




20,000+ WORDS

**SPELLED & DIVIDED
FOR QUICK REFERENCE**

HOSLER • ZOUBEK



T E N T H E D I T I O N

1000+ WORDS

and Divided for Quick Reference

TENTH EDITION

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Foreword

Since the publication in 1934 of the first edition of *20,000+ Words* by Dr. Louis A. Leslie, thousands of administrative assistants, document processors, students, teachers, and writers have come to rely on *20,000+ Words* as one of their most valued reference books.

With each edition of *20,000+ Words*, the word list has been updated to keep pace with the changing language of business and society. The tenth edition provides listings that reflect both the latest technological advances and the global nature of business, thus keeping the book current and useful for anyone who communicates in writing.

The word list in *20,000+ Words* is a dictionary without definitions. Since most references to a standard dictionary are to verify spelling or to determine an acceptable point for word division, the absence of definitions increases the ease with which a given word may be found.

In general, the word list of *20,000+ Words* is in agreement with *Merriam Webster's Collegiate Dictionary, Tenth Edition*, 1993.

New Features of the Tenth Edition

Three new features of *20,000+ Words, Tenth Edition*, will make the book more encompassing and more helpful to the user.

1. Technology terms. The tenth edition includes terms frequently used when writing about technology. Many of these terms, such as *freeware*, *bitmap*, and *cyberspace*, have only come into use in the 1990s. These terms are conveniently located within the word list.

2. Geographic locations and ethnic terms.

Information and news are generated from all parts of the globe, making international locations a part of many writing activities. The entries for names of countries, cities, and ethnic groups from around the world have been broadened and are included within the word list.

3. Updated word list. The word list has been revised, updated, and expanded to over 27,000 words. Words no longer in common use have been deleted, while words now in current use have been added. As a result, the tenth edition contains an up-to-date listing of words used frequently in today's writing.

Useful Features

Several features of *20,000+ Words, Tenth Edition*, aid the writer in correct spelling and ease of locating a word.

1. Guide letters and guide words. The guide letters and guide words at the top of each page assist the user in locating a needed reference.

2. Bolded words. Five hundred of the words most commonly misspelled in business writing are set in bold-face print to make them easy to locate in the word list.

3. Derivatives. Many derivatives are included along with base words. Derivatives often cause spelling questions: for example, when to double a consonant in forming a past tense or when to drop a final *e* before adding *-ing*. These and many other troublesome spellings that arise when using derivatives can be found in the word list. Many irregularly formed plurals are also included.

4. Often-confused pairs and groups of words. Sometimes a writer faces the challenge of choosing from

two or more often-confused words—words such as *affect* and *effect* or *cite*, *sight*, and *site*. Entries for confusing pairs and groups include both simple definitions and cross-references. For example, the entry for the word *main* is followed by a brief definition—*chief*, which is followed by the *cf.* notation (meaning “compare with”) and the word or words easily confused with the entry word—*mane*. The writer can easily confirm a correct choice or can reference other possibilities.

5. One Word, Two Words, or Hyphenated? A major problem for the writer is to determine whether a compound word or term is written as one word, as two words, or with a hyphen. For example, the *ice age* was a time of widespread glaciation that left many areas *icebound* and *ice-cold*.

Many expressions go through an evolutionary process of first being written as two separate words, then as a hyphenated word, and finally as one word. The word list shows a number of terms that may be written in all three ways depending on their use in context. A quick check can help a writer use the appropriate compound.

6. Appendix. The Appendix provides additional information that one may need in writing. It covers spelling tips, numbers style, common abbreviations and acronyms, and a list of troublesome place names in the United States, Canada, and Mexico. A helpful reference feature on the inside back cover is the list of abbreviations for states and territories of the United States.

Clear, concise rule statements followed by a variety of appropriate examples make the reference task easy. Users needing more comprehensive rule statements should consult *The Gregg Reference Manual, Eighth Edition*, by William A. Sabin.

***A Quick Guide to* 20,000+ WORDS**

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**Abbreviations of States
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The Word List

The alphabetic word listing in *20,000+ Words* serves two primary purposes: first, it is a quick reference for checking spelling; and second, it is an indicator of appropriate word division in writing. The tenth edition of *20,000+ Words* follows the syllabication and the rationale as shown in *Merriam Webster's Collegiate Dictionary, Tenth Edition*, 1993.

