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**Qena Faculty of Arts**

**3<sup>RD</sup> Year Arts (NON SPECIALISTS)**

**English III (ESL)**

**AY 2023-2024**

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# English III

**ESL**

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**ENGLISH**

**ESL**

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**ENGLISH III (ESL)**

**Compiled by Dr. Heba Abdelraheim Alkady**

**A Y (2023-2024)**

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# English III

(ESL)

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## **Building Vocabulary**

**Idioms , meanings and examples:**

**Break a leg**

**Meaning: Saying good luck to someone. Example: Hey Barry, it's time for you to get on the stage and present your monologue, break a leg.**

**. Up a creek without a paddle**

**Meaning: In an unlucky situation. Example: Dan tried to dine and dash yesterday at a Chinese place but he was stopped by the waiters, guess he was up a creek without a paddle yesterday.**

**. Give it a whirl**

**Meaning: To give something a try. Example: I am absolutely terrified of skydiving, but I think once in my life, I will give it a whirl.**

**. Fish out of water**

**Meaning: To be out of your comfort zone. Example: Tom felt like a fish out of water when his girlfriend took him to a Star Wars convention in LA.**

**. In the fast lane**

**Meaning: A life filled with excitement. Example: When Chris turned forty, he decided to live his life in the fast lane and quit his job for his hobbies.**

**. Go the extra mile**

**Meaning: To make an extra effort. Example: He was willing to go the extra mile for the love of his life, Mia.**

**. Snug as a bug in a rug**

**Meaning: Warm and cosy. Example: The baby looks as snug as a bug in a rug next to her mother.**

**. Step up your game**

**Meaning: To start performing better Example: Jennifer better step up her game if she wants to make big in Basketball.**

**. To not see the wood for the trees**

**Meaning: To be so involved in trivial matters that you don't get the important facts. Example: He always argues on the silliest topics, it's like he can't see wood for the trees.**

**. Lose your marbles**

**Meaning: To go insane. Example: Our mailman has lost his marbles, every day he drops Mr. Smith's mail on our door.**

**. Straight from the Horse's mouth**

**Meaning: Directly from the person involved. Example: Listen to the news straight from the horse's mouth, his factory burned down right in front of his eyes.**

**. Crying Wolf**

**Meaning: To ask for help when you don't need it. Example: You have cried Wolf so many times that no one believes you now.**

**. Palm off**



**Meaning: Pass off something as genuine when it is spurious. Example:**

**This shopkeeper always palms off old stock to the customers.**

**. Has bigger fish to fry**

**Meaning: Has more important work to do. Example: Please don't**

**bother me today with any calls, I have bigger fish to fry.**

**. Look before you leap**

**Meaning: Calculate the risks before advancing towards a possibility.**

**Example: You can't just sell all of your shares when the market is low,**

**look before you leap, Trump is coming tomorrow, it is possible the**

**shares will grow.**

**. On thin ice**

**Meaning: In a precarious or risky situation. Example: Andy played hooky from work for a week saying he was sick, now his boss said that he is on very thin ice.**

**. Play devil's advocate**

**Meaning: To argue, just for the sake of it. Example: He was not agreeing to back off, as if he was playing devil's advocate.**

**. Take a rain check**

**Meaning: Postpone a plan. Example: He asked me whether I would like to have dinner with his family, but I had a thing so I said, rain check.**

**. Take it with a grain of salt**

**Meaning: Don't take it too seriously. Example: She tells great tales but we take whatever she says with a grain of salt.**

**. Like a cakewalk**

**Meaning: So easy task. Example: Everyone took hours to write the code but Adam did it like a cakewalk.**

**. Throw caution to the wind**

**Meaning: Take a risk. Example: The caretaker threw caution to the wind by taking a sick baby outside.**

**. Penny wise and Pound foolish**

**Meaning: Careful in trivial matters but wasteful or extravagant in large matters. Example: That man eats Ramen noodles daily for dinner but**

**for his dog, he threw a big party. He is indeed penny wise and pound foolish.**

**. The whole nine yards**

**Meaning: Everything, all the way. Example: I want to know everything there is to know about this merger, the whole nine yards of the deal.**

**. The best thing since sliced bread**

**Meaning: A really good invention. Example: Bluetooth is officially the best thing since sliced bread.**

**. Bite off more than you can chew**

**Meaning: Take on a difficult work that is beyond your capabilities.**

**Example: Andrew told his boss that he will triple the sales but in**

**reality, he bit off more than he can chew and now all of us are in trouble.**

**. Play by the ear**

**Meaning: To improvise. Example: I just went to Canada and did everything by the ear, no itinerary, no schedules.**

**. Ignorance is bliss**

**Meaning: You are better off not knowing some things. Example: His wife always asked him what it was he did late at night, turned out, he was insider trading. But she knew nothing about this so she won't be convicted, sometimes ignorance is bliss.**

**. Put something on ice**

**Meaning: To put something on hold. Example: As per the boss' order,  
Michael has put his personal matters on ice.**

**. You can say that again**

**Meaning: That's absolutely true. Example: "The Earth is bleeding",  
you can say that again, pal.**

## Color idioms

Idiom / Phrase Meaning Example Sentence

as white as a sheet

very fearful or anxious

Walter went as white as a sheet when he saw Hank get shot.

beet red

embarrassed or angry

Darren went beet red when he saw the scratch on his car.

black and blue

hurt physically or mentally

Both during and after the relationship, I felt so black and blue.

black and white

absolute terms

The contract that you signed is in black and white. You must agree to  
the terms.

black hole

some place or situation in which things are lost

Never take hard drugs. It's a black hole you can't escape from.

black market

illegal marketplace A lot of fake cigarettes are sold in the black market.



black out lose consciousness She knocked her head on the floor and

blacked out!

black sheep

unaccepted group member

Tom was the black sheep of the family and preferred to do things on his  
own.

black tie event

formal event

Most big award's ceremonies are black tie events.

blue-collar

manual labor

He got a blue-collar job working as a mechanic.

born with a silver spoon

from a rich family

Sara was born with a silver spoon, but she became a drug addict.

every cloud has a silver lining

be optimistic

She got fired but found a better job she. Every cloud has a silver lining.

feel blue

feel sad Barbara felt blue after breaking up with her boyfriend.

give the green light

give permission She gave her son the green light to join the police  
academy.

golden opportunity

a good chance for achievement

He had a golden opportunity to win the game on the penalty shot.

grass is always greener on the other side

others always have it better

Whenever she complains about her hometown, I remind her that the  
grass is always greener on the other side.

true colors

actual character or personality I saw her true colors when she donated  
to the local charity.

white-collar

office labor Most white-collar workers don't get much sunshine.

white elephant

useless possession

My old DVD player is a white elephant. I only watch Netflix now.

white lie

a harmless lie

She told her boss a white lie when she said she had a doctor's  
appointment.

yellow-bellied

cowardly Don't be so yellow-bellied. It's only a small spider!

## More idioms

### Acid test

Proves the effectiveness of something. Actions speak  
louder than words

People's intentions can be judged better by what  
they do than what they say.

### Add insult to injury

To further a loss with mockery or indignity; to  
worsen an unfavourable situation.

After the watershed

A time when after which programmes for older audiences may be aired on TV.

Against the clock

Being rushed and having little time to complete something.

Ahead of time

Something that happens early or before it is supposed to.

All ears

Awaiting an explanation.

An arm and a leg

Very expensive or costly. A large amount of  
money.

Around the clock

At any time of the day or night

Around the corner

Will happen soon

. As time goes by

The passing of one moment to the next.

At the drop of a hat

Without any hesitation; instantly.

Back to basics



An approach that uses traditional ideas that have previously  
worked. .

Put the correct form of the word in brackets into the blank.

1. In the future the public will have a wider choice of television programs. (CHOOSE)
2. Looking after the health of 700 children is heavy responsibility. (RESPONSIBLE)
3. The town spent more money on housing and health than ever before (HOUSE)
4. Do you have any particular preference where we sit? (PREFER)
5. There's a striking contrast between what he does and what he says. (STRIKE)

6. The party turned out to be a huge disappointment (DISAPPOINT)

7. He was fined and disqualified for reckless driving (QUALIFY).

8. Is it possible to remove the smell from the books that have been in  
storage for such a long time? (STORE)

9. Many people are interested in job satisfaction more than in earning  
large amount of money (SATISFY).

10. I hadn't made a reservation, so I just got on the first flight  
available. (RESERVE)

11. The anti-doping association believes that all sports must be free of  
drug abuse (USE).

12. The country is facing a population explosion. (EXPLODE)

13. It is advisable to fasten your seat-belts before take-off (ADVISE)

14. She claimed unemployment benefit for over six months.  
(EMPLOY)

15. Tax evasion is one of the biggest problems that face the new  
country. (EVADE)

16. You can basically wear what you want but there is an unwritten  
law that says you must not wear jeans. (WRITE)

17. The management course is being paid for by the company.  
(MANAGE)

18. It's a crying shame that she didn't have a better chance in life.  
(CRY)

19. The farm house we stayed in was completely off the beaten track.  
(BEAT)

20. The police searched the house systematically. (SYSTEM)

21. He is a highly-paid senior executive. (HIGH)

22. A full-scale reorganization of our company is urgently needed  
(ORGANIZE)

23. Are we going to be saved economically by our oil supplies?  
(ECONOMY)

24. Experts have tried to find a solution to the personnel problems.  
(SOLVE)

25. She's a specialist in psychology and human behavior. (BEHAVE)

26. The blockade of the most important port of the country eliminated  
all trade. (BLOCK)

27. The monetary system of some countries used to be based on gold.

(MONEY)

