

# 2

# Vocabulary Building

## LEARNING OBJECTIVES

After studying this chapter, you will be able to

- Interpret the concept of word formation.
- Differentiate between synonyms and antonyms.
- Have a good understanding of technical vocabulary.
- Understand the difference between abbreviations and acronyms.
- Use appropriate vocabulary in reading, writing or speaking in English.
- Understand the basics of spelling.
- Know functional or grammatical words.

The phrase “the world is flat” came into existence by the way of globalisation. In this technological era, English language plays a crucial role in the arena of business and technology, pushing the growth of developing economies upwards. In today’s multi-cultural, competent and diverse economy, our capability to find a job is largely affected by language skills and word knowledge. Developing vocabulary is the basic means of learning any language. Reading and listening contribute to learn new words, while writing and speaking help to use the learned words and the usage of such vocabulary results in mastering the language.

## 2.1 THE CONCEPT OF WORD FORMATION

A great number of words in English are developed by combining word elements. For example, when new words are needed for new inventions, they are made up from affixes (suffixes and prefixes) and word roots. For example:

*Television – tele (far), vis (sight), ion (condition or state of)*

A root is a word in its simplest (and first) form. Most “roots” come from Latin and Greek words, for example, aqua (water). Some other examples are given in the table below:

<i>Root Word</i>	<i>Derivative Word</i>	<i>Root Word</i>	<i>Derivative Word</i>
aqua (water)	aquatic, aqueduct	liber (free)	liberty, liberation, liberal
aud (hear)	audible, audience, audio	mitt (send)	mission, missible, missionary
bio (life)	biology, bionic, biography	octo (eight)	octagan, octave, surplus
centum (a hundred)	cent, century, centimetre	plus (more)	plus, plural, october
dic (say)	dictate, dictator, verdict	port (carry)	portable, porter, transport, export
duc (lead, draw)	education, produce, reduce	primus (first)	prime minister, primary, primitive
finis (end)	finish, final, infinite	scrib (write)	describe, script, manuscript
graph (write)	graphics, autograph	vis (see)	visible, vision, visual

Some processes of word formation are discussed as follows:

1. **Truncation or clipping:** Some part of the base word is deleted or clipped, such as, in some English Christian names. Examples:

- Ron (-Aaron)
- Liz (-Elizabeth)

And in some longer to say words:

- condo (-condominium)
- demo (-demonstration)
- disco (-discotheque)
- lab (-laboratory)

Sometimes affixation (adding of prefix or suffixes) and truncation can occur together, as with formations expressing intimacy or smallness, so-called diminutives. Examples:

- Mandy (-Amanda)
- Andy (-Andrew)
- Charlie (-Charles)

2. **Blending:** Two words are joined together after clipping. Examples:

- smog: *smoke* and *fog*
- brunch: *breakfast* and *lunch*

3. **Acronyms:** Acronyms are words formed using the initial letter or components of group of words or phrase. Acronyms in broad sense refer to the abbreviations which can be pronounced as a word; however, some popular abbreviations which are pronounced as a string of individual alphabets are also sometimes called acronyms. These words find way into the language because of the ease of pronunciation over their expanded forms. Examples:

- NATO : North Atlantic Treaty Organisation
- CRT : Cathode Ray Tube
- HTML : Hypertext Markup Language
- Scuba : Self-contained Underwater Breathing Apparatus
- Radar : Radio Direction/Detection and Ranging

(Radar and scuba are part of many languages now. These words are treated as common nouns and have lost all capitalization in written English.)

4. **Compounding:** Compounding includes formation of words by joining two words that may be same or different parts of speech. Examples:

- Noun–noun compound: *Foot path*, *windmill*
- Adjective–noun compounds: *Blackbird*
- Verb–noun compounds: *Spoilsport*, *Cutthroat*

### 2.1.1 Prefixes and Suffixes

In English, adding affixes to root words to form new words is common. Prefixes are group of letters that only come at the beginning of words, whereas suffixes are added at the end of the root words. Prefixes help to form longer words, but are not words in themselves. Adding suffixes to words can change or add to their meaning. Tables 1 and 2 give a list of the common prefixes and suffixes, respectively.

**Table 1** Common prefixes

<b>Prefix</b>	<b>Meaning</b>	<b>Examples</b>
a-	without	amoral, apathetic
ab-	away, from	abnormal, abstain, abstract
ac-, ad-, af-, ar-	toward	accident, advance, affix, arrive
ambi-	both	amphibian, amphibious, ambidextrous
ante-	before	antecedent, anteroom, anticipate
anti-	against	antivirus, antisocial, antibiotic, antinational, anticorruption, antiseptic, antioxidants, antilock
arch-	chief, leader	archbishop, arch-enemy
auto-	self	automatic, automobile, autonomous, autograph, auto-run, autoimmune, auto-sport, auto-fill, autobiography
bene-	good, well	beneficial, benefactor, benevolent
bi-, bis-	two, twice	billilingual, biennial, bisect
circum-	around	circumference, circumnavigate, circuit
de-	do the opposite of	demerge, degenerate, derange, devoid, devalue, deselect, distress, deescalate, dehydration
co-	together	coexist, cooperation, coexistence, coordination, co-curricular, co-education, corelated, co-applicant, co-host, co-borrower, co-founder
dia-	through	diagonal, diameter
dis-	not, away, negative	dismiss, disallow, disrepute, disrespect, disarray, dislodge, disperse, disconnect, disappear, disarm, disorder, disinvestment, dislike, disappointment, dismantle, dislocation, disregard, disgrace
re-	again, back	regain, refill, refund, refinance, restructure, restore, reservation, reassign, reengineering, remarriage, rework, resolve, rehabilitation, restatement, resettlement, reiterate, research
im-, in-	not	impossible, independent, inevitable, inadequate, inheritance, immortal, immovable, immigration
hyper-	over, above	hypertension, hyperactive, hypersensitive, hyperkinetic, hyper-terminal, hyper-threading, hyperlink, hyper-physics, hypersonic
counter-	against	counteract, encounter, counterattack, counterterrorism, counterweight, counterpart, counterproduction, counterfeit, counterpunch, counterbalance, countermeasures
mal-	bad	malfunction, malpractice, malware, malcontent, malnutrition, maltreatment, malformation
mini-	small	minibus, minivan, mini-clip, mini-circuit, miniseries, minisatellite, mini-gun, mini-fridge, mini-laptop

