

WORD BUILDING

'ful' and 'less'

SIN

It is sometimes (but *not always*) possible to make adjectives from nouns by putting 'ful' or 'less' on the end, e.g. 'careful' means '*with care*', 'careless' means '*without care*'.

Make a suitable adjective from the noun at the end of each sentence below by adding 'ful' or 'less' to the end.

- (a) Thank you for the books. They will be very _____ for my studies. (use)
- (b) This pen won't write at all. It's completely _____. (use)
- (c) Thanks to modern technology, a visit to the dentist is now often quite _____. (pain)
- (d) The policeman held my arms tightly behind my back. It was very _____. (pain)
- (e) The government is trying to help _____ families. (home)
- (f) Thank you for all you've done. You've been very _____. (help)
- (g) I'm very, very tired. I had a _____ night last night. (sleep)
- (h) We are _____ that the missing child will soon be found. (hope)
- (i) What is this food? It has no taste. It's _____. (taste)

'Interesting' and 'Interested' etc.

The 'ing form' of verbs, e.g. 'interesting', 'tiring', and the past participle, e.g. 'interested', 'tired', are often used as adjectives. The difference in meaning is seen in these sentences.

History was very *interesting* at school. I was very *interested* in it.

The journey was very *tiring*. We were very *tired* when we arrived.

Make the correct adjective, 'ing form' or past participle, from the verb at the end of each sentence.

- (a) It was a very _____ football match. (excite)
- (b) The children were very _____ on Christmas day. (excite)
- (c) We felt very _____ on holiday. (relax)
- (d) It was a wonderfully _____ holiday. (relax)
- (e) A shopkeeper likes to have _____ customers. (satisfy)
- (f) She was a nurse and found it a very _____ job. (satisfy)
- (g) It was a _____ film. I nearly fell asleep. (bore)
- (h) The book was very badly written. I soon got _____ with it. (bore)
- (i) After the explosion, the _____ children were taken to a safe place. (frighten)
- (j) A _____ noise woke me up in the middle of the night. (frighten)
- (k) He has an _____ habit of not looking at you when he's talking to you. (annoy)
- (l) We've had lots of complaints from _____ customers about our bad service. (annoy)

'er' and 'or'

From an action verb we can sometimes make a noun ending 'er' or 'or' to describe the person who does the action, e.g. a 'player' is someone who plays (football, etc.), a 'conductor' is someone who conducts (an orchestra).

Make nouns ending 'er' or 'or' from these verbs.

- | | | |
|-----------|-------------|-------------|
| (a) work | (f) employ | (k) paint |
| (b) visit | (g) manage | (l) build |
| (c) clean | (h) direct | (m) collect |
| (d) act | (i) operate | (n) sail |
| (e) drive | (j) make | (o) speak |

(Note: sometimes there is a small change in spelling, e.g. swim-swimmer, law-lawyer, empire-emperor, and a small number of nouns end in 'ar', e.g. lie-liar, beg-beggar)

'ist' and 'an'

'ist' and 'an'

From a noun we can sometimes make another noun ending 'ist' or 'an' to describe a person connected with the noun. e.g. a 'tobacconist' is someone who sells tobacco, a 'Brazilian' is someone from Brazil.

From these nouns make other nouns ending 'ist' or 'an' describing people. (Note: there are sometimes small changes in spelling.)

- | | | |
|----------------|-----------------|------------|
| (a) Christ | (e) piano | (i) art |
| (b) typewriter | (f) science | (j) guitar |
| (c) politics | (g) electricity | (k) Rome |
| (d) America | (h) bicycle | (l) novel |

'Hourly', 'Daily' etc.

We can make adjectives from 'hour', 'day', 'week', 'fortnight' (two weeks), 'month' and 'year' by adding 'ly' to the end. Put each of the following words in its correct place in the sentences below.

hourly daily weekly fortnightly monthly yearly

- (a) The most famous British _____ newspaper is *The Times*.
(b) *Time* is an American _____ news magazine. I buy it every Tuesday.
(c) Her salary is £12,000 a year and she receives a _____ increase every September.
(d) He could possibly die in 24 hours. The doctors are giving him _____ tests to check his condition.
(e) She goes to see her parents every two weeks. They always look forward to these _____ visits.
(f) I haven't yet received my _____ salary cheque for February.