28. He recovered from his injuries in the naval hospital (NAVY)

29. He has loved her passionately ever since they first met.

(PASSION)

30. The importance of this invention has been extremely overrated.

(INVENT)

31. He is a convinced follower of Chinese communism (FOLLOW)

32. Jane's party was more of an endurance test than anything else.

(ENDURE)

33. The government has committed itself to developing renewable  
sources of energy. (NEW)

34. He took a job as a sales assistant in a big department store.

(ASSIST)

35. The potential benefits of this treatment outweigh the risks.

(WEIGH)

36. Make sure the hairdryer is disconnected before you fix the switch.

(CONNECT)

37. They say that travel broadens the mind. (BROAD)

38. Without his teacher's encouragement he would have given up

long ago. (ENCOURAGE)

39. Dickens's last novel was entitled The Mystery of Edwin Drood.

(TITLE)

40. She has known me for two years now but she still mispronounces

my name. (PRONOUNCE)



**We are going to investigate this set of homophones:**

their there they're

Write five sentences containing each word.

Their is a possessive, it means 'belonging to them'. For example: Their

chairs                      were                      in                      the                      hall.

1.....

2.....

3.....

4.....

5.....

There tells you where something is. It is used with is, are, was, and were, for example: There is a dog in the classroom.

1.....

2.....

3.....

4.....

5.....

They're always means they are. For example: They're going on a trip today.

1.....

2.....

3.....

4.....

5.....

### Homophone practice

Write out the sentences in your books, filling in the gaps. Then think of a new sentence using the alternative homophone.

1. The sky is a beautiful \_\_\_\_ Colour.      blue blew

2. My dog \_\_\_\_ His food carefully.      Choose chews

3. Can you \_\_\_\_ The bell?      hear here

4. Do you \_\_\_\_ how to multiply 2 numbers.      know no

5. Yesterday it \_\_\_\_ for a long time.      reigned rained

6. I think you're \_\_\_\_\_.      rite write right
7. Dad \_\_\_\_\_ out the candles.      blue blew
8. \_\_\_\_\_ I can't play today.      know no
9. I will \_\_\_\_\_ the window.      close clothes
10. I gave her a \_\_\_\_\_ rose.      read red
11. That is the best book I have ever \_\_\_\_\_.      read red
12. I \_\_\_\_\_ a good breakfast this morning.      eight ate
13. Are you ready \_\_\_\_\_ dinner?      For four

## Homophones

Here are some sentences which contain words that are homophones.

(The homophones are in bold type.)

You need to find the alternative homophone and write a new sentences including that word, as in the first example.

1. I would like you to be quiet.

.....  
.....  
.....

2. The heard of cattle are heading this way.

.....

.....  
.....

3. 3. Your leek will be best in the show this year.

.....  
.....  
.....

4. 4. Turn left down the hill and past the manor house

.....  
.....  
.....

5. 5. That sun's rays are very hot today.

.....  
.....  
.....

6. 6.      There      is      a      foul      smell      in      here.

.....  
.....  
.....

7. 7.      He let out a groan when he was asked to tidy his room.

.....  
.....  
.....

8. 8.      The      hymn      we      sang      today      was      great.

.....  
.....  
.....

9. 9.      “Here comes the post man to deliver our mail.”

.....

.....  
.....

10. 10. The prisoner was locked away in his cell.

.....  
.....  
.....

11. 11. "He knows he shouldn't do that" said mum.

.....  
.....  
.....

12. 12. I need some flour to bake a cake.

.....  
.....  
.....



13. 13. “She smashed the pane of glass with her ball.”

.....  
.....  
.....

14. 14. The cat let out a wail at the baby pulled it’s tail.

.....  
.....  
.....

15. 15. “My favourite shop is having a huge sale!”

.....  
.....  
.....

## Abbreviations

From The Oxford Guide to English Usage    It is usual to indicate an abbreviation by placing a point (full stop)

after it, e.g.

H. G. Wells, five miles S. (= south), B.Litt., Kt., Sun. (= Sunday), Jan. (= January), p. 7 (= page 7), ft., in., lb., cm.

However, no point is necessary:

1. With a sequence of capitals alone, e.g. BBC, MA, QC, NNE, BC, AD, PLC    (and not, of course, with acronyms, e.g. Aslef, Naafi).

With the numerical abbreviations 1st, 2nd, etc.

3. C, F (of temperature), chemical symbols, and measures of length,  
weight, time, etc. in scientific and technical use.

4. Dr, Revd, Mr, Mrs, Ms, Mme, Mlle, St, Hants, Northants, p (= penny or pence).

5. In words that are colloquial abbreviations, e.g. co-op, demo, recap,  
trad, vac.

ability and -ibility

Nouns ending in these suffixes undergo the same changes in the stem  
as adjectives in -able and -ible (see next entry).

able and -ible

**Words ending in -able** generally owe their form to the Latin termination **-abilis** or the Old French **-able** (or both), and words in **-ible** to the Latin **-ibilis**. The suffix **-able** is also added to words of 'distinctly French or English origin' (OED, s.v. **-ble**), and as a living element to English roots.

A. Words ending in **-able**. The following alterations are made to the stem:

1. Silent final **-e** is dropped

Exceptions: words whose stem ends in **-ce**, **-ee**, **-ge**, **-le**, and the following:

blameable

rateable

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dyeable

ropeable

giveable (but forgivable)

saleable

hireable

shareable

holeable

sizeable

## Plural formation

Most nouns simply add -s, e.g. cats, dogs, horses, cameras.

A. The regular plural suffix -s is preceded by -e-:

1. After sibilant consonants, where ease of pronunciation requires a separating vowel, i.e. after

ch: e.g. benches, coaches, matches (but not conchs, lochs,

stomachs where the ch has a different sound)

s: e.g. buses, gases, pluses, yeses (note that single s is not

doubled)

sh: e.g. ashes, bushes

ss: e.g. grasses, successes

x: e.g. boxes, sphinxes

z: e.g. buzzes, waltzes (note quizzes with doubling of z)

Proper names follow the same rule, e.g. the Joneses, the Rogerses, the  
two Charleses.

° -es should not be replaced by an apostrophe, as the Jones'.

2. After -y (not preceded by a vowel), which changes to i, e.g. ladies,  
soliloquies, spies.

Exceptions: proper names, e.g. the Willoughbys, the three Marys; also  
trilbys, lay-bys, standbys, zlotys (Polish currency).

3. After -o in certain words:

bravoes (= ruffians;      haloes              potatoes              bravos =  
shouts      heroes              salvoes (= dis-              of 'bravo!')



innuendoes	charges salvos	buffaloes	mangoes
= reservations,	calicoes	mementoes	excuses)
cargoes	mosquitoes	stuccoes	dingoes
mottoes	tomatoes	dominoes	Negroes
tornadoes	echoes	noes	torpedoes
embargoes	peccadilloes	vetoos	goes
porticoes	volcanoes	grottoes	

## **Plural of nouns of foreign origin.**

The terminations that may form their plurals according to a foreign pattern are given in alphabetical order below; to each is added a list of the words that normally follow this pattern. It is recommended that the

regular plural (in -s) should be used for all the other words with these terminations, even though some are found with either type of plural.

1. -a (Latin and Greek) becomes -ae:

alga                      lamina                      nebula                      alumna                      larva

papilla

Note: formula has -ae in mathematical and scientific use.

1. -eau, -eu (French) add -x:

Note: solo and soprano sometimes have -i in technical contexts

(otherwise regular).

6. -on (Greek) becomes -a:

criterion                      parhelion                      phenomenon

7. um (Latin) becomes -a:

addendum          datum          maximum          bacterium

desideratum          minimum          candelabrum          dictum

quantum          compendium          effluvium          scholium

corrigenum          emporium          spectrum          cranium

epithalamium          speculum          crematorium          erratum

stratum          curriculum

us (Latin) becomes -i:

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alumnus

fungus

nucleus

bacillus

gladiolus

radius

bronchus

locus

stimulus

cactus

narcissus

terminus

calculus

## **Collective Nouns**

Collective nouns are singular words that denote many individuals, e.g.

army audience

board (of directors)

choir

clan

class

club

committee

company

congregation

crowd

family

fleet

flock

gang

government

group

herd

jury

majority

militia

navy

orchestra

parliament

party (body of persons)



squad

swarm

team

tribe

union (i.e. trade union)

the aristocracy

the laity

the bourgeoisie

the nobility

the Cabinet

the proletariat

the clergy

the public

the elite,

the upper class

the gentry

the working class

the intelligentsia

## **Punctuation**

### apostrophe

1. Used to indicate the possessive case: see possessive case
2. Used to mark an omission, e.g. e'er, we'll, he's, '69.

° Sometimes written, but unnecessary, in a number of curtailed words,

e.g. bus, cello, flu, phone, plane (not 'bus, etc.). See also plural

formation.

