Suffixes Applied

This “story” appeared on page one of the Pasadena Star-News, January 28, 1992:

Finally, we have made the commitment to our readers to minimize “jumps,” those stories that continue from one page to another. Readers have told newspapers loud and often that they do not like such “jumps,” and we’re resolved to arrange our pages so that most stories will finish on the page they

See CHANGE/ Page 2.

The focus of Chapter 8 allows you to make the commitment to get a “jump” on correctly spelling and using dual suffixes—two or more suffixes spelled and pronounced in a similar manner. The exercises will help you master the suffixes.

LEARNING GOALS:
Upon completing the lessons in Chapter 8, you should be able to:
✓ Spell and use correctly words ending in -able and -ible; -ant and -ent; -ance, -ancy, -ence, and -ency; -al, -el, and -le; and -cel, -cal, and -cle.
✓ Spell and use correctly words ending in -yze, -ise, and -ize; -tion, -ion, -sion, -cian, and -sion; -ar, -er, and -or; and -eous, -ous, -ious, and -ous.
✓ Spell and use correctly the special word lists presented in this chapter.

Exercise 139

(Scoring: Deduct 20 points for each incorrect answer.)
Name__________________________________________

Words Ending in -able
No concrete rules govern the use of -able and -ible. Of the two suffixes, -able is used more frequently. When in doubt, check the correct spelling in the dictionary. Both suffixes are generally used as adjectives meaning “able to; fit to be; worthy to be.”

Study the following root words and the derived words ending in -able. Note how the suffix is added to the root word to form the new word with its related definition:

<table>
<thead>
<tr>
<th>word</th>
<th>suffix</th>
<th>definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>absorb</td>
<td>absorbable</td>
<td>capable of taking in</td>
</tr>
<tr>
<td>charity</td>
<td>charitable</td>
<td>generous in giving to the poor, sick, etc.</td>
</tr>
<tr>
<td>employ</td>
<td>employable</td>
<td>possessing skills necessary to be hired</td>
</tr>
<tr>
<td>ignite</td>
<td>ignitable</td>
<td>able to be set on fire or to take fire</td>
</tr>
<tr>
<td>tax</td>
<td>taxable</td>
<td>subject to taxation</td>
</tr>
</tbody>
</table>

Directions: Applying your knowledge of the meanings of the root words listed below, add the suffix -able and write the new word on the first blank line. Some root words will need to be modified with the addition of the suffix. On the second blank line, define the new word.

1. account
2. advise
3. communicate
4. refute
5. rely

Continue your application of the -able suffix as you complete Exercise 8-1 on the template diskette.
Words Ending in -ible

Although no rules exist for distinguishing between -able and -ible, several guidelines usually apply. Generally, use the suffix -ible (1) after words or word roots ending in an s sound, (2) after a soft g sound, and (3) after the letter t. The spelling of root words is sometimes changed, such as dropping the final silent -e, when -ible is added. Although some dictionaries now indicate both -able and -ible to be correct on certain words, this text has used the first choice and more traditional spelling.

<table>
<thead>
<tr>
<th>s sound</th>
<th>admissible</th>
<th>divisible</th>
<th>reversible</th>
</tr>
</thead>
<tbody>
<tr>
<td>soft g</td>
<td>eligible</td>
<td>illegible</td>
<td>tangible</td>
</tr>
<tr>
<td>after t</td>
<td>collectible</td>
<td>digestible</td>
<td>suggestible</td>
</tr>
<tr>
<td>root changes</td>
<td>horrible</td>
<td>tangible</td>
<td>vincible</td>
</tr>
<tr>
<td>others</td>
<td>audible</td>
<td>flexible</td>
<td>inedible</td>
</tr>
</tbody>
</table>

Directions: On the first blank line, add the suffix -ible, modifying the spelling of the root word as necessary. On the second blank line, write the definition of the derived word.

1. access  accessible  easy to reach; convenient
2. coerce   coercible  able to contain by force or emotion
3. contempt contemptible deserving scorn; low, worthless
4. deduct   deductible  that which can be discounted
5. divide   divisible   capable of being divided
6. exhaust  exhaustible that which can be completely used up
7. intelligent intelligible capable of being understood
8. negligent negligible unimportant; insignificant
9. perceive perceptible that which can be perceived
10. permit   permissible allowable
11. produce  producible  capable of being created, manufactured, or brought forth
12. reduce   reducible  capable of being decreased
13. resist   resistible  that which can be opposed or resisted
14. reverse  reversible  having two usable sides
15. susceptible susceptible sensitive; easily influenced by emotions

Apply both -ible and -able using contextual clues as you complete Exercise 8-2 on the template diskette.
Exercise 141

Words Ending in -ant
The suffixes -ant and -ent form adjectives and nouns. As nouns, they mean a “person or thing acting as an agent.” As adjectives, they describe the “condition” or “act” of the verb or the root word.

Adjectives ending in -ant often have a noun form ending in -ance. Similarly, many adjectives ending in -ent have a noun form ending in -ence.

Note the following verbs that form nouns or adjectives with the addition of the suffix ant.

<table>
<thead>
<tr>
<th>VERB</th>
<th>NOUN/ADJECTIVE</th>
<th>VERB</th>
<th>NOUN/ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>aspire</td>
<td>aspirant</td>
<td>fluctuate</td>
<td>fluctuant</td>
</tr>
<tr>
<td>inject</td>
<td>injectant</td>
<td>irritate</td>
<td>irritant</td>
</tr>
<tr>
<td>lubricate</td>
<td>lubricant</td>
<td>tolerate</td>
<td>tolerant</td>
</tr>
</tbody>
</table>

Directions: After reading each verb, modify the spelling of the word to end in -ant. Write the new word on the first blank line. On the second blank line, write a brief definition of the new word.