'un', 'dis', 'in', 'im', 'il', 'ir'

1 To give some words an opposite meaning, 'un' is put in front of them, e.g. She was very *unhappy*. Put 'un' in front of the following words and then put each word in its correct space below.

necessary healthy well punctual employed fair pleasant

Vera: You look rather (a) _____. Why don't you see a doctor?

Alan: Oh no, that's (b) _____. I've just been working hard. I'm writing a book.

Vera: In this room? With the windows closed? And you smoke. That's very (c) _____. You'll be ill.

Alan: But if I open the windows, some very (d) _____ smells come in from the chemical factory.

Vera: And I hear you've been (e) _____ since you lost your job in the library.

Alan: Yes, they said I was (f) _____. But in fact I was only late a few times. It was very (g) _____.

2 Instructions as above.

satisfactory friendly conscious usual hurt tidy successful

(a) Just look at your room. It looks awful. It's so _____.

(b) He doesn't like the children in his new school. They're rather _____.

(c) I'm afraid your work is _____. You'll have to do better.

(d) It was an _____ film. I've never seen one like it.

(e) He hit his head on the door as he fell and was _____ for 20 minutes.

(f) I applied for the job but I was _____.

(g) Two people were injured in the accident but fortunately everyone else was _____.

3 Instructions as above.

dress wrap tie lock do pack

I like going away for a holiday but the best part is coming home again. I arrive home. I (a) _____ the door of my flat. I put my suitcase on the floor and start to (b) _____ it. I take out the things I have bought on holiday. I (c) _____ the string. I carefully (d) _____ them, look at them and put them on the table. I feel tired but very happy. I go into the bedroom. I (e) _____ my jacket and shoes. I take them off. I (f) _____ and I have a bath. I relax. I'm home again.

'en'

- 1** We can often make a verb from an adjective (or sometimes a noun, e.g. 'length', 'strength') by adding 'en' to the end. 'To darken' means 'to make dark' or 'to become dark'.

E.g. He darkened his hair to change his appearance.
The sky darkened as the clouds covered the sun.

In the spaces below put a verb ending 'en' made from the adjective or noun in brackets.

- (a) Some screws in this machine are loose. I must _____ them. (tight)
- (b) My belt is very tight and uncomfortable. I'll _____ it. (loose)
- (c) Soon the dark clouds went away and the sky began to _____ .
(bright)
- (d) This pencil isn't very sharp. It's blunt. I'll _____ it. (sharp)
- (e) This noise is so loud it'll _____ me. (deaf)
- (f) The river is quite narrow here, but as it gets near the sea it begins to _____ . (wide)
- (g) The runway is too short to take large, modern planes. They're going to _____ it. (length)
- (h) The bridge is dangerous. It's not strong enough. There are plans to _____ it. (strength)

Number + Noun

Instead of saying 'a journey which took three hours', we can say 'a *three-hour journey*'. We have made a compound adjective by connecting the number and the noun, *which is used in the singular*. In the spaces below put similar compound adjectives made from the words in italics in the brackets.

E.g. He was wearing a _____ suit. (It cost *500 dollars*)
He was wearing a *500-dollar* suit.

- (a) We went on a _____ walk. (We went *five miles*)
- (b) There will now be a _____ break. (It will last *ten minutes*)
- (c) She's written a _____ book. (It has *200 pages*)
- (d) It's a _____ hotel. (It has *20 storeys*)
- (e) We had a _____ holiday. (It lasted *two weeks*)
- (f) He's bought a _____ boat. (It's *ten metres* long)
- (g) She's started a _____ English course. (It will last *six months*)
- (h) The President will go on a _____ tour in April. (He'll visit *five countries*)
- (i) He drives a _____ lorry. (It weighs *two tons*)

- 4 Put each of the following words in the correct space below. The words will be made opposite in meaning by the 'dis', 'in', 'im', 'il' or 'ir' already in the sentence.

convenient polite formal honest regular correct legal

- (a) I'm afraid the buses here are very ir _____. I sometimes have to wait an hour.
- (b) This information is in _____. The train leaves at 3.10, not 3.20.
- (c) The use of certain dangerous drugs is il _____. It's against the law.
- (d) His house isn't near the shops, transport or his work. It's in a very in _____ place.
- (e) She didn't say 'please' or 'thank you'. She was very im _____.
- (f) It's not a special occasion. Just wear ordinary, in _____ clothes.
- (g) She steals. She tells lies. She's completely dis _____.

