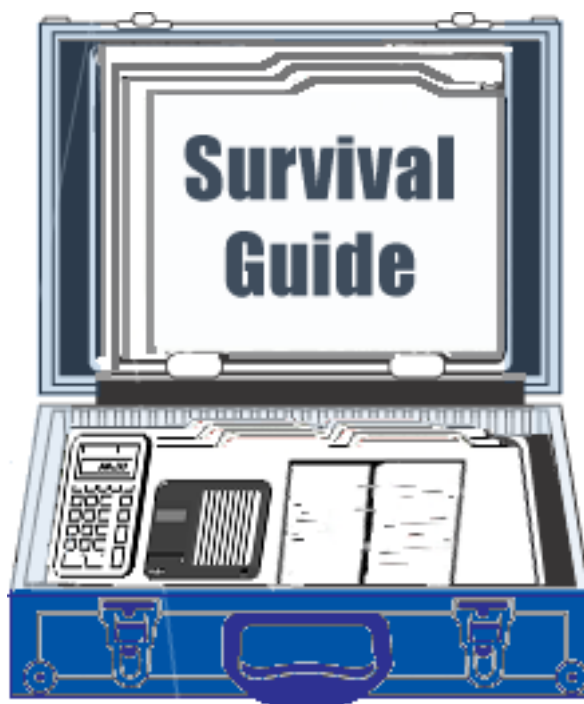


First Certificate Traveller



First Certificate Survival Guide **Hints and Tips for Surviving Paper 3**

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SPECIAL EDITION 2002

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The First Certificate Survival Guide

Hints and Tips for Surviving Paper 3

Special Edition 2002

1 Introduction

This e-publication is designed to prepare you for the First Certificate Examination Paper 3 Use of English. Much of the content applies equally to other components in the First Certificate suite of examinations, but in this special edition the focus is on Paper 3

The Survival Guide covers most of what you need to know to prepare for Paper 3 :

- Hints and tips for preparation in the days leading up to the examination
- How to analyse the content and structure of each part of the test
- How to complete the special answer sheet
- Hints and tips for examination day

There are five word guides to help you :

- A Collocations Guide - with over 600 common word partnerships
- A Word Formation Guide- over 60 word formation prefixes and suffixes
- A Phrasal Verbs Guide - over 150 common phrasal verbs
- The Dependent preposition - over 100 dependent prepositions
- Irregular Verbs Guide - with 59 irregular verbs

2 Preparation

In the days and weeks leading up to the examination you should prepare yourself for it by becoming familiar with its structure. Read about the five parts of the Paper 3 test, the techniques for answering the questions, and how to use the special answer sheet in this section.

Do the tests in The First Certificate Traveller Paper 3 Practice Tests. If you find that some tests are difficult then print off a fresh copy at a later date and try them again.

The University of Cambridge Local Examinations Syndicate EFL Division's website at

<http://www.cambridge-efl.org/>

has a number of resources that you can also refer to, including specimen tests for the First Certificate Examination.

You can construct and practice some gap fill tests of your own in the days leading up to the examination. Obtain an English language newspaper (or find one on the Internet) and select an article that has, for example, plenty of prepositions. Cut out (or copy and print from the internet) the article. Take one copy of the original. You'll now have the original article and a copy. Put the original away in a safe place and forget about it for a while.

Using a black ink pen or marker go through the copy and ink out about 10 to 20 prepositions so that they are no longer visible. Then put this amended copy away for a day. Next day take out the amended copy and work through it as if it were a gap-fill exercise. Your task is to decide what the missing prepositions are by reading the context and the words just before and after the missing preposition.

When you have finished you can check your answers against the original which you safely stored away.

The same exercise can be extended to use of prefixes, suffixes, verbs and verb endings, articles and other parts of speech. The newspaper articles that you choose will however determine the parts of speech and the number of 'gaps' that you can create so the exercise will only work well for carefully chosen articles.

In the paragraphs that follow we discuss each of the five parts of the Paper 3 test and give you some tips for dealing with them.

Paper 3 Part 1

Part 1 consists of text with 15 gaps. The text is followed by 15 multiple-choice items, labelled A, B, C and D. This part of the test assesses your knowledge of vocabulary.

- Read carefully the sentence in which the gapped item appears and the look closely at the word or words just *before* and *after* the gap.
- If the word that follows the gap is a preposition, and the choices given are verbs then consider the possibility that the missing word is a particular prepositional or phrasal verb which can only occur with that preposition. Refer to the Phrasal Verbs Guide in Appendix 3 for a list of common phrasal verbs.
- The missing word may be a noun or an adjective, but usually the words surrounding it limit the correct answer to a particular word partnership or context in which native speakers expect the word to appear. We have provided a comprehensive (but not complete) list of many common word partnerships, also known as collocations, in Appendix 1.
- The missing word may also be part of an idiomatic expression. An idiom is a phrase or expression with a particular meaning that does not bear any relationship to the meaning of individual words in the expression..

