

## 58 Colons

A common use of the colon is to introduce a list of things or people.

These are the things we need: fruit, cereal, juice, milk, eggs, bread.

Note the use of commas to separate each item. A full stop is placed after the last item in the list.

### Inserting colons

In each of the following sentences, supply the colon, the commas and the full stop.

- 1 You will need the following items of camping gear tent sleeping bag rucksack billy swimsuit sunglasses hat sunscreen
- 2 At the school we met these important people the principal the deputy the school captain the librarian the sports teacher the caretaker
- 3 On my overseas holiday I intend to visit these places England France Italy Russia China India Singapore Indonesia
- 4 The school offers a wide range of sporting activities swimming cricket tennis golf athletics football archery
- 5 We have seen the following birds on our farm wrens finches kookaburras crows sparrows starlings parrots hawks
- 6 Please buy these fruits for dessert bananas grapes oranges apples pears peaches plums
- 7 Our clothing store has the following items at a discount price jeans shirts socks shoes belts jackets hats shorts
- 8 For the thirsty traveller we serve these beverages lemonade soda cordial cola milk shakes tea coffee hot chocolate



THEY ALWAYS GET IN FIRST!



AND I'M ALWAYS LAST!



## 59 Semicolons

Semicolons can be used instead of conjunctions (joining words) to link two sentences that are really complete sentences in themselves. Semicolons can also be used to separate statements that are so closely linked in meaning that a full stop would be too strong and a comma would be too weak.

The bus was full; the train was nearly empty.

You can drive; I haven't brought my licence.

A rainforest has a charm all of its own; it offers a variety of life that is always changing; it creates an environment for the growth of rare plants; it is a secret and beautiful place.

### Inserting semicolons

Insert semicolons as they are needed in the following sentences.

- 1 I am unable to go you can take my place.
- 2 Elephants are wonderful leopards are awesome tigers are magnificent.
- 3 Jogging is a satisfying form of exercise you should try it.
- 4 We saw the lyrebird spread its beautiful tail the graceful dance fascinated us.
- 5 The great volcano erupted in the morning ash rained upon the surrounding farmlands.
- 6 The grazing zebra presents a picture of grace and gentleness if its anger is aroused not even a lion is safe from its flying hoofs.
- 7 My father never liked eating in restaurants he preferred home cooking.
- 8 We visited Niagara Falls all the cascading water amazed us.
- 9 Some of us wanted to climb the mountain others were sure they would rather drink coffee in the town.
- 10 They needed to walk another ten kilometres dusk was approaching.
- 11 The air was full of bats the cracks in the rocks looked strange a rustling sound grew louder.
- 12 It is a wonderful day I will walk in the bush.

## 56 Contractions

A contraction occurs when one or more letters are dropped from a word. An apostrophe is used to indicate the loss of the letter or letters.

Let's go. (Let us go.)

They're here. (They are here.)

He won't come. (He will not come.)

### Closing up the words

Contract each of the following by using an apostrophe.

- |                         |                             |
|-------------------------|-----------------------------|
| 1 She will not.         | 10 Where is the book?       |
| 2 We do not know.       | 11 It is in the bag.        |
| 3 They cannot come.     | 12 Do not bother.           |
| 4 We had left.          | 13 There is still time.     |
| 5 I could have studied. | 14 Let us wait.             |
| 6 You are wrong.        | 15 I would not like to try. |
| 7 Was not it lucky?     | 16 We are not very happy.   |
| 8 He has not done it.   | 17 They had left.           |
| 9 They have succeeded.  | 18 That will be all right.  |

### Opening up the words

Give the full form of each of the following.

- |                          |                        |
|--------------------------|------------------------|
| 1 I'm staying.           | 10 We haven't got it.  |
| 2 Let's go.              | 11 Ken's not at home.  |
| 3 I won't mind at all.   | 12 I'm keen to buy.    |
| 4 We aren't interested.  | 13 She didn't mean it. |
| 5 You can't mean it!     | 14 You're on next.     |
| 6 They've done it.       | 15 She's left him.     |
| 7 It's here.             | 16 We'd left.          |
| 8 Wouldn't it be lovely? | 17 He'll be sorry.     |
| 9 Don't you agree?       | 18 This isn't right.   |

## 20 Confusing pairs

Confusion in communication sometimes occurs when words that look similar have different meanings.

### Clearing up the confusion

Complete these sentences by inserting the correct word from the brackets in the blank spaces.

