The Vocabulary of English

Words incorrectly used reflect on the user, causing her or him to look foolish. Though every word in the two headlines is spelled correctly, a word misplaced here or there or a word with a double meaning can cause confusion or unintended humor for the reader. At the same time, the writer looks a little foolish as well as somewhat illiterate. For example, read the following want ad:

“For Sale—Large wall map of Europe, Mrs. Cellaneous books, table lamp”
—from the San Antonio Northside Recorder

This chapter introduces specialized word exercises that appear throughout the text. Learning the proper usage of words through the examples in this chapter will both increase and improve your vocabulary.

Learning Goals
Upon completing the lessons in Chapter 2, you should be able to:
✓ Be aware of the benefits and limitations of the spell-check feature on word processing programs.
✓ Spell and use correctly words presented in “Using the Correct Word,” “Spelling Words Correctly,” and “Word Pairs.”
✓ Understand the meanings of and be able to apply words introduced through “Words in the News” and special “Focus” exercises.
✓ Understand the specialized words included in “Business-Related Terminology” and “Computer-Related Terminology.”

Using the Spell Check
An important feature contained in current word processing programs is the spell check. This feature allows you to use the computer to check the spelling of your copy, catching many of the errors we frequently miss in proofreading, such as teh for the, or of for to.

In addition, a spell check helps you locate the spelling of a word when you know only the beginning letters. For example, if you know the word compromise begins compr, you can look up all words beginning with compr by keying in those letters followed by an asterisk, indicating you want to list all words beginning with compr. You can then use the proper letter or number to select the desired word.

However, spell checks will not flag errors in which one word is mistakenly substituted for another. For example, if you substitute affect for effect, the spell check will not catch that mistake. The spell check obviously couldn’t catch the following error that appeared in the Tupelo, Mississippi, Journal:

“I will be responsible only for the bills I sin for.”

nor:

“Eunice Mott and Walter Emmert repent wedding vows.”

from the Reader’s Digest.

Therefore, even though the spell check is helpful in correcting your spelling, you must proofread your copy carefully to catch these kinds of errors.
Using the Correct Word
The English language contains many words that are similar to others, tending to cause confusion for many people. Although such confusion differs from one person to another, a common set of words tends to be misused by many people. Such words will be used throughout this text in a special section in each chapter, “Using the Correct Word.”

As you review these words and complete the exercises in this book and on the template diskette, pay attention to the correct usage so you will be able to use words in their correct context.

Spelling Words Correctly
When a misspelled word results in the spelling of an entirely different word, humor sometimes occurs. However, a misspelled word is never humorous to the person making the error or to the person affected by the error. Even more important, a misspelled word in a business letter or report, in a college-entrance essay, in a job application, or in another important piece of work is unforgivable and sends up a “red flag of illiteracy.”

Each chapter in this text contains an exercise, “Spelling Words Correctly,” to help improve your spelling ability and avoid embarrassing lapses. Complete the exercises in the text and on the template diskette to ensure you have mastered the words presented.

Word Pairs
Word pairs can be confusing unless we know the meaning of each word and can use it correctly in a sentence. These paired words, sometimes called homonyms or homophones, are pronounced the same and may or may not be spelled the same.

Q. What would you say in the evening to a soldier in shining armor?
A. Night Knight

Q. What coins can detect odors?
A. cents sense scents

---from Marvin Terban and Giulio Maestro, “Eight Ate,” Reader’s Digest, 1983

—-from the Reader’s Digest

**Words in the News**
Although no set of exercises can contain every unfamiliar word appearing in newspapers, this exercise presents a selection of the words you should know, their definitions, and their usage in the news article.
Each exercise lists the word, an illustrative sentence, and an opportunity for you to use the contextual clues from the sentence to define the word. A continuation of each exercise is found on the template diskette that provides additional practice with the introduced words.

For this exercise to benefit you, however, you need to continually read the newspaper and check the definitions of all unfamiliar words.

**FOCUS**  
Each chapter presents a “Focus” exercise that highlights words associated with broad categories such as employment, report building, and equal opportunity. In this chapter, the Focus section reviews words related to written communication.

As you complete these exercises, you’ll gain an appreciation for and a knowledge of topical vocabulary, increasing your employment potential. The template diskette further strengthens your abilities to use the introduced words.

