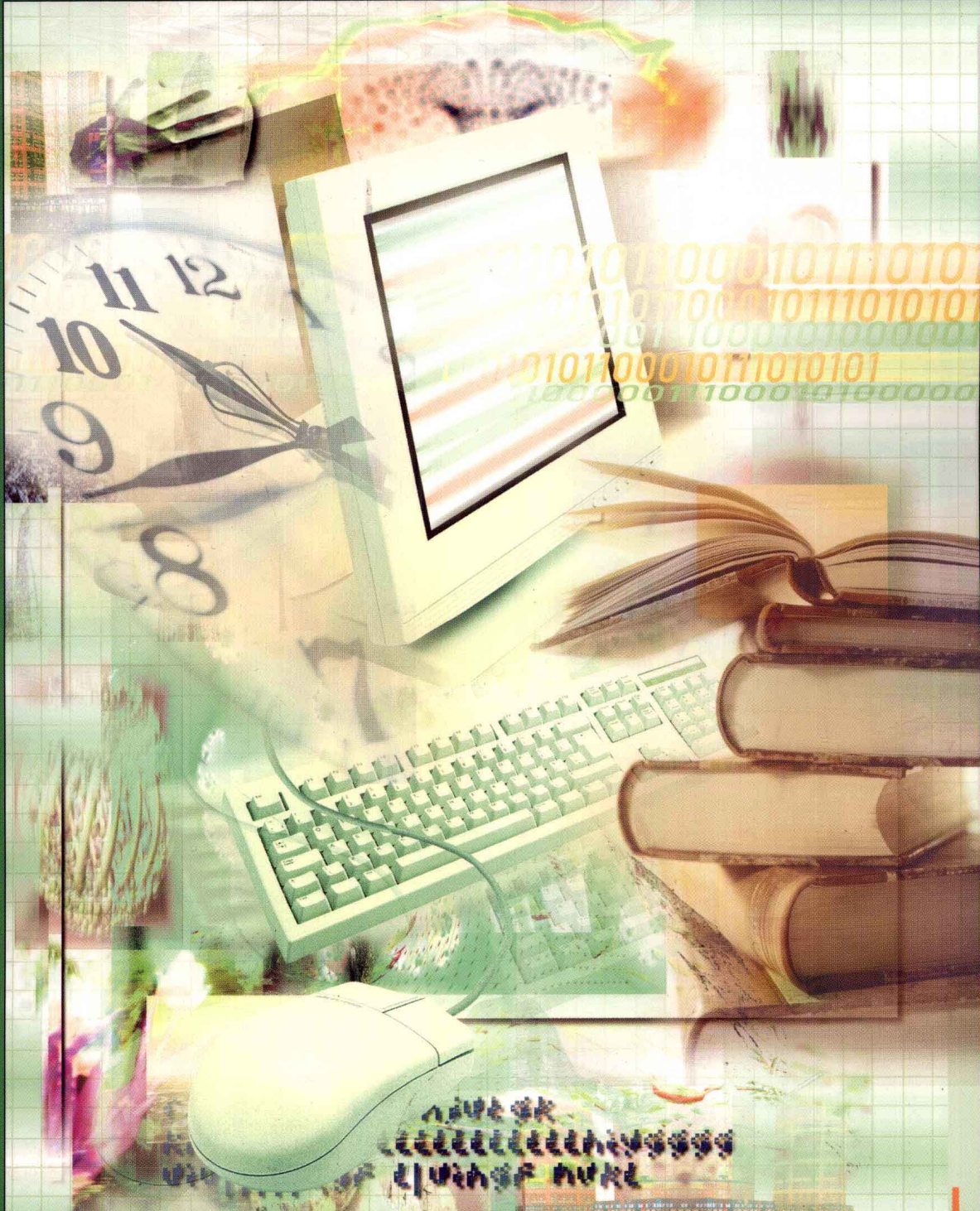


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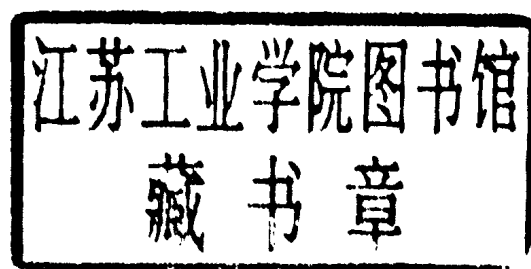
THIRD EDITION



THE BASICS

Miller/Brantley

THE BASICS ENGLISH



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PREFACE

The Basics: English, 3e, presents the essential rules of English usage. This text-workbook also provides many opportunities for review and practice so that you will express yourself effectively when you write and when you speak.

