

Plurals and Possessives

Although we often have fun with others' mistakes regarding word choice, including the misuse of plurals and possessives, we want to prevent such errors because these mistakes reflect a certain amount of illiteracy on our ability to communicate. The goals of this section include an increased fluency in using plurals and possessives:

Learning Goals

Upon completing the lessons in Chapter 4, you should be able to:

- ✓ Spell correctly the plural forms of nouns, including regular nouns; compound nouns; nouns ending in *y*, *f*, *fe*, and *o*; irregular nouns; and numbers and symbols.
- ✓ Write correctly all possessive forms of nouns, including both singular and plural possessives.
- ✓ Spell correctly other words presented in the special exercises.

"Mrs. Clinton Praises Poor Legal Services."

—from the Salt Lake City
Deseret News, 1/28/96

"The rivers corporate park is zoned for manufacturing people."

—from an ad in the
Baltimore Sun

Exercise 38

(Scoring: Deduct 10 points for each incorrect answer.)

Name _____

Rule 8: Regular nouns are usually made plural by the addition of *-s*.

<u>SINGULAR</u>	<u>PLURAL</u>	<u>SINGULAR</u>	<u>PLURAL</u>
computer	computers	manager	managers
flight	flights	magazine	magazines

Rule 9: Nouns ending in *s*, *x*, *z*, *ch*, *sh*, and *ss* are made plural by the addition of *-es*.

<u>SINGULAR</u>	<u>PLURAL</u>	<u>SINGULAR</u>	<u>PLURAL</u>
bonus	bonuses	bush	bushes
duplex	duplexes	branch	branches
blitz	blitzes	address	addresses

Directions: On the line, write the plural of each noun listed in the Singular Column.

<u>SINGULAR</u>	<u>PLURAL</u>	<u>SINGULAR</u>	<u>PLURAL</u>
1. book	books _____	6. glass	glasses _____
2. church	churches _____	7. medal	medals _____
3. creditor	creditors _____	8. office	offices _____
4. dish	dishes _____	9. tax	taxes _____
5. document	documents _____	10. waltz	waltzes _____

Exercise 39

(Scoring: Deduct 8 points for each incorrect answer.)

Name _____

Plural of Words Ending in *y*, *f*, *fe*, and *o*

This page introduces three guidelines for adding plurals to nouns, followed by an exercise using these guidelines. Additional practice is found in Exercise 4-1 on the template diskette.

Rule 10: Nouns ending in *y* preceded by a vowel are made plural by the addition of *s*. Nouns ending in *y* preceded by a consonant are made plural by changing the *y* to *i* and adding *-es*. Proper nouns ending in *y* are made plural by the addition of *-s*.

SINGULAR	PLURAL	SINGULAR	PLURAL
festivity	festivities	attorney	attorneys
floppy	floppies	trolley	trolleys
dormitory	dormitories	Mary	Marys

Rule 11: Generally, nouns ending in *f* or *fe* are made plural by the addition of *-s*. However, some nouns ending in *f* are made plural by changing the *f* to *v* and adding *-es*. (Note: Because no rule exists as to when *-s* is added to form the plural and when the plural is changed to *-ves*, a dictionary should be checked when questions arise.)

SINGULAR	PLURAL	SINGULAR	PLURAL
chief	chiefs	cafe	cafes
knife	knives	life	lives

Rule 12: Nouns ending in *o* preceded by a vowel are made plural by the addition of *-s*. However, some nouns ending in *o* preceded by a consonant are made plural by the addition of *-es*. (Note: Pluralize musical terms ending in *o* by adding *-s*.)

SINGULAR	PLURAL	SINGULAR	PLURAL
alto	altos	motto	mottoes
curio	curios	potato	potatoes
rodeo	rodeos	torpedo	torpedoes

Directions: In these sentences, rewrite each word in parentheses on the blank line to make the word plural.

- The (chef) chefs of the state's five (academy) academies decided that (candy) candies will not be available in the schools; but fruits, including (cherry) cherries and (tomato) tomatoes, will be sold.
- The five (soprano) sopranos, three tenors, three (alto) altos, and two (contralto) contraltos will be recording in Music Hall's two (studio) studios within the next week.
- Tightening the (scarf) scarfs or scarves around their necks, the sailors' (wife) wives met the incoming ship, sharing their mutual (belief) beliefs that the men had been true to them.



For additional practice, complete Exercise 4-1 on the template diskette.

Exercise 40

(Scoring: Deduct 9 points for each incorrect answer.)

Name _____

Plurals of Compounds

Rule 13: Hyphenated compound nouns and compound nouns written as more than one word are made plural by the addition of *-s* to the principal term. Unhyphenated compound nouns written as one word are usually made plural by the addition of *-s* to the last term, unless the last term is a noun with an irregular plural.

