This booklet, aimed at adult basic education students, pinpoints and summarizes a few common spelling rules to help make spelling easier, and includes a component on using the dictionary. In the text, each rule is presented with many examples. Exercises follow each spelling rule, allowing students the opportunity to apply the rule to specific words. The following rules are covered: (1) "ie" and "ei" words; (2) doubling the final consonant; (3) final silent "e"; (4) words ending in "y" and "c"; (5) forming plurals; (6) words ending in the "ble" sound; and (7) words that sound and look alike. The spelling section of the booklet also contains a spelling pretest, a posttest, and a checklist. The dictionary component of the booklet explains the different types of information found in the dictionary, such as entry words, guide words, definitions, syllabication, pronunciation, accent marks, abbreviations, people and places, homographs, idioms, prefixes and suffixes, and other information. A dictionary competency test is included. (KC)
ADULT BASIC EDUCATION CURRICULUM

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INTRODUCTION

Spelling correctly is a skill that requires individual study and practice. When learning to spell, students need to concentrate on all the letters that make up a word and see a picture of that word in their minds.

Spelling involves reading, listening, and using the dictionary. A reader usually concentrates on several words at a time to get the meaning of the phrase or sentence. In this case, misspelled words often go unnoticed. Words are also misspelled because they are pronounced incorrectly. The adult learner must listen to the sounds represented by letters or various combination of letters. Knowing how to use the dictionary is another skill vital to becoming a better speller. To strengthen these skills, a workbook titled, An Introduction to the Dictionary, is also included.

Learning to spell words in an organized manner includes the following skills:

1. Pronounce the word correctly.
2. Know its meaning.
3. Use the word correctly in writing and speaking.
4. Know the rules that apply or don’t apply to the word.
5. Notice if there is anything unusual about the word.
6. Note the similarity of one word with other words.

There are some general rules that can be applied to words that have similar patterns. The purpose of this booklet is to pinpoint and summarize a few common spelling rules to help make spelling easier. The format of the text is simple. The rule is presented with many examples. Exercises follow each spelling rule, thus allowing the student opportunity to apply the rule to specific words.
SPELLING
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SPELLING PRE-TEST
SPELLING PRE-TEST

Three spellings are given for each word. Circle the correct spelling of the word.

1. CIENCE, SCIENCE, SCEINCE
2. PATIENT, PATEINT, PATIANT
3. REGRETED, REGRETTED, REGRRETTEDE
4. LEAPED, LEAPPED, LIAPPED
5. OUTRUNING, OUTRUNNING, OUTRUNNING
6. NOTICEABLE, NOTICIBLE, NOTICABLE
7. ICIE, ICY, ICEY
8. PEANOS, PIANOS, PIANNOS
9. CHILDS, CHILDREN, CHILDRENS
10. STATIONERY, STATIONAL, STATIONIRY (writing paper)
11. SENSIBLE, SENSABLE, SENSEBLE
12. MISPELLED, MISSPELLED, MISSPELED
13. NINTY, NINNTY, NINETY
14. VALUABLE, VALUEABLE, VALUEBLE
15. SOCIATY, SOCIOTY, SOCIETY

Spell the following words.

1. WISE + DOM
2. FILM + ED
3. CANCEL +ATION
4. PROGRAM + ING
5. EYE + ING
6. HOP + ING
7. MILE + AGE
8. PANIC + Y
Unscramble these words.

1. ROUY
2. EFLA
3. HCIEF
4. INGYL
5. TERAL
6. BEYO
7. SSYAE
8. OZOS
9. TWYIT
10. FOLW

Circle the correct word in each parenthesis.

1. Bookmarks are placed in (their, they’re, there) books.
2. I am looking forward (to, too, two) seeing the movie.
3. (Whose, Who’s) book is this?
4. I’ll see you (later, latter).
5. The rain went (through, thorough, thought) the roof.
6. Read the first page, (then, than) do the exercise.
7. The (affect, effect) of the fire is unknown at this time.
8. Listen to the (advise, advice) of wise people
9. (Its, It’s) true what they say about the book.
10. “I” goes before “E” (except, accept) after “C”.

3.
“IE” AND “EI” WORDS
“IE” AND “EI” WORDS

RULE 1  “I” GOES BEFORE “E” EXCEPT AFTER “C”.

EXAMPLES: chief, niece, conceit, receive, receipt

RULE 2  “E” GOES BEFORE “I” WHEN “EI” SOUNDS LIKE THE LETTER “A”.

EXAMPLES: weigh, neighbor, their, heir

RULE 3  “I” GOES BEFORE “E” AFTER “SH” SOUNDS.

EXAMPLES: shield, patient, species, proficient

RULE 4  WHEN “E” AND “I” ARE SOUNDED SEPARATELY, THE SPELLING IS EASIER.

EXAMPLES: science, aliens, experience

THERE ARE EXCEPTIONS TO THESE RULES.

EXAMPLES: leisure, height, either, weird, seize, foreign

5.
SPELLING EXERCISE

"EI" AND "IE" RULES

Spell the following words correctly by adding "ie" or "ei" in the space provided.

1. interv____w. 5. ___ght
2. l___sure 6. forf____t
3. th____r 7. cash____r
4. anc____nt 8. hyg____ne

CIRCLE THE CORRECT WORD IN THESE PAIRS.

1. YIELD YEILD
2. HIEGHT HEIGHT
3. BELIEVE BELEIVE
4. NIEGHBOR NEIGHBOR
5. SOCIETY SOCEITY
6. CHIEF CHEIF

Circle any misspelled words in the sentences below. Spell the word correctly on the line provided.

1. There are only ieght shopping days left to Christmas. _________
2. The pateint waited three hours in the doctor's office. _________
3. A lot of money was spent on thiere education. _________
4. The modern age is one of sceince and technology _________
5. How much do you wiegh? _________
6. Prince Charles is hier to the throne. _________
7. Most people like to recieve and well as give. _________
DOUBLING THE

FINAL CONSONANT
DOUBLING THE FINAL CONSONANT

**RULE 1** DOUBLE THE FINAL CONSONANT WHEN:

| A. THE WORD IS ONE SYLLABLE... | FIT |
| B. THE WORD ENDS IN A SINGLE CONSONANT... | FIT |
| C. THE WORD IS PRECEDED BY ONE VOWEL OR THE LETTER “Y”... | FIT |
| D. AND WHAT IS ADDED TO THE WORD BEGINS WITH A VOWEL... | ED |

**EXAMPLES**

- fit + ed = fitted
- ship + ed = shipped
- hot + est = hottest
- rob + ed = robbed
- ship + ing = shipping

**EXCEPTIONS**

WORDS ENDING IN "W" OR "X", AND THE WORDS "BUS" AND "GAS".

