

Appendix 1 Irregular Verbs

This appendix lists all the verbs with irregular forms that are included in the dictionary, except for those formed with a hyphenated prefix (eg *pre-set*, *re-lay*) and the modal verbs (eg *can*, *must*). Verbs shown in ordinary type (eg *mishear*) are ‘derivative’ verbs, with the same irregular forms as the ‘base’ verb which is shown in dark type (eg *hear*). Irregular forms that are only used in certain senses are marked with an asterisk, eg **abode*. Full information on usage, pronunciation, etc will be found at the main entry.

Infinitive	Past Tense	Past Participle	Infinitive	Past Tense	Past Participle
abide	abided, *abode	abided, *abode	broadcast	broadcast	broadcast
arise	arose	arisen	browbeat	browbeat	browbeaten
awake	awoke	awoken	build	built	built
backbite	backbitten	backbitten	burn	burnt, burned	burnt, burned
backslide	backslid	backslid	bust	bust, busted	bust, busted
be	was/were	been	buy	bought	bought
bear	bore	borne	cast	cast	cast
beat	beat	beaten	catch	caught	caught
become	became	become	chide	chided, chid	chided, chid, chidden
befall	befell	befallen	choose	chose	chosen
beget	begot, (<i>arch</i>) begat	begotten	cleave¹	cleaved, clove, cleft	cleaved, cloven, cleft
begin	began	begun	cleave²	cleaved, clave	cleaved
behold	beheld	beheld	cling	clung	clung
bend	bent	bent	come	came	come
beseech	besought, beseeched	besought, beseeched	cost	cost	cost
beset	beset	beset	countersink	countersank	countersunk
bespeak	bespoke	bespoke, bespoken	creep	crept	crept
bestride	bestrode	bestriden	crow	crowed, (<i>arch</i>) crew	crowed
bet	bet, betted	bet, betted	cut	cut	cut
bid	bade, *bid	bidden, *bid	deal	dealt	dealt
bind	bound	bound	dig	dug	dug
bite	bit	bitten	dive	dived; (<i>US</i>) dove	dived
bleed	bled	bled	do^{1,2}	did	done
bless	blessed	blessed, blest	draw	drew	drawn
blow	blew	blown, *blowed	dream	dreamt, dreamed	dreamt, dreamed
break	broke	broken	drink	drank	drunk
breed	bred	bred	drive	drove	driven
bring	brought	brought			

Infinitive	Past Tense	Past Participle	Infinitive	Past Tense	Past Participle
dwell	dwelt	dwelt	hide	hid	hidden
eat	ate	eaten	hit	hit	hit
fall	fell	fallen	hold	held	held
feed	fed	fed	hurt	hurt	hurt
feel	felt	felt	inlay	inlaid	inlaid
fight	fought	fought	input	input, inputted	input, inputted
find	found	found	inset	inset	inset
flee	fled	fled	interweave	interwove	interwoven
fling	flung	flung	keep	kept	kept
floodlight	floodlighted, floodlit	floodlighted, floodlit	ken	kenned, kent	kenned
fly	flew	flown	kneel	knelt; (<i>esp US</i>) kneeled	knelt; (<i>esp US</i>) kneeled
forbear	forbore	forborne	knit	knitted, *knit	knitted, *knit
forbid	forbade, forbad	forbidden	know	knew	known
forecast	forecast, forecasted	forecast, forecasted	lay	laid	laid
foresee	foresaw	foreseen	lead	led	led
foretell	foretold	foretold	lean	leant, leaned	leant, leaned
forget	forgot	forgotten	leap	leapt, leaped	leapt, leaped
forgive	forgave	forgiven	learn	learnt, learned	learnt, learned
forsake	forsook	forsaken	leave	left	left
forswear	forswore	forsworn	lend	lent	lent
freeze	froze	frozen	let	let	let
gainsay	gainsaid	gainsaid	lie²	lay	lain
get	got	got; (<i>US</i>) gotten	light	lighted, lit	lighted, lit
gild	gilded, (<i>arch</i>) gilt	gilded, (<i>arch</i>) gilt	lose	lost	lost
gird	girded, girt	girded, girt	make	made	made
give	gave	given	mean	meant	meant
go	went	gone	meet	met	met
grind	ground	ground	miscast	miscast	miscast
grow	grew	grown	misdeal	misdealt	misdealt
hamstring	hamstringed, amstrung	hamstringed, hamstrung	mishear	misheard	misheard
hang	hung, *hanged	hung, *hanged	mishit	mishit	mishit
have	had	had	mislay	mislaid	mislaid
hear	heard	heard	mislead	misled	misled
heave	heaved, hove	heaved, hove	misread	misread	misread
hew	hewed	hewed, hewn	/,mɪs'ri:d/ misspell	/,mɪs'red/ misspelt, misspelled	/,mɪs'red/ misspelt, misspelled
			misspend	misspent	misspent
			mistake	mistook	mistaken