- 1 The racing car ..... the judges as it accelerated ..... the finishing post.  
(past/passed)
- 2 The climbers knew they would ..... their lives if any of the knots in the ropes were .....  
(loose/lose)
- 3 Many people who live in the tropics prefer to ..... themselves in cotton  
(cloth/clothe)
- 4 A ..... survey shows that many shoppers ..... a tax on food products  
(recent/resent)
- 5 In a ..... such as nursing there is little chance of a long ..... every year  
(vocation/vacation)
- 6 The long term ..... of most chemicals on the body is not known, but many do ..... the skin.  
(affect/effect)
- 7 The TV viewers who had seen most ..... the game knew that several players had been sent ..... with injuries.  
(off/of)
- 8 The band was asked to ..... the marchers who were getting ready to ..... down the main street.  
(proceed/precede)
- 9 When no birds are singing and the forest is ..... it becomes ..... an eerie place to visit.  
(quiet/quite)
- 10 The factory will ..... most bottles for recycling, all ..... those bottles that are cracked.  
(except/accept)
- 11 The cook was given a ..... for the money she spent on the special dried fruits needed for her cake .....  
(receipt/recipe)
- 12 On the ..... farm, the farmer keeps a ..... of his activities.  
(diary/dairy)
- 13 The ..... has been fine for the last two weeks but we do not know ..... today will be hot or cold.  
(weather/whether)

# 17 Homonyms

A **homonym** is a word that has the same sound as another word, but has a different meaning. For example, 'ate' (the past form of eat) and 'eight' (the number) are homonyms.

## Clues to homonyms

Using the clues, give the words that have the same sound but a different meaning. The first one is your example.

- |                      |               |                       |        |
|----------------------|---------------|-----------------------|--------|
| 1 a rough texture    | <b>coarse</b> | 6 a wooden plank      | b..... |
| a part of a meal     | <b>course</b> | uninterested          | b..... |
| 2 a small part       | p.....        | 7 animal flesh        | m..... |
| freedom from war     | p.....        | to come together      | m..... |
| 3 seven days         | w.....        | 8 suffering           | p..... |
| a feeble state       | w.....        | a sheet of glass      | p..... |
| 4 the act of selling | s.....        | 9 an area of an ocean | s..... |
| part of a boat       | s.....        | to use the eyes       | s..... |
| 5 in one piece       | w.....        | 10 a chook            | f..... |
| a cavity             | h.....        | something disgusting  | f..... |

## Fill in the blanks

For each of the following sentences, select the correct homonyms from the brackets to fit the blank spaces.

- 1 I ..... it was a ..... book because some pages were uncut. (new/knew)
- 2 We enjoy listening to a ..... on the radio as we eat our breakfast ..... (serial/cereal)
- 3 To escape the fire, they ..... themselves ..... the window. (through/threw)
- 4 The enthusiastic snooker players formed a ..... to purchase a beautiful ..... from the games shop. (cue/queue)
- 5 A cold wind ..... across the clear ..... sky. (blew/blue)
- 6 As the bus conductor collected the student's ..... , he noticed that her hair was ..... (fair/fare)



## 18 Word families

Many words have 'families'. For example, the word 'suspicious' belongs to a word family in which the other forms are 'suspicion', 'suspect' and 'suspiciously'.

### Word families in action

Choose the appropriate words from the boxed word families and place them in the spaces in the sentences.

threatening	threatened	threateningly	threat	threaten
-------------	------------	---------------	--------	----------

- 1 Thunderstorms with ..... clouds loomed closer.
- 2 A hail storm is a ..... to the ripening fruit.
- 3 The police officer spoke ..... to the criminal.
- 4 Drift nets ..... the existence of dolphins.
- 5 The town was ..... by the rising flood waters.

action	active	act	actively	actor
--------	--------	-----	----------	-------

- 1 Mount Vesuvius is an ..... volcano.
- 2 Shakespeare was an ..... as well as a playwright.
- 3 The church is ..... engaged in helping the poor.
- 4 The police took ..... to prevent the play being performed.
- 5 A boy was chosen to ..... the part of the ghost.

entertainer	entertain	entertainment	entertaining	entertainingly
-------------	-----------	---------------	--------------	----------------

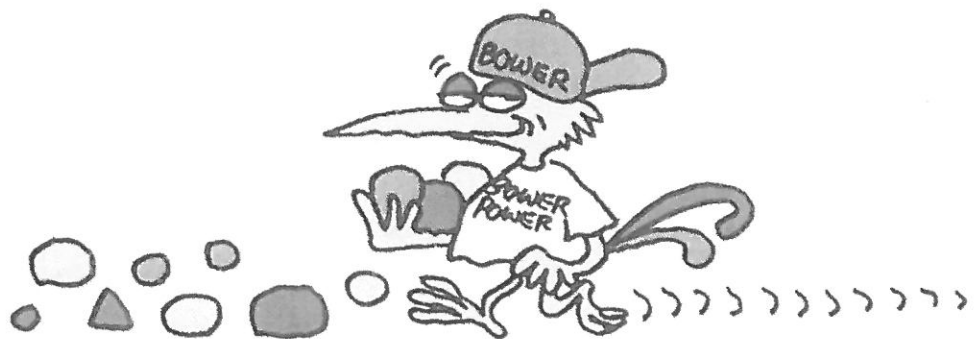
- 1 The film star spoke ..... on the subject of comedy.
- 2 The trapeze artist is a highly skilled .....
- 3 I think I'll just settle down with an ..... book.
- 4 'Ladies and gentlemen, the band will ..... us on the lawn.'
- 5 Dancing is my favourite form of .....

