictionary, if necessary.

_____ -- _____

_____ -- _____

_____ -- _____

3. Look at the definitions in #2. On the line below, write the common word(s) you see in them.

RE -- _____

4. ***Surfaced*** and ***placed*** are words. What do they mean?

SURFACED -- _____

PLACED -- _____

5. Combine the meaning you wrote in #3 with that in #4.

RESURFACED -- _____

REPLACED -- _____

EXERCISE 23

Jorge routed a channel in the face of a new iron bar. He knows that the tolerances of the channel and it's offset from the edge are important for a good fit. He's not sure how to gauge these measurements. His supervisor suggests he use a micrometer. He tells Jorge to read the following in his text:

> A ***micrometer*** is a measuring tool used to take exact measurements of parts that are still. The basic parts of the micrometer are the frame, anvil, spindle with precision screw thread, sleeve (also called a barrel or hub), and thimble. The thimble is marked in 24 ***graduations.*** On some micrometers, a ratchet and spindle lock are also available.

1. Draw a line between the word part you recognize and the rest of the word.

M I C R O M E T E R

2. List on the shorter lines below, three words that begin with the word part ***micro***. Define them. Use a dictionary, if needed.

_____ -- _____

_____ -- _____

_____ -- _____

3. Look at the definitions in #2. On the line below, write the common word(s) you see in them.

_____

_____

_____

4. List on the shorter lines below, three words that begin with the word part ***meter***. Define them. Use a dictionary, if needed.

_____ -- _____

_____ -- _____

_____ -- _____

5. Combine the meaning you wrote in #3 with the ones in #4 to define the following:

METER -- _____

6. Combine the definition you wrote in #3 with the one you wrote in #5. Use this to define ***micrometer.***

_____

7. Look up ***micrometer*** in a dictionary. Write the definition below.

MICROMETER -- _____

8. How are the definitions in #6 and #7 alike? How are they different?

_____

_____

9. Draw a line between the word part you recognize and the rest of the word.

G R A D U A T I O N S

10. List on the shorter lines below three words that begin with the word part ***grad***. Define these words on the longer lines.

_____ -- _____

_____ -- _____

_____ -- _____

11. On the line below, write the common word(s) you see in the above definitions.

GRAD -- _____

12. ***Uations*** is not a word. Use the meaning you found in #11 to describe the marking on a micrometer.

_____

_____

❖

EXERCISE 24

Tom is setting anchor plates on a concrete floor. He decides not to drill holes and put in expansion bolts. Instead, he uses power-activated fasteners. He goes to class after work. There he discovers when other millwrights started using this method.

> Explosive power fastening is the use of a controlled explosion to force fasteners into materials. Explosive power fastening began during World War II. Since then, explosive power fastening has become common throughout the construction industry. It is used to fasten everything from heating ducts to wall panels. It ranges from single shot to ***semiautomatic***. In many cases, explosive power fastening makes drilling and plugging concrete and steel ***unnecessary***

1. Draw a line between the word part you recognize and the rest of the word.

S E M I A U T O M A T I C

2. List below three words that begin with or contain the word part ***semi***. Define them. Use a dictionary, if needed.

_____

_____

_____

3. Look at the definitions in #2. On the line below, write the common word(s) you see in them.

SEMI -- _____

4. ***Auto*** is a word part. List on the shorter lines below three words that begin with the word part ***auto***. Define these words on the longer lines.

_____ -- _____

_____ -- _____

_____ -- _____

5. Combine the meaning you wrote in #3 with the one in #4 to define **auto**.

_____

_____

6. Combine the meaning you wrote in #3 with the one in #5 to describe a ***semiautomatic*** explosive power fastener.

_____

_____

7. Draw a line between the word part you recognize and the rest of the word.

U N N E C E S S A R Y

8. List below three words that begin with or contain the word part ***un***. Define them. Use a dictionary, if needed.

_____

_____

_____

9. On the line below, write the common word(s) you see in the above definitions.

UN -- _____

10. ***Necessary*** is a word. What does it mean?

