# **Collins**

# VOCABULARY Organizer

Record and review your vocabulary

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# **Collins**

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#### Introduction

While you are at university, you will learn a huge number of new words and expressions. It is important to develop good learning practices in order to use these words appropriately in your speaking and writing.

This introduction will discuss:

- how many words there are in English
- the best way of recording vocabulary
- what 'knowing a word' means
- how to use your learner's dictionary
- and how to use your new Vocabulary Organizer.

# 1 How many words are there in English?

Students often ask this question. Some experts estimate that there are at least a quarter of a million words in English. One reason why it is so difficult to give an exact number is that the total partly depends on how we define 'a word'. For instance, does a word with more than one meaning count as only one word? Should we include different forms (such as *love* and *loves*) as separate words? It has been estimated that a university-educated speaker knows anywhere between 17,000 and 20,000 words, including words (such as *love*) and derivations (such as *loves – loved – loving*).

The words you recognize (but don't use) make up your passive ('receptive') vocabulary; while the words you actually use in speaking and writing make up your active ('productive') vocabulary. We all recognize more words than we use, so our passive vocabulary is larger than our active vocabulary.

That is why this *Vocabulary Organizer* is divided into two sections. Section 1 is for your productive vocabulary – the words and phrases you want to use when you speak and write. Section 2 is for your receptive vocabulary – the words you are happy simply to recognize when you listen and read.

# 2 What's the best way to record vocabulary?

Students taking a language course, or studying in a foreign language, often write down the new words they learn during classes and lectures. These notes are usually taken chronologically, meaning that the student starts writing the new words at the beginning of the class or lecture and continues to the end. Many students write down each new word, with a translation next to it, in a vocabulary notebook. However, they may later want to find one of these new words in order to use it or revise it. In this situation, a chronological list is no help at all. The notes have usually been written down quickly and briefly, and they are not in any order, which makes it impossible to find a particular word or phrase. For all these reasons, it is a good idea to transfer new words into your *Vocabulary Organizer*.



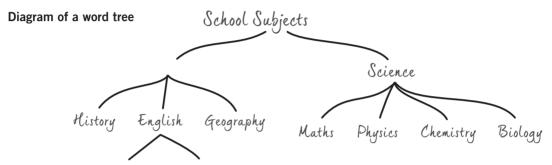
#### **Task**

Think about how you record vocabulary. How effective is your method? Can you find the words or phrases again? Can you remember how to pronounce them and how to use them? How could you record new words better?

The most effective language learners have a system they use to store new words and make notes about their meanings. Students take in information in different ways, and there are several methods of recording vocabulary. These include:

- Writing down each word chronologically, with the translation next to it
- Writing words in alphabetical groups, as in a dictionary
- Writing words in a diagram, such as a 'word tree' (see below)
- Writing words in lexical sets (groups of words that are related to each other, such as words about pronunciation or technology).

Writing down a word with a translation next to it is useful for some words, such as simple nouns, and it is helpful when you start your studies. However, it is not very effective for key (important) words, or when you progress past intermediate level. Some words are very complex or have several meanings, which cannot be covered by a simple translation.



# 3 What does 'knowing a word' mean?

'Knowing a word' may include knowing its:

- Meaning or meanings
- Forms
- Pronunciation/Word stress
- Spelling
- Collocation
- Connotation
- Register

- Synonyms and antonyms
- Etymology.

# Meaning or meanings

Some words have several different meanings, such as *port*:

A port is a town by the sea, which has a harbour.

A port on a computer is a place where you can attach another piece of equipment, such as a printer.

(Definitions from: Collins COBUILD Advanced Dictionary of English, Seventh Edition, 2012)

#### **Forms**

Some words have a number of forms, such as: *happy – unhappy – unhappily; politics – politician – apolitical*.

A 'word family' is a group of words that are closely related to each other, such as: historian – history – historical.

#### Pronunciation/Word stress

You can look up the pronunciation of a word in your dictionary. Phonemic script is used to show the pronunciation. Word stress is indicated in the *Collins COBUILD Advanced Dictionary* by underlining the stressed syllable in the phonemic script, so *happy* is written /hæpi/.

