

# WORD FORMATION 3

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A good way to increase your vocabulary is to see if you can find other forms of a word you already know. You need to think of grammatically different words and both positive and negative words. If you look in a dictionary, you can often find these other forms in or near the original word.

If you consider the word **imagine**, for example, you should also learn:

**imaginable imaginary imaginative(ly) imagination**

Do any of these words have a negative form? You can check this by looking up the prefixes **dis-**, **il-**, **im-**, **in-**, **non-** and **un-**. By doing this, you should find the words **unimaginable** and **unimaginative**.

In Paper 3 you may have to do an exercise in which you complete a sentence with the correct form of the word given, for example:

1. It rained ..... all day. **HEAVY**
2. One of the ..... was rescued by helicopter. **SURVIVE**
3. The man was so ..... to her that she started crying. **PLEASE**

In the first sentence the missing word describes how it rained, so you need the adverb **heavily**.

In the second sentence you need the **plural** noun **survivors**.

In the third sentence the missing word describes the man, so you need an adjective. However, from the sentence it is clear that you need the **negative** adjective **unpleasant**.

It is therefore very important to think very carefully about what kind of word you have to put in the sentence and to try and learn **all** the forms of a word.

If you make sentences using the different forms of a word, this will help you to understand and remember them more easily.

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### 3.1 Word Formation: Adjectives – 1

Form the adjective and its antonym (opposite) with **in-** or **un-**.

	ADJECTIVE	OPPOSITE		ADJECTIVE	OPPOSITE
attention	.....	.....	health	.....	.....
attract	.....	.....	offend	.....	.....
comfort	.....	.....	predict	.....	.....
competence	.....	.....	reason	.....	.....
formality	.....	.....	rely	.....	.....

Now use each negative adjective to fill a suitable blank.

1. My watch is very ..... so I'm not sure of the correct time.
2. If that chair is ....., try this one over here.
3. The atmosphere was very ..... and everyone was on first-name terms.
4. He was so ..... that he sent everybody the wrong information.
5. Was it ..... of me to expect them to do so much homework?
6. That terrible make-up makes her look most .....
7. He was a very ..... pupil and seemed to spend most of the time looking out of the window.
8. He keeps saying that eating all this fast food is ....., especially if you don't get much exercise.
9. He's very ..... You never know what he's going to do next.
10. I thought it was an ..... remark but apparently she was deeply insulted.

**STUDY TIP** When you do a word transformation exercise, you will nearly always find some sentences where you need a negative form of the word.  
When you make lists of adjectives, always put the negative form, if there is one.

## IN- OR UN- ?

Form the antonym of each of the adjectives in the list below and put them into the appropriate column. Put the 'root word' in front of each adjective.

- |                 |                 |                |                  |                 |
|-----------------|-----------------|----------------|------------------|-----------------|
| .....believable | .....decisive   | .....excusable | .....expensive   | .....fortunate  |
| .....helpful    | .....profitable | .....sensitive | .....considerate | .....successful |

Think about the 'root word' from which the adjective can be formed. Sometimes this will be a noun, sometimes a verb.

Add more examples. (Look in a dictionary and at the exercise opposite).

	IN-		UN-
<i>decide</i>	<i>indecisive</i>	<i>belief/believe</i>	<i>unbelievable</i>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
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.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Test yourself by covering one of the columns.  
To help you remember the words you have seen, make sentences using them.

## 3.2 Word Formation: Adjectives - 2

PAPER 3

As in the previous exercise, you must first form an adjective from the words given. Next, you must form the opposite of the adjective by using **dis-**, **il-**, **im-**, **non-**, or **-less**. Finally, you must complete each sentence by using a suitable negative adjective. Use each form once only.

	ADJECTIVE	OPPOSITE		ADJECTIVE	OPPOSITE
alcohol	.....	.....	organise	.....	.....
harm	.....	.....	pain	.....	.....
honesty	.....	.....	patience	.....	.....
logic	.....	.....	tact	.....	.....
obey	.....	.....	violence	.....	.....

