

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. transact**

The television commercial asked customers to *transact* their purchase through a toll-free phone number.

**2. alternate**

The driver chose an *alternate* route after she heard the traffic report on the radio.

**3. amiable**

The *amiable* gathering included family members who had traveled a long distance.

**4. anniversary**

The couple celebrated their *anniversary* by looking at wedding photos.

**5. annual**

The *annual* basketball tournament featured teams from all over the region.

**6. biennial**

Workers prepared ballots for the *biennial* election of state legislators.

**7. perennial**

The ice cream shop is a *perennial* favorite with youth.

**8. anthropology**

To learn more about Native Americans, the student took an *anthropology* class.

**9. aquatic**

A drought threatened the *aquatic* plants in the area.

**10. aquarium**

We learned about dolphins on our field trip to the *aquarium*.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. astronaut**

The *astronaut* described how Earth looks from space.

**2. audible**

The quarterback's calls were *audible* over the crowd noise.

**3. auditorium**

The play will be in the *auditorium* after school.

**4. belligerent**

The *belligerent* sisters fought over the weekend chores.

**5. rebellion**

*Rebellion* began on the boat after the crew had been at sea for months.

**6. beneficial**

The mayor said that a tax increase would be *beneficial* for the city.

**7. bibliography**

The student created a *bibliography* of her sources.

**8. biography**

The actor's *biography* described his childhood.

**9. autobiography**

President Clinton's *autobiography* described his time as governor of Arkansas.

**10. biology**

The *biology* lesson required students to dissect a frog.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. antibiotic**

The doctor prescribed an *antibiotic* for the child's eye infection.

**2. commemorate**

The new coin will *commemorate* the state's admission to the union.

**3. abbreviate**

A person can *abbreviate* the names of states.

**4. capture**

We decided to *capture* the other team's flag by racing down the sideline.

**5. capacity**

The theatre increased its *capacity* by adding more chairs.

**6. proceed**

The waiter asked the customers to *proceed* to their tables.

**7. concession**

The company gave a *concession* of higher wages to employees.

**8. chronological**

The timeline listed the year's headlines in *chronological* order.

**9. chronic**

Allergies can cause *chronic* headaches in some people.

**10. conclude**

The concert will *conclude* after the band plays their most popular song.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. exclusive**

The network claimed to have an *exclusive* interview with the movie star.

**2. recognize**

“Do you *recognize* me?” her friend asked after getting her hair cut.

**3. democracy**

In a *democracy*, the president is elected by the people of the country.

**4. bureaucrat**

The editorial claimed that a *bureaucrat* had stolen money from the city.

**5. incredible**

An *incredible* amount of information was lost in the fire.

**6. credibility**

The *credibility* of the witness was questioned after he was caught lying.

**7. credit**

My boss gave me *credit* for being the first to clean up the break room.

**8. culprit**

It will take some time to find the *culprit* of the crime.

**9. patriotic**

It is *patriotic* to sing the national anthem before a basketball game.

**10. epidemic**

The child-care center was hit with an *epidemic* of chicken pox.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. dictate**

The rules *dictate* how the game is played.

**2. predict**

I think the groundhog will *predict* six more weeks of winter.

**3. deduce**

We will *deduce* the location of the remote control by asking who had it last.

**4. conduct**

The manager is the only person that can *conduct* a sales meeting.

**5. durable**

Denim is a *durable* fabric, often lasting many years.

**6. endure**

The pioneers knew they would *endure* long, hot summers on the plains.

**7. equity**

To ensure *equity*, each co-ed team will contain the same number of men and women.

**8. equate**

Do not assume that a high price will *equate* to high quality.

**9. manufacture**

The new business will *manufacture* airplane parts.

**10. benefactor**

The *benefactor* made a large donation to the museum.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. confident**

Since the boy had studied for the test, he was *confident* that he would do well.

**2. infidelity**

The music video showed a woman's anger with her boyfriend's *infidelity*.

