

TRANSFORMATION OF SENTENCES

(SIMPLE, COMPOUND, COMPLEX SENTENCES)

Simple sentence: A Simple sentence is also called an independent clause. It contains a Subject and a Verb, and it expresses a complete thought.

E.g.

- a) Some students like to study in the morning.
- b) Mother ordered a birthday cake.

Compound sentence: A compound sentence consists of two main clauses of equal importance, joined together with a conjunction.

e.g.

- a) I like coffee and she likes tea.
- b) I can go to college or study at home.

Complex sentence: A complex sentence consists of an independent clause and one or more dependent clauses.

e.g.

- a) After the storm hit the town, trees lay broken in the streets.
- b) I am glad to know that he had succeeded.

Conversion of simple sentence into complex sentences

a) By expanding a word or a phrase into *a noun clause*

- 1. Simple : I was glad to know **of his success**.
Complex : I was glad to know **that he had succeeded**.
- 2. Simple : He pleaded **ignorance** of the law.
Complex : He pleaded **that he was ignorant** of the law.
- 3. Simple : The report **of his failure** has surprised us all.
Complex : The report **that he has failed** has surprised us all.

b) By expanding a word or a phrase into *an adjective clause*

- 1. Simple : A **dead** man tells no tales.
Complex : A man **who is dead** tells no tales.
- 2. Simple : The boy **with the blue shirt** is our Captain.
Complex : The boy **who is wearing blue shirt** is our Captain.

3. Simple : I still remember the joys **of my childhood**.
Complex : I still remember the joys which I experienced in my childhood.

c) By expanding a word or a phrase into *an adverb clause*

1. Simple : He felt sorry **on finding out his mistake**. (Time)
Complex : He felt sorry **when he found out his mistake**.
2. Simple : **Being rich**, he can afford this expensive treatment. (Cause/ reason)
Complex : **As he is rich**, he can afford this expensive treatment.
3. Simple : He is too simple minded **to see through the game**. (Result/ consequence)
Complex : He is so simple minded **that he can not see through the game**.
4. Simple : He is working day and night **to improve his prospects**. (Purpose)
Complex : He is working day and night **so that he may improve his prospects**.

Conversion of complex sentences into simple sentences

a) By converting a noun clause into *a word or a phrase*

1. Complex : I am responsible for **what I do**.
Simple : I am responsible **for my actions**.
2. Complex : He wanted to know **why he had been dismissed**.
Simple : He wanted to know **the reason for his dismissal**.

b) By converting an adjective clause into a word or a phrase

1. Complex : All **that glitters** is not gold.
Simple : All **glittering things** are not gold.
2. Complex : He can not forget the losses **that he has suffered**.
Simple : He can not forget the losses **suffered by him**.

c) By converting an adverb clause into a word or a phrase

1. Complex : You may do it **when you please**.
Simple : You may do it **at your pleasure**.
2. Complex : **Because he was ill**, he stayed at home.
Simple : He stayed at home **on account of his illness**.

Conversion of Simple sentences into Compound sentences

a) By using *Cumulative* Conjunctions like, *and, not only...but also, etc.*

1. Simple : Taking off his clothes, he jumped into the river.
Compound : He took off his clothes **and** jumped into the river.
2. Simple : In addition to useful advice, he gave me financial help.
Compound : He gave me **not only** a useful advice **but also** a financial help.

b) By using *Adversative* Conjunctions like, *but, still, yet, etc.*

1. Simple : In spite of very bad weather, they succeeded in conquering Mt. Everest.
Compound : The weather was very bad, **still** they succeeded in conquering Mt. Everest.
2. Simple : He had every qualification for the post except sincerity.
Compound : He had every qualification for the post, **but** he was not sincere.

c) By using *Alternative* Conjunctions like, *or, otherwise, else, etc.*

1. Simple : You must take rich diet to gain weight.
Compound : You must take rich diet, **or** you will not gain weight.
2. Simple : Take another step at the peril of your life.
Compound : Don't take another step, **else** your life will be at the peril.

Conversion of Compound sentences into simple sentences

a) By using *Prepositional phrase*

1. Compound : He is a Russian by birth, but he speaks Hindi like his mother tongue.
Simple : **In spite of being a Russian** by birth, He speaks Hindi like his mother tongue.
2. Compound : This book is not beautifully printed, but is free from mistakes also.
Simple : **Besides being beautifully printed**, this book is free from mistakes.

b) By using *Participle*

1. Compound : The umpire found the light poor and decided to call off the day's play.
Simple : **Finding the light poor**, the umpire decided to call off the day's play.

c) By using *Infinitive*

1. Compound : You must observe austerity, or you will not become morally strong.
Simple : You must observe austerity **to become** morally strong.

