

# APPENDIX C

## SPECIFIC RULES FOR EACH PREFIX OR SUFFIX

The specific rules that follow are given in the order in which the prefixes and suffixes are introduced in the word-building exercises. In making use of the rules for any one prefix or suffix, try to apply the first rule first; if the first one is not applicable, go on to the next one. Follow the same procedure until you come to the rule that applies to the word to which you want to add a certain suffix or prefix.

In addition to each specific rule, you should consider the general rules. Changes that are covered by a general rule will not be mentioned in these specific rules.

The rules included herein are an outcome of generalizations made after going over the most common vocabulary of English. Only a few examples are listed under the rules given. In the case of exceptions, there may also be others besides the ones given.

### I. The adverb - forming suffix -LY :

#### A.

Adjective formed with suffix -IC, -ETIC, -ATIC	Add -AL before -LY	=	Adverb
basic	+ -ALLY	=	basically
sympathetic	+ -ALLY	=	sympathetically

#### B.

Adjective ending in -le	Drop -le	Add -LY	=	Adverb
gentle	(gent)	+ -LY	=	gently
idle	(id)	+ -LY	=	idly
favorable	(favorab)	+ -LY	=	favorably

C. With adjectives different from the ones mentioned above (including those ending in **-i**), -LY is added without any change. For adjectives ending in **-y**, refer to the general rules.

Adjective	Add the suffix + -LY	=	Adverb
strange	+ LY	=	strangely
friend	+ -LY	=	friendly
real	+ -LY	=	really

## II. The negative - forming prefix UN-, IN-, (IM-, IL-, IR- )

- A. There is no rule which indicates whether to use UN- or IN- as the negative prefix. However, if the prefix is IN-, its variations IM-, IL-, and IR- are used before p and m; l; and r respectively.

Variation of IN-	Word beginning with <b>m-, p-, l-, r-</b>	= Negative word
IM-	+ material	= immaterial
IM-	+ patient	= impatient
IL-	+ legal	= illegal
IR-	+ responsible	= irresponsible

- B. In addition to other adjectives, nouns. and verbs, UN- is used with most past participles.

UN-	+ past participles	= Negative word
UN-	+ seen	= unseen

## III. The adjective forming suffix -AL, (-TIAL, -UAL, -IAL )

### A.

N ending in -ct			
Two - syllable nouns ending in -nt with stress on the second syllable	+ -UAL	= Adjective	
intellect	+ -UAL	=	intellectual
act	+ -UAL	=	actual
event	+ -UAL	=	eventual

### B.

Some nouns ending in -ence or -ance	-ce drops	+ -TIAL	= Adjective*
co'nfidence	(confiden)	+ -TIAL	= confidential
i'nfluence	(influen)	+ -TIAL	= influential
di'fference	(differen)	+ -TIAL	= differential
exi'stence	(existen)	+ -TIAL	= existential
su'bstance	(bubstan)	+ -TIAL	= substantial

But : finance - financial

\* Note the shift of stress

### C.

N ending in the suffix -er or -or	+ -IAL	= Adjective*	
manager	+ -IAL	=	managerial
editor	+ -IAL	=	editorial

\*Note the shift of stress

**D.**

Noun ending in <b>-e</b> or <b>-a</b>	Drop <b>-e</b> or <b>-a</b> , add <b>-AL</b>	= Adjective
nature	(natur) + -AL	= natural
idea	(ide) + -AL	= ideal

**E.**

Other nouns ending in a consonant except <b>-y</b>	+ <b>-AL</b>	= Adjective*
person	+ -AL	= personal
accident	+ -AL	= accidental

But : horizon - horizontal      spirit - spiritual

\*Note the shift of stress.

**IV. The noun - forming suffixes : -ION, -SION, -SSION, -TION, -ITION, -ATION, -CATION.**

**A. When to add -ION :****1.**

Verb ending in <b>-ss</b> or <b>-t</b> preceded by a consonant	Add <b>-ION</b>	= Noun
discuss	+ -ION	= discussion
collect	+ -ION	= collection
interrupt	+ -ION	= interruption
prevent	+ -ION	= prevention
digest	+ -ION	= digestion
insert	+ -ION	= insertion

But: expect - expectation  
suspect - suspicion

invert - inversion  
represent - representation

**2.**

V ending in <b>-ate, -ute, -se</b>	Add <b>-ION</b>	= Noun
imitate	+ -ION	= imitation
institute	+ -ION	= institution
confuse	+ -ION	= confusion
tense	+ -ION	= tension

But: converse - conversation

sense - sensation

**B. When to add -SION :**

Verb ending in <b>-de</b> preceded by a vowel	Drop <b>-de</b> and add	<b>-SION</b>	= Noun
explode	(explo)	+ <b>-SION</b>	= explosion
include	(inclu)	+ <b>-SION</b>	= inclusion
divide	(divi)	+ <b>-SION</b>	= division
persuade	(persua)	+ <b>-SION</b>	= persuasion