Checking Spelling

The word list in *20,000+ Words* is a dictionary without definitions. The number of entries on each page and absence of definitions make scanning a column or a page for a certain word very easy. Guide letters and guide words make use of the book even easier. The guide letters—the bold letters at the top outside corner of each page—help locate the right section of the book. The pair of guide words on each page assists in finding the needed page quickly.

Word Division

Correct syllabication and appropriate word division in writing may not be the same. Word divisions shown in the following word list are acceptable points for breaking a word at the end of a line of print or writing. The word list in *20,000+ Words* shows these points with a dot (sometimes called a bullet).

For example, the noun *con·nec·tiv·i·ty* may be ended on one line at any of the following points: *con-*, *connec-*, or *connectivi-*. The hyphen after the word part shows that the word is incomplete; that is, part of the word appears at the beginning of the next line.

Words should not be divided after a single initial letter or before a single terminal letter. Therefore, dots are not shown in those positions even though a single beginning or ending letter may be a separate syllable. For example, the verb *emit* is shown without division marks.

The writer should keep in mind that excessive word division is distracting to the reader. In general, avoid dividing words at the ends of more than two consecutive lines or at the end of a page.

If a writer must divide a word, certain points of division are preferable to others. In a hyphenated word such as *self-employed* the best division point is at the hyphen. In a solid or closed compound such as *timetable* the best division point is between the words that make up the compound (*time•table*). Other preferable points for word division include after prefixes (*super•highway*), before suffixes (*advertise•ment*), and after single-vowel syllables (*consoli•date* rather than *consol•idate*).

In the word list, word division points are indicated by centered dots, sometimes called bullets:

com•put•er•ese In•ter•net

Hyphenated words appear in the word list just as they should be written or typed, with hyphens between words that make up the compound. The hyphen should be included in these expressions whether the word is used in the middle or at the end of a line.

loose-leaf co-payment pay-TV

Certain expressions written as two or more separate words also appear in the word list. These terms are included because the combinations occur often enough to make people think they may be written as solid or

hyphenated compounds rather than as separate words. A writer should not use a hyphen to divide these expressions between the words of the open compound.

ad hoc ex officio oil slick

Certain words may be spelled, punctuated, or divided differently depending on their part of speech. In such situations, variations appear with part-of-speech designations (*n* for *noun*, *v* for *verb*, *adj* for *adjective*, and *adv* for *adverb*). Indications of acceptable word division may vary in such pairs or groups of entries.

car·ry out (v) car·ry·out (n)

Cross-reference

Many pairs or groups of words cause problems for writers because of similarities in spelling or pronunciation. Cross-references between these confusing pairs of words can help the writer not only spell and divide the word correctly but also to make sure of choosing the right word for the intended meaning. A parenthetical notation indicating a brief definition for the entry word and a cross-reference to easily confused words follows the entry.

aid (help; cf. *aide*) aide (assistant; cf. *aid*)

Derivatives

An entry may include both a base word and one or more derivatives. Derivatives appear below and slightly indented from the base word. If a hyphen precedes a derivative, the user must look at both the base word and the derivative to find the spelling. As much of the base word is shown as is necessary to understand the correct spelling of the derivative. When multiple derivatives

appear for a single base word, the same part of the base word is shown for each derivative.

ini•tial•ize
-ized, -izing

The abbreviation (*pl*) following an entry indicates the plural form when there may be confusion in identifying the entry.

daugh•ter-in-law
daugh•ters-in-law (*pl*)

