



## STUDY NOTES

## EPISODE 1: ELECTRONIC CRIME

### VOCABULARY

It is important to increase your vocabulary in English. Every day you should learn 10 new words. Vocabulary means not only different words but also different forms of these words – the Adjective, Noun, Verb and Adverb forms. It is also a good idea to try to increase the words you know in particular topic areas so that you can discuss a range of topics. Organisation of vocabulary is important too.

When learning new vocabulary a student of English needs to be aware of the several aspects of Vocabulary.

Vocabulary consists of:

1. **Word Forms** – the Adjective, Noun, Verb and Adverb forms. Words change their form depending on their function in a sentence.
2. **Pronunciation/Stress** – in a word with several syllables, which syllable carries the main stress? Stress conveys meaning.
3. **Register** – some words are more formal and more appropriate than others. One must choose the most appropriate word for the context.
4. **Word choice** – synonyms (words with similar meaning), opposites, paraphrase (describing something using a few words). Use a variety of vocabulary choices.
5. **Organisation** – organise your word lists meaningfully; and develop strategies for remembering new words. This will help you consolidate and extend your vocabulary.

### STUDY TIPS

It is easier to remember words linked to a particular topic. So, when learning more vocabulary, learn words in topic areas, and also learn word forms.

Every day try to learn and master at least 10 new words and review these words frequently.



## 1. Word Forms

In English the form of a word can change, sometimes quite significantly, when that word is used as an Adjective or Noun, Verb or Adverb.

<u>Eg.</u>	<b>Adjective</b>	analytical
	<b>Noun (Person)</b>	analyst
	<b>Noun (Thing)</b>	analysis
	<b>Verb</b>	to analyse
	<b>Adverb</b>	analytically

Where a different word form has not been created, then **stress** can be used to distinguish key word forms, for example a Noun from a Verb.

<u>Eg.</u>	Noun	'con trast
	Verb	con 'trast

## 2. Pronunciation

Pronunciation means how to make the **sounds** of a language. It also means which sounds to **stress**.

Stress affects:	<b>volume</b>	(loud or soft)
	<b>pitch</b>	(high or low sound)
	<b>length</b>	(short or long)

By mixing short and long sounds we get the **rhythm** of a language.

So, a stressed sound will be louder, higher and longer – and so much easier to hear. An unstressed sound will be softer, lower and shorter, and so more difficult to hear.

**Stress** means the sounds to highlight or mark. The stress can move on different syllables to distinguish word forms.

a na 'ly ti cal	Adjective
'a na lyst	Noun - person
a'na ly sis	Noun - thing
'a na lyse	Verb
a na 'ly ti ca lly	Adverb



Register means how formal or appropriate is the chosen word.

In all languages some words are more formal than others – some words are used on special occasions, in special contexts and for special reasons, while others words are more common. In English a general rule is that a longer word is more formal than a shorter word.

For example, Phrasal Verbs (a simple verb with a preposition – “to look into”, “to look after”) are the least formal choice and are commonly used in informal spoken language, notes, emails and postcards (informal writing). However, unusual words, borrowed into English from other languages, especially Latin and Greek, are quite formal, or high register.

Greek and Latin borrowings into English often have several syllables. These words are used often in technical, scientific, medical, psychological and philosophical writings.

The following words have similar meanings:

look into  
study  
research  
analyse  
investigate

Which word is easiest to remember?

The smaller or shorter word is the easiest to learn and remember. So, you will probably learn “look into” or “study” first. Then you will pick up “research” and lastly “analyse” and “investigate”.

Many words ending in **-ion** are borrowed from Latin:

discussion  
examination  
explanation  
information  
instruction  
investigation  
presentation

For all words ending in **-ion** the stress falls on the second last syllable:

dis **'cu** ssion  
examin **'a** tion  
explan **'a** tion  
inform **'a** tion  
in **'stru** ction  
investi **'ga** tion  
presen **'ta** tion



#### 4. Word Choice

Choosing the best or most appropriate word is important. As your vocabulary grows and strengthens so your choice of words will extend and you will be better able to describe things more exactly and appropriately.

**To compare** is to show how two things are similar. **To contrast** is to show how two things are different – compare and contrast similarities and differences.

