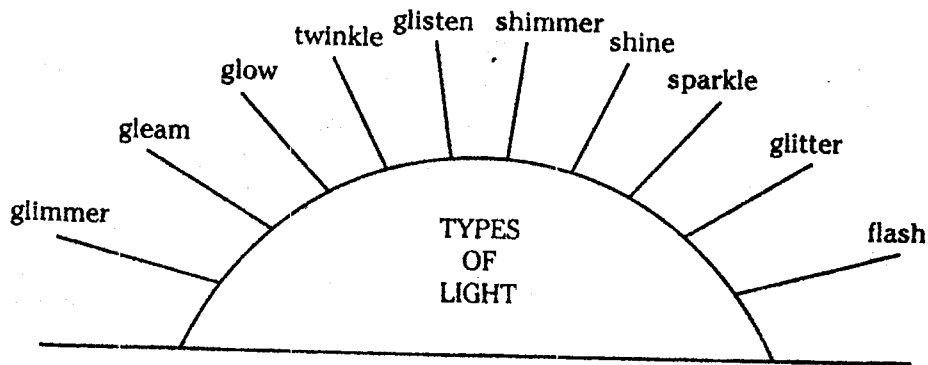




CHAPTER 2

Theme Grouping: Living Things



Introduction

Another way of building your vocabulary is by looking at words with similar meanings in themes. For example, if we take the theme "Types of Light," we find there are several words that mean "to shine" but each is slightly different in intensity and use. The word "glisten" means "to shine," but is often associated with things that are wet, whereas the word "twinkle" implies the light is unsteady and is often associated with the stars or a person's eye.

In this section there are different themes with exercises that accompany them. Since only a certain number of themes can be covered in this book, it is suggested that you start to make your own themes with the use of a dictionary in order to continue to build your vocabulary.

different. "To sparkle" means to give small flashes of light, whereas "to glow" means to give a soft light or heat. Use associations to remember the difference in meaning. For example,

"sparkle" — diamonds, glass, water

"glow" — soft, warm light of a fire

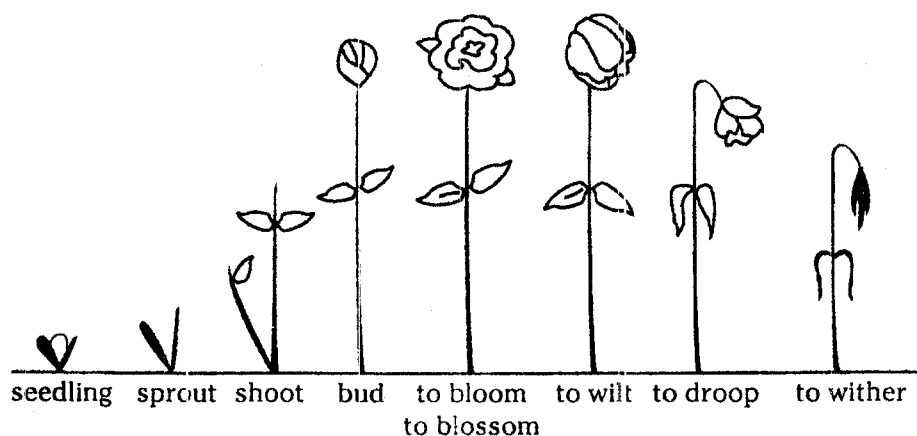
- Attach new words to one basic word that you already know. Create your own themes. Here are some suggestions: Seeing and Looking, Rough and Not Rough, Good and Not Good, Damage and Destroy.

A. Types of Inhabitants

inhabitant	dweller	resident
pioneer	settler	native
colonist	immigrant	

1. **inhabitant** = a person or animal that lives in one place, usually a country or a region for a very long time.
Ex. The only human inhabitants of the Gobi desert are some nomadic tribes.
2. **dweller** = a person or animal that lives in a named place such as a cave, tree, or a city.
Ex. Most city dwellers get used to the high levels of noise.
3. **resident** = a person or animal that lives in a place, usually a house, but is not a visitor. It is also used for a person who lives permanently in a particular country or state.
Ex. Most of the residents of this neighborhood park their cars on the street.
4. **pioneer** = a person who is one of the first to come to an unknown land, and then is followed by others. A person who is the first to discover something which opens the way to others.
Ex. The Wright brothers were pioneers in aviation.
5. **native** = used of a person, plant, or animal when you refer to the place of its origin.
Ex. The Koala bear is a native of Australia.
6. **settler** = a person who is one of the first of a group to put their roots down in a new country.
Ex. The first settlers in America were the Pilgrims who came from England.
7. **colonist** = a person who is one of a group of settlers from the same country or under the control of the same country.
Ex. The early colonists faced many hardships in a new land.
8. **immigrant** = a person who comes to a country to make a new home there. The first immigrants are called settlers.
Ex. Alexander Graham Bell, the inventor of the telephone, was an immigrant who came to America from Scotland.

B. The Life of Plants



1. **a seedling** = a tiny young plant which has just grown from a seed.

Ex. Ten days after the seeds were planted, the seedlings appeared.

2. **a sprout** = a new growth from a plant, especially a vegetable.

Ex. These onions must be old, they have sprouts on them.

3. **a shoot** = a new growth from a plant or a new branch of a tree.

Ex. After the rose bush was cut back, new shoots started to grow.

4. **a bud** = a flower which has not yet opened, or the beginnings of a leaf.

Ex. When you buy roses they are usually buds.

5. **to blossom** = to flower, usually used for fruit trees.

Ex. In the spring, the cherry trees blossom.

6. **to bloom** or **to be in bloom** = to have flowers or to be in flower.

Ex. The park is beautiful with the roses in bloom.

7. **to wilt** = to become less fresh or weak, or to lose strength.

Ex. In hot weather most flowers start to wilt because they need water.

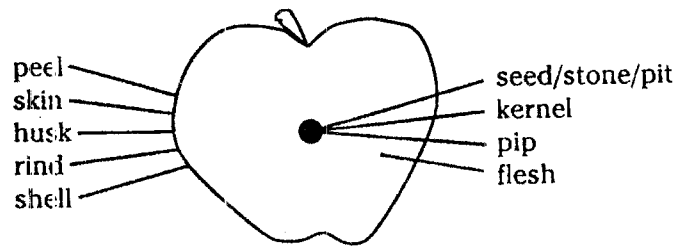
8. **to droop** = to hang downwards.

Ex. It was sad to see the sunflowers drooping towards the ground.

9. **to wither** = to start to dry up and/or become smaller in size.

Ex. Because there had been no rain for a year, the fruit on the trees started to wilt.

