

## Noun, verb

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## Noun, adjective

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## Adjective

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## Noun

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## Verb

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**Read** the spelling words and sentences.

- |                   |                      |
|-------------------|----------------------|
| 1. agenda         | <i>agenda</i>        |
| 2. administer     | <i>administer</i>    |
| 3. itinerary      | <i>itinerary</i>     |
| 4. technician     | <i>technician</i>    |
| 5. revenue        | <i>revenue</i>       |
| 6. invoice        | <i>invoice</i>       |
| 7. corporation    | <i>corporation</i>   |
| 8. industrial     | <i>industrial</i>    |
| 9. patent         | <i>patent</i>        |
| 10. advertisement | <i>advertisement</i> |
| 11. construction  | <i>construction</i>  |
| 12. executive     | <i>executive</i>     |
| 13. investment    | <i>investment</i>    |
| 14. merchandise   | <i>merchandise</i>   |
| 15. consumer      | <i>consumer</i>      |
| 16. promote       | <i>promote</i>       |
| 17. endeavor      | <i>endeavor</i>      |
| 18. employer      | <i>employer</i>      |
| 19. income        | <i>income</i>        |
| 20. negotiate     | <i>negotiate</i>     |

Today's meeting has a full **agenda**.  
 The teacher will **administer** the test.  
 Our **itinerary** will take us to Canada.  
 The computer **technician** made repairs.  
 The state must increase its **revenue**.  
 Please send me an **invoice** for the work.  
 The **corporation** has offices worldwide.  
 He works in a busy **industrial** area.  
 A **patent** will protect her rights.  
 The radio **advertisement** airs frequently.  
 When will the **construction** begin?  
 A principal has an **executive** position.  
 Buying the land was a good **investment**.  
 A shipment of **merchandise** arrived.  
 A wise **consumer** thinks before buying.  
 Stores will **promote** their new fall line.  
 Baby-sitting is a new **endeavor** for her.  
 His **employer** gave him the day off.  
 Expenses should not exceed **income**.  
 The countries will **negotiate** for peace.

**Think & Sort** the spelling words.

- 1–4. Write the words that can be used as a noun or a verb.  
 5. Write the word that can be a noun or an adjective.  
 6. Write the word that is an adjective only.  
 7–17. Write the words that are nouns only.  
 18–20. Write the words that are verbs only.

**Remember**

The English language includes many words that relate to commerce.

Spelling  
Tutor

## Word Meanings

Write the spelling word that matches each definition.

1. goods that may be bought or sold
2. an amount of money coming in for one's labor or service
3. to contribute to the growth or progress of
4. an expert in certain skills
5. a detailed list of goods shipped or services rendered
6. a person who carries out or manages the affairs of an organization

## Word Structure

Add or delete the suffix to write a spelling word. You may need to drop a letter, add a letter, or do both.

7. advertise + ment
8. construct + ion
9. administrate – ate
10. employ + er
11. invest + ment
12. industry + al
13. corporate + ion

### Use the Dictionary

Write a spelling word that matches each etymology. Use the **Spelling Dictionary** if you need help.

14. from Latin **consumere**, meaning "to take"
15. from Latin **itinerarium**, meaning "course of travel"
16. from Old French **devoir**, meaning "duty"
17. from Latin **negotium**, meaning "business"
18. from Latin **revenire**, meaning "to come back"
19. from Latin **agere**, meaning "to do"
20. from Latin **patēre**, meaning "to be opened"

## Word Meanings

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## Word Structure

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## Use the Dictionary

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## Connections to READING

agenda  
invoice  
income  
promoteadminister  
technician  
executive  
endeavoritinerary  
industrial  
investment  
employercorporation  
advertisement  
merchandise  
constructionrevenue  
patent  
consumer  
negotiate

## Complete the Sentences

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## Replace the Words

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## Use Context Clues

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## Complete the Sentences

Write the spelling word that best completes each sentence.

1. She used to work for the president of a large \_\_\_\_.
2. The principal handed out the \_\_\_\_ for the meeting.
3. He is training to be a computer \_\_\_\_.
4. The government is discussing ways to increase the \_\_\_\_ it collects.
5. This \_\_\_\_ carpeting is designed to withstand very heavy traffic.
6. The singer's agent will \_\_\_\_ a new contract for him.
7. Her \_\_\_\_ asked if she could return to the job the following summer.
8. Thomas Edison had a \_\_\_\_ for more than a thousand devices and processes.

## Replace the Words

Write the spelling word that best replaces the underlined word or words.

9. Leave your travel plan so that we can reach you if necessary.
10. The plumber gave her a detailed bill for the repair work.
11. The company is looking for someone with managerial experience.
12. The building of the new tunnel is an amazing engineering feat.
13. He was hired to supervise the credit department.

## Use Context Clues

Write spelling words from the box to complete the paragraph.