<u>SINGULAR</u>	<u>PLURAL</u>	<u>SINGULAR</u>	<u>PLURAL</u>
spoonful	spoonfuls	database	databases
built-in	built-ins	attorney at law	attorneys at law
brother-in-law	brothers-in-law	stepchild	stepchildren

Directions: Each sentence contains at least one singular compound noun printed in parentheses and followed by a blank line. On the blank line, write the plural form of the singular compound noun to complete the meaning of the sentence.

1. See if you can schedule two local (campground) campgrounds for our summer scout activity.
2. My three (child) children are all university graduates.
3. "Sorry, our (dishwasher) dishwashers are running behind schedule," our server explained.
4. Susan Bell is the latest of several (district attorney) district attorneys to run for political office.
5. Half the airplanes had their (landing gear) landing gears in place before everything was sorted out.
6. All (markdown) markdowns for discounted merchandise are subject to sales tax.
7. (Open house) Open houses will be held during September and October to display the new homes.
8. As you proofread, check carefully for proper use of commas and (question mark) question marks.
9. Silver medals will be awarded at the podium to all (runner-up) runners-up.
10. Our bank accepts both (walk-in) walk-ins and (drive-in) drive-ins.



Gain additional practice in using plural compounds as you complete Exercise 4-2 on the template diskette.

Exercise 41

(Scoring: Deduct 10 points for each incorrect plural form.)

Name _____

Plurals of Irregular Nouns and Foreign Nouns

Rule 14: Irregular nouns are made plural through changes within the word. Because each noun takes its own form, consult a dictionary when in doubt.

<u>SINGULAR</u>	<u>PLURAL</u>	<u>SINGULAR</u>	<u>PLURAL</u>
die	dice	louse	lice
foot	feet	mouse	mice
goose	geese	tooth	teeth

Rule 15: Today many foreign nouns have been Americanized and no longer apply the guidelines indicated below. These Americanized words simply add *-s* or *-es* to the singular form. However, other foreign nouns retain their original plurals, as illustrated below, although some dictionaries even Americanize these plurals. When in doubt, check an up-to-date dictionary.

	<u>SINGULAR</u>	<u>PLURAL</u>
<i>a</i> changes to <i>ae</i> (seldom used)	alumna	alumnae (feminine)
<i>us</i> changes to <i>i</i>	alumnus	alumni (masculine)
<i>is</i> changes to <i>es</i>	analysis	analyses
<i>eau</i> changes to <i>eaux</i> (seldom used)	chateau	chateaux
<i>um</i> changes to <i>a</i>	datum	data
<i>on</i> changes to <i>a</i>	phenomenon	phenomena
<i>ix</i> or <i>ex</i> changes to <i>ces</i>	appendix	appendices

Choose the English plural in foreign nouns having both English and foreign plurals.

<u>SINGULAR</u>	<u>PLURAL</u>	<u>SINGULAR</u>	<u>PLURAL</u>
bureau	bureaus	index	indexes
formula	formulas	memorandum	memorandums (or memoranda)
analysis	analyses	emphasis	emphases

Directions: Using the above guidelines, write the plural of each singular irregular or foreign noun on the blank line.

<u>SINGULAR</u>	<u>PLURAL</u>	<u>SINGULAR</u>	<u>PLURAL</u>
1. antenna	<u>antennas or antennae</u>	6. crisis	<u>crises</u>
2. axis	<u>axes</u>	7. criterion	<u>criteria or criterions</u>
3. bronchus	<u>bronchi</u>	8. goose	<u>geese</u>
4. chateau	<u>chateaux</u>	9. neurosis	<u>neuroses</u>
5. consortium	<u>consortia</u>	10. trousseau	<u>trousseaus</u>



Use irregular and foreign nouns in context as you complete Exercise 4-3 on the template diskette.

Exercise 42

(Scoring: Deduct 10 points for each incorrect answer.)

Name _____

Singular and Plural Nouns

Rule 16: Some nouns appear plural in form but are singular in use.

aerobics	mathematics
luggage	news

Rule 17: Some nouns are always plural in use.

cattle	proceeds	thanks
earnings	goods	trousers

Rule 18: Some nouns have the same spelling for both singular and plural forms.

athletics	politics	deer
scissors	sheep	head (of cattle)

Rule 19: Collective nouns are singular in form but refer to a group of persons or things. When the context of the sentence indicates the group is acting as a whole, the collective noun takes the singular verb. When the context emphasizes the individual members of the group, the collective noun takes a plural verb.

class	board	committee	jury
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Rule 20: The use of the apostrophe with letters, numbers, and symbols is in a state of transition. Capital letters, numbers, and abbreviations seldom use an apostrophe with the plural forms. Lowercase letters and symbols typically use the apostrophe to form the plural. Singular forms containing an apostrophe are made plural by adding *-s*. When in doubt, check an up-to-date reference manual.

<u>SINGULAR</u>	<u>PLURAL</u>	<u>SINGULAR</u>	<u>PLURAL</u>
a	a's	7	7s
C	Cs	+	+'s
1990	1990s	No.	Nos.

Directions: On the blank line, write the plural form of the given word.