### colon

1. Links two grammatically complete clauses, but marks a step

forward, from introduction to main theme, from cause to effect, or

from premiss to conclusion, e.g. To commit sin is to break God's

law: sin, in fact, is lawlessness.

2. Introduces a list of items (a dash should not be added), e.g. The following were present: J. Smith, J. Brown, P. Thompson, M. Jones. It

is used after such expressions as for example, namely, the following,

to resume, to sum up.

comma

The least emphatic separating mark of punctuation, used:

1. Between adjectives which each qualify a noun in the same way,

e.g. A cautious, eloquent man.

But when adjectives qualify the noun in different ways, or when one adjective qualifies another, no comma is used, e.g. A distinguished foreign author, a bright red tie.

2. To separate items (including the last) in a list of more than two items, e.g. Potatoes, peas, and carrots; Potatoes, peas, or carrots;

Potatoes, peas, etc.; Red, white, and blue. .

## **Borrowing**

Borrowing is a process by which a language receives a word directly from another language, usually as a result of contact with the language.

Although English has borrowed heavily from Latin, Greek, and French, other languages have contributed vocabulary as well

## **Acronyms and abbreviations**

**Acronyms and abbreviations** are formed using the first letters of two or more words to form a single word. The difference between the two processes is that while acronyms can be pronounced as a single word, abbreviations have to be spelled out. Thus, AIDS is an acronym because it can be pronounced as a single word, while CIA is an abbreviation because the individual letters have to be pronounced. Acronyms and abbreviations are very common in English.

Examples abound:

## **Acronyms**

yuppie (young urban professional) MADD (mothers against drunk  
drivers) NATO

(North Atlantic Treaty Organization) RAM(random access memory)

NIMBY (not in my backyard) radar (radio detection and ranging) sonar  
(sound navigation and

ranging) laser (light amplification by the stimulated emission of  
radiation)



## **Abbreviations**

LSD (lysergic acid diethylamide) DVD (digital video disc) CPA

(certified public

accountant) IED (improvised explosive device) ID (identification) lol

(laughing out

loud) WMD (weapons of mass destruction) MP (member of parliament,

or military police)

## Homonyms

Homonyms are terms that are superficially identical (in speech and writing) but etymologically unrelated: match = thing that you light a cigarette with match = thing that a soccer team loses

date = a sweet kind of fruit (ger: Dattel) date = an appointment Note that

homonyms are characterized by the fact that they look the same superficially, but are actually unrelated. Usually the etymology of a word is key in determining whether it is a homonym.

## Polysemy

In contrast to homonymity, which describes separate words with different meanings that only happen to look similar, polysemy describes individual word with multiple and distinct senses (polysemes). The term bank, for example, can denote either the institution or the building in which the institution resides. Both meanings are associated with the same word, making bank polysemous. By contrast, a river bank is not a different meaning of the same term, but a different word entirely.

**Read the following passage then answer the questions:**

Having no language, infants cannot be told what they need to learn. Yet by the age of three they will have mastered the basic structure of their native language and will be well on their way to communicative competence. Acquiring their language is a most impressive intellectual feat. Students of how children learn language generally agree that the most remarkable aspect of this feat is the rapid acquisition of grammar. Nevertheless, the ability of children to conform to grammatical rules is only slightly more wonderful than their ability to learn words. It has been reckoned that the average high school graduate in the United States has a reading vocabulary of 80,000 words, which includes idiomatic expressions and proper

names of people and places. This vocabulary must have been learned over a period of 16 years. From the figures, it can be calculated that the average child learns at a rate of about 13 new words per day. Clearly a learning process of great complexity goes on at a rapid rate in children.

1. What is the main subject of the passage.

(A) Language acquisition in children

(B) Teaching languages to children

(C) How to memorize words

(D) Communicating with infants

2. The word "feat" in line 5 is closest in meaning to which of the following?

(A) Experiment (B) Idea (C) Activity (D)

Accomplishment

3. The word "reckoned" in line 7 is closest in meaning to which of the following?

(A) Suspected (B) Estimated (C) Proved (D) Said

4. In line 8, the word "which" refers to

(A) their ability (B) reading vocabulary

(C) idiomatic expression (D) learning  
process

5. According to the passage, what is impressive about the way children learn vocabulary.

(A) They learn words before they learn grammar

(B) They learn even very long words.

(C) They learn words very quickly.

(D) They learn the most words in high school.

Read the following passage then answer the questions:

Bacteria are extremely small living things. While we measure our own sizes in inches or centimeters, bacterial size is measured in microns. One micron is a thousandth of a millimeter a pinhead is about a millimeter across. Rod shaped bacteria are usually from two to four microns long, while rounded ones are generally one micron in diameter Thus if you enlarged a founded bacterium a thousand times, it would be just about the size of a pinhead. An adult human magnified by the same amount would be over a mile(1.6 kilometers) tall.

Even with an ordinary microscope, you must look closely to see bacteria. Using a magnification of 100 times, one finds



that bacteria are barely visible as tiny rods or dots. One cannot make out anything of their structure. Using special stains, one can see that some bacteria have attached to them wavy - looking "hairs" called flagella. Others have only one flagellum. The flagella rotate, pushing the bacteria through the water. Many bacteria lack flagella and cannot move about by their own power while others can glide along over surfaces by some little understood mechanism.

From the bacterial point of view, the world is a very different place from what it is to humans. To a bacterium water is as thick as molasses is to us. Bacteria are so small that they are influenced by the movements of the chemical molecules around them. Bacteria under the microscope, even those with no flagella, often bounce about in the water. This is because they collide with the water

molecules and are pushed this way and that. Molecules move so rapidly that within a tenth of a second the molecules around a bacterium have all been replaced by new ones even bacteria without flagella are thus constantly exposed to a changing environment.

1. Which of the following is the main topic of the passage?

(A) The characteristics of bacteria (B) How bacteria reproduce

(C) The various functions of bacteria (A) How bacteria contribute to disease

2. Bacteria are measured in

(A) inches (B) centimeters (C) microns (D) millimeters

3. Which of the following is the smallest?

(A) A pinhead

(B) A rounded bacterium

(C) A microscope

(D) A rod-

shaped bacterium

4. According to the passage, someone who examines bacteria using only a microscope that magnifies 100 times would see

(A) tiny dots

(B) small "hairs"

(C) large rods

(D) detailed structures

5. The relationship between a bacterium and its flagella is most nearly analogous to which of the following?

(A) A rider jumping on a horse's back

(B) A ball

being hit by a bat

(C) A boat powered by a motor      (D) A door closed by a gust of  
wind

6. In line 16, the author compares water to molasses, in order to  
introduce which of the following topics?

- (A) The bacterial content of different liquids
- (B) What happens when bacteria are added to molasses
- (C) The molecular structures of different chemicals
- (D) How difficult it is for bacteria to move through water

## **Rules of Capitalization**

( J. Straus)

Rule 1. Capitalize the first word of a quoted sentence.

Examples: He said, "Treat her as you would your own daughter."

"Look out!" she screamed. "You almost ran into my child."

Rule 2. Capitalize a proper noun.

Example: Golden Gate Bridge

Rule 3. Capitalize a person's title when it precedes the name. Do not  
capitalize when the title is acting as a description following the name.

Examples: Chairperson Petrov

Ms. Petrov, the chairperson of the company, will address us at noon.

Rule 4. Capitalize the person's title when it follows the name on the address or signature line.

Example: Sincerely, Ms. Haines, Chairperson

Rule 5. Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.

Examples: The president will address Congress.

All senators are expected to attend.

The governors, lieutenant governors, and attorneys general called for a special task force.

Governor Fortinbrass, Lieutenant Governor Poppins, Attorney General Dalloway, and Senators James and Twain will attend.

Rule 6. Capitalize any title when used as a direct address.

Example: Will you take my temperature, Doctor?

Rule 7. Capitalize points of the compass only when they refer to specific regions.

Examples: We have had three relatives visit from the South.

Go south three blocks and then turn left.

We live in the southeast section of town.

Southeast is just an adjective here describing section, so it should not be capitalized.

Rule 8. Always capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize other words within titles, including the short verb forms Is, Are, and Be.

Exception: Do not capitalize little words within titles such as a, an, the, but, as, if, and, or, nor or prepositions, regardless of their length.

Examples: The Day of the Jackal

What Color Is Your Parachute?



## A Tale of Two Cities

Rule 9. Capitalize federal or state when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms, you may use lowercase letters.

Examples: The state has evidence to the contrary.

That is a federal offense.

The State Board of Equalization collects sales taxes.

We will visit three states during our summer vacation.

The Federal Bureau of Investigation has been subject to much scrutiny and criticism lately.

Her business must comply with all county, state, and federal laws.