# Introduction

Often words have more than one syllable. In the *Collins COBUILD Advanced Dictionary*, the syllables are shown by vertical lines. For example:

hap|py po|li|ti|cian

#### **Spelling**

You can look up the spelling of a word in your dictionary. Plurals of nouns and inflections (the different forms) of verbs are also given. In the *Collins COBUILD Advanced Dictionary*, we give both irregular and regular inflections for every word.

#### Collocation

Collocations are words that are often used together and thus form strong combinations. For example, some verb–noun collocations of *meeting* are:

- to attend a meeting
- to postpone a meeting
- to cancel a meeting

#### Connotation

Connotation refers to the feelings connected with a word. These feelings may be positive or negative. For example, the term *freedom-fighter* has a positive connotation; while the word *terrorist* (which may be used by a different speaker to describe the same person) has a negative connotation.

#### Register

It is good to know if a word has a certain register, such as 'formal' or 'informal'.

There are other labels that can also be used to describe the way certain words are used. These may include:

- Colloquial used in informal conversation
- Slang very informal, maybe used by just one group
- Jargon words that are used by specific groups of professional people (such as information technology jargon)
- ESP meaning 'English for Specific Purposes'. Sometimes, a word has a restricted use. For example, it may be a word that is only found in legal English (such as *heretofore*) or a word that is only used in technical English (such as *bandwidth*)
- EAP meaning 'English for Academic Purposes'.

# Synonyms and antonyms

It is often helpful to learn a word's synonyms (other words with the same meaning), as well as its antonyms (words with opposite meanings). Taking *decrease* as an example:

- Synonyms would include: drop and fall
- Antonyms would include: increase and rise

In the Collins COBUILD Advanced Dictionary, synonyms and antonyms are listed.

# **Etymology**

Occasionally, it can be useful to know the origins of a word. For instance, a word could have a Latin

root (*insomnia*); it could come from Greek (*democracy*); or it could be a loan word imported from another language such as Hindi (*juggernaut*), Japanese (*karaoke*) or Portuguese (*cashew*).

In the *Collins COBUILD Advanced Dictionary*, there are 'Word links boxes' that focus on word roots, as well as prefixes and suffixes. For example, *geo-* is a prefix meaning 'earth' that is used in words like: *geography*, *geology* and *geopolitical*.

#### 4 How to use your learner's dictionary

Dictionaries are available in several formats, including:

- The book version (paperback or hardback)
- The CD-ROM or DVD-ROM version
- The Internet (online) version
- The smartphone or tablet app.

For information on electronic dictionaries and translators (which may contain bilingual and monolingual versions), see page 184.



#### Task

Which format of dictionary or dictionaries do you use? What are the advantages and disadvantages of using a specific type of dictionary?

We usually use a dictionary to look up the meaning of a word. In a bilingual dictionary, this will probably be a translation from your own language. In a monolingual learner's dictionary, the definition will be in English. This type of dictionary uses a restricted number of words to write the definitions – known as the 'defining vocabulary'. The defining vocabulary used in the *Collins COBUILD Advanced Dictionary* is listed at the end of the dictionary.

A learner's dictionary does more than simply provide the definition of a word. The best learner's dictionaries, such as the *Collins COBUILD Advanced Dictionary*, have certain features that can help you use them more effectively. Some of these features are listed below.

# Meaning labels

Many words have many different meanings. These are labelled so that you can find the correct one to fit the context in which you have met the word or intend to use it.



#### **Task**

Look up the word *fit* in your dictionary and see how many meanings are listed and how they are labelled.

# **Example sentences**

Example sentences show the context in which the word is most commonly used. These sentences also demonstrate grammatical structures associated with the word. For instance, an example sentence can show you whether a particular verb is followed by another verb in the infinitive or by a preposition and a gerund. Example sentences may also include common collocations associated with the word.

# Introduction

#### For instance:

money (n) – We **spent** a lot of **money** on developing the prototype. work (v) - I work for a small software company.



#### **Task**

Look up *money* and *work* in your dictionary and see which other collocations are illustrated in the example sentences.

The Collins COBUILD Advanced Dictionary includes 'Word partnership boxes' that highlight common collocations.

