

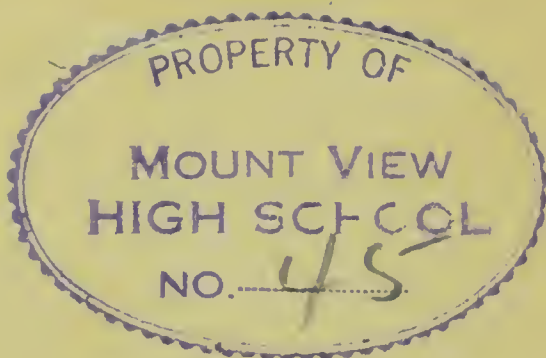
# WORDS

— Their —

Spelling  
Pronunciation  
Definition  
Application



REVISED EDITION







# WORDS

SPELLING, PRONUNCIATION,  
DEFINITION, *and* APPLICATION

COMPILED BY

RUPERT P. SORELLE

AND

CHARLES W. KITT



THE GREGG PUBLISHING COMPANY

TORONTO

First Printing, Aug. 1929  
Second Printing, Oct. 1929  
Third Printing, Aug. 1930  
Fourth Printing, April 1931  
Fifth Printing, July 1932  
Sixth Printing, Jan. 1934  
Seventh Printing, June 1935  
Eighth Printing, Aug. 1936  
Ninth Printing, March 1937  
Tenth Printing, March 1938  
Eleventh Printing, June 1939  
Twelfth Printing, Sept. 1940  
Thirteenth Printing, June 1941  
Fourteenth Printing, Oct. 1941  
Fifteenth Printing, Apr. 1942  
**Sixteenth Printing, Apr. 1943**  
**Seventeenth Printing, Mar. 1944**  
Eighteenth Printing, July 1946  
Nineteenth Printing, May 1947

Copyright, Canada, 1929  
By THE GREGG PUBLISHING COMPANY

All rights reserved. By the terms of the Copyright Law, no part of this book may be reprinted in any form, by mimeograph or any other means, without permission in writing from The Gregg Publishing Company, Toronto, Ontario.

MAY, 1947 — W.B.R. — 10

Printed and Bound in Canada

By Warwick Bros. & Rutter, Limited, Toronto

## PREFACE

During the last decade, although remarkable progress has been made in the pedagogy of business, yet it has been difficult to keep abreast of business practice and customs. The text that is wholly concerned with the study of the vernacular of commerce and industry finds its content and the organization of its subject matter in constant need of revision. New words and new meanings for old words spring up overnight. The numerous scientific discoveries and inventions bring with them a host of technical terms that must take their place in one's everyday vocabulary.

The authors of "Words" have attempted to keep before the student of business an accurate picture of that cross-section of the language which represents the foundation of business expression. Its content accurately reflects the enriched vocabulary of the present-day business man, and the organization of the subject matter is in accord with the latest pedagogic findings.

The outstanding features of this edition are:

Range and usefulness of the words selected for study.

Clear-cut, easily understood definitions.

Certain groups of words taught in their natural language setting through dictation exercises.

Organization of materials in six major parts for effective teaching.

A list of 500 "Spelling Demons" selected from the first 3,000 words of high frequency.

Technical vocabularies of 1,500 words.

Brief statements of the contents and purposes of the six parts, together with teaching suggestions, appear on the respective half-title pages.

With the exception of the few lessons in which the diacritical markings of commonly mispronounced words are given, the words have not been syllabified, since any advantage gained from the study of the syllabicated form is quickly lost and is offset by the difficulty in checking the spelling test. The student, instead, is given the correct

visual impression of the word as it customarily appears in writing and is taught syllabication in an analytical way in Lessons 19 and 20.

In all cases of optional spelling, the first spelling given in Annandale's Concise English Dictionary has been chosen.

Dr. Ernest Horn of the University of Iowa, the eminent authority on the pedagogy of spelling, states:

A large part of the secret of the success which has been reached by use of the best modern methods arises from the fact that each pupil studies what he needs to study. This adjustment of study to the needs of the individual is made possible by a preliminary test that makes clear to each pupil the words which he cannot yet spell. Thus the pupil is enabled to set up definite goals for himself, and the teacher is enabled to give each pupil just the help that is needed.

This preliminary test is recommended as the first step in the preparation of the new lesson.

The four major causes of the misspelling of words of common usage—carelessness, imperfect audition, imperfect vision, and faulty association—may be largely removed by the following remedial devices:

1. Present the word in as many ways as possible—through the ear, the eye, pronunciation, oral as well as written tests, etc. (See Lessons 14, 24, 30, and 43.)
2. Analyse and emphasize the particular spelling difficulty in the word. (See Part II.)
3. Group by similarities wherever possible, so that the laws of association may operate effectively. (See Part IV.)

We wish to acknowledge gratefully the helpful suggestions and lists of words which we received from many business and industrial organizations in the compilation of the technical vocabularies of Part VI.

To Miss E. Lillian Hutchinson we are deeply indebted for many contributions to the several parts of the text and for suggesting the typographic style of the book.

THE AUTHORS.



## CONTENTS

### Part I—Commonly Misspelled Words of High Frequency

LESSON	PAGE
1-5 SPELLING DEMONS.....	2

### Part II—Word Study

6, 7	FINAL E .....	8
8	EXCEPTIONS TO FINAL E RULES.....	12
9	FINAL Y .....	14
10	FINAL CONSONANTS DOUBLED .....	16
11	FINAL CONSONANTS NOT DOUBLED .....	18
12	FORMATION OF ADVERBS .....	20
13	IE AND EI .....	22
14	COMMON WORDS OFTEN MISPRONOUNCED .....	24
15-17	PLURALS .....	25
18	POSSESSIVE FORMS .....	28
19, 20	DIVISION OF WORDS .....	29
21-23	COMPOUNDS .....	31
24	COMMON WORDS OFTEN MISPRONOUNCED .....	34

### Part III—Prefixes and Suffixes

25	COMMON PREFIXES .....	36
26	COMMON SUFFIXES .....	37
27	ANT AND ENT SUFFIXES .....	38
28	ANCE AND ENCE SUFFIXES .....	40
29	ABLE AND IBLE SUFFIXES .....	42
30	COMMON WORDS OFTEN MISPRONOUNCED .....	44

## Part IV—Homonyms, Synonyms, Antonyms

LESSON		PAGE
31-34	HOMONYMS.....	46
35-38	SYNONYMS.....	54
39-42	ANTONYMS.....	62
43	COMMON WORDS OFTEN MISPRONOUNCED.....	66

## Part V—New Words, General Words and Phrases of Foreign Origin, Geographical Names

44, 45	NEW WORDS.....	68
46-48	GENERAL WORDS AND PHRASES OF FOREIGN ORIGIN...	70
49	CITIES AND PRINCIPAL TOWNS IN CANADA.....	73
50	ABBREVIATIONS OF PROVINCES AND STATES.....	75
51	FIFTY LARGE CITIES OF THE UNITED STATES.....	76

## Part VI—Technical Vocabularies

52-61	GENERAL BUSINESS TERMS.....	78
62-63	STOCK AND PRODUCE EXCHANGE TERMS.....	98
64-68	LEGAL TERMS.....	102
69	LEGAL AND BUSINESS WORDS AND PHRASES OF LATIN ORIGIN.....	111
70	COMMERCIAL ABBREVIATIONS.....	112
71	ADVERTISING, PUBLISHING, AND PRINTING.....	113
72	AERONAUTICS.....	114
73	AGRICULTURE.....	115
74	ARCHITECTURE, BUILDING TRADES.....	116
75	AUTOMOBILES AND ACCESSORIES.....	117
76	CHEMICAL TERMS.....	118

LESSON		PAGE
77	CIVIL ENGINEERING.....	119
78, 79	CLOTHING AND TEXTILES.....	120
80	EDUCATION.....	122
81, 82	ELECTRICAL AND RADIO TERMS.....	123
83	FUEL AND OIL.....	125
84	FURNITURE AND DECORATIONS.....	126
85	GOVERNMENT.....	127
86, 87	GROCERIES.....	128
88	HARDWARE AND CUTLERY.....	130
89	INSURANCE.....	131
90	JEWELLERY AND SILVERWARE.....	132
91	LEATHER GOODS.....	133
92	MACHINERY.....	134
93-95	MEDICAL AND DRUG TERMS.....	135
96	MINING AND METALLURGY.....	138
97	MOTION PICTURES AND PHOTOGRAPHY.....	139
98	MUSICAL TERMS.....	140
99	OFFICE SUPPLIES AND EQUIPMENT.....	141
100	SPORTING GOODS.....	142
101, 102	TRANSPORTATION AND SHIPPING.....	143

### Appendix

1,000 COMMONLY USED WORDS.....	147
LATIN ROOT WORDS AND ENGLISH DERIVATIVES.....	157
GREEK WORDS AND ENGLISH DERIVATIVES.....	163
STUDENT'S SUPPLEMENT.....	165

## GUIDE TO PRONUNCIATION

### VOWELS

ā.....as in.....fate	ō.....as in.....obey (W)
ä.....as in.....far	o.....as in.....not
â.....as in.....fast	ô.....as in.....orb (W)
â.....as in.....care (W)	ö.....as in.....move
a.....as in.....fat	ū.....as in.....tube
ä.....as in.....fall	û.....as in.....unite (W)
ē.....as in.....me	u.....as in.....tub
é.....as in.....event (W)	u.....as in.....full
e.....as in.....met	û.....as in.....Fr. un
è.....as in.....her	ü.....as in.....Fr. dû
ë.....as in.....Fr. peur = è long	û.....as in.....urn (W)
ī.....as in.....pine	oi.....as in.....oil
i.....as in.....pin	ōō.....as in.....food (W)
ō.....as in.....note	ōō.....as in.....foot (W)
	ou.....as in.....pound

### CONSONANTS

ch.....as in.....chain	ng.....as in.....sing
ch.....as in.....Sc. loch	TH.....as in.....then
Ger. nacht	th.....as in.....thin
j.....as in.....job	w.....as in.....wig
g.....as in.....go	wh.....as in.....whig
ñ.....as in.....Fr. ton	zh.....as in.....azure

The above pronunciation guide is from Annandale's Concise English Dictionary, with the exception of the key lines followed by (W), which refers to Webster's Dictionary.

# WORDS

---

## PART I

### COMMONLY MISSPELLED WORDS OF HIGH FREQUENCY

The five lessons in this part contain the 500 most frequently misspelled words in the first 3,000 words of high frequency.

Before a study assignment is made, each lesson should be dictated, so that the student may determine his own particular spelling demons upon which he must concentrate his studying.

It is suggested that the student copy in a note-book, kept for that purpose, each word that he misses in the first dictation. He will thus have a permanent and convenient record of demons for review.

It is recommended that a portion of each Friday's lesson be devoted to an intensive study of those demons that refuse to be tamed. Wherever possible, an analysis of each demon in accordance with the rules in Part II will be found helpful in removing the spelling difficulty.

## LESSON 1

## SPELLING DEMONS

absence	amendment	authority	campaign
absolutely	animal	automobile	candidacy
abutting	annual	available	*candidate
accept	anticipate	avalanche	capitol
accidentally	antique	average	career
accommodation	anxious	*aviator	carriage
accustom	*apparatus	baggage	*catastrophe
achievement	apparently	banana	caucus
acknowledge	appeal	banquet	*cavalry
acquaintance	appetite	basement	*cemetery
acquisition	appreciate	battalion	centuries
actual	appropriate	beginning	chancellor
additional	appropriation	believing	character
adjournment	*architecture	benefit	characteristic
adjustment	argument	bidding	charity
administer	arrangement	birth	choir
administrative	arrival	boring	cholera
advantage	*aspirants	breakfast	circular
affectionately	assassination	budget	circumstance
affirmative	assignment	building	citizen
aggregate	assistance	† bureaux	colonel
agitation	associate	burglaries	colonies
agreement	assured	business	†colour
*allege	athletic	button	commissioners
ambulance	attorney	*cafeteria	committee

\*The words marked with an asterisk are frequently mispronounced. For correct pronunciation, see page 24.

†The common American spelling is *color*, also *bureaus*.



## LESSON 2

### SPELLING DEMONS (*Continued*)

competitive	creditor -	discussion	entitle
competitors	criminal	disease	equal
concern	criticism	despatch	equally
conference	cubic	disposal	especially
confident	current	dissatisfied	*estimate
congested	*customary	distinguish	evidence
congratulations	cylinder	divide	excavation
congressional	damage	division	excitement
conqueror	dangerous	double	exclusively
consequence	dealer	*duped	exhibition
consideration	debt	earliest	existence
consist	decide	economical	expedition
conspicuous	decision	edge	extravagant
contemporaries	defendants	editor	facilities
contempt	deferred	efficiency	†favourable
contribution	delegate	efficient	†favourite
controversy	deliberately	*elaborate	*February
convenient	deputy	electrical	feminine
*co-operation	(desiccate)	electrolie	finally
*cordially	develop	elimination	*finance
corps	*dictionary	embarrass	financial
corpse	difficulty	emergency	foreign
correspondent	*dirigible	eminent	fortunate
council	disappear	emphasizes	franchise
crazy	disappoint	empty	fraternal

\*The words marked with an asterisk are frequently mispronounced. For correct pronunciation, see pages 24 and 34.

†The common American spellings are *favorable* and *favorite*.

## LESSON 3

SPELLING DEMONS (*Continued*)

frequent	increasing	justifiable	manage
fricassee	indebted	justification	manœuvre
frontage	independence	kimono	marine
gallantry	independent	kindergarten	material
*garage	indicate	knick-knack	meant
generation	individual	languages	meantime
*grocery	industrial	lawyer	medicine
*guardian	inhabitant	leaving	memory
guess	injunction	legacy	merchant
gymnasium	innuendo	legend	minimum
haphazard	inquire	legitimate	mining
harass	install	level	minor
headache	instance	liberal	minority
*height	insurance	*library	minute
honest	insure	limb	misappropriating
*horizon	interior	linen	misdemeanour
hosiery	interlocutory	liquefy	motorist
humorists	interrupt	location	moving
hypnotize	investigation	luncheon	museum
illegal	invitation	machinery	mutilate
illustration	island	*magazine	mysterious
imagine	issue	magnificent	naphtha
immediately	janitor	maintain	national
impossible	journey	majority	nationalities
incidentally	judgment	making	native

\*The words marked with an asterisk are frequently mispronounced. For correct pronunciation, see pages 34 and 44.



# LESSON 4

## SPELLING DEMONS (*Continued*)

necessary	parachute	politician	prominent
negative	parade	politics	pronunciation
nervousness	paradoxical	pollen	proprietor
notoriety	paragraph	portière	Pullman
notoriously	parent	portion	punish
novelty	parliamentary	possession	purchasing
nucleus	*partially	possibility	qualified
obstacles	passage	poultry	quality
obtainable	patient	practical	questionnaire
occasion	*pattern	† practice	rabid
occupy	peasants	prayer	racing
occurred	*peculiar	precedents	radical
occurrence	permanent	precious	rarefy
official	persisted	preliminary	reasonable
omit	philosopher	premium	receipt
opponents	phrenologist	preparation	receive
opportunity	physical	presidency	receiving
opposite	physician	pressure	recent
*ordinary	picnicking	principal	recognition
original	pillow	♣ privilege	recommendation
originate	planned	*probably	recruit
*ought	pledge	♣ proceed	reduction
package	polar	professional	refer
pageant	policy	prohibitory	reference
pamphlet	polish	promenade	referred

\*The words marked with an asterisk are frequently mispronounced. For correct pronunciation, see page 44.

†practice (noun) practise (verb).

## LESSON 5

SPELLING DEMONS (*Continued*)

reign	seize	structure	o tranquillity
reliability	senate	subsidy	o troupe
relief	senator	successor	twined
religious	sensational	sufficient	o unanimous
repellent	*separate	suffrage	uncertain
require	series	suggest	unconscious
respectfully	session	summoning	undoubtedly
responsible	sew	o superintendent	unfortunate
*restaurant	shoulder	o supersede	o unprecedented
reunion	*similar	surgeon	unusually
o rheumatism	*simultaneous	o suspicious	urge
*romance	sincerely	o sympathize	valuable
*routine	socialism	tableaux	various
o sacrilegious	societies	tailor	vegetable
*salaries	society	taking	vicinity
sanitary	solemn	tariff	victim
saving	soliciting	taxation	o vilify
scene	specimen	telephone	village
*schedule	o spiritualism	*temperature	voice
o scrutinizing	standard	temporary	volume
seamstress	statistics	tempt	voyage
seance	statue	testimony	warrant
secretary	stenographer	topic	Wednesday
sectional	strength	o toured	welcome
securing	strenuous	o tragedy	whether

\*The words marked with an asterisk are frequently mispronounced. For correct pronunciation, see page 66.

## PART II

### WORD STUDY

#### ANALYSIS, DEFINITION, AND USE

Each student's study assignment should be determined by the elimination process suggested for Part I. It is recommended that the teacher use the sentences provided for dictation and that, after reading the sentence slowly, he repeat distinctly the word that is italicized.

Since the proper pronunciation of each word will be carefully stressed by the teacher in dictation, no diacritical markings have been given. Two hundred commonly mispronounced words are given in Lessons 14, 24, 30, and 43.

Supplementary lists of sentences prepared by the students during their study period will not only add interest to the class period but they will also furnish an excellent check on each student's understanding of the meaning of the words used.

By alternating the lessons in Part II with the lessons on homonyms, synonyms, and antonyms in Part IV, a pleasing variety of subject matter will be secured.

**LESSON 6****FINAL E**

Words ending in silent *e* drop the *e* before a suffix beginning with a vowel.

- |                       |   |
|-----------------------|---|
| 1. <b>dining</b>      | Taking dinner, the principal, regular meal of the day.      |
| 2. <b>hating</b>      | Disliking intensely; detesting.                             |
| 3. <b>gazing</b>      | Looking at intently.  |
| 4. <b>planing</b>     | Smoothing with a plane.                                     |
| 5. <b>desirable</b>   | Worthy of desire; pleasing; agreeable.                      |
| 6. <b>pruning</b>     | Trimming away by cutting.                                   |
| 7. <b>lovable</b>     | Worthy of affection; amiable.                               |
| 8. <b>finery</b>      | Showy clothes and jewels.                                   |
| 9. <b>exploding</b>   | Bursting with sudden violence and noise.                    |
| 10. <b>confining</b>  | Keeping within certain limits.                              |
| 11. <b>reducing</b>   | Diminishing; lessening; decreasing.                         |
| 12. <b>confusing</b>  | Perplexing; disconcerting.                                  |
| 13. <b>refining</b>   | Reducing to a fine or pure state.                           |
| 14. <b>troubling</b>  | Disturbing; distressing.                                    |
| 15. <b>imitation</b>  | A copy of something used as a model.                        |
| 16. <b>inducing</b>   | Persuading; prevailing on; influencing.                     |
| 17. <b>intimating</b> | Referring to in a remote manner.                            |
| 18. <b>subduing</b>   | Conquering; destroying the force of.                        |
| 19. <b>ensuing</b>    | Coming after; following in chronological succession.        |
| 20. <b>arguing</b>    | Reasoning in support of a proposition, opinion, or measure. |
| 21. <b>debatable</b>  | Disputable; subject to controversy; open to question.       |
| 22. <b>rescuing</b>   | Freeing from confinement, danger, or evil.                  |
| 23. <b>blazing</b>    | Glowing with flame; flashing.                               |
| 24. <b>cleansing</b>  | Making clean; purifying.                                    |
| 25. <b>sponging</b>   | Wiping or cleansing with a sponge.                          |

## SENTENCES FOR DICTATION

1. The *dining* hall should always breathe good cheer.
2. They were indefinite as to their reasons for *hating* each other.
3. She was *gazing* with expressionless eyes into the distance.
4. The mill is now chiefly engaged in *planing* hardwood.
5. There were five *desirable* applicants for the position.
6. In *pruning*, we cut away some portion of the tree, shrub, or other plant, for the benefit of that which remains.
7. The girl possessed a *lovable* disposition.
8. *Finery* should never be worn in a business office.
9. *Exploding* cartridges were heard in every direction.
10. He found the employment too *confining* and was forced to resign to protect his health.
11. Ways and means of *reducing* the expenses must be devised.
12. The many opinions expressed on the subject are *confusing* us.
13. The *refining* of oil is one of the large industries of Texas and Oklahoma.
14. Pardon me for *troubling* you about this small business matter.
15. They thought the diamond genuine, but it was an *imitation*.
16. *Inducing* him to accept the position seemed out of the question.
17. He doubted the wisdom of the step, *intimating* that serious results would follow.
18. *Subduing* the tribes was found to be no easy matter.
19. In the *ensuing* close-range fighting, the troops were badly wounded.
20. Few lawyers in the city can equal Mr. Sage in *arguing* a case.
21. It was a *debatable* question from every point of view.
22. The crew of the liner was engaged in *rescuing* the shipwrecked sailors.
23. Sparks from a passing locomotive caught in the dry underbrush and soon the whole countryside was *blazing*.
24. The old suits have had a thorough *cleansing*.
25. The spots may be removed by *sponging* with alcohol.



## LESSON 7

FINAL E (*Continued*)

Words ending in silent *e* retain the *e* before a suffix beginning with a consonant.

1. completeness	State of being finished; perfection.
2. careful	Taking heed; watchful; prudent.
3. enforcement	The act of compelling; execution.
4. expensiveness	The state of occasioning expense; extravagance.
5. engagement	A pledging or pledged state; appointment; attachment.
6. genuineness	State of being real, true; authenticity.
7. statement	Act of presenting orally or on paper; report; account.
8. resourceful	Abounding in resources; rich, fertile in expedients.
9. disgraceful	Causing shame; dishonourable; unbecoming.
10. gamester	A person who habitually plays at games for stakes.
11. advertisement	Public notice; admonition; announcement.
12. falsehood	An untrue assertion; misrepresentation.
13. management	Administration; carrying on; skilful treatment.
14. tasteless	Without savour; insipid; dull.
15. wireless	Method of telegraphy in which messages are transmitted through space by electric waves.
16. noiseless	Quiet; silent; without noise.
17. apprenticeship	Time served by a novice; service of an apprentice.
18. careless	Free from care; negligent; heedless.
19. safety	Freedom from danger or financial loss.
20. senseless	Deficient in knowledge, reasoning power; unconscious.
21. venturesome	Inclined to run a risk; daring.
22. advancement	Promotion; improvement.
23. loosely	Without firmness; slackly; negligently.
24. appropriateness	State of being proper; suitability.
25. vagueness	State of being indefinite; unfixedness.

## SENTENCES FOR DICTATION

1. The *completeness* of the secretary's report pleased her employer.
2. The bookkeeper cannot be too *careful* in posting the ledger.
3. The *enforcement* of certain rules was found necessary to maintain discipline.
4. He was unable to purchase the article because of its *expensiveness*.
5. He could not attend the luncheon because of a prior business *engagement*.
6. The *genuineness* of the document was questioned.
7. His financial *statement* showed that his business was in a healthy condition.
8. An executive must be *resourceful* in the handling of his many administrative problems.
9. His *disgraceful* actions must no longer be permitted.
10. The notorious *gamester* was arrested for violating the gambling law.
11. Run this *advertisement* on the inside of the front cover.
12. The boy was punished for telling a *falsehood*.
13. The vice-president was entrusted with the *management* of the business.
14. The new variety of apple was *tasteless*.
15. Please send this message by *wireless* to London.
16. A new *noiseless* typewriter has been invented.
17. He served a long *apprenticeship* in the printing business.
18. The *careless* stenographer was discharged.
19. The *safety* of his passengers was paramount in the mind of the chauffeur.
20. The stenographer turned in a *senseless* transcript.
21. It does not often pay to be *venturesome* in business.
22. His *advancement* from stenographer to office manager was rapid.
23. The papers were bound *loosely*.
24. The *appropriateness* of the message was appreciated by the bereaved family.
25. The letter was not effective because of the *vagueness* of its thought.

## LESSON 8

## EXCEPTIONS TO FINAL E RULES

1. traceable	Able to be followed, sketched, traced, or made out.
2. enforceable	Able of enforcement or of being put into effect.
3. peaceable	Not disposed to disorder, excitement; not quarrelsome.
4. serviceable	Lasting or wearing well in use; capable of the performance of duty.
5. noticeable	Worthy of notice; likely to attract attention.
6. replaceable	Capable of being restored, replaced, or duplicated.
7. courageous	Full of spirit or vigour; gallant; brave; bold; daring.
8. manageable	Submitting to control; docile.
9. damageable	Liable to damage; capable of being injured.
10. exchangeable	Capable of being exchanged.
11. chargeable	Responsible; that may be charged.
12. shoeing	Act of fitting a covering to the foot or hoof (of a horse).
13. toeing	Act of touching or reaching with the toes.
14. hoeing	Act of digging, scraping, or cleaning with a hoe.
15. mileage	Aggregate length or distance in miles.
16. singeing	The act of scorching, burning slightly.
17. dyeing	Process of fixing colouring matters permanently in fibres of cotton, silk, etc.
18. duly	In a fit manner; regularly; properly.
19. truly	In agreement with fact; honestly; sincerely.
20. wholly	In a complete manner; entirely.
21. wisdom	Ability to judge soundly; discretion; sagacity.
22. argument	Reasons offered in proof; controversy.
23. abridgment	Reduced form produced by condensation; curtailment.
24. acknowledgment	An admission; confession; avowal.
25. judgment	The mental act of discriminating.



## SENTENCES FOR DICTATION

1. The loss of the contract was *traceable* to an error made by the stenographer in copying the estimate.
2. The new law was not *enforceable*.
3. The lawyer secured a settlement by *peaceable* means.
4. This automobile is still *serviceable*.
5. The correction in the letter was *noticeable*.
6. The rare painting that was destroyed is not *replaceable*.
7. The *courageous* employer faced his striking workmen.
8. The new steering apparatus made the ship more *manageable*.
9. The carton was stencilled, "Perishable and *Damageable*."
10. The goods purchased at this sale are not *exchangeable*.
11. The errors were *chargeable* to his lack of application.
12. The blacksmith was *shoeing* a team of heavy draft horses.
13. The runners were *toeing* the mark, waiting for the gun.
14. He found the farmer in the field *hoeing* corn.
15. The railroad fare was determined on a *mileage* basis.
16. Pin-feathers are sometimes removed from fowl by *singeing*.
17. The business of *dyeing* fabrics is growing rapidly.
18. He was *duly* informed of the action of the board.
19. He was *truly* concerned over the effects of his hasty decision.
20. He was *wholly* at ease before the sales manager.
21. The employees did not question the *wisdom* of his ruling.
22. It is easy to win an *argument* and lose a sale.
23. He strenuously opposed an *abridgment* of his authority.
24. Please wire an *acknowledgment* of this letter.
25. He acted in accordance with his *judgment*.

## LESSON 9

## FINAL Y

Final *y* preceded by a *consonant* is changed to *i* before every suffix except *ing*.

Final *y* preceded by a *vowel* is *not* changed before a suffix.

- |                  |   |
|------------------|---|
| 1. heaviest      | The most weighty; hardest to bear.                              |
| 2. hurried       | Hastened; rushed; quickened.                                    |
| 3. livelihood    | Means of supporting life; maintenance.                          |
| 4. carrier       | That which conveys; bearer.                                     |
| 5. salaried      | Receiving a salary; paid by a salary.                           |
| 6. satisfied     | Contented; compensated; gratified desire.                       |
| 7. friendlier    | Kinder; more amicable; more favourable.                         |
| 8. beautiful     | Having qualities constituting beauty; full of beauty.           |
| 9. dutiful       | Performing the duties required; obedient.                       |
| 10. pitiful      | Tender-hearted; compassionate; full of pity.                    |
| 11. contrariness | Antagonism; state of being opposed.                             |
| 12. steadily     | Fixedly; uniformly; regularly.                                  |
| 13. necessarily  | Essentially; by or of necessity.                                |
| 14. busily       | Attentively engaged in work; diligently.                        |
| 15. delayed      | Detained; retarded; hindered.                                   |
| 16. joyous       | Glad; gay; merry; affording or inspiring joy.                   |
| 17. annoyance    | Molestation; vexation; that which annoys.                       |
| 18. conveyance   | Means of carrying or transporting; vehicle; a deed or mortgage. |
| 19. journeying   | Travelling from one place to another; touring.                  |
| 20. swaying      | Act of swinging; controlling; ruling.                           |
| 21. accompanying | Attending; escorting; associating.                              |
| 22. busying      | Working; occupying (oneself).                                   |
| 23. trying       | Doing one's best; attempting; endeavouring.                     |
| 24. copying      | Imitating; duplicating; tracing.                                |
| 25. supplying    | Furnishing; delivering; administering.                          |

## SENTENCES FOR DICTATION

1. The *heaviest* load permitted on this bridge is 10 tons.
2. He *hurried* through his dictation in order to catch an early train.
3. He was solely dependent upon his wits for his *livelihood*.
4. A railroad is called a common *carrier*.
5. A *salaried* man has many compensations.
6. The firm had many *satisfied* users of its product.
7. The relations between the two houses were growing *friendlier* each year.
8. Huge crowds enjoyed the *beautiful* decorations at Christmas-time.
9. The *dutiful* son followed his father's instructions.
10. The newspaper editorial called attention to the *pitiful* plight of the immigrants.
11. His *contrariness* lost him the contract.
12. He *steadily* refused to decrease the salaries of his assistants.
13. He was *necessarily* detained at the meeting.
14. The clerk was *busily* engaged in sorting the incoming mail.
15. The delivery of the letter was *delayed* because of an insufficient address.
16. The meeting of the two friends was a *joyous* occasion.
17. The action of his client caused the attorney considerable *annoyance*.
18. The firm adopted a new and safer type of *conveyance* for shipping nitro-glycerine.
19. The Congressman received many impressions regarding labour conditions while *journeying* through the states.
20. The brilliant orator possessed the ability of *swaying* the crowd by his impassioned appeals.
21. The *accompanying* circular gives full details regarding the investment.
22. They were reprimanded for *busying* themselves about matters that did not concern them.
23. I am *trying* to assist you in the solution of your problem.
24. The use of the mimeograph often saves the *copying* of a letter on a typewriter many times.
25. This firm has been *supplying* our needs for many years.

## LESSON 10

### FINAL CONSONANTS DOUBLED

Monosyllables ending in a single consonant preceded by a single vowel double the final consonant before a suffix beginning with a vowel.

The same rule applies to polysyllables ending as described above and accented on the last syllable, *provided* that, upon addition of the suffix, the accent does not shift from the syllable originally accented.

1. **referred** Sent elsewhere for information or decision.
2. **expelling** Evicting; forcing out of.
3. **acquitted** Freed from an accusation.
4. **remittance** Transmittal of money, bills; the thing transmitted.
5. **compelling** Causing one to yield or submit.
6. **occurring** Happening as an event, incident.
7. **rebelled** Resisted by force; revolted.
8. **permitting** Suffering to be done; granting permission.
9. **concurrence** Agreement in opinion.
10. **fitted** Suitable; adjusted to a particular shape or size.
11. **transferred** Removed; passed; conveyed.
12. **repelled** Repulsed; driven back.
13. **admitting** Receiving; assenting to.
14. **blotting** Staining, as with ink; drying with blotting-paper.
15. **regrettable** Admitting of, deserving, or demanding remorse.
16. **pinning** Fastening by means of pins.
17. **rubbing** Producing friction; polishing.
18. **dipped** Put for a moment into any liquid.
19. **planned** Devised; contrived; schemed.
20. **digging** Delving in or loosening, as with a spade.
21. **shopping** Visiting shops to purchase or inspect goods.
22. **impelled** Urged forward; incited to action; driven; forced.
23. **submitted** Surrendered to authority; yielded.
24. **committed** Intrusted to; perpetrated.
25. **preferring** Holding in greater favour; honouring before another.

## SENTENCES FOR DICTATION

1. The whole matter was *referred* to the Board of Arbitration.
2. The principal has the privilege of *expelling* a student for disorderly conduct.
3. He was promptly *acquitted* of the charge of forgery.
4. Your *remittance* has been credited to your account.
5. There was no means of *compelling* the man to withdraw his statement.
6. They attached little importance to the event that was *occurring*.
7. He *rebelled* so strenuously that they finally dropped the matter.
8. A pass was issued *permitting* him to enter the building whenever he desired.
9. His *concurrence* in that opinion strengthened their cause wonderfully.
10. He was peculiarly *fitted* for the dangerous task to which he was assigned.
11. The stock was *transferred* from the warehouse to the store.
12. The captain *repelled* all offers of assistance from the passengers.
13. *Admitting* such to be the case, we still see no reason why we should comply with your request.
14. He used only the best quality of *blotting*-paper.
15. It is *regrettable* that the loss should occur at this time.
16. *Pinning* papers together is not permitted by some firms.
17. Fine lenses are finished by *rubbing* with the hand.
18. The chocolates were double *dipped*.
19. The details of the enterprise had been *planned* carefully by the promoter.
20. The *digging* of the Panama Canal involved an enormous expenditure of money.
21. Many people do their Christmas *shopping* during the fall months.
22. His boundless ambition *impelled* him to continue his experiments.
23. The attached recommendations are *submitted* for your consideration.
24. "To those who can best do the work, all work in this world is sooner or later *committed*."
25. She decided to remain at the hotel overnight, *preferring* not to travel after dark.