C. Parts of a Fruit or Nut



1. **the seed/stone/pit** = the small hard part of a fruit that can grow into a small plant.
Ex. Cherries have hard seeds/stones/pits.
2. **the pip** = the small seed of fruit, usually of apples, oranges, lemons, etc. It is sometimes used instead of "pit," "seed," or "stone."
Ex. When you make orange juice be sure to take the pips out.
3. **the kernel** = the inside part of a fruit stone, a nut, or wheat. It also means the important or central part of something.
Ex. The pistachio nut has a delicious green kernel.
4. **the peel** = the outer covering of a fruit such as on oranges or apples.
Ex. You cannot eat a banana with its peel on.
5. **the rind** = the outer covering of certain fruits like oranges, lemons, or melons.
Ex. Orange rind and lemon rind are often candied or used in marmalade.
6. **the skin** = the general word for the outer covering of a fruit such as the peel, the rind, the husk.
Ex. If you put tomatoes in boiling water, the skin will come off more easily.
7. **the husk** = the dry outer covering of a fruit, nut, or grain.
Ex. You remove the husk from corn before eating it.
8. **the flesh** = the soft substance of a fruit.
Ex. The peach has a soft yellowish flesh.
9. **the shell** = the hard outer covering of a fruit, nut, or egg.
Ex. Most common nuts like hazelnuts, almonds, and walnuts have shells.



CHAPTER 3

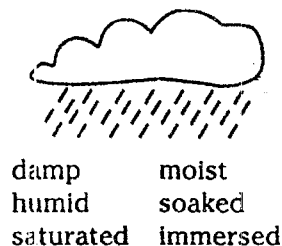
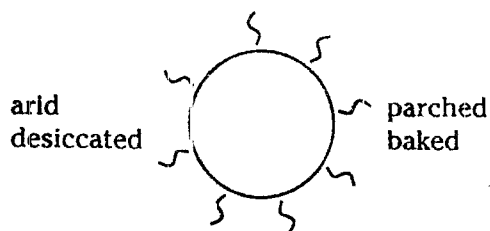
Theme Grouping: Time and Space

A. Adverbs of Time

sometimes	formerly	eventually
occasionally	previously	henceforth
frequently	prior to	simultaneously
		meanwhile

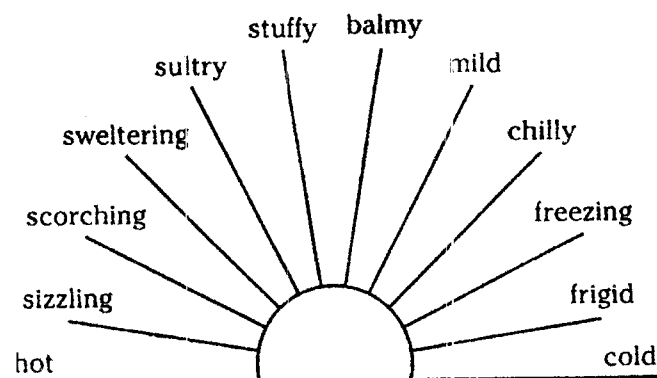
- sometimes** = not always, now and then.
Ex. We sometimes go to the movies on weekends.
- occasionally** = from time to time but not regularly or frequently.
Ex. I occasionally see a famous face at the opera.
- frequently** = repeated many times, especially at short intervals.
Ex. I must be getting old; I frequently forget where I am.
- formerly** = in earlier times.
Ex. The museum was formerly the house of the mayor.
- previously** = coming before (in time or order).
Ex. Had you previously taken the test before you came to the United States?
- prior to** = (formal adv. phrase) before.
Ex. No information was available prior to that date.
- eventually** = at last, ultimately, after a long time.
Ex. He eventually passed his drivers test after taking it eight times.
- henceforth** = from this time forward.
Ex. The committee has decided that henceforth a special test will have to be taken by new students.
- simultaneously** = happening at the same time.
Ex. The two events that were of interest to me were being shown simultaneously on television.
- meanwhile** = at the same time.
Ex. Some people are dying of hunger; meanwhile, others are throwing away food they don't eat.

B. Dry and Not Dry



1. **arid** = having little or no moisture, usually used for areas of land.
Ex. Many areas of the southwestern United States are arid and desert-like.
2. **parched** = excessively dry and cracked through heat or drought.
Ex. After five years with no rainfall, the farmland was parched.
3. **desiccated** = completely dry; without any moisture. It is usually said of animal and vegetable products that are dried and preserved.
Ex. Sometimes using desiccated herbs when cooking is more convenient.
4. **baked** = when heat and dryness cause something to cook and become hard.
Ex. The houses were built of baked mud bricks.
5. **damp** = not dry, but having a slight amount of moisture.
Ex. Fabrics like linen are usually ironed while damp.
6. **moist** = a little wet; it is often used for food.
Ex. The roast turkey was tasty and moist.
7. **humid** = having moisture, usually in warm air; it is often unpleasant.
Ex. Humid air may be good for plants but is very disagreeable for humans.
8. **saturated** = completely wet or filled to the point it cannot take any more.
Ex. His clothes were completely saturated with rain.
9. **soaked** = left in a liquid so that the moisture is absorbed.
Ex. Soak the beans in water before you cook them.
10. **immersed** = completely covered in liquid or to be completely occupied in something.
Ex. He was immersed in his work and did not even see me.

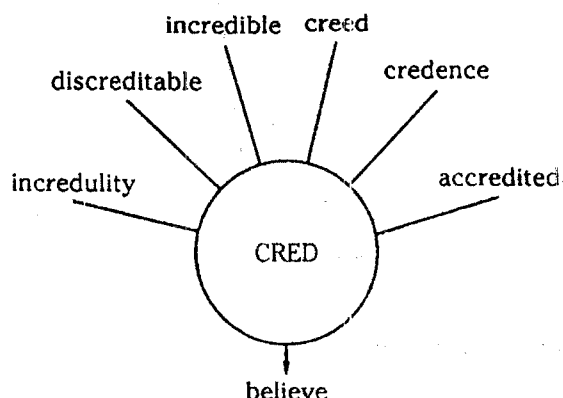
C. Hot and Not Hot



1. **scorching** = so hot that it burns the surface making it change its color.
Ex. The scorching heat had turned the grass brown.
2. **sizzling** = extremely hot. Sizzling also refers to the sound of food frying over a fire.
Ex. There seems to be a spell of sizzling weather every summer in the southern states.
3. **sweltering** = very hot and uncomfortable causing one to sweat.
Ex. It is difficult to exercise in the sweltering heat of the jungle.
4. **sultry** = a hot and moist type of weather with no breeze.
Ex. In the sultry days of August, everyone turns on a fan or air conditioning for relief.
5. **stuffy** = having air which is not fresh.
Ex. Crowded with students and with no windows open, the classroom felt very stuffy.
6. **balmy** = a soft, pleasant, refreshing type of air often with aromatic smells from trees.
Ex. We had breakfast in the garden on that balmy spring morning.
7. **mild** = neither too hot nor too cold.
Ex. Winters are usually mild on the island because of the ocean current.
8. **chilly** = cold enough to make one shiver a little.
Ex. The early mornings were quite chilly in the mountains.
9. **frigid** = intense cold with continuous low temperatures below 32°F.
Ex. The North and South poles have a frigid climate.
10. **freezing** = very cold, icy weather.
Ex. The freezing temperatures in spring damaged the orange trees.

