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## Unit – I

### INTRODUCTION

Legal language refers to the specialized and formalized language used in the field of law, encompassing statutes, regulations, contracts, court opinions, and other legal documents. It is characterized by precision, technicality, and a specific structure to ensure clarity and accuracy in legal communication. Legal language serves as a tool for conveying legal concepts, rights, obligations, and procedures in a way that minimizes ambiguity and leaves little room for interpretation.

### INTRODUCTION

Legal language is a unique form of communication designed to address the complexities of the legal system. It serves as the medium through which laws are expressed and understood, providing a framework for the application and enforcement of rules within a society. The use of legal language is essential for ensuring fairness, justice, and the protection of individual rights.

### CHARACTERISTIC OF LEGAL LANGUAGE

#### 1. \*\*Precision and Specificity:\*\*

Legal language is characterized by its precision and specificity. Each word and phrase is carefully chosen to convey a particular meaning, leaving little room for ambiguity. This precision is crucial in legal documents to prevent misunderstandings and ensure the accurate interpretation of laws.

#### 2. \*\*Formalized Structure:\*\*

Legal language follows a formalized structure, often involving standardized formats for legal documents such as contracts, statutes, and court opinions. This structure helps legal professionals navigate and understand the content efficiently, fostering consistency and predictability in legal communication.

#### 3. \*\*Technicality and Jargon:\*\*

Legal language incorporates technical terms and jargon specific to the legal field. These terms carry precise meanings within the legal context, contributing to the development of a specialized vocabulary that is understood by legal professionals. While this may pose a challenge for non-experts, it serves the purpose of maintaining clarity and accuracy within the legal community.

**4. \*\*Lack of Ambiguity:\*\***

Ambiguity is minimized in legal language to prevent misinterpretation and ensure that the intended meaning is clear and unambiguous. Courts often rely on the language used in legal documents to determine the parties' rights and obligations, emphasizing the importance of clarity in legal language.

**5. \*\*Contextual Interpretation:\*\***

Legal language is subject to contextual interpretation, where the meaning of a term or provision is derived from its context within the overall legal framework. Courts may consider legislative intent, precedent, and other contextual factors to interpret legal language accurately.

**6. \*\*Redundancy for Emphasis:\*\***

Legal language may include redundant expressions to emphasize certain points or requirements. Repetition serves to underscore critical elements, leaving no room for oversight or misinterpretation.

**7. \*\*Structural Formality:\*\***

Legal documents follow a formalized structure, often involving sections, subsections, articles, and clauses. This structural formality assists in organizing information logically and allows for easy reference and navigation.

**8. \*\*Prescriptive Nature:\*\***

Legal language is often prescriptive, outlining rights, duties, and obligations in a straightforward manner. Legal documents may use imperative language to convey commands, obligations, or prohibitions.

**9. \*\*Use of Double Negatives:\*\***

Legal language may employ double negatives to express prohibitions or limitations. For example, "shall not be unenforceable" is a common construction to emphasize the validity of a provision.

**10. \*\*Contextual Interpretation:\*\***

Legal language is subject to contextual interpretation. The meaning of a term or provision may be derived from its context within the overall legal framework, including legislative intent, case law, and precedent.

**CONCLUSION**

These characteristics collectively contribute to the unique nature of legal language, ensuring that legal documents effectively communicate complex concepts while maintaining clarity and minimizing the potential for misinterpretation. In summary, legal language is a specialized form of communication with distinct characteristics such as precision, formalized structure, technicality, and a focus on minimizing ambiguity. Its primary purpose is to facilitate the effective expression and understanding of legal concepts, rights, and obligations within the legal system.

**HISTORY OF LEGAL LANGUAGE WITH SPECIFIC EXAMPLES:**

**1. \*\*Ancient Legal Systems:\*\***

In ancient Mesopotamia, the Code of Ur-Nammu (circa 2100-2050 BCE) is one of the earliest known legal codes. Written in cuneiform on clay tablets, it prescribed punishments for various offenses, such as theft or murder. The language used was formal and structured, reflecting the gravity of the legal pronouncements.

**2. \*\*Roman Law and Latin Influence:\*\***

The Roman legal system produced influential works like the "Institutes" by Gaius and "Digest" by Justinian. Latin phrases such as "actus reus" (guilty act) and "mens rea" (guilty mind) are still used in contemporary legal discussions, showcasing the enduring influence of Roman legal language.

**3. \*\*Medieval Legal Latin:\*\***

Legal documents like the Magna Carta (1215) were written in Latin. For example, Clause 39 of the Magna Carta, written in Latin, declared: "Nullus liber homo capiatur, vel imprisonetur... nisi per legale iudicium parium suorum vel per legem terrae" (No free man shall be seized or imprisoned... except by the lawful judgment of his peers or by the law of the land).

**4. \*\*Common Law and Case Law:\*\***

In the medieval period, legal language in England was shaped by decisions like those in the Year Books. For instance, in the case of *Donoghue v. Stevenson* (1932), a landmark case in the development of the law of negligence, the language used in the judgment contributed to the evolution of legal principles.

**5. \*\*Rise of Legal Treatises:\*\***

During the Renaissance, legal treatises like Sir Edward Coke's "Institutes of the Lawes of England" (1628) were written in English. These works aimed to explain legal concepts to a broader audience, contributing to the democratization of legal knowledge.

**6. \*\*Legal Latin Persistence:\*\***

Even into the 18th century, Latin phrases were commonly used in legal documents. For instance, "habeas corpus" (you shall have the body) remains a fundamental legal concept ensuring the right to personal liberty.

**7. \*\*Codification and Modernization:\*\***

In the 19th century, legal codes such as the Napoleonic Code (1804) exemplified efforts to systematize laws. These codes were written in plain language and aimed to provide clear and accessible rules for citizens.

**8. \*\*Specialization of Legal Language:\*\***

In the 20th century, the development of specialized legal terminology became evident. In intellectual property law, terms like "patent infringement" and "copyright infringement" emerged, reflecting the need for precision in specific legal domains.

**9. \*\*Contemporary Legal Language:\*\***

In the present day, legal language persists in legal documents such as contracts, statutes, and court opinions. For instance, the language used in landmark Supreme Court decisions, like *Roe v. Wade* (1973), continues to shape legal discourse in areas like reproductive rights.

The history of legal language showcases a dynamic evolution from ancient codes to contemporary legal documents, reflecting changes in language, culture, and legal philosophy over time. Examples from various periods illustrate the ongoing influence of historical legal language on the present-day legal landscape.

**Legal Language in India: A Pillar of Justice and Governance**

Legal language is a cornerstone of any legal system, providing the framework for the creation, interpretation, and application of laws. In the context of India, a diverse and dynamic nation with a rich legal heritage, the importance of legal language cannot be overstated. It plays a pivotal role in shaping the country's legal landscape, contributing to the administration of justice, the formulation of laws, and the protection of individual rights.

India's legal system is a blend of various influences, including ancient legal traditions, colonial legacies, and contemporary legislative developments. The use of legal language in India reflects this intricate tapestry, encompassing a mix of Sanskrit, Persian, English, and vernacular languages. The multilingual character of legal language in India reflects the nation's linguistic diversity and the need to cater to a vast and heterogeneous population.

One of the primary functions of legal language in India is the codification of laws. The Constitution of India, adopted in 1950, serves as the supreme legal document and is drafted in both English and Hindi. It outlines the fundamental rights and duties of citizens, the structure of government, and the principles guiding the nation. The precision and clarity of legal language in the Constitution lay the foundation for the Indian legal system.

The importance of legal language in India is evident in the drafting of legislation. The Indian Parliament enacts laws covering a wide array of subjects, ranging from criminal justice to economic regulation. Legal language ensures that statutes are formulated with precision, leaving little room



for ambiguity or misinterpretation. The drafting process involves legal experts who meticulously choose words to capture the intended legal effect, balancing the intricacies of the law with the need for clarity.

In the administration of justice, legal language plays a crucial role in both the judiciary and legal practice. Courts across India deliver judgments and opinions in a formalized and structured language, relying on legal precedents and statutory interpretation. Legal professionals, including judges, lawyers, and advocates, are adept in the use of legal language to present arguments, analyze cases, and communicate effectively within the legal framework.

Judicial decisions in India often involve the interpretation of legal texts, statutes, and constitutional provisions. The Supreme Court and High Courts, as well as lower courts, engage in a process where legal language serves as the medium for conveying legal reasoning and principles. Landmark cases, such as *Kesavananda Bharati v. State of Kerala* (1973), have shaped the interpretation of the Constitution, and the language used in these judgments establishes legal precedents for future cases.

Legal language is not confined to courtrooms and legislative chambers; it permeates various aspects of public life. Contracts and agreements, whether entered into by individuals or corporations, rely on legal language to delineate rights, obligations, and dispute resolution mechanisms. The meticulous choice of words in legal documents ensures that parties understand their contractual commitments, fostering trust and fairness in transactions.

The importance of legal language extends beyond domestic boundaries to India's engagement in international relations. Treaties, agreements, and conventions entered into by India with other nations demand precise legal language to outline commitments, rights, and obligations. International legal language facilitates diplomacy and ensures that the country adheres to its global responsibilities in a coherent and legally binding manner.

In legal education, the study of legal language is an integral part of law school curricula. Aspiring lawyers are trained to navigate the intricacies of legal terminology, enhancing their ability to understand and apply the law. The development of legal language skills equips future legal professionals with the tools needed to communicate effectively within the legal system.

While the use of legal language is indispensable for the proper functioning of the legal system in India, there are ongoing efforts to make legal texts more accessible to the general population. Legal literacy programs aim to bridge the gap between the complex language of the law and the understanding of common citizens, empowering them to be aware of their legal rights and responsibilities.

In conclusion, legal language in India serves as a linchpin for justice, governance, and the protection of individual rights. Its role in codifying laws, facilitating the administration of justice,



drafting legislation, and shaping international relations underscores its significance. As India continues to evolve, the nuanced and precise language of the law remains instrumental in upholding the principles of justice, fairness, and the rule of law.

Legal English is the type of English used in legal writing. In general, a legal language is a formalized language based on logic rules that differs from the ordinary natural language in vocabulary, morphology, syntax, and semantics, as well as other linguistic features aimed at achieving consistency, validity, completeness, and soundness while keeping the benefits of a human-like language such as intuitive execution, complete meaning, and open upgrade. However, legal English has been referred to as a "sublanguage" as it differs from ordinary English. A specialized use of certain terms and linguistic patterns governs the teaching of legal language. Thus, "we study legal language as a kind of second language, a specialized use of vocabulary, phrases, and syntax that helps us to communicate more easily with each other."

The term legalese, on the other hand, is a term associated with a traditional style of legal writing that is part of this specialized discourse of lawyers: communication that "lay readers cannot readily comprehend." This term describes legal writing that may be cluttered, wordy, indirect, and may include unnecessary technical words or phrases. Historically, legalese is language a lawyer might use in drafting a contract or a pleading but would not use in ordinary conversation. For this reason, the traditional style of legal writing has been labeled reader-unfriendly. Proponents of plain English/plain language argue that legal "writing style should not vary from task to task or audience to audience... whatever lawyers write must be clear, correct, concise, and complete." These four Cs describe "characteristics of good legal writing style" in the United States.

There are different kinds (genres) of legal writing: for example, academic legal writing as in law journals, juridical legal writing as in court judgments, or legislative legal writing as in laws, regulations, contracts, and treaties. Another variety is the language used by lawyers to communicate with clients, requiring a more "reader-friendly" style of written communication than that used with law professionals.

For lawyers operating internationally, communicating with clients and other professionals across cultures requires a need for transnational legal awareness and transcultural linguistic awareness. Whatever the form of legal writing, legal and language skills form a vital part of higher education and professional training.

Legal English has particular relevance when applied to legal writing and the drafting of written material, including:

- legal documents: contracts, licenses, etc.
- court pleadings: summonses, briefs, judgments, etc.
- laws: acts of parliament and subordinate legislative acts, case reports

- legal correspondence: cease and desist letters

Legal English has traditionally been the preserve of lawyers from English-speaking countries (especially the U.S., the UK, Ireland, Canada, Australia, New Zealand, Kenya, and South Africa), which have shared common law traditions. However, due to the spread of legal English as the predominant language of international business as well as its role as a legal language within the European Union, legal English is now a global phenomenon.

## Historical development

In prehistoric Britain, traditional common law was discussed in the vernacular (see Celtic law). The legal language and legal tradition changed with waves of conquerors over the following centuries. Roman Britain (after the conquest beginning in AD 43) followed Roman legal tradition, and its legal language was Latin. Following the Roman departure from Britain circa 410 and the Anglo-Saxon invasion of Britain, the dominant tradition was instead Anglo-Saxon law, which was discussed in the Germanic vernacular (Old English) and written in Old English since circa 600, beginning with the Law of Æthelberht. Following the Norman invasion of England in 1066, Anglo-Norman French became the official language of legal proceedings in England for a period of nearly 300 years until the Pleading in English Act 1362 (and continued in minor use for another 300 years), while Medieval Latin was used for written records for over 650 years. Some English technical terms were retained, however (see Anglo-Saxon Law: Language and Dialect for details).

