



Anderson Stockley
Accredited Training Ltd

ENGLISH WORKBOOK - Questions

Informal and formal styles of writing.

We use formal language in situations that are serious or that involve people we don't know well. Informal language is more commonly used in situations that are more relaxed and involve people we know well.

Formal language is more common when we write; informal language is more common when we speak.

However, there are times where writing can be very informal. For example, when writing postcards or letters to friends, emails or text messages. There are also examples where spoken English can be very formal, for example, in a speech or a lecture. Most uses of English are neutral; that is, they are neither formal nor informal.

We often choose to use certain modal verbs to be more formal and polite:

Can *I suggest you try this new model?* (neutral)

May *I suggest you try this new model?* (more formal)

Might *I suggest you try this new model?* (very formal)

1 Identify which of these passages are formal and informal and why.

	Formal	Informal
<i>She has decided to accept the job.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>She's decided to accept the job.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Why?

<i>Went to Barcelona for the weekend.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Lots to tell you.</i>		

<i>We went to Barcelona for the weekend.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>We have a lot of things to tell you.</i>		

Why?

Give an example of when you would write a formal letter.

Give an example of when you would write informally.

Persuasive Language

'**Persuasive writing**' is a form of **writing** in which the **writer** uses words to convince the reader that the **writer's** opinion is correct in regards to an issue.

Here are some examples of persuasive writing:

- Brand of chips is the crispiest, crunchiest and most delicious brand of chips you will ever taste. Buy a bag today.
- A vacation to Florida is an experience you will never forget, offering sun, fun and beautiful beaches. Book your trip today.
- An ABC mattress is the most comfortable bed you will ever sleep on. You'll feel as if you are sleeping on a cloud. Give the bed a try today.
- XYZ dog food is sure to make your dog's tail wag. If you truly love your dog, you'll give this brand a try today.
- You don't want to make a mistake on your tax return. Trust the expert accountants at 123 Accounting with your taxes to ensure you get the most money back.

Your project may include an advert or a report with the aim of persuading its audience. Persuasive text encourages the reader to do something:

- an advert persuades people to buy something
- a persuasive report would sway people to believe a viewpoint

Persuasive texts use:

- repeated words
- text in capital letters
- rhetorical questions (questions that do not need an answer)
- a one-sided argument

Informative writing

It's likely that for your project will need several information texts. These could include:

- a newspaper article giving information
- a website giving information
- a note from your school giving information

Informative texts should:

- avoid repetition
- contain facts
- give information in a clear way - introducing the subject and then developing it

Instructive writing

Instructive text tells the reader **how to** do something. You could be asked to include instructions explaining how to do something or directions to a particular place.

In instructive texts:

- language is simple
- sentences are short and no unnecessary words are included
- 'must' and 'must not' are often used
- diagrams or pictures are often included to help understanding

Examples of instruction texts

Recipe

- put all ingredients into bowl together
- whisk until fully mixed
- add the milk

Directions

- go to the end of the road
- turn left past the shop on the corner
- keep walking until you come to a park and then turn right into Hawker Street

Summarising information

When carrying out research, there are different ways that information can be summarised.

Bullet points

Use bullet points to list points or highlight key issues, for example:

Things to check before buying a digital camera:

- zoom magnitude
- disk size/capacity
- weight of camera
- number of megapixels

Tables

Tables are great for organising information.

Here's an example. The information is much easier to understand and compare because it's in a table.

