### Word Form Chart

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<th>VERB</th>
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Definitions and Examples

1. administer [to manage an office or a school]
   City schools are administered by the city government.
   A: Is that your professor?
   B: No. He's an administrator.

2. advised [to give someone ideas about what to do]
   My professor advised me to take chemistry this year.
   A: Did you talk to your advisor?
   B: Yes, but she never gives me good advice.

3. attitude [how you feel about someone or something]
   Success in the university may depend on your attitude.
   A: Why don't you like your advisor?
   B: She says I've got a bad attitude toward school.

4. clever [mentally quick]
   Clever students do not always get good grades.
   A: Why did you only get a "C" on this?
   B: The professor said my idea was clever, but my answer wasn't complete.

5. equipment [necessary tools]
   The new laboratory is finished, but there is no equipment in it yet.
   A: There's nothing in here but tables.
   B: This is the worst equipped lab I've ever seen.

6. fair [with equal consideration to all]
   A good professor must be fair to all students.
   A: Did you talk to your professor?
   B: Yes. I told her that I thought the test was unfair.

7. confuse [to mistake; to cause someone to be unsure]
   Some lectures are very confusing.
   A: Well, do you understand this problem now?
   B: Not really. I'm still a little confused.
8. **intermediate** [middle]
   
   After the beginning course, many students take *intermediate* level mathematics.
   
   A: I think I’ll take *intermediate* French.
   B: I think you’re ready for the advanced course.

9. **patience** [the ability to stay calm and wait]

   Scientists have to have a lot of *patience*.
   
   A: I’d like to graduate and start making money.
   B: You’ll have to be *patient*. It takes a while.

10. **knowledge** [how much you know]

    A university education should increase your *knowledge* of the world.

    The professor’s *knowledge* of the history of science was very great.

11. **neat** [clean; carefully arranged]

    The new student had a *neat*, well-dressed appearance.

    She dressed *neatly* for the interview.

    The first thing the interviewer looked for was *neatness*.

12. **optional** [not compulsory]

    Because some courses are *optional*, students have some freedom of choice.

    A: Are you taking history this term?
    B: No. It’s *optional*, and I’m too busy already.

13. **orientation** [learning about a new environment]

    New students have to attend a week long *orientation* program to learn about life at the university.

    A: This place is really confusing.
    B: It takes a while to get *oriented*.

14. **record** [data; information about someone or something]

    *Records* of each student are kept by the school administration.

    A: Did the university accept you?
    B: No. They say they can’t find any *record* of my application.

15. **youth** [a young person, especially a man; the time of life between childhood and adulthood]

    *Youth* is a time of great hope and excitement.

    The class consisted of three older women and two *youths*. 
16. **register** [to enter your name on an official record]
   
   All students have to **register** before the beginning of the new school year.
   
   A: Have you **registered** for classes yet?
   
   B: Not yet. The **registrar's** office was closed.

17. **substitute** [to take or use someone or something in place of another]
   
   You can **substitute** biology for chemistry, and take chemistry next year.
   
   Our professor was sick, so a **substitute** came in to teach the class.

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**Introductory Exercises**

A. Match each word with its definition.

   1. to tell someone what to do  
   a. administer  
   b. advise  
   c. attitude  
   d. confuse  
   e. equipment  
   f. knowledge  
   g. neat  
   h. optional  
   i. orientation  
   j. patience  
   k. record  
   l. register  
   m. substitute  
   n. youth

   2. not compulsory  
   3. the ability to stay calm and wait  
   4. adaptation to a new environment  
   5. a young person  
   6. how much you know  
   7. clean; carefully arranged  
   8. to take someone or something in place of another  
   9. to manage  
   10. to mistake; to cause someone to be unsure

B. Answer each question with a word from the word form chart in this unit.

   1. What do you call a person who manages an office?
   2. Whom do you see for help in selecting courses?
   3. What's another word for a "young person"?
   4. What do students have to do before they can take a course?
   5. How would you describe a student who is not sure of what to do or where to go?
   6. What level course do you take before the advanced level?
7. What word describes a course that you do not have to take?
8. What kind of program might help you adapt to a new school?
9. If your regular instructor cannot come today, who might come in his or her place?
10. What word describes a teacher who behaves toward all students with equal consideration?

Study Exercises

C. Write T if the sentence is true and F if it is false.

1. An advisor may help you choose your courses.
2. Clever people do not have any good attitudes at all.
3. Neatness of clothing can help you in a job interview.
4. An orientation program can help you get to know your university better.
5. Grades are optional at most schools.
6. The easiest courses are at the intermediate level.
7. If you don’t register for the course, you probably won’t get a grade.
8. Many young people are impatient.
9. School records may be kept on computers.
10. Chemists don’t need much equipment.

D. In the blanks, write the appropriate word(s) from the word form chart in this unit.

1. You need a lot of ____________ when you deal with student problems.
2. Your ____________ can help you select the courses you need in order to graduate.
3. The ____________ program was very helpful for new students.
4. The biology lab needed a lot of new ____________.
5. Interviewers often look for a neat appearance and a positive ____________.
6. She knows everything about physics, but her ____________ of political science is very weak.
7. For new students the campus is very __________, but in a few weeks you will find your way around easily.
8. I couldn't register. They told me my __________ were lost.

E. Make sentences with the words.

1. me / my / told / advisor / chemistry / to take

2. to / of his students / is / that professor / fair / most

3. English / is / is not / but / optional / physics

4. confusing / confused / the textbook / is / am / and / I

5. impatient / she / chemistry / to take / is / intermediate level

6. the first day / looked / of school / he / neat

F. Read the passage and answer the questions that follow.

The task of being accepted and enrolled in a university begins early for some students, long before they graduate from high school. These students take special courses to prepare for advanced study. They may also take one or more examinations that test how well prepared they are for the university. In the final year of high school, they complete applications and send them, with their student records, to the universities which they hope to attend. Some students may be required to have an interview with representatives of the university. Neatly dressed, and usually very frightened, they are determined to show that they have a good attitude and the ability to succeed.

When the new students are finally accepted, there may be one more step they have to take before registering for classes and getting to work. Many colleges and universities offer an orientation program for new students. In these programs, the young people get to know the procedures for
registration and student advising, university rules, the use of
the library and all the other major services of the college or
university. They also get a chance to meet some of the other
new students, some professors, and some university
administrators.

Beginning a new life in a new place can be very
confusing. The more knowledge students have about the
school, the easier it will be for them to adapt to the new
environment.

1. When may some students begin the process of being accepted by a
college or university?

2. How do these students prepare themselves for advanced study?

3. What things might they send to the university or college which they
would like to attend?

4. Is an interview compulsory at some universities?

5. What is "orientation?"

6. Who might new students meet at an orientation program?

Follow-up

G. Dictation: Write the sentences that your teacher reads aloud.

1. ___________________________________

2. ___________________________________

3. ___________________________________
H. Answer the following questions.

Preparing for university in your country:
1. What kinds of knowledge do people need?
2. What records do people need?
3. Whom do they talk to to arrange their programs?
4. What can the advisor help them with?
5. Is the system for entering university fair? Explain.

At the university in your country:
6. Is there an orientation? Describe it.
7. Are any courses optional? Which one(s)?
8. Is the equipment in the science laboratories satisfactory?

I. Explain the process of entering a university in your country.