Adverbs of Manner

Adverbs of manner tell us *how* something is done, e.g. She sings *beautifully*. They also describe adjectives, e.g. She was *extremely successful*.

They are usually made from adjectives and usually end in 'ly':
slow-slowly; careful-carefully; dangerous-dangerously

Adjectives ending in 'y' usually drop the 'y' and add 'ily' to make the adverb:

happy-happily; lazy-lazily; sleepy-sleepily

Adjectives ending in 'ic' usually add 'ally' to make the adverb (but note: 'public' 'publicly'):

tragic-tragically; comic-comically; basic-basically

Some adjectives do not change as adverbs:

fast-fast; hard-hard; daily-daily; late-late

In the following sentences put in each space the adverb made from the adjective in brackets.

- (a) I'm afraid I _____ forgot to bring my camera. (stupid)
- (b) It rained _____ for three hours. (continuous)
- (c) He died _____, trying to save his friend's life. (heroic)
- (d) The children were playing _____ in the garden. (noisy)
- (e) Please answer my questions _____. (truthful)
- (f) The film ended _____ with the hero's death in a gun-fight. (dramatic)
- (g) She worked very _____. (hard)
- (h) He looked _____ at the person who had interrupted. (angry)
- (i) She promised _____ that the government would not raise taxes. (public)
- (j) He's usually very lively, but today he's _____ quiet. (strange)
- (k) He arranged his desk very _____, everything in its right place. (tidy)
- (l) I agree with you _____. You're _____ right. (complete, absolute)

Compound Nouns

The important thing to remember in a compound noun (i.e. two nouns put together) is that the second noun is the real noun. The first is used like an adjective to describe what kind of thing or person the second noun is, e.g. a bedroom is a room with a bed in it.

There is no simple rule to tell you when the two parts of a compound noun are written together, with a hyphen or separately. You must learn the written form every time you learn a new compound noun, e.g. policeman, shoe-shop, railway station.

1 Make compound nouns from the following phrases.

E.g. a pot to make tea in: a teapot

- (a) a party for someone's birthday
- (b) a mark used after a question
- (c) a library of a college
- (d) a student at university
- (e) furniture used in an office
- (f) clothes we wear at work
- (g) a driver of a lorry
- (h) a programme on television
- (i) a building used by the government
- (j) a class held in the evening
- (k) a window of a shop
- (l) a knife for cutting bread

In a compound noun the first noun is usually in the singular. Make compound nouns from the following phrases.

E.g. a seller of flowers: a flower-seller

- (m) a book to write exercises in
- (n) an inspector of tickets
- (o) a brush to keep your teeth clean
- (p) an album you stick stamps in
- (q) a map which shows roads
- (r) a lace used for tying shoes
- (s) juice from oranges
- (t) a list of books
- (u) a magazine about films
- (v) a shop selling cameras
- (w) a bus which carries tourists

2 When a compound noun is used in the plural, it is normally the second noun (the 'real' noun) which is made plural. The first one, like an adjective, remains singular. Make the following plural.

E.g. policeman – policemen; shoe-shop – shoe-shops; railway station – railway stations

- | | |
|----------------------|-------------------|
| (a) stamp collection | (f) picture-frame |
| (b) city-centre | (g) dog owner |
| (c) teacup | (h) car-wheel |
| (d) concert-hall | (i) airline pilot |
| (e) family doctor | (j) matchbox |

Word Forms

In each space in the exercises below put the correct word from the two or three above it.

- 1 **decide** (verb) **decision** (noun)

Will you take the job? We must have a quick _____. You must _____ very soon.