<table>
<thead>
<tr>
<th>VERB</th>
<th>ANT DERIVED WORD</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. apply</td>
<td>applicant</td>
<td>person who applies for something</td>
</tr>
<tr>
<td>2. buoy</td>
<td>buoyant</td>
<td>able to float; cheerful</td>
</tr>
<tr>
<td>3. comply</td>
<td>compliant</td>
<td>yielding; obedient</td>
</tr>
<tr>
<td>4. defy</td>
<td>defiant</td>
<td>openly resisting</td>
</tr>
<tr>
<td>5. hesitate</td>
<td>hesitant</td>
<td>feeling doubtful; undecided; tending to pause</td>
</tr>
<tr>
<td>6. observe</td>
<td>observant</td>
<td>quick to notice; watchful; properly mindful</td>
</tr>
<tr>
<td>7. occupy</td>
<td>occupant</td>
<td>resident; one in possession of a house, estate, office, etc.</td>
</tr>
<tr>
<td>8. participate</td>
<td>participant</td>
<td>person who shares with</td>
</tr>
<tr>
<td>9. pursue</td>
<td>pursuant</td>
<td>following; according to</td>
</tr>
<tr>
<td>10. repent</td>
<td>repentant</td>
<td>feeling regret for wrongdoing</td>
</tr>
<tr>
<td>11. tolerate</td>
<td>tolerant</td>
<td>willing to let other people think and do as they please</td>
</tr>
<tr>
<td>12. triumph</td>
<td>triumphant</td>
<td>victorious; rejoicing over victory</td>
</tr>
</tbody>
</table>

Continue to apply the ant word ending as you complete Exercise 8-3 on the template diskette.

CHAPTER 8 • SUFFIXES APPLIED
Exercise 142

(Scoring: Deduct 6 1/2 points for each incorrect answer.)
Name ___________________________________________

Words Ending in -ent
The suffix -ent also forms nouns and adjectives, although -ent adjectives are more common than -ent nouns.

Adjectives:

<table>
<thead>
<tr>
<th>VERB</th>
<th>ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>absorb</td>
<td>absorbent</td>
</tr>
<tr>
<td>consist</td>
<td>consistent</td>
</tr>
<tr>
<td>repel</td>
<td>repellent</td>
</tr>
</tbody>
</table>

Nouns:

<table>
<thead>
<tr>
<th>VERB</th>
<th>NOUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>correspond</td>
<td>correspondent</td>
</tr>
<tr>
<td>refer</td>
<td>referent</td>
</tr>
<tr>
<td>respond</td>
<td>respondent</td>
</tr>
</tbody>
</table>

Although many words ending in -ent also have a noun form ending in -ence, some words do not:

- accident
- decent
- fluent
- nutrient
- respondent

Directions: Using your knowledge of the root words, define each word ending with -ent on the blank line.

1. absorbent — able to take in
2. benevolent — intending to promote the well-being of others; kindly
3. diligent — hardworking; industrious
4. frequent — occurring often
5. incident — event or occurrence
6. insolvent — unable to pay one's debts
7. lenient — merciful; gentle
8. obedient — willing to obey
9. opponent — person on the other side
10. prominent — well known; distinguished
11. prudent — sensible; discreet
12. resilient — springing back; cheerful, buoyant
13. subsequent — coming after
14. turbulent — violent; causing disorder
15. violent — acting with rough force

Using contextual clues, apply both -ant and -ent as you complete Exercise 8-4 on the template diskette.
Exercise 143

Words Ending in -ance, ancy
Many adjectives ending in -ant and -ent also have noun forms ending in -ance and -ence. Thus, if an adjective ends in -ant and has a noun form, the noun will always end in -ance, as shown in the following:

arrogant arrogance ignorant ignorance tolerant tolerance

compliant compliancy redundant redundance redundancy

Directions: The first column contains an adjective ending in -ant. On the blank line, write the noun form ending in -ance, as well as -ancy if such a form exists, then write the definition of the noun form.

1. abundant
   -abundance. plentiful supply

2. assistant
   -assistance. aid; help given to another

3. brilliant
   -brilliance, brilliancy. great brightness; great ability

4. extravagant
   -extravagance, extravagancy. careless and lavish spending; excess

5. flamboyant
   -flamboyance, flamboyancy. showy nature or quality

6. fragrant
   -fragrance, fragrancy. a sweet smell; pleasing odor; perfume

7. ignorant
   -ignorance. having a lack of knowledge

8. luxuriant
   -luxuriance. rich abundance; great growth or productiveness

9. reliant
   -reliance. trust or dependence; confidence; thing on which one depends

10. reluctant
    -reluctance, reluctancy. slowness of action because of unwillingness

11. repugnant
    -repugnance, repugnancy. a strong dislike; aversion

12. resistant
    -resistance. act of opposing; thing that opposes

Work with additional -ance words by completing Exercise 8-5 on the template diskette.
**Exercise 144**

(Scoring: Deduct 3 points for each incorrect -ent word and 3 points for each incorrect definition.)

Name __________________________

**Words Ending in -ence**

Words ending in -ence are nouns. Many of these words have adjective forms ending in -ent, such as:

- affluent affluence evident evidence silent silence

However, a number of words ending in -ence do not have a root word ending in -ent, including:

- audience conference influence occurrence science

**Directions:** Read each of the following words ending with -ence, and determine if the word has an adjective form ending in -ent. If an -ent word exists, write it on the blank line. Then define the given word on the blank line.