**3. reflection**

The lake was so clear that she could see her own *reflection* on its surface.

**4. flexible**

Since my schedule is clear this afternoon, I can be *flexible* and meet anytime.

**5. fluently**

Izzy can read Spanish *fluently*.

**6. influence**

Campaign speeches are designed to *influence* voters to support a particular candidate.

**7. fortify**

The manufacturer will *fortify* the cereal by adding a number of vitamins and minerals.

**8. fracture**

A hard fall caused a *fracture* in the boy's arm.

**9. fragment**

A *fragment* of antique glass was found in the field.

**10. fraternal**

The men joined a *fraternal* organization known for its community service.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. monogamy**

Some animals, like penguins, practice *monogamy*.

**2. polygamy**

In some ancient cultures where *polygamy* was practiced, families were quite large.

**3. geology**

Students collected rocks as part of a *geology* lesson.

**4. geography**

The tour guide described the *geography* of the area, which included a major river.

**5. gradual**

Practicing every day led to a *gradual* improvement in his guitar skills.

**6. progression**

The medicine stopped the *progression* of my infection.

**7. sympathy**

I gave my friend *sympathy* after she fell and broke her arm.

**8. telegraph**

The old movie showed characters using a *telegraph* machine to communicate.

**9. dehydrate**

The bride decided to *dehydrate* her flowers by hanging them upside down.

**10. isolate**

We decided to *isolate* the spill by moving everything out of the way.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. reject**

The machines *reject* coins because they only take bills.

**2. projection**

The coach's *projection* of a winning season came true.

**3. judicial**

The constitution describes how the country's *judicial* system operates.

**4. collaborate**

The band members will *collaborate* to write music for the new album.

**5. laboratory**

The hospital's *laboratory* is located on the first floor.

**6. legible**

Even though the note fell into the mud, the handwriting is still *legible*.

**7. lecturer**

Last night at the library, a *lecturer* spoke about healthy eating.

**8. election**

An *election* will determine the next president.

**9. illiterate**

The members of the tribe were *illiterate* and did not attend school.

**10. literal**

The journalist wrote a *literal* description of the event and did not add her own opinion.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. location**

The restaurant is popular because of its central *location*.

**2. dialogue**

The actors in the school play did a good job with the difficult *dialogue*.

**3. apology**

The athlete gave an *apology* to his fans after he was caught betting on games.

**4. magnify**

In science class, we used a microscope to *magnify* very small cells.

**5. magnificent**

After a long day of travel, our home was a *magnificent* sight.

**6. apathy**

Hung's *apathy* toward school contributed to his low grades.

**7. manual**

Learning to drive a car with a *manual* transmission takes time and practice.

**8. command**

I gave the puppy a *command* to "sit," but he chewed on my shoe instead.

**9. mandate**

The new law will *mandate* a 70-mile-per-hour speed limit on the highway.

**10. marine**

The *marine* biologist described the fish that live in the Gulf of Mexico.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. maternal**

My *maternal* instinct told me that my child's homework was not done.

**2. mediate**

My father will often *mediate* when my sister and I argue.

**3. mediocre**

The *mediocre* song was only played on the radio for a short time.

**4. memorable**

The after-graduation party will be a *memorable* event.

**5. commitment**

I made a *commitment* to finish my homework by 8 p.m. every night.

**6. thermometer**

The *thermometer* says it is 100 degrees outside.

**7. odometer**

The *odometer* on our car reads 75,000 miles.

**8. minority**

A *minority* of the class forgot to turn in their homework.

**9. minute**

The flaw in the glass was too *minute* to detect.

**10. permit**

This pass will *permit* me to go backstage during the concert.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. submission**

Our *submission* to the media contest won third place.

**2. mobile**

Many new websites have information that can be read on *mobile* phones.

**3. promote**

The school board candidate wanted to *promote* healthier lunches in the schools.