Conversion of Compound sentences into complex sentences

a) Compound sentences with Cumulative conjunctions, *and*

1. Compound : He wanted to win the prize and worked hard.
Complex : He worked hard **so that he might** win the prize.

b) Compound sentences with Adversative conjunctions like *but, still, however, nevertheless etc.*

1. Compound : Attend your classes regularly, *or* you will fall short of attendance.
Complex : *If* you do *not* attend your classes regularly, you will fall short of attendance.

c) Compound sentences with Alternative conjunctions like *or, otherwise, else, therefore either...or etc.*

1. Compound : I can not afford to buy many books, *therefore* I usually study in the library.
Complex : **Since** I can not afford to buy many books, I usually study in the library.

Conversion of Complex sentences into Compound sentences

a) By using Cumulative conjunctions, *and*

1. Complex : **Everybody knows that** man is mortal.
Compound : Man is mortal **and** this fact everybody knows.
2. Complex : **If** I am right, I should be supported.
Compound : I may be right and in that case I should be supported.

b) By using Adversative conjunctions like *but, still, however, nevertheless etc.*

1. Complex : **Although** they lost the match, they were not disgraced.
Compound : They lost the match, **but** they were not disgraced.

c) By using Alternative conjunctions like *or, otherwise, else, either...or etc.*

1. Complex : **If** you **don't** surrender your arms immediately, you will be shot dead.
Compound : Surrender your arms immediately, **or** you will be shot dead.

Exercise 1. Identify the following sentences, whether Simple, Compound or Complex Sentence

1. All the flights have been cancelled owing to the bad weather.

Ans. Simple sentence

2. He had many faults, but he was a good man at heart.

Ans. Compound sentence

3. It has been ages since I saw you.

Ans. Complex sentence

4. The fact that he is silent proves his guilt.

Ans. Simple sentence

5. He finished his work and put away his books.

Ans. Compound sentence

SENTENCES FOR PRACTICE

Exercise 2. Identify the following sentences, whether Simple, Compound or Complex Sentence

1. Unless he completes the work, he will be punished.
2. He could not win a scholarship due to his carelessness.
3. You must work hard or you will not pass.
4. The fruits in the glass bowl are for the guests.
5. The flowers in the vase have wilted because of the heat.
6. All the flights have been cancelled owing to the bad weather.
7. The fruits in the glass bowl are for the guests.
8. It has been ages since I saw you.
9. The flowers in the vase have wilted because of the heat.
10. When the sun had risen, we resumed our journey.

Exercise 3. Change into Simple sentences

1. You must work hard or you will not pass the exam.

Ans. You must work hard to pass the exam.

2. The doctor admitted that he was helpless.

Ans. The doctor admitted his helplessness.

3. No one likes a man who tells lies.

Ans. No one likes a liar.

4. I shall look after her as she stays here.

Ans. I shall look after her during her stay here.

5. The more you earn, the more you should save.

Ans. Savings should be in proportion to earnings.

SENTENCES FOR PRACTICE

Exercise 4. Change into Simple sentences

1. As the decision has already been taken, it is no point discussing the issues.
2. Most of the poems that Kalidas wrote have been preserved.
3. He has treated me most unjustly, still I have not grumbled.
4. The judge found him guilty and sentenced him to three years' rigorous imprisonment.
5. The spring was late to arrive and the garden was still wearing a deserted look.
6. He cried as loudly as he could.

Exercise 5. Change into Compound sentences

1. He could not win a scholarship due to his carelessness.

Ans. He was careless, so he could not win a scholarship.

2. If you do not leave this room, I will compel you to do so.

Ans. Leave this room, or I will compel you to do so.

3. Feeling satisfied with his work, the Principal offered a permanent job.

Ans. The Principal felt satisfied with his work and offered him a permanent job.

4. The sun having risen, the fog disappeared.

Ans. The sun rose and the fog disappeared.

5. You must run very fast to win the race.

Ans. You must run very fast, or you will not win the race.

SENTENCES FOR PRACTICE

Exercise 6. Change into Compound sentences

1. I am sure that you have done the mischief.
2. When the document was signed, they were all satisfied.
3. He has missed the opportunity was given.
4. I bought the newspaper that I might read the latest news.
5. In spite of being short of funds, we supplied the goods to them.
6. The boy can rest at home. The boy can go to school.
7. Isha called her uncle to ask him for an address.
8. Having finished work for the day, we left the office.
9. Having finished work for the day, we left the office.