#### Usage labels

Learner's dictionaries also provide guidance on the correct use of words. For example, the register of a word is shown by its label ('formal' or 'informal'), and this will help you use it appropriately. British and American differences in usage, spelling and pronunciation are indicated by codes such as 'BrE' or 'UK' and 'AmE' or 'US'.



#### Task

Look up *pavement*, *behaviour* and *laboratory* and see how your dictionary indicates the differences in usage, spelling and pronunciation.

Some learner's dictionaries include boxes highlighting errors commonly made in English or similar words that are frequently confused. The *Collins COBUILD Advanced Dictionary* includes 'Usage boxes' for this purpose.

# Word frequency

Your English–English dictionary (monolingual) provides information on frequency (how common a word or phrase is). Knowing how frequent a word is will help you decide in which section of your *Vocabulary Organizer* to store it.

The *Collins COBUILD Advanced Dictionary* uses diamond symbols to show frequency, from three diamonds for 'most frequent' to no diamonds for 'less frequent'. This is how the system works:

♦♦♦ the most frequent words in English

♦♦ fairly frequent words

frequent words

No diamond less frequent words.

We suggest that you put all the words marked with one or more diamonds in Section 1 (Vocabulary for production). These words are important for your area of study and they will be your 'active vocabulary'. All the words without this symbol are words that you need to recognize but not produce. They are your 'passive vocabulary' and they will go in Section 2 (Vocabulary for recognition).

The *Collins COBUILD Advanced Dictionary* is a general English dictionary so you should bear in mind that there might be a word that doesn't have a frequency marker but should still go in Section 1 of your *Vocabulary Organizer* because it's going to be a common word in your field of expertise.

# 5 How to use your Vocabulary Organizer

Your *Vocabulary Organizer* is divided into two sections. Section 1 is for you to record the vocabulary you need to use – your productive (active) vocabulary. Section 2 is to record the vocabulary you need to recognize – your receptive (passive) vocabulary. When you record new words in your *Vocabulary Organizer*, you should first decide whether you want to store them in Section 1 or Section 2.

#### Using Section 1

The pages in Section 1 will help you record important information about new words. Section 1 is divided into:

- My word maps
- My new words
- My new phrasal verbs/collocations/idioms and expressions
- My key words.

#### My word maps

This section of your book will help you record words together in 'concept areas'. It is easier to remember important words if you record them in groups (such as types of fruit, collocations of the word *meeting*, or parts of a car) rather than just alphabetically.



#### **Task**

Create some word maps for concepts that are important to you. Here are some suggested concept areas for general English and English for Special Purposes to get you started:

**General:** animals/hobbies/photography/music/emotions and feelings **English for Academic Purposes:** sociology/culture/art/business and management/law

Two example word maps have been completed (see pages 12 and 13).

The 'Word web boxes' in the *Collins COBUILD Advanced Dictionary* present topic-related vocabulary using text and pictures.

#### My new words

When you wish to record a new word, add it to this section. There is room to record some useful information about each word and to write in an example phrase or sentence.

#### My new phrasal verbs/collocations/idioms and expressions

These pages are for recording 'chunks' of language. 'Chunks' are pieces of language that are longer than individual words or compound words (e.g. *computing science*). These can be recorded in the 'My new phrases' section. For example, you can use this section to record:

- Phrasal verbs she puts up with a lot of
- Useful 'word partnerships' or 'collocations' ozone layer
- Idioms, expressions and fixed phrases that you may wish to use *the other side of the coin*, *I'd like to...*

For examples of these, see pages 44, 54 and 64.

#### My key words

Use these pages if a new word is very important, and you wish to record a lot of information about it. You can record details of the word such as collocations, different forms and word stress. Finally, write some examples that are useful for you. You can revisit these pages and update them, adding more information.

See pages 74 and 75 for examples of completed key word pages.

#### **Using Section 2**

In this section you can store words alphabetically. Storing vocabulary alphabetically means that the words are easy to access when you want to review them. Remember, these words are only for recognition (rather than production) so you will need to record less information about them.

