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ABSTRACT

This booklet, aimed at adult basic education students, pinpoints and summarizes a few common spelling rules to help make spelling easier, and includes a component on using the dictionary. In the text, each rule is presented with many examples. Exercises follow each spelling rule, allowing students the opportunity to apply the rule to specific words. The following rules are covered: (1) "ie" and "ei" words; (2) doubling the final consonant; (3) final silent "e"; (4) words ending in "y" and "c"; (5) forming plurals; (6) words ending in the "ble" sound; and (7) words that sound and look alike. The spelling section of the booklet also contains a spelling pretest, a posttest, and a checklist. The dictionary component of the booklet explains the different types of information found in the dictionary, such as entry words, guide words, definitions, syllabication, pronunciation, accent marks, abbreviations, people and places, homographs, idioms, prefixes and suffixes, and other information. A dictionary competency test is included.  
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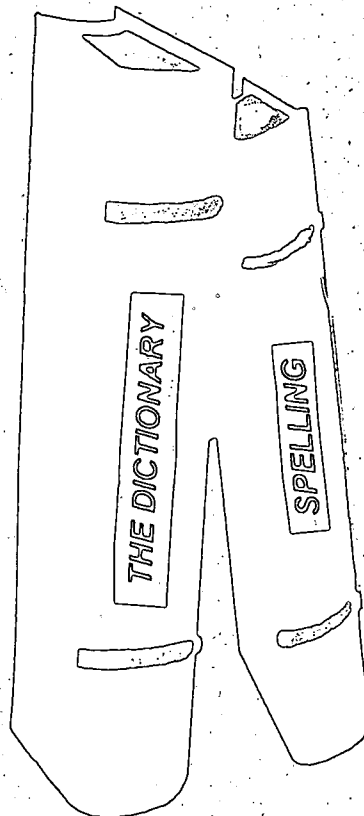
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## ADULT BASIC EDUCATION CURRICULUM

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## **INTRODUCTION**

Spelling correctly is a skill that requires individual study and practice. When learning to spell, students need to concentrate on all the letters that make up a word and see a picture of that word in their minds.

Spelling involves reading, listening, and using the dictionary. A reader usually concentrates on several words at a time to get the meaning of the phrase or sentence. In this case, misspelled words often go unnoticed. Words are also misspelled because they are pronounced incorrectly. The adult learner must listen to the sounds represented by letters or various combination of letters. Knowing how to use the dictionary is another skill vital to becoming a better speller. To strengthen these skills, a workbook titled, An Introduction to the Dictionary, is also included.

Learning to spell words in an organized manner includes the following skills:

1. Pronounce the word correctly.
2. Know its meaning.
3. Use the word correctly in writing and speaking.
4. Know the rules that apply or don't apply to the word.
5. Notice if there is anything unusual about the word.
6. Note the similarity of one word with other words.

There are some general rules that can be applied to words that have similar patterns. The purpose of this booklet is to pinpoint and summarize a few common spelling rules to help make spelling easier. The format of the text is simple. The rule is presented with many examples. Exercises follow each spelling rule, thus allowing the student opportunity to apply the rule to specific words.

**SPELLING**

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# SPELLING PRE-TEST

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## SPELLING PRE-TEST

Three spellings are given for each word. Circle the correct spelling of the word.

1. CIENCE, SCIENCE, SCEINCE
2. PATIENT, PATEINT, PATIANT
3. REGRETED, REGRETTED, REGRRETED
4. LEAPED, LEAPPED, LIAPPED
5. OUTRUNING, OUTRUNNING, OUTTRUNNING
6. NOTICEABLE, NOTICIBLE, NOTICABLE
7. ICIE, ICY, ICEY
8. PEANOS, PIANOS, PIANNOS
9. CHILDS, CHILDREN, CHILDRENS
10. STATIONERY, STATIONARY, STATIONIRY (writing paper)
11. SENSIBLE, SENSABLE, SENSEBLE
12. MISPELLED, MISSPELLED, MISSPELED
13. NINTY, NINNTY, NINETY
14. VALUABLE, VALUEABLE, VALUEBLE
15. SOCIATY, SOCIOTY, SOCIETY

Spell the following words.

- |                  |       |
|------------------|-------|
| 1. WISE + DOM    | _____ |
| 2. FILM + ED     | _____ |
| 3. CANCEL +ATION | _____ |
| 4. PROGRAM + ING | _____ |
| 5. EYE + ING     | _____ |
| 6. HOP + ING     | _____ |
| 7. MILE + AGE    | _____ |
| 8. PANIC + Y     | _____ |

Unscramble these words.

1. ROUY \_\_\_\_\_
2. EFLA \_\_\_\_\_
3. HCIEF \_\_\_\_\_
4. INGYL \_\_\_\_\_
5. TERAL \_\_\_\_\_
6. BEYO \_\_\_\_\_
7. SSYAE \_\_\_\_\_
8. OZOS \_\_\_\_\_
9. TWYIT \_\_\_\_\_
10. FOLW \_\_\_\_\_

Circle the correct word in each parenthesis.

1. Bookmarks are placed in (their, they're, there) books.
2. I am looking forward (to, too, two) seeing the movie.
3. (Whose, Who's) book is this?
4. I'll see you (later, latter).
5. The rain went (through, thorough, thought) the roof.
6. Read the first page, (then, than) do the exercise.
7. The (affect, effect) of the fire is unknown at this time.
8. Listen to the (advise, advice) of wise people
9. (Its, It's) true what they say about the book.
10. "I" goes before "E" (except, accept) after "C".



## **“IE” AND “EI” WORDS**

## "IE" AND "EI" WORDS

**RULE 1** "I" GOES BEFORE "E" EXCEPT AFTER "C".

**EXAMPLES:** chief, niece, conceit, receive, receipt

**RULE 2** "E" GOES BEFORE "I" WHEN "EI" SOUNDS LIKE THE LETTER "A".

**EXAMPLES:** weigh, neighbor, their, heir

**RULE 3** "I" GOES BEFORE "E" AFTER "SH" SOUNDS.

**EXAMPLES:** shield, patient, species, proficient

**RULE 4** WHEN "E" AND "I" ARE SOUNDED SEPARATELY, THE SPELLING IS EASIER.

**EXAMPLES:** science, aliens, experience

THERE ARE EXCEPTIONS TO THESE RULES.

**EXAMPLES:** leisure, height, either, weird, seize, foreign

## SPELLING EXERCISE

### "EI" AND "IE" RULES

Spell the following words correctly by adding "ie" or "ei" in the space provided.

- |                 |              |
|-----------------|--------------|
| 1. interv____w. | 5. ____ght   |
| 2. l____sure    | 6. forf____t |
| 3. th____r      | 7. cash____r |
| 4. anc____nt    | 8. hyg____ne |

CIRCLE THE CORRECT WORD IN THESE PAIRS.

- |    |          |          |
|----|----------|----------|
| 1. | YIELD    | YEILD    |
| 2. | HIEGHT   | HEIGHT   |
| 3. | BELIEVE  | BELEIVE  |
| 4. | NIEGHBOR | NEIGHBOR |
| 5. | SOCIETY  | SOCEITY  |
| 6. | CHIEF    | CHEIF    |

Circle any misspelled words in the sentences below. Spell the word correctly on the line provided.

- |    |  |       |
|----|--|-------|
| 1. | There are only ieight shopping days left to Christmas. | _____ |
| 2. | The pateint waited three hours in the doctor's office. | _____ |
| 3. | A lot of money was spent on thiere education.          | _____ |
| 4. | The modern age is one of sceince and technology        | _____ |
| 5. | How much do you wiegh?                                 | _____ |
| 6. | Prince Charles is hier to the throne.                  | _____ |
| 7. | Most people like to recieve and well as give.          | _____ |

**DOUBLING THE  
FINAL CONSONANT**

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7.

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## DOUBLING THE FINAL CONSONANT

### RULE 1 DOUBLE THE FINAL CONSONANT WHEN:

- A. THE WORD IS ONE SYLLABLE... FIT
- B. THE WORD ENDS IN A SINGLE CONSONANT...FIT
- C. THE WORD IS PRECEDED BY ONE VOWEL  
OR THE LETTER "Y"... FIT
- D. AND WHAT IS ADDED TO THE WORD BEGINS WITH  
A VOWEL... ED

### EXAMPLES

fit + ed = fitted  
ship + ed = shipped  
hot + est = hottest

rob+ed = robbed  
ship + ing = shipping

### EXCEPTIONS

WORDS ENDING IN "W" OR "X", AND THE WORDS "BUS"  
AND "GAS".

### RULE 2 DOUBLE THE FINAL CONSONANT IN WORDS OF MORE THAN ONE SYLLABLE WHEN:

- A. ACCENT IS ON LAST SYLLABLE... REGRET
- B. ENDING IS A SINGLE CONSONANT... REGRET
- C. PRECEDED BY ONE VOWEL... REGRET
- D. AND WHAT IS ADDED BEGINS WITH  
A VOWEL... + ED

### EXAMPLE

transfer + ing = transferring  
occur+ence = occurrence  
acquit + ed = acquitted  
admit + ing = admitting

8.