#### **Synonyms**

Instead of always using the same word and repeating it many times in your writing, it is a good idea to learn some extra words with similar or closely similar meaning.

What is the difference between “argue”, “debate” and “discuss”?

Look at the passage below and think about the difference in meaning of these words.

The group meeting began with a general **discussion** of the issue but soon developed into a more formal **debate** as the different participants took particular sides for and against the topic. As feelings became quite heated, the various members of the group began to **argue** with each other. Finally the group leader called for order.

It is important to increase your vocabulary so you will be able to express what you are trying to say more accurately and appropriately.



**SPELLING RULES**

**RULE 1 ie/ei**

*Write **i** before **e**  
 Except after **c**  
 Or when sounded like **ay**  
 As in **neighbour** and **weigh**.*

This rhyme may help you remember the rules for using **ie** and **ei** correctly.

As the rule says, you should generally write **ie** except under **TWO** conditions:

1. when the two letters follow **c**
2. when the two letters sound like **ay** (as in **day**)

**Examples:**

Some **ie** words:

believe, belief, chief, field, grief, relief, yield, siege, niece, friend

Some **ei** words:

ceiling, conceit, deceive, deceit, receive, receipt, neighbour, eight, weigh, weight, vein, skein

**HINT:** The major exceptions to this rule are the following words:

conscience	forfeit	seize
counterfeit	height	sheik
either	leisure	species
financier	neither	sufficient
foreign	science	weird

**RULE 2a Doubling Consonants – One-syllable words**

If the word ends in a consonant preceded by a single vowel, then double that last consonant when you add a suffix beginning with a vowel.

drag	dragged	dragging	
flip	flipped	flipping	flipper
nap	napped	napping	
shop	shopped	shopping	shopper
slip	slipped	slipping	slipper
star	starred	starring	
tap	tapped	tapping	
trap	trapped	trapping	trapper
wet	wetted	wetting	wetter

**Note** that in one-syllable words with TWO vowels, do not double the last consonant.

beat		beating	beater
foot	footed	footing	footer
look	looked	looking	looker
seat	seated	seating	



**Note** that in one-syllable words ending in a double consonant, do not double the last consonant.

lock	locked	locking	locker
knock	knocked	knocking	knocker
swing		swinging	swinger
climb	climbed	climbing	climber
talk	talked	talking	talker

**Note** that in one-syllable words ending in a final **-e** instead of a consonant, do not double the consonant.

hope	hoped	hoping
stare	stared	staring
tape	taped	taping

**Note** also not to double the last consonant when adding a suffix that starts with a consonant.

star	starless	
fear	fearless	fearful
doubt	doubtless	doubtful

## **RULE 2b      Doubling Consonants – Two-syllable words**

For words with two or more syllables that end with a consonant preceded by a single vowel, then double the consonant when both of these conditions apply:

1. Add a suffix beginning with a vowel
2. The last syllable of the word is accented

begin		beginning	beginner
occur	occurred	occurring	occurrence
omit	omitted	omitting	
prefer	preferred	preferring	
refer	referred	referring	
regret	regretted	regretting	regrettable
submit	submitted	submitting	
unwrap	unwrapped	unwrapping	

**Note** that when the last syllable of a two-syllable word is not stressed then the final consonant is not doubled.

labour	laboured	labouring	labourer
format	formatted	formatting	



### **RULE 3      Prefixes**

A Prefix is a word part added at the beginning of a base word.  
Knowing Prefixes helps to improve both your vocabulary and your spelling.

Some common Prefixes are as follows:

<b><u>Prefix</u></b>	<b><u>Meaning</u></b>	<b><u>Examples</u></b>
<b>ante-</b>	before	anteroom, antenatal, antedate, antediluvian
<b>anti-</b>	against	antidote, antibody, antidisestablishmentarianism
<b>auto-</b>	self	automobile, automation, automatic, autoimmune
<b>bene-</b>	good	benefit, beneficial, beneficiary, benefactor
<b>bi-</b>	two, twice	bicycle, bicameral, bi-weekly, biennial
<b>bio-</b>	life	biography, biology, biosphere, biochemistry, biotechnology
<b>de-</b>	away, down	depress, decrease, demerit, depreciate
<b>dis-</b>	not, no longer, away	disappear, disapprove, disavow, disallow
<b>ex-</b>	out, no longer	exclude, expel, ex-wife, ex-president
<b>im-</b>	in, not	immense, immodest, immoderate, improper
<b>in-</b>	in, not	inflow, incorrect, incompetent, incomplete, incoherent
<b>inter-</b>	between, among	interact, interstate, interrelated, intersect, intervene
<b>intra-</b>	within, between members of the same group	intramural, intranet, intrastate, intravenous, intrapreneur
<b>mis-</b>	wrong, bad	misspell, misinterpret, misadventure, mispronounce
<b>per-</b>	entirely, through	perfect, pertain
<b>post-</b>	after	post-mortem, postdate, postpone
<b>pre-</b>	before	pregame, premarital, prefix, premature
<b>pro-</b>	for, take place of	prohibit, proclaim
<b>re-</b>	again, back	retell, re-do, reply, readdress, rethink, reclaim
<b>retro-</b>	back	retrospect, retrograde, retroactive
<b>semi-</b>	half, partially	semicircle, semiautomatic
<b>un-</b>	not, contrary to	unhappy, unable, unwise

**HINT:** Do NOT double letters when prefixes are added to words.  
However, a double consonant is needed when a prefix ends with the same letter as the beginning of the word. Be sure to write the whole prefix before writing the base word.

**Incorrect**  
disatisfied  
misspelling

**Correct**  
dissatisfaction, dissatisfied  
misspelling, misspelled



## **RULE 4      Suffixes**

A Suffix is a word part added to the end of a word.

Although Prefixes do not change the spelling of the base word, some changes do occur when Suffixes are added to base words.

### **4a      Suffixes with words ending in –e**

If the word ends in **–e** and the suffix begins with a vowel (for example **-able, -ary, -ing, and -ous**), drop the **-e**

age	aging	desire	desirable
fame	famous	imagine	imaginary

**Exception:** To keep the /s/ sound of **–ce**, and the /dz/ sound of **–ge**, do not drop the final-**e** before **–able** or **–ous**

change	changeable	courage	courageous
knowledge	knowledgeable	marriage	marriageable
notice	noticeable		

There are also a few exceptions for other words in which the **–e** is kept in the word before a suffix starting with a vowel:

acre	acreage	mile	mileage
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If the word ends in **–e** and the suffix begins with a consonant (for example **–less, –ly, –ment, –ness, –some**) keep the **–e**

care	careful	entire	entirely
name	nameless	safe	safety
same	sameness	state	statement
whole	wholesome		

**Exception:** There are some words in which the **–e** is dropped before a suffix starting with a consonant.

argue	argument	awe	awful
nine	ninth	true	truly





#### 4b The -ly Suffix

If a word ends in **-l**, do not drop that **-l** when adding the suffix **-ly**:

formal	formally
usual	usually
real	really

But if the word already ends with two **-l**s, merely add the **-y** of the **-ly** suffix.

chill	chilly
hill	hilly

#### 4c Suffixes with words ending in -ic

When a word ends in **-ic**, add a **-k** before suffixes starting with **-i**, **-c**, OR **-y**

picnic	picnicking	politic	politicking
traffic	trafficking		

Some words that end in **-ic** add the suffix **-ally** not **-ly**.

logic	logically	tragic	tragically
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#### RULE 5 Y to I (sp)

When adding a suffix to words that end with **-y**, change the **-y** to an **-i**.  
To avoid a double **i** in a word, keep the **-y** before the **-ing** suffix.

apply	applies, applied	applying
carry	carries, carried	carrying
study	studies, studied	studying
apology	apologies	
beauty	beautiful	
ceremony	ceremonies,	
busy	ceremonious	
easy	busied, business	
happy	easily, easiness	
	happily, happiness	

**Exception:** If there is a vowel before the initial **-y**, keep the **-y** before adding **-s** or **-ed**.

stay	stays, stayed
enjoy	enjoys, enjoyed
day	days
attorney	attorneys
key	keys



## RULE 6      Plurals (sp)

Here are seven major ways to form plurals of words in English.