aba·cus	ab·duct	able·bod·ied
ab·a·lo·ne	-duc·tor	ab·lu·tion
aban·don	ab·duc·tion	ably
-don·er, -don·ment	ab·er·rant	ab·ne·gate
aban·doned	ab·er·rat·ed	-gat·ed, -gat·ing,
abase	ab·er·ra·tion	-ga·tor
abased, abas·ing,	abet	ab·ne·ga·tion
abase·ment	abet·ted,	ab·nor·mal
abash	abet·ting,	-mal·ly
abate	abet·ment	ab·nor·mal·i·ty
abat·ed, abat·ing,	abey·ance	-ties
abat·er	ab·hor	aboard
abate·ment	-horred, -hor·ring	abode
ab·bé	ab·hor·rence	abol·ish
ab·bess	ab·hor·rent	-ish·able, -ish·er,
ab·bey	abide	-ish·ment
-beys	abode or abid·ed,	ab·o·li·tion
ab·bot	abid·ing, abid·er	ab·o·li·tion·ism
ab·bre·vi·ate	abil·i·ty	-tion·ist
-at·ed, -at·ing,	-ties	A·bomb
-a·tor	ab·ject	abom·i·na·ble
ab·bre·vi·a·tion	-ject·ly, -ject·ness	-bly
ab·di·cate	ab·jec·tion	abom·i·nate
-cat·ed, -cat·ing,	ab·jure	-nat·ed, -nat·ing,
-ca·tion, -ca·tor	-jured, -jur·ing,	-na·tor
ab·do·men	-jur·er	abom·i·na·tion
-dom·i·nal,	ablaze	ab·orig·i·nal
-dom·i·nal·ly	able	-nal·ly

A aborigine/acceleratingly

ab·orig·i·ne	ab·sence	ab·strac·tion·ism
abort	ab·sent	ab·surd
abor·tion	ab·sen·tee	-surd·ness
abor·tion·ist	ab·sen·tee·ism	ab·sur·di·ty
abor·tive	ab·sent·mind·ed	abun·dance
abound	-ed·ly, -ed·ness	abun·dant
about	ab·so·lute	abuse
about·face	ab·so·lute·ly	abused, abus·ing,
above	ab·so·lu·tion	abus·er
above all	ab·so·lut·ism	abu·sive
above·board	ab·solve	-sive·ly, -sive·ness
above·ground	-solved, -solv·ing,	abut
abrade	-solv·er	abut·ted,
abra·sion	ab·sorb	abut·ting
abra·sive	-sorb·abil·i·ty,	abut·ment
-sive·ly, -sive·ness	-sorb·able,	abys·mal
abreast	-sorb·er	-mal·ly
abridge	ab·sor·bance	abyss
abridged,	ab·sor·ben·cy	aca·cia
abridg·ing,	-cies	ac·a·deme
abridg·er	ab·sor·bent	ac·a·de·mia
abridg·ment	ab·sorb·ing	ac·a·dem·ic
abroad	ab·sorp·tion	-dem·i·cal·ly
ab·ro·gate	ab·stain	ac·a·de·mi·cian
-gat·ed, -gat·ing,	-stain·er	acad·e·my
-ga·tion	ab·ste·mi·ous	-mies
abrupt	ab·sten·tion	a cap·pel·la
abrupt·ly,	ab·sti·nence	ac·cede (agree; cf.
abrupt·ness	ab·sti·nent	exceed)
ab·scess	ab·stract	-ced·ed, -ced·ing
-scess·es, -scessed	-stract·ness	ac·cel·er·ate
ab·scond	ab·stract·ed	-at·ed, -at·ing,
-scond·er	ab·strac·tion	-at·ing·ly

ac·cel·er·a·tion
 ac·cel·er·a·tor
 ac·cent
 ac·cen·tu·ate
 -tu·a·tion
 ac·cept (take; cf.
 except)
 ac·cept·able
 -able·ness, -ably,
 -abil·i·ty
 ac·cep·tance
 ac·cept·ed
ac·cess (admit-
 tance; cf. *excess*)
 ac·ces·si·ble
 -si·ble·ness,
 -si·bly, -si·bil·i·ty
 ac·ces·sion
 ac·ces·so·rize
 -rized, -riz·ing
 ac·ces·so·ry
 -ries
 ac·ci·dent
 ac·ci·den·tal
 -tal·ly, -tal·ness
 ac·claim
 ac·cla·ma·tion
 ac·cli·mate
 -mat·ed, -mat·ing
 ac·cli·ma·tize
 ac·co·lade
ac·com·mo·date
 -dat·ed, -dat·ing