## LESSON 11

## FINAL CONSONANTS NOT DOUBLED

Polysyllables ending in a single consonant preceded by a single vowel, but *not* accented on the last syllable, do *not* double the final consonant before a suffix beginning with a vowel.

Neither do they double the consonant if, upon the addition of the suffix, the accent shifts from its original syllable.

- |               |   |
|---------------|---|
| 1. solicited  | Appealed to; requested; supplicated; entreated. |
| 2. endangered | Exposed to danger or loss.                      |
| 3. benefited  | Profited; improved; helped.                     |
| 4. limited    | Confined; restricted; fixed.                    |
| 5. offered    | Gave; presented; attempted; tried.              |
| 6. profited   | Gained; improved; advanced.                     |
| 7. opened     | Exposed; cleared; started.                      |
| 8. marketing  | Buying or selling articles.                     |
| 9. credited   | Charged off; trusted; believed.                 |
| 10. debited   | Charged with.                                   |
| 11. inference | Conclusion drawn; deduction.                    |
| 12. differing | Unlike; disagreeing; varying.                   |
| 13. deference | A yielding in opinion.                          |

*Exceptions:* There are a few words, ending in *l*, in which the final consonant is doubled, even though the accent does not fall on the last syllable.

- |                  |  |
|------------------|--|
| 14. libelled     | Exposed to public ridicule by writing, picturings. |
| 15. modelled     | Formed after a model or pattern.                   |
| 16. unequalled   | Not equalled; unmatched.                           |
| 17. marvellous   | Wonderful; astonishing; surprising.                |
| 18. levelling    | The act of making level; smoothing.                |
| 19. cancellation | The act of revoking; making void.                  |
| 20. travelling   | Journeying from place to place.                    |
| 21. stencilled   | Marked or painted with inscription by a stencil.   |
| 22. totalled     | Added; ascertained the amount of.                  |
| 23. signalled    | Communicated by signs.                             |
| 24. labelled     | Marked; tagged.                                    |

## SENTENCES FOR DICTATION

1. He *solicited* loans from all his friends to enable him to patent his invention.
2. The constitution would be *endangered* by the law.
3. He was greatly *benefited* by his long experience in the field.
4. Only a *limited* supply of the stock is available.
5. They *offered* to do the work at 10 per cent. over cost.
6. The stockholders *profited* by the merger.
7. We have *opened* a new store in the down-town shopping district.
8. After *marketing* the goods he deposited the proceeds in the bank.
9. The remittance has been received and *credited* to your account.
10. Your invoice shows that we have been *debited* for fifty more reams than we received.
11. The *inference* is that all is not well.
12. *Differing* opinions are the cause of arguments.
13. The private secretary always showed *deference* to her employer.
14. The book *libelled* the whole human race.
15. The memorial building was to be *modelled* after the Parthenon.
16. The quality of the workmanship is *unequalled*.
17. Light travels at a *marvellous* speed.
18. The men were busily engaged in *levelling* the tennis-courts.
19. We are faced with the *cancellation* of our contract.
20. His *travelling* expenses must be reduced.
21. Have all cases *stencilled* with quantity and description of contents.
22. The columns have been *totalled* and checked.
23. They have *signalled* the ship for aid.
24. All the goods have been checked and properly *labelled* for shipment.

**LESSON 12****FORMATION OF ADVERBS**

The majority of adverbs are formed from adjectives by adding the suffix *ly*.

- |                     |   |
|---------------------|---|
| 1. external-ly      | On the outside; outwardly.                                      |
| 2. accurate-ly      | Exactly; precisely; correctly.                                  |
| 3. adequate-ly      | Competently; suitably; fittingly; satisfactorily.               |
| 4. appropriate-ly   | Suitably; properly.   |
| 5. conclusive-ly    | Finally; decisively; ultimately.                                |
| 6. immense-ly       | Immeasurably; in an unlimited manner.                           |
| 7. separate-ly      | In a separate manner; apart; one at a time.                     |
| 8. respective-ly    | As relating to each; in particular; each to each.               |
| 9. scarce-ly        | With difficulty; barely; hardly.                                |
| 10. critical-ly     | Judiciously; dangerously.                                       |
| 11. economical-ly   | Thriftily; frugally.  |
| 12. general-ly      | Commonly; not exclusively.                                      |
| 13. cheerful-ly     | Contentedly; gleefully; joyfully.                               |
| 14. principal-ly    | In the chief place or degree; primarily; chiefly; mainly.       |
| 15. real-ly         | In reality; actually; in truth.                                 |
| 16. forceful-ly     | Forcibly; mightily; effectively; violently.                     |
| 17. exceptional-ly  | Not ordinarily; uncommonly; rarely.                             |
| 18. total-ly        | Wholly; abruptly; concisely.                                    |
| 19. intentional-ly  | Voluntarily; not accidentally.                                  |
| 20. occasional-ly   | Produced by accident; sometimes; not often.                     |
| 21. systematical-ly | Methodically; in an orderly way; regularly.                     |
| 22. periodical-ly   | Recurring regularly after a certain period of time.             |
| 23. definite-ly     | With precision; precisely; determinately; exactly.              |
| 24. immediate-ly    | In direct connection or relation; quickly; presently; directly. |
| 25. professional-ly | In a professional way or capacity.                              |



## SENTENCES FOR DICTATION

1. The liquid was to be applied *externally*.
2. He stated his reasons *accurately* and clearly.
3. The insurance agent assured him that he was *adequately* protected in case of accident.
4. The living room was *appropriately* decorated for the occasion.
5. He stated his opinions *conclusively*.
6. He was *immensely* pleased at the outcome.
7. I wish to interview these men *separately*.
8. All increases and decreases in capital are recorded as debit and credit items *respectively* in appropriate asset accounts.
9. The fog was so heavy that he could *scarcely* see a step ahead of him.
10. He examined the document *critically* for alterations.
11. The family lived *economically* and invested their savings wisely.
12. The cause of the firm's failure is not *generally* known.
13. The secretary performed her duties *cheerfully*.
14. The office manager was *principally* concerned with an important contract that had just been given him.
15. She was not *really* prepared to handle the important assignment.
16. He addressed the audience *forcefully*, yet tactfully.
17. The company was *exceptionally* well organized and directed.
18. He had *totally* forgotten to mention the fact.
19. No one makes a mistake *intentionally*.
20. He saw his former partner *occasionally* at the club.
21. She attended to her duties *systematically*.
22. The house organ was published *periodically*.
23. The directions were *definitely* given in writing.
24. The vacant office is *immediately* available for occupancy.
25. The physician was *professionally* interested in the outcome of the laboratory experiment.

## LESSON 13

## IE AND EI

"Put *i* before *e*  
 Except after *c*,  
 Or when sounded like *a*,  
 As in *neighbour* and *neigh*;  
 And except *seize* and *seizure*,  
 And also *leisure*,  
*Weird*, *height*, and *either*,  
*Forfeit* and *neither*."

The word *Celia* may often be used as the key. Thus, *c* is followed by *e* and *l* by *i*, as *receive*, *believe*.

## IE

1. achieve
2. apiece
3. believe
4. brief
5. chief
6. fiend
7. grieve
8. hygiene
9. lien
10. pierce
11. relieve
12. reprieve
13. yield

## EI

14. ceiling
15. conceit
16. deceit
17. deign
18. either
19. freight
20. height
21. neither
22. perceive
23. receipt
24. receive
25. seizing
26. weigh

## SENTENCES FOR DICTATION

1. To *achieve* success in life one must be industrious.
2. The charge for the railroad tickets will be \$10 *a piece*.
3. It is not good policy to *believe* all one reads in some newspapers.
4. After a *brief* visit to relatives in town, Mr. Jones has again sailed for Europe.
5. Formerly, the *chief* products of Virginia were cotton and tobacco.
6. No man becomes at once, or of a sudden, either a *fiend* or a saint.
7. How often we *grieve* our parents unthinkingly!
8. The study of *hygiene* has greatly reduced the spread of many diseases.
9. As he refused to pay his bill, the company secured a *lien* against his property.
10. The new machine will *pierce* holes in sheets of steel.
11. The resources of many countries were used to *relieve* the suffering caused by the World War.
12. The Governor granted the prisoner a ten-day *reprieve*.
13. The annual *yield* of grain in Canada is enormous.
14. The *ceiling* of the cathedral is arched and lofty.
15. His *conceit* created an unfavourable impression on his prospective employer.
16. There was no attempt at *deceit* in stating this case.
17. The lady did not *deign* to glance at them as she passed by.
18. A real friend never hesitates *either* to do or to accept a favour.
19. The goods are so bulky that they will have to go forward to you by *freight*.
20. Lincoln was assassinated at the *height* of his career.
21. It is difficult to negotiate when *neither* party will trust the other.
22. He will soon *perceive* the error of his ways.
23. When you deliver the shipment, do not fail to obtain a *receipt* from the customer.
24. It is better to give than to *receive*.
25. The *seizing* of the goods was unlawful.
26. *Weigh* the matter well before you act.

## LESSON 14

## COMMON WORDS OFTEN MISPRONOUNCED

<b>abdomen</b>	ab-dō'men	<b>catastrophe</b>	ka-tas'trō-fe
* <b>acoustics</b>	a-kous'tiks	<b>catch</b>	kach
<b>address</b>	ad-dres'	<b>cavalry</b>	kav'al-ri
<b>admirable</b>	ad'mi-ra-bl	<b>cemetery</b>	sem'ē-te-ri
<b>adult</b>	a-dult'	<b>chassis</b>	shā-sē
<b>aged</b>	āj'ed	<b>chauffeur</b>	shō'fēr
<b>allege</b>	al-lej'	<b>column</b>	kol'um
<b>almond</b>	ä'mund	<b>comparable</b>	kom'pa-ra-bl
<b>annuity</b>	an-nū'i-ti	<b>comptroller</b>	kon-trōl'ēr
<b>apparatus</b>	ap-pa-rā'tus	<b>contrary</b>	kon'tra-ri
<b>apricot</b>	ā'pri-kot	<b>co-operation</b>	kō-op'ēr-ā''shon
<b>architecture</b>	är'ki-tek-tūr	<b>cordially</b>	kor'di-al-li
<b>asked</b>	askt	<b>corporation</b>	kor-po-rā'shon
<b>asparagus</b>	as-par'a-gus	<b>coupon</b>	kō'pon
<b>asphalt</b>	as-falt'	<b>courteous</b>	kōr'tē-us
<b>aspirant</b>	as-pīr'ant	<b>culinary</b>	kū'li-na-ri
<b>ate</b>	āt	<b>customary</b>	kus'tum-a-ri
<b>auxiliary</b>	ag-zil'i-a-ri	<b>dahlia</b>	dāl'i-a
<b>avenue</b>	av'e-nū	<b>deaf</b>	def
<b>aviator</b>	ā'vi-ā-tēr	<b>decade</b>	dek'ād
<b>bomb</b>	bom	<b>deficit</b>	dē'fi-sit
<b>brooch</b>	brōch	<b>deliberate (a.)</b>	dē-lib'ēr-āt
<b>cafeteria</b>	kaf-e-tē'ri-a	<b>demonstrative</b>	dē-mon'stra-tiv
<b>candidate</b>	kan'di-dāt	<b>denunciate</b>	dē-nun'shi-āt
<b>casualty</b>	kazh'ū-al-ti	<b>depth</b>	depth

\*Also a-kowstiks (Concise Imperial Dict.).

## LESSON 15

## PLURALS

1. The plurals of nouns ending in *y* preceded by a *consonant* are formed by changing *y* to *i* and adding *es* to the singular.
2. The plurals of nouns *ending* in *y* preceded by a *vowel* are formed by adding *s* to the singular.
3. The plurals of most nouns ending in *o* are formed by adding *s* to the singular.

1	2	3
varieties	holidays	pianos
prophecies	Thursdays	provisos
monopolies	moneys *	quartos
authorities	assays	folios
companies	galleys	mementos
necessities	journeys	ratios
quantities	attorneys	dittos
securities	surveys	tobaccos

## SENTENCES FOR DICTATION

Many things that were formerly counted as *luxuries* are now considered among the *necessities* of life. The *varieties* of *monopolies* were among the *discoveries* of the *authorities*. The *inaccuracies* in the statements of these *societies*, as to the *quantities* of *securities* in their *treasuries*, are astonishing. The *mysteries* and *tragedies* of life form the themes of many brilliant *essays*. These *companies* were subjected to the close scrutiny of the examiners. Men are masters of their *destinies*. The court reprimanded the *attorneys* for their long *parleys*. *Surveys* of the grounds were made before the *holidays*. The *pianos* in the *studios* were used on *Thursdays* to accompany the *sopranos*. The writers returned from their recent *journeys* bringing with them many *mementos*. The contract contained many *provisos* regarding the profit-sharing *ratios*.

\**Monies*, optional form.



## LESSON 16

PLURALS (*Continued*)

1. The plurals of some nouns ending in *o* are formed by adding *es* to the singular.

2. The plurals of most nouns ending in *f* or *fe* are formed by adding *s* to the singular.

3. Some nouns ending in *f* or *fe* form their plurals by changing *f* or *fe* into *v* and adding *es* to the singular.

1	2	3
potatoes	sheriffs	knives
veto <del>e</del> s	plaintiffs	halves
embargo <del>e</del> s	beliefs	shelves
cargo <del>e</del> s	briefs	leaves
negro <del>e</del> s	proofs	thieves
motto <del>e</del> s	bailiffs	themselves
tomato <del>e</del> s	staffs	wives
innuendo <del>e</del> s	handkerchiefs	loaves

## SENTENCES FOR DICTATION

The *cargoes* were made up of *potatoes*, *calicoes*, *tomatoes*, and *mangoes*, and were unloaded by *negroes*. Both *tornadoes* and *volcanoes* strike terror to the hearts of the inhabitants of many countries. *Embargoes* were placed on *torpedoes*. *Mementos* and *mottoes* were included in the collection. *Buffaloes* are very scarce in America. The *relays* were run on *Saturdays*. Both the *chimneys* and the *stairways* have been completed. Four deputy *sheriffs* were needed to protect the *plaintiffs*. The *attorneys* filed their *briefs* within the allotted time. The printer submitted four galley *proofs* of the brochure. The boxes of *handkerchiefs* were placed on the *shelves* by the *sales girls themselves*. The *thieves* took all the *knives* and the baskets filled with *loaves* of bread cut into *halves*.

## LESSON 17

### PLURALS (*Continued*)

1. In some nouns the plural is formed by a vowel change instead of by the addition of a suffix.

2. Some words of foreign origin retain their original plural forms.

3. In compound nouns the plural sign is usually added to the last member, but sometimes to the first member.

*Note:* Some nouns are rarely or never used in the singular.

1	2	3	Note
geese	analyses	cupfuls	annals
mice	bases	spoonfuls	athletics
men	memoranda	mouthfuls	clothes
women	data	stand-bys	eaves
feet	phenomena	bills of lading	nuptials
teeth	parentheses	bills receivable	scissors
	stimuli	passers-by	spectacles
	hypotheses	sons-in-law	obsequies

### SENTENCES FOR DICTATION

The *men* and *women* plodded on into the *teeth* of the wind with *feet* partially frozen and only a few *mouthfuls* of food in their packs. The auditors examined the *bills receivable* with exceptional care and incorporated their *data* in several *memoranda* to the board of directors. After five *analyses* of the *memoranda* had been prepared and studied, the general manager suggested two *hypotheses* for tentative consideration in arriving at the correct explanation of the facts. Never in the *annals* of the university had *athletics* held such a spectacular place in student-body activities. She cut her *clothes* with the *scissors*.

## LESSON 18

## POSSESSIVE FORMS

1. The possessive singular of nouns is formed by adding an apostrophe and an *s*. In proper names ending in *s*, the authorities favour adding the apostrophe and *s* to monosyllables, and the apostrophe only to words of more than one syllable.

auditor's	syndicate's	Jones's	tourist's
broker's	night's	Frances's	day's
consignee's	lady's	month's	postman's
guide's	year's	history's	man's
consigner's*	woman's	hero's	season's

2. Plural nouns not ending in *s* form the possessive in the same way as singular nouns.

children's

mice's

men's

3. Plural nouns ending in *s* add only the apostrophe.

witnesses'	robbers'	boys'	jobbers'
students'	customers'	Filipinos'	aviators'
mechanics'	creditors'	chiefs'	pupils'
mothers'	judges'	professors'	debtors'
stationers'	competitors'	lawyers'	manufacturers'

Possessive forms of pronouns are written without the apostrophe.

yours

hers

its

his

theirs

ours

*Note:* *Its*, the possessive, should be differentiated from *it's*, the contraction for *it is*.

## SENTENCES FOR DICTATION

*Jones's* secretary reports that *it's* not the *postman's* but the *consigner's* fault that this *season's* goods were not delivered earlier. "All that is *ours* is *yours*," were the *mother's* words to her *children's* children. The *auditor's* accounts showed the *syndicate's* year had been unprofitable. The *broker's* three *months'* note was overdue. The *manufacturer's* discount, in *his* opinion, was insufficient. The *tourist's* attention was attracted by the chic line of *ladies'* hats displayed at *Frances's* shop. Our *competitors'* prices on this *month's* novelties are much lower than last *year's* prices, and our *customers'* attention has been called to the fact. *Boys'* and *men's* wear were included in the *day's* list of bargains.

\*Also *consignor's*.



## LESSON 19

## DIVISION OF WORDS

1. Words should be divided only between syllables.

*Wrong:* depa-rtment    abs-urd    proc-ess    proc-eed

*Right:*    **depart-ment    ab-surd    pro-cess    pro-ceed**

2. Monosyllables should never be divided.

*Wrong:* wh-ich    thr-ough    spe-ak    ch-ild    bread-th

*Right:*    **which    through    speak    child    breadth**

*Wrong:* pass-ed    dip-ped    dream-ed    help-ed

*Right:*    **passed    dipped    dreamed    helped**

3. A single letter should not be separated from the rest of the word.

*Wrong:* e-nough    a-mong    e-normous    a-lone

*Right:*    **enough    among    enormous    alone**

4. Avoid two-letter divisions, and never carry over two letters only.

*Wrong:* on-ly    un-til    ev-ery    heav-en    loss-es

*Right:*    **only    until    every    heaven    losses**

5. Diphthongs and digraphs cannot be divided.

*Wrong:* bu-ilding    bu-oyant    pe-ople    co-untry

*Right:*    **build-ing    buoy-ant    peo-ple    coun-try**

## LESSON 20

DIVISION OF WORDS (*Continued*)

6. Words should be divided after a prefix or before a suffix.

*Wrong:* subor-dinate    disap-point    en-tering    un-dergo

*Right:* **sub-ordinate    dis-appoint    enter-ing    under-go**

*Wrong:* part-ial    contag-ion    defe-rence

*Right:* **par-tial    conta-gion    defer-ence**

7. When a final consonant is doubled before a suffix, the additional consonant goes with the suffix.

*Wrong:* tripp-ing    runn-ing    bidd-ing    controll-ing

*Right:* **trip-ping    run-ning    bid-ding    control-ling**

8. Avoid additional hyphens in words already hyphenated, and divide solid compounds between their elements.

*Wrong:* self-con-fidence    non-in-terest-bearing    or-der-book

*Right:* **self-confidence    non-interest-bearing    order-book**

*Wrong:* mid-dle-man    com-monplace

*Right:* **middle-man    common-place**

9. When two consonants come together between two vowels, divide between the consonants.

*Wrong:* mill-ion    struct-ure    ent-erp-rise    demo-cracy

*Right:* **mil-lion    struc-ture    enter-prise    democ-racy**

*Wrong:* steno-grapher    advant-age

*Right:* **stenog-rapher    advan-tage**

## LESSON 21

### COMPOUNDS

Some compound words are written as one word, others as two or more words, others are joined with a hyphen. As authorities differ regarding the forms, the only safe practice is to consult some reliable dictionary for doubtful cases.

This and the following two lessons contain some of the most common words of the three types.

#### *Compound Groups Written as Two or More Separate Words*

a while (phr.)	birth rate	every time (phr.)	per cent.
all aboard	book store	form letter	pound sterling
all ready	car fare	freight car	quit claim
all right	card index	in order	sales letter
any one	civil service	in so far as	some day
assembly room	common sense	live stock	some one
balance book	cylinder press	near by (prep.)	some time (n.)
barber shop	days of grace	no one	ways and means
bill of lading	every one	notary public	wear and tear

For *a while* all goods will be subject to a discount of 10 *per cent.* from the prices given in the catalogue. The *form letters*, mostly *sales letters*, were first read, and then noted by number in a *card index*. It is *all right* to enter *car fare* in the cash account. The *Civil Service* Commission met in the *assembly room*. A heavy grade of paper should be used for *bills of lading*, *in order* that they may stand the *wear and tear* of much handling. The conductor shouted, "*All aboard!*" The *Notary Public* has an office over the *barber shop*. *Days of grace* are not recognized on bills payable on demand. The *ways and means* adopted by the loan company were criticised *some time* ago. Can you give Mr. Danby a *quit claim* deed for this farm? The *birth rate* has decreased in many countries. *Every time* I go to the city I visit the *book store*. We are shipping a car of *live stock* to-day. Five persons were injured when the automobile was struck by the *freight car*. *Any one* with *common sense* should know better.

## LESSON 22

COMPOUNDS (*Continued*)*Compounds Written as One Word*

already (adv.)	hereafter	nobody	somewhat
although	herself	notwithstanding	stockholder
altogether	himself	nowadays	subdivision
anybody	hothouse	oneself	switchboard
beforehand	inasmuch	outgoing	undersell
bondholder	inside	outside	warehouse
cardboard	itself	overdue	whatever
everybody	layman	overhead	whenever
farewell	mainland	salesman	wherever
guesswork	moreover	somebody	whichever
handwriting	myself	something	whoever
henceforth	nevertheless	sometimes	yourself

*Guesswork* is not very satisfactory *nowadays*. The operator at the *switchboard* should record all *outgoing* calls. *Everybody* in the office attended the *farewell* party given the manager. *Although* his home was on an island, he said that he had to spend part of each week on the *mainland*. *Wherever* you go or *whatever* you may do *hereafter*, you must respect the rules of this organization while you are here. *Sometimes* it is possible to *undersell* our competitors, and *whenever* this is possible it should be done. The *hothouse* needs painting, both *inside* and *outside*. *Inasmuch* as the report of every *salesman* is sent to Mr. Brown, he should have *already* completed the yearly review. *Moreover*, *something* must be done to improve the *handwriting* of the students. *Somewhat* to my surprise he said that the shipment had arrived at the *warehouse*. *Notwithstanding* the fact that we have written you many letters, your account is still long *overdue*. *Somebody* should study the causes for the increase in our *overhead* expenses at the *warehouse*. *Although* a heavy *cardboard* was used to protect the photograph, it was damaged in the mail. Occasionally, a *layman* can detect a weakness that an expert has *overlooked*. The financial condition of the company is poor, *nevertheless* the interest due the *bondholders* must be paid. Mr. Cameron is in charge of a *subdivision* of the Government. *Whichever* policy is adopted, the *stockholders* will benefit. *Henceforth* I will attend to the matter *myself*.

## LESSON 23

COMPOUNDS (*Continued*)*Compounds Written with Hyphens*

after-thought	cross-section	make-shift	self-confidence
Attorney-	far-sightedness	make-up	side-walk
General	fellow-citizen	middle-man	sign-board
bank-book	ferry-boat	net-work	south-east
bank-note	good-will	parcel-post	store-room
base-ball	ground-floor	plate-glass	street-car
bill-broker	half-dollar	policy-holder	time-keeper
by-product	head-dress	post-card	time-table
candle-power	head-water	post-office	trade-mark
cast-iron	income-tax	price-list	trades-union
clearing-house	key-note	profit-sharing	turn-over
commission-	letter-box	self-control	vice-president
agent			

*Self-control* and *self-confidence* are necessary qualities in the business office. The *Attorney-General* dropped his *bank-book* in the *street-car*. The *vice-president* of the company explained the advantages of the *profit-sharing* proposition to the members of the *trades-union*. You will find the *plate-glass* in the *store-room*, which is located on the *ground-floor* of our new building. A catchy *trade-mark* can do much to promote the sales of a product, but *good-will* is needed to insure the second sale. When we arrived at the station we found that the leaving time of the train as given on the *sign-board* was later than that given in the *time-table*. The *commission-agent* succeeded in convincing the *middle-man* that a quicker *turn-over* of goods would bring greater profit to all. It will be best to take the *ferry-boat* to the park when we go to the *base-ball* game. A *make-shift* arrangement is never very satisfactory. I can mail the *post-card* in the *letter-box*, but John must take the *parcel-post* package to the *post-office*. Please send your cheque to the *income-tax headquarters*. The city newspapers gave the *key-note* of the mayor's speech. We are sending you a *price-list* of all our *cast-iron* products. Will you please count the number and denominations of *bank-notes* and the number of *half-dollars* needed for the pay-roll.



## LESSON 24

## COMMON WORDS OFTEN MISPRONOUNCED

<b>depot</b>	dep'ō or dē'pō	<b>film</b>	film
<b>despicable</b>	des'pi-ka-bl	<b>finale</b>	fī'nal
<b>dew</b>	dū	<b>finance</b>	fī-nans'
<b>dictionary</b>	dik'shon-a-ri	<b>financier</b>	fī-nan'sēr
<b>direct</b>	dī-rekt'	<b>formidable</b>	for'mi-da-bl
<b>dirigible</b>	dī'ri-ji-bl	<b>galoche</b>	ga-losh'
<b>district</b>	dis'trikt	<b>garage</b>	gar'āj
<b>drowned</b>	dround	<b>get</b>	get
<b>duet</b>	dū-et'	<b>government</b>	guv'ern-ment
<b>duped</b>	dūpt	<b>gratuitous</b>	gra-tū'i-tus
<b>duty</b>	dū'ti	<b>grease (n.)</b>	grēs
<b>egg</b>	eg	<b>grease (v.)</b>	grēz
<b>elaborate (a.)</b>	ē-lab'o-rāt	<b>grocery</b>	grō'sēr-i
<b>err</b>	er	<b>guardian</b>	gār'di-an
<b>erring</b>	er'ing	<b>height</b>	hīt
<b>estimate (v.)</b>	es'ti-māt	<b>homogeneous</b>	hō-mō-jē'nē-us
<b>every</b>	ev'ēr-i	<b>horizon</b>	ho-rī'zon
<b>executor</b>	ek'sē-kū-tēr	<b>hostile</b>	hos'tīl
<b>extraordinary</b>	eks-tra-or'di-na-ri	<b>humour</b>	ū'mēr
<b>facetious</b>	fa-sē'shus	<b>hundred</b>	hun'dred
<b>facsimile</b>	fak-sim'i-lē	<b>idea</b>	ī-dē'a
<b>factory</b>	fak'to-ri	<b>illustrate</b>	il'us-trāt
<b>far</b>	fār	<b>illustrative</b>	il-lus'tra-tiv
<b>favourite</b>	fā'vēr-it	<b>increment</b>	in'krē-ment
<b>February</b>	feb'ru-a-ri	<b>inquiry</b>	īn-kwī'ri



## PART III

### PREFIXES AND SUFFIXES

¶ In this part, emphasis has been placed on the grouping of words according to common beginnings and endings, so that the laws of association may aid the student in the mastery of his spelling difficulties.

¶ In order to maintain suitable simplicity, the original and often lost meanings of the prefixes and suffixes are not given.

¶ At the pleasure of the teacher, governed by the individual needs of his students, this topic may be enlarged upon by an advanced treatment of Latin, Greek, Anglo-Saxon, etc., roots, prefixes, and suffixes.

## LESSON 25

## COMMON PREFIXES

a	abroad, aloud, aboard, arouse
ac	accomplice, acquire, acquaint, accuracy
ad	admit, admire, addict, advocate
ant	anterior, antecedent, ancestor, antedate
bene	benefaction, beneficial, beneficiary, benevolent
bi	bimonthly, biennial, biped, bicycle
col	collapse, collection, collaborate, collusion
con	concession, consult, continue, condemn
de	debase, defence, depend, defunct
di	diverge, dilapidated, dilemma, divisor
dis	disagree, dishonourable, disloyal, dissolve
ex	exemption, extensive, expedient, exhibit
for	forward, forever, forgotten, forbid
fore	forearm, forenoon, foregone, forehead
inter	intervention, interruption, interlude, interpose
ob	object, obstinate, obtain, obdurate
per	percolate, perceptible, perforate, perennial
pre	precede, prefix, preserve, preamble
pro	progress, propel, produce, probate
pur	purpose, pursue, pursuit, purport
re	reimburse, reorganize, reunion, reappear
un	unaccountable, unnatural, unattractive, unwise
sub	subway, subordinate, subdue, subsist
sup	support, supply, suppose, supplant
trans	transact, transmit, translate, transpire

**LESSON 26****COMMON SUFFIXES**

age	courage, usage, image, storage
al	critical, detrimental, accidental, vertical
ar	liar, cellar, vulgar, sugar
ary	boundary, documentary, anniversary, voluntary
el	label, hotel, morsel, nickel
en	written, spoken, chosen, omen
er	adviser, customer, manager, banker
ery	bindery, pottery, embroidery, millinery
ful	deceitful, regretful, respectful, successful
ial	beneficial, commercial, essential, confidential
in	margin, origin, satin, chagrin
ious	serious, curious, malicious, delicious
ise	comprise, compromise, devise, revise
ity	familiarity, similarity, superiority, originality
ize	authorize, capitalize, economize, generalize
le	angle, table, circle, Bible
ness	cleanness, evenness, stubbornness, meanness
om	fathom, freedom, seldom, symptom
on	abandon, pardon, comparison, sexton
or	author, operator, debtor, competitor
ory	advisory, directory, territory, promissory
ous	desirous, homogeneous, marvellous, perilous
sion	apprehension, fusion, omission, permission
tion	operation, dictation, edition, separation
ual	punctual, intellectual, usual, gradual

**LESSON 27****ANT AND ENT SUFFIXES**

- |                          |   |
|--------------------------|---|
| 1. <b>elegant</b>        | Very choice; pleasing to good taste.                    |
| 2. <b>ignorant</b>       | Lacking in knowledge; uninformed; untaught.             |
| 3. <b>indignant</b>      | Wrathful; irate.  |
| 4. <b>occupant</b>       | One who occupies or takes possession.                   |
| 5. <b>pleasant</b>       | Agreeable; pleasing; having pleasing manners.           |
| 6. <b>pursuant</b>       | Acting in consequence of or in prosecution of anything. |
| 7. <b>reluctant</b>      | Unwilling or disinclined.                               |
| 8. <b>unpleasant</b>     | Displeasing; offensive.                                 |
| 9. <b>vacant</b>         | Unoccupied; without contents; empty; devoid.            |
| 10. <b>apparent</b>      | Open to view; obvious; evident; known.                  |
| 11. <b>competent</b>     | Answering to all requirements; fit.                     |
| 12. <b>consistent</b>    | Having agreement; harmonious; firm; compatible.         |
| 13. <b>correspondent</b> | One who communicates by letter.                         |
| 14. <b>dependent</b>     | Not self-sustaining; subordinate.                       |
| 15. <b>different</b>     | Not the same; distinct; dissimilar.                     |
| 16. <b>diligent</b>      | Careful; industrious.                                   |
| 17. <b>transient</b>     | Not regular; brief; fleeting.                           |
| 18. <b>excellent</b>     | Superior; of great worth.                               |
| 19. <b>incident</b>      | That which happens accidentally; an event; occurrence.  |
| 20. <b>obedient</b>      | Dutiful; willing to obey.                               |
| 21. <b>permanent</b>     | Durable; constant.                                      |
| 22. <b>precedent</b>     | Preceding; going before.                                |
| 23. <b>prudent</b>       | Watchful; wise; judicious; discreet.                    |
| 24. <b>silent</b>        | Speechless; indisposed to talk; quiet.                  |
| 25. <b>violent</b>       | Forcible; fierce; furious.                              |

## SENTENCES FOR DICTATION

1. Mr. Drummond's home is furnished in *elegant* simplicity.
2. There is no room in business for the *ignorant* man, and there is no necessity for anyone to remain *ignorant*.
3. The people are highly *indignant* over the misrule of the officials that they had put in office.
4. The present *occupant* of the store is not keeping up his payments.
5. It is not a *pleasant* task to discharge an employee.
6. *Pursuant* to your request we are forwarding you samples of our latest designs.
7. Mrs. Adams was *reluctant* to give her consent for her son to join the navy.
8. We were all relieved to see the end of the *unpleasant* episode.
9. There are forty *vacant* rooms in the new office building.
10. The reason for the failure of the bank is not *apparent*.
11. Miss Ellsworth is a *competent* secretary.
12. His mode of living was *consistent* with his salary.
13. He has just been appointed foreign *correspondent* for one of the large New York dailies.
14. The success of the plan is *dependent* upon the co-operation of every member of the organization.
15. It is our intention to put out a radically *different* model soon.
16. To be *diligent* in study is to prepare the foundation for success in one's chosen line of work.
17. The new hotel will cater to *transient* trade.
18. The programme was *excellent*—every number practically flawless.
19. The *incident* was not considered important enough to be called to the manager's attention.
20. He was independent in his thinking but *obedient* to the commands of his superiors.
21. A *permanent* record was kept of all the sales made by the clerks.
22. Under the circumstances, we cannot afford to establish a *precedent* by allowing this claim for damages.
23. Bankers are considered *prudent* business men.
24. The *silent* man is often considered wiser than he really is.
25. A *violent* storm travelled up the coast with increasing fury.