**RULE 2** DOUBLE THE FINAL CONSONANT IN WORDS OF MORE THAN ONE SYLLABLE WHEN:

| A. ACCENT IS ON LAST SYLLABLE... | REGRET |
| B. ENDING IS A SINGLE CONSONANT... | REGRET |
| C. PRECEDED BY ONE VOWEL... | REGRET |
| D. AND WHAT IS ADDED BEGINS WITH A VOWEL... | + ED |

**EXAMPLE**

- transfer + ing = transferring
- occur + ence = occurrence
- acquit + ed = acquitted
- admit + ing = admitting

8.
**RULE 3**

THE FINAL CONSONANT IS NOT DOUBLED WHEN:

<table>
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<th>Example</th>
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<tbody>
<tr>
<td>A. THE ACCENT IS NOT ON THE LAST SYLLABLE</td>
<td>OFFER</td>
</tr>
<tr>
<td>B. THE WORD DOES NOT END IN A SINGLE CONSONANT</td>
<td>COLD</td>
</tr>
<tr>
<td>C. IS NOT PRECEDED BY A SINGLE CONSONANT</td>
<td>OBTAIN</td>
</tr>
<tr>
<td>D. AND WHAT IS ADDED DOES NOT BEGIN WITH A VOWEL.</td>
<td>+ NESS</td>
</tr>
</tbody>
</table>

**EXAMPLES**

differ + ent = different - accent not on last syllable

cancel + ed = canceled - accent is on first syllable

leap + ed = leaped - not one vowel before final consonant

film + ed = filmed - ends in two consonants, not one

defer + ment = deferment - syllable added begins with a consonant, not a vowel

**EXCEPTIONS**

Many words in the dictionary have two acceptable spellings:

travel + ers = travelers or travellers
counsel + or = counselor or counsellor

label + ed = labeled or labelled

program + ing = programming

WHEN IN DOUBT, CHECK THE DICTIONARY
**SPELLING EXERCISE**

**DOUBLING THE FINAL CONSONANT**

**ONE SYLLABLE WORDS**
1. The word ends in a consonant.
2. The final consonant is preceded by a vowel.
3. The suffix added begins with a vowel.

**TWO SYLLABLE WORDS**
1. The accent is on the last syllable.
2. The last syllable ends in a consonant.
3. The last consonant is preceded by a vowel.
4. The suffix added begins with a vowel.

Use the rules above when spelling the following words.

1. quiz + ed
2. begin + ing
3. cheerful + ness
4. profit + ing
5. mat + ing
6. slim + est
7. recur + ing
8. knit + ed
9. tax + able
10. calm + ly
11. outrun + ing
12. wit + y
13. enroll + ed
14. dismiss + al
15. hop + ing
FINAL SILENT "E"
FINAL SILENT "E"

RULE 1
DROP THE FINAL "E" BEFORE ADDING A SUFFIX BEGINNING WITH A VOWEL.

EXAMPLES
advise + ing = advising
use + age = usage
desire + ous = desirous

EXCEPTIONS
eye + ing = eyeing
dye + ing = dyeing
shoe + ing = shoeing

RULE 2
DON'T DROP THE FINAL "E" IF THE SUFFIX BEGINS WITH A CONSONANT.

EXAMPLES
awe + some = awesome
nine + ty = ninety
state + ment = statement

RULE 3
DON'T DROP THE "E" FROM WORDS ENDING IN "CE" OR "GE" WHEN ADDING THE SUFFIX "ABLE" AND "OUS".

EXAMPLES
notice + able = noticeable
outrage + ous = outrageous
RULE 4 AVOID TWO "I" S COMING TOGETHER WHEN THE WORD ENDS IN "IE" AND THE SUFFIX BEGINS WITH "I". IN THIS CASE, CHANGE "I" TO "Y" AND ADD THE SUFFIX.

EXAMPLES
vie + ing = vying
untie + ing = untying

RULE 5 WHEN "E" IS SILENT, DROP THE "E" BEFORE A SUFFIX BEGINNING WITH A VOWEL OR THE LETTER "Y".

EXAMPLES
sale + able = saleable (salable is acceptable.)
propose + ition = proposition
drop + e = edgy
ice + y = icy

EXCEPTIONS
mile + age = mileage
dye + ing = dyeing
doe + ing = hoeing
SPELLING EXERCISE

FINAL SILENT “E”

Spell the following words.

1. arrive + al
2. mile + age
3. bounce + y
4. peace + able
5. sincere + ly
6. advise + ory
7. trouble + some
8. singe + ing
9. wise + dom
10. continue + ing

In each of the following sentences, one word is spelled incorrectly. Circle that word and spell it correctly on the line provided.

1. My car has a lot of milage.
2. The child kept untieing his shoes
3. The movie Titanic was awsome.
4. The cost of the trip was ninty dollars.
5. The senator wrote the letter to make a statment.
WORDS ENDING IN "Y" AND "C"
RULE 1
WORDS ENDING IN "Y" PRECEDED BY A CONSONANT, CHANGE "Y" TO "I" BEFORE A SUFFIX BEGINNING WITH THE LETTER "I"

**EXAMPLES**
fancy + ful = fanciful
glory + ous = glorious
gray + ish = grayish
accompany + ment = accompaniment
happy + ness = happiness

**EXCEPTIONS**
shy + ly = shyly
shy + ness = shyness
bounty + ous = bounteous (change "y" to "e" in this case.)

RULE 2
WORDS ENDING IN "C" ADD THE LETTER "K" BEFORE THE SUFFIXES "E", "I", OR "Y" TO KEEP THE HARD SOUND OF THE LETTER "C".

**EXAMPLES:**
panic + y = panicky
colilc + y = colicky

RULE 3
WORDS ENDING IN "IE", CHANGE TO "Y" BEFORE ADDING "ING"

**EXAMPLES**
die + ing = dying
lie + ing = lying

RULE 4
WORDS ENDING IN "Y" PRECEDED BY A VOWEL, KEEP THE "Y" BEFORE ADDING THE SUFFIX.

**Examples**
annoy + ance = annoyance
obey + ed = obeyed
Spell the following words.

1. tie + ing
2. ordinary + ly
3. frolic + ing
4. betray + al
5. glory + ous
6. fly + er
7. dry + ness
8. academy + ic
9. delay + ing
10. panic + y
11. shellac + ed
12. traffic + ing
13. country + wide
14. bounty + ous
15. fancy + ful

17.
FORMING PLURALS
FORMING PLURALS

RULE 1 FOR WORDS ENDING IN "Y" PRECEDED BY A VOWEL, ADD "S" TO FORM THE PLURAL.

EXAMPLES: turkey = turkeys key = keys essay = essays

RULE 2 FOR NOUNS ENDING IN "Y" PRECEDED BY A CONSONANT, CHANGE THE "Y" TO "I" AND ADD "ES".

EXAMPLE: library = libraries industry = industries

RULE 3 FOR NOUNS ENDING IN "SS", "X", "CH", "SH", AND "Z", ADD "ES" TO FORM THE PLURAL.

EXAMPLES: index = indexes church = churches eyelash = eyelashes glass = glasses

RULE 4 PROPER NOUNS FORM THE PLURAL BY SIMPLY BY ADDING "S" OR "ES".

EXAMPLES: Wednesday = Wednesdays

RULE 5 MOST NOUNS ENDING IN "F", "FE", OR "FF" FORM THE PLURAL BY ADDING "S".