CHAPTER 5

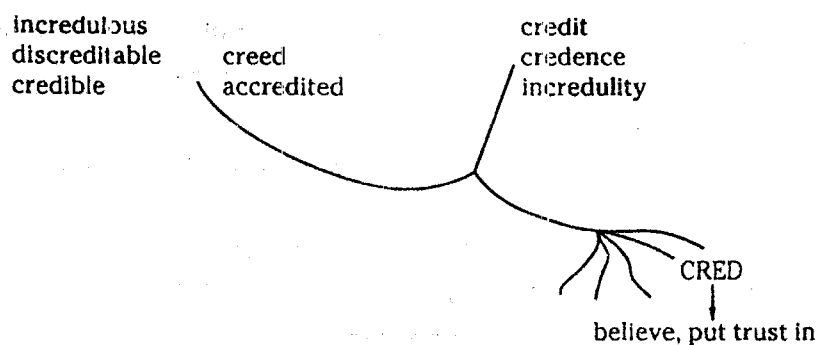
Roots



The root of a word contains the basic meaning. Prefixes and suffixes can be added to a root. For example, the root *cred* means "believe," so the English word "credible" means "believable." Learning the roots of words will help you work out the meaning of words you do not know and will consequently help you with *all* parts of the TOEFL® test.

Since there are a great number of roots from which words stem in English, the most common ones are given for you to work with in this section. We will start by looking at four of these roots (*cred*, *spec*, *duc*, *ced*) and work with some of the words they create.

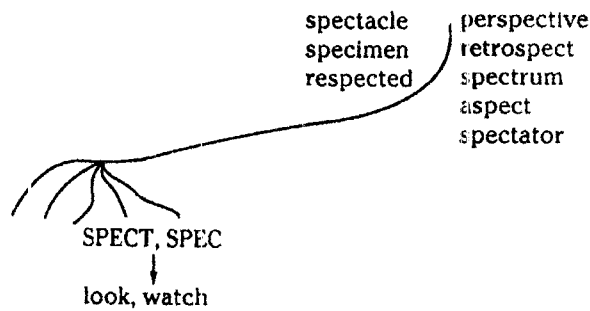
A. Root: *Cred*



1. **incredulous** = showing disbelief.
Ex. The people listening to his strange story were incredulous.
2. **discreditable** = disgraceful or shameful behavior.
Ex. Because of the banker's discreditable behavior, a lot of customers changed to another bank.
3. **creed** = a set of beliefs or principles, usually religious.
Ex. People of all creeds gathered in union to help the cause.
4. **accredited** = certified as being of a certain good standard.
Ex. He went to an accredited high school.
5. **credible** = believable, trustworthy.
Ex. A credible explanation was given for the changes made.
6. **credit** = belief, trust, honor and recognition given to effort or work.
Ex. With her outstanding grades in her studies and outstanding ability in sports, she was a credit to her school.
7. **credence** = belief, acceptance as being true.
Ex. The rumor got widespread credence throughout the country.
8. **incredulity** = the act of not believing.
Ex. He looked at me with incredulity in his eyes when I told him he had won the lottery.

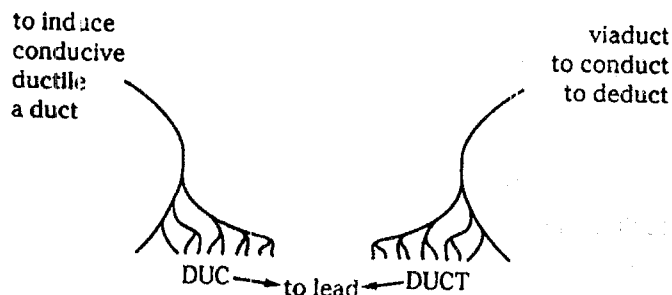
B. Roots: *Spect, Spec*

9



1. **perspective** = a way in which something is looked at or judged.
Ex. A tribesman in Africa looks at time from a different perspective than an American businessman.
2. **retrospect** = a look back at the past.
Ex. As we take on responsibilities in life, our teenage years in retrospect seem carefree.
3. **spectrum** = a range of colors in the order of their wavelengths
Ex. Ultra-violet rays are beyond the range of the visible spectrum.
4. **aspect** = a look at something from one side.
Ex. There is a television series on the different aspects of life in the United States.
5. **spectacle** = a scene or show which attracts the eye by its size, color.
Ex. The Independence Day firework show was quite a spectacle.
6. **specimen** = a sample; a single typical thing to be shown or tested.
Ex. The specimen of rock from the moon went through multiple tests.
7. **respected** = worthy to be looked up to and admired.
Ex. The teacher was highly respected by his students.
8. **spectator** = a person who watches an event or a sport.
Ex. The spectators cheered as the famous player appeared on the field.

C. Roots: *Duc, Duct*

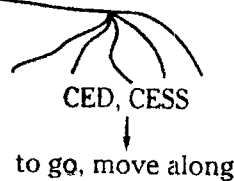


1. **to conduct** = to lead.
Ex. The inspector was conducted around the factory.
2. **conductive** = helpful; that contributes to.
Ex. A dark room is more conducive to sleep than a bright one.
3. **a duct** = a tube or canal that carries fluids, or one that carries electric power, telephone cables, etc.
Ex. Most glands in human bodies have ducts to carry their secretions.
4. **to deduct** = to subtract or take away.
Ex. Income tax is deducted from the paycheck of a wage earner.
5. **ductile** = easily lead; pliable.
Ex. Copper is a ductile metal.
6. **to induce** = to cause an effect.
Ex. Political repression and poverty induced many people to leave their homeland and emigrate.
7. **viaduct** = a long high bridge which carries a road or railroad.
Ex. Some of the old viaducts are not high enough for today's tall trucks to go under.
8. **aqueduct** = a system of canals and bridges which carry water.
Ex. Some of the aqueducts built by the Romans still bring water to modern cities.