**RULE 3 THE FINAL CONSONANT IS NOT DOUBLED WHEN:**

- |  |               |
|--|---------------|
| A. THE ACCENT IS <u>NOT</u> ON THE LAST SYLLABLE...      | OFFER         |
| B. THE WORD DOES NOT END IN A SINGLE CONSONANT...        | <u>COLD</u>   |
| C. IS NOT PRECEDED BY A SINGLE CONSONANT...              | OBTAIN        |
| D. AND WHAT IS ADDED DOES <u>NOT</u> BEGIN WITH A VOWEL. | + <u>NESS</u> |

**EXAMPLES**

differ + ent = different - accent not on last syllable

cancel + ed = canceled - accent is on first syllable

leap + ed = leaped - not one vowel before final consonant

film + ed = filmed - ends in two consonants, not one

defer + ment = deferment - syllable added begins with a consonant, not a vowel

**EXCEPTIONS**

Many words in the dictionary have two acceptable spellings:

travel + ers = travelers or travellers

counsel + or = counselor or counsellor

label + ed = labeled or labelled

program + ing = programming

**WHEN IN DOUBT, CHECK THE DICTIONARY**

## SPELLING EXERCISE

### DOUBLING THE FINAL CONSONANT

#### ONE SYLLABLE WORDS

1. THE WORD ENDS IN A CONSONANT.
2. THE FINAL CONSONANT IS PRECEDED BY A VOWEL.
3. THE SUFFIX ADDED BEGINS WITH A VOWEL.

#### TWO SYLLABLE WORDS

1. THE ACCENT IS ON THE LAST SYLLABLE.
2. THE LAST SYLLABLE ENDS IN A CONSONANT.
3. THE LAST CONSONANT IS PRECEDED BY A VOWEL.
4. THE SUFFIX ADDED BEGINS WITH A VOWEL.

Use the rules above when spelling the following words.

1. quiz + ed \_\_\_\_\_
2. begin + ing \_\_\_\_\_
3. cheerful + ness \_\_\_\_\_
4. profit + ing \_\_\_\_\_
5. mat + ing \_\_\_\_\_
6. slim + est \_\_\_\_\_
7. recur + ing \_\_\_\_\_
8. knit + ed \_\_\_\_\_
9. tax + able \_\_\_\_\_
10. calm + ly \_\_\_\_\_
11. outrun + ing \_\_\_\_\_
12. wit + y \_\_\_\_\_
13. enroll + ed \_\_\_\_\_
14. dismiss + al \_\_\_\_\_
15. hop + ing \_\_\_\_\_

**FINAL SILENT "E"**

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## FINAL SILENT "E"

**RULE 1**      **DROP THE FINAL "E" BEFORE ADDING A SUFFIX BEGINNING WITH A VOWEL.**

**EXAMPLES**      advise + ing = advising  
use + age = usage  
desire + ous = desirous

**EXCEPTIONS**      eye + ing = eyeing  
dye + ing = dyeing  
shoe + ing = shoeing

**RULE 2**      **DON'T DROP THE FINAL "E" IF THE SUFFIX BEGINS WITH A CONSONANT.**

**EXAMPLES**      awe + some = awesome  
nine + ty = ninety  
state + ment = statement

**RULE 3**      **DON'T DROP THE "E" FROM WORDS ENDING IN "CE" OR "GE" WHEN ADDING THE SUFFIX "ABLE" AND "OUS".**

**EXAMPLES**      notice + able = noticeable  
outrage + ous = outrageous

**RULE 4**      **AVOID TWO "I"'S COMING TOGETHER WHEN THE WORD ENDS IN "IE" and the suffix begins with "I". IN THIS CASE, CHANGE "I" TO "Y" AND ADD THE SUFFIX.**

**EXAMPLES**

vie + ing = vying  
untie + ing = untying

**RULE 5**      **WHEN "E" IS SILENT, DROP THE "E" BEFORE A SUFFIX BEGINNING WITH A VOWEL OR THE LETTER "Y".**

**EXAMPLES**

sale + able = saleable (salable is acceptable.)  
propose + ition = proposition  
edge + y = edgy  
ice + y = icy

**EXCEPTIONS**

mile + age = mileage  
dye + ing = dyeing  
hoe + ing = hoeing

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## SPELLING EXERCISE

### FINAL SILENT "E"

Spell the following words.

1. arrive + al \_\_\_\_\_
2. mile + age \_\_\_\_\_
3. bounce + y \_\_\_\_\_
4. peace + able \_\_\_\_\_
5. sincere + ly \_\_\_\_\_
6. advise + ory \_\_\_\_\_
7. trouble + some \_\_\_\_\_
8. singe + ing \_\_\_\_\_
9. wise + dom \_\_\_\_\_
10. continue + ing \_\_\_\_\_

In each of the following sentences, one word is spelled incorrectly. Circle that word and spell it correctly on the line provided.

1. My car has a lot of milage.. \_\_\_\_\_
2. The child kept untieling his shoes \_\_\_\_\_
3. The movie Titanic was awsome. \_\_\_\_\_
4. The cost of the trip was ninty dollars. \_\_\_\_\_
5. The senator wrote the letter to make a statment. \_\_\_\_\_

14.

**WORDS ENDING IN "Y" AND "C"**

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## WORDS ENDING IN "Y" AND "C"

**RULE 1** WORDS ENDING IN "Y" PRECEDED BY A CONSONANT, CHANGE "Y" TO "I" BEFORE A SUFFIX BEGINNING WITH THE LETTER "I"

**EXAMPLES** fancy + ful = fanciful  
glory + ous = glorious  
gray + ish = grayish  
accompany + ment = accompaniment  
happy + ness = happiness

**EXCEPTIONS** shy + ly = shyly  
shy + ness = shyness  
bounty + ous = bounteous (change "y" to "e" in this case.)

**RULE 2** WORDS ENDING IN "C" ADD THE LETTER "K" BEFORE THE SUFFIXES "E", "I", OR "Y" TO KEEP THE HARD SOUND OF THE LETTER "C".

**EXAMPLES:** panic + y = panicky  
colic + y = colicky

**RULE 3** WORDS ENDING IN "IE", CHANGE TO "Y" BEFORE ADDING "ING"

**EXAMPLES** die + ing = dying  
lie + ing = lying

**RULE 4** WORDS ENDING IN "Y" PRECEDED BY A VOWEL, KEEP THE "Y" BEFORE ADDING THE SUFFIX.

**Examples** annoy + ance = annoyance  
obey + ed = obeyed

## SPELLING EXERCISE

### WORDS ENDING IN "Y" AND "C"

Spell the following words.

1. tie + ing \_\_\_\_\_
2. ordinary + ly \_\_\_\_\_
3. frolic + ing \_\_\_\_\_
4. betray + al \_\_\_\_\_
5. glory + ous \_\_\_\_\_
6. fly + er \_\_\_\_\_
7. dry + ness \_\_\_\_\_
8. academy + ic \_\_\_\_\_
9. delay + ing \_\_\_\_\_
10. panic + y \_\_\_\_\_
11. shellac + ed \_\_\_\_\_
12. traffic + ing \_\_\_\_\_
13. country + wide \_\_\_\_\_
14. bounty + ous \_\_\_\_\_
15. fancy + ful \_\_\_\_\_

## FORMING PLURALS

## FORMING PLURALS

**RULE 1** FOR WORDS ENDING IN "Y" PRECEDED BY A VOWEL, ADD "S" TO FORM THE PLURAL.

**EXAMPLES:** turkey = turkeys    key = keys    essay = essays

**RULE 2** FOR NOUNS ENDING IN "Y" PRECEDED BY A CONSONANT, CHANGE THE "Y" TO "I" AND ADD "ES".

**EXAMPLE:** library = libraries    industry = industries

**RULE 3** FOR NOUNS ENDING IN "SS", "X", "CH", "SH", AND "Z", ADD "ES" TO FORM THE PLURAL.

**EXAMPLES:** index = indexes                      church = churches  
eyelash = eyelashes                      glass = glasses

**RULE 4** PROPER NOUNS FORM THE PLURAL BY SIMPLY BY ADDING "S" OR "ES".

**EXAMPLES:** Wednesday = Wednesdays

**RULE 5** MOST NOUNS ENDING IN "F", "FE", OR "FF" FORM THE PLURAL BY ADDING "S".

**EXAMPLES:** chief = chiefs    reef = reefs



**EXCEPTIONS:** IN SOME NOUNS, CHANGE THE "F" OR "FE" TO "V" AND ADD "ES".

**EXAMPLES:** life = lives shelves = shelves  
wife - wives dwarf = dwarves

**RULE 6** NOUNS ENDING IN "O" PRECEDED BY A VOWEL  
GENERALLY ADD "S" TO FORM THE PLURAL.

**EXAMPLES:** zoo = zoos radio = radios

**RULE 7** FOR NOUNS ENDING IN "O" PRECEDED BY A CONSONANT,  
ADD "ES" TO FORM THE PLURAL.

**EXAMPLES:** motto = mottoes tomato = tomatoes

**EXCEPTION:** proper nouns, musical terms, foreign sounding names

**EXAMPLES:** piano = pianos kimono = kimonos  
Eskimo = Eskimos

**RULE 8** MANY NOUNS HAVE IRREGULAR PLURALS.

**EXAMPLES:** ox = oxen woman = women  
child = children goose = geese  
foot = feet deer = deer  
mouse = mice

## SPELLING EXERCISE

### FORMING PLURALS

Write the plural of the following words.

