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 the illustrative sentence. As you read the sentence, note the contextual clue that aids learning of the word's definition. After studying the words, write, on a separate sheet of paper, 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. conspicuous (adj.) easily seen; prominent because of something unusual
   Wearing only jeans and a t-shirt to a formal party, Matt felt conspicuous as attention focused on him.

2. criterion (n.) sing. rule or standard for making a judgment
   The chief criterion in making her decision was the ability to help others.

3. convince (v.) to make one feel certain (Note the difference between convince and persuade. Convince is used when you want to induce someone to believe something, but persuade is used when you want someone to do something.)
   After much discussion, Jon convinced me his statements were logical.

4. data (n.) pl. facts from which conclusions can be drawn (Generally used as the plural of datum although usage tends to be changing. In some situations now, data is used with a singular verb.)
   Review all the data before beginning your report.

5. debris (n.) ruins; the remains of anything broken down or destroyed
   The entire town gathered together to clean up the debris left by the storm.

6. definitive (adj.) refers to a judgment or a description that sets a standard or reference point (Avoid confusing definitive with definite, which means “clear” or “exact”.)
   Judge Walker set definitive boundaries, prohibiting the defendant's movement while on probation.

7. delineate (v.) to trace the outline of; describe in words; portray
   Ms. Porter, in her press conference, began to delineate the laboratory experiments that led to her discovery of the new “wonder drug.”

8. dilemma (n.) a situation requiring a choice between two equally unfavorable alternatives
   The president feels the dilemma—either give in to the terrorists or possibly lose the lives of several prominent Americans.

9. discomfit (v.) to defeat plans or hopes of; frustrate; embarrass; disconcert; (n.) frustration with embarrassment (Avoid confusing with discomfort, which means “to place in an embarrassing situation.”)
   The dissident-movement leader canceled his press conference, knowing of the discomfit of his plans for a take-over.

10. disinterested (n.) free from selfish motives; impartial (Avoid confusing with uninterested, which means lack of interest.)
    Because Deana was totally disinterested in the case, the judge appointed her as the negotiator.

Apply these words as you complete Exercise 4-10 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 use more than one word per sentence. Submit these sentences to your instructor.

1. **capital (n.)** city where government is officially located; amount of money used to carry on a business; wealth; (adj.) important; main
   - The state legislature is meeting in the capitol to review the capital expenditures submitted by the governor.
2. **carat (n.)** unit of weight for precious stones
   - The article cited Iona Burgess as saying, "The site of the great Civil War battle is a memorable sight for the history students."
3. **cast (v.)** to throw; shape molten metals; select actors for a play (n.) actors in a play; tinge of color; mold; the throwing of a fishing line
   - During World War II, women often obtained patterned cloth from flour sacks to make clothes, and so clothe their families economically.
4. **ceded (v.)** to surrender title, especially land; hand over to another
   - An unethical soil analyst planted a seed of doubt in the landowner's mind regarding his land. As a result, the landowner decided to cede his property to an associate of the soil analyst.
5. **censor (v.)** to examine or to make changes in; (n.) one who examines or changes
   - To satisfy the requirements of this geology course, you must analyze coarse earth material.
6. **cession (n.)** handing over to another; surrendering a territory to another country by a treaty
   - In his opening argument, Ralph Young, attorney for the defense, hinted at collusion between the prosecutor and the insurance company regarding the cause of the automobile collision.
7. **choose (v.)** to select; prefer
   - Yesterday I chose your brother for my team; today I choose you.
8. **cite (v.)** to quote; refer to; commend; summon
   - The article cited Iona Burgess as saying, "The site of the great Civil War battle is a memorable sight for the history students."
9. **cleans (v.)** present tense of clean; frees from dirt; washes
   - This product cleans your clothes and contains active ingredients to cleanse the environment.
10. **cloth (n.)** material made from fiber
   - During World War II, women often obtained patterned cloth from flour sacks to make clothes, and so clothe their families economically.
11. **coarse (adj.)** composed of large parts or particles; crude; vulgar
   - To satisfy the requirements of this geology course, you must analyze coarse earth material.
12. **collision (n.)** a violent striking together; conflict
   - In his opening argument, Ralph Young, attorney for the defense, hinted at collusion between the prosecutor and the insurance company regarding the cause of the automobile collision.

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**Exercise 54**

Complete Exercise 4-12 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. compare (v.) to note similarities; liken
contrast (n.) a great difference; (v.) to show differences when compared
In your report, you should compare features similar to the two fruits and contrast how clean air and pollution affect the fruits.

2. complement (n.) that which completes; (v.) to supply a lack; complete
compliment (v.) to praise; (n.) an expression of approval, a courteous act
I compliment you on your interesting report in which you show how spices complement the other ingredients of the casserole.