(Continued)

**Table 1** (Continued)

<b>Prefix</b>	<b>Meaning</b>	<b>Examples</b>
mis-	wrong	misspell, mislead, mistake
sub-	below, normal	submerge, substandard, subscript, submarine, subway, sub-title, sub-inspector, sub-editor, sub-engineer, subordinate, suburban, subdivision, sub-domain, subjudice, sub-judge
ex-	out, out of, from	exclude, export, excommunicate
ex-	former	ex-policeman, ex-convict
fore-	before, in front of	foreground, foremost, foresee
hemi-	half	hemisphere
homo-	the same	homogeneous, homonym
ir-	uneven	irregular
inter-	between	international, intermediate, intervene
ob-, op-, o-	against	object, obstruction, oppose
para-	beside	parallel, parable
peri-	around	perimeter
poly-	many	polygon, polygamist
post-	after	postpone, postscripts, post-mortem
pre-	before	prepare, precede, pre-war
pro-	forward, before	propose, progress, produce
re-	back, again	rejoin, rediscover, return
semi-	half	semicircle, semicolon
sub-	under	submarine, subway, subscribe
super-	above, over	superman, superhuman, superlative
tran-	across	transport, transatlantic, transpose
pre-	before	prepare, precede, pre-war
pro-	forward, before	propose, progress, produce
re-	back, again	rejoin, rediscover, return
semi-	half	semicircle, semicolon
super-	above, over	superman, superhuman, superlative
tran-	across	transport, transatlantic, transpose
tri-	three	tripod, triangle, triple, tricycle
ultra-	beyond	ultra-modern, ultra-violet
un-	not, without	unlikely, unpaid, unsafe, unknown
vice-	in place of, for	vice-president, vice-captain

**Table 2** Common suffixes

<b>Suffix</b>	<b>Meaning</b>	<b>Examples</b>
-ment	action/state of V-ing	entertainment, enjoyment, treatment, development, excitement, punishment, employment, management, settlement, recruitment, resentment, argument, judgement
-tion	action/state of V-ing	examination, promotion, donation, suffocation, premonition, hibernation, sedimentation, education, production, convention, presentation, information, connection, consultation, confirmation, alteration, instrumentation
-ant	person who V-s	assistant, consultant, tenant, attendant
-ship	state of being	membership, relationship, friendship, leadership, readership, sportsmanship
-er	person concerned with	prisoner, engineer, driver, pensioner, doctor, practitioner, banker, officer, teacher, preacher, player, astronomer, gardener, silencer
-ery/ry	action/state of/place of V-ing	discovery, recovery, robbery, refinery, bakery, bribery, rivalry, bravery, adversary, advisory, machinery
-age	action/result of	package, leakage, leverage, breakage, wastage, sewage, baggage, carriage
-al	action/result of/state of	proposal, refusal, appraisal, denial, dismissal, professional, reversal, rehearsal, rational, national, continental, rental, detrimental, central, political, optional, suicidal
-able, -ible	capable of being	portable, moveable, eatable
-ance, -ence	state of being	dependence, existence
-el, -et,	little	cigarette, piglet, booklet
-ette		
-er, -eer, -ier	one who	painter, engineer, financier
-ess	the female	actress, lioness, waitress
-ful	full of	thoughtful, thankful
-fy	to make, do	simplify, rectify, glorify
-icle, -sel	little	icicle, particle, morsel
-less	without	careless, hopeless, pointless
-ling	little	duckling, pilling, darling
-ory, -ary	a place for	factory, dormitory, library, dispensary
-ous	full of	famous, gaseous, glorious

### 2.1.2 Root Words from Foreign Languages and Their Use in English

English is one of the most widely spoken language across the globe and also the most preferred foreign language chosen for studying by non-native speakers. It is interesting to note that English consists of many words which have roots in French, Latin, Greek and many other languages. In fact, it is the receptiveness of English language which has made it the language of science. As a result, most new inventions and theories have found their names in this language.

It helps to know the meaning of root words as it improves our understanding of the meaning of new words that we come across, especially for non-native speakers of English. Meaning of root words can help students of English deduce the meaning of unfamiliar words, thus adding to their vocabulary. However, it is always advisable to consult the dictionary because over the period some root words have acquired more than one meaning. Tables 3 and 4, respectively, present a partial list of most common Greek and Latin root words.

