

### **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.