

Unit-II

CHAPTER

2

TECHNICAL WRITTEN
COMMUNICATION

2.1 Words and Phrases

2.1.1 Word

Word is a basic unit in a sentence. We use words to say something about a person or thing. Without words no written or oral communication is possible. A word, in fact, is a complete unit with a definite meaning. For example the words such as cat, black, wall etc. have their own meaning *i.e.* cat can be replaced by dog or black for white. When these varieties of words are put together, they form a sentence which has got its own meaning.

2.1.2 Phrase

A phrase is usually a small group of words without a predicate which makes sense but not complete sense.

Example :

I would build a hospital for the poor.

'For the poor' in the above sentence is a phrase.

These phrases may be of different types such as there can be noun phrases, adjective phrases and adverb phrases.

2.2 Word Formation

Certain verbal elements are placed either at the beginning or at the end of word to qualify its meaning. The verbal element placed at the beginning of the word is known as prefix while the verbal element placed at the end of the word is called suffix.

Examples :

1. *Add-re at the beginning of the following words in order to derive a new word :*
appear – reappear
write – rewrite
2. *Add-ment at the end of the following words in order to derive a new word:*
arrange – arrangement
adjust – adjustment

Questions and Answers**EXERCISE 2.1**

Directions : In the following questions, there is one word in which the prefix is wrong. Find that word :

	(a)	(b)	(c)	(d)
1.	discooperative	dissatisfaction	disobey	dishonour
2.	encourage	enfool	enslave	enrich
3.	indiscipline	inaccurate	inpolite	inefficiency
4.	impossible	impure	impatient	invisible
5.	unregular	irregular	biannual	autobiography
6.	possibility	uncommon	imimitable	inexorable
7.	indelible	inconvenient	dislocation	uncredible
8.	impunished	unrewarded	upright	inactive
9.	unequal	imequal	dislike	immovable
10.	Informal	illegible	illegal	disformal
11.	unhealthy	unhygienic	rename	disnecessary
12.	unimportant	unfortunate	non-living	imhale
13.	encourage	disagreeable	disbelief	undependent
14.	inlogical	illogical	irrelevant	unnecessary
15.	unhappy	unfortunate	unsocial	undecent
16.	illiterate	undemocratic	unlike	unglorious
17.	dislodge	defame	unsufficient	uneven
18.	discharge	misperception	unagree	misconception

19.	imarticulate	disassemble	disavow	discarnate
20.	disapprove	disabuse	disability	unhonest
21.	discourage	ungraced	disengage	disgrace
22.	indefinite	imintelligible	unintentional	uninteresting
23.	unmanaged	inmanaged	uncontrolled	disrespectful
24.	impractical	dispractical	recast	rename
25.	unprofessional	unnaturally	unknown	incouth

EXERCISE 2.2

Directions : In the following questions, there is one word in which the suffix is wrong. Choose that word :

	(a)	(b)	(c)	(d)
1.	conventional	polygameous	intruder	snuffed
2.	oppression	boredom	refusal	trueism
3.	confusation	resignation	separation	decoration
4.	mixture	disposure	closure	pleasure
5.	redde	quicken	testen	shorten
6.	childless	harmless	senseless	kindless
7.	ambitious	spacious	sparkleous	courteous
8.	bravery	knavery	roguery	saintery
9.	advantageous	resourceous	ruinous	grievous
10.	universable	traceable	serviceable	noticeable
11.	respectful	beautiful	serviceful	cheerful
12.	narrative	forceive	informative	instructive
13.	advancement	argument	acceptment	attainment
14.	circulation	competition	providation	completion
15.	dependist	industrialist	florist	fatalist
16.	stupidity	timidity	ruinity	activity
17.	breakage	coinage	patronage	deformage

18.	glorification	decoratification	pacification	putrification
19.	felicitation	fluctuation	fascination	permission
20.	capture	seizure	moisture	magneture
21.	forgivey	delivery	discovery	embroidery
22.	attendance	accordance	acceptance	collectance
23.	attaintion	abjuration	abortion	absorption
24.	disturbance	approvance	attendance	continuance
25.	addictment	punishment	commitment	merriment

Answers

EXERCISE 2.1

1.	(a)	2.	(b)	3.	(c)	4.	(d)	5.	(a)	6.	(c)
7.	(d)	8.	(a)	9.	(b)	10.	(d)	11.	(d)	12.	(d)
13.	(d)	14.	(a)	15.	(d)	16.	(d)	17.	(c)	18.	(c)
19.	(a)	20.	(b)	21.	(b)	22.	(b)	23.	(b)	24.	(b)
25.	(d)										

EXERCISE 2.2

1.	(b)	2.	(d)	3.	(a)	4.	(b)	5.	(c)	6.	(d)
7.	(c)	8.	(d)	9.	(b)	10.	(a)	11.	(c)	12.	(b)
13.	(c)	14.	(c)	15.	(a)	16.	(c)	17.	(d)	18.	(b)
19.	(d)	20.	(d)	21.	(a)	22.	(d)	23.	(a)	24.	(b)
25.	(a)										