**Table 3** Greek root words

<b>Root</b>	<b>Meaning</b>	<b>Words</b>
auto	self	Autobiography, automatic
chrono	time	Synchronize, chronicle
dyna	power	Dynamite, dynasty, dynamic
bio	life	Biodegradable, biography
path	feel	Pathetic, apathy, empathy
graph	write	Demographic, graphic

**Table 4** Latin root words

<b>Root</b>	<b>Meaning</b>	<b>Words</b>
dict	say	Dictionary, edict, dictate
brev	short	Brief, abbreviate
manu	hand	Manicure, manipulate
lev	to lift	Leverage, elevate, levitate
omni	all	Omnivorous, omnipotent
terr	earth	Terrain, territory

### 2.1.3 Derivation from Root Words

There are four good reasons why it is helpful to know and understand derivations of words from their root words:

1. By recognizing roots of word families, you can get the meaning of a lot of new words. Phon, for example, means sound. It occurs in a large variety of words, all related to some aspect of sound; for example, telephone, phonetics, phonograph, phonology.
2. Recognizing common prefixes and suffixes can also help you to grasp the meaning of a new word, especially if you can relate it to a familiar word. For instance, if you know what credit means, it is easy enough to work out the changes in meaning which different prefixes and suffixes convey in creditor, credible, incredible and discredit.

3. Furthermore, prefixes and suffixes can help you to build up new words with related meaning or of opposite meaning (Table 5).

**Table 5** Usage of prefix and suffix

<i>Using a Prefix</i>		<i>Using a Suffix</i>	
produce	reproduce	any	anymore
wise	unwise	other	otherwise
university	pre-university	danger	dangerous

4. Prefixes and suffixes also enable you to form a word of a different word class (or part of speech) or of the same word class, given a particular word.

<i>Forming nouns from adjectives</i>	<i>Forming adjectives from nouns</i>	<i>Forming verbs from nouns</i>
thick – thickness	danger – dangerous	courage – to encourage
active – activity	friend – friendly	circle – to encircle
anxious – anxiety	circle – circular	friend – to befriend
brave – bravery	law – lawful	prison – to imprison
difficult – difficulty	name – nameless	memory – to memorise
efficient – efficiency	metal – metallic	class – to classify
absent – absence	England – English	apology – to apologise

  

<i>Forming nouns from verbs</i>	<i>Forming adjectives from verbs</i>	<i>Forming verbs from adjectives</i>
to agree – agreement	to wash – washable	rich – to enrich
to invite – invitation	to talk – talkative	large – to enlarge
to conclude – conclusion	to imagine – imaginary	fresh – to refresh
to defend – defence	to favour – favourite	black – to blacken
to type – typist	to satisfy – satisfactory	loose – to loosen
to beg – beggar	to slip – slippery	modern – to modernise
to criticise – criticism	to accept – acceptable	simple – to simplify

**EXERCISE 1** Add suitable prefixes to the following words to match the meaning given against them:

- \_\_\_\_\_ virus: protective software
- \_\_\_\_\_ pregnable: unable to be captured
- \_\_\_\_\_ intentional: not deliberate
- \_\_\_\_\_ feit: to make a copy of something valuable
- \_\_\_\_\_ function: faulty



To learn more about word formation,  
visit <https://www.youtube.com/watch?v=IRNEUPXIObY>



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III



II

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**EXERCISE 2**

Supply the appropriate prefix for the following words to match their meaning:

1. \_\_\_\_ sonic: having speed greater than that of sound
2. \_\_\_\_ tension: abnormally high blood pressure
3. \_\_\_\_ red: having a wavelength just below the red end of the spectrum
4. \_\_\_\_ terrestrial: a being from another planet.
5. \_\_\_\_ byte: a unit of information equal to 1000 kilobytes.

**EXERCISE 3**

Fill in the blanks with suitable prefixes to get the meaning given against each word:

1. \_\_\_\_ nuclear: nuclear reactions at very high temperature
2. \_\_\_\_ medical: relating to how biology affects medicine
3. \_\_\_\_ reliant: able to decide things by oneself
4. \_\_\_\_ technology: relating to very small structures
5. \_\_\_\_ dote: remedy that stops the effect of a poison.

**EXERCISE 4**

Using suitable prefixes like “micro-” and “under-” get the correct word:

1. A living creature which is too small to be seen is \_\_\_\_.
2. A building with too many floors is \_\_\_\_.
3. A person who does not have enough nourishment is \_\_\_\_.
4. A person who does not have enough work is \_\_\_\_.
5. A student who does not perform as per expectation is an \_\_\_\_.

**EXERCISE 5**

Coin new words using both prefix and suffix:

Prefix	Root Word	Suffix
1. un	capacity	fic
2. in	measure	tive
3. de	science	ate
4. semi	active	or
5. im	conduct	able

## 2.2 SYNONYMS AND ANTONYMS

Synonyms are different words with identical meanings. Synonyms can be of any parts of speech. Examples:

1. *child* and *kid* (nouns)
2. *buy* and *purchase* (verb)
3. *sick* and *ill* (adjective)

Antonyms are words that have meanings opposite to each other. Examples:

1. *dead* and *alive*
2. *wet* and *dry*
3. *warm* and *cold*

### 2.2.1 Antonyms

Antonyms can be formed in a number of ways as discussed in the following subsections.