Rule 10. You may capitalize words such as department, bureau, and office if you have prepared your text in the following way:

Example: The Bureau of Land Management (Bureau) has some jurisdiction over Indian lands. The Bureau is finding its administrative role to be challenging.

Rule 11. Do not capitalize names of seasons.

Example: I love autumn colors and spring flowers.

Rule 12. Capitalize the first word of a salutation and the first word of a  
complimentary close.

Examples: Dear Ms. Chan:

My dear Mr. Sanchez:

Very truly yours,

Rule 13.

Capitalize words derived from proper nouns.

Example: I must take English and math.

English is capitalized because it comes from the proper noun England,  
but math does not come from mathland.

Rule 14. Capitalize the names of specific course titles.

Example: I must take history and Algebra 2.

Rule 15. After a sentence ending with a colon, do not capitalize the first  
word if it begins a list.

Example: These are my favorite foods: chocolate cake, spaghetti, and  
artichokes.

Rule 16. Do not capitalize when only one sentence follows a sentence

ending with a colon.

Example: I love Jane Smiley's writing: her book, A Thousand Acres,  
was beautiful.

Rule 17. Capitalize when two or more sentences follow a sentence

ending with a colon.

Example: I love Jane Smiley's writing: Her book, A Thousand Acres,  
was beautiful. Also, Moo was clever.

Correct the grammar error in each sentence..

1. How quick he runs.
2. Neither DeAndre nor I are to follow.
3. The desk and the chair sits in the corner.
4. Each of us were scheduled to take the test.
5. The coach, not the players, have been ill.
6. There is only four days until Christmas.
7. She is one of the women who works hard.
8. That was Yusuf and me whom you saw.
9. This phone call is for Bill and I.

10. Terrell is the smartest of the two.

11. It was I whom called.

12. It is us clerks who work hard.

13. He took the plate off of the table.

14. None of the neighbors offered his support.

15. They mailed the copies to him and I.

16. Neither of the candidates have spoken.

17. How will you be effected financially if the effect of downsizing  
means you will lose your job?

18. Joan walks slower so her children can keep up with her.

19. Jake is the oldest of the two brothers.

20. May did good on the test she took yesterday.

21. He and she were real close friends.

22. Whomever drove in the carpool lane without any passengers will be  
fined.

23. Please allow Jenna or myself to assist you.

24. I work with people that judge others by their nationalities and  
accents.

25. They fought over their father's estate because they felt angrily  
about the way he had treated them.

26. You look well in that running outfit.

27. Don't feel badly about forgetting my birthday.



28. We saw two puppies at the pound and took home the cutest one.

29. Speak slower please.

30. Samantha will meet us later on.

31. Pollen effects my sinuses and makes me sneeze.

32. I want to lay down for a nap, but the phone keeps ringing.

33. That SUV, that landed on its hood after the accident, was traveling  
at eighty miles per hour.

34. Yesterday, Barry lay my jacket on the hood of the car.

35. How much further before we arrive in Santa Fe?

36. My daughter became a honorary member of the city council for the  
day.

Underline the subjects once and the verbs twice.

1. He depends on her in times of need.
2. Watch your step.
3. The insurance agent gave her sound advice.
4. On the table was her purse.
5. In the newspaper, an interesting article appeared.
6. Look before you leap.
7. Across the road lived her boyfriend.
8. We are forced to inhale and exhale this smog-filled air.

9. In the gutter, I found a shiny new dime.

10. Around every cloud is a silver lining.

11. Every one of the roses bloomed.

### Confusing Words

Because many words in English sound or look alike, frequently causing confusion, this list will be very helpful.

a vs. an

Rule.

Use a when the first letter of the word following has the sound of a consonant. Keep in mind that some vowels sound like consonants when they're sounded out as individual letters.

Examples:

- a finger
- a hotel
- a U-turn (pronounced Yoo-turn)
- a HUD program
- a NASA study

Rule.

Use an when the first letter of the word following has the sound of a vowel. Remember that some consonants sound like vowels when they're spoken as individual letters.

Examples:

- an FBI case (F is pronounced ef here)
- an honor (H is silent here)
- an unusual idea
- an HMO plan (H is pronounced aych here)
- an NAACP convention (N is pronounced en here)

Deciding whether to use a or an before abbreviations can be tricky.

The abbreviation for Frequently Asked Questions (FAQ) causes confusion because it can be pronounced as a word (fak), or one letter at a time (F-A-Q).

Using the guidelines above, one would say a FAQ when it is pronounced  
as one word, and an FAQ when it is pronounced one letter at a time.

accept to agree

except but, with the exception that

ad advertisement

add to perform addition

ades fruit drinks

aides people who help; assistants

AIDS acronym for Acquired Immune Deficiency Syndrome

aids helps, assists

adverse unfortunate; strongly opposed (refers to things, not people)

Examples: an adverse reaction to the medication adverse weather  
conditions

averse            having repugnance (refers to people)

Example: He is averse to a military draft.

advice vs. advise

advice        (noun) recommendation

advise        (verb) the act of giving a recommendation

affect vs. effect

Rule 1.

Use effect when you mean bring about or brought about, cause

or caused.

Example: He effected a commotion in the crowd.

Meaning: He caused a commotion in the crowd.

Rule 2.

Use effect when you mean result.

Example: What effect did that speech have?

Rule 3.

Also use effect whenever any of these words precede it: a, an,

the, any, take, into, no. These words may be separated from effect by

an adjective.

Examples: That book had a long-lasting effect on my thinking.



Has the medicine produced any noticeable effects?

Rule 4.

Use the verb affect when you mean to influence rather than to  
cause.

Example: How do the budget cuts affect your staffing?

Rule 5.

Affect is used as a noun to mean emotional expression.

Example: She showed little affect when told she had won the lottery.

ail to be ill; to cause pain or distress

ale malt beverage more bitter than beer

air what we breathe

err      make a mistake

heir     one who inherits something

aisle    passageway

I'll     contraction for I will

isle     a small island

all      entire, everything

awl      a tool

allot    to parcel out

a lot    always two words meaning many

allowed    gave permission to

aloud    said out loud; spoken

all ready means all are ready

Example: We are all ready to go.

already refers to time

Example: Is it summer already?

all together refers to a group; all of us or all of them together

Example: It is wonderful to be all together to celebrate your birthday.

altogether entirely

Example: It is not altogether his fault.

altar pedestal, usually religious

Example: They exchanged wedding vows at the altar of the church.

Alter to modify

Example: Please don't alter your plans until we have the final schedule  
approved.

allude to refer indirectly

Example: He alluded to his past as a spy.

elude avoid capture

Example: The fugitive eluded the police for a month.

illude mislead

Example: He illuded her about his age.

allusion an indirect mention of something

illusion false perception

ambiguous to have more than one meaning

Example: The law was ambiguous.

ambivalent to have mixed feelings

Example: She is ambivalent about her wedding dress.

Amicable friendly (refers to things, not people)

amiable friendly (refers to people)

Example: The amiable couple had an amicable divorce.

among involves three or more

Example: Who among us has not lied?

between involves just two

Example: She couldn't decide between Chinese and Thai food.

amount used for things not countable

Example: We couldn't handle that amount of ill will.

number used for things that can be counted

Example: The number of accidents increased by ten percent.

ant a bug

aunt the sister of a parent

ante a bet placed before playing

auntie affectionate term for a parent's sister

anxious to have anxiety or worry

Example: She is anxious about taking the test.

eager excited

Example: She is eager to get a puppy.

anymore something additional or further

Example: It didn't rain any more this year than last year.

anymore any longer, nowadays

Example: Harry doesn't travel anymore.

appraise to put a value on something

apprise to notify

arc arch, crescent, half moon

ark a vessel or a refuge

ascent (noun) movement upward

assent (noun or verb) enthusiastic agreement; to agree

consent agreement

assistance (noun)      help

assistants (noun)      people who help

assumption              an idea not based on evidence

presumption            an idea based on evidence

assure                    to promise or say with confidence

ensure                    to make sure something will/won't happen

insure                    to issue an insurance policy

ate                        past tense of eat

eight                    the number after seven

aural                    having to do with hearing

oral                      having to do with the mouth



## Grammar Answers

1. How quickly he runs.
2. Neither DeAndre nor I am to follow.
3. The desk and the chair sit in the corner.
4. Each of us was scheduled to take the test.
5. The coach, not the players, has been ill.
6. There are only four days until Christmas.
7. She is one of the women who work hard.
8. That was Yusuf and I whom you saw.
9. This phone call is for Bill and me.
10. Terrell is the smarter of the two.