Exercise 7. Change into Complex sentences

1. India expects everyone to do his duty.

Ans. India expects that everyone should do his duty.

2. He rested in a chair near the wall.

Ans. He rested in a chair which was lying near the wall.

3. This industry is not likely to flourish.

Ans. It is not like that this industry will flourish.

4. Going through the book, he came upon a fine story.

Ans. As he was going through the book, he came upon a fine story.

5. He entered the place too noiselessly to be heard.

Ans. He entered the place so noiselessly that he could not be heard.

SENTENCES FOR PRACTICE

Exercise 8. Change into Complex sentences

1. These books were stolen in my absence.
2. The doctor did his best for the patient, but he could not save him.
3. I press the call bell and a nurse immediately comes in.
4. Nobody is going to hurt you, so don't be afraid.
5. Entrust me with the work and it will be done efficiently.
6. You must return home before sunset.
7. The squirrels hid the nuts at the usual place.
8. It is my opinion. The room needs to be painted.

Exercise 9. Combine each of the following simple sentences into Compound sentences.

1. The clothes were put out in the morning. The clothes are not dry.

Ans. The clothes were put out in the morning, still they are not dry.

2. Walking down the road, Ravi looked at the beautiful flowers in the garden.

Ans. Ravi walked down the road and looked at the beautiful flowers in the garden.

3. Having finished work for the day, we left the office.

Ans. We finished work for the day and left the office.

SENTENCES FOR PRACTICE

Exercise 10. Combine each of the following simple sentences into Compound sentences.

1. Kripa will stay in a hotel. Kripa will stay with friends in the city.

2. I rang the bell. Nobody came to the door.
3. Kiran and Rani read the book. They did not like it
4. She works in the office. She manages her household.
5. He does not tell a lie. He does not tolerate a lie.
6. In spite of being new to the place, Priya got everybody to support her cause.
7. It was not dark even at seven in the evening.

Exercise 11. Combine each of the following simple sentences into Complex sentences.

1. Amol took me out to lunch. I went to see Amol.

Ans. Amol took me out to lunch when I went to see him.

2. The guavas are not sweet. The guavas are large.

Ans. Though the guavas are large, they are not sweet.

3. You can not reach the fan. Stand on the stool.

Ans. Stand on the stool because you can not reach the fan.

SENTENCES FOR PRACTICE

Exercise 12. Combine each of the following simple sentences into Complex sentences.

1. It is my opinion. The room needs to be painted.
2. The weather will improve. We shall go for a picnic.
3. Your progress is quite satisfactory. I am happy.
4. He went to various places. He was welcomed everywhere.
5. I could not get my seat reserved. I managed a comfortable journey.

SUBJECT-VERB AGREEMENT

Subject-verb agreement, also called “subject-verb concord,” refers to matching the subject and verb of a sentence in **tense, aspect, and mood (abbreviated as TAM)**, which translates to number, person, and gender.

English doesn’t use grammatical gender (except for pronouns), and only the verb *be* changes based on whether it’s first, second, or third person. That means most English subject-verb agreement is about quantity: if the subject is singular, the verb must be singular; if the subject is plural, the verb must be plural.

Even this can get confusing, though, because talking in the first-person singular (“I **climb** the fence”) uses the same verb format as talking in the first-person plural (“We **climb** the fence”). Aside from the verb *be*, subject-verb agreement in English adapts verbs to the **third-person singular** (“It **climbs** the fence”).

Usage and subject-verb agreement examples

- Basically, most subjects **except third-person singular** use the standard form of a verb in the present tense.

*The **dogs** **roll** in the mud.*

***I** **need** to catch my breath.*

***You** **look** like a celebrity!*

- However, if the subject is third-person singular, you must use the singular form of the verb when speaking in the present tense. Most of the time, this means adding an *-s* to the end of the verb.

*The **dog** **rolls** in the mud.*

She needs to catch her breath.

He looks like a celebrity!

- If the verb ends in *-x*, *-ss*, *-sh*, *-ch*, *-tch*, or *-zz*, you add *-es* to the end to match the third-person singular.

My snake hisses to say "I love you."

She only matches with creeps in online dating.

- If the verb ends in a *consonant + y*, remove the *y* and add *-ies* to match the third-person singular.