In legal pleadings, Anglo-Norman developed into Law French, from which many words in modern legal English are derived. These include *property*, *estate*, *chattel*, *lease*, *executor*, and *tenant*. The use of law French during this period had an enduring influence on the general linguistic register of modern legal English. That use also accounts for some of the complex linguistic structures used in legal writing. In 1362, the Statute of Pleading was enacted, which stated that all legal proceedings should be conducted in English (but recorded in Latin). This marked the beginning of formal legal English; law French continued to be used in some forms into the 17th century, although law French became increasingly degenerate.

From 1066, Latin was the language of formal records and statutes and was replaced by English in the Proceedings in Courts of Justice Act 1730. However, because only the highly educated were fluent in Latin, it never became the language of legal pleading or debate. The influence of Latin can be seen in a number of words and phrases such as *ad hoc*, *de facto*, *de jure*, *bona fide*, *inter alia*, and *ultra vires*, which remain in current use in legal writing (see Legal Latin).

In 2004, David Crystal proposed a stylistic influence on the English legal language. During the medieval period, lawyers used a mixture of Latin, French, and English. To avoid ambiguity, lawyers often offered pairs of words from different languages. Sometimes there was little ambiguity to resolve, and the pairs merely gave greater emphasis, becoming a stylistic habit. This is a feature of legal style that continues to the present day. Examples of mixed-language doublets are "breaking and entering" (English/French), "fit and proper" (English/French), "lands and tenements"

(English/French), and "will and testament" (English/Latin). Examples of English-only doublets are "let and hindrance" and "have and hold."

Modern English vocabulary draws significantly from Germanic languages, French, and Latin, the latter most often by way of French. These vocabularies are used preferentially in different registers, with words of French origin being more formal than those of Germanic origin and words of Latin origin being more formal than those of French origin. Thus, the extensive use of French and Latin words in legal English results in a relatively formal style.

Further, legal English is useful for its dramatic effect: for example, a subpoena compelling a witness to appear in court often ends with the archaic threat "Fail not, at your peril"; the "peril" is not described (being arrested and held in contempt of court), but the formality of the language tends to have a stronger effect on the recipient of the subpoena than a simple statement like "We can arrest you if you don't show up."

Renaissance  
Law College

## Unit – II

### Legal Terminology

#### Foreign Words and Phrases

*The following Latin words and phrases are often used in English:*

ab ante	before; in advance
ab initio	from the beginning
ab intestate	in the Civil Law
act in pais	a judicial or other act performed out of Court and not a matter of record
actum	a deed; something done
actus reus	wrongful act
ad alium diem	at another day
ad audiendum	to hear
ad hoc	arranged for the purpose or object
ad idem	tallying in the essential point
ad infinitum	without limit; to infinity
ad interim	in the meanwhile; temporarily
adjourn sine die	adjournment to unfixed future date
ad nauseam	disgusting extent
ad sectam	at the suit
ad valorem	according to the valuation
aequus	equal
aequitas	equally
a fortiori	all the more; with strong reason
agio	related to money-changing
alias	otherwise called
alibi	elsewhere
aliter	otherwise or in other words
aliunde	from another source
alleviare	in old records
alma mater	school attended
alter ego	the other self
a mensa et thoro	from table and bed; now means judicial separation
amicus curiae	a friend of the Court; an impartial adviser
animus	an intention; hostility
animus deserendi	intention to desert
animus domini	the intention of possession and ownership by entry or user
animus manendi	the intention of remaining
animus possidendi	intention of possess and exclude
animus revertendi	the intention of returning
anno Christi (A.C.)	in the year of Christ
anno Domini (A.D.)	in the year of our Lord
ante meridiem (a.m.)	before noon
a posteriori	an argument based on observation or experiment
a priori	an argument based on analogy or abstract consideration; from

argumentum ad hominem	the cause to the effect
argumentum ad baculum	argument of personal attack, not of reason
assensio mentium	a term of logic meaning argument of the stick i.e. of force, not of reason
au revoir	mutual consent
auter droit	till we meet again; bye-bye
autre fois acquit	the right of another
autrefois convict	when a person is acquitted, he cannot be afterwards indicted for the same offence
bona fides	when already convicted of the same crime, entitling the party proving it to a discharge
bona fide	genuine; in good faith
bona vacantia	good faith
breve	ownerless property; goods without an apparent owner in which no one claims a property
breve de necto	a writ
carte Blanche	a writ of right of estate
casus belli	complete freedom to do something
causa	act justifying war
causa causans	a cause
causa omissus	the immediate cause
cause celebre	a point unprovided for by a statute
causa mortis	a legal case that excites widespread interest
causa proxima	in respect of death
caveat	the immediate cause
caveat emptor	a warning enjoining from certain acts or practices
certiorari	let the person beware a prerogative writ of superior Court to call for the records of an inferior Court
certiorarified mandamus	for the records of an inferior Court
cesus belli	a merger of the two writs viz. certiorari and mandamus
cestui que trust	an occurrence giving rise to war
cestui que vie	the person who possess the equitable right to property and receives the rents thereof; the legal estate of which vested in a trustee
charge-d' affaires	the person for whose life the land is held
compos mentis	a person who represents
commercium	sound in mind
contra	commerce
coram non judice	against; on the other hand
corpus delicti	before one who is not the judge
culpa lata	the body of facts which constitute an offence
culpa levis	gross negligence
cypres	slight negligence
damage-feisant	near to it
damnosa haereditas	doing damage
damn um sine (abseque) injuria	an unprofitable inheritance
data	damage without injury i.e. damage caused without legal wrong
decree nisi	what is given
de die in diem	a decree to be made final unless a contingency happens
de facto	from day to day continuously
	in actual fact

de hors	outside of; unconnected with
de jure	in law; by legal right
de luxe	of high quality
de novo	anew; starting again
dictum	a statement of law made by a judge in the course of the decision of a case, but not necessary to the decision itself, and therefore, not of binding effect
divide et impera	divide and rule
dolt in capax	incapable of malice (children under seven years of age)
donatio mortis causa	a gift made in contemplation of death
ejusdem generis	of the same kind of nature
en masse	all together
en route	on the way to
en ventre sa mere	in its mother's womb
error	errata (pl. erratum)
et cetera	things of the same class as those which are contained in the list; and the rest
ex abundanti cautela	from abundant or excessive caution
ex cathedra	with official authority (from the chair)
ex contractu	actions arising out of breaches of contract
ex debito justitiae	as a matter of right
ex delicto	from the crime
exempli gratia (e.g.)	for example
ex facto jus oritur	the law arises out of the fact
ex gratia	as a matter of favour or grace
exit	way out
ex mero motu	of his own accord
ex officio	by virtue of an office
ex parte	one side only
ex post facto	made after the occurrence
extempore	spoken without preparation
ex turi causa	from a base cause
ex vi termini	from the force or meaning of the expression
factotum	a man of all work
facsimile	make it like; an extra copy a perfect copy
facta probantia	facts tending to prove or disprove
factum, probandum	the fact to be proved; the fact in issue
fait accompli	not reversible
fait enrolle	a deed enrolled
felo de se	a suicide
feme covert	a married woman
feme sole	an unmarried woman
fiat	a decree
filius nullius	the son of no one (an illegitimate son)
filius populi	the son of the people (an illegitimate son)
filium aquae	parting properties (the thread of middle of a stream)
flagrante delicto	in the very act of committing the crime
forum	a Court
functus officio	a person who has performed his duty
guardian ad litem	an infant defends proceedings by a guardian ad litem
habeas corpus	writ of the Court requiring arrested person to be bodily brought



haereditas Jacens	before it to investigate the legality of his detention
haeres factus	an inheritance not taken up
hic jacet	heir appointed by will
ibid; ibidem; id	here lies, (used of a dead person)
idem ad	in the same place, volume or case
idem per idem	of the same mind; agreed
id est (i.e.)	proof; illustration
idiot	that is (to say)
impasse	a feeble minded person
impedimenta	dead lock
imprimatur	baggage
in alio loco	a licence to print or publish
in arbitrio judicis	in another place
in articulo mortis	at the discretion of the judge
in camera	a dying declaration
in curia	a judge's private chamber; not in public
in esse	in Court
in extenso	actually existing
in extremis	at full length
in flagrante delicto	at the last gasp
in forma pauperis	caught in the act of adultery or crime
in futuro	as a poor person
in invitum	in the future
injuria sine damno	against a person's will
in limine	injury without damage
in loco parentis	at the outset
in memoriam	in place of parent
in pais	in memory of
in pari delicto	done without legal formalities
in pari materia (in pari causa)	when both parties are equally in fault
in personam	in an analogous cause, case or position
in presenti	in against a person
in re	at the present time; at once; immediately
in rem	in the matter of the expression
in situ	against the world : judgments which are conclusive not only
in situ pupillari	against the parties thereto but also against the whole world
in status quo	in its own place
inter alia	under guardianship
inter se	in the 'former position
inter vivos	among other things
in toto	among themselves
in transitu	between living persons
intra vices	totally; completely; entirely; wholly
in ventre sa mere	in course of transit
ipse dixit	within the power of
jus	in the mother's womb
jus ad rem	domatic statement resting on bare authority ipso facto by the
jus tertii	very nature of the case; by the very fact
	law or right
	an inchoate and imperfect right
	the right of third party



lex domicilii	the law of the place of a person's domicile
lex fori	the law of the place where an action is instituted
lex loci contractus	the law of the place where the contract was made
lex loci delicti	the law of the country where a tort has been committed
lex loci rei sitae	the law of the place where the thing is situate
lex mercatoria	the law of merchant
lex non scripta	the unwritten law
lex scripta	the statute law; the written law
lex talionis	the law of retaliation
lis pendens	during the pendency in any Court
loco citato (loc. cit.)	in that part of the work which has just been referred to
loco price	ex-warehouse price of good
locus in quo	the place where it is alleged a thing has been done or happened
locus regit actum	the place governs the act
locus standi	right to speak or intervene in a matter; recognised status; literally a place of stand on
locus tenens	one who lawfully executes the office of another
magnum opus	literally great composition; used for an artist's chief work
mala fide	in bad faith
mala in se	acts wrong in themselves
mala prohibita	acts prohibited by human laws
malitia prae cogita	malice aforethought
mandamus	literally means a command; an order of a most remedial nature; an order issued from the High Court directed to any person or corporation
mens rea	criminal intention or guilty mind
mesne profits	intermediate profits
meum et teum	mine and thine
misfeasance	an act of wrong doing
modus operandi	mode or method of working
modus vivendi	a way of life; the manner of living with necessary changes. This phrase is often used in legislation in applying or extending legislative provisions to same or similar circumstances or to same or similar subjects
mutatis mutandis	
nemo	no one; nobody
ne plus ultra	the highest point of perfection
nexus	bond; link or connection
nisi	unless
nisi prius	a trial before a judge with a jury
non compos mentis	not of sound mind
non est factum	it is not his deed
non obstante clause	notwithstanding clause
non-sequitur	does not follow
nota bene (N.B.)	note well; take notice
nudum pactum	a bare promise
null and void	of no legal effect
nuncupative will	an oral testament; any declaration
obiter dictum	incidental opinion, passing remark or remarks
onus probandi	burden of proof
ore tenus	by word of mouth
overt	open

par avion	by air
par excellence	without comparison
pari passu	along with; proportionately
participient criminus	sharer of crime
passim	passages; statements; opinions etc.
pater familias	head of the family
perante lite	during litigation
prima facie	at first sight; based on first impression
per anum	in the year
per capita	counting by heads
per curiam	the decisions arrived at by the Court consisting of two or more judges
diem jure	by the day
per jure	to cause to tell lie in a Court after saying that he will tell truth
per mensem	by the month
per pro	by procuration
per se	by itself, taken alone
persona designata	person pointed out as an individual
persona grata	an acceptable person
persona non grata	an unacceptable person
pon	consideration; price; premium
post mortem	after death
pro and con	reason for and against
pro have vice	for this occasion
proprio vigore	by its own force
pro rata	in proportion
pro tanto	for so much; to that extent
pro tempore	for the time being
proviso	a clause in a deed or section of a statute which limits or qualifies the principal clause
public juris	of public right
puisne	subordinate, inferior in rank
qua	in the character of
quantum meruit	as much as he had earned
quantum valebat	as much as they are worth
quod erat demonstrandum	which was the thing to be demonstrated
quid pro quo	something in return, consideration
quoad hoc	as to that
quondom	that which no longer has its former character
quorum	specified number of members forming a board competent to transact business
quo warranto	a prerogative writ which can be granted by the Supreme Court and High Courts to inquire from the other party by what authority he claimed or usurped the office, franchise or liberty in order to determine the right
raison d'etre	reason or justification for existence
ratio decidendi	reasons underlying a decision
referendum	a vote of electors on a particular matter or measure
res	a thing
res derelicta	an abandoned thing
res Integra	a matter not yet decided

res gestae	the fact involved in the determination of an issue
res judicator	a decision once rendered by a competent court on a matter in issue between the parties after a full enquiry should not be permitted to be agitated over again; a case or suit already decided
res nullius	a thing which has no owner
resume	summary
rule nisi	a rule or order upon condition that is to become absolute when cause is shown to the contrary
sans recourse	without recourse
savoir faire	the ability to do the right thing in any social situation
scienter	knowingly
secus	otherwise; to the contrary effect
seisin	the possession of land or chattels by one having title thereto
simpliciter	absolutely without qualification
sino anno	without date
sine die	to a date not at the moment fixed
sine qua non	an indispensable condition
solatium	a sum paid to an injured party over and above actual damage
spes successionis	the right of a person to succeed as heir on the death of another person
stare decisis	a judge seeking guidance from past decisions, but is not bound to follow them
status quo	the former state or decision
subjudice	under judicial consideration
subpoena	a writ ordering a person to appear in the Court of law under penalty
subrosa	secretly, literally under rose
suggestio falsi	misrepresentation
sui generis	of its own kind, unique
sui juris	of his own right
summum banum	the highest good
Suo motu	by itself
supressio veri	wilful concealment of truth
sus per coll	let him be hanged by the neck
terminus a quo	the starting point
terminus ad quem	the terminal point
terra firma	dry land; firm ground
testatum	a clause in a deed which witnesses the operative act to be effectuated by the deed
testimonium	a concluding part of a deed which generally begins with the words, 'in witness'.
tete-a-tete	an informal private conversation between two people
toties quoties	as often an occasion arises
tour de force	remarkable deed
transfer inter vivos	transfer between living persons
trespasser ab initio	trespasser from the beginning
uberrimae fidei	of the utmost good faith
ubi supra	in the place above (mentioned)
ullage	the quantity required to fill partly filled vessel
ultra vires	illegal; beyond one's power

vade mecum	a constant companion
vadium mortuum	a deep pledge; a mortgage
verbatim et literatim	word for word and letter for letter
verrus (v)	against
via media	a middle course
vicarious liability	liability of the master for the acts of the servant or agent done in the course of his employment
vice	in place of
vice versa	the order being reversed
vida	see; refer to
videlicet (viz.)	namely (that is to say)
vie	by way of; through
vinculum juris	legal bond
vires	authority or power
visa	an endorsement made on passport by the proper authority denoting that the bearer may proceed
vis-a-vis	the relationship of one or two persons or things to the other, when facing or situated opposite to each other
vis major	irresistible violence
viva voce	oral examination
volte face	a sudden change to an opposing set of plan of action
vox populi	the voice of the people
vox Dei	the voice of the God