<table>
<thead>
<tr>
<th>Word</th>
<th>Adjective Form</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. abhorrence</td>
<td>abhorrent</td>
<td>feeling of great hatred</td>
</tr>
<tr>
<td>2. adolescence</td>
<td>adolescent</td>
<td>growth from childhood to adulthood</td>
</tr>
<tr>
<td>3. coincidence</td>
<td>coincident</td>
<td>a happening at the same time</td>
</tr>
<tr>
<td>4. condolence</td>
<td></td>
<td>an expression of sympathy</td>
</tr>
<tr>
<td>5. convenience</td>
<td>convenient</td>
<td>something handy</td>
</tr>
<tr>
<td>6. deterrence</td>
<td>deterrent</td>
<td>act of hindering</td>
</tr>
<tr>
<td>7. innocence</td>
<td>innocent</td>
<td>freedom from guilt</td>
</tr>
<tr>
<td>8. negligence</td>
<td>negligent</td>
<td>lack of proper care or attention; carelessness</td>
</tr>
<tr>
<td>9. patience</td>
<td>patient</td>
<td>willingness to wait; endurance</td>
</tr>
<tr>
<td>10. precedence</td>
<td>precedent</td>
<td>priority; higher position or rank; right to go before others</td>
</tr>
<tr>
<td>11. prominence</td>
<td>prominent</td>
<td>fact of being distinguished or important; a projection</td>
</tr>
<tr>
<td>12. resurgence</td>
<td>resurgent</td>
<td>a rising again</td>
</tr>
<tr>
<td>13. sequence</td>
<td></td>
<td>the coming of one thing after another</td>
</tr>
<tr>
<td>14. transference</td>
<td>act of moving</td>
<td>someone or something from one place to another</td>
</tr>
<tr>
<td>15. violence</td>
<td>violent</td>
<td>rough force in action; harmful treatment; unlawful force</td>
</tr>
</tbody>
</table>

Apply both -ance and -ence word endings using contextual clues as you complete Exercise 8-6 on the template diskette.
(Scoring: Deduct 6 1/2 points for each incorrect answer.)

Name ________________________________

**Words Ending in -al, -el, and -le**

No hard and fast rules exist for correctly selecting the word endings -el, -le, and -al; however, the words containing identical endings often appear in word families.

Many related words also end in -cal, -cel, and -cle. Because these endings are highlighted in Exercise 146, words containing these endings are not part of this exercise.

Of the three word endings, -al has by far the most commonly used words, such as the following:

<table>
<thead>
<tr>
<th>bilingual</th>
<th>feudal</th>
<th>impartial</th>
<th>journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>menial</td>
<td>original</td>
<td>residual</td>
<td>virtual</td>
</tr>
</tbody>
</table>

Most words ending in -el are nouns, although some verbs also end in -el, such as:

- angel (n.)
- barrel (n.)
- easel (n.)
- chisel (v., n.)
- gravel (n.)
- nickel (n.)
- sequel (n.)
- drivel (v.)

Many words ending in -le actually end in -able and -ible; however, those words are excluded from this exercise. Words ending in -le can often be placed in word groupings:

<table>
<thead>
<tr>
<th>assemble</th>
<th>fertile</th>
<th>infantile</th>
<th>buckler</th>
</tr>
</thead>
<tbody>
<tr>
<td>embezzle</td>
<td>hostile</td>
<td>versatile</td>
<td>knuckle</td>
</tr>
</tbody>
</table>

**Directions:** Circle the correct spelling of the word that matches the brief definition given following the word choice.

1. (abdominal) abdominel abdominle related to the stomach
2. baffal baffel baffle frustrate
3. bushal bushel bushle a round container
4. chapal (chapel) chaple a building for worship
5. colloquial colloquiel colloquile related to everyday speech
6. ensembl ensembl ensemble group of musicians
7. genial geniel genile pleasant
8. (inaugural) inaugurel inaugurle at the beginning
9. (lethal) lethel lethle causing death
10. minuscual minuscuel minuscule extremely small
11. modal (model) modle to pose
12. participal participel participle a verb form
13. (reprisal) reprisel reprisle retaliation for an injury
14. preambal preambel preamble a preliminary statement
15. tinsal (tinsel) tinsle thin glittering sheets of material

**Apply these word endings using contextual clues as you complete Exercise 8-7 on the template diskette.**
Name ____________________________

Words Ending in -ical, -cal, -cel, and -cle

The word endings -ical, -cal, -cel, and -cle have similar sounds and similar meanings. The true suffix is -ical, with its variants -cal, -cel, and -cle.

Most words ending in -cal actually end in -ical; for example:

- anatomical
- chemical
- ethical
- logical
- mystical
- optical
- political
- satirical
- technical
- vertical

A few common words also end in -cal, such as:

- equivocal
- fiscal
- focal
- local
- vocal

The -cel ending is slightly different from the others. When the word is pronounced with an s sound rather than a k sound, the spelling is generally -cel. Relatively few common words end in -cel. Some of the most common are:

- cancel
- excel
- parcel
- precancel

The ending -cle in some words means “little”; in others, this meaning does not apply. Common words ending in -cle include:

- cancel
- cuticle
- debacle
- follicle
- monocle
- circle
- cuticle
- monacle
- muscle
- pinnacle
- receptacle
- recycle
- tricycle

Directions: Read each definition below; then circle the correct spelling of the word from Choice A, Choice B, or Choice C.