Atlas carries the world on his shoulders.

The new drone flies higher than the old one.

- However, with words that end in a *vowel + y*, follow the normal format and add only *-s* to make the third-person singular.

My roommate stays in his bedroom from morning to night.

- With the exception of the verb *be*, these guidelines apply to irregular verbs as well as regular verbs.

Our father eats with the ferocity of a tiger.

So why does the verb *be* have so many exceptions? The most common verb in English, *be* doesn't just represent a general state of existence; it's also an auxiliary verb necessary for the continuous tenses.

In English, *be* is the only verb that changes based on the person. If you're using the verb *be*, alone or as part of a continuous tense, the subject-verb agreement rules require that you match **both the number and the person**. Here's a quick reminder of how to conjugate *be* in the singular and plural of each person:

	Singular	Plural
First person	I) am	(we) are
Second person	(you) are	(you) are
Third person	he/she/it) is	(they) are

Considering how frequently *be* is used in English, it's best to memorize this chart so you can apply the proper subject-verb agreement instinctively.

You are always welcome in our home.

I am running a marathon tomorrow.

It is raining even though it is sunny.

- If the subject-verb agreement rules seem complicated, there is some good news: **the simple past and simple future don't change based on the number or person of the subject**. Both singular and plural subjects use the same form for those tenses.

They will be here tomorrow.

He will be here tomorrow.

The potatoes grew overnight!

The potato grew overnight!

- The only exception is, again, the verb *be*, which changes between *was* and *were* based on the subject in the simple past tense.

I was young once.

We were young once.

- On the other hand, the **perfect tenses** change their auxiliary verb depending on the number of the subject. Singular subjects use *has*, and plural subjects use *have*.

They have not seen the movie yet, so no spoilers.

She has not seen the movie yet, so no spoilers.

That covers the basics for subject-verb agreement in English. Still, there are some particularly difficult areas and more precise rules for special situations, which we explain below.

Advanced subject-verb agreement rules

Here's a list of some additional subject-verb agreement rules to clear up the more problematic areas. If you're still confused, review the subject-verb agreement examples to see how they work.

1. When using the negative form in the present tense, only the verb *do* needs to match the subject.

She does not like reading before bed.

*She **likes** reading before bed.*

2. Likewise, in questions that involve the word *do*, only *do* needs to match the subject.

***Do you** know where the train station is?*

***Does anyone** know where the train station is?*

3. If the subject consists of multiple nouns joined by the conjunction *and*, treat the subject as plural and use the plural form of the verb.

***Lucas and Maxine are** in love!*

*Only **Lucas is** in love.*

However, some common phrases that form a single unit can act as singular.

*This **bed and breakfast is** delightful!*

4. If the subject consists of multiple singular nouns joined by *or*, treat the subject as singular.

***Penne or rigatoni works** fine for the recipe.*

However, if the subject consists of multiple plural nouns joined by *or*, treat the subject as plural.

***Cats or dogs make** good friends.*

If there's a combination of singular and plural nouns joined by *or*, the verb follows the number of the final one listed.

*The **teacher or the students have** to inform the principal.*

*The **students or the teacher has** to inform the principal.*

5. If there is more than one active verb, as with compound predicates, all the verbs must agree with the subject.

*After work, **I go** shopping, **pick up** the kids, **cook** dinner, and then **relax** for the night.*

6. Mass nouns, otherwise known as "uncountable nouns" or "noncount nouns," act as singular subjects.

***Love makes** the world go around.*

7. Collective nouns can be either singular or plural, depending on whether they act together or separately.

[Together, singular] *The **team goes** to practice at 4:00.*

[Separately, plural] *The **team go** to their own homes after practice.*

8. Verbs used in alternative forms, such as gerunds, infinitives, or participles, do not need to follow subject-verb agreement. However, the main verbs of the sentence still do.

*The coach makes **running** mandatory.*

*The coaches make **running** mandatory.*

9. Unless you're using an appositive or other descriptive phrase, do not put a comma between subjects and verbs.

The holiday is becoming a total disaster.

The holiday, which I was looking forward to, is becoming a total disaster.

10. The words *each* and *every* count as singular when they're used as the subject, even if they're followed by multiple nouns.

***Each** window and door **needs** to be sealed.*

***Every** doctor, nurse, and technician **gets** free training here.*

11. Likewise, these words always act as singular subjects, even when they describe more than one thing:

- *anybody*
- *anyone*
- *either*
- *everybody*
- *everyone*
- *neither*
- *no one*
- *nobody*
- *somebody*
- *someone*

***Everybody loves** using correct grammar!*

***Either** blue or green **works** for the wallpaper color.*

12. If additional phrases come between the subject and the verb, the verb must still agree with the subject. These sentences can be tricky, so be careful.