### Important Legal Maxims With Their Easy Meaning

1. **Ab Initio** – From the beginning.
2. **Actionable per se** – The very act is punishable, and no proof of damage is required.
3. **Actio personalis moritur cum persona** – A personal right of action dies with the person. In other sense, if he dies, the right to sue is gone.
4. **Actori incumbit onus probandi** – The burden of proof is on the plaintiff. Read under [section 101 of the Indian Evidence Act](#).
5. **Actus me invito factus non est mens actus** – An act done by me against my will is not my act. Read with [section 94 of IPC](#).
6. **Actus non facit reum nisi mens sit rea** – An act does not make one guilty unless it is accompanied by a guilty mind.
7. **Actus reus** – Guilty act.
8. **Actus Reus Non Facit Reum Nisi Mens Sit Rea** – Conviction of a crime requires proof of a criminal act and intent. Or an act does not make a defendant guilty without a guilty mind. Or an act does not constitute guilt unless done with a [guilty intention](#).
9. **Ad hoc** – For the particular end or case at hand.
10. **Alibi** – At another place, elsewhere.
11. **Amicus Curiae** – A friend of court or member of the Bar who is appointed to assist the court.
12. **Ante Litem Motam** – Before suit brought; before controversy instituted, or spoken before a lawsuit is brought.
13. **Assentio mentium** – The meeting of minds, i.e. mutual assents.
14. **Audi alteram partem** – No man shall be condemned unheard.
15. **Bona fide** – In good faith.
16. **Bona vacantia** – Goods without an owner.
17. **Boni iudicis est ampliare jurisdictionem** – It is the part of a good judge to enlarge his jurisdiction, i.e. remedial authority.
18. **Caveat** – A caution registered with the public court to indicate to the officials that they are not to act in the matter mentioned in the [caveat without first giving notice](#) to the caveator.
19. **Caveat actor** – Let the doer beware.
20. **Caveat emptor** – Let the buyer beware.
21. **Caveat venditor** – Let the seller beware.
22. **Certiorari** – A writ by which orders passed by an inferior court is quashed.
23. **Communis hostis omnium** – They are common enemies of all. The common enemy of everyone.
24. **Corpus** – Body.
25. **Corpus delicti** – The facts and circumstances constituting a crime and Concrete evidence of a crime, such as a corpse (dead body).  
Also, it refers to the principle that 'a crime must be proved to have occurred before a person can be convicted of committing that crime.' (This definition is mostly used in Western Law.)
26. **Crimen trahit personam** – The crime carries the person. Read with [section 2 of IPC](#). In other words, it means wherever a person goes, and if he commits a crime there, then he will be covered by the provisions of the Indian Penal Code, that is, Interterritorial Jurisdiction.
27. **Damnum sine injuria** – Damages without injuries.



28. **De facto** – In fact.
29. **De jure** – By law.
30. **De minimis** – About minimal things.
31. **De Minimis Non Curat Lex** – The law does not govern trifles (unimportant things). Or law is not concerned with small or insignificant things/matters. Read with [section 95 of IPC](#). Or A common law principle whereby judges will not sit in judgment of extremely minor transgressions (offence, wrongdoings) of the law.
32. **De novo** – To make something anew.
33. **Dictum** – Statement of law made by the judge in the course of the decision but not necessary to the decision itself.
34. **Doli capax** – Capable of forming necessary intent to commit a crime. Read with [section 83 of IPC](#).
35. **Doli incapax** – Incapable of crime. Or incapable of forming the intent to commit a crime. Read with [section 82 of IPC](#).
36. **Detinue** – Tort of wrongfully holding goods that belong to someone else.
37. **Donatio mortis causa** – Gift because of death. Or a future gift given in expectation of the donor's imminent death and only delivered upon the donor's death.
38. **Estoppel** – Prevented from denying.
39. **Ex gratia** – As favour.
40. **Ex officio** – Because of an office held.
41. **Ex parte** – Proceedings in the absence of the other party.
42. **Ex post facto** – Out of the aftermath. Or after the fact.
- It is a law that retroactively changes the legal consequences (or status) of actions that were committed or relationships that existed before the enactment of the law. In criminal law, it may criminalise actions that were legal when committed; it may aggravate a crime by bringing it into a more severe category than it was in when it was committed; it may change the [punishment prescribed for a crime](#), as by adding new penalties or extending sentences; or it may alter the rules of evidence in order to make conviction for a crime likelier than it would have been when the deed was committed.*
43. **Falsus in uno falsus in omnibus** – It means false in one thing, false in everything. Read under [section 16 of the Indian Evidence Act](#). But this maxim is not followed in India, as held in the case of *Suchita Singh and Anr vs State of Punjab and Ors (2015)*.
44. **Fatum** – Beyond human foresight.
45. **Factum probandum** – It means *the facts that need to be proved*. This maxim is read under [section 3 of the Indian Evidence Act](#).
46. **Factum probans** – Relevant fact. In other words, it means *a fact or statement of facts offered in evidence as proof of another fact*. It is read under section 3 of the Indian Evidence Act.
47. **Fraus est celare fraudem** – It is a fraud to conceal a fraud.
48. **Functus officio** – No longer having power or jurisdiction.
49. **Furiosi nulla voluntas est** – Mentally impaired or mentally incapable persons cannot validly sign a will, contract, or form the frame of mind necessary to commit a crime. Or a person with mental illness has no free will.
50. **Furious absentis loco est** – A madman is like one who is absent. Read with [section 84 of IPC](#).
51. **Furiosis furore suo puiner** -A madman is best punished by his own madness.
52. **Furiosis nulla voluntas est** – A madman has no will.

53. **Habeas corpus** – A writ to have the body of a person to be brought in before the judge.
54. **Ignorantia facit docti excusat, Ignorance juris non-excusat** – Ignorance of fact is an excuse, but ignorance of the law is no excuse. Read with [sections 76](#) and [79 of IPC](#).
55. **Ignorantia juris non excusat** – Ignorance of law is not an excuse. Or ignorance of the law excuses no one. In other words, a person who is unaware of a law may not escape liability for violating that law merely because one was unaware of its content.
56. **Injuria sine damnum** – Injury without damage.
57. **Ipsa facto** – By the mere fact.
58. **In promptu** – In readiness.
59. **In lieu of** – Instead of.
60. **In personam** – A proceeding in which relief is sought against a specific person.
61. **Innuendo** – Spoken words that are defamatory because they have a double meaning.
62. **In status quo** – In the present state.
63. **Inter alia** – Among other things.
64. **Inter vivos** – Between living people (especially of a gift as opposed to a legacy).
65. **Interest Reipublicae Ut Sit Finis Litium** – It means it is in the interest of the state that there should be an end to litigation.
66. **Jus cogens** or **ius cogens** – Compelling law.
67. **Jus in personam** – Right against a specific person (or party). [section 43 of the Indian Evidence Act](#).
68. **Jus in rem** – Right against the world at large. Read under [section 43 of the Indian Evidence Act](#).
69. **Jus naturale** – [Natural law](#). Or in other words, a system of law based on fundamental ideas of right and wrong that is natural law.
70. **Jus Necessitatis** – It means a person's right to do what is required for which no threat of legal punishment is a dissuasion.
71. **Jus non scriptum** – Customary law.
72. **Jus scriptum** – Written law.
73. **Jus** – Law or right.
74. **Justitia nemini neganda est** – Justice is to be denied to nobody.
75. **Jus soli** – Right of soil.
76. **Jus sanguinis** – Right of blood or descent.
77. **Lex Fori** – The law of the country. The law of evidence is *lex fori*. It means the law of evidence is the law of the land where court proceedings are taken.
78. **Lex non a rege est violanda** – The law must not be violated even by the king.
79. **Locus standi** – Right of a party to an action to appear and be heard by the court.
80. **Mala fide** – In bad faith.
81. **Malum in se** or **Mala in se** (plural) – Wrong or evil in itself. Or *Mala in se* is 'a term that signifies crime that is considered wrong in and of itself.' For example, most human beings believe that murder, rape, and theft are wrong, regardless of whether a law governs such conduct or where the conduct occurs and is thus recognisably *malum in se*.
82. **Malum prohibitum** – In a way, opposite of *Malum in se*. It means 'crimes are criminal not because they are inherently bad, but because the act is prohibited by the law of the state.' For example, jurisdiction in India requires drivers to drive on the left side of the road. This is not because driving on



the right side of a road is considered immoral, but because the law says to drive on the left side and not on the right side.

**83. Mandamus** – ‘We command’. A writ of command issued by a higher court to government and public authority to compel the performance of public duty.

**84. Mens rea** – Guilty mind.

**85. Misnomer** – A wrong or inaccurate name or term.

**86. Modus operandi** – Way of working. Or mode of operation.

**87. Modus Vivendi** – Way of living.

**88. Mutatis Mutandis** – With the necessary changes having been made. Or with the respective differences having been considered.

**89. Nemo bis punitur pro eodem delicto** – Nobody can be twice punished for the same offence.

**90. Nemo debet bis vexari pro una et eadem causa** – It means no man shall be punished twice for the same offence.

**91. Nemo debet esse judex in propria causa** or **Nemo judex in causa sua** or **Nemo judex in sua causa** – Nobody can be the judge in his own case.

**92. Nemo moriturus praesumitur mentire** – A man will not meet his maker (God) with a lie in his mouth. Or, in other words, ‘no man at the point of death is presumed to lie.’ This maxim is related to [dying declaration](#).

**93. Nemo Potest esse tenens et dominus** – Nobody can be both a landlord and a tenant of the same property.

**94. Nolle prosequi** – A formal notice of abandonment by a plaintiff or prosecutor of all or part of a suit.

**95. Novation** – Transaction in which a new contract is agreed by all parties to replace an existing contract.

**96. Nullum crimen sine lege, nulla poena sine lege** – There must be no crime or punishment except in accordance with fixed, predetermined law. In other words, there must be no punishment without law.

**97. Nunc pro tunc** – Now for then. A ruling *nunc pro tunc* applies retroactively to correct an earlier ruling.

**98. Non Sequitur** – A statement (such as a response) that does not follow logically from or is not clearly related to anything previously said.

**99. Obiter dictum** – Things said by the way. It is generally used in law to refer to an opinion or non-necessary remark made by a judge. It does not act as a precedent.

In other words, Obiter dictum means “that which is said in passing,” an incidental statement.

Specifically, in law, it refers to a passage in a judicial opinion that is not necessary for the decision of the case before the court. Such statements lack the force of precedent but may nevertheless be significant.

**100. Onus probandi** – Burden of proof. Read under [section 102 of the Indian Evidence Act](#).

**101. Pacta Sunt Servanda** – Agreements must be kept. Or Agreements are legally binding. In international agreements it means ‘every treaty in force is binding upon the parties to it and must be performed by them in good faith.’

**102. Pari passu** – With an equal step.

**103. Particeps criminis** – A participator in the actual crime/partner in crime.

**104. Per curiam** (decision or opinion) – By the court. In other words, the decision is made by the court (or at least, a majority of the court) acting collectively.

**105. Per se** – By itself.

**106. Persona non grata** – A person who is unacceptable or unwelcome.

Opposite of *persona non grata* is **persona grata**.

Also, in diplomacy, a *persona non grata* is a foreign person whose entering or remaining in a particular country is prohibited by that country's government.

**107. Potior est conditio possidentis** – It means in equal fault (better is the condition of the possessor). Read under [section 110 of the Indian Evidence Act](#).

