

- A. P. PANDEY -

HINDI VIDYA PRACHAR SAMITI'S

RAMNIRANJAN JHUNJHUNWALA COLLEGE

Ghatkopar (W), Mumbai 400 086



COMMUNICATION SKILLS

WORK BOOK F.Y.B.A.

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Ghatkopar (W), Mumbai-400086.

DEPARTMENT OF ENGLISH

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COMMUNICATION SKILLS

(A WORKBOOK)

F.Y.B.A

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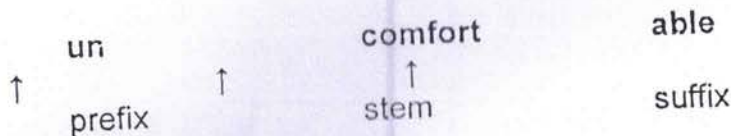
UNIT 1

Basic Language Skills : Grammar and Usage

Lesson – 1

Word structure

◆ Some words are simple and cannot be broken down into parts. For example – grasp, settee, hippopotamus. Many words, however, are composed of identifiable parts:



◆ **Stem:** The stem (or base form) of the word is what is left when any affixes (prefixes and suffixes) have been removed. In above example, uncomfortable has the stem 'comfort', the prefix un – and the suffix – able.

◆ **Prefixes :** Prefixes add meaning to the stem. Some common prefixes are listed below:

Prefix	Meaning	Example	Find another example
a-	not	atheist	_____
ante	before	anteroom	_____
anti	against	anti-hero	_____
arch	chief	archrival	_____
auto	self	autobiography	_____
bi	two	biannual	_____
bio	of life	biography	_____
circum	around	circumscribe	_____
co	joint	coordinate	_____
contra	opposite	contradiction	_____
counter	against	counteract	_____
de	opposite of	defrost	_____
demi	half	demigod	_____
di	two	dioxide	_____
dia	across	diameter	_____
ex	former	ex-student	_____
	out of	extract	_____
fore	ahead of	forerunner	_____
hetero	the other	heterogenous	_____
homo	the same	homogeneous	_____
hyper	very big	hypermarket	_____

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inter	between	inter-state	-----
intra	inside	intravenous	-----
in	opposite of	inexact	-----
mal	bad	maladministration	-----
mega	very large	megastar	-----
mid	middle	midlife	-----
midi	medium-sized	midi-length	-----
mini	small	minimarket	-----
mis	wrong	misadventure	-----
mono	one	monogamy	-----
multi	many	multi-layered	-----
neo	new	neologism	-----
non	not	nonpartisan	-----
out	beyond	outreach	-----
para	ancillary	paramedic	-----
poly	many	polymath	-----
post	after	post-election	-----
pre	before	pre-election	-----
pro	for	pro-gun	-----
pseudo	false	pseudo-intellectual	-----
re	again	rerun	-----
retro	backwards	retrograde	-----
semi	half	semi skilled	-----
sub	below	sub-zero	-----
super	more than	super human	-----
supra	above/beyond	supranational	-----

sur	beyond	surreal	-----

tele	at a distance	telematics	-----
trans	across	trans-Indian	-----
tri	three	tripartite	-----
ultra	very much	ultra-careful	-----
uni	one	unicorn	-----
vice	deputy	vice-chancellor	-----


◆ **Suffixes: Functions:**

~ to inflect words for grammatical purposes, e.g -s and - ed
 ~ to form new words, by changing its parts of speech. For example, noun block can be made into a verb block

◆ Suffixes are used to form verbs, adverbs, adjectives and nouns

Verb Suffixes:

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