3. confidant (n.) a person trusted with one's secrets
confident (adj.) certain; sure of oneself
I am confident my secrets are safe with Teresa; after all, she's my confidant.

4. conscience (n.) sense of right and wrong
conscious (adj.) aware; knowing; awake
Please make a conscious effort to obey your conscience in determining right and wrong.

5. consul (n.) an official appointed by a government to live in a foreign city to look after the interests of the home government
council (n.) a governing body for a city or town; an assembly of people
counsel (n.) carefully considered advice; a lawyer; (v.) to give advice
The city council members listened carefully as their counsel introduced the foreign consul, who will be directing the international-affairs panel.

6. core (n.) the central or most important part
corps (n.) a branch of specialized military service; a specially trained group organized for working together
corps (n.) a dead human body
The core of the problem is that the military corps had no idea what to do when it uncovered the corpse of the dead man.

7. creak (n.) to squeak loudly; (n.) a squeaking noise
creek (n.) a small stream of water
Someone said the wheel that creaks is the one that gets the grease; but in our rural community, such a person will likely be tossed in the creek.

8. credible (adj.) believable; reliable
creditable (adj.) bringing credit or honor
credulous (adj.) inclined to believe too readily; easily deceived
I was accused of being too gullible—too credulous—but I find the man who told the tale to be a credible person with a credible story.

9. currant (n.) a small, seedless raisin; a small edible berry
current (n.) a flow of water, air, or electricity; (adj.) of the present time
If the stream's current isn't too rapid, try to cross the water and pick those delicious currants.

10. dairy (n.) any of various establishments where milk and cream are stored and/or sold and where by-products of milk are made, stored, and/or sold
diary (n.) a personal account written down each day; a book for keeping such accounts
According to Sue's diary, a highlight of last month was visiting the dairy and milking a cow.

11. deceased (adj.) no longer living; (n.) a dead person
diseased (adj.) having an illness; showing signs of sickness
The coroner said the deceased passed away as a result of a diseased liver.

12. decent (adj.) proper and right; modest
descent (n.) a going down from a higher to a lower level; a downward slope; family line
dissent (v.) to think differently; to refuse to conform; (n.) difference of opinion
The manager rose to dissent the proposed action, saying any decent person would recognize the results would cause a descent in morale.

Apply these words in sentence construction as you complete Exercise 4-13 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.

<table>
<thead>
<tr>
<th>WORD</th>
<th>SYLLABICATION</th>
<th>LEARNING KEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. bureaucracy</td>
<td>bu reauc ra cy</td>
<td>a cracy bureau—bureaucracy</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>a concentration of power in government bureaus</td>
</tr>
<tr>
<td>2. calendar</td>
<td>cal en dar</td>
<td>remember date in calendar</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>a table showing the months, weeks, and days of the year; (v.) to list items</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in sequential order</td>
</tr>
<tr>
<td>3. camouflage</td>
<td>cam ou flage</td>
<td>use syllables cam ou flage</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>a disguise or false appearance to conceal; (v.) to disguise</td>
</tr>
<tr>
<td>4. canceled</td>
<td>can celed</td>
<td>one l in canceled</td>
</tr>
<tr>
<td>(v.)</td>
<td></td>
<td>crossed out, deleted; put an end to</td>
</tr>
<tr>
<td>5. centennial</td>
<td>cen ten ni al</td>
<td>two n’s—more than ten</td>
</tr>
<tr>
<td>(adj.)</td>
<td></td>
<td>having to do with 100 years; (n.) celebration of 100th birthday</td>
</tr>
<tr>
<td>6. chauffeur</td>
<td>chauf feur</td>
<td>French spelling—auf, then feur</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>a person who drives an automobile for others; (v.) to drive another</td>
</tr>
<tr>
<td>7. clientele</td>
<td>cli en tele</td>
<td>ele is a client—clientele</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>customers</td>
</tr>
<tr>
<td>8. colloquial</td>
<td>col lo qui al</td>
<td>ollo follows c, then quial</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>using everyday, informal speech or writing; conversational</td>
</tr>
<tr>
<td>9. colonel</td>
<td>colo nel</td>
<td>add el to colon</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>a commissioned officer above a lieutenant colonel and below a brigadier</td>
</tr>
<tr>
<td>10. column</td>
<td>col umn</td>
<td>u mn in column</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>an upright line; a narrow division of a page</td>
</tr>
<tr>
<td>11. congratulate</td>
<td>con grat u late</td>
<td>t not d in congratulate</td>
</tr>
<tr>
<td>(v.)</td>
<td></td>
<td>to express one’s pleasure or happiness because of success or good fortune</td>
</tr>
<tr>
<td>12. cooperation</td>
<td>co op e ra tion</td>
<td>no hyphen between two o’s</td>
</tr>
<tr>
<td>(n.)</td>
<td></td>
<td>working together; united in producing a result</td>
</tr>
</tbody>
</table>

Apply these words and their correct spellings along with their meanings as you complete Exercise 4-15 on the template diskette.
Business-Related Terminology

As a consumer in today's world, you are frequently buying and selling services and commodities. Whether the costs of the goods are linked to the consumer price index or not, your money is still being used to benefit you and others. Be careful how you distribute your funds. Consider taking advantage of favorable services for your compensation, including electronic funds transfer (EFT) where available.