1. My dog won't hurt you. He's quite .....
2. He's so ..... that he'd even steal from his own mother!
3. The operation will be quite ..... . You won't feel a thing.
4. The show was so ..... that nobody knew who was coming on next.
5. We're in favour of some form of ..... protest, such as occupying a building.
6. That was a rather ..... remark you made about him losing all his hair!
7. I always drink something ..... if I'm driving.
8. It isn't surprising if some children are ..... in class if there's so little discipline at home.
9. His reasoning is totally ..... . I can't follow it at all.
10. Don't be so ..... ! I'm sure they'll be here soon!



### DIS-, IL-, IM-, NON- OR -LESS?

Put the adjectives from the exercise and the antonyms of the words below into the appropriate column. Add your own examples.  
Where possible, write a 'root word' before each adjective.

agreeable careful existent	legal legible loyal	mature probable reputable	satisfied thoughtful useful
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	DIS-		IL-
<i>agree</i>	<i>disagreeable</i>		
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
	-LESS		
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
			NON-
.....	.....	.....	.....
.....	.....	.....	.....

### 3.3 Word Formation – Adverbs

PAPER 3

It is important to realise what kind of word is needed to complete the sentence in a word-transformation exercise.

In each of the sentences below you need to fill in the blank with an adverb. Sometimes a negative form will be required.

As you do the exercise, notice how the adverbs are formed and how they are used in a sentence.

Complete each sentence with the correct form of the word in brackets.

- 
1. She spoke ..... fast. (INCREDIBLE)
  2. It rained ..... all night. (HEAVY)
  3. Could you ..... help me to move these indoors? (POSSIBLE)
  4. Sales have increased ..... since we started advertising our products on television. (DRAMA)
  5. She answered him ..... in her quiet little voice. never once looking up at him. (SHY)
  6. Must you eat so ..... ? We're trying to have a conversation! (NOISY)
  7. I'm afraid she's been ..... detained. (AVOID)
  8. ...., I gave her all the help I could. (NATURE)
  9. He really upset me by speaking so ..... about my idea. (SARCASM)
  10. Write ..... so that the examiner can read it. (LEGIBLE)
  11. ...., I have no idea where she is, so I'm afraid I can't help you. (FORTUNE)
  12. Flooding is ..... rare in this part of the world. (COMPARE)
  13. ...., I agree with the plan. It's just some of the details that I'm not so sure about. (BASE)
  14. I've been ..... informed that the government intend to raise the tax on petrol. (RELY)
  15. He was ..... dressed in an old brown overcoat and shoes with holes in them. (SHABBY)
-

## USE OF ADVERBS

Adverbs are used to modify (add to the meaning of):

- verbs      They walked **slowly** down the road.
- adjectives      She felt **extremely** tired.
- adverbs      He's eating **terribly** slowly.
- phrases      We met him **entirely** by accident.
- sentences      **Fortunately**, we had enough milk left for breakfast.

Look through the sentences on the previous page and decide what the adverb is modifying in each case.

## FORMATION OF ADVERBS

Most adverbs are formed by adding **-ly** to the adjective:

	careful	<b>carefully</b>	extreme	<b>extremely</b>
but notice	full	<b>fully</b>	true	<b>truly</b>

There are a few spelling problems. (Add your own examples):

-le	comfortable	<b>comfortably</b>	possible	<b>possibly</b>
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-y	easy	<b>easily</b>	happy	<b>happily</b>
but notice	shy	<b>shyly</b>		

-ic	dramatic	<b>dramatically</b>	systematic	<b>systematically</b>
but notice	public	<b>publicly</b>		

**STUDY TIP** In the examination you will not always be given the adjective as the word to transform. To form **truly** you may, for example, be given **truth**.  
This means you need to learn **all** the forms of a word.

### 3.4 Word Formation – Prefixes

PAPER 3

Put one of the following prefixes **dis**, **en**, **mis** or **un** in front of each of the words in the list below to form verbs. Next, use the verbs you have formed to complete the sentences. Use each verb once only in its correct form.