1. child \_\_\_\_\_

2. desk \_\_\_\_\_

3. index \_\_\_\_\_

4. attorney \_\_\_\_\_

5. family \_\_\_\_\_

6. chief \_\_\_\_\_

7. bush \_\_\_\_\_

8. dictionary \_\_\_\_\_

9. wife \_\_\_\_\_

10. hero \_\_\_\_\_

11. tomato \_\_\_\_\_

12. secretary \_\_\_\_\_

13. wolf \_\_\_\_\_

14. leaf \_\_\_\_\_

15. staff \_\_\_\_\_

16. key \_\_\_\_\_

17. woman \_\_\_\_\_

18. Saturday \_\_\_\_\_

19. radio \_\_\_\_\_

20. annex \_\_\_\_\_

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**WORDS ENDING IN "RY"**

WORDS ENDING IN "RY"

**RULE 1** IF THE ROOT WORD ENDS IN "E" OR "ER", THE ENDING WILL BE "ERY". IF NOT, THE SPELLING IS "ARY".

**EXAMPLES:** machine = machinery  
discover = discovery

**RULE 2** WORDS ENDING IN "ORY" HAVE A CLEAR "OR" SOUND AND OFTEN FOLLOW A "T" OR AN "S" SOUND.

**EXMPLES:** factory, advisory, inventory

**RULE 3** ENDINGS WITH "URY" ARE FEW.

**EXAMPLES:** bury, treasury, luxury, injury

**SPELLING EXERCISE**  
**WORDS ENDING IN "RY"**

Add "ary", "ery", or "ory" to the following words.

1. diction \_\_\_\_\_

9. necess \_\_\_\_\_

2. Febru \_\_\_\_\_

10. territ \_\_\_\_\_

3. invent \_\_\_\_\_

11. libr \_\_\_\_\_

4. lux \_\_\_\_\_

12. laborat \_\_\_\_\_

5. cent \_\_\_\_\_

13. itiner \_\_\_\_\_

6. direct \_\_\_\_\_

14. advis \_\_\_\_\_

7. sal \_\_\_\_\_

15. tempor \_\_\_\_\_

8. subsidi \_\_\_\_\_

**WORDS ENDING WITH THE  
“BLE” SOUND**

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## WORDS ENDING IN "BLE" SOUND

**RULE 1**      WORDS ENDING WITH THE "BLE" SOUND, ADD "ABLE" IF THE ROOT IS A FULL ENGLISH WORD.

**EXAMPLE:**    pay = payable  
                  correct = correctable

**RULE 2**      "IBLE" IS USUALLY ADDED IF THE ROOT IS NOT A FULL ENGLISH WORD.

**EXAMPLES:**    aud + ible = audible  
                  inadmiss + ible = inadmissible

**RULE 3**      CAREFUL PRONUNCIATION DETERMINES THE CORRECT SPELLING OF EXCEPTIONS.

**EXCEPTIONS:**    responsible      sensible      flexible  
                          capable            durable      accessible

## SPELLING EXERCISE

### WORDS ENDING WITH THE "BLE" SOUND

Add "able" or "ible" to the following words.

1. deduct \_\_\_\_\_

9. valu \_\_\_\_\_

2. reli \_\_\_\_\_

10. access \_\_\_\_\_

3. respons \_\_\_\_\_

11. knowledge \_\_\_\_\_

4. service \_\_\_\_\_

12. feas \_\_\_\_\_

5. suit \_\_\_\_\_

13. avail \_\_\_\_\_

6. incred \_\_\_\_\_

14. mail \_\_\_\_\_

7. flex \_\_\_\_\_

15. gull \_\_\_\_\_



**WORDS THAT SOUND**

**AND**

**LOOK ALIKE**

33

## WORDS THAT SOUND AND LOOK ALIKE

The list below contains some common words that are pronounced exactly alike but spelled differently and also words that look and sound somewhat alike.

1.    **accept**  
      **except**                   - take, receive  
                                  - exclude
2.    **advice**  
      **advise**                   - information  
                                  - recommend, counsel
3.    **affect**  
      **effect**                   - influence  
                                  - result
4.    **already**  
      **all ready**               - previously  
                                  - all prepared
5.    **capitol**  
      **capital**                 - building where legislators meet  
                                  - city serving as the seat of government
6.    **cite**  
      **sight**  
      **site**                     - quote  
                                  - vision  
                                  - place or setting of something
7.    **ensure**  
      **insure**  
      **assure**                 - make certain  
                                  - protect against loss  
                                  - give confidence
8.    **forty**  
      **fourth**                 - number 40  
                                  - four in a series
9.    **its**  
      **it's**                     - possessive of "it"  
                                  - contraction for "it is"
10.   **later**  
      **latter**                 - after a time  
                                  - second in a series
11.   **maximum**  
      **minimum**               - greatest  
                                  - least
12.   **personal**  
      **personnel**             - private  
                                  - staff

- |   |   |
|---|---|
| 13. <b>principal</b><br><b>principle</b>                | - <b>chief, leading, sum of money</b><br>- <b>general rule or truth</b>                           |
| 14. <b>quality</b><br><b>quantity</b>                   | - <b>distinctive characteristic</b><br>- <b>definite number</b>                                   |
| 15. <b>stationary</b><br><b>stationery</b>              | - <b>fixed</b><br>- <b>writing material</b>   |
| 16. <b>than</b><br><b>then</b>                          | - <b>conjunction used in comparison</b><br>- <b>at that time</b>                                  |
| 17. <b>their</b><br><b>there</b><br><b>they're</b>      | - <b>belonging to them</b><br>- <b>in that place</b><br>- <b>contraction for "they are"</b>       |
| 18. <b>thorough</b><br><b>through</b><br><b>thought</b> | - <b>exhaust completely</b><br>- <b>in one side and out the other</b><br>- <b>act of thinking</b> |
| 19. <b>to</b><br><b>too</b>                             | - <b>toward</b><br>- <b>more than</b>   |
| 20. <b>whose</b><br><b>who's</b>                        | - <b>possessive of "who"</b><br>- <b>contraction, "who is"</b>                                    |
| 21. <b>your</b><br><b>you're</b>                        | - <b>belonging to you</b><br>- <b>contraction for "you are"</b>                                   |

## SPELLING EXERCISE

### WORDS THAT SOUND AND LOOK ALIKE

Circle the correct word in the parenthesis.

1. I'd like to (accept, except) your offer but is (too, to) late.
2. (Their, There) progress is outstanding.
3. I (thought, thorough, through) you did a (thorough, thought, through) job by going (thought, thorough, through) the wall.
4. The (capital, capitol) of the United States is Washington, D.C.
5. The letters were (all ready, already) mailed.
6. The command comes under (whose, who's) orders?
7. The decision (affects, effects) the cost of the product.
8. The price is more (than, then) I can afford.
9. The interest on the (principle, principal) is  $2\frac{1}{4}$  %.
10. (Its, It's) (too, to) bad you didn't start the project sooner.
11. The (quantity, quality) of goods is determined by customer satisfaction and not the amount of goods produced.
12. (Its, It's) all your fault.
13. (You're, Your) (too, to) young to think about (your, you're) retirement
14. The letter head is on the top of the (stationary, stationery).
15. The words from the poem were (sighted, cited, sited).

## SPELLING POST-TEST

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## SPELLING POST-TEST

Circle the correct word in the following pairs.

YIELD, YEILD  
RUNNING, RUNING  
LEAPED, LEAPPED  
TAXEABLE, TAXABLE  
AWSOME, AWESOME

HEIGHT, HIEGHT  
SHIPING, SHIPPING  
PROGRAMMING, PROGRAMING  
NINETY, NINTY  
UNTIEING, UNTYING

These letters are scrambled. Write them in their correct order.

SNNIIGG  
FEROF  
HCEIFS  
IWSE  
NYPAIG  
LFYER  
YEKS  
LAGSESS  
ILYED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Match Column A with Column B. Place the number from Column A in the parenthesis next to the word/s that give the proper meaning.

- |               |                                   |
|---------------|-----------------------------------|
| 1. through    | ( ) fixed                         |
| 2. stationary | ( ) "you are" contraction         |
| 3. stationery | ( ) prepared                      |
| 4. already    | ( ) writing materials             |
| 5. you're     | ( ) in one side and out the other |
| 6. your       | ( ) it is                         |
| 7. thorough   | ( ) previously                    |
| 8. its        | ( ) exhaust completely            |
| 9. it's       | ( ) belonging to you              |
| 10. all ready | ( ) possessive of "it"            |

Write the plural of these words.