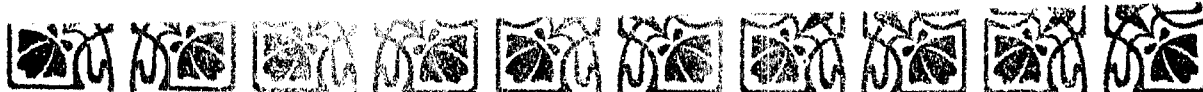
D. Roots: *Ced, Cess*

procedure
precedent
antecedent
recede

secede
process
concede
successive



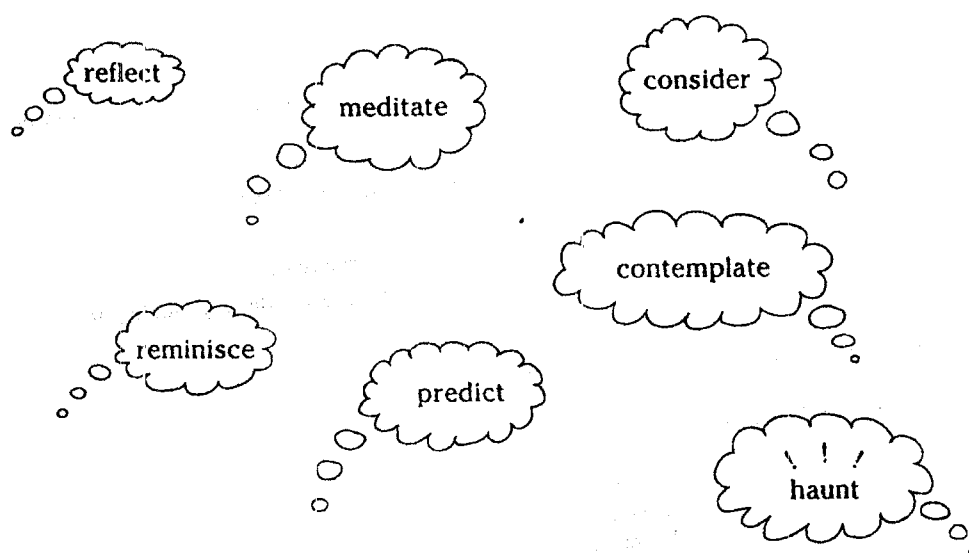
1. **procedure** = a particular way or method of doing something.
Ex. To take a class in this college you have to follow the registration procedure.
2. **precedent** = a past action or case that sets an example or rule for cases in the future.
Ex. In his defense the lawyer referred to a similar case in 1952 that established a precedent in favor of his client.
3. **antecedent** = that which has gone on at an earlier time.
Ex. The antecedents of Halloween go back to pagan festivals.
4. **successive** = (adj) following one after the other.
Ex. She was absent from school for four successive days.
5. **to recede** = to move back or to shrink in size.
Ex. When gums recede, it is wise to see the dentist.
6. **to secede** = to officially withdraw from a group, union, or organization that is usually political or religious.
Ex. When a state in a nation secedes, civil war may break out.
7. **to process** = to treat in a particular organized way.
Ex. Photographic film has to be processed before we get the pictures.
8. **to concede** = to give victory or possession to someone else.
Ex. The challenger conceded victory to the president in the election race.



CHAPTER 6

Theme Grouping: Thought and Communication

A. Thinking and Remembering



1. **to assume** = to take as fact with no proof; to suppose.
Ex. I assume you will be home about seven tonight.
2. **to reminisce** = to remember or talk about the past in a pleasant way.
Ex. Old people often reminisce about the days of their youth.
3. **to haunt** = to be in your thoughts, usually in an unpleasant way.
Ex. The horrors he saw during the war haunted him.
4. **to reflect (on)** = to think over very carefully.
Ex. He reflected for a moment before answering the question.
5. **to contemplate** = to think about deeply for a long time.
Ex. He looked at the view from his window and contemplated his next move.
6. **to meditate** = to think deeply, concentrating on one matter. It is especially used in religion.
Ex. The priest wanted to be alone and meditate before giving a decision.
7. **to predict** = tell beforehand.
Ex. Weather reporters usually try to predict the weather as accurately as possible.
8. **to consider** = to think of carefully or in a certain way.
Ex. Mozart was considered to be a great composer in his time.
9. **to conceive (of)** = think of; to imagine.
Ex. It's hard to conceive what an earthquake greater than 8.0 on the Richter scale can do.
10. **to speculate** = to think about something in a way that is not serious because of a lack of facts.
Ex. With constant changes in the government, it was only possible to speculate what would happen.

B. Important and Not Important

fundamental	vital	petty
indispensable	essential	trivial
significant	crucial	mere
	drastic	

1. **fundamental** = the base upon which a system is built and supported.
Ex. The constitution is the fundamental law of the United States.
2. **essential** = something belongs to the nature of something and therefore cannot be removed without destroying it.
Ex. Without the bare essentials of life a person will not survive.
3. **vital** = something necessary for the existence of a thing.
Ex. It is vital that the witness testifies in court.
4. **indispensable** = something that is too important or necessary to be without.
Ex. Nurses are indispensable in a hospital.
5. **crucial** = something very important which helps to decide the future. It is used in a crisis situation.
Ex. What we decide in the next few minutes is crucial because it will affect our lives.
6. **drastic** = rapid, harsh, and extreme action.
Ex. Drastic measures were taken by the government to control the rate of inflation.
7. **significant** = something important that has a meaning to the person who says it and those who hear it.
Ex. His speech on this sad occasion was very significant to us all.
8. **petty** = something of the least importance by comparison to other things.
Ex. I am tired of your petty excuses for being late.
9. **trivial** = something not important and very common and therefore not worth considering.
Ex. He occupied himself with trivial things because of his fear of dealing with important matters.
10. **mere** = no more than; emphasizes how limited a thing is.
Ex. What do you expect? He's a mere child.

C. Usual and Unusual

USUAL	familiar current commonplace prevalent widespread	UNUSUAL	unique singular odd peculiar scarce
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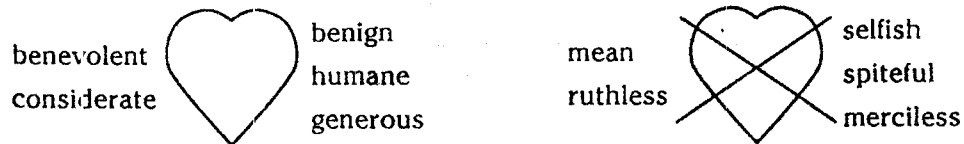
1. **familiar** = similar to what one knows; known or seen by everyone.
Ex. When he talked about the problems in his country, they were quite familiar to us.
2. **current** = existing widely. It is usually used with fashion, language, practices and things which are constantly changing. It also means new, or recent if no other time is mentioned.
Ex. There is an article on American slang in the current issue of *English Language Magazine*.
3. **commonplace** = found everywhere and usually implies that it is not very interesting or special.
Ex. Car thefts are commonplace in this city.
4. **unique** = being the only one of its kind.
Ex. Each man's fingerprint is unique.
5. **singular** = different from any other of its kind and suggests some kind of strangeness.
Ex. Upon catching the snake I experienced a singular feeling I cannot describe.
6. **prevalent** = something that exists most of the time in some place.
Ex. Malaria is prevalent in hot, swampy areas.
7. **widespread** = found in many places.
Ex. The disease that attacked the leaves of the trees could not be controlled and soon became widespread.
8. **odd** = that which is not usual or normal.
Ex. I don't know what kind of job he does but he leaves his house at odd hours.
9. **peculiar** = having a special distinctiveness in quality or character that is not pleasing.
Ex. This flower has a peculiar smell.
10. **scarce** = hard to get or find.
Ex. Because of intensive farming, certain wild birds have become scarce.