Infinitive	Past Tense	Past Participle	Infinitive	Past Tense	Past Participle
misunderstand	misunderstood	misunderstood	recast	recast	recast
mow	mowed	mown, mowed	redo	redid	redone
outbid	outbid	outbid	rehear	reheard	reheard
outdo	outdid	outdone	remake	remade	remade
outfight	outfought	outfought	rend	rent	rent
outgrow	outgrew	outgrown	repay	repaid	repaid
output	output, outputted	output, outputted	rerun	reran	rerun
outrun	outran	outrun	resell	resold	resold
outsell	outsold	outsold	reset	reset	reset
outshine	outshone	outshone	resit	resat	resat
overbid	overbid	overbid	retake	retook	retaken
overcome	overcame	overcome	retell	retold	retold
overdo	overdid	overdone	rewrite	rewrote	rewritten
overdraw	overdrew	overdrawn	rid	rid	rid
overeate	overate	overeaten	ride	rode	ridden
overfly	overflow	overflown	ring	rang	rung
overhang	overhung	overhung	rise	rose	risen
overhear	overheard	overheard	run	ran	run
overlay	overlaid	overlaid	saw	sawed	sawn; (US) sawed
overpay	overpaid	overpaid	say	said	said
override	overrode	overridden	see	saw	seen
overrun	overran	overrun	seek	sought	sought
oversee	oversaw	overseen	sell	sold	sold
overshoot	overshot	overshot	send	sent	sent
oversleep	overslept	overslept	set	set	set
overtake	overtook	overtaken	sew	sewed	sewn, sewed
overthrow	overthrew	overthrown	shake	shook	shaken
partake	partook	partaken	shear	sheared	shorn, sheared
pay	paid	paid	shed	shed	shed
plead	pleaded; (US) pled	pleaded; (US) pled	shine	shone, *shined	shone, *shined
prepay	prepaid	prepaid	shit	shitted, shat	shitted, shat
prove	proved	proved; (US) proven	shoe	shod	shod
put	put	put	shoot	shot	shot
quit	quit, quitted	quit, quitted	show	showed	shown, showed
read /ri:d/	read /red/	read /red/	shrink	shrank, shrunken	shrunken
rebind	rebound	rebound	shrive	shrived, shrove	shrived, shriven
rebuild	rebuilt	rebuilt	shut	shut	shut

Infinitive	Past Tense	Past Participle	Infinitive	Past Tense	Past Participle
sing	sang	sung	sweep	swept	swept
sink	sank	sunk	swell	swelled	swollen, swelled
sit	sat	sat	swim	swam	swum
slay	slew	slain	swing	swung	swung
sleep	slept	slept	take	took	taken
slide	slid	slid	teach	taught	taught
sling	slung	slung	tear	tore	torn
slink	slunk	slunk	tell	told	told
slit	slit	slit	think	thought	thought
smell	smelt, smelled	smelt, smelled	thrive	thrived, throve	thrived, (arch) thriven
smite	smote	smitten	throw	threw	thrown
sow	sowed	sown, sowed	thrust	thrust	thrust
speak	spoke	spoken	tread	trod	trodden, trod
speed	sped, *speeded	sped, *speeded	unbend	unbent	unbent
spell	spelt, spelled	spelt, spelled	underbid	underbid	underbid
spend	spent	spent	undercut	undercut	undercut
spill	spilt, spilled	spilt, spilled	undergo	underwent	undergone
spin	spun, (arch) span	spun	underlie	underlay	underlain
spit	spat; (esp US) spit	spat; (esp US) spit	underpay	underpaid	underpaid
split	split	split	undersell	undersold	undersold
spoil	spoilt, spoiled	spoilt, spoiled	understand	understood	understood
spotlight	spotlit, *spotlighted	spotlit, *spotlighted	undertake	undertook	undertaken
spread	sprang	spread	underwrite	underwrote	underwritten
spring	sprang	sprung	undo	undid	undone
stand	stood	stood	unfreeze	unfroze	unfrozen
stave	staved, *stove	staved, *stove	unsay	unsaid	unsaid
steal	stole	stolen	unwind	unwound	unwound
stick	stuck	stuck	uphold	upheld	upheld
sting	stung	stung	upset	upset	upset
stink	stank, stunk	stunk	wake	woke, (arch) waked	woken, (arch) waked
strew	strewed	strewed	waylay	waylaid	waylaid
stride	strode	stridden	wear	wore	worn
strike	struck	struck	weave	wove, *weaved	woven, *weaved
string	strung	strung	wed	wedded, wed	wedded, wed
strive	strove	striven	weep	wept	wept
sublet	sublet	sublet	wet	wet, wetted	wet, wetted
swear	swore	sworn	win	won	won