Memory stick price guide

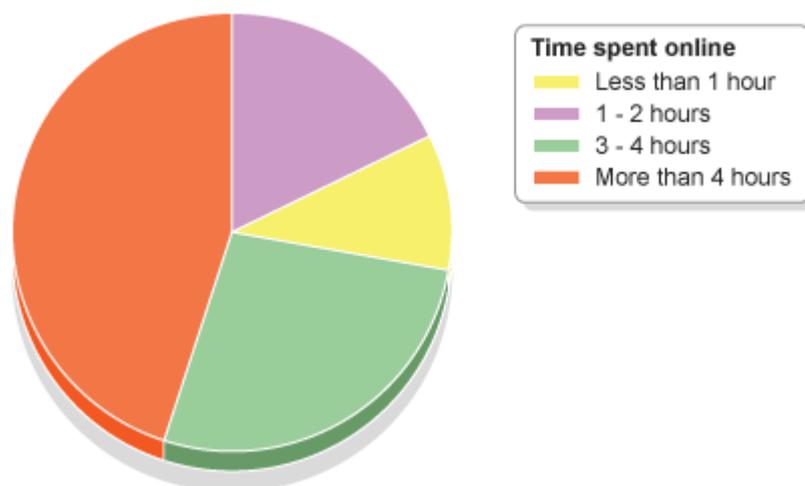
Model	Storage	Price	Win 2000
Suppa Stick SS1	1GB	£17.99	-
Suppa Stick SS2	4GB	£39.99	No
MegaStick G201	8GB	£49.99,	Yes
SaverStick MLP 700	4GB	£29.99	-

Charts

Charts are often used to display a lot of numerical information. Charts can make statistics easier to understand and give a report more impact.

Many different types of charts can be used to present information clearly. For example, *bar charts*, *pie charts*, *pictograms* or *line graphs*.

Make sure that any charts you include have clear titles and labels.



Writing to describe

To describe is to give a description of what something or someone is like.

When **describing**, remember your thoughts and feelings are important. How does this place make you **feel** and why?

GAPS

Genre - writing a story, describing a scene, a diary entry

Audience - could be anyone

Purpose - to describe, to put a vivid picture in the readers' head so they almost feel like they are there

Style – informal

Bias

At the simplest level, 'bias' expresses the difference between fact and opinion. But texts are not always so simple - writers can make a highly-opinionated piece appear factual, or can choose to present facts and statistics in a selective, biased manner. Learning to spot bias will make you a careful, critical reader.

2

Which of the following statements is NOT a fact?

- The number of wind farms either planned and approved or already in existence in Wales totals 73
- Wind turbines, some of which are 127m in height, are a blot upon the natural landscape
- Some of the newest turbines exceed the height of any other structures in Wales
- Protesters argue that large-scale wind farms could be detrimental to tourism

Which of the following statements shows bias?

- Temperatures rose today by as much as five degrees
- An inch of rain fell in a 24-hour period
- Last weekend's festival was a wash-out
- Several performances and exhibitions were cancelled at the weekend due to persistent rainfall

What does it mean to 'substantiate' a statement?

- To rephrase the statement
- To make a judgement about the statement
- To offer an opinion
- To support the statement with evidence

A statement of fact...

- can be true or false
- can only be true
- can only be false
- may contain bias

'Those who will not admit to the existence of climate change continue driving everywhere, spewing toxic gases into the environment.' - Bias is evident in which parts of this sentence?

- Those, will not, continue driving
- will not, existence, climate change
- admit, spewing, toxic
- driving, everywhere, environment

'Litter louts, who fling their greasy fast-food packaging down in the high street might as well be harboring the rats their filthy habits attract.' - Bias is evident in which parts of this sentence?

- Litter louts, greasy, high street
- Fling, packaging, rats
- Litter louts, habits, attract
- Litter louts, fling, might as well, harboring, filthy

'Dr. Howard, lecturer in Nutrition at Anytown University, has shown that taking a daily fish oil supplement improves children's attainment in school by 20%. ' - What form does bias take in this sentence?

- This is an example of an appeal to popularity
- This is an example of a misleading fact
- This is an example of an appeal to authority
- There is no bias evident in this sentence

Which of the following is an example of a misleading fact?