- 2 **congratulate** (verb) **congratulations** (noun)

I'd like to _____ you on passing your exam. Many _____ !

- 3 **permit** (verb) **permission** (noun)

We cannot _____ children under 14 to go without their parents' _____

- 4 **invite** (verb) **invitation** (noun)

Did we send the Smiths an _____ to our party? Did we _____ them?

- 5 **arrive** (verb) **arrival** (noun)

The _____ of the London train will be 15 minutes late. It will _____ at 10.45.

- 6 **depart** (verb) **departure** (noun)

The next train for Newcastle will _____ from platform 4. The _____ will be in ten minutes.

- 7 **complain** (verb) **complaint** (noun)

I think I'll _____ about this bad service. I'll make a _____.

- 8 **argue** (verb) **argument** (noun)

They don't get on well. They often _____. They're having an _____ now.

- 9 **importance** (noun) **important** (adjective)

It doesn't matter. It's of no _____. It's not _____.

- 10 **difficulty** (noun) **difficult** (adjective)

It's very _____ to operate this machine. I have great _____ in doing it.

- 11 **height** (noun) **high** (adjective)

What's the _____ of that mountain? How _____ is it?

- 12 **arrange** (verb) **arrangement** (noun)

I don't like the _____ of the furniture in this room. I think I'll _____ it differently.

- 13 **bleed** (verb) **blood** (noun)

If you don't do something about that cut, it'll _____ all over the place. There'll be _____ everywhere.

- 14 **practise** (verb) **practice** (noun)

You need more English _____. You must _____ more.

15 **describe** (verb) **description** (noun)

I gave the police a _____ of the stolen goods. I had to _____ everything.

16 **explain** (verb) **explanation** (noun)

I'd like an _____ of your absence. Please _____ why you weren't at work yesterday.

17 **enjoy** (verb) **enjoyable** (adjective)

I always have a good time at your parties. I always _____ them. They're very _____.

18 **fly** (verb) **flight** (noun)

We _____ to Brazil on Thursday. Our _____ is at 10.45 a.m.

19 **sign** (verb) **signature** (noun)

I need your _____ on this paper, please. Could you _____ here?

20 **meet** (verb) **meeting** (noun)

I'm going to _____ some friends tomorrow. Our _____ is at two o'clock.

21 **heat** (noun) **hot** (adjective)

It's a very _____ country. The _____ is too much for me.

*22 **suit** (verb) **suitable** (adjective)

What about six o'clock? Will that time _____ you? Will that be a _____ time?

23 **relax** (verb) **relaxation** (noun)

On holiday I don't like to do anything. I just want sun, sleep, food and _____. I just want to take it easy and _____.

24 **choose** (verb) **choice** (noun).

I don't know which one to _____. It's difficult to make a _____.

25 **legalize** (verb) **legal** (adjective)

It isn't _____ to sell alcohol to children, and the government has no plans to _____ it.

26 **modernize** (verb) **modern** (adjective)

My kitchen is very old. I'm going to _____ it. I've always wanted a _____ kitchen.

27 **industry** (noun) **industrial** (adjective)

Japan's _____ has made her rich. Japan is an _____ country.

28 **agriculture** (noun) **agricultural** (adjective)

This is an _____ area. There are no factories, only farms, only _____.

29 **simplify** (verb) **simple** (adjective)

This explanation is too complicated. Can you make it more _____ ?
Can you _____ it?

Save our.