1. BUS \_\_\_\_\_
2. DEER \_\_\_\_\_
3. CHURCH \_\_\_\_\_
4. WEDNESDAY \_\_\_\_\_
5. CHIEF \_\_\_\_\_
6. GLASS \_\_\_\_\_
7. KEY \_\_\_\_\_
8. LIFE \_\_\_\_\_
9. PIANO \_\_\_\_\_
10. MAN \_\_\_\_\_
11. WOMAN \_\_\_\_\_
12. RADIO \_\_\_\_\_
13. CHILD \_\_\_\_\_
14. DICTIONARY \_\_\_\_\_
15. TOMATO \_\_\_\_\_

Complete the rule:

1. "I" comes before "E" except after \_\_\_\_\_
2. Double the final consonant when the suffix added begins with a \_\_\_\_\_.
3. Don't drop the final "E" if the suffix begins with a \_\_\_\_\_
4. Words ending in "Y" preceded by a vowel, keep the \_\_\_\_\_ before adding the suffix.
5. If the root word ends in the letter "E", the ending is "ERY". If not, the ending is \_\_\_\_\_.

## SPELLING CHECKLIST

SPELLING EXERCISE	COMPETENCY	DATE OF COMPLETION
PRETEST		
"IE" AND "EI" WORDS		
DOUBLING THE FINAL CONSONANT		
FINAL SILENT "E"		
WORDS ENDING IN "Y" AND "C"		
FORMING PLURALS		
WORDS ENDING IN "RY"		
WORDS ENDING IN THE "BLE" SOUND		
WORDS THAT SOUND AND LOOK ALIKE		
SPELLING POST-TEST		

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**THE DICTIONARY**

000000 197585

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## THE DICTIONARY

The dictionary is a reference or resource book that contains a great deal of information. The amount of information varies, depending on the size of the dictionary and how it is organized. The purpose of the following pages is to explain the different types of information found in the dictionary.

### ENTRY WORDS

Each word listed in the dictionary is called an entry word. Entries are arranged alphabetically. When the first letter is the same, determine the alphabetical order by looking at the second letter. (lazy, local) If the first and second letters are the same, look at the third, etc. In the case of lodge and lodger, the rule is "nothing comes before something." (lodgel, lodgerl) In proper names, the last name is listed first.

lazy      local      locate      lodge      lodger

Jefferson, Thomas

The entry word is printed in dark type to the left of the word's meaning.

grace · ful (grās' f ə l) showing grace of movement, form or proportion.  
grace ful.ly *adj.* - grace ful.ness *n.*

In the example shown above, there are two additional words after the definition: gracefully and gracefulness. These are called run-on entries. They are a different forms of the base word, graceful. Run-on words include common suffixes like: able, er, less, like, ly, ness, ing, tion. If a run-on entry has a meaning different from the base word, it is listed separately.

fold            - to double material, draw together.  
folder         - a sheet of heavy paper folded for holding loose papers.

slip            to go quickly or secretly.  
slipper        - a light, low shoe easily slipped on the foot.

Entries also include: single letters (e), hyphenated words (self-esteem), and abbreviations (dr.).

## EXERCISE

1. Place these words in alphabetical order.

factory      face      fact      fade      fail      flay

---

---

---

---

---

---

---

2. Locate these entry words in the dictionary and write their run-on entry words.

- A. empty \_\_\_\_\_
- B. local \_\_\_\_\_
- C. deploy \_\_\_\_\_
- D. mine \_\_\_\_\_
- E. manicure \_\_\_\_\_
- F. misty \_\_\_\_\_
- G. pragmatic \_\_\_\_\_
- H. rebut \_\_\_\_\_
- I. profit \_\_\_\_\_

## GUIDE WORDS

To help find words quickly, guide words appear at the top of each dictionary page. The first guide word is the first entry word on the page. The second guide word is the last entry word. All entries that fall alphabetically between these two guide words are listed on that page.

The guide words are **masthead** and **maw**.

Words falling between "mast" and "maw" appear on this page.

The word "match" is an entry word on this page because "mat" comes between "mas" and "maw"

The word "main" is not on the page because "mai" comes before "mas".

The word "medic" is not on the page because "me" comes after "maw".

### masthead to maw

**mat/head**, *n.* 1. a box or column in a newspaper or magazine giving the names of the owners and staff members. 2. the head of a mast.  
**mas-tic** (mas'tik), *n.* 1. a bituminous preparation used as an adhesive or seal. 2. a pasty cement used for filling holes, as in plaster.  
**mas-ti-cate** (mas'ti kăt'), *v.t., v.i., -cat-ed, -cat-ing*, to chew. —**mas'ti-ca'tion**, *n.*  
**mas-tiff** (mas'tif, mă'stîf), *n.* a large, powerful short-haired dog.  
**mas-to-don** (mas'to don'), *n.* any of numerous extinct elephantlike mammals.  
**mas-toid** (mas'toid), *n.* a bony prominence on the base of the skull behind the ear.  
**mas-tur-ba-tion** (mas'tar bā'shan), *n.* stimulation of the genitals, esp. to orgasm. —**mas'tur-bate**', *v.i., v.t., -bat-ed, -bat-ing*.  
**mat**' (mat), *n., v., mat-ted, mat-ting*. —*n.* 1. a piece of fabric, as of plaited fiber, used esp. as a floor covering. 2. a floor pad used to protect wrestlers and gymnasts. 3. a thick tangled mass, as of hair or weeds. —*v.t., v.i.* 4. to form into a mat.  
**mat**' (mat), *n., v., mat-ted, mat-ting*. —*n.* 1. material serving as a border for a picture. —*v.t.* 2. to provide with a mat.  
**mat**' (mat), *adj., n. MATTE*.  
**mat-a-dor** (mat'ə dōr'), *n.* the bullfighter who traditionally kills the bull.  
**match**' (mach), *n.* a slender piece of flammable material tipped with a chemical substance that ignites by friction.  
**match**' (mach), *n.* 1. a person or thing that equals or resembles another. 2. a corresponding or suitably associated pair. 3. a game or contest with two or more contestants or teams. 4. a person considered as a marriage partner: a good **match**. 5. a marriage. —*v.t.* 6. to equal. 7. to be the match or counterpart of. 8. to cause to correspond. 9. to fit together. 10. to place in opposition or conflict. 11. to unite in marriage. —*v.i.* 12. to be equal or suitable. 13. to correspond.  
**match/book**', *n.* a small folder of paper matches.  
**match/less**, *adj.* having no equal.  
**match/mak'er**, *n.* a person who arranges marriages.  
**mate**' (mät), *n., v., mated, mating*. —*n.* 1. a husband or wife. 2. one of a pair of mated animals. 3. one of a pair. 4. an associate or companion. 5. **FIRST MATE**. —*v.t., v.i.* 6. to join as mates. 7. to bring or come together for breeding.  
**ma-té** or **-té** (mä'té, mat'ē, mä'té), *n., pl. -tés* or **-tes**, a tea-like South American beverage.  
**ma-te-ri-al** (mə tēr'ē əl), *n.* 1. the substance of which something is made or composed. 2. something that can be further developed. 3. a constituent element. 4. a textile. 5. Often, **-als**, apparatus needed to make or do something: **writing materials**. —*adj.* 6. of or consisting of matter: **the material world**. 7. physical rather than spiritual or intellectual: **material comforts**. 8. of substantial import; significant. 9. pertinent; essential. —**ma-te-ri-al-ly**, *adv.*  
**ma-te-ri-al-ism**, *n.* 1. preoccupation with material as opposed to spiritual or intellectual values. 2. the philosophical theory that regards matter as constituting the universe, and all phenomena, including those of mind, as due to material agencies. —**ma-te-ri-al-ist**, *n., adj.* —**ma-te-ri-al-ist-ic**, *adj.*  
**ma-te-ri-al-ize**', *v., -ized, -iz-ing*. —*v.i.* 1. to come into actual existence. 2. to appear, esp. unexpectedly. 3. to assume material form. —*v.t.* 4. to give material form to. —**ma-te-ri-al-iza-tion**, *n.*  
**ma-te-ri-el** or **-te-ri-el** (mə tēr'ē ēl'), *n.* the aggregate of equipment and supplies used by an organization, as the military.  
**ma-ter-nal** (mə tūr'ni), *adj.* 1. of or resembling a mother. 2. related through, derived from, or inherited from a mother. —**ma-ter-nal-ly**, *adv.*  
**ma-ter-ni-ty** (-ni tē), *n.* 1. the state of being a mother; motherhood. —*adj.* 2. applicable immediately before, during, and just after childbirth: **maternity leave**. 3. designed for wear by pregnant women.  
**math** (math), *n.* mathematics.  
**math'e-mat'ics** (-ə mat'iks), *n.* the systematic treatment of magnitude, relationships between figures and forms, and relations between quantities expressed symbolically. —**math'e-mat'i-cal**, *adj.* —**math'e-mat'i-cally**, *adv.* —**math'e-mat'i-cian** (-mə tish'ən), *n.*