- The newspaper's film reviewer awarded the new release four stars
- Nine percent of all GCSE pupils received an A* in last summer's exams
- Tickets to the concert sold out within hours of being released
- 90% of dentists say they would recommend Shinyclean toothpaste to their patients

'Young people just don't have the opportunity to get enough exercise these days and this is beginning to show in the increase in weight-related problems among this age group.' - What might be the writer's motive in making this claim?

- The writer might be promoting a new gym aimed specifically at young people
- The writer could be advertising a range of indulgent snack foods
- The writer could be concerned about the recent 'dumbing down' of exams
- The writer might be advertising a new comedy aimed at young people

'As everyone knows, alcohol damages the developing brain. What is less-commonly known, however, is that the human brain continues to develop until the age of 20.' Where would you expect to find this combination of fact and opinion?

- A wine-taster's manual
- A website warning of the dangers of under-age drinking and alcohol abuse
- A magazine article describing a visit to a whisky distillery
- An advert warning of the dangers of drink-driving

Check your understanding

3

What is the difference between informal and formal writing?

- There is no difference.
- You adopt a formal approach when addressing friends and family. You adopt an informal approach when addressing somebody you are not familiar with.
- You adopt a formal approach when addressing somebody you are not familiar with. You adopt an informal approach when addressing friends and family.

How would you address friends?

- Advisory
- Formally
- Informally

Which of these techniques do NOT apply to persuasive writing?

- Rhetorical questions
- Emotional one-sided arguments
- Avoiding repetition

What is informative writing?

- Tells the reader how to do something
- Advises or tells the reader about something
- Is repetitive

What is instructive writing?

- Tells the reader how to do something
- Advises or tells the reader about something
- Is repetitive

Which one does NOT apply to instructive text?

- Simple language
- Short sentences and no unnecessary words are included
- An emotional one-sided argument

What is the purpose of using bullet points?

- To list key information and issues
- To organise paragraphs
- To display a lot of numerical information

What is the purpose of inserting a table?

- To list key information and issues
- Organising information
- Display a lot of numerical information

Identify what types of writing the following passages are.

4 Instructive. Persuasive. Informative. Descriptive

A Go to the window. Open it by placing your hands on the handles and pulling the windows apart in a swift motion. Be careful not to open the windows too quickly, however, as the glass is delicate and may break with force.

B Go to the beautiful-crafted, visually-impressive window at the side of this magnificent old room. Place your sensitive, delicate hands on the rough metal handles and move outwards in a beautiful, gliding motion. When the window is opened, lean forward and breathe in the fresh morning dew, taking in all sights and smells of the countryside.

C This window is constructed in 1995 by the firm Glassman and Shaper. It is made from the material UPVC, which is a type of material used on most new windows and patio doors. The material is an extremely rigid plastic, and it is regarded as a good innovation in terms of soundproofing and weather-resistance.

D This beautiful window is as fine a piece of workmanship as you'll ever see. Constructed using only the finest plastics, it is a stunning example of British manufacturing, and should be celebrated as a true work of art. Although there may be many like it, this one is utterly unique in its appeal, having been owned by a number of celebrities over the years, and so is of great commercial and sentimental value. Buy now to avoid disappointment, as, at this low, low price, this window really won't be around for long!

5

Linda laid her hand gently on Toby's soft cheek and gazed lovingly into his eyes. His head turned and his glittering brown eyes sparkled in the lashing rain. This was love, and she knew it. He flashed a smile and his perfect white teeth shone brightly in the moonlight and in an instant he had wrapped his arms around her slight waist and pulled her towards him for a tender kiss.

The above text is from a:

- Dating website
- Magazine story
- Romance novel
- Email newsletter

The text is (tick one)

- Persuasive
- Instructive
- Descriptive
- Informative

Product Information!

Due to an unexpected product failure, Betterworths Ltd. are immediately recalling all Globetel 100 mobile phones. This is an immediate recall due to a major health and safety fault causing the telephone aerials on certain models to catch fire if exposed to direct sunlight. Please return all Globetel 100 mobile phones bought after 21/01/2011 to your nearest Betterworths outlet immediately for a refund.