**4. premonition**

Some people claim that Abraham Lincoln had a *premonition* before he was shot.

**5. mortal**

Sometimes the death of a family member reminds us that we are *mortal*.

**6. native**

My aunt is a *native* of Chicago.

**7. negate**

One speeding ticket can *negate* a good driving record.

**8. nominate**

I would like to *nominate* my friend Lupe for class president.

**9. novel**

“What a *novel* idea you have!” Josh said.

**10. renovate**

The city will *renovate* the old train depot and make it a visitors’ center.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. innovation**

Microwave ovens were once considered an *innovation*, but many people now have them.

**2. synonym**

“Angry” is a *synonym* for “mad.”

**3. pseudonym**

The movie star registered at the hotel using a *pseudonym* so that no one knew her.

**4. pacify**

The mother rocked the baby to *pacify* him.

**5. paternal**

My *paternal* grandfather made his living as a rancher.

**6. export**

The United States will *export* grain to Africa.

**7. subsequent**

*Subsequent* episodes of the show will be aired at 7 p.m. rather than 8 p.m.

**8. consequence**

Emily did not consider the *consequence* of her action; thus, she was grounded.

**9. pedal**

After riding my bike in the rain, one *pedal* was covered in mud.

**10. pedometer**

Mia wore a *pedometer* to measure the number of steps she takes in one day.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. compel**

High gas prices will *compel* people to drive their cars fewer miles.

**2. repulsive**

The *repulsive* smell came from a dead fish on the beach.

**3. impulsive**

My brother is *impulsive* and buys things that he does not need.

**4. propel**

The skater will *propel* the skateboard with his foot.

**5. pendant**

The *pendant* on my necklace looks like a four-leaf clover.

**6. suspend**

The strong wind made it difficult to *suspend* the wet clothes on the clothesline.

**7. symphony**

From our window, we could hear a *symphony* of sounds coming from rush hour traffic.

**8. microphone**

The pop star sang from a *microphone* covered in rhinestones.

**9. phonetic**

We learned to pronounce the new words by looking at their *phonetic* spelling.

**10. population**

China has the largest *population* in the world.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. portable**

New electronic devices have made music very *portable*.

**2. transport**

Buses will *transport* the band while they are on tour.

**3. import**

The United States will *import* millions of barrels of oil this year.

**4. request**

Your *request* for a passport is being processed.

**5. erupt**

The volcano is expected to *erupt* at any time.

**6. rupture**

Water balloons *rupture* when they hit the ground.

**7. ascend**

The electrician will *ascend* a ladder to make repairs in the attic of the house.

**8. scientific**

At the beginning of the semester, we will learn about the *scientific* method.

**9. microscope**

By looking through the *microscope*, we can watch the bacteria multiply.

**10. telescope**

At the museum, we used a *telescope* to locate the moon in the night sky.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. prescribe**

The doctor will *prescribe* medication to help the baby's cough.

**2. inscription**

The *inscription* on the wedding ring says, "To my wife, with love."

**3. dissect**

We will *dissect* frogs in science class this week.

**4. section**

My brother asked for a *section* of the orange I was peeling.

**5. sensible**

The field trip will require plenty of walking, so please wear *sensible* shoes.

**6. sequence**

You must enter a *sequence* of numbers to program the remote control.

**7. consecutive**

The basketball player hit four *consecutive* jump shots.

**8. similar**

The two brands of soda are very *similar*, but one claims to be better than the other.

**9. assimilate**

The research paper will require us to *assimilate* information from several sources.

**10. solvent**

The plumber applied a special *solvent* to dissolve the rust on the water faucet.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. resolution**

I decided not to make a New Year's *resolution* this year.

**2. unison**

The lights on top of the tower blinked in *unison*.

**3. spectator**

A *spectator* at the baseball game caught the foul ball.

**4. prospect**

The players were excited about the *prospect* of winning the championship.