CHAPTER 7

Theme Grouping: Feelings and Sensations

A. Kindness and Unkindness



1. **benevolent** = kind and wanting to do good and help others.
Ex. She was a benevolent lady who gave most of what she had to help orphans.
2. **benign** = kind and friendly. When used about a disease, it means it is not dangerous.
Ex. He was pleased to find that the tumor on his head was benign.
3. **humane** = showing kindness and compassion. It is usually used about the ways others are treated.
Ex. On their return, the hostages said they had been treated in a humane way.
4. **considerate** = thoughtful of others, concerned with others' feelings.
Ex. It was very considerate of her to come and take care of me when I was sick.
5. **generous** = kind and ready to give money, help, time, etc.
Ex. We could not forget his generous offer of assistance.
6. **selfish** = wanting everything for oneself.
Ex. My sister is so selfish. She never lets anyone watch what they want on television. It's always what she wants.
7. **mean** = not generous or kind. It is also used for someone who likes to hurt.
Ex. He always plays the part of the bad guy in the movies because he has a mean-looking face.
8. **spiteful** = wanting to do evil, usually in a small way. Also, wanting to get even with someone for a real or unreal reason.
Ex. Just to be spiteful, the little girl destroyed her sister's doll.
9. **merciless** = being able to be cruel without worrying about it; having no kindness of heart.
Ex. The enemy was merciless and killed a village full of women and children.
10. **ruthless** = having no pity or kindness.
Ex. Everyone knew the commander was a ruthless person who would do anything to gain power.

B. Fear and Courage



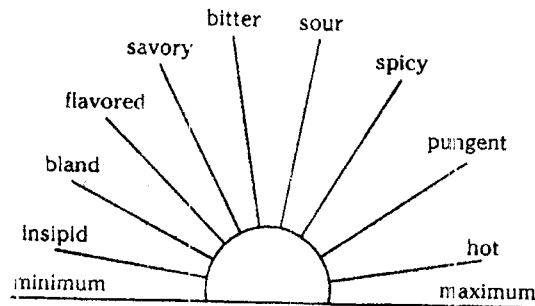
scared
timid
apprehensive
cowardly
petrified



daring
bold
intrepid
courageous
audacious

1. **scary** = making one afraid.
Ex. With all those strange noises, this house is scary at night.
2. **timid** = having fear, not having courage.
Ex. He's a very timid person and will neither speak out nor take a risk.
3. **apprehensive** = a state of mind that is fearful, but the fear may have some reason.
Ex. With the tense situation between the two countries, people were apprehensive of war.
4. **cowardly** = unable to face danger because the person is afraid and lacks courage.
Ex. His cowardly behavior made everyone avoid him.
5. **petrified** = in a state of great shock or fear, like turning into stone.
Ex. I was petrified when I saw the man standing there with a gun in his hand.
6. **bold** = having courage.
Ex. He was a bold man to cross that dangerous territory with only a knife to defend himself.
7. **courageous** = showing bravery.
Ex. He was given a medal for his courageous act that saved the lives of five men.
8. **daring** = taking risks in challenging situations.
Ex. His idea for a new type of television commercial seems very daring, and may even shock people.
9. **intrepid** = ready to meet danger again and again.
Ex. The couple, intrepid explorers, went into the Amazon.
10. **audacious** = daring or brave to a point which is excessive.
Ex. He was audacious enough to tell the committee that they were fools.

C. Types of Taste

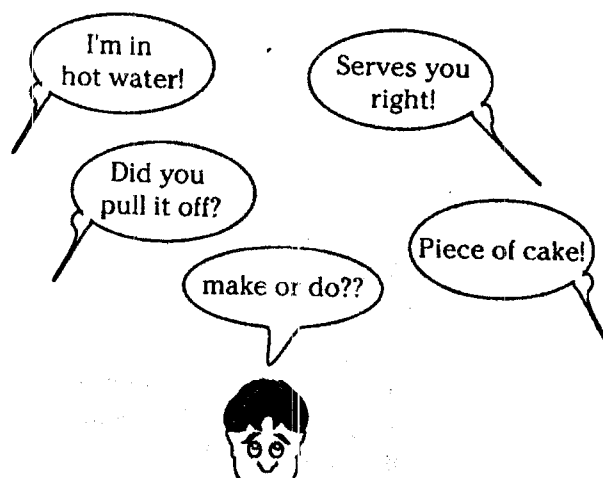


1. **bland** = without much taste.
Ex. Boiled potatoes with nothing on them may seem bland to many people.
2. **insipid** = lacking a strong taste; having a weak and watery taste.
Ex. I remember eating food that was insipid at that hospital.
3. **flavored** = having a substance that gives taste.
Ex. The children enjoy chocolate-flavored ice cream.
4. **savory** = having a pleasant taste that is not sweet.
Ex. For those who don't like sweets like cakes and cookies there are savory things like salty crackers and cheese.
5. **sour** = having a taste that is not sweet such as in milk that has gone bad.
Ex. These grapes are very sour.
6. **bitter** = having a sharp taste that is not sweet as in coffee without sugar.
Ex. This medication has a very bitter taste.
7. **spicy** = containing natural additives usually in the form of powder which have a strong taste.
Ex. There's a spicy fruit drink made with cinnamon and cloves.
8. **pungent** = having a strong, sharp taste or smell that often stings.
Ex. Indian curry often has a pungent taste.
9. **hot** = containing natural additives which are very strong and give a burning sensation to the mouth.
Ex. Many Mexican dishes contain hot chili peppers.



CHAPTER 8

Idioms and Confusing Words



There are thousands of idioms in English. The 100 idioms in this section are some of the most common idioms you are likely to encounter in the short dialogues and conversations in the Listening Comprehension section of the TOEFL® test.

In this section we will also look at some confusing words in English. Some of these are expressions with MAKE and DO, and others are words which sound similar or have similar meanings.

