

**EVALUATING
ACADEMIC READINESS
FOR APPRENTICESHIP TRAINING**
Revised for
ACCESS TO APPRENTICESHIP

**COMMUNICATIONS SKILLS
VOCABULARY / WORD ATTACK SKILLS**

**AN ACADEMIC SKILLS MANUAL
for**

The Food Preparation Trades

This trade group includes the following trades:

Baker & Cook,
and Retail Meat Cutter

*Workplace Support Services Branch
Ontario Ministry of Education and Training*

Revised 2011

In preparing these Academic Skills Manuals, we have used passages, diagrams and questions similar to those an apprentice might find in a text, guide or trade manual.

This trade related material is not intended to instruct you in your trade. It is used only to demonstrate how understanding an academic skill will help you find and use the information you need.

COMMUNICATIONS SKILLS

VOCABULARY & WORD ATTACK SKILLS

*An academic skill required for the study of the
Food Preparation Trades*

INTRODUCTION

As you learn about the food preparation trades, you will encounter distinctive words used to describe precise processes and specific materials. There are many reasons you need to be familiar with the language of your trade: to talk with other workers, to understand what you read in technical manuals and textbooks, to review fact sheets to learn about issues such as contaminants, toxins, and to understand necessary scientific terms and mathematical principles.

These words won't go away – they are a part of your trade. You need to recognize, understand and use this vocabulary. This skill is essential to comprehend and follow written materials, verbal instructions, and to become proficient in your trade. If you develop *word attack skills*, you will be able to learn the required vocabulary of the food preparation trades.

In this skills manual, we look at developing *word attack skills*. We suggest three methods to do this.

- ◆ Context clues
- ◆ Word parts: root, prefix and suffix
- ◆ Use of glossary and dictionary

PART I

CONTEXT CLUES

Your boss gives instructions, or your teacher assigns a major project. *To deal with either assignment, start with the meaning of the words, whether the words are written or spoken.*

There are a number of reasons why a word may stump you:

- You have never heard or seen the word before.
- You are familiar with the word, but it's being used in a different way.
- It is a technical or trade-related word. You are new to the trade.
- It is an abbreviation unknown to you.

Whatever the reason, you need a systematic approach to find meanings for these unfamiliar words. We will begin by finding meaning from the text, or context, itself.

The context

A new word is often used in a sentence, so this is the first place to search for its meaning. The sentence or paragraph where you find a new word is called its **context**. If you read slowly and carefully, you can guess – with reasonable accuracy – what an unfamiliar word means. Meanings of a word are given in a sentence by using:

- A. Definitions,
- B. Examples,
- C. Contrasts.

We will look at how signals can alert you to the fact that the meaning of a new word is being given.

NOTE: It's important to remember that the clues that signal meaning have other uses as well. In other words, they do not always signal meaning or definitions for words.

A. Definitions

In technical and trade material, writers define and explain words – often they do this as a starting point. A definition tells you what something means, what it is or what it does. Watch for sentences that define a word or term.

Definitions may be signaled by the use of words like **is**, or **are**.

Examples:

Clarified butter is pure butterfat.

An *appareil* is a mixture of ingredients used as one component in preparing a given dish.

Brisket is a cut of meat from the breast or lower chest of beef or veal.

The signals *is* or *are* can be combined with italic or bold print to get your attention: *Italic print looks like this*, while **bold print looks like this**.

Example:

Persillé is the French term used to describe items coated with this *appareil*.

This example again uses the word **is** to explain a term. It also uses another new word *appareil*. You can see that it's important to learn each new word as you go. They will be used again, and you will be expected to learn each term so that you can build your trade vocabulary.

You will see variations of **is** such as **may be known as**, **is known as**, **is called**, **means**, and **is referred to as**.

Example:

Cuts from this part of the meat may be known as *medallions*, *noisettes*, or *grenadins*.

Sometimes the word **or** gives you another meaning for a word or trade term.

Examples:

The *alumette*, or matchstick, cut is similar to a julienne.

A *noisette*, or medallion, refers to a small, boneless, tender cut of meat.

Parentheses

Parentheses look like this (), and they often signal a definition. They also frequently signal an alternate word or expression.

Examples:

Fats are the emulsifying (the mixing of liquids) agent in mayonnaise.

Beurre noisette (brown clarified butter) has a delicate, nutty aroma.

A calorie (sometimes called a kilocalorie or K Calorie) is the amount of heat needed to raise one kilogram of water one degree Centigrade.

