

# 20,000+

# WORDS

SPELLED AND DIVIDED  
FOR QUICK REFERENCE

EIGHTH EDITION

ZOUBÉK · CONDON · LESLIE



# 1 1,000+ WORDS

SPELLED AND DIVIDED  
FOR QUICK REFERENCE

Eighth Edition

Charles E. Zoubek  
Gregg A. Condon  
Louis A. Leslie

**GREGG DIVISION**

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### 20,000+ WORDS, Eighth Edition

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# FOREWORD

When the first edition of *20,000 Words* was published in 1934, it was necessary to explain its purpose at some length. Since that time, thousands of secretaries, typists, word processing operators, and writers have come to rely upon *20,000 Words*—now entitled *20,000+ Words*—as one of their most valued desk reference books.

The book's originator, Dr. Louis A. Leslie, carried *20,000 Words* through seven editions to keep pace with the changing language of society and of the office. The eighth edition continues the process of keeping the book current with the times. In this edition, for example, hundreds of new expressions appear for the first time. A few examples are: *printout, programmer, shared logic system, stand-alone, network, high technology, cursor, byte, and salesperson*.

In general, the word list of *20,000+ Words* is in agreement with *Webster's Ninth New Collegiate Dictionary*.

## Spelling and Word Division

The word list of *20,000+ Words* serves as a dictionary without definitions. Since most references to a standard dictionary are for the purpose of verifying a spelling or determining a proper point for word division, the absence of definitions from *20,000+ Words* allows for many more words per page and thus increases the speed with which a given word may be found. Further increasing the usefulness of the word list of *20,000+ Words* is the elimination of thousands of English words which are used so infrequently that the typical writer and typist never need to refer to them. Also omitted from the word list are the very frequent monosyllabic words such as *the* and *of* which never pose a problem for most people.

## Discerning Among Similar Words

With similar words such as *affect* and *effect* and with homonyms such as *sie*, *cite*, and *sight* a very brief definition follows the word. Also each of these words is followed by the notation *cf.*, meaning "compare with." For a given word, this *cf.* notation lists the similar words of which the user should be aware.

## One Word, Two Words, or Hyphenated?

A major problem for the writer and the keyboarder is to determine whether a compound is written as one word, as two words, or with a hyphen. The English language is filled with so many inconsistencies that analogy can be totally useless. A few examples are illustrative of the point: People may secure their *night latches* and put on their *night-rob*es and then have *nightmares* before morning dawns. At a *halftime* show a band may march in *half step* past the flag at *half-mast*. Sailors work with *square-rigged* craft, while mathematicians work with *square roots*.

Many expressions go through an evolutionary process of first being two separate words, then hyphenated, and finally solid. People used to hyphenate *picnic* and *percent*. *Output* and *down-time* were originally expressed as separate words. The coverage of two-word and hyphenated expressions has been greatly expanded in the eighth edition in order to help the writer and the keyboarder spell and divide them correctly.

## Reference Section

The basic purpose of the Reference Section of 20,000+ Words is to provide a quick reference for the writer or keyboarder who desires to see how to solve a problem of punctuation, number expression, and the like. The quickest way to solve such a problem is by analogy, and thus the Reference Section includes a number of clear examples. Rule statements are kept to a minimum in order to make the reference task as easy as possible. People desiring comprehensive rule statements of matters of

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English style should consult *The Gregg Reference Manual*, Sixth Edition, by William A. Sabin.

The Reference Section includes revised and expanded coverage of Numbers, Most-Used Punctuation, and Two-Letter State Abbreviations. New additions to the Reference Section in the eighth edition are Spelling Tips which provide generalizations about spelling patterns, Common Acronyms, and Troublesome U.S. and Foreign Place Names.

**Electronic Office Glossary**

New to the eighth edition is a glossary of terms encountered frequently in the modern office. Word processing and computer terms are included, making the glossary a handy reference for the writer or typist.