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.....appear	.....inform	.....lock	.....sure
.....approve	.....large	.....judge	.....understand
.....behave	.....load	.....obey	.....wrap

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1. I'm afraid you've been ..... . We never give discounts.
  2. By ..... the photo we were able to read the words on the note.
  3. The porter ..... the door and let me in.
  4. If those children ..... once more, they'll go straight to bed!
  5. Unfortunately, my father ..... of my new girlfriend.
  6. The money can't just have ..... ! Somebody has stolen it!
  7. After they've ..... the furniture from the lorry, I'll make them a nice cup of tea.
  8. I spoke very slowly and clearly so that nobody would ..... what I was saying.
  9. The soldier was put in prison for a week for ..... orders.
  10. We all gathered round to watch as she ..... the parcel.
  11. I ..... the width of the stream and fell into the water.
  12. You must always ..... that the car's brakes are on properly before you start working on it.
-





## DIS-, MIS-, EN- or UN-?

Put the verbs from the exercise into the appropriate list below.  
Next use the prefixes with the words below and put them into the correct list. Some verbs can have more than one prefix.

able	courage	interpret	pack	screw
connect	credit	lead	qualify	trust

If you meet any more verbs with these prefixes, add them to your lists.

DIS-		MIS-		
.....	.....	.....	.....	
.....	.....	.....	.....	
.....	.....	.....	.....	
.....	.....	.....	.....	
.....	.....	.....	.....	
.....	.....	.....	.....	
.....	.....	.....	.....	
.....	.....	.....	.....	
UN-		EN-		OTHER PREFIXES
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**STUDY TIP** If there are any verbs you find difficult, write a sentence with them in. If you need help, a good dictionary should contain such sentences.



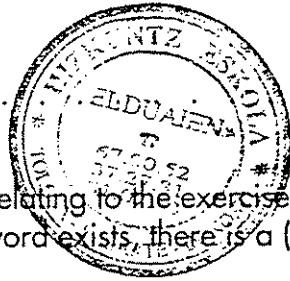
### 3.5 Word Families - 1

PAPER 3

Complete each sentence with the correct form of the word given at the end. As you do the exercise, think about the kind of word that is needed in the sentence - verb, noun or adjective.

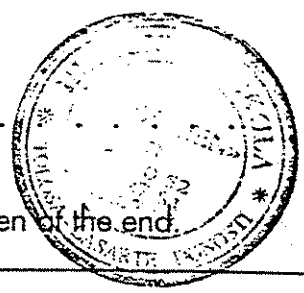
Be careful, because in some cases you will need a negative form.

- 
1. There was ..... all over the floor after he cut himself shaving. BLEED
  2. She became more and more ..... as time went by. ANXIETY
  3. She looked at him in ..... when he told her the terrible news. BELIEVE
  4. We have still received no ..... of our booking. CONFIRM
  5. He seemed very reluctant to take my ..... ADVISE
  6. We can only catch criminals if we have the full ..... of the general public. COOPERATE
  7. She gave me a very ..... look when she saw that I wasn't wearing the correct uniform. APPROVE
  8. In ....., I would like to thank everybody who has helped to make the show such a success. CONCLUDE
  9. She has made an invaluable ..... to our efforts. CONTRIBUTE
  10. The shop ..... seemed to spend most of the time talking rather than attending to customers. ASSIST
  11. They keep making ..... statements so we don't really know what they're going to do. CONTRADICT
  12. He's normally very ..... so you'll be lucky if you get any information out of him. COMMUNICATE
  13. He left me with no ..... but to disqualify him. CHOOSE
  14. With her ..... mind she was able to work out the best way to get everybody to the meeting on time. ANALYSE
-



Below you will see a list of words relating to the exercise you have just done. Fill each blank with the correct form. If no word exists, there is a (—) in the table.

VERB	ADJECTIVE	NOUN
1. ....	(in)advisable advisory	adviser/advisor .....
2. analyse	.....	..... .....
3. —	anxious	.....
4. (dis)approve	(dis) .....	(dis) .....
5. assist	—	..... assistance
6. (dis)believe	(un) .....	non-believer (dis) .....
7. bleed	.....	.....
8. ....	choosy	.....
9. communicate	(un) .....	.....
10. conclude	(in) .....	.....
11. confirm	(un) .....	.....
12. contradict	.....	.....
13. contribute	.....	..... .....
14. cooperate (co-operate)	(un) .....	..... cooperative



### 3.6 Word Families - 2

PAPER 3

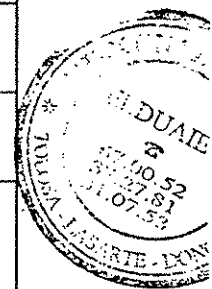
Complete each sentence with the correct form of the word given at the end.