The above text is from a:

- Dating website
- Magazine story
- Romance novel
- Email newsletter

The text is (tick one)

- Persuasive
- Instructive
- Descriptive
- Informative

Visit the Lakes!

The Lake District features some of the nation's finest rivers and greenery. With an abundance of sights and sounds, the area is regarded as the real jewel in the crown of Britain's countryside. Whether it's visiting the local steam railways (which run journeys throughout the region several times a day), climbing the mountains or relaxing with a quiet pint in a traditional county pub, you'll never be bored for even a minute. Prices start from just £99 per person per week for a traditional self-catering stone cottage, and with limited availability throughout the summer months it's worth booking now to avoid disappointment!

The above text is from a:

- Dating website
- Magazine story
- Romance novel
- Email newsletter

The text is (tick one)

- Persuasive
- Instructive
- Descriptive
- Informative

Bolton is one of the largest towns in the United Kingdom. The towns leading educational establishment, Bolton Institute of Higher Education, was granted university status in 2004 as The University of Bolton, and now has a large one-campus facility in the heart of the town centre and an additional centre in Dubai, and by 2012 the campus will be shared by a sports and health centre/swimming pool, which is being co-funded by local council initiatives. Bolton's leading colleges are also building key sites right across the road from the university; which will open in the next twelve months. Boasting an excellent museum, a large new shopping centre and one of the oldest public houses in the United Kingdom, it is fair to say that all the elements are in place for Bolton's next bid to become a city.

The above text is from a:

- Dating website
- Magazine story
- Romance novel
- Email newsletter

The text is (tick one)

- Persuasive
- Instructive
- Descriptive
- Informative

Spelling

9 Great spelling rules

Suffix = after the word

- I before E. except after C, when the sound rhymes with 'bee'.
- Making plurals – usually you simply add 's', but if the word ends with S, X, Z, CH or SH, you add 'es'
- Making plurals when the word ends with Y: if the word ends with a vowel (a,e,I,o,u) then y, just add 's' – e.g donkey becomes donkeys. If the word ends with a consonant then y, drop the y and add ies – e.g. penny becomes pennies.
- Doubling a consonant before adding 'ing': if the last 3 letters have a vowel in the middle, then you double the consonant, e.g. stop becomes stopping, begin becomes beginning.
- Adding 'ible' or 'able': If the word can be used on its own without the suffix (e.g. tax, remark, enjoy), add 'able'. If the word is **NOT** a word on its own without the suffix e.g. terr (terrible), vis (visible) horr (horrible), add 'ible'.
- Words ending with 'ick' or 'ic': if the word has one syllable, use 'ick', e.g. click, pick, but if the word has two or more syllables, it ends with 'ic', e.g. panic, traffic.
- Words ending with 'cal' or 'cle': if the word is an adjective (describing word), use 'cal' e.g. economical, logical, but if the word is a noun (naming word), use 'cle', e.g. bicycle, vehicle.
- Adding suffixes when the word ends with 'e': if the next letter is a consonant, keep the 'e', e.g. amazement, but if the next letter is a vowel, drop the 'e', e.g. amazing.

- Adding suffixes when the word ends with 'y': drop the 'y' and add 'i' e.g. worry becomes worried, **UNLESS** you are adding 'ing' e.g. worry becomes worrying.

Spell check poem

Eye halve a spelling chequer
It came with my pea sea
It plainly marques four my revue
Miss steaks eye kin knot sea.
Eye strike a key and type a word
And weight four it two say
Weather eye am wrong oar write
It shows me strait a weigh.
As soon as a mist ache is maid
It nose bee fore two long
And eye can put the error rite
Its rare lea ever wrong.
Eye have run this poem threw it
I am shore your pleased two no
Its letter perfect awl the weigh
My chequer tolled me sew.