Your *Vocabulary Organizer* will prove invaluable when it comes to revising vocabulary. This 'recycling' of words and phrases is necessary for them to become part of your everyday vocabulary. You may need to meet and use a new word or phrase as many as eight times before it passes from your short-term memory into your productive vocabulary. You can:

- look at the words you have recorded in Section 1 and see if you can use any of them in an essay or presentation
- use your *Vocabulary Organizer* when you are writing or preparing a talk
- return to the word maps and your key words from time to time, and add more information.

Your Vocabulary Organizer will continue to be useful as you progress through your studies.

We hope you enjoy using your Vocabulary Organizer.

#### Pete Sharma and Barney Barrett

#### About the authors

**Pete Sharma** is currently working as a lecturer in English for Academic Purposes at universities in the UK. He is a prolific ELT author and a well-known conference presenter, having given workshops and keynote speeches around the world on language teaching.

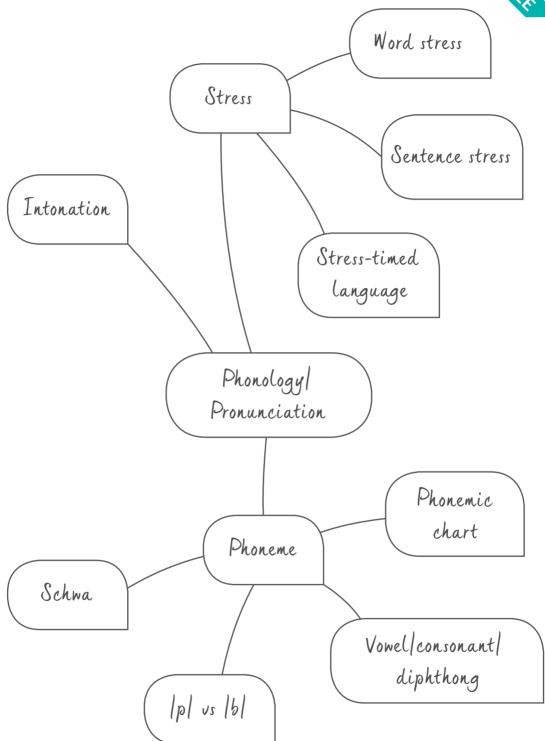
**Barney Barrett** is an experienced English language teacher and writer based in the UK, where he works for an international Business English training organisation. Barney is currently writing and developing learning materials that form part of blended learning English courses.

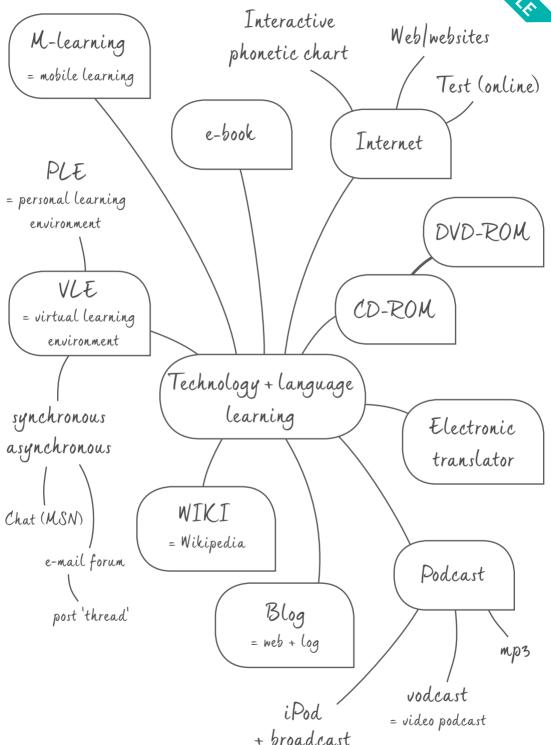
# Vocabulary for production

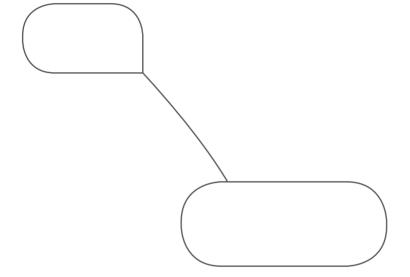
Words I need to be able to say and write