A. Idioms

1. **above all**—most importantly
2. **as a matter of fact**—in fact, to speak the truth
3. **as a rule**—generally; normally
4. **be about to**—be ready to; be on the point of doing something
5. **be an old hand**—be an experienced person
6. **be fed up with**—be out of patience with
7. **be on one's own**—live independently
8. **be on the safe side**—take no chances
9. **be out of something**—have no longer in supply
10. **be tired of**—be bored with, frustrated with

Idioms

11. **be up to one's ears**—be extremely busy
12. **be up to someone**—be a person's responsibility
13. **be out of the question**—be unacceptable, impossible
14. **bite off more than one can chew**—take on more than one can handle
15. **break the ice**—begin to be friendly with people one doesn't know
16. **break the news**—inform or give bad news
17. **brush up on**—improve one's knowledge of something through study
18. **bump into**—meet unexpectedly
19. **by and large**—in general
20. **by heart**—by memory
21. **by all means**—absolutely, definitely
22. **by no means**—in no way
23. **cheer up**—be happy
24. **come down with**—become sick with
25. **come up with**—think of
26. **count on**—depend upon
27. **count out**—eliminate
28. **die down**—become quiet, become less
29. **do without**—manage without something
30. **drop by**—visit informally; pay a short visit
31. **every other**—alternate
32. **fall behind**—lag; fail to accomplish something on time
33. **fall through**—fail to happen or be completed
34. **far cry from**—completely different from; a long way
35. **feel like**—have a desire or wish for
36. **feel up to**—feel well enough to or be capable of
37. **few and far between**—not happening often; rare
38. **figure out**—determine; reason out by thinking
39. **fish out of water**—out of one's element or natural environment
40. **for good**—permanently; forever
41. **for the time being**—for now; temporarily
42. **get rid of**—give something away; sell, destroy or throw away something
43. **get the ball rolling**—start something; make a beginning
44. **get the hang of**—understand; learn
45. **give a hand**—help
46. **go without saying**—understood; clear without needing to be stated
47. **hang on**—keep hold of; persevere; keep doing something
48. **hard to come by**—difficult to obtain
49. **have a heart**—have kind feelings; be understanding
50. **have a hunch**—have an idea based on feelings rather than reason
51. **hop to it**—get started on something quickly
52. **hit it off**—get along well with someone
53. **ill at ease**—uncomfortable
54. **in hot water**—in trouble
55. **in the dark**—keep someone without knowledge; keep information from someone
56. **in the long run**—looking toward the future; eventually
57. **ins and outs**—all the details; the various parts and difficulties to be seen
58. **iron out**—remove the difficulties or find an answer for
59. **jump to conclusions**—arrive too quickly at a decision or opinion
60. **keep an eye on**—watch closely

Idioms

61. **keep one's fingers crossed**—wish that nothing goes wrong
62. **keep on one's toes**—be ready for action; prepared
63. **learn the ropes**—learn the rules and routines of a place or activity
64. **make ends meet**—to get just enough money for one's needs
65. **mean to**—intentional; on purpose
66. **might as well**—to have no strong reason not to
67. **next to nothing**—almost nothing; very inexpensive
68. **not to mention**—in addition
69. **off balance**—unaware; off guard
70. **on the go**—working or doing something all the time
71. **on pins and needles**—nervous; anxious; full of anticipation
72. **on purpose**—deliberately; intentionally
73. **on the blink**—not working properly; broken
74. **on the right track**—thinking or doing something correctly
75. **on the tip of one's tongue**—to be about to remember something
76. **once in a blue moon**—rarely; almost never
77. **pick up the tab**—pay the bill or the cost of something
78. **piece of cake**—easy
79. **play by ear**—act spontaneously; without planning
80. **pull it off**—accomplish
81. **pull one's leg**—make fun of someone in a playful way; make someone believe something that is not true
82. **quite a few**—many
83. **right away**—immediately
84. **run for office**—compete for an elected position
85. **save one's breath**—to keep silent because talking would not achieve anything
86. **say that again**—a saying that means: I agree completely
87. **stone's throw**—short distance
88. **search me**—an answer that means: I don't know
89. **serves one right**—is deserving of
90. **sleep on it**—think about something for a while
91. **straighten up**—clean up; make tidy
92. **take a break**—rest for a while; stop one's work or activity
93. **think nothing of it**—that's all right
94. **throw cold water on**—discourage; lessen enthusiasm for
95. **to say the least**—at the lowest estimate
96. **under the weather**—not feeling well
97. **well worth the trouble**—it deserves the inconvenience or trouble
98. **whole new ballgame**—an entirely different situation
99. **with flying colors**—succeed very well
100. **without a hitch**—without difficulty or delay

STRATEGIES

- Just like the idioms, listening will help you get an “ear” for expressions with *make* and *do*. You may be able to feel that one verb sounds better than the other with an expression.
- You can learn the expressions with *make* or *do* by using the same methods as with idioms, either by memorizing them or by using visual pictures or other methods that work for you in order to remember them.
- The following exercises will help you familiarize yourself with *make* and *do* expressions. Make a list of expressions with *make* and expressions with *do*. Every time you hear or see a new expression with one of these verbs, add it to your list.
- The grammatical differences and the structures in which some confusing words are used will help you recognize and use them correctly.

B. Confusing Words

There are a number of words in English that often cause problems because they have a similar meaning, or sound alike. In the Structure and Written Expression section of the TOEFL® test, words of a similar meaning or related form are used in error.

One of the most common of these errors involves the verbs **make** and **do**.

MAKE and DO

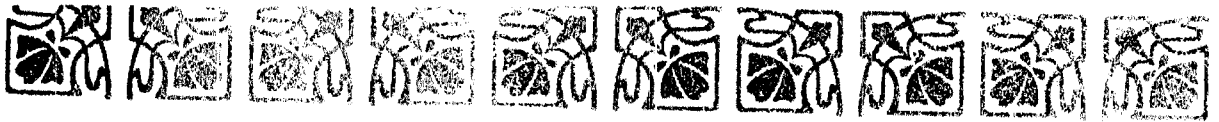
Many languages have only one verb for **do** and **make**. In English the verb *to do* basically means “to perform, to act,” while the verb *to make* means “to produce by action.” These two verbs are also found in a number of fixed expressions.

Expressions with MAKE.

make a mistake	make a plan
make war	make an investment
make a comparison	make an offer
make a discovery	make a choice
make use of	make an attempt
make a profit	make a decision
make a suggestion	make a forecast

Expressions with DO

do one's duty	do harm
do homework	do research
do justice to	do an assignment
do business	do one's best
do work	do a service
do wrong	do damage
do a kindness	do wonders



CHAPTER 9

Prefixes

STRATEGIES

- By doing the exercises in this section you will familiarize yourself with the most common prefixes in English. This will enable you to recognize or guess the meaning of hundreds of words.
- A prefix usually changes the meaning of a word. For example, the prefix *in-* changes the meaning of a word to the opposite. "Capable" means "having the ability of doing or being." "Incapable" means "not having the ability of doing or being."
- Prefixes are often attached to roots of words.