EXAMPLES: chief = chiefs reef = reefs
EXCEPTIONS: IN SOME NOUNS, CHANGE THE "F" OR "FE" TO "V" AND ADD "ES".

EXAMPLES: 
life = lives  
wife = wives  
selves = shelves  
dwarf = dwarves

RULE 6  NOUNS ENDING IN "O" PRECEDED BY A VOWEL GENERALLY ADD "S" TO FORM THE PLURAL.

EXAMPLES: 
zoo = zoos  
radio = radios

RULE 7  FOR NOUNS ENDING IN "O" PRECEDED BY A CONSONANT, ADD "ES" TO FORM THE PLURAL.

EXAMPLES: 
motto = mottoes  
tomato = tomatoes

EXCEPTION: proper nouns, musical terms, foreign sounding names

EXAMPLES: 
piano = pianos  
kimono = kimonos  
Eskimo = Eskimos

RULE 8  MANY NOUNS HAVE IRREGULAR PLURALS.

EXAMPLES: 
ox = oxen  
child = children  
foot = feet  
mouse = mice  
woman = women  
goose = geese  
deer = deer
SPELLING EXERCISE
FORMING PLURALS

Write the plural of the following words.

1. child  
2. desk  
3. index  
4. attorney  
5. family  
6. chief  
7. bush  
8. dictionary  
9. wife  
10. hero  
11. tomato  
12. secretary  
13. wolf  
14. leaf  
15. staff  
16. key  
17. woman  
18. Saturday  
19. radio  
20. annex  

21.
WORDS ENDING IN "RY"
WORDS ENDING IN "RY"

RULE 1 IF THE ROOT WORD ENDS IN "E" OR "ER", THE ENDING WILL BE "ERY". IF NOT, THE SPELLING IS "ARY".

EXAMPLES:  machine = machinery
            discover = discovery

RULE 2 WORDS ENDING IN "ORY" HAVE A CLEAR "OR" SOUND AND OFTEN FOLLOW A "T" OR AN "S" SOUND.

EXAMPLES:  factory, advisory, inventory

RULE 3 ENDINGS WITH "URY" ARE FEW.

EXAMPLES:  bury, treasury, luxury, injury
SPelling Exercise
Words Ending in "ry"

Add "ary", "ery", or "ory" to the following words.

1. diction __________ 9. necess __________
2. Febru __________ 10. territ __________
3. invent __________ 11. libr __________
4. lux __________ 12. laborat __________
5. cent __________ 13. itiner __________
6. direct __________ 14. advis __________
7. sal __________ 15. tempor __________
8. subsidi __________

24. 29
WORDS ENDING WITH THE

"BLE" SOUND
WORDS ENDING IN "BLE" SOUND

RULE 1 Words ending with the "ble" sound, add "able" if the root is a full English word.

Example: pay = payable
correct = correctable

RULE 2 "IBLE" is usually added if the root is not a full English word.

Examples: aud + ible = audible
inadmiss + ible = inadmissible

RULE 3 Careful pronunciation determines the correct spelling of exceptions.

Exceptions: responsible sensible flexible
capable durable accessible
SPELLING EXERCISE

WORDS ENDING WITH THE "BLE" SOUND

Add "able" or "ible" to the following words.

1. deduct _____
2. reli _____
3. respons _____
4. service _____
5. suit _____
6. incred _____
7. flex _____
8. valu _____
9. access _____
10. knowledge _____
11. feas _____
12. avail _____
13. mail _____
14. gull _____

27. 32
WORDS THAT SOUND
AND
LOOK ALIKE
WORDS THAT SOUND AND LOOK ALIKE

The list below contains some common words that are pronounced exactly alike but spelled differently and also words that look and sound somewhat alike.

1. accept - take, receive
   except - exclude
2. advice - information
   advise - recommend, counsel
3. affect - influence
   effect - result
4. already - previously
   all ready - all prepared
5. capitol - building where legislators meet
   capital - city serving as the seat of government
6. cite - quote
   sight - vision
   site - place or setting of something
7. ensure - make certain
   insure - protect against loss
   assure - give confidence
8. forty - number 40
   fourth - four in a series
9. its - possessive of "it"
   it's - contraction for "it is"
10. later - after a time
    latter - second in a series
11. maximum - greatest
    minimum - least
12. personal - private
    personnel - staff

29.
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<tr>
<th>Number</th>
<th>Word(s)</th>
<th>Definition(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>principal</td>
<td>chief, leading, sum of money</td>
</tr>
<tr>
<td></td>
<td>principle</td>
<td>general rule or truth</td>
</tr>
<tr>
<td>14.</td>
<td>quality</td>
<td>distinctive characteristic</td>
</tr>
<tr>
<td></td>
<td>quantity</td>
<td>definite number</td>
</tr>
<tr>
<td>15.</td>
<td>stationary</td>
<td>fixed</td>
</tr>
<tr>
<td></td>
<td>stationery</td>
<td>writing material</td>
</tr>
<tr>
<td>16.</td>
<td>than</td>
<td>conjunction used in comparison</td>
</tr>
<tr>
<td></td>
<td>then</td>
<td>at that time</td>
</tr>
<tr>
<td>17.</td>
<td>their</td>
<td>belonging to them</td>
</tr>
<tr>
<td></td>
<td>there</td>
<td>in that place</td>
</tr>
<tr>
<td></td>
<td>they're</td>
<td>contraction for “they are”</td>
</tr>
<tr>
<td>18.</td>
<td>thorough</td>
<td>exhaust completely</td>
</tr>
<tr>
<td></td>
<td>through</td>
<td>in one side and out the other</td>
</tr>
<tr>
<td></td>
<td>thought</td>
<td>act of thinking</td>
</tr>
<tr>
<td>19.</td>
<td>to</td>
<td>toward</td>
</tr>
<tr>
<td></td>
<td>too</td>
<td>more than</td>
</tr>
<tr>
<td>20.</td>
<td>whose</td>
<td>possessive of “who”</td>
</tr>
<tr>
<td></td>
<td>who’s</td>
<td>contraction, “who is”</td>
</tr>
<tr>
<td>21.</td>
<td>your</td>
<td>belonging to you</td>
</tr>
<tr>
<td></td>
<td>you’re</td>
<td>contraction for “you are”</td>
</tr>
</tbody>
</table>

30.
SPELLING EXERCISE

WORDS THAT SOUND AND LOOK ALIKE

Circle the correct word in the parenthesis.

1. I'd like to (accept, except) your offer but is (too, to) late.
2. (Their, There) progress is outstanding.
3. I (thought, thorough, through) you did a (thorough, thought, through) job by going (thought, thorough, through) the wall.
4. The (capital, capitol) of the United States is Washington, D.C.
5. The letters were (all ready, already) mailed.
6. The command comes under (whose, who's) orders?
7. The decision (affects, effects) the cost of the product.
8. The price is more (than, then) I can afford.
9. The interest on the (principle, principal) is 2¼ %.
10. (Its, It's) (too, to) bad you didn’t start the project sooner.
11. The (quantity, quality) of goods is determined by customer satisfaction and not the amount of goods produced.
12. (Its, It's) all your fault.
13. (You're, Your) (too, to) young to think about (your, you're) retirement
14. The letter head is on the top of the (stationary, stationery).
15. The words from the poem were (sighted, cited, sited).
SPELLING POST-TEST
SPELLING POST-TEST

Circle the correct word in the following pairs.