Infinitive	Past Tense	Past Participle	Infinitive	Past Tense	Past Participle
wind ² /waɪnd/	wound /waʊnd/	wound /waʊnd/	work	worked, *wrought	worked, *wrought
withdraw	withdrew	withdrawn	wring	wrung	wrung
withhold	withheld	withheld	write	wrote	written
withstand	withstood	withstood			

Appendix 2

Punctuation

Apostrophe (')

- Used with 's' to indicate the possessive:
the dog's /dɒgz/ *bone* (singular noun)
the princess's /prɪn'sesɪz/ *smile*
 [singular noun ending in 's']
King Charles's /tʃɑ:lɪz/ *crown* OR
King Charles' /tʃɑ:lɪz/ *crown*
 [proper noun ending in 's']
all the students' /stju:dnts/ *books*
 [plural noun]
the men's /menz/ *jackets* [irregular plural]
- Used in contracted forms to indicate that letters or figures have been omitted:
I'm (= I am)
he's (= he is/has)
they'd (= they had/would)
the summer of '68 (= 1968)
 (Note that apostrophes are not used with possessive adjectives: *It's lost its top.*)
- Sometimes used with 's' to form the plural of a letter, a figure or an abbreviation:
during the 1960's
all the MP's
pronounce the r's more clearly

Colon (:)

- Used after a term describing a group or class or a linking phrase (eg *as follows*, *in the following manner*) to introduce a list of items:
His library consists of two books: the Bible and Shakespeare.
Proceed as follows: switch on the computer, insert a disk and press any key.
- (*fml*) Used before a clause or phrase that illustrates or explains the main clause:
The garden had been neglected for a long time: it was overgrown and full of weeds.
 (A semicolon or full stop, but not a comma, may be used instead of a colon.)

3 ⇒ Quotations 2

Comma (,)

- Used to separate the items in lists of words, phrases or clauses:
If you keep calm, take your time, concentrate
- Sometimes used to separate (especially long) main clauses linked by a conjunction (eg *and*, *as*, *but*, *for*, *or*):
and think ahead, you'll pass your driving test.
 (Usually not used before *and*: *a bouquet of red, pink, yellow and white roses.*)

- Often used between an adverbial clause or long phrase and the main clause:
When the sun is shining and the birds are singing, the world seems a happier place.
In the gales this autumn, many trees were blown down.

- Used after a non-finite or verbless clause at the beginning of a sentence:
To be sure of getting there on time, she left an hour early.
Worn out by their experiences, the children soon fell asleep.

- Used to separate an introductory or a transitional word or phrase (eg *therefore*, *however*, *by the way*, *for instance*, *on the contrary*) from the rest of the sentence:
Oh, so that's where it was!
As it happens, however, I never saw her again.
He is unreliable and should, for this reason alone, be dismissed.

- Used before a dependent clause, etc that interrupts the sentence:
The fire, although it had been burning for several days, was still blazing fiercely.
You should, indeed you must, report this matter to the police.

- Used before and after a non-defining relative clause or a phrase in apposition, giving additional information about the noun it follows:
The Pennine Hills, which are very popular with hikers, are situated between Lancashire and Yorkshire.
Mount Everest, the world's highest mountain, was first climbed in 1953.

(No commas are used around a clause that defines the noun it follows: *The hills that separate Lancashire from Yorkshire are called the Pennines.*)

.....
He had been looking forward to our camping holiday all year, but unfortunately it rained every day.

- 8 Used to separate a question tag or similar word or phrase from the rest of the sentence:
 It's quite expensive, isn't it?
 You live in Bristol, right?

9 ⇒ **Conversation 3, 4**

10 ⇒ **Quotations 2**

Conversation

- 1 Normally a new paragraph is begun with each new speaker:
'You're sure of this?' I asked.
He nodded grimly.
'I'm certain.'

- 2 Quotation marks enclose all words and punctuation (but see 3, below):
'We must hope,' he replied wearily, 'that things will improve.'

(In British usage quotation marks are usually single: *'Help!'*; in US usage they are usually double: *"Help!"*). When dividing a long speech by one speaker into paragraphs, quotation marks are placed at the beginning of each paragraph and at the end of the speech, but not at the end of the intermediate paragraphs)

- 3 Discourse markers (eg *he said, she told me, they complained*) are separated from the words spoken by commas unless a question mark or exclamation mark is used:
'That's all I know,' said Nick.
'That,' said Nick, "is all I know.'
Nick said, 'That's all I know.'
'Why?' asked Nick.

- 4 Speech within speech is introduced by a comma and enclosed by (a) double quotation marks where single quotation marks are otherwise in use:
'When the judge said, "Not guilty", I could have hugged him.'
 (b) single quotation marks where double quotation marks are otherwise in use:
"When the judge said, 'Not guilty', I could have hugged him."

- 5 Hesitant or interrupted speech is indicated by a dash or by three dots:
'Pass me – I mean, would you mind passing me the salt, please?'
His dying words were, 'The murderer was...'