A **group** consisting of Professor Lidenbrock, the Icelandic guide Hans Bjelke, and the professor's nephew Axel **departs** for the volcano.

Be particularly careful of subjects that use the phrase "one of . . ." The word *one* is singular, even when followed by plural nouns.

*One of the world's leading scientists still **has** trouble speaking in public.*

13. In the active vs. passive voice debate, the verb in the passive voice still follows whatever word acts as the subject.

***They pay** the electric bill online.*

*The electric **bill is paid** by them online.*

14. When choosing between "there is . . ." and "there are . . .," the verb should match the number of the noun that follows it. The same goes for sentences beginning with "here . . ."

*There **is** a new **map** in the DLC.*

*There **are** new **maps** in the DLC.*

15. Similarly, words that indicate a portion, including percentages, use the number of the noun they describe. This noun is typically the object of the phrase "of . . ."

***All of the book is** ruined!*

***All of the books are** ruined!*

***Some of the film is** funny.*

***Some of the films are** funny.*

***Fifty percent of the house is** made of wood.*

***Fifty percent of the houses are** made of wood.*

16. When referring to distances, periods of time, or amounts of money—taken as a whole—use the singular form of the verb.

***Twenty dollars is** too much for IMAX!*

17. Be careful of nouns that exist only in the plural form; they sometimes act as singular.

*The **news has** been depressing lately.*

***Politics is** getting too combative.*

However, some of these nouns act as plural.

*The **scissors do** not work.*

If a plural noun is preceded by the word *pair*, treat the subject as singular because *pair* is singular.

*The **pair of scissors does** not work.*

18. Or and nor

Two singular nouns connected by **or** or **nor** take a singular verb.

- Neither Charu **nor** Benjamin **was** present there.
- Neither he **nor** his dad **is** good at driving.

19. When one of the nouns connected by **or** or **nor** is plural, the verb must be plural, and the plural subject must be placed next to the verb.

- Neither Parikshit **nor his parents were** aware of this. (More natural than 'Neither his parents nor Parikshit was aware of this.)

20. When the subjects connected by **or** or **nor** are of different persons, the verb agrees with the noun that comes closer to it.

- Neither you **nor he is** responsible for this. (Here the verb **is** agrees with the third person pronoun he.)
- Either he **or you are** to clean up the mess. (Here the verb **are** agrees with the second person pronoun you.)
- Either you **or John has** to pay for the drinks.

21. The determiners each, every, anybody, every one etc.

The determiners **each, every, every one, anybody, either, neither, no one, nobody** and **many a** should be followed by a singular noun and a singular verb.

- Many a man has lost his life at sea. (Here the expression **many a** is followed by a singular noun and a singular verb.)
- Neither candidate is fit for the job. (NOT Neither candidates are fit for the job.)

Word formation

Word Formation Process: Acronym, Blending, Backformation, Coinage, Borrowing, Compounding, Clipping, Conversion, Affixation (Prefixes and Suffixes), etc.

Introduction

The word-formation process is the process by which new words are produced either by modification of existing words or by complete innovation, which in turn become a part of the language. We can very quickly understand a new word in our language (a neologism) and accept the use of different forms of that new word.

Acronyms

Acronyms are new words formed from the initial letters of a set of other words. These can be forms such as CD (“compact disk”) or VCR (“video cassette recorder”) where the pronunciation consists of saying each separate letter. But, More typically, acronyms are pronounced as new single words, as in NATO, NASA or UNESCO. These examples have kept their capital letters, but many acronyms simply become everyday terms such as LASER (“light amplification by stimulated emission of radiation”), RADAR (“radio detecting and ranging”), SCUBA (“self-contained underwater breathing apparatus”) and ZIP (“zone improvement plan”) code.

Blending

The combination of two separate forms to produce a single new term is also present in the process called blending. However, blending is typically accomplished by taking only the beginning of one word and joining it to the end of the other word. E.g.

Gasoline+alcohol=gasohol.

Smoke+Fog=Smog.

Smoke + haze= smaze

Smoke + murk= smurk.

Binary+digit=bit

Breakfast+lunch= brunch

Motor+hotel)= motel

Television+broadcast= telecast

Information+entertainment= infotainment, etc.

