language focus
suffixes

- A suffix is a group of two or more letters added to the end of a word.
  meaning (n) + ful = meaningful (adj)
  flower (n) + ing = flowering (adj)
  clear (adj) + ly = clearly (adv)
  excite (v) + ment = excitement (n)
- Suffixes change word class.
  manage (v) and management (n)
- Suffixes can sometimes change meaning.
  care and careless
- The spelling changes when we add a suffix to a word.

1 Jobs.

Some suffixes are used to describe people and their jobs. Look through the unit, find two more jobs which have the following suffixes and write them in the boxes. Work in your groups.

-er	-or
teacher	translator
-ist	**-ian**
journalist	musician

2 Suffixes.

First, read text **f** on page 33 of the Classbook. Then, with other members of your group, find words with suffixes and complete the table below.

	Root word	Suffix	Whole word	Definition of the whole word
1	**develop** (v)	–ment	(n)	the growth of something
2	**populate** (v)	–ion	(n)	the number of people in a given place
3	**large** (adj)		(adj)	the comparative of LARGE
4	(adj)	–est	(adj)	the superlative of GREAT
5	**train** (v)		(n)	the process of teaching
6	(adj)		quickly (adv)	fast
7	**adventure** (n)		(adj)	not afraid to take risks
8	(n)		successful (adj)	achieving the result you wanted

3 Word building.

Add a suffix from the table above to one of the words below and complete the sentences.

danger **improve** **hot** **educate** **care**

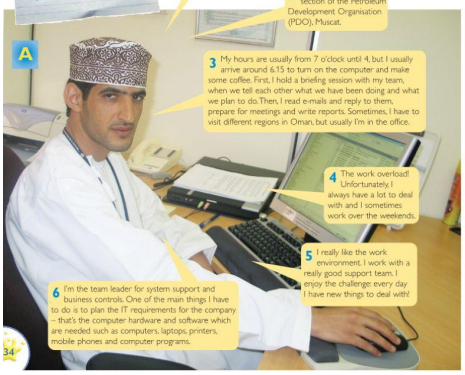
1. You must be very_____when you cross the road.
2. A good_____gets you a better job.
3. This is a very_____road.
4. My exam results show a clear_____.
5. It was the_____day of the year.

Omanis at work

1 Two jobs.

A student has interviewed two Omanis at work. First, read the texts in part **A** and match the interview questions to the paragraphs. Then, do the same for the texts in part **B**. Write your answers in your exercise book.

a What do you do?
b Where do you work?
c What qualifications or training do you need for your job?
d What do you do on a typical day?
e What do you like about your job?
f What don't you like about your job?



1 I joined the company in 1999 with a degree in Management Information Systems. Since then, I've been on about twenty-five different courses. Some of them were in different training institutes in Muscat, some of them were in the PDO Learning Development Centre and some were in Dubai and the UK. I'm currently being sponsored by PDO to do my Masters degree.

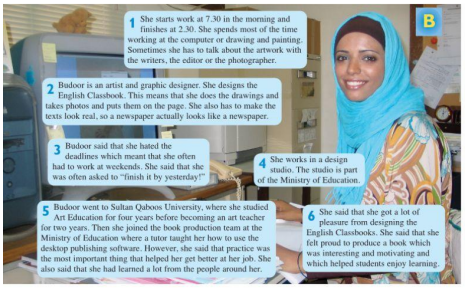
2 I work in the logistics section of the Petroleum Development Organisation (PDO), Muscat.

3 My hours are usually from 7 o'clock until 4, but I usually arrive around 6.15 to turn on the computer and make some coffee. First, I hold a briefing session with my team, when we tell each other what we have been doing and what we plan to do. Then, I read e-mails and reply to them, prepare for meetings and write reports. Sometimes, I have to visit different regions in Oman, but usually I'm in the office.

4 The work overload! Unfortunately, I always have a lot to deal with and I sometimes work over the weekends.

5 I really like the work environment. I work with a really good support team. I enjoy the challenge every day I have new things to deal with!

6 I'm the team leader for system support and business controls. One of the main things I have to do is to plan the IT requirements for the company – that's the computer hardware and software which are needed such as computers, laptops, printers, mobile phones and computer programs.



1 She starts work at 7.30 in the morning and finishes at 2.30. She spends most of the time working at the computer or drawing and painting. Sometimes she has to talk about the artwork with the writers, the editor or the photographer.

2 Budoor is an artist and graphic designer. She designs the English Classbook. This means that she does the drawings and takes photos and puts them on the page. She also has to make the texts look real, so a newspaper actually looks like a newspaper.

3 Budoor said that she hated the deadlines which meant that she often had to work at weekends. She said that she was often asked to "finish it by yesterday!"

4 She works in a design studio. The studio is part of the Ministry of Education.

5 Budoor went to Sultan Qaboos University, where she studied Art Education for four years before becoming an art teacher for two years. Then she joined the book production team at the Ministry of Education where a tutor taught her how to use the desktop publishing software. However, she said that practice was the most important thing that helped her get better at her job. She also said that she had learned a lot from the people around her.

6 She said that she got a lot of pleasure from designing the English Classbooks. She said that she felt proud to produce a book which was interesting and motivating and which helped students enjoy learning.

LIVEWORKSHEETS