Dash (–)

(Cf Hyphen)

- 1 (*infml*) Used instead of a colon or semicolon to mark off a summary or conclusion of what has gone before:
Men were shouting, women were screaming, children were crying – it was chaos.
You've admitted that you lied to me – how can I trust you again?

- 2 (*infml*) Used singly or in pairs to separate extra information, an afterthought or a comment from the rest of the sentence:
 He knew nothing at all about it – or so he said.
 Winters in the Mediterranean – contrary to what many people think – can be very cold.

3 ⇒ **Conversation 5**

(In formal use, parentheses or commas replace dashes.)

Dots (...)

(also *esp US Ellipsis*)

1 ⇒ **Conversation 5**

2 ⇒ **Quotations 3**

Exclamation mark (!)

(*US* also Exclamation point)

Used at the end of a sentence or remark expressing great anger, surprise, joy or other strong emotion:

What wonderful news!
'Never!' she cried.

(In informal and especially in jocular use, more than one exclamation mark, or an exclamation mark and a question mark, are sometimes used:
'Your wife's just given birth to triplets.' 'Triplets!?')

Footnotes

Footnotes are indicated in the text by superscript numbers placed after the reference or quotation; the footnotes themselves appear either at the bottom of the page or at the end of the chapter or book:

For a more extended treatment of dialects, see the recent study by Frick¹, which one reviewer called 'a masterly analysis of this complex subject'².

¹Marjorie Frick, *English Dialects* (London: Faber and Faber, 1985)

²Peter Benson, 'Speaking in Tongues,' *Times Literary Supplement*, 11 April 1986.

Full stop (.)

(US period)

- 1 Used to mark the end of a sentence that is not a direct question or an exclamation:
I knocked at the door. There was no reply.
- 2 Sometimes used, though not in this dictionary, in abbreviations:
Jan.; e.g.; a.m.

Hyphen (-)

(Cf Dash)

- 1 Used in compounds:
 - (a) Sometimes used to form a compound word from two other words:
hard-hearted; radio-telescope; fork-lift truck
 - (b) Used to form a compound from a prefix and a proper name:
pre-Raphaelite; pro-Soviet; anti-Nazi
 - (c) Used to form a compound from two other words that are separated by a preposition:
mother-in-law; mother-to-be; mother-of-pearl
 - (d) Used to vary the first element of a hyphenated compound:
common to both pre- and post-war Europe
 - (e) Used when forming attributive compounds from two or more proper names:
services on the London-Bahrain-Hong Kong route
 - (f) Used when writing out compound numbers between 21 and 99:
seventy-three; four hundred and thirty-one
- 2 (*esp Brit*) Sometimes used to separate a prefix ending in a vowel from a word beginning with the same vowel:
co-ordination; re-elect; pre-eminent
- 3 Used after the first section of a word that is divided between one line and the next:
... in order to avoid future mistakes of this kind.
- 4 Used between two numbers or dates to include everything that comes between these numbers or dates:
pp106-131
a study of the British economy, 1947-63

Italics

(In handwritten or typed text, and in the examples that follow, italics are indicated by underlining.)

- 1 Used to indicate stress or emphasis:
I'm not going to do it – you are.
proposals which we cannot accept under

any circumstances whatsoever

- 2 Used for the titles of books, magazines, newspapers, plays, operas, films, paintings, etc:
Joyce's Ulysses
a letter in The Times/in today's Times
She has often sung the title role in Tosca.
- 3 Used for foreign words or phrases that have not been naturalized into English and for the Latin names of plants and animals:
I had to renew my permesso di soggiorno or residence permit.
'Tempus fugit,' (ie 'Time flies') as they say.
the English oak (Quercus robur)

Letters⇒ **Sample Texts** 3a, 3b**Parentheses ()**

(Brit also Brackets)

- 1 Used to separate extra information or an afterthought or a comment from the rest of the sentence:
Mount Robson (12 972 feet) is the highest mountain in the Canadian Rockies.
He thinks that modern music (ie anything written after 1900) is rubbish.
- 2 Used to enclose cross-references:
This moral ambiguity is a feature of Shakespeare's later works (see Chapter Eight).
- 3 Used to enclose numbers or letters in the text:
Our objectives are (1) to increase output, (2) to improve quality and (3) to maximize profits.
What you say is (a) untrue and (b) irrelevant.

⇒ **Square Brackets****Question mark (?)**

- 1 Used at the end of a direct question:
Where's the car?
You're leaving?
(Not used at the end of an indirect question:
He asked if I was leaving.)
- 2 Used in parentheses to express doubt:
John Marston (?1575-1634)

Quotation marks (‘ ’ “ ”)

(Brit also Inverted Commas)

In British usage quotation marks are usually

single: 'Help!'. In US usage they are usually double: "Help!".