- | | | | |
|-------------|----------------|-------------|-------------------|
| 1. deer | deer _____ | 6. luggage | luggage _____ |
| 2. don't | don'ts _____ | 7. No. | Nos. _____ |
| 3. earnings | earnings _____ | 8. p and q | p's and q's _____ |
| 4. ethics | ethics _____ | 9. proceeds | proceeds _____ |
| 5. fish | fish _____ | 10. sheep | sheep _____ |



Use these principles in contextual material as you complete Exercise 4-4 on the template diskette.

Exercise 43

(Scoring: Deduct 3.5 points for each incorrect answer.)

Name _____

Review of Plurals

Directions: The following memo contains a number of words in parentheses followed by a blank line. If a single word appears in parentheses, write the plural form of the word on the blank line. If two words appear inside parentheses, write the correct word on the blank line.

M E M O R A N D U M

To: All (Employee) Employees Date: April 2, 1998

From: Management Subject: Annual Company Retreat

As we begin (preparation) preparations for the merger of the two (company) companies, we invite (worker) workers from both (firm) firms to join us with their (husband) husbands, (wife) wives, and (child) children for our annual retreat at Mapleton Park on Saturday, May 18.

At 10 a.m. while your (spouse) spouses relax and enjoy the park's (surrounding) surroundings, we'll have a short one-hour meeting with the division (chief) chiefs, who will inform us of the progress of the merger. The (agenda) agendas for the various (section) sections along with desired (criterion) criteria and the (datum) data necessary for making wise (analysis) analyses are attached to these (memorandum) memoranda or memorandums.

The good (news) news is the two (attorney at law) attorneys at law for these (firm) firms are in agreement with the contractual agreement needed for the merging of our mutual (database) databases and distribution of (earning) earnings, so minimum time will be spent in meeting. We apologize for the meeting at a retreat, but management (is/are) is concerned we all understand our position as we move into the (2000) 2000s.

The (festivity) festivities that follow will include games with (prize) prizes awarded to (winner) winners and (runner-up) runners-up. The board (hope/hopes) hopes you can join us.

Exercise 44

(Scoring: Deduct 10 points for each incorrect answer.)

Name _____

Possessive Forms of Nouns

Possessive case nouns show ownership. Although some argue inanimate objects cannot “possess” something, this text-workbook takes the most frequently used approach that any noun can show possession within the context of a sentence. The following guidelines apply to forming possessives of nouns.

Rule 21: Both singular and plural nouns that do not end in an *s* sound form their possessives by adding *apostrophe s* (*'s*).

NOUN	POSSESSIVE	NOUN	POSSESSIVE
baby	baby's	executive	executive's
children	children's	data	data's
man	man's	wife	wife's

Look in the **children's** toy box for the **baby's** rattle.

Rule 22: Singular nouns of one syllable ending with an *s* sound are made possessive by adding *apostrophe s* (*'s*). Singular nouns of more than one syllable ending with an *s* sound are made possessive by adding either an *apostrophe* (*'*) or an *apostrophe s* (*'s*). (Note: Although style manuals vary, this text-workbook will be consistent in applying Rule 22.)

NOUN	POSSESSIVE	NOUN	POSSESSIVE
Bess	Bess's	Curtis	Curtis'(s)
fox	fox's	business	business'(s)

Tess's grades are not comparable to **Francis'**, but her **boss's** concern helps her self-esteem.

Rule 23: Plural nouns ending in *-s* are made possessive by the addition of an *apostrophe* (*'*).

NOUN	POSSESSIVE	NOUN	POSSESSIVE
ladies	ladies'	robots	robots'
months	months'	boys	boys'

My **parents'** directions have guided the **boys'** and **girls'** occupational choices.

Directions: Reduce the wordiness of these expressions by using possessive nouns.

- the bristles of the brushes _____ brushes' bristles
- the points of the compass _____ compass'(compass's) points
- the maintenance of the complex _____ complex' maintenance
- the birthday of James _____ James's (James') birthday
- the edges of the knives _____ the knives' edges
- presentation of Mrs. Moss _____ Mrs. Moss's presentation
- the diction of the speaker _____ the speaker's diction
- the books of the students _____ the students' books



Gain additional practice as you complete Exercise 4-5 on the template diskette.

Exercise 4.5

(Scoring: Deduct 10 points for each incorrect answer.)

Name _____

Possessives of Compounds

JOINT AND SINGULAR POSSESSION

Rule 24: Compound words are made possessive by the addition of an *apostrophe s* ('s) to the final word.

<u>NOUN</u>	<u>POSSESSIVE</u>	<u>NOUN</u>	<u>POSSESSIVE</u>
well wisher	well wisher's	runner-up	runner-up's

The **built-in's** oak door installed by my **sister-in-law's** brother is beautiful.

Rule 25: When an indication of joint ownership is desired, make the last noun alone possessive. When an indication of separate ownership is desired, make each noun possessive.