Abbreviations

Often a word(s) is written out in full the first time it is used; it is then followed by the abbreviation (short form) in parentheses. After that, only the abbreviation will be used.

Example:

Three ways of expressing protein values are net protein utilization (NPU), protein efficiency ratio (PER), and biologic value (BV).

If you started reading two paragraphs after this sentence, you would see this: *Durum wheat has a BV of 60*. The abbreviation BV has no definition at this point. You will have to leaf back to find where the word was used first to find a meaning, or you can search in a glossary or list of terms.

Commas and Dashes

Commas (,) and Dashes (–) are also used to signal a definition or an alternate way of saying something.

Examples:

The hand not holding the knife, the *guiding hand*, guides the cutting and prevents slipping.

When you soak gelatin in a cool liquid – blooming – it is easily removed from the mold.

NOTE: *Punctuation such as commas and dashes are used in a variety of ways, not just to signal examples or definitions.*

B. Examples

A definition is a starting point. For full understanding, you may need an example. Watch for a clue or signal. It may be in clear language that you can't miss.

The words *for example* tell you that what follows is an example. Other signals are not so direct. Watch for the words ***such as, like, including***.

Examples:

Examples of saturated fats are butter, cheese, meat, egg yolk

Herbs and ingredients such as garlic and shallots work well together.

Good conductors like metal cookware will heat and cool foods more quickly.

Physical contaminants include such things as glass, rings, and rodent hair.

C. Contrast

Sometimes you can figure out an unknown word because you understand a word that is its opposite. Try to determine the meaning of *opaque* by using its opposite.

Example: If the mixture is **opaque**, it will not be suitable; on the other hand, a **translucent** mixture will allow some light to pass through the object making it a suitable choice. A transparent mixture will let too much light through.

If a translucent mixture lets some light through and a transparent one lets more light through, we can reason that an opaque one does not let any through. By a process of reasoning, you can get closer to understanding the word even if you do not have a dictionary nearby.

Some common signals for contrast words are ***but, however, though, on the other hand, and whereas***.

Example:

This can be used on pliable vegetables, but is not recommended for crisp, dense or too firm vegetables such as carrots or turnips.

Can you find the meaning for *pliable* through the words that are its opposite? Can you suggest how a *pliable* vegetable is different from a non-pliable vegetable?

In addition

The punctuation marks semi-colon (;) and colon (:) often signal an explanation or additional information.

Here is a final example of the use of context clues. Look at how this example works to make sure you really understand the meaning of **Alloys**. It uses a variety of signals to get across a complicated explanation.

Read the passage and underline the context clues, built-in definitions and/or restatements that you find. Possible answers can be found at end of skills manual.

Alloys

Alloys are mixtures of a metal with other metals or non-metals. For example, brass is an alloy of copper and zinc. Like any other mixture, an alloy's properties depend on the proportion of its parts. For example, you can vary the proportions of copper and zinc to produce different effects: a

bronze coloured alloy has 90% copper and 10% zinc; a silvery white alloy has 55% copper and 45% zinc. Brass is produced in about a dozen formulations each with its own distinct characteristics.

PART II

WORD PARTS

Another method used to work out the meaning of a new term is to break the word into its parts to see what the parts mean. For example, *bicycle* is a two-part word: *bi* means two, and *cycle* means wheel. In the same way, we get words like *tricycle* (*tri* = three) and *motorcycle*, and so on.

Word parts

The basic part of the word is called its **root**; the part added at the beginning is the **prefix**; and the part added to the end is the **suffix**.

Here's an example with these three parts:

dis order ly

You can see the root, *order*, and how the prefix, *dis* when added, changes the meaning of *order* to its opposite. The ending *ly* answers the question *how?* or *In what way or manner?* How was the table laid? In an orderly (or disorderly) way.

Root words

The root word carries the basic meaning of a word. As you understand the meanings at the heart or root of a word, you broaden your vocabulary; you can also make reasoned guesses at unfamiliar words.

Here is a short list of root words and their meanings:

Root	Meaning	Sample
bio	life	biology
dict / dic	say / tell	predict
duc / duct	lead	reduce
fac / fact	make/do	manufacture
graph	write	photograph
port	carry	transport
vert / vers	turn	invert
vis / vid	see	visible

New words may not be so new

The root word is the original building block of a word. There are several hundred; the list above gives some common examples.

Example: Consider the root word *vis / vid*.

