

# Do I Use "Of" or "Have"?

## Of

"Of" is an example of a preposition. A preposition describes the relation between one word in a sentence, and another.

### Examples of prepositions:

at      under      with      before      on      after      of

In each of the following sentences think about what is describing the relationship between objects, or people and objects. The first two are described for you with the preposition underlined

We stood at the bus stop. This describes the relationship between **who** was standing **where**.

The man found his briefcase under the car seat. This describes the relationship between the **briefcase** and the **car seat**.

Mark sat at the table.

I will play with baby to keep him quiet.

The London train will arrive before the train from Cheltenham.

The man on the platform is my uncle.

## Have

Have is a verb - a "doing word" - a word where the word "to" can be put in front of it.

### Examples of verbs:

to stutter    to mutter    to shave    to have

Sometimes, because have and of sound similar, "of" is used wrongly when "have" should be used.

Correct	Incorrect
They should have refused his help. They should've refused his help.	They should of refused his help.
(Remember 've represents the word "have" - Refer to "Apostrophes" on page 4.)	

## “Able” or “Ible”?

These are suffixes that mean the same thing, i.e. that may be done. For example, visible means may be seen, or laughable which means may be laughed at.

### ..... able

..... able is a **suffix** (something added to the end of a word).

You would **normally** add **able** if the original (root) word is a word on its own.

#### Examples adding “able”:

*laugh* is a word on its own so you would add the suffix **able** to make:

*laughable*

*suit* is a word on its own so you would add the suffix **able** to make:

*suitable*

*depend* is a word on its own so you would add the suffix **able** to make:

*dependable*

### ..... ible

..... ible is a **suffix**.

You would normally add **ible** if the original (root) word is **not** a word on its own.

#### Examples adding “ible”:

*visible* — in this case *vis* is **not** a word on its own so you would add the suffix **ible** to make:

*visible*

*edible* — in this case *ed* is **not** a word on its own so you would add the suffix **ible** to make:

*edible*

*permissible* — in this case *permiss* is **not** a word on its own so you would add the suffix **ible** to make:

*permissible*

## The Plural Rule for Nouns Ending in "y"

See if you can spot the rules about words which end in "y" becoming "ies" when they become plural from the words in the list below. Clue: look at the letter immediately before the "y".

Alley	Alleys	Fly	Flies
Baby	Babies	Galley	Galleys
Boy	Boys	Hobby	Hobbies
Carry	Carries	Jetty	Jetties
Chimney	Chimneys	Monkey	Monkeys
Copy	Copies	Pony	Ponies
Family	Families	Balcony	Balconies

### THE RULE

When a word ends in "y" and has a vowel before it (a, e, i, o or u), then just add the letter "s".

When the word ends in a "y" and has a consonant (any letter other than a vowel) before it, then change the "y" to "ies".

## "Full" or "Ful"?

What do you think is the rule relating to the following words?

Beautiful	Beautifully	Careful	Carefully
Faithful	Faithfully	Peaceful	Peacefully
Successful	Successfully	Regretful	Regretfully

### THE RULE

When adding "ful" to a word USE ONLY ONE "L" - FUL.

When changing "ful" into "fully" USE TWO "L"s.

## The Suffixes "ly" and "ment"

What do you think is the rule relating to the following words?

Accurate	Accurately	Desperate	Desperately
Separate	Separately	Achieve	Achievement
Replace	Replacement	Settle	Settlement
Sincere	Sincerely	Acknowledge	Acknowledgement

### THE RULE

When adding "ly" or "ment" to words which end in "e" - keep the "e" in its place.

## How Do You Arrange a Simple List?

Look at the following first names that are to be written in alphabetical order.

Neil, Albert, Christopher, Mark, Sebastian, Phillip, Jack, Oswald, Liam

### Here's How

Look at the **first letter** of each word then arrange the words so they follow the order of the letters of the alphabet.

**Neil, Albert, Christopher, Mark, Sebastian, Phillip, Jack, Oswald, Liam**

*Following the alphabet the names are arranged thus:*

*Albert, Christopher, Jack, Liam, Mark, Neil, Oswald, Phillip, Sebastian*

## How do you arrange names which start with the same letter?

Look at the names in the list. Some of them begin with the **same** letter.

Neil, Norman, Arthur, Albert, Clark, Christopher, Declan, Daniel, Oswald, Oliver, Peter, Phillip, Liam, Leonard, Steven, Saul, Evan, Eric.

### Here's How

Look at the **first letter** and then look at the **second** letter of the word and follow the order of the alphabet.

**Neil, Norman, Arthur, Albert, Clark, Christopher, Declan, Daniel, Oswald, Oliver, Peter, Phillip, Liam, Leonard, Steven, Saul, Evan, Eric.**

*Albert and Arthur will be the first two names in the list and Albert will be placed first because the second letter "l", in Albert, comes before the second letter, "r" in Arthur.*

*Do this with the rest of the list and you should end up with the list looking like this:*

*Albert, Arthur, Christopher, Clark, Daniel, Declan, Eric, Evan, Leonard, Liam, Neil, Norman, Oliver, Oswald, Peter, Phillip, Saul, Steven.*

Better tell Mr Bennett the hotel telephone number in case any problems occur with his travel arrangements and he will be late - they are holding the room until 6.30pm. Anyway it's 01886 239011. My office telephone number is 01832 888307. The hotel's booked for Sunday evening.

If he can't ring me during office hours I suppose he'd better ring my mobile although I will be out at the theatre with some friends - a long-standing engagement which I don't want to cancel - from 7 until 11pm. The number is 07735 124708. Think that's all -. oh, no, tell Jasper I've booked a taxi for him from The Red Lion at 9.15am on Monday. He will probably arrange with the taxi driver when to take him back after the Site meeting - that's up to him.

Sorry, forgot to say who this is - Tania Trent from Head Office.  
Thanks. Bye.

## Task 11: Marginal Matters — Placing an Order

### Student Information

In this task you will complete an Order Form from information given to you.

Ask your tutor for a blank **Marginal Matters** order form.

### REMEMBER

Read the instructions, and the headings on the form carefully so you understand what you have to do and which information to include.

Your form must be completed neatly and contain accurate and relevant information. Correct spelling is important too.

See "Completing Forms and Job Application Forms" on page 75.

### Completing an Order Form

#### Scenario

You work in the office of one branch of **Marginal Matters**, a large national bookshop, and have to place an order for a book.

### Activities

The Manager of the store — Iain Potts — has received the advertising flyer shown in **Appendix 1** and has decided to order 400 copies of the book. You have to complete the Order Form.

- 1 Read the advertising flyer (**Appendix 1**) and make sure you know the following:
  - a) the name of the new book and its author;
  - b) the ISBN number (the 13-digit number allocated to the book);
  - c) the cost of the book; and
  - d) the name and address of the company selling the book.
- 2 Complete the Marginal Matters Order Form.
- 3 You can sign the order. Please date it with today's date.

### Appendix 1

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