**5. inspire**

The coach's story will *inspire* you to do your best in school.

**6. conspire**

The friends met to *conspire* and plan the practical joke.

**7. respond**

The letter asks me to *respond* within ten days.

**8. construct**

Volunteers will *construct* the playground this weekend.

**9. structure**

A severe hail storm damaged the roof of the *structure*.

**10. destruction**

It will take years to recover from the *destruction* of the hurricane.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. contact**

Gloves will keep my hands from coming in *contact* with the cleaning solution.

**2. temporary**

The detour is *temporary* and will be removed when the construction is complete.

**3. terminate**

If I *terminate* my contract with the phone company early, I will have to pay a fine.

**4. territory**

The bird swooped out of the tree to defend its *territory*.

**5. procedure**

Bryce carefully implemented each step of the *procedure*.

**6. extract**

The dentist will *extract* the bad tooth so the patient is no longer in pain.

**7. attractive**

Advertising is designed to make products *attractive* to buyers.

**8. vacuum**

Removing the contents from an aerosol can creates a *vacuum*.

**9. vacant**

Once the store closes, the parking lot will be completely *vacant*.

**10. intervene**

My mom had to *intervene* when my sister and I started fighting.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. verify**

An identification card or driver's license can often be used to *verify* one's address.

**2. irreversible**

The accident caused *irreversible* damage to the bumper of our car.

**3. versatile**

*Versatile* athletes can play more than one sport.

**4. visual**

The *visual* display of student art projects was amazing.

**5. evidence**

The television lawyer said that more *evidence* would be needed to convict her client.

**6. vitamin**

Milk is fortified with a *vitamin* that keeps bones strong and healthy.

**7. revive**

A fresh coat of paint will *revive* the old house.

**8. vocal**

The *vocal* teacher led the choir during the winter concert.

**9. communication**

*Communication* through hand-written letters is less popular than it used to be.

**10. concentration**

My *concentration* was interrupted by the loud noise from across the hall.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. interaction**

The coach's *interaction* with his players was very positive.

**2. benefit**

Extra spending money is a *benefit* of having a second job.

**3. commission**

The Navy officer's first *commission* was aboard a submarine.

**4. equation**

Everyone should memorize the *equation* for the Pythagorean theorem.

**5. previous**

The *previous* book in the series was much shorter than the current one.

**6. transfer**

The old president will *transfer* power to the new president in January.

**7. deduction**

A one-point *deduction* will be taken for papers without names.

**8. presumption**

Our court system is based on the *presumption* of innocence.

**9. excluded**

We invited everyone to the party so no one felt *excluded*.

**10. corporate**

The phone company's *corporate* office is in New York.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. technology**

New *technology* will allow computers to be even smaller.

**2. community**

Our *community* will have a block party next weekend.

**3. conference**

Mr. Jackson will attend a *conference* for science teachers.

**4. contrast**

Our assignment is to compare and *contrast* the main characters in the book.

**5. definition**

What is the *definition* of the word “scurrilous”?

**6. adjustment**

The board will make an *adjustment* to the budget at the meeting tonight.

**7. amendment**

An *amendment* to the current law is proposed by the senator from New Jersey.

**8. dominant**

Red is the *dominant* color in the store’s window arrangement.

**9. physical**

One course in *physical* education is required for all students.

**10. reaction**

You should have seen my *reaction* when my friends surprised me.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. domestic**

The president's *domestic* policies have received praise from the press.

**2. emerged**

The music industry has *emerged* from a slump in sales.

**3. hypothesis**

We will carefully design the chemistry experiment to test our *hypothesis*.

**4. implementation**

*Implementation* of the mayor's plan will not be easy.

**5. implications**

We are beginning to see the *implications* of failing to repair our home.

**6. involved**

No one wanted to get *involved* with the complicated project.

**7. removed**

The old sign was *removed* and a new one was put up.

**8. advocate**

My sister is an *advocate* for universal health care.