Organization

The text presents fundamental English grammar, punctuation, capitalization, and number usage guidelines in the following order:

Print and electronic references: Chapter 1

Parts of speech: Chapters 2 through 8

Phrases, clauses, and sentences: Chapter 9

Punctuation: Chapters 10 and 11

Capitalization and numbers: Chapter 12

Special Features



The following special features will help you achieve fundamental English competencies:

- **Learning Objectives** describe expected outcomes after you complete the chapter.
- **Checkpoints** “check” your understanding of important chapter concepts.
Checkpoint Solutions appear on pages 219–242.
- **Examples** follow each principle to illustrate correct usage.
- **Margin notes** provide helpful usage tips and reinforce key points.
- **Workplace Connections** relate language skills to job and school success.
- **Chapter Summaries** recap the essential points of the chapter.
- **Chapter Applications** encourage practice and application of chapter principles.
- **Chapter Reviews** assess your overall understanding of chapter content and readiness for the chapter test.
- **The Frequently Confused/Misused Words Appendix**, an easy-to-use reference, offers definitions of frequently misused and confused words to help you make correct word choices.
- **NEW! Student CD Exercises** provide additional opportunities to check your understanding of important chapter concepts.
- **NEW! Web-based Resources**
 - *The Basics: English* website at <http://miller.swlearning.com> offers additional activities, crossword puzzles, links to useful sites, and other helpful materials for each chapter.
 - **iLrn Activities**, correlating with each chapter, evaluate your understanding of chapter concepts and give you immediate feedback.
 - **Web Exercises** reinforce correct English usage and sharpen your Internet search skills.

Icons

Icons help you identify certain special features of *The Basics: English*.

Chart of Icons

Icon	Explanation
	The Web Exercise icon alerts you to Internet-based exercises that complement chapter content.
	The iLrn icon signals a variety of interactive, Web-based applications designed to reinforce your understanding of chapter content.

The Series

The Basics: English may be used as a stand-alone resource or in conjunction with **The Basics Series**, a series of text-workbooks that helps you master the communication skills needed in the workplace. The other books in the series are *The Basics: Business Communication*, *The Basics: Writing*, *The Basics: Employment Communication*, *The Basics: Speech Communication*, and *The Basics: Proofreading*.

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Print and Electronic References

Are you *eager*, or are you *anxious*? To careful or *too* careful? Is the correct spelling *illiterate* or *iliterate*? Do you give someone *advice* or *advise*? The words you choose make a difference! A wrong word not only can change the meaning of your message but also can affect what others think of you. Dictionaries help you spell, define, use,

and pronounce words correctly. Thesauruses help you choose the best word for the situation. Other references help you present information in grammatically correct form. Together, these tools aid you in communicating your thoughts and ideas clearly so that others will understand what you say.

THE DICTIONARY

Most people use a dictionary to confirm spelling and to learn what a word means. In addition to spelling and definitions, dictionaries show word origins, parts of speech, syllables, grammatical forms, and pronunciations. They may show brief examples of how to use the word. Depending on size and purpose, dictionaries may contain historical and geographical entries, abbreviations, punctuation and style rules, illustrations, common foreign words and phrases, and other helpful information.

Buying a Dictionary

What kind of dictionary fits your needs?

Dictionaries are divided into two broad categories: general and specialized. A **general dictionary** contains everyday words as well as some technical words; a **specialized dictionary** is specific to one field, language, or topic. Dictionaries are either **abridged** (a shortened version) or **unabridged** (the most complete of its kind). Collegiate dictionaries and pocket dictionaries are abridged. The collegiate dictionary is a good reference for students or employees. The pocket dictionary is an easy-to-carry reference that has limited features because of its size.

Look at several dictionaries before making a purchase. Ask yourself the following questions to help you decide which size and type of dictionary is best for you:

LEARNING OBJECTIVES

- Locate words in the dictionary efficiently.
- Identify and explain the basic parts of a dictionary entry.
- Use a thesaurus to find appropriate word options.
- Identify types of electronic references.
- Discuss advantages and disadvantages of electronic references.