<table>
<thead>
<tr>
<th>DEFINITION</th>
<th>CHOICE A</th>
<th>CHOICE B</th>
<th>CHOICE C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. related to sound</td>
<td>(acoustical)</td>
<td>acousticle</td>
<td>acousticle</td>
</tr>
<tr>
<td>2. written composition</td>
<td>artical</td>
<td>articel</td>
<td>article</td>
</tr>
<tr>
<td>3. cross out</td>
<td>(cancel)</td>
<td>cancel</td>
<td>cancel</td>
</tr>
<tr>
<td>4. collarbone</td>
<td>clavical</td>
<td>clavicel</td>
<td>clavicle</td>
</tr>
<tr>
<td>5. doubting goodness</td>
<td>cynical</td>
<td>cynicel</td>
<td>cynicile</td>
</tr>
<tr>
<td>6. fiasco; complete failure</td>
<td>debacal</td>
<td>debacle</td>
<td>debacle</td>
</tr>
<tr>
<td>7. to succeed</td>
<td>excel</td>
<td>(excel)</td>
<td>excel</td>
</tr>
<tr>
<td>8. financial period</td>
<td>fiscal</td>
<td>fiscel</td>
<td>fiscle</td>
</tr>
<tr>
<td>9. correct use of words</td>
<td>grammatical</td>
<td>grammaticel</td>
<td>grammaticle</td>
</tr>
<tr>
<td>10. body tissue</td>
<td>muscal</td>
<td>muscel</td>
<td>muscle</td>
</tr>
<tr>
<td>11. something in the way</td>
<td>obstacal</td>
<td>obstacel</td>
<td>obstacle</td>
</tr>
<tr>
<td>12. spoken orally</td>
<td>(vocal)</td>
<td>vocel</td>
<td>vocle</td>
</tr>
</tbody>
</table>

Apply these word endings in context as you complete Exercise 8-8 on the template diskette.
Review of Suffixes

Directions: Follow the directions for each paragraph.

On each blank line, write one of the following suffixes: -able, -al, -ant, -cel, -el, -ent, -ible, or -le.

When you complete your education_ al _ pursuits, you may choose to work for the government, becoming a “civil serv_ ant_.” Civil serv_ ant_ s are nonmilitary personn_ el_ of nation_ al_ , state, and lo_ cal_ governments who are respons_ ible_ to assemble and carry out day-to-day operations. These personnel include police officers, firefighters, public schoolteachers, administrative assist_ ant_ s, assist_ ant_ s to elected offici_ al_ s, and state hospit_ al_ employees.

On each blank line, write one of the following suffixes: -able, -al, -ance, -ant, -el, -ence, -ent, -ible, -le.

Not everyone is elig_ ible_ for such positions. Sever_ al_ vi_ able_ requirements must be met, including consist_ ent_ ly owing your allegiance to and being a curr_ ent_ resid_ ent_ of the United States. Evid_ ence_ of disloyalty, such as belonging to hosti_ le_ organizations, will disqualify you from any jobs that require security clear_ ance_.

On each blank line, write one of the following suffixes: -al, -cel, -cle, -el, -ical, -icel, -icle, -le.

In addition, your private life and history must be satisfactory. To be employed, you must be depicted as a mod_ el_ citizen of the community. Grounds that will can_ cel_ job possibilities include making false statements in your application, excessive use of alcohol, and various kinds of immor_ al_ conduct, all obsta_ cle_ s to serving the public. You must also meet certain ment_ al_ and phys_ ical_ fitness requirements for specified jobs.

On each blank line, write one of the following suffixes: -able, -al, -ance, -ant, -el, -ence, -ent, -ible, -le.

Two members of the same family curr_ ent_ ly living in the same resid_ ence_ are also inelig_ ible_ for employment with the feder_ al_ government. In addition, with few exceptions, you cannot be an employee of any state, municipality, or territory and serve in the feder_ al_ employ at the same time. If you are interested in working for the government and are agree_ able_ to the conditions, contact the Office of Personn_ el_ Management to become an applic_ ant_.
Exercise 148

Name ____________________________

Review of Suffixes

Directions: From the suffixes listed in parentheses, select the suffix that completes each word, and write the suffix on the blank line.

1. The primary essence of the Americans with Disabilities Act is to enable the workplace to be more accessible to the disabled. This act requires employers to make "reasonable accommodations" to help these people perform the duties demanded for a specific job.

2. Employers are responsible for modifying the application procedure or for providing assistance so a disabled person can be considered as an applicant for a job. Such modifications may include oral reading of a written comprehension test or helping a sight-impaired individual circle an answer.

3. Employers are also required to adjust the local work environment pertinent to a job, so a person can excel at performing important and essential technical and functional duties that are focal to the company's needs. For example, adjusting the height of a workstation may meet the needs of an employee in a wheelchair to sufficiently complete the work. All qualified workers deserve gainful employment without receiving a negative label.

4. In general, the employer must be certain necessary accommodations are made to the workplace or to specified receptacles to facilitate one's performance, provided such adjustments are reasonably affordable. No employer is expected to make adjustments that create a financial burden.

5. On the other hand, an employer can be reluctant to or can refuse to hire a person, either with or without disabilities, who poses a threat to the health and safety of others in the workplace. For example, the ADA does not protect illegal drug users or alcohol abusers, despite disabilities.

6. Although some may fail to see the logical relevancy of some laws, legislation is passed to protect all individuals in society.
Exercise 149

(Scoring: Deduct 10 points for each incorrect answer.)
Name __________________________

Words Ending in -yze, -ise, -ize
Only two common words end in -yze:

analyze  to examine critically
paralyze  to make powerless

Over 80 common words end in -ise. Often, these tend to be grouped into word families. In this exercise, one-syllable words and words ending in -wise are not included.

advertise  seek to sell products by using the media
appraise  to estimate the quality
disguise  to conceal identity
improvise  compose or speak without preparation
supervise  direct; manage

The majority of words end in -ize, generally creating verbs from nouns and adjectives.

authorize  give authority to; empower
notarize  certify as a notary public
randomize  put or take in random order
stabilize  hold steady
synthesize  combine into a complex whole

Directions: Circle the correct spelling from the words given at the left to match the definitions given at the right.