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**mat-i-née** or **-née** (mat'n ă'), *n., pl. -nées* or **nees**, a dramatic or musical performance held in the afternoon. [
**mat-i-na** (mat'nz), *n.* 1. (often **cap.**) (used with a **sing.** or **pl. v.**) prayers read at midnight or daybreak. 2. the service of morning prayer in Anglican churches.  
**Ma-ti-ssé** (mə tēs' mā-), *n.* Henri, 1869-1954, French painter.  
**ma-tri-arch** (mä'trē ärk'), *n.* the female head of a family or tribe. —**ma-tri-er'chal**, *adj.* —**ma-tri-ar-chy**, *n., pl. -chies*.  
**mat-ri-cide** (ma'tri sid', mă't-), *n.* 1. the act of killing one's mother. 2. a person who kills his or her mother. —**mat-ri-cid'al**, *adj.*  
**ma-tric-u-late** (mə trik'yə lät'), *v.t., v.i., -lat-ed, -lat-ing, to enroll as a student in a college or university. —**ma-tric'u-lat-ion**, *n.*  
**mat-ri-mo-ni-y** (mä'trə mō'nē), *n., pl. -nies*. 1. the state of being married. 2. the ceremony of marriage. —**mat-ri-mo'ni-al**, *adj.*  
**ma-trix** (mä'triks, mă't-), *n., pl. -tri-ces* (-tri sēz), **-trix-es**. 1. a place or point within which something else originates. 2. a mold for casting typefaces.  
**ma-t-ron** (mä'trən), *n.* 1. a married woman, esp. one who is mature and dignified. 2. a woman officer, as in a prison for women. —**ma't-ron-ly**, *adj.*  
**ma't-ron of hon'or**, *n.* a married woman who is the chief-attendant of a bride. . . .  
**Mat't**, Matthew.  
**mat-te** or **mat't** (mat), *adj.* 1. having a dull or lusterless surface. —*n.* 2. a dull surface or finish.  
**mat-ter** (mat'ər), *n.* 1. the substance of which a physical object consists or is composed. 2. something that occupies space. 3. a situation, subject, or affair. 4. an approximate amount or extent: a **matter of 10 miles**. 5. something written or printed. 6. things sent by mail. 7. a substance, esp. pus, discharged by a living body. —*v.i.* 8. to be of importance; signify. —**Idioms**. 9. as a **matter of fact**, in reality; actually. 10. **no matter**, regardless of. 11. to be the **matter**, to be amiss or **awry**: **What's the matter with you?**  
**mat'ter-of-fact**', *adj.* adhering strictly to fact. —**mat'ter-of-fact'ly**, *adv.* —**mat'ter-of-fact'ness**, *n.*  
**Mat-thew** (math'yōō), *n.* 1. a Christian apostle, believed to be the author of the first Gospel. 2. the first Gospel.  
**mat'ting**, *n.* 1. material for mats. 2. mats collectively.  
**mat-tock** (mat'ək), *n.* a digging tool shaped like a pickax.  
**mat-tress** (ma'tris), *n.* a cloth case filled with straw, cotton, foam rubber, etc., used as or on a bed.  
**ma-ture** (mə tūr', -tyōōr', -chōōr', -chūr'), *adj., -ture*, **-turest**, *v., -tured, -tur-ing*. —*adj.* 1. fully developed. 2. complete in natural growth or development. 3. fully aged: **mature wine**. 4. payable: **due: a mature bond**. —*v.t., v.i.* 5. to make or become mature. —**ma-ture-a-tion** (mä'trə rā'shan), *n.* —**ma-ture'ly**, *adv.* —**ma-tur'i-ty**, *n.*  
**mat-zo** (mä'tsə), *n., pl. -zos* (-zəz), **-zoth, -zot** (-sōl, -sōs), unleavened bread eaten by Jews during Pass-over.  
**maud-lin** (mōd'lin), *adj.* embarrassingly sentimental.  
**Mau-i** (mou'ē), *n.* an island in central Hawaii.  
**maul** (mōl), *n.* 1. a heavy hammer used esp. for driving stakes or wedges. —*v.t.* 2. to handle roughly. 3. to injure by rough treatment. —**maul'er**, *n.*  
**maun-der** (mōn'dər), *v.i.* 1. to talk ramblingly or unintelligibly. 2. to wander.  
**Mau-passant** (mō'pə sāv'), *n.* Guy de (gē də), 1850-93, French writer.  
**Mau-ri-ta-ni-a** (mōr'i tā'nē ə), *n.* a republic in NW Africa. 1,894,000. —**Mau-ri-ta-ni-en**, *adj.*.  
**Mau-ri-tius** (mō tish'ias), *n.* an island republic in the Indian Ocean, E. of Madagascar. 1,075,000. —**Mau-ri-tian**, *adj., n.*  
**mau-so-le-um** (mə'sə lē'əm, -zə-), *n., pl. -le-ums, -le-a* (-lē'ə), a large and stately tomb.  
**mauve** (mōv, mōv), *n.* a pale bluish purple.  
**ma-ven** or **-vin** (mä'ven), *n.* an expert; connoisseur. [
**ma-ve-ri-ck** (mav'ər ik), *n.* 1. an unbranded animal. 2. a person who thinks and acts independently of others.  
**maw** (mō), *n.* the mouth, throat, or stomach, esp. of a voracious carnivore.*

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## EXERCISE

Using the guide words below, write yes or no if the word is on the dictionary page.

### GUIDE WORDS

### CHAPLAIN - CHAT

1. check

\_\_\_\_\_

2. chaps

\_\_\_\_\_

3. charge

\_\_\_\_\_

4. cheek

\_\_\_\_\_

5. chase

\_\_\_\_\_

### GUIDE WORDS

### SENTENCE - SERMON

1. service

\_\_\_\_\_

2. sepal

\_\_\_\_\_

3. separate

\_\_\_\_\_

4. sew

\_\_\_\_\_

5. self

\_\_\_\_\_

### GUIDE WORDS

### HABIT - HARD

1. halo

\_\_\_\_\_

2. hamlet

\_\_\_\_\_

3. half

\_\_\_\_\_

4. herald

\_\_\_\_\_

5. hammer

\_\_\_\_\_

## WORD DEFINITIONS

A dictionary is a book that lists the meaning of words. Most words in the dictionary have more than one meaning. Each meaning is numbered. The first meaning is used most often. Meanings are ranked by their frequency of use.

**home** (hōm) *n.* [OE *hām*] 1 the place where one lives 2 the place where one was born or reared 3 a place thought of as home 4 a household and its affairs 5 an institution for orphans, the aged, etc. 6 the natural environment of an animal, plant, etc. 7 HOME PLATE —*adj.* 1 of one's home or country; domestic 2 central /home office/ —*adv.* 1 at, to, or in the direction of home 2 to the point aimed at /to drive a nail home/ —at home 1 in one's home 2 at ease —bring home to to impress upon —home'less *adj.* —home'like' *adj.*

## EXERCISE

Using a dictionary, write the main definition of the words listed below.

1. chair \_\_\_\_\_
2. empty \_\_\_\_\_
3. local \_\_\_\_\_

What is the second definition of each of the words below?

1. package \_\_\_\_\_
2. wealth \_\_\_\_\_
3. interest \_\_\_\_\_

## SYLLABICATION

Entry words in bold print are also divided into syllables. A syllable is an uninterrupted sound in the word. Syllables are separated by a hyphen ( - ), space, or dot (•)

safe • ty      pa • per

Words are divided for the purpose of separating words at the end of a line or text. A hyphen is used to separate the syllables.

It is necessary for John to make sacrifices if he wants to attain his goals.

Do not divide a word that leaves one letter alone at the beginning or ending of a sentency.

e • lect      bus • y

INCORRECT

John was too busy to attend.

The majority can elect a candidate.

CORRECT

John was too busy to attend.

The majority can elect a candidate.

## EXERCISE

Find these words in the dictionary. Divide the words by placing a dot between each syllable.

1. downtime \_\_\_\_\_

6. radio \_\_\_\_\_

2. goggles \_\_\_\_\_

7. report \_\_\_\_\_

3. poster \_\_\_\_\_

8. annual \_\_\_\_\_

4. cafeteria \_\_\_\_\_

9. assignment \_\_\_\_\_

5. computer \_\_\_\_\_

10. corporation \_\_\_\_\_



## PRONUNCIATION

The dictionary also assists in pronouncing words correctly. The pronunciation is shown in parentheses at the right of the entry word. The word is spelled in syllables with phonetic symbols showing how words are spoken. Study the various symbols in the examples below:

forklift (f<sup>ˈ</sup>ɔrk · lift)

chain (ch<sup>ˈ</sup>ān)

customer (kʌs t<sup>ˈ</sup> · mæer)

glove (glʌv)

hitch (h<sup>ɪ</sup>ch)

standard (st<sup>ˈ</sup>ɑnd · dər)

## CONSONANTS

The consonant letters have the same sounds as in the alphabet.

b c d f g h j k l m n p q r s t v w x z

## VOWELS

The vowels are a, e, i, o, u and sometimes y. Long vowels have the sound of their own name. Their symbol is a short horizontal line above the vowel called a macron.

$\bar{a}$  as in late

$\bar{e}$  as in be

$\bar{i}$  as in ripe

$\bar{o}$  as in note

$\bar{u}$  as in blue

Short vowels have a small "u" symbol called a breve above the letter. Short vowels sound like:

$\breve{a}$  as in bat

$\breve{e}$  as in pet

$\breve{i}$  as in it

$\breve{o}$  as in pot

$\breve{u}$  as in cut

Another symbol called a schwa looks like an upside down e or ə . It has the sound of "uh" as in the word a · bout. (ə · bout')



## EXERCISE

Find these words in the dictionary. Write their phonetic spelling using symbols. When completed, pronounce the words to your instructor.