**108. Prima facie** – At first sight. Or on the face of it.

**109. Alimony** – A husband's (or wife's) provision for a spouse after separation or divorce; [maintenance](#).

**110. Palimony** – Money which a man pays to a woman with whom he has been living and from whom he is separated. Palimony has slightly different meanings in different jurisdictions.

**111. Per curiam** – By a court.

**112. Per incuriam** – Because of lack of care.

**113. Quantum meruit** – What one has earned. Or the amount he deserves. In other words, A reasonable sum of money to be paid for services rendered or work done when the amount due is not stipulated (specified, written down) in a legally enforceable contract.

**114. Qui facit per alium, facit per se** – He who acts through another acts himself.

In simple words, It is a fundamental legal maxim of the law of agency. It is a maxim often stated in discussing the liability of the employer for the act of employee in terms of vicarious (indirect, secondhand) liability.

**115. Qui peccat ebrius luat sobrius** – He who does wrong when drunk must be punished when sober. Read with [section 86 of IPC](#).

**116. Quid pro quo** – Something for something.

**117. Qui sentit commodum, sentire debet et onus** – It means he who receives advantage [must also bear the burden](#).

**118. Quo warranto** – By what authority. A writ calling upon one to show under what authority he holds or claims a public office.

**119. Quod necessitas non habet legem or Necessitas non habet legem** – Necessity knows no law. Read with [section 81 of IPC](#).

**120. Ratio decidendi** – Principle or reason underlying a court judgement. Or the rule of law on which a judicial decision is based.

**121. Respondeat superior** – Let the master answer. For example, there are circumstances when an employer is liable for acts of employees performed within the course of their employment. This rule is also called the master-servant rule.

Or let the principal answer. In other words, it means to hold the employer or the principal legally responsible for the wrongful acts of an employee or agent committed within the scope of the employment or agency.

**122. Res ipsa loquitur** – The thing speaks for itself. Read under [section 106 of the Indian Evidence Act](#).

**123. Res Judicata** – A matter already judged. In other words, it means *a matter finally decided by a competent court on the basis of merits*. Read under [section 40 of the Indian Evidence Act](#).

**124. Res Judicata Pro Veritate Accipitur** – It means that a judicial decision must be accepted as correct.

**125. Rex non protest peccare** – The king can do no wrong.

**126. Salus populi est suprema lex or Suprema lex salus populi** – The welfare of the people is the supreme law. In other words, it means public welfare is the highest law. Read under [section 123 of Evidence Act](#).

**127. Status quo** – State of things as they are now.

**128. Sine die** – With no day (indefinitely).

**129. Sine qua non** – “Without which nothing”. An essential condition. A thing that is absolutely necessary. Basically a component of an argument that, if debunked, causes the entire argument to crumble.

**130. Suo Motu** – On its own motion.

**131. Uberrima fides** (sometimes **uberrimae fidei**) – Utmost good faith.

**132. Ubi jus ibi remedium** – Where there is a right, there is a remedy.

**133. Veto** – Ban or order not to allow something to become law, even if it has been passed by a parliament.

**134. Vice versa** – Reverse position.

**135. Vis major** – Act of God.

**136. Volenti non fit injuria** – Damage suffered by consent gives no cause of action. Or harm caused with consent cannot be considered an injury. Read with [section 87 of IPC](#).

In other words, If someone willingly places himself in a position where he knows that harm might result, then he is not able (allowed) to bring a claim against the other party in tort or delict (a violation of the law).

**137. Vox populi** – Voice of the people. Or the opinion of the majority of the people.

**138. Waiver** – Voluntarily giving up or removing the conditions.

## Terms Used In Civil & Criminal Law

### A

**AKA:** "Also known as". Used to list aliases or another name, or another spelling of a name used by a person.

**Accelerated Rehabilitation:** Also called AR. A program that gives persons charged with a crime or motor vehicle violation for the first time a second chance. The person is placed on probation for up to two years. If probation is completed satisfactorily, the charges are dismissed.

**Acknowledgment:** The signature of a clerk or attorney certifying that the person signing the document has signed by his or her free act and for the purposes set forth therein.

**Action:** Also called a case or lawsuit. A civil judicial proceeding where one party sues another for a wrong done, or to protect a right or to prevent a wrong.

**Adjournment:** Postponement of a court session until another time or place.

**Adjudication:** A decision or sentence imposed by a judge.

**Adjudicatory Hearing:** Juvenile court proceeding to determine whether the allegations made in a petition are true and whether the child/youth should be subject to orders of the court.

**Adult Court Transfer:** The transfer of juveniles who are at least fourteen years old to regular criminal dockets in Geographical Area or Judicial District courts. Also involves the transfer from a Juvenile Detention Center to the State Department of Correction.

**Adult Probation:** A legal status, applied to people 16 years of age and older, who have been convicted of a crime and placed under the supervision of a probation officer for a period of time set by the court.

**Affirmation:** Declaring something to be true under the penalty of perjury by a person who will not take an oath for religious or other reasons.

**Affidavit:** A written statement made under oath, swearing to the truth of the contents of a document.

**Alcohol Education Program:** A pre-trial program for first time offenders charged with driving a motor vehicle under the influence of alcohol.

**Alford Doctrine:** A plea in a criminal case in which the defendant does not admit guilt, but agrees that the state has enough evidence against him or her to get a conviction. Allows the defendant to enter into a plea bargain with the state. If the judge accepts the Alford Plea, a guilty finding is made on the record.

**Alimony:** Money a court requires one spouse to pay the other spouse for support before and/or after the divorce is granted. If you do not ask for alimony at the final hearing, you can never get it in the future.

**Allegation:** Saying that something is true. The assertion, declaration or statement of a party in a case, made in a pleading.

**Alternate Juror:** A juror selected as a substitute in case another juror must leave the jury panel.

**Alternative Detention Program:** Programs operated by service providers under the Office of Alternative Sanctions used to detain juveniles instead of in a Juvenile Detention Center.

**Alternative Dispute Resolution:** Also called ADR. Any method used to resolve disputes other than traditional trial proceedings. For example, mediation. ADR programs speed up the disposition of civil cases.

**Alternative Incarceration Center:** Also called AIC. A community based program that provides monitoring, supervision and services to people who would otherwise be incarcerated.

**Alternative Sanctions:** Criminal punishment that is less restrictive than incarceration.

**Amicus Curiae brief:** A Latin term meaning “friend of the court.” An Amicus Curiae brief is filed by someone who is not a party to a case but has an interest in its outcome. A person who wants to file an amicus curiae brief usually has to get the court’s permission to do so.

**Annulment:** A court order declaring that a marriage is invalid.

**Answer:** A court document, or pleading, in a civil case, by which the defendant responds to the plaintiff’s complaint.

**Appeal:** Asking a higher court to review the decision or sentence of a trial court because the lower court made an error.

**Appeal Bond:** Money paid to the court while taking an appeal to cover costs and damages to the other party, if the appeal is not successful.

**Appearance:** The official court form filed with the court clerk which tells the court that you are representing yourself in a lawsuit or criminal case or that an attorney is representing you. All court notices and calendars will be mailed to the address listed on the form. When a defendant in a civil case files an appearance, the person is submitting to the court’s jurisdiction.

**Appellant:** The party appealing a decision or judgment to a higher court.

**Appellee:** The party against whom an appeal is taken.

**Arbitration:** Submitting a case or dispute to designated parties for a decision, instead of using a judge.



**Arraignment:** The first court appearance of a person accused of a crime. The person is advised of his or her rights by a judge and may respond to the criminal charges by entering a plea. Usually happens the morning after a person is arrested.

**Arrest:** When a person is taken into custody by a police officer and charged with a crime.

**Arrearages:** Money for alimony and/or child support, which is overdue and unpaid.

**Assignment List:** A printed list of cases to be presented to the court for hearing.

**Assistant Attorney General:** An attorney who represents a state agency in civil cases.

**Attachment:** A lien on property or assets to hold it to pay or satisfy any final judgment.

**Attorney of Record:** Attorney whose name appears in the permanent records or files of a case.

**Automatic Orders:** Court orders that take effect when a divorce or custody case is started.

## **B**

**Bail:** Also called **Bond**. Money or property given to the court for the temporary release of a defendant, to ensure that the defendant will return to court.

**Bail Bondsperson:** A person who lends money to a defendant to pay for bail.

**Bail Commissioner:** A state-appointed person who may set the amount of bond for persons detained at a police station prior to arraignment in court, and who recommends to the court the amount of bond that should be set for the defendant on each criminal case.

**Bar:** Refers to attorneys as a group.

**Best Interest of the Child:** The standard a judge uses to decide custody and visitation issues.

**Bench Warrant:** Court papers issued by the judge, "from the bench," for the arrest of a person.

**Bond:** Also called bail. Money or property given to the court for the temporary release of a defendant, to ensure that the defendant will return to court. There are two kinds of bonds:  
Non-financial bonds:

a) Non-surety bond where the defendant's signature alone guarantees the amount of bond and the defendant is not required to post any property or retain the services of a professional bail bondsperson as collateral.

b) Promise to appear.

**Surety bond:** The court requires cash, real estate or a professional bail bondsperson's signature as collateral before releasing the defendant back into the community. (The court may allow the defendant to post ten percent of the bond in cash to secure his or her release.)

**Bond Forfeiture (calling the Bond):** If the defendant fails to appear in court as scheduled, the judge may order the bond forfeited (paid to the state) and the defendant rearrested.

**Bond Review:** A hearing for a judge to decide if the defendant's bond amount needs to be changed.

**Bondsman:** A surety; one who has put up cash or property as collateral before a defendant may be released.

**Brief:** A written document prepared by a lawyer or party on each side of a dispute and filed with the court in support of their arguments.

**Broken Down Irretrievably:** The most common reason for granting a divorce. It means there is no hope of the husband and wife getting back together again. Also known as "no-fault" divorce.

## C

**Calendar:** A list of court cases scheduled for a specific date and time; the civil and family court docket.

**Calendar Call:** The calling of cases scheduled for the day, usually done at the beginning of each court day.

**Capias Mittimus:** A civil arrest warrant used to get a person physically into court to respond to a specific case or claim.

**Capital Felony:** A criminal offense in which the death penalty may be imposed. Effective April 25, 2012, this term was replaced in the General Statutes with murder with special circumstances. (C.G.S. 53a-54b).

**Case:** A lawsuit or action in a court.

**Case Conference:** A meeting scheduled by the court to review the case.

**Case File:** The court file containing papers submitted in a case.

**Case Flow Coordinator:** A person who keeps track of your case and supervises the scheduling of hearings and trials.

**Central Transportation Unit:** Persons in the Division of Juvenile Detention Services who provide safe and secure transportation services for juveniles detained at Juvenile Detention Centers, Alternative Detention Program and Girls' Detention Program.

**Certify:** To testify in writing; to make known or establish as a fact.

**CGS:** Abbreviation for Connecticut General Statutes

**Challenge:** Rejecting a potential juror.

**Charge:** Formal accusation of a crime.



**Charge to Jury:** In trial practice, an address delivered by the court to the jury at the close of the case instructing the jury as to what principles of law they are to apply in reaching a decision. Civil | Criminal

**Chattels:** All property except real property; personal property. For example: jewelry, clothing, furniture, and appliances.

**Child:** Any person under the age of sixteen (16) years of age.

**Child Support:** Money paid by a parent to help meet the financial needs of a child.

The "Chip Smith Charge" is an instruction to deadlocked jurors in civil and criminal cases, urging those jurors who disagree with the majority vote to reexamine the majority views in an effort to reach a unanimous verdict.

**CIP: Children in Placement-** a voluntary program in Juvenile Court, which monitors neglect, cases.

**Civil Action:** A lawsuit other than a criminal case usually filed in a Judicial District courthouse. Includes family actions (divorces, child support, etc) and small claims cases, although these are both separately designated.

**Claim:** In civil cases, the statement of relief desired.

**Classification and Program Officer:** Also called CPO. A person who provides classification, program, counseling and recreational services to detained juveniles. May attend certain court hearings in Juvenile Matters and provide reports.

**Common Law:** Laws that develop through case decisions by judges. Not enacted by legislative bodies.

**Community Service:** Work that convicted defendants are required to perform in order to repay the community for the harm caused to the community by the crime.

**Community Services Coordinator:** The person who refers a defendant to community service work and supervises the defendant's completion of that work.

**Community Service Labor Program:** Also called CSLP. A community service program for persons charged with drug offenses. Upon successful completion of the community service sentence, the criminal case is dismissed.

**Complaint:** A legal document that tells the court what you want, and is served with a summons on the defendant to begin the case.

**Conditional Discharge:** A disposition, in criminal cases, where the defendant must satisfy certain court-ordered conditions instead of a prison term.

**Contempt of Court:** A finding that someone disobeyed a court order. Can also mean disrupting court, for example, by being loud or disrespectful in court.

**Continuance:** The adjournment or postponement of a court case to another day.

**Continuance Date:** Date on which the case will next be heard in court.

**Contract:** A legally enforceable agreement between two or more persons or parties.

**Conviction:** To be found guilty of committing a crime.

**Costs:** Expenses in prosecuting or defending a case in court. Usually does not include attorney's fees.

**Count:** The different parts of a complaint, which could each be a basis or grounds for the lawsuit.

**Counter Claim:** A claim by the defendant in a civil action that the defendant is entitled to damages or other relief from the plaintiff.

**Court-Appointed Attorney:** An attorney who is asked by the court (judge) to either represent a party to the case, or to serve in some other capacity that the case requires.