Backformation

A very specialized type of reduction process is known as backformation. Typically, a word of one type (usually a noun) is reduced to form a word of another type (usually a verb). A good example of backformation is the process whereby the noun television first came into use and then the verb televise was created from it. Other examples of words created by this process are:

Donate from “donation”

Emote from “emotion”

Enthuse from “enthusiasm”

Liaise from “liaison”

Babysit from “babysitter”

Opt from “option”

Lab from “laboratory”

Gym from “gymnasium”, etc.

Coinage

Coinage is one of the least common processes of word formation in English is coinage. Simply, it means the invention of totally new terms. The most typical sources are invented trade names for commercial products that become general terms (usually without capital letters) for any version of that product. The (older) examples are as follows: aspirin, nylon, vaseline and zipper; more recent examples are granola, kleenex, teflon and xerox.

Borrowing

One of the most common sources of new words in English is the process simply labelled borrowing. It is the process where we take over words from other languages or simply, we borrow words from other languages. (Technically, it's more than just borrowing because English doesn't give them back.) Throughout its history, the English language has adopted a vast number of words from other languages, including: e.g.

Croissant- French

Dope- Dutch

Lilac- Persian

Piano- Italian

Pretzel- German

Sofa- Arabic

Tattoo- Tahitian,

Tycoon- Japanese

Yogurt- Turkish

Zebra- Bantu, etc.

Other languages, of course, borrow terms from English, as in the Japanese use of suupaa or suupaamaaketto ("supermarket") and taipuraitaa ("typewriter"), Hungarians talking about sport, klub and futbal, or the French discussing problems of le stress, over a glass of le whisky, during le weekend. In some cases, the borrowed words may be used with quite different meanings, as in the contemporary German use of the English words partner and look in the phrase im Partner look to describe two people who are together and are wearing similar clothing. There is no equivalent use of this expression in English.

Compounding

When we conjoin or join two separate words to produce a single form, it is called compounding. Thus, Lehn and Wort are combined to produce Lehnwort in German. This combining process, technically known as compounding, is very common in languages such as German and English, but much less common in languages such as French and Spanish. Common English compounds are: e.g.

Book+case= bookcase

Door+knob= doorknob,

Finger+print= fingerprint,

Sun+burn= sunburn

Text+book= textbook

Wall+paper=wallpaper

Waste+basket=wastebasket

Water+bed=waterbed

All these examples are nouns, but we can also create compound adjectives:

Good+looking= good-looking

Low+paid= low-paid)

Compounds of adjective(fast) plus noun (food) as in a fast-food.

Reduplication:

It is a special kind of compounding. Reduplication is a morphological process in which the root or stem of a word or part of it is repeated exactly or with a minor change. It is used to show plurality, distribution, repetition, customary activity, increase of size, added intensity, continuance etc. It is found in many languages, though its level of linguistic productivity varies from language to language. This is a process of

repeating a syllable or the word as a whole (sometimes with a vowel change) and putting it together to form a new word. For example: *byebye* (exact reduplication), *super-duper* (rhyming reduplication) or *chitchat*, *pitter-patter*, *zigzag*, *tick-tock*, *flipflop*.

Clipping

The element of reduction that is noticeable in blending is even more apparent in the process described as clipping. This occurs when a word of more than one syllable (facsimile) is reduced to a shorter form (fax), usually beginning in casual speech. The term *gasoline* is still used, but most people talk about *gas*, using the clipped form. Other common examples:

Ad- advertisement

Bra- brassiere

Cab- cabriolet

Ondo- condominium

Fan- fanatic

Flu- influenza

Perm- permanent wave

Pub- public house, etc

Conversion

A change in the function of a word, as for example when a noun comes to be used as a verb (without any reduction), is generally known as conversion. A number of nouns such as *bottle*, *butter*, *chair* and *vacation* have come to be used, through conversion, as verbs:

1. We bottled the home-brew last night.
2. Have you buttered the toast?
3. Someone has to chair the meeting.
4. They're vacationing in Florida.

Derivation

In our list so far, we have not dealt with what is by far the most common word formation process to be found in the production of new English words. This process is called derivation and it is accomplished by means of a large number of small "bits" of the English language which are not usually given separate listings in dictionaries. These small "bits" are generally described as affixes. Some familiar examples are the elements *un-*, *mis-*, *pre-*, *-ful*, *-less*, *-ish*, *-ism* and *-ness* which appear in words like *unhappy*, *misrepresent*, *prejudge*, *joyful*, *careless*, *boyish*, *terrorism* and *sadness*.