6 Re-write this using the correct words:

Spelling Mnemonics

- A **mnemonic** is a memory aid – something that helps you remember things.
- If the suggested mnemonic doesn't work for you - make up your own!

Accommodation

has 2 cots and 2 mattresses

Affect ...is the **a**ction

Effect ...is the **r**esult

Beautiful

Beautiful elephants are usually tiny

Because

- big elephants can always understand small elephants
- big elephants can't always use small entrances

Complement

adds something to make it enough

Compliment

Puts you in the limelight

Diarrhoea • dining in a rough restaurant: hurry, otherwise expect accidents!

Embarrass

- Two rosy cheeks and two scarlet cheeks

Four

Fourteen

Forty

There's a **U** in four and fourteen – but **U** can't be forty!

Here o r **hear** We **hear** with our **ear**.

Necessary

One 'c' and two 's's: just remember that it is necessary that you have one collar on your shirt but you wear two socks.

Rhythm

has your two hips moving

Secretary A **secretary** must keep a **secret**.

Separate

- Never separate a paratrooper from his parachute
- There is a rat in sep a rat e

Homophones

Words that sound the same but are spelt differently.

There, Their and They're

There

This form indicates a location
(It is a place word so it has the word here in it)

- There are the keys I thought I had lost
- My car is over there
- We are going there on Monday

Their

This word indicates a person, or thing possesses something.
(This word can relate to people so think 'her' and 'him' (e and I – their)

- Have they booked their holiday yet?
- It can sometimes be hard to see their point of view
- It is their new car

They're

This word has an apostrophe in it so it is an indication that something has been left out. In this case it is the letter 'a' (are).

- They're going to Canada on holiday next month
- I cannot contact them as they're out of the office
- Do you know if they're going to buy a new car?

Z Use the correct there, their and they're in the following sentences:

- I have spare keys
- Sometimesis nobody on reception
- It might be possible to get before 8pm
- It seems like having a good time on holiday
- always late, no matter what time we say
- always at the football match on Saturday, supporting team

- flight is due to land at 7pm
- are quite a few people going to party next week

To, Two and Too

These words look similar and all sound the same, so sometimes they can be used incorrectly.

To

The form is known as a preposition and is a word that indicates direction. A preposition is a word which is used to join words and create phrases, usually related to time or place.

- They are going to the match
- It is easy to get there by bus
- We are going to get some food

Two

Is the written form of 2 and would be used to indicate this number

- There were two of us in work today

Too

Too means also, as well and very.

James said he was cold, then Adam said he was cold too (also/as well)

Her bedroom was too (very) small

Mandy wanted a drink too (also/as well)

8 Use the correct to, two or too in these sentences:

- I have do my maths test
- He prefers work at night
- How are we going get the concert?
- We have had many complaints about that computer
- There are days go before the end of term
- It's always difficult ... think about saving, but the ... of us need save for our holiday next year
- He has set off early for the film ... start
- I cannot go ... the shops until ... o'clock. Is that late?

Its or It's

It's is the shortened version of it is or it has.

If you can say it is in a sentence, then you can use it's.

When you cannot say it is then use its.

Examples

It's a lovely day today.

I have a cat. Its fur is soft.

It's your fault so stop moaning.

The hotel kitchen has its floor scrubbed twice a day.

9 Write 3 short sentences using 'its'

.....

.....

.....

Write 3 short sentences using 'it's'

.....

.....

.....

10 Complete these sentences with either its or it's

- The consultant's car had tyres slashed last week.
- a great day for shopping in the sun.
- your ward, so you keep it tidy.
- not mine, so got to be yours.
- a lovely dog. What is name?
- The clinic has all windows facing south so warmer inside.

- a shame the weather was not at best for the parade.
- The college has reunion every June but Not always a success.