Paper 3 Part 2

Part 2 consists of text with 15 gaps. You have to decide the most appropriate word to complete the gap. This part of the test assesses your knowledge of grammar and vocabulary.

- Read carefully the sentence in which the gapped item appears and look closely at the word or words just *before* and *after* the gap. In this part there may be more than one correct answer for an item.
- Decide what part of speech the missing word is. Is it a verb, adverb, preposition, pronoun, conjunction or another part of speech?
- If the missing word is a verb make sure that the verb you choose is in a form that agrees with the subject and that the verb tense is appropriate.
- If the word that precedes the gap is a verb then the missing word may be a preposition forming part of a prepositional or phrasal verb.
- If the word that follows the gap is a preposition then consider the possibility that the missing word is a particular prepositional or phrasal verb which can only occur with that preposition.
- If the word that follows the gap is a verb then the missing word may be a primary auxiliary verb or a modal verb in an appropriate form.. The primary auxiliary verbs are *be*, *have* and *do*. The modal verbs that might fit are *will*, *would*, *can*, *could*, *may*, *might*, *shall*, *should*, *ought*, and *must*.
- The missing word may be a noun or an adjective, but usually the test is designed in such a way that the words surrounding it restrict the correct answer to a particular word partnership or context in which native speakers expect the word to appear.
- The missing word may also be part of an idiomatic expression. An idiom is a phrase or expression with a particular meaning that does not bear any relationship to the meaning of individual words in the expression..
- If the clause preceding the gap and the clause following the gap make grammatical sense on their own then the missing word may be a conjunction that links the two clauses. Examples of conjunctions are: *and*, *but*, *or*, *nor*, *as*, *if*, *although*, *where*, *because*, *before*, *after*, *since*, *once*.

Paper 3 Part 3

In this part you are given 10 sentences, a given word, and an alternative version of the sentence with a gap. You must complete the gap with a maximum of *five* words using the given word so that the alternative sentence when completed has the same meaning as the given sentence. The emphasis in this test is on grammar and vocabulary.

- You *must* use the given word in your answer and you must *not* change it.
- The maximum number of words that you may use is *five*, including the missing word.
- Contracted words will normally count as the number of words in the uncontracted form. For example using *isn't* in your answer will count as two words towards your total of five words (because the uncontracted form is two words - *is not*). The contracted form *can't* however will count as one word because its uncontracted form is *cannot*.
- There may be an underlying pattern of transformation from the given sentence to the gapped sentence. Recognising this transformation will help you decide what words to use in the gapped sentence. Here are several examples of transformation :
 - Between active voice and the passive voice. *I slept until* (active) ...to *I was woken by* (passive).
 - Between direct speech and reported speech. *He asked "Are we there?"* to *He asked if they were there*.

- A phrasal or prepositional verb may be used as another way of expressing the meaning of the given sentence. If the given word is a preposition, or a verb that looks strange and unrelated to the meaning of the given sentence, consider the possibility of a prepositional or phrasal verb. For example, the given word is *turn* or *up* and the given sentence is *He failed to arrive on time* then the answer probably contains the phrasal verb *to turn up* meaning *to arrive*.

Paper 3 Part 4

This is an error correction exercise based on a text of length 15 lines. Some lines will contain an extra word that is not necessary. This part tests your knowledge of grammar.

- For those lines containing an extra word you must write the extra word on the answer sheet.
- If the line is correct you *must* write a tick (✓) on the answer sheet. Do *not* leave a blank line on your answer sheet because this will be ignored.
- Skim read the text first to become familiar with the content. Then read through the text line by line but do not start to record your answers on the answer sheet until you have read through the text in detail at least once.
- When reading through the lines of text examine each sentence carefully. A sentence may span several lines so do not decide that a word is incorrect until you have read the lines that complete the sentence.
- When you identify a word that you think is incorrect re-read the sentence without it. If it makes sense without the word then it is possibly the extra word.
- Consider the type of word. If it is a preposition is it next to another preposition? It is not uncommon to have two prepositions follow consecutively, but is one of them necessary?
- The word you think is incorrect may be an auxiliary verb (a form of *be, have or do*) or a modal verb (a form of *will, can, may etc*). If it doesn't agree with the subject or the main verb, or if it is in a verb tense that is not the same as the rest of the sentence, it may be the incorrect word.

Paper 3 Part 5

This is a word formation test based on sentences with 10 gaps. At the end of each line there is a *stem* word. You must decide what the missing word is and change the stem word to fit.