ac·com·mo·da·tion
 ac·com·pa·ni·ment
 ac·com·pa·nist
 ac·com·pa·ny
 -nied, -ny·ing
 ac·com·plice
 ac·com·plish
 -plish·able,
 -plish·er
ac·com·plished
 ac·com·plish·ment
 ac·cord
ac·cor·dance
 ac·cord·ing·ly
 ac·cor·di·on
 ac·cost
ac·count
 ac·count·able
 -able·ness, -ably,
 -abil·i·ty
 ac·coun·tan·cy
 ac·coun·tant
ac·count·ing
 ac·cou·ter·ment
 ac·cred·it
 -cred·i·table,
 -cred·i·ta·tion
 ac·crete
 ac·cre·tion
 ac·cru·al
 ac·crue
 -crued, -cru·ing,
 -cru·able

ac·cu·mu·late
 -lat·ed, -lat·ing
 ac·cu·mu·la·tion
 ac·cu·mu·la·tive
 ac·cu·mu·la·tor
 ac·cu·ra·cy
 -cies
 ac·cu·rate
 -rate·ly,
 -rate·ness
 ac·cursed
 ac·cu·sa·tion
 ac·cu·sa·tive
 ac·cu·sa·to·ry
 ac·cuse
 -cused, -cus·ing,
 -cus·er
 ac·cus·tom
 ac·cus·tomed
 ac·er·bate
 -bat·ed, -bat·ing
 ac·e·tate
 ac·e·tic
 ac·e·tone
 acet·y·lene
 ache
 ached, ach·ing
achieve
 achieved,
 achiev·ing,
 achiev·able,
 achiev·er
achieve·ment

A achromatic/addict

ach-ro-mat-ic	ac·quis·i·tive	ac·tor
ac·id	-tive·ly, -tive·ness	ac·tress
acid·ic	ac·quit	ac·tu·al
acid·i·fy	-quit·ted,	ac·tu·al·i·ty
-fied, -fy·ing,	-quit·ting,	ac·tu·al·ly
-fi·ca·tion	-quit·ter	ac·tu·ar·i·al
acid·i·ty	ac·quit·tal	ac·tu·ary
-ties	acre	-ar·ies
acid·u·lous	acre·age	ac·tu·ate
ac·knowl·edge	ac·rid	-at·ed, -at·ing
-edged, -edg·ing,	ac·ri·mo·ni·ous	ac·tu·a·tor
-edge·able	-ous·ness	acu·ity
ac·knowl·edg·ment	ac·ri·mo·ny	acu·men
ac·me (highest	ac·ro·bat	acu·punc·ture
point; cf. <i>acme</i>)	-bat·ic, -bat·i·cal·ly	-tur·ist
ac·ne (skin disorder;	ac·ro·nym	acute
cf. <i>acme</i>)	across	acute·ly,
ac·o·lyte	across-the-board	acute·ness
acorn	acros·tic	ad (advertisement;
acous·tic	acryl·ic	cf. <i>add</i>)
acous·tics	act·ing	ad·age
ac·quaint	ac·tion	ada·gio
ac·quain·tance	ac·tion·able	ad·a·mant
ac·qui·esce	ac·tion·less	adapt (adjust; cf.
-esced, -esc·ing	ac·ti·vate	<i>adept, adopt</i>)
ac·qui·es·cence	-vat·ed, -va·ting,	adapt·able
ac·qui·es·cent	-va·tion	-abil·i·ty
-cent·ly	ac·tive	ad·ap·ta·tion
ac·quir·able	-tive·ly, -tive·ness	adapt·er
ac·quire	ac·tiv·ism	add (plus; cf. <i>ad</i>)
-quired, -quir·ing	-tiv·ist	ad·den·da (pl)
ac·quire·ment	ac·tiv·i·ty	-den·dum (sing)
ac·qui·si·tion	ac·tiv·i·ties	ad·dict

ad·dic·tion
 ad·dic·tive
ad·di·tion
 (increase; cf.
edition)
ad·di·tion·al
 -al·ly
 ad·di·tive
 add-on
ad·dress
 ad·dress·able
 ad·dress·ee
 ad·dress·ees
 ad·dress·ing
 ad·duce
 ad·e·noid
 ad·e·noi·dal
 ad·ept (skillful; cf.
adapt, adopt)
 ad·e·qua·cy
 -cies
ad·e·quate
 -quate·ly,
 -quate·ness
 ad·here
 -hered, -her·ing
 ad·her·ence
 ad·her·ent
 ad·he·sion
 ad·he·sive
 -sive·ly, -sive·ness
 ad hoc
 adieu