**LESSON 28****ANCE AND ENCE SUFFIXES**

- |                     |  |
|---------------------|--|
| 1. observance       | The act of taking notice; attentiveness.                         |
| 2. defiance         | The act of defying; provoking to combat.                         |
| 3. accordance       | Harmony; conformity.   |
| 4. assurance        | A declaration designed to give confidence; self-reliance.        |
| 5. appearance       | Look, aspect, mien.  |
| 6. reliance         | Confidence; trust; dependence.                                   |
| 7. significance     | Meaning; import; consequence.                                    |
| 8. compliance       | A disposition to yield to others.                                |
| 9. resistance       | Opposition; power or capacity to resist.                         |
| 10. distance        | The space between two objects.                                   |
| 11. allowance       | Approval; approbation; abatement; deduction.                     |
| 12. resemblance     | Similarity; likeness.  |
| 13. continuance     | A holding on, or remaining in a particular state.                |
| 14. indulgence      | Tolerance, lack of severity.                                     |
| 15. superintendence | Overseeing; management.  |
| 16. patience        | Uncomplaining endurance of suffering or wrongs.                  |
| 17. preference      | Choice; the power or opportunity of choosing.                    |
| 18. recurrence      | Coming back repeatedly.  |
| 19. negligence      | Habitual neglect.  |
| 20. obedience       | Being obedient; dutifulness.                                     |
| 21. experience      | Personal impressions as contrasted with descriptions or fancies. |
| 22. ordinance       | A local law or regulation enacted by a municipal government.     |
| 23. temperance      | Moderation; self-control; calmness.                              |
| 24. residence       | House where one's home is; dwelling-place; abode.                |
| 25. prevalence      | Predominance; the state of being wide-spread.                    |



## SENTENCES FOR DICTATION

1. *Observance* of the law is every citizen's duty.
2. Those who show *defiance* to our laws are a menace to our civilization.
3. The contract was made in strict *accordance* with the law.
4. The doctor gave his *assurance* of the patient's recovery.
5. The society demanded his *appearance* at the convention.
6. Put more *reliance* on deeds than on talk.
7. There is *significance* in the fact that Mr. Brown resigned under fire.
8. We appreciate your prompt *compliance* with our request for information in regard to your output.
9. John did not have sufficient *resistance* to fight the disease.
10. During the past ten years the transocean telephone, the radio, the aeroplane, and the newspapers have sharply diminished *distance* between the four corners of the globe.
11. The jobber made an *allowance* of \$200 to cover the damaged goods.
12. The boy bore a strong *resemblance* to his mother.
13. The *continuance* of the case permitted the attorneys to secure additional witnesses.
14. *Indulgence* in various fads is more or less a habit with many women.
15. This special work is being carried on under the able *superintendence* of Mr. Scott.
16. Our *patience* has become exhausted over the delay in receiving the supplies we ordered from you six weeks ago.
17. Mr. Clark expressed a *preference* for your type A-22 device, whereas you have shipped him type B-22.
18. The Board of Health feared a *recurrence* of the influenza epidemic.
19. Your *negligence* in not properly filling our order has lost us many customers.
20. Military training puts great stress on *obedience*.
21. *Experience* is the best teacher.
22. The unpopular *ordinance* was repealed by the council.
23. The *temperance* question was debated by the politicians.
24. Please give your *residence* address to the personnel director.
25. The *prevalence* of high interest rates means that money is scarce.

**LESSON 29****ABLE AND IBLE SUFFIXES**

- |                  |  |
|------------------|--|
| 1. reversible    | Capable of being used on either side.                            |
| 2. blamable      | Meriting blame or censure.                                       |
| 3. admissible    | Capable of being conceded or allowed.                            |
| 4. flexible      | Capable of being bent without breaking; manageable.              |
| 5. feasible      | Capable of being done; practicable.                              |
| 6. inexhaustible | Incapable of being exhausted; unfailing.                         |
| 7. infallible    | Exempt from fallacy or error of judgment, as an opinion.         |
| 8. invisible     | Incapable of being seen.   |
| 9. legible       | Easily read or deciphered; plain to the eye.                     |
| 10. plausible    | Apparently right or trustworthy.                                 |
| 11. acceptable   | Capable of being accepted; gratifying; agreeable.                |
| 12. contemptible | Deserving of contempt; despised.                                 |
| 13. passable     | Capable of being passed; fairly good; moderate.                  |
| 14. tangible     | Real, substantial, evident.                                      |
| 15. movable      | Capable of being moved, as from one place to another.            |
| 16. teachable    | Capable of being and willing to be taught; apt to learn; docile. |
| 17. receivable   | Capable of being received.                                       |
| 18. ratable      | Subject to assessment.   |
| 19. renewable    | Capable of being made new again.                                 |
| 20. sensible     | Perceptible to the mind; possessing sense or reason.             |
| 21. payable      | Capable of being discharged by payment; justly due.              |
| 22. changeable   | Capable of being changed; alterable; changeful; inconsistent.    |
| 23. saleable     | Capable of being sold; marketable.                               |
| 24. curable      | Susceptible of being cured.                                      |
| 25. excusable    | Admitting of excuse or pardon; justifiable.                      |

## SENTENCES FOR DICTATION

1. The customer wished some *reversible* portières for her living room.
2. It is practically impossible to decide who was *blamable* for the accident.
3. Such a supposition is *admissible* under the circumstances.
4. This grade of leather is exceedingly *flexible*.
5. Our representative reports that it is not *feasible* for us to adopt your recommendation.
6. The lecturer possessed an *inexhaustible* store of anecdotes.
7. The best of men are not *infallible* in all things.
8. The troops of the enemy were *invisible*, although we knew that they were close at hand.
9. It is important in business to write a *legible* hand.
10. The explanation he made seemed *plausible*, so we allowed the matter to rest.
11. The proposition made by you is *acceptable* to us.
12. Some of the tactics he employed to gain his present office were *contemptible*.
13. The road is not *passable* for heavy trucks.
14. The *tangible* evidences of the contractor's activity impressed the architect favourably.
15. All *movable* cargo was thrown overboard to save the vessel.
16. The colonization instructor found the immigrants *teachable*.
17. The report showed an increase in the amount of bills *receivable*.
18. Property is taxed at its *ratable* value.
19. The lease is *renewable* on the same terms at its expiration.
20. The most *sensible* arrangement is always the most satisfactory.
21. Twelve per cent. per annum, *payable* monthly, was the enticing rate of interest offered.
22. The *changeable* weather is the most disagreeable feature of this climate.
23. It was conceded that the goods were not in *saleable* condition.
24. Leprosy has now been pronounced *curable*.
25. In view of what happened, your action is *excusable*.

## LESSON 30

## COMMON WORDS OFTEN MISPRONOUNCED

interested	ˈinˈtēr-es-ted	once	wuns
iron	īˈern	ordeal	orˈdē-al
irreparable	ir-repˈā-ra-bl	ordinary	orˈdi-na-ri
juvenile	jūˈve-nīl	ought	at
kiln	kil	paltry	palˈtri
laboratory	labˈo-ra-to-ri	partner	pärtˈnēr
lamentable	lamˈen-ta-bl	patronage	patˈron-āj
latent	lāˈtent	patronize	patˈron-īz
learned (a.)	lērˈned	pattern	patˈern
library	līˈbra-ri	peculiar	pē-kūˈli-ēr
long-lived	longˈlivd	pecuniary	pē-kūˈni-a-ri
ludicrous	lūˈdik-rus	perfume	pērˈfūm
magazine	mag-a-zēn	perhaps	pērˈhapsˈ
maintenance	mānˈten-ans	pianist	piˈan-ist
medium	mēˈdi-um	picture	pikˈtūr
mellow	melˈō	placard	plakˈärd
mercantile	mērˈkan-tīl	plagiarism	plāˈji-a-rizm
mischievous	misˈchi-vus	precedence	prē-sēˈdens
morale	mō-rälˈ	preferable	prefˈēr-a-bl
mushroom	mushˈröm	preventive	prē-venˈtiv
nausea	naˈshē-a	probably	probˈa-bli
neuralgia	nū-ralˈji-a	profile	prōˈfīl
new	nū	programme	prōˈgram
nothing	nuˈthing	projective	prō-jekˈtiv
often	ofˈn	pumpkin	pumpˈkin

## PART IV

### HOMONYMS, SYNONYMS, ANTONYMS

The organization of the subject matter of Part IV illustrates the value of the laws of association in removing the spelling difficulties from three groups of words: those similar in spelling but different in meaning; those similar in meaning but different in spelling; those opposed in meaning and different in spelling.

In these groups 300 commonly used words have been defined and used in sentences that show the relation of a word to its homonym, synonym, or antonym, as the case may be.

The teacher will wish particularly to stress the four lessons on synonyms. Accuracy and explicitness as well as brevity in business communication are the results of a careful study of synonyms. The average student does not realize the great number in our language. He is surprised when he is informed that there are fifteen synonyms for "beautiful," twenty-one for "beginning," twenty for "friendly," and thirty-seven for "pure."

As suggested at the beginning of Part II, the lessons in Part IV may be used alternately with the lessons of the other parts to secure greater variety of subject matter. They should also be reviewed frequently along with the "Demons" of Part I.



**LESSON 31****HOMONYMS**

Two or more words that are pronounced alike, but used and spelled differently, are called "homonyms." Other groups of words not strictly homonyms, but which are often confused because of their similarity in sound, have also been included under this heading.

1. **accede**      To comply with.
- exceed**      To surpass.
2. **accept**      To take, receive.
- except**      To exclude.
3. **access**      Admittance, admission.
- excess**      Surplus.
4. **altar**        A place of worship.
- alter**        To change.
5. **allowed**     Permitted; sanctioned.
- aloud**        Audibly; with a loud voice.
6. **ascent**      Act of rising; motion upward.
- assent**        Consent.
7. **aught**        Anything; slightest thing (poetic).
- ought**        Should; obliged.
8. **calendar**    Record (of time).
- calender**    Finishing machine used in the manufacture of paper, cloth, etc.
9. **canvas**      A strong cloth.
- canvass**      To solicit thoroughly; to scrutinize.
10. **capital**     Seat of government of a state or country; money invested.
- capitol**      Government building.
11. **cede**        To grant; give up.
- seed**         That from which anything is grown.
12. **cereal**      Any grain food.
- serial**        Arranged in a series; appearing in successive numbers of a magazine.



## SENTENCES FOR DICTATION

1. I will *accede* to your request for an increase provided your subscriptions *exceed* those of last year.
2. I *accept* the terms, *except* for one proviso.
3. Despite the fact that he had *access* to the cash drawer at all times, no one seemed to mistrust his sudden buying to *excess*.
4. The bride's *altar* at the "Little Church Around the Corner" was recently *altered*.
5. He cried *aloud*, "No one *allowed* behind the scenes!"
6. The doctor gave his *assent* to his patient's making an *ascent* of the mountain.
7. For *aught* I know he *ought* to be making twice the amount of his present salary.
8. *Calendered* paper is necessary in order to reproduce the design on this *calendar* effectively.
9. The salesman *canvassed* his district to obtain orders for a new quality of tent *canvas*.
10. The money valuation of our *Capitol* at the national *capital* exceeds the amount representing the *capital* of many a large concern.
11. The gardener *seeded* the park that was *ceded* to the city by the millionaire.
12. Advertisements of the new *cereal* will appear in several *serial* magazines.

## LESSON 32

HOMONYMS (*Continued*)

- |                   |  |
|-------------------|--|
| 1. choir          | A group of singers.                                      |
| quire             | Twenty-four sheets of paper.                             |
| 2. coarse         | Rough; large.  |
| course            | Direction; part of a dinner; action.                     |
| 3. correspondence | Letters.   |
| correspondents    | Letter-writers.  |
| 4. council        | An assembly of men summoned for deliberation.            |
| counsel           | An attorney; advice.                                     |
| 5. currant        | A small fruit.   |
| current           | Tide; electricity; belonging to the present.             |
| 6. complement     | That which fills or completes.                           |
| compliment        | To congratulate.   |
| 7. confidant      | Friend; adviser.   |
| confident         | Sure; positive.  |
| 8. deference      | Respect; courteous regard for another's wishes.          |
| difference        | Contrary; not like.                                      |
| 9. descent        | Going down; coming down.                                 |
| decent            | Proper; right; suitable.                                 |
| dissent           | Difference of opinion; disagreement.                     |
| 10. die           | To cease to breathe; finish; tool with depressed design. |
| dye               | To change the colour of.                                 |
| 11. elusive       | Tantalizing; hard to catch.                              |
| illusive          | Misleading; deceiving; unreal.                           |
| 12. eminent       | Well-known; prominent.                                   |
| imminent          | Very near; impending; threatening.                       |

## SENTENCES FOR DICTATION

1. It will take a *quire* of paper to write a note to each member of the *choir*.
2. In the *course* of the conversation at the *course* dinner she realized that her companion had very *coarse* tastes.
3. I have so many *correspondents* that my *correspondence* is always behindhand.
4. My *counsel* is: Observe the rulings of the *council*.
5. A *current* of electricity flows through wire like the *current* of a stream. The *current* number of the new woman's magazine gives a recipe for making *currant* jam.
6. He was *complimented* on the speed with which he obtained the *complement* assigned him.
7. I am *confident* that my *confidant* will sense the seriousness of this situation at once.
8. There is a marked *difference* between the *deference* that Henry shows his mother and John's inconsideration.
9. Despite the *dissent* among the members of the hiking club the *descent* from the mountain was so swift that they arrived in *decent* time for dinner.
10. The craftsman is so ill he may *die* before he finishes the rare book-binding. He alone understands how to apply the *dye* after the covers have been stamped with the new *die*.
11. There's something *elusive* about that tune. Its haunting motif fills me with *illusive* fancies.
12. The *eminent* economist said a panic was *imminent*.

## LESSON 33

HOMONYMS (*Continued*)

- |                |  |
|----------------|--|
| 1. fair        | Beautiful; blonde; just.   |
| fare           | Cost of travel.  |
| 2. grate       | A frame of iron bars holding the fuel in a furnace;<br>to produce a harsh sound; to reduce to small<br>particles by rubbing. |
| great          | Eminent; foremost; large; many.  |
| 3. hear        | To perceive by the ear; to listen to.  |
| here           | This place.  |
| 4. indict      | To consider guilty.  |
| indite         | To compose and write (a document).   |
| 5. incite      | To cause trouble, uprising.  |
| insight        | An inner knowledge; understanding.   |
| 6. lead        | A metal.   |
| led            | Guided; past tense of the verb "lead."   |
| 7. load        | To lay a burden on or in.  |
| lode           | A vein (of ore).   |
| 8. loan        | That which one lends or borrows.   |
| lone           | Solitary.  |
| 9. miner       | An underground worker in a mine.   |
| minor          | Under full age or majority.  |
| 10. plane      | A tool for smoothing a surface.  |
| plain          | Simple; flat land.   |
| 11. ordinance  | A local law enacted by a municipal government.   |
| ordnance       | Arms; munitions.   |
| 12. precedence | Priority; superior rank.   |
| precedents     | Previous acts used as guides.  |

## SENTENCES FOR DICTATION

1. The *fair*-haired girl thought it was only *fair* to allow her escort to pay the car *fare*.
2. The *great* noise made by the *grates* in the furnace *grates* on my nerves.
3. *Here* we shall *hear* no noise.
4. The attorney *indited* a brief in which he cited the fact that the grand jury *indicted* the man for arson.
5. The use of a little *insight* in the matter would have prevented him from *inciting* the mob to violence.
6. The road *led* past the *lead* mine.
7. They announced the discovery of a *lode* of ore and showed their plans for *loading* the mined metal on trucks.
8. The kind-hearted banker negotiated a *loan* for the *lone* orphan.
9. The *miner's* eldest son is still a *minor*.
10. The family from the *plains* sent a mail order for some *plain* white cotton cloth and a carpenter's *plane*.
11. A municipal *ordinance* states that no *ordnance* factory shall be located within the city limits.
12. Government *precedents* stipulate that the Prime Minister takes *precedence* over the Minister of Finance.

## LESSON 34

HOMONYMS (*Continued*)

- |                      |   |
|----------------------|---|
| 1. <b>principal</b>  | Chief; the original sum; the head of a school.                        |
| <b>principle</b>     | A fundamental truth; a settled rule of action.                        |
| 2. <b>residence</b>  | A home; dwelling-place.   |
| <b>residents</b>     | Those living in a place.  |
| 3. <b>right</b>      | Correct; privilege.   |
| <b>rite</b>          | Ceremony.   |
| <b>write</b>         | To inscribe by hand.  |
| 4. <b>rôle</b>       | A part in a play; a function assumed by anyone.                       |
| <b>roll</b>          | To cause to revolve by turning over and over.                         |
| 5. <b>sight</b>      | Vision.   |
| <b>site</b>          | Place to build on.  |
| <b>cite</b>          | To make a reference to something previously written.                  |
| 6. <b>stationary</b> | Staying in one place.   |
| <b>stationery</b>    | Writing supplies.   |
| 7. <b>stile</b>      | A step or steps for getting over a fence.                             |
| <b>style</b>         | Fashion.  |
| 8. <b>straight</b>   | Not crooked or curved.  |
| <b>strait</b>        | Narrow strip of water connecting two large bodies of water.           |
| 9. <b>suite</b>      | A number of things used or classed together; a company of attendants. |
| <b>sweet</b>         | Having an agreeable taste; pleasing to the eye or ear.                |
| 10. <b>tare</b>      | The allowance made by the seller for the weight of a container.       |
| <b>tear</b>          | To rip.   |
| 11. <b>to</b>        | Preposition.  |
| <b>too</b>           | More than enough.   |
| <b>two</b>           | One and one.  |
| 12. <b>waist</b>     | Part of the body; garment.  |
| <b>waste</b>         | Needless destruction; useless consumption.                            |



## SENTENCES FOR DICTATION

1. The *principal* emphasized the *principle* that one should not allow oneself to use the *principal* of one's investment. Such use of money is one of the *principal* reasons for failure.
2. Mr. and Mrs. Wheeler have a beautiful *residence* in Ottawa. They are also *residents* of Toronto.
3. All *right*, please *write* him that the *rites* will be administered next Saturday. It is only *right* that he should be notified.
4. His *rôle* was a very simple one. He had only to *roll* a wheel on and off the stage.
5. He *cited* her preference for a *site* for the house where her *sight* could be improved by long vistas.
6. Please order some *stationary* filing equipment from the concern dealing in office supplies and *stationery*.
7. The farmer repaired the broken *stile*. You are invited to our exhibit of new spring *styles*.
8. The *straight* course lay through the *straits*.
9. The happy, *sweet*-faced girl was enthusiastically served by every member of her *suite*.
10. Don't forget to allow for the *tare* on the shipment of curtains and to report all *tears* in the curtains.
11. *Two* dollars is *too* much *to* pay for a luncheon.
12. To buy too many *waists* for a growing child is a *waste* of money.

**LESSON 35****SYNONYMS**

Two or more words having approximately the same meaning are called "synonyms." Such words are seldom identical in meaning.

- |                      |   |
|----------------------|---|
| 1. <b>colleague</b>  | An associate in a profession or a civil office. Not used of partners in business. |
| <b>partner</b>       | Partaker; associate in business; joint owner.                                     |
| 2. <b>cite</b>       | To mention a person or passage as an authority.                                   |
| <b>quote</b>         | To repeat the exact words used by another.  |
| 3. <b>duty</b>       | That which one is bound to do or perform.   |
| <b>obligation</b>    | The agreement by which one is obligated or bound.                                 |
| 4. <b>fault</b>      | Anything wanting or that impairs excellence.                                      |
| <b>blemish</b>       | A mark of deformity; a flaw.  |
| <b>defect</b>        | Want of something necessary for completeness or perfection.                       |
| 5. <b>glory</b>      | Praise; reputation; fame.   |
| <b>honour</b>        | Esteem due to worth; integrity.   |
| 6. <b>eminent</b>    | Standing high in one's calling.   |
| <b>distinguished</b> | Notable in excellence or refinement.  |
| <b>celebrated</b>    | Famed.  |
| <b>renowned</b>      | The state of being widely known for one's great achievements of merit.            |
| 7. <b>surprise</b>   | To take unawares.   |
| <b>astonish</b>      | To strike or impress with wonder, surprise, or admiration; to amaze.              |
| 8. <b>credible</b>   | Believable.   |
| <b>creditable</b>    | Worthy of praise.   |
| 9. <b>probable</b>   | Likely to be; likely to happen.   |
| <b>plausible</b>     | Might be; not quite convincing to good judgment.                                  |
| 10. <b>mutual</b>    | Joint interest or ownership in the same thing or person.                          |
| <b>common</b>        | The same use or ownership by many.  |
| <b>reciprocal</b>    | Done by each to the other; interchanging.   |

## SENTENCES FOR DICTATION

1. Professor Sloan's good nature made him a delightful *colleague*, but his lack of responsibility would have made him a poor business *partner*.
2. She *cited* Annandale as her authority and *quoted* the definition from his dictionary.
3. He considered it a moral *duty* to accept the nomination, although there was no *obligation* to do so.
4. She found *fault* with the *blemish* in the finish of the wood, but it proved to be easily removable and was not a serious *defect*.
5. The *honours* rightfully due me are *glory* enough.
6. A careful speaker refers to an *eminent* surgeon, a *distinguished* ambassador, a *celebrated* author. All are *renowned*.
7. Cleverness *surprises*, genius *astonishes*.
8. Such *creditable* behaviour is scarcely *credible* from a man of his unfortunate reputation.
9. His story at first sounded *plausible*, but further information showed it was scarcely *probable*.
10. Our *mutual* friend, James, has a business interest in *common* with us. We should be able to make a *reciprocal* arrangement of some kind.

## LESSON 36

SYNONYMS (*Continued*)

- |                     |  |
|---------------------|--|
| 1. <b>caution</b>   | To warn.   |
| <b>advise</b>       | To give advice.  |
| 2. <b>discredit</b> | To destroy trust in.   |
| <b>disparage</b>    | To dishonour by comparison with what is inferior; to undervalue.   |
| 3. <b>contrary</b>  | Opposed; perverse.   |
| <b>adverse</b>      | Detrimental; acting against.   |
| <b>opposite</b>     | On different sides—one across from the other; commonly, opposite sides of a street, a river, a question. |
| 4. <b>ability</b>   | Power to do.   |
| <b>capacity</b>     | Power of receiving, containing, or absorbing.  |
| 5. <b>amateur</b>   | One who cultivates an art or is clever at a game simply for personal gratification; non-professional.    |
| <b>novice</b>       | One new in any business, profession, or calling; one unacquainted or unskilled.                          |
| 6. <b>answer</b>    | To speak or write in reply.  |
| <b>reply</b>        | More formal than "answer."   |
| 7. <b>audience</b>  | An assembly of hearers.  |
| <b>spectators</b>   | Lookers on; by-standers.   |
| 8. <b>permit</b>    | To authorize; to give leave.   |
| <b>allow</b>        | To grant license to; to consent to; to let one have.   |
| 9. <b>cure</b>      | To make well; to heal.   |
| <b>remedy</b>       | To set right anything that has gone wrong.   |
| 10. <b>balance</b>  | The difference between two sides of an account.  |
| <b>remainder</b>    | The portion of a thing, usually the smaller part, left over.   |
| 11. <b>begin</b>    | To start; less formal and more frequently used than "commence."  |
| <b>commence</b>     | To start or begin; restricted to a form of action.   |
| 12. <b>error</b>    | A deviation from the right or accuracy.  |
| <b>mistake</b>      | An act resulting from misunderstanding or inadvertence.  |
| <b>blunder</b>      | An act resulting from ignorance, heedlessness, or awkwardness.   |

## SENTENCES FOR DICTATION

1. My physician *cautioned* me against taking cold and *advised* a warmer climate.
2. An enemy will always *disparage* one's achievements and *discredit* one's statements.
3. *Contrary* to our expectations, the *adverse* decision of the jury had a most stimulating effect on the plans of the *opposite* party.
4. The natural *capacity* for acquiring knowledge does not necessarily imply an *ability* to teach.
5. An *amateur* pursues his art or sport for the pure love of it, and is envied by many a *novice*.
6. The lawyer *answered* his client's question and then began work on his *reply* to the charge.
7. The *audience* at the concert were nearly as enthusiastic as the *spectators* at a base-ball game.
8. He *allowed* the statement to go unchallenged and *permitted* them to quote his opinion.
9. The specialist said that it would be possible to *cure* the workman's disease if the working conditions were *remedied*.
10. From my pay envelope I paid the *balance* due on my subscription to the fund. The *remainder* of my week's salary was small indeed.
11. They *commenced* operations at the *beginning* of the route.
12. At first we thought the spelling "principal" was a typographical *error*, but we soon found the *mistake* was a *blunder* on the author's part.



## LESSON 37

SYNONYMS (*Continued*)

- |  |   |
|--|---|
| 1. <b>differ</b><br><b>dispute</b><br><br><b>quarrel</b>       | To be of unlike opinion; to disagree.<br>To argue pro and con; to discuss; to attempt to overthrow.<br>To dispute angrily or violently.   |
| 2. <b>obstacle</b><br><br><b>impediment</b>                    | That which stands in one's way or stops one's progress.<br>A continuous obstruction.  |
| 3. <b>obliged</b><br><b>bound</b>                              | Constrained by some imperious necessity.<br>Morally or legally constrained or compelled.  |
| 4. <b>discreet</b><br><b>prudent</b>                           | Perceiving instinctively what is wise and proper.<br>Showing good judgment and foresight in practical affairs.  |
| 5. <b>choose</b><br><b>prefer</b>                              | To make choice of.<br>To esteem above others.   |
| 6. <b>impracticable</b><br><b>impossible</b>                   | Not possible in existing circumstances.<br>Not possible in nature.  |
| 7. <b>libel</b><br><br><b>defamation</b><br><br><b>slander</b> | Anything written, printed, or pictured, tending to lessen or degrade one's reputation.<br>Malicious and groundless injury done or attempted to be done to the reputation of another.<br>The malicious publication by speech of false tales or suggestions to the injury of another. |
| 8. <b>detained</b><br><b>hindered</b>                          | Held back or restrained from proceeding; delayed.<br>Kept from starting or moving forward; obstructed.  |
| 9. <b>join</b><br><b>unite</b>                                 | To put things into permanent contact.<br>To join things in such way that they may be one.   |
| 10. <b>remunerate</b><br><b>compensate</b>                     | To pay an equivalent for any personal service.<br>To make up for; to recompense.  |
| 11. <b>majority</b><br><b>plurality</b>                        | More than half.<br>An excess of votes over those for any other candidate for the same office, especially over the next opponent.  |

## SENTENCES FOR DICTATION

1. Although our opinions on the matter *differ* markedly we do not allow ourselves to *dispute* each other, and we never *quarrel*.
2. Although he had an *impediment* in his speech he did not allow it to be an *obstacle* to his progress.
3. His heavy manufacturing expenses *obliged* him to sign a promissory note, which his sense of honour *bound* him to pay.
4. Any *prudent* man will advise you that it is not *discreet* to borrow money for luxuries.
5. I shall *choose* the dark-blue dress because of its serviceability, but I really *prefer* the bright-red one.
6. Although of course it is not *impossible* for me to lend you the amount you request, it is under the circumstances *impracticable* to do so.
7. A spoken *defamation* of a man's character is *slander*; the same words in print, *libel*.
8. We were late because the man at the pumping station *detained* us, and then the slippery roads *hindered* our progress.
9. When two streams *join*, they are *united* into one.
10. I will *remunerate* you for your time, but I can never *compensate* you for the service you gave.
11. The winning candidate's *plurality* over his leading opponent was 6,423,612, his *majority* over all the candidates was 3,029,775.

## LESSON 38

SYNONYMS (*Continued*)

- |                       |  |
|-----------------------|--|
| 1. <b>return</b>      | To bring back.   |
| <b>restore</b>        | To cause to assume a former condition; to repair.                  |
| <b>surrender</b>      | To yield possession of to another upon compulsion or demand.       |
| 2. <b>quantity</b>    | Amount or portion; extent; size; degree.                           |
| <b>number</b>         | The amount of units.   |
| 3. <b>discovery</b>   | That which is found out; disclosure; revelation.                   |
| <b>invention</b>      | A contrivance, plan, or device that did not exist before.          |
| 4. <b>specimen</b>    | A representative of the class of thing to which something belongs. |
| <b>sample</b>         | Part of the thing itself.  |
| 5. <b>adjoining</b>   | In contact with.   |
| <b>adjacent</b>       | Near.  |
| 6. <b>liable</b>      | Exposed to a certain contingency or casualty.                      |
| <b>likely</b>         | Appearing like truth; in all probability; probably.                |
| 7. <b>obsolete</b>    | Gone out of use; applied chiefly to words, writings, observances.  |
| <b>extinct</b>        | No longer living or active; extinguished.                          |
| 8. <b>temperance</b>  | Moderation.  |
| <b>abstinence</b>     | Doing entirely without.  |
| 9. <b>proposition</b> | A project or undertaking involving some action.                    |
| <b>proposal</b>       | That which is offered for consideration or acceptance.             |
| 10. <b>tacit</b>      | Implied, but not expressed in words.                               |
| <b>silent</b>         | Making no noise or utterance.                                      |
| 11. <b>transpire</b>  | To escape from secrecy; to leak out; to become known.              |
| <b>happen</b>         | To occur; to come by chance.                                       |
| 12. <b>character</b>  | What one really is.  |
| <b>reputation</b>     | What others think one to be.                                       |

## SENTENCES FOR DICTATION

1. The art dealer *returned* the painting lent for the exhibit and asked to have it *restored* to its original beauty, but its owner refused to *surrender* it again at any price.
2. The shipment included a *quantity* of crude rubber and a *number* of tires.
3. Many *inventions* are based upon Newton's *discovery* of the law of gravitation.
4. These *specimen* pages are O. K. Please show us *samples* of the proposed binding.
5. The lots are *adjoining*, but the houses on them are only *adjacent*.
6. If we are not *liable* for our debts we are not *likely* to make friends.
7. One speaks of an *obsolete* custom, but an *extinct* race.
8. Some, feeling unable to exercise *temperance*, took refuge in *abstinence*.
9. The *proposition* was thoroughly discussed, and was then put to vote in the form of a *proposal*.
10. The suggestion that the bells remain *silent* during the ceremony received the *tacit* consent of the council.
11. It unfortunately *happened* that the action taken at the secret meeting *transpired* before the public should have been notified.
12. His enviable *reputation* was based on the integrity of his *character*.

## LESSON 39

## ANTONYMS

A word opposite to another in meaning is called an "antonym."

