CAOT 34 – FINAL EXAM REVIEW

The final exam will be Thursday, June 5, 10:00 a.m. to 12:00 p.m.
For each chapter in your text review the Word Pairs, Business Related Terminology, and Spelling Words Correctly.

You may use note cards on the final.

The following word pairs will be particularly emphasized:

- accept/except
- adverse/averse
- advice/advise
- affect/effect
- aid/aide
- all together/altogether
- among/between
- anxious/eager
- any one/anyone
- bad/badly
- capital/capitol
- choose/chose
- cite/sight/site
- complements/compliments
- conscience/conscious
- decent/descent/dissent
- desert/dessert
- device/devise
- discreet/discrete
- eminent/imminent
- every day/everyday
- every one/everyone
- fiscal/physical
- flair/flare
- forth/fourth
- it's/its
- lean/lien
- loose/lose
- may be/maybe
- moral/morale
- overdo/overdue
- passed/past
- patience/patients
- personal/personnel
- presence/presents
- principals/principles
- quite/quiet
- raising/rising
- scene/seen
- sit/set
- stationary/stationery
- than/then
- their/there/they’re
- theirs/there’s
- to/too/two
- weather/whether
Review the words of the day including: ameliorate, astute, assiduous, augment, acerbic, mitigate, plethora, exacerbate, equanimity, segue, egregious, auspicious, cognizant, etc.

Review the meaning of common prefixes and suffixes such as

- ex- (e-, ef-) (ex. exceed)
- hyper- (ex. hyperactive)
- mis- (ex. mistake)
- re- (ex. remiss)
- ad- (ex. advance)

- arch- (ex. archetype)
- contra- (ex. contradict)
- trans- (ex. transfer)
- ante - (ex. antecedent)
- para- (ex. paramedic)

- fore- (ex. foremost)
- com-; con-; co (ex. compare)
- dis- (ex. dislike)
- em-, en-, im, in (ex. enclose)
- intra- (ex. intrastate)

- cy example: accuracy
- ion, -sion, -tion example: regulation

- ism example: criticism
- ate example: advocate
- ant –ent example: assistant

Also review the Prefixes, Suffixes, and Roots handout
The following business terms will especially be emphasized:

- compound interest
- prime rate
- amortization
- consumer price index
- warranty
- habeas corpus
- exonerate
- subpoena
- power of attorney
- premium
- appreciation
- assets
- collateral
- depreciation
- principal
- underwriting
- actuary
- loss leader
- beneficiary
- profit maximization
- collaborated
- consensus
- diversification
- ethics
- negotiate