- *How* am I most likely to use the dictionary? Is my main purpose to confirm spelling? To develop language skill?
- *Where* will I store my dictionary? Will I keep the dictionary at home? In my office? In my backpack?

Using a Dictionary

To use a dictionary efficiently, read the introductory pages, which contain information about the format and symbols used in that particular dictionary. Although dictionary formats vary, the following labeled selection from *Merriam-Webster's Collegiate® Dictionary* will help you identify typical parts of a dictionary entry.

confide . conformal 261

① guide words

② main entry

③ syllabication

④ pronunciation

⑤ part of speech

⑥ inflected forms

⑦ word origins

⑧ definitions

con-fide \kən-'fid\ *vb* **con-fid-ed**; **con-fid-ing** [ME (Sc), fr. L *confidere*, fr. *com-* + *fidere* to trust — more at *BIDE*] *vi* (15c) **1** : to have confidence : TRUST **2** : to show confidence by imparting secrets <~ in a friend> *vt* **1** : to tell confidentially **2** : to give to the care or protection of another: ENTRUST *syn* see COMMIT — **con-fid-er** *n*

con-fi-dence \kən-fə-'dən(t)s, '-den(t)s\ *n* (14c) **1a** : a feeling or consciousness of one's powers or of reliance on one's circumstances <had perfect ~ in her ability to succeed> <met the risk with brash ~> **b** : faith or belief that one will act in a right, proper, or effective way <have ~ in a leader> **2** : the quality or state of being certain : CERTITUDE <they had every ~ of success> **3a** : a relation of trust or intimacy <took his friend into his ~> **b** : reliance on another's discretion <their story was told in strictest ~> **c** : support esp. in a legislative body <vote of ~> **4** : a communication made in confidence : SECRET <accused him of betraying a ~> *syn* CONFIDENCE, ASSURANCE, SELF-POSSESSION, APLOMB mean a state of mind or a manner marked by easy coolness and freedom from uncertainty, diffidence, or embarrassment. CONFIDENCE stresses faith in oneself and one's powers without any suggestion of conceit or arrogance <the confidence that comes from long experience>. ASSURANCE carries a stronger implication of certainty and may suggest arrogance or lack of objectivity in assessing one's own powers <handled the cross-examination with complete assurance>. SELF-POSSESSION implies an ease or coolness under stress that reflects perfect self-control and command of one's powers <answered the insolent question with complete self-possession>. APLOMB implies a manifest self-possession in trying or challenging situations <handled the reporters with great aplomb>.

Spirit and among Protestants full church membership (**2**) : a ceremony esp. of Reform Judaism confirming youths in their faith **b** : the ratification of an executive act by a legislative body **2a** : confirming proof : CORROBORATION **b** : the process of supporting a statement by evidence — **con-fir-ma-tion-al** \-shnəl, -shə-'n\ *adj*

con-fir-ma-to-ry \kən-'fər-mə-,tōr-ē\ *adj* (1636) : serving to confirm : CORROBORATIVE <a ~ test>

con-firmed \kən-'fərmd\ *adj* (14c) **1a** : marked by long continuance and likely to persist <a ~ habit> **b** : fixed in habit and unlikely to change <a ~ do-gooder> **2** : having received the rite of confirmation *syn* see INVETERATE — **con-firm-ed-ly** \-'fər-məd-lē\ *adv* — **con-firmed-ness** \-'fər-məd-nəs, -'fərm(d)-nəs\ *n*

con-fis-ca-ble \kən-'fis-kə-bəl\ *adj* (ca. 1736) : liable to confiscation

con-fis-cat-able \kən-fə-'skā-tə-bəl\ *adj* (1863) : CONFISCABLE

con-fis-cate \kən-fə-'skāt, kən-'fis-kət\ *adj* [L *confiscatus*, pp. of *confiscare* to confiscate, fr. *com-* + *fiscus* treasury] (ca. 1533) **1** : appropriated by the government : FORFEITED **2** : deprived of property by confiscation

con-fis-cate \kən-fə-'skāt\ *vt* **con-fis-cate**; **-cat-ing** (1552) **1** : to seize as forfeited to the public treasury **2** : to seize by or as if by authority — **con-fis-ca-tion** \kən-fə-'skā-shən\ *n* — **con-fis-ca-tor** \kən-fə-'skā-tər\ *n* — **con-fis-ca-to-ry** \kən-'fis-kə-'tōr-ē\ *adj*

con-fit \kən-'fē, kən-'n-\ *n* [F, fr. *OP* preparation, preserves, fr. pp. of *confire* to prepare — more at *COMFIT*] (1951) **1** : meat (as goose, duck, or pork) that has been cooked and preserved in its own fat **2** : a garnish made usu. from fruit or vegetables that are cooked until tender in a seasoned liquid

