

UNIT 20

EDUCATION FOR PRODUCTION



In order to increase our production we need to educate our staff.

| | | |
|----------|-----------|------------------|
| act | + -ION | = action |
| decide | + -SION | = decision |
| admit | + -SSION | = admission |
| produce | + -TION | = production |
| compose | + -ITION | = composition |
| imagine | + -ATION | = imagination |
| classify | + -CATION | = classification |
| verb | suffix | noun |

Refer to the spelling rules in Appendix C-IV.

A. Fill in the blank in the second sentence with the noun form of the verb used in the first sentence.

Example: I have completed all my homework.

They are looking forward to the **completion** of the new bridge.

1. The students identified themselves before going into the examination room.
They were asked to show some _____ as they entered the room.

2. He decided to attend Ankara University.
His _____ pleased his parents.
3. They formed a circle around the campfire.
I need a book on the _____ of rocks.
4. Many teachers apply for this job every year.
Jim's _____ for the job is being studied.
5. I can never imagine myself as a king.
I have poor _____.
6. They could not explain the reason of their absence.
They could not give any _____ of their absence.
7. They selected the jury members among the experienced teachers.
They took the same criteria into consideration in their _____.
8. They classified the books by the subject.
The _____ is done using the Dewey Decimal System.
9. They transport oil from one coast to the other.
Buses are the most common means of _____.
10. Mrs. Brown decorated her daughter's birthday cake.
She is good at cake _____.

B. Fill in each blank with one of the words in the box.

| | | |
|--------------|---------------|-----------|
| organization | instruction | dictation |
| explanation | pronunciation | |

1. The _____ of your essay is good but there are a lot of spelling errors.
2. The teacher gave the students a _____ to test their spelling.
3. His written performance is good but he has problems with his _____.
4. The director wanted the employee to give a written _____ for his lengthy absence.
5. His _____ was so clear that I had no difficulty in following them.

C. Write the verb form of the following derived nouns.

Nouns

Verbs

- | | |
|-------------------|-------|
| 1. education | _____ |
| 2. organization | _____ |
| 3. dictation | _____ |
| 4. discussion | _____ |
| 5. classification | _____ |
| 6. explanation | _____ |
| 7. exhibition | _____ |
| 8. cancellation | _____ |
| 9. multiplication | _____ |
| 10. division | _____ |

D. Making use of the spelling rules, give the noun forms of the following verbs by adding the suffix -ION and its variations. Then use each derived noun in a sentence.

- | | |
|--------------|-------|
| 1. express | _____ |
| 2. correct | _____ |
| 3. add | _____ |
| 4. produce | _____ |
| 5. direct | _____ |
| 6. examine | _____ |
| 7. conclude | _____ |
| 8. introduce | _____ |
| 9. permit | _____ |
| 10. act | _____ |

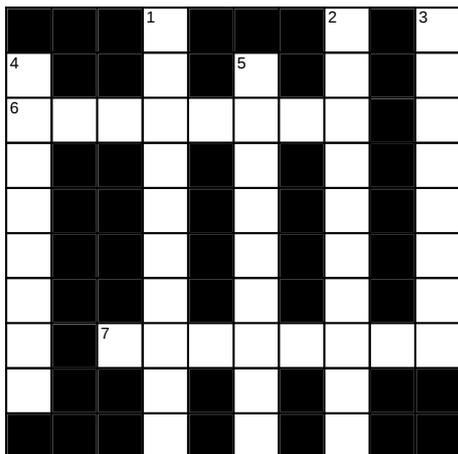
E. Fill in each blank with one of the words in the box.

| | |
|----------------|-------------|
| multiplication | application |
| division | production |
| transportation | dictation |
| education | |
| examination | |

Mrs. Brown gives importance to the _____ of her three children. She tries to help them whenever possible. Today, however, every child is very busy. Jane is going to have an examination on _____ tomorrow; so she had to learn the spellings of the new words. Jack has to make some _____ for the panel _____. The eldest son was the president of a(n) _____. As a group they are planning a trip to a historical place. He has to write a letter of _____ to the Municipal to ask for _____. Betty has a math _____ so she has to go over her _____ table. It is unfortunate that Mrs. Brown cannot give much help to her children today because tomorrow the parent-teacher association is going to have a(n) _____. As a member of this association, she has to work hard to finish the handicraft items to be exhibited.

F. Puzzles to solve

Puzzle 1



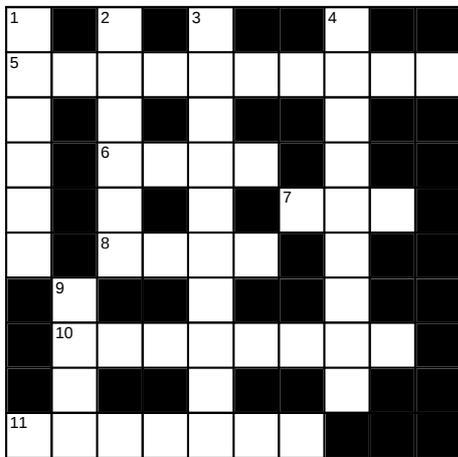
Across

- 6 _____ campaign for presidency (8)
- 7 _____ of tasks among the employees (8)

Down

- 1 home _____ (10)
- 2 You usually find the _____ at the end of the essay. (10)
- 3 “In _____ to” means “besides.” (8)
- 4 come to a _____ or a conclusion (8)
- 5 a _____ test (9)

Puzzle 2



Across

- 5 _____ of the mistake (10)
- 6 not different (4)
- 7 with ice (3)
- 8 If you're tired, _____ a little bit. (4)
- 10 the process of adding (8)
- 11 a person who does cleaning (7)

Down

- 1 Take _____ before it is too late. (6)
- 2 Clean the board with an _____ (6)
- 3 Ask for _____ before you leave. (10)
- 4 You are going in the wrong _____ (9)
- 9 They _____ him Tom. (4)