11. It was I who called.

12. It is we clerks who work hard.

13. He took the plate off the table.

14. None of the neighbors offered their support.

15. They mailed the copies to him and me.

16. Neither of the candidates has spoken.

17. How will you be affected financially if the effect of downsizing  
means you will lose your job?

18. Joan walks slowly so her children can keep up with her. (OR more  
slowly)

19. Jake is the older of the two brothers.

20. May did well on the test she took yesterday.

21. He and she were really close friends. (OR very)

22. Whoever drove in the carpool lane without any passengers will be  
fined.

23. Please allow Jenna or me to assist you.

24. I work with people who judge others by their nationalities and  
accents.

25. They fought over their father's estate because they felt angry about  
the way he had treated them.

26. You look good in that running outfit.

27. Don't feel bad about forgetting my birthday.

28. We saw two puppies at the pound and took home the cuter one.

29. Speak more slowly please.

30. Samantha will meet us later.

31. Pollen affects my sinuses and makes me sneeze.

32. I want to lie down for a nap, but the phone keeps ringing.

33. That SUV, which landed on its hood after the accident, was traveling  
at eighty miles per hour.

34. Yesterday, Barry laid my jacket on the hood of the car.

35. How much farther before we arrive in Santa Fe?

36. My daughter became an honorary member of the city council for  
the day.

37. In the end, we had to decide between a minivan and a station wagon as our second car.

38. You're the only one for me.

39. That redwood tree has become taller than the oak tree next door.

40. The time for action has long since passed.

41. It's a long way from here to Tierra del Fuego.

42. Mother, may I go to the movies with Ashton this afternoon?

43. I could have danced all night.

44. Srdjian emigrated from his native Bosnia about five years ago.

45. I am tiring of the noise from the continuous flow of traffic past my apartment.

46. The teacher tried to elicit a discussion about the novel.

47. La Donna talks fondly about the four years that she went to the  
university.

48. The answer is plain and simple.

49. Let me set this book down on the table before I answer your  
question.

50. The legislature finally authorized the funds to polish the gold on the  
dome of the capitol building.

#### Finding Subjects and Verbs Answers

1. He depends on her in times of need.

2. (You) Watch your step.
3. The insurance agent gave her sound advice.
4. On the table was her purse.
5. In the newspaper, an interesting article appeared.
6. (You) Look before you leap.
7. Across the road lived her boyfriend.
8. We are forced to inhale and exhale this smog-filled air. (or are )
9. In the gutter, I found a shiny new dime.
10. Around every cloud is a silver lining.
11. Every one of the roses bloomed.

#### Finding Subjects and Verbs Answers

1. This gorgeous grand piano is tuned to perfection. (or is)
2. Every environmental regulation has been undermined by that industry.

(or has been)

3. My gift for walking and talking simultaneously did not go unnoticed.

4. Your red scarf matches your eyes.

5. Every attempt to flatter him failed miserably.

6. (You) Think before you speak and you will be glad for the things you

never said.

7. If all is lost, why am I still playing?

8. Jared needed a pity party after he lost his job.

9. Have you memorized all the chemical symbols on the chart?

10. Buses has only one s in the middle of it.

11. (You) Please answer the question without smirking.

### **Translate the following passage:**

Is Today the Day?



Brenda and her new husband, Bart, were out for a walk on a cold winter day. They walked past the white building that was the county animal shelter. —Do you want to go in and see the dogs?|| Brenda asked. —Sure,|| answered, —but today is not the day to take one home! Remember, we decided to wait until summer to get a dog!|| Inside the shelter, a worker led Brenda and Bart down the hall to the dog kennel. They were greeted by many hopeful barks that were clearly saying, —Take me home!|| Then Brenda saw a strong, black and tan dog with its nose pressed against the gate. It won her heart. Both the dog and Brenda looked at Bart with big, excited eyes. Maybe the time was right after all!

**exercise**

1. \_\_\_\_\_ is a synonym for walk.
2. \_\_\_\_\_ is a synonym for cold.
3. \_\_\_\_\_ is a synonym for white.
4. \_\_\_\_\_ is a synonym for answered.
5. \_\_\_\_\_ is a synonym for dog.
6. \_\_\_\_\_ is a synonym for strong.
7. \_\_\_\_\_ is a synonym for excited

(Pup eager ivory frosty powerful stroll replied )

Exchange frosty hum ivory journal stroll witness

1. After dinner, it's nice to take a slow \_\_\_\_\_ around the  
block.

2. Some of the piano's 88 keys were black and others were \_\_\_\_\_

3. You can keep the sweater or \_\_\_\_\_ it for a larger size.

4. Juana wrote about daily events in her \_\_\_\_\_ .

5. Angela would testify in court as a \_\_\_\_\_ for the defense.

6. As autumn turned to winter, the mornings became cold and  
\_\_\_\_\_.

7. Everyone else knew the words to the song, but I had to \_\_\_\_\_

Fill in each blank with the correct homophone.

1. whole / hole

a. I can't believe I ate the \_\_\_\_\_ box of donuts!

b. To be a donut, a round cake must have a \_\_\_\_\_.

2. principal / principle

a. Honesty is a \_\_\_\_\_ to live by!

b. Ms. Chin, our school \_\_\_\_\_, announced the guest speaker.

3. flee / flea

a. Waldo found a \_\_\_\_\_ in his dog's thick coat.

b. If the fire comes their way, the animals must \_\_\_\_\_ the forest.

4. plain / plane

a. Would you like a \_\_\_\_\_ or chocolate donut?

b. The wings dipped as the \_\_\_\_\_ turned.

5. sleigh/ slay

a. The horse pulled the \_\_\_\_\_ through the snowy field.

b. The young hero will \_\_\_\_\_ the fierce dragon.

6. rain / reign

a. The homecoming queen will \_\_\_\_\_ at the football game.

b. I hope it doesn't \_\_\_\_\_ during the game.

7. throne / thrown

a. The ball was \_\_\_\_\_ from the 20-yard line.

b. The queen sat on a \_\_\_\_\_ decorated with flowers

## Shortened forms

Write the shortened form of each of the following words.

EXAMPLE: doctor = \_\_\_dr\_\_\_\_\_

? photograph = \_\_\_\_\_

? mathematics = \_\_\_\_\_

? advertisement = \_\_\_\_\_

? popular = \_\_\_\_\_

? airplane = \_\_\_\_\_

? professor = \_\_\_\_\_

Circle the most common meaning of each boldface abbreviation.

? B.A.

o Bachelor of Arts

o before arrival

o Best Actor

☐ D.A.

o date of arrival

o District Attorney

o don't answer

☐ Jan.

o Janitor

o Junior

o January

☐ FDA

o Food and Drug Administration

o Future Democrats of America

o Federal Department of Agriculture

☐ Co

☐ copilot

☐ Company

☐ cousin

☐ Mon.

o moon

o money



o Monday

☐ ASAP

o Americans Supporting All People

o as soon as possible

o Association for Special Athletic Pursuits

**Combine a prefix from the box with the word in parentheses to complete the sentence.**

ir   in   re   pre   semi   non

1. On her first day at the new school, Rosie felt (secure)

\_\_\_\_\_.

2. The teacher thought that Christopher's excuse was utter (sense)

\_\_\_\_\_.

3. If you (pay) \_\_\_\_\_ for something, you send the money ahead of time.

4. Tricking someone else into doing your work is lazy and (responsible)

\_\_\_\_\_.

5. James will have to (place) \_\_\_\_\_ the basketball he lost.

6. Gloria's cookie recipe calls for (sweet) \_\_\_\_\_ chocolate chips.

**Circle the suffix that correctly completes each sentence.**

1. To change the verb tour to a noun meaning “one who tours,” add the suffix ( or / ist / er ).
2. To change the noun speed to an adjective meaning “very fast,” add the suffix ( ly / er / y ).
3. To change the verb break to an adjective meaning “capable of being broken,” add the suffix ( ible / able / ery ).
4. To change the noun envy to an adjective meaning “jealous,” add the suffix ( bus / ous / ish ).
5. To change the noun taste to an adjective meaning “in good taste,” add the suffix ( y / ier / ful ).

The Sun and the Wind The sun and the wind had an argument. "I am more powerful than you," howled the wind. The sun disagreed. "Let us have a test to decide which of us is more powerful," he cried hotly. "Do you see the man walking on the street down there? Are you strong enough to make him take off his coat?"

Write words from the paragraph that have these prefixes :

de \_\_\_\_\_ dis \_\_\_\_\_

Write words from the paragraph that have these suffixes :

ful \_\_\_\_\_ ment \_\_\_\_\_

ly \_\_\_\_\_ ing \_\_\_\_\_

“That’s easy,” moaned the wind. He blew harder and harder. The man became cold. To protect himself, he pulled his coat tightly around him. Finally, the wind admitted that he could do nothing more to remove the coat. Now it was the sun’s turn to show his mighty power.

**Write words from the paragraph that have these prefixes:**

. ad \_\_\_\_\_ re \_\_\_\_\_

pro \_\_\_\_\_ be \_\_\_\_\_

The sun began to shine brightly. Soon the man grew warmer. He removed his coat to enjoy the warmth of the sun. Laughing loudly, the sun told the wind, “Do you see why I was successful? You met with failure because you used force. Sometimes kindness is more powerful than force.”