<u>JOINT OWNERSHIP</u>	<u>SEPARATE OWNERSHIP</u>
Jessica and Bill's computer	Jessica's and Bill's computers

Directions: Reduce the wordiness of these expressions by using the correct possessive nouns.

- Documentation of Al and Carrie _____ Al and Carrie's documentation
- Blue gowns of Alice and Emily _____ Alice's and Emily's blue gowns
- Vocabulary of an Anglo-Saxon _____ Anglo-Saxon's vocabulary
- Stations of the coast guard _____ coast guard's stations
- Carrying cases of floppy disks _____ floppy disks' carrying cases
- Checking account of husband and wife _____ husband and wife's checking account
- Signatures of Mom and Dad _____ Mom's and Dad's signatures
- Potential of the play-off _____ play-off's potential
- Speech of the president-elect _____ president-elect's speech
- Awards of the runners-up _____ runners-up's awards



For additional practice, complete Exercise 4-6 on the template disk.

Exercise 46

(Scoring: Deduct 5 points for each incorrect answer.)

Name _____

Review of Possessives

Directions: On the blank line to the right of each sentence, write the correct possessive form of the noun in parentheses.

1. Though they are long gone, (Laurel and Hardy) antics still delight millions of television viewers. _____
Laurel and Hardy's
2. (Entertainment) new activity guide provides many forms of enjoyment for everyone. _____
Entertainment's
3. The (mosquitos) buzzing in the dark kept me awake much of the night. _____
mosquitos'
4. (Sarah) four (B) on her report card tend to indicate her level of achievement. _____
Sarah's, Bs
5. Our (business) transactions are all recorded in this (directory) file. _____
business's (or business'), directory's
6. The (concerto) B-flat stanza was played particularly well by Ashley. _____
concerto's
7. The polls are demonstrating the (front-runner) ability to spend money. _____
front-runner's
8. Your (credit card) numbers are illegible; please contact the (manager) office for a new card. _____
credit card's, manager's
9. Robert (Burns) poetry touches (Tess) heart very deeply. _____
Burns's or Burns', Tess's
10. (Romeo and Juliet) balcony scene is the most famous part of this Shakespearian play. _____
Romeo and Juliet's
11. Please obtain (Tricia and Sylvia) sizes so I can make the (bridesmaids) dresses. _____
Tricia's and Sylvia's, bridesmaids'
12. The income (tax) regulations still cause confusion every April. _____
tax's
13. The state (witnesses) testimonies were pivotal in the conviction. _____
witnesses'
14. (Hideo and Curtis) duties include cleaning the stadium after home games, made easier by the (team) victories. _____
Hideo's and Curtis', team's
15. The (sweepstakes) rules have been printed on the back of every entry. _____
sweepstakes'

Exercise 47

(Scoring: Deduct 3 points for each incorrect answer.)

Name _____

Review of Plurals and Possessives

Directions: Edit the following e-mail message by rewriting the word in parentheses on the blank line to form the plural or possessive form of the noun or pronoun to give sense to the sentence.

E - M A I L

To: New (Member) Members of the Staff
From: (Benefit) Benefits Office
Date: January 2, 1998
Subject: (Company) Company's (Policy) Policies Regarding Your Employment

Welcome to XYZ Corporation. (XYZ) XYZ's handbook will be off the (press) presses soon. In the meantime, however, you need to be informed of several (item) items related to your employment. This memo and several more (memorandum) memoranda or memorandums to follow will provide necessary information. Additionally, electronic (handbook) handbooks are available in rough copy form on our (bookshelf) bookshelves and in the offices of both (editor in chief) editors in chief.

(Holiday) Holidays. All major (holiday) holidays are provided with pay to our (employee) employees. Within the next two months, you will receive time off for Human (Right) Rights Day and for (President) President's Day.

Insurance. XYZ provides insurance benefits to all personnel through Rightway Major Medical covering (spouse) spouses—legal (husband) husbands and (wife) wives—and (dependent) dependents. Insurance coverage also includes leaves for (disability) disabilities, which are generally covered by (worker) workers' compensation. Leave without pay may also be requested for (obligation) obligations related to family, military, and other special (circumstance) circumstances.

Pay Periods. (Employee) Employees are paid twice a month. We deduct all (tax) taxes and (contribution) contributions that you authorize.

Equal Opportunity. XYZ provides for equal opportunity. Discriminatory (action) actions based on race, color, sex, national origin, disability, or veteran status are not tolerated. Sexual harassment will be reported to one of the (district attorney) district attorneys for disciplinary action, as one of our (motto) mottos is equal treatment for all people.

Each employee reports to a supervisor who sees to (he) his or (she) her needs. We have instructed each supervisor to hold several (luncheon) luncheons, inviting all (man) men and (woman) women employees to clarify company (procedure) procedures. Contact your supervisor for clarification of any of these or any additional (policy) policies. We hope you enjoy your working environment at XYZ.

Exercise 48

(Scoring: Deduct 3 points for each incorrect answer.)