<b>ability</b> <b>weakness</b>	She has the <i>ability</i> to type rapidly, but inaccuracy is her <i>weakness</i> .
<b>abundance</b> <b>scarcity</b>	This year's harvest yielded an <i>abundance</i> of wheat, but a <i>scarcity</i> of barley.
<b>busy</b> <b>idle</b>	<i>Busy</i> people are usually happy, <i>idle</i> ones discontented.
<b>include</b> <b>exclude</b>	The contract <i>included</i> terms of payment, but <i>excluded</i> the time of such payment.
<b>adopt</b> <b>reject</b>	The committee <i>adopted</i> the first resolution but <i>rejected</i> the others.
<b>abstract</b> <b>concrete</b>	<i>Abstract</i> truths may be deduced from <i>concrete</i> examples.
<b>export</b> <b>import</b>	Canada <i>exports</i> wood to Europe and <i>imports</i> rubber from Brazil.
<b>minor</b> <b>major</b>	The conductor suffered <i>minor</i> bruises in the collision, the motorman <i>major</i> injuries.
<b>brilliant</b> <b>dull</b>	Silver table knives are made in both a <i>brilliant</i> , or mirror, finish, and in a <i>dull</i> , or gray, finish.
<b>casual</b> <b>regular</b>	I am a <i>casual</i> reader of the <i>Post</i> , but a <i>regular</i> reader of the <i>Press</i> .
<b>positive</b> <b>uncertain</b>	I am <i>positive</i> of the value of this study, but <i>uncertain</i> of the value of others.
<b>introductory</b> <b>concluding</b>	The lecturer's <i>introductory</i> remarks were witty, his <i>concluding</i> ones boring.



## LESSON 40

ANTONYMS (*Continued*)

expand contract	Steel rails <i>expand</i> under midsummer's heat and <i>contract</i> with winter's cold.
familiar uncommon	Horse-drawn carriages, a <i>familiar</i> sight a decade ago, are to-day <i>uncommon</i> .
natural artificial	Calgary uses <i>natural</i> gas for cooking, Toronto uses <i>artificial</i> .
frugal extravagant	Cheap cuts of meat are utilized by a <i>frugal</i> housewife, while an <i>extravagant</i> one serves porter-house steak.
pertinent unrelated	The <i>pertinent</i> facts in the case can be easily stated, the <i>unrelated</i> ones do not count.
fixed changeable	Christmas Day is <i>fixed</i> on the calendar but Easter is <i>changeable</i> .
ancient modern	In <i>ancient</i> times Rome was an empire; in <i>modern</i> days it is only a city.
ample inadequate	The salesmen from our company had <i>ample</i> travelling funds, those from our competitors <i>inadequate</i> funds.
valuable worthless	This preferred stock is <i>valuable</i> but the common stock is almost <i>worthless</i> .
sympathy hard-heartedness	The judge's <i>sympathy</i> with the offender was in contrast to the jury's <i>hard-heartedness</i> .
emigrant immigrant	The same man is an <i>emigrant</i> from Russia and an <i>immigrant</i> to Canada.
indispensable unnecessary	Clothes that seem <i>indispensable</i> to a society girl are <i>unnecessary</i> for an office employee.

## LESSON 41

ANTONYMS (*Continued*)

lenient harsh	The lieutenant was <i>lenient</i> but the corporal <i>harsh</i> in matters of discipline.
oppose support	The speaker <i>opposed</i> the Liberal candidate and <i>supported</i> the Conservative.
order confusion	Miss Adams' files were in perfect <i>order</i> while Miss Francis' were in utter <i>confusion</i> .
local universal	This is purely a <i>local</i> matter and has no <i>universal</i> significance.
perfect defective	Retain the <i>perfect</i> copy of the book, but return the <i>defective</i> one to the publishers.
superior inferior	Mathematics employs both <i>superior</i> and <i>inferior</i> figures in formulas, as $a^5$ and $a_5$ .
definite vague	Make instructions <i>definite</i> , not <i>vague</i> .
previous subsequent	Christmas is <i>previous</i> to New Year's, but <i>subsequent</i> to Thanksgiving.
public secret	The <i>public</i> meeting was an outgrowth of the <i>secret</i> conclave.
real fictitious	Her latest novel deals with a <i>real</i> situation, while the plot in her preceding one was wholly <i>fictitious</i> .
commend disapprove	I <i>commend</i> your promptness but I <i>disapprove</i> of your decision.
satisfaction discontent	A congenial position is a source of <i>satisfaction</i> , an uncongenial one of <i>discontent</i> .

## LESSON 42

ANTONYMS (*Continued*)

seldom often	A stenographer is <i>seldom</i> asked to translate a Latin sentence but is <i>often</i> asked to verify the spelling of foreign words.
create destroy	It is not so easy to <i>create</i> as to <i>destroy</i> .
interior exterior	A poised <i>exterior</i> does not always mean a calm <i>interior</i> .
collect scatter	Please <i>collect</i> the papers that the wind has <i>scattered</i> .
hidden exposed	Usually, veins of ore are <i>hidden</i> deep in the earth, but occasionally they are <i>exposed</i> .
reduce enlarge	We plan to <i>reduce</i> our manufacturing cost and <i>enlarge</i> our sales force.
radical conservative	The <i>conservative</i> elements of the group disapproved of the <i>radical</i> statements made.
remote close	John's health forbade the family's going to too <i>remote</i> a camp, so they remained <i>close</i> to the city.
advance recede	The waves <i>advanced</i> and <i>receded</i> with a mighty rhythm.
censure praise	The employer <i>censured</i> his stenographer for misspelling "precede" but <i>praised</i> the arrangement of her letter.
cause effect	Doctors aim to remove the <i>cause</i> of pain rather than its <i>effect</i> .
knowledge ignorance	<i>Knowledge</i> of the truth is a protection; <i>ignorance</i> has many a pitfall.
loose fastened	The hook was not properly <i>fastened</i> and so the shutter became <i>loose</i> .
treacherous sincere	A <i>treacherous</i> person is the worst kind of enemy, a <i>sincere</i> one the best of friends.

## LESSON 43

## COMMON WORDS OFTEN MISPRONOUNCED

<b>rather</b>	rä' THër	<b>simultaneous</b>	sim-ul-tā'nē-us
<b>recess</b>	rē-ses'	<b>soot</b>	söt
<b>recipe</b>	res'-i-pē	<b>stamp</b>	stamp
<b>reconnaissance</b>	re-kon'nā-sans	<b>status</b>	stā'tus
<b>refutable</b>	rē-fū'ta-bl	<b>stupendous</b>	stū-pen'dus
<b>reputable</b>	rep'ū-ta-bl	<b>stupid</b>	stū'pid
<b>research</b>	rē-sërçh'	<b>subtle</b>	sut'l
<b>resources</b>	rē-sōrs'ez	<b>such</b>	such
<b>respite</b>	res'pit	<b>suffice</b>	suf-fīs'
<b>restaurant</b>	res'tō-rant	<b>surprise</b>	sër-prīz
<b>revocable</b>	rev'ō-ka-bl	<b>temperature</b>	tem'për-a-tūr
<b>ridiculous</b>	ri-dik'ū-lus	<b>tenacious</b>	te-nā'shus
<b>rinse</b>	rins	<b>tepid</b>	tep'id
<b>robust</b>	rō-bust'	<b>toward</b>	tō'ërd
<b>romance</b>	rō-mans'	<b>tremendous</b>	trē-men'dus
<b>root</b>	röt	<b>trespass</b>	tres'pas
<b>routine</b>	rō-tēn'	<b>tube</b>	tūb
<b>sagacious</b>	sa-gā'shus	<b>Tuesday</b>	tūz'dā
<b>salary</b>	sal'a-ri	<b>versatile</b>	vër'sa-tīl
<b>scared</b>	skārd	<b>was</b>	woz
<b>schedule</b>	shed'ūl	<b>why</b>	whī
<b>separate (v.)</b>	sep'a-rāt	<b>with</b>	wīTH
<b>sewage</b>	sū'āj	<b>worth</b>	wërth
<b>shut</b>	shut	<b>yellow</b>	yel'ō
<b>similar</b>	sim'i-lër	<b>zoölogy</b>	zō-ol'o-ji

## PART V

### NEW WORDS, GENERAL WORDS AND PHRASES OF FOREIGN ORIGIN, GEOGRAPHICAL NAMES

New inventions, discoveries, and theories are bringing into our language daily many new words, and new senses of old words. The business man usually is vitally concerned with the financial aspects of these new inventions, discoveries, etc., and their nomenclature becomes a part of his working vocabulary.

Forty of the new general words are spelled and defined in this part. The new words in aeronautics, radio, and other technical fields will be found in Part VI.

Our broadening international commercial relations bring into common usage many words and phrases of foreign origin, the spelling, definition, and use of which should be familiar to every educated person. Seventy-five general words and phrases of foreign origin have been selected for this part, and twenty-five business and legal phrases of foreign origin will be found in Part VI, page 111.

The geographical lists in Part V have been restricted to Canada, the United States, and Latin America.



## LESSON 44

## NEW WORDS

<b>behaviourism</b>	The conception that psychological progress rests upon analysis of behaviour.
<b>Bolshevik*</b>	Any radical socialist or political upheavalist.
<b>bourgeois†</b>	A French word denoting the middle class; common, lacking distinction.
<b>calorie</b>	In dietetics, the unit expressing heat-producing or energy-producing value of food.
<b>camouflage</b>	A disguise.
<b>cartel</b>	The Continental equivalent of the American trust.
<b>columnist</b>	A writer who conducts a special department, as of sports in a newspaper.
<b>deportee</b>	A person who has been deported or is under sentence of deportation.
<b>euthenics</b>	A science dealing with the betterment of living conditions through conscious endeavour.
<b>extravert</b>	One whose interest is occupied with external objects.
<b>Fascisti‡</b>	An Italian political organization, strongly patriotic, opposing all radical elements in Italy.
<b>feminism</b>	A theory that advocates doing away with restrictions upon the political, social, and economic relations of women.
<b>fundamentalist</b>	A Protestant who re-emphasizes a number of historical beliefs and the infallibility of the Bible.
<b>futurism</b>	In art, a movement or phase of postimpressionism, emphasizing efforts at self-expression.
<b>highbrow</b>	One who assumes an attitude of intellectual superiority.
<b>inferiority complex</b>	A morbid sense of personal inferiority.
<b>intelligentsia</b>	Educated or learned people collectively.
<b>introvert</b>	A person of a brooding, reflecting type.
<b>lowbrow</b>	One who is not intellectual or who is not interested in intellectual pursuits.
<b>modernism</b>	A Protestant movement tending to disregard dogmas and creeds, and emphasizing the spiritual and ethical side of Christianity.
<b>moron</b>	A feeble-minded person having the mental level of a normal child of from eight to twelve years.
<b>motor-bus</b>	An automobile bus.

## LESSON 45

NEW WORDS (*Continued*)

<b>negativism</b>	The condition in which an individual refrains from doing what is expected of him, or does the exact opposite.
<b>pacifist</b>	One who advocates the settlement of international disputes entirely by arbitration, and opposes military ideals.
<b>periscope</b>	An optical instrument used on submarines when submerged to a small depth to enable an observer to obtain a view otherwise impossible.
<b>projector</b>	An instrument for projecting a picture on a screen.
<b>psychoanalysis</b>	The method developed by Sigmund Freud for analysing the content and mechanisms of the mental life.
<b>psychoneurosis</b>	A reaction representing maladaptation to the conditions of life.
<b>rationalize</b>	To justify or conceal the cause or motive by a deliberate, conscious reason not in accord with the actual facts.
<b>realtor</b>	A real estate agent who deals in land for development.
<b>recondition</b>	To restore to a sound condition something worn.
<b>relativity</b>	A principle based on the assumption that our knowledge of velocity is fundamentally relative. Often called "Einstein theory."
<b>rodeo</b>	A public performance presenting the chief features of a round-up; a place where cattle are collected.
<b>sabotage*</b>	Malicious waste or destruction of an employer's property by workmen.
<b>secretariat</b>	The body of secretaries attached to a governmental office, or commission.
<b>soviet†</b>	A Russian term for a council.
<b>spoonerism</b>	An accidental transposition of sounds, usually initial sounds, of two or more words, as "sheen sifter," instead of "scene shifter." After William A. Spooner.
<b>throwback</b>	A reversion to an ancestral type or to an earlier phase of civilization.
<b>vitamine‡</b>	Any of a group of food constituents of which very small quantities are essential for normal nutrition.

## LESSON 46

## GENERAL WORDS AND PHRASES OF FOREIGN ORIGIN\*

<b>a-la-mode (F.)</b>	a-la-mōd'	After the fashion.
<b>ad infinitum (L.)</b>	ad in-fi-nī'tum	To infinity; without limit.
<b>apropos (F.)</b>	ap-ro-po	Suitably; with respect to.
<b>au fait (F.)</b>	ō fe'	Expert; skilful; to the point.
<b>au revoir (F.)</b>	ō rè-vwār	Till we meet again.
<b>auf Wiedersehen (G.)</b>	ouf-vē'dēr-zā-en	Till we meet again.
<b>beau monde (F.)</b>	bō moñd	World of fashion.
<b>bête noire (F.)</b>	bāt'nwar	Bugbear; an object of deep dread or aversion.
<b>blasé (F.)</b>	blä-zā	Sensibilities deadened by excess.
<b>bloc (F.)</b>	blok	Combination of members of a party for a common purpose.
<b>bon ton (F.)</b>	bôn tôn'	Fashionable manner; high society.
<b>bona fide (L.)</b>	bō'na fīdē	In good faith.
<b>carte-blanche (F.)</b>	kärt-blänsh	Unlimited authority.
<b>chic (F.)</b>	shik	Originality plus style.
<b>coiffure (F.)</b>	koif'ūr	Style of hair-dress.
<b>comme il faut (F.)</b>	kōm'ēl fō'	As it should be.
<b>connoisseur (F.)</b>	kon'is-sūr	One who knows well the details of a fine art.
<b>coterie (F.)</b>	kō'te-rē	A clique; a small, select circle of congenial persons.
<b>déclassé (F.)</b>	dā'klah'sā''	Separated or degraded from one's class in society.
<b>de trop (F.)</b>	de trō'	Superfluous; out of place.
<b>début (F.)</b>	dā-bü	First appearance before the public.
<b>dilettante (F.)</b>	dil-e-tan'tā	An admirer of the fine arts; an amateur in art.
<b>distract (F.)</b>	dis-trā	Absent-minded.
<b>diva (I.)</b>	dē'va	A prima donna.
<b>éclat (F.)</b>	ā-klä	Striking effect; brilliancy of success.

\*The diacritical markings given show the approximate pronunciation of these foreign words and phrases. It is impossible to give the English equivalent of their exact pronunciation. F. signifies French origin; L., Latin; G., German; I., Italian; Gk., Greek.

## LESSON 47

GENERAL WORDS AND PHRASES OF  
FOREIGN ORIGIN (*Continued*)

<b>élite</b> (F.)	ā-lēt	The select.
<b>en masse</b> (F.)	än mahs'	In the mass.
<b>en passant</b> (F.)	än pah'son	In passing.
<b>en rapport</b> (F.)	än ra-pōr'	In sympathy; congenial.
<b>en route</b> (F.)	än rōōt'	On the road.
<b>ennui</b> (F.)	än-nwē	Languor of spirit.
<b>entourage</b> (F.)	än-tōō-rahzh'	The attendants of a person of prominence.
<b>entre nous</b> (F.)	än-tr nōō	Between ourselves.
<b>entrée</b> (F.)	än-trā	Permission or right to enter; a course between the soup and the main course.
<b>esprit de corps</b> (F.)	es-prē dē kör	Animating spirit of a collective body.
<b>exposé</b> (F.)	eks-po-zā	An exposure of something discreditable.
<b>faux-pas</b> (F.)	fō-pä	A false step; a mistake.
<b>finesse</b> (F.)	fi-nes'	Cunning; delicate skill.
<b>hoi polloi</b> (Gk.)	hoi po-loi'	The populace.
<b>hors d'œuvre</b> (F.)	ōr'dēvr'	A relish course preceding the soup.
<b>ibidem</b> (L.)	ib-ī'dem	In the same place.
<b>laissez faire</b> (F.)	lā-sā-fār	Let alone; non-interference.
<b>lèse-majesté</b> (F.)	lēz'maj-es-ti	Any offence violating the dignity of a ruler.
<b>mal de mer</b> (F.)	māl dē mâr'	Sea-sickness.
<b>naïve</b> (F.)	nä-ēv'	Artless.
<b>naïveté</b> (F.)	nä-ēv'te	Artlessness.
<b>née</b> (F.)	nā	Born, i.e., a woman's maiden name.
<b>noblesse oblige</b> (F.)	nō-bles'ō-blēzh'	Rank imposes obligation.
<b>nom de plume</b> (F.)	non' dē plūm'	Pen name.
<b>outré</b> (F.)	ō-trā	Bizarre; fantastic.

## LESSON 48

GENERAL WORDS AND PHRASES OF  
FOREIGN ORIGIN (*Continued*)

<b>par excellence</b> (F.)	par ek'se-lahns	Pre-eminently.
<b>passé</b> (F.)	pas-ā	Past; gone by.
<b>penchant</b> (F.)	pān-shān (or pen-chant)	Decided taste; strong men- tal leaning or attraction.
<b>petite</b> (F.)	pè-tèt	Small.
<b>pièce de résistance</b> (F.)	pyās de rā-sis-tahns	The main dish of a meal.
<b>piquant</b> (F.)	pē'kant	Giving zest.
<b>première</b> (F.)	pre'miār	The first performance of a play, opera, etc.
<b>prestige</b> (F.)	pres'tij	Weight or influence derived from success.
<b>protégé</b> (F.)	pro-tā-zhā	One under the care and protection of another.
<b>raison d'être</b> (F.)	rā'zon dā'tr	Reason of being.
<b>régime</b> (F.)	rā-zhēm'	System of rule.
<b>rendezvous</b> (F.)	ren'de-vō	Appointed meeting place.
<b>repertoire</b> (F.)	rep'ēr-twār	List of dramas, songs, etc., ready for performance.
<b>résumé</b> (F.)	rā'zū-mā	A summary.
<b>revue</b> (F.)	rē-vū'	A burlesque on recent events.
<b>sang-froid</b> (F.)	sang'frwa	Coolness in trying cir- cumstances.
<b>savoir faire</b> (F.)	sav'war fār'	Presence of mind; tact.
<b>seance</b> (F.)	sā'āns	A session; exhibition by a medium.
<b>table-d'hôte</b> (F.)	tā'bl-dōt	A course meal served at a fixed price.
<b>tête-à-tête</b> (F.)	tāt-ā-tāt	An intimate conversation between two persons; face to face.
<b>tout-ensemble</b> (F.)	tō-tān-sān-bl	The whole taken together.
<b>valet</b> (F.)	val'et	A male body servant.
<b>vice versa</b> (L.)	vī'si vēr'sa	Conversely.
<b>visé</b> (F.)	vē-zā	Endorsement on passport.
<b>voilà</b> (F.)	vwā-lā'	Behold!



## LESSON 49

## CITIES AND PRINCIPAL TOWNS IN CANADA

ALBERTA	MANITOBA (Continued)	NOVA SCOTIA (Continued)	ONTARIO (Continued)
Calgary	Portage la	Truro	Kitchener
Camrose	Prairie	Windsor	Leamington
Edmonton	St. Boniface	Yarmouth	Lindsay
Fort Saskat- chewan	Dauphin	ONTARIO	London
High River	Emerson		Midland
Lethbridge	Killarney	Alexandria	Napanee
Macleod	Neepawa	Arnprior	Newmarket
Medicine Hat	Selkirk	Barrie	Niagara Falls
Red Deer	Winnipeg	Belleville	North Bay
Strathcona	NEW BRUNSWICK	Bowmanville	Orillia
BRITISH COLUMBIA	Chatham	Brampton	Oshawa
	Campbellton	Brantford	Ottawa
Cranbrook	Fredericton	Brockville	Owen Sound
Fernie	Moncton	Chatham	Parry Sound
Grand Forks	Newcastle	Clinton	Pembroke
Kamloops	Sackville	Cobalt	Perth
Ladysmith	Saint John	Cobourg	Peterborough
Nanaimo	St. Stephen	Collingwood	Port Arthur
Nelson	Woodstock	Cornwall	Port Hope
New Westmin- ster	NOVA SCOTIA	Dunnville	Prescott
Prince Rupert	Amherst	Fort William	Renfrew
Revelstoke	Dartmouth	Galt	St. Catharines
Rossland	Halifax	Goderich	St. Thomas
Trail	Liverpool	Gravenhurst	Sarnia
Vancouver	New Glasgow	Guelph	Sault Ste. Marie
Victoria	North Sydney	Haileybury	Simcoe
MANITOBA	Pictou	Hamilton	Smiths Falls
	Stellarton	Kenora	Stratford
Brandon	Sydney Mines	Kincardine	Sudbury
		Kingston	Toronto



ONTARIO (Continued)	QUEBEC (Continued)	QUEBEC (Continued)	SASKAT- CHEWAN (Continued)
Walkerton	Chicoutimi	Sherbrooke	Melfort
Walkerville	Farnham	Sorel	Melville
Welland	Fraserville	Westmount	Watrous
Whitby	Granby	SASKAT- CHEWAN	North Battle- ford
Windsor	Hull	Battleford	Prince Albert
Woodstock	Joliette	Estevan	Qu'Appelle
PRINCE ED- WARD ISLAND	Lachine	Humboldt	Regina
Charlottetown	Levis	Moose Jaw	Rosthern
Summerside	Montreal	Biggar	Saskatoon
QUEBEC	Nicolet	Gravelbourg	Swift Current
Buckingham	Quebec	Indian Head	Weyburn
	St. Hyacinth	Kamsack	Yorkton
	St. Johns		

## LESSON 50

## ABBREVIATIONS OF PROVINCES AND STATES

Alta.	Alberta	N. S.	Nova Scotia
B. C.	British Columbia	Ont.	Ontario
Man.	Manitoba	P. E. I.	Prince Edward Island
N. B.	New Brunswick	Que. *	Quebec
	Sask.	Saskatchewan	

Ala.	Alabama	Nev.	Nevada
Ariz.	Arizona	N. H.	New Hampshire
Ark.	Arkansas	N. J.	New Jersey
Calif.	California	N. Mex.	New Mexico
Colo.	Colorado	N. Y.	New York
Conn.	Connecticut	N. C.	North Carolina
C. Z.	Canal Zone	N. Dak.	North Dakota
Del.	Delaware	Okla.	Oklahoma
D. C.	District of Columbia	Oreg.	Oregon
Fla.	Florida	Pa.	Pennsylvania
Ga.	Georgia	P. I.	Philippine Islands
Ill.	Illinois	P. R.	Porto Rico
Ind.	Indiana	R. I.	Rhode Island
Kans.	Kansas	S. C.	South Carolina
Ky.	Kentucky	S. Dak.	South Dakota
La.	Louisiana	Tenn.	Tennessee
Md.	Maryland	Tex.	Texas
Mass.	Massachusetts	Vt.	Vermont
Mich.	Michigan	Va.	Virginia
Minn.	Minnesota	Wash.	Washington
Miss.	Mississippi	W. Va.	West Virginia
Mo.	Missouri	Wis.	Wisconsin
Mont.	Montana	Wyo.	Wyoming
Nebr.	Nebraska		

Alaska, Guam, Hawaii, Idaho, Iowa, Maine, Ohio, Samoa, and Utah are not abbreviated.

\*Also P. Q.

## LESSON 51

## FIFTY LARGE CITIES OF THE UNITED STATES\*

<i>Name of City</i>	<i>Population</i>	<i>Name of City</i>	<i>Population</i>
Akron, Ohio	240,000	Newark, N. J.	473,600
Atlanta, Ga.	255,100	New Haven, Conn.	187,900
Baltimore, Md.	830,400	New Orleans, La.	429,400
Birmingham, Ala.	224,000	New York, N. Y.	6,017,000
Boston, Mass.	779,620	Norfolk, Va.	184,200
Buffalo, N. Y.	555,800	Oakland, Calif.	274,100
Chicago, Ill.	3,157,400	Oklahoma City, Okla.	160,000
Cincinnati, Ohio	413,700	Omaha, Nebr.	222,800
Cleveland, Ohio	1,010,300	Paterson, N. J.	144,900
Columbus, Ohio	299,000	Philadelphia, Pa.	2,064,200
Dallas, Tex.	217,800	Pittsburgh, Pa.	673,800
Dayton, Ohio	184,500	Portland, Oreg.	354,600
Denver, Colo.	294,200	Providence, R. I.	286,300
Detroit, Mich.	1,378,900	Richmond, Va.	194,400
Ft. Worth, Tex.	170,600	Rochester, N. Y.	322,200
Hartford, Conn.	172,300	St. Louis, Mo.	848,000
Houston, Tex.	275,000	St. Paul, Minn.	358,162
Indianapolis, Ind.	382,000	Salt Lake City, Utah	138,000
Jersey City, N. J.	324,700	San Antonio, Tex.	213,100
Kansas City, Mo.	391,000	San Francisco, Calif.	585,300
Los Angeles, Calif.	1,500,000	Seattle, Wash.	383,200
Louisville, Ky.	329,400	Syracuse, N. Y.	199,300
Memphis, Tenn.	190,200	Toledo, Ohio	313,200
Milwaukee, Wis.	544,200	Washington, D. C.	552,000
Minneapolis, Minn.	455,900	Worcester, Mass.	197,600

\*Figures taken from the 1929 "World Almanac."

## PART VI

### TECHNICAL VOCABULARIES

In mastering the spelling of the common words used in the important vocations the student's attention should be focused first on a minimum vocabulary of general business and legal terms with their abbreviations. The terms chosen for this part have been restricted mainly to those common expressions that present some difficulty in spelling or that have been given a shade of meaning different from the general or non-vocational meaning. Only business definitions and sentences have been selected. Other uses have been purposely omitted.

In studying the technical lists that follow the business and legal vocabularies, the student should endeavour to become familiar with the spelling and pronunciation of every word in each list.

In addition, he should look up the meaning of every word in the list for his chosen vocation. He should supplement this list from technical magazines and books and record the additional words in his special word-study note-book.

Duplicate words have been largely omitted. Any common technical word that seems to be missing from a list will likely be found in another list. In such cases the alphabetic index and cross-references should be consulted.

The preparation of original stories on each vocation, in which a large number of the words are used, will be found an interesting study assignment. The best stories may be used as dictation exercises by the teacher. The story assignments should be made in accordance with the vocational interests of the students.

## LESSON 52

## GENERAL BUSINESS TERMS

1. **abstract of title** A brief statement of the original grant and subsequent conveyances and encumbrances relating to the title of real estate.
2. **acceptance (acc.)** An assent in writing by the person on whom a draft is drawn, to pay it when due.
3. **accommodation paper** A note given as an accommodation or favour in the course of business.
4. **account current (a/c)** An open account between two or more parties.
5. **account sales (a/s)** A written statement from a commission merchant to the consignor, showing the sales, charges, etc., on a consignment.
6. **accrued** Accumulated as increase, profit, or damage.
7. **acknowledgment** A declaration before a duly qualified public officer by one who has executed a deed that the execution was his free act.
8. **actuary** The official of an insurance company who calculates insurance risks and premiums.
9. **administrator (admr.)** One appointed by a court to settle the estate of a person who dies intestate.
10. **advances** Money or value supplied beforehand.
11. **allocation** Allotment or apportionment, as of funds.
12. **allotment** A share or part granted or distributed.
13. **annuity** An income payable yearly for a term of years.
14. **antitrust** Opposed to trusts or monopolies.
15. **appraisal** Valuation, estimate.
16. **arbitration** The act of submitting a dispute to a non-interested individual or tribunal.
17. **articles of agreement** A written statement of the terms or conditions of a contract or an agreement.
18. **assets** Entire property of a person.
19. **attachment** A seizure by legal process.
20. **auditor** An official examiner of accounts.
21. **back order (b.o.)** An order filed when goods are out of stock, for shipment when goods arrive.
22. **balance (bal.)** An equality between the two sides of an account; also the excess on either side.
23. **bank draft** A cheque or order drawn by one bank upon another bank.
24. **bankruptcy** The state of being legally unable to pay one's debts.



SENTENCES FOR DICTATION

1. The *abstract of title* was found to be defective and the title insurance company would not issue a policy.
2. Both retailers and jobbers find the trade *acceptance* more satisfactory than the open account.
3. His failure was traceable to his lack of judgment in signing too much *accommodation paper*.
4. Among the inclosures we failed to find the *account current*.
5. We inclose *account sales* of your last consignment of apples.
6. After taking a trial balance, the bookkeeper entered the *accrued* income and liability items in the journal.
7. Please take these papers to a notary for *acknowledgment*.
8. The position of *actuary* is a most responsible one.
9. The *administrator* of the estate was considered fair in his dealings.
10. The account was rendered to show what *advances* had been made.
11. The auditor urged that an *allocation* of funds be made in accordance with his recommendations.
12. The *allotment* of government lands is decided by drawing.
13. The widow was informed by her attorney that she had been left an *annuity* of \$500 for the rest of her life.
14. The *antitrust* laws were modified a year or two ago.
15. At a recent meeting, the city council ordered an *appraisal* of the properties owned by the city.
16. The coal strike was finally submitted to *arbitration*.
17. The *articles of agreement* have not been signed.
18. He presented a statement of *assets* and liabilities to his bank, to establish credit.
19. He succeeded in obtaining an injunction restraining the company from placing an *attachment* on his property.
20. The auditor found the accounts were improperly entered.
21. We are now in a position to fill your *back order*, and the goods will be shipped not later than to-morrow.
22. His *balance* at the bank was not so large as he had figured.
23. He secured a *bank draft* on Montreal and inclosed it with his order.
24. His creditors took the necessary legal action to declare him in a state of involuntary *bankruptcy*.



## LESSON 53

GENERAL BUSINESS TERMS (*Continued*)

1. **barometer**                      Figuratively, that which indicates or determines the probable changes in business conditions.
2. **barter**                              The act of exchanging goods for goods.
3. **beneficiary interest**              Any gratuitous interest in a trust, insurance policy, etc.
4. **bid**                                      An oral or written offer, as of a price.
5. **bill of goods**                      List of merchandise, invoice.
6. **bill of lading (B/L)**              A contract in the form of an acknowledgment of goods received for transportation.
7. **blanket policy**                      An insurance policy that covers a group of things.
8. **bond**                                      A writing under seal, by which a person binds himself to pay a sum of money or perform an act; an interest-bearing certificate issued by a government or corporation.
9. **bonus**                                  Money or other valuable paid in addition to a stated compensation; an extra dividend.
10. **borrower**                              One who borrows.
11. **budget**                                A statement of proposed expenditures and expected income over a stated period.
12. **bullion**                                Uncoined gold or silver.
13. **by-bidder**                              One who bids at an auction in behalf of the auctioneer or the owner for the purpose of causing bidders to increase their offers.
14. **by-product**                              A secondary or additional product.
15. **cablegram**                              A message sent by submarine telegraph.
16. **cancel**                                  To annul or destroy.
17. **capital (cap.)**                      The excess of assets over liabilities; the net worth of a concern.
18. **capitalist**                              A person of large wealth engaged in the business of investing money.
19. **capitalization**                      The act or process of converting into capital.
20. **certificate of deposit**              A promise on the part of a bank to pay, on the return of certificate properly endorsed, a special deposit intrusted to it.
21. **certify**                                  To testify to in writing; to verify.
22. **charter**                                A formal document granting rights or privileges to a corporation.
23. **chattel mortgage**                      A mortgage on personal property.

SENTENCES FOR DICTATION

1. The stock-exchange is a reliable *barometer* of business conditions.
2. The use of money has greatly reduced the practice of *barter*.
3. He is not known to have even a *beneficiary interest* in the policy.
4. The sealed *bids* for the construction of the new building will be opened at three o'clock.
5. The *bill of goods* that you ordered on December 4 has just been shipped you by express.
6. The terms we quoted you were sight draft, *bill of lading* attached.
7. The insurance company issued the firm a *blanket policy* covering all its buildings and equipment.
8. He purchased a government *bond* drawing 4 per cent. interest.
9. At Christmas-time the firm gave each of its employees a *bonus* of 12 per cent. of his yearly salary.
10. A *borrower* must protect his credit at all times.
11. Every well-managed business is operated on a *budget*.
12. The *bullion* was sold to the Canadian mint by the prospectors.
13. Apparently someone was acting as a *by-bidder* in defiance of the law.
14. In some instances the value of the *by-products* has exceeded the value of the main product.
15. The cost of sending a *cablegram* has been reduced.
16. The company was unwilling to *cancel* the policy.
17. The recent losses greatly reduced the working *capital* of the firm.
18. The number of *capitalists* in America is increasing rapidly.
19. There are many problems of *capitalization* in connection with the merger of corporations.
20. The contract was secured by a *certificate of deposit* for \$50,000.
21. When a bank *certifies* a cheque it guarantees its payment.
22. Companies may secure *charters* in some provinces more easily than in others.
23. As security for his loan of \$1,000, he offered a *chattel mortgage* on the furnishings of his home.