You know that words like *visible, video, invisible, vision, television*, all have something to do with seeing (or not seeing) something). You can use this knowledge to understand other words that are related by the root *vis/vid*.

Try this with a different root word such as *vers / vert*. The root word *vers or vert* – meaning *turn* – have many relatives. Can you guess at the meanings of these *vers/vert* words? Some new words may not be so new after all. **Answers are at the end of this skills manual.**

1. *invert / inversion*,
2. *convert / conversion / convertible*,
3. *revert / reversion*,
4. *divert / diversion / diverse*

Prefixes

The part added to the beginning of a word is the prefix. Here is a list of prefixes used in measurement to tell an amount of something.

Prefix	Symbol	Amount
milli	m	one-thousandth
centi	c	one-hundredth
deci	d	one-tenth
kilo	k (K)	one thousand

Some words in common use *are also used* as common prefixes. When used as a prefix, they change the meaning of the root word. (We have separated the prefix from the root in the list below to emphasize the two parts.)

Here are two used in your trade. *Hydro*, which means water (Greek), is used in:

hydro carbon hydro gen hydro ponic

and *thermal*, which means heat (Greek, again), is used in:

thermo stat thermo meter thermo philic.

When you know that *hydro* means water, you know that the first three words above have to do with water. Similarly, when you know that *thermo* means heat, you know the second group of words have something to do with heat. You may still need a dictionary or glossary for a definition, but you are beginning to see patterns in words that will teach you as you move through your trade.

When you pull words apart and look at the pieces, you can often figure out what the whole thing means.

Here's a list of common prefixes with their meanings. As with anything new, tackle the project systematically. Practice each prefix until it becomes part of your new language.

Prefixes referring to amount or number

Prefix	Meaning	Sample
uni	one	unit /unify
bi /di	two	dioxide
deci	ten	decimal
equi	equal	equivalent
mono	one	monounsaturated
poly	many	polyunsaturated

Prefixes meaning *not* or *negative*

Prefix	Sample
anti	anti-browning
dis	displacement
mis	miscount
non	non-bony
un	unsaturated, unstable

Prefixes meaning direction, placement or location

Prefix	Meaning	Sample
ante/pre	before	precook
con/com /col	with, together	congeal, contact
dia	through	diameter
sub	below	subzero, subnormal
trans	across	transfer

Suffixes

Suffixes are also add-ons, and they appear at the end of a word and change its meaning. Here are some examples with their meanings:

Suffix	Meaning
able / ible	able to
ous	full of
er /or / ist	one or thing that does
al	about

When you add a suffix to a root, it changes something about the word.

Examples:

Retain means hold in or hold back. *Retention* is the act of holding in or back.

Flux means to flow or to change continuously - fluctuation is the act of flowing, changing, or rising and falling.

Here are a few words with suffixes, commonly used in the food preparation trades.

Root (with prefix)

resist
carbon
compress
condense
fabricate
oxygen
permeate
reproduce
repel

with Suffixes

resistance, resistor, resisted
carbohydrate
compression, compressor
condensation, condensor
fabrication
oxygenate, oxydize
permeable
reproduction
repulsion, repellent

When you look at a recipe or piece of equipment, you look at the ingredients or parts to see how it is made. As you understand each part, you begin to see how they work together - or why they don't. It is not very different from taking a meat slicer apart to see how it works.

PART III
GLOSSARY and DICTIONARY

Glossary

A **glossary** is a mini dictionary found in a manual or textbook. A glossary lists the words used in that manual or text to help you understand terms *as they are used in that book*. You will find a page reference for a glossary in the Table of Contents so you can find it easily. Sometimes a short glossary (or list of key terms) is placed at the end (or beginning) of a chapter or section.

Words in a glossary are defined as they relate to a particular trade.

Examples:

Binder: An ingredient or *appareil* that thickens a sauce. It may also be used to bind (hold together) a mixture of ingredients.

Béchamel: See White Sauce

Commis (Fr.): Apprentice. A cook who works under a **chef de partie**.

You can see that the definitions are not like those in a standard dictionary. A glossary:

- is specifically designed for the book it is in,
- may direct you to an alternate word, and
- gives you specialized meanings.

Find out where the glossary is in each manual or book that you use. Refer to it before, during and after your reading to find the meanings of the words you encounter.

Check for any other list of trade terms. Some texts have all the trade abbreviations listed alphabetically at the back of the book. If you forget one, you can find it there. Note that some texts may call the glossary something else: *Shop Terms* or *Trade Terms* are possible alternatives.