- The stem word at end of a line applies only to that line. It cannot be used for any other line.
- Consider what part of speech the missing word should be. Is it a noun, verb, adjective, adverb? What part of speech is the stem word? What change do you need to make to the stem word to turn it into the missing word?
- Many words follow rules for formation of new words, usually by adding prefixes (letters at the beginning) and suffixes (letters at the end). There are many examples our Word Formation Guide in Appendix 2.
- Consider the possibility that the missing word is the opposite of the stem word in the context of the sentence (*possible - impossible, order - disorder*).

3 The Answer Sheet

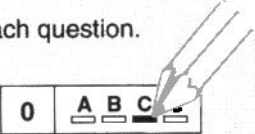
In the examination you must record your answers on a special answer sheet that will be scanned by a machine. For Paper 3 it is particularly important that you mark your answers to Part 1 *clearly* and *without ambiguity*. For Parts 2 to 5 your answers are marked by an examiner who will use the answer sheet to indicate whether your answer is correct or not, so for these parts of the examination you must make sure that your handwriting is legible.

The answer sheet will give instructions on how to answer Part 1 and will look something like this :

Use an HB Pencil

For **Part 1**: Mark **ONE** letter for each question.

For example, if you think **C** is the right answer to the question, mark your answer sheet like this:



For Parts 2 to 5 you write your answers on the answer sheet in the spaces provided. The first few lines for Part 2 should look something like this :

Part 2		Do not write here
16		16
17		17
18		18

For Part 1 you must show a mark against your choice of answer on the answer sheet using a soft (HB) pencil. The machine that will read your answers will only record answers that are clearly marked.

Here is an example of an answer sheet that is clearly marked:

Part 1				
1	<input checked="" type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
2	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
3	<input checked="" type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
4	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input checked="" type="checkbox"/> D
5	<input checked="" type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
6	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D

We'll now give you some examples of answers that are badly recorded on the answer sheet by a candidate. It is most likely that the machine will reject these answers or choose an answer that the candidate did not intend to give.

Part 1				
1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
4	A	B	C	D
5	A	B	C	D
6	A	B	C	D

Item 1. The choice made (A) will probably not be recorded because most of the mark made by the candidate lies *outside* the box. The machine will only read what is *within* the box and if it detects that the box is empty it will probably record item 1 as *not attempted*.

Item 2. The machine will probably reject this item as it cannot detect a difference between choices B and C. Even if an examiner visually inspects a sheet with this item there is nothing to indicate that the candidate has clearly shown a preference for one choice. This item will probably be rejected.

Item 3. The candidate seems to have chosen option B but because the answer is not clearly marked the machine might reject it.

Item 4. This item will probably be rejected for the same reasons as item 2.

Item 5. The candidate has initially chosen A, then decides that the correct answer should be B. He erases the mark against A, but not completely, and records the mark against B. What will happen? The machine *may* discriminate between A and B and choose B because it is darker and clearer. However you shouldn't allow the machine to make choices for you. Our advice is that if you need to change your answer then make sure you erase the wrong mark *cleanly*. A *clean* eraser will make it much easier for you to erase a mark without leaving any pencil graphite or smudges.

Item 6. The choice made will probably not be recorded for the same reasons as item 1.

Now practise making marks on an answer sheet yourself :

Part 1				
1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
4	A	B	C	D
5	A	B	C	D
6	A	B	C	D

For item 1 make a mark with an HB pencil under choice A. Is the mark clear? Does it fill the box?

For item 2 make another mark under choice B. You now decide the answer should be choice C. Erase the mark under C and make a mark under C. Is the box that contained the erased mark in B clean?

Use the remaining items to practise recording and erasing marks.

4 The Day of the Examination

You won't be allowed to take this Survival Guide with you into the examination hall but make sure you have enough pens, pencils (HB) and at least one eraser. Bring anything else that your centre requires you to bring (e.g. proof of identity) Don't work too late the night before - trying to cram is counterproductive as you won't learn much new material in the hours before the exam.

Don't be on time - Be early!

Know in advance where the examination is to take place. It's extremely unlikely to be held at the same location as your classroom. Make sure you can get there well before the time the examination starts. The centre through which you enrolled will indicate where and when the examination is to take place. The centre should also let you know about the procedures for registering your attendance when you arrive at the examination hall. Since you are likely to be taking all five papers in the First Certificate examination then set aside the entire day for the examination. At centres where the entry is high special arrangements may be made to take the Speaking Test (Paper 5) on a different day.