- 1 Used to enclose all words and punctuation in direct speech:
'What on earth did you do that for? he asked. 'I won't go,' she replied. 'Nonsense!'
- 2 Used to draw attention to a term that is unusual in the context (eg a technical or slang expression or one that is being used for special effect (eg irony):
*Next the dough is 'proved' to allow the yeast to start working.
He told me in no uncertain terms to 'get lost'.
Thousands were imprisoned in the name of 'national security'.*
- 3 Used to enclose the titles of articles, short poems, radio and television programmes, etc:
*Keats's 'Ode to Autumn'
I was watching 'Match of the Day'.*
- 4 Used to enclose short quotations or sayings:
'Do you know the origin of the saying "A little learning is a dangerous thing"?'

⇒ **Conversatoin, Quotations**

Quotations

- 1 A short quotation is separated from its introduction by a comma and is enclosed in quotation marks:
It was Disraeli who said, 'Little things affect little minds'.
- 2 A longer quotatoin is separated from its introduction by a colon and marked off from the rest of the text by indentation or spacing:
*As Kenneth Morgan writes:
 The truth was, perhaps, that Britain in the years from 1914 to 1983 had not changed all that fundamentally.
Other, however, have challenged this view...*
- 3 A word or phrase omitted from a quotation is indicated by three dots; a word or phrase inserted into the quotatoin (eg to make an omission grammatically correct) is enclosed in square brackets:
challenging Morgan's view that 'Britain in [these] year ... had not changed ...'

Semicolon (;)

- 1 Used instead of a comma to separate from each other parts of a sentence that already

contain commas:

She wanted to be successful, whatever it might cost; to achieve her goal, whoever might suffer as a result.

- 2 (*fml*) Used to separate main clauses, especially those not joined by a conjunction:
*The sun was already low in the sky; it would soon be dark.
He had never been to china; however, it had always been one of his ambitions.*

Slash (/)

(*Brit* also *Oblique*) (*US* *Virgule*)

- 1 Used to separate alternative words or terms:
*Take a mackintosh and/or an umbrella.
I certify that I am married/single/divorced (delete whichever does not apply).*
- 2 Used to indicate the end of each line of poetry where several lines are run on:
Wordsworth's famous lines, 'I wandered lonely as a cloud/That floats on high o'ver vales and hills ...'

Square brackets []

(*US* *Brackets*)

- 1 Used to enclose editorial comments: a notice reading 'Everything to be put away in it's [sic] place after use' constant references in her diary to 'Mr G[ladstone]'s visits'
- 2 ⇒ **Quotation 3**

Sample Texts

1

Serious and cultured speech and writing in America does not greatly differ from that used in Britain. However, during the 300 years in which American English has been developing, many new words or meanings have been added. There are also other differences: spelling (e.g. color = colour) and pronunciation, for instance. But these are of slight importance in comparison with the use of words and phrases which give American English its distinctive character.

This is only part of the picture, however. America is a vast country, and as Robert Burchfield has written, 'American English, as taught to foreigners, is ... not spoken by the majority of Americans.'

2

'But you said you loved me! 'I'll never leave you, Sue, as long as I live.'" That's what you dais, isn't it?'

Dave shrugged awkwardly.

'I don't remember exactly what I said,' he began, 'but...'

'You liar!' Sue screamed, slapping his hace. 'Lies, excuses, evasions – that's all I get from you. Well, I've had enough. You understand?'

'Look, I said I was sorry.'

Fixing him with a withering glare, Sue muttered, 'You *will* be sorry, Dave. I promise you that.'

3a

3 Willow Street,
Frambleton,
Suffolk.
SF5 9PK.

6th June, 1988

The Director,
Leisureland Hotels PLC,
409 Piccadilly,
London.
WC2 4WW.

Dear Sir,

While staying in your hotel in Brighton recently, I mislaid a necklace which, although of little intrinsic value, was a great loss to me, as it belonged to my late mother. I mentioned the matter to the manager of the hotel concerned (Mr Perron), asking him to make enquiries. Several weeks later, I received a letter from him stating that the necklace had been found and asking me to 'call in at my convenience' to collect it.

Since then, I have written no fewer than four times to Mr Perron, explaining that it is not at all convenient for me to travel two hundred miles in order to collect the necklace in person, and asking him to post it to me. I have received no reply to any of these letters. May I ask you to contact Mr Perron and persuade him to send me my necklace as soon as possible?

Yours faithfully

Mary Burton (Mrs)

3b

Willow St,
Frambleton

Friday

Dear Peter,

Sorry to trouble you, but I've got a bit of problem with that necklace I lost. They've found it but don't want to send it back – they expect me to come and pick it up, if you please! I've written to their head office in London, but do you think there would be any chance of your picking it up for me next time you're in Brighton on business? If you can do it, phone me in advance so that I can authorize them to give it to you. You'd think it was the Crown Jewels, the way they're carrying on!

