



Homonyms, Synonyms, Antonyms

SENTENCES FOR DICTATION

1. The art dealer returned the painting lent for the exhibit and asked to have it returned to its original beauty, but its owner refused to *handover* 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 of the book please show us samples of the proposed binding.
5. The lots are adjoining, but the houses are only adjacent.
6. If we are not visited, we are not likely to make friends.
7. One speaks of a person's *hair* and *hair* ties.
8. Some, feeling unable to secure *refuge* in a *refuge* inside *refuge*.
9. The proposition was thoughtlessly discussed, and was then put to vote in the form of a *proposal*.
10. The suggestion that the bill be *amended* during the ceremony received the *acid* 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*.



SENTENCES FOR DICTATION

1. The *completeness* of the secretary report pleased her employer.
2. The bookkeeper cannot be too *careful* in posting the ledger.
3. The *enforcement* of certain rules is found necessary to maintain discipline.
4. He was unable to purchase the *car* because of its *expensiveness*.
5. He could not attend the *lecture* because of a prior business *engagement*.
6. The *generousness* of the donor was questioned.
7. His financial *statement* was *questioned* by the business world in that condition.
8. An executive must be *slow* in his handling of a *managerial* administrative problem.
9. His *disgraceful* actions must be *excused* if *permitted*.
10. The notorious *operator* of the gambling house was *driven* out of the gambling law.
11. Run this *advertisement* in the *back* of the *cover*.
12. The boy was *driven* out of the *house* by the *vice* of the *neighborhood*.
13. The vice president was *driven* out of the *house* by the *vice* of the *neighborhood*.
14. The new *variant* of the *language* was *driven* out of the *house* by the *vice* of the *neighborhood*.
15. Please send the *advertisement* in the *back* of the *cover*.
16. A new *variant* of the *language* was *driven* out of the *house* by the *vice* of the *neighborhood*.
17. He served the *advertisement* in the *back* of the *cover*.
18. The *variant* of the *language* was *driven* out of the *house* by the *vice* of the *neighborhood*.
19. The *variant* of the *language* was *driven* out of the *house* by the *vice* of the *neighborhood*.
20. The stenographer *driven* out of the *house* by the *vice* of the *neighborhood*.
21. It does not often pay to *driven* out of the *house* by the *vice* of the *neighborhood*.
22. His *advertisement* from the *back* of the *cover* was *driven* out of the *house* by the *vice* of the *neighborhood*.
23. The papers were *driven* out of the *house* by the *vice* of the *neighborhood*.
24. The *advertisement* of the *back* of the *cover* was *driven* out of the *house* by the *vice* of the *neighborhood*.
25. The *variant* of the *language* was *driven* out of the *house* by the *vice* of the *neighborhood*.

LESSON 12

FORMATION OF ADVERBS

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

1. external-ly
2. accurate-ly
3. adequate-ly
4. appropriate-ly
5. conclusive-ly
6. immense-ly
7. separate-ly
8. respective-ly
9. scarce-ly
10. critical-ly
11. economical-ly
12. generic-ly
13. cheerful-ly
14. principal-ly
15. real-ly
16. forceful-ly
17. exceptional-ly
18. total-ly
19. intentional-ly
20. occasional-ly
21. systematical-ly
22. periodical-ly
23. definite-ly
24. immediate-ly
25. professional-ly

On the outside, *conclusively*.

Exactly; precisely.

Competently; satisfactorily.

Suitably; properly.

Finally; decisively; ultimately.

Immeasurable; in an immense measure.

Each; respectively.

Scarcely.

In an economical manner.

In an exclusive manner.

In an inclusive manner.

In a cheerful degree; joyfully.

In a principal degree; primarily; chiefly.

In reality.

Forcefully; vigorously; effectively; violently.

Not ordinary; uncommonly; rarely.

Wholly; completely; precisely.

Deliberately; intentionally.

Sometimes; not often.

Regularly; in a certain period of time.

With precision; definitely; exactly.

In an immediate action; quickly; presently.

In a professional capacity.

SENTENCES FOR DICTATION

1. The *heaviest* load permitted on this bridge is 10 tons.
2. He *hurried* through his *errands* in order to catch an early train.
3. He was solely dependent on his *own* wits for his *livelihood*.
4. A railroad is called a *main line* or *trunk line*.
5. A *salaried* man has a fixed salary with no compensations.
6. The firm had many *loyal* and *regular* users of its product.
7. The relations between the two houses were growing *friendlier* each year.
8. Huge crowds enjoyed the *lavish* and *careful* decorations at Christmas time.
9. The *daftful* son followed his father's instructions.
10. The newspaper editors called for attention to the *pitiful* plight of the immigrants.
11. His *contrariness* lost him the respect of his superiors.
12. He *steadily* refused the offers of his assistants.
13. He was *not* deterred by the delay.
14. The clerk *forgot* to mail the incoming mail.
15. The debt was *paid* because of an insufficient *budget*.
16. The firm *advised* the government to increase the tax on liquor.
17. The act of *negotiating* was a considerable *annoyance*.
18. The firm adopted the *method* of *convoys* for shipping nitroglycerin.
19. The Congress *was* *not* in favor of the bill regarding labor conditions while *the* *Senate* *was* *in* *favor* of it.
20. The brilliant orator *was* *not* *in* *favor* of the crowd by his *eloquent* *speech*.
21. The *speech* *was* *not* *in* *favor* of the invest-  
ment.



