

# English for Communication (BT-103) Unit–II Notes

## Vocabulary Building and Comprehension

### UNIT–II TOPICS

- Prefixes
- Suffixes
- Derivatives
- Synonyms
- Antonyms
- Reading Comprehension

### 1. VOCABULARY BUILDING

Vocabulary building means improving knowledge of words and their meanings. Good vocabulary improves communication, writing and speaking skills.

#### Advantages of Good Vocabulary:

- Improves communication skills
- Helps in professional writing
- Improves reading comprehension
- Increases confidence in speaking English

### 2. PREFIXES

A prefix is added before a root word to change its meaning.

#### Common Prefixes:

##### Prefix → Meaning → Example

- Un → Not → Unhappy
- Re → Again → Rewrite
- Dis → Opposite → Disagree
- Mis → Wrongly → Misbehave
- Pre → Before → Prepaid
- Anti → Against → Antibiotic
- Sub → Under → Subway
- Inter → Between → International

#### Examples:

- Happy → Unhappy
- Write → Rewrite
- Agree → Disagree

### 3. SUFFIXES

A suffix is added at the end of a word to form a new word.

#### Common Suffixes:

##### Suffix → Meaning → Example

- -ful → Full of → Beautiful
- -less → Without → Hopeless
- -ness → State → Kindness
- -tion → Action → Education
- -er → Person → Teacher
- -ly → Manner → Slowly
- -ment → Result → Development

**Examples:**

- Beauty → Beautiful
- Kind → Kindness
- Teach → Teacher

**4. DERIVATIVES**

Derivative words are formed by adding prefixes or suffixes to root words.

**Examples:**

- Care → Careful
- Happy → Happiness
- Nation → International
- Success → Successful

**5. SYNONYMS**

Synonyms are words having similar meanings.

**Examples:**

- Big → Large
- Happy → Joyful
- Begin → Start
- End → Finish
- Clever → Intelligent

**Importance of Synonyms:**

- Improve vocabulary
- Avoid repetition
- Improve writing quality

**6. ANTONYMS**

Antonyms are words having opposite meanings.

**Examples:**

- Hot → Cold
- Good → Bad
- Happy → Sad
- Begin → End
- Fast → Slow

**Importance of Antonyms:**

- Improves understanding of language
- Enhances communication skills

**7. READING COMPREHENSION**

Reading comprehension means understanding the meaning of a passage.

**Steps for Reading Comprehension:**

1. Read the passage carefully.
2. Understand difficult words.
3. Identify main idea.
4. Answer questions based on passage.

**Methods to Improve Reading Comprehension:**

- Read daily newspapers and books.
- Improve vocabulary.
- Practice comprehension passages.
- Focus on keywords.

### **Sample Comprehension Passage:**

“Discipline is the key to success. A disciplined person always completes work on time and achieves goals efficiently.”

#### **Questions:**

1. What is the key to success?
2. What qualities does a disciplined person have?

#### **Answers:**

1. Discipline is the key to success.
2. A disciplined person completes work on time and achieves goals efficiently.

### **MOST IMPORTANT 14 MARK QUESTIONS**

1. Explain prefixes with examples.
2. Explain suffixes with examples.
3. Explain derivatives in English vocabulary.
4. Explain synonyms and antonyms with examples.
5. Explain reading comprehension and methods to improve it.

### **IMPORTANT 7 MARK QUESTIONS**

1. Define prefixes and suffixes.
2. Differentiate synonyms and antonyms.
3. Explain importance of vocabulary building.
4. Explain steps of reading comprehension.

### **EXAM TIPS**

- Learn common prefixes and suffixes.
- Practice synonyms and antonyms daily.
- Read English passages regularly.
- Improve vocabulary continuously.
- Practice comprehension questions from PYQs.