YIELD, YEILD  HEIGHT, HIEGHT
RUNNING, RUNING  SHIPING, SHIPPING
LEAPED, LEAPPED  PROGRAMMING, PROGRAMING
TAXEABLE, TAXABLE  NINETY, NINTY
AWSOME, AWESOME  UNTIEING, UNTYING

These letters are scrambled. Write them in their correct order.

SNNIIGG
FEROF
HCEIFS
IWSE
NYPAIG
LFYER
YEKS
LAGSESS
ILYED

Match Column A with Column B. Place the number from Column A in the parenthesis next to the word/s that give the proper meaning.

1. through ( ) fixed
2. stationary ( ) “you are” contraction
3. stationery ( ) prepared
4. already ( ) writing materials
5. you’re ( ) in one side and out the other
6. your ( ) it is
7. thorough ( ) previously
8. its ( ) exhaust completely
9. it’s ( ) belonging to you
10. all ready ( ) possessive of “it”
Write the plural of these words.

1. BUS
2. DEER
3. CHURCH
4. WEDNESDAY
5. CHIEF
6. GLASS
7. KEY
8. LIFE
9. PIANO
10. MAN
11. WOMAN
12. RADIO
13. CHILD
14. DICTIONARY
15. TOMATO

Complete the rule:

1. "l" comes before "E" except after __________
2. Double the final consonant when the suffix added begins with a __________.
3. Don't drop the final "E" is the suffix begins with a __________
4. Words ending in "Y" preceded by a vowel, keep the __________before adding the suffix.
5. If the root word ends in the letter "E", the ending is "ERY". If not, the ending is __________.
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<td>&quot;IE&quot; AND &quot;EI&quot; WORDS</td>
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<td>FINAL SILENT &quot;E&quot;</td>
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<td>WORDS ENDING IN &quot;Y&quot; AND &quot;C&quot;</td>
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<tr>
<td>WORDS ENDING IN THE &quot;BLE&quot; SOUND</td>
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<td>WORDS THAT SOUND AND LOOK ALIKE</td>
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THE DICTIONARY
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<td>PEOPLE &amp; PLACES</td>
<td>13</td>
</tr>
<tr>
<td>HOMOGRAPHHS</td>
<td>14</td>
</tr>
<tr>
<td>IDIOMS</td>
<td>15</td>
</tr>
<tr>
<td>PREFIXES &amp; SUFFIXES</td>
<td>16</td>
</tr>
<tr>
<td>OTHER INFORMATION</td>
<td>17</td>
</tr>
<tr>
<td>COMPETENCY TEST</td>
<td>20</td>
</tr>
</tbody>
</table>
THE DICTIONARY

The dictionary is a reference or resource book that contains a great deal of information. The amount of information varies, depending on the size of the dictionary and how it is organized. The purpose of the following pages is to explain the different types of information found in the dictionary.

ENTRY WORDS

Each word listed in the dictionary is called an entry word. Entries are arranged alphabetically. When the first letter is the same, determine the alphabetical order by looking at the second letter. (lazy, local) If the first and second letters are the same, look at the third, etc. In the case of lodge and lodger, the rule is “nothing comes before something.” (lodge, lodger) In proper names, the last name is listed first.

lazy    local    locate    lodge    lodger

Jefferson, Thomas

The entry word is printed in dark type to the left of the word's meaning.

graceful (graes' f o1) showing grace of movement, form or proportion.
gracefully adj. - gracefulness n.

In the example shown above, there are two additional words after the definition: gracefully and gracefulness. These are called run-on entries. They are a different forms of the base word, graceful. Run-on words include common suffixes like: able, er, less, like, ly, ness, ing, tion. If a run-on entry has a meaning different from the base word, it is listed separately.

fold - to double material, draw together.
folder - a sheet of heavy paper folded for holding loose papers.

slip - to go quickly or secretly.
slipper - a light, low shoe easily slipped on the foot.

Entries also include: single letters (e), hyphenated words (self-esteem), and abbreviations (dr.).
EXERCISE

1. Place these words in alphabetical order.

<table>
<thead>
<tr>
<th>factory</th>
<th>face</th>
<th>fact</th>
<th>fade</th>
<th>fail</th>
<th>flay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Locate these entry words in the dictionary and write their run-on entry words.

A. empty
   ____________________________________________

B. local
   ____________________________________________

C. deploy
   ____________________________________________

D. mine
   ____________________________________________

E. manicure
   ____________________________________________

F. misty
   ____________________________________________

G. pragmatic
   ____________________________________________

H. rebut
   ____________________________________________

I. profit
   ____________________________________________
GUIDE WORDS

To help find words quickly, guide words appear at the top of each dictionary page. The first guide word is the first entry word on the page. The second guide word is the last entry word on that page. All entries that fall alphabetically between these two guide words are listed on that page.

The guide words are masthead and maw.

Words falling between "mast" and "maw" appear on this page.

The word "match" is an entry word on this page because "mat" comes between "mas" and "maw".

The word "main" is not on this page because "mai" comes before "mas".

The word "medic" is not on this page because "me" comes after "maw".

**masthead**

The word "match" is an entry word on this page because "mat" comes between "mas" and "maw".

The word "main" is not on this page because "mai" comes before "mas".

The word "medic" is not on this page because "me" comes after "maw".
EXERCISE

Using the guide words below, write yes or no if the word is on the dictionary page.

<table>
<thead>
<tr>
<th>GUIDE WORDS</th>
<th>CHAPLAIN - CHAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. check</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>2. chaps</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>3. charge</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>4. cheek</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>5. chase</td>
<td>_ _ _ _ _</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GUIDE WORDS</th>
<th>SENTENCE - SERMON</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. service</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>2. sepal</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>3. separate</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>4. sew</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>5. self</td>
<td>_ _ _ _ _</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GUIDE WORDS</th>
<th>HABIT - HARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. halo</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>2. hamlet</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>3. half</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>4. herald</td>
<td>_ _ _ _ _</td>
</tr>
<tr>
<td>5. hammer</td>
<td>_ _ _ _ _</td>
</tr>
</tbody>
</table>
WORD DEFINITIONS

A dictionary is a book that lists the meaning of words. Most words in the dictionary have more than one meaning. Each meaning is numbered. The first meaning is used most often. Meanings are ranked by their frequency of use.

**home** (hōm) n. [OE ħam] 1 the place where one lives 2 the place where one was born or reared 3 a place thought of as home 4 a household and its affairs 5 an institution for orphans, the aged, etc. 6 the natural environment of an animal, plant, etc. 7 HOME PLATE —adj. 1 of one's home or country; domestic 2 central (home office) —adv. 1 at, to, or in the direction of home 2 to the point aimed at (to drive a nail home) —at home 1 in one's home 2 at ease —bring home to to impress upon —home'less adj. —home'like adj.