LESSON 18  
POSSESSIVE FORMS

1. The possessive of nouns is formed by adding an apostrophe and *s*. In proper nouns, the *s* is sometimes omitted. The author writes favorably of the apostrophe and *s* to nouns of more than one syllable.
2. Plural nouns not ending in *s* take an apostrophe and *s* to form the possessive in the same way as singular nouns.
3. Plural nouns ending in *s* add an apostrophe and *s* to form the possessive.

- children's  
auditor's  
broker's  
consignee's  
consignor's  
syndicate's  
night's  
lady's  
year's  
woman's  
hero's  
tourist's  
day's  
postman's  
man's  
woman's
- witnesses'  
students'  
mechanics'  
mothers'  
stationers'  
robbers'  
cures'  
crews'  
judges'  
competitors'
- his  
hers  
yours  
ours

*Note: It is the possessive form of *his*, the contraction for *himself*.*

SENTENCES FOR DICTATION

*John's* secretary reported that *he* *was* *not* *in* *favor* of the bill that *he* *was* *not* *in* *favor* of. *John's* *secretary* *was* *not* *in* *favor* of the bill. *John's* *secretary* *was* *not* *in* *favor* of the bill. *John's* *secretary* *was* *not* *in* *favor* of the bill. *John's* *secretary* *was* *not* *in* *favor* of the bill.



LESSON 15

LURAI

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

varieties  
prophets  
monopoles  
authorities  
companies  
necessities  
quantities  
securities

varieties  
prophets  
monopoles  
authorities  
companies  
necessities  
quantities  
securities

quartets  
quartets  
quartets  
quartets

See indexes for DICTATION

Many things that we formerly counted a luxury are now considered among the necessities of life. The necessities are among the distinctions of the actor's in the arts, are astonishing. The *myths* and *tragedies* like the *clown* of many brilliant *actors*. The *comedies* are subjects to the *clown* scrutiny of the examiners. *Messengers of death*. The court reprimanded the *ambassadors* for *neglecting* the *ground* grounds were made before the *ambassadors*. The *ground* was tied on *Thursday* to accompany the *ground*. *Messengers* from their recent *journeys* bringing with them many *messages*. The contract contained many *provisions* regarding the *provisions*.



LESSON 25

COMMON PREFIXES

- |       |  |
|-------|--|
| a     | abroad, about, against, above, across, after, against, against |
| ac    | accomplice, accuracy, accurate, accurate, accuracy             |
| ad    | admit, admire, address, advertisement, advertisement           |
| ant   | anterior, anticipate, anticipate, anticipate, anticipate       |
| bene  | benevolent, benefit, benefit, benefit, benefit, benefit        |
| bi    | biography, biography, biography, biography, biography          |
| col   | collapse, collusion, collusion, collusion, collusion           |
| con   | concession, consist, continue, condemn, condemn                |
| de    | debase, deceive, deceive, deceive, deceive                     |
| di    | diagnose, diameter, diameter, diameter, diameter               |
| dis   | disagree, disagree, disagree, disagree, disagree               |
| ex    | extent, extensive, extensive, extensive, extensive             |
| for   | forbid, forever, forgo, forgo, forgo, forgo                    |
| inter | intervention, interrupt, interrupt, interrupt, interrupt       |
| ob    | object, obstruct, obstruct, obstruct, obstruct                 |
| per   | percolate, persecute, persecute, persecute, persecute          |
| pre   | precede, precede, precede, precede, precede                    |
| pro   | progress, propose, propose, propose, propose                   |
| pur   | purpose, pursue, pursue, pursue, pursue                        |
| re    | reimburse, reimburse, reimburse, reimburse, reimburse          |
| un    | unaccountable, unnatural, unattractive, unwise                 |
| sub   | subway, subordinate, subordinate, subordinate                  |
| sup   | support, support, support, support, support                    |
| trans | transact, transact, transact, transact, transact               |



LESSON 20  
DIVISION OF WORDS (Continued)