By permission. From *Merriam-Webster's Collegiate Dictionary, Eleventh Edition* © 2004 by Merriam-Webster, Inc. (www.merriam-webster.com).

The dictionary may show that a word has more than one acceptable spelling. The most common spelling is generally listed first.

Phonetic means that each sound of speech is represented by a specific symbol.

- 1. Guide words:** Guide words appear at the top of each page of entries to help you decide whether the word you are seeking is on that page. The left guide word tells which word, or main entry, appears first on the page, and the right guide word tells which main entry appears last on that page.
- 2. Main entry:** Main entries are the words included and defined in the dictionary. Each main entry is flush with the left margin of the column and is printed in bold.
- 3. Syllabication:** The main entry is usually divided into syllables (parts of the word) by means of centered dots. (Some dictionaries use the dots to show where a word may be divided at the end of a keyed line.) The phonetic spelling, between backward slash marks (\) or in parentheses, shows syllables separated with hyphens. An accent mark (') shows which syllable to emphasize during pronunciation.

4. **Pronunciation:** The phonetic spelling of a word appears between backward slash marks (\) or in parentheses to aid in pronouncing the word. If you have difficulty finding a word in the dictionary because the spelling differs from the way the word sounds, you will find the following “sound” guide helpful.

Sounds Like	Possible Spelling
f	f, pf, ph
k	k, c, ch
n	n, gn, kn, pn
r	r, rh, wr
s	s, c, cy, psy
t	t, ct, pt
z	z, x, xa, xe, xi, xy

5. **Part of speech:** The **part of speech** of a main entry is abbreviated and placed before the definition(s) of the word. Labels indicate the part of speech and the classification of verbs:

Label	Term	Label	Term	Label	Term
<i>adj.</i>	adjective	<i>n.</i>	noun	<i>tr. v. or</i>	transitive
<i>adv.</i>	adverb	<i>prep.</i>	preposition	<i>v.t.</i>	verb
<i>conj.</i>	conjunction	<i>pron.</i>	pronoun	<i>intr. v. or</i>	intransitive
<i>interj.</i>	interjection	<i>v. or vb.</i>	verb	<i>v.i.</i>	verb

6. **Inflected forms:** **Inflected forms** show suffixes or other changes to the stem form, including principal parts of regular and irregular verbs, degrees of adjectives and adverbs, and plurals of irregular nouns.
7. **Word origin:** **Word origin**, also called **etymology**, appears in brackets. The etymology tells what language(s) the word comes from and, sometimes, how the original word has changed over the years.
8. **Definition:** When a word has more than one **definition** (meaning), each definition is numbered. An example may follow a definition to show how the word is used with that particular meaning. Carefully reading definitions and examples helps you find the meaning that makes the most sense.
9. **Synonyms and antonyms:** Sometimes **synonyms** (words that are similar in meaning) and **antonyms** (words that are opposite in meaning) follow a definition.

Mini Pronunciation Guide

ā as in āte
 ă as in ăpple
 ē as in ēven
 ě as in ěvery
 ĭ as in ĭce
 ĭ as in ĭnterest
 ō as in ōpen
 ȳ as in nȳt
 ū as in ūnit
 ů as in ůncle

Use the Dictionary

The words below are spelled phonetically. Review the pronunciation guide on page 3 or in your dictionary. Then locate each word in the dictionary, and provide this information: (1) the correctly spelled word, (2) its part of speech (page 3 contains part-of-speech abbreviations), (3) any inflected forms, and (4) the first definition listed in the dictionary.