Name _____

Review of Plurals and Possessives

Directions: On the blank lines, correctly spell any plurals and possessives misused or misspelled in the following paragraphs. A total of 35 words are misspelled.

“All rise,” the clerk commanded as Judge Harding entered the courtrooms tense atmosphere. Earlier, the bailiffes had escorted the prisoners with his or her attornies into the courtroom. The spectator’s, including well-wisher’s, were already in their seats; the juror’s were in place; and the trial was ready to begin.

courtroom’s, bailiffs, their, attorneys, spectators, well-wishers, jurors

Although the two prisoners had been caught with their foots stuck to the floor, stealing the computers printers and floppys that included vital datum and database’s from the church, they pled “not guilty,” a phenomena that forced a trial by their peeres. Jury selection had concluded and the defendants, John Moss and Susan Charles, followed the sheriff like sheeps.

feet, computers’, floppies, data, databases, phenomenon, peers, sheep

At the judges command, the district attornies lawyers gave their opening statements followed by statements from John’s and Susan’s counsel. After these opening remarks, witness’s were called one by one to give their testimonys. The police chieves’ testimony indicated the defendants had knives but no guns in their possession when apprehended.

judge’s, attorney’s, John and Susan’s, witnesses, testimonies, chief’s, knives

Following the summary statements, the judge indicated, “I’ve had many attorney at laws in my courtroom during the 90’s, but none have done such a good job with the defense as has the prisoner’s counsel. Sir and Madam, you are to be commended. However, the jury must still decide the innocence or guilt of the partys involved.”

attorneys at law, 90s, none has, prisoners’, parties

The jury, however, decided churchs, although private, fit under the organizations and business’s regulations, even though taxes may not be collected. As a result, theftes in churchs should be punished. As a result, the verdict was “guilty.” John Moss and Susan Charles sentences were recommended for the judges consideration.

churches, businesses, taxes, thefts, churches, Moss’s, Charles’, judge’s

Exercise 49

(Scoring: Deduct 8 points for each incorrect answer.)

Words from the Sports Page

Directions: Twelve words selected from the sports pages of newspapers are listed below, along with their definitions and a short phrase indicating their usage on the sports page. On the blank line, write a meaningful sentence in which the word is used.

1. **blitz-happy.** a tendency of a football defensive team to rush the opposing quarterback, attempting to sack him; **blitz-happy** linebackers

Sentences will vary

2. **on the bubble.** a team with a sufficient record to be selected for postseason play but one that may or may not be selected by the selection committee; team **on the bubble**

3. **carom.** a basketball rebound; **carom** off the backboard

4. **free-swinging.** a tendency of players on baseball teams to swing at any ball, regardless of whether it is a strike or a ball; the **free-swinging** tigers

5. **gridders.** an informal name for a football team; league-leading **gridders**

6. **hail Mary.** a long pass, generally thrown from about midfield to a player in the end zone; a **hail Mary** pass to Brown

7. **hoops.** an informal name for basketball; play a game of **hoops**

8. **bogey.** one stroke over par on any hole in golf; a **bogey** on the 18th hole

9. **red zone.** the zone between the opponent's 20-yard line and the end zone in football; in the **red zone**

10. **strikeout-king/queen.** a baseball pitcher who leads the league or team in number of strikeouts on opposing batters; pitcher a **strikeout-king/queen**

11. **turnover.** the loss of ball to the opposing team because of a rule violation or error; a **turnover** out of bounds

12. **walk-on.** a nonscholarship (grant-in-aid) player who is given a position on the team by a coach; a **walk-on** player



Continue your practice with these words by completing Exercise 4-7 on the template diskette.

Exercise 55

Word Pairs

Directions: (1) Study the spellings and meanings of each set of words. Note how the words are used in the illustrative sentence. (2) On a separate sheet of paper, write a sentence in which each word is correctly used. You may elect to combine more than one word per sentence. Submit these sentences to your instructor.