#### 1. By Adding a Prefix

able	-	unable
load	-	unload
accurate	-	inaccurate
complete	-	incomplete
possible	-	impossible
patient	-	impatient
regular	-	irregular
responsible	-	irresponsible
climax	-	anticlimax
clockwise	-	anticlockwise

honest	-	dishonest
obey	-	disobey
behave	-	misbehave
understand	-	misunderstand
legal	-	illegal
legible	-	illegible
smoker	-	non-smoker
citizen	-	non-citizen
curricular	-	extracurricular
ordinary	-	extraordinary

**2. By Changing the Prefix**

absent	-	present	include	-	exclude
ascend	-	descend	external	-	internal
export	-	import	increase	-	decrease
emigrant	-	immigrant	minimum	-	maximum
encourage	-	discourage	pro-China	-	anti-China

**3. By Changing the Suffix**

harmful	-	harmless	employer	-	employee
fearful	-	fearless	lively	-	lifeless
useful	-	useless	sensible	-	senseless
painful	-	painless	careful	-	careless

**4. By a Completely New Word**

In this case, the antonyms are entirely new words. Various instances are discussed as follows:

**Antonyms of Nouns**

amateur	-	professional	liquid	-	solid
adult	-	child	master	-	servant
arrival	-	departure	mountain	-	valley
back, rear	-	front	native	-	foreigner
birth	-	death	past	-	future
captivity	-	freedom	poverty	-	wealth
danger	-	safety	question	-	answer
entrance	-	exit	sale	-	purchase
friend	-	enemy	summer	-	winter
health	-	sickness	tenant	-	landlord
good	-	evil	victory	-	defeat
head	-	foot	war	-	peace
heat	-	cold	weakness	-	strength
host	-	guest	youth	-	age
income	-	expenditure	teacher	-	student

**Antonyms of Adjectives**

ancient	—	modern	—	modem	—	old-fashioned
angry	—	pleased	—	moving	—	stationary
beneficial	—	harmful	—	neat	—	untidy
bright	—	dark	—	negative	—	positive
calm	—	rough, excited	—	public	—	private
common	—	rare	—	raw	—	cooked
cool	—	warm	—	safe	—	dangerous
deep	—	shallow	—	senior	—	junior
delicate	—	strong	—	sharp	—	blunt
doubtful	—	certain	—	tame	—	wild
fair	—	dark	—	temporary	—	permanent
fresh	—	stale	—	thrifty	—	extravagant
generous	—	selfish	—	true	—	false, untrue
hollow	—	solid	—	unique	—	common
inferior	—	superior	—	vacant	—	full
innocent	—	guilty	—	wasteful	—	economical
kind	—	cruel	—	weak	—	strong
lazy	—	hard-working	—			

**Antonyms of Verbs**

accept	—	refuse	—	give	—	take, receive
admit	—	deny	—	hit	—	miss
allow	—	forbid	—	join	—	separate
bend	—	straighten	—	lead	—	follow
blame	—	praise	—	love	—	hate
build	—	destroy	—	punish	—	reward
capture	—	release	—	push	—	pull
employ	—	dismiss	—	remember	—	forget
empty	—	fill	—	rise	—	fall
expand	—	contract	—	shorten	—	lengthen
fail	—	succeed	—	shout	—	whisper
float	—	sink	—	throw	—	catch
gain	—	lose	—	work	—	play

**Antonyms of Adverbs**

alone	-	together	home	-	abroad
always	-	never	often	-	seldom
clearly	-	vaguely	regularly	-	occasionally
early	-	late	sometimes	-	never
everywhere	-	nowhere	wholly	-	partly
fast	-	slow	well	-	badly

**2.2.2 Synonyms**

Synonyms of various words are given in the following subsections.

**Synonyms of Nouns**

act	-	deed	freedom	-	liberty
admission	-	entry	grief	-	sorrow
affection	-	love	harm	-	injury
beginning	-	start	hunger	-	starvation
behaviour	-	conduct	idea	-	thought
cause	-	reason	intention	-	purpose
chance	-	opportunity	journey	-	trip
character	-	nature	judgement	-	verdict
consequence	-	result	knowledge	-	learning
conversation	-	talk	midday	-	noon
competition	-	contest	misery	-	unhappiness
cure	-	remedy	odour	-	smell
defect	-	fault	pleasure	-	satisfaction
desire	-	wish	principle	-	rule
display	-	exhibition	riches	-	wealth
donation	-	contribution	strength	-	power
earnings	-	income	subject	-	topic
envy	-	jealousy	system	-	method
Evidence	-	proof	value	-	worth

**Synonyms of Adjectives**

accurate	—	exact	fertile	—	productive
alert	—	watchful	frightened	—	scared
annual	—	yearly	furious	—	angry
anxious	—	worried	hard	—	difficult
attractive	—	pretty	hardworking	—	industrious
awful	—	terrible	ignorant	—	stupid
brave	—	courageous	jealous	—	envious
bright	—	intelligent	kind	—	charitable
cautious	—	careful	loyal	—	faithful
clear	—	distinct	mean	—	stingy
clumsy	—	awkward	necessary	—	essential
coarse	—	rough	normal	—	usual
common	—	ordinary	old	—	elderly
confident	—	hopeful	polite	—	courteous
damp	—	moist	safe	—	secure
desperate	—	hopeless	similar	—	alike
diligent	—	hardworking	strong	—	powerful
doubtful	—	uncertain	tired	—	weary
energetic	—	active	transparent	—	clear
fair	—	just	wasteful	—	extravagant

**Synonyms of Verbs**

abandon	—	leave	glance	—	look
aid	—	help	hate	—	dislike
allow	—	let	hurt	—	harm
acquire	—	get	imagine	—	think
ask	—	inquire	increase	—	enlarge
build	—	construct	leave	—	depart
buy	—	purchase	own	—	possess
capture	—	seize	protect	—	defend
choose	—	select	receive	—	stay
confess	—	admit	reside	—	accept, take
control	—	manage	reveal	—	show
cure	—	heal	search	—	seek

decrease	-	reduce	start	-	begin
design	-	plan	surround	-	encircle
educate	-	teach	try	-	attempt
find	-	discover	vanish	-	disappear
finish	-	complete	want	-	need
forgive	-	pardon	watch	-	look