### 6a      Forming plurals of most words

one boy	two boys
one wall	two walls
a shoe	a pair of shoes
the page	two pages
one ribbon	six ribbons
Mr Herron	the Herrons
Mrs Smith	all the Smiths

For phrases and hyphenised words, pluralise the last word, unless another word is more important.

one videocassette recorder	two videocassette recorders
one systems analyst	two systems analysts
one sister-in-law	two sisters-in-law

**When words end in *-s*, *-sh*, *-ch*, *-x* or *-z***, add **-es** for the plural form (because an extra syllable is needed for pronunciation).

one box	two boxes
a loss	several losses
the church	two churches
a buzz	several buzzes
a brush	a pair of brushes

### 6b      Plurals of words ending in *-f* or *-fe*

For plurals of some words that end in ***-f*** or ***-fe*** change the ***-fe*** to ***-ve*** and add ***-s***

one thief	two thieves
a leaf	two leaves
a wife	several wives
one life	their lives

For other words ending in ***-f*** add ***s*** without making any changes to the base word.

a roof	two roofs
his beliefs	their beliefs
the chief	several chiefs
a reef	many reefs



### 6c Plurals of words ending in -y

For words ending in a consonant **plus -y**, change the **y** to **i** and add **-es**

one company	two companies
one candy	some candies

For words ending in a vowel **plus -y**, add **-s**

one boy	two boys
a monkey	some monkeys

### 6d Plurals of words ending in -o

For words ending in a vowel **plus -o**, add an **-s**

one radio	two radios
a patio	some patios

For words ending in a consonant **plus -o**, add an **-s** for some plurals, and **-es** for other plurals, and either **-s** or **-es** for still other plurals.

**-s only**  
autos  
memos  
pianos  
salvos

**-es only**  
echoes  
heroes  
potatoes  
tomatoes

**-s or -es**  
zeros or zeroes  
cargos or cargoes

### 6e Words with Irregular Plurals

For some words, the plural is formed by changing the base word:

one child	two children
a woman	two women
one goose	two geese
a foot	two feet
a mouse	several mice



#### 6f Words with no separate plural form

Some words have the same form for both singular and plural:

deer	cattle	pliers
sheep	trousers	wheat
fish	scissors	rice

#### 6g Plurals of foreign words

alumnus	alumni
antenna	antennae
appendix	appendices
criterion	criteria
psychosis	psychoses
radius	radii
thesis	theses
basis	bases
crisis	crises
datum	data
medium	media
memorandum	memoranda
phenomenon	phenomena

**NB:** Some of these words are beginning to acquire an English plural form eg memorandums/memos, antennas



## **RULE 7      Homonyms**

English has many words which sound alike but spelled differently and have different meanings. These are called Homonyms.

Here are the most commonly misspelled sound-alike words:

<u>WORD</u>	<u>PART OF SPEECH</u>	<u>MEANING</u>	<u>EXAMPLE</u>
accept	verb	to agree, receive	She accepted a gift.
except	preposition	exclude, all but, other than	Everyone passed the exam except Tom.
expect	verb	await, anticipate	When do you expect the baby to arrive?
affect	verb	influence	Drugs affect judgement and ability to drive safely.
effect	noun	result	Alcohol can have a powerful effect on some people.
effect	verb	accomplish	The medicine effected the desired result.
hear	verb	listen and receive a sound	Did you hear what he said?
here	preposition	in this place	Come here please.
its	possessive adjective	3 <sup>rd</sup> person possessive	The dog hurt its leg.
it's	Contraction - pronoun+verb	it is	It's mine.
passed	verb	elapse, move in front of	The time passed by as the sun passed over our heads.
past	adjective	before now	This past year has been very busy.
than	comparative particle	at that time	She is older than I.
then	adverb of time	3 <sup>rd</sup> person plural	Then he left.
their	possessive adjective	possessive	These are their books.
there	preposition	not here, in that place	He is over there next to that tree.
they're	contraction – pronoun+verb	they are	They're over here.
to	preposition	direction towards	I am going to the shops.
two	adjective	double, duo	There were twins in the family – two boys.
too	adjective	a lot, also	It cost too much – I couldn't afford it.
were	verb	plural of was	We were very tired last night after work.
wear	verb	put on clothes	I will wear that to the party.
where	adverb	question for location	Where were you last night?
we're	contraction – pronoun+verb	we are	We're from Shanghai.
weir	noun	a small dam	The weir was replaced by a large dam.
who's	interrogative + verb	who is	Who's in there – come out now!
whose	possessive adjective	possessive adjective question	Whose is this? Is it yours?
your	possessive adjective	2 <sup>nd</sup> person possessive	This is mine. That is your book.
you're	contraction – pronoun+verb	you are	You're not invited. Only men can come.