- compare** (v.) to note similarities; liken
contrast (n.) a great difference; (v.) to show differences when compared
In your report, you should **compare** features similar to the two fruits and **contrast** how clean air and pollution affect the fruits.
- complement** (n.) that which completes; (v.) to supply a lack; complete
compliment (v.) to praise; (n.) an expression of approval, a courteous act
I **compliment** you on your interesting report in which you show how spices **complement** the other ingredients of the casserole.
- confidant** (n.) a person trusted with one's secrets
confident (adj.) certain; sure of oneself
I am **confident** my secrets are safe with Teresa; after all, she's my **confidant**.
- conscience** (n.) sense of right and wrong
conscious (adj.) aware; knowing; awake
Please make a **conscious** effort to obey your **conscience** in determining right and wrong.
- consul** (n.) an official appointed by a government to live in a foreign city to look after the interests of the home government
council (n.) a governing body for a city or town; an assembly of people
counsel (n.) carefully considered advice; a lawyer; (v.) to give advice
The city **council** members listened carefully as their **counsel** introduced the foreign **consul**, who will be directing the international-affairs panel.
- core** (n.) the central or most important part
corps (n.) a branch of specialized military service; a specially trained group organized for working together
corpse (n.) a dead human body
The **core** of the problem is that the military **corps** had no idea what to do when it uncovered the **corpse** of the dead man.
- creak** (n.) to squeak loudly; (n.) a squeaking noise
creek (n.) a small stream of water
Someone said the wheel that **creaks** is the one that gets the grease; but in our rural community, such a person will likely be tossed in the **creek**.
- credible** (adj.) believable; reliable
creditable (adj.) bringing credit or honor
credulous (adj.) inclined to believe too readily; easily deceived
I was accused of being too gullible—too **credulous**—but I find the man who told the tale to be a **creditable** person with a **credible** story.
- currant** (n.) a small, seedless raisin; a small edible berry
current (n.) a flow of water, air, or electricity; (adj.) of the present time
If the stream's **current** isn't too rapid, try to cross the water and pick those delicious **currants**.
- dairy** (n.) any of various establishments where milk and cream are stored and/or sold and where by-products of milk are made, stored, and/or sold
diary (n.) a personal account written down each day; a book for keeping such accounts
According to Sue's **diary**, a highlight of last month was visiting the **dairy** and milking a cow.
- deceased** (adj.) no longer living; (n.) a dead person
diseased (adj.) having an illness; showing signs of sickness
The coroner said the **deceased** passed away as a result of a **diseased** liver.
- decent** (adj.) proper and right; modest
descent (n.) a going down from a higher to a lower level; a downward slope; family line
dissent (v.) to think differently; to refuse to conform; (n.) difference of opinion
The manager rose to **dissent** the proposed action, saying any **decent** person would recognize the results would cause a **descent** in morale.



Apply these words in sentence construction as you complete Exercise 4-13 on the template diskette.

Exercise 54

Word Pairs

Directions: (1) Study the spellings and meanings of each set of words. Note how the words are used in the illustrative sentence. (2) On a separate sheet of paper, write a sentence in which each word is correctly used. You may elect to use more than one word per sentence. Submit these sentences to your instructor.

- capital** (*n.*) city where government is officially located; amount of money used to carry on a business; wealth; (*adj.*) important; main

capitol (*n.*) building where a legislature meets
The state legislature is meeting in the **capitol** to review the **capital** expenditures submitted by the governor.
- carat** (*n.*) unit of weight for precious stones

caret (*n.*) a mark to indicate insertion on printed material
In this sentence we insert an exclamation point inside a **caret** following her expression of delight upon receiving a 5-**carat** diamond.
- cast** (*v.*) to throw; shape molten metals; select actors for a play (*n.*) actors in a play; tinge of color; mold; the throwing of a fishing line

caste (*n.*) an exclusive social group or class
When you **cast** doubts on a certain ethnic **caste**, you demonstrate your prejudice.
- cede** (*v.*) to surrender title, especially land; hand over to another

seed (*n.*) any part of a plant from which a new plant will sprout; (*v.*) to plant
An unethical soil analyst planted a **seed** of doubt in the landowner's mind regarding his land. As a result, the landowner decided to **cede** his property to an associate of the soil analyst.
- censor** (*v.*) to examine or to make changes in; (*n.*) one who examines or changes

censure (*v.*) to condemn or blame; (*n.*) an unfavorable expression or opinion
The blistering **censure** of our organization causes me to want to **censor** the editorial policy of the newspaper.
- cession** (*n.*) handing over to another; surrendering a territory to another country by a treaty

session (*n.*) a single sitting or meeting; a series or term of sittings
During a Congressional **session** in the late 1840s, Congress accepted the **cession** of several Western states from Mexico.
- choose** (*v.*) to select; prefer

chose (*v.*) having selected; past tense of *choose*
Yesterday I **chose** your brother for my team; today I **choose** you.
- cite** (*v.*) to quote; refer to; commend; summon

sight (*n.*) the power of seeing; a view; an aiming device on a gun; (*v.*) to see; take aim

site (*n.*) a position or place; location (*v.*) to place in a location
The article **cited** Iona Burgess as saying, "The **site** of the great Civil War battle is a memorable **sight** for the history students."
- cleans** (*v.*) present tense of *clean*; frees from dirt; washes

cleanse (*v.*) to make clean; purify
This product **cleans** your clothes and contains active ingredients to **cleanse** the environment.
- cloth** (*n.*) material made from fiber

clothe (*v.*) to dress or cover

clothes (*n.*) coverings for a person's body
During World War II, women often obtained patterned **cloth** from flour sacks to make **clothes**, and so **clothe** their families economically.
- coarse** (*adj.*) composed of large parts or particles; crude; vulgar

course (*n.*) onward movement; direction taken; a sequence; a unit of instruction; a place for races or games
To satisfy the requirements of this geology **course**, you must analyze **coarse** earth material.
- collision** (*n.*) a violent striking together; conflict

collusion (*n.*) a secret agreement for fraud or deceit
In his opening argument, Ralph Young, attorney for the defense, hinted at **collusion** between the prosecutor and the insurance company regarding the cause of the automobile **collision**.