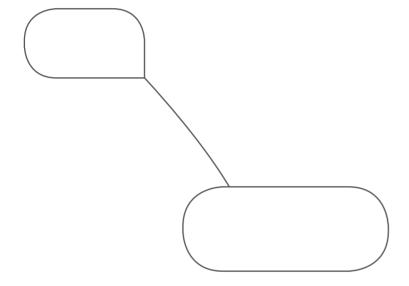
- My word maps
- My new words
- My new phrasal verbs
- My new collocations
- My new idioms and expressions
- My key words











| My new words  |  |  | Q.          |
|---------------|--|--|-------------|
|               |  |  | Translation |
| Word          | Meaning  | My example   | Translation |
| factoid       | humorous or interesting piece of information                               | The newspaper was full of factoids.  |             |
| short-termism | someone makes decisions that produce benefit now rather than in the future | The short-termism of government policy is likely to lead to future problems. |             |
|               |  |  |             |
|               |  |  |             |
|               |  |  |             |
|               |  |  |             |

| Word | Meaning | My example | Translation |
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| My new physical years |  | E.  |
|-----------------------|--|---|
| My new phrasal verbs  | <b></b>  | My example  |
| Phrasal verbs         | Meaning/translation                            | My example  |
| put up with           | accept something that is not pleasant          | I cannot put up with the terrible weather in England, so I might leave. |
| take up               | become interested in and start doing something | Last year, I took up<br>yoga.   |
|                       |  |   |
|                       |  |   |
|                       |  |   |
|                       |  |   |

| My new collocations |  | The second secon |
|---------------------|--|--|
|                     |  | Mole   |
| research fellow     | Meaning/translation  member of an academic institution whose job is to do research | My example  I met Jen yesterday - she's a research fellow here at the university.  |
| reliable data       | you can trust this data;<br>also reliable info/source                              | It is not difficult to<br>get reliable data on<br>childhood diseases in<br>West Africa.  |
|                     |  |  |
|                     |  |  |
|                     |  |  |
|                     |  |  |

| Collocations | Meaning/translation | My example |
|--------------|---------------------|------------|
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#### 1 The Academic wordlist

The Academic Word List (AWL) includes words that often occur in academic subjects – particularly in articles and lectures. The list was compiled by Averil Coxhead at the Victoria University of Wellington, New Zealand. It contains 570 word families and is divided into 10 sub-lists. Sublist 1 consists 60 of the most common words in the AWL. Sublist 2 contains the next most frequently used words, and so on.

You don't need to know the AWL by heart, but it is useful to consult it occasionally to ensure that the words you are learning are those that occur frequently in academic contexts. The *Collins COBUILD Advanced Dictionary* contains the AWL.

There are no technical words in the list. You will need to supplement the AWL by noting down any new technical words from your own field of specialist study.

AWL weblink:

www.uefap.com/vocab/select/awl.htm

# 2 Corpora

A corpus is a 'collection of texts, written or spoken, which is stored on a computer'. It has been described as a 'principled' collection of texts, which means that it represents an area of language, such as 'business English' or 'classroom discourse'.

Collins and the University of Birmingham developed an electronic corpus in the 1980s, called the Collins Birmingham University International Language Database (COBUILD). This corpus became the largest collection of English data in the world, and COBUILD dictionary editors use the corpus to analyse the way people use language.

The Collins Corpus contains 4.5 billion words taken from websites, newspapers, magazines and books published around the world. It also includes spoken material from radio, TV and everyday conversations. All the examples in COBUILD dictionaries are examples of real English, taken from the Collins Corpus.

A concordance enables the user to find out how often, and in what contexts, a word or phrase is used in a corpus.

Online concordance weblink:

www.lextutor.ca/concordancers

#### 3 Electronic dictionaries

Electronic dictionaries are available in several formats: web-based; on CD-ROM and DVD-ROM; and on dictionary apps.

A dictionary on CD-ROM provides an excellent opportunity to listen to a new word. You can click on the audio icon to hear the word in British English or American English. You can also practise your pronunciation by recording the new word, comparing your recording with the original, then re-recording yourself as many times as you wish.

If you have the CD or DVD-ROM version of a learner's dictionary, you can also make use of production tools, such as ready-made word families and a thesaurus (which groups words from the dictionary families, based on their meaning and usage, instead of the alphabetic list used in the main dictionary).