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# THE WORD LIST

The words included in the eighth edition of *20,000+ Words* contain a dot or dots to indicate the point or points at which a word may be divided. Good typing style requires that at least three characters (one of which is the hyphen) remain at the end of the line and that at least three characters (one of which may be a mark of punctuation) be carried to the next line. The only syllable breaks indicated in *20,000+ Words* are the ones that allow the typist to observe this basic word division rule. The user should keep in mind, then, that two-letter syllables which may be indicated at the ends of certain words may properly be carried to the next line only when they are followed by a mark of punctuation.

Beyond the basic rule of "leave at least three characters, carry at least three characters," there are other considerations affecting the division of words. Excessive word division is distracting to the reader and should be avoided where possible. In general, it is best to avoid dividing words at the ends of more than two consecutive lines, at the end of a page, or at the end of a paragraph.

If, however, a word division must be made, certain points of division are preferable to others. For example, hyphenated expressions such as *self-employed* are best divided at the hyphen. Solid compound words such as *timetable* are best divided between their root words (time•table). Other considerations affecting the preferability of certain word divisions include dividing after prefixes and before suffixes (super•market, not su•permarket) and dividing after single-vowel syllables and not before them (consoli•date, not consol•idate).



## How Word Division Is Shown

Word division points are indicated by means of centered dots.

per•ma•nent      de•duc•tion

Hyphenated words appear in the Word List with a hyphen, just as they should be typed whether in the middle or at the end of a line.

cost•plus      let•ter•per•fect      heavy•du•ty

Certain expressions that are two separate words appear in the Word List because they occur together often enough to cause many people to question whether they are solid or hyphenated. No hyphen is needed when these expressions are divided between the root words.

half hour      air force      flight deck

Certain expressions may be punctuated or spelled differently depending upon their part of speech. Whenever this occurs, the variations are followed by abbreviations such as n. (noun), v. (verb), and adj. (adjective).

re•cord v.      rec•ord n.

Words that may be easily confused are cross-referenced. A parenthetical notation follows the word and contains the letters *cf.*, "compare with."

elic•it (draw out; cf. *illicit*)

# A

aba·cus  
 abaft  
 ab·a·lo·ne  
 aban·don  
 aban·don·ment  
 abase  
 abash  
 abate  
 abate·ment  
 ab·at·toir  
 ab·bé  
 ab·bess  
 ab·bey  
 ab·bot  
 ab·bre·vi·ate  
 ab·bre·vi·at·ing  
 ab·bre·vi·a·tion  
 ab·di·cate  
 ab·di·ca·tion  
 ab·do·men  
 ab·dom·i·nal  
 ab·duct  
 ab·duc·tion  
 ab·duc·tor  
 ab·er·rance  
 ab·er·rant  
 ab·er·ra·tion  
 abet  
 abet·ting  
 abet·tor

abey·ance  
 ab·hor  
 ab·horred  
 ab·hor·rence  
 ab·hor·rent  
 ab·hor·ring  
 abide  
 abil·i·ties  
 abil·i·ty  
 ab·ject  
 ab·ject·ly  
 ab·jure  
 ab·la·tive  
 ablaze  
 able  
 able·bod·ied  
 ab·lu·tion  
 ably  
 ab·ne·ga·tion  
 ab·nor·mal  
 ab·nor·mal·i·ties  
 ab·nor·mal·i·ty  
 ab·nor·mal·ly  
 aboard  
 abode  
 abol·ish  
 ab·o·li·tion  
 ab·o·li·tion·ism  
 ab·o·li·tion·ist  
 A-bomb

abom·i·na·ble  
 abom·i·nate  
 abom·i·na·tion  
 ab·orig·i·nal  
 ab·orig·i·ne  
 abort  
 abor·tion·ist  
 abor·tive  
 abound  
 about  
 about·face  
 above  
 above·board  
 above·ground  
 abrade  
 abra·sion  
 abra·sive  
 ab·re·act  
 abreast  
 abridge  
 abridg·ing  
 abridg·ment  
 abroad  
 ab·ro·gate  
 ab·ro·ga·tion  
 abrupt  
 ab·sc·ess  
 ab·scis·sa  
 ab·sc·ond  
 ab·sc·ond·er