Read the instructions

Before you even put pen to paper read the instructions on the cover of the question paper. It is unlikely (but remotely possible) that the instructions have changed so read the instructions to remind yourself of what is required. Even if the instructions have changed you might have forgotten what to do in a moment of panic.

Manage your time

The Paper 3 examination lasts 1 hour 30 minutes. That's about 20 minutes per part, spent on thinking about each item and its answer. Before starting to answer a part skim read it quickly to get a feel for the amount of work that you need to do, then work through the items in turn.

You must allocate time to transferring your answers to the special answer sheet. Our advice is as follows. Write your answers to the first part on the question paper and at the end of the first part transfer your answers to the answer sheet. Then write your answers directly onto the answer sheet for the second and subsequent parts as you go through the remainder of the test. If you don't feel comfortable with writing your answers directly onto the special answer sheet then continue to write on the question paper but at the end of each part transfer your answers to the answer sheet. You'll probably feel nervous in the first few minutes so this approach will help you feel more confident about marking your answers clearly on the answer sheet and in the correct sequence.

Any Order

It doesn't matter what order you do the five parts in. In the practice tests you'll realise that there are probably some types of test that you are more comfortable with than others. We'd suggest that you tackle the easier parts first.

If you don't know an answer

If you don't know an answer to an item, leave it and move on to the next item. It is possible that an item later in the test triggers a subconscious memory of the answer you are looking for! You can and should return to unattempted items at the end. If an answer still escapes you then, as a last resort, guess the answer. You won't be penalised for guessing and there is a remote chance that your answer might be correct.

Unknown words

There are likely to be words that you do not know. Ignore them or guess their meaning from the context. It is possible that you don't need to know the meaning of a word in order to answer the item correctly.

Spare Time

If you do finish early don't leave the examination hall until you are sure that there is nothing left to do. Go through the test and complete any unfinished items. Check that you have transferred all your answers to the special answer sheet.

Mitigating circumstances

Examiners are only human and there may be genuine reasons for poor performance on the day of the examination. A death in the family or medical reasons might lead you to produce a lower score than might be expected. In addition there may be other factors that contribute to poor performance (e.g an inaudible Paper 4 listening tape). These are mitigating circumstances which should be drawn to the attention of the centre through which you entered the examination as soon as possible. Do not wait until the results are issued before appealing.

Late arrival at the examination hall due to traffic jams won't usually lead to a successful appeal.

Good Luck

All that remains is for us to wish you good luck. But you don't need luck, do you? Being well prepared for the examination, working through practice tests, and learning vocabulary and grammar structures expected of a First Certificate student will almost certainly improve your chances of success.

Appendix 1 : The Collocations Guide

A *collocation* is a word partnership between words that normally go together. Here's a list of collocations that we have collected over the years. It's by no means complete and some of the items might be beyond the level expected of a First Certificate level student. We don't expect you to learn the list.

absolutely certain	accept delivery	account for
accustomed to	acknowledge receipt of	act unpredictably
actively encourage	additional features	address a meeting
adequate supplies	administration officer	admit liability
advanced technology	advertising agency	advertising executive
advice note	agree to differ	air charter
all in all	allocate tasks	alternative arrangements
annual conference	answer the phone	any chance of
apologise for	application form	apply for
appoint a new manager	appraisal interview	arrange a demonstration
arrange a meeting	as a result of	as a whole
assembly line	assembly person	assistant manager
at cross purposes	at risk	at short notice
at stake	attend a conference	attack on
attitude towards	attractive salary	audio typing
available for	aware of	balance sheet
banker's draft	bar chart	Best of luck
bill of lading	binding arbitration	black economy
black list	black look	black spot
board of directors	book a flight	box number
breach of contract	break down figures	break new ground
bring forward	burglar alarm	busy office
buyer's market	calendar year	call a strike
capable of	captive audience	carry the can
cash a cheque	cash dispenser	cash flow
catalogue number	catch the reader's eye	certificate of origin
channel of communication	cheque book	chief accountant
circulation figures	civil servant	civil service
classified ad	clean driving licence	clear speaking voice
clinch a deal	close a deal	close attention
closed shop	code of practice	collective bargaining
colour scheme	come out on strike	commercial break
commercial vehicle	commercially viable	community relations
company details	comparison between	competitive price
competitive quote	competitive rates	complimentary copy
complimentary ticket	comply with	comprehensive range
computer operator	congratulations on	connecting flight
connection between	consider a proposal	consider someone for
considerable expense	considerable increase in	consistent with
consult a lawyer	consumer protection	contingency arrangements
continuous stationery	continuous supply	contractually obliged
contrary to	conveniently located	conveniently situated
cordless phone	corner the market	cost analysis
cost of living	credit rating	credit transfer
cruelty towards	current issue	data processing
date of invoice	date stamp	dawn raid
deal with	Dear Sir	debit note
debt collector	decrease in	delay in
delegate routine tasks	delicious flavours	delivery note
demonstrate convincingly	Department(al) Manager	dependent on
desktop computer	despatch an order	despatch goods