## LESSON 54

GENERAL BUSINESS TERMS (*Continued*)

1. **clearing-house** An organization formed by the banks in a city to facilitate the daily adjustment of claims against each other.
2. **clientele** Body of clients of a business firm or individual.
3. **collateral (coll.)** Property pledged as security for the payment of a debt.
4. **commerce** Trade or traffic on a large scale.
5. **commission-broker** One who buys or sells for another on commission.
6. **commodity** Anything movable (except animals) that is bought or sold; tea, coffee, sugar, cotton, etc.
7. **common carrier** One who undertakes the office of carrying goods or persons for hire; as a transportation company.
8. **common stock** Stock that has no special privileges or rights but that is entitled to whatever capital or income remains after the prior claims are satisfied.
9. **commutation ticket** A ticket sold by a transportation company at a reduced rate, entitling the holder to a certain number of daily trips. Commonly used by those doing business in a city and living in a suburb.
10. **comparative** Pertaining to an examination of two or more things with the view of discovering the resemblances or differences.
11. **comptroller** An officer who, in general, corresponds to an auditor but often has larger executive powers.
12. **confirmation** Final acceptance of order; assurance.
13. **consideration** A recompense, as for a service; a compensation.
14. **consign** To forward or deliver something to someone to be sold or called for.
15. **consignment** Merchandise consigned.
16. **consolidated** United; combined.
17. **consumer** One who uses goods and destroys their value, as opposed to a manufacturer or a middle-man.
18. **contingent** Dependent on what may or may not occur.
19. **co-operate** To concur in action or effect.
20. **corporation (corp.)** A group of persons treated by the law as a unit or artificial person, with rights or liabilities distinct from those of the persons composing it.
21. **cost-plus** Manufacturing cost plus an agreed profit.

SENTENCES FOR DICTATION

1. The bank messengers met at the *clearing-house* at ten o'clock Monday morning.
2. It took several years for the broker to build up his rich *clientele*.
3. The merchant gave the bank ample *collateral* as security for the loan.
4. Our *commerce* with South America is increasing rapidly.
5. The *commission-broker* lost heavily on the last consignment of oranges.
6. Cotton is a *commodity* that is at present a drug on the market.
7. A bus line is a *common carrier*.
8. The *common stock* of the General Motors Company was selling at 96 on the Stock-Exchange.
9. The Michigan Central will issue a new form of *commutation ticket* next year.
10. The manager asked the auditor to prepare a *comparative* balance sheet covering the last five years.
11. The cashier was promoted to the office of *comptroller*.
12. Please wire us *confirmation* of your order.
13. The judge held that the contracting parties had offered no *consideration*.
14. The shipment of automobiles was *consigned* to a well-known Toronto firm.
15. The *consignment* was forwarded by water.
16. The tax returns of the *Consolidated* Gas and Electric Company were delayed.
17. The price to the *consumer* was reduced by the elimination of the middle-man's profit.
18. The *contingent* liability was discovered by the auditor and set up on the books of the firm.
19. We ask you to *co-operate* fully in putting across this new financial plan.
20. The *corporation* tax for the last year brought the province a large increase in revenue.
21. During the World War many manufacturing firms were awarded contracts on a *cost-plus* basis.



## LESSON 55

GENERAL BUSINESS TERMS (*Continued*)

- |                     |   |
|---------------------|---|
| 1. coupon           | One of a series of certificates of interest due attached to transferable bonds, to be cut off and presented when interest is due.                             |
| 2. credentials      | Testimonials showing that the holder is entitled to credit or has the right to exercise official power.   |
| 3. creditors        | Those who have given credit.  |
| 4. current funds    | Money in general circulation; funds to be used for payment of current liabilities.  |
| 5. customs          | Duties upon imported or exported commodities.   |
| 6. cycle            | A complete course of operations. A period of time marked by the beginning and the completion of one course of events recurring in the same order in a series. |
| 7. debenture bonds  | Notes in the form of bonds.   |
| 8. decentralize     | To divide and distribute that which has been united or concentrated.  |
| 9. deficit          | A falling short of income; an excess of expenditures over income.   |
| 10. delivery        | A transferring or handing over of property in fulfilment of a contract.   |
| 11. depletion       | The exhaustion of resources.  |
| 12. depository      | A place where anything is lodged for safe-keeping.  |
| 13. depreciate      | To lessen in price or value.  |
| 14. deteriorate     | To impair; to make worse; to grow worse.  |
| 15. director        | One of a body of persons selected to manage the affairs of a corporation or company.  |
| 16. disburse        | To expend; to pay out.  |
| 17. disbursements   | That which has been expended.   |
| 18. discount (dis.) | Deduction made from a gross sum on any account, usually made in consideration of prompt or cash payment. A deduction made for interest in advancing money.    |
| 19. discrepancy     | Difference between debtor's and creditor's statement of debt. A disagreement, variance.   |
| 20. discretionary   | Unrestrained except by discretion or judgment.  |
| 21. dishonour       | To refuse to accept or pay a draft, cheque, or note that is duly presented.   |
| 22. dissolution     | Disorganization; separation into parts.   |
| 23. diversification | Variation; modification; multiformity.  |

SENTENCES FOR DICTATION

1. He clipped the *coupons* from his bonds on July 1 and January 1 of each year.
2. The manager asked the applicant to present his *credentials*.
3. A meeting of the *creditors* of the bankrupt concern was held to determine what action should be taken.
4. The balance sheet showed that the *current funds* exceeded the current liabilities in the ratio of 2 to 1.
5. Thousands of dollars in *customs* are collected annually by the Canadian Government at the various ports of entry.
6. Statistics show that business conditions move in *cycles*.
7. Many issues of *debenture bonds* were available for investment.
8. Several large companies have found it economical to operate on a *decentralized* system.
9. The annual statement of profit and loss showed a *deficit*.
10. When can you make *delivery* of the contract?
11. An examination of the mining property showed that the *depletion* of the ore during the past five years presented a serious problem.
12. The Bank of Montreal was named as one of the *depositories* for the municipal funds.
13. Some commodities *depreciate* in value more quickly than others.
14. A building *deteriorates* rapidly if it is not painted.
15. The popular business man was a *director* on several boards.
16. The funds were *disbursed* by the treasurer in accordance with the orders of the Board of Directors.
17. The cashier kept a complete record of all *disbursements*.
18. A cash *discount* of 10 per cent. was allowed on the invoice.
19. The auditor found a *discrepancy* in the books of the company.
20. You have been given *discretionary* powers in connection with this expedition.
21. The cheque was returned *dishonoured*.
22. The partners announced a *dissolution* of the partnership as of December 31, 1928.
23. The *diversification* of its product enabled the company to weather the period of low prices.



## LESSON 56

GENERAL BUSINESS TERMS (*Continued*)

1. **dividend (div.)** Return on an investment.
2. **document (doc.)** A paper containing an authoritative record.
3. **domestic trade** Internal, native—not foreign—trade.
4. **draft (dft.)** Order by a creditor directing the payment of money, usually presented to a debtor by a bank.
5. **dutiable goods** Imports or exports liable to duty.
6. **duty** A governmental tax on the importation or exportation of goods.
7. **economic** Pertaining to the satisfaction of man's needs.
8. **embargo** Any prohibition imposed upon commerce.
9. **embarrass** To encumber with debt; to beset with urgent demands or claims.
10. **endorsement** Something written on the back of a note or document; especially the name written on the back of a cheque or note in order to transfer it.
11. **endorser** One who guarantees by endorsement the payment of a note, draft, cheque, etc.
12. **entry** The deposit of a manifest of goods at the custom-house.
13. **enterprise** A project that involves energy and courage.
14. **equitable** Fair; unbiassed; just; reasonable.
15. **escrow** A deed, bond, or other written engagement delivered to a third person to be delivered by him to the grantee only upon the performance or fulfilment of some condition.
16. **establish** To prove and cause to be accomplished as true; to set up in business.
17. **estimate (est.)** To form an opinion of. To fix the worth, value, size of, in a general way; to appraise; to calculate approximately the price to be charged.
18. **exceptional** Uncommon; unusual; superior.
19. **exchange (exch.)** The method of settling accounts between parties residing at a distance from each other, without the actual transfer of money.
20. **excise** An inland tax on goods.
21. **expedite** To hasten; to facilitate.
22. **exports** Commodities sent out of a country.
23. **extension** Additional time given for payment; total price for several articles, shown on invoice.
24. **facilities** Means for making any action easy.

SENTENCES FOR DICTATION

1. The *dividends* declared by the Board of Directors for the preceding year amounted to 6 per cent.
2. The genuineness of the *document* was questioned.
3. The total value of the *domestic trade* for the preceding year exceeded the total value of the foreign trade by 20 per cent.
4. The wholesaler drew a *draft* on his customer for the balance due on account.
5. The *dutiable goods* were declared at the port of entry by the shipper.
6. Congress increased the *duty* on all importations of jewellery.
7. *Economic* conditions have changed for the better.
8. The Government declared an *embargo* on all fruit trees coming from the Orient.
9. His many debts *embarrassed* him, and his creditors threatened to throw him into bankruptcy.
10. The *endorsement* on the cheque was declared a forgery.
11. Due to the failure of the maker of the note, the *endorser* was called upon to make payment.
12. Please attend to the *entry* of these goods at the custom-house.
13. The banker prophesied that the new *enterprise* would fail because of a lack of sufficient capital.
14. The creditor was willing to settle the outstanding debt on an *equitable* basis.
15. All papers relating to the sale of the property were placed in *escrow* at the head office of the Bank of Montreal.
16. This firm has been *established* for many years and is well known throughout the Dominion.
17. The contractor submitted an *estimate* of the cost of the work.
18. He was considered an *exceptional* workman by the foreman.
19. The *exchange* on the transfer of funds amounted to one-half of 1 per cent.
20. The Government derives a considerable portion of its revenue from its *excise* taxes.
21. Please do all you can to *expedite* the signing of these papers.
22. Our *exports* to South America exceed our imports.
23. The retailer asked the jobber for an *extension* of thirty days on his trade acceptance.
24. The factory found that it would have to increase its *facilities* to care for its new business.

## LESSON 57

GENERAL BUSINESS TERMS (*Continued*)

1. **fiduciary** Having the nature of a trust, especially a financial trust.
2. **finance** To provide the capital for; to procure money for. The science and practice of raising and expending revenue.
3. **fiscal year** The year by which accounts are reckoned. It may or may not coincide with the calendar year.
4. **fixed charges** Claims upon the revenue of a concern which it is bound by contract or by law to meet, such as interest on funded debts, rentals, taxes, etc.
5. **forecast** A prophecy or estimate of a future happening. An indication of what may be expected.
6. **franchise** A particular privilege conferred by a government or a sovereign; a right to vote.
7. **frank** The privilege of sending letters, packages, telegrams, etc., without charge, usually granted by a government to certain public officials.
8. **general average (g.a.)** In maritime insurance, the equitable and proportionate distribution of loss or expense arising from damage done to a cargo by sea perils.
9. **gross profits** Entire profits without any deduction for expenses.
10. **guarantee** A warrant; that which is given by way of security (often spelled *guaranty*).
11. **imports** Merchandise brought into a country from abroad.
12. **imprest fund** A fund advanced for petty cash disbursements.
13. **incorporated (inc.)** Formed into a legal body with special functions, rights, duties, and liabilities.
14. **indenture** A mutual written agreement in duplicate, whereof each party has a duplicate, the parts formerly being indented by a notched cut or line; now applied to deeds and other legal contracts.
15. **infringement** Violation, breach; an encroachment on a right.
16. **inheritance** The acquisition of property by one person as heir to another. That which has been inherited.
17. **insolvency** Condition of one unable to pay his debts when due.
18. **instalment** A portion of a debt or a sum of money to be paid at a particular time.
19. **integrity** Honesty, moral soundness, freedom from corrupting influence or practice.
20. **interlocking** To connect into one system so that one cannot be worked independently of another.

SENTENCES FOR DICTATION

1. The Bank of Toronto was *fiduciary* agent for the estate.
2. The promoter was unable to *finance* his scheme to purchase the oil land.
3. The company's *fiscal year* began July 1.
4. The auditor's report showed that the *fixed charges* were entirely too large in comparison with the total sales.
5. The business *forecast* for the week was quite pessimistic.
6. After a bitter fight, the new bus company was granted a *franchise* by the City Council.
7. Members of Parliament have the privilege of *franking* their official business correspondence.
8. Most shippers by water cover their goods with *general-average* insurance.
9. Although the *gross profits* of the company were huge, poor management reduced the net profits to 5 per cent.
10. The new washing-machine was sold under a most liberal *guarantee*.
11. The *imports* from China fell off greatly during the revolutionary war in that country.
12. The auditor recommended that the firm use a better system for recording its petty cash disbursements from the *imprest fund*.
13. The company was *incorporated* under the Provincial Companies Act.
14. The method of notching *indentures* has gone out of vogue in some countries.
15. The firm claimed that the new battery manufactured by its competitors was an *infringement* on its patent.
16. The Government collects an *inheritance* tax on all large estates.
17. The *insolvency* of the concern caused great sorrow among its large number of stockholders.
18. Many kinds of goods are purchased on the *instalment* plan.
19. The *integrity* of the banker was unquestioned.
20. The four companies were accused of having *interlocking* directorates.



## LESSON 58

GENERAL BUSINESS TERMS (*Continued*)

1. **inventory**  
(invty.) An itemized list of property with its estimated value. The periodic account of stock taken.
2. **investment** Money expended for the purchase of any kind of property for income.
3. **issue** The entire quantity sent forth at one time, as of a newspaper or stock.
4. **itemized statement** A statement giving items or particulars in detail.
5. **jobber** One who buys goods in bulk to sell again to dealers without changing the form of the goods.
6. **joint account**  
(J/A) An account with two or more persons, either of whom may claim the benefits thereof.
7. **journal (jour.)** A book of original entry in which is entered, in chronological order, a condensed statement of each business transaction.
8. **ledger (led.)** A book to which the journal entries are periodically posted and arranged in account form.
9. **legal tender** That currency or money that the law authorizes a debtor to tender and requires a creditor to receive in payment of money obligations.
10. **letter of credit** A notice by a banker that the person named therein is entitled to draw on him, up to a certain amount.
11. **liabilities (lia.)** One's debts collectively—opposed to assets.
12. **limited liability** The liability of each shareholder is limited to the amount of his stock or share, or to an amount fixed by a guarantee.
13. **line of credit** Amount of credit extended to a person or firm.
14. **liquidation** The payment of debts. The settling of accounts and the distribution of assets in the process of winding up an estate.
15. **lucrative** Profitable; gainful.
16. **maintenance** Cost of upkeep; support; sustenance; the maintaining in repair of all fixed property.
17. **managerial** Of, pertaining to, or characteristic of, a manager.
18. **margin of profit** Difference between buying and selling price.
19. **marketability** Quality or state of being marketable.
20. **maturity** Termination of the period an obligation has to run.
21. **mercantile agency** A concern that procures information relating to the financial standing and credit of merchants.
22. **middle-man** One who buys in bulk and sells in smaller lots.

SENTENCES FOR DICTATION

1. Many firms are engaged in taking *inventory* during the month of December.
2. His *investment* in oil properties in Alberta has made him wealthy.
3. A new *issue* of bonds will be placed upon the market next month.
4. Please send me an *itemized statement* of my account.
5. Do not buy from that *jobber* any longer.
6. The two partners had a *joint account* at the bank.
7. The entry that you have just made in the *journal* is incorrect.
8. You will find his account on page 10 of the *ledger*.
9. Coins of small denomination are not *legal tender* for the payment of large sums of money.
10. When he went abroad he took with him a *letter of credit* for \$10,000.
11. His *liabilities* far exceeded his assets and he was declared a bankrupt.
12. The stockholders in the company were protected by a *limited-liability* clause.
13. His *line of credit* was extensive.
14. The *liquidation* of the estate was proceeding slowly.
15. The banking business is considered a *lucrative* one.
16. When buying the automobile, he forgot to figure the cost of *maintenance*.
17. He was appointed to a *managerial* position with the new company.
18. He refused to enter into the contract because the *margin of profit* was too low.
19. The *marketability* of this stock is attractive because there are stockholders in every province in the Dominion.
20. The Government called in the Victory Loan bonds before they had reached *maturity*.
21. The report of the *mercantile agency* was unfavourable.
22. Many efforts have been made to eliminate the *middle-man* in buying and selling.



## LESSON 59

GENERAL BUSINESS TERMS (*Continued*)

1. **monopoly** Sole command of the manufacturing or the selling of anything.
2. **net** Remaining after deducting all charges, loss, etc.
3. **non-assessable** Not liable to the imposition of a tax or fine.
4. **notary public (N.P.)** A public officer who attests or certifies deeds and other writings.
5. **notions** Pins, needles, thread, buttons, and other small articles for personal use.
6. **option** A stipulated privilege, given to a party in a time contract, of demanding its fulfilment on any day within a specified limit.
7. **order bill of lading** A transferable receipt for goods delivered to a carrier for transportation.
8. **overhead** The general expenses of a business as distinct from the direct costs.
9. **paper profits** Profits unrealized, existing only on paper.
10. **par value** The nominal value of securities or certificates.
11. **patent** An official document issued by a sovereign power conferring a right or privilege upon some person or party. Also the commodity patented.
12. **pending** While awaiting; until the conclusion.
13. **personal property** As opposed to real estate. Clothing, furniture, jewellery, etc.
14. **personnel** The body of persons employed in an organization or in some public service.
15. **port of entry** A district or locality where foreign goods may be introduced for import.
16. **power of attorney (P/A)** An authority vested in one person to do some act for another person, generally in that person's absence.
17. **preferential** Having a preference or precedence.
18. **preferred stock (pfd.)** Stock issued by a corporation which takes precedence over the common stock.
19. **privileges** A contract giving the holder the privilege of tendering or calling for a certain number of shares of a certain stock.
20. **proceeds** The amount realized from the sale of property.
21. **promissory** Containing a promise or assurance that something will be done.
22. **promoter** An organizer of companies and enterprises.

SENTENCES FOR DICTATION

1. The company was attempting to secure a *monopoly* on the manufacture of its products.
2. His *net* income for the year was below the minimum upon which income tax has to be paid.
3. The new stock was *non-assessable*.
4. He had the document acknowledged before a *notary public*.
5. The little corner store sold only *notions*.
6. He held many valuable *options* on oil lands near the new field.
7. The *order bill of lading* was forwarded to the consignee.
8. His *overhead* expenses for the year had consumed all his profits.
9. The declining market wiped out thousands of dollars in *paper profits*.
10. The *par value* of the stock was \$10 a share.
11. The inventor was unable to market his *patent*.
12. Place these letters in the *pending* file.
13. He attempted to secure a chattel mortgage on his *personal property*.
14. Place your application for employment with the *personnel* department.
15. Halifax is one of the important *ports of entry* to Canada.
16. He gave his secretary a general *power of attorney* to be used during his absence from the city.
17. Those creditors presenting *preferential* claims were given first consideration by the referee.
18. Each purchaser of *preferred stock* was given an equal amount of common stock as a bonus.
19. The *privileges* on the new issues of bank stock were selling at \$60 per share.
20. The *proceeds* from the forced sale of his property will not quite meet his debts.
21. He discounted the *promissory* note at the bank.
22. The *promoter* attempted to organize an investment company, but was unsuccessful.

## LESSON 60

GENERAL BUSINESS TERMS (*Continued*)

- |                      |   |
|----------------------|---|
| 1. property          | Anything subject to ownership.  |
| 2. proposition       | That which is offered for consideration, acceptance, or adoption.   |
| 3. pro-rate          | To divide, distribute, or assess proportionately.   |
| 4. protest           | A declaration in writing made by a notary public on behalf of the holder of a bill or note protesting against all parties liable for any loss or damage by the non-acceptance or non-payment of the note or bill. |
| 5. public utilities  | Utilities such as light and power, gas, railways.   |
| 6. quota             | A proportional part or share.   |
| 7. quotation         | The price named for any commodity.  |
| 8. readjustment      | Reconstruction, rehabilitation, reorganization.   |
| 9. real estate(R.E.) | Property consisting of lands.   |
| 10. rebate           | A discount from; an unlawful discrimination.  |
| 11. recapitulation   | A concise summary of principal points or facts.   |
| 12. reconciliation   | An adjustment of differences; a settlement.   |
| 13. recoup           | To get an equivalent for; to reimburse.   |
| 14. redeemable       | Recoverable by a requisite fulfilment of some obligation.   |
| 15. referee          | One to whom a thing is referred; arbitrator.  |
| 16. requisition      | A formal application made by one department to another for things that are needed in the service or business of the department.   |
| 17. resources        | Funds, money, or any property that can be converted into supplies; available means.   |
| 18. royalties        | A share of the product or profit reserved by the owner for permitting another to use the property.  |
| 19. schedule         | Written or printed formal list.   |
| 20. sight draft      | A draft payable upon presentation.  |
| 21. signature        | The name of anyone written with his own hand.   |
| 22. sinking fund     | A fund invested in such a manner that its accumulations enable it to redeem a specific debt at maturity.  |
| 23. solvent          | Able to pay all just debts.   |
| 24. specific duty    | Duty assessed at a certain rate per unit of quantity.   |
| 25. speculate        | To engage in hazardous business transactions for the chance of an unusually large profit.   |

SENTENCES FOR DICTATION

1. He owned valuable *property* in several provinces.
2. The business *proposition* was submitted to the directors for their consideration.
3. The cost of the expedition will be *pro-rated* among the members of the organization.
4. The *protest* fees on the note amounted to \$2.
5. A bill was introduced into Parliament placing further restrictions upon all *public utilities*.
6. The monthly *quota* of each salesman was increased 50 per cent.
7. Please send us *quotation* on 100 reams of paper exactly like sample inclosed.
8. The manager of the company recommended a *readjustment* of several departments to meet the changing conditions.
9. He was considered a shrewd buyer of *real estate*.
10. The *rebate* requested was not allowed.
11. He asked his secretary to furnish him with a *recapitulation* of the lengthy document.
12. The auditor found several errors in the bank *reconciliation* statement for the previous month.
13. He was attempting to *recoup* his losses on the stock-exchange.
14. The preferred stock was sold with the understanding that it was *redeemable* at 110 on demand.
15. The court was asked to name a *referee* to take charge of the bankrupt concern.
16. The accounting department sent in its monthly *requisition* for supplies to the purchasing department.
17. A survey was being made of the natural *resources* of the country.
18. His *royalties* on his last book amounted to \$100,000.
19. The new *schedule* of prices issued by the paper house showed an average decrease of 10 per cent.
20. The *sight draft* was paid promptly upon presentation.
21. The agent was unable to secure his prospect's *signature* on the application blank.
22. The retirement of the bonds was provided for by a *sinking fund*.
23. His balance sheet showed that he was not only *solvent* but prosperous.
24. A *specific duty* applies to these imports.
25. It is dangerous to *speculate* on the stock-exchange.



## LESSON 61

GENERAL BUSINESS TERMS (*Continued*)

1. **staple goods**      The principal commodities regularly produced or made for market.
2. **stock certificate** A formal instrument issued by a stock company, setting forth the number of shares of stock of which the holder is the owner.
3. **stock dividend**   A dividend payable in the stock of a company that declares such a dividend.
4. **subtreasury**      A subordinate treasury or place of deposit.
5. **summary**          An abstract, abridgment, or compendium containing the substance of a fuller account.
6. **sundries**          Various small things.
7. **surplus**           More than sufficient; undistributed profits.
8. **symbol**           A letter or abbreviation representing something.
9. **syndicate**        A group of capitalists organized to carry out on their own account a financial project.
10. **tariff**           A system of duties imposed by a government on goods imported.
11. **terminology**    The technical or special terms or words used in any business, art, or science.
12. **tracer**           Inquiry following the course of mail, express, etc.
13. **trust**            A combination of business interests having for its object monopoly in special lines.
14. **turn-over**        The amount of capital invested during a period of production, which the owner expects to get back before the profits are counted.
15. **underwriter**    One who guarantees or shares in guaranteeing a loan, stock issue, or the like.
16. **usury**            Interest at a higher rate than is allowed by law.
17. **validity**        Legal strength, force, or authority.
18. **verification**    Confirmation by evidence.
19. **voucher**        Receipt showing payment, as paid cheques or receipted bills.
20. **watered stock** A colloquialism used when the capital stock of a company is increased in amount without a corresponding increase in assets.
21. **without  
    recourse**        Words which, added to the endorsement of a negotiable instrument, protect the endorser from liability to the endorsee and subsequent holders.
22. **workmen's  
    compensation**   Compensation given a workman against an employer on the occurrence of an accident.



SENTENCES FOR DICTATION

1. The firm discontinued its lines of *staple goods* and specialized in rare perfumes.
2. There was considerable delay in issuing the new *stock certificates*.
3. The company declared a *stock dividend* of four shares for one.
4. The *subtreasury* at Ottawa was bombed.
5. The secretary prepared a *summary* of the committee's recommendations.
6. The neighbourhood stores were well stocked with *sundries* and notions.
7. The bank increased its *surplus* by \$100,000,000.
8. The firm used a series of *symbols* in marking the cost prices on its merchandise tags.
9. Many *syndicates* were formed during the financial boom.
10. The committee recommended that the *tariff* on eggs be increased.
11. An advisory committee was appointed to study the *terminology* of aeronautics.
12. A *tracer* was sent to ascertain the cause of the delay in the delivery of the car of furniture.
13. The radio and telephone and telegraph interests were accused of attempting to form a *trust* that would eliminate healthy competition in broadcasting.
14. The department store increased the number of its *turn-overs* from two to three.
15. The large bond issue was oversubscribed because of the reputation of the *underwriters*.
16. An interest rate of 20 per cent. per annum is *usury*.
17. The *validity* of the contract was questioned.
18. A mining engineer was sent to the property to obtain a *verification* of the statements made by the promoters.
19. The *vouchers* were audited by a firm of chartered accountants.
20. The large amount of *watered stock* that the corporation had issued made it impossible for the directors to declare a dividend.
21. He endorsed the cheque *without recourse*, for the maker was unknown to him.
22. The Government has a *workmen's compensation* law in effect at this time.

## LESSON 62

## STOCK AND PRODUCE EXCHANGE TERMS

1. **big board** A large board in the Stock-Exchange on which are listed the day's transactions and quotations. Also, figuratively, the stock-exchange.
2. **ticker** A telegraphic receiving instrument that prints off stock quotations on a paper ribbon or "tape."
3. **Curb** A market for stocks and bonds not sold at the exchange. All securities, however, are dealt in.
4. **over the counter** Transactions occurring in an office instead of at the stock-exchange.
5. **listed securities** Securities that have been investigated by and have met certain rules of the exchange before being listed for trading.
6. **unlisted securities** Securities admitted to the unlisted department of the stock-exchange and lacking in some respect the requirements for admission to the regular list.
7. **speculative favourites** Stocks in which the bulk of the trading is done and which are showing large fluctuations in price.
8. **spot** On hand for immediate delivery after sale.
9. **futures** Grain, provisions, and other commodities bought and sold for delivery at a future time.
10. **put** A privilege that one party buys of another to deliver to him a certain amount of stock at a certain price and at or within a certain time.
11. **call** The right to demand a certain amount of stock at a fixed price at or within a certain agreed time.
12. **odd lot** Less than the standard stock-exchange commitment of 100 shares of stocks or \$10,000 in bonds.
13. **right** A transferable privilege permitting a stockholder to subscribe for additional stocks or bonds.
14. **call money** Borrowed money returnable on demand.
15. **bear** One who sells stocks or securities for future delivery in the expectation of a fall in the market.
16. **bull** One who operates in the expectation of a rise in the price of stocks or in order to effect such a rise.
17. **long** One who buys securities on a margin and holds them for a rise in price. A bull.
18. **short** One who sells securities that he does not possess or has not contracted for at the time of the sale, expecting to profit by a fall in prices. A bear.
19. **point** In stocks, one point ordinarily means \$1 a share.

SENTENCES FOR DICTATION

1. The quotations on the *big board* are duplicated immediately on tickers in thousands of brokers' offices throughout the country.
2. On the first five-million-share day the *ticker* was nearly an hour behind.
3. Trade on the *Curb* market was moderate in volume yesterday.
4. The method of selling bonds is mostly *over the counter* of the various bond houses.
5. *Listed securities* to a certain extent have the approval of the stock-exchange.
6. Many *unlisted securities* are dealt in on the *Curb* and over the counter.
7. Various *speculative favourites* received good support at advance in prices.
8. *Spot* cotton was quoted 2 cents higher after the unfavourable weather reports were received.
9. *Futures* in the Toronto market were  $1\frac{1}{8}$  to  $1\frac{5}{8}$  cents higher, and had some effect on local sentiment, which was much less bearish.
10. A purchaser of a *put* anticipates a decline in the price of the security named so that he may exercise his option and make a profit.
11. A purchaser of a *call* anticipates an increase in the price of the security named so that he may exercise his option and make a profit.
12. Some brokers specialize in *odd-lot* commitments for the small speculator.
13. Jones and Company will buy or sell Bank of Commerce, old, new, and *rights*.
14. Last fall, *call money* was marked up to 8 per cent. because of large exports of gold.
15. Concerted action on the part of the *bears* had no effect in stopping the continued upward trend of the market.
16. The banker stated that he was a *bull* for 1929 even though he had sold all his stocks last summer.
17. Due to the healthy business conditions the *longs* started buying heavily and forced many issues upward.
18. The traders were selling stocks *short* in order to depress prices still further.
19. Steel closed with a net gain of  $2\frac{1}{2}$  points.

## LESSON 63

STOCK AND PRODUCE EXCHANGE TERMS (*Continued*)

- |                       |   |
|-----------------------|---|
| 1. margin             | A percentage paid in money deposited with a broker to secure him from loss on contracts entered into by him on behalf of his principal.           |
| 2. bid                | To offer to pay a certain price.  |
| 3. cover              | To buy stocks that one has previously sold short to protect oneself when the market has risen.  |
| 4. stop order         | An order to a broker that aims to limit losses by fixing a figure at which purchases shall be sold.   |
| 5. profit taking      | The selling of securities at a price greater than the purchase price.   |
| 6. slump              | A sudden fall or decline in prices.   |
| 7. pool               | A group of operators formed to create an artificial demand for securities that they have bought.  |
| 8. corner             | The condition produced by a pool who buy up all the available part of any stock, compelling those who need it to buy of them at their own price.  |
| 9. investment buying  | Buying of securities with the intention of holding for dividends or an increase in value.   |
| 10. buying on a scale | Buying stated quantities at regular intervals on an advancing or a declining market.  |
| 11. undertone         | Underlying character of the market.   |
| 12. arbitrage         | A traffic in stocks, etc., the profit from which arises from the difference in value of the same commodity in different markets at the same time. |
| 13. holdings          | Stocks or bonds owned.  |
| 14. advances          | Upward movements in prices of securities.   |
| 15. level             | Used figuratively to describe a state or condition of the stock market.   |
| 16. sold off          | Declined in price.  |
| 17. speculator        | One who purchases or sells with the expectation of profiting by anticipated but conjectural fluctuations in price.                                |
| 18. commitment        | The act of giving an order to buy or sell securities on the stock-exchange.   |
| 19. commercial paper  | Bills of exchange, drafts, and other negotiable instruments issued in the course of business.   |
| 20. option            | A privilege giving the purchaser the choice of buying or not buying, selling or not selling.  |
| 21. quotations        | The published market prices of securities, etc.   |
| 22. liquidation       | The act of converting holdings into money.  |



SENTENCES FOR DICTATION

1. Due to the uncertainty of the market, all brokers were demanding unusually heavy *margins*.
2. The difference between the asking and the *bid* prices was  $\frac{1}{8}$  per cent.
3. The bears tried to *cover* their shorts as the stocks soared upward.
4. *Stop orders* were uncovered after the stocks declined.
5. *Profit taking* and liquidation before the Christmas holidays brought about sharp declines in many stocks.
6. In October a decided *slump* in prices occurred, after which the market was irregular for several months.
7. A manipulated market is usually followed by a disastrous slump when the *pools* distribute their accumulations.
8. The contest for the control of the Canadian Pacific culminated in a *corner* in the stock.
9. The present dull market and its corresponding low prices appear to be a most opportune time for *investment buying*.
10. He attempted to regain his fortune by *buying on a scale* in the declining market.
11. Rye showed a firm *undertone* and closed  $\frac{1}{8}$  to  $\frac{3}{4}$  cent higher, with commercial houses persistent buyers.
12. This stock-exchange house makes a specialty of dealing in *arbitrage*.
13. As interest rates advanced to 8 per cent. companies found it advantageous to sell their *holdings* of government bonds.
14. *Advances* were also made in the chain-store section.
15. During the high-level market of the winter of 1928 there were many five-million-share days.
16. Motors *sold off*  $12\frac{3}{4}$  points.
17. The upward trend of the market came to an end with disastrous results to 95 per cent. of the *speculators* engaged in it.
18. The bears bought in the sacrificed shares and realized a huge profit on the previous *commitments*.
19. This broker specialized in gilt-edged *commercial paper* and quoted  $5\frac{1}{2}$  per cent. for the best names.
20. During the day there was unusual activity in May corn *options*.
21. Grain *quotations* show four prices: open, high, low, and close.
22. General *liquidation* was on in wheat early to-day, with all deliveries selling at a new low for the season.