## 4 ≡ A

ab.sence	abu.sive.ly	ac.ces.so.ries
ab.sent	abu.sive.ness	ac.ces.so.ry
ab.sen.tee	abut	ac.ci.dence
ab.sen.tee.ism	abut.ment	ac.ci.dent
ab.sent.mind.ed	abut.ted	ac.ci.den.tal
ab.sinthe	abut.ter	ac.ci.den.tal.ly
ab.so.lute	abut.ting	ac.claim
ab.so.lute.ly	abys.mal	ac.cla.ma.tion
ab.so.lu.tion	abyss	ac.cli.mate
ab.so.lut.ism	ac.a.de.mia	ac.cli.ma.tize
ab.solve	ac.a.dem.ic	ac.cliv.i.ty
ab.sorb	ac.a.de.mi.cian	ac.co.lade
ab.sor.ben.cy	acad.e.my	ac.com.mo.date
ab.sor.bent	ac.cede (to agree; cf. exceed)	ac.com.mo.dat.ing
ab.sorb.ing	ac.ce.le.ran.do	ac.com.mo.da.tion
ab.sorp.tion	ac.cel.er.ate	ac.com.pa.nied
ab.stain	ac.cel.er.a.tion	ac.com.pa.nies
ab.stain.er	ac.cel.er.a.tor	ac.com.pa.ni.ment
ab.ste.mi.ous	ac.cent	ac.com.pa.nist
ab.sten.tion	ac.cen.tu.ate	ac.com.pa.ny
ab.sti.nence	ac.cept (to take; cf. except)	ac.com.plice
ab.sti.nent	ac.cept.abil.i.ty	ac.com.plish
ab.stract	ac.cept.able	ac.com.plish.ment
ab.strac.tion	ac.cept.ably	ac.cord
ab.stract.ly	ac.cep.tance	ac.cor.dance
ab.stract.ness	ac.cep.ta.tion	ac.cord.ing.ly
ab.struse	ac.cept.ed	ac.cor.di.on
ab.surd	ac.cess (admittance; cf. excess)	ac.cost
ab.sur.di.ty	ac.ces.si.bil.i.ty	ac.count
abun.dance	ac.ces.si.ble	ac.count.abil.i.ty
abun.dant	ac.ces.sion	ac.count.able
abuse		ac.coun.tan.cy
abus.ing		ac.coun.tant
abu.sive		

ac•count•ing  
 ac•cou•ter•ment  
 ac•cred•it  
 ac•cred•i•ta•tion  
 ac•cre•tion  
 ac•cru•al  
 ac•crue  
 ac•cru•ing  
 ac•cu•mu•late  
 ac•cu•mu•lat•ing  
 ac•cu•mu•la•tion  
 ac•cu•mu•la•tive  
 ac•cu•mu•la•tor  
 ac•cu•ra•cy  
 ac•cu•rate•ly  
 ac•cursed  
 ac•cu•sa•tion  
 ac•cu•sa•tive  
 ac•cu•sa•to•ry  
 ac•cuse  
 ac•cus•ing  
 ac•cus•tom  
 ac•cus•tomed  
 acer•bi•ty  
 ac•e•tate  
 ace•tic  
 ac•e•tone  
 acet•y•lene  
 ache  
 achiev•able  
 achieve  
 achiev•ement  
 achiev•ing  
 ach•ro•mat•ic

ac•id  
 ac•id—fast  
 ac•id•head  
 acid•i•fi•ca•tion  
 acid•i•fied  
 acid•i•fy  
 acid•i•ty  
 ac•i•do•sis  
 acid•u•late  
 acid•u•lous  
 ac•knowl•edge  
 ac•knowl•edg•ing  
 ac•knowl•edg•ment  
 ac•me (highest point)  
 ac•ne (skin disorder)  
 ac•o•lyte  
 ac•o•nite  
 acorn  
 acous•tic  
 acous•ti•cal  
 acous•tic cou•pler  
 ac•ous•ti•cian  
 acous•tics  
 ac•quaint  
 ac•quain•tance  
 ac•qui•esce  
 ac•qui•es•cence  
 ac•qui•es•cent  
 ac•quire  
 ac•quire•ment  
 ac•quir•ing  
 ac•qui•si•tion  
 ac•quis•i•tive  
 ac•quit