Best wishes,
Mary

Appendix 3 Weights and Measures

The metric System

	METRIC		<i>length</i>		GB & US
	10 millimetres (mm)	=	1 centimetre (cm)	=	0.394 inch (in)
	100 centimetres	=	1 metre (m)	=	39.4 inches or 1.094 yards (yd)
	1000 metres	=	1 kilometre (mk)	=	0.6214 mile or about $\frac{5}{8}$ mile
			<i>surface</i>		
	10 square metres (m ²)	=	1 are (a)	=	0.025
	100 ares	=	1 hectare (ha)	=	2.471 acres
	1000 hectares	=	1 square kilometer (km ²)	=	0.386 square mile
			<i>weight</i>		
	10 milligrams (mg)	=	1 centigram (cg)	=	0.154 grain
	100 centigrams	=	1 gram (g)	=	15.43 grains
	1000 grams	=	1 kilogram (kg)	=	2.205 pounds
	1000 kilograms	=	1 tonne	=	19.688 hundredweight
			<i>capacity</i>		
	1000 millilitres (ml)	=	1 litre (l)	=	1.76 pints (2.1 US pints)
	10 litres	=	1 decalitre (dl)	=	2.2 gallons (2.63 US gallons)

Avoirdupois Weight

	GB & US		METRIC
		=	1 grain (gr) = 0.065 gram (g)
437½	grains	=	1 ounce (oz) = 28.35 grams
16	drams (dr)	=	1 ounce = 28.35 grams
16	ounces	=	1 pound = 0.454 kilogram (kg)
14	pounds	=	1 stone (st) = 6.35 kilograms
2	stone	=	1 quarter = 12.7 kilograms
4	quarters	=	1 hundredweight (cwt) = 50.8 kilograms
112	pounds	=	1 cwt = 50.8 kilograms
100	pounds	=	1 short cwt = 45.4 kilograms
20	cwt	=	1 ton = 1016.04 kilograms
2000	pounds	=	1 short ton = 0.907 tonne
2240	pounds	=	1 long ton = 1.016 tonnes

Linear Measure

	GB & US		METRIC
		=	1 inch (in) = 25.4 millimetres (mm)
12	inches	=	1 foot (fit) = 30.48 centimetres (cm)
3	feet	=	1 yard (yd) = 0.914 metre (m)
5½	yards	=	1 rod, pole or perch = 5.029 metres
22	yards	=	1 chain (ch) = 20.17 metres
220	yards	=	1 furlong (fur) = 201.17 metres
8	furlongs	=	1 mile = 1.609 kilometres (km)
1760	yards	=	1 mile = 1.609 kilometres
3	miles	=	1 league = 4.828 kilometres

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Square Measure

		GB & US		METRIC
			1 square inch	= 6.452 millimetres (mm)
144	sq inches	=	1 sq foot	= 929.03 centimetres (cm)
9	sq feet	=	1 sq yard	= 0.836metre (m)
484	sq yards	=	1 sq chain	= 404.62 metres
4840	sq yards	=	1 acre	= 0.405 metres
40	sq rods	=	1 rood	= 10.1168 metres
4	roods	=	1 acre	= 0.405 kolometres (km)
640	acres	=	1 sq mile	= 2.59 kilometres or 259 hectares

Cubic Measure

		GB & US		METRIC
			1 cubic inch	= 16.4 cu centimetres
1728	cu inches	=	1 cu foot	= 0.028 cu metre
27	cu feet	=	1 cu yard	= 0.765 cu metre

Nautical Measure

used for measuring the depth and surface distance of seas, rivers, etc.

		GB & US		METRIC
6	feet	=	1 cable	= 0.028 cu metre
608	feet (in the British Navy)	=	1 cable	= 0.765 cu metre
720	feet (in the US Navy)	=	1 sea (or nautical) mile	= 1.852 kilometre
6080	feet	=	1 sea (or nautical) mile (1.151 statute miles)	
3	sea miles	=	1 sea league	= 5.55 kilometres
60	sea miles	=	1 degree (69.047 state miles)	
360	degrees	=	1 circle	

Measure of Capacity

		GB		US		METRIC
4	gills	=	pint (pt)	=	1.201 pints	= 0.568 litre
2	pints	=	quart (qt)	=	1.201 quarts	= 1.136 litres
4	quarts	=	gallon (gal)	=	1.201 gallons	= 4.546 litres

Circular or Angular Measure

60 seconds (")	=	1 minute (')	90 degrees	=	1 quadrant or right angle (\perp)
60 minutes	=	1 degree (°)	360 Degrees	=	1 circle or circumference

the diameter of a circle	=	the straight line passing through its centre
the radius of a circle	=	$\frac{1}{2} \times$ the diameter
the circumference of a circle	=	$2\frac{2}{7} \times$ the diameter

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Temperature Equivalents

	FAHRENHEIT (F)	CELSIUS OR CENTIGRADE (C)
<i>Boiling Point</i>	212°	100°
	194°	90°
	176°	80°
	158°	70°
	140°	60°
	122°	50°
	104°	40°
	86°	30°
	68°	20°
	50°	10°
<i>Freezing Point</i>	32°	0°
	14°	- 10°
	0°	- 17.8°
<i>Absolute Zero</i>	- 459.67°	- 273.15°

To convert Fahrenheit temperature into Celsius or centigrade:
subtract 32 and multiply by 5/9 (five-ninths).