Complete Exercise 4-12 on the template diskette.

Exercise 58

Business-Related Terminology

The selected terms on this page relate to you as a consumer in today's society. Read each paragraph, and note the use of the bold-faced terms. Then study the definitions of the bold-faced terms provided below each paragraph. On a separate sheet of paper, write a business-related sentence in which each term is correctly used.

As a consumer in today's world, you are frequently buying and selling services and **commodities**. Whether the costs of the goods are linked to the **consumer price index** or not, your money is still being used to benefit you and others. Be careful how you distribute your funds. Consider taking advantage of favorable services for your **compensation**, including **electronic funds transfer (EFT)** where available.

1. **commodities**. items and services that are bought and sold
2. **consumer price index**. an index showing cost of living based on average prices paid for selected goods and services as published monthly by the U.S. Bureau of Labor Statistics
3. **compensation**. payment for services or something given to make up a loss
4. **electronic funds transfer (EFT)**. the use of computers and electronic means to transfer money from one account to another or from one party to another, such as from an employer directly to a bank

When you spend money, you can often save by **couponing**, using manufacturer's coupons.

If you purchase a large appliance or other costly item and the maintenance of the item is costly, consider purchasing a **service contract**, but only if extensive repair is typical.

5. **couponing**. offering a reduction in price through a coupon to persuade consumers to try a product
6. **service contract**. a document obtained by a charge that will cover all costs of maintenance and repair of the product during the contract's lifetime

If you must borrow, use wisdom in obtaining the most favorable rates. Insist on a **truth-in-lending** document that spells out all charges as well as a **disclosure statement** that shows everything you're paying for. Although your credit card company may provide an extended **line of credit**, you can usually borrow at a less-expensive rate from a bank or a credit union.

7. **truth in lending**. a law requiring creditors to state the monthly and annual percentage rates used in computing finance charges
8. **disclosure statement**. statement showing borrowers cash price, down payment, and other charges
9. **line of credit**. maximum amount a person can borrow without completing a new credit application

Although we live in a world that entices you to spend your money, you still have protection. Manufacturers generally offer a **warranty** or guarantee that promises to repair any product malfunctioning within a stated time period. In addition, the **Food and Drug Administration (FDA)** looks out for your well-being in connection with the foods you eat and the drugs you take. On the local level, you can achieve some satisfaction by working with your **Better Business Bureau (BBB)**.

10. **warranty**. a promise by the manufacturer to repair a malfunctioning product, without charge, within a stated period of time
11. **Food and Drug Administration (FDA)**. A federal agency that inspects and approves food that crosses state boundaries as well as oversees the control and permits the release of prescription drugs
12. **Better Business Bureau (BBB)**. a nonprofit agency set up by local business firms to improve business practices and protect customers



Apply these terms as you complete Exercise 4-16 on the template diskette.

Exercise 59

Computer-Related Terminology

In addition to allowing personal and professional work to be completed much faster and with more accuracy than in the past, computers now have the ability to communicate with other computers. This exercise focuses on 12 terms related to the networking of computers. Exercise 76 in Chapter 5 will provide additional terms related to communicating on the Internet and the World Wide Web.

Directions: Read the paragraphs, noting the bold-faced terms, then read the definitions of the bold-faced terms following the paragraphs. On a separate sheet of paper, write a sentence in which each of the terms is used, and submit it to your instructor.

Before you can communicate with another person via **e-mail** or before you can **download** a remote database, your computer must be connected to some type of communications device, such as a modem, a **Local Area Network (LAN)**, or a Wide Area Network (WAN).

1. **e-mail** (electronic mail). a message passed from one person to one or more people via a computer network
2. **download**. to transfer a data file from a central computer to a remote unit
3. **Local Area Network (LAN)**. a communication network that serves users within a confined geographical area

A LAN operates around a **file server** that contains **communications software** joined to each **node** or computer on the network. To communicate with computers outside the LAN, one computer must be designated as the **gateway** and contain the proper **interface** between the two systems.

4. **file server**. a specially equipped computer that contains files and data that can be used by every computer attached to the system
5. **communications software**. a computer program that enables one computer to exchange information with another via a modem or network
6. **node**. a connection point; the point at which a terminal connects to the network
7. **gateway**. a system that permits two networks with different protocols to communicate with each other
8. **interface**. connection of one system to another system; the communicating between two systems

The **host** computer generally contains the bulletin boards or other data often accessed by users, although data may also be **uploaded** to the host. The speed of data movement is governed by **bits per second (bps/ baud)** and the size of the **bandwidth**.