**9. enable**

Taking the driver's test will *enable* me to get a license.

**10. enforcement**

Everyone on the team is responsible for *enforcement* of the rules.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. technical**

I read the manual to learn about the product's *technical* details.

**2. validity**

In debate class, we learned how to check the *validity* of an argument.

**3. internal**

Poultry should be cooked to an *internal* temperature of 165 degrees.

**4. investigation**

Hopefully, the police *investigation* will determine what caused the accident.

**5. mechanism**

The *mechanism* that operates the car's windshield wipers was broken.

**6. capable**

I assured my mother that I was *capable* of keeping my room clean.

**7. equivalent**

Even though my friend and I graduated from different schools, our diplomas are *equivalent*.

**8. evolution**

We studied the *evolution* of the automobile over the last 75 years.

**9. response**

Please write your *response* neatly.

**10. exposure**

Too much sun *exposure* can cause skin cancer.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. obvious**

Since I studied for the test, the correct answers were *obvious*.

**2. professional**

Josh handled the problem in a courteous and *professional* manner.

**3. parallel**

The sides of a rectangle are *parallel*.

**4. parameters**

We are free to be creative, but we must adhere to the *parameters* of the assignment.

**5. liberal**

To kill germs, wash your hands with a *liberal* amount of soap.

**6. external**

The instructions on the medication said, "For *External* Use Only."

**7. facilitate**

Freshmen attend an orientation to *facilitate* their transition to high school.

**8. fundamental**

Learning the order of operations is a *fundamental* part of mathematics.

**9. generated**

The committee *generated* several good ideas for dance themes.

**10. generation**

My grandfather's *generation* experienced the Great Depression and World War II.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. notion**

Where did you get the *notion* that this assignment would be easy?

**2. objective**

The *objective* of the game is to outlast your opponent.

**3. orientation**

Eighth-grade students will attend an *orientation* for high school later this week.

**4. perspective**

The writer's *perspective* came from her age and experience.

**5. precise**

We measured the wall three times to make sure that our figures were *precise*.

**6. psychology**

*Psychology* is a course that many college students will take.

**7. minimum**

The *minimum* height required to ride this roller coaster is 60 inches.

**8. symbolic**

Flying a flag is *symbolic* of patriotism.

**9. revenue**

Any *revenue* the group receives from selling t-shirts will go to the class trip.

**10. stability**

My father changed jobs to bring more *stability* to our family.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. transition**

The player easily made the *transition* from college to professional basketball.

**2. process**

What *process* did you follow to achieve these results?

**3. instructions**

*Instructions* for how to assemble the lamp are in the bottom of the box.

**4. preceding**

In the *preceding* chapter, the main character's fatal flaw was revealed.

**5. transformation**

A butterfly's *transformation* from a caterpillar is just amazing.

**6. underlying**

After the earthquake, the inspector examined the *underlying* structure of the bridge.

**7. reverse**

I put the car in *reverse* to back out of the parking space.

**8. decades**

Music from the 50's has been popular for *decades*.

**9. intervention**

Every year the seasons change without any human *intervention*.

**10. consist**

All of the recipes *consist* of five simple ingredients.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. transmission**

The radio *transmission* stopped when the tower was hit by lightning.

**2. automatically**

My electronic calendar *automatically* reminds me of important dates and holidays.

**3. conformity**

The protestors questioned *conformity* to the current policies of the government.

**4. inspection**

Most restaurants will receive an official *inspection* several times per year.

**5. uniform**

The band director was upset when our formation was not *uniform*.

**6. minimal**

The storm was loud, but it caused *minimal* damage.

**7. subordinate**

In the Army, a colonel is *subordinate* in rank to a general.

**8. intermediate**

Last summer, I took *intermediate* swimming lessons.

**9. duration**

The news anchors promised to broadcast live for the *duration* of the election coverage.

