

Vocabulary Improvement: Words Made Easy (1st Edition)

Course Specifications

Course Number: CCT-028_rev4.0

Course Length: Self-study or classroom training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

One key to success in business is the possession of a solid vocabulary. This entertaining book, written at an adult basic skills level, offers a comprehensive look at the English language and its usages. Games, puzzles, and exercises make learning vocabulary both interesting and fun.

Course Objective: The objectives for Vocabulary Improvement are listed below. They have been developed to guide the user to the core issues covered in this book.

The objectives of this book are to help the user:

- To introduce English word history and usage principles
- To explain the use of roots, idioms and slang
- To support building a strong vocabulary

Course Content

Section 1: A Word to the Wise

Controlling Your Destiny
Don't Be a Wimp
Our Three Vocabularies
Tips for Learning New Words

Section 2: Where Did All Those Words Come From?

It's all in the Family
Old English: AD 450 – 1150
Middle English: AD 1150 – 1500
Modern English: AD 1500 – To the Present
English Today

Section 3: Digging the Dictionary

What's In a Dictionary?
Using the Dictionary Less and Enjoying It More
Finding Gold in the Dictionary
A Thesaurus by Any Other Name
How to Use a Thesaurus

Section 4: Uprooting Root Words

Making Vocabulary Study Easy
Common Latin Roots
Common Prefixes
Suffixes

Section 5: Building a Strong Vocabulary

50 Words Made Easy
Word List Pre – Quiz
First Group: 1 – 10
Second Group: 11 – 20
Third Group: 21 – 30
Fourth Group: 31 – 40
Fifth Group: 41 – 50

Section 6: Idioms, Slang and Other Mutants

A Different Kind of Grammar
Standard English
Lazy Lips
A Word about Accents
Idioms
Jargon
Slang
Heads Up

Section 7: Odd Words, Puzzles and Games

Let's Have Fun!

Odd Words

Neowords

Abbreviations

Developing a Personal Action Plan