Unit 12.2: Prefixes & Suffixes Career Practice

Exercise 1: Match the Prefix

Directions: Match each prefix with its correct meaning.

1. ___ co-
2. ___ sub-
3. ___ inter-
4. ___ intra-
5. ___ para-
6. ___ vice-

A. Within / inside

B. Alongside / supporting

C. Together / joint

D. Under / secondary

E. Between / among

F. In place of / deputy

Exercise 2: Prefix in the Workplace

Directions: Choose the best prefix to complete each workplace word.

co- | sub- | inter- | intra- | para- | vice-

1. Elena and Marcus started a company together. They are_____**founders**.
2. The company hired a_____**contractor** to complete part of the construction project.
3. The marketing and finance departments held an_____**departmental** meeting.
4. Employees use the company_____**net** to access internal information.
5. A_____**legal** assists lawyers with legal work.
6. The_____ **president** will lead the meeting while the president is absent.
7. Good_____**personal** skills are important when working with customers.
8. The company organized an_____**company** training session available only to its employees.

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Exercise 3: Who Does It and Who Receives It?

The document makes an especially useful distinction between **-er/-or**, meaning the person doing something, and **-ee**, meaning the person receiving an action.

Directions: Choose the correct word.

1. The person conducting a job interview is the
   a. interviewer
   b. interviewee
2. The person being interviewed for the position is the
   a. interviewer
   b. interviewee
3. The company that provides the job is the
   a. employer
   b. employee
4. The person working for the company is the
   a. employer
   b. employee
5. The person conducting a training session is the
   a. trainer
   b. trainee
6. The person receiving the training is the
   a. trainer
   b. trainee

Challenge

Explain the difference in meaning:

Employer: _____

Employee: _____

Interviewer: _____

Interviewee: _____

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Exercise 4: What Does the Suffix Tell You?

Directions: Underline the suffix and classify each word using the categories below. The categories reflect the job-title suffixes presented in the unit.

Doer | Receiver | Specialist | Skilled Practitioner | Advisor/Helper

1. Technician → _____
2. Interviewee → _____
3. Journalist → _____
4. Consultant → _____
5. Trainer → _____
6. Electrician → _____
7. Strategist → _____
8. Assistant → _____
9. Appointee → _____
10. Supervisor → _____

Exercise 5: Career Context Clues

Directions: Read each description. Write the career word that best matches it.

Word Bank:
paralegal • electrician • consultant • journalist • technician • interviewee • supervisor • trainee

1. I am learning how to perform a new job.
   I am a: _____
2. I give professional advice to organizations.
   I am a: _____
3. I repair and work with electrical systems.
   I am an: _____
4. I am applying for a job and answering questions during an interview.
   I am the: _____
5. I help oversee employees and their work.
   I am a: _____

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6. I assist lawyers with legal research and documents.
   I am a: _____
7. I write and report news stories.
   I am a: _____
8. I perform specialized technical work.
   I am a: _____

Exercise 6: Build Your Résumé Vocabulary

The document introduces**-ship, -ment, -tion/-sion, and -able/-ible** as ways of turning basic words into professional résumé vocabulary.

Directions: Change the word into a résumé-ready word using the correct suffix.

1. Leader → _____
2. Manage → _____
3. Collaborate → _____
4. Adapt → _____
5. Intern → _____
6. Recruit → _____
7. Execute → _____
8. Account → _____

Now use the words

Choose **four** answers from above and write a professional sentence for each.

Example:
My leadership skills helped my group complete our senior project.

1. _____
2. _____
3. _____
4. _____

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Exercise 7: Make It Sound Professional

Directions: Rewrite each sentence so it sounds more appropriate for a résumé. Use vocabulary from the lesson.

Example:
I can change when things change.
→ **I am adaptable to changing situations.**

1. I am a good leader.
   → _____
2. I work well with other people.
   → _____
3. I can be trusted to complete my responsibilities.
   → _____
4. I helped manage a school activity.
   → _____
5. I worked as an intern.
   → _____

Exercise 8: Create a Career Word

Directions: Use your knowledge of prefixes and suffixes to analyze the words.

Word	Prefix/Suffix	Meaning of Prefix/Suffix	What does the whole word mean?
1. Co-founder	co-	_____	_____
2. Subcontractor	sub-	_____	_____
3. Interdepartmental	inter-	_____	_____
4. Paralegal	para-	_____	_____
5. Interviewee	-ee	_____	_____
6. Electrician	-ian	_____	_____
7. Leadership	-ship	_____	_____
8. Adaptable	-able	_____	_____

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Exercise 9: Career Paragraph

Directions: Imagine that you are applying for your **first job after graduation**. Write a **6–8 sentence paragraph** describing yourself as a future employee.

Include at least:

- **2 prefix words**
- **3 suffix words**
- **2 résumé-builder words**

Useful vocabulary from the unit includes *interpersonal, leadership, management, collaboration, adaptable,* and *accountable*.

Sentence starter:

As I prepare to graduate from high school, I believe I have several skills that will help me in the workplace.

_____

Bonus: Exit Ticket

Answer in **1–2 complete sentences each**:

1. What is the difference between an **employer** and an **employee**?
2. What does **inter-** tell you about the word *interdepartmental*?
3. How can suffixes help you understand an unfamiliar career word?
4. Choose one résumé-builder word that describes you and explain why.

These exercises intentionally move from **identification → classification → context clues → application → résumé writing**, so they assess more than memorization and fit a Grade 12 career-readiness focus.

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