EXERCISE

Using a dictionary, write the main definition of the words listed below.

1. chair_____________________________________________________
2. empty___________________________________________________
3. local___________________________________________________

What is the second definition of each of the words below?

1. package_________________________________________________
2. wealth__________________________________________________
3. interest________________________________________________
SYLLABICATION

Entry words in bold print are also divided into syllables. A syllable is an uninterrupted sound in the word. Syllables are separated by a hyphen (-), space, or dot (•)

safe • ty  pa • per

Words are divided for the purpose of separating words at the end of a line or text. A hyphen is used to separate the syllables.

It is necessary for John to make sacrifices if he wants to attain his goals.

Do not divide a word that leaves one letter alone at the beginning or ending of a sentency.

e • lect  bus • y

INCORRECT  John was too busy to attend.  The majority can e-lect a candidate.

CORRECT  John was too busy to attend.  The majority can elect a candidate.

EXERCISE

Find these words in the dictionary. Divide the words by placing a dot between each syllable.

1. downtime________________  6. radio________________
2. goggles___________________  7. report_________________
3. poster____________________  8. annual_________________
4. cafeteria__________________  9. assignment_____________
5. computer__________________ 10. corporation__________
PRONUNCIATION

The dictionary also assists in pronouncing words correctly. The pronunciation is shown in parentheses at the right of the entry word. The word is spelled in syllables with phonetic symbols showing how words are spoken. Study the various symbols in the examples below:

- forklift (fork' lift)
- glove (gluv)
- chain (chān)
- hitch (hich)
- customer (kus t ' mər)
- standard (stan ' dərd)

CONSONANTS

The consonant letters have the same sounds as in the alphabet.

b c d f g h j k l m n p q r s t v w x z

VOWELS

The vowels are a, e, i, o, u and sometimes y. Long vowels have the sound of their own name. Their symbol is a short horizontal line above the vowel called a macron.

- ā as in late
- ē as in be
- ī as in ripe
- ū as in blue
- ŏ as in note

Short vowels have a small “u” symbol called a breve above the letter. Short vowels sound like:

- ā as in bat
- ē as in pet
- ĭ as in it
- ū as in cut
- ŏ as in pot

Another symbol called a schwa looks like an upside down e or ə. It has the sound of “uh” as in the word a·bout. (ə-bout' )
PRONUNCIATION KEY

Every dictionary has a pronunciation key to help pronounce words correctly. The pronunciation key is usually found at the bottom or side of each dictionary page. Other dictionaries have the key in the front or back of the book.

Two different pronunciation keys are shown below. In the first one, note that the letter “o” sound like “aw” as in the word paw. The “oo” is pronounced like the “oo” in took. The sound of short “a” is like the “a” in the word pat.

<table>
<thead>
<tr>
<th>a</th>
<th>pat</th>
<th>oi</th>
<th>boy</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>pay</td>
<td>ou</td>
<td>out</td>
</tr>
<tr>
<td>âr</td>
<td>care</td>
<td>oô</td>
<td>tôôk</td>
</tr>
<tr>
<td>â</td>
<td>father</td>
<td>ôô</td>
<td>bôôt</td>
</tr>
<tr>
<td>e</td>
<td>pet</td>
<td>û</td>
<td>cut</td>
</tr>
<tr>
<td>ër</td>
<td>urge</td>
<td>ûr</td>
<td>urge</td>
</tr>
<tr>
<td>i</td>
<td>pit</td>
<td>th</td>
<td>thin</td>
</tr>
<tr>
<td>i</td>
<td>pie</td>
<td>t</td>
<td>this</td>
</tr>
<tr>
<td>ër</td>
<td>pier</td>
<td>hw</td>
<td>which</td>
</tr>
<tr>
<td>o</td>
<td>pot</td>
<td>zh</td>
<td>vision</td>
</tr>
<tr>
<td>o</td>
<td>toe</td>
<td>æ</td>
<td>about</td>
</tr>
<tr>
<td>o</td>
<td>paw</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ENGLISH SOUNDS

- a: act, bat, marry
- â: age, paid, say
- â(r): air, dare, Mary
- å: ah, part, balm
- b: back, cabin, cab
- ch: child, beach
- d: do, madder, bed
- e: edge, set, marry
- ê: equal, bee, pretty
- ër: ear, more
- f: fit, differ, puff
- g: give, trigger, beg
- h: hit, behave
- hw: which, nowhere
- i: if, big, mirror
- î: ice, bite, deny
- j: just, tragic, fudge
- k: keep, token, make
- l: low, mellow, bottle (bot/l)
- m: my, summer, him
- n: now, sinner, button (but/n)
- ng: sing, Washington
- o: ox, bomb, wasp
- ô: over, boat, no
- ë: order, ball, raw
- ol: oil, joint, joy
- oô: book, tour
- oo: ooze, fool, too
- ou: out, loud, cow
- p: pot, supper, stop
- r: read, hurry, near
- s: see, passing, miss
- sh: shoe, fashion, push
- t: ten, matter, bit
- th: thin, ether, path
- û: that, either, smooth
- u: up, sun
- o(r): urge, burn, cur
- v: voice, river, live
- w: witch, away
- y: yes, onion
- z: zoo, lazy, those
- zh: treasure, mirage

* Used in unaccented syllables to indicate the sound of the reduced vowel in alone, system, easily, gallop, circus
* Used between i and r and between ou and r to show triphthongal quality, as in fire (fir), hour (ou'r)
EXERCISE

Find these words in the dictionary. Write their phonetic spelling using symbols. When completed, pronounce the words to your instructor.

1. chop
2. cello
3. bionic
4. vowels
5. frill
6. owe
7. falcon
8. machine
9. precious
10. shell

Circle the word that has the sound of the symbol. Use a dictionary to help you decide.

1. ə again, hack
2. a rate, pleat, bat
3. é garden, gape, glare
4. o folk, food, ocean
5. zh whirl, beige, chintz

Write the word that goes with the phonetic spelling below: vise, puddle, treaty, bread, photo, merry, one, comb, rayon, shoe

1. kom
2. brēd
3. mērē
4. pūd l
5. wun
6. vis
7. fō tō
8. rā ōn
9. shōō
10. trē te
ACCENT

Each phonetic spelling has accent marks that show which syllable in the word is stressed. The primary accent mark (') is darker and the secondary accent mark is lighter ('). When speaking, the syllable with the darker accent mark is stressed.

button (bu\-t\,n)  
cutoff (kut\, off)

hydraulic (hi\-dr\,lik)  
otherwise (uth\,wiz)

perform (per\,form\, )  
principality (prin\,s\,p\,al\,it\,e)

EXERCISE

Find the words below in the dictionary. Circle the syllable in each word that is the primary accent. Read the word to your instructor.