## LESSON 64

## LEGAL TERMS

1. acquittal      A verdict of not guilty.
2. adjudicate    To determine by judicial authority.
3. admiralty     Jurisdiction over maritime contracts, torts, etc.
4. affidavit      A written statement under oath.
5. alias          An assumed name; in law, a writ issued after the expiration of an ineffective prior writ.
6. alimony       Separate maintenance allowed to a wife.
7. ambiguity     Uncertainty in regard to meaning of language.
8. annulment    The act of making void.
9. appurtenance   That which belongs to something else; adjunct.
10. assignee      One to whom property is transferred.
11. assignment    The act of assigning or transferring property.
12. assignor      One who transfers property or rights to another.
13. attestation   The act of witnessing the execution of any instrument.
14. bailee        A person who receives the custody of goods for a specific purpose.
15. barratry      A fraudulent breach of duty, or wilful act of known illegality on the part of the master of a ship, or of the mariners, to the injury of the owner of the ship or the cargo, without his consent.
16. bequeath     To give personal property by will.
17. boycotting    A combination between persons to withhold or prevent dealings with another.
18. chattel        Any item of movable or immovable property except real estate or the freehold, or things which are parcel of it. *Chattels personal* may be goods, furniture, etc. *Chattels real* may be rights in land, such as leases, mortgages, etc.
19. codicil       A supplement to a will.
20. collusion     A secret agreement between two or more persons to defraud a person of his rights.
21. consanguinity   State of being related by blood, or descended from a common ancestor.
22. consignee    The factor or agent to whom merchandise or other personal property is shipped.
23. contributory negligence    The negligence of an injured person, which, combined with the negligence of another, was the proximate cause of the injury.
24. covenant     A promise under seal.

SENTENCES FOR DICTATION

1. The attorneys for the accused man are confident of an *acquittal*, as their client has a perfect alibi.
2. The parties have brought a friendly suit to get the court to *adjudicate* the matters now in controversy between them.
3. In some countries, *admiralty* cases are tried in the district courts.
4. The witness for the plaintiff could not appear because of illness, but the plaintiff's attorney presented an *affidavit* signed by him.
5. The defendant has been using an *alias* for the past ten years.
6. The court has allowed the plaintiff \$100 a month *alimony*.
7. The answer to the previous question was stricken from the records because of its *ambiguity*.
8. The popular heiress sought an *annulment* of her marriage to the count.
9. The property was sold with all the *appurtenances*, including the right of way across the meadow to the new road.
10. Who was the *assignee* named in the mortgage?
11. On what date was the *assignment* made?
12. Can you give us the name of the *assignor*?
13. The will is being drawn up to-day, and will be ready for signature and *attestation* on Monday.
14. The court has appointed him *bailee* for the time being.
15. The captain and several members of the crew have been arrested on a charge of *barratry*.
16. Mr. Parker told us he would *bequeath* the sum of \$3,000 to his friend.
17. The firm of Edmonds & Company has brought suit against two concerns in their line on the ground of *boycotting*.
18. There was nothing of any great value among the *chattels* removed from the premises.
19. A *codicil* to the will completely upset their expectations.
20. The inventor charged that his attorney was guilty of *collusion* with the defendants in an attempt to defraud him of his patent.
21. It has been found that there is a close bond of *consanguinity* between our client and the decedent.
22. The *consignee* reported two cases missing from the shipment.
23. The plaintiff's carelessness in crossing the street against the traffic light was held to be *contributory negligence*.
24. The two brothers entered into a *covenant*, binding each to do his *part* toward finishing the work.

## LESSON 65

LEGAL TERMS (*Continued*)

1. **coverture** The status of a married woman.
2. **conveyance** The act of transferring property to another; an instrument effecting such transfer.
3. **demise** In law, usually to denote a conveyance of an interest in real property for a term of years; however, the interest may be for life or in full.
4. **demurrer** A pleading by a party to an action, which, assuming the truth of the matter alleged by the opposite party, sets up that it is insufficient in law to sustain his claim.
5. **deponent** One who makes an affidavit, or testifies in writing under oath.
6. **domicile** A person's permanent home.
7. **dower** The interest that the law gives a widow in the realty of her deceased husband.
8. **duress** That degree of restraint, by threats or actual violence, sufficient in severity or apprehension to overcome the mind and will of a person of ordinary firmness.
9. **embezzlement** Appropriating to one's own use anything belonging to another, especially an employer's money.
10. **emblements** The growing crop or vegetable growth, or profits of a crop which has been sown or planted.
11. **escheat** Reversion of property to the state on default of a person who can inherit it.
12. **executor** The one to whom another commits by will the execution of his last will and testament.
13. **fraudulent** Contrary to equity and good conscience.
14. **garnishee** To attach a debt.
15. **guarantor** One who promises to pay a debt or perform a duty for another, in case he should fail to fulfil his obligation.
16. **hereditaments** Any property that can be inherited.
17. **hypothecate** To pledge without delivery of title or possession. The term is applied to-day to the deposit of stocks, bonds, etc., as security for a loan.
18. **inchoate** Imperfect; incomplete.
19. **incorporeal** Existing in contemplation of law and enjoyable as a right; intangible.
20. **indemnity** Compensation for a loss sustained.
21. **insolvent** Not having sufficient assets to pay one's debts.
22. **intestate** One who dies without having made a lawful will.

SENTENCES FOR DICTATION

1. The right of a wife in her husband's property during *coverture* is *inchoate*.
2. The oldest son, by a *conveyance* from his father two years before the latter's death, became the owner of the 10-acre orchard.
3. The house was *demised* to him for a period of ten years, when his brother expected to return from abroad.
4. The court sustained the *demurrer* of the defendant.
5. The *deponent* was confused, and made contradictory statements.
6. Please fill in the space on the blank asking where you have your *domicile*.
7. In addition to her *dower* right in the estate, Mrs. Cummings received a bequest of \$25,000.
8. The defendant contended that he signed the note under *duress*.
9. The cashier of the big furniture company was guilty of *embezzlement*.
10. On account of the owner's unexpected death, the farm was sold to the highest bidder, complete with all buildings and *emblems*.
11. The ancient family of Howard died out twenty years ago, and their immense estate has now gone into *escheat*.
12. Mrs. Graham in her will named the Piermont Trust Company as the *executor* of her estate.
13. The plaintiff contends that the defendant obtained the goods by *fraudulent* methods.
14. The creditor threatened to *garnishee* the wages of the unfortunate Mr. Gordon for the balance due.
15. A neighbour of the defendant volunteered to be his *guarantor* for the amount involved.
16. The right to use the lake is one of the *hereditaments* that has been attached to the property since 1864.
17. We shall *hypothecate* ten shares of the oil stock to secure payment of the loan.
18. See sentence No. 1.
19. One of the *incorporeal* rights attached to the property purchased was the use of the wagon road through the woods.
20. The amount of *indemnity* involved in the settlement of these claims will be enormous.
21. The auditor's report showed that the firm was *insolvent*.
22. It was thought that Mr. Black left a will; however, the fact was that he died *intestate*.



## LESSON 66

LEGAL TERMS (*Continued*)

1. **jurat** A certificate attached to an affidavit or deposition signifying that it is sworn to.
2. **kleptomania** An insane propensity to steal; not always held a legal defence unless inability to distinguish between right and wrong is proved.
3. **libel** To defame; to expose to public ridicule or contempt by writings, pictures, signs, etc.
4. **license** Permission or authority.
5. **lien** A legal tie that binds property to a debt or claim for its satisfaction.
6. **litigation** A contest in a court of justice.
7. **lunatic** A person of unsound mind.
8. **mandamus** A writ served to compel a person to perform some official duty.
9. **mandate** A judicial command.
10. **marital** Pertaining to marriage; matrimonial.
11. **mittimus** A warrant for commitment to prison; a writ for removal of records from one court to another.
12. **negligence** Failure to do what a prudent person would ordinarily have done under the circumstances.
13. **negotiate** To endeavour to effect an agreement.
14. **nominal** Existing in name only, not real or actual.
15. **outlawed** Deprived of the benefit and protection of law.
16. **plaintiff** One who brings suit.
17. **plea** The presentation of a cause to the court.
18. **proxy** A person authorized to represent another.
19. **quasi** Corresponding to; marks resemblance, yet supposes difference between objects.
20. **ratification** Acceptance of an act performed by another as agent or representative.
21. **recognizance** An obligation of record entered into before a court of record or magistrate duly authorized, to become void upon the performance of some act.
22. **recoupment** The right of retaining part of a sum due by a defendant because of a violation of some obligation by the plaintiff growing out of the same contract.
23. **replevin** An action for the purpose of recovering certain property, generally unlawfully taken.
24. **residuary** Remainder, as the residue of an estate after deducing specific devises.



SENTENCES FOR DICTATION

1. The *jurat* failed to show the date when the certificate was signed.
2. Many people brought to court for stealing claim they are the victims of *kleptomania*.
3. Senator Peters is suing the *Morning Star* for *libel*.
4. The man was driving a motor-truck without a driver's *license*.
5. This charge is a *lien* on the property.
6. The effect of this ruling will be to provoke endless *litigation*.
7. The woman arrested was found to be a *lunatic*, and was sent to the asylum.
8. The action of the corporation was for a *mandamus* to the Commission to compel it to issue a permit to sell its stock.
9. The latest *mandate* of the Supreme Court will surely prevent further disregard of the law.
10. The *marital* status of the plaintiff was questioned.
11. We have applied for a *mittimus* to take the records to the provincial capital.
12. The *negligence* of the defendants in not providing protection for passers-by is reprehensible.
13. We shall have to *negotiate* a loan from the Trust Company to carry this plan into effect.
14. We are taking the case for a *nominal* fee.
15. The debt was *outlawed* under the Statute of Limitations.
16. The *plaintiff* in the case is a well-known business man.
17. The counsel for the defence made a strong *plea* for his client.
18. Our client is acting as *proxy* for his brother, pending the latter's return from Japan.
19. The Power and Light Company is a *quasi*-public corporation.
20. At that time the proposed amendment was awaiting *ratification* by three-fourths of the members of Parliament.
21. The accused was released on his own *recognizance*.
22. The amount of \$5,000 for which the plaintiff sued was reduced to \$2,500 by the defendant by way of *recoupment*.
23. Our attorney has served a writ of *replevin* on the owners of the warehouse to recover the furniture.
24. The *residuary* estate of Mr. Henderson is to be divided between the two hospitals.

## LESSON 67

LEGAL TERMS (*Continued*)

1. **revert** To return to the former owner or his heirs.
2. **status** State; condition of a person for legal purposes.
3. **subpoena** A writ requiring a person to appear at a certain time and place.
4. **subrogation** The act of putting, by transfer, a person in the place of another, or putting one thing in place of another.
5. **subscribe** To sign one's own name at the end of a statement.
6. **summons** A legal warning to appear in court on or before a certain day.
7. **surety** A person who engages to be answerable for the debt, default, or miscarriage of another.
8. **tender** An offer in legal currency of the exact amount due upon a debt.
9. **testator** Any person who makes a will.
10. **tort** A civil wrong independent of a contract.
11. **transcript** A copy of an original record.
12. **trespass** Any transgression against the law of nature, of society, or of the country in which we live.
13. **trustee** A person, real or juristic, holding the legal title to property for another, under an express or implied agreement to apply it or income arising from it to the use or for the benefit of another.
14. **ultra vires** Exceeding authority.
15. **unilateral** One sided; a contract in which only one of the parties makes a promise.
16. **vendor** The party by whom a sale is made.
17. **venire** A judicial writ used in summoning persons to serve as jurors.
18. **venue** The place where anything is alleged to have happened.
19. **verbatim** Word for word; in the same words; exactly as related.
20. **verdict** The finding of a jury; decision.
21. **voidable** Said of an imperfect obligation, which may be annulled, or enforced, by one of the parties.
22. **waiver** A voluntary relinquishment of some right.
23. **wharfinger** One who keeps a wharf for receiving goods for hire.
24. **witness** One who gives evidence in a cause before a court.
25. **writ** An instrument in writing, under seal, issued by the proper authority, commanding a person to do or not to do a thing.

SENTENCES FOR DICTATION

1. Upon the death of Mrs. Brown, the life tenant, the property will *revert* to the heirs of the former owner, now deceased.
2. The decree of the court definitely established his *status* in the case.
3. A *subpoena* will be duly issued and served upon the witness.
4. Upon payment of the debt, the surety was entitled to *subrogation* with respect to the collateral held by the bank.
5. Please note that you must *subscribe* the will, which means sign at the physical end of the document.
6. The *summons* was issued ten days ago.
7. The young man was released upon his father's promise to be *surety* for him.
8. Mr. Gordon has made a *tender* of the amount due on his contract.
9. The intention of the *testator* was to cancel the bequest to that institution and to give the amount to his nephew.
10. Driving a car without permission of the owner is a *tort*.
11. The stenographer is now preparing a *transcript* of the testimony.
12. Our client has warned the public not to *trespass* upon his property.
13. The Clinton Trust Company has been appointed *trustee* for the children until they reach the age of twenty-one.
14. The defence of the corporation was that the action of the board of directors was *ultra vires*.
15. The matter was finally settled by the drawing up of a *unilateral* contract, to be signed by the assignees.
16. The *vendor* of this property is now abroad; Mr. Chase is his agent.
17. The *venire* was exhausted before the jury was completed.
18. The defendant demanded a change of *venue*.
19. Have you a *verbatim* report of what was said at the meeting?
20. The jury brought in a *verdict* of "Guilty."
21. The counsel for the defence claimed that the agreement between the parties was *voidable*.
22. Each of the stockholders signed a *waiver*, making it unnecessary to give the usual notice required for a stockholders' meeting.
23. The defendant gave his occupation as that of *wharfinger*.
24. There was only one *witness* for the plaintiff.
25. It is the intention of counsel for the defendant to take the case to a higher court on a *writ* of error.

## LESSON 68

LEGAL TERMS (*Continued*)

abatement	ejectment	nullify	abscond
abeyance	embracery	peculation	ab-skond'
accessory	emolument	pecuniary	agenda
adjure	encumbrance	perjury	a-jen'da
affiliated	equity	posthumous	anomalous
alibi	fee simple	preponderance	a-nom'a-lus
allegation	gratuitous	priority	appellant
amenable	heritage	proceedings	ap-pel'ant
amnesty	homicide	prosecute	archives
apartment	identification	proviso	är'kīvz
appellate	illicit	quash	bailiff
appellee	impanel	realty	bā'lif
appraise	inalienable	rebuttal	coercion
chancery	incriminate	recession	kō-ēr'shon
chose	intrinsic	resident	defeasance
construe	irrevocable	respondent	dē-fē'zans
contractual	jeopardy	seizure	dilatory
coroner	jurisprudence	severance	dil'a-to-ri
corroborate	larceny	sheriff	indictment
culpable	lessee	subsidiary	in-dīt'ment
decendent	lessor	sue	judiciary
defalcation	litigant	surrogate	jū-dish'i-a-ri
dissertation	magistrate	technicality	laches
distrain	malfeasance	tenet	lach'es
docket	metes	testimony	lieu
duplicity	mortgage	tribunal	lū
dwelling	mortgagee	vacancy	praecipe
easement	mortgager	valid	prē'si-pe
			rescind
			rē-sind'
			scintilla
			sin-til'la

## LESSON 69

### LEGAL AND BUSINESS WORDS AND PHRASES OF LATIN ORIGIN

<b>a posteriori (L.)</b>	<i>ā pos-tē'ri-ō''ri</i>	From effect to cause.
<b>a priori (L.)</b>	<i>ā prī-ō'ri</i>	From cause to effect.
<b>ad valorem (L.)</b>	<i>ad va-lō'rem</i>	According to the value.
<b>caveat emptor (L.)</b>	<i>kā've-at'emp'tor</i>	Let the buyer beware.
<b>de facto (L.)</b>	<i>dē fak'tō</i>	Actually.
<b>de jure (L.)</b>	<i>dē jōō'ri</i>	By lawful title.
<b>del credere (It.)</b>	<i>del kred'e-re</i>	Of trust, credit.
<b>et al. (L.)</b>	<i>et al</i>	And others.
<b>ex officio (L.)</b>	<i>eks''o-fish'i-ō</i>	By virtue of an office.
<b>ex-post-facto</b>	<i>eks-pōst-fak'tō</i>	From what is done afterwards.
<b>habeas corpus (L.)</b>	<i>hā'bē-as kor'pus</i>	A writ to produce a person before a court or judge.
<b>in re (L.)</b>	<i>in rē</i>	Concerning.
<b>modus operandi (L.)</b>	<i>mō'dus op'ē-ran'dī</i>	Manner of operation.
<b>per annum (L.)</b>	<i>pēr an'um</i>	Annually.
<b>per capita (L.)</b>	<i>pēr kap'i-ta</i>	For each person.
<b>per diem (L.)</b>	<i>pēr dī'em</i>	By the day.
<b>per se (L.)</b>	<i>pēr sē'</i>	By itself.
<b>prima facie (L.)</b>	<i>prī-ma fā'shi-ē</i>	At first view.
<b>pro forma (L.)</b>	<i>prō for'ma</i>	As a matter of form.
<b>pro rata (L.)</b>	<i>prō rā'ta</i>	Proportionately.
<b>pro tem (L.)</b>	<i>prō tem</i>	Temporarily.
<b>proximo (prox.) (L.)</b>	<i>prok'si-mō</i>	In the next month after the present.
<b>status quo (L.)</b>	<i>stā'tus kwō</i>	The state in which.
<b>ultimo (ult.) (L.)</b>	<i>ul'ti-mō</i>	In the month preceding the present.
<b>versus (vs. or v.) (L.)</b>	<i>vēr'sus</i>	Against.



## LESSON 70

## COMMERCIAL ABBREVIATIONS\*

<b>A1</b>	First class	<b>ff.</b>	Following
<b>adv., advt.</b>	Advertisement	<b>f. o. b.</b>	Free on board
<b>afft.</b>	Affidavit	<b>frt.</b>	Freight
<b>amt.</b>	Amount	<b>fwd.</b>	Forward
<b>approx.</b>	Approximately	<b>H. P.</b>	Horse-power
<b>assn., assoc.</b>	Association	<b>I. B.</b>	Invoice book
<b>att., atty.</b>	Attorney	<b>Inc.</b>	Inclosure
<b>av.</b>	Average	<b>int.</b>	Interest, internal, interior, inter- national
<b>B/—</b>	Bag, bale		
<b>bbl.</b>	Barrel	<b>inv.</b>	Invoice
<b>B. E., B/E</b>	Bill of exchange	<b>ital.</b>	Italics
<b>bldg.</b>	Building	<b>l. f.</b>	Ledger folio
<b>B. P., B/P</b>	Bills payable	<b>Ltd.</b>	Limited
<b>B. R., B/R</b>	Bills receivable	<b>mem., memo.</b>	Memorandum
<b>B. S.</b>	Bill of sale	<b>mfg.</b>	Manufacturing
<b>C. B.</b>	Cash book	<b>misc.</b>	Miscellaneous
<b>cert., certif.,</b>	Certificate	<b>O. D.</b>	Overdraft
<b>cf.</b>	Compare	<b>orig.</b>	Original
<b>chgd.</b>	Charged	<b>P. &amp; L.</b>	Profit and loss
<b>c. i. f.</b>	Cost, insurance, freight	<b>prin.</b>	Principal
<b>c. o., c/o</b>	Care of	<b>reg., regd.</b>	Registered
<b>C.A.</b>	Chartered Accountant	<b>rev. a/c</b>	Revenue account
<b>ctge.</b>	Cartage	<b>S. D. B. L.</b>	Sight draft, bill of lading at- tached
<b>cwt.</b>	Hundredweight	<b>shipt.</b>	Shipment
<b>ea.</b>	Each	<b>T. B., T/B</b>	Trial balance
<b>ex div.</b>	Ex dividend		

\*These abbreviations are in addition to those given in connection with the business terms, Lessons 52 to 61.

# LESSON 71

## ADVERTISING, PUBLISHING, AND PRINTING

addenda	dummy	milline	Bodoni
ampersand	duodecimo	minion	bô-dô'nē
apostrophe	electrotype	monotype	brevier
arabic	ellipsis	newsprint	bre-vēr'
ascenders	em	octavo	brochure
asterisk	embossing	pagination	brô-shör'
Ben Day	en	photogravure	dele
bibliography	engraving	pi	dē'lē
bimonthly	errata	pica	Della Robbia
blurb	fabrikoid	poster	del'a rob'ya
buckram	folio	publicity	dieresis
calender	font	punctuation	dī-ē're-sis
caption	foreword	quad	diphthong
caret	frontispiece	query	dif'thong
cartoon	galley	recto	facsimile
Caslon	Garamond	routing	fak-sim'i-lē
cedilla	half-tone	royalty	format
Cheltenham	italics	script	for-mă
circumflex	kern	sheetwise	Goudy
collate	leaders	signature	gou'di
colophon	legend	stereotype	intaglio
copyright	ligature	stet	in-tal'yō
dandy roll	linotype	swash	leading
dedication	lithography	Tiffany	led'ing
descender	logotype	transposition	mezzotint
diacritical mark	manuscript	typography	med'zō-tint
die	matrix	verso	nonpareil
dodger	Mergenthaler	volume	non-pa-rel'
			rotogravure
			rō'tô-grāv''üt
			vignette
			vin-yet'

## LESSON 72

## AERONAUTICS

accelerometer	cowling	multiplane	aerodynamics
aeronautics	crow's-foot	oscillation	ā'ēr-ō-di-nam''iks
aeroplane	decalage	overhang	aileron
aerostat	deflation	pilot	ā'ler-ōn
aerostation	dirigible	plywood	altimeter
aircraft	displacement	profile	al-tim'et-ēr
airfoil	duralumin	propeller	anemometer
airport	elevator	quadrant	an-e-mom'et-ēr
air-ship	envelope	quadruplane	aviator
air-way	fairing	radial	ā'vi-ā-tēr
altigraph	fuselage	rigger	cabane
amphibian	glide	rudder	kā'bān'
appendix	glider	sea-plane	catenary
aviation	gondola	sheathing	ka-tē'na-ri
avigation	grommet	ship-plane	dihedral angle
avigator	hangar	span	dī-hē'dral ang'gl
axial	hull	spiral	drogue
ballonet	inclinometer	stabilizer	drōg
balloon	inflation	statoscope	gyroscope
barograph	jack-stay	stream line	jī'rō-skōp
batonet	king-post	strut	helicopter
biplane	kite	supercharger	hel''i-kop'tēr
blimp	kymograph	toggle	longeron
buoyancy	landplane	triplane	lon'zhēr-on
camber	lobe	vernier	nacelle
ceiling	manœuvring	vertimeter	nā-sel'
cockpit	manometer	yawmeter	ornithopter
controllability	monoplane	zoom	or-ni-thop'tēr
			permeability
			pēr'mē-a-bil''-i-ti
			phugoid
			fū'goid

# LESSON 73

## AGRICULTURE\*

acreage	forestry	planter	agronomy
alfalfa	fowl	plough-share	a-gron'ō-mi
bantam	grading	poultry	alluvial
barley	grafting	prairie	al-lū'vi-al
barrel	grazing	productive	citrus
berries	grinder	reaper	sit'rus
bran	gypsy moth	rotation	deciduous
brooder	hardpan	rye	dē-sid'ū-us
buckwheat	harrow	seepage	fallow
bushel	hay-rake	separator	fal'ō
canals	hay-stack	shearing	forage
cattle	hedge	sheaves	for'āj
checkreins	homestead	slaughter	fungicide
clayey	horticulture	sowing	fun'ji-sīd
clover	husker	spading	ginning
corn-stalk	incubator	spinach	jin'ing
cotton-gin	irrigation	spraying	granary
creameries	Jersey	stubble	gran'a-ri
cultivator	loamy	stumpy	Hereford
dairy	maize	sugar-beets	Her'ē-fērd
ditches	market	tenant	legume
farm hands	marshy	thrasher	leg'ūm
farrow	meadow	timothy	pasteurize
fencing	millet	tractor	pas'tür-īz
fertilizer	motor plough	valley	Percheron
field	oats	wagon	pēr'shē-ron
fleece	orchard	windmill	silage
fodder	pasture	wool	sī'lij
			sterile
			ster'il
			vehicle
			vē'hi-kl

\*See also "Groceries," pages 128, 129.

## LESSON 74

### ARCHITECTURE, BUILDING TRADES\*

aisle	furring	mortise	architect
alcove	gable	mosaic	är'ki-tekt
amphitheatre	gallery	mullion	bas-relief
arcade	garret	mural	bas'rē-lēf
asphalt	girders	newel	caisson
balcony	glazing	offset	kās'son
balustrade	Gothic	panel	campanile
bridging	granite	parquetry	kam-pa-nē'lā
bungalow	gravel	partition	chalet
calcimine	grille	pavilion	shä-lā
canopy	housing	pediment	château
cement	Ionic	peristyle	shä-to'
chute	jamb	piazza	clap-boards
composite	joists	plastering	klap'bördz
conservatory	keystone	porch	escutcheon
construction	kiln-dried	portico	es-kuch'on
coping	lacquered	quarry	gargoil
Corinthian	lattice	rabbet	gär'goil
cornice	lavatory	Romanesque	loggia
corridor	lintel	rotunda	loj'ä
cupboard	lobby	rubble	longitudinal
dimensions	lumber	scroll	lon-ji-tū'di-nal
dome	macadam	specification	mezzanine
Doric	mansard	structural	mez'za-nēn
façade	mantel	stucco	niche
flashing	masonry	suite	nich
flues	moulding	transom	oriel
frescoing	mortar	Tuscan	ō'ri-el
			porte-cochère
			port'ko-shār'
			proscenium
			prō-sē'ni-um

\*See also "Civil Engineering," page 119; "Hardware and Cutlery," page 130; "Machinery," page 134.



# LESSON 75

## AUTOMOBILES AND ACCESSORIES\*

aluminium	explosion	reflector	accelerator
antifreeze	fender	revolution	ak-sel'ér-āt-ér
axle	forgings	rotary	brougham
battery	friction	rumble	brö'am
bearing	gasket	sedan	carburettor
benzole	gasolene	segment	kär'bū-ret-ér
bevelled	gears	shock absorber	chassis
brake lining	generator	socket	shä-sē
bumper	grease	spark plug	coupé
bushings	head lamp	speedometer	kö-pā
cam shaft	hexagon	spindle	differential
casing	ignition	steering	dif-ér-en'shal
chauffeur	inflate	tappet	en bloc
chrome	interchangeable	throttle	än blok
clutch	lubricant	tightener	gauge
coincidental	lug bolts	timer	gāj
combustion	mechanism	touring	landaulet
compression	misfiring	transmission	lan'daw-let'
cotter	motor	universal joint	limousine
cowl	muffler	vaporizing	li'mōō-zēn
cut-out	multiple	varnish	petrol
cylinder	non-skidding	ventilator	pet'rol
deflate	odometer	vibration	phaeton
demountable	pedal	volt-meter	fā'e-ton
distilled	petcock	water-jacket	pneumatic
distributer	pinion	windshield	nū-mat'ik
eccentric	piston	worm drive	radiator
exhaust	puncture	wrench	rā'di-ā-tēr
			tonneau
			to'nō
			vulcanized
			vul'kan-īzd

\*See also "Electrical and Radio Terms," pages 123, 124.

## LESSON 76

## CHEMICAL TERMS\*

acetate	filtrate	oxalic	aniline
affinity	fluorin	oxidation	an'i-lin
alkali	fluor-spar	phosphate	barytes
amalgam	fractional	picric	ba-rī'tēz
anhydrous	halogen	pipette	bauxite
antimony	helium	potassium	bō'zīt
aqueous	homologous	precipitate	boracic
atomic	hydrocarbon	protein	bō-ras'ik
barium	hydrochloric	prussic	burette
beaker	hydrogen	pyrometer	bū-ret'
benzine	hydrolyze	qualitative	citrate
calcium	hyposulphite	quantitative	sit'rat
carbohydrate	inorganic	radioactivity	colloid
carbonate	iodide	reagent	kōl'lōid
catalyzer	ion	sal ammoniac	cyanide
cellulose	isomeric	saponification	sī'an-id
Centigrade	litmus	sodium	deliquescent
chlorate	mercury	solute	del-i-kwes'ent
chloride	methane	solvent	effervesce
chlorine	methyl	specific gravity	ef-fēr-ves'
crucible	micrometer	spectroscope	efflorescence
crystalline	molecule	spectrum	ef-flo-res'ens
dextrose	monoxide	stannic	enzyme
dioxide	mordant	stearine	en'zīm
disinfectant	muriatic	sulphur	nascent
ethereal	nitre	talc	nas'ent
ethylene	nitrate	tartaric	triturate
Fahrenheit	nitrogen	volatile	trit'ū-rāt
			univalent
			ū-ni-vāl'ent
			vitriol
			vit'ri-ol

\*See also "Medical and Drugs," pages 135-137; "Mining and Metallurgy," page 138.

# LESSON 77

## CIVIL ENGINEERING\*

abrasion	disintegrate	pontoon	alignment
abutment	dowel	protractor	a-līn'ment
acre feet	drainage	quarries	cantaliver
adit	dredge	reconnaissance	kan'ta-liv-ēr
altitude	elasticity	repose(angle of)	centrifugal
analytic	equilibrium	reservoir	sen-trif'ū-gal
aqueduct	expansion	resultant	creasoted
artesian	factor	rigidity	krē'a-sōt-ed
atmospheric	filtration	rivet	crevasse
back filling	girder	sextant	krē-vas'
bench mark	gradient	shearing	ductile
bevel	homogeneous	stability	duk'til
buttress	horizontal	statics	geodetic
calculus	hydraulic	strut	jē-ō-det'ik
centripetal	hydrostatic	surveyor	impinge
channel	inertia	suspension	im-pinj'
circumference	instrument	tension	labyrinth
coffer-dam	irrigation	thrust	lab'i-rinth
compass	lateral	traction	lamination
components	macadam	tramway	lam-i-nā'shon
concrete	meridian	transit	resilience
conglomerate	mitre	transverse	rē-sil'i-ens
contour	modulus	triangulation	saturate
co-ordinates	obtuse	trigonometry	sat'ū-rāt
corrugated	parabola	trunnions	siphon
culvert	perimeter	truss	sī'fon
datum plane	pillars	vertical	sluice
deviation	plumb bob	viaduct	slös
			torsion
			tor'shon
			vitrified
			vit'ri-fīd

\*See also "Architecture, Building Trades," page 116; "Mining and Metallurgy," page 138.