1. How dare she ..... us when she sits around doing nothing all day! CRITIC
2. The mystery ..... as yet another body was discovered. DEEP
3. Everywhere you could see evidence of the ..... force of the enemy bombs. DESTROY
4. He was most ..... that we should bring warm clothes. INSIST
5. Because of her ..... eyesight she's unable to paint any more pictures. FAIL
6. That is supposed to be the ..... price but you always seem to end up paying extra for something. INCLUDE
7. We hope to see more ..... schools where children of different races can get used to working together. INTEGRATE
8. Two of the ..... showed us how to do a hip throw. INSTRUCT
9. The ..... in population has led to problems in providing services such as housing and hospitals. GROW
10. I can't stand ..... so I didn't go to the top of the tower with the others. HIGH
11. Our ..... was delayed due to technical problems. FLY
12. Every evening you hear the ..... noise of motor-cycles revving up in the town square. DEAF
13. One of the ..... sat down in front of the lorry and refused to move. DEMONSTRATE
14. It is an ..... fact that children watch too much TV. DENY

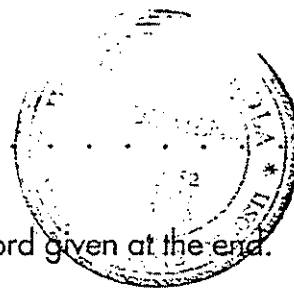
As you look these words up in your dictionary, remember to note what other forms of the word there are for you to learn.

Below you will see a list of words relating to the exercise you have just done. Fill each blank with the correct form.

VERB	ADJECTIVE	NOUN
1. criticise/ize	(un) .....	critic .....
2. ....	deaf .....	deafness
3. demonstrate	demonstrable (un) .....	..... .....
4. deny	(un) .....	.....
5. ....	.....	depth
6. ....	..... indestructible	destruction
7. fail	.....	.....
8. ....	.....	flier/flyer .....
9. ....	growing	grower .....
10. ....	high	height(s)
11. ....	.....	inclusion
12. insist	.....	.....
13. integrate	..... integral	.....
14. instruct	.....	..... .....



### 3.7 Word Families - 3



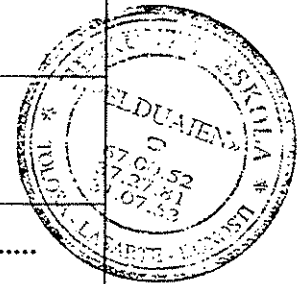
PAPER 3

Complete each sentence with the correct form of the word given at the end.

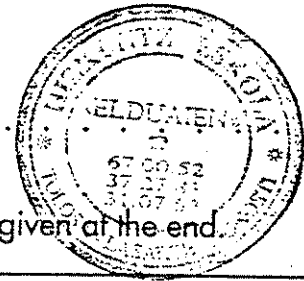
1. It was an extremely ..... experience, which I never want to go through again. PLEASE
2. The table is two metres in ..... LONG
3. The weather is so ..... that I don't know if I should take an umbrella or sun-tan lotion. PREDICT
4. What a ..... it is to be able to put your feet up! RELIEVE
5. The telephone service was very ..... and we spent hours trying to make a single call. RELY
6. The sea defences need to be ..... before the winter to reduce the risk of flooding. STRONG
7. There's a ..... of highly-skilled engineers so we might have difficulty getting the work done. SHORT
8. She's not really ..... for this job as she hasn't had the right sort of training. SUIT
9. As her only ..... relative, he expects to inherit all her money. SURVIVE
10. If they ..... the road, that will mean more traffic and maybe more pedestrians being knocked over. WIDE
11. His ..... to sponsor the event came as a great shock. REFUSE
12. I wish I shared his ....., but I really don't think this will work. OPTIMIST
13. I could only get tickets for the afternoon ..... PERFORM
14. They're very ..... about our chances of success. PESSIMISM

Below you will see a list of words relating to the exercise you have just done. Fill each blank with the correct form.