adieux (pl)
 adi-os
 ad·i·pose
 ad·ja·cen·cy
 -cies
 ad·ja·cent
 ad·jec·tive
 ad·join (be next to;
 cf. *adjourn*)
 ad·journ (suspend;
 cf. *adjoin*)
 ad·journ·ment
 ad·ju·di·cate
 -cat·ed, -cat·ing,
 -ca·tor
 ad·ju·di·ca·tion
 ad·junct
 ad·ju·ra·tion
 ad·jure
 -jured, -jur·ing
 ad·just
 -just·abil·i·ty,
 -just·able
 ad·just·ed
 ad·just·er
ad·just·ment
 ad·ju·tant
 ad lib (adv)
 ad·lib (v, n, adj)
 ad·libbed,
 ad·lib·bing
 ad·min·is·ter
 -tered, -ter·ing

ad·min·is·tra·tion
ad·min·is·tra·tive
 ad·min·is·tra·tor
 ad·min·is·tra·trix
 ad·mi·ra·ble
 ad·mi·ral
 ad·mi·ral·ty
 ad·mi·ra·tion
 ad·mire
 -mired, -mir·ing,
 -mir·er
 ad·mis·si·ble
 -bil·i·ty
 ad·mis·sion
 ad·mit
 -mit·ted, -mit·ting,
 -mit·ted·ly
 ad·mit·tance
 ad·mix·ture
 ad·mon·ish
 -ish·er, -ish·ing·ly,
 -ish·ment
 ad·mo·ni·tion
 ad·mon·i·to·ry
 ad nau·se·am
 ado·be
 ad·o·les·cence
 ad·o·les·cent
 adopt (accept; cf.
adapt, adept)
 adopt·abil·i·ty,
 adopt·able,
 adopt·er

A adoption/affection

adop·tion	ad·vent	ad·vo·ca·cy
adop·tive	ad·ven·ti·tious	ad·vo·cate
ador·able	ad·ven·ture	-cat·ed, -cat·ing,
ad·o·ra·tion	-tured, -tur·ing	-ca·tion
adore	ad·ven·tur·er	Ae·ge·an
adored, ador·ing,	ad·ven·ture·some	ae·on
ador·er	ad·ven·tur·ous	aer·ate
adorn	ad·verb	-at·ed, -at·ing,
adorn·ment	ad·ver·bi·al	-a·tion
ad·re·nal	ad·ver·sar·i·al	ae·ri·al (adj)
adren·a·line	ad·ver·sary	aer·i·al (n)
adrift	-sar·ies	ae·ri·al·ist
adroit	ad·verse (unfavor·	ae·rie
adsorb	able; cf. <i>averse</i>)	aer·o·bat·ics
ad·sor·bent	ad·ver·si·ty	aer·o·bic
ad·sorp·tion	ad·vert	aero·dy·nam·ics
ad·u·late	ad·ver·tise	-nam·i·cal·ly
-lat·ed, -lat·ing,	-tised, -tis·ing,	aero·nau·tics
-la·tion	-tis·er	-ti·cal, -ti·cal·ly
adult	ad·ver·tise·ment	aero·sol
adul·ter·ate	ad·vice (n)(counsel;	aero·space
-at·ed, -at·ing	cf. <i>advise</i>)	aes·thet·ic
adul·ter·a·tion	ad·vis·able	-thet·i·cal·ly
adul·tery	-abil·i·ty	aes·thet·ics
ad va·lo·rem	ad·vise (v)(give	afar
ad·vance	counsel; cf.	af·fa·ble
-vanced, -vanc·ing	<i>advice</i>)	af·fair
ad·vance·ment	-vised, -vis·ing,	af·fect (influence; cf.
ad·van·tage	-vis·er	<i>effect</i>)
-taged, -tag·ing	ad·vis·ee	af·fec·ta·tion
ad·van·ta·geous	ad·vise·ment	af·fect·ed
-geously,	ad·vi·so·ry	af·fect·ing
-geous·ness	-ries	af·fec·tion