ac•quit•tal  
 ac•quit•ted  
 ac•quit•ting  
 acre  
 acre•age  
 acre—foot  
 ac•rid  
 acrid•i•ty  
 ac•ri•mo•ni•ous  
 ac•ri•mo•ny  
 ac•ro•bat  
 ac•ro•bat•ic  
 ac•ro•nym  
 acrop•o•lis  
 across  
 across—the—board  
 acros•tic  
 acryl•ic  
 act•ing  
 ac•tin•ic  
 ac•tion  
 ac•tion•able  
 ac•ti•vate  
 ac•tive  
 ac•tive•ly  
 ac•tiv•ism  
 ac•tiv•ist  
 ac•tiv•i•ties  
 ac•tiv•i•ty  
 ac•tor  
 ac•tu•al  
 ac•tu•al•i•ty  
 ac•tu•al•ly  
 ac•tu•ar•i•al

## 6 ≡ A

ac•tu•ar•ies	ad•dle	ad•ju•di•cat•ed
ac•tu•ary	ad•dress	ad•ju•di•cat•ing
ac•tu•ate	ad•dress•ee	ad•ju•di•ca•tion
ac•tu•at•ing	ad•dress•ees	ad•ju•di•ca•tor
ac•tu•a•tor	ad•dress•ing	ad•junct
acu•ity	Ad•dress•o•graph	ad•ju•ra•tion
acu•men	ad•duce	ad•jure
acu•punc•ture	ad•duc•ing	ad•just
acute	ad•e•noid	ad•just•able
acute•ness	ad•e•noi•dal	ad•just•er
ad (advertisement; cf. add)	ad•ept (skillful; cf. adapt, adopt)	ad•just•ment
ad•age	ad•e•qua•cy	ad lib adv.
ada•gio	ad•e•quate	ad-lib adj., v.
ad•a•mant	ad•e•quate•ly	ad•min•is•ter
adapt (adjust; cf. adept, adopt)	ad•here	ad•min•is•tra•tion
adapt•abil•i•ty	ad•her•ence	ad•min•is•tra•tive
adapt•able	ad•her•ent	ad•min•is•tra•tive
ad•ap•ta•tion	ad•her•ing	sec•re•tary
adapt•er	ad•he•sion	ad•min•is•tra•tor
add (plus; cf. ad)	ad•he•sive	ad•min•is•tra•trix
ad•den•da pl.	ad•he•sive•ly	ad•mi•ra•ble
ad•den•dum sing.	ad hoc	ad•mi•ral
ad•der	adieu	ad•mi•ral•ty
ad•dict	ad•i•pose	ad•mi•ra•tion
ad•dict•ed	ad•i•pos•i•ty	ad•mire
ad•dic•tion	ad•ja•cent	ad•mir•ing
ad•dic•tive	ad•jec•tive	ad•mis•si•bil•i•ty
ad•di•tion (increase; cf. edition)	ad•join (to be next to)	ad•mis•si•ble
ad•di•tion•al	ad•journ (suspend)	ad•mis•sion
ad•di•tion•al•ly	ad•journ•ment	ad•mit
ad•di•tive	ad•judge	ad•mit•tance
	ad•judg•ing	ad•mit•ted
	ad•ju•di•cate	ad•mit•ted•ly

ad•mit•ting  
 ad•mix•ture  
 ad•mon•ish  
 ad•mo•ni•tion  
 ad•mon•i•to•ry  
 ad nau•se•am  
 ado•be  
 ad•o•les•cence  
 ad•o•les•cent  
 ad•o•les•cents  
 adopt (accept; cf.  
*adapt, adept*)  
 adop•tion  
 adop•tive  
 ador•able  
 ad•o•ra•tion  
 ador•ing  
 adorn  
 adorn•ment  
 ad•re•nal  
 adren•a•line  
 adrift  
 adroit  
 ad•sorp•tion  
 ad•u•late  
 ad•u•la•tion  
 adult  
 adul•ter•ate  
 adul•tery  
 ad•um•bra•tion  
 ad va•lo•rem  
 ad•vance  
 ad•vanced  
 ad•vance•ment