1. agonise  agonize  to feel great anguish
2. chastise  chastize  to criticize severely
3. compromise  compromize  to settle by agreeing to give up part of demands
4. despise  despize  to look down on with contempt
5. empathise  empathize  to feel what another is feeling
6. legitimise  legitimize  to make legal or valid
7. merchandise  merchandize  goods for sale
8. optimise  optimize  to make the most of
9. premise  premize  to set forth beforehand as an introduction; statement assumed to be true
10. subsidise  subsidize  to assist with money

Continue applying these word endings as you complete Exercise 8-9 on the template diskette.
Exercise 150

(Scoring: Deduct 10 points for each incorrect letter selection and 5 points for each incorrect definition.)

Name________________________

**Words Ending in -tion**

Hundreds of words end in -tion. In addition, many words ending in -tion can be added to the dictionary because this suffix creates nouns from root words using other parts of speech. Using the word PICA as a key will help you determine the correct ending of words ending in the sound of shun.

**Words containing the letter P (PICA) followed by -tion**

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>adoption</td>
<td>act of accepting a child, title, etc., as one's own</td>
</tr>
<tr>
<td>disruption</td>
<td>condition of continuity being interrupted</td>
</tr>
<tr>
<td>presumption</td>
<td>something taken for granted; unpleasant boldness</td>
</tr>
</tbody>
</table>

**Words containing the short i (PICA) followed by -tion**

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>demolition</td>
<td>destruction by explosives</td>
</tr>
<tr>
<td>intuition</td>
<td>perception of truths without reasoning</td>
</tr>
<tr>
<td>transition</td>
<td>a passing from one condition, thing, etc., to another</td>
</tr>
</tbody>
</table>

**Words containing the hard c (PICA) followed by -tion**

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>abstraction</td>
<td>an idea or term that is not concrete</td>
</tr>
<tr>
<td>function</td>
<td>purpose; normal work; formal gathering</td>
</tr>
<tr>
<td>sanction</td>
<td>permission with authority; provision to invoke penalty when law is broken</td>
</tr>
</tbody>
</table>

**Words containing the vowel a (PICA) followed by -tion**

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>aspiration</td>
<td>ambition; earnest desire</td>
</tr>
<tr>
<td>elucidation</td>
<td>an attempt to make a meaning clear</td>
</tr>
<tr>
<td>trepidation</td>
<td>nervous fright</td>
</tr>
</tbody>
</table>

**Other words ending in -tion that don't adhere to the PICA guideline**

<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>caution</td>
<td>great care with regard for safety</td>
</tr>
<tr>
<td>digestion</td>
<td>the breaking down of food in the body</td>
</tr>
<tr>
<td>restitution</td>
<td>a restoring of what has been taken</td>
</tr>
</tbody>
</table>

**Directions:** On the first blank line, indicate if the given word contains a p, i, c, a, or other letter preceding the word ending -tion. On the second blank line, define the word.

1. assumption _p_ statement taken for granted
2. commemoration _a_ service in memory of a person or an event
3. demotion _other_ act of moving back to a lower grade or rank
4. detection _c_ discovery; a being found out
5. petition _i_ a formal request to a superior for some right or concession

Define additional words using the word ending -tion as you complete Exercise 8-10 on the template diskette.
Exercise 151

(Scoring: Deduct 5 points for each incorrect root word and 5 points for each incorrect definition.)

Name ____________________________

Words Ending in -sion
When root words (typically verbs) end in -ss, -d, -de, or -se and the termination is -ion, the word ending will be -sion. Often the spelling of the root word will change when the suffix is added as indicated.

Verbs Ending in -ss
1. discuss discussion act of talking about things
2. suppress suppression a putting down by force or authority; holding back

Verbs Ending in -d or -de
To form nouns from verbs ending in -d or -de, change the d or de to s and add -ion. Exceptions to this guideline are attend, attention and intend, intention.
1. collide collision a violent striking together
2. extend extension an addition

Verbs and Adjectives Ending in -se
To form nouns from verbs and adjectives ending in -se, drop the e and add -ion. Exceptions include converse, conversation; and reverse, reversal (but also reversion, with a different basic meaning). Other exceptions include words ending in -pose such as compose, composition; expose, exposition; and impose, imposition.
1. immerse immersion a dipping or lowering into water
2. revise revision work of editing and reworking something; something reworked

Miscellaneous Words Ending in -sion
Most nouns that end in -sion that don’t fit into one of the above three categories are derived from a shorter verb form, although some words do not have shorter forms.
1. admit admission act of allowing entrance
2. (no root) dimension measurement of length, breadth, or thickness

Directions: On the first blank line, write the root word (if one exists) of the given word. On the longer blank line, write the given word’s definition.

1. allusion allude a referring indirectly to
2. diffusion diffuse a spreading widely; a scattering
3. digression digress turning aside from the main subject
4. excursion none a short pleasurable journey; trip on a train, ship, etc.
5. fission none a division into parts; splitting of an atom causing great energy
6. oppression oppress cruel or unjust treatment
7. persuasion persuade ability to win someone else to one’s beliefs
8. regression regress act of returning to a previous state
9. supervision supervise management; direction
10. transmission transmit a sending over; passing along; part of a motor vehicle

Apply both -sion and -tion as you complete Exercise 8-11 on the template diskette.
Words Ending in -cian, -tian
This exercise focuses on words ending in -cian and -tian. A similar word ending, -sian, is omitted from this exercise because -sian is used primarily with residents of countries; for example, Asian, Indonesian, Malaysian, and Russian and with followers of specific persons; for example, Jamesian.

WORDS ENDING IN -CIAN
The -cian ending commonly indicates a person trained in a specific occupation or one who is expert in a specific area.

1. beautician
2. electrician
3. statistician

WORDS ENDING IN -TIAN
Most words ending in -tian are related to residents of countries. A few additional words end in -tian:

1. dietitian
2. Egyptian
3. Martian

Directions: On the blank line, write either -cian or -tian to complete the word defined.