'Where', 'Were' and 'We're'

These words also look similar and it can be difficult to know how to use them correctly.

'Where'

This indicates a location. It is a place word so has the word here in it.

- Where are they going tomorrow?
- I do not know where I am going.
- Do you know where you are going?

'Were'

This word indicates something has happened in the past.

- They were almost at home when the bus broke down.
- We were going to the party, but it has been cancelled.
- Were we meant to be there by 8 o'clock?

'We're'

This word has an apostrophe in it so it is an indication that something has been left out. In this case it is the letter 'a' (are).

- We're going to Brighton to do some shopping.
- Tell me if we're not welcome.
- We're away next week in Brighton.

11 'Where', 'Were' and 'We're' activity

- in town is the new shop going to be?
- they going to the party with you on Friday?
- in town is the bank?
- I told him yesterday that going away in January.
- Do you think she's forgotten we live?
- you able to hear at the back of the room?
- Do you know the nearest car park is situated?
- going to have to save a lot of money.

Punctuation

Apostrophes

Apostrophes have two uses:

Apostrophes show you that some letters have been taken out of a word to shorten it. For example:

- Do not - becomes don't.
- I will - becomes I'll.
- Could have becomes could've.

The apostrophe goes where the letters have been removed. Apostrophes are used this way in informal writing. You should not shorten words when you are writing formal letters.

NOTE: sometimes words are shortened in an irregular way. The apostrophe, however, is still used to show where letters are missing. For example:

- Will not - becomes won't.

Apostrophes show that something belongs to or is connected with something else. To show belonging you add: 's

- The cat's tail - says that the tail belongs to the cat.
- The newspaper's readers - says that the readers are connected with the newspaper.
- Tony's hair - says that the hair belongs to Tony.

NOTE: usually the apostrophe goes before the 's'.

If the owner already ends in 's' then the apostrophe goes after the 's' that is already there. You just need to add an apostrophe. For example:

- The dogs' bowls - says that the bowls belong to some dogs.
- The boys' coats - says that the coats belong to some boys.
- The cars' wheels - says that the wheels belong to some cars.

Watch out for plurals that don't end in 's'. Words like 'men' and 'children' don't end in 's', but they are talking about lots of people. These words use 's to show possession. For example:

- The men's hats - says that the hats belong to the men.
- The women's house - says that the house belongs to the women.

Commas

Commas separate the items in a list.

These items are sometimes real things. For example:

- *I need some pens, pencils, paper and a calculator before I start my class.*
- *I must buy some eggs, milk, sugar and tea.*

These items are sometimes things you do, or places you go. For example:

- *Yesterday I went to work, played badminton, went to the pub and then went to bed.*
- *I'm going to spend my holiday walking on the beach, sleeping in the sun and reading my book.*

BEWARE!

Always use 'and' to separate the last two items in your list.

Make sure you don't use a comma before the word 'and' at the end of your list.

Don't use commas where you should use a full-stop. If the words could stand alone as a proper sentence then you need to put a full-stop or a joining word ('and', 'but' etc) and not a comma. For example:

- *Yesterday I went to work, I walked the dog, I went shopping and I washed the car.*

This sentence is not correct because all four separate clauses could stand alone as proper short sentences.

To write them as a list (for example, to show you were in a hurry, or that you had a lot to do) take out the 'I'.

- *Yesterday I went to work, walked the dog, went shopping and washed the car.*

Commas mark out the less important part of a sentence.

This is a useful way to make your sentences more interesting by adding extra information. For example:

- *The car, which was parked by the light, had a dog in the back seat.*

This sentence is about the car and the dog, it's not about where the car was parked.

- *Tony, his mum's favourite, was given chocolate cake for tea.*

This sentence is about Tony eating chocolate cake. We don't need 'his mum's favourite' for the sentence to make sense - it's extra information.