EXAMPLES

re → act

inter → act

trans → act

By knowing the prefix and the root, you can work out the meaning of the word.

A. Words Beginning with *De-*

de- = down, reversing, away from

1. **to degenerate** = to go down to a lower condition or a character with low morals.
Ex. The argument degenerated into a fight.
2. **to deviate** = to move away from what is normal or required.
Ex. The politician deviated from the subject because he didn't want to answer the question.
3. **to deplete** = to reduce greatly.
Ex. Due to the war that was going on, food supplies had been depleted.
4. **to decompose** = to break up after death.
Ex. When organic products decompose, gases useful for power and heat are produced.
5. **to dehydrate** = to remove all the water from.
Ex. When milk is dehydrated, it forms a powder.
6. **to deflate** = to let air or gas out. Also to reduce the level of prices.
Ex. The tire was deflated, so he put more air in it.
7. **to depreciate** = to lessen in value or price.
Ex. Works of art never depreciate in value.
8. **to detect** = to uncover, to find.
Ex. Small amounts of aluminum were detected in the drinking water.

B. Words Beginning with *Inter-*

<i>inter-</i> = between, among

1. **intermittent** = (adj) stopping for a time and then continuing.
Ex. The fever was not continuous but intermittent.
2. **intermediate** = (adj) in the middle level, between two extremes.
Ex. Since the student was neither a beginner nor advanced in her knowledge, she was put in an intermediate class.
3. **to intervene** = to interrupt something, usually to stop something bad from happening.
Ex. Just as the two groups started to fight, the police intervened.
4. **to intersperse** = to place here and there.
Ex. The dry plain was interspersed with a few trees.
5. **to intermingle** = mix together or into.
Ex. The police intermingled with the crowd to catch the thief.
6. **to interrelate** = connect in a way that makes one depend on the other.
Ex. Reading and writing skills are interrelated.
7. **to interact** = when one has an effect on the other.
Ex. The show's success was mainly due to the way the comedians interacted with each other.
8. **to intercept** = to catch before it can escape.
Ex. The guards intercepted the prisoner as he was climbing out of the window.

C. Words Beginning with *Pro-*

<i>pro-</i> = before, in favor of, forward

1. **to promote** = to advance a person in position or help something to succeed.
Ex. The students who pass the final exam will be promoted to the next level.
2. **to proliferate** = to reproduce and increase in number.
Ex. Rabbits and other rodents proliferate quickly.
3. **to protrude** = to stick out.
Ex. The point of the arrow protruded from out of the back of the wounded man.
4. **profound** = (adj) deep; a person with a deep understanding and knowledge. Especially used for respect, fear, or silence.
Ex. Socrates had a profound knowledge and understanding of life.
5. **to proclaim** = to declare or say in public.
Ex. When the party spokesman proclaimed victory, the crowd cheered.
6. **proficient** = (adj) very skilled in a particular activity.
Ex. He is a very proficient administrator.
7. **prominent** = (adj) standing out as more important than others.
Ex. She is a prominent lawyer in this community.
8. **profuse** = (adj) in abundance or plenty.
Ex. The yellow mimosas were profuse along the mountain road.
9. **prospective** = (adj) used to describe a person who is going to do something.
Ex. The prospective buyer of the house wanted to know every detail about it.

D. Words Beginning with *Dis-*

***dis-* = reversal, undo, negate**

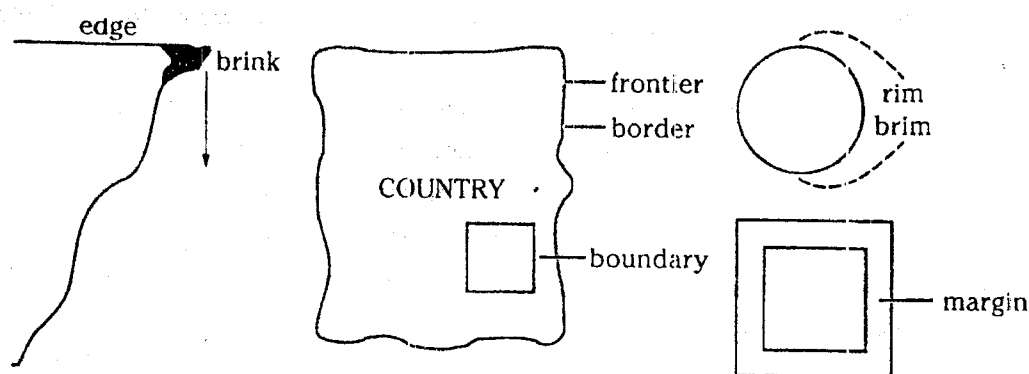
1. **disparity** = inequality; difference in age, condition, character, kind.
Ex. There is a great disparity in the salaries offered for the same job between the state and the private sector.
2. **to disintegrate** = to separate and form fragments; to break up.
Ex. The fabric was so old that it disintegrated when I touched it.
3. **to disorient** = to cause someone to lose his or her sense of direction or time.
Ex. When he woke up in the hospital after the accident, he was quite disoriented.
4. **to discard** = to throw away.
Ex. We will have to discard these documents because they are out of date.
5. **to dissuade** = to persuade or advise someone not to do something.
Ex. He wrote a book dissuading people from wearing animal products.
6. **to dissociate** = to separate from the union of someone or something.
Ex. The psychiatric patient could not dissociate the real and the fantasy world he lived in.
7. **to disprove** = to prove false.
Ex. The theory that all the planets went around the earth was disproved by Copernicus in 1543.
8. **dissimilar** = (adj) not similar, unlike. It is used generally when the contrast is obvious.
Ex. The two sisters are quite dissimilar in both character and appearance.
9. **disinterested** = a person who is not influenced by emotion or personal gain when deciding in favor or against something.
Ex. A disinterested judge had to be found to settle the dispute.



CHAPTER 10

Theme Grouping: Places and Movement

A. Boundaries and Borders



1. **border** = the place where one country touches another.
Ex. The guards at the border stopped all the cars.
2. **frontier** = the place where one country touches another, or the border of something known and unknown. It is also used in U.S. history to mean the border between settled and wild country.
Ex. In 1840 the settlers crossed the frontier to the west in their wagons.
3. **boundary** = the limit or edge of a place (not a country), e.g., a piece of land.
Ex. The house was built right on the boundary of the city.
4. **edge** = the end of something high, or the thinnest part of something that can cut.
Ex. My new knife has a really sharp edge.
5. **brink** = the edge of something dangerous or high.
Ex. The situation is very tense, and the country is on the brink of war.
6. **rim** = the outside edge of something round, e.g., glasses, cups, eye-glasses, wheels.
Ex. He filled the glass right up to the rim.
7. **brim** = the outside edge of a hat used for protection against the sun or rain, or the outside edge of a cup or bowl.
Ex. The sombrero is a hat with a wide brim.
8. **margin** = the spaces left on the top, bottom, and sides of a piece of paper. It is also used for an amount over what is necessary.
Ex. You have a ten-day margin to complete the work.
9. **limit** = the farthest point you can go.
Ex. With his talent there is no limit to where he can go.