## LESSON 78

## CLOTHING AND TEXTILES

Alençon	denim	appliqué	crêpe meteor
balbriggan	diaphanous	a-plē'kā	krāp'mē'tē-or
balibuntal	écru	astrakhan	crochet
bandeau	egret	as'tra-kan	krō'shā
Bangkok	ensemble	basque	décolleté
batik	ermine	bāsk	dā-kol-tā
batist	fagoting	beige	Directoire
baum marten	fichu	bāzh	di'rek'twar
bengaline	filet	beret	duchesse
blazer	flannelette	be'rā	dü'shes''
bodice	foulard	bolero	duvetyn
breeches	frisé	bō-ler'ō	dōō've-tēn'
brocade	full-fashioned	bouffant	epaulet
brocatel	furrier	bōō'fān''	ep'a-let
buckle	gabardine	brassière	faille
camellia	galatea	brā'syār''	fī-yē
cardigan	galloon	broché	godet
Carrick-ma-cross	gardenia	brō'shā''	gō'de''
cashmere	gauze	challis	grosgrain
cassimere	gazelle	shal'i	grō''grān'
chambray	georgette	chapeau	habutai
Chantilly	gingham	sha'pō''	hā''bōō-tī'
chemise	girdle	charmeuse	hardanger
cheviot	haberdasher	shār'mûz''	hār'dāng-ēr
chevron	herring-bone	chenille	jabot
chiffon	karakul	che-nēl'	zha'bō
chinchilla	knickerbocker	civet	jacquard
Cluny	kolinsky	siv'et	jak-kārd'
corduroy	krimmer	corsage	khaki
Cossack	lamé	kor'sāj	kā-kē
cravenette	lavender	couturier	lingerie
crêpe de chine	leghorn	kōō'tū'ryā'	lin'jer-i
crinoline	Lelong		
Deauville	linen		

# LESSON 79

## CLOTHING AND TEXTILES (*Continued*)

linon	sack	lisle	passementerie
lustrous	sateen	lil	pas-man'tri
lynx	seersucker	llama	percale
marabou	selvedge	lä'mä	per-käl'
maroon	sequin	malines	percaline
marquissette	serge	mä'lën''	per-kä-lën'
mercerize	serpentine	mannequin	picot
messaline	shantung	man'e-kin	pi-kō'
middy	sheer	matelassé	ramee
Molyneaux	shiny	mat'lä-sä''	ra-mē'
napping	shirr	mauve	reseda
opossum	shoddy	mav	re-sē'da
organdie	silhouette	mignonette	ruche
ostrich	silkaline	min'yon-et	rösh
ottoman	silky	milanese	soisette
overalls	slenderizing	mil-an-ēz'	swä'zet''
pyjama	slip-on	modiste	soutache
pannier	stockings	mō-dēst'	sōō'tāsh'
Paquin	striping	moiré	surah
pastel	surplice	mwa-rā	sōō'ra
Patou	swagger	motif	swathed
peplum	swatch	mō-tēf'	swāTHd
periwinkle	taffeta	nainsook	taupe
pleats	tier	nān'suk	tōp
plus fours	tinsel	negligé	tricot
Poirot	turban	neg'lē-zhā	tri'kō
pongee	tussah	ombré	trousseau
raccoon	tuxedo	ôn'brā'	trō-sō'
rajah	velveteen	paillette	tulle
rayon	vestee	pal-yet'	tul
Reboux	voile	panne	Valenciennes
redingote	waistcoat	pan	vā-lān-sē-en
rosette	woof		
rucheing	worsted		



## LESSON 80

## EDUCATION

academic	educator	observatory	<b>Alma-Mater</b> al'ma-mā'tēr
admission	elementary	oration	
algebra	enrolment	physics	<b>Anglicize</b> ang'gli-sīz
alumna (pl. ae)	entrance	preceptor	
alumnus (pl. i)	examination	preparatory	<b>baccalaureate</b> bak-ka-lā'rē-āt
assistant	extracurricular	prerequisites	
astronomy	extramural	primary	<b>Chautauqua</b> shā-tô'kwā
attendance	fraternity	programme	
auditorium	geography	provost	<b>emeritus</b> ē-mer'i-tus
bachelor	geology	quiz	
behaviour	geometry	registrar	<b>hygiene</b> hī'ji-ēn
biology	grammar	research	
botany	illiterate	salutatorian	<b>logarithm</b> log'a-rithm
bursar	institute	scholastic	
calculus	instructor	secretarial	<b>parochial</b> pa-rō'ki-al
calisthenics	intermediate	semester	
chapel	I. Q.	seminar	<b>pedagogue</b> ped'a-gog
chaperon	journalism	seminary	
civics	laboratory	sociology	<b>philosophy</b> fi-lo'sō-fi
classical	librarian	sophomore	
co-educational	literature	supervisor	<b>physiology</b> fiz-i-ol'o-ji
collegiate	lyceum	syllabus	
curator	mathematics	thesis (pl. es)	<b>psychology</b> sī-kol'o-ji
departmental	matriculate	trigonometry	
disciplinarian	memorize	truancy	<b>rhetoric</b> ret'o-rik
dormitory	meteorology	tuition	
dramatics	monitor	tutorial	<b>sorority</b> sō-ror'i-ti
economics	Montessori	vocational	
			<b>valedictorian</b> val'ē-dik-tō''ri-an
			<b>zoology</b> zō-ol'o-ji

# LESSON 81

## ELECTRICAL AND RADIO—ELECTRICITY\*

accumulator	depolarize	non-conductor	ampere
alternating	diffractive	ohmmeter	am-pār'
ammeter	ductility	permalloy	anode
annular	dynamo	permeance	an'ōd
annunciator	electrode	polarity	calorimeter
antiparallel	electrometer	polyphase	kal-o-rim'e-tēr
arc	electro-motive	potential	conduit
armature	electro-polar	reactance	kon'dit
asbestos	elliptic	rectifier	continuity
bimetallic	equalizer	residual	kon-ti-nū'i-ti
breaker	exciter	resistance	coulomb
Bunsen	farad	resultant	kō-lom'
calibration	galvanic	short circuit	electrolysis
cathode	gutta-percha	simplex	ē-lek-trol'i-sis
chamfer	hysteresis	solenoid	electro-thera-
channelling	ignitible	spherical	peutics
coefficient	inductance	synchronizer	ē-lek'trō-
coherer	induction coil	synchronous	the-ra-pūt''iks
commutator	inductivity	thermo-electric	incandescence
compensator	insulator	thermostat	in-kan-des'ens
concentric	magneto	torque	kilowatt
conductivity	Marconi	transformer	kil'ō-wot
controller	milliampere	vacuum	kinetic
converter	millimetre	volt ampere	kī-net'ik
countershaft	millivolt	voltage	luminescence
countersunk	multipolar	wattmeter	lū'min-es''ens
coupling	non-arc	Westinghouse	ohmic
demagnetize	combustible	X-ray	ōm'ik
			solder
			sol'dēr
			tangential
			tan-jen'shal
			tungsten
			tung'sten

\*See also "Automobiles and Accessories," page 117.

## LESSON 82

## ELECTRICAL AND RADIO—RADIO

absorption	disturbance	positive	aerial
air channel	dynamic	primary	ā-ē'ri-al
air gap	electro-magnetic	radiated	audio
amplifying	electron	receiving	aw'di-ō
amplitude	electro-static	regional	heterodyne
antenna	eliminator	resistors	het''er-ō-dīn'
atmosphere	energy	retarding coil	inherent
attenuation	fading	secondary	in-hē'rent
audibility	filament	selectivity	kilocycle
bias	filter	sensitivity	kil''ō-sī'k'l
broadcaster	frequency	series	megohms
by-pass	grid	shield	meg'ōms
cascading	grounded	shunts	mho
choke	henry	signal	mō
circuit	hook-up	stabilized	microfarad
coil	hum	static	mī'krō-far-ad
condenser	impedance	superimposed	mu (μ)
conductance	impressed	surge	mū
core	induced	tapped coil	oscillating
corona	interference	terminal	os'sil-lāt-ing
counterpoise	interrupter	thoriated	ratio
current	magnetic field	tungsten	rā'shi-ō
damped	meters	transmitting	regenerative
deflection	microphone	tuned	rē-jen'er-ā-tiv
detector	modulated	unstable	resonance
dial	neutral	valve	rez'o-nans
dielectric	ohms	watts	rheostat
distortion	open-circuited	wave-length	rē'ō-stat
			schematic
			skē-mat'ik
			synchronizing
			sin'kron-īz-ing

# LESSON 83

## FUEL AND OIL\*

area	forge	residue	anthracite
asphaltum	gallon	saturation	an'thra-sīt
benzine	graphite	screenings	anticline
blends	gravity	scuttle	an'ti-klīn
boghead	gusher	seam	bituminous
boiler	hemlock	seasoned	bi-tū'min-us
bunker	hickory	sedimentary	briquette
burner	hogbacks	seeps	bri-ket'
caking	illumination	semisolid	calorific
cannel	internal	shale	kal-o-rif'ik
charcoal	kerosene	slack	carbonaceous
chimney	kindling	slate	kār-bo-nā'shus
cinder	liquid	smoky	collieries
clinker	lump	smudge	kol'yēr-ēz
coal	marsh-gas	splash	gaseous
coke	meter	spouter	gā'zē-us
combustion	mine-run	springs	knotty
cord	monocline	stoking	not'i
cracked	outcrop	stratification	lignite
creosote	paraffin	superheated	lig'nīt
crude	peat	tanker	mesas
decomposition	petroleum	terrace	mā'sās
deposits	piping	tidewater	ozocerite
destructive	poplar	topographic	ō-zō-sē'rīt
distillation	porous	turf	petrolatum
draft	prospecting	volatility	pet'rō-lā''tum
flame	quart	volcanic	residuum
foot-pound	receptacle	wildcatting	re-zid'ū-um
			synclines
			sin-klīnz'
			viscosity
			vis-kos'i-ti

\*See also "Mining and Metallurg.," page 138.

## LESSON 84

## FURNITURE AND DECORATIONS

Axminster	decorator	oriental	chaise longue
beading	dinette	overstuffed	shāz longg'
bedding	divan	pedestal	cheval
bedstead	drapery	phonograph	she-val'
beech	drawer	pillow	chiffonnier
birch	ebony	porcelain	shif'o-nēr
bird's-eye	Empire	quilt	Circassian
bolster	fernery	rattan	ser-kash'i-ān
booteries	fumed	reed	cleat
boudoir	gate-leg	refrigerator	klēt
Brussels	Georgian	rocker	escritoire
bureau	gumwood	rococo	es-kri-twar'
burl	hanger	satin-wood	frieze
burlap	hassock	scrim	frēz
candles	Heppelwhite	settee	gimp
canopy	humidor	Sheraton	gimp
cedar	ingrain	spinet	girandole
Chinese	kapok	stool	jir'an-dōl
chintz	kitchenette	sycamore	Jacobean
Chippendale	linoleum	tapestry	ja-kō'bē-an
colonial	lounge	tassel	jardinière
console	mahogany	Tudor	zhār-dēn-yār
coverlet	maple	upholstery	lacquer
cretonne	mattress	vanity	lak'ēr
curly	mirror	veneer	moquette
cushion	modernistic	Venetian	mō-ket'
damask	mohair	wardrobe	portière
davenport	nursery	Windsor	por'tiār
			Renaissance
			rē-nās'sāns
			taboret
			tā'bor-et



# LESSON 85

## GOVERNMENT

aldermen	despotism	mayor	alien
ambassador	dictator	minister	āl'yen
animosity	electoral	muckraking	alliances
appointee	embassy	municipal	a lī'ans-ez
apportionment	emigration	neutrality	anarchy
assessor	enmity	non-partisan	an'är-ki
ballot	entangling	ordinance	attache
biennially	envoy	passport	ä-tä-shā
bigotry	executive	patriotism	autocracy
boss	exponent	pension	ä-tok'ra-si
budget	federal	pigeon-holed	borough
bureau	filibustering	pocket veto	bur'ō
cabinet	foreigner	politician	disfranchise
censor	forum	precinct	dis-fran'chīz
census	fugitive	propaganda	dynasty
commission	immigration	province	din'as-ti
conciliation	impeachment	quorum	fiat
condemnation	imperialism	referendum	fi'at
congressman	imprisonment	republic	gerrymander
constitutional	inauguration	retaliation	jer'i-man-dēr
consul	intercede	revenue	maritime
consulate	judicial	senatorial	mar'i-tīm
contraband	jurist	standpatter	martial
county	legislative	statute	mär'shal
court-martial	legislature	suffrage	plenipotentiary
dead-lock	lobbying	tariff	plen'i-pō-ten''-
democracy	log-rolling	treasury	shi-a-ri
deputies	lynch	urban	protocol
			prō'tō-kol
			reciprocity
			res-i-pros'i-ti
			usurpation
			ū-zēr-pā'shon

LESSON 86  
GROCERIES\*

all-spice	Chinook	farina	anchovies
almond	chives	flavouring	an-chō'viz
anise	chocolate	flounder	bologna
artichoke	chop suey	flour	bō-lō'nya
asparagus	chow-chow	Formosa	bouillon
avocado	chowder	frankfurter	bō-yon
bacon	chutney	garlic	brie
biscuit	cider	gelatine	brē
blueing	cinnamon	ginger	Camembert
brandied	citron	gluten	ka'mem-bār
broccoli	cocoa	gooseberry	caramel
brussels-sprouts	cocoa-nut	gourd	kar'a-mel
butterine	coffee	graham	caviar
cabbage	confectionery	haddock	kav-i-är
candied	consommé	halibut	cayenne
cantaloupe	cookies	herring	kī-en'
caraway	corned-beef	hominy	chile con carne
carrot	cranberry	honey-dew melon	chē'lā kōn
carton	crystallized	huckleberry	kär'nā
casaba	cucumber	jasmine	culinary
cashew	currants	kail	kū'li-na-ri
Castile	curry	ketchup	endive
cauliflower	damson	kumquat	en'div
celery	desiccated	leek	farinaceous
cereal	dessert	lemon	far-i-nā'shus
Ceylon	devilled	lentil	gherkin
chestnut	Edam	lettuce	gēr'kin
chicory	evaporated	limburger	grenadine
			gren'a-dīn
			guava
			gwä'va
			kohl-rabi
			kōl-rä'bē

\*See also "Agriculture," page 115.

# LESSON 87

## GROCERIES (*Continued*)

lobster	pectin	sardine	maraschino
logan-berry	pekoe	sauer-kraut	mar-as-kē'nō
macaroni	peppermint	sausage	marron
macaroon	persimmon	savory	mā'rôn'
mackerel	piccalilli	shrimp	mullagatawny
Malaga	pickles	spaghetti	mul'a-ga-ta''ni
mangoes	pignolia	spicy	Neufchâtel
marjoram	pimentos	squash	ner-sha-tel'
marmalade	pine-apple	sturgeon	oleomargarin
marshmallow	pomegranate	succotash	ō'lē-ō-mar''
matzoth	porridge	syrup	ga-rin
mayonnaise	potatoes	tabasco	pâté de foie gras
molasses	pretzels	tamales	pat''ā de fwah'
muscadel	pumpkin	tangerine	grah'
mushroom	quince	tapioca	pistachio
musk-melon	radish	tarragon	pis-tā'shi-ō
mustard	raisin	tomatoes	pot-pourri
noodle	raspberry	truffles	pō-pō-rē
nutmeg	rennet	tuna	Roquefort
okra	rhubarb	turkey	rōk'fōr
onion	rind	turmeric	saleratus
oolong	romaine	vanilla	sal-e-rā'tus
oyster-plant	rutabaga	vermicelli	seckel
paprika	sago	vinegar	sekl
Parmesan	salad	waffles	sorghum
parsley	salmon	yeast	sor'gum
pastry	salsify	yolk	tamarind
pecan	sandwich filling	young hyson	tam'a-rind
			thyme
			tīm
			Worcestershire
			wus'tēr-shir
			zwieback
			zwē'bahk

## LESSON 88

## HARDWARE AND CUTLERY\*

adze	furnace	pliers	auger
andirons	fuse'	putty	ă'gér
barbed	galvanized	rasp	brad-awl
bees'-wax	gauge	razor	brad-ăl
bellows	gimlet	reamer	brazier
bodkin	grainer	revolver	bră'zi-ér
bore	griddle	scissors	faucet
bracket	grindstone	scrapers	fa'set
broad-axe	handle	screens	holster
broiler	hasp	screw-driver	hōl'stér
bullnose	hinge	shears	knob
calibre	hoes	shovel	nob
canister	horse-shoe	sifter	nappies
carborundum	hose	skillet	nap'iz
case-harden	japanned	sledge	pincers
caster	jute	solder	pin'sérz
chisel	knocker	sprinkler	plumb
cleaver	ladle	staples	plum
colander	latches	Stillson	scythe
corrugated	mattock	stop-cock	sīth
countersink	maul	straight-edge	sickle
crowbar	nippers	temper	sik'l
curry-comb	nozzle	tongs	sieve
extinguisher	padlock	tweezer	siv
fixture	pail	wedge	steel-yard
flexibility	percussion	whistle	stēl'yărd
forceps	perforated	wrench	swage
funnel	plane	wringer	swāj
			tricycle
			trī'si-kl
			trowel
			trou'el

\*See also "Architecture, Building Trades," page 116; "Machinery," page 134.

# LESSON 89

## INSURANCE

accumulate	endowment	perpetual	actuarial
adequate	enumerate	physician	ak-tū-ā'ri-al
adjustable	examination	premium	arrears
adjuster	excessive	proportionate	a-rēr-z'
advantageous	expiration	protection	beneficiary
allotted	forfeited	provident	ben-e-fi'shi-a-ri
amortization	fulfil	recompense	benevolent
analysis	group	reimburse	bē-nev'ō-lent
annuity	hazardous	reinstate	casualty
apparel	heir	reinsurance	kazh'ū-al-ti
arson	hydrant	release	claimant
assessment	impairment	remuneration	klām'ant
benefited	incontestability	renewals	contingency
cancellation	indebtedness	revocation	kon-tin'jen-si
certificate	inducement	solicitor	cyclone
compensation	industrial	specified	sī'klōn
computation	inevitable	specimen	delinquent
convertible	inflammable	statistical	dē-ling'kwent
deceased	instalment	stipulate	forfeiture
deferred	itemize	surrender	for'fit-ūr
desirability	lapse	survivor	incendiary
destitute	maturity	tentative	in-sen'di-a-ri
disability	mortality	terminate	indemnity
diseased	optional	tornado	in-dem'ni-ti
dispossess	ordinary	transferable	interim
division	payee	typical	in'tēr-im
duplicate	pension	unavoidable	longevity
duration	permanent	welfare	lon-jev'i-ti
			perpetuity
			pēr-pe-tū'i-ti
			photographic
			fō-tō-graf'ik



## LESSON 90

## JEWELLERY AND SILVERWARE

agate	dessert	platinum	abalone
alabaster	emblem	platter	ab-a-lō'nē
amazonite	emerald	quartz	aquamarine
amber	enamelled	ramekin	ak'wa-ma-rēn
amethyst	facet	repoussé	baroque
asteriated	filigree	rhinestone	ba-rōk'
atomizer	garnet	rosary	beryl
azurite	hammered	salver	ber'il
Bakelite	initial	sapphire	briolette
bracelet	iridescence	sardonyx	brē'ō-let''
bronze	ivory	scarab	cabochon
brooch	jasper	serpentine	ka-bo-shon'
burnished	lapidary	Sheffield	chalcedony
cairngorm	marble	sherbet	kal-sed'ō-ni
cameo	marcasite	signet	chrysolite
candelabrum	masonic	solitaire	kris'ō-līt
candlestick	medallion	spinel	chrysoprase
carat	miniature	sterling	kris'ō-prāz
carbuncle	monogram	synthetic	cloisonné
carnelian	mosaic	tarnish	kloi'zo-nā''
casserole	onyx	teak wood	compotier
collet	opalescence	topaz	kôn'pō'tyā''
compact	opaque	tourmalin.	culasse
compote	ornamental	trivet	kū'lās'
coral	pearl	tureen	lapis-lazuli
crucifix	pendant	turquoise	lā-pis-laz'ū-li
crystal	percolator	waiter	lorgnette
decanter	pewter	zircon	lor-nyet
			peridot
			per'i-dot
			sautoir
			sō'twār''

# LESSON 91

## LEATHER GOODS

alligator	heel	shank	Balmoral
antelope	horse-hide	shark	bal-mor'al
belting	insole	sheep-skin	blucher
bridle	japanning	skivings	bluch'er
brief case	kangaroo	slippers	chamoisette
buckskin	kips	sole	sham'wà-zet''
calf-skin	lamb-skin	splits	chevrette
cape-skin	leash	strapped	shev-ret'
chamois	lizard	strop	chrome-tanned
chamoying	military	suit-case	kröm-tand
colt	mitt	tannage	fellmonger
Congress	moccasin	tannin	fel'mung-gër
cordovan	morocco	tawing	fourchettes
counter	muzzle	thong	för-shets'
cow-hide	oak tanned	toe	glacé
crocodile	ooze	tongue	glā'sā''
Cuban	oxfords	tooled	levant
doeskin	pelt	trunks	lē-vant'
embossed	pig-skin	uppers	mocha
fleece lined	pumps	valise	mok'a
gaiter	purse	vamp	mousquetaire
gauntlet	quirks	vellum	mus'ke-teer''
Gladstone	rawhide	vici kid	patent
glazed	reins	wallaby	pā'tent
goatskin	russet	wallet	piqué
graining	saddle	walrus	pē'kā
Grenoble	sandals	water-snake	porpoise
harness	seal	welt	por'pus
			puttees
			put'ēz
			suède
			swād

## LESSON 92

### MACHINERY\*

anneal	dolly	mould	axle
anvil	dovetailed	mower	aks'l
arrester	escapement	pawl	calk
axis	fly-wheel	pedal	kak
Babbitt-metal	friction	Pelton wheel	chromium
baffle	fulcrum	pivot	krō'mi-um
Bessemer	fusion	planer	curvilinear
bibb	gantry	projection	kēr-vi-lin'ē-ēr
billet	gear	pulley	lever
bitstock	governor	pumice	lē'vēr
blow-torch	grate	rack and pinion	pendulum
bobbin	gusset	ratchet	pen'dū-lum
brake	guy	retort	periphery
butt	hearth	riveted	pe-rif'ēr-i
cable	helix	rotor	Pitot tube
calliper	hoist	sector	pē'tō tūb'
cam	jack-screw	shim	planished
castings	jenny	smelting	plan'isht
chain	jib-boom	sprocket	radii
chamber	joggle	swivel	rā'di-ī
chuck	laminated	tubular	resiliency
conveyer	lathe	turn-buckle	rē-sil'i-en-si
Corliss	linear	turret	templet
corrosion	locomotive	vise	tem'plet
crank shaft	malleable	welding	tensile
cross-cut	mandrel	wick	ten'sil
cylindrical	mangle	wrinkle	trunnion
disc	mechanic	wrought	trun'yon
			turbine
			tēr'bīn
			vanadium
			va-nā'di-um

\*See also "Hardware and Cutlery," page 130.

# LESSON 93

## MEDICAL AND DRUG TERMS—MEDICINE\*

abdominal	callus	dispensary	anæmia
abscess	carbuncle	dorsal	a-nē'mi-a
acidosis	cardiac	dropsy	anæsthetic
adenoid	cartilage	duct	an-es-thet'ik
adhesion	catalepsy	dysentery	angina pectoris
adolescence	catarrh	dyspepsia	an'jī'na
ague	chicken-pox	eczema	pek'tō-ris
albumen	chiropractor	epidemic	appendicitis
albumin	chronic	epilepsy	ap-pen'di-sī''tis
alimentary	clinical	eugenics	asthma
allopath	colic	expectorate	as'ma
amputation	colicky	fibroid	autopsia
anatomy	colitis	fistula	a'top'si-a
antidote	colon	flatulence	callous
antiseptic	coma	fracture	kal'us
antitoxin	compress	gangrene	cataract
aphasia	congenital	gargle	kat'a-rakt
apoplexy	convulsions	gastric	cerebral
artery	corpuscle	germicide	sēr'ē-bral
arthritis	cough	glandular	chiropodist
astigmatism	cyst	goitre	kī-rop'od-ist
atrophy	Dakin	grippe	cirrhosis
autointoxication	debility	hernia	sir-rō'sis
bacteria	delirious	hiccup	diaphragm
bandage	diabetes	homeopath	dī'a-fram
bilious	diagnosis	hospital	diphtheria
bronchitis	diarrhoea	hydrophobia	dif-thē'ri-a
bruise	dietary	hyperacidity	hæmoglobin
			hē'mo-glō-bin
			hemorrhage
			he'mor-āj
			hemorrhoids
			he'mor-oidz

\*See also "Chemical Terms," page 118.

## LESSON 94

MEDICAL AND DRUG TERMS—MEDICINE (*Continued*)

hypnotism	microscope	quinsy	imbecile
hypodermic	morbidity	respiratory	im'be-sil
hysteria	mucous	rheumatism	jaundice
immunity	murmur	rickets	jan'dis
indigestion	muscle	scarlatina	laceration
infantile	muscular	Schick	las-er-a'shon
infection	narcotic	sciatica	laryngitis
inflammation	nasal	serum	la-rin-jī'tis
influenza	nephritis	sineu	nausea
inhale	neuralgia	skeleton	na'shē-a
inoculation	neurasthenia	stethoscope	obesity
insomnia	œsophagus	stomach	ō-bes'i-ti
larynx	orthopaedic	stupor	pharynx
lobular	osteopathy	surgeon	far'ingks
locomotor ataxia	oxygen	symptom	phlegm
lumbago	palpitation	thyroid	flem
malaria	palsy	tissue	pleurisy
malignant	paralysis	tonsillitis	plū'ri-si
malnutrition	paroxysm	tuberculosis	pneumonia
massage	peritonitis	tumour	nū-mō'ni-a
mastoiditis	pernicious	typhoid	podiatrist
measles	physician	vaccinate	pō-dī'ā-trist
medicinal	physiology	vaccine	prophylactic
melancholia	poultice	vein	prō-fi-lak'tik
membrane	practitioner	vertebra (pl. ae)	psychiatry
meningitis	protein	vertigo	sī'ki-at-ri
metabolism	pulmonary	virulent	ptomaine
microbe	quarantine	whooping-cough	tō'mān
			rabies
			rā'bi-ēz
			Röntgen
			ront'gen



# LESSON 95

## MEDICAL AND DRUG TERMS—DRUGS

alcohol	distilled	megrin	aloes
ammonia	elixir	morphine	al'ōz
aperient	emulsifier	myrrh	argyrol
apothecary	ergot	nicotine	är'ji-rōl
arnica	essence	nitre	asafetida
aromatic	ether	novocaine	as-a-fē'tid-a
arsenic	eucalyptus	paregoric	asphyxia
aspirin	formaldehyde	peroxide	as-fik'si-a
balsam	formula	pharmaceutical	atropin
belladonna	fumigator	phosphorous	at'rō-pin
benzoin	gentian	poison	caffeine
bicarbonate	glucose	pomade	ka-fē'in
bismuth	glycerine	prescription	depilatory
borax	granulated	resin	dē-pil'a-to-ri
bromide	infusion	saccharine	digitalis
calomel	insulin	saffron	dij-i-tā'lis
camphor	iodine	sarsaparilla	heroin
capsule	iodoform	sassafras	he'ro-in
carbolic	ipecacuanha	sedative	ichthyol
cascara	lanoline	sterilizer	ik'thi-ol
cathartic	laudanum	sumac	phenacetin
chloroform	liniment	tamarack	fē-nas'e-tin
citronella	liquorice	thermometer	quinine
cocaine	lotion	tincture	kwin'in
collodion	lozenge	turpentine	sachet
corrosive	magnesia	vaporizer	sä'shā
creasote	menthol	vaseline	seidlitz
dentifrice	mercurochrome	witch-hazel	sīd'lits
			strychnine
			strik'nīn
			syringe
			sir'inj

## LESSON 96

### MINING AND METALLURGY\*

alloy	ferrous	occlusion	acetylene
alluvium	fissure	pay streak	a-set'i-lēn
amalgamation	flotation	phosphorus	auriferous
annealing	flume	placer	ə-rif'ēr-us
assaying	flux	quarrying	basalt
attrition	fossil	quartzite	ba-salt'
blende	friability	ravine	cache
bonanza	fusibility	refinery	kash
boulders	geological	refractory	cañon
calcareous	gypsum	schist	kā-nyon'
calcite	hematite	silica	gangue
carboniferous	hydraulic	silicon	gang
cinnabar	hydrometer	slag	glacial
cleavage	igneous	stope	glā'shi-al
conglomerate	indurated	stratum (pl. a)	hypogene
corroding	infiltration	sublimation	hī'pō-jēn
crevice	ingot	sump	isometric
cyanide	intrusive	tailings	ī-sō-met'rik
derrick	iridium	tail-race	malachite
dike	kaolin	timbering	mal'a-kīt
disintegrated	limestone	tunnelling	porphyry
dolomite	litharge	vaporization	por'fī-ri
dredge	lode	viscosity	pyrites
dynamite	manganese	vitreous	pi-rī'tēz
erosion	mineralogy	whim	reverberatory
exploitation	nitro-glycerine	winch	rē-vēr'bēr-a-
explosives	nodule	windlass	to-ri
felspar	nugget	winze	riffles
			rif'ls
			siliceous
			si-lish'us
			sluice
			slös

\*See also "Chemical Terms," page 118; "Civil Engineering," page 119; "Fuel and Oil," page 125.

# LESSON 97

## MOTION PICTURES AND PHOTOGRAPHY\*

aberration	exposure	picturesque	achromatic
actinic	ferrotype	picturization	ak-rō-mat'ik
actress	focal	playwright	anastigmat
aerophotography	focusing	portrait	an-as'tig-mat''
albertype	foreshortening	potassium per-	ceramics
aperture	gamma infinity	manganate	se-ram'iks
applause	gelatine	prismatic	comédienne
autographic	heroine	projector	ko-mē'di-en'
automatic	hypo-illumina-	proscenium	daguerreotype
bichromated	tion	rectilinear	da-ger'ō-tīp
binocular	illusion	reel	ingénue
bleaching-	instantaneous	reflector	añ-zhā-nū
powder	intensification	reversed	klieg
blue print	iris	negative	klēg
brilliance	kodak	scenario	matte
camera	lantern	scenarist	mat
celluloid	lens	sensitizer	panorama
chalky	litre	sensitometer	pan-ō-rā'ma
cinema	matinée	sepia	passe-partout
cloudy	meniscus lens	shunt	pahs-par-tōō'
comedian	mirage	sizing	photometer
contrasty	monochrome	stereoscopic	fō-tom'et-ēr
curtain	motivation	symmetrical	rouge
diaphragm	novelized	telephoto	rōzh
diffusion	orthochro-	television	silhouette
distortion	matic	tragedy	sil'ō-et
emulsion	pathos	tripod	stereopticon
enlargement	perspective	vest pocket	ster-ē-op'ti-kon
exhibitor	pictorial	visualization	technic
			tek'nik
			vaudeville
			vōd'vël

\*See also "Electrical and Radio Terms," pages 123-124.

## LESSON 98

## MUSIC

accordion	fortissimo	pianist	acoustics
allegro	guitar	piccolo	a-kous'tiks
aria	harpsichord	polka	adagio
ballad	humoresque	polonaise	a-dä'jō
baritone	hurdy-gurdy	quartette	allegretto
bass	hymn	requiem	äl-lē-gret'to
basso	improvisation	resonant	antiphonal
bassoon	kazoo	saxophone	an-tif'o-nal
baton	largo	ccherzo	arpeggio
cadence	libretto	schottische	är-ped'jē-ō
cantata	lyric	serenade	calliope
castanets	mandoline	sonata	kä-lī'ō-pē
choral	marimba	spinet	concerto
chord	mazurka	staccato	kon-chār'tō
clarinet	melodeon	symphony	eolian
coda	metronome	syncopation	ē-ō'li-an
coloratura	minstrel	tambourine	forte
concertina	minuet	treble	fōr'tā
conservatory	moderato	tremolo	fugue
counterpoint	modulation	trombone	fūg
crescendo	musician	trumpet	mezzo
cymbal	nocturne	ukulele	med'zō
diapason	obbligato	valse	oboe
diminuendo	octave	vibrant	ō'boi
dulcimer	offertory	viola	rhapsody
fanfare	oratorio	virtuoso	rap'sō-di
fantasy	orchestral	xylophone	rhythm
flageolet	pianissimo	zither	timbre
			tim'br
			violoncello
			vī'ō-lon-sel'lō

# LESSON 99

## OFFICE SUPPLIES AND EQUIPMENT

addressograph	expansive	multigraph	T-square
album	eyelet	neostyle	typewriter
alphabetic	fastener	parchment	typographical
basketry	filler	pencil sharpener	waterproof
billhead	foolscap	perforation	adhesive
bookkeeping	fountain-pen	photostat	ad-hē'siv
bristol-board	glue	portfolio	baronial
cabinet	graphic	postage	ba-rō'ni-al
calculator	hectograph	pressboard	columnar
calendar	imprint	prism	ko-lum'nēr
card-board	indelible	protectograph	corrugated
catalogue	indexer	ream	kor'ū-gā-ted
collapsable	india-paper	reinforcement	crayon
compressor	indicator	requisition	krā'on
copyholder	invoice	ribbon	deckle-edged
costumer	kraft	ripple	dek'l-ejd
cuspidor	leatherette	ruler	mucilage
detachable	leatheroid	scales	mū'si-lāj
diaries	letterhead	sharpener	palette
dictaphone	lettering	sketching	pal'et
distribution	loose leaf	sponge	papier-mâché
drafting	magnifying	stationery	pāp-yā-mā-shā
duplex	manifolding	stencil	quire
duplicator	manilla	thumb-tack	kwīr
easel	memorandum	tickler	stylographic
envelope	mimeograph	tissue	stī-lō-graf'ik
eradicator	moistener	transparent	stylus
eraser	multicolumned	triplicate	stī'lus



# LESSON 100

## SPORTING GOODS\*

ammunition	exerciser	quirt	aquaplane
anklets	extractor	quoits	ā''kwa-plān
archery	goggles	racket	carabine
awning	gridiron	referee	kar'a-bīn
battledore	hafts	rifle	croquet
billiards	hammock	scooter	krō'kā
bleachers	hatchet	shot-gun	knapsack
bloomers	helmet	shuttle-cock	nap'sak
bowling	hockey	skating	la-crosse
brassy	hurdle	sleeveless	la-kros'
bugle	intercollegiate	slicker	lariat
caddie	interscholastic	soccer	lā'ri-at
calibre	jockey	spikes	lasso
calisthenics	jujutsu	sweater	las'sō
canoe	leggings	tackle	mah-jongg
canteen	mallet	target	mah-jong'
canvas	mashie	tee	niblick
carom	mess-mate	tennis	nib'lik
cartridge	moleskin	toboggan	skis
championship	oar-lock	trapeze	shēz
cleik	olive oil	trigger	tarpaulin
cricket	paddle	trout	tār-pa'lin
cue	parchesi	umpire	tournament
curling	pennant	uniform	tör'na-ment
decoy	pistol	vaulting	trolling
dominoes	pogo	wicket	trōl'ing
duffel bag	ponchos	wrestling	trudgen
dumb-bell	putter	yachting	truj'en
			velocipede
			vē-los'i-pēd
			visor
			viz'or

\*See also "Clothing and Textiles," pages 120-121; "Leather Goods," page 133.