Write words from the paragraph that have these suffixes :

ly \_\_\_\_\_ er \_\_\_\_\_

ful \_\_\_\_\_ ness \_\_\_\_\_

**Read the definitions. Then use prefixes and suffixes to complete the words.**

1. \_\_\_\_\_ NATIONAL: between or among nations

2. \_\_\_\_\_ JOIN: to join again

3. \_\_\_\_\_ PRACTICAL: not useful or efficient

4. PRE \_\_\_\_\_ : to forecast or guess a future event

5. \_\_\_\_\_ GRAPHY: the story of someone's life
6. MERCI \_\_\_\_\_: full of pity and forgiveness
7. WORTH \_\_\_\_\_: without value
8. CONSTANT \_\_\_\_\_: on and on without stopping
9. NEUR \_\_\_\_\_: inflammation of the nerves

## Multiple Meaning Words

People with word power are careful about mixing up words. Confusion usually occurs between words that are very similar. Many English words have more than one meaning and can be used as different parts of speech. To add to the confusion, these words are often pronounced differently, as well.

EXAMPLES: a bow and arrow (noun that rhymes with go ) the bow of a ship (noun that rhymes with cow ) to bow before the king (verb that rhymes with now

Study each boldfaced word. Then identify its part of speech. On the line, write noun, verb, adjective, or adverb.

Invite the duke and the count.



It might rain today.

Count the remaining tokens.

We have power and might.

Go down to the basement.

Are all students present?

Goose down is very soft.

I gave Taylor a present.

Add vowels (a, e, i, o, u) to complete the multiple meaning words.

1. BR \_\_\_ DG \_\_\_ is a popular card game.
2. Her P \_\_\_ T \_\_\_ NT leather shoes are shiny.
3. Light the fire with a M \_\_\_ TCH.

4. A R \_\_\_\_ R \_\_\_\_ bird is hard to find.
5. Please fry me a pork CH \_\_\_\_ P for dinner.
6. An out-of-date license is \_\_\_\_ NV \_\_\_\_ L \_\_\_\_ D.
7. A P \_\_\_\_ LM is a common tropical tree.
8. A CR \_\_\_\_ T \_\_\_\_ is a slatted wooden container.

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purposes.

## Homophones

Homophones are words that sound the same but have different meanings and usually different spellings.

EXAMPLES: pail (a bucket) / pale (white) ant (insect) / aunt (female relative)

Circle the correct words.

1. Rupert ( maid / made ) a ( very / vary ) big mistake.
2. I ( heard / herd ) he didn't pay the ( tax / tacks ) on his house.
3. Now the government has put a ( lean / lien ) on his property.
4. Rupert doesn't ( no / know ) what to ( dew / do ) about it.
5. ( We've / weave ) ( tolled / told ) ( hymn / him ) to ( meat / meet )  
with a lawyer.
6. Maybe it ( wood / would ) be wiser for Rupert to take out a ( lone /  
loan ) and pay up.

## Near Misses

Near misses are words that are similar in one way or another. These words have different meanings, however. Be careful!

**Circle the word that makes sense in each sentence. Use a dictionary if you need help.**

1. People are said to ( emigrate / immigrate ) when they leave a country and ( immigrate / emigrate ) when they enter another country.
2. In anything you write, chances are you will use at least one ( proposition / preposition ).
3. The arrival of our ( imminent / eminent ) speaker is ( imminent / eminent).

4. I wish I had an autographed ( pitcher / picture ) of that famous ( pitcher / picture ).

5. You may ( disprove / disapprove ) of my opinion, but you can't ( disprove / disapprove ) it.

6. I am ( confident / confidant ) that my friend and ( confidant / confident ) will keep my secrets.

7. Is it possible for you to ( device / devise ) a ( devise / device ) to solve that problem?

8. The attorney is ( prosecuting / persecuting ) a man charged with ( prosecuting / persecuting ) his dog.

9. Iran was ( formally / formerly ) called Persia until its name was ( formally / formerly ) changed.

10. The sick boy should ( lie / lay ) his backpack on the floor and ( lie /  
lay ) down in the nurse's office.



**Read the pair of synonyms. Then complete the phrases with the most appropriate word. If you need help, use a dictionary to check out each word's connotation as well as denotation.**

1. dainty / delicate

a \_\_\_\_\_ surgery a \_\_\_\_\_ decoration

2. reach / achieve

to \_\_\_\_\_ maturity to \_\_\_\_\_ success

3. slim / slight

a \_\_\_\_\_ difference a \_\_\_\_\_ possibility

4. distribute / dispense

to \_\_\_\_\_ medicine to \_\_\_\_\_ flyers

5. oral / verbal

an \_\_\_\_\_ report a \_\_\_\_\_ agreement

6. teach / train

to \_\_\_\_\_ guitar to \_\_\_\_\_ animals

7. decline / reject

to \_\_\_\_\_ a suggestion to \_\_\_\_\_ an invitation

8. capture / catch

to \_\_\_\_\_ the enemy to \_\_\_\_\_ a baseball

Use each pair of synonyms in sentences of your own. Make sure your sentences show the differences in connotation. Use a dictionary if you need help.

1. (tired)

---

(exhausted)

---

2. (tolerate)

---

(approve)

---

3. (aroma)

---

(odor)

---

4. (sign)

---

(symptom)

---

## **Translation of Arabic Proverbs**

The believer is not bitten from the same hole twice. (Fool me once,  
shame on you; fool me twice, shame on me.)

The unlucky person finds bones in his tripe dinner. (You can't escape  
bad luck.)

.

Birds of a feather flock together.

.

The son of a goose is a swimmer. (Like father, like son.)

.

Continuing the same state is impossible. (Nothing stays the same.)

The clever one spins with a donkey's leg (i.e. can make something out of nothing). (Used to criticize someone who blames their tools for their bad work.)

We are in the same boat (lit. same air).

What is written on the brow will inevitably be seen by the eye. (One will inevitably meet one's destiny.)

.

Trusting men is like trusting water in a sieve. .

One hand doesn't clap. (Cooperation from all sides is necessary to accomplish.

Underneath the nice exterior is a bunch of problems. (Used to criticize someone who tries to put up a good appearance to cover up their faults.)

Stretch your legs as far as your blanket extends. (Don't live beyond your means.)

.  
(You can't escape your luck.)

.  
Better a warm welcome than being invited to lunch. (Welcoming  
people warmly is important.)

.  
One who cooks poison tastes it. (What goes around comes around.)

Why should one who finds someone to cook for him burn his fingers?  
(Don't do your own dirty work if you can find someone to do it for  
you.)



..

The cat only likes its strangler. (People only respond to harsh  
treatment.)

.

The fan will donate his skullcap. (An enthusiast will give away  
everything he has for what he loves.)

.

Movement is a blessing. (Exercise is good.)

.

A wasp that brought about the destruction of its own nest through its  
buzzing. (He asked for it, it was his own fault.)

.

Like mother, like daughter.

..

A beggar but acting like a rich man. (Used to describe someone who's in no position to be picky but is still acting like he can set the terms of whatever bargain etc. is going on. Sort of like the equivalent of "Beggars can't be choosers," but in reverse.)

.

The bad student's excuse is erasing the blackboard. (Used to describe people who are trying to divert attention from their own failings by talking about other things.)

◦

A basket has two handles (lit. ears) for two people to carry it. (Many hands make light work.)

The dog's tail will never straighten out. (A leopard doesn't change its spots.)

(You can't make an omelet without breaking a few eggs.)

You get what you pay for. (Expensive things are worth the price for their quality.)

Admitting it when someone else is right is a virtue.

## Hard and soft c & g

### Generalization:

c and g are hard before a, o, and u. they are soft before e, i, and y.

hard c	hard g	soft c	soft g
cup	gum	cent	gym
corn	gate	cell	gem
call	game	city	germ
cave	gave	circle	giant
camp	gold	cycle	gentle
cart	golf	center	ginger
cage	goat	celery	gypsy
coin	gain	cedar	general
cold	gush	cease	giraffe
coat	gulp	cellar	gelatin
cost	good	cement	
come	garden	central	
came	getting	cereal	
cook	great	certain	
cute	group	ceiling	
cuff	ground	cider	
camel		circus	
candy		cinch	
count		cyst	
coast		census	
comic		cymbal	
cousin		cinder	
candle		citizen	
college		cinema	
canary		cyclone	
clothes		cylinder	
camera		cinnamon	
could			

## Miscellaneous Terminology

Ecology	علم البيئة
Ministry of Environmental Affairs	وزارة الشؤون البيئية
Ecosystem	نظام البيئة
Ecosphere	الغلاف الجوي البيئي
Ecoclimate	المناخ البيئي
Ecodevelopment	التنمية البيئية
Ecologist	عالم البيئة
Earth Charter	ميثاق الأرض
Earth Day	عيد الأرض (يوم الأرض)
Abyssal environment	بيئة الأعماق

<b>Aquatic life</b>	الحياة المائية
<b>Affordable water</b>	مياه رخيصة/في متناول الجميع
<b>Running water</b>	مياه جارية
<b>Ground water</b>	مياه جوفية
<b>Costal area/ littoral area</b>	منطقة ساحلية
<b>Costal water</b>	المياه الساحلية
<b>Ocean floor</b>	قاع المحيط
<b>Sea bed</b>	قاع البحر
<b>Fisheries</b>	مصائد الأسماك
<b>Fishery</b>	مصيدة
<b>Shellfishery</b>	مصائد المحاريات
<b>Fish shoal</b>	سرب السمك
<b>Juvenile fish</b>	صغار/فرخ السمك
<b>Juvenile water</b>	مياه أولية (ما يتم اكتشافه على عمق 30م)