Checking use of commas

A quick way to check this second use of commas is to see if the sentence makes sense without the words between the commas. For example:

The first sentence: 'The car, which was parked by the light, had a dog in the back seat.' would become: 'The car ____ had a dog in the back seat.' - The sentence makes sense so the commas are in the right places.

Capital Letters

How to use capital letters. How to use upper case letters.

- All sentences begin with a capital letter.
- Names of people.
- Names of places (parks, cities, buildings, towns, street names)
- Titles of songs, books, stories, magazines, articles etc.
- The letter I when referring to yourself.
- The first word of a direct quote.
- Titles of people.
- Days of the week, months of the year and holidays.
- Religions, religious books, God, Allah etc.
- Languages (English, German, Italian)

12 Put in the appropriate apostrophes.

- I cant go with you to Colins house.
- Lets go to the Bears game on the weekend.
- I dont think my dads hat will fit me.
- The girls bathing suits need to be put in the dryer.
(several girls)
- Im going to head down to Clarks department store later.
- Wheres the book I was reading?
- I put the dogs bones in the lower cupboard.
(2 dogs)
- I put the dogs bones in the lower cupboard.
(1 dog)
- Im going to my friends house to work on homework.

- Zoes clothes are always in style.

13 Insert commas where they belong:

- Ever since you asked my opinion about the soccer field battle I've been mulling the situation over trying to determine a logical consequence.
- I don't usually give unsolicited advice but this seems to me to be a special case.
- I wouldn't ordinarily presume to tell you how to behave but I'm concerned.
- Your suggestion is excellent and I may regret not trying it but I'm going to try something else first.
- As you rightly pointed out a mistake has been made on your report card.
- I don't like it when you're upset with me particularly since it was my fault.
- If you are unable to make the meeting please let me know as soon as possible.
- If you would like to discuss your report card I would be happy to do so at a time that is convenient for you.
- If I can repay the kindness let me know.
- Despite our last three reminders you have still been coming to school late.

14 Circle the letters that should have a capital

- my favourite subject is english because i love to read.
- jared, sally and kim are all going to disney world on monday.
- alfred hitchcock is famous for horror stories.
- do you know that acorns come from oak trees?
- some people like coca-cola and some people like pepsicola, i don't.

Definition Glossary

Adjectives	Describes a noun, for example: I had a <u>lovely</u> holiday
Adverbs	Describes how you do something, for example: John runs <u>quickly</u>
Articles	A/An/The – used before a noun
Bias	One sided, usually used in adverts, for example: We are the best
Conjunctions	A joining or linking word, e.g. because, but, so
Contractions	A shortened word e.g. can't, won't, I'll
Homophones	A word that sounds the same, but has different meaning and spelling e.g. hair/hare, been /bean, whole/hole
Idioms	A phrase used in everyday language, which does not make literal sense, e.g. it's raining cats and dogs
Irregular verbs	A verb in the past tense, which is not formed with 'ed', e.g. run/ran, swim/swam
Mnemonics	Something intended to assist memory, for example a verse or formula e.g. believe – see the lie in believe
Nouns	A person, place or thing e.g. table, chair, Dave, London.
Past participles	The form of a verb, which is used in forming the perfect tense e.g swim/swam/swum, begin/began/begun, listen/listened
Plurals	More than one, e.g. cherry – cherries
Prefixes	Goes before a root word, e.g. <u>in</u> form, <u>re</u> port
Prepositions	Is a word that goes before a noun to show the relationship to another word e.g. <u>on</u> the chair, <u>at</u> 6pm, <u>in</u> the evening
Regular verbs	A verb in the past tense, formed with 'ed' e.g. walked, talked
Root word	A root word is the base word and by adding prefixes and suffixes, we change its meaning, e.g. <u>em</u> ployment, <u>un</u> employment
Suffixes	Goes after the root word, e.g. <u>form</u> ation, <u>ware</u>
Verb	An action or doing word e.g. walk, listen, hat, like