VERB	ADJECTIVE	NOUN
1. ....	lengthy	length
2. —	.....	optimist .....
3. ....	performing	performer .....
4. —	.....	..... pessimism
5. (dis)please	(un) .....	(dis) .....
6. predict	(un) .....	..... (un)predictability
7. refuse	—	.....
8. ....	(un)relieved	.....
9. ....	(un) .....	(un)reliability reliance
10. ....	short	..... shortness
11. ....	.....	strength
12. ....	(un) .....	(un)suitability
13. survive	.....	..... survival
14. ....	.....	width



### 3.8 Word Families - 4

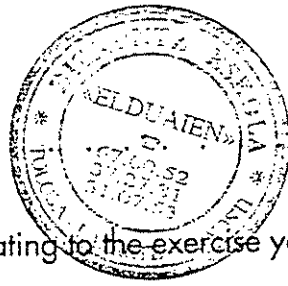


PAPER 3

Complete each sentence with the correct form of the word given at the end.

1. Some of the ..... in this dictionary are more difficult to understand than the word they're explaining. DEFINE
2. He'll be away for an ..... period. DEFINE
3. We have to ..... on electricity so make sure you switch off all the lights when you leave. ECONOMY
4. All the leading ..... say that this country is heading for a recession. ECONOMY
5. We're ..... twins so people have great difficulty telling us apart. IDENTITY
6. You'll need some form of ..... if you want to draw money out of your account. IDENTIFY
7. This is just an ..... of the kind of thing that could happen if you don't wear a seat belt. ILLUSTRATE
8. The judges were especially impressed by the ..... use of light and shade in the painting. IMAGINE
9. I was not very ..... by his so-called comedy act. IMPRESS
10. She is at a very ..... age so we must make sure that she goes around with the right sort of people. IMPRESS
11. It was supposed to be a ..... performance but you could see she was miming. LIFE
12. I consider him to be one of our greatest ..... poets. LIFE
13. This is the site of the ..... extension to the motorway. PROPOSE
14. After my holiday I had to get back to the ..... of the daily office routine. REAL
15. There are ..... ways of making this soup but I think mine is the best. VARY
16. I've led a full and ..... life but now I feel it's time to settle down. VARY

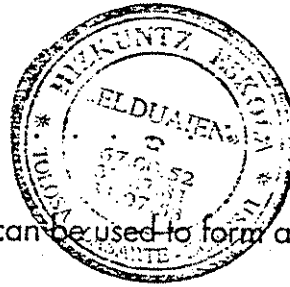




Below you will see a list of words relating to the exercise you have just done. Fill each blank with the correct form.

VERB	ADJECTIVE	NOUN
1. ....	(un)defined indefinable definitive (in) .....	.....
2. ....	(un) ..... (un)economical	..... ..... economics
3. ....	(un) ..... (un)identifiable .....	identity .....
4. illustrate	..... illustrative	..... .....
5. imagine	(un)imaginable ..... (un)imaginative	.....
6. impress	(un)impressed ..... (un) .....	impression
7. live	..... live ..... living	..... living livelihood
8. propose	.....	proposer ..... proposition
9. —	real (un) .....	..... realist realism
10. ....	..... ..... (in) .....	..... variation variability

### 3.9 Word Formation



### REVISION

PAPER 3

The word in capitals at the end of each sentence can be used to form a word to fit in each blank space. Fill each blank in this way.

- 
- EXAMPLE: He drove so *carelessly*..... that he had an accident. CARE
1. The shoes come in a ..... of colours. CHOOSE
  2. Such light clothes are ..... for this cold weather. SUIT
  3. We're going to the first of the two ..... . PERFORM
  4. He showed his ..... by refusing to eat his lunch. APPROVE
  5. Many of the ..... had to be cancelled. FLY
  6. Rather ....., I told her I'd be finished today. OPTIMISM
  7. A few of the ..... sat down in the road. DEMONSTRATE
  8. She looked down on him from a great ..... HIGH
  9. They did some exercises to ..... their leg muscles. STRONG
  10. He was most ..... that we should come tonight. INSIST
  11. Must he enter the room so ..... ? DRAMA
  12. He was ..... for arriving late for the race. QUALIFY
  13. I'm only here in an ..... capacity. ADVICE
  14. The ..... should be in the box with the recorder. INSTRUCT
  15. I'm afraid they have ..... my instructions and built it the wrong size. UNDERSTAND
  16. Having a gun pointed at you is extremely ..... PLEASE
  17. What a ..... it was to finally be able to sit down! RELIEVE
  18. I'd love to come but ..... I can't. FORTUNE
  19. We'll ..... be there by six o'clock. DEFINE
  20. Unfortunately, I was ..... in my attempts. SUCCEED
-