A glossary is an essential tool but it may not give you definitions of everything you need. For instance, you may not find some of words we've used in Parts I through II - familiar but not necessarily related to your trade alone. For words like this, you need to use a dictionary.

Dictionary

A *dictionary* lists words in alphabetical and explains their meaning. Dictionaries can define words in general usage. There are also specialized dictionaries that define words used in a precise way, such as trade dictionaries.

Standard dictionaries

A standard dictionary will give you meanings for words that are non-technical or non-trade. If you miss key words in a passage, you can get side-tracked. If you miss important words, you are not getting information you need. This puts you at a disadvantage.

Example: You read that the *adjacent* panel will receive damage. *Adjacent?* Does this mean beside, under? What if you do not understand such words as, *succeeding* strips or *consecutive* numbers?

Trade or specialized dictionaries

One of the most important tools to develop the technical reading, writing and speaking vocabulary of your trade is a good dictionary. A specialized trade dictionary will give you meanings as they apply to the industry.

I still don't get it!

When you come to a word that you can't figure out using context or the root word, stop and go to a dictionary. Try this system:

1. Write down the word when you read or hear it. It's almost guaranteed that you won't remember the word unless you write it down. It's new!
2. Look it up. Find the appropriate meaning – there may be several.
3. Write out the definition.
4. Write out some examples and put the word in a sentence.
5. Test your understanding of the new word the next day.
6. Use it or lose it; practice it until you know it.

Using a system

Have you ever looked for a single sock in a drawer full of socks? Then you know a system - other than the jumble system - is essential. Find a system that works for you. Develop a notebook, your own dictionary of words, or index cards with new words to practice. There is no wrong way to learn new words.

CONCLUSION

You can expect that many trade and trade-related terms will be taught in the classroom, in textbooks and in manuals. However, you'll need to put in time and make an effort to make these words belong to you.

Unknown words are just that – new or unfamiliar to you. They can make you feel baffled by what you are reading. But, if you know the problem, you can fix it. Acquiring a trade vocabulary, in spite of the time and effort, is worth it to you and your customers.

Summary

1. **Use the context clues** found in the sentence and paragraph that define, explain or give examples of a word.
2. **Narrow in on the word itself:** use the root, prefix and suffix. Take the word apart, look at the pieces and put it together again. Develop vocabulary by building from the roots.
3. **Use the glossary.** In some textbooks, it's placed at the beginning of a chapter to prepare you for what's ahead.
4. **Use a dictionary.** A specialized trade dictionary will define and explain words specific to your trade.
5. **Add to your vocabulary** through trade encyclopaedias.
6. **Use a system** to learn, remember and use technical and non-technical terms.
7. **Read carefully** to understand.

ANSWER PAGE

Part I Context clues for Alloys

The underlined words indicate that a context signal - a definition, explanation, or example - will be provided.

Alloys

Alloys are mixtures of a metal with other metals or non-metals. For example, brass is an alloy of copper and zinc. Like any other mixture, an alloy's properties depend on the proportion of its parts. For example, you can vary the proportions of copper and zinc to produce different effects: a bronze coloured alloy has 90% copper and 10% zinc; a silvery white alloy has 55% copper and 45% zinc. Brass is produced in about a dozen formulations each with its own distinct characteristics.

Let's look at each sentence:

1. The first clue is a **definition**: it tells us what an alloy is.
2. The second gives us an **example** of an alloy: brass.
3. The third clue uses **comparison and explanation**: we know that an alloy's properties are "like any other mixture" in that they "depend on the proportion of its parts."
4. The fourth gives us different **examples** of alloys affected by proportion: "bronze coloured" and "silvery white" alloys.
5. The last context clue is an **explanation** of how one alloy, brass, can be made from many different formulations resulting in different characteristics.

Part II Meanings of root, "ver" or "vert", plus prefix and suffix

Each of the words contains *vers* or *vert* and, therefore, means something related to "turn". The prefixes indicate something about how or in what direction. By looking at these relatives, you may see patterns that will help you understand new words.

- | | |
|-------------|---|
| 1. invert | to turn upside down |
| inversion | the act of being turned upside down |
| 2. convert | turn or transform |
| conversion | the act of converting (changing, turning into something else) |
| convertible | able to be changed (turned into something else) |
| 3. revert | to turn back |
| reversion | turning back into |
| 4. divert | to turn away |
| diversion | the act of turning away or being turned away or aside |