Affixation: Attaching prefix or suffix or both into the Root Word is called Affixation. For example,

Un (prefix)- Unbound

Ly (Suffix)- Lovely

So, it is divided mainly into Prefix, Suffix and Infix.

Prefixes and suffixes

Looking more closely at the preceding group of words, we can see that some affixes have to be added to the beginning of the word (e.g. *un-*, *mis-*). These are called prefixes.

Other affixes have to be added to the end of the word (e.g. *-less*, *-ish*) and are called suffixes. All English words formed by this derivational process have either prefixes or suffixes, or both. Thus, *mislead* has a prefix, *disrespectful* has both a prefix and a suffix, and *foolishness* has two suffixes.

Exercise

List of vocabulary:

This list is for example only.

SYNONYMS

A synonym is a word that means the same thing as another word. If you replace a word in a sentence with its synonym, the meaning of the sentence won't really change that much.

1. **Magnify – expand:** He magnified their happiness like their pain.
2. **Baffle – confuse, deceive:** The bad news he received consecutively confused him.
3. **Beautiful – attractive, pretty, lovely, stunning:** You are the most beautiful woman I have ever seen in my life.
4. **Bossy – controlling, tyrannical:** You have a structure that likes to bossy.
5. **Fair – just, objective, impartial, unbiased:** We believe you are impartial.
5. **Funny – humorous, comical, hilarious, hysterical:** My uncle is the most funny person in the family, and when we all get together, they always make us laugh.
6. **Happy – content, joyful, mirthful, upbeat:** I think the most important factor in this life is to be happy.
7. **Hardworking- diligent, determined, industrious, enterprising:** Maybe she was the quietest girl in our class, but more hardworking than all of us.
8. **Honest – honorable, fair, sincere, trustworthy:** Being honest should be one of our most important character traits.
9. **Hypocrisy – duplicity, falseness:** Everyone knows that they can never tolerate hypocrisy.
10. **Important – required, vital, essential, primary, significant, critical:** We need to talk to you about this important issue immediately.
11. **Intelligence – smart, bright, brilliant, sharp:** We all know that you have unique intelligence.
12. **Introverted – shy, bashful, quiet, withdrawn:** You already have an extroverted personality, we believe you will overcome all this.
13. **Kind – thoughtful, considerate, amiable, gracious:** We have always known you as a kind person, I could not make sense of all this.
14. **Lazy – idle, lackadaisical, lethargic, indolent:** When I met her teacher today, she told me that she was too lazy this year.
15. **Lucky – auspicious, fortunate:** How lucky you are! You won this game.
16. **Mean – unfriendly, unpleasant, bad- tempered, difficult:** I can't figure out what this means most, please speak a little more.
17. **Old – antiquated, ancient, obsolete, extinct:** Today we will visit old aunts.
18. **Outgoing – friendly, sociable, warm, extroverted:** I think it has an extroverted structure.
19. **Pacify – appease, placate:** I came here to appease you.
20. **Positive – optimistic, cheerful, starry- eyed, sanguine:** I always recommend you to be positive.
21. **Recalcitrant – obstinate, stubborn:** You are a very stubborn person.
22. **Strong – stable, secure, solid, tough:** We saw that he was a strong man this morning.
23. **True – genuine, factual, accurate, correct, real:** What is the correct word called?
24. **Unhappy – sad, depressed, melancholy, miserable:** You are not unhappy, you just feel that way.
25. **Weak – frail, infirm, puny, fragile:** I don't think she is a weak woman.
26. **About – approximately:** I know very little about you.
27. **Abstract – summary:** Our topic today is abstract nouns.
28. **To accomplish – to achieve:** Please achieve this exam well.
29. **Almost – nearly:** We're almost close, there is little left.
30. **To answer – to reply:** Please give me an urgent answer.
31. **Anyway – besides:** Anyway, this is the case.
32. **Arise – occur:** All these problems are occur by your indifference.
33. **Aromatic – fragrant:** All this has an aromatic smell.
34. **Awful- terrible:** What is this awful smell?