Also: compel - compulsion

**C. When to add -SSION :**

Verb ending in <b>-mit , -ed, or -ceed</b>	Drop <b>-t, -ed</b> and add	<b>-SSION</b>	= Noun
admit	(admi)	+ <b>-SSION</b>	= admission
proceed	(proce)	+ <b>-SSION</b>	= procession

**D. When to add -TION :**

**1.**

Verb ending in <b>-duce</b>	Drop <b>-e</b> and add	<b>-TION</b>	= Noun
produce	(produc	+ <b>-TION</b>	= production

**2.**

Verb ending in <b>-ceive</b>	Drop <b>-ive</b> , add <b>-p</b> and	<b>-TION</b>	= Noun
receive	(recep)	+ <b>-TION</b>	= reception

**3.**

Having the root <b>-scribe</b>	Change <b>-b</b> to <b>-p</b> . Drop <b>-e</b> . then add	<b>-TION</b>	= Noun
describe	(describ)	+ <b>-TION</b>	= description
subscribe	(subscrip)	+ <b>-TION</b>	= subscription
inscribe	(inscrip)	+ <b>-TION</b>	= inscription

**4.**

Verb ending in <b>-olve</b>	Drop <b>-ve</b> , add <b>-u</b> , then add	<b>-TION</b>	= Noun
solve	(solu)	+ <b>-TION</b>	= solution
revolve	(revolu)	+ <b>-TION</b>	= revolution

But: destroy - destruction                      move - motion

**5.**

Verb ending in <b>-tend</b>	Drop <b>-d</b> and add	<b>-SION</b> or <b>-TION</b>	= Noun
extend	(exten)	+ <b>-SION</b>	= extension
attend	(atten)	+ <b>-TION</b>	= attention

**E. When to add -ITION**

Verb ending in <b>-pose</b> or <b>-pete</b>	Add -ITION	= Noun
compose	+ -ITION	= composition
compete	+ -ITION	= competition

Some other nouns which add -ITION:

add	- addition	recognize	- recognition
define	- definition	acquire	- acquisition
repeat	- repetition		

**F. When to add -ATION :**

1. If the rules under A to E do not apply, add -ATION.

Verb	+ -ATION	= Noun
invite	+ -ATION	= invitation
organize	+ -ATION	= organization
examine	+ -ATION	= examination
relax	+ -ATION	= relaxation
observe	+ -ATION	= observation

2.

Verb ending in <b>-aim</b> or <b>-ain</b>	Drop <b>-i</b> , add -ATION	= Noun
exclaim	(exclam) + -ATION	= exclamation
explain	(explain) + -ATION	= explanation

Note: The noun that is formed by adding one of these suffixes may differ in pronunciation from the verb in bold print. There are two factors that affect the pronunciation of the derived nouns.

1. After the addition of the noun - forming suffixes, the stress shifts to the syllable immediately preceding /ʃin/ : -TION, -(S)SION

Verb having stress on the last syllable	+ suffix	= Noun
collect / kÝlekt /	+ -ION	= collection / kÝlekʃn /
resign / rÝzayn /	+ -ATION	= resignation / rezÝgneyʃn /
compete / kÝmpity /	+ -ATION	= competition / kampÝtÝʃn /
explain / iksplyv /	+ -ATION	= explanation / eksplenyʃn /

Verb having stress on a syllable other than the last	+ suffix	= Noun
imitate	+ -ION	= imitation

2. After the final e dropped, the preceding consonant and/or its pronunciation may change.

Verb ending in <b>-e</b>	( <b>-e</b> drops)	+ suffix = Noun
produce /prɪduːs/	(produc)	+ -TION = production /prɪˈdʌkʃn/
describe (dɪˈskraɪb/	(descrip)	+ -TION = description /dɪˈskrɪpʃn/

V. The adjective - forming suffix -Y:

Noun ending in -ger	( <b>-e</b> before <b>-r</b> drops)	+ -Y = Adjective
anger	(angr)	+ -Y = angry

VI. The adjective - forming suffixes -ABLE, -IBLE :

1.

N or V ending in <b>-ror</b>	( <b>-or</b> drops)	+ -IBLE = Adjective
horror	(horr)	+ -IBLE = horrible

2.

Noun ending	(Letters following <b>-s</b> drop)	+ -IBLE = Adjective
in <b>-se, -sion</b>		
sense	(sens)	+ -IBLE = sensible
vision	(vis)	+ -IBLE = visible

3. If the related noun of the verb is formed by the addition of -SE, -(S)SION, then the **-s** is retained when adding -IBLE .

