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**Auszug aus:**

*Increase Your English Wordpower*

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# INTRODUCTION: HOW THIS HANDBOOK WORKS

Dear user,

the **basic idea** of this vocabulary workshop is vocabulary building by learning high frequency (häufig auftretende und verwendete) multi-purpose (Mehrzweck...) **expressions** in a memory-friendly, **meaningful** new **context**. You can **easily recycle** the words and expressions that are highlighted in bold (Fettdruck) **throughout** this book in new situations. You will find **helpful** recycling **exercises** in the transfer training **sections** of this handbook.

Here is an **example** of a useful multi-purpose expressions used in a new context: ... the **basic idea** of ... → '**Basic**' is an adjective. You can use it effectively in **such** combinations as '**basic** English', '**basic** pay', or '**basic** skills'. → Example sentence **for** you to memorize (einprägen): The secretary's **basic pay** is 277 pounds a week.

**Words given:** The German translation of words and expressions you will probably **not** know **yet** is given **right away** (sofort). There are **several** examples on this page. If there are other words in a text you are working with that you are not **familiar** (vertraut) **with**, look them up in a dictionary, please, **provided that** (vorausgesetzt, dass) they are **important** to you. You can use an English-German dictionary. It is a time-saving quickfinder. **But** you will learn much more, and almost **effortlessly** (müheless), if you **consult** a **monolingual** (einsprachiges) dictionary. **As you go along** you will get helpful information in understandable standard English, clear definitions and/or explanations and/or memory-friendly example sentences.

And now try this: Look up the headwords **effortless**, **consult**, and **monolingual**, in a monolingual dictionary to get a rough idea of what it can do for you. In most cases there is a snowball **effect**. Look up the word **effect** now, please. You may **wonder why** you should, **after all** (schließlich) you know what an **effect** is. There are many **reasons why** you should work with your monolingual dictionary **regularly**. When you are through with the headwords **effect** and **effective**, you will know why the extra minute you invest will pay dividends (sich rentieren) **in the end**.

**Discovery learning** : It **might** not be a bad idea to browse (schmökern) through this book now out of curiosity (Neugier) and for orientation. **Look at** interesting things here and there **so that** you get a first **impression** of how this book is composed and **in what ways** it can help you help yourself. **At the beginning** of each unit (Einheit) there is a short trailer (Vorspann) which informs you how that section is composed and how it works.

## UNIT 1: BASICS – FOCUS ON MULTI-PURPOSE EXPRESSIONS

**KEY:** Abbreviations (*Abkürzungen*) and symbols used in this unit and in other parts of the book

AJ – adjective: a **provocative** newspaper article

AV: adverb – Jane speaks English **fluently**

C – collocation (word partners): to **make a mistake**

N – noun: an **ability**, a **book**, no **comment**

sb – somebody

sth – something

V – verb: to **dream/drink/eat/sleep**

WF – word family: a **change** – to **change** – **changeable** – **unchanged**

→ signpost (*Wegweiser*) function, for example: **mistake** → **error, fault**

(!) – common learner error: to **make** someone **do** (!) sth

### First things first: Getting used to multi-purpose expressions

*Dear users,*

The **purpose** (*Zweck*) of this **section** (*Abschnitt, Teil eines Ganzen*) is to **familiarize** (*vertraut machen*) you with **high frequency** (*häufig vorkommende*) multi-purpose expressions. The highlighted words in this **paragraph** → (*Absatz*) are **examples of** multi-purpose expressions **in action**.

When you are through with this unit, you will have come across hundreds of **recyclable** multi-purpose expressions. If you **memorize** them in the given context and learn **how to** recycle them to your **advantage** (*Vorteil*) in new situations, you will soon have a **reliable** (*zuverlässige*) language bank of ever-ready “evergreens” at your fingertips. The idiom ‘have something at your fingertips’ means having information and knowledge available (*verfügbar*) in **foreseeable** standard situations **so that** this **know-how** can be used **instantly** (*sofort*), **easily** and **effectively**. **In other words**, you will **soon** have a **solid vocabulary infrastructure** at your disposal (*zur Verfügung*).

Let us **suppose that** you are a young learner of English who is trying hard to **get used to** the **requirements** (*Erfordernisse*) of the ‘Oberstufe’ and the ‘Abitur’, a not so young adult (*Erwachsener*) who **attends** a VHS-course, or a an autonomous learner who **practises** self-teaching. In this handbook there are hundreds of memory-**friendly** example sentences **for** you **to** pick and choose from **freely** and to **memorize**. These

*time-tested leftovers from more than fifty years of teaching English will **enable** you to **add** many helpful expressions to your language bank.*

**USER TIP:** *Add the best of your own finds from texts you are working with, from classroom lessons, or other **sources** (Quellen) to your language bank **regularly**.*

*Enjoy the ride! Best wishes, Arthur Eva*

## High frequency multi-purpose expressions embedded in memory-friendly example sentences

### A

**abbilden:** The cartoon **depicts** the Minister of Finance as a vampire.

**Abbildung:** The book supplies 30 full-colour **illustrations**.

**Abbildung:** Jane has **pictures** of pop stars all over her bedroom.

**Abenteuer:** When you are a child, life is one big **adventure**.

**abenteuerlich:** John X. Plover led an **adventurous** life.

**abenteuerlich:** That is a **risky** investment.

**abgeben** (*einreichen*): **Hand in** your exercise papers, please.

**abgeben** (*teilen*): John would **share** his last cigarette with you.

**abgesehen davon:** I am a bit tired, but **otherwise** I feel fine.

**abgesehen davon, dass:** The film was nice **except that** it was a bit too long.

**abgesehen von:** **Apart from** sports I also like all kinds/sorts of music.

sich etwas **abgewöhnen:** Didn't you promise to **give up** smoking?