# LESSON 101

## TRANSPORTATION AND SHIPPING

addressee	commissary	fathom	anchor
alongside	commuter	ferry-boat	ang'kèr
astern	compartment	fish-plate	baling
ballast	conductor	flotsam	bāl'ing
barge	connection	foreman	bilge
barnacle	consignor	foundering	bilj
beacon	container	freighter	boatswain
berth	coupler	gangplank	bōt'swān
blockade	coxswain	harbour	buffet car
bottomry	crossover	haul	buf'et kār
brakeman	cruiser	helmsman	buoy
breakage	curbing	hemisphere	boi
breakwater	curvature	in transitu	caboose
bulk-head	deck	inspection	ka-bōs'
bulletin	derailment	interurban	collier
bundle	derelict	intrastate	kol'yèr
bunkering	destination	jetsam	demurrage
capsize	detection	jettison	dē-mur'āj
capstan	disembark	jetty	drayage
captain	dispatcher	junction	drā'āj
cargo	drawbridge	keel	embargo
cipher	east bound	knot	em-bār'gō
clearance	embankment	lading	flange
coach	embarkation	latitude	flanj
coastwise	excelsior	leakage	forecastle
code	excursion	Lloyd's	fōr'kas-l
collision	express	longitude	fragile
combustible	fare	longshoreman	frāj'il
			itinerary
			ī-tin'ēr-a-ri
			lighterage
			lī'ter-ij

## LESSON 102

TRANSPORTATION AND SHIPPING (*Continued*)

luggage	ramp	tare	pier
lurching	refrigerator	tender	pēr
manifest	refund	terminal	primage
mariner	registration	terminus	prī'māj
maritime	right of way	ticket	purser
messenger	riprapping	tidal	pēr'sēr
middle-man	roadbed	timber	quay
momentum	round-house	tonnage	kē
mooring	sailor	tourist	ration
mutiny	scow	traffic	rā'shon
nautical	sea-board	transatlantic	route
naval	sea-worthiness	tranship	rōt
navigation	ship-shape	transit	rudder
observation	shipwright	trawler	rud'ēr
offing	side icing	trestle	salvage
operative	siding	tunnel	sal'vāj
parallel	signal	valuation	schooner
parcel-post	skidding	ventilator	skō'nēr
passenger	snow-plough	vessel	semaphore
paymaster	spillage	vestibule	sem'a-fōr
perishable	spoilage	via	ship-chandler
pilfering	starboard	viaduct	ship-chand'lēr
pilot	stay-sail	violation	siren
pirate	steamer	voyage	sī'ren
pouch	steerage	wash-out	stevedore
privateer	steward	way-bill	stē've-dōr
Pullman	stop-over	wharfage	towage
quarter-master	switch	wrecker	tō'āj
			wreckage
			rek'āj
			yacht
			yot

## APPENDIX

1,000 COMMONLY USED WORDS

LATIN ROOT WORDS AND ENGLISH DERIVATIVES

GREEK WORDS AND ENGLISH DERIVATIVES

STUDENT'S SUPPLEMENT





## 1,000 COMMONLY USED WORDS

ability	advice	anniversary	ascertain
abroad	advisable	announcement	ashamed
absurd	affect	annoyance	aside
abuse	affectionate	annum	assembly
accident	affidavit	anticipation	assigned
accommodate	afford	anxiety	assist
accompany	afraid	apartment	assistant
accordance	agency	apologize	association
account	agreeable	apology	assortment
accrued	agricultural	apparent	assume
accustomed	algebra	appearance	assurance
acknowledgment	all right	application	astray
acquire	allowance	apply	atmosphere
acres	already	appoint	attachment
activity	although	appointment	attain
adapted	alumni	appreciation	attempt
addition	ambitious	approach	attendance
address	amiable	approval	attitude
adequate	amount	approve	audience
adjourned	ample	approximate	auditorium
administration	amusement	arithmetic	author
admission	analysis	around	authorize
adopt	ancient	arrange	automatic
advancement	angel	artificial	avail
advertisement	angle	artistic	awhile

awkward	bookkeeping	carrier	circulation
background	borrow	cashier	circus
backward	bought	catalogue	civilization
balance	branches	caution	claimed
ballot	bridge	cease	classification
bankruptcy	brief	cedar	clause
bare	brilliant	ceiling	client
bargain	brought	cellar	climate
barrels	bulletin	cement	clipping
base-ball	bungalow	century	close
basis	bureau	certain	clothes
basket ball	businesses	certificate	cloudy
battery	calendar	certified	coach
bear	calf	channel	coarse
beautiful	calm	chapel	collar
behaviour	cancel	check ( <i>v.</i> )	collateral
belief	cancellation	cheerful	collect
believe	canoe	chemistry	collection
beneficial	can't	chickens	college
birthday	canvass	chief	column
bitter	capable	chocolate	combination
blizzard	capacity	choice	comfortable
blouse	capital	choose	command
board	carbon	chorus	commence
bonus	carnival	chose	commencement

---

---

comment	compound	continent	courtesy
commerce	compromise	continually	create
commercial	conceive	continuous	creature
commission	conception	contrary	crêpe
committed	conclude	contribute	crew
commonplace	conclusion	control	cruel
communicate	concrete	convenience	curiosity
communication	condition	convention	curious
community	confer	conversation	curtain
companion	confess	convey	cute
comparatively	confidence	conviction	dairy
comparison	confidential	co-operate	data
compel	confirmation	cordial	daughter
compelled	confusion	corporation	debit
compensation	congratulate	correspondence	decent
competent	congress	cottage	defence
competition	connection	counsel	delegates
compiled	conscience	countenance	delicious
complaint	conscientious	counter	delightful
completion	conscious	coupé	delinquent
compliance	consequently	couple	democracy
compliment	consistent	coupon	demonstration
comply	consolidated	course	department
composed	constitution	court	depot
composition	contemplate	courteous	describe

---



---

description	distinction	elementary	evident
descriptive	distinguished	eliminate	examination
desirable	distribution	employee	example
desirous	district	enable	exceedingly
desperate	dividend	encouragement	exceptional
destination	document	endeavour	excessive
destroy	domestic	enemies	exclusive
destruction	dormitory	energy	executive
detailed	doubt	engagement	exhausted
determine	doubtful	engineer	expectation
determining	doubtless	enjoyable	expenditure
development	drama	enormous	expense
diameter	dramatic	enrolment	experience
diamond	dreadful	entertainment	experiment
difference	duplicate	enthusiasm	expiration
difficult	durable	enthusiastic	explanation
dignified	dying	entire	expression
diploma	earnest	entrance	exquisite
disagreeable	economic	entry	extension
disappointment	economy	envelope	extraordinary
discouraged	educational	equipment	extreme
discretion	effect	essential	factories
disgusted	effective	establishment	faculty
disposition	either	esteemed	familiar
distance	element	eventually	farewell

---

farther	freight	graduation	hesitate
fascinating	friendship	grammar	historical
fashion	frightened	gratifying	hitherto
fatal	fruit	gratitude	honourable
fault	fuel	greatly	horseback
favoured	fundamental	grief	hospital
feature	furnace	gross	humanity
federal	furnish	ground	humble
federation	furniture	group	humour
fiction	furthermore	guarantee	idea
fierce	future	guard	ideal
filed	gallon	guessed	idle
filled	galvanized	guest	ignorance
finances	gasolene	guide	ignorant
flour	generally	guilty	illustrate
flower	generous	half	imagination
forenoon	genius	handkerchief	immensely
forgotten	genuine	handle	impatient
formal	geometry	happiness	impression
formerly	gingham	hardware	improvement
fortune	glorious	harmony	impulse
fought	good-bye	haul	inability
foundation	gorgeous	headquarters	inasmuch
fountain	governed	heartily	incapable
fraternity	gradually	heretofore	incident



inclined	inspection	justice	likewise
include	inspiration	justify	limited
inclusive	installation	kingdom	liquor
inconvenience	institution	knees	literally
incorporated	instruction	knowledge	literary
increase	instrument	laboratory	literature
indebtedness	intellectual	ladies	loan
indefinite	intelligence	lame	locality
indifference	intense	landscape	locally
indifferent	intention	language	lodge
*indorsement	interfere	latter	loose
induce	international	laughed	lose
indulge	interrupted	laundry	loud
infer	interview	league	loyalty
inferior	intimate	lease	lying
infinite	introduction	leather	magic
influence	inventory	ledger	major
informal	invoice	legislation	management
information	involve	legislature	manager
initial	itemized	leisure	manners
initiation	ivory	length	manufacturer
injustice	jealous	lesson	maple
innocent	journal	liability	marriage
inquiry	judge	liable	marvellous
insert	junior	license	materially

\*also endorsement

---

---

mathematics	moderate	notify	particular
maturity	monument	notion	passenger
maximum	moral	numerous	pastor
mayor	moreover	obedient	pasture
measurements	mortal	objection	patent
mechanical	mortgage	obligation	pathetic
medical	motion	observation	patience
medium	motive	observe	patronage
melancholy	motor	obvious	peace
memorandum	mountain	occasional	perceive
memories	musical	occupation	percentage
mental	mutual	offence	perfection
merchandise	mystery	omission	performance
merely	natural	one-half	period
merit	necessarily	operation	permission
message	necessity	opinion	perpetual
mighty	negotiations	opposed	personal
military	neighbourhood	opposition	personality
million	neither	orchard	persuade
minutes	nevertheless	orchestra	pertaining
miscellaneous	nickel	ordinarily	petition
mischief	noble	organization	phase
miserable	nonsense	ownership	philosophy
missionary	normal	palace	photograph
misunderstand	notation	partial	phrase

picturesque	probability	publication	regular
piece	procedure	publicity	regulation
pleasant	procession	punishment	rejoice
pledges	production	quantity	release
pneumonia	profession	quarrel	reliable
poison	professor	quarter	relieve
population	profitable	question	remarkable
positive	profound	quiet	remembrance
postal	progressive	quite	remit
postpone	project	quotation	remittance
precisely	promotion	radiator	removal
prefer	prompt	radio	renewal
preference	promptly	readily	rental
prejudice	promptness	reality	repeat
presence	proportion	realize	replacement
presentation	proposal	reception	reply
preserve	proposition	recital	representative
presume	prospect	reckon	republic
pretended	prospective	recognize	republican
prettiest	prosperous	recollection	reputation
prevail	protection	recommend	requested
previous	proud	reflection	requirement
primary	provide	refreshments	requisition
principle	provision	refrigerator	research
prior	psychology	registration	reservation

---

residence	sail	serial	soul
resident	salad	serious	source
resignation	sale	settlement	special
resolution	salesman	several	specific
resources	satisfactorily	severe	specifically
respectable	scarce	shipment	specifications
responsibility	scenery	shipped	specify
result	scheduled	shortage	splendid
retail	scheme	signature	staff
revenue	scholarship	signed	standpoint
reverence	science	silence	statement
reverse	scientific	simplicity	station
review	scout	sincerity	stationary
revision	search	situation	stationery
revolution	section	slightest	status
ridiculous	security	sober	steadily
rightly	seemingly	so-called	stockholders
rôle	seized	social	stomach
rough	seldom	soldier	storage
route	selection	sole	straight
ruined	semester	solicit	strict
rural	senior	solution	subscription
rye	sense	sorority	substantial
sack	sensible	sort	substitute
sacrifice	sentimental	sought	suggestion

---

suitable	thence	transit	variety
superior	theory	translation	vary
supervision	there	transportation	venture
supplement	thereby	travel	via
support	therefor	treasurer	violence
supreme	therefore	treasury	virtue
surrounded	thermometer	tremendous	visible
survey	thorough	triumph	vital
suspicion	though	typewriter	vocational
sympathetic	thought	unexpected	voluntary
talent	threw	uniform	voucher
taught	throughout	union	vulgar
teacher	tight	universal	warehouse
teaches	tiny	universe	weigh
technical	tongue	university	welfare
telegram	tonnage	unnecessary	whatsoever
telegraph	too	unusual	whereabouts
temple	total	urgent	whistle
temptation	totally	utilize	wholly
tendency	touch	utmost	wisdom
terrible	tough	utterly	woman
territory	tournament	vacancy	women
theatre	transaction	vague	wonderful
their	transfer	valuation	wretched
theme	transferred	value	yield



aequus (iqu-)	fair, right: equality, equity, iniquity
aevum	age: coeval, primeval
ager	field: agriculture, agrarian
ago (act-, -ig-)	do: agent, action, agenda
altus	high: exalt, altitude
amicus	a friend: amicable
amo (im-)	like, love: amity, amiable, amicable, inimical
animus, anima	spirit, life: animal, unanimous, inanimate
annus	a year: annuity, biennial
aqua	water: aquarium, aquatic, aqueduct
ars, artis	arts: artist, artifice
audio	I hear: audience, auditor, inaudible
augeo, auctum	I increase: augment, auction
avis	a bird: aviation, aviary
barbarus	rude: barbarian, barbarous
beatus	blessed: beatitude
bellum	war: rebel, belligerent
bene	well: benediction, beneficent
bonus	good: boon, bonanza
brevis	short: brevity, brief, abbreviate
cado, casum	I fall, I happen: casual, cascade
caedo (cid-, cis-)	cut, kill: homicide, suicide (sui, one's self), scissors, chisel
canis	a dog: canine
cano, cantum	I sing: chant, incantation
capio (cept-, ceipt-, cip-)	take: capture, reception, receipt
caput	the head: chapter, capital
causa	cause: excuse, accuse
cavus	hollow: cavity, excavate
cedo, cessum	retire, yield, give up, I cede: cede, cessation
celer	swift: accelerate, celerity
centum	a hundred: century, cent
cerno, cretum	I see, sift: discern, concern
civis	citizen: civics, civil, civility, uncivilized
clamo	shout: clamour, proclamation, exclaim
claudo, clausum	I shut: include, preclude
colo, cultus	till the ground, honour: agriculture, cultivate
copia	plenty: copious, cornucopia
cor, cordis	the heart: cordial, concord, discord
cornu	horn: cornucopia, unicorn
corpus (corpor-)	body: corpse, corps, corporation, corporal
cras	to-morrow: procrastinate
credo	I believe: credit, creed, incredible
cresco, cretum	I grow: increase, crescent
crux, crucis	a cross: crucify, crusade
culpa	a fault: culpable, culprit
curro, cursum	I run: current, concur
damno	I condemn: indemnify, damage
decem	ten: December, decimal

dens, dentis	a tooth: dentist, indent
dexter	right-handed, clever: dexterous, dexterity
dico (dict-)	say, speak: dictionary, dictation, <b>contradict</b>
dignus	worthy: dignity, indignant
divido, divisum	I divide: division, dividend
do, datum	I give: date, data
doceo (doct-)	show, teach: docile, document, doctor
dominus	a lord or master: dominate, dominant
domus	a house: domicile, domesticate
donum	a gift: donation, donor
duco (duct-)	lead: produce, conductor, aqueduct, duke
edo	I eat: edible
ego	I: egotistic, egoist
erro	I wander: error, aberration
eternus	eternal: eternity
exemplum	a copy: sample, example, exemplary, exemplify
facilis	easy: facile, facility
facio (fact-, fect-, fic-, fir-)	do, make: factory, manufacture, perfect, efficient, refit
femina	a woman: feminine, effeminate
fero	carry, endure: transfer, suffer, differ, interfere
fides	faith: confide, fidelity
figura	a shape: figure, figurative
filius	a son: filial, affiliate
finis	an end: final, confine
firmus	strong: firm, confirm, infirm
flamma	a flame: inflammation, inflammable
flecto, flexum	I bend: flexible, inflect
flos, floris	a flower: floral, flourish
fluo (fluct-)	flow: fluid, flush, fluctuate, influence
forma	a shape: formal, conform
fortis	strong: fort, fortification
frango (fra-, frag-, fract-)	break: fraction, frail, fragile
frigus	cold: frigid, refrigerator
frons, frontis	the forehead: frontier, affront, frontal
fugio	I flee: fugitive, refuge
fumus	smoke: fume, perfume, fumigate
gradior (gress-)	go: grade, graduate, progress
gratus (grac-)	thankful, pleasing: grateful, gratitude, gratify, gracious
gravis	heavy, serious: grave, gravity, aggravate
habeo (hibit-)	have: habit, exhibit
habito	I dwell: inhabit, habitation
haereo (haes-)	stick: adhere, cohesion, hesitate
halo	I breathe: inhale, exhalation
homo (hum-)	man: homicide, humanity, inhuman, homage
horreo	I dread: horror, horrid, horrible
hospes	a host, a guest: hospitable, host

humis	the ground, humble: exhume, humus
ignis	fire: ignite, igneous
imago	an image: imagine, imagination
impero	order, govern: empire, imperative, imperial
insula	an island: insular, insulate
ira	anger: irate, irascible
iter, itineris	journey: itinerant, itinerary, reiterate
jacio (ject-)	throw: eject, conjecture, adjective
judex	a judge: judicious, adjudicate
jungo (junct-)	join: junction, conjunction
juro	I swear: conjure, jury
jus (jur-)	right: just, justice, injury
juvenis	young: juvenile, rejuvenate
legatus	an ambassador: delegate, legation
lego (lect-)	to read: legible, illegible
levis	light: levity, alleviate
lex (leg-)	law: legal, legislate, legitimate
liber	a book: library, librarian
liber	free: liberal, liberty, liberate
libra	a balance: deliberate, equilibrium
litera	a letter: alliteration, literature, literal
locus	place: local, locate, locomotive
loquor	I speak: loquacious, colloquy, eloquent
ludo, lusum	I play, I deceive: ludicrous, delude
lumen	a light: luminous, illuminate, luminary
luna	the moon: lunatic, lunar
lux	light: lucid, translucent
machina	a device: machine, mechanical
magister	a master: magistrate, magisterial
magnus (maj-, max-)	great: magnify, major, maximum
mando	I bid: command, mandate
maneo, mansum	I remain: remnant, mansion
manus	hand: manual, manufacture, manicure
mare	sea: mariner, submarine, maritime
mater, matris	a mother: maternal, matriculate
melior	better: ameliorate
memor	mindful: memory, commemorate
mens (ment-)	mind: mental, mention, demented
merx, mercis	merchandise: mercantile, commercial
migro	I migrate: immigrate, emigrant
miles (milit-)	soldier: militia, military, militant
mille	a thousand: million, mile, millennium
minister	a servant: administer, ministry
minor	less: minor, minority
minuo, minitum	I lessen: diminish, diminutive
miror	I wonder: admire, miracle
mitto (miss-)	send: remit, committee, missionary, message
moneo, monitum	I warn: monitor, admonish
mons, montis	a mountain: surmount, promontory

mors, mortis	<b>death:</b> mortal, mortify
moveo (mot-)	<b>move:</b> movement, promote, motion
multus	<b>much, many:</b> multiply, multiple, multitude
munio, munitum	<b>I fortify:</b> munition, ammunition
murus	<b>a wall:</b> mural, immure, extramural
muto	<b>I change:</b> mutable, transmute
nauta (nav-)	<b>sailor:</b> nautical, navy, navigate
navis	<b>a ship:</b> naval, navigate
nego, negatum	<b>I deny:</b> negative, negation
niger	<b>black:</b> negro, negroid
nihil	<b>nothing:</b> nihilist, annihilate
nomino	<b>name:</b> nominate, denominator, nominee
norma	<b>a rule:</b> normal, enormous, subnormal
nosco, notum	<b>I know:</b> notion, notice, recognize, cognizant
nox, noctis	<b>night:</b> equinox, nocturnal
numerus	<b>number:</b> numeral, numerator, numerical
nuncio	<b>I announce:</b> pronunciation, denounce
octo	<b>eight:</b> octave, October
oculus	<b>an eye, a bud:</b> inoculate, binocular, oculist
omen	<b>a sign:</b> ominous, abominate
omnis	<b>all:</b> omnipotent, omnipresent
onus, oneris	<b>a burden:</b> onerous, exonerate
opus, operis	<b>a work:</b> operate, opera
orbis	<b>a circle:</b> orb, orbit
oro (orat-)	<b>speak, pray:</b> adore, oral, oration
os, oris	<b>the mouth:</b> oral, inexorable
ovum	<b>egg:</b> oval, oviparous
par	<b>equal:</b> compare, parity
pars	<b>a part:</b> apartment, partition, partner
pater, patris	<b>a father:</b> paternal, patron
patria	<b>one's native country:</b> patriot, patriotism
pax, pacis	<b>peace:</b> pacify, Pacific
pectus, pectoris	<b>the breast:</b> pectoral, expectorate
pello (puls-)	<b>drive:</b> repel, expel, repulse, impulse
pendeo (pens-)	<b>hang:</b> pendent, suspend, appendix
persona	<b>a person:</b> personal, personification
pes (ped-)	<b>foot:</b> pedal, impede, pedestrian, biped, pedestal
peto, petitem	<b>I seek, I ask:</b> petition, appetite
pius	<b>pious:</b> piety, piteous
placeo	<b>I please:</b> complacent, pleasant
placo, placatum	<b>I appease:</b> placate, implacable
plebs	<b>the common people:</b> plebeian, plebiscite
ploro	<b>I wail:</b> deplore, implore
poena	<b>punishment:</b> penalty, penance
pono (posit-)	<b>place, put:</b> position, preposition, positive
porto	<b>I carry:</b> porter, export, import, report
primus	<b>first:</b> primary, premier, prime
probo	<b>I prove:</b> probe, approbation
puer	<b>a boy:</b> puerile, puerility
pugna	<b>a fight:</b> pugilist, repugnant



punio	I punish: punishment, punitive
purus	pure: purify, Puritan
quaero (quest-)	ask: query, inquire, question, request
qualis	of what kind: quality
quantus	how great: quantity
quatuor	four: quart, quarter
quinque	five: quintette, quintessence
radius	a ray of light, a spoke: radiant, radiate
radix	a root: radical, radish
rapio	I snatch, I carry off: rapacious, ravenous
rego (rect-)	rule: regal, regent, direct, regulation
res	a thing: real, realize
rideo, risum	I laugh at: deride, ridicule
rivus	a river: rivulet, rival
rota	a wheel: rotary, rotate
rumpo, ruptum	I break: rupture, bankrupt
rus, ruris	the country: rural, rusticate
sacer	sacred: sacrifice, consecrate
sal	salt: saline, salary
salus, salutis	health: salute, salutary
salvus	safe: salvage, salve, saviour
sanctus	holy: sanctify, sanction
sanguis,	
sanguinis	blood: sanguine, sanguinary
sanus	sound in health: sanitary, sane
satis	enough: satisfy, saturate, satiate
scribo, scriptum	I write: scribe, describe, scripture, scribble, conscription
sedeo, sessum	I sit: seat, sedentary
semi	half: semicircle, semi-annual
senex	old: senile, senior
septem	seven: septennial, September
signum	a sign: signal, design
silva	a wood: sylvan, sylph
similis	like: similar, resemble
socius	comrade: society, social, association
sol	the sun: solar, solstice
solus	alone: solitude, solo
solvo, solutum	I loose: solve, solution
somnus	sleep: somnolent, insomnia
sonus	a sound: resound, consonant
species	a form: specimen, species
specto	look at, look up to: spectator, spectacle, respect
spiro	I breathe: inspiration, aspirant
spondeo, sponsum	I promise: respond, sponsor, responsible
sto, statum	I stand: station, obstacle
stringo, strictum	I bind: restrict, stringent
struo, structum	I build: structure, destroy, construct
studeo	I study: studious, student
stupeo	I am stunned: stupidity, stupendous



---

suadeo, suasum	<b>I advise:</b> persuade, suasion
surgō, surrectum	<b>I rise:</b> surge, resurrection
tabula	<b>a table:</b> tabulate, tablet
taceo	<b>I am silent:</b> taciturn, reticence, tacit
tango	<b>I touch:</b> tangible, tangent
tardus	<b>slow:</b> retard, tardy
tego, tectum	<b>I cover:</b> protect, detect
tendo, tentum	<b>I stretch:</b> extend, pretence
teneo (tent-)	<b>hold:</b> tenant, tenure, tenet, tenacious, detention
terminus	<b>a limit:</b> terminal, determination
terra	<b>the earth:</b> terrestrial, subterranean
terreo	<b>frighten:</b> terror, terrible, terrify, deter
timeo	<b>I fear:</b> timid, timorous
torqueo, tortum	<b>I writhe:</b> contortion, retort
totus	<b>whole:</b> total, totally
traho (tract-)	<b>draw:</b> tractor, traction, contraction, distract
tres	<b>three:</b> trio, triangular
tuber	<b>a swelling:</b> protuberant, tuberous
tueor, tuitum	<b>I protect:</b> tuition, tutor
ultimus	<b>last:</b> ultimate
umbra	<b>a shadow:</b> umbrage, umbrella
unda	<b>a wave:</b> undulation, inundate
unus	<b>one:</b> unit, union, unity, unanimous, uniform
urbs	<b>a city:</b> urban, suburban, interurban
utilis	<b>useful:</b> utility, utilize
vanus	<b>vain:</b> vanity, vanish
vapor	<b>steam:</b> vapour, evaporate
vasto	<b>I lay waste:</b> wasteful, devastate
veho	<b>I carry:</b> vehicle, convey
ventus	<b>a wind:</b> ventilate
ver	<b>spring:</b> vernal
vereor	<b>I fear:</b> revere, reverence
verto, versum	<b>I turn:</b> version, revert
verus	<b>true:</b> verdict, verify
via	<b>a way:</b> viaduct, deviate
video, visum	<b>I see:</b> visual, visit
vigil or vigilia	<b>a watch:</b> vigilant, vigil
villa	<b>a country seat:</b> villa, village
vinco, victum	<b>I conquer:</b> convince, convict
vinum	<b>wine:</b> vintage, wine
vir	<b>a man:</b> virile, virility, virtue
virtus	<b>bravery:</b> virtue
vita	<b>life:</b> vital, devitalize
vitrum	<b>glass:</b> vitreous, vitrify
vivo, victum	<b>I live:</b> victuals, revive, vivacious
voco, vocatum	<b>I call:</b> vocation, vocabulary, revoke
volo	<b>I fly:</b> volatile
volvo, volutum	<b>I roll:</b> revolve, revolution
vulgus	<b>the common people:</b> vulgar, vulgarity
vulnus, vulneris	<b>a wound:</b> vulnerable, invulnerable

agogos	<b>a leader:</b> pedagogue, demagogue
akouo	<b>I hear:</b> acoustics
angelo	<b>a messenger:</b> angel, evangelist
anthropos	<b>a man:</b> philanthropy, misanthropy, anthropoid
archein	<b>I rule:</b> monarch, anarchy
arithmos	<b>number:</b> arithmetic
astron	<b>a star:</b> astrology, astronomy
atmos	<b>vapour:</b> atmosphere
autos	<b>self:</b> automatic, autocrat (cratos, power) autobiography, authentic
bapto	<b>I dip:</b> baptism, baptist
baros	<b>weight:</b> barometer
biblos	<b>a book:</b> Bible, bibliomania
bios	<b>life:</b> biology, biography, amphibious (amphi, both)
charis	<b>love:</b> charity
cheir	<b>the hand:</b> chiology, chiromancy, chiropractor
christos	<b>anointed:</b> Christian
chronos	<b>time:</b> chronic, chronicle, chronology
deka	<b>ten:</b> decade, decagon
demos	<b>people:</b> democracy, epidemic (epi, all over or upon)
dendron	<b>a tree:</b> rhododendron, dendrology
despotes	<b>a tyrant:</b> despotic, despotism
dunamis	<b>strength:</b> dynamite, dynamo, dynasty (Note: <b>u</b> in Greek changes to <b>y</b> in English)
ergon	<b>work:</b> energy, surgeon, erg
eu	<b>well:</b> eulogy, euphony
gamos	<b>marriage:</b> bigamy, polygamy
ge	<b>the earth:</b> geography, geometry, geology
glossa, glotta	<b>tongue:</b> glossary, epiglottis
grapho (gram)	<b>write:</b> graphic, grammar, telegraph, geography
hekaton	<b>a hundred:</b> hectogramme
helios	<b>the sun:</b> heliocentric, heliograph
hepta	<b>seven:</b> heptarchy
heteros	<b>dissimilar:</b> heterodox, heterogeneous
hex	<b>six:</b> hexagon
hieros	<b>sacred:</b> hierarchy, hieroglyphic
hippos	<b>a horse:</b> hippodrome, hippopotamus
homos	<b>the same:</b> homogeneous, homologous
hudor	<b>water:</b> hydrant, hydrophobia (phobos, fear)
idios	<b>peculiar to one's self:</b> idiom, idiot, idiosyncrasy
isos	<b>equal:</b> isosceles
kosmos	<b>the world, order:</b> microcosm, cosmopolitan
kratos	<b>strength:</b> autocrat
krites	<b>a judge:</b> critic, hypocrite
kyklos	<b>circle:</b> cyclone, cycle
laos	<b>the people:</b> lay, laity
lithos	<b>a stone:</b> lithograph, monolith
logos	<b>word, discourse:</b> logic, geology, physiology

luo	<b>I loosen:</b> analyse, paralysis
mania	<b>madness:</b> maniac
martyr	<b>a witness:</b> martyrdom
mechane	<b>device:</b> machine, mechanic, mechanism
melas	<b>black:</b> melancholy
metron	<b>measure:</b> metre, diameter (dia, through) geometry
mikros	<b>small:</b> microscope
monos	<b>alone:</b> monk, monosyllable, monologue
mythos	<b>a fable:</b> mythology
naus	<b>ship:</b> nautical
neos	<b>new:</b> neophyte, neolithic
nesos	<b>an island:</b> Polynesia
nomos	<b>law:</b> Deuteronomy, astronomy
okto	<b>eight:</b> octopus, octagon
onoma	<b>a name:</b> synonym, anonymous
ophthalmos	<b>an eye:</b> ophthalmic
optikos	<b>belonging to sight:</b> optics, synopsis
ornis, ornithos	<b>a bird:</b> ornithology
osteon	<b>a bone:</b> osteology, osteopathy
pas, pantos	<b>all:</b> panacea, panorama
pathos	<b>suffering, feeling:</b> pathetic, sympathy, apathy
pente	<b>five:</b> pentagon
phaino	<b>I show:</b> phantom, phenomena
philos	<b>loving:</b> philanthropic, Philip
phobos	<b>fear:</b> hydrophobia
phone	<b>sound:</b> phonics, phonetic, phonograph, telephone
phos, photos	<b>light:</b> phosphorous, photograph
physis	<b>nature:</b> physics, physical, physiology
pneuma	<b>breath:</b> pneumonia, pneumatic
poieo	<b>I make:</b> poetical, poesy
polis	<b>city:</b> politics, polite, metropolis
polys	<b>many:</b> polygon, polyarchy
prasso, pratto	<b>I do:</b> practice, pragmatic
pseudos	<b>false:</b> pseudonym
psyche	<b>breath, the soul:</b> psychic, psychology
pyr	<b>fire:</b> pyre, pyrotechnic
rheo	<b>I flow:</b> rheumatism, rheum
rhythmos	<b>harmony, rhythm:</b> rhythmic
schema	<b>a design:</b> scheme
skeptomai	<b>I doubt:</b> skeptic
skopeo	<b>I see:</b> microscope
sophos	<b>wise:</b> sophism, philosopher, sophisticated
sphaira	<b>a sphere:</b> spherical, hemisphere
strophe	<b>turn:</b> apostrophe
stylos	<b>pillar, style:</b> style, stylite (a pillar saint)
taphos	<b>a tomb:</b> epitaph, cenotaph
tautos	<b>the same:</b> tautology
technē	<b>art or science:</b> technical, technology
theos	<b>God:</b> theism, theology

FOR ADDITIONAL WORDS OF SPECIAL USE  
TO THE STUDENT

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the page.



[illegible]