Verb + Suffix + Noun Derivation	+ -IBLE = Adjective
defend + (-SE = defense)	+ -IBLE = defensible
permit + (SSION = permission)	+ -IBLE = permissible
divide + (-SION = division)	+ -IBLE = divisible

4. If the noun form of the verbs adds **-u** before -TION, then **-u** replaces **-a** when -ABLE is added to form the adjective.

solve	+ -TION	= solution
solve	+ -ABLE	= soluble

B. When to use -ABLE :

1.

Verb ending in <b>-ate</b>	<b>-ate</b> drops	+ -ABLE = Adjective
calculate	(calcul)	+ -ABLE = calculable

2. If the related noun of the verb is formed by adding -CATION, the -C is retained before adding -ABLE to form the adjective.

Verb ending in <b>-ly</b>	+ (-CATION = Noun)	+ -ABLE	= Adjective
apply	(application)	+ -ABLE	= applicable
multiply	(multiplication)	+ -ABLE	= multiplicable

3. In other cases -ABLE is added to the word without any spelling change (except for the changes mentioned in the general rules).

## VII. The noun-forming suffixes -Y, -TY, -ITY :

### A. When to use -Y:

Adjective ending in <b>-t</b>	+ -Y	= Noun
difficult	+ -Y	= difficulty

### B. When to use -ITY

#### 1.

Adjective ending in <b>-ble</b> (-i added before -1)	+ -ITY	= Noun
able	(abil)	+ -ITY = ability
noble	(nobil)	+ -ITY = nobility

But: capable -capacity

#### 2.

Adjective ending in <b>-x</b>	+ -ITY	= Noun
complex	+ -ITY	=
complexity		

#### 3.

Adjective ending in <b>-ous</b> (u drops)	+ -ITY	= Noun
curious	(curios)	+ -ITY = curiosity
generous	(generos)	+ -ITY = generosity

But: anxious-anxiety    jealous-jealousy    continuous-continuity

Adjective + -ITY=N (shift of stress)	Adjective + -TY =N (no shift of stress)
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<b>legal</b>	- <b>legality</b>	certain	- certainty
<b>real</b>	- <b>reality</b>	royal	- royalty
<b>equal</b>	- <b>equality</b>	loyal	- loyalty
<b>original</b>	- <b>originality</b>	cruel	- cruelty
<b>clear</b>	- <b>clarity</b>	safe	- safety

(1) Adjectives ending in -n/, -l/ take either -TY or -ITY. If -TY is added, the stress does not shift as in certain - certainty.

If -ITY is added, however, the stress shifts to the syllable preceding -/ity/, causing a change in pronunciation in **formal** - **formality**. If the stress falls on the last syllable of the word or if the word is of one syllable, the stress does not shift, as in scarce - scarcity, intense-intensity.

4.

Adjective ending -/i/ +consonant	+ -ITY	= Noun
active /æktiv/	+ -ITY	= activity
electric /'ɛlektrik/	+ -ITY	= electricity

**VIII. The noun - forming suffixes, -Y, -RY, -ERY, -ARY, -ORY :**

**A. When to use -Y:**

Verb or Noun ending in -/r/	+ -Y	= Noun
recover /rɪ'kevr/	+ -Y	= recovery
treasure /'treɪzr/	+ -Y	= treasury

But: minister ministry enter - entry register - registry

**B. When to use -ORY:**

Verb + ((-A) TION) = N	(t retained)	+ -ORY = Noun
direct (direction)	(direct)	+ -ORY = directory
introduce (introduction)	(introduce)	+ -ORY = introductory
prepare (preparation)	(preparat)	+ -ORY = preparatory
explore (exploration)	(explorat)	+ -ORY = exploratory

**C. When to use -ERY:**

Verb + ((-ER) = Agent Noun)	+ -ERY	= Noun
rob + (-ER = robber)	+ -ERY	= robbery
bake + (-ER = baker)	+ -ERY	= bakery
cook + (-ER = cooker)	+ -ERY	= cookery

**IX. The noun - forming suffix -T:**

There is no specific rule for this suffix. Here are some nouns ending in -T:

fly - flight	produce - product
high - height	descend - descent
weigh - weight	receive - receipt
see - sight	give - gift
think - thought	deceive - deceit
fear - fright	

**X. The adjective or noun - forming suffix (added to the names of certain countries) -AN:**

Name of a country ending in -o or -a (vowel drops)	+ -AN = Adjective or Noun
America (Americ)	+ -AN = American
Mexico (Mexic)	+ -AN = Mexican

But: Canada - Canadian  
 Argentina - Argentinean  
 China - Chinese



**XI. The adjective - forming suffix -IVE :**

1.