Ever since the first 14. appeared in a newspaper in 1704, businesses have been using magazines, billboards, radio, television, and the Internet to 15. their 16. A company allocates a certain amount of its 17. to advertising. The goal of this 18., of course, is to influence the 19. to buy its products or services. A successful ad campaign is a wise 20. for any company.

promote  
merchandise  
consumer  
advertisement  
income  
investment  
endeavor

## Proofread a Classified Ad

Proofread the classified ad below for ten misspelled words. Then rewrite the classified ad. Write the spelling words correctly and make the corrections indicated by the proofreading marks.

### Research Administrator

Rapidly growing corperation seeks an motivated person to adminaster study. On the ajenda is how to increase our revinue. Work directly with consumer to evaluates merchandice. Results of the study to be used in each advertizement to pramote sales. This employier offers health benefits and is willing to negociate salary based on experience.

### Proofreading Marks

≡	Make Uppercase
/	Make Lowercase
^	Add
~	Delete
⊙	Add a Period
⌘	Indent

## Argument Writing

### Write a Classified Ad

Many people turn to the classified ads in a newspaper to find a job. Write a classified ad for a job you would like to have. Use as many spelling words as you can.

- Use the writing process: prewrite, draft, revise, edit, and publish.
- Give specific details about the employee's responsibilities.
- Include important facts and information about the challenges and rewards of the job.
- Keep in mind that people scan ads rather than read every word. Be brief and to the point.
- Use complete sentences with correct capitalization, punctuation, grammar, and spelling.
- Read your ad. Circle three words that might be misspelled. Use a print or electronic dictionary to check the spelling.

### Transfer

In your Spelling Journal, write the spelling words you used in your classified ad. Scan the classifieds in a newspaper to find at least five more words from commerce. Add the new words to your Spelling Journal.



## Word Study

### Parts of Speech

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### Meaning Mastery

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agent	applicant	assistant	engineer
merchant	corporation	advertisement	industrial
consumer	construction	merchandise	promote
income	agenda	endeavor	employer
administer	itinerary	technician	revenue
invoice	executive	investment	patent
negotiate	mechanizing	millionaire	tycoon
requisition	arbitration	authorization	pension
retirement	compensation	administration	promotion

Use words from the list above to complete these exercises.

### Parts of Speech

1. Write the word that is an adjective only.

2–12. Write the nouns that name people.

### Meaning Mastery

13. Write the word that originates from two words that mean "pile up" and "together."

14. Write the word that is a synonym for **bill** or **statement**.

15. Write the word that names what an inventor needs to protect an invention.

16. Write the word that names property or money a person uses to make money.

17. Write the word that names the schedule or record you would keep of a trip.

18–20. Write the words that are antonyms for **expenses** and **debt**.



# Math

## Word Hunt

Read the passage below and look for words from commerce.

About 25 percent of girls in developing countries are not in school. This is bad not only for the girls but for their families and their community. Lack of education keeps people poor and hungry and sick. When a girl is poor and uneducated, things get even worse because that girl is more likely to get married and have children. Her children will be poor and uneducated, too, and so the cycle of poverty continues.

This is what can happen instead:

A girl goes to school and learns to read and write. She learns math and science. She has an idea. She gets a microloan to promote her endeavor. She buys a cow. The cow gives her family milk. They are healthier. She sells the extra milk and saves her money and buys another cow. More milk, more income. Eventually she has a small herd. She repays the loan. She asks a sibling to be her assistant. She is now an employer. The business continues to grow. She increases her investment in her family and her community. She makes enough money to feed her family and send her siblings to school. She has learned to negotiate with the men in the village who are starting to understand that girls are valuable. They are working together now in the construction of a well that will provide clean water to the village.

One girl with one chance becomes an agent of change for a whole village. This is what *can* happen and what *is* happening in villages around the world. It's called "the girl effect."

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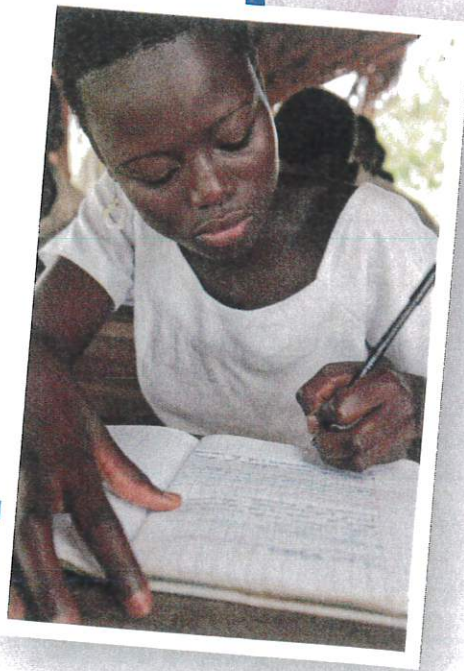
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**WORD SORT**

1–9. Look at the list of words from commerce on page 232. Nine of those words can be found in the article above. Find and write them.