To convert Celsius or centigrade temperature into Fahrenheit:
multiply by 9/5 (nine-fifths) and add 32.

Time

60 seconds	=	1 minute (min)	4 weeks, or 28 days	=	1 lunar month (mth)
60 minutes	=	1 hour (hr)	52 weeks, 1 day; or 13	=	1 year
24 hours	=	1 day	lunar months, 1 day	=	1 (Julian) year (yr)
7 days	=	1 week (wk)	365 days, 6 hours	=	

Appendix 4

The Chemical Elements

<i>element</i>	<i>symbol</i>	<i>atomic number</i>	<i>element</i>	<i>symbol</i>	<i>atomic number</i>
actinium	Ac	89	mercury	Hg	80
aluminium	Al	13	molybdenum	Mo	42
americium	Am	95	neodymium	Nd	60
antimony	Sb	51	neon	Ne	10
argon	Ar	18	neptunium	Np	93
arsenic	As	33	nickel	Ni	28
astatine	At	85	niobium	Nb	41
barium	Ba	56	nitrogen	N	7
berkelium	Bk	97	nobelium	No	102
beryllium	Be	4	osmium	Os	76
bismuth	Bi	83	oxygen	O	8
boron	B	5	palladium	Pd	46
bromine	Br	35	phosphorus	P	15
cadmium	Cd	48	platinum	Pt	78
caesium	Cs	55	plutonium	Pu	94
calcium	Ca	20	polonium	Po	84
californium	Cf	98	potassium	K	19
carbon	C	6	praseodymium	Pr	59
cerium	Ce	58	promethium	Pm	61
chlorine	Cl	17	protactinium	Pa	91
chromium	Cr	24	radium	Ra	88
cobalt	Co	27	radon	Rn	86
copper	Cu	29	rhodium	Rh	45
curium	Cm	96	rubidium	Rb	37
dysprosium	Dy	66	ruthenium	Ru	44
einsteinium	Es	99	rutherfordium	Rf	104
erbium	Er	68	samarium	Sm	62
europium	Eu	63	scandium	Sc	21
fermium	Fm	100	selenium	Se	34
fluorine	F	9	silicon	Si	14
francium	Fr	87	silver	Ag	47
gadolinium	Gd	64	sodium	Na	11
gallium	Ga	31	strontium	Sr	38
germanium	Ge	32	sulphur	S	16
gold	Au	79	tantalum	Ta	73
hafnium	Hf	72	technetium	Tc	43
hahnium	Ha	105	tellurium	Te	52
helium	He	2	terbium	Tb	65
holmium	Ho	67	thallium	Tl	81
hydrogen	H	1	thorium	Th	90
indium	In	49	thulium	Tm	69
iodine	I	53	tin	Sn	50
iridium	Ir	77	titanium	Ti	22
iron	Fe	26	tungsten	W	74
krypton	Kr	36	uranium	U	92
lanthanum	La	57	vanadium	V	23
lawrencium	Lr	103	xenon	Xe	54
lead	Pb	82	ytterbium	Yb	70
lithium	Li	3	yttrium	Y	39
lutetium	Lu	71	zinc	Zn	30
magnesium	Mg	12	zirconium	Zr	40
manganese	Mn	25			
mendelevium	Md	101			

NOUN AND ADJECTIVE CLASSES

C (Countable noun) Refers to people or things that can be counted; singular form agrees with singular verb and plural form with plural verb: *a friend, a problem* ○ *these friends, those problems* ○ *A friend is coming to stay.* ○ *Your problem seems to be the same.* ○ *Not many friends were there.* ○ *Few problems were encountered.*

U (Uncountable noun) Refers to substances, qualities, etc that cannot be counted; not used with *a/an*; used in the singular form only, and with a singular or plural verb: *butter, sympathy* ○ *much butter, little sympathy* ○ *This butter is expensive.* ○ *Not much sympathy was shown.*

CGp (Countable group noun) Refers to a collection of people or things; noun can be singular or plural; when singular, the noun can agree with a singular or plural verb: *He is on several committees.* ○ *Two new companies have been set up.* ○ *The Council meets/meet tomorrow.*