Verb ending in -t, -te, -ss	+ -IVE	= Adjective
express	+ -IVE	= expressive

2.

Verb + (-(A)TION (t or s retained or - SION = Noun) and -ION dropped)	+ -IVE	= Adjective
imagine (imagination) (imaginat)	+ -IVE	= imaginative
destroy (destruction) (destruct)	+ -IVE	= destructive
attend (attention) (attent)	+ -IVE	= attentive
explode (explosion) (explos)	+ -IVE	= explosive
extend (extension) (extens)	+ -IVE	= extensive

**XII. The adjective - forming suffixes -ENT, -ANT :**

**A. When to add -ENT :**

Verb ending in -fice (e changes to i)	+ -ENT	= Adjective
suffice (suffici)	+ -ENT	= sufficient

Some other adjectives ending in -ENT:

<b>appear</b> - <b>apparent</b>	<b>insist</b> - <b>insistent</b>
<b>obey</b> - <b>obedient</b>	<b>confide</b> - <b>confident</b>
<b>differ</b> - <b>different</b>	<b>coincide</b> - <b>coincident</b>
<b>excel</b> - <b>excellent</b>	<b>exist</b> - <b>existent</b>
<b>urge</b> - <b>urgent</b>	<b>absorb</b> - <b>absorbent</b>

**B. When to add -ANT:**

Verb ending in -ate (ate drops)	+ -ANT	= Adjective
tolerate (toler)	+ -ANT	= tolerant
radiate (radi)	+ -ANT	= radiant

Some other adjectives ending in -ANT :

resist - resistant	ignore - ignorant	please - pleasant
attend - attendant	signify - significant	

**XIII. The noun - forming suffixes -ENCE, -ANCE:**

**A. When to add -ENCE:**

1.

Verb ending in -fer	+ -ENCE	= Noun
refer	+ -ENCE	= reference

2.

Adjective ending in -ent	(ent drops)	+ -ENCE = Noun
silent	(sil)	+ -ENCE = silence
patient	(pati)	+ -ENCE = patience

**B. When to add -ANCE :**

1.

Verbs ending in -de , -ter, -ber (e before r drops)	+ -ANCE	= Noun
hinder	(hindr)	+ -ANCE = hindrance
enter	(entr)	+ -ANCE = entrance
remember	(remembr)	+ -ANCE = remembrance

2.

Adjective ending in -ant	(-ant drops)	+ -ANCE = Noun
distant	(dist)	+ -ANCE = distance
resistant	(resist)	+ -ANCE = resistance

**XIV. The verb - forming suffix -IFY :**

Noun ending in -ror	(-or drops)	+ -IFY	= Verb
horror	(horr)	+ -IFY	= horrify
terror	(terr)	+ -IFY	= terrify

Some other verbs ending in -IFY:

clear - clarify      example – exemplify

**XV. The adjective - forming suffixes -IC, -ETIC, -ATIC:**

Noun	+ suffix	= Adjective
metal	+ -IC	= metallic
energy	+ -ETIC	= energetic
system	+ -ATIC	= systematic

Some other adjectives ending in -IC, -ATIC:

romance - romantic      idiom - idiomatic

**XVI.** The adjective - forming suffixes -ATE, -ITE:  
Some adjectives (formed from verbs and nouns)

**Ending in -ATE :**

proportion - proportionate  
affection - affectionate  
passion - passionate  
fortune - fortunate  
consider - considerate

**Ending in -ITE :**

favor - favorite  
define - definite

**XVII.** The noun - forming suffix -TH :

Adjective	+ (vowel change)	+ -TH	= Noun
broad	(bread)	+ -TH	= breadth
strong	(streng)	+ -TH	= strength
long	(leng)	+ -TH	= length

Some other nouns ending in -TH:

deep - depth, young - youth, dead - death

**XVIII.** The verb - forming suffix -IZE:

Some irregular formations:

system - systematize  
stable - stabilize

machine - mechanize

**XIX.** The noun - forming suffix -URE:

Some nouns ending in -URE and its variations -TURE:

<u>-URE</u>	<u>-TURE</u>	<u>-ATURE</u>
proceed - procedure	fix - fixture	sign - signature
expose - exposure	mix - mixture	curve - curvature
	furnish - furniture	

**XX.** Change of -VE to -F:

**Verb ending in -VE**

relieve  
believe  
prove  
halve

**Noun ending in -F**

relief  
belief  
proof  
half

**XXI. The adjective - forming suffix -AR:**

Noun in -le preceded by a consonant	(u is added before l)	+ -AR	= Adjective
circle	(circul)	+ -AR	= circular
angle	(angul)	+ -AR	= angular

Some irregular formations:

nucleus - nuclear    line – linear

**XXII. The noun - forming suffix -AR:**

Some irregular formations:

office - official    matter - material