_____

11. Combine the definition you wrote #3 with the one in #5. Use this to define ***unnecessary***.

_____

12. Look up ***unnecessary*** in a dictionary. Write the definition below.

UNNECESSARY -- _____

13. How are the definitions in #6 and #7 alike? How are they different?

_____

_____

❖

EXERCISE 25

Bob just finished milling a rod of stock metal. He finds burrs around the top and end of the threads. He needs to remove the burrs. He's unsure as to whether to use a rasp or a file. Here's what his textbook says:

> Rasps and files should only be used when other metalworking tools cannot be used. Files are identified by shape and cross section. A rasp has ***triangular***-shaped teeth projections. Rasps cut metal quickly and leave a coarse surface. Rough shaping is usually done with a rasp, and final smoothing with a file.

1. Draw a line between the word part you recognize and the rest of the word.

T R I A N G U L A R

2. List below three words that begin with or contain the word part ***tri.*** Define them. Use a dictionary, if needed.

_____ -- _____

_____ -- _____

_____ -- _____

3. Look at the definitions in #2. On the line below, write the common word(s) you see in them.

_____

4. ***Angul*** is also a word part. List on the shorter lines below ***three*** words that begin with or contain the word part ***angul***. Define them on the longer lines.

_____ -- _____

_____ -- _____

_____ -- _____

5. On the line below, write the common word(s) you see in the above definition.

_____

_____

_____

6. Combine the meaning you wrote in #3 with the one in #5 to describe ***triangular***-shaped teeth projections.

_____

_____

_____

❖

EXERCISE 26

Rhoda's new to the job. She's worked very little with explosive power tools. She's concerned for her safety. She doesn't know how to react when she reads the following. She could be happy that every worker has supposedly read it. She could be sad that she and everyone else needs to be so careful:

> Because of these high speeds, a fastener can also pass through a thin wall and seriously injure someone on the other side. Listed below are some of the safety rules concerning explosive power tools:
>
> 1. Never use tool around ***flammable*** vapors or materials.
>
> 2. Never carry fasteners or other metal objects in the same pocket or package as power charges.
>
> 3. Never use power charges in firearms. They are much more powerful than ordinary loads and should be used only in explosive power tools.

4. Never load a tool until ready to use. An ***inexperienced*** person might fire it.

5. Never leave a tool in a place where it may be available to ***unauthorized*** persons.

1. Draw a line between the word part you recognize and the rest of the word.

F L A M M A B L E

2. List on the shorter lines below three words that begin with the word part ***flam***. Define them. Use a dictionary, if needed.

_____ -- _____

_____ -- _____

_____ -- _____

3. On the line below, write the common word(s) you see in the above definition.

   FLAM -- _____

4. ***Mable*** is not a word. ***Able***, however, is a suffix that means ***to make***. Combine this information with the meaning you found in #3 and define ***flammable***.

   FLAMMABLE -- _____

5. Draw a line between the word part you recognize and the rest of the word.

I N E X P E R I E N C E D

6. List on the shorter lines below three words that begin with the word part ***in***. Define them. Use a dictionary, if needed.

_____ -- _____

_____ -- _____

_____ -- _____

7. On the line below, write the common word(s) you see in the above definition.

IN -- _____

8. ***Experienced*** is a word. What does it mean?

_____

9. Combine the definition you wrote in #3 with the one you wrote in #5. Use this to define ***inexperienced***.

_____

10. Draw a line between the word part you recognize and the rest of the word.

U N A U T H O R I Z E D

11. List below three words that begin with the word part ***un***. Define them. Use a dictionary, if needed.

_____ -- _____

_____ -- _____

_____ -- _____

12. On the lines below, write the common word(s) you see in the above definitions.

_____

_____

13. ***Authorized*** is a word. What does it mean?

_____

14. Combine the definitions in #12 and #13 to define ***unauthorized***.

_____

_____

❖ ❖