**Court Clerk:** The person who maintains the official court record of your case. The court clerks' office receives all court papers and assigns hearing dates.

**Court Interpreter:** The person who translates court hearings from English to another language. Provided at state expense in all criminal cases and in cases enforcing child support orders, if requested. No interpreter is available for divorce or any other civil case.

**Court Monitor:** The person who prepares a written record of the court hearing for a fee, if requested, from audiotapes made during the hearing.

**Court Reporter:** The person who records everything said during the court hearing on a stenograph machine and prepares a written record for a fee, if requested.

**Court Services Officer:** A person who assists the judge and oversees cases as they go through the court.

**Court Trial:** Trial by a judge, rather than by a jury.

**Crime Victim Compensation Program:** Awards money to crime victims and their families for medical, mental health, dental, funeral expenses, lost wages and loss of support.

**Cross-Examination:** Questioning by a party or the attorney of an adverse party or a witness.

**Custody:** A court order deciding where a child will live and how decisions about the child will be made. Parents may ask for any custody arrangement that they believe is in the best interest of their child.

**Custody Affidavit:** A sworn statement containing facts about a child involved in a case, including full name of the child, date of birth, current and past residences and other information as may be required by law.

## D

**Damages: Money a party receives as compensation for a legal wrong.**

**Day Incarceration Center:** Also called DIC. A community based program that provides monitoring, supervision and services to people who would otherwise be incarcerated. Day Incarceration Center clients are supervised during the daytime hours, seven days per week.

**Declaration:** An unsworn statement of facts made by a party to the transaction, or by one who has an interest in the facts recounted.

**Default:** To fail to respond or answer to the plaintiff's claims by filing the required court document; usually an Appearance or an Answer.

**Defendant:** In civil cases, the person who is given court papers, also called a respondent. In criminal cases, the person who is arrested and charged with a crime.

**Delinquent:** In civil or family cases, failing to pay an amount of money when due. In juvenile cases, a child who violated a law, local ordinance, or an order of the Superior Court.

**Deposition:** Testimony of a witness taken, under oath, in response to another party's questions. Testimony given outside the courtroom, usually in a lawyer's office. A word for word account (transcript) is made of the testimony.

**Detention Hearing or Detention Release Hearing:** A hearing on the first business day after a juvenile is admitted to juvenile detention concerning the legality and appropriateness of continued detention of the juvenile. The detention decision must be reviewed at least every fifteen days.

**Discovery:** A formal request by one party in a lawsuit to disclose information or facts known by other parties or witnesses.

**Dismissal:** A judge's decision to end the case.

**Dismissal Without Prejudice:** A judge's decision to end the case which permits the complainant or prosecutor to renew the case later. In contrast, dismissal "with prejudice" prevents the complainant or prosecutor to bring or maintain the same claim or action again.

**Dispose:** Ending a legal case or a judicial proceeding.

**Disposition:** The manner in which a case is settled or resolved.

**Dissolution:** The legal end of a marriage, also called a divorce.

**Diversionary Programs:** Community based programs that are used to keep eligible, convicted criminal offenders out of prison.

**Docket:** A list of cases scheduled to be heard in court on a specific day or week.

**Docket Number:** A unique number the court clerk assigns to a case. It must be used on all future papers filed in the court case. Each docket number starts with two letters that tell the type of case. CI = criminal infraction; CR = criminal case; CV = civil case; FA = family case; MI = motor vehicle infraction; MV= motor vehicle case; SC = small claims.

**Domicile:** The permanent home of a person. A person may have several residences, but only one domicile.

**Drug Court:** A Special Session of the Superior Court that is responsible for hearing cases involving charges of drug offenses.

## **E**

**Education Program:** A program for family violence offenders that, if granted and successfully completed, results in dismissal of criminal charges (C.G.S. §46b-38c).

**Ejectment:** A legal case filed against someone who is a holdover tenant (someone who remains after the expiration of a lease).

**Electronic Monitoring:** An electronic system that provides the Probation Officer or Bail Commissioner a report about whether the offender has left home during the time when the offender was required to remain at his or her home.

**Emancipated Minor:** A person under the legal majority age of 18 who is granted most rights and legal privileges of an adult (C.G.S. §46b-150, et seq.).

**Emancipation:** The release of a youth from the legal authority and control of the youth's parents and the corresponding release of the youth's parents from their obligations to the youth.

**Eminent Domain:** The legal process by which private property is taken for public use without the consent of the owner.

**Eviction:** Legally forcing a tenant out of rented property. (Housing Publications)

**Evidence:** Testimony, documents or objects presented at a trial to prove a fact.

**Ex Parte:** Done for, or at the request of, one side in a case only, without prior notice to the other side.

**Execution Suspended:** A prison sentence that is suspended in whole or in part provided certain conditions of probation or conditional discharge are met by the defendant.

## **F**

**Failure to Appear:** In a civil case, failing to file an Appearance form. In a criminal case, failing to come to court for a scheduled hearing.

**Family Relations Counselor:** A person who mediates disagreements and negotiates agreements in custody, visitation and divorce cases. At the request of the judge, a family relations counselor may evaluate a family situation by interviewing each parent and the children in the family. The family relations counselor then writes a report for the judge, making recommendations about custody and visitation. Works in the Family Services Office.

**Family Support Magistrate:** A person who decides cases involving child support and paternity. Can also enforce court orders involving paternity, child support and alimony.

**Family Violence Education Program:** A program for family violence offenders that if successfully completed, results in the dismissal of criminal charges.

**Family Violence Victim Advocate:** A person who works with domestic violence victims to determine their needs and inform them of their rights and resources available to them.

**Family With Service Needs:** Also called FWSN. A family that includes a child, who (a) runs away without just cause, (b) is beyond the control of his/her parents/guardian, (c) has engaged in indecent or immoral conduct, and/or (d) is a truant or continuously defiant of school rules and regulations.

**Felony:** Any criminal offense for which a person may be sentenced to a term of imprisonment of more than of one year.

**Felony Murder:** A murder committed while the person is also committing a felony.  
**Filing:** Giving the court clerk legal papers which become part of the case file.

**Financial Affidavit:** Short | Long - A sworn statement of income, expenses, property (called assets) and debts (called liabilities).

**Finding:** The court's or jury's decision on issues of fact.

**Foreclosure:** A court order ending the legal ownership of property.

**Foreman:** An elected member of a jury who delivers the verdict to the court.

## **G**

**Garnishment:** A court order to collect money or property. For example, a garnishment may be issued to an employer to pay part of an employee's wages to someone else to pay a debt or judgment.

**GA - Geographical Area:** Geographical Area. The court location where motor vehicle and most criminal cases are heard. There are 22 Geographical Areas in Connecticut.

**Grievance:** A complaint filed against an attorney or judge, claiming an ethics violation.

**Guardian:** A person who has the power and duty to take care of another person and/or to manage the property and rights of another person who is considered incapable of taking care of his or her personal affairs.

**Guardian Ad Litem:** A person, usually a parent, appointed by the court to represent a child or unborn person in a court case. If a family member is not available, a judge may appoint an attorney.

## **H**

**Habeas Corpus:** A court order used to bring a person physically before a court in order to test the legality of the person's detention. Usually, it is directed to the official or person detaining another, commanding him to bring the person to court for the judge to determine if that person has been denied liberty without due process of law.

**Hearsay:** Testimony given by a witness who tells second or third hand information.

**Honor Court:** A program of outpatient group therapy for alcohol abusers.

**Housing Specialist:** A person who provides pretrial mediation of landlord/tenant cases to reach settlement. Also provides information about community resources to litigants.

**Hung Jury:** A jury whose members cannot reconcile their differences of opinion and thus cannot reach a verdict.

## **I**

**Incarceration:** Confinement to a state correctional institute or prison.

**Income Withholding Order:** A court order to deduct child support or alimony payments from someone's wages. All child support court orders must include an income withholding order unless both parents ask the judge not to.

**Indigent:** Someone without enough money to either support himself or herself or his or her family. Someone who cannot afford to pay certain fees required by the court. (Civil, Family, Housing | Juvenile)

**Information (the):** In a criminal case, the formal court document in the clerk's file, which contains the charges, dates of offenses, bond status, continuance dates and disposition.

**Infraction:** A case where the fine may be paid by mail and usually the person does not have to appear or come to court. For example, a speeding ticket. (Infractions Schedule)

**Injunction:** A court order to stop doing or to start doing a specific act.

**Interpreter:** The person who correctly translates court hearings from a second language to English. An interpreter is provided at no cost to the person who needs the interpreter in all



cases where the person's life, freedom, children or housing are at risk of being taken away. Interpreters are also provided for criminal and child support cases.

**Interrogatory:** Formal, written questions used to get information from another party in a lawsuit.

**Investigatory Grand Jury:** A judge, constitutional state referee or any three judges of the Superior Court, appointed by the Chief Court Administrator to conduct an investigation into the commission of a crime or crimes.

## **J**

**Judge:** A person who hears and decides cases for the courts. Appointed by the governor for a term of eight years and confirmed by the General Assembly.

**Judgment:** A court decision. Also called a decree or an order.

**Judgment File:** A permanent court record of the court's final disposition of the case.  
**JD - Judicial District:** Connecticut has 13 judicial districts (JD) in which civil, criminal, family and juvenile matters are heard. Civil jury, civil non-jury, administrative appeals and family matters generally are heard in a JD courthouse.

**Juris Number:** An identification number assigned to each attorney in Connecticut.

**Jurisdiction:** Power and authority of a court to hear and make a judgment in a case.

**Juror:** Member of a jury.

**Jury Charge:** The judge's formal instructions on the law to the jury before it begins deliberations.

**Jury Instructions:** Directions given by the judge to the jury concerning the law of the case. (Civil | Criminal)

**Juvenile Court:** Also called Superior Court for Juvenile Matters. A special division of the Superior Court designated to hear all cases concerning uncared for, dependent children and youth and delinquents. All juvenile court proceedings and case records are confidential and are not public information.

**Juvenile Delinquent:** A person under the age of 16 who commits a criminal act.

**Juvenile Detention:** State facility to provide for the temporary care of a child who alleged to be delinquent and who requires a physically restricted, secure environment.

**Juvenile Detention Center:** A secure facility for juveniles operated by the Division of Juvenile Detention Services of the Connecticut Judicial Branch, open 24 hours a day, 7 days a week.

**Juvenile Detention Officer:** Also called JDO. A person who works within a Juvenile Detention Center.



**Juvenile Matters:** All cases concerning uncared for, neglected or dependent children and youth, termination of parental rights of children committed to a state agency, matters concerning families with service needs, contested matters involving termination of parental rights or removal of guardian transferred from the Probate Court and the emancipation of minors. It does not include guardianship or adoption cases, or matters affecting property rights of any child or youth over which the Probate Court has jurisdiction. The Probate Court hears appeals concerning adoption, termination of parental rights and removal of a parent as guardian are included. Juvenile matters in the criminal session include all cases concerning delinquent children in the state.

**Juvenile Probation:** Placement of an adjudicated delinquent under the supervision of a juvenile probation officer.

**Juvenile Transportation Officer:** Also called JTO. A person who provides safe transportation services for juveniles in custody.

## **L**

**Law Librarian:** Court staff who maintain legal reference and research materials for public use.

**Legal Aid or Legal Services:** Free legal representatives in civil cases for income eligible persons. Call 1-800-453-3320 to apply.

**Legal Custody:** Relationship with a child created by court order which gives a person legal responsibility for the physical possession of a minor and the duty to protect, care for and discipline the child.

**Legal Separation:** A court order describing the conditions under which two married people will live separately.

**Lien:** A charge, hold, or claim upon property of another as security for a debt.

**Lis Pendens:** A pending lawsuit. Jurisdiction or control that courts have over property in a case waiting for final disposition. A notice of lis pendens is filed on the land records.

**Litigant:** A party to a case.

**Lockout:** Illegally forcing a tenant out of rented property, usually by changing the locks on the doors.

## **M**

**Magistrate:** A person who is not a judge but who is authorized to hear and decide certain types of cases. For example, family support magistrates hear cases involving child support.

**Mandamus:** An order directed to a private corporation, or any of its officers, or to an executive, administrative or judicial officer, or to a lower court, commanding the performance of a particular act.

**Marshal:** The persons responsible for courthouse security including the metal detectors at the entrance of each courthouse and maintaining order in each courtroom. A marshal can also serve (give copies of) legal papers to the other people named in a lawsuit.

**Mediation:** A dispute resolution process in which an impartial third party assists the parties to voluntarily reach a mutually acceptable settlement.

**Minor:** A person under age 18, the age of legal majority.

**Misdemeanor:** A crime that carries a maximum penalty of one year and/or a \$2,000 fine.

**Mitigating Circumstances:** Circumstances that may be considered to reduce the guilt of a defendant. Usually based on fairness or mercy.

**Mittimus Judgment:** Also called a Mitt. The formal document prepared by the court clerk to present a convicted defendant in a criminal case to the Department of Correction for incarceration.

**Modification:** Request to change a prior order. Usually requires showing a change in circumstances since the date of the prior order.

**Motion:** Usually written request to the court in a case. Filed with the clerk's office.

**Movant:** The person who filed the motion, or request, to the court.

**Moving Party:** The person making the request to the court in a case.

**Murder with Special Circumstances:** A type of murder for which the penalty is life imprisonment without the possibility of release. (C.G.S. 53a-54b and 53a-35a).