<b>River-borne sediments</b>	الرواسب النهرية
<b>Climatology</b>	علم المناخ
<b>Agroclimatology</b>	علم المناخ الزراعي
<b>Ambient air</b>	الهواء المحيط
<b>Ambient temperature</b>	درجة الحرارة المحيطة
<b>Flora and Fauna</b>	النباتات والحيوانات
<b>Forestry</b>	علم الغابات
<b>Arable land/cultivate land</b>	أرض صالحة للزراعة
<b>Meteorology</b>	علم الأرصاد الجوية
<b>Firewood</b>	
<b>Air mass</b>	كتلة هوائية
<b>Seasonal crops</b>	محاصيل موسمية
<b>Vegetarian</b>	نباتي
<b>Glaciology</b>	علم الجليديات



<b>Ice cap</b>	غطاء جليدي
<b>Ice sheet</b>	
<b>Ice shelf</b>	جرف جليدي
<b>Glacier ice</b>	نهر ثلجي
<b>Ontology</b>	تاريخ نمو الكائن الحي
<b>Biodiversity</b>	التنوع الأحيائي (تنوع الكائنات الحية)
<b>Metabolism</b>	التمثيل الغذائي (الأيض)
<b>Acclimatization</b>	التأقلم
<b>Wild animals</b>	حيوانات برية
<b>Wild life</b>	الحياة البرية
<b>Captive animals</b>	حيوانات حبيسة
<b>Semi-captive animals</b>	حيوانات شبه حبيسة
<b>Cattle grazing</b>	راعي الماشية
<b>Sedimentary rocks</b>	صخور رسوبية

<b>Climate changes</b>	<b>التغيرات المناخية</b>
<b>Global Climate changes</b>	<b>التغيرات المناخية العالمية</b>
<b>Cyclone</b>	<b>إعصار حلزوني</b>
<b>Hurricane</b>	<b>إعصار (مصحوب برعد وبرق)</b>
<b>Smog</b>	<b>ضباب دخاني</b>
<b>Dust storm</b>	<b>عاصفة غبارية/ترابية</b>
<b>Sand storm</b>	<b>عاصفة رملية</b>
<b>Wind storm</b>	<b>عاصفة رياحية</b>
<b>Easterlies</b>	<b>رياح شرقية</b>
<b>Westerlies</b>	<b>رياح غربية</b>
<b>Monsoon winds</b>	<b>رياح موسمية</b>
<b>Equator</b>	<b>خط الاستواء</b>
<b>Dew</b>	<b>ندى</b>
<b>Humidity</b>	<b>رطوبة</b>

<b>Mist</b>	رذاذ/ السديم
<b>Conservation of the Environment</b>	الحفاظ على البيئة
<b>Egyptian Environmental Affairs Agency (EEAA)</b>	جهاز شئون البيئة المصري
<b>Environmental friendly</b>	صديق البيئة
<b>Green belt</b>	حزام أخضر
<b>Conservation of nature</b>	الحفاظ على الطبيعة
<b>Tornado</b>	إعصار حلزوني
<b>Typhoon</b>	إعصار استوائي
<b>Rain forest</b>	غابة مطيرة
<b>Clean technology</b>	تكنولوجيا نظيفة
<b>Clearing up pollution</b>	القضاء على التلوث
<b>Air culture control</b>	التحكم في جودة الهواء
<b>Depollution/ Decontamination</b>	إزالة التلوث

<b>Desalination</b>	إزالة الملوحة
<b>Detoxication</b>	إزالة السمية/السموم
<b>Disaster management</b>	إدارة الكوارث
<b>Pollution control</b>	مكافحة التلوث
<b>Restoration of soil</b>	إصلاح التربة
<b>Afforestation</b>	زراعة الغابات/تحريج
<b>Ozone hole</b>	ثقب الأوزون
<b>Ozone-friendly technology</b>	تكنولوجيا غير ضارة بالأوزون
<b>Energy conservation</b>	الحفظ على الطاقة
<b>Green car</b>	سيارة صديقة للبيئة
<b>Biofuel</b>	وقود حيوي
<b>Smokeless fuel</b>	وقود عديم الدخان
<b>Zero emission vehicle</b>	مركبة/سيارة لا ينبعث منها عوادم
<b>Collection of household</b>	جمع القمامة المنزلية

<b>refuse</b>	
<b>Sorting of refuse</b>	فرز القمامة
<b>Sanitary landfill</b>	مدفن قمامة صحي
<b>Rational Waste Management</b>	إدارة رشيدة للنفايات
<b>Hygienic waste disposal</b>	التخلص الصحي من النفايات
<b>Cutting of waste</b>	التقليل من النفايات
<b>Rationalize of hunting animals</b>	ترشيد صيد الحيوانات
<b>Hazard prediction</b>	التنبؤ بالخطر
<b>Natural phenomena</b>	الظواهر الطبيعية
<b>Age-old forests</b>	غابات معمرة
<b>Air current</b>	تيار هوائي
<b>Beach erosion</b>	تآكل الشواطئ
<b>Land erosion</b>	تآكل الأرض
<b>Coral reefs</b>	الشعب المرجانية

<b>Air pollution load</b>	نسبة تلوث الهواء
<b>Airborne contaminant = Air pollutant</b>	ملوث هوائي
<b>Airborne emissions</b>	انبعاثات جوية
<b>Airborne particles</b>	جسيمات متعلقة بالهواء
<b>Airborne pollutants</b>	ملوثات يحملها الهواء
<b>Airborne pollution</b>	تلوث جوي
<b>Breakdown of wastes</b>	تحلل النفايات
<b>Build up of pollutants</b>	تراكم الملوثات
<b>Disposal of wastes</b>	التخلص من/تصريف النفايات
<b>Dump</b>	مقلب قمامة
<b>Dumping at sea</b>	التخلص من النفايات في البحر
<b>Flowing-out/Effluent discharge</b>	التخلص من النفايات السائلة
<b>Incineration of wastes</b>	حريق النفايات

<b>Garbage/refuse collection</b>	جمع القمامة
<b>Contaminated food</b>	غذاء ملوث
<b>Dust deposit</b>	ترسيب الغبار
<b>Emission trading</b>	تجارة الانبعاثات
<b>Energy-intensive technology</b>	تكنولوجيا شديدة الاستهلاك للطاقة
<b>Noxious emissions</b>	انبعاثات سامة
<b>Off-gases</b>	غازات منبعثة
<b>Off-odor</b>	روائح منبعثة
<b>Exhaust</b>	عوادم
<b>Fossil fuel</b>	الوقود الاحفوري/احفري
<b>Fumes</b>	الأدخنة
<b>Fumigation</b>	أبخرة
<b>Global warming</b>	الاحتباس الحراري
<b>Greenhouse effect</b>	تأثير الدفيئة/الخبينة

<b>Greenhouse gases</b>	غازات الدفينة
<b>Radiation</b>	إشعاع
<b>Carcinogen</b>	مواد مسرطنة
<b>Carbon release</b>	الانبعاث الكربوني
<b>Cement plants</b>	مصانع الاسمنت
<b>Combustion residue</b>	مخلفات الاحتراق
<b>Depletion of Ozone Layer</b>	تآكل طبقة الأوزون
<b>Sanitary drainage</b>	الصرف الصحي
<b>Sewer</b>	أنبوبة الصرف
<b>Toxics</b>	سموم
<b>Thermal pollution</b>	تلوث حراري
<b>Marine pollution</b>	التلوث البحري
<b>Oil spill</b>	بقعة زيت
<b>Miscellaneous</b>	متنوع



<b>Pumping station</b>	محطة طخ
<b>Organic components</b>	عناصر/مركبات عضوية
<b>Hygiene</b>	الصحة العامة

<b>Planning, Studies &amp; Research</b>	<b>التخطيط والدراسات والأبحاث</b>
<b>Action plan</b>	<b>خطة عمل</b>
<b>Baseline study</b>	<b>دراسة أساسية</b>
<b>Benchmarks</b>	<b>معايير</b>
<b>Brainstorming</b>	<b>العصر الذهبي</b>
<b>Case study</b>	<b>دراسة حالة</b>

<b>Development planning cycle</b>	دورة التنمية والتخطيط
<b>Disaggregative statistics</b>	إحصاءات مصنفة
<b>Feedback</b>	تغذية راجعة-مرتدة
<b>Field study</b>	دراسة ميدانية
<b>Field visit</b>	زيارة ميدانية
<b>Formative evaluation</b>	تقييم تطوري/تنموي/تقويمي
<b>Indicator</b>	مؤشر
<b>Input</b>	مساهمة
<b>Logical framework (logframe)</b>	الإطار المنطقي
<b>Monitoring and Evaluation (M&amp;E)</b>	المتابعة والتقييم
<b>Needs assessment</b>	تقدير الاحتياجات