degree

de\,-*formed

el\,-e\,-phant

for\,-syth\,-l\,a

orient

pre\,-mu\,-ni\,-tion

pre\,-scribe

sta\,-di\,-um

tan\,-ger\,-ine

spec\,-trum

PARTS OF SPEECH

Most entries label the part or parts of speech of the word. The labels are abbreviated in bold, italicized print. When words have more than one part of speech, they are introduced by a long dash (—) at the end of the definition.

emp\,-ty (emp\,t\,e) adj. -ti\,-er, -ti\,-est [OE emetig] 1 having nothing or no one in it; unoccupied 2 worthless [empty pleasure; 3 insincere [empty promises] —vt. -tied, -ty\,-ing 1 to make empty 2 to remove [the contents] of something —vi. 1 to become empty 2 to pour out; discharge —n., pl. -ties an empty truck, bottle, etc. —emp\,-ti\,-ly adv. —emp\,-ti\,-ness n.
The word *empty* as shown is an adjective. (adj.) But the entry also shows other parts of speech such as an adverb (adv.) emptily or a noun (n.) emptiness. Some of the more common abbreviations for parts of speech are:

- n. = noun
- p.n. = pronoun
- adj. = adjective
- v. = verb
- adv. = adverb
- prep. = preposition
- conj. = conjunction
- inter = interjection

**EXERCISE**

Find the part/s of speech for each of the following words. Write the part of speech in a full word. Do not use abbreviations.

1. cattle
2. dresser
3. honest
4. to
5. rue
6. dessert
7. final
8. near
9. punish
10. persistent

**ABBREVIATIONS**

An abbreviation is a shortened form of a word or words. It may be the first letter of the word or the first letter of many words, as in AMA, American Medical Association. Most abbreviations are listed alphabetically,

Write the meaning of the following abbreviations.

1. mpg.
2. NATO
3. JP
4. LTD
5. SRO
6. MO
7. BRIT
8. PCT
Dictionaries also have a page of abbreviations. The list is found either at the back or in front of the dictionary. A sample page is included here.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbr.</td>
<td>about</td>
</tr>
<tr>
<td>abbr.</td>
<td>abbreviation</td>
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<tr>
<td>acc.</td>
<td>accusative</td>
</tr>
<tr>
<td>adj.</td>
<td>adjective</td>
</tr>
<tr>
<td>adv.</td>
<td>adverb</td>
</tr>
<tr>
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<td>Anglo-French</td>
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<tr>
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<tr>
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<td>American Spanish</td>
</tr>
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<tr>
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<td>born</td>
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<td>before</td>
</tr>
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<tr>
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<td>centimeter(s)</td>
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<td>conj.</td>
<td>conjunction</td>
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<td>dialect, dialectal</td>
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<td>diminutive</td>
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<tr>
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<td>fem.</td>
<td>feminine</td>
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<tr>
<td>fl.</td>
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<tr>
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<td>Middle High German</td>
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<td>New Latin</td>
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</table>

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**Abbreviations**

- Abbr.: abbreviation
- abbr.: abbreviation
- abl.: ablative
- acc.: accusative
- adj.: adjective
- adv.: adverb
- Af: Anglo-French
- Afr.: African
- AfrIk: Afrikaans
- AmerSp: American Spanish
- Ar: Arabic
- Aram: Aramaic
- at. no.: atomic number
- at. wt.: atomic weight
- b.: blend
- b.: born
- bef.: before
- Biol.: Biology
- Bot.: Botany
- Brit.: British
- c: circa
- CanF: Canadian French
- Cap.: capital (city)
- cap.: capital
- caps.: capitals
- cent.: century
- Cf.: cf. compare
- Chem.: Chemistry
- cm: centimeter(s)
- compar.: comparative
- conj.: conjunction
- contr.: contraction
- D: Dutch
- d.: died
- dat.: dative
- def.: definition
- defs.: definitions
- der.: derivative
- Dial.: dialect, dialectal
- dim.: diminutive
- Du.: Dutch
- E: east, eastern
- English
- Eng.: English
- esp.: especially
- etym.: etymology
- F: French
- fem.: feminine
- fig.: figurative
- fl.: flourished
- fol.: followed
- Fr.: French
- ft.: foot, feet
- fut.: future
- G: German
- gen.: genitive
- Geol.: Geology
- Geom.: Geometry
- Ok.: Greek
- Omc: Germanic
- Gram.: Grammar
- Heb.: Hebrew
- in.: inches
- Indic.: Indicative
- Inf.: infitive
- Interj.: Interjection
- Ir: Irish
- Irreg.: Irregular
- it.: Italian
- Japn.: Japanese
- km: kilometer(s)
- L: Latin
- I.c.: lowercase
- LG: Low German
- lit.: literally
- Li: Late Latin
- m: meter(s)
- masc.: masculine
- MD: Middle Dutch
- ME: Middle English
- Me: Medicine
- MexSp: Mexican Spanish
- MF: Middle French
- MHO: Middle High German
- ml: milliliter(s)
- Mlal: Military
- ML: Medieval Latin
- MLG: Middle Low German
- mm: millimeter(s)
- mod.: modern
- ModGk: Modern Greek
- ModHeb: Modern Hebrew
- Naut.: Nautical
- n.: noun
- neut.: neuter
- NL: New Latin
- nom.: nominative
- Norw.: Norwegian
- n.pl.: plural noun
- obj.: objective
- Obs.: obsolete
- OE: Old English
- OF: Old French
- OHQ: Old High German
- OI: Old Norse
- orig.: originally
- pass.: passive
- past part.: past participle
- perf.: perhaps
- Pers.: Persian
- Persian
- Pg: Portuguese
- pl.: plural
- Pop.: population
- poss.: possessive
- pp.: past participle
- prec.: preceded
- prepon.: preposition
- pres.: present
- pres. part.: present participle
- prob.: probably
- Pron.: pronounciation, pronounced
- pron.: pronoun
- prp.: present participle
- pt.: preterit (past tense)
- ptp.: past participle
- Russ: Russian
- S: south, southern
- s.: stem
- Scand: Scandinavian
- Scot.: Scottish
- sing.: singular
- Skt.: Sanskrit
- Sp: Spanish
- sp.: spelling, spelled
- sp. gr.: specific gravity
- sq.: square
- subj.: subjunctive
- superl.: superlative
- Sw: Swedish
- syl.: syllable
- usu.: usually
- v.: verb
- var.: variant
- v.l.: intransitive verb
- VL: Vulgar Latin
- v.t.: transitive verb
- W: west, western
- ye: yard(s)
PEOPLE AND PLACES

Dictionaries have entry words that name well-known people and why they are famous. Names are alphabetized by the person’s last name.

Jefferson (jef·ər·son), Thomas. 1743-1826. The third President of the U.S. (1801-09), who drafted the Declaration of Independence (1776).

Popular geographic locations are also listed.

East Hartford (hart·fərd). A town of N-central CT on the Connecticut River; settled in 1640. Pop. 50,452.

EXERCISE

Write some facts about the following people and places found in the dictionary.

1. Mohammed

2. St. John's

3. John Keats

4. Giacomo Puccini
HOMOGRAPHs

Words that are spelled alike but have different meanings are called homographs. A “bat” is a club and an animal. Most dictionaries list homographs as a separate main entry with a small number after each bold print, as shown in the following illustration.