1. chop \_\_\_\_\_
2. cello \_\_\_\_\_
3. bionic \_\_\_\_\_
4. vowels \_\_\_\_\_
5. frill \_\_\_\_\_
6. owe \_\_\_\_\_
7. falcon \_\_\_\_\_
8. machine \_\_\_\_\_
9. precious \_\_\_\_\_
10. shell \_\_\_\_\_

Circle the word that has the sound of the symbol. Use a dictionary to help you decide.

1. ə again, hack
2. ɪ̇ a rate, pleat, bat
3. ɑ̇ a garden, gape, glare
4. ɔ̇ o folk, food, ocean
5. zh whirl, beige, chintz

Write the word that goes with the phonetic spelling below: vise, puddle, treaty, bread, photo, merry, one, comb, rayon, shoe

1. kōm \_\_\_\_\_
2. bṙed \_\_\_\_\_
3. ṁeṙē \_\_\_\_\_
4. ṗud l \_\_\_\_\_
5. wun \_\_\_\_\_
6. vīs \_\_\_\_\_
7. fō tō \_\_\_\_\_
8. rā ōn \_\_\_\_\_
9. shōō \_\_\_\_\_
10. trē tē \_\_\_\_\_

## ACCENT

Each phonetic spelling has accent marks that show which syllable in the word is stressed. The primary accent mark (ˈ) is darker and the secondary accent mark is lighter (ˊ). When speaking, the syllable with the darker accent mark is stressed.

button (búˊtˈn)

hydraulic (hīˊˌdróˊˈlik)

perform (pəˊrˈfɔˊrm)

cutoff (kútˈˌɔf)

otherwise (úthˈˌərˈwiz)

principality (prínˈˌsəˊˌpálˊˌiˊˌtē)

## EXERCISE

Find the words below in the dictionary. Circle the syllable in each word that is the primary accent. Read the word to your instructor.

de · gree

pre · mu · ni · tion

de · formed

pre · scribe

el · e · phant

sta · di · um

for · syth · I · a

tan · ger · ine

o · ri · ent

spec · trum

## PARTS OF SPEECH

Most entries label the part or parts of speech of the word. The labels are abbreviated in bold, italicized print. When words have more than one part of speech, they are introduced by a long dash (—) at the end of the definition.

emp·ty (empˈtē) *adj.* -ti·er, -ti·est [OE *æmettig*] 1 having nothing or no one in it; unoccupied 2 worthless /empty pleasure/ 3 insincere /empty promises/ —*vt.* -tied, -ty·ing 1 to make empty 2 to remove (the contents) of something —*vi.* 1 to become empty 2 to pour out; discharge —*n., pl.* -ties an empty truck, bottle, etc. —empˈti·ly *adv.* —empˈti·ness *n.*

The word empty as shown is an adjective. (adj.) But the entry also shows other parts of speech such as an adverb (adv.) emptily or a noun (n.) emptiness. Some of the more common abbreviations for parts of speech are:

n.	=	noun	adv.	=	adverb
p.n.	=	pronoun	prep.	=	preposition
adj.	=	adjective	conj.	=	conjunction
v.	=	verb	inter	=	interjection

### EXERCISE

Find the part/s of speech for each of the following words. Write the part of speech in a full word. Do not use abbreviations.

- |                  |                      |
|------------------|----------------------|
| 1. cattle _____  | 6. dessert _____     |
| 2. dresser _____ | 7. final _____       |
| 3. honest _____  | 8. near _____        |
| 4. to _____      | 9. punish _____      |
| 5. rue _____     | 10. persistent _____ |

### ABBREVIATIONS

An abbreviation is a shortened form of a word or words. It may be the first letter of the word or the first letter of many words, as in AMA, American Medical Association. Most abbreviations are listed alphabetically,

Write the meaning of the following abbreviations.

1. mpg. \_\_\_\_\_
2. NATO \_\_\_\_\_
3. JP \_\_\_\_\_
4. LTD \_\_\_\_\_
5. SRO \_\_\_\_\_
6. MO \_\_\_\_\_
7. BRIT \_\_\_\_\_
8. PCT \_\_\_\_\_

Dictionaries also have a page of abbreviations. The list is found either at the back or in front of the dictionary. A sample page is included here.

<	descended from, borrowed from	esp.	especially	Norw.	Norwegian
<<	descended from, borrowed from through	etym.	etymology	Norw. n.pl.	plural noun
	Intermediate stages not shown	F	French	obj.	objective
=	equivalent to	fem.	feminine	Obs., obs.	obsolete
ab.	about	fig.	figurative	OE	Old English
Abbr., abbr.	abbreviation	fl.	flourished	OF	Old French
abl.	ablative	fol.	followed	OHG	Old High German
acc.	accusative	Fr.	French		
adj.	adjective	ft.	foot, feet	ON	Old Norse
adv.	adverb	fut.	future	orig.	originally
AF	Anglo-French	G	German	pass.	passive
Afr.	African	gen.	genitive	past part.	past participle
Afrik	Afrikaans	Geol.	Geology	perh.	perhaps
AmerSp	American Spanish	Geom.	Geometry	Pers., Pers.	Persian
Ar	Arabic	Gk, Gk.	Greek	pers.	person
Aram	Aramaic	Gmc	Germanic	Pg	Portuguese
at. no.	atomic number	Gram.	Grammar	pl.	plural
at. wt.	atomic weight	Heb., Heb.	Hebrew	Pop.	population
b.	blend	in.	inch(es)	poss.	possessive
b.	born	Indic.	Indicative	pp.	past participle
bef.	before	inf.	infinitive	prec.	preceded
Biol.	Biology	Interj.	Interjection	prep.	preposition
Bot.	Botany	Ir	Irish	pres.	present, present tense
Brit.	British	Irreg.	irregular	pres. part.	present participle
c	circa	It, It.	Italian	prob.	probably
CanF	Canadian French	Japn.	Japanese	Pron., pron.	pronunciation, pronounced
Cap.	capital (city)	km	kilometer(s)	pron.	pronoun
cap.	capital	L	Latin	prp.	present participle
caps.	capitals	I.c.	lowercase	pt.	preterit (past tense)
cent.	century	LQ	Low German	ptp.	past participle
Cf., cf.	compare	lit.	literally	Russ	Russian
Chem.	Chemistry	LL	Late Latin	S	south, southern
cm	centimeter(s)	m	meter(s)	s.	stem
compar.	comparative	masc.	masculine	Scand	Scandinavian
conj.	conjunction	MD	Middle Dutch	Scot.	Scottish
contr.	contraction	ME	Middle English	sing.	singular
D	Dutch	Med.	Medicine	Skt, Skt.	Sanskrit
d.	died	MexSp	Mexican Spanish	Sp, Sp.	Spanish
dat.	dative	MF	Middle French	sp.	spelling, spelled
def.	definition	MHQ	Middle High German	sp. gr.	specific gravity
defs.	definitions	ml.	mile(s)	sq.	square
der.	derivative	Mill.	Military	subj.	subjunctive
Dial., dial.	dialect, dialectal	ML	Medieval Latin	superl.	superlative
dln.	diminutive	MLQ	Middle Low German	Sw, Sw.	Swedish
Du.	Dutch	mm	millimeter(s)	syll.	syllable
E	east, eastern	mod.	modern	Usu., usu.	usually
E	English	ModGk	Modern Greek	v.	verb
Eng.	England, English	ModHeb	Modern Hebrew	var.	variant
		Naut.	Nautical	v.i.	intransitive verb
		N	north, northern	VL	Vulgar Latin
		n.	noun	v.t.	transitive verb
		neut.	neuter	W	west, western
		NL	New Latin	yd.	yard(s)
		nom.	nominative		

## PEOPLE AND PLACES

Dictionaries have entry words that name well-known people and why they are famous. Names are alphabetized by the person's last name.

Jef · fer · son (jef·ə·r·sən), Thomas.  
1743-1826. The third President of  
the U.S. (1801-09), who drafted the  
Declaration of Independence (1776).

Popular geographic locations are also listed.

East Hart·ford (hart'fərd). A town  
of N-central CT on the Connecticut  
River; settled in 1640. Pop. 50, 452.

## EXERCISE

Write some facts about the following people and places found in the dictionary.

1. Mohammed \_\_\_\_\_  
\_\_\_\_\_
2. St. John's \_\_\_\_\_  
\_\_\_\_\_
3. John Keats \_\_\_\_\_  
\_\_\_\_\_
4. Giacomo Puccini \_\_\_\_\_  
\_\_\_\_\_

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5. Seoul \_\_\_\_\_  
\_\_\_\_\_

6. Orpheus \_\_\_\_\_  
\_\_\_\_\_

### HOMOGRAPHS

Words that are spelled alike but have different meanings are called homographs. A "bat" is a club and an animal. Most dictionaries list homographs as a separate main entry with a small number after each bold print, as shown in the following illustration.

**arm<sup>1</sup>** (ärm), *n.* 1. an upper limb of the human body. 2. an armlike part or attachment. 3. a combat branch of a military service. 4. power; authority: *the long arm of the law*. —*Idiom.* 5. *at arm's length*, at a distance.  
**arm<sup>2</sup>** (ärm), *n.* 1. *Usu., arms.* weapons, esp. firearms. 2. *arms*, heraldic devices, as of a family. —*v.i.* 3. to make ready for war. —*v.t.* 4. to equip with weapons. —*Idiom.* 5. *up in arms*, provoked; indignant. —*armed, adj.*

### EXERCISE

Give two definitions for each of the following homographs.