**BUSINESS-RELATED TERMINOLOGY**  
Business-related terminology is presented in each chapter. Completing the exercises in the book and the reinforcement exercises contained on the template diskette will help you gain employability as you understand common business vocabulary as well as the vocabulary of specialized industries.

**COMPUTER-RELATED TERMINOLOGY**  
Also included in each chapter is an exercise on computer-related terminology. As you complete this exercise, you will learn the meanings of words and their uses as they apply to the computer.

Similar to “Words in the News,” “Computer-Related Terminology” is constantly changing. The exercises in the book and on the template diskette will aid you in learning these words today, but you will need to keep up with the vocabulary to understand the words of tomorrow.
Using the Correct Word

Directions: Gain greater mastery of your English vocabulary skills by using each of the following words correctly. Study each word with its part of speech, definition, key to correct usage, and illustrative sentence. As you read the sentence, note the contextual clue that aids learning the word's definition. After studying the words, on a separate sheet of paper, write additional sentences using each word; then submit the sentences to your instructor. Each sentence should be clear enough that a reader unfamiliar with the words will understand their meaning from reading your contextual clues.

1. a while (article and noun) for a short time (Key: Do not confuse a while with awhile, an adverb. A while generally is contained in a preposition phrase that begins with for.)
   Boyd carried wood for a while before leaving for the concert.

2. abnormal (adj.) deviating from the normal; irregular (Key: Abnormal is pronounced with an ab- rather than an ad-.)
   Brenda detected an abnormal growth on her neck, prompting her to call the dermatologist immediately.

3. acoustics (n.) science of sound; structural features of a large room. (Key: Both singular and plural, acoustics takes its verb from its intended meaning.)
   The building's acoustics enables the audience to clearly hear speakers.

4. aggravate (v.) make more burdensome; make offensive (Key: Avoid using aggravate with people; instead use irritate, annoy, or bother.)
   The bandage on my cut finger seems to aggravate the healing process.

5. allege (v.) state positively; assert; declare (Key: Allege has a different meaning from accuse. Accuse is usually an indirect statement, but accuse is a direct accusation. The adjective form alleged is often used with people charged with a crime, meaning "stated, but without proof.")
   The witness became defensive when the attorney alleged the witness was lying.

6. allusion (n.) indirect reference or slight mention (Key: Not to be confused with illusion, which means "a misleading appearance.")
   In her historical presentation, Sue made an allusion to Betsy Ross sewing but not designing the nation's flag.

7. amount (n.) the sum total or quantity (Key: Do not confuse amount with number. Number refers to items that can be counted; amount refers to a mass of something.)
   The amount of good work done by the Cancer Society is greatly appreciated.

8. anxious (adj.) uneasiness over possible misfortune (Key: Avoid confusing anxious with eager. Eager refers to something positive; anxious is used when doubt or worry exists.)
   When the storm and power outages hit, the men were anxious about their families at home.

9. arbitrary (adj.) not governed by law; based on one's own wishes (Key: Arbitrary is used only when something standard is not applied. If the indicated item is common, avoid arbitrary.)
   With no precedents, Judge Warren set an arbitrary sentence of community service.

10. autonomous (adj.) self-governing, independent (Key: Autonomous is used when referring to governing rather than with overall processes done by people.)
   President Bluffdale said he would push to have the nation of Buto Buto become autonomous from another's rule.

Use these words as you complete Exercise 2-2 on the template diskette.
Using the Correct Word

Directions: Gain greater mastery of your English vocabulary skills by using each of the following words correctly. Study each word with its part of speech, definition, key to correct usage, and illustrative sentence. As you read the sentence, note the contextual clue that aids learning the word's definition. After studying the words, on a separate sheet of paper, write additional sentences using each word; then submit the sentences to your instructor. Each sentence should be clear enough that a reader unfamiliar with the words will understand their meaning from reading your contextual clues.

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   The witness became defensive when the attorney alleged the witness was lying.

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Use these words as you complete Exercise 2-2 on the template diskette.
Word Pairs

Directions: (1) Study the spellings and meanings of each set of words. Note how the words are used in the illustrative sentence. (2) On a separate sheet of paper, write a sentence in which each word is correctly used. You may elect to combine more than one word per sentence. Submit these sentences to your instructor.