<p> difference between/of discriminate against do a roaring trade do the invoices do your best </p>	<p> difficulty in/with distribution costs do away with do with dominant dossier </p>	<p> disadvantage of do a favour do business do without draw your attention to </p>
<p> early retirement effective communication enclosed leaflet envious of exchange rate export goods extensively trialled </p>	<p> economic policy effortless cleaning enclosed map essential requirement existing range express thanks fall by the wayside </p>	<p> economy drive eligible for entertain lavishly establish priorities expense claim extended credit familiar with </p>
<p> family commitments feasibility study fill a vacancy financial assistance financial transaction finest quality First of all flip chart from stock full of admiration for fundamental disagreement </p>	<p> favourable response felt pen financial advice financial difficulties financially sound fire an employee fixed assets floating currency full board full-colour brochure further details </p>	<p> fax machine filing cabinet financial adviser financial institution find a solution to firmly believe flag of convenience forward-looking company full details fully insured further information </p>
<p> gain access to give preference go off at a tangent green belt grey area growth potential </p>	<p> give emphasis to glossy brochure go on green light growing awareness hard work </p>	<p> give in to Go ahead great pleasure green revolution growing interest in hard-wearing shoes </p>
<p> have a meeting have experience of hear from high priority highly-trained staff household goods </p>	<p> have an effect on have no intention of hear on the grapevine highly entertaining hold a meeting household name </p>	<p> have confidence in head of department heavily dependent highly popular hold a training session ideal opportunity </p>
<p> illustrated brochure in a position to in advance in black and white in connection with in doubt in full in order in practice in round figures in the process of in transit in-house journal industrial action inflated prices instant access insurance policy interview an applicant issue instructions </p>	<p> impose restrictions in accordance with in agreement in breach of contract in debt in due course in no hurry, in a hurry In other words in production in stock in the red in trouble income tax industrial espionage inflationary spiral instruction manual insure against introductory offer issue shares </p>	<p> improve morale in addition in arrears in circulation in dispute with in error in operation in power in real terms in the black in theory in-depth discussion increase in industrial tribunal information about insurance broker interior designer introductory remarks job rotation </p>

job satisfaction	join a team	keep a record
keep in mind	keep pace with	keep up to date with
kitchen staff	knowledge of	laser printer
latest catalogue	launch a product	leave of absence
legal claim	legal framework	let things cool down
letter of acceptance	letter of application	liable for
limited liability	line of work	linked to
little point in	look around for	look forward to
lose concentration	loss of earnings	mail room
mail shot	make a bid	make a cheque out
make a complaint	make a profit	make a success
make all the difference	make an attempt	make money
make notes	make progress	make provision
make redundant	make useful contacts	manageable steps
management buyout	managing director	manual labour
margin of error	marine insurance	market research
medical examination	meet a demand	meet requirements
members of staff	money-saving tips	motor mechanic
mouth-watering recipes	multi-national company	natural resources
natural wastage	need for	new feature
night shift	no intention of	Not at all
note pad	notice board	occupational hazard
occupational pension	offer a discount	office block
office chair	office furniture	on a small scale
on average	on behalf of	on condition
on second thoughts	on strike	on suspicion of
On the contrary	On the other hand	on the rise
on the whole	once in a blue moon	operating profit
oral reprimand	orientation programme	out of the blue
out to dinner	overcome a problem	overcome an obstacle
overhead projector	owe some money	ozone-friendly
paper clip	parent (company)	particular responsibilities
pay a bill	pay an invoice	pay back
pay duty	pay tax	peak viewing hours
pencil sharpener	pension company	pension scheme
perfect fit	period of notice	personnel manager
personnel officer	phone a client	picket line
pie chart	place an order	Pleased to meet you
pocket calculator	point of sale	popular with
port of embarkation	positive feedback	postpone a meeting
potential customer	pragmatic approach	preference for
preferential rate	press release	price list
price range	private enterprise	productivity bonus
profit margin	program a computer	project an image
promise delivery	promote goodwill	prompt reply
proposal form	pros and cons	protection from
proud of	provide facilities	public relations
punched tape	put forward	put more emphasis on
rubber-stamp	quality control	raise standards
rate of return	raw materials	reach a compromise
reach agreement	reaction to	read back
readily available	reason for	reasonable terms
receive no reply	recruitment drive	rectify an error
red carpet	red face	red tape
reduce costs	reduction in	registered trademark
regret a/the delay	rely on	rent office space
report on	reserve the right	responsible for