**10. coordination**

The school dance will require the *coordination* of multiple volunteers.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. construction**

Highway *construction* should be finished next month.

**2. minimized**

I *minimized* interruptions by closing the door to my room.

**3. manipulation**

Cara's *manipulation* of the clay resulted in a beautiful vase.

**4. percent**

To pass this test, you must obtain a score of 90 *percent* or greater.

**5. refine**

After completing a rough draft, I will *refine* the paper into a final copy.

**6. persistent**

I am feeling better, but I still have a *persistent* cough.

**7. coincide**

Parent conferences are scheduled to *coincide* with the end of the grading period.

**8. incompatible**

The new version of the software is *incompatible* with my computer.

**9. overlap**

We will do the work in shifts, but some shifts will *overlap*.

**10. alternative**

For those who do not eat meat, we will offer a vegetarian *alternative* for dinner.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. assume**

Please *assume* responsibility for your actions.

**2. consistent**

My parents strived to be *consistent* in how they treated their children.

**3. derived**

Jerry *derived* great pleasure from creating such exquisite pens.

**4. indicate**

“To *indicate* your answer, please circle the correct letter,” the teacher said.

**5. sector**

The private business *sector* has not recovered from the struggling economy.

**6. significant**

Thank you so much; your contribution to this project has been *significant*.

**7. aspects**

Consider all *aspects* of a situation before voicing your opinion.

**8. conclusion**

“In *conclusion*, I ask that you find my client not guilty,” the attorney said.

**9. maintenance**

Homes involve a great deal of regular and sometimes expensive *maintenance*.

**10. relevant**

Elizabeth’s statement did not seem *relevant* to the topic of discussion.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. final**

The ceremony ended with a *final* tribute.

**2. participation**

Your *participation* in the survey is greatly appreciated.

**3. institute**

“We will *institute* the change at the beginning of the semester,” Mrs. Ramirez said.

**4. immigration**

Many people think that our country’s *immigration* laws are very strict.

**5. access**

I need *access* to your files so I can complete this report.

**6. principal**

The *principal* of the school was a real pal to all of the students.

**7. conflict**

The *conflict* between the two factions had been going on for centuries.

**8. substitution**

As a *substitution* for buttermilk, you can combine milk with a bit of vinegar.

**9. version**

Mya’s *version* of the event did not match the account that William gave.

**10. abstract**

“Try to *abstract* a little good from every situation,” Mother said.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. lecture**

The speaker's *lecture* was well received by all who heard it.

**2. migration**

Each fall, the *migration* of the sandhill cranes proved to be a spectacular sight.

**3. presume**

"I *presume* that you will call if you need anything," Angie said.

**4. incidence**

Inspector Thomas said that the *incidence* of vandalism was on the rise.

**5. converted**

The grasses were *converted* into hay for the livestock.

**6. finite**

I warn you: my patience is *finite*.

**7. visible**

The billboard was *visible* for miles.

**8. inferred**

The writer *inferred* that the president did not deserve the honor.

**9. prohibited**

Our curfew *prohibited* us from staying out past midnight.

**10. successive**

The wildfires were contained after five *successive* days of burning.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

- 1. unique**  
Aaron purchased a *unique* pair of eyeglasses.
- 2. exhibit**  
John and Kay raved about the *exhibit* of Indian artifacts.
- 3. paragraph**  
“Make sure that each *paragraph* has a topic sentence,” Professor Kozma said.
- 4. appendix**  
All of the handouts are found in an *appendix* at the back of the book.
- 5. currency**  
How do you convert Japanese *currency* into American dollars?
- 6. induced**  
The baby’s birth was *induced* after several hours of labor.
- 7. revision**  
The author did not agree with the editor’s *revision*.
- 8. conversely**  
Stephanie loved chocolate, although *conversely* she seldom ate it.
- 9. revolution**  
The Earth makes a yearly *revolution* around the sun.
- 10. levy**  
England’s *levy* on tea helped to bring about the American Revolution.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. assurance**

Gabby gave her *assurance* that the children would be safe.

