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. **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.
Computer-Related Terminology

Each chapter in this text-workbook contains an exercise consisting of 12 terms related to the computer and its use. This chapter focuses on words you, as a user, should know.

Directions: 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 computer-related sentence in which each word is used correctly; and submit it to your instructor.

Your computer workstation consists of the computer, its peripherals, and any auxiliary storage devices you have. To ensure your work is saved, back up your data frequently on one of these storage devices.

1. workstation. a user's area consisting of the computer, printer, and other peripherals
2. peripheral. any hardware device, such as a printer, connected to a computer
3. auxiliary storage. devices other than main memory on which data is stored, such as disk or tape
4. backup (n.) back up. (v.) (n.) additional copies of data made in case the original is damaged; (v.) to make a second copy

When you boot up your computer, the system checks for two types of memory: Random Access Memory (RAM) and Read Only Memory (ROM).

5. boot up. to start up a computer system, causing the operating system to be loaded into memory
6. memory. storage locations in the computer; available RAM in a computer
7. Random Access Memory (RAM). a temporary location in memory while processing is taking place, erased when the computer is powered down; working memory
8. Read Only Memory (ROM). computer storage burned into computer chips as permanent memory

Many types of user-friendly programs are now available, complete with documentation, including word processing, spreadsheet, database, desktop publishing, and computer-assisted instruction (CAI).

9. user-friendly. implies an easily understood application program dialogue between the user and the computer
10. documentation. printed instructions detailing the operation of a program or system
11. desktop publishing. software that prints text and graphics with a professional appearance
12. computer-assisted instruction (CAI). self-paced learnings accomplished by a student using a computer

Apply your learnings as you complete Exercise 2-8 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/advise) 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/I'll/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 (angel/angle).

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

12. The senator has five (assistanceassistants) and seven (aids/aides).