## Inserting synonyms

Rewrite the following sentences replacing each word in **heavy** type with its synonym from the box.

conceal	miserable	tallest	poisonous
gather	huge	look	moisture
smallest	powerful	unite	own
hard	shows	loveliness	guard
allows	copy	happens	clear

- 1 A rainforest is able to **hide** many creatures under its **enormous** canopy of leaves.
- 2 The constant **dampness** in a rainforest **permits** the growth of many mosses.
- 3 The most **venomous** fish in the world are the Stone Fish of the Pacific.
- 4 Although moths are amongst the forest's  **tiniest** creatures, they have a **strong** sense of smell.
- 5 Separate ants' nests often **join** to form a single ant city.
- 6 Bower birds **collect** blue objects to decorate their bowers.
- 7 The sea's **highest** waves can rise as much as fifty metres from trough to crest.
- 8 Tropical waters are often **transparent** during the winter season.
- 9 Heavy rain often **occurs** during the summer, making life **wretched** for the villagers.
- 10 Some insects **imitate** the colouring of leaves to **protect** themselves against attack.
- 11 A **glance** into the Pitcher Plant **reveals** the insects trapped inside.
- 12 It is **difficult** to describe the **beauty** of the rainforest.



## Match up the antonyms

Link each word in the left-hand column with its antonym in the right-hand column.

1 healthy	crooked
2 same	listener
3 front	minimum
4 arrive	loss
5 wet	forget
6 straight	dull
7 freedom	often
8 present	answer
9 speaker	depart
10 full	private
11 wealth	temporary
12 ascent	back
13 profit	absent
14 bright	sick
15 seldom	poverty
16 question	dry
17 remember	different
18 permanent	descent
19 public	empty
20 maximum	captivity

## Opposite in meaning

Change the meaning of each of the phrases below by providing an antonym of the word in **heavy** type. For example: 'a **short** distance' becomes 'a **long** distance'.

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1 the <b>right</b> method       | 11 a <b>loose</b> knot         |
| 2 a <b>distant</b> view         | 12 <b>early</b> in the morning |
| 3 the theatre's <b>entrance</b> | 13 <b>north</b> of the hills   |
| 4 a <b>heavy</b> load           | 14 a <b>tame</b> cat           |
| 5 the <b>guilty</b> man         | 15 a <b>quick</b> walk         |
| 6 a <b>bitter</b> taste         | 16 a <b>smooth</b> ride        |
| 7 a <b>sharp</b> knife          | 17 a <b>kind</b> uncle         |
| 8 <b>more</b> money             | 18 never <b>allowed</b>        |
| 9 going <b>forward</b>          | 19 <b>fresh</b> bread          |
| 10 a <b>strong</b> smell        | 20 a good <b>beginning</b>     |





## Complete the groups

Insert the appropriate word from the box to complete each group of four.

stench	flood	silent	tornado
comical	frail	clue	fling
colossal	collide	agony	criminal
merry	sprint	gnaw	leap

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1 throw, toss, pitch, .....       | 9 jump, bound, vault, .....     |
| 2 cheerful, happy, joyful, .....  | 10 hurry, run, race, .....      |
| 3 huge, enormous, gigantic, ..... | 11 drizzle, shower, rain, ..... |
| 4 suspect, rogue, outlaw, .....   | 12 nibble, eat, chew, .....     |
| 5 calm, quiet, still, .....       | 13 dainty, fine, fragile, ..... |
| 6 breeze, wind, gale, .....       | 14 knock, bump, strike, .....   |
| 7 hint, suggestion, sign, .....   | 15 ache, pain, torment, .....   |
| 8 funny, humorous, amusing, ..... | 16 perfume, smell, odour, ..... |

## 57 Abbreviations

An abbreviation is the shortened form of a word or phrase. In our modern world with its emphasis on the speed and economy of communication, the use of abbreviations has greatly increased.

A full stop is used to show that a word has been abbreviated, except when the last letter of the abbreviation is also the last letter of the complete word. Thus when 'Monday' is abbreviated to 'Mon.' a full stop is used. However, when 'Sergeant' is abbreviated to 'Sgt' a full stop is not used.

### Abbreviation match-up

Match up each word on the left with its abbreviation on the right.

- |                         |        |
|-------------------------|--------|
| 1 Very Important Person | diag.  |
| 2 professor             | Dr     |
| 3 Bachelor of Science   | N.Z.   |
| 4 diagram               | Sgt    |
| 5 feminine              | prof.  |
| 6 Street                | jnr    |
| 7 Doctor                | Mt     |
| 8 manufacturer          | masc.  |
| 9 New Zealand           | Rd     |
| 10 Mount                | V.I.P. |
| 11 masculine            | B.Sc.  |
| 12 junior               | fem.   |
| 13 Road                 | St     |
| 14 Sergeant             | mfr    |



### Supplying abbreviations

Give the usual abbreviation for each of the following words.

- |             |            |           |            |
|-------------|------------|-----------|------------|
| 1 January   | 5 Saturday | 9 Friday  | 13 July    |
| 2 Tuesday   | 6 October  | 10 March  | 14 weekly  |
| 3 September | 7 Thursday | 11 Sunday | 15 hours   |
| 4 Wednesday | 8 February | 12 April  | 16 minutes |