**Synonyms of Adverbs**

almost	-	nearly	generously	-	liberally
annually	-	yearly	gravely	-	seriously
certainly	-	surely	happily	-	joyfully
clearly	-	plainly	immediately	-	instantly
cleverly	-	skilfully	incorrectly	-	wrongly
completely	-	totally	intentionally	-	purposely
correctly	-	properly	powerful	-	strongly
formerly	-	previously	rapidly	-	quickly
frankly	-	honestly	sincerely	-	truly
frequently	-	often	clumsily	-	awkwardly



To learn more about synonyms and antonyms,  
visit <https://www.youtube.com/watch?v=RaLgBWtYRZg>



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**EXERCISE 6**

Make antonyms of the following words by adding suitable prefixes:

- |                     |                    |                        |                     |
|---------------------|--------------------|------------------------|---------------------|
| 1. _____ employment | 2. _____ patient   | 3. _____ visible       | 4. _____ legitimate |
| 5. _____ honest     | 6. _____ regular   | 7. _____ possible      | 8. _____ legal      |
| 9. _____ relevant   | 10. _____ rational | 11. _____ intelligible | 12. _____ toxic     |
| 13. _____ pious     | 14. _____ possible | 15. _____ definite     | 16. _____ courage   |
| 17. _____ agree     | 18. _____ tolerant | 19. _____ behave       | 20. _____ discreet  |

## Appendix F: Synonyms and Antonyms

<i>Words</i>	<i>Synonyms</i>	<i>Antonyms</i>
Adhere	Comply, observe	Condemn, disjoin
Alleviate	Abate, relieve	Aggravate, enhance
Allure	Entice, fascinate	Repulse, repel
Amplify	Augment, deepen	Lessen, contract
Authentic	Accurate, credible	Fictitious, unreal
Bustle	Commotion, tumult	Slowness, quiet
Barren	Desolate, sterile	Damp, fertile
Boisterous	Clamorous, rowdy	Placid, calm
Bold	Adventurous	Timid
Calamity	Adversity, misfortune	Fortune
Concur	Approve, agree	Differ, disagree
Consolidate	Centralize, fortify	Weaken
Courtesy	Generosity, reverence	Disdain, rudeness
Deliberate	Cautious, intentional	Rash, sudden
Dissuade	Remonstrate, counsel	Insite, persuade
Fallacy	Delusion, mistake	Veracity, truth
Falter	Stumble, demur	Persist, endure
Genuine	Absolute, factual	Spurious
Glory	Dignity, renown	Shame, disgrace
Harmony	Conformity, amicability	Discord, discord
Impediment	Hurdle, obstruction	Assistant, concurrence
Incompetent	Inefficient, unskilled	Dexterous, skilled

*(Continued)*

<i>Words</i>	<i>Synonyms</i>	<i>Antonyms</i>
Intricate	Tangled, complicated	Regulated, orderly
Intrinsic	Genuine, fundamental	Extraneous, incidental
Jovial	Frolicsome, cheerful	Solemn, morose
Jubilant	Rejoicing, triumphant	Melancholy, depressing
Judicious	Thoughtful, prudent	Irrational, foolish
Kindred	Relation, species	Unrelated, dissimilar
Lenient	Compassionate, merciful	Cruel, severe
Liberal	Magnanimous, generous	Stingy, malicious
Mandatory	Imperative, requisite	Optional
Mitigate	Alleviate, relieve	Augment enhance
Monotonous	Irksome, tedious	Varied, pleasant
Nullify	Cancel, annual	Confirm, uphold
Obscure	Arcane, vague	Prominent
Prompt	Precise, punctual	Slow, negligent
Prudence	Vigilance, discretion	Indiscretion
Paramount	Foremost, eminent	Trivial, inferior
Quaint	Queer, strange	Familiar, usual
Rapidity	Quickness, velocity	Inertia, languidity
Reason	Acumen, bounds	Folly, speculation
Rectify	Amend, remedy	Falsify, worsen
Restrain	Detain, confine	Incite
Ratify	Consent, approve	Deny, dissent
Redeem	Recover, liberate	Conserve, lose
Remnant	Residue, piece	Entire, whole
Rescind	Annul, abrogate	Delegate, permit
Retract	Recant, withdraw	Confirm, assert

(Continued)

<i>Words</i>	<i>Synonyms</i>	<i>Antonyms</i>
System	Scheme, entity	Chaos, disorder
Spurious	Fake, counterfeit	Genuine, authentic
Sporadic	Intermittent, scattered	Incessant, frequent
Substantial	Considerable, solid	Tenuous, fragile
Taciturn	Reserved, silent	Talkative, extrovert
Transient	Temporal, transitory	Lasting, enduring
Umbrage	Chagrin, offense	Sympathy, goodwill
Vagrant	Wander, roaming	Steady, settled
Valor	Bravery, prowess	Fear, cowardice
Waive	Relinquish, remove	Impose, clamp
Wane	Decline, dwindle	Ameliorate, rise
Wary	Cautious, circumspect	Heedless, negligent
Winsome	Beautiful, comely	Alluring, rapturous
Yield	Surrender abdicate	Resist, protest
Zeal	Eagerness, fervor	Apathy, lethargy
Zenith	Summit, apex	Nadir, base
Zest	Delight, enthusiasm	Disgust, passive