**2. diminished**

The revelation of the scandal *diminished* his chances to win the election.

**3. format**

The book's *format* enhanced its readability.

**4. incorporated**

Our teacher said that footnotes must be *incorporated* into the body of our term papers.

**5. estate**

The man's *estate* was divided among his children.

**6. inclination**

Lamarr's *inclination* was to finish the job before he left work.

**7. allocation**

Loss of revenue cut into the city's *allocation* of money for the new hospital.

**8. promotion**

Teri received a well-deserved *promotion* at work.

**9. justification**

What *justification* do you have for your actions?

**10. circumstances**

Roger said that *circumstances* beyond his control prevented him from completing the assignment.



Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. instance**

“Can you give me one *instance* when this occurred?” Raven asked.

**2. ensure**

To *ensure* everyone’s safety, please remain seated while the bus is moving.

**3. constant**

A baby needs *constant* attention.

**4. corresponding**

Robert’s words and *corresponding* actions proved hurtful to his friends.

**5. contract**

Our neighbor’s house is under *contract* to be purchased.

**6. intermission**

The couple walked around the lobby during the musical *intermission*.

**7. volume**

An unknown *volume* of Shakespeare’s writing was recently found.

**8. distribution**

The charity donated food for *distribution* to the refugees.

**9. assessment**

“What is your *assessment* of this situation?” Don asked.

**10. legislation**

Many people believe that *legislation* is needed to protect the environment.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. document**

The show will *document* the lives of the coal miners to explain why they are striking.

**2. convention**

Earle plans to attend a national teachers' *convention* in San Diego.

**3. security**

After the burglary, the homeowners installed an electronic *security* system.

**4. assistance**

"Thank you," Tom said, "but I don't need any *assistance* at this moment."

**5. amateur**

Isabel is an *amateur* tennis player.

**6. established**

"What is your *established* procedure for doing this?" Marta asked.

**7. obstruct**

Planting a tree in this location might *obstruct* visibility.

**8. civil**

Freedom of speech is a *civil* liberty.

**9. inhibition**

Oliver was a great dancer; he lacked any *inhibition* on the dance floor.

**10. definite**

Paula had *definite* opinions about how the job should be done.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. sponsor**

Josh served as a *sponsor* for several young men at the Boy's Club.

**2. context**

Josh insisted that his statement was taken out of *context*.

**3. infinite**

Chris has an *infinite* amount of patience.

**4. financial**

Doni is a *financial* adviser; she is very knowledgeable about money.

**5. identified**

The woman *identified* the crook from the lineup.

**6. dynamic**

A *dynamic* and fun-loving person, Katie is always busy.

**7. identical**

Jack and Justin are *identical* twins; I cannot tell them apart from one another.

**8. voluntary**

Participation in the program is completely *voluntary*.

**9. survive**

To *survive* on this TV show, people must get a lot of votes from the viewers.

**10. clarity**

Emma was blown away by the *clarity* of sound coming from the old stereo.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Use your steno book to apply the 7-step Vocabulary Process to learn the meaning and use of each word listed.

**1. factors**

Before making a decision, consider all relevant *factors*.

**2. cited**

I *cited* three writers in my paper.

**3. accurate**

Neil's responses were fast and *accurate*.

**4. edition**

The sixth *edition* of the stylebook has just been released.

**5. diversity**

A *diversity* of opinions is found in this classroom.

**6. eventually**

After 10 days of antibiotics, Terrell *eventually* felt better.

**7. infrastructure**

The organization's *infrastructure* was top heavy with managers.

**8. antecedent**

The Boston Tea Party was an *antecedent* to the American Revolution.

**9. vision**

Shanna will get her *vision* checked before buying new eyeglasses.

**10. controversy**

The overhaul of the health care industry created quite a *controversy* during the first year of the new president's term.