Gp (Group noun) Refers to a collection of people or things (and is usually a proper noun): used in the singular form only, but can agree with a singular or plural verb: *Whitehall is/are showing interest.* ○ *The Kremlin has/have not yet reacted to the news.*

sing v (plural noun with **singular verb**) *Dominoes is a relaxing game.* ○ *Measles is an infectious disease.* ○ *Physics is my best subject.*

pl v (singular noun with **plural verb**) *More/Fewer police were on duty.* ○ *All the wounded have been treated.*

sing or pl v (plural noun with **singular or plural verb**) *The barracks has/have been empty for some time.* ○ *The new steel works is/are going to create a lot of employment.*

pl (plural noun with **plural verb**) *These premises are unfurnished.* ○ *Our takings have increased.* Some nouns marked [pl] refer to garments, tools, etc, with two matching parts: *buy a pair of braces* ○ *another pair of trousers* ○ *I cut the wire with pliers.* ○ *These scissors are blunt.*

sing (singular noun with singular verb) Can be used with *a/an*: *Let me have a think.* ○ *An abundance of food was on display.*

attrib (attributive use) An adjective with this label can only be used *before* a noun: *sheer nonsense* ○ *a complete waste of time* ○ *an absolute disgrace.* A noun with this label can be used in front of another noun, to describe it: *a brick wall* ○ *a pottery jar* ○ *a silk blouse.*

pred (predicative use) An adjective with this label can only be used after linking verbs (Ln, La) such as *be, seem, appear*, etc: *The house was ablaze.* ○ *This is tantamount to saying he is guilty.*

VERB PATTERN SCHEME

La (Linking verb + adjective)
*The soup **was** delicious.*

Ln (Linking verb + noun)
*Frank **became** a teacher.*

I (Intransitive verb)
*Frances **is** reading.*

Ipr (Intransitive verb + prepositional phrase)
*People are **complaining** about the traffic.*

Ip (Intransitive verb + particle)
*The monkeys **chattered** away.*

In/pr (Intransitive verb + noun or prepositional phrase)
*The meeting **lasted** three hours/for three hours.*

It (Intransitive verb + to-infinitive)
*Jane **hesitated** to phone the office.*

Tn (Transitive verb + noun)
*A small boy **opened** the door.*

Tn·pr (Transitive verb + noun + prepositional phrase)
*The accused **convincd** the court of his innocence.*

Tn·p (Transitive verb + noun + particle)
*The nurse **shook** the medicine up.*

Tf (Transitive verb + finite 'that' clause)
*Officials **believe** that a settlement is possible.*

Tw (Transitive verb + wh-clause)
*We hadn't **decided** what we ought to do next/what to do next.*

Tt (Transitive verb + to-infinitive)
*Mary **hates** to drive in the rush-hour.*

Tnt (Transitive verb + noun + to-infinitive)
*I **expect** the parcel to arrive tomorrow.*

Tg (Transitive verb + -ing form of a verb)
*Peter **enjoys** playing football.*

Tsg (Transitive verb + noun (+ 's) + -ing form of a verb)
*We **dread** Mary/Mary's taking over the business.*

Tng (Transitive verb + noun + -ing form of a verb)
*She **spotted** a man waving in the crowd.*

Tni (Transitive verb + noun + infinitive)
*We **watched** the men unpack the china.*

Cn·a (Complex-transitive verb + noun + adjective)
*The fridge **keeps** the beer cool.*

Cn·n (Complex-transitive verb + noun + noun)
*The court **considered** Smith a trustworthy witness.*

Cn·n/a (Complex-transitive verb + noun + as + noun or adjective)
*The police didn't **accept** the story as the truth/as genuine.*

Cn·t (Complex-transitive verb + noun + to-infinitive)
*The thief **forced** Jane to hand over the money.*

Cn·g (Complex-transitive verb + noun + -ing form of a verb)
*The policeman **got** the traffic moving.*

Cn·i (Complex-transitive verb + noun + infinitive)
*Mother won't **let** the children play in the road.*

Dn·n (Double-transitive verb + noun + noun)
*Henri **taught** the children French.*

Dn·pr (Double-transitive verb + noun + prepositional phrase)
*Henri **taught** French to the children.*

Dn·f (Double-transitive verb + noun + finite 'that' clause)
*Colleagues **told** Paul that the job wouldn't be easy.*

Dpr·f (Double-transitive verb + prep. phrase + finite 'that' clause)
*Employers **announced** to journalists that the dispute had been settled.*

Dn·w (Double-transitive verb + noun + wh-clause)
*The porter **reminded** guests where they should leave their luggage/where to leave their luggage.*

Dpr·w (Double-transitive verb + prepositional phrase + wh-clause)
*You should **indicate** to the team where they are to assemble/where to assemble.*

Dn·t (Double-transitive verb + noun + to-infinitive)
*The director **warned** the actors not to be late.*

Dpr·t (Double-transitive verb + prepositional phrase + to-infinitive)
*Fred **signalled** to the waiter to bring another chair.*