## Appendix C: List of Abbreviations and Acronyms

<b>Abbreviation or Acronym</b>	<b>Term</b>
AAFI	Amateur Athletics Federation of India
AAPSO	Afro-Asian People's Solidarity Organisation
AASU	All Assam Students Union
ABM	Anti Ballistic Missile
AC	Alternate Current OR Air Conditioner
ACC	Ancillary Cadet Core
AD	Ano Domini (After the birth of Jesus)
ADB	Asian Development Bank.
AERE	Atomic Energy Research Establishment
AGOC	Asian Games Organisation Committee
AICC	All India Congress Committee
AICTE	All India Council of Technical Education
AIDS	Acquired Immuno Deficiency Syndrome
AIFE	All India Football Federation
AIIMS	All India Institute of Medical Sciences
AIL	Aeronautics India Limited
AIMPLB	All India Muslim Personal Law Board
AIR	All India Radio (Broadcasting)
AITUE	All India Trade Union Congress
AM	Anti Meridian (Before Noon)
ANC	African National Congress
APEC	Asia Pacific Economic Cooperation

*(Continued)*

<i>Abbreviation or Acronym</i>	<i>Term</i>
APSC	Army Postal Services Core
ASEAN	Association of South East Asian Nations
ASI	Archaeological Survey of India
ASSOCHAM	Associated Chamber of Commerce and Industry (India)
ASWAC	Airborne Surveillance Warning and Control
ATS	Anti Tetanus Serum
BAMS	Bachelor of Ayurvedic Medicine and Surgery
BBC	British Broadcasting Corporation
BC	Before Christ (Before the birth of Jesus)
BCG	Bacillus Calmette Guerin (Anti TB Vaccine)
BCCI	Board of Control for Cricket in India
BEL	Bharat Electronics Limited
BENELUX	Belgium, Netherlands and Luxemburg
BHEL	Bharat Heavy Electronics Limited
BIFR	Board of Industrial Finance and Reconstruction (Formerly Industrial Reconstruction Finance Board)
BIMSTEC	Bangladesh, India, Myanmar, Sri Lanka, Thailand Economic Cooperation
BIS	Bureau of Indian Standards
B Pharma	Bachelor of Pharmacy
BSF	Border Security Force
CAG	Comptroller and Auditor General
CARE	Cooperative for American Relief Everywhere
CASE	Commission for Alternative Sources of Energy
CBI	Central Bureau of Investigation
CBSE	Central Board of Secondary Education
CCEA	Cabinet Committee on Economic Affairs

(Continued)

<b>Abbreviation or Acronym</b>	<b>Term</b>
CCS	Cabinet Committee on Security
C-DAC	Centre For Development of Advance Computing
CDMA	Code Division Multiple Access
CDRI	Central Drug Research Institute
CHOGM	Commonwealth Heads of Government Meeting
CID	Criminal Investigation Department
CIS	Commonwealth of Independent States
CISF	Central Industrial Security Force
CITU	Centre of Indian Trade Unions
CLAT	Common Law Admission Test (Started May 2008)
CNG	Compressed Natural Gas
COD	Central Ordnance Depot
COFEPOSA	Conservation of Foreign Exchange and Prevention of Smuggling Act
CPO	Central Passport Organisation
CPRI	Central Power Research Institute
CRPF	Central Reserve Police Force
CRR	Cash Reserve Ratio
CSIR	Council of Scientific and Industrial Research
CSO	Central Statistical Organisation
CTS	Computerised Tomography Scanner
CVC	Central Vigilance Commission
DDT	Dichloro Diphenyle Tri-chloroethane
DFDR	'Digital Flight Data Recorder (Black box)'
DIG	Deputy Inspector General
D. Lit.	Doctor of Literature
DM	District Magistrate

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
DMK	Dravida Munetra Kazhagam
DNA	Di-oxyribo-Nucleic Acid
DPAP	Drought Prone Area Programme
DPC	Dabhol Power Company
DTH	Direct to Home
DVD	Digital Versatile Disk
EAS	Employment Assurance Scheme
ECD	European Central Bank
ECG	Electro Cardiogram
EEC	European Economic Community
EEG	Electro Encephalogram
ELISA	Enzyme Linked Immuno Sorbent Assay
EMF	Electromotive Force
EPABX	Electronic Private Automatic Branch Exchange
EPZ	Export Processing Zone
ERDA	Energy Research and Development Administration
ESMA	Essential Services Maintenance Act
EVM	Electronic Voting Machine
EXIM Bank	Export-Import Bank of India
FAO	Food and Agriculture Organisation
FBI	Federal Bureau of Investigation (USA)
FBTR	Fast Breeder Test Reactor
FCI	Food Corporation of India / Fertilizer Corporation of India
FDR	Flight Data Recorder (Black Box)
FERA	Foreign Exchange Regulation Act
FEMA	Foreign Exchange Management Act

(Continued)

