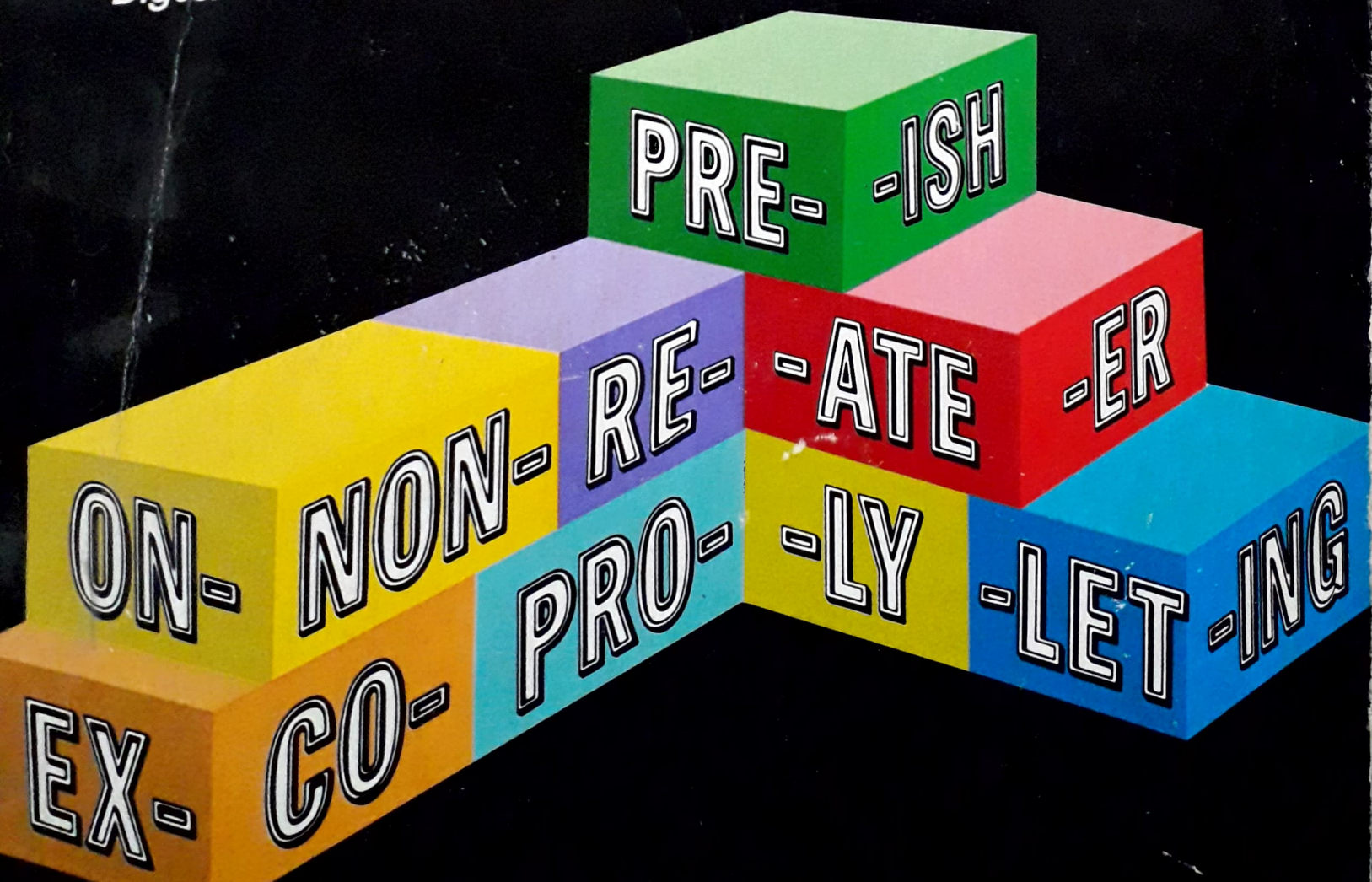


# Word Power Made Simple

**Peter Funk and Mary Funk**

■ Learn the secrets of better writing and speaking from the author of *Reader's Digest* "Word Power" column.



# Contents

|                                                                              |    |
|------------------------------------------------------------------------------|----|
| CHAPTER 1: First Things First—How to Make This Book Work for You             | 1  |
| CHAPTER 2: Dik shuh ner eez                                                  | 4  |
| CHAPTER 3: So You Want People to Hear You!                                   | 11 |
| CHAPTER 4: Synonyms Are Close Together; Antonyms Are Miles Apart             | 16 |
| CHAPTER 5: You, Too, Can Be a Word Mechanic!—Getting to the Roots            | 21 |
| <i>First Review Quiz</i>                                                     | 25 |
| CHAPTER 6: The First and Last of Things—Prefixes and Suffixes                | 27 |
| CHAPTER 7: Are These Words Native or Imported?                               | 33 |
| CHAPTER 8: Words on the Move—The Changing World of Words                     | 39 |
| CHAPTER 9: How Words Get to Be the Way They Are—Origins and Histories        | 45 |
| CHAPTER 10: The Name of the Game Is Fame—Names of Places, People, and Things | 49 |
| <i>Second Review Quiz</i>                                                    | 53 |
| CHAPTER 11: In Our Own Words—Americana                                       | 55 |
| CHAPTER 12: Say What You Mean—Simplicity and Clarity                         | 61 |
| CHAPTER 13: Style Is the Dress of Thought                                    | 67 |

*Contents*

CHAPTER 14: Are You Sure You Can Express What You Feel?—Denotation and Connotation  
73

CHAPTER 15: Confusibles and Other Things to Trip You  
77

*Final Review Quiz*  
83

DICTIONARY OF POWER WORDS  
85