1. A native of the islands that are part of Alaska is an Alaskan.
2. A short-haired dog, usually white with black spots, is a Dalmatian.
3. An expert in logic is a logician.
4. A resident of Mauritius, an island in the Indian Ocean, is a Mauritian.
5. An undertaker is another name for a mortician.
6. A doctor who specializes in treating women before and after childbirth is an obstetrician.
7. A member of nobility of ancient Rome representing a person of noble birth is a patriarch.
8. An expert in tactics is called a tactician.
9. One who treats his or her neighbors poorly is often referred to as being un-Christian.
10. A native or inhabitant of Venice is a Venetian.

Apply all word endings that end in the sound of shun as you complete Exercise 8-12 on the template diskette.

Exercise 152

(Scoring: Deduct 10 points for each incorrect answer.)

Name ____________________

Apply all word endings that end in the sound of shun as you complete Exercise 8-12 on the template diskette.
Exercise 153

(Scoring: Deduct 10 points for each incorrect answer.)
Name _______________________

Words Ending in -ar, -er, and -or
Because the word endings -ar, -er, and -or all have identical sounds, this exercise will help you distinguish among the three.

Words Ending in -ar
The ending -ar generally indicates "of or having to do with." Relatively few common words have this ending, and only a few of those using this ending have a shorter root word.
1. binocular (adj.) for both eyes at once; using both eyes at once
2. cellular (adj.) having to do with cells; having to do with cellular radio or telephone
3. particular (adj.) considered separately; hard to please; (n.) individual part

Words Ending in -er
Most of the commonly used words ending in the er sound actually use the -er ending. This ending generally conveys one or more of the following meanings: (1) "a person or thing that"; (2) "one living in"; (3) "one who makes or works with"; (4) "a person or thing that has"; (5) "a person or thing connected with"; and (6) "more than."
1. broadcaster (n.) one who reads the news or announcements on radio or television
2. entertainer (n.) singer, musician, dancer, etc., who performs in public
3. skyscraper (n.) a very tall building

Words Ending in -or
The syllable -or is generally used as an ending for nouns derived from Latin or French. This ending commonly indicates either a person or thing that does a specified thing; or the act, state, condition, quality, or characteristic of. Normally, add -or when (1) the term can be defined in one of the above ways, (2) the final syllable of the root word is -ate, or (3) the root word ends in -ct or -ss.
1. administrator (n.) supervisor; a person appointed to administer an estate
2. legislator (n.) a lawmaker
3. victor (n.) winner; one who conquers

Directions: Circle the correct spelling from the words given at the left to match the definitions given at the right.

1. acceleratar [ ] accelerater [ ] accelerator [ ] a speed pedal
2. begar [ ] begger [ ] beggor [ ] one who lives by begging
3. commutar [ ] commuter [ ] commutor [ ] one who travels to work
4. consumar [ ] consumer [ ] consumor [ ] one who uses products
5. lunar [ ] luner [ ] lunor [ ] related to the moon
6. operatar [ ] operator [ ] operator [ ] one who runs a machine
7. singular [ ] singuler [ ] singular [ ] one of a kind
8. sponsar [ ] sponser [ ] (sponsor [ ] one who endorses
9. solar [ ] soler [ ] solor [ ] related to the sun
10. survivar [ ] survivor [ ] survivor [ ] one who continues

Apply these three word endings as you complete Exercise 8-13 on the template diskette.
Exercise 154

(Scoring: Deduct 10 points for each incorrect answer.)

Name ____________________________

Words Ending in -ary, -ery, and -ory

Although the suffixes -ary, -ery, and -ory have similar pronunciations and related meanings, they have distinctive word origins and are not interchangeable.

**WORDS ENDING IN -ARY**

The suffix -ary, meaning “place for,” “collection of,” “person or thing that,” “act of doing,” “having the nature of,” and “characterized by,” forms nouns and adjectives. If the word has a root ending in -ar, the ending will be -ary.

auxiliary cautionary legendary ordinary sugary

**WORDS ENDING IN -ERY**

The suffix -ery, meaning “place for,” “art or occupation,” “condition of,” “qualities/actions of,” and “group of,” forms nouns. If the word has a root ending in -er, the ending will be -ery.

cemetery eatery machinery mockery rubbery

**WORDS ENDING IN -ORY**

The suffix -ory, meaning “having to do with,” “characterized by,” “serving to,” “inclined to,” and “place for,” forms nouns and adjectives. If the word has a root ending in -or, the ending will be -ory.

allegory directory mandatory oratory savory

Directions: On the blank line, add -ary, -ery, or -ory to complete the given word.

1. Our birthdays each year celebrate the annivers__ary of our births.

2. In a war, large-caliber guns are managed by the artiller__ery.

3. A general system of classification is a categor__ory.

4. To locate a new finding is to make a discov__ery.

5. A figment of one’s imagination is imagin__ary.

6. Stock on hand to be sold by a retail or wholesale outlet is the invent__ory.

7. A hospital area concerned with the lungs is the respirat__ory unit.

8. A business held by a larger business may be termed a subsidi__ary.

9. An operation performed in a hospital is surg__ery.

10. Words used by a person make up her or his vocabul__ary.

Continue applying these three word endings as you complete Exercise 8-14 on the template diskette.
(Scoring: Deduct 5 points for each incorrect answer.)
Name ____________________________

**Words Ending in -ous, -eous**
The word ending -ous and its variant forms, -ious and -uous, are used to form adjectives from nouns. This exercise reviews the primary word ending, -ous, and a similar word ending, -eous.

**ADJECTIVES ENDING IN -OUS**
The suffix -ous means “full of,” “characterized by,” “having the nature of,” “like,” “practicing,” and “inclined to.”

This suffix comes from Old French as well as from the Latin.

Adjectives ending in -ous are pronounced with the us sound directly following the preceding consonant.