Access the Collins COBUILD Advanced Dictionary online at:

www.collinsdictionary.com

| antonym     | The <b>antonym</b> of a word is a word that means the opposite.  | frequency    | The <b>frequency</b> of an event is the number of times it happens during a particular period of time.   |  |  |
|-------------|--|--------------|--|--|--|
| арр         | An <b>app</b> is a computer program that is written and designed for a specific purpose. It is designed for use on a mobile digital device. <i>The company</i>                                   |              |  |  |  |
|             |  | intransitive | An <b>intransitive</b> verb does not have an object, such as <i>Last month house prices</i> <b>rose</b> .  |  |  |
|             | recently launched a free phone <b>app</b> that translates conversations while you speak.   | phrasal verb | A <b>phrasal verb</b> is a combination of a verb and an adverb or preposition, such  |  |  |
| collocation | In linguistics, <b>collocation</b> is the way that some words occur regularly whenever   |              | as <i>shut up</i> or <i>look after</i> , which together have a particular meaning.   |  |  |
|             | another word is used.  | synonym      | A <b>synonym</b> is a word or  |  |  |
| corpus      | A <b>corpus</b> is a large collection of written or spoken texts that is used for language research.   |              | expression that means the same as another word or expression.  |  |  |
| connotation | particular word or name are the ideas or qualities that it   | transitive   | A <b>transitive</b> verb has a direct object, such as <i>She</i> <b>sent</b> me a text.  |  |  |
|             | makes you think of.  | uncountable  | An <b>uncountable noun</b> is the  |  |  |
| countable   | A countable noun is the same as a count noun. A count noun is a noun such as bird, chair, or year, which has a singular and a plural form and is always used after a determiner in the singular. |              | same as an <b>uncount noun</b> . An <b>uncount noun</b> is a noun such as <i>gold</i> , <i>information</i> or <i>furniture</i> , which has only one form and can be used without a determiner. |  |  |

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# **British English vowel sounds**

| ar  | h <b>ea</b> rt, st <b>a</b> rt, c <b>a</b> lm |
|-----|---|
| æ   | act, mass, lap                                |
| aı  | dive, cr <b>y</b> , mine                      |
| aıə | fire, tyre, buyer                             |
| au  | out, down, loud                               |
| auə | flour, tower, sour                            |
| e   | met, lend, pen                                |
| eı  | s <b>ay</b> , m <b>ai</b> n, w <b>ei</b> ght  |
| eə  | fair, care, wear                              |
| I   | fit, win, list                                |
| ix  | feed, me, beat                                |
| ΙƏ  | n <b>ea</b> r, b <b>ea</b> rd, cl <b>ea</b> r |
| D   | lot, lost, spot                               |
| əυ  | n <b>o</b> te, ph <b>o</b> ne, c <b>oa</b> t  |
| )IC | m <b>o</b> re, c <b>o</b> rd, cl <b>a</b> w   |
| ΟI  | b <b>o</b> y, c <b>oi</b> n, j <b>oi</b> nt   |
| U   | c <b>ou</b> ld, st <b>oo</b> d, h <b>oo</b> d |
| ux  | y <b>ou</b> , use, choose                     |
| บอ  | sure, pure, cure                              |
| 3!  | turn, third, word                             |
| Λ   | but, fund, must                               |

# **American English vowel sounds**

| a                   | c <b>a</b> lm, dr <b>o</b> p, f <b>a</b> ll   |
|---------------------|---|
| ar                  | dr <b>a</b> w, s <b>a</b> w                   |
| æ                   | act, mass, lap                                |
| ai                  | drive, cr <b>y</b> , lie                      |
| aiər                | fire, tire, buyer                             |
| au                  | out, down, loud                               |
| auər                | fl <b>ou</b> r, t <b>o</b> wer, s <b>ou</b> r |
| e                   | met, lend, pen                                |
| ei                  | s <b>ay</b> , m <b>ai</b> n, w <b>ei</b> ght  |
| $e^{\mathfrak{d}r}$ | fair, care, wear                              |
| I                   | fit, win, list                                |
| i                   | feed, me, beat                                |
| $\mathbf{I}^{pr}$   | cheer, hear, clear                            |
| OU                  | n <b>o</b> te, ph <b>o</b> ne, c <b>oa</b> t  |
| Э                   | more, cord, sort                              |
| oi                  | b <b>o</b> y, c <b>oi</b> n, j <b>oi</b> nt   |
| υ                   | c <b>ou</b> ld, st <b>oo</b> d, h <b>oo</b> d |
| u                   | you, use, choose                              |
| $\Omega_{\rm st}$   | sure, pure, cure                              |
| зr                  | turn, third, word                             |
| Λ                   | but, fund, must                               |
| Э                   | about, account, cancel                        |
|                     |   |

