

# QUICK-WORD<sup>®</sup>

## Handbook for Practical Writing



action distance hungry powerful  
advance driven hunt precise  
alarm effort intention quick  
alive energy  
animal escape  
attack exceed  
beautiful excitement  
behavior exercise strength  
brave fast like  
bright flight move take  
charge focus move near beat  
chase force move urgent  
colorful frighten nature wild  
danger harm physical wise

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## FOR THE LEARNER

Your **QUICK-WORD® Handbook for Practical Writing** contains 271 survival words and phrases and 2,861 high-use words. In addition, space is provided for you to list your own high-use words. Words listed with a star (★) are sound-alike words that often confuse writers. Sound-alike words are words that have the same sound or a similar sound but are spelled differently (blue/blew). A special section has been set aside in the back of your handbook for common sound-alike words, abbreviations, states, months, days, and numbers.

The original **QUICK-WORD® Handbook for Practical Writing** was prepared for learners by Rebecca Sitton and Robert G. Forest, Ed.D. This updated version was compiled by Robert G. Forest.

Cover photograph: ©2010 JupiterImages Corporation

ISBN 978-0-7609-4082-2

©2010, 2007, 2002, 1994, 1990, 1987—Curriculum Associates, Inc.  
North Billerica, MA 01862

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# SURVIVAL WORDS AND PHRASES

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account number  
acid  
address  
admission  
adult  
adults only  
age  
airmail  
alarm  
ambulance  
apartment to rent  
area code  
balance due  
beauty shop  
be seated  
beware of dog  
bike route  
blasting—keep away  
breakdown lane  
break glass  
bus  
bus stop  
by appointment only  
canceled  
cashier  
caution  
charge account  
checking account  
checkout  
citizenship  
clinic  
closed  
coin return  
cold  
cold drinks  
combustible  
combustion  
come in  
conditions of contract  
construction  
copyright  
credit card  
crossing guard  
crosswalk  
customer service  
danger  
date of birth  
dead end

delicatessen  
dental clinic  
department store  
dependent  
detour  
dial 911  
dispensary  
divided highway  
doctor  
do not bend  
do not disturb  
do not drink  
do not enter  
do not feed the animals  
do not open  
do not remove  
do not touch  
do not use  
don't run  
don't step  
don't walk  
dosage  
down  
drinking water  
drive-in  
driver's license  
drugs  
drugstore  
dry clean only  
eastbound  
electrical  
elevator  
emergency  
emergency exit  
emergency room  
employees only  
enter  
entrance  
escalator  
exit  
explosives  
express checkout  
express lane  
falling rock  
female  
fire alarm  
fire department  
fire escape

fire exit  
fire extinguisher  
firefighter  
fire lane  
first aid  
first class  
flammable  
follow the arrows  
follow the signs  
for fire use  
for rent  
for sale  
fragile  
free  
freeway  
gas  
gasoline  
gasoline station  
general admission  
gentlemen  
glass  
go slow  
good morning  
grocery store  
ground transportation  
half price  
hamburger  
handle with care  
hardware  
harmful if swallowed  
help  
help wanted  
highway patrol  
hiring  
hospital  
hospital zone  
hot  
hot dog  
ID required  
identification  
immunization  
income tax  
information center  
insert coins  
installment  
intersection  
job center  
job fair

# HIGH-USE WORDS-A

a	advice	although	appeal	association
ability	advise	altogether	appear	astronaut
able	★ affect	always	appearance	at
about	afford	am	apple	★ ate
above	afraid	ambulance	appliance	athlete
absent	after	America	application	Atlantic
accept	afternoon	American	apply	atmosphere
accident	again	among	appointment	atomic
according	against	amount	appreciate	attached
account	age	an	approve	attack
accuse	agency	analyze	are	attend
achieve	ago	ancient	area	attendance
acre	agree	and	arena	attention
across	agriculture	angel	aren't	attitude
act	ahead	angle	argue	attorney
action	aid	angry	arm	audience
active	★ air	animal	army	auditorium
activity	airplane	ankle	around	★ aunt
actual	airport	anniversary	arrange	author
add	alarm	announce	arrest	auto
addition	alike	annual	arrive	automatic
additional	alive	another	arrow	automobile
address	all	answer	art	autumn
administration	★ allowed	any	article	available
admire	all right	anybody	as	avenue
admission	almost	anyhow	aside	average
admit	alone	anyone	ask	avoid
adopt	along	anything	asleep	awake
adult	★ aloud	anyway	aspirin	award
advance	alphabet	anywhere	assign	aware
advantage	already	apart	assignment	away
adventure	also	apartment	assist	awful
advertise	alternate	apology	assistant	awhile