**arm**

1. an upper limb of the human body.
2. an armlike part or attachment.
3. a combat branch of a military service.
4. power; authority: the long arm of the law. —Idiom.
5. at arm’s length, at a distance.

**arms**

1. usu., arms, weapons, esp. firearms.
2. arms, heraldic devices, as of a family. —v.i.
3. to make ready for war. —v.t.
4. to equip with weapons. —Idiom.
5. up in arms, provoked; indignant.

armed, adj.

EXERCISE

Give two definitions for each of the following homographs.

1. COT

2. EGG

3. GUY

4. HACK
IDIOMS

An idiom is an expression of two or more words whose meaning cannot be understood from their words. For example, the word “take” means to get possession of, to capture, or to seize. However, there are many expressions that include the word “take” but have very different meanings. Below are idioms that include the word “take”.

<table>
<thead>
<tr>
<th>IDIOM</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>on the take</td>
<td>taking bribes</td>
</tr>
<tr>
<td>take down</td>
<td>put in writing</td>
</tr>
<tr>
<td>take after</td>
<td>look like</td>
</tr>
<tr>
<td>take on</td>
<td>employ</td>
</tr>
<tr>
<td>take up</td>
<td>make higher</td>
</tr>
</tbody>
</table>

Idioms are found in boldface print in the last part of an entry. They are fully defined and sometimes introduced by the word “idioms”.

EXERCISE

List an idiom and its meaning for each of the following words:

<table>
<thead>
<tr>
<th>IDIOM</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>grade</td>
</tr>
<tr>
<td>2.</td>
<td>catch</td>
</tr>
<tr>
<td>3.</td>
<td>life</td>
</tr>
<tr>
<td>4.</td>
<td>order</td>
</tr>
<tr>
<td>5.</td>
<td>rate</td>
</tr>
</tbody>
</table>
PREFIXES AND SUFFIXES

Prefixes are word parts attached at the beginning of a word that broadens its meaning.

sub = under A submarine is a ship that operates under water.
hemi = half The hemisphere is half a globe.

Suffixes are word parts attached at the end of a word.

ible = able Fractions are convertible.
ness = quality The student was treated with kindness.

EXERCISE

Use the dictionary to find the meaning of the following prefixes, suffixes and words.

1. ultra________________________
   ultramarine_____________________

2. dis___________________________
   disarranged_____________________

3. un___________________________
   uneven________________________

4. non__________________________
   nonprofit______________________

5. pre___________________________
   prejudice_______________________

6. able__________________________
   changeable_____________________

7. dom__________________________
   freedom_______________________
OTHER INFORMATION FOUND IN THE DICTIONARY

Other information in the dictionary includes, but is not limited to, the following.

CAPITALIZATION

PUNCTUATION RULES

SPELLING OF WORDS

MEANING OF FREQUENTLY USED FOREIGN TERMS

HISTORY OF WORDS (CALLED ETYMOLOGY)

COMPARISONS OF ADJECTIVES AND ADVERBS

USAGE OF ENGLISH GRAMMAR

CROSS REFERENCES

VARIOUS TABLES AND CHARTS: ROMAN NUMBERS, MEASUREMENTS, SIGNS AND SYMBOLS

FOOTNOTES

BIBLIOGRAPHIES

ILLUSTRATIONS

METRICS AND U.S. MEASUREMENT

PARTS OF SPEECH

PROOFREADER'S MARKS

GUIDE FOR WRITERS

SIGNS AND SYMBOLS

The following pages illustrate many of the points discussed in this book.

Study the pages carefully before taking the final competency test.
**Vocabulary Entry**

*ab-a-cus* (ab'a kas), n., pl. -a-cus-es; a-cus (-a si', -us). a device for making arithmetic calculations, consisting of a frame set with rods on which beads are moved.

**Illustration and Caption**

*abacus* (Japanese)

**Syllable Dots**

*a-ban-don* (a ban'don), v.t. 1. to leave completely; desert: to abandon a sinking ship. 2. to give up; discontinue: to abandon a project.

**Homograph Number**

*a-ban-don* (a ban'don), n. a complete surrender to natural impulses; freedom from constraint.

**Numbered Definitions**

*a-bort* (a bort'), v.i., v.r. 1. to undergo or cause to undergo abortion. 2. to terminate (a missile flight, a mission, or a procedure) before completion. 3. the termination of a mission, a project, or a procedure before completion.

**Parts of Speech**

*a-cess* (ak'sess), n. 1. the ability or right to enter, approach, or use. 2. a way or means of approach. 3. a sudden outburst, as of rage. 4. v.t. 4. to gain access to. 5. to locate (data) in a computer.

**Summary of Parts of Speech**

*ace* (a's), n., v., aced, ach-ing. n. 1. a playing card with one spot. 2. a point, as in tennis, made on a serve that an opponent fails to touch. 3. a fighter pilot who downs a number of enemy planes. 4. an expert. v.t. 5. to score an ace against (an opponent). 6. Slang. to defeat (usu. fol. by out). 7. Slang. to receive a grade of A in or on.

**Idiom**

*a-che* (a'ch), v., ached, ach-ing, n. v.t. 1. to have a continuous dull pain. 2. to yearn; long. n. 3. a continuous dull pain.

**Adjective Inflected Forms**

*a-cous'tic', n. 1. (used with a sing. v.) the branch of physics that deals with sound and sound waves. 2. (used with a pl. v.) the qualities of a room, auditorium, etc., that determine the audibility of sounds in it.

**Grammatical Information**

*add* (ad), v.t. 1. to unite or join so as to increase in number, quantity, size, or importance. 2. to find the sum of. 3. to say or write further. v.l. 4. to perform arithmetic addition. 5. to be or serve as an addition. 6. add up, to seem reasonable. 7. up to, to amount to; signify.

**Phrasal Verbs**

*ad-min/is-tra'tion*, n. 1. management, as of a government or business. 2. (often cap.) the executive branch of a government. 3. the period during which an administrator or body of administrators serves. 4. Law. the management of an estate. 5. the act of administering.

**Capitalization Style**

*Af'ghan* (af'gan, -gen), n. 1. a native or inhabitant of Afghanistan. 2. (L.C.) a soft knitted or crocheted blanket. 3. Also called *Af'ghan* hound'. a hound with a long head and long, silky fur.

**Subject Label**

*lowercase style*
abacus to avaunt

-age, a suffix meaning: action or process (coverage); result of (wreckage); resistance of (personage); aggregate (coingage); charge (postage).

agree ment. n. 1. the state of being in accord; harmony. 2. an arrangement accepted by all parties. b. a document setting forth such an arrangement.

air/head', n. Slang. a scatterbrained or stupid person.

al-low (a lou'), v.t. 1. to permit. 2. to let have. 3. to acknowledge: I had to allow that he was right. 4. to set apart: allocate. —v.t. 5. to permit as a possibility: admit. 6. to make provision: to allow for breakage. —al- low/a-ble, adj.

al/pha rhythm', n. a pattern of slow brain waves (alpha waves?) in normal persons at rest with closed eyes.