**abhängen von:** John's future **depends on** these exams.

**Abhängigkeit von:** John has developed a deep **dependence on** his parents.

jemanden **abholen** von: Uncle John **collects** Henry **from** school on Tuesdays. /

Would you be so kind as to **fetch** our kids **from** school today? / My relatives **picked** me **up** at the airport.

**Abkommen** (*Übereinkunft*): A peace **agreement** was signed in Geneva last night.

**Ablauf** (*Verlauf*): In the normal **course** of events, April showers bring forth May flowers.

**ablehnen** (*etwas zurückweisen*): **to reject sth** → The baby **rejects** its milk bottle.

**ablehnen** (*etwas zu tun*): **to refuse to do sth** → The baby **refused to** drink its milk.

**abmachen** (*Übereinkunft*): Let's **agree** to disagree.

**Abneigung**: Mr Doolittle seems to have a strong **dislike** of hard work.

**Absage**: Charles got a **rejection** from Birmingham University.

etwas **absagen**: I wish to **cancel** my order for the computer.

**Absatz** (*Abschnitt*): In the opening **paragraph** of the article the reader learns that Portugal is suffering from the financial crisis.

**abschätzen** (*Preis, Menge*): Police **estimate** the crowd in King Street at 900.

**abschätzen** (*Lage, Wert*): How do you **assess** the situation?

**abschließend** etwas sagen: **To conclude/In conclusion** I would say that it was a lucky last-minute victory.

**Abschnitt** (*Teil*): A **section** is one of the parts into which something is divided.

**absehbar** (*vorhersehbar*): In this handbook you will learn how to cope with **foreseeable** standard situations.

**Absicht**: I have no **intention** of staying indoors on such a lovely day.

**absichtlich**: Did you do that **deliberately/intentionally/on purpose**?

**absolut**: The ruling party has an **absolute** majority.

**absolut**: The conference was a **complete** waste of time.

**Abstand**: Keep your **distance**.

**abstreiten** (*leugnen*): **to deny doing sth** → The suspect (*Verdächtige*) **denies** murdering his neighbour.

**Abwesenheit**: **Absence** makes the heart grow fonder (*liebvoller*).

**abwesend**: Friends, though **absent**, are still present. – *Cicero*

**abzielen** auf etwas (*vorhaben*): We **aim to** arrive before midnight.

etwas/jemanden **achten**: We should **respect** other people's values.

**ähnlich**: I like your new car. My sister has a **similar** one.

**ähnlich sein:** Barbara **is** very **like** her mother.

**Ahnung** (*Vorstellung von*): Do you have any **idea** what that is in French?

**aktuell** (*auf dm neuesten Stand*): Is your English **up-to-date**?

**aktuell** (*gegenwärtig*): **Current** fashions don't interest me at all.

**aktuell** (*Thema*): This week we are going to analyze **topical** texts.

**anbieten:** This school **offers** free homework assistance.

**Angebot:** There is a law of **supply** and demand (*Nachfrage*).

**allein** (*erziehend/stehend*): Being a **single** parent is no picnic.

**allein** (*ohne Hilfe*): I did it all **on** my **own**.

**allein** (*ohne jemand anders*): My grandma lives **alone** in a nearby village.

**allerhand, allerlei:** You will come across **all sorts of/kinds of people** at a market.

**allgemein(e):** I have a **general** idea of what I want to say in my report.

**allgemein** (*bekannt*): That is **common** knowledge.

**allgemein gesagt:** **Generally speaking**, there is light at the end of the tunnel.

**allmählich:** The weather is **gradually** getting better.

**als** (*Funktion, Rolle*): **As** a friend I would say, "Never say never."

**als** (*Vergleich, Komparativ*): My son is taller **than/more** successful **than** me.

**als** (*Verwendungsmöglichkeit*): You can use this bottle **as** a vase.

**also** (*folglich*): He felt tired, **for that reason/so/that is why/therefore** he went to bed early.

**als ob:** You look **as if/though** you've just got out of bed.

**anbieten:** His boss **offered** him the opportunity to work abroad (*im Ausland*).

**Angebot:** This is a special **offer**.

**Angebot:** There is a law of **supply** and demand (*Nachfrage*).

**andeuten:** John **hinted** that he might emigrate to Canada.

**andeuten:** The clouds **indicate** rain.





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