restrictive practices	result of	resume supplies
ride rough-shod	ride the storm	ring binder
rise in	risk taker	room for
room service	run a business	run out of
run smoothly	salary scale	sales manager
satisfactory outcome	saturation point	scale of charges
screening process	seat on the board	security services
see red	selection process	send a telex
separate folders	series of lectures	set a time limit
set priorities	settle an account	settle disputes
share index	share issue	shopping precinct
show of hands	sign a contract	sign making kit
single room	single sheet	skilled workers
slide projector	smart move	sole distributor
solution to	solve a problem	sound investment
specialist media	specially selected	spend (money) on
square peg	stand in for	standard of living
standing order	stationery supplier	still available
stock control	stock exchange	stress level
strict control	strictly limited	stuck with
subject to	submit a claim	subscription form
subsidiary (company)	subsidise something/-one	successful candidate
suitable facilities	switchboard operator	systematic approach
table lamp	take a call	take a hefty knock
take a risk	take advantage of	take an examination
take charge of	take home	take into consideration
take no notice of	take on responsibilities	take on staff
take out a policy	take out an injunction	take pleasure in
take seriously	take steps	take the chair
take the matter further	take up an option	takeover bid
target audience	technical specifications	teething problems
tell the difference	terms of payment	the following
thorny problem	thorough training	time-consuming way
to some extent	token strike	top copy
touchy situation	touchy subject	trade directory
trade union	transfer funds	travel agent
trouble with	turnaround time	type a letter
under age	under guarantee	under no circumstances
under no obligation	undermine a position	under suspicion
unfair dismissal	unnecessary paperwork	up to date
update figures	use of	vacant property
virtually unbreakable	visual aid	wastepaper bin
weekend rate	welcome a visitor	well-known for
white goods	white knight	wholly owned subsidiary
wide range	wide variety	widely accepted
wildcat strike	win a contract	With reference to
without delay	word processor	work as
work to a deadline	work to rule	working capital
working knowledge	yours faithfully	yours sincerely

Appendix 2 : Word Formation Guide

The formation of words in English is often based on a rule for adding *prefixes* (letters at the beginning of a word) and *suffixes* (letters at the end of the word). There are however many exceptions to the rule and some involve changes of spelling, for example, y becomes i (noisy - noisily).

Forming adjectives with suffixes

-al	actual, initial, final, natural
-an	Canadian, Italian, human
-ar	familiar, popular, similar
-ary	ordinary
-ble	comfortable, enjoyable, possible, sensible
-ed	excited, related, surprised
-en	wooden
-ent	convenient, excellent, urgent
-er	cleaner, easier
-est	cleanest, easiest
-ful	beautiful, careful
-ic	basic, dramatic, scientific
-ing	disappointing, interesting, surprising
-ish	foolish
-ive	active, expensive, sensitive
-less	careless, harmless, worthless
-like	childlike
-ly	monthly, annually
-ous	anxious, conscious, various
-y	dirty, guilty, healthy

Forming verbs from other words

-ise / ize	economise, standardise
-ify	falsify, satisfy
-en	strengthen, widen
en-	enable, enclose
em-	embody, empower

Forming verbs from other verbs

un-	unpack, untie
out-	outdo, outlive
over-	overcome, overpower
under-	underachieve, understate

Forming words from other words with prefixes

co-	cooperate
dis-	disagree
in-	inactive
im-	impossible
il-	illiterate
ir-	irregular
inter-	international
mid-	midnight
mini-	mini-skirt
mis-	misunderstand
non-	nonsense

out-	outdated
over-	oversubscribed
post-	postdated
pre-	prepaid
re-	rewrite
self-	self-study
sub-	subway
super-	supernatural
trans-	transatlantic
un-	untried
under-	underwater

Forming nouns from verbs with suffixes

-ar	beg - beggar
-cion	suspect - suspicion
-er	begin - beginner
-ief	believe - belief, relieve - relief
-ment	treat - treatment
-nce	annoy - annoyance
-our	behave - behaviour
-sion	televise - television
-tion	dominate - domination, act - action
-ure	fail - failure

Forming nouns from adjectives with suffixes

-nce	patient - patience
-ness	fresh - freshness
-th	warm - warmth
-ty	simple - simplicity

Forming adverbs from adjectives

-ly	finally
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Appendix 3: Phrasal Verb Guide

A verb that is followed by one or more particles is called a phrasal verb if the particle that follows it changes the meaning of the verb.