Alz/hei-mer's disease' (alts-hi marz, ailtz'), n. a disease marked by progressive memory loss and mental deterioration associated with brain damage. [after A. Alzheimer (1864–1915), German neurologist]

a-men-i-ty (a men'/ë tè, a më'ni-), n. pl. -ties. 1. an agreeable act or manner; courteous or civil: social amenities. 2. a feature that provides comfort, convenience, or pleasure.

Am'er-ind (am/'ə rind), n. American Indian. Also called Am'er-in'dan (am/'ər in/dən).

a-mour-pro-pre (a mür prô/pôr'), n. French. self-esteem.

an-eu-rysm or -rism (an/'ë riiz/am), n. a permanent cardiac or arterial dilatation usu. caused by weakening of the vessel wall.

an-te-room (an/të rōom', -rōom'), n. antechamber.

an-ti-pas-to (an'të päs'tō, än'të-), n. pl. -pas-tos, -pas-toi (päs'tō), an appetizer course in an Italian meal.

anx-i-ous (angk'shas, ang'kəs), adj. 1. uneasy in the mind; worried. 2. earnestly desirous; eager. —anx/i-ous-ly, adv. —anx/i-ous-ness, n. —Usage. Anxious has had the meaning "earnestly desirous, eager" since the mid-18th century. We were anxious to see our new grandson. Although some insist that anxious must always convey a sense of distress or worry, the sense "eager" is fully standard.

ap-par-el (a par'al), n., v., -eled, -eling (esp. Brit.) -eled, -eling. —n. 1. clothing, esp. outerwear: garments. —v.t. 2. to dress: clothe.

App-o-mat-tox (ap/'ə mat/oks), n. a town in central Virginia where Lee surrendered to Grant in 1865, ending the Civil War. 1845.

ASAP or A.S.A.P. or a.s.a.p.: as soon as possible.

As-i-mov (as'i môv', -móv'), n. Isaac, 1920–92, U.S. science and science-fiction writer, born in Russia.

avaunt (a vont', a vant/'), interj. Archaic. go away!
DICTIONARY COMPETENCY TEST

Use the dictionary page that follows to answer the questions below.

1. What are the guide words?
2. What part of speech is the word EMPORIUM?
3. What is the phonetic spelling of the word ENCLOSE?
4. What does the prefix "EN" mean?
5. What is the definition of the word EMPORIUM?
6. What is the meaning of the word ENCOMPASS?
7. Divide the word ENCAPSULATE into syllables.
8. What vowel is long in the word ENCASE?
9. Does the word ENDLESS appear on this page?
10. What is the noun form of the word ENCAMP?
11. What does the suffix EN mean?
12. On what syllable is the main accent in the word ENCHILADA?
13. What is the correct spelling of the word ENCASE + ING?
14. Does the word emulsify begin with a capital?
15. What is an idiom of the word EMPTY?
16. Is ENCE a prefix or a suffix?
empire

the lungs in which the air sacs become distended and lose elasticity

em-pi-re (em'pîr) n. [see EMPEROR] 1 supreme rule 2 government by an emperor or empress 3 a group of states or territories under one ruler 4 an extensive organization under the control of a single person, corporation, etc.


em-place-ment (em'plîs-mant) n.

em-pla-ceme nt mant, lim) n. the prepared position from which a heavy gun or guns are fired

em-ploy (em'plô) vt. 1 to use 2 to keep busy or occupied 3 to engage the services of; hire —n. employment

em-ploy-able (em'plô-ə-bəl) adj. that can be employed; specific, physically or mentally fit to be hired for work

em-ploy-ee (em'plô-i) n. one who employs others for wages or salary

em-ploy-ment (em'plô-mant) n.

em-ploy-er (em'plô-ər) n. one who employs others for wages or salary

em-press (em'prîs) n. 1 an emperor's wife 2 a woman ruler of an empire

emp-ty (em'pti) adj. 1 having nothing or no one in it; unoccupied 2 worthless —empty promises vt. —empty of

em-power (em'pôr) vt. ( < L in-(-er), 4-er, 4-est) to make able; provide with means, power, etc. to do something

em-act (em akt') -in vt. 1 to pass (a bill, law, etc.) 2 to represent as in a play —em-act-ment n.

em-am-el (em'nam'al, -al) n. < OFr esmail 1 a glassy, opaque substance fused to metal, pottery, etc. as an ornamental or protective coating 2 the hard, white coating of teeth 3 paint that dries to a smooth, glossy surface —vt. -eled or -elled, -el-ing or -el-ling to coat with enamel —en-am-el-er or en-am'-el-ler n.

em-am-or (em'amor, in-amor) n. ult. < L in-, in + amor, love] to fill with love; charm; now mainly in the passive voice, with of/enam-ored of her

en bloc (en blôk') [Fr, lit., in a block] in a mass; all together

en bro-chette (en bro' shet') [Fr] broiled on small skewers

en-camp (en kamp', in-) vt., vt. to set up, or put in, a camp —en-camp'ment n.

en-cap-su-late (en kap'su lät) vt. -lated, -lating 1 to enclose in a capsule 2 to make concise; condense also en-cap'sule (in-sul) vt. —en-cap'su-la'tion n.

en-case (en käs', in-) vt. -cased, -cas'ing to enclose, as in a case

en cas-se-role (en käs'sar) [Fr] (baked and served) in a casserole

en-chant (en chant', in-) vt. 1 < L in-, intens. + cantare, sing] 1 to cast a spell over 2 to charm greatly; delight —en-chant'er n. —en-chant'ing adj.

en-clave (en'klav', an'-) n. 1 a territory surrounded by another country's territory —en-clave'ful adj.

en-chain (en chao) vt. to bind with chains; fetter

en-chant (en chant') -in vt. -inced, -cing 1 to surround 2 to move in a circle around

en-close (en kloz', in-) vt. -closed, - clos'ing 1 to shut in all around; surround 2 to insert in an envelope, etc., often along with a letter, etc.

en-close'sure (en kloz'shar) [Fr, lit., in a closing] n.

en-corn-pass (en korn'pas, in-) vt. —en-corn-pass'ed

en-corn-parallel (en kor'pa lir', in-) adj. 1 conforming closely; near —en-corn-par'al-ly adv. —en-corn-par'al-ness n.

en-cour-age (en kôr'jôr') -aged, -aging 1 to try to equal or surpass 2 to imitate a person or thing admired) 3 to rival successfully —en-cour-age ment n.

en-cour-age-ment (en kôr'jôr-ment) n.

en-courage (en kôr'jôr') -aged, -aging 1 to try to equal or surpass 2 to imitate a person or thing admired) 3 to rival successfully —en-cour-age ment n.

en-cour-age (en kôr'jôr') -aged, -aging 1 to try to equal or surpass 2 to imitate a person or thing admired) 3 to rival successfully —en-cour-age ment n.

en-cour-age-ment (en kôr'jôr-ment) n.

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en-cour-age-ment (en kôr'jôr-ment) n.
NOTICE

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