



**Exercise 2.3****Finding the meanings of homographs-homophones**

1. Find the meaning of the homographs-homophones below.

| Word | Meanings                            |   |
|------|-------------------------------------|---|
| page | <i>One side of a sheet of paper</i> | <i>Boy training for knighthood</i>            |
| bat  | <i>Club or stick</i>                | <i>Mouse-like mammal</i>                      |
| bay  | <i>Part of the sea</i>              | <i>Type of tree</i>                           |
| bank | <i>Financial establishment</i>      | <i>Side of a river</i>                        |
| file | <i>Cabinet for folders</i>          | <i>Rough surfaced tool for smoothing</i>      |
| arm  | <i>Upper limb of human body</i>     | <i>Weapon</i>                                 |
| box  | <i>Container</i>                    | <i>To fight with the fists</i>                |
| bow  | <i>Anything curved</i>              | <i>Decoration on a gift</i>                   |
| hold | <i>To keep from getting away</i>    | <i>Compartment in a ship</i>                  |
| down | <i>Fine feathers</i>                | <i>Toward or in a lower place or position</i> |

**Exercise 2.4****Finding the grammatical category abbreviation**

1. Using a dictionary, find the appropriate grammatical category abbreviation for the words below. Note that the symbols may vary from one dictionary to another.

| Word           | Abbreviation               |
|----------------|----------------------------|
| a. regretfully | <i>adv. (adverb)</i>       |
| b. horse       | <i>n. (noun)</i>           |
| c. beautiful   | <i>adj. (adjective)</i>    |
| d. before      | <i>prep. (preposition)</i> |
| e. slide       | <i>v. (verb)</i>           |

**Exercise 2.5****Finding the grammatical category of words**

1. Put an X next to the grammatical category that corresponds to the definition.

| Definition   | Word                |   |
|--|---------------------|---|
| White liquid secreted by the mammary glands of female mammals                              | milk (noun)         | X |
|  | milk (verb)         |   |
| To practise a game played with a small, usually white, hard ball on a large outside course | golf (noun)         |   |
|  | golf (verb)         | X |
| Approximately (e.g.: as in some twenty people)   | some (adjective)    |   |
|  | some (adverb)       | X |
| To do something at a slow pace   | slow (adjective)    |   |
|  | slow (adverb)       | X |
| An exclamation to express surprise   | well (noun)         |   |
|  | well (verb)         |   |
|  | well (interjection) | X |
| The place where you are employed   | work (noun)         | X |
|  | work (verb)         |   |
| To remain / to endure  | last (verb)         | X |
|  | last (adverb)       |   |
| To do very well  | fine (adjective)    |   |
|  | fine (adverb)       | X |
| Overcome by alcohol  | drunk (verb)        |   |
|  | drunk (adjective)   | X |
| To make a copy / to reproduce  | copy (noun)         |   |
|  | copy (verb)         | X |
| A loud utterance   | call (verb)         |   |
|  | call (noun)         | X |
| The instrument used to make a phone call   | phone (verb)        |   |
|  | phone (noun)        | X |

**Exercise 2.6** Finding the right pronunciation

1. Look up the words below in your dictionary. Fill in the table with the phonetic symbols that you find next to each entry word, then practise pronouncing the words.

| Word    | Phonetic transcription            |
|---------|-----------------------------------|
| recipe  | / 'res ə pi /                     |
| receipt | / rɪ'sit /                        |
| listen  | / 'lɪs ən /                       |
| often   | / 'ɔ fən, 'ɒf ən; 'ɔf tən, 'ɒf- / |
| boot    | / but /                           |
| paid    | / peɪd /                          |
| said    | / seɪd /                          |

| Word  | Phonetic transcription |
|-------|------------------------|
| lose  | / luːz /               |
| loose | / luːs /               |
| lost  | / lɒst, lɒst /         |
| mad   | / məd /                |
| made  | / meɪd /               |
| when  | / wɛn; /               |
| win   | / wɪn /                |

**Exercise 2.7** Finding the pronunciation of a homograph

1. In a dictionary or in the tables studied earlier, look up the phonetic symbols for the words below, then practise pronouncing the words.

| Word    | Synonym            | Phonetic transcription |
|---------|--------------------|------------------------|
| wind    | breeze             | / wɪnd /               |
| wind    | wrap               | / waɪnd /              |
| live    | exist              | / lɪv /                |
| live    | direct (broadcast) | / laɪv /               |
| record  | register           | / rɪ'kɔrd /            |
| record  | disk               | / 'rek ərd /           |
| present | gift               | / 'prez ənt /          |
| present | current time       | / 'prez ənt /          |

**Exercise 2.8****Finding the accent**

1. Determine where your dictionary has placed the accent in each word, then circle the stressed syllable. Afterward, practise saying these words out loud.

|              |   |
|--------------|---|
| September    | Sep . tem . ber                                 |
| dollar       | dol . lar                                       |
| analysis     | a . nal . y . sis                               |
| analyze      | an . a . lyze                                   |
| address      | ad . dress (noun)      ad . dress (verb)        |
| increase     | in . crease (noun)      in . crease (verb)      |
| accounting   | ac . count . ing                                |
| receptionist | re . cep . tion . ist                           |
| detail       | de . tail (noun)      de . tail (verb)          |
| refuse       | re . fuse (to decline)      re . fuse (garbage) |
| refer        | re fer  |
| avoid        | a . void  |
| money        | mon . ey  |
| appointment  | ap . point . ment                               |

## Summary exercise

1. Look at the document below. It summarizes the elements to discuss during the meeting with your team. You have circled the words that you are not sure how to pronounce.

### Procedure **prior** to **depositing** a cheque

As you all know, before depositing a cheque at the bank, it is **crucial** to verify that the information on the cheque is correct. If you include a cheque containing errors, the bank will return it to you and there could be bank fees.

DATE **1** 185  
Y Y Y Y M M D D

PAY TO THE ORDER OF **2** \$ **3**  
**3** /100 DOLLARS

FOR \_\_\_\_\_ FROM **4** \_\_\_\_\_

0185 18616 278 56 558 47

Here's what you'll need to do.

- 1 Date** – Validate the date. Cheques are generally valid for six months from the date written on the cheque. If the date is not indicated, add it.
- 2 Pay to the order of** – <sup>Verify</sup> ~~Make sure~~ that the company's name is in the *Pay to the order of* section. If it is not there, add it.
- 3 Amount on the cheque** – <sup>Check</sup> ~~Make sure~~ that the amounts written in letters and in numbers match. If this is not the case, request the **issuance** of another cheque.
- 4 Signature** – Make sure that the cheque is signed. If it is not, you will not be able to deposit it.

2. Indicate the right pronunciation for the circled words.

*prior*: / 'praɪ ə /; *depositing*: / dɪ'pɒz ɪtɪŋ /; *crucial*: / 'kruːʃ ə /; *issuance*: / 'ɪʃ u əns /

3. You notice that you overused the expression **make sure**. Find synonyms for at least two of the occurrences and write them in the main document presented above.