- 30 **admit** (verb) **admission** (noun)
This ticket will _____ one person free. It will give free _____.
- 31 **freedom** (noun) **free** (adjective)
The people demonstrated for more _____. They wanted to be _____.
- 32 **weigh** (verb) **weight** (noun)
I _____ 65 kilos. What's your _____?
- 33 **noise** (noun) **noisy** (adjective)
It's very _____ here. Where's the _____ coming from?
- 34 **safety** (noun) **safe** (adjective)
I'm worried about the children's _____. I hope they're _____.
- 35 **danger** (noun) **dangerous** (adjective)
The children can play here. It's not _____ at all. There's no _____.
- 36 **peace** (noun) **peaceful** (adjective)
You'll find all the _____ you want here. It's a very quiet, _____ place.
- 37 **lose** (verb) **loss** (noun)
If you _____ your money, you should tell the police about the _____ at once.
- 38 **mix** (verb) **mixture** (noun)
First _____ everything together and then put the _____ in a saucepan.
- 39 **dirt** (noun) **dirty** (adjective)
It was a very _____ place. There was _____ everywhere.
- 40 **violence** (noun) **violent** (adjective)
We live in _____ times. There are pictures of _____ in the newspapers every day.
- 41 **measure** (verb) **measurement** (noun)
How long is it? The _____ must be very exact. _____ it very carefully.
- 42 **kindness** (noun) **kind** (adjective)
She was very _____ to us. I thanked her for her _____.
- 43 **happiness** (noun) **happy** (adjective) **happily** (adverb)
(a) The children played _____ in the garden all morning.
(b) He has a good job and a lovely family. He's a very _____ man.
(c) Their children gave them a lot of _____.
- 44 **succeed** (verb) **success** (noun) **successful** (adjective)
(a) The film was a great _____. It made 75 million dollars.
(b) Do you think they will _____ in finishing the work this week?
(c) He was very _____ in his job and soon became Managing Director.
- 45 **die** (verb) **death** (noun) **dead** (adjective)
(a) If the doctor doesn't come soon, she'll _____.
(b) The police found a _____ body in the river.
(c) The _____ of the President was announced on television.

Exercise 1

Put the words in the boxes in the appropriate sentence.

criticize

critical

critically

criticism

- 1 The report did not contain one _____ of the council's new housing plan
- 2 We do not _____ members of our party in public.
- 3 Before the last election, Mr Godfrey spoke very _____ of the previous government's actions.
- 4 The press was very _____ of the minister's conduct

politics

political

politician

politically

- 1 Winston Churchill was a famous British _____.
- 2 Although Kennedy came from the upper class socially speaking, he was _____ left of centre.
- 3 The two principal _____ parties in the United States are the Democrats and the Republicans.
- 4 Someone once described _____ as the art of the possible

clarity

clear

clearly

clarify

- 1 These answers are _____ wrong.
- 2 You must think before you write if you want to write with _____.
- 3 The ocean here is _____ until you are about 60 metres down.
- 4 You will have to _____ what you mean before we can continue.

able

disabled

ability

unable

- 1 Mr Simmons is a very _____ candidate, and I think we should elect him
- 2 Thousands of soldiers returned home _____ at the end of the Second World War.
- 3 Houdini possessed an amazing _____ to escape from impossible situations
- 4 I am _____ to go to your house this evening. Can I come over tomorrow instead?

fortune**unfortunate****fortunately****fortunate**

- 1 _____ I was out of the city when the earthquake occurred.
- 2 In 1849, many adventurers went to California to make their _____.
- 3 We were very _____ to have a very big garden to play in when we were children.
- 4 The accident was very _____, but I do not accept responsibility.

character**characteristic****characterizes****uncharacteristic**

- 1 The town square is a _____ feature of Spanish cities.
- 2 Mickey Mouse is a famous cartoon _____.
- 3 His behaviour was very _____. He doesn't usually finish so early.
- 4 What _____ French cooking more than anything is attention to detail.

original**originates****originally****originator**

- 1 The first settlers of the British Isles _____ came from Northern Europe.
- 2 The _____ Roman site for the town was situated some four kilometres south of here.
- 3 The Gulf Stream, which flows across the Northern Atlantic Ocean, _____ in the Gulf of Mexico.
- 4 The _____ of the Schlieffen Plan was General Von Schlieffen of the German High Command.

education**uneducated****educated****educational**

- 1 There is an _____ elite in most countries of the world.
- 2 Next year government spending on _____ will increase by five percent.
- 3 Several new _____ theories have been put forward in the last 20 years.
- 4 The country needs trained workers, but most of the unemployed are poor and _____.

