

Suggested procedure

- 1 Read the whole text through first to get a general idea of the subject.
- 2 Read the text sentence by sentence, looking at the specific context of each missing word.
- 3 Decide on the part of speech of the missing word and whether it should have a positive or negative meaning. (Some items may require the addition of a prefix as well as a change to the end of the word.)
- 4 Write the correct form of each word paying careful attention to accurate spelling.

3 Group the following into prefixes and suffixes

un less in ful im dis extra inter

Now use the prefixes and suffixes to make new words out of those in the box.

happy possible ordinary palatable action fit home regard used to decided
fortunate agreement certainty professional employed help satisfied

4 Complete the sentences 1-8 using a word with a suitable prefix or suffix from the box in 3. Use each prefix and suffix once only.

- 1 Edward was totally with his exam results.
- 2 There is a high degree of surrounding which players will be selected for the team.
- 3 A large grant from the fund will go towards setting up shelters for the
- 4 The officer was criticized for his during the riot when he was seen sitting in his car during the height of the confrontation.
- 5 It would be if those who were to be made redundant could be told as soon as possible.
- 6 It is quite to force such large numbers of people to disperse quietly.
- 7 The scenes of violence outside the stadium have surprised and shocked us all.
- 8 It is vital that of any kind between the witnesses is prevented before and during the trial.