1. commodities. items and services that are bought and sold
2. consumer price index. an index showing cost of living based on average prices paid for selected goods and services as published monthly by the U.S. Bureau of Labor Statistics
3. compensation. payment for services or something given to make up a loss
4. electronic funds transfer (EFT). the use of computers and electronic means to transfer money from one account to another or from one party to another, such as from an employer directly to a bank

When you spend money, you can often save by couponing, using manufacturer's coupons. If you purchase a large appliance or other costly item and the maintenance of the item is costly, consider purchasing a service contract, but only if extensive repair is typical.

5. couponing. offering a reduction in price through a coupon to persuade consumers to try a product
6. service contract. a document obtained by a charge that will cover all costs of maintenance and repair of the product during the contract's lifetime

If you must borrow, use wisdom in obtaining the most favorable rates. Insist on a truth-in-lending document that spells out all charges as well as a disclosure statement that shows everything you're paying for. Although your credit card company may provide an extended line of credit, you can usually borrow at a less-expensive rate from a bank or a credit union.

7. truth in lending. a law requiring creditors to state the monthly and annual percentage rates used in computing finance charges
8. disclosure statement. statement showing borrowers cash price, down payment, and other charges
9. line of credit. maximum amount a person can borrow without completing a new credit application

Although we live in a world that entices you to spend your money, you still have protection. Manufacturers generally offer a warranty or guarantee that promises to repair any product malfunctioning within a stated time period. In addition, the Food and Drug Administration (FDA) looks out for your well-being in connection with the foods you eat and the drugs you take. On the local level, you can achieve some satisfaction by working with your Better Business Bureau (BBB).

10. warranty. a promise by the manufacturer to repair a malfunctioning product, without charge, within a stated period of time
11. Food and Drug Administration (FDA). A federal agency that inspects and approves food that crosses state boundaries as well as oversees the control and permits the release of prescription drugs
12. Better Business Bureau (BBB). a nonprofit agency set up by local business firms to improve business practices and protect customers

Apply these terms as you complete Exercise 4-16 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 under Choice A and your choice from the second group under Choice B.

<table>
<thead>
<tr>
<th>CHOICE A</th>
<th>CHOICE B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nan's wearing the 5-(carat/caret) diamond as if it were a (cast/caste) on her arm, making certain everyone sees it.</td>
<td></td>
</tr>
<tr>
<td>2. I have a (cede/seed) from the (currants/currents) in my teeth.</td>
<td></td>
</tr>
<tr>
<td>3. During last night's (cession/session), the city (consul/council/counsel) agreed to change the zoning for the north central section.</td>
<td></td>
</tr>
<tr>
<td>4. Before you (choose/chose), think through all ramifications of your choice to avoid being gullible or (credible/creditable/credulous).</td>
<td></td>
</tr>
<tr>
<td>5. This land is the proposed (cite/sight/site) of the 100-acre (dairy/diary) farm.</td>
<td></td>
</tr>
<tr>
<td>6. (Cleans/Cleanse) your hands thoroughly after playing with the frisky but (deceased/diseased) cat.</td>
<td></td>
</tr>
<tr>
<td>7. Your term paper in this (coarse/course) is to (compare/contrast) the conflicting reigns of Katherine the Great and Ivan the Terrible.</td>
<td></td>
</tr>
<tr>
<td>8. This coat (complements/compliments) your outfit, giving your (cloth/clothe/clothes) a professional appearance.</td>
<td></td>
</tr>
<tr>
<td>9. Are you really (confidant/confident) concerning your attorney's abilities in the automobile (collision/collusion) lawsuit?</td>
<td></td>
</tr>
<tr>
<td>10. Let your (conscience/conscious) be your guide as to the extent you (censor/censure) the man for his misdeeds.</td>
<td></td>
</tr>
<tr>
<td>11. The military (core/corps/corpse) will be stationed just outside Richmond, the former (capital/capitol) of the Southern states.</td>
<td></td>
</tr>
<tr>
<td>12. Following our (decent/descent/dissent) down the mountain, we found ourselves next to a beautiful (creak/creek) of ice cold water.</td>
<td></td>
</tr>
</tbody>
</table>