Here are some more commonly misspelled sound-alike words.

<u>WORD</u>	<u>PART OF SPEECH</u>	<u>MEANING</u>	<u>EXAMPLE</u>
advice	noun	recommendation	Thank you for the good advice. It helped me.
advise	verb	give advice, counsel	I advise caution. Be careful!
angel	noun	heavenly being, good person	The holy picture depicted several angels.
angle	noun	space between two lines	The triangle has two equal angles.
bare	adjective	uncovered, naked	The beggar was bare and freezing.
bear	noun	animal	The Panda bear is loved around the world.
buy	verb	purchase	I went to the shop to buy some rice.
by	preposition	along, passed	He walked by the house but didn't stop to say "Hi".
bye	noun	farewell	Good bye!
cite	verb	point out	The policeman cited all the rules I had broken.
sight	noun	vision	The mountains present beautiful sights at dawn.
site	noun	location, place	I will build my new house on that site.
council	noun	a governing group	The council met to decide on the road changes.
counsel	verb	give advice, suggestions	My parents always give me good advice.
desert	noun	dry place	The Sahara Desert is growing.
dessert	verb	abandon course of sweet food	Please don't desert me! The dessert will follow the main meal and is ice cream.
forth	noun	forward	From this day forward until the end of time.
fourth	adverb	after third	You are the fourth. There are three ahead of you.
hole	noun	empty space, gap	You have a hole in your sock.
whole	adjective	complete	The whole of the day was wasted. I did nothing.
knew	verb	past tense of "know"	He knew his work, so he did well.
new	adjective	not old	I have to buy some new socks.
know	verb	to understand	I know the whole story. I read it in the paper.
no	particle	negative	No, thank you.
peace	noun	quiet time, no war	The war ended. Peace returned.
piece	noun	part, section	
quit	verb	to stop work, give up	He quit his job and left the firm.
quiet	adjective	not noisy	Please be quiet. No talking through in the exam.
quite	adjective	very	He was quite happy travelling alone in Europe.
stationary	adjective	not moving	The train was stationary, then it slowly began to move.
stationery	noun	paper, pens	We need stationery for the office.
weather	noun	climate	The weather was hot and humid.
whether	conjunction	if	He asked whether you were coming or not.



There are also many single and two-word phrases that sound alike but have different meanings.

<u>WORD</u>	<u>PART OF SPEECH</u>	<u>EXAMPLE</u>
all ready already all right	adjective adverb	All of them were ready. They were all ready. The train had already left by the time we arrived at the station. All of them were right. They were all right, not one single mistake.
alright all together	adjective adjective	Wrong spelling of "all right" All of them were together again. They were all together in the restaurant.
altogether	adverb	Her actions were altogether wrong. She was completely at fault.
any body	phrase	Any large body of water becomes unsafe to drink after a few days.
anybody	pronoun	Has anybody seen my shoes?
any more	phrase	Are there any more potato chips left?
anymore	adverb	I do not want to see her anymore – never again!
any one	phrase	Any of those magazines is suitable – any one of them.
anyone	pronoun	Can anyone hear me? Is anyone there?
anytime	phrase	I can make an appointment for any time during the day or night.
anytime	adverb	Anytime tomorrow will do.
any way	phrase	You can take any of those ways – any way will do. Just hurry up!
anyway	adverb	She objected but he went to the pub anyway.
a while	phrase	It will take a while to finish – maybe one day, maybe two.
awhile	adverb	I can only stay for a while – a few minutes actually.
every body	phrase	Every single river in the small country was polluted.
everybody	pronoun	He wanted everybody to come to his daughter's wedding.
every day	phrase	It rained every single day last week.
everyday	adjective	It was an everyday, boring, ordinary story.
every one	phrase	Each and every one of the bottles was empty.
everyone	pronoun	He gave everyone a small gift.
in to	preposition +	He came in from outside to escape the cold and rain – he
into	conjunction	came in to get warm.
may be	preposition	He fell into the river and got completely drenched.
maybe	verb phrase	They may be late – but then again they might be on time.
somebody	adverb	Maybe he will, maybe he won't. Who knows?
somebody	phrase	Some large bodies of water remain pure for a large time.
some one	pronoun	Somebody has stolen my watch.
someone	phrase	Could you give me some of those large ones please?
	pronoun	Someone has taken my briefcase too.