ad•vanc•ing  
 ad•van•tage  
 ad•van•ta•geous  
 ad•vent  
 ad•ven•ti•tious  
 ad•ven•ture  
 ad•ven•tur•er  
 ad•ven•ture•some  
 ad•ven•tur•ous  
 ad•verb  
 ad•ver•bi•al  
 ad•ver•sar•ies  
 ad•ver•sary  
 ad•verse (unfavorable;  
 cf. *averse*)  
 ad•ver•si•ty  
 ad•vert  
 ad•ver•tise  
 ad•ver•tise•ment  
 ad•ver•tis•er  
 ad•vice n. (counsel; cf.  
*advise*)  
 ad•vis•abil•i•ty  
 ad•vis•able  
 ad•vise v. (give  
 counsel; cf. *advice*)  
 ad•vised  
 ad•vise•ment  
 ad•vis•er or  
 ad•vi•sor  
 ad•vis•ing  
 ad•vi•so•ry  
 ad•vo•ca•cy  
 ad•vo•cate

ae•gis  
 ae•on  
 aer•ate  
 aer•a•tion  
 ae•ri•al adj.  
 aer•i•al n.  
 aero•dy•nam•ics  
 aero•med•i•cine  
 aero•nau•tic  
 aero•nau•ti•cal  
 aero•sol  
 aero•space  
 aes•thet•ic  
 aes•thet•i•cal•ly  
 aes•thet•i•cism  
 aes•thet•ics  
 af•fa•bil•i•ty  
 af•fa•ble  
 af•fair  
 af•fect (influence; cf.  
*effect*)  
 af•fec•ta•tion  
 af•fect•ed  
 af•fec•tion  
 af•fec•tion•ate  
 af•fi•ance  
 af•fi•ant  
 af•fi•da•vit  
 af•fil•i•ate  
 af•fin•i•ties  
 af•fin•i•ty  
 af•firm  
 af•fir•ma•tion  
 af•fir•ma•tive

af•firm•a•to•ry	af•ter•thought	ag•i•tat•ing
af•fix	af•ter•ward	ag•i•ta•tion
af•flict	again	ag•i•ta•tor
af•flic•tion	against	aglow
af•flu•ence	ag•ate	ag•nos•tic
af•flu•ent (cf. <i>effluent</i> )	ag•ate ware	ag•o•nize
af•ford	aga•ve	ag•o•niz•ing
af•fray	age-group	ag•o•ny
af•fright	agen•cies	ag•o•ra•pho•bia
af•front	agen•cy	agrar•i•an
af•ghan	agen•da	agree
afield	ag•glom•er•ate	agree•abil•i•ty
afire	ag•glom•er•a•tion	agree•able
a•float	ag•glu•ti•nate	agreed
afoot	ag•glu•ti•na•tive	agree•ing
afore•men•tioned	ag•gran•dize	agree•ment
afore•said	ag•gran•dize•ment	ag•ri•busi•ness
afore•thought	ag•gra•vate	ag•ri•cul•tur•al
afore•time	ag•gra•va•ting adj.	ag•ri•cul•ture
afraid	ag•gra•vat•ing v.	agron•o•my
afresh	ag•gra•va•tion	aground
Af•ri•can	ag•gre•gate	ague
Af•ro-Amer•i•can	ag•gre•gat•ing	ahead
af•ter	ag•gre•ga•tion	ahoy
af•ter•burn•er	ag•gres•sion	aid (help; cf. <i>aide</i> )
af•ter•care	ag•gres•sive	aide (assistant; cf. <i>aid</i> )
af•ter•ef•fect	ag•gres•sor	ail (be ill; cf. <i>ale</i> )
af•ter•glow	ag•grieve	ai•le•ron
af•ter-hours	ag•grieved	ail•ment
af•ter•life	ag•hast	air (atmosphere; cf. <i>heir</i> )
af•ter•math	ag•ile	air bag
af•ter•noon	ag•ile•ly	air base
af•ter•taste	agil•i•ty	air•borne
af•ter-tax	agi•i•tate	

air brake  
 air•brush  
 air•bus  
 air coach  
 air com•mand  
 air•con•di•tion v.  
 air•con•di•tioned

adj., v.