## **N**

**Ne Exeat:** A legal paper requesting that a person be required to remain within the jurisdiction of the court (either through incarceration or posting of a bond.)

**Neglected Minor:** A child or youth who has (a) been abandoned, (b) is being denied proper attention, (c) is being permitted to live under conditions injurious to his/her well being, or (d) has been abused.

**No Contact Order:** A court order that prohibits contact by a defendant with a victim; can be ordered by a judge, a bail commissioner, a probation officer or a parole officer.

**No Fault Divorce:** The most common kind of divorce, where no one needs to prove that the husband or the wife is at fault, or caused the marriage to end. Described as "broken down irretrievably".

**Nolle:** Short for nollo prosequi, which means "no prosecution". A disposition of a criminal or motor vehicle case where the prosecutor agrees to drop the case against the defendant but keeps the right to reopen the case and prosecute at any time during the next thirteen months. The nolle is entered on the court record and the defendant is released from custody. If the defendant stays out of trouble during the thirteen months, the case is removed from the official court records.

**Nolo Contendere:** It means "no contest". A plea in a criminal case that allows the defendant to be convicted without admitting guilt for the crime charged. Although a finding of guilty is entered on the criminal court record; the defendant can deny the charges in a civil action based on the same acts.

**No Contest:** A plea in a criminal case that allows the defendant to be convicted without admitting guilt for the crime charged. Also called nolo contendere. Although a finding of guilty is entered on the criminal court record, the defendant can deny the charges in a civil action based on the same acts.

**Non-Suit:** Vacating a case by the court, usually for failure to prosecute.

**Notarize:** To formally complete a document by acknowledgement or oath.

## **O**

**Oath:** To swear/affirm to the truth of a statement/document.

**Office of Adult Probation:** A division within the Judicial Branch. The primary responsibilities of the Office of Adult Probation are to supervise persons placed on probation, to conduct investigations for the court to provide background information on convicted offenders and to conduct eligibility investigations for special programs.

**Order:** A written direction of a court or judge to do or refrain from doing certain acts.

**Order to Detain:** An order signed by a judge of the Superior Court authorizing admission of a juvenile to a Juvenile Detention Center, pending a hearing on the next business day.

**Order of Detention (Detention Order):** An order issued by a judge of the Superior Court finding that there is probable cause that a juvenile committed an offense or a violation of a court order and ordering that the juvenile be held in a Juvenile Detention Center or some alternative facility until further order of the court.

**Orders of Temporary Custody:** Also called an OTC. Court order placing a child or youth in the short-term legal custody of an individual or agency authorized to care for juveniles.

## **P**

**Parcel:** A tract or a plot of land.

**Parenting Education Program:** A mandatory program for persons involved in a divorce with children or a custody or visitation case. Must be attended within 60 days of the return date on the summons.

**Parole:** Release from incarceration after serving part of a sentence.

**Parties:** The people or legal entities that are named as plaintiff(s) and defendant(s) on legal papers.

**Party:** A person or legal entity that is named as a plaintiff or defendant on legal papers.

**Paternity:** Legal fatherhood.

**Pendente lite order:** A court order made before final orders are granted.

**Peremptory Challenge:** The rejection of a prospective juror by the attorneys in a case, without having to give a reason. State law defines the number of peremptory challenges available.

**Perjury:** Making false statements under oath.

**Petition:** A formal written request to a court, which starts a special proceeding. In juvenile court, the legal document which specifies the complaint against the juvenile and/or family; it includes the name, age and address of the minor and his/her guardian, as well as the statutory grounds and facts upon which the request for the court intervention is based.

**Petitioner:** Another word for plaintiff, the person starting the lawsuit.

**Plaintiff:** The person who sues or starts a civil case, also called the petitioner or the complainant.

**Plea:** An accused persons answer to a criminal charge. For example: not guilty; guilty; no contest.

**Plea Bargain:** The agreement a defendant makes with the prosecutor to avoid a trial. Usually involves pleading guilty to lesser charges in exchange for a lighter sentence.

**Pleadings:** The court documents filed with the court by the parties in a civil or criminal case. For example: motion to dismiss; motion for modification.

**Posting Bond:** To pay the court ordered bond amount with cash or property.

**Post Judgment:** Any request to a court or action by a judge after a judgment in a case.

**Practice Book:** Contains the rules of court and forms which must be followed in all Connecticut court cases. Available in all courthouse law libraries.

**Pre-Sentence Investigation:** Also called PSI. A background investigation conducted by a probation officer on a person who has been convicted of a criminal offense.

**Pretrial:** In a civil case, a conference with a judge or trial referee to discuss discovery and settlement. In a criminal case, a conference with the prosecutor, defense attorney and judge to discuss the case status and what will happen next.

**Pretrial Hearing:** Conference with attorneys to determine scope of possible trial with view toward resolving issues through agreement.

**Probable Cause Hearing:** A hearing held before a judge in criminal cases to determine if enough evidence exists to prosecute. The probable cause hearing must be conducted within 60 days of the filing of the complaint or information in Superior Court, unless the accused person waives the time or the court grants an extension based on good cause.

**Probate/Probate Court:** A court with limited authority to hear certain kinds of cases, such as adoption, guardianship, mental health commitments. Not a part of the Superior Court system.

**Probation:** When a convicted offender receives a suspended term of incarceration and is then supervised by a probation officer for a period of time set by a judge.

**Probation Absconder:** A person under probation supervision whose location is unknown, in violation of the conditions of their probation.

**Promise to Appear:** A type of non-financial bond where the defendant agrees to return to court without giving cash or property.

**Pro Se:** A Latin phrase meaning for "yourself"--representing yourself in any kind of case.

**Pro se Divorce:** Do it yourself divorce - (en español).

**Prosecute:** To carry on a case or judicial proceeding. To proceed against a person criminally.

**Prosecutor:** Also called the state's attorney. Represents the state in a criminal case against a defendant.

**Protective Order:** A criminal court order issued by a judge to protect a family or household member.

**Public Defender:** An attorney appointed and paid by the state who defends a person in a criminal case after the court finds that the person is indigent--financially unable to hire a private attorney.

## **R**

**Ready:** Means ready to start the trial or begin oral argument. Usually said by an attorney or party in response to a judge calling the list of scheduled cases.

**Record:** The pleadings, the exhibits and the transcript made by the court reporter of all proceedings in a trial.

**Referee:** Judges who reach the mandatory retirement age of 70 may be designated as Judge Trial Referees by the Chief Justice and can hear and decide certain types of cases.

**Regional Family Trial Docket:** A specialized court designed to hear complicated family cases. One judge hears the case from start to finish. Located in Middletown.

**Residential Treatment Programs:** Programs that provide extensive drug or alcohol treatment on an inpatient basis.

**Respondent:** Another word for defendant; the person responding to a lawsuit. In Juvenile court, the word refers to the person or persons named in a petition. When used in Practice Book Sec. 2-29 through 2-62 the word "respondent" shall mean the attorney against whom a grievance complaint or presentment has been filed or a person who is alleged to have been engaged in the unauthorized practice of law pursuant to General Statutes § 51-88."

**Rest:** To be done presenting the evidence in a case, as in "the plaintiff rests".

**Restitution:** Money ordered to be paid by the defendant to the victim to reimburse the victim for the costs of the crime. Generally making good, or giving the equivalent for any loss, damage or injury caused by a persons actions. Often a condition of probation.

**Restraining Order:** A civil court order to protect a family or household member from physical abuse.

**Return Date:** The date on which the 90-day waiting period for a divorce begins. Also, the date that starts the countdown for things taking place in a case, including the deadlines for filing certain papers, including the date by which the defendant should file an appearance. Nothing happens in court on the return date and no one needs to go to court on the return date. The return date is always a Tuesday in civil and family cases. In summary process (eviction) cases, the return date is any week day, Monday through Saturday, except a holiday, usually 7 to 10 days from the date the clerk signs the summons if the summons is signed by the clerk.

**Revocation Hearing:** A hearing held before a judge to determine whether or not a person has violated the conditions of probation. If there is a finding that a violation has occurred, the judge may impose all or part of the original sentence.

**Rule to Show Cause:** Summons compelling a person to appear in court on a specific date to answer to a request that certain orders be modified or vacated.

## **S**

**Seal:** A court order closing a case file from public review, usually in cases of youthful offenders and acquittal. Prevents the public from obtaining information on the cases.

**Senior Judge:** A judge who reaches the age of 65, or who meets certain other requirements and chooses senior status. Senior judges hear cases on a part time basis until they reach the mandatory retirement age of 70.

**Sentences:** The penalty imposed by a judge after the defendant is convicted of a crime. Sentences can be: Concurrent - Multiple sentences will be served at the same time (i.e., sentences of 10 years, 8 years and 2 years - to be served concurrently - equal a total effective sentence of 10 years.) Consecutive - The sentences are served back-to-back. The same example above would equal a total effective sentence of 20 years.



**Sentencing:** When a criminal defendant is brought before a judge after conviction for ordering the terms of the punishment.

**Sentence Modification:** A defendant's written application to the sentencing judge or court to reduce the sentence at any time during the sentence. The judge conducts a hearing. If the original sentence was more than three years, the prosecutor must agree.

**Sentence Review:** A defendant's written application to a three judge panel to review the sentence. Must be filed within 30 days after being sentenced with the court clerk. A review decision can increase or decrease the sentence.

**Serious Juvenile Offender:** A child who has been adjudicated by the juvenile court for a serious juvenile offense.

**Serious Juvenile Offense:** Certain criminal offenses listed in the Connecticut General Statutes, which are crimes against persons, serious property crimes and certain drug offenses. A juvenile charged with a Serious Juvenile Offense by police may be admitted to a Juvenile Detention Center with a prior court order and may be released only by order of a judge of the Superior Court.

**Service:** The legal method for giving a copy of the court papers being filed to other parties in a case.

**Short Calendar:** A list of cases in which hearing by the judge or magistrate is requested or required.

**Slip Opinions:** Opinions, or written decisions, of the Supreme Court or the Appellate Court that are publicly released prior to their official publication in the Connecticut Law Journal.

**Small Claims:** Civil actions to recover damages, or money, up to \$5000. The rules of evidence are relaxed and people often represent themselves instead of hiring an attorney.

**Special Sessions of the Superior Court:** A program of the Judicial Branch where cases of a single type are heard by the same judge through the entire case. For example: Drug Session; Tax Session; Community Court.

**State Referee:** A retired judge who presides over cases referred by the court with agreement of counsel for both parties. Has full powers of an active trial judge.

**States Attorney:** An attorney who represents the state in criminal cases. The prosecutor.

**Statute:** A law enacted by a legislative body.

**Statute of Limitations:** A certain time allowed by law for starting a case. For example, six years in a contract case.

**Stay:** Temporarily stopping a judicial proceeding.

**Stipulation:** Also called a "stip." A written agreement by the parties or their attorneys.

**Subpoena:** A command to appear in court to testify as a witness.

**Subpoena Duces Tecum:** A legal paper requiring someone to produce documents or records for a trial.

**Substance Abuse Education:** A community based program for drug offenders that provides education about the harmful effects of drug abuse and also supervises community service.

**Substitute Charge:** In a criminal case, a charge that replaces the original charge by the prosecutor.

**Summary Process:** An eviction case.

**Summons:** A legal paper that is used to start a civil case and get jurisdiction over a party.

**Summons (Juvenile):** A written notice issued by the court commanding a person to appear in a court at a given date and time. A summons is issued to an individual charged or other party on a petition or complaint.

**Support Enforcement Officer:** A person who supervises child support payments and brings parents to court to enforce child support orders. May also file legal papers to modify or change child support orders.

## **T**

**Testimony:** Statements made by a witness or party under oath.

**Time Served:** A sentence of incarceration equal to the amount of time a defendant has already spent in state custody waiting for disposition of the case.

**Title:** Legal recognition of the ownership of property, usually proven by a document.

**Tort:** A civil injury or wrong to someone else, or their property.

**Transcript:** The official written record of everything that was said at a court proceeding, a hearing, or a deposition.

**Transfer:** Assignment of a case to another court location by court order.

**Transfer Hearing:** Juvenile Court hearing to determine whether a child, 14 or older, charged with a serious juvenile offense should have his/her case transferred to a criminal court and be subject to the same processes and penalties as an adult charged with the same crime.

**Trial De Novo:** A new trial or retrial in which the whole case with evidence and witnesses is presented as if no previous trial had been held.

**Trial Referee:** An attorney appointed by the Chief Justice to hear any civil non-jury case where the parties agree to use a trial referee and all the legal papers have been filed.

## U

**Uncared For:** Legal description of a child or youth who is homeless or whose home cannot provide the specialized care which his/her physical, emotional or mental condition requires.

**Unconditional Discharge:** A sentence in a criminal case in which the defendant is released without imprisonment, probation supervision or conditions.

## V

**Vacate:** To cancel or rescind a court order.

**Venue:** The court location.

**Victim Services Advocate:** A person who assesses a victim's needs and helps the victim understand the court case, how to exercise their rights and how to access other resources.

**Visitation:** A court order deciding the amount of time a non-custodial parent may spend with his or her child, also called parenting time or access.

**Violation:** An offense for which the only sentence authorized is a fine.

**Violation of Probation:** Action or inaction that disobeys a condition of probation.

**Voir Dire:** "To speak the truth." The process of questioning prospective jurors or witnesses about their qualifications.