35. **To behave – to act:** Act just how you want to treat me.
36. **Believable – plausible:** I told you that you are a believable person.
37. **Beneficial – favourable:** All of these fruits are beneficial for your health.
38. **Bizarre – weird:** Who is this bizarre looking man?
39. **Business – commerce, trade:** You're too good for this business.
40. **Candy – sweet:** You are a girl like a candy.
41. **Class – lesson, course:** I am the oldest child in our class.
41. **Clever – intelligence:** You have good intelligence.
42. **To close – to shut:** Please stay a little close to me.
43. **Comfort – consolation:** What does comfort mean to you?
44. **Comic – comedian:** We all know what a comic man he is.
45. **Complete – total:** Complete all these tests.
46. **Completely – totally:** I left all my heritage to you completely.
47. **To connect – to associate, to put through:** I cannot connect the computer to the internet.
48. **Considerate – thoughtful:** Your father is a very thoughtful man.
49. **Colossal – Immense:** gigantic, gargantuan, monumental, giantlike
50. **Friendly– Warm:** intimate, cordial, genuine, candid

Antonyms: Antonyms are words that have opposite meanings.

Word	Antonym-1	Antonym-2	Antonym-3	Antonym-4
Dainty	Clumsy	Ugly	Inferior	Coarse
Dark	Light	Distinct	Evident	Vivacious
Deep	Shallow	Artless	Flighty	Trivial
Decrease	Increase	Expansion	Growth	Enlargement
Demand	Supply	Reply	Offer	Grant
Despair	Hope	Cheer	Faith	Pleasure
Disappear	Appear	Begin	Solidify	Coagulate
Dismal	Cheerful	Bright	Intelligent	Luminous
Ebb	Flow	Flow	Incline	Expansion
Encourage	Discourage	Agitate	Sadden	Dispirit
Entrance	Exit	Conclusion	Egress	Leave
End	Beginning	Bottom	Creation	Origin
Word	Antonym-1	Antonym-2	Antonym-3	Antonym-4
Lazy	Industrious	Energetic	Caring	Fresh
Little	Large	Much	Big	Sufficient
Lofty	Lowly	Humble	Below	Beneath
Misunderstand	Understand	Comprehend	Construe	Grasp
Possible	Impossible	Unlikely	Improbable	Impossible
Prudent	Imprudent	Foolish	Indiscreet	Stupid

Rapid	Slow	Delayed	Sluggish	Languishing
Rigid	Pliable	Soft	Gentle	Pliant
Satisfactory	Unsatisfactory	Intolerable	Unreliable	Inadequate
Scatter	Collect	Gather	Maintain	Combine
Serious	Trivial	Insincere	Dishonest	Deceptive
Sour	Sweet	Bland	Calm	Blah
Sorrow	Joy	Benefit	Cheer	Benefit
Strong	Weak	Intermittent	Idle	Inactive

Homophones

Homophones are pairs of words that sound the same, but have distinctly different meanings and different spellings. Understanding homophones is an essential part of mastering the English language, both for vocabulary building and spelling.

- **brake/break:** When teaching my daughter how to drive, I told her if she didn't hit the *brake* in time she would *break* the car's side mirror.
- **cell/sell:** If you *sell* drugs, you will get arrested and end up in a prison *cell*.
- **cent/scent:** I won't spend one *cent* on a bottle of perfume until I know that I love the *scent*.
- **die/dye:** If you accidentally drank a bottle of fabric *dye*, you might *die*.
- **flour/flower:** To bake a *flower*-shaped cake, you'll need some *flour*.
- **for/four:** I purchased *four* new pairs of shoes *for* my upcoming vacation.
- **heal/heel:** If the *heel* breaks on your shoe, you might fall. However, your injuries will *heal* over time.
- **hear/here:** I wanted to sit *here* so I could *hear* the singer performing without any distractions.
- **hour/our:** We have one *hour* before *our* appointment with the real estate agent.
- **idle/idol:** Being *idle* makes me unhappy, but listening to my *idol* Taylor Swift makes me happy.
- **knight/night:** The *knight* is on his way to the castle, but traveling at *night* is very dangerous.
- **knot/not:** I do *not* know how she learned to tie the *knot* to make that necklace.
- **poor/pour:** I *pour* drinks at a bar every night. I am *poor* because I have too many bills and not enough money.
- **right/write:** There is no *right* way to *write* a great novel.
- **sea/see:** At my beach house, I love to wake up and *see* the *sea*.
- **sole/soul:** I need to get a new *sole* put on my favorite pair of running shoes. Jogging is good for my *soul*.
- **son/sun:** My *son* is 13 years old. He likes to spend time outside in the *sun*.
- **steal/steel:** Someone who decides to *steal* a car has committed a crime, but auto parts are made of *steel*.
- **tail/tale:** My cat was crazily chasing his *tail* while I read a fairy *tale* to my children.