# **Consonant sounds**

butter, about, forgotten

| b | <b>b</b> ed    | 1 | lip          | V | <b>v</b> an      | t∫ | <b>ch</b> eap |
|---|----------------|---|--------------|---|------------------|----|---------------|
| d | <b>d</b> one   | m | <b>m</b> at  | W | <b>w</b> in      | θ  | <b>th</b> in  |
| f | <b>f</b> it    | n | <b>n</b> ine | X | locks            | ð  | <b>th</b> en  |
| g | <b>g</b> ood   | p | <b>p</b> ay  | Z | <b>Z</b> 00      | d3 | <b>j</b> oy   |
| h | <b>h</b> at    | r | run          | ſ | <b>sh</b> ip     |    |               |
| j | <b>y</b> ellow | S | soon         | 3 | mea <b>s</b> ure |    |               |
| k | <b>k</b> ing   | t | <b>t</b> alk | ŋ | si <b>ng</b>     |    |               |

# Letters

These are vowel letters:

aeiou

These are consonant letters:

b c d f g h j k l m n p q r s t v w x y z

The letter 'y' is sometimes used as a vowel, for example in *shy* and *myth*.

This pronunciation guide is taken from Collins COBUILD English Usage (2012).

When two words have a similar or identical sound, it is easy to confuse them and use the correct spelling for the wrong word. Here's a list of sets of words that are easily confused.

**accept**, **except** – To **accept** something is to receive it or agree to it. **Except** means 'other than' or 'apart from'.

**affect, effect** – To **affect** something is to influence or change it. An **effect** is a result something gives, or an impression something makes.

**aid, aide** – **Aid** means 'help', and to aid somebody is to help them. An **aide** is someone who acts as an assistant to an important person.

**allude**, **elude** – To **allude** to something is to refer to it in an indirect way. If something **eludes** you, you can't understand or remember it. If you **elude** something, you dodge or escape from it.

**altar, alter** – An **altar** is a holy table in a church or temple. To **alter** something is to change it.

**ascent**, **assent** – An **ascent** is an upward climb. To **assent** to something is to agree to it, and **assent** means 'agreement'.

**aural**, **oral** – Something that is **aural** is to do with the ear or listening. Something that is **oral** is to do with the mouth or speaking.

**berth, birth** – A **berth** is a bed on a ship or train, or a place where a ship is tied up. The **birth** of someone or something is the act of it being born or created.

**born, borne** – To be **born** is to be brought into life. To be **borne** is to be accepted or carried. When fruit or flowers are **borne** by a plant, they are produced by it. If something is **borne** out, it is confirmed.

**bough, bow** – To **bow** is to bend your body or head, and a **bow** is an action where you bend your body or head. A **bough** is a branch of a tree

**brake, break** – A **brake** is a device for slowing down, and to **brake** is to slow down by using this device. To **break** something is to change it so that it does not work or exist.

breath, breathe – Breath, without an 'e', is the noun, meaning 'air that is taken in by people or animals'. Breathe, with an 'e', is the verb meaning 'to take in air'.

**canvas, canvass** – **Canvas** is strong cloth. To **canvass** is to persuade people to vote a particular way or to find out their opinions about something.

caught, court – Caught means 'captured'. A court is an enclosed space, such as one used for legal cases or to play tennis.

**cereal, serial** – **Cereal** is food made from grain. A **serial** is something published or broadcast in a number of parts. **Serial** also describes other things that happen in a series.

**cheetah, cheater** – A **cheetah** is a kind of wild cat. A **cheater** is someone who cheats, for example by secretly breaking the rules of a game or an exam.

