



## LESSON 13

### WORD BEGINNING UN-

Write the following words in *SuperWrite* in the spaces provided.

unload	<u>ulod</u>	unlimited	<u>ulmlid</u>
unlike	<u>ulik</u>	unlock	<u>ulk</u>
unnecessary	<u>uncsry</u>	unpleasant	<u>uplsnl</u>
unmarked	<u>umrkd</u>	unsafe	<u>usaf</u>

### WORD BEGINNINGS PRE-, PRO-

Write the following words in *SuperWrite* in the spaces provided.

predict	<u>prdcl</u>	proceed	<u>prced</u>
prepared	<u>prprd</u>	pronounce	<u>prnounc</u>
preclude	<u>prclud</u>	promote	<u>prmol</u>
predate	<u>prdal</u>	propane	<u>prpan</u>
presume	<u>prsum</u>	produce	<u>prduc</u>



## ABBREVIATIONS

Write the *SuperWrite* abbreviations for the following words in the spaces provided.

include (A)

incl

included (A +)

incld

including (A +)

inclg

information (A)

info

program (A)

pgm

programmed (A +)

pgmd

consider,  
consideration (A)

cns

interested (A +)

inld

**APPLICATION**

Write the underlined words in longhand in the spaces provided.

1. u f t n l l, e l n l b a b  
l p v d t i n f o.

Unfortunately  
information

Unfortunately, we will not be able  
to provide the information.

2. e h a l r d y p r p r d t  
p r l m n r y p g m.

prepared  
preliminary

We have already prepared the  
preliminary program.

3. I l f n s a l t i n f o  
u n e d, i n c l g a c m p  
p g m.

information  
including  
program

I will furnish all the information  
you need, including a complete  
program.

4. I w d n l b a b l p r p r  
t p g m p r p r l.

prepare  
properly

I would not be able to prepare  
the program properly.

(continued)

5. I l prbbl b of o town probably  
ull sprng. until

I will probably be out of town  
until spring.

6. e r cns g t pln. considering

We are considering the plan.

7. e ap u cns. consideration

We appreciate your consideration.

8. pl gv me t info. information

Please give me the information.

9. t pgm includ prctcl  
info on data procs g. included  
processing

The program included practical  
information on data processing.

10. wd u cns sl a pgm? consider

Would you consider such a program?