Commonly misspelled words.

absence	acceptable	accessible	accidentally	accommodate
accompanied	accomplish	accuracy	achievement	acquaintance
acquire	across	actually	address	admission
advice	advise	affect	effect	against
aggression	aisles	alcohol	alleys	all right
a lot	amateur	among	amount	analysis
angel	angle	announcement	apparent	appearance
approach	appropriate	approximate	argument	article
aspirin	associate	athlete	attach	attack
attendance	authentic	average	bargain	basically
beautiful	beginner	believe	beneficial	benefited
biggest	boundary	breath	breathe	bulletin
bureaucracy	business	cafeteria	calculator	calendar
careless	carrying	category	cemetery	census
certain	changeable	changing	channel	chief
coming	commercial	commitment	committee	comparative
competent	competition	conceited	conceive	concentrate
condemn	confident	conscious	conscience	conscientious
consensus	consistent	continuous	controlled	controversy
convenience	coolly	course	coarse	courteous
criticism	criticise	curiosity	dealt	deceive
decide	definite	dependent	descend	describe
desirable	despair	develop	different	disagree
disappear	disappoint	disastrous	disease	divine
efficient	environment	eighth	elaborate	embarrass
equipment	especially	exaggerate	excellent	except
exercise	existence	expense	experience	experiment
explanation	extremely	familiar	family	fascinate
favourite	February	financially	forty	friend
fulfil	gauge	government	grammar	guaranteed
guidance	harass	height	here	hear
heroes	hindrance	hoping	huge	humorous
hypocrite	ideally	ignorant	imaginary	immediately
immensely	incidentally	incredible	independent	indispensable
individually	initiative	intelligent	interest	interference
interrupt	irrelevant	irresistible	irritated	its
it's	jealousy	knowledge	laboratory	laid
led	leisure	lenient	liable	library
license	lightning	likelihood	loneliness	lose
loose	losing	luxury	magazine	magnificent
maintenance	manageable	management	marriage	material
mathematics	meanness	meant	medicine	mere
miniature	mischievous	missile	mortgage	muscle
mysterious	naturally	necessary	nickel	niece
ninety	ninth	noticeable	obstacle	occasionally
occurrence	official	omitted	operate	opinion
opportunity	opposite	ordinarily	originally	paid
pamphlet	parallel	particular	past	passed
peculiar	penetrate	perceive	performance	permanent
personal	persuade	physical	piece	peace
planned	pleasant	politician	possess	possibly
practical	precede	preferred	prejudice	preparation
principle	principal	privilege	probably	procedure
proceed	professor	prominent	promise	pronunciation
psychology	pursue	questionnaire	quiet	quite





quit	quizzes	realise	really	receive
recipe	recognise	recommend	referring	repetition
rehearsal	relief	relieve	religious	remembrance
reminisce	restaurant	rhythm	ridiculous	sacrifice
safety	sandwich	satellite	scarcity	schedule
secede	secretary	seize	siege	sense
separate	sergeant	sheriff	shining	significant
similar	sincerely	sophomore	specimen	statistics
straight	strategy	strength	studying	succeed
success	sufficient	suicide	surely	surprise
suspicious	symbol	technical	technique	temperature
temporary	tendency	than	then	their
they're	there	thorough	though	through
thought	tomorrow	to	too	tragedy
transferred	tremendous	tries	truly	typical
unconscious	until	usage	usually	vacuum
valuable	various	vegetable	view	violence
villain	visible	warrant	weather	whether
Wednesday	weird	where	were	woman
women	writing	written	yield	yacht