## W

**Wage Execution:** The process of deducting money from wages to pay a judgment. Also called a garnishment or attachment.

**Wage Withholding:** A court order to deduct child support or alimony payments from someone's wages. All child support court orders must include an income withholding order unless both parents ask the judge not to.

**Witness:** A person who testifies to what they saw, heard, observed or did.

**Writ:** Legal paper filed to start various types of civil lawsuits.

## Idiomatic Verbal Phrases

**act for—officiate**

He will act for the principal on the school's Annual Day.

**act on—act according to**

I have acted on your advice.

**act upon—take action**

He acted upon his belief.

**account for—explain satisfactorily**

The driver was unable to account for the delay of arrival.

**ask after—ask for news about**

I met your old friend today and he asked after you.

**ask out—invite for a meal or an entertainment**

I asked her out in the evening, but she said she was busy.

**attend on (upon)—assist**

She has many servants attending on (upon) her.

**attend to—listen carefully**

Attend to your mother's advice.

**back out—withdraw from a promise or understanding**

He promised to help and then backed out.

**back down—give up a claim**

I see he has backed down from the position, he took last week.

**back up—support**

I shall back up your claim.

**bear away—win**

My brother bore away the first prize.

**bear down—defeat; overcome**

People revolted and bore the king down.

**bear up—not to despair**

In his grief, he got strength from prayers to bear up.

**bear out—confirm**

The evidence on record does not bear out the charge brought against

**bear upon—be relevant to**

Your evidence did not bear upon the inquiry.

**bear with—tolerate**

I can no longer bear with such insolent behaviour.

**bear down upon—approach with determination**

I bore down upon him and he accepted my proposal.

**beat against—strike**

The sea waves beat against the shore.

**beat down—crush; subdue**

The police beat down the agitators.

**beat up—hit somebody repeatedly**

He has been beaten up by those naughty boys.

**beat back—compel to move back**

The flames beat back the firemen.

**blow down—throw down by force by wind**

The storm blew down many houses and trees.

**blow out—extinguish by puff of breath or wind**

Blow out the candle and go to bed.

**blow over—pass away without harmful effect**

The storm has blown over without harming the crops.

**blow up—shatter, explode**

The rebels blew up two bridges yesterday.

**break down—fail, not function**

All arrangements to control the crowd broke down.

**break away—free oneself from restraint**

The elephant broke away and trampled a boy to death.

**break into—enter a building by force**

Thieves had broken into the bank last night by killing the watchman.

**break off—stop abruptly**

We broke off our conversation when he arrived.

**break out—escape from**

The prisoner broke out of the jail last night.

**break up—disperse**

The meeting broke up at eleven o'clock.

**break with—discontinue or cease to be on friendly terms.**

I have broken with him because I found him insincere.

**break through—make a way through**

The ship sank while trying to break through the ice.

**bring on—produce, cause**

Starvation brings on revolution.

**bring about—cause to happen**

The new officer brought about many changes in the administrative set-up.

**bring forth—produce**

Good actions bring forth good results.

**bring down—humble, cause to come down**

I rebuked him to bring down his arrogance.

**bring up—rear and educate**

She brought up the orphan as her own child.

**bring round—persuade**

I shall bring him round to our point of view.

**bring out—reveal clearly**

These facts have clearly brought out that they are hostile to us.

**bring forward—bring into notice**

He brought forward a proposal which was rejected by his partners.

**bring in—yield**

This factory brings in an annual income of rupees one lakh.

**burn down—destroy completely by fire**

The angry mob burnt down the palace.

**call at—visit somebody's house, office etc.**

He called at our house this morning.

**call on—to pay a brief visit; visit a person**

I called on Mohan yesterday.

**call for—demand**

The situation calls for prompt action.

**call down—reprimand**

The officer called him down for negligence.

**call forth—evoke**

His speech called forth an angry response.

**call in—summon**

As the patient was seriously sick, a doctor was called in.

**call out—shout**

I called out to him, but he took to his heels.

**call up—remember or recollect**

I cannot call up events which occurred long ago.

**call upon—require**

He was called upon to give evidence before the officer.

**call off—cancel, declare to end**

The strike was called off as the demands were accepted by the management.

**care for—like**

He doesn't much care for television.

**carry away—captivate, excite feelings**

People were carried away by the President's speech.

**carry on—manage, continue**

His son carried on his business in his absence.

**carry out—obey, execute**

He agreed to carry out my orders.

**carry off— (i) win a prize**

He carried off the first prize in the essay competition.

**(ii) be killed**

Many persons were carried off by cholera last month.

**carry over—postpone**

The meeting was carried over to the next day.

**cast about for—look for**

He is casting about for a suitable job.

**cast aside—discard**

I have cast aside my old friends.

**cast away—wreck; waste**

The ship was cast away on the coast of Mumbai.

**cast down—dejected,, depressed**

The defeated candidate looked cast down after the declaration of the results.

**cast off—discard (a garment, etc.)**

Give the servant the old shirt I have cast off.

**catch at—try to seize**

Clever people catch at all opportunities of making money.

**catch up with—over take**

I walked fast but I could not catch up with him.

**clear off—make an end of**

You clear off your debt first.

**clear out—be off**

The magistrate warned the crowd to clear out at once.

**clear up—put in order**

Clear up your table before you leave the office.

**close down—shut permanently**

In the wake of the recession, several small industrial units closed down.

**close in—approach from all sides**

As the police closed in, the hooligans surrendered.

**come about—happen; occur**

This state of things came about as a result of your own folly.

**come across—meet by chance**



- I came across one of my old friend early morning.
- come by—obtain, to gain**  
How did you come by that watch?
- come in for—receive**  
She has come in for a fortune.
- come into—be heir to**  
At his father's death, he came into a lot of property.
- come of—issue from**  
He comes of a very rich family.
- come off—take place**  
The expected meeting did not come off.
- come round : (i) recover from illness**  
The patient will soon come round.
- (ii) agree to**  
I hope he will come round to our views.
- come from—belongs**  
He comes from Hyderabad.
- come out—appear**  
Several new books have come out this year.
- come down upon—rebuke**  
He comes down upon me even when I make a minor mistake.
- come upto—be like, be equal of**  
He will come upto his teacher's expectations as he is intelligent.
- come upon—find by accident**  
I came upon an interesting matrimonial advertisement in today's newspaper.
- come to—amount to**  
The taxes come to a large sum.
- come up—raise for discussion**  
The question came up before the President last week.
- count for—be of much importance**  
Knowledge without common sense counts for little.
- count on/upon—expect with confidence, rely upon**  
We count upon your help.
- crop up—appear suddenly**  
As we began to implement the plan, several problems cropped up.
- cry against—protest against**  
Lakhs of people cry against the policies of the government.
- cry down—condemn**  
All sorts of corruption should be cried down.
- cry up—extol**  
That young author is cried up by his friends.
- cut down—reduce**  
The government has decided to cut down expenditure.
- cut off— (i) discontinue**  
As I forgot to pay my electricity bill, they cut off my electric supply.
- (ii) kill, die**  
He was cut off in the prime of life.
- cut out—be suited for**  
He was cut out to be a great leader.
- cut up—emotionally upset, distressed**  
His wife's death cut him up terribly.

**cut in—interrupt**

It is bad manners to cut in, when some person is speaking.

**deal in—trade in**

I deal in silk goods.

**deal with—trade with**

I don't deal with that firm.

**deal out—distribute**

A good judge should deal out justice to all.

**die away—decrease (sound)**

The noise of the crowd died away.

**die down—decrease**

The fire died down when water was thrown over it.

**die out—disappear gradually**

Many old customs are dying out.

**done for—ruined**

I am done for; God is my only hope now .

**do over—do again**

The exercise will have to be done over.

**done up—exhausted**

I am done up and need rest.

**do out of—cheat**

The rich do the poor out of their right.

**do away with—to get rid of**

We must do away with old customs.

**do with—manage**

I can do even with a small salary.

**draw back—retreat**

She drew back when she found her mother angry.

**draw on—depend**

He drew on his savings to build his house.

**draw up—attract**

They were drawn to each other.

**draw into drag**

She drew me into a controversy.

**drop in—visit casually**

On my way to office, I dropped in at my sister's house.

**drop off— (i) fall asleep**

Some students drop off in their seats in class room.

**(ii) decrease in number**

Traffic has dropped off since the bye-pass opened.

**drop out—cease to belong to**

He dropped out of the team at the last minute.

**drop through—fail**

The whole project dropped through owing to his negligence.

**enter into—(i) begin (a conversation, business etc.)**

They entered into a discussion on the modern fashion.

**(ii) to become a party to**

He entered into an agreement with me.

**enter upon—engage in**

When are you entering upon your new business?

**fade away—become gradually fainter**

As the light faded away, the curtain fell.

**fall behind—make less progress**

If you do not study properly you will fall behind other students.

**fall back—retreat**

On seeing the police, the thieves fell back.

**fall back upon—depend upon**

We must save something in our youth to fall back upon in old age.

**fall in with—agree**

They fell in with all my proposals.

**fall off—withdraw, decrease**

The strength of students has fallen off due to the strike.

**fall in—collapse**

The roof fell in due to heavy rain.

**fall out—quarrel**

Friends should not fall out over minor issues.

**fall to—apply oneself to, begin**

He fell to his work with a great zeal.

**fall under—come under**

This area does not fall under the jurisdiction of this police station.

**fall through—fail**

My suggestion fell through for want of support.

**fall on—attack**

Our army fell on the enemy at mid-night.

**fall out of—give up leave**

He had to fall out of the race due to a knee injury.

**fed up with—be tired of**

I am fed up with typing and want to look for a new job.

**fill in/up—complete (forms, etc.)**

Please fill in these forms if you want to open an account.

**find out—discover**

After a lot of effort, the engineer found out what had gone wrong.

**fix up—arrange**

He fixed me up with a job.

**get about—move about**

It is raining so heavily today that it is impossible to get about.

**get ahead—succeed**

You can get ahead with hard work.

**get along—advance, progress**

He is getting along well in his trade.

**get at—reach**

Our purpose in holding this enquiry is to get at the truth.

**get back from—return**

He got back from Chennai yesterday.

**get back to—return**

Now he has got back to his studies.

**get down—descend**

She got down from the tree.

**get down to—attend seriously**

Let us get down to our business.

**get by—manage unpleasantly**

I hope I will get by these unruly students.

**get by—rise**

I get up at 7 o'clock every morning.

**get on—pull on**

The couple could not get on together for long.

**get over—recover**

He never got over the shock.

**get on with—progress, live socially with**

It is hard to get on with a suspicious man.

**get off—escape**

The boy got off with a warning from the principal for his mischievous behaviour.

**get in—enter**

He got in his car.

**get into—be involved in, put on**

Let's not get into the discussion.

**get over—overcome**

I shall soon get over my monetary difficulties.

**get through—pass**

I am sure he will get through in his final examination.

**get away—escape**

The thief got away with my cash-box.

**get out of—remove from**

It is not easy to get out of a debt.

**get under—subdue**

The revolt of the Nagas has been got under with a heavy hand.

**get around—circulate**

A bad news gets around very fast.

**get ahead of—surpass**

He got ahead of other students by hard work.

**get away with—do something undesired without punishment**

Politicians get away with all sorts of corrupt practices.

**get round—persuade**

I got him round my views.

**give away—distribute**

The Chief guest gave away the prizes in the meeting.

**give in—yield, surrender**

I did not give in despite threats.

**give out—announce**

He gave out that he was going abroad.

**give over—abandon**

Give over this foolish attempt.

**give up—abandon**

I have given up the idea of accepting that post.

**give way—fall**

The tree has given way in the storm.

**give forth—publish; announce**

Soon after the news was given forth, everyone believed it.

**give back—return**

He gave me back the money he had borrowed from me.

**give off—emit**

- The fire gave off a dense smoke.  
**go about—move from place to place**  
He goes about doing nothing.
- go after—follow; pursue**  
The hunter went after the deer.
- go at—attack somebody**  
They went at each other furiously.
- go ahead—make progress**  
He is going ahead fast in his career.
- go along with—accompany**  
I'll go along with you to your native place.
- go against—be opposed to**  
In her marriage she went against the wishes of her parents.
- go around—circulate**  
Rumours go around fast.
- go back on—fail to keep promise**  
You have made a promise, you cannot go back on it.
- go for—attack**  
The terrorists went for the bus passengers.
- go into—examine, investigate**  
He promised to go into the matter.
- go in for—take (an examination)**  
Are you going in for Civil Services examination?
- go off—(i) success**  
The concert went off well.
- (ii) fire, explode**  
The gun went off accidentally.
- (iii) depart**  
He went off in an angry mood.
- go by—(of time) elapse, pass**  
Two weeks have gone by, but the murderer remains untraced.
- go down—be accepted**  
The Sepoy Mutiny will go down in history as a remarkable event.
- go over—examine**  
He went over the charge sheet once again.
- go through—examine from beginning to end**  
I must go through the accounts.
- go upon—foundation or evidence**  
Have you anything to go upon your statement?
- go under—be called by some title**  
He goes under the assumed name 'Chitti'.
- go on—happen**  
What is going on in Sri Lanka is not good.
- go with—match**  
Her blouse goes with her saree.
- go without—manage without**  
I can go without sugar in tea.
- hand down—give**  
The Court handed down the decision.
- hand in—submit**  
You should now hand in your home work.