1. anonymous having no name; written by someone unknown
2. monotonous not varying in pitch; without change
3. synonymous having the same or nearly the same meaning

**ADJECTIVES ENDING IN -EOUS**
The suffix -eous means “having the nature of” and “like.” Adjectives ending in -eous are usually pronounced with a distinctive long e followed by the us sound, although some words use the long a sound.

1. courageous full of courage; brave; fearless
2. hideous ugly; frightful
3. spontaneous caused by natural impulse or desire; not planned before

**Directions:** On the line following each noun, write the noun’s adjective equivalent by adding either -ous or -eous. Some noun forms will need some modification when the word ending is added.

1. adventure adventurous
2. beauty beauteous
3. chivalry chivalrous
4. contemporary contemporaneous
5. courage courageous
6. covet covetous
7. disaster disastrous
8. error erroneous
9. frivolity frivolous
10. glamour glamorous
11. hazard hazardous
12. homogeneity homogeneous
13. instant instantaneous
14. marvel marvelous
15. monotony monotonous
16. nausea nauseous
17. outrage outrageous
18. ridicule ridiculous
19. right righteous
20. vigor vigorous

Continue to apply these word endings as you complete Exercise 8-15 on the template diskette.

**CHAPTER 8 • SUFFIXES APPLIED**
# Exercise 156

(Scoring: Deduct 5 points for each incorrect answer.)

Name ____________________________

## Words Ending in -ious, -uous

### Adjectives Ending in -ious
Adjectives ending in -ious are usually pronounced with a consonant plus the us sound. Many words end with the sh and us sound, though a number end with the long e before the us sound. Adjectives ending in -ious are more numerous than words ending in -eous and -uous.

1. ambitious  eager; showing strong ambition
2. contagious  spreading by direct or indirect contact
3. precarious  not safe or secure; dangerous; dependent on change

### Adjectives Ending in -uous
The -uous ending is usually pronounced u or yu followed by the sound of us.

1. conspicuous  easily seen; remarkable
2. incongruous  out of place; lacking in harmony
3. tenuous  thin or slight; not dense; having slight importance

### Directions:
On the line following each noun, write the noun's adjective equivalent by adding either -ious or -uous. Some noun forms will need some modification when the word ending is added.

<table>
<thead>
<tr>
<th>Noun</th>
<th>Adjective Endings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ambiguity</td>
<td>ambiguous</td>
</tr>
<tr>
<td>2. ambition</td>
<td>ambitious</td>
</tr>
<tr>
<td>3. caution</td>
<td>cautious</td>
</tr>
<tr>
<td>4. contempt</td>
<td>contemptuous</td>
</tr>
<tr>
<td>5. continue</td>
<td>continuous</td>
</tr>
<tr>
<td>6. expedite</td>
<td>expeditious</td>
</tr>
<tr>
<td>7. fiction</td>
<td>fictitious</td>
</tr>
<tr>
<td>8. harmony</td>
<td>harmonious</td>
</tr>
<tr>
<td>9. homogeneity</td>
<td>homogeneous</td>
</tr>
<tr>
<td>10. ingenuity</td>
<td>ingenious</td>
</tr>
</tbody>
</table>

Continue to apply these word endings as you complete Exercise 8-16 on the template diskette.
Exercise 157

(Scoring: Deduct 6 1/2 points for each incorrect answer.)

Name

Review of Suffixes

Directions: From the four words listed in parentheses after each sentence, select the word that best fits in the context of the sentence; write that word on the blank line.

1. Students were instructed to carefully ______ analyze ______ the data before writing their reports.
   - (analyze, civilize, compromise, paralyze)
2. To ______ amortize ______ a debt is to wipe it out completely.
   - (amortize, chastise, compromise, reprise)
3. Janna said she originally wanted to ______ ostracize ______ me from her group when our teacher praised my work.
   - (civilize, maximize, ostracize, synthesize)
4. Prolonged exposure to direct sunlight without skin protection may cause a ______ cancerous ______ condition.
   - (cancerous, glamorous, poisonous, venous)
5. The ______ spontaneous ______ discussion coming about without warning produced many worthwhile thoughts.
   - (advantageous, bounteous, extem poraneous, spontaneous)
6. Traffic practically came to a standstill following the accident as ______ curious ______ people slowed to look.
   - (atrocious, curious, imperious, malicious)
7. ______ Continuous ______-feed paper needs to be placed in the printer before you begin printing.
   - (angular, bursar, quasar, stellar)
8. The planetarium astronomer indicated the ______ quasar ______ emitting light in the heavens.
   - (biographer, demographer, misnomer, sojourner)
9. Juan maintained his name is a ______ misnomer ______ because he has no Spanish bloodlines.
   - (ancestor, executor, progenitor, successor)
10. Prior to his death, one of my direct ______ ancestor ______s was in line for the British throne.
    - (epitomize, notarize, premise, treatise)
11. Thelma Giddings presents an interesting ______ treatise ______ on the causes of the French-Indian Wars in her historical volumes.
    - (bursar, philanderer, manager, registrar)
12. The university ______ bursar ______ is responsible for all monies received by the institution.
    - (lunar, molar, solar, vaporizer)
13. The ______ lunar ______ eclipse will begin tonight shortly after 10 p.m.
    - (accelerator, compressor, radiator, spectator)
14. Release the ______ accelerator ______ to decrease your speed through this narrow canyon.
    - (anonymous, assiduous, industrious, spontaneous)
15. The ______ anonymous ______ donor asked to remain unknown to allow the money to achieve its purpose.

CHAPTER 8 • SUFFIXES APPLIED
Review of Suffixes
Directions: Select the word defined from the four words given in parentheses, and circle it.