<b>Normative framework</b>	<b>إطار معياري</b>
<b>Outcome</b>	<b>نتيجة</b>
<b>Output</b>	<b>مخرج</b>
<b>Output to Purpose Review (OPR)</b>	<b>مقارنة المخرجات</b>
<b>Pilot project</b>	<b>مشروع تجريبي</b>
<b>Problems tree</b>	<b>شجرة المشكلات</b>
<b>Project proposal</b>	<b>مقترح مشروع</b>
<b>Questionnaire</b>	<b>استبيان</b>
<b>Research findings</b>	<b>نتائج البحث</b>
<b>Roundtable</b>	<b>حلقة نقاش</b>
<b>Steering committee</b>	<b>لجنة توجيهية/ لجنة الإعداد والتحضير/ لجنة تسيير</b>
<b>Summative evaluation</b>	<b>تقييم نهائي</b>

<b>Survey</b>	مسح
<b>Time-bound goals</b>	أهداف ذات إطار ومني
<b>Workshop</b>	ورشة عمل
<b>Types of organizations</b>	أنواع المنظمات
<b>Charity Organization</b>	جمعية خيرية
<b>Community Development Associations (CDA)</b>	جمعيات تنمية المجتمع
<b>Donor Agencies</b>	هيئات مانحة
<b>International Non-governmental Organization (INGO)</b>	منظمة دولية غير حكومية
<b>Non-governmental Organization (NGO)</b>	منظمة غير حكومية
<b>Private Voluntary Organization (PVO)</b>	منظمة أهلية تطوعية

<b>Personnel</b>	<b>العاملون</b>
<b>Community facilitator</b>	ميسر اجتماعي
<b>Consultant</b>	استشاري
<b>Counterpart</b>	نظير
<b>Field coordinator</b>	منسق ميداني
<b>Programme officer</b>	مسئول برامج
<b>Technical advisor</b>	استشاري فني
<b>Gender and Women</b>	النوع الاجتماعي والمرأة
<b>Advancement of women</b>	النهوض بالمرأة
<b>Emancipation of women</b>	تحرير المرأة
<b>Female-headed households</b>	الأسرة التي ترأسها امرأة
<b>Feminization of</b>	تأنيث العمالة

<b>employment</b>	
<b>Feminization of poverty</b>	تأنيث الفقر
<b>Gender</b>	النوع الاجتماعي
<b>Gender and Development (GAD)</b>	النوع الاجتماعي والتنمية
<b>Gender bias</b>	التحيز لأحد الجنسين
<b>Gender equality</b>	المساواة بين الجنسين
<b>Gender equity</b>	العدالة بين الجنسين
<b>Gender-sensitive assessments</b>	تقييم يراعي الجنسين
<b>Empowerment of women</b>	تمكين المرأة
<b>Interventions &amp; Processes</b>	المدخلات والعمليات
<b>Capacity building</b>	بناء القدرات

<b>Community participation</b>	مشاركة مجتمعية
<b>Dialogue</b>	حوار
<b>Empowerment</b>	تمكين
<b>Invention</b>	تدخل
<b>Mobilization</b>	تعبئة
<b>Participation</b>	مشاركة
<b>Target group</b>	المجموعة المستهدفة
<b>Miscellaneous</b>	متنوع
<b>Abject poverty</b>	فقر مدقع
<b>Aids</b>	المساعدات
<b>Basic needs</b>	احتياجات أساسية
<b>Checklist</b>	القائمة المرجعية
<b>Disadvantaged groups</b>	الفئات المحرومة



<b>Human Development Index (HDI)</b>	مؤشر التنمية البشرية
<b>Human Development Report</b>	تقرير التنمية البشرية
<b>Income generation</b>	توليد الدخل
<b>Marginalization</b>	تهميش
<b>Millennium Declaration</b>	إعلان الألفية
<b>Millennium Development Goals (MDGs)</b>	المرامي/الأهداف الإنمائية للألفية
<b>Official Development Assistance (ODA)</b>	المساعدة الإنمائية الرسمية
<b>People-centered development</b>	تنمية محورها الناس
<b>Pre-poor reforms</b>	إصلاحات داعمة للفقراء
<b>Social development</b>	تنمية اجتماعية

<b>Structural adjustment programs</b>	برامج التعديل الهيكلي
<b>Sustainable development</b>	تنمية مستدامة
<b>Sustainable Livelihoods</b>	سبل عيش مستدامة
<b>Terms of Reference (TOR)</b>	الشروط المرجعية
<b>Training of Trainers (TOT)</b>	تدريب المدربين
<b>Non-profit organization</b>	منظمات لا تسعى لتحقيق الربح
<b>Apolitical organization</b>	مؤسسة غير سياسية
<b>Fund-raising</b>	جمع الأموال/جمع التبرعات
<b>Funding proposal</b>	طلب التمويل
<b>Core-funding</b>	التمويل الأساسي
<b>Follow-up</b>	متابعة مرحلية
<b>Problem-solving</b>	استراتيجيات حل المشاكل

<b>strategies</b>	
<b>Registration of the association</b>	تسجيل الجمعية
<b>Vulnerability of economy</b>	ضعف الاقتصاد
<b>Commitment to action/work plan</b>	الالتزام بخطة عمل
<b>Schedule and follow-up plane</b>	عمل جدول زمني وخطة متابعة
<b>Pipeline projects</b>	مشاريع في طور انتظار
<b>Low-income brackets</b>	محدودي الدخل

## Everyday conversations

Focusing Attention

Getting someone's attention

Pardon me. (formal) Excuse me. Hey! (informal) Hey, you!

(informal) Yo! (slang) 42 Getting someone to listen to you

Look here. (informal) Listen here. (informal) Listen up. (informal) Get

a load of this. (informal) Now hear this! (informal) Hear me out. Are you ready for this? (informal) Listen.

(informal) Are you listening to me? Are you paying attention? I'm talking to you. Do you hear me?

Do you hear me? Do I have your ear? (idiomatic) Can I bend your ear a minute? (idiomatic) Am I making myself heard? 43 Directing attention to an object

Look at this. Take a look at this.

Get a load of this. Take a gander at that. (informal)  
a gander = a look Feast your eyes on this. Look what we have here. Lookie here. (informal) Lookit.

(slang) Look here. Can you eyeball this (for a

minute)? (slang) to eyeball = to look at Can  
you believe your eyes? I don't believe my eyes. Do  
my eyes deceive me? That's a sight for sore eyes.

Confirming that you are paying attention

I hear you. I heard you. I'm listening. I'm still here. I'm

all ears. Launching the Conversation

## Starting an informal conversation

Guess what? Have you heard the latest? Have you  
heard? Did you hear what happened? Did you hear the  
news? Did you get the scoop? (informal) the scoop  
= the most recent news You'll never guess  
what I heard. You'll never guess what I read  
online. Guess what I just saw online. Guess what I  
just found out. You won't believe this. You  
won't believe what Bill just told me. Get a load



of this. (informal) a load = a sampling Get this.

(informal) Dig this. (slang) to dig = to understand 46

Inviting someone to talk

You got a minute? Got a minute? I need to talk. Can

we talk? Can I talk to you? May I have a word

with you? (formal) Let's talk. Let's chew the fat. (slang)

Let's shoot the breeze. (slang)

Coming to the point of the matter

May I be frank? Let me be perfectly clear. Make no

bones about it. (idiomatic) = Do not make any

bones of contention about this. Read my lips.

(informal) = Pay close attention to what I am

saying. (To a make a) long story short. ( cliché) Let's

call a spade a spade. ( cliché) Let me spell

it out for you. Here's the bottom line. the

bottom line = the summation; the final and

major point

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purposes.

Requesting that the speaker get to the point

What's your point? What's the point? What's the upshot?

the upshot = the result What's the bottom line? the

bottom line = the summation; the final and

major point What are you trying to say? What

are you trying to tell me? Get to the point. Get

to the heart of the matter. Cut to the chase.

(idiomatic) = Switch to the focal point of

something.

### Various conversational phrases

If I may. = If I may interrupt. If I may

add some information. Pardon my French. = Pardon my

use of vulgar words. No pun intended. = I

intended to make no joke or play on words. If you

know what I mean. = I assume you understand

what I mean. Know what I mean? (informal) =

Do you understand what I am saying? You know

what I'm saying? = Do you understand what I am saying? You know?

You know? = Do you understand what I am saying?

Right? = Is that not so? OK? = Is that not so? 50

Encouraging someone to speak plainly

Enough already. (informal) Out with it! (informal) = Say

it!; Speak out! Don't mince words. to mince =

to cut up or disguise Spare (me) nothing. Lay it

on the line. (informal) Tell it to me like a man.

(informal) Give it to me straight. (informal) straight

= unadorned Give it to me in plain English. plain  
English = simple and direct terms Don't beat  
around the bush.(idiomatic) Stop beating around the  
bush. (idiomatic) Stop circumventing the issue. Put your  
cards on the table. (idiomatic) Stop speaking in  
circles. What does that mean in English? (informal)  
Cut the crap. (mildly vulgar) crap = dung =  
needless talk