**hand on—transmit**

he clerk handed the message on to the officer.

**hand out—distribute**

He handed the prizes out to the winners.

**hand over—transfer**

He handed over the business to me.

**hang around—loiter**

Many men hang around drug stores.

**hang about—loiter near place**

He always hangs about the house of his beloved.

**hang up—terminate a phone call**

She hung up before the message was over.

**hang upon—depend upon**

Don't hang upon others; you should rather manage your own affairs.

**hang out—frequent**

Young men hang out at the beach to look at the damsels.

**hang over—be delayed**

This case will very easily hang over another two months.

**hang on—hold**

He hung on to the mast till the ship sank.

**hang together—keep united**

Good friends hang together through thick and thin.

**hang back—hesitate**

Don't hang back when friends ask for help.

**hold back—conceal**

Why did you hold back the information from me?

**hold on—continue one's grasp**

If you hold on a little longer, things will definitely improve.

**hold down—control**

Prices must be held down.

**hold out—give; offer**

I do not want to hold out any false promises to you.

**hold over—defer, postpone**

The subject is held over till next meeting.

**hold in—restrain**

I could not hold my anger in.

**hold up delay, stop**

The train was held up on account of an accident.

**hold off— (i) stop**

If the storm holds off, we can go to our office.

**(ii) keep at a distance**

Hold off or else I will shoot you.

**jump at—accept with enthusiasm**

If you offer him the post of cashier, he will jump at it.

**keep at—continue**

Keep at the hard work for success.

**keep off—ward off**

His stern looks keep off the flatterers.

**keep on—continue**

She kept on talking.

**keep to—adhere to**



We must always keep to our word.

**keep from—restrain from**

He was kept from going to the function.

**keep up—maintain**

He is trying his best to keep up the reputation of his family.

**keep out of—stay away**

She kept out of my room after I scolded her.

**keep up with—keep pace with**

As you read too fast, I cannot keep up with you.

**keep in—confined to the house**

I was kept in by a bad cold.

**keep in with—maintain friendly relations**

Whatsoever may happen, I will keep in with my friend.

**keep down—keep expenses low**

His meagre income compels him to keep down his budget.

**knock about—roam, wander about**

Why are you knocking about doing nothing?

**knock down—indicate the sale of an article in auction**

The sale of the house was knocked down at my offer of one lakh rupees.

**knock up—exhaust**

We were greatly knocked up after our steep climb.

**knock out—defeat**

India knocked out Australia by three wickets.

**knock against—collide**

The car knocked against the tree.

**knock off—leave off work**

The labourers knocked off work for the day as a protest against the management.

**lay off—dismiss**

The factory had to lay off some workers. 1

**lay aside—discard**

You should lay aside all fear and hesitation, and speak boldly.

**lay by—keep for future use**

You must lay by enough money for your years of retirement.

**lay down—surrender**

The rebels laid down their arms.

**lay out—display**

He laid out his goods in his shop.

**lay up with—confine to bed**

She is laid up with fever.

**leave out—omit**

You can leave out the last two lessons and study the rest.

**let down—bring down, surrender**

My friends let me down in time of need.

**let into—acquainted with**

I was let into her secret.

**let off—allow to go free without punishment**

The culprit was let off with only a warning.

**let in—allow to enter**

He opened the door and let the visitors in.

**let on—allow to be known**

he let on that she was marrying.

**let out—release**

He let his breath out briskly after the exercise.

**let up—lessen**

We shouldn't let up our efforts.

**live on—use as regular food**

Elephants live on plants.

**live upto—maintain a certain standard**

She is struggling hard to live up to her reputation as an intellectual.

**look after—take care of**

He looks after his old parents with great devotion.

**look around—search**

I am just looking around for my pen.

**look down upon—despise**

Don't look down upon the poor.

**look for—search for**

He was looking for his spectacles.

**look forward to—expecting with pleasure**

I am looking forward to seeing my parents in the summer vacation.

**look ahead—plan for future**

We should look ahead for success.

**look at—to direct one's gaze seriously**

I took a good look at what he was doing.

**look away—turn one's eyes aside**

When I glanced at the girl she looked away.

**look into—examine**

I shall look into the matter very carefully.

**look over—examine superficially**

I have looked over your answer book.

**look up to—respect**

The students should always look up to their teachers.

**look back—to think over the past; reminiscence**

The father looked back at the wasted life of his drunkard son with regret.

**look through—study**

Look through the report and give your opinion on it.

**look back on—recollect past**

The old man looks back on his youth and still takes pleasure in it.

**look up—search for**

Look up the word in the dictionary.

**look on—regard**

I look on him as my son.

**look to—careful about**

Look to your manners.

**look at—consider**

He will not look at your offer.

**make after—chase**

The policeman made after the thief but in vain.

**make away with—(i) squander, to run off with**

The clerk has made away with five thousand rupees in the course of three weeks.

**(ii) kill**

He shot to make away with the manager but missed.

**make out—understand**

- I could not make out anything of his letter
- make off with—run away with**  
The servant made off with all my valuable articles.
- make over—transfer**  
I intend to make over my property to my son.
- make up—reconcile**  
They have made up their quarrel, and are now getting on quite well.
- make out—prove**  
You have not been able to make out your case.
- make for—conduce to**  
Contentment makes for happiness.
- mix up—confuse**  
As the names got mixed up, the function was delayed.
- move in—go to live in a new house**  
I have bought a new flat; I am moving in tomorrow.
- move out—leave house**  
I have been asked to vacate, so I am moving out in a week's time.
- pass away—(i) die**  
His father passed away last evening.
- (ii) vanish**  
His troubles have passed away.
- Pass by—disregard, overlook**  
He generally passed by the faults of his subordinates.
- pass on—give**  
She passed her property on to her daughter.
- pass off—pretend to be**  
He passed himself off as a gentleman.
- pass through—underwent**  
The crew of the boat passed through terrible sufferings.
- pass for—accept, to be regarded as**  
He passed for a scholar in our small town.
- pass over—omit**  
The stenographer passed over the latter portion of my speech.
- pass into—get blended, go into change**  
In the evening, during sunset, various colours pass into one another.
- pass out—distribute**  
The report was passed out to all present.
- pick at—find fault with**  
Don't pick at your friends.
- Pick off—shoot one by one**  
Dacoits picked off the passengers after looting them.
- pick out—select; choose**  
The teacher picked out the best student in the class.
- pick up—recover or regain health after an illness**  
He took about two months to pick up.
- pick of—the choicest**  
He is the pick of his class.
- pick on—single out**  
Senior boys pick on the fresh students for ragging.
- play out—be exhausted**  
His horse was played out when the day's hunting was over.

**point out—find out**

It is easy to point out the faults of others but difficult to amend one's own.

**pull on—live**

It is difficult to pull on with this meagre amount now-a-days.

**pull through—get out of difficulty**

A little more effort will pull you through this mess.

**pull off—succeed in a plan**

He pulled off the business transaction.

**pull out—leave**

Ramesh pulled out of the partnership.

**pull over—drive to the side and stop**

The policeman told me to pull over my scooter.

**pull about—treat roughly**

Will you please stop pulling about that child's leg?

**pull in—arrive**

When will the Chennai bound train pull in?

**pull down—demolish**

All old houses should be pulled down.

**pull up—take to task**

You should pull up the rowdy students.

**pull together—work together**

Unless we pull together, we cannot succeed.

**put across—convey**

He puts his ideas across convincingly.

**put aside—leave**

Put aside the over ambitious plans.

**put away—give up**

He put away his dreams of love.

**put by—save, lay aside**

He has put by some money for hard times.

**put down—suppress**

The government has put down the rebellion with a firm hand.

**put off—(i) postpone**

Don't put off till tomorrow what you can do today.

**(ii) lay aside**

He put off his shoes before entering the temple.

**put up (i) lodge**

Where do you intend to put up for the night?

**(ii) bear**

I cannot put up with your silly arguments.

**put on—wear**

She looks beautiful when she puts on a green dress.

**put out—(i) extinguish**

Please put out the light.

**(ii) vexed**

He was put out when I refused his request for a loan.

**put in—made**

He has put in a claim for compensation.

**put to—give**

I am sorry to put you to so much trouble.

**put through—pass**

The measure was put through without opposition.

**ring up—telephone**

Please ring up the airport and find out the time of arrival of the Delhi :light.

**ring off—end a telephone conversation**

Someone gave this information and then rang off suddenly.

**round up—gather**

On the eve of the general strike, the police rounded up the leaders.

**run away—flee**

The little girl took a necklace and ran away.

**run across—find by chance**

She ran across her old photograph in a box.

**run after—follow**

The policeman ran after the thief.

**run along—go away**

Now boys, run along.

**run for—contest election**

Venkata Raman ran for President Ship.

**run down—(i) overtake**

The police ran down the thief outside the airport.

**(ii) run over**

Two boys were run down by a bus.

**(iii) Speak ill of**

Don't run down the government.

**run out—come to an end**

The supplies of petrol are likely to run out by the end of this month.

**run over—overflowing**

The cistern is running over.

**run up—increase**

Recently our expenses have run up considerably.

**run against—chance to meet**

While turning the corner, I ran against an old friend of mine.

**run up to—reach an amount**

The bill ran up to a thousand rupees.

**run into—incur**

He has run into debt.

**run through—squander away**

He has run through his fortune.

**see into—discern**

I have not been able to see into the meaning of what he said.

**see through—comprehend; detect**

I saw through the trick played by him.

**see off—bid farewell**

His friends were present at the station to see him off.

**see to—attend to**

He will see to my office work during my absence.

**see about—consider**

The minister promised to see about the matter.

**sell out—sell all the stock**

We sold out the books in two days.

**send for—summon**

The principal sent for the science lecturer.

**send in—give**

You must send in your application for the job this week itself.

**send for—ask to come**

Please send for a doctor.

**set aside—cancel**

The High Court set aside the orders of the Sessions Judge and prisoner was released.

**set back—check progress**

The fire in the plant set production back for a year.

**set in—begin**

The winter season has already set in.

**set up—establish**

He has decided to set up a small factory.

**set on—instigate**

He set on the workers to go on a strike.

**set out—start**

When will you set out for the picnic?

**set against—oppose**

I have no guts to set myself against his arguments.

**set by—save**

Set by something for a rainy day.

**set off—(i) leave**

They decided to set off before sunrise.

**(ii) start**

The party set off at dawn.

**(iii) explode**

The bomb was set off when the car ran over it.

**set about—(i) took steps towards**

He immediately set about organising the department.

**(ii) begin**

Tell him to set about the work immediately.

**set down—(i) snub somebody**



I was obliged to set him down.

**(ii) charge**

You may set down his loss to me.

**(iii) write**

You must set it down lest you forget.

**set apart—reserve**

These seats are set apart for ladies.

**set forth—made known**

He set forth his views on prohibition.

**set upon—attack**

The robbers set upon the travellers in the bus.

**settle down—become accustomed (to a new-place)**

The children were unhappy when we moved to our new place, but now they have settled down.

**show up— (i) expose**

Please do not show up my shortcomings.

**(ii) be present**

Only four members showed up for the meeting.

**show down—shout loudly so that the speech is not heard.**

As the speech was not interesting, students shouted him down.

**show off—display**

Our books are shown off in the racks of good book sellers.

**show over—show every part of**

He showed over every room of his house to me.

**sit back—relax**

You have been working really hard for so many days; now you should sit back.

**speak of—worth mentioning**

There is a great library in London to speak of.

**speak out—express opinion freely**

I was determined to speak out against their intentions in this regard.

**stand around—be idle**

Many clerks in the public sector just stand around.

**stand aside—be idle; not participating**

One should not stand aside when there is work.

**stand by—support**

Good friends stand by one another in difficult times.

**stand against—withstand**

How can I stand against a powerful enemy?

**stand up for—maintain**

They are determined to stand up for their rights.

**stand over—postpone**

Let this matter stand over for the present.

**stand out—(i) endure without yielding**

It is hard but I think I can stand it out.

**(ii) be prominent**

She is so beautiful that she would stand out in the party.

**stand for—represent**

The Ashoka Pillar stands for the ideals of peace.

**stand off—remain at a distance**

She stood off from the fire.

**stand on or upon—depend**

His promotion stood upon the recommendation of his immediate officer.

**strike down—attack by**

He is struck down with paralysis.

**strike off—remove**

School authorities struck off his name from the rolls.

**strike in—interrupt**

While we were planning a family picnic, my sister struck in with the suggestion of inviting our neighbours.

**stay up—stay awake**

Don't worry about me; I can stay up as long as you want.

**step up—increase**

The industrialists have agreed to step up production.

**stick out—stand out, project**

A rude boy is sticking his tongue out at his sister.

**Stick to—continue at**

Stick to a task until it is finished.

**take after—resemble**

He takes after his father.

**take down—write down**

You should take down notes very carefully.

**take for—form an impression about somebody's identity**

He was taken for a Bengalee.

**take in—swindle deceive**

He was taken in by her sweet words.

**take off—put off**

Please take off your wet coat.

**take on—face**

The Minister took on the whole Parliament.

**taken aback—surprised**

He was taken aback at the comments on him.

**take back—withdraw**

She did not take back her comments in spite of protests.

**take up—(i) arrest**

The police took up the cheat.

**(ii) occupy**

The piano takes up too much room.

**take over—assume control**

Tatas have now taken over the whole tea industry.

**take out—delete, remove**

Take that word out of the sentence.