1. accede (v.) to agree; attain
   exceed (v.) to be greater than; go beyond; surpass
   Despite the fact he acceded to our company guidelines, he was ticketed for exceeding the speed limit.

2. accent (v.) to emphasize; n. a pronunciation mark; distinctive mode of expression
   ascent (n.) act of rising; an upward slope
   assent (v.) to consent; agree; n. an acceptance
   The politician's ascent to power was accented by his assent to co-sponsor the charity event.

3. accept (v.) to receive; consent to take
   except (v.) to omit; exclude; prep. but
   Everyone except Melinda has said he or she will accept the proposal as written.

4. access (v.) to enter or retrieve computer data; n. right to approach; means to entry; admission
   excess (n.) more than enough; surplus
   Please access the database and see if our inventory shows an excess of Part No. 394BV.

5. adapt (v.) to make suitable; adjust
   adept (n.) a skilled person; adj. proficient; expert
   adopt (v.) to take for one's own; accept
   An adept writer will adapt his or her writing style so the readers may adopt it as their own.

6. adherence (n.) a holding to closely; attachment or loyalty
   adherents (n.) faithful supporters or followers
   The adherents of the president demonstrated strict adherence to his policies.

7. adjoin (v.) to be next to
   adjourn (v.) to postpone; recess
   After voting to adjoin the new building to their present offices, the board adjourned the meeting.

8. adverse (adj.) unfriendly in purpose; unfavorable; harmful
   averse (adj.) strong dislike; unwilling
   Under adverse weather conditions, I realized I'm averse to camping out in the wild outdoors.

9. advice (n.) recommendation on a course of action; counsel
   advise (v.) to give counsel; recommend; inform
   My advice is listen to Mrs. Ottoman as she advises you.

10. affect (v.) to act on; to have an influence on; stir the emotions
    effect (v.) to bring about; n. immediate result; outcome
    What affect will the effects of our proposal have on our minority workers?

11. aid (v.) to help or assist; n. assistance; helper, assistant
    aide (n.) helper; assistant
    The teacher's aide offered aid to the young boy who broke his arm on the playground.

12. aisle (n.) a passage between rows of seats
    I'll (pron.) contraction of I will or I shall
    isle (n.) a small island
    I'll walk you down the aisle as my bride after which we're off to the Isle of Capri for our honeymoon.

Complete Exercise 2-4 on the template diskette.
Exercise 12

Word Pairs

Directions: (1) Study the spellings and meanings of each set of words. Note how the words are used in the illustrative sentence. (2) On a separate sheet of paper, write a sentence in which each word is correctly used. You may elect to combine more than one word per sentence. Submit these sentences to your instructor.

1. accede (v.) to agree; attain
   exceed (v.) to be greater than; go beyond; surpass
   Despite the fact he acceded to our company guidelines, he was ticketed for exceeding the speed limit.

2. accent (v.) to emphasize; n. a pronunciation mark; distinctive mode of expression
   ascent (n.) act of rising; an upward slope
   assent (v.) to consent; agree; n. an acceptance
   The politician's ascent to power was accented by his assent to co-sponsor the charity event.

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   Everyone except Melinda has said he or she will accept the proposal as written.

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   Please access the database and see if our inventory shows an excess of Part No. 394BV.

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   An adept writer will adapt his or her writing style so the readers may adopt it as their own.

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   After voting to adjoin the new building to their present offices, the board adjourned the meeting.

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   Under adverse weather conditions, I realized I'm averse to camping out in the wild outdoors.

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   advise (v.) to give counsel; recommend; inform
   My advice is listen to Mrs. Ottoman as she advises you.

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    What affect will the effects of our proposal have on our minority workers?

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    aide (n.) helper; assistant
    The teacher's aide offered aid to the young boy who broke his arm on the playground.

12. aisle (n.) a passage between rows of seats
    I'll (pron.) contraction of I will or I shall
    isle (n.) a small island
    I'll walk you down the aisle as my bride after which we're off to the Isle of Capri for our honeymoon.

Complete Exercise 2-4 on the template diskette.
**Exercise 13**

**Word Pairs**

**Directions:** (1) Study the spellings and meanings of each set of words. Note how the words are used in the illustrative sentence. (2) On a separate sheet of paper, write a sentence in which each word is correctly used. You may elect to combine more than one word per sentence. Submit these sentences to your instructor.