1. COT \_\_\_\_\_  
\_\_\_\_\_

2. EGG \_\_\_\_\_  
\_\_\_\_\_

3. GUY \_\_\_\_\_  
\_\_\_\_\_

4. HACK \_\_\_\_\_  
\_\_\_\_\_



## IDIOMS

An idiom is an expression of two or more words whose meaning cannot be understood from their words. For example, the word "take" means to get possession of, to capture, or to seize. However, there are many expressions that include the word "take" but have very different meanings. Below are idioms that include the word "take".

on the take	- taking bribes
take down	- put in writing
take after	- look like
take on	- employ
take up	- make higher

Idioms are found in boldface print in the last part of an entry. They are fully defined and sometimes introduced by the word "idioms".

## EXERCISE

List an idiom and its meaning for each of the following words:

	IDIOM	MEANING
1.	grade	_____
2.	catch	_____
3.	life	_____
4.	order	_____
5.	rate	_____

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## PREFIXES AND SUFFIXES

Prefixes are word parts attached at the beginning of a word that broadens its meaning.

sub = under      A submarine is a ship that operates under water.

hemi = half      The hemisphere is half a globe.

Suffixes are word parts attached at the end of a word.

ible = able      Fractions are convertible.

ness = quality      The student was treated with kindness.

## EXERCISE

Use the dictionary to find the meaning of the following prefixes, suffixes and words.

1. ultra \_\_\_\_\_  
ultramarine \_\_\_\_\_
2. dis \_\_\_\_\_  
disarranged \_\_\_\_\_
3. un \_\_\_\_\_  
uneven \_\_\_\_\_
4. non \_\_\_\_\_  
nonprofit \_\_\_\_\_
5. pre \_\_\_\_\_  
prejudice \_\_\_\_\_
6. able \_\_\_\_\_  
changeable \_\_\_\_\_
7. dom \_\_\_\_\_  
freedom \_\_\_\_\_

## OTHER INFORMATION FOUND IN THE DICTIONARY

Other information in the dictionary includes, but is not limited to, the following.

CAPITALIZATION

PUNCTUATION RULES

SPELLING OF WORDS

MEANING OF FREQUENTLY USED FOREIGN TERMS

HISTORY OF WORDS (CALLED ETYMOLOGY)

COMPARISONS OF ADJECTIVES AND ADVERBS

USAGE OF ENGLISH GRAMMAR

CROSS REFERENCES

VARIOUS TABLES AND CHARTS: ROMAN NUMBERS, MEASUREMENTS,  
SIGNS AND SYMBOLS

FOOTNOTES

BIBLIOGRAPHIES

ILLUSTRATIONS

METRICS AND U.S. MEASUREMENT

PARTS OF SPEECH

PROOFREADER'S MARKS

GUIDE FOR WRITERS

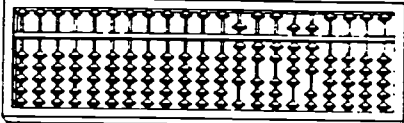
SIGNS AND SYMBOLS

The following pages illustrate many of the points discussed in this book.

Study the pages carefully before taking the final competency test.

**vocabulary entry** — **abacus** (ab'ə kəs), *n.*, *pl.* **-acus-es**, **-aci** (ə sī', -kī'), a device for making arithmetic calculations, consisting of a frame set with rods on which beads are moved.

**pronunciation** —

**illustration and caption** —   
abacus (Japanese)

**syllable dots** — **a·ban·don**<sup>1</sup> (ə ban'dən), *v.t.* 1. to leave completely; desert: *to abandon a sinking ship.* 2. to give up; discontinue: *to abandon a project.* — **a·ban'don·ment**, *n.*

**homograph number** — **a·ban·don**<sup>2</sup> (ə ban'dən), *n.* a complete surrender to natural impulses; freedom from constraint:

**numbered definitions** — **a·bort** (ə bōrt'), *v.i.*, *v.t.* 1. to undergo or cause to undergo ~~abortion.~~ 2. to terminate (a missile flight, a mission, or a procedure) before completion. — *n.* 3. the ~~termination of a missile flight, a mission, or a procedure~~ before completion. — **a·bor'tive**, *adj.* — **a·bor'tive·ly**, *adv.*

**parts of speech** — **ac·cess** (ək'ses), *n.* 1. the ability or right to enter, approach, or use. 2. a way or means of approach. 3. a sudden outburst, as of rage — *v.t.* 4. to gain access to. 5. to locate (data) in a computer.

**summary of parts of speech** — **ace** (ās), *n.*, *v.*, **aced**, **ac·ing**. — *n.* 1. a playing card with one spot. 2. a point, as in tennis, made on a serve that an opponent fails to touch. 3. a fighter pilot who downs a number of enemy planes. 4. an expert. — *v.t.* 5. to score an ace against (an opponent). 6. *Slang.* to defeat (usu. fol. by *out*). 7. *Slang.* to receive a grade of A in or on. — *Idiom.* 8. **ace in the hole**, an advantage held in reserve.

**idiom** —

**verb inflected forms** — **ache** (āk), *v.*, **ached**, **ach·ing**, *n.* — *v.i.* 1. to have a continuous dull pain. 2. to yearn; long. — *n.* 3. a continuous dull pain. — **ach'y**, *adj.*, **-ier**, **-iest**.

**adjective inflected forms** —

**grammatical information** — **a·cous'tics**, *n.* 1. (used with a *sing. v.*) the branch of physics that deals with sound and sound waves. 2. (used with a *pl. v.*) the qualities of a room, auditorium, etc., that determine the audibility of sounds in it.

**phrasal verbs** — **add** (əd), *v.t.* 1. to unite or join so as to increase in number, quantity, size, or importance. 2. to find the sum of. 3. to say or write further. — *v.i.* 4. to perform arithmetic addition. 5. to be or serve as an addition. 6. **add up**, to seem reasonable. 7. **up to**, to amount to; signify.

**capitalization style** — **ad·min'is·tra'tion**, *n.* 1. management, as of a government or business. 2. (often *cap.*) the executive branch of a government. 3. the period during which an administrator or body of administrators serves. 4. *Law.* the management of an estate. 5. the act of administering. — **ad·min'is·tra'tive**, *adj.*

**subject label** —

**lowercase style** — **Af·ghan** (af'gan, -gen), *n.* 1. a native or inhabitant of Afghanistan. 2. (*i.c.*) a soft knitted or crocheted blanket. 3. Also called **Af'ghan hound**, a hound with a long head and long, silky fur.

- age**, a suffix meaning: action or process (coverage); result of (wreckage); residence of (personage); aggregate (coinage); charge (postage). ————— **suffix**
- a-gree'ment**, *n.* 1. the state of being in accord; harmony. 2. a. an arrangement accepted by all parties. b. a document setting forth such an arrangement. ————— **lettered subdefinitions**
- air/head'**, *n.* Slang. a scatterbrained or stupid person. ————— **label of style or status**
- al·low** (ə lou'), *v.t.* 1. to permit. 2. to let have. 3. to acknowledge; concede: *I had to allow that he was right.* 4. to set apart; allocate. —*v.i.* 5. to permit as a possibility; admit. 6. to make provision: *to allow for breakage.* —**al·low/a·ble**, *adj.* ————— **example sentences or phrases**
- al'pha rhythm'**, *n.* a pattern of slow brain waves (al'pha waves') in normal persons at rest with closed eyes. ————— **hidden entry**
- Alz'hei-mer's disease'** (älts'hi mörz, ältz'-) *n.* a disease marked by progressive memory loss and mental deterioration associated with brain damage. [after A. Alzheimer (1864–1915), German neurologist] ————— **stressed multiple-word entry**
- a·men·i·ty** (ə men'i tē, ə mē'nī-) *n., pl. -ties.* 1. an agreeable act or manner; courtesy or civility: *social amenities.* 2. a feature that provides comfort, convenience, or pleasure. ————— **variant pronunciation**
- Am·er·ind** (am'ə rind), *n.* AMERICAN INDIAN. Also called **Am'er-in'di-an** (-rīn/dē ən). ————— **variant form**
- a·mour·pro·pre** (ə mōōr prō'prə), *n.* French. self-esteem. ————— **foreign language label**
- an·eu·rysm** or **-rism** (ən'yə rīz/əm) *n.* a permanent cardiac or arterial dilatation usu. caused by weakening of the vessel wall. ————— **variant spelling**
- an·te·room** (an'tē rōōm', -rōōm'), *n.* ANTECHAMBER. ————— **cross reference**
- an·ti·pas·to** (an'ti päs'tō, än'tē-), *n., pl. -pas·tos, -pas·ti* (-päs'tē) an appetizer course in an Italian meal. ————— **variant plural**
- anx·i·ous** (angk'shas, ang'-), *adj.* 1. uneasy in the mind; worried. 2. earnestly desirous; eager. —**anx'ious·ly**, *adv.* —**anx'ious·ness**, *n.* —**Usage.** ANXIOUS has had the meaning "earnestly desirous, eager" since the mid-18th century: *We were anxious to see our new grandson.* Although some insist that ANXIOUS must always convey a sense of distress or worry, the sense "eager" is fully standard. ————— **run-on derived entries**
- ap·par·el** (ə par'əl), *n., v., -eled, -el·ing* or (*esp. Brit.*) **-elled, -el·ing.** —*n.* 1. clothing, esp. outerwear; garments. —*v.t.* 2. to dress; clothe. ————— **usage note**
- ap·po·mat·tox** (ap'ə mat'aks) *n.* a town in central Virginia where Lee surrendered to Grant in 1865, ending the Civil War. 1345. ————— **variant inflected forms**
- Ap·po·mat·tox** (ap'ə mat'aks) *n.* a town in central Virginia where Lee surrendered to Grant in 1865, ending the Civil War. 1345. ————— **geographical entry**
- ASAP** or **A.S.A.P.** or **a.s.a.p.**, as soon as possible. ————— **abbreviation**
- As·i·mov** (az'ə mōf', -mōf'), *n.* Isaac, 1920–92, U.S. science and science-fiction writer, born in Russia. ————— **biographical entry**
- a·vaut** (ə vōnt', ə vānt'), *interj.* Archaic. go away! ————— **label of time**

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## DICTIONARY COMPETENCY TEST

Use the dictionary page that follows to answer the questions below.