B. Moving and Not Moving



static
dormant
stationary
inert
stagnant

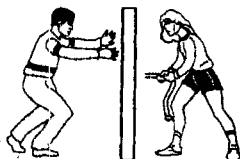


agile
active
stirring
itinerant
dynamic

1. **agile** = quick moving; often used for sports or action to get out of trouble.
Ex. Both wild and domestic cats are agile.
2. **active** = moving about, doing things.
Ex. Although he has retired, he is still very active in politics.
3. **itinerant** = traveling from place to place, usually to practice a profession or work at a job.
Ex. In the past itinerant judges went from town to town in the West.
4. **dynamic** = producing power and activity; an energetic person.
Ex. He was so dynamic raising money for the homeless, he collected six million dollars.
5. **stirring** = that which excites feelings.
Ex. The leader gave a stirring speech.
6. **static** = not moving or changing.
Ex. The situation was static with the two armies facing each other.
7. **stationary** = staying in one place, not moving.
Ex. For the last week rates of interest have remained stationary.
8. **stagnant** = water that is not moving or flowing, usually with a bad smell.
Ex. Many insects like pools of stagnant water.
9. **inert** = not having the power to move or act.
Ex. Some comets are made up of inert matter.
10. **dormant** = not active temporarily, as if asleep.
Ex. The volcano erupted after having been dormant for 120 years.

C. Pushing and Pulling

thrust
project
propel
scatter
eject



shift
drag
draw
heave
extract

1. **to shift** = to move from one place to another or from one direction to another.
Ex. The wind shifted direction during the night to a northerly direction.
2. **to drag** = to pull something along the ground.
Ex. The ant dragged the leaf across the ground.
3. **to draw** = to take or pull out over a period of time.
Ex. In ancient times, blood was drawn as a cure for many illnesses.
4. **to heave** = to lift something heavy with great effort.
Ex. The sailors heaved the huge shark over the side.
5. **to extract** = to take out physically or with an instrument or by chemical means.
Ex. Oil is extracted from peanuts.
6. **to thrust** = to push with force.
Ex. Forces in the earth's crust thrust land masses together causing mountains to rise.
7. **to project** = to stand out forward from something.
Ex. Ridges of rock projected out along the coastline.
8. **to propel** = to move, drive, or push forward.
Ex. The wind propels the sails of a windmill.
9. **to scatter** = to throw here and there with no plan.
Ex. The wind scatters the seeds of many trees.
10. **to eject** = to throw out by force, usually from within.
Ex. The volcano ejected lava over a surface of several square miles.



CHAPTER 11

Theme Grouping: Size

A. Size: Small

tiny	minute	diminutive	dwarf
minuscule	minimal	miniature	microscopic

1. **tiny** = very small.
Ex. A newly-born baby has tiny hands and feet.
2. **minute** = very small
Ex. All the information you need is stored in a minute chip in the computer.
3. **diminutive** = very small and less heavily built.
Ex. As technology has progressed, more diminutive versions of the pocket calculator may be seen such as on watches.
4. **dwarf** = like a person, animal, or plant that is below the normal size of its kind, which may look deformed.
Ex. Dwarf fruit trees usually bear normal size fruit.
5. **minuscule** = very, very small.
Ex. The minuscule print was difficult to read.
6. **minimal** = of the smallest possible amount or degree.
Ex. The injuries he suffered from the accident were only minimal.
7. **miniature** = a very small copy or example of something.
Ex. Miniature portraits the size of a coin were popular at one time.
8. **microscopic** = so small it can only be seen with special equipment.
Ex. Though microscopic in size, the flu virus can have fatal effects on old people.

B. Growing and Getting Bigger

expand	swamp	prosper	prolong
amplify	boom	flourish	
augment	boost	swell	

1. **to expand** = (by/into) to grow larger. (This is the most general term meaning to grow bigger.)
Ex. A dry sponge expands when soaked in water.
2. **to amplify** = to make larger or increase the strength of something. It is especially used for the increase of sound.
Ex. There are several kinds of devices that can be used to amplify a speaker's voice.
3. **to augment** = to make bigger; to grow more than before.
Ex. The new victory augmented his confidence even more.

4. **to swamp** = (used in the passive) to have too much of something.
Ex. We are swamped with work and have been working overtime all week.
5. **to boom** = to grow rapidly or increase in value.
Ex. The housing market was booming last year.
6. **to boost** = to lift up or make grow with some help.
Ex. Free samples were given with every purchase to boost sales of the new product.
7. **to prosper** = to continue to succeed in life, health, and wealth.
Ex. There was no other store like it in the village and its business prospered.
8. **to flourish** = to grow with strength and expand.
Ex. The plants in the garden flourished under her care.
9. **to swell** = to expand from the normal size of something.
Ex. When he broke his finger, it started to swell.
10. **to prolong** = to make longer in time.
Ex. He prolonged his stay by an extra two days.

C. Getting Smaller

1. **to shrink** = to become smaller in size.
Ex. Wool often shrinks when it is washed in hot water.
2. **to decline** = to fall after a higher or the highest point has been achieved in power, achievement, or wealth.
Ex. His power began to decline after he lost a succession of battles and territories.
3. **to diminish** = become smaller. It is often used to show how much is lost by something.
Ex. After raising taxes, the government's popularity started to diminish.
4. **to condense** = to reduce something without losing much of its contents.
Ex. The four-page article was condensed into a paragraph.
5. **to contract** = to become smaller, usually by a force within.
Ex. By contracting and dilating, the heart circulates blood around the body.
6. **to subside** = to become less; to go back to normal; to fall.
Ex. Before starting on their journey, they waited for the strong winds to subside.
7. **to abate** = to reduce something which is excessive in amount such as wind, storms, and pain.
Ex. The strong pain in his stomach showed no sign of abating.
8. **to decrease** = to become less in number, strength, or quality.
Ex. When mixed with more water, the strength of the solution will decrease.
9. **to reduce** = to make something smaller or cheaper or to bring it down.
Ex. If we want to be competitive we have to reduce the price of our goods.
10. **to dwindle** = to become less little by little.
Ex. The figure moved away and gradually dwindled into a point on the horizon.