In a phrasal verb the verb is usually a common English verb, for example:

ask	be	break	come	fall	find	get	give	go
keep	let	look	make	put	run	set	take	turn

The particle is usually an adverb or preposition, for example:

about	across	along	around	away	back	by	down	in
off	on	out	over	through	under	up		

A list of some of the more common phrasal verbs is given below. There is a more complete list in one of our other e-publications *301 Phrasal Verbs*. More details about this e-publication is available at www.wordskills.com/webstore/infopv.html

Phrasal Verbs

carry forward	to transfer to something that follows
carry off	to win
carry on	to play, in a foolish way
carry on	to proceed to continue
carry out	to implement a plan, put into practice
carry through	to complete an action or process

come across	to appear as
come along	to accompany
come along	to progress
come around	to be persuaded
come away	to detach
come back	to return
come by	to find, obtain
come down on/upon	to use authority
come forward	to present
come out	to appear in public
come out with	to express
come round	to be persuaded
come round	to become conscious
come up with	to create an idea or solution
come upon	to find (often accidentally)

fall back on	to rely on
fall behind	to move further away from
fall in	to get in line or position
fall in with	to meet with
fall off	to decline
fall out	to disagree
fall short of	to fail to reach (narrowly)
fall through	to fail
fall together	to bring together
fall under	to be categorized
fall within	to be included

get across	to explain
get along with	to be comfortable with
get at	to attempt, to try (to say)
get back	to return

get in	to be elected to a position
get off	to leave
get on	to make progress
get on to	to move to a new subject or topic
get out of	to avoid
get over	to overcome a difficult experience
get round	to avoid
get through	to make a connection (telephone)
get through	to send a message or idea
get up	to rise (wind, sea)
go about	to be able to
go ahead	to proceed
go along with	to agree with someone
go back on	to change one's viewpoint
go before	to appear in front of
go for	to aim for an objective
go for	to attack
go in for	to apply for
go off	to become sour (milk, dairy products)
go off	to explode
go off	to lose interest in something
go on	to continue
go out	to extinguish
go over	to examine
go over to	to change positions
go round	to circulate, continue
go round	to visit
go through	to examine
go through with	to complete
go under	to disappear
look after	to care for
look back	to think about (in the past)
look for	to search for
look in	to visit
look into	to investigate
look out	to warn
look out for	to watch for
look over	to examine, but not in detail
look through	to examine, in some detail
look up	to find something specific
look up to	to respect
put about	to change course or turn in the opposite direction
put about	to circulate, publish
put across	to present an idea or person
put aside	to save or to store
put away	to save
put away	to tidy
put back	to change clock time
put back	to delay
put down	to attribute to something
put down	to land (an aircraft)
put down	to record, in writing
put down	to suppress, to stop
put forward	to change clock time
put forward	to propose a person for a position or task
put forward	to propose an idea or plan
put in for	to apply for a post / position / job

put off	to delay
put on	to get dressed
put out	to extinguish (fire)
put out	to send or remove from a place
put over	to get something heard or received
put through	to cause something to be accepted
put through	to place a telephone connection
put together	to add (numbers)
put together	to reach a conclusion
put up	to accommodate someone
put up	to construct
put up	to offer (for sale / adoption)
put up	to show
put up to	to cause someone to do something
put up with	to tolerate something/someone
run across	to meet
run by	to repeat
run down	to challenge
run down/up to	to go somewhere
run into	to have an accident (vehicle)
run into	to meet
run out of	to no longer have something
run through	to go through an action
run up	to accumulate
set about	to start
set apart	to separate from something
set aside	to keep separate, to isolate
set aside	to place to one side, to reserve
set back	to suffer a delay
set down	to place, on the ground
set down	to record, in writing
set forth	to proceed, or start a journey
set in	to start and continue
set off	to proceed, or start a journey
set off	to start
set on	to cause to attack
set out	to plan to do something
set out	to proceed, or start a journey
set up	to establish
set up for	to arrange and plan something for the future
take aback	to be surprised at something
take after	to resemble someone, in appearance or habit
take back	to think about an earlier time
take back	to withdraw or remove (something said)
take down	to record (in writing)
take in	to appreciate or understand
take in	to deceive, trick
take off	to lift (into the air)
take on	to recruit
take on	to do or deal with something else
take over	to lead, control
take to	to develop a liking for something/someone
take up	to accept an offer
take up	to move into a position or situation
take up with	to check, challenge or interrupt someone
turn away	to prevent access to someone

turn down
turn in
turn in
turn off
turn on
turn out
turn out
turn up

to refuse
to give to someone
to go to sleep
to switch something off
to switch something on
to be present
to result in something
to appear

Appendix 4 : The Dependent Prepositions Guide

The first is a list of verbs and the preposition that follows it, if a preposition is required. For some verbs a preposition is not required if the verb is followed by the direct object of the verb. For example *we prepare food* but *we prepare for war* or *we prepare for a meeting*. Refer also to the Collocations Guide in Appendix 1 for more examples.