Exercise 2

Study the following list and place each word under its correct grammatical heading.

quickly	downward	pianist	comradeship
thankless	production	moisten	automatically
doctor	ripen	translate	emptiness
amiable	physician	inference	incredible
organize	electronics	clockwise	rectify
physics	orthographical	realism	unify
precious	leadership	fantastically	sanity
computerize	insurance	disgusted	extension
revolting	easy	dessicate	vanity
neurotic	miner	classless	deafen
watchful	terribly	interference	pardonable
loneliness	forgetful	annoyance	permissive
eradicate	viciously		

NOUN	VERB	ADJECTIVE	ADVERB

Exercise 3

Circle the alternative A, B or C that means the same as the word(s) in italics.

- There are exceptional cases of old people who only sleep between two and three hours a day and continue to be *energetic* and healthy.
A inactive B active C insecure
- The sleep requirements of different races also seem to be different.
A definitely B disappear C appear
- However, it is *certainly* true that some people can wake up at a specific, pre-determined time.
A indefinitely B definitely C unable

- 4 In less than two generations, mankind has moved into the space age, and all our planet's inhabitants have benefited from this *progress*.
 A advanced B regression C advancement
- 5 In the final analysis, the money invested in space programmes is paying and will continue to pay dividends in the form of *better* conditions for all the world's inhabitants.
 A improved B disapproved C unimproved
- 6 Some people say these last two occur because man's ancestors lived in trees and were in *constant* danger from *wild* animals.
 A temporary A savage
 B perpetually B timid
 C perpetual C domesticated
- 7 The diamonds the divers *find* are worth literally millions of dollars every month and there are probably *enough* diamonds to keep operations going for several decades.
 A discover A insufficient
 B discoverer B sufficiently
 C undiscovered C sufficient
- 8 These days we know a lot about *polluted* air, polluted water and so on. We know that smoke, chemical substances and *grains* of dust pollute our environment.
 A contaminates A particles
 B contaminated B rocks
 C uncontaminated C stones
- 9 We are not so *familiar* with the concept of pollution from noise and especially with its *pyschological* effects.
 A unaccustomed A mentally
 B accustomed B mental
 C accustom C abnormal
- 10 Other information from orbiting satellites *allows* experts to forecast weather patterns and helps farmers throughout the world to *organize* their agricultural timetables.
 A permits A planned
 B prevents B destroy
 C permitted C plan

unhappy; the antonym of secure is *insecure*. Among the most common prefixes used to form antonyms are un-, in-, dis-, ab-, im-, under-, over-, and non-. These are the ones used in the following exercises dealing with synonyms (words with the same meaning) and antonyms.

Exercise 4

Circle the alternative (A, B or C) that means the opposite of the word in *italics*.

- 1 ... Portugese, Spaniards and Englishmen for example travelled to West Africa and brought hundreds of *unwilling* blacks to the new continent as slaves.
A willingly B willing C unhappy
- 2 This was a highly-profitable business for these slave traders, but it was also a frightening example of one group's *inability* to treat other men and women as equals.
A ability B able C disability
- 3 You can eat specialities from the four corners of the globe in San Francisco, including seafood, American-style (try unique, *unforgettable* Fisherman's Wharf) and the best Chinese food there is.
A forget B forgotten C forgettable
- 4 However, there are many people who are *overweight*.
A fat B weightless C underweight
- 5 The majority of ships used are old and converted from other functions and the equipment *onshore* is just as primitive.
A upland B offshore C inland
- 6 By studying these cells, a doctor can tell the parents if the foetus has any chromosomal *abnormality* or severe problems of certain other kinds.
A normality B normally C irregularity
- 7 Now there is a procedure to safely and scientifically determine an *unborn* baby's sex, but it determines this only incidentally.
A birth B born C bred
- 8 Is it to develop the technology that makes it possible in the developed countries to see television programmes from all parts of the world and to cook in *non-stick* frying pans?
A stuck B stickily C sticky
- 9 ... and they suffer from severe anxiety and *instability* as well as other psychological problems
A insecurity B unstable C stability
- 10 Most of the area is still *uncivilized* and many Pygmies do not know what a white man looks like.
A civilized B primitive C civilize