1. cruel and unjust treatment
   (collusion, oppression, repulsion, suppression)
2. a cut made in something
   (diffusion, impression, incision, transfusion)
3. something taken for granted
   (deposition, function, indiscretion, presumption)
4. making a meaning clear
   (elocution, elucidation, sanction, restitution)
5. a doctor who treats children
   (dietitian, obstetrician, patrician, pediatrician)
6. a native of Venice, Italy
   (Aleutian, Italian, Mauritian, Venetian)
7. one who performs with magic
   (beautician, hallucination, illusion, magician, retardation)
8. the other side of an issue
   (mortician, opposition, oppression, tactician)
9. pertaining to the planet Mars
   (Martian, Mauritian, mortician, tactician)
10. with regard for safety
    (caution, sanction, supervision, unction)
11. the literal meaning
    (connotation, denotation, jurisdiction, refraction)
12. turning the conversation aside from the main subject
    (digression, discretion, discussion, transgression)
13. something that sticks out
    (incision, protrusion, refraction, trepidation)
14. a place of refuge
    (aviary, commissary, sanctuary, seminary)
15. complete knowledge of a subject
    (debauchery, mastery, schemery, sorcery)
16. related to the five senses
    (auditory, compulsory, inflammatory, sensory)
17. defeat of an enemy
    (arbitrary, cajolery, compulsory, delusional)
18. required
    (appreciatory, conciliatory, laudatory, oratory)
19. expressing praise
    (complimentary, conciliatory, flattery, salutatory)
Exercise 159

(Scoring: Deduct 2 points for each incorrect answer.)
Name __________________________________________

Review of Suffixes

Directions: Circle each incorrectly spelled word in the following paragraphs. Rewrite each circled word, spelled correctly, on the blank lines beside the paragraphs.

TO: Supervisors of Sunrise Corporation
FROM: CEO, Board of Directors
DATE: February 23, 19xx
SUBJECT: Possible Monitoring of Company E-Mail

A cursory glance around our offices shows our company has joined the electronic information age. Our office employees are among the 60 million people who use computers to communicate by e-mail. Statisticians estimate over two million messages are sent by e-mail each year. However, a problem many companies, including ours, have is solving the mystery of whether the messages are composed for business or for personal reasons.

Our company needs to consider if now is the time to make a decision concerning possible monitoring of e-mail communications. One side of the issue contends employees are paid to perform company work and not to conduct personal labor. This side also argues employers have been vigorously monitoring employees for years with the assistance of video cameras. These companies rationalize installing such systems is not only legal but also a responsible action. Among the reasons they give to scrutinize employees’ performance are the protection of company assets and possessions, the reduction of liability exposure due to employee wrongdoing, and the determination of performance.

The other viewpoint vocalizes that monitoring e-mail is an outrageous invasion of employee privacy, indicating such actions are similar to telephone tapping, placing company ethics in a precarious position. Many employees assume e-mail is granted the same rights and sanctions as first-class mail. They indicate such monitoring symbolizes oppression and a contemptuous behavior toward employees, communicating a “Big-Brother” or Big-Sister-is-watching-you attitude.

However, computer networks do not guarantee unconditional privacy to anyone. Few employees realize employers are legally justified in reading e-mail. However, we need to analyze both sides of this situation and make a decision or concede a compromise regarding our policy on employee e-mail. Your input into this sensitive and emotional question will be appreciated.

---

Supervisors, Corporation
Directors
February
Possible, Monitoring
cursory
information
people, computers,
Statisticians
mystery, whether, personal
consider, decision
possible, monitoring,
communications
personal, labor, employers
vigorous, monitoring,
assistance, rationalize
legal, responsible
scrutinize, performance,
protection, possessions, reduction, determination, performance,
vocalizes, monitoring, outrageous, invasion, similar, precarious, position, sanctions
monitoring, symbolizes,
oppression, contemptuous,
behavior, Brother
computer, unconditional
realize, employers, legally
analyze, situation
decision, compromise
emotional, question

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CHAPTER 8 • SUFFIXES APPLIED

185
Review of Suffixes

Directions: Circle each incorrectly spelled word in the following paragraphs. Rewrite the circled word, spelled correctly, on the blank lines beside the paragraphs.

I. An automobile is one of the most expensive items for (consumers). Using wisdom (previous) to shopping (analyze) your needs so you will know your (preference), the appraised price value, the desired features, and the (number) of (people) who will (consistently) be (passengers). Such (extracurricular) homework will save you (valuable) time and (budgetary) considerations later and will help you avoid (conspicuous) mistakes.

II. Good news for automobile buyers who (agonize) over haggling! A growing (number) of (dealers) have eliminated high-pressure selling. General Motors was the first to establish a one “no-haggle” price for a specific car (model). (Dealers) are starting to use this approach with the “no-dicker-stickers,” eliminating (concessions) and arguments.

III. Still, when you start spending money for (little) extras, your spending can be (contagious). Beware of those special (options) that do (little) more than cause (confusion) and multiply the price. Most of the add-ons are not worth the money you pay or can be obtained elsewhere at lower prices. For example, rustproofing, paint (sealants), and fabric (protection) provide additional profit for the seller since (manufacturers) already treat new cars with these features.

IV. Gorgeous state-of-the-art sound systems can be obtained at a lower price from a company (specializing) in car stereos. If you do accept the dealer’s upgraded equipment, be certain the price of the standard radio is deducted from the cost. Other (options) can be (advantageous) if you want everything offered as a package. Otherwise, you’ll do better buying the individual items desired.

V. Additional (accessories) are generally not worth the money and are sometimes (outrageous). These (particular) items include (1) extended warranties that provide (protection) for new cars, (2) credit (insurance) you can obtain at a less-expensive price elsewhere, (3) advertising fees you should not have to pay for the dealer’s (promotions), and (4) dealer (preparation) and delivery charges that are often included in the (sticker) price. If you prepare as a (tactician) would, purchasing your new car will no longer be a (horrendous) experience.