1. What are the guide words? \_\_\_\_\_
2. What part of speech is the word EMPORIUM? \_\_\_\_\_
3. What is the phonetic spelling of the word ENCLOSE? \_\_\_\_\_
4. What does the prefix "EN" mean? \_\_\_\_\_
5. What is the definition of the word EMPORIUM? \_\_\_\_\_
6. What is the meaning of the word ENCOMPASS? \_\_\_\_\_
7. Divide the word ENCAPSULATE into syllables. \_\_\_\_\_
8. What vowel is long in the word ENCASE? \_\_\_\_\_
9. Does the word ENDLESS appear on this page? \_\_\_\_\_
10. What is the noun form of the word ENCAMP? \_\_\_\_\_
11. What does the suffix EN mean? \_\_\_\_\_
12. On what syllable is the main accent in the word ENCHILADA? \_\_\_\_\_
13. What is the correct spelling of the word ENCASE + ING? \_\_\_\_\_
14. Does the word emulsify begin with a capital? \_\_\_\_\_
15. What is an idiom of the word EMPTY? \_\_\_\_\_
16. Is ENCE a prefix or a suffix? \_\_\_\_\_

**empire**  
**encore**

the lungs in which the air sacs become distended and lose elasticity  
em-pire (em'pir) *n.* [see EMPEROR] 1 supreme rule 2 government by an emperor or empress 3 a group of states or territories under one ruler 4 an extensive organization under the control of a single person, corporation, etc.  
em-pir-i-cal (em pir'i kəl) *adj.* [ < Gr *en-*, in + *peira*, trial ] relying or based on experiment or experience —em-pir'i-cal-ly *adv.*  
—em-pir'i-cism' (:slz'am) *n.*  
em-place-ment (em plās' mənt, im-) *n.* the prepared position from which a heavy gun or guns are fired  
em-ploy (em plɔɪ', im-) *vt.* [ < L *in-*, in + *plicare*, to fold ] 1 to use 2 to keep busy or occupied 3 to engage the services of; hire —*n.* employment  
em-ploy-a-ble *adj.* that can be employed; specif., physically or mentally fit to be hired for work  
em-ploy-ee or em-ploy-e (em plɔɪ'ē, im-) *n.* one hired by another for wages or salary  
em-ploy'er *n.* one who employs others for wages or salary  
em-ploy-ment *n.* 1 an employing or being employed 2 work; occupation 3 the number or percentage of persons gainfully employed  
em-po-ri-um (em pɔr'ē əm) *n., pl.* -ri-ums or -ri-a (-ə) [ < Gr *en-*, in + *poros*, way ] a large store with a wide variety of things for sale  
em-pow-er (em pou'ər, im-) *vt.* 1 to give power to; authorize 2 to enable  
em-press (em'pris) *n.* 1 an emperor's wife 2 a woman ruler of an empire  
emp-ty (emp'tē) *adj.* -ti-er, -ti-est [OE *æmtlig*] 1 having nothing or no one in it; unoccupied 2 worthless /empty pleasure/ 3 insincere /empty promises/ —*vt.* -tied, -ty-ing 1 to make empty 2 to remove (the contents) of something —*vt.* 1 to become empty 2 to pour out; discharge —*n., pl.* -ties an empty truck, bottle, etc. —emp-ti-ly *adv.* —emp'ti-ness *n.*  
emp'ty-hand'ed *adj.* bringing or carrying away nothing  
em-py-re-an (em pir'ē ən, em'pl rē'ən) *n.* [ < Gr *en-*, in + *pyr*, fire ] 1 the highest heaven 2 the sky; firmament  
e-mu (ē'myoo) *n.* [ < Port *ema*, a crane ] a large, flightless Australian bird, like the ostrich but smaller  
em-u-late (em'yoo lā', -yə-) *vt.* -lat'ed, -lat-ing [ < L *aemulus*, trying to equal or excel ] 1 to try to equal or surpass 2 to imitate (a person or thing admired) 3 to rival successfully —em'u-la'tion *n.* —em'u-la'tive *adj.* —em'u-la'tor *n.*  
e-mul-si-fy (ē mul'sə fī', -i-) *vt., vl.* -fied', -fy-ing to form into an emulsion —e-mul'si-fi-ca'tion *n.*  
e-mul-sion (ē mul'shən, i-) *n.* [ < L *e-*, out + *mulgere*, to milk ] a fluid formed by the suspension of one liquid in another, as some medications, etc.  
en- [ < L *in-*, in ] *prefix* 1 to put or get into or on /enthroned/ 2 to make, cause to be /endanger/ 3 in or into /encase/

-en (ən, 'n) [OE] *suffix* 1 a) to become or cause to be /darken/ b) to cause to have /heighten/ 2 made of /wooden/ 3 forming plurals /children/ 4 forming diminutives /chicken/  
en-a-ble (en ə'bəl, in-) *vt.* -bled, -bling to make able; provide with means, power, etc. /to do something/  
en-act (en akt', in-) *vt.* 1 to pass (a bill, law, etc.) 2 to represent as in a play —en-act'-ment *n.*  
en-am-el (e nəm'əl, i-) *n.* [ < OFr *esmail* ] 1 a glassy, opaque substance fused to metal, pottery, etc. as an ornamental or protective coating 2 the hard, white coating of teeth 3 paint that dries to a smooth, glossy surface —*vt.* -eled or -elled, -el-ing or -el-ling to coat with enamel —en-am'el-er or en-am'-el-ler *n.*  
en-am-or (en am'ər, in-) *vt.* [ult. < L *in-*, in + *amor*, love] to fill with love; charm: now mainly in the passive voice, with of /enamored of her/  
en bloc (en blək') [Fr, lit., in a block] in a mass; all together  
en bro-chette (ən brō shet') [Fr] broiled on small skewers  
en-camp (en kəmp', in-) *vt., vl.* to set up, or put in, a camp —en-camp'ment *n.*  
en-cap-su-late (en kəp'sə lāt') *vt.* -lat'ed, -lat'ing 1 to enclose in a capsule 2 to make concise; condense Also en-cap'sule (-səl, -syool'), -suled, -sul-ing —en-cap'su-la'tion *n.*  
en-case (en kās', in-) *vt.* -cased', -cas'ing to enclose, as in a case  
en cas-se-rolle (en kas'ə rōl') [Fr] (baked and served) in a casserole  
-ence (əns, 'ns) [ < L ] *suffix* act, state, or result /conference/  
en-ceph-a-li-tis (en sef'ə lit'is) *n.* [ < Gr *en-*, in + *kephalē*, the head + *-itis* ] inflammation of the brain  
en-chain (en chān') *vt.* to bind with chains; fetter  
en-chant (en chant', in-) *vt.* [ < L *in-*, intens. + *cantare*, sing ] 1 to cast a spell over 2 to charm greatly; delight —en-chant'er *n.* —en-chant'ing *adj.* —en-chant'ment *n.*  
en-chi-la-da (en'chi lā'də) *n.* [AmSp] a tortilla rolled with meat inside, served with a chili-flavored sauce  
en-cir-cle (en sər'kəl, in-) *vt.* -cled, -cling 1 to surround 2 to move in a circle around  
en-clave (en'klāv, ən'ē-) *n.* [ < L *in-*, in + *clavis*, a key ] a territory surrounded by another country's territory  
en-close (en klōz', in-) *vt.* -closed', -clos-ing 1 to shut in all around; surround 2 to insert in an envelope, etc., often along with a letter, etc.  
en-clo-sure (-klō'zhər, in-) *n.* 1 an enclosing or being enclosed 2 something that encloses 3 something enclosed, as in an envelope or by a wall  
en-code (en kōd', in-) *vt.* -cod'ed, -cod'ing to put (a message, etc.) into code  
en-co-mi-um (en kō'mē əm) *n., pl.* -ums or -a (-ə) [ < Gr *en-*, in + *kōmas*, a revel ] high praise; eulogy  
en-com-pass (en kum'pas, in-) *vt.* 1 to surround 2 to contain; include  
en-core (ən'kɔr') *interj.* [Fr] again; once

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