air con•di•tion•er n.  
 air•cool v.  
 air•cooled adj.  
 air cool•ing n.  
 air cor•ri•dor  
 air cov•er  
 air•craft  
 air•drome  
 air•drop v.  
 air•drop n.  
 air•dry adj.  
 Aire•dale  
 Air Ex•press  
 air•field  
 air•flow  
 air•foil  
 air force  
 air•frame  
 air•freight  
 air•glow  
 air gun  
 air hole  
 air•i•ly  
 air•i•ness  
 air lane  
 air•lift

air•line  
 air•lin•er  
 air lock  
 air•mail  
 air•man  
 air mass  
 air mile  
 air•plane  
 air pock•et  
 air•port  
 air•proof  
 air pump  
 air raid  
 air•screw  
 air•ship  
 air•sick  
 air•space  
 air•speed  
 air•stream  
 air•strip  
 air•tight  
 air—to—air  
 air•wave  
 air•way  
 air•wor•thi•ness  
 air•wor•thy  
 airy  
 aisle (passageway; cf.  
   isle)  
 aisle•way  
 akim•bo  
 Al•a•bama  
 al•a•bas•ter  
 a la carte

alac•ri•ty  
 a la mode  
 alarm  
 alarm•ist  
 Alas•ka  
 al•ba•tross  
 al•be•it  
 Al•ber•ta  
 al•bi•no  
 al•bi•nos  
 al•bum  
 al•bu•men  
 Al•bu•quer•que  
 al•che•mist  
 al•che•my  
 al•co•hol  
 al•co•hol•ic  
 al•co•hol•ism  
 al•cove  
 al•der•man  
 ale (beer; cf. *ail*)  
 ale•wife  
 al•fal•fa  
 al•fres•co  
 al•gae  
 al•ge•bra  
 al•ge•bra•ic  
 al•ge•bra•ical  
 al•go•rithm  
 alias  
 al•i•bi  
 al•i•bied  
 al•i•bi•ing  
 alien



alien·ate  
alien·at·ing

alien·ation

alien·ist

align

align·ment

alike

al·i·men·ta·ry

al·i·men·ta·tion

al·i·mo·ny

al·i·quot

al·ka·li

al·ka·line

al·ka·loid

al·kyl

all (wholly; cf. *awl*)

all—Amer·i·can

all—around

al·lay (soothe; cf. *alley*,  
*ally*)

al·le·ga·tion

al·lege

al·leg·ed·ly

Al·le·ghe·nies

Al·le·ghe·ny

al·le·giance

al·leg·ing

al·le·gor·i·cal

al·le·go·ry

al·le·gret·to

al·le·gro

al·ler·gic

al·ler·gies

al·ler·gy

al·le·vi·ate

al·le·vi·a·tion

al·ley (passage; cf.  
*allay*, *ally*)

al·leys

al·li·ance

al·lied

al·lies

al·li·ga·tor

all—im·por·tant

al·lit·er·a·tion

al·lit·er·a·tive

al·lo·ca·ble

al·lo·cate

al·lo·cat·ing

al·lo·ca·tion

al·lo·cu·tion

al·lo·path·ic

al·lop·a·thy

al·lot

al·lot·ment

al·lot·ted

al·lot·ting

al·low

al·low·able

al·low·ance

al·lowed (permitted;  
cf. *aloud*)

al·low·ed·ly

all right

al·lude (refer to; cf.  
*elude*)

al·lure

al·lu·sion

al·lu·vi·al

al·ly (associate; cf.  
*allay*, *alley*)

al·mighty

al·mond

al·most

alms (charity; cf. *arms*)

al·ni·co

aloft

alone

along

aloud (audibly; cf.  
*allowed*)

al·paca

al·pha·bet

al·pha·bet·ic

al·pha·bet·i·cal

al·pha·bet·ize

al·pha·nu·mer·ic

al·ready

al·tar (for worship; cf.  
*alter*)

al·far·piece

al·tar rail

al·tar stone

al·ter (change; cf.  
*altar*)

al·ter·ation

al·ter·ca·tion

al·ter ego

al·ter·nate

al·ter·nat·ing

al·ter·na·tion

al·ter·na·tive