**chord, cord** – A **chord** is a group of three or more musical notes played together. **Cord** is strong thick string or electrical wire. Your vocal **cords** are folds in your throat, which are used to produce sound.

coarse, course – Coarse means 'rough' or 'rude'. A course is something that you go round (such as a *golf course*), or a series of things you do on a regular basis. Course is also used in the phrase *of course*.

complement, compliment – A complement is something that goes well with something else or completes it, and to complement something is to go well with it or complete it. A compliment is a remark expressing admiration, and to compliment (someone) on something is to express admiration for it.

**confidant**, **confident** — A **confident** is a friend you tell secrets to. **Confident** means 'trusting' or 'self-assured'.

**council, counsel** – A **council** is a group of people elected to look after the affairs of an area. **Counsel** is advice and to **counsel** is to give advice.

**currant, current** – A **currant** is a small dried grape. A **current** is a flow of water, air or electricity. **Current** also means 'happening in the present'.

dairy, diary – Dairy products are foods made from milk. A diary is a small book in which you keep a record of appointments or record events.

**decease**, **disease** – The word **decease** means 'to die'. A **disease** is an illness or unhealthy condition.

**defuse**, **diffuse** – To **defuse** something is to make it less dangerous or tense. To **diffuse** something is to spread it or cause it to scatter.

**dependant, dependent** – **Dependant** is a noun meaning 'someone who receives financial support'. **Dependent** is an adjective describing someone who needs support.

**desert**, **dessert** – A **desert** is a region of land with little plant life. To **desert** someone is to abandon them. A **dessert** is sweet food served after the main course of a meal.

**device, devise** – **Device**, with a 'c', is the noun meaning 'an object invented for a particular purpose'. **Devise**, with an 's', is the verb meaning 'to think of and design a plan, system or machine'.

disc, disk – A disc is a flat round object. A disc can be a storage device used in computers, and also a piece of cartilage in your spine. Disk is the usual American spelling for all senses of this word, except in *compact disc*, which is always spelt with a 'c'.

discreet, discrete – If you are discreet you do not cause embarrassment about private matters. **Discrete** things are separate or distinct.

**draft, draught** – A **draft** is an early rough version of a speech or document. A **draught** is a current of cold air or an amount of liquid you swallow.

**elicit, illicit** – To **elicit** something, such as information, means 'to draw it out'. If something is **illicit** it is not allowed.

eligible, illegible – Eligible means 'suitable to be chosen for something'. If something is difficult to read, it is illegible.

emigrate, immigrate – If you emigrate, you leave a country to live somewhere else. If you immigrate, you enter a country to live there

eminent, imminent – Someone who is eminent is well-known and respected. Imminent means 'about to happen'.

**emit, omit** – If something is **emitted**, it is let out. If you **omit** something, you leave it out.

**enquire, inquire** – These are alternative spellings of the same word. You can spell this word with an 'e' or an 'l', although the form **inquire** is more common.

**ensure, insure** – To **ensure** something happens is to make sure that it happens.

To **insure** something is to take out financial cover against its loss. To **insure** against something is to do something in order to prevent it or protect yourself from it.

**envelop, envelope** – **Envelop** is the verb meaning 'to cover or surround'. **Envelope**, with an 'e' at the end, is the noun meaning 'a paper covering that holds a letter'.

exercise, exorcize – To exercise means to move energetically, and exercise is a period of energetic movement. To exorcize an evil spirit means 'to get rid of it'.

final, finale – Final means 'last of a series', and a final is the last game or contest in a series to decide the winner. A finale, with an 'e' at the end, is the finish of something, especially the last part of a piece of music or a show.

**gorilla**, **guerrilla** – A **gorilla** is a large ape. A **guerrilla** is a member of a small unofficial army that is fighting an official army.

**heir, air** – An **heir** is someone who will inherit something. **Air** is the mixture of gases that we breathe.

**heroin, heroine** – **Heroin** is a powerful drug. The **heroine** of a story is the main female character in it.

idol, idle – An idol is a famous person who is worshipped by fans, or a picture or statue worshipped as a god. Idle means 'doing nothing'.