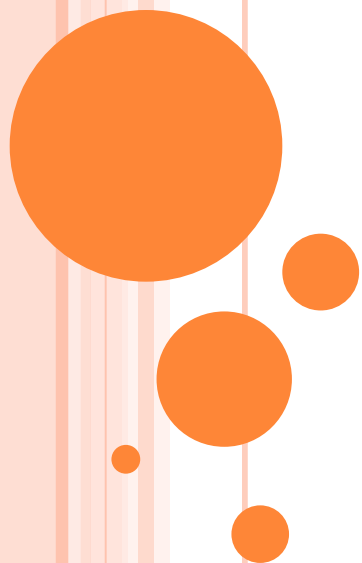


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# Department of English

B.Com Part – I

**English for Business Communication**

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## ○ Developing Vocabulary

Developing one's communication by using different language learning skills is the first goal of learning English.

Vocabulary plays a key role in this process.

Vocabulary is central to English because without sufficient vocabulary, students can't understand or express their own ideas.

Without vocabulary nothing can be conveyed



# WORD CLASSES

Modern grammarians classify words into two classes –  
Open and Closed word classes

## Open word classes

Open Word Class	Symbol	Examples
Noun	N	Door, bat, tree, fruit...etc.
Verb	V	Play, cut, eat, write...etc.
Adjective	Adj	Clean, big, good, sweet...etc.
Adverb	Av	Quickly, frankly, now, yesterday... etc.



# CLOSE CLASS WORDS

## Closed word classes

Closed word class	Symbol	Examples
Determiner	d	a, an, the, some, any, all
Pronoun	pn	I, we, you, he, she, it, they, one
Preposition	p	at, in, of, to, above, up, on
Conjunction	cj	but, and, or, if, so
Operator/ Helping Verb	aux	Can, shall, will, have, may, do, am
Interjection	ij	oh, ooh, ugh, hay
Enumerator	e	One, two, first, last



# WORD FORMATION PROCESS

Word formation is the main technique to develop vocabulary.

Various processes are used for word formation. One of them is as follows

**Affixation-** It is the attachment to the root/base of the words, there are two types of affixation- *Prefixation* and *Suffixation*.



**Prefixation:** In this process an affix is attached before the root/base of the word to form a new word. There are many prefixes in English. Some are given below.

Prefix	Root/Base	New word
Semi-	Final	Semifinal
re-	Collect	Recollect
un-	Happy	Unhappy
auto-	Biography	Autobiography
de-	Forest	Deforest
multi-	National	Multinational



**Suffixation:** In this process an affix is attached before the root/base of the word to form a new word. There are many suffixes in English. Some are given below.

Suffix	Root/Base	New word
-al	Arrive	Arrival
-less	Mercy	Merciless
-ness	Happy	Happiness
-ish	Book	Bookish
-ful	Faith	Faithful
-ee	Employ	Employee





- With the help of such techniques one can begin to develop their vocabulary to achieve effective communication.



**THANK YOU !**