<b>Abbreviation or Acronym</b>	<b>Term</b>
FICCI	Federation of India Chambers of Commerce and Industry
FIPB	Foreign Investment Promotion Board
FIR	First Information Report
FRS	Fellow of the Royal Society
FTII	Films and Television Institute of India
FTZ	Free Trade Zone
GAIL	Gas Authority of India Limited
GATT	General Agreement on Tariff and Trade
GIC	General Insurance Corporation
GMT	Greenwich Mean Time
GNLF	Gorkha National Liberation Front
GNP	Gross National Product
GPF	General Provident Fund
GPO	General Post Office
GPS	Global Positioning System
GSI	Geological Survey of India
HAC	Hindustan Aluminium Corporation
HAL	Hindustan Aeronautics Limited
HCF	Highest Common Factor
HDFC	Housing Development Finance Corporation
HIV	Human Immuno-deficiency Virus
HMT	Hindustan Machine Tools
HUDCO	Housing and Urban Development Corporation
HYVS	High Yield Variety Seeds
IAAI	International Airport Authority of India
IAC	Indian Airlines Corporation

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
IAEA	International Atomic Energy Agency
IARI	Indian Agricultural Research Institute
IBRD	International Bank for Reconstruction and Development (World Bank)
ICAR	Indian Council of Agricultural Research
ICBM	Inter Continental Ballistic Missile
ICC	International Cricket Council
ICFTU	International Confederation of Free Trade Unions
ICICI	Industrial Credit and Investment Corporation of India Limited
ICJ	International Court of Justice
ICMR	Indian Council of Medical Research
ICSI	Indian Company Secretaries Institute
IDA	International Development Agency
IDBI	Industrial Development Bank of India
IDO	International Defence Organisation
IDPL	Indian Drugs and Pharmaceuticals Limited
IFA	Indian Football Association
IFCI	Industrial Finance Corporation of India
IFFI	International Film Festival of India
IFFCO	Indian Farmers Fertilizers Cooperative
IFTU	International Federation of Trade Unions
IIPA	Indian Institute of Public Administration
IIS	Indian Institute of Sciences
IISCO	Indian Iron and Steel Company
IIT	Indian Institute of Technology
ILO	International Labour Organisation
IMA	Indian Military Academy

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
IMF	International Monetary Fund
INGCA	Indira Gandhi Gallery for Culture and Art
INS	Indian Naval Ship
INSAT	Indian National Satellite
INTELSAT	International Telecommunication Satellite
INTERPOL	International Police Organisation
INTUC	Indian National Trade Union Congress
IOC	International Olympic Committee/Indian Oil Corporation
IPC	Indian Penal Code
IPKF	Indian Peace Keeping Force
IQ	Intelligence Quotient
IRBM	Intermediate Range Ballistic Missile
IRC	International Red Cross
IRDA	Insurance Regulatory Development Authority
IRDP	Integrated Rural Development Programme
ISB	Indian Standard Bureau
ISM	Indian School of Mines
ISO	International Organisation for Standardisation
ISP	Internet Services Provider
ISRO	Indian Space Research Organisation
IST	Indian Standard Time
ITBP	Indo-Tibet Border Police
ITDC	Indian Tourism Development Corporation
ITPO	Indian Trade Promotion Organisation
ITO	International Trade Organisation
IUCN	International Union for Conservation of Nature and Natural Resource

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
ITUC	Indian Trade Union Congress
JMM	Jharkhand Mukti Morcha
KG	Kinder Garten
LASER	Light Amplification By Stimulated Emission of Radiation
LIC	Life Insurance Corporation of India
LLB	Bachelor of Law
LLM	Master of Law
LMG	Light Machine Gun
LoC	Line of Control (Pakistan)
LoAC	Line of Actual Control (China)
LPG	Liquefied Petroleum Gas
LSD	Lysergic acid diethylamide
LTTE	Liberation Tigers of Tamil Elam
MA	Master of Arts
MASER	Microwave Amplification by Stimulated Emission of Radiation
MBA	Master of Business Administration
MBBS	Bachelor of Medicine and Bachelor of Surgery
MBT	Main Battle Tank
MCA	Monetary Compensatory Allowance/Master of Computer Application
MCC	Melbourne Cricket Club
MD	Doctor of Medicine
MFN	Most Favoured Nation
MI	Military Intelligence
MISA	Maintenance of Internal Security Act
MIT	Mechachusates Institute of Technology (USA)
MLA	Member of Legislative Assembly

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
MLC	Member of Legislative Council
MNC	Multi National Corporation
MRCP	Member of Royal College of Physicians
MRCS	Member of Royal College of Surgeons
MRTPC	Monopoly and Restrictive Trade Practices Commission
MODVAT	Modified Value Added Tax
NABARD	National Bank for Agricultural and Rural Development
NACO	National AIDS Control Organisation
NAEP	National Adult Education Programme
NAFED	National Agricultural and Marketing Federation
NAFTA	North American Free Trade Agreement
NAPP	Narora Atomic Power Plant
NASA	National Aeronautics and Space Administration (USA)
NASDAQ	National Association of Security Dealer's Active Quotation
NASSCOM	National Association of Software & Service Companies
NATO	North Atlantic Treaty Organisation
NCW	National Commission for Women
NCCR	National Council for Civil Right
NCERT	National Council of Educational Research & Training
NDA	National Defence Academy
NDDB	National Dairy Development Board
NDF	National Defence Fund.
NEERI	National Environment Engineering Research Institute
NEFA	North-East Frontier Agency
NEPA	National Environment Protection Authority
NFDC	National Film Development Corporation

(Continued)