In the examples below *something* abbreviates to *s/th*, and *someone* abbreviates to *s/o*.

Verbs and their Dependent Prepositions

accuse s/o of	add to	agree with	aim at/for
allow for	apologise for	apply for	approve of
argue with/about	arrest s/o for	ask for	attend to
believe in	belong to	blame s/o for	boast about
borrow s/th from s/o	call for	care for	choose between
comment on	compare with	complain about	concentrate on
congratulate on	consent to	consist of	deal with
decide on	excuse s/o for	face up to	forgive s/o for
hear of/about	hope for	insist on	interfere with/in
joke about	laugh at	lend s/th to s/o	listen to
long for	mistake s/o for	object to	pay for
praise s/o for	prepare for	present s/o with	prevent s/o from
protest about	provide s/o with	punish s/o for	refer to
rely on	run for	save s/o from	sentence s/o to
smile at	succeed in	suffer from	stand for
talk to s/o about s/th	thank s/o for	think of/about	volunteer to
wait for	warn s/o about	worry about	

Adjectives and their Dependent Prepositions

according to	accustomed to	afraid of	annoyed with/about/at
anxious about	ashamed of	astonished at	attached to
aware of	crazy about	delighted at/about	different from
dissatisfied with	doubtful about	enthusiastic about	envious of
excited about	famous for	fed up with	fond of
frightened of	friendly with	good at	guilty of
incapable of	interested in	jealous of	keen on
kind to	mad at/about	opposed to	pleased with
popular with	proud of	puzzled by/about	safe from
satisfied with	sensitive to(wards)	serious about	sick of
similar to	sorry for/about	suspicious of	sympathetic to(wards)
tired of	typical of	unaware of	used to

Appendix 5 : The Irregular Verbs Guide

Here is a comprehensive list of irregular verbs. Only the British English forms are given.

Base form	Past Tense	Past Participle	Base form	Past Tense	Past Participle
arise	arose	arisen	awake	awoke	awoken
bear	bore	borne	beat	beat	beaten
become	became	become	begin	began	begun
bend	bent	bent	bet	bet	bet
bind	bound	bound	bite	bit	bitten
bleed	bled	bled	blow	blew	blown
break	broke	broken	breed	bred	bred
bring	brought	brought	build	built	built
buy	bought	bought	cast	cast	cast
catch	caught	caught	choose	chose	chosen
cling	clung	clung	come	came	come
cost	cost	cost	creep	crept	crept
cut	cut	cut	deal	dealt	dealt
dig	dug	dug	draw	drew	drawn
drink	drank	drunk	drive	drove	driven
eat	ate	eaten	fall	fell	fallen
feed	fed	fed	feel	felt	felt
fight	fought	fought	find	found	found
flee	fled	fled	fling	flung	flung
fly	flew	flown	forbid	forbade	forbidden
forget	forgot	forgotten	forgive	forgave	forgiven
freeze	froze	frozen	get	got	got
give	gave	given	go	went	gone
grind	ground	ground	grow	grew	grown
hear	heard	heard	hide	hid	hidden
hold	held	held	keep	kept	kept
know	knew	known	lay	laid	laid
lead	led	led	leave	left	left
lend	lent	lent	lose	lost	lost
make	made	made	mean	meant	meant
meet	met	met	pay	paid	paid
put	put	put	quit	quit	quit
read	read	read	ring	rang	rung
rise	rose	risen	run	ran	run
saw	sawed	sawn	say	said	said
see	saw	seen	seek	sought	sought
sell	sold	sold	send	sent	sent
set	set	set	shake	shook	shaken
shed	shed	shed	shine	shone	shone
shoe	shod	shod	shoot	shot	shot
show	showed	shown	shrink	shrank	shrunk
shut	shut	shut	sing	sang	sung
sink	sank	sunk	sit	sat	sat
slay	slew	slew	sleep	slept	slept
slide	slid	slid	sling	slung	slung
speak	spoke	spoken	spend	spent	spent
spin	spun	spun	spread	spread	spread
spring	sprang	sprung	stand	stood	stood
steal	stole	stolen	stick	stuck	stuck

stink	stank	stunk	strike	struck	struck
string	strung	strung	strive	strove	striven
swear	swore	sworn	sweep	swept	swept
swim	swam	swum	swing	swung	swung
take	took	taken	teach	taught	taught
tear	tore	torn	tell	told	told
think	thought	thought	throw	threw	thrown
tread	trod	trodden	wear	wore	worn
understand	understood	understood	win	won	won
wind	wound	wound	write	wrote	written