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

*Wrong:* sub-ordinate dis-appoint enter-ing un-der-go

*Right:* sub-or-dinate dis-ap-point enter-ing un-der-go

*Wrong:* par-tial con-ta-geon diet-er-ence

*Right:* par-tial con-ta-geon diet-er-ence

8. When a final consonant is doubled because a suffix, the additional consonant goes with the suffix.

*Wrong:* tri-pling run-ning hid-ding con-trol-ling

*Right:* trip-pling run-ning hid-ding con-trol-ling

9. Avoid adding more than one vowel sign to a syllable, and divide solid compounds.

*Wrong:* self-con-fid-ent non-in-ter-est-ing fol-low-up

*Right:* self-con-fid-ent non-in-ter-est-ing fol-low-up

*Wrong:* mid-dle-man com-mun-ist

*Right:* mid-dle-man com-mun-ist

10. When two consonants come together, but not two vowels, divide between them.

*Wrong:* mil-lion struc-ture en-ter-prise

*Right:* mil-lion struc-ture en-ter-prise

*Wrong:* stenog-rapher ad-van-tage

*Right:* stenog-rapher ad-van-tage

LESSON 27  
ANT AND ENT SUFFIXES

1. elegant

2. ignorant

3. indignant

4. occupant

5. pleasant

6. pursuant

7. reluctant

8. unpleasant

9. vacant

10. apparent

11. competent

12. consistent

13. correspondent

14. dependent

15. different

16. diligent

17. transient

18. excellent

19. incident

20. obedient

21. permanent

22. precedent

23. prudent

24. silent

25. violent

Very choicely pleasing to good taste.

Lacking in knowledge; uninformed; untaught.

Wrathful; irate.

One who occupies or takes possession.

Agreeably pleasing; having pleasing manners.

Acting in consequence of or in prosecution of anything.

Unwilling or disinclined.

Displeasing; offensive.

Unoccupied; without contents; empty; devoid.

Open to view; obvious; evident; known.

Answering to requirements; fit.

Having a harmonious firm; compatible.

One who indicates by letter.

Not self-sufficient; subordinate.

Not alike; distinct; dissimilar.

Careful; diligent.

Not remaining; fleeting.

Superior; of great worth.

That which happens accidentally; an event; occurrence.

Obedient; obey.

Preceding; precedent.

Wary; prudent; discreet.

Speechless; silent; said to talk; quiet.

Forceful; violent.

account book  
 all aboard  
 all right  
 apple tree  
 assembly room  
 Attorney General  
 balance book  
 ball bearing  
 bank book  
 bank note  
 beef cattle  
 barber shop

All *dress* goods  
 given in the  
 read by *proof*  
 The *cylinder*  
 hearings. The  
*cross* section  
 Report must be  
*life* insurance  
 anything  
 It is *well* paid  
*labor*  
*and* his



LESSON 28

PARALLEL PARALLEL PARALLEL

to be *parallel*  
 of *distance*  
*of* *distance*  
*of* *distance*  
*of* *distance*  
*of* *distance*  
*of* *distance*  
*of* *distance*  
*of* *distance*

The space between two objects.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.

The space between two objects.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
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The space between two objects.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.  
 A building with a lot of windows.



**LESSON 21**  
COMPOUNDS

Authorities differ greatly regarding the use of the hyphen in compound words, but the modern tendency is to eliminate it wherever possible. This is the tendency of Webster's Dictionary. The following rules are general guides, and the dictionary should be freely consulted.

- 1. In nouns, a hyphen is never used when the second member of the compound is a preposition, as in *off-off*.
- 2. When two or more words form a single adjective *before* a noun a hyphen is used, as a well-known *travel method*. But when such words *follow* the noun, they are not hyphenated, as *The man sat still* *knowing*; *The method* *seemed* *new*. Adverbs ending in *ly* are not made into compound modifiers, as *truly*, *secretly*, *loquaciously*.

3. Hyphens are used in compound numbers, *forty-five*, and between the numerator and denominator for fractions, as *two-thirds*, and unless one element already contains a hyphen, as *two-and-a-half*.

**Write**

anybody  
baseball  
beforehand  
billboard  
bondholder  
bookstore  
businesslike  
cardboard

afterthought  
baseball  
beforehand  
billboard  
bondholder  
bookstore  
businesslike  
cardboard

anybody  
baseball  
beforehand  
billboard  
bondholder  
bookstore  
businesslike  
cardboard

**Read**

The bird-like creature is a colorful illustration with many words written inside and around it. The words are: anybody, baseball, beforehand, billboard, bondholder, bookstore, businesslike, cardboard, afterthought, base, ball, before, hand, bill, board, bond, holder, book, store, businesslike, card, board, any, body, base, ball, before, hand, bill, board, bond, holder, book, store, businesslike, card, board.

**LESSON 32**

**HOMONYMS (Continued)**

1. choir  
quite
2. coarse  
course
3. correspondence  
correspondents
4. council  
counsel
5. currant  
current
6. complement  
compliment
7. confidant  
confident
8. deference  
difference
9. descent  
decent
10. die  
dye
11. elusive  
illusive
12. eminent  
imminent

**Read**

choir  
quite  
coarse  
course  
correspondence  
correspondents  
council  
counsel  
currant  
current  
complement  
compliment  
confidant  
confident  
deference  
difference  
descent  
decent  
die  
dye  
elusive  
illusive  
eminent  
imminent

**Write**

choir  
quite  
coarse  
course  
correspondence  
correspondents  
council  
counsel  
currant  
current  
complement  
compliment  
confidant  
confident  
deference  
difference  
descent  
decent  
die  
dye  
elusive  
illusive  
eminent  
imminent