1. **allowed** (v.) permitted
   
aloud (adv.) loud enough to be heard
   
   "Talking aloud is not allowed in the library," Mr. Wambaugh warned.

2. **all ready** (adj. phrase) quite or completely ready
   
   already (adv.) before this time; even now
   
   It's already 9 a.m.; is everyone all ready to go?

3. **all together** (pron./adj.) everyone in a group
   
   altogether (adv.) completely; on the whole
   
   Altogether we located 14 books untouched by fire; we found them all together in the basement.

4. **allude** (v.) to refer to indirectly
   
   elude (v.) to avoid or escape; evade
   
   The professor alluded to the fact that our group has been able to elude giving a presentation.

5. **altar** (n.) a structure used in worship
   
   alter (v.) to modify; change
   
   With your special assignment, we'll have to alter our plans to meet at the altar for marriage.

6. **among** (prep.) surrounded by; in the company of; comparison of three or more
   
   **between** (prep.) in the space that separates; comparison of two
   
   No, it's between you and me; the secret is not to be shared among our friends.

7. **anecdote** (n.) a short account of an interesting event
   
   antidote (n.) a remedy to counteract the effects of a poison; a remedy for any evil
   
   Within the anecdote of my grandmother's life, I found an antidote for snake bite.

8. **angel** (n.) a heavenly spirit; a good or lovely person
   
   angle (n.) space between two lines that meet; (v.) to fish with line; try to get something using tricks
   
   Jon's angle was to call his female friends "angels" in the hope they would do his work for him.

9. **annals** (n. pl.) historical events; a written account of events year by year
   
   **annual** (adj.) coming once a year; (n.) a publication appearing yearly; a plant that lives one growing season
   
   annul (v.) to make void; destroy the force of
   
   In the annals of our town history, we discovered one of our early town fathers had annulled local hunting and fishing laws on an annual basis.

10. **any one** (pron.) any individual person or thing, with stress placed on one
    
    anyone (pron.) any person, with stress placed on any
    
    Anyone age 18 and over is eligible to vote; if any one of you needs more information about the registration process, I will meet with you immediately after the session.

11. **arraign** (v.) to bring before a court to answer an indictment; accuse
    
    arrange (v.) to put in proper order; settle a dispute; prepare beforehand
    
    Please arrange our brief before we ask the court to arraign the suspect.

12. **assistance** (n.) help; aid
    
    assistants (n.) those who aid another; helpers; aids
    
    The legal assistance by your paralegal assistants was greatly appreciated.

---

**Complete Exercise 2-5 on the template diskette.**
Word Pairs

Directions: (1) Study the spellings and meanings of each set of words. Note how the words are used in the illustrative sentence. (2) On a separate sheet of paper, write a sentence in which each word is correctly used. You may elect to combine more than one word per sentence. Submit these sentences to your instructor.

1. allowed (v.) permitted
   aloud (adv.) loud enough to be heard
   “Talking aloud is not allowed in the library,” Mr. Wambaugh warned.
2. all ready (adj. phrase) quite or completely ready
   already (adv.) before this time; even now
   It's already 9 a.m.; is everyone all ready to go?
3. all together (pron./adj.) everyone in a group
   altogether (adv.) completely; on the whole
   Altogether we located 14 books untouched by fire; we found them all together in the basement.
4. allude (v.) to refer to indirectly
   elude (v.) to avoid or escape; evade
   The professor alluded to the fact that our group has been able to elude giving a presentation.
5. altar (n.) a structure used in worship
   alter (v.) to modify; change
   With your special assignment, we'll have to alter our plans to meet at the altar for marriage.
6. among (prep.) surrounded by; in the company of; comparison of three or more
   between (prep.) in the space that separates; comparison of two
   No, it's between you and me; the secret is not to be shared among our friends.
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   antidote (n.) a remedy to counteract the effects of a poison; a remedy for any evil
   Within the anecdote of my grandmother's life, I found an antidote for snake bite.
8. angel (n.) a heavenly spirit; a good or lovely person
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    Anyone age 18 and over is eligible to vote; if any one of you needs more information about the registration process, I will meet with you immediately after the session.
11. arraign (v.) to bring before a court to answer an indictment; accuse
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    Please arrange our brief before we ask the court to arraign the suspect.
12. assistance (n.) help; aid
    assistants (n.) those who aid another; helpers; aids
    The legal assistance by your paralegal assistants was greatly appreciated.