9. **host**. the main computer that performs the actual processing and with which nodes communicate
10. **upload**. to send data from a node or local computer to the host
11. **bits per second (bps/ baud)**. a measure of data transmission speed; modems typically transmit data at 2400, 9600, or 14.4 kilobits per second
12. **bandwidth**. a measure of how much information a communication channel can carry; the greater the bandwidth, the more information—including graphic images—that can be sent



Apply your knowledge of these terms as you complete Exercise 4-17 on the template diskette.

Exercise 60

(Scoring: Deduct 4 points for each incorrect answer.)

Name _____

Selecting the Correct Word

Directions: In each of the following sentences, select the correct words from those given in parentheses. Write your choice from the first group under Choice A and your choice from the second group under Choice B.

	CHOICE A	CHOICE B
1. Nan's wearing the 5-(carat/caret) diamond as if it were a (cast/caste) on her arm, making certain everyone sees it.	<u>carat</u>	<u>cast</u>
2. I have a (cede/seed) from the (currants/currents) in my teeth.	<u>seed</u>	<u>currants</u>
3. During last night's (cession/session), the city (consul/council/counsel) agreed to change the zoning for the north central section.	<u>session</u>	<u>council</u>
4. Before you (choose/chose), think through all ramifications of your choice to avoid being gullible or (credible/creditable/credulous).	<u>choose</u>	<u>credulous</u>
5. This land is the proposed (cite/sight/site) of the 100-acre (dairy/diary) farm.	<u>site</u>	<u>dairy</u>
6. (Cleans/Cleanse) your hands thoroughly after playing with the frisky but (deceased/diseased) cat.	<u>Cleanse</u>	<u>diseased</u>
7. Your term paper in this (coarse/course) is to (compare/contrast) the conflicting reigns of Katherine the Great and Ivan the Terrible.	<u>course</u>	<u>contrast</u>
8. This coat (complements/compliments) your outfit, giving your (cloth/clothe/clothes) a professional appearance.	<u>complements</u>	<u>clothes</u>
9. Are you really (confidant/confident) concerning your attorney's abilities in the automobile (collision/collusion) lawsuit?	<u>confident</u>	<u>collision</u>
10. Let your (conscience/conscious) be your guide as to the extent you (censor/censure) the man for his misdeeds.	<u>conscience</u>	<u>censure</u>
11. The military (core/corps/corpse) will be stationed just outside Richmond, the former (capital/capitol) of the Southern states.	<u>corps</u>	<u>capital</u>
12. Following our (decent/descent/dissent) down the mountain, we found ourselves next to a beautiful (creak/creek) of ice cold water.	<u>descent</u>	<u>creek</u>

Exercise 61

(Scoring: Deduct 3 points for each incorrect answer.)

Name _____

Review: Plurals and Possessives

Directions: This essay concludes the discussion of how a bill becomes law, begun in Exercise 37, Chapter 3. On the lines at right, write the correct form of incorrect plurals or possessives in that line of text.

After bill reach the _____ bills _____
Senate, they generally _____
gain a committees action, _____ committee's _____
noting Congress's previ- _____ Congress' _____
ous action. Following the _____
committees approval, the _____ committee's _____
bill is introduced on the _____
Senate floor. _____

After placement on _____
the agendum, the entire _____ agenda _____
Senate debates the bill; _____
this is followed by a vote, _____
using conscience and per- _____
suasion as basis for argu- _____
ment. Most bills require a _____
simple majority to pass. _____

A committee consist- _____
ing of member of both _____ members _____
house of Congress meet to _____ houses, meets _____
work out difference _____ differences _____
between the Houses and _____ House's _____
Senates versions of the _____ Senate's _____
bill. _____

The bill is then _____
printed by the Gov- _____
ernment Printing Office, _____
and the clerk of the Con- _____
gress that originated the _____
bill certify the final ver- _____ certifies _____
sion. The bill then re- _____
ceives the Speaker of the _____ Speaker of the _____
House and the vice presi- _____ House's _____
dent signatures and is then _____ vice president's _____
passed on for the presi- _____
dents approval. _____ president's _____

The president has ten _____
daies—not including _____ days _____
Sundaies—to sign or to _____ Sundays _____
veto it. The president _____
may also let the bill _____
become law by letting ten _____
daies pass without acting. _____ days _____

All vetos may be _____
reconsidered by Congress, _____ vetoes _____
deciding if they should _____
override the presidents _____ president's _____
veto. Two-third of both _____ two-thirds _____
houses must vote to _____
approve the override. _____

The bill becomes law _____
either by the presidents _____ president's _____
signature or by the two- _____ two-third's _____
thirds majority. The bill is _____
given a number indicating _____
the Congress that passed _____
it. _____

During the entire _____
process, lobbieist repre- _____ lobbyists _____
senting business's, agen- _____ businesses _____
cys, and special group _____ agencies, groups _____
with common believes, _____ beliefs _____
talk to the members to _____
sway their votes, saying _____
people lifes depend on the _____ people's, lives _____
outcome. A member of _____
Congress or a Senator _____
will, however, keep the _____
wishes of his or her con- _____ wishes _____
stituents in mind during _____
the final voting. _____