# B

<b>baby</b>	<b>bathroom</b>	<b>bent</b>	<b>bone</b>	<b>bring</b>
<b>back</b>	<b>battle</b>	<b>berry</b>	<b>book</b>	<b>broad</b>
<b>bad</b>	★ <b>be</b>	<b>beside</b>	<b>born</b>	<b>broke</b>
<b>badge</b>	<b>beach</b>	<b>best</b>	<b>borrow</b>	<b>broken</b>
<b>bag</b>	★ <b>bear</b>	<b>better</b>	<b>boss</b>	<b>brook</b>
<b>baggage</b>	★ <b>beat</b>	<b>between</b>	<b>both</b>	<b>brother</b>
<b>bake</b>	<b>beautiful</b>	<b>beyond</b>	<b>bottle</b>	<b>brought</b>
<b>bakery</b>	<b>beauty</b>	<b>bible</b>	<b>bottom</b>	<b>brown</b>
<b>balance</b>	<b>became</b>	<b>bicycle</b>	<b>bought</b>	<b>brush</b>
<b>ball</b>	<b>because</b>	<b>big</b>	<b>boulevard</b>	<b>budget</b>
<b>balloon</b>	<b>become</b>	<b>bike</b>	<b>bounce</b>	<b>buffalo</b>
<b>ballot</b>	<b>becoming</b>	<b>bill</b>	<b>bound</b>	<b>build</b>
<b>ballpark</b>	<b>bed</b>	<b>bird</b>	<b>bouquet</b>	<b>building</b>
<b>banana</b>	<b>bedroom</b>	<b>birth</b>	<b>bow</b>	<b>built</b>
<b>band</b>	<b>bee</b>	<b>birthday</b>	<b>bowl</b>	<b>bureau</b>
<b>bank</b>	<b>been</b>	<b>bit</b>	<b>box</b>	<b>burglar</b>
<b>banquet</b>	<b>before</b>	<b>black</b>	<b>boy</b>	<b>burn</b>
<b>bar</b>	<b>being</b>	<b>blank</b>	<b>brain</b>	<b>burst</b>
<b>barber</b>	<b>began</b>	<b>blanket</b>	★ <b>brake</b>	<b>bury</b>
★ <b>bare</b>	<b>begin</b>	★ <b>blew</b>	<b>branch</b>	<b>bus</b>
<b>bargain</b>	<b>begun</b>	<b>blind</b>	<b>brave</b>	<b>bushes</b>
<b>bark</b>	<b>behavior</b>	<b>block</b>	<b>bread</b>	<b>business</b>
<b>barn</b>	<b>behind</b>	<b>blond</b>	★ <b>break</b>	<b>busy</b>
<b>base</b>	<b>being</b>	<b>blood</b>	<b>breakfast</b>	<b>but</b>
<b>baseball</b>	<b>believe</b>	<b>blossom</b>	<b>breath</b>	<b>butter</b>
<b>bashful</b>	<b>bell</b>	<b>blouse</b>	<b>breathe</b>	<b>button</b>
<b>basic</b>	<b>belong</b>	<b>blow</b>	<b>breathing</b>	★ <b>buy</b>
<b>basis</b>	<b>below</b>	★ <b>blue</b>	<b>brick</b>	★ <b>by</b>
<b>basket</b>	<b>belt</b>	★ <b>board</b>	<b>bride</b>	
<b>basketball</b>	<b>bend</b>	<b>boat</b>	<b>bridge</b>	
<b>bat</b>	<b>beneath</b>	<b>body</b>	<b>brief</b>	
<b>bath</b>	<b>benefits</b>	<b>boil</b>	<b>bright</b>	

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# I-J-K

I	income	instance	item	just
ice	increase	instant	★ its	justice
ice cream	indeed	instead	★ it's	
icicle	independence	instruct	itself	kangaroo
I'd	independent	instruction	I've	keep
idea	indicate	instructor		kept
identify	individual	instrument	jacket	kettle
identity	industrial	insult	jail	key
if	industry	insurance	jam	kick
ignore	infant	insure	janitor	kid
★ I'll	infect	intelligent	jar	kill
illness	infection	intend	jealous	kind
illustrate	inferior	intention	jeans	kindergarten
illustration	influence	interest	jet	king
I'm	inform	interrupt	jewelry	kitchen
imagination	information	interview	job	kite
imagine	ingredients	into	join	kitten
imitate	initial	introduce	joke	knee
immediately	injury	invent	jolly	★ knew
immigrant	innocent	invention	journal	knife
immigration	inquire	invest	journey	knit
importance	insect	invisible	joy	knock
important	insert	invitation	judge	★ knot
impossible	inside	invite	judgment	★ know
improve	insist	iron	juice	knowledge
improvement	inspect	is	jump	known
★ in	inspection	island	junction	
inch	inspire	isn't	jungle	
inches	install	issue	junior	
include	installment	it	jury	

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