Phonetic Spelling	Correct Spelling	Part of Speech	Inflected Forms
1. ĭn-vād'	_____	_____	_____
Definition:	_____	_____	_____
2. tō'mān'	_____	_____	_____
Definition:	_____	_____	_____
3. mē'dē-ō-kər	_____	_____	_____
Definition:	_____	_____	_____
4. ăk-nŏl'-ij-mənt	_____	_____	_____
Definition:	_____	_____	_____
5. ĭ-nĭsh'ē-ăt'	_____	_____	_____
Definition:	_____	_____	_____
6. grēv'vəs	_____	_____	_____
Definition:	_____	_____	_____
7. prĭ-sĭp'ĭ-tăt	_____	_____	_____
Definition:	_____	_____	_____
8. sŏod'n-ĭm'	_____	_____	_____
Definition:	_____	_____	_____
9. pər-tĭk'yə-lər-lē	_____	_____	_____
Definition:	_____	_____	_____
10. nĭ-mŏn'ĭks	_____	_____	_____
Definition:	_____	_____	_____

THE THESAURUS

When a word you are using is not quite the right fit, a thesaurus provides synonyms. Although a thesaurus contains some of the same information as a dictionary, the main purpose of a thesaurus is to help you find words that best represent your ideas. Use a thesaurus to:

- *Avoid* repeating words.
- *Add* interest to your message by varying the vocabulary.
- *Choose* words that best convey your meaning.

Read the introductory pages of your thesaurus so that you will know how to use this reference quickly and correctly. A typical arrangement for a thesaurus is as follows: At the top of each page is a guide word or a pair of guide words. Entries follow in alphabetical order. Main entries appear in bold and are followed by the part of speech, a brief definition, and synonyms. A thesaurus may also include examples of how a word is used as well as antonyms for that word.

Words that may be used as more than one part of speech and words that have significantly different meanings are listed separately. For example, the word *light* has many variations; a few are shown below.

Thesaurus Definition with Example		
Word		Synonyms
light <i>n.</i>	Electromagnetic radiation. <i>Turn on the light.</i>	illumination, luminosity
light <i>v.</i>	To cause to burn. <i>Light the candle.</i>	ignite, torch
light <i>adj.</i>	Free from worry. <i>Tina's mood was light.</i>	carefree

Not many words are exactly interchangeable. You may want to use both a dictionary and a thesaurus to confirm that you have chosen the best words to represent your ideas. Always use these references to confirm your word choice whenever you use unfamiliar words. Otherwise, you might say something that you did not intend to say!

Complete Applications
1-1 and 1-2.

“Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it.”

-Samuel Johnson,
British writer and
lexicographer
(1709–1784)

A thesaurus is a collection of synonyms.

WORKPLACE CONNECTION

We live in a knowledge-based society. No one expects you to know everything; but if you know *where* to find information, you possess a highly desirable job skill.

Use the Thesaurus

Use a thesaurus to find each of the main entries listed below. Choose one definition for the main entry, list at least two synonyms for the definition you chose, and list antonyms, if provided.

1. promote (v.)

Definition: _____
Synonyms: _____
Antonyms: _____
2. insipid (*adj.*)

Definition: _____
Synonyms: _____
Antonyms: _____
3. huff (*n.*)

Definition: _____
Synonyms: _____
Antonyms: _____
4. hot (*adj.*)

Definition: _____
Synonyms: _____
Antonyms: _____
5. defeat (v.)

Definition: _____
Synonyms: _____
Antonyms: _____

ELECTRONIC REFERENCES

Electronic references are computerized versions of standard reference material, such as dictionaries, thesauruses, and encyclopedias. Electronic references are available on the Internet, on CD-ROM, as handheld devices, and in various software programs. Word processing and other software programs include common electronic reference tools such as spell checkers, thesauruses, and grammar checkers.

Many electronic references are enhanced with capabilities such as audio. With some electronic dictionaries, for example, you can click an icon and hear the pronunciation of a word. Handheld electronic translators are especially popular. These pocket-sized devices can translate thousands of words and phrases into other languages.

Spell Checker

The most popular electronic reference is the **spell checker**. The spell checker compares the words in your document to a dictionary in the spell-checker software. When a word in your document is misspelled or not included in the dictionary, the word is **flagged**, or marked, usually by highlighting. The spell checker may offer a list of alternative words from which you can choose. You can also key the correct spelling in the spell-checker dialog box or directly in the text.