Complete Exercise 2-5 on the template diskette.
## Spelling Words Correctly

**Directions:** Master the spelling of the following words. Write each word as dictated by your instructor and provide a definition for each word. Because this page contains vital information on the reverse side, please do not remove it from your book.

<table>
<thead>
<tr>
<th>WORD</th>
<th>SYLLABICATION</th>
<th>LEARNING KEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. abbreviation</td>
<td>ab bre vi a tion</td>
<td>via in abbreviation</td>
</tr>
<tr>
<td>n. part of a word or phrase standing for the whole</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. abdomen</td>
<td>ab do men</td>
<td>belly do men</td>
</tr>
<tr>
<td>n. the part of the body containing the digestive organs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. absence</td>
<td>ab sence</td>
<td>sent to ce</td>
</tr>
<tr>
<td>n. a being away</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. accidentally</td>
<td>ac ci den tal ly</td>
<td>tally—two l’s in accidentally</td>
</tr>
<tr>
<td>adv. not intended or expected; happening by chance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. accommodate</td>
<td>ac com mo date</td>
<td>2 c’s, 2 m’s in accommodate</td>
</tr>
<tr>
<td>v. to have room for; oblige; make suitable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. acknowledgment</td>
<td>ac knowl edg ment</td>
<td>no final e from acknowledge</td>
</tr>
<tr>
<td>n. something given or done to show that one has received service, favor, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. acquisition</td>
<td>ac qui si tion</td>
<td>ac before qu in acquisition</td>
</tr>
<tr>
<td>n. act of gaining or adding to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. adequate</td>
<td>ad e quate</td>
<td>an ade in adequate</td>
</tr>
<tr>
<td>adj. sufficient; as much as is needed for a particular purpose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. allotment</td>
<td>al lot ment</td>
<td>only one t in the middle of allotment</td>
</tr>
<tr>
<td>n. share; portion; division and distribution in parts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. anesthesia</td>
<td>an es the sia</td>
<td>anes is having the sia sickness</td>
</tr>
<tr>
<td>n. entire or partial loss of pain due to administration of a drug or other stimuli</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. anonymous</td>
<td>a non y mous</td>
<td>anon before y followed by mous</td>
</tr>
<tr>
<td>adj. by or from one whose name is not known</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. ambiguity</td>
<td>am bi gu i ty</td>
<td>big problem in ambiguity</td>
</tr>
<tr>
<td>n. expression having more than one meaning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Apply your learnings from this exercise as you complete Exercise 2-6 on the template disk.
Business-Related Terminology

Directions: The selected words on this page affect you and your pocketbook. Read each paragraph and note the use of the bold-faced words. Then study the definitions of the bold-faced words provided below each paragraph. On a separate sheet of paper, write a business-related sentence in which each word is correctly used.

Your net worth is equal to the amount of your assets minus your liabilities or outstanding credit. If you own property, your equity in that property equals your actual financial ownership, ownership no one else possesses. As time goes by, property generally gains or loses in value; for example, land experiences appreciation, making it worth more than your initial investment; whereas an automobile experiences depreciation, thus losing value each year.

1. assets. all items of value owned by an individual or a business
2. credit. money paid on account; permission for delayed payment
3. equity. the amount a property is worth beyond what is owed on it
4. appreciation. increase in the value of an asset over a period of time
5. investment. a paying of money for something that is expected to produce a profit or benefit
6. depreciation. a decrease in the value of an asset due to age, wear, and/or obsolescence

The actual salary your employer pays you represents more than only net income. In addition, your employer often provides many fringe benefits. As part of your employer’s overhead expenses, the company pays for these benefits as well as certain taxes that aid you in the future. In times of inflation and recession, your money often won’t go as far as you need. As a result, buying on credit is wise only if you can pay on time, avoiding the finance charge assessed for late payments.

7. net income. the amount received after taxes and other deductions are subtracted
8. fringe benefits. benefits given to an employee in addition to wages and those compensations required by law, such as health insurance and paid vacations
9. overhead. general business expenses incurred in operating a business, such as lighting, salaries, and rent
10. inflation. a sharp increase in prices resulting from too great an increase in money or bank credit
11. recession. a period of temporary business reduction often marked by layoffs in some areas
12. finance charge. a charge for the use of credit covering the merchant’s or banker’s cost of handling the credit account

Now apply these words as you complete Exercise 2-7 on the template diskette.