<b><i>Abbreviation or Acronym</i></b>	<b><i>Term</i></b>
NFL	National Fertilizer Limited
NHRC	National Human Rights Commission
NICO	New Information and Communication Order
NIDC	National Industrial Development Corporation
NIIT	National Institute of Information Technology
NIMHANS	National Institute of Mental Health and Neuro-Sciences
NITIE	National Institute for Training in Industrial Engineering
NMDS	National Missile Defence System (US)
NMEP	National Malaria Eradication Programme
NOIDA	New Okhla Industrial Development Authority
NPC	National Productivity Council
NPP	National Population Policy
NPT	Nuclear Non-Proliferation Treaty
NRDC	National Research and Development Corporation
NREP	National Rural Employment Programme
NRI	Non Resident Indian
NSC	National Security Council
NSSO	National Sample Survey Organisation
NTC	National Textile Corporation
NTPC	National Thermal Power Corporation
OGL	Open General Licence
OIL	Oil India Limited
OK	All Correct
ONGC	Oil and Natural Gas Commission
OPEC	Organisation of Petroleum Exporting Countries
PCI	Press Council of India

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
PCS	Provincial Civil Services
Ph. D	Doctor of Philosophy
PIN	Postal Index Number
PLO	Palestine Liberation Organisation
PM	Post Meridian/Prime Minister
POTA	Prevention of Terrorism Act
PSLV	Polar, Satellite Launch Vehicle
PTI	Press Trust of India
PRO	Public Relations Officer
PTO	Please Turn Over
PVC	Poly Vinyl Chloride/Paramvir Chakra
PVSM	Param Vishisht Seva Medal
PWD	Public Work's Department
PWG	People's War Group
QED	Quod Erat Demonstrandum (Which was to be proved)
QEF	Quod Erat Faciendum (Which was to be done)
QEI	Quod Erat Inveniendum (Which was to be found)
QMG	Quarter Master General
RADAR	Radio Angle Direction and Range
RAW	Research and Analysis Wing
R & D	Research and Development
RBI	Reserve Bank of India
RCC	Reinforced Cement Concrete
RDX	Research Developed Explosive
RIMC	Rashtriya Indian Military College
RMS	Railway Mail Service

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
RLEGP	Rural Landless Employment Guarantee Programme
RNA	Ribonucleic Acid
RPM	Revolutions Per Minute
RSS	Rashtriya Swayamsevak Sangh
RTO	Regional Transport Officer
SAARC	South Asian Association for Regional Cooperation
SAC	Space Application Centre
SAFTA	South Asian Free Trade Agreement
SAI	Sports Authority of India
SAIL	Steel Authority of India Limited
SAPTA	South Asian Preferential Trade Arrangement
SARS	Severe Acute Respiratory Syndrome
SC	Security Council/Supreme Court
SCI	Shipping Corporation of India
SCOPE	Standing Conference of Public Enterprises
SCRA	Special Class Railway Apprentice
SDR	Special Drawing Rights
SEBI	Security Exchange Board of India
SGPC	Siromani Gurudwara Prabandhak Committee
SHAR	Shri Harikota Range
SIDBI	Small Industries Development Bank of India
SIS	Secret Intelligence Service (U.K.)
SITA	Suppression of Immoral Traffic in Women and Girls Act
SLV	Satellite Launch Vehicle
SPCA	Society for the Prevention of Cruelty of Animals
SPICMC	Society for the Promotion of Indian Classical music and culture

(Continued)

<b>Abbreviation or Acronym</b>	<b>Term</b>
STARS	Satellite Tracking and Ranging Station
STD	Subscribers Trunk Dialing
STPI	Software Technology Parks of India
SWAPO	South West African People's Organisation
TA	Travelling Aliowance/Territorial Anmy
TELCO	Tata Engineering and Locomotive Company
TELEX	Teleprinter Exchange
TISCO	Tata Iron and Steel Company Limited
TNT	Tri-nitro-toluene
TOEFL	Test of English as a Foreign Language
TRAI	Telecom Regulatory Authority of India
TRIPS	Trade Related Intellectual Property Rights
TTE	Travelling Ticket Examiner
TTFI	Table Tennis Federation of India
TWA	Trans World Airlines (USA)
UDC	Upper Division Clerk
UFO	Unidentified Flying Object
UGC	University Grants Commission
UHT	Ultra High Temperature
ULFA	United Liberation Front of Assam
UNASUR	Union of South American Nations (Spanish: Unión de Naciones Suramericanas)
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEF	United Nations Emergency Force
UNEP	United Nations Environment Programme

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
UNESCO	United Nations Economic Social and Cultural Organisation
UNFPA	United Nations for Population Activities
UNHCR	United Nations High Commission for Refugees
UNI	United News of India
UNICEF	United Nations International Children's Emergency Fund
UNO	United Nations Organisation
UPS	Uninterrupted Power Supply
UPSC	Union Public Service Commission
USSR	Union of Soviet Socialist Republic
UTI	Unit Trust of India
VAT	Value Added Tax
VDIS	Voluntary Disclosure of Income Scheme
VC	Vice-Chancellor/Victoria Cross
VIP	Very Important Person
VPP	Value Payable Post
VRS	Voluntary Retirement Scheme
VSNL	Videsh Sanchar Nigam Limited
VSSC	Vikram Sarabhai Space Centre
WEF	World Economic Forum
WHO	World Health Organisation
WILL	Wireless in Local Loop
WMO	World Meteorological Organisation
WWF	World Wild Life Fund
WPI	Wholesale Price Index
WTO	World Trade Organisation
WWF	World Wild Life Fund for Nature

(Continued)

<i>Abbreviation or Acronym</i>	<i>Term</i>
WWW	World Wide Web
YMCA	Young Men's Christians Association
YWCA	Young Women's Christians Association
ZBB	Zero Based Budgeting
ZSI	Zoological Survey of India