A spell checker is a helpful but limited tool. Word choices are offered, but you must make the correct choice. When the spell checker presents no options, you must decide whether or not the word is spelled correctly. Spell checkers usually *do not* flag words that are spelled correctly but used incorrectly. None of the errors in the following examples would be flagged by a spell checker.

Incorrect: Did June *ad* the cost of the *add* to her budget?

Correct: Did June *add* the cost of the *ad* to her budget?

Incorrect: *Wear* will you *where* that jacket?

Correct: *Where* will you *wear* that jacket?

Also, spell checkers do not include most proper names, specialized terms (unless you are using a spell checker for a specialized vocabulary), abbreviations, or acronyms. Most spell checkers can be customized so that you can add names, acronyms, and other words (including any words that you frequently misspell) as well as abbreviations.

Do not rely solely on a spell checker to find errors. When in doubt, use a dictionary or spelling reference to confirm that you have spelled a word correctly.

Complete Application
1-3.

Electronic references are usually "spelling tolerant." You can key a reasonably close phonetic spelling, and the word you seek or words similar to your entry will be displayed.

Acronyms are shortened forms of names or expressions typically formed from the first letter of each word. For example, AARP stands for American Association of Retired Persons.

Most spell checkers have an autocorrect feature that corrects common spelling errors as you key. If you frequently misspell a word, you can add the troublesome word to autocorrect.

Conduct a Spell Check

The following paragraph contains five errors that a spell checker would not flag. Underline each error, and write the correction above the error.

Did you no that the word *ballot* (related to the English words *ball* and *balloon*) is of Germanic origin? Small, individually marked or colored balls have been use over the centuries fore secret voting. For example, jurors in ancient Athens voted to free ore to condemn a person using balls. Even today, some clubs except or reject candidates for membership using white balls and black balls (thus the word *blackball*).

Complete Application
1-4.



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“It looks like your blog was hacked into by someone with really terrible spelling and grammar skills. Oh, guess not. Nevermind.”

Thesaurus

An **electronic thesaurus** presents a word, its part(s) of speech, its meanings, and its associated synonyms. Each synonym you select typically will cause the electronic thesaurus to offer a new selection of words to consider—synonyms for the synonym!

Complete the
Chapter 1 Web
Exercise at
miller.swlearning.com.

Grammar Checker

A **grammar checker** evaluates the grammar and style of a message and suggests corrections and improvements. Grammar checkers identify typical grammar errors. They also suggest improvements in style, such as changing from the passive to the active voice, varying sentence structure, and reducing wordiness.

The grammar checker compares your message with the rules for grammar and style contained in the software program. As shown in the following example, a grammar checker does not catch all errors, nor is the checker able to evaluate the intent of your message. Sometimes, the grammar checker makes suggestions that are incorrect or inappropriate for the situation.

Original Sentence: Once your credit application have been approved you will receive a 15 percent discount on your 1st purchase.

Grammar Checker Review: The grammar checker flagged the words *application have* because the singular subject *application* does not agree with the plural helping verb *have*. The grammar checker suggested these options to correct the subject-verb error: *application has* (singular) or *applications have* (plural).

Analysis: The grammar checker did identify the subject-verb problem but did not recognize that the sentence begins with an introductory clause that should be followed by a comma. Also, the grammar checker did not flag the ordinal figure *1st*, which should be the ordinal word *first* in this situation.

Corrected Sentence: Once your credit application has been approved, you will receive a 15 percent discount on your first purchase.

Electronic spell checkers, thesauruses, and grammar checkers help make writing and editing easier, but they *are not* substitutes for careful proofreading and good language skills. A grammar handbook, style manual, or other writing reference (printed or online) provides you with adequate information to make the correct choices for your message.

You may be able to set the grammar checker to reflect different writing styles, such as casual or business.

Run the spelling and grammar checkers just before you proofread (check your document for errors). When you proofread, be alert to errors that the software missed.

▶ CHAPTER SUMMARY

- To use print and electronic references efficiently, first study the explanatory notes for each reference.
- Familiarize yourself with the kind of information contained in each reference.
- Use a dictionary to confirm the correct spelling, meaning, and usage of your word choices.
- Use a thesaurus to avoid repeating words, add interest, and choose words that best convey your meaning.
- Use electronic references as “helpers,” not as substitutes for manual proofreading and editing.

Complete the Chapter 1 Review.



Complete the Chapter 1 iLrn Activities at **miller.swlearning.com**.