Exercise 15

Business-Related Terminology

Directions: The selected words on this page affect you and your pocketbook. Read each paragraph and note the use of the bold-faced words. Then study the definitions of the bold-faced words provided below each paragraph. On a separate sheet of paper, write a business-related sentence in which each word is correctly used.

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5. investment. a paying of money for something that is expected to produce a profit or benefit
6. depreciation. a decrease in the value of an asset due to age, wear, and/or obsolescence

The actual salary your employer pays you represents more than only net income. In addition, your employer often provides many fringe benefits. As part of your employer’s overhead expenses, the company pays for these benefits as well as certain taxes that aid you in the future. In times of inflation and recession, your money often won’t go as far as you need. As a result, buying on credit is wise only if you can pay on time, avoiding the finance charge assessed for late payments.

7. net income. the amount received after taxes and other deductions are subtracted
8. fringe benefits. benefits given to an employee in addition to wages and those compensations required by law, such as health insurance and paid vacations
9. overhead. general business expenses incurred in operating a business, such as lighting, salaries, and rent
10. inflation. a sharp increase in prices resulting from too great an increase in money or bank credit
11. recession. a period of temporary business reduction often marked by layoffs in some areas
12. finance charge. a charge for the use of credit covering the merchant’s or banker’s cost of handling the credit account

Now apply these words as you complete Exercise 2-7 on the template diskette.
Selecting the Correct Word

Directions: In each of the following sentences, select the correct words from those given in parentheses. Write your choice from the first group of words on the first blank line to the right of the sentence (Choice A) and your choice from the second group on the second blank line (Choice B). Do not remove this page from your text-workbook.

1. If you (accede/exceed) the maximum number of speeding tickets (allowed/aloud), you’ll be spending time in jail.

2. The crowd (all together/altogether) shouted their (accent/ascent/assent).

3. We the stockholders readily (accept/except) the corporation’s (annals/annual/annul) report.

4. Despite (adverse/averse) publicity, (adherence/adherents) to the cause remained firm in their belief.

5. My (advice/advice) to (any one/anyone) seeking election is to be honest and forthright with the electorate.

6. One of the (affects/effects) of the drug is an (access/excess) of discharge from the nostrils.

7. The bride stumbled midway up the (aisle/isle) on her way to the (altar/alter); luckily her father caught her before she fell.

8. Though only three years old, my son is (all ready/already) (adapt/adept/adopt) at tasks involving eye-hand coordination.

9. During her nomination speech, Senator Rose Grady (alluded/eluded) to the vice president’s qualifications by using a humorous (anecdote/antidote).

10. As you complete the project, you must choose (among/between) a 30-degree and a 45-degree (angle/angel).

11. As soon as the defendant was (arraigned/arranged), the judge (adjoined/adjourned) the session for the day.

12. The senator has five (assistance/assistants) and seven (aids/aides).
Selecting the Correct Word

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Exercise 19

Review: The Vocabulary of English

Directions: From the selection of words in parentheses, select the one that best fits the meaning of the sentence. Write the word on the blank line in the right-hand column.

1. A sentence in which the subject does the action uses (active/passive) voice.

2. Before participating in any medical study, potential participants need to undergo a doctor’s examination to determine any adverse (affects/effects) of the new procedure.

3. People who whine about everything (aggravate/irritate) others who wish they would be quiet.

4. An (anecdote/antidote) for poisonous snake bite often saves lives.

5. Third-world countries seldom become (autonomous/supremacist) until the world’s powers provide financial and military aid.

6. Letters to customers should emphasize the advantages customers will receive by doing business with the writer’s company; such can be achieved by using the (concrete language/you viewpoint).

7. Printed instructions that indicate how to use a certain program are called (documentation/desktop publishing).

8. When the Senate has a filibuster in progress, the (gridlock/largesse) stops action on all other business.

9. (Gross income/net income) does not include overhead or fringe benefits.

10. A sharp increase in prices resulting from too great an increase in money often causes (inflation/recession).

11. Welfare bills passed by Congress and signed by the president often include (quiescent/subsidized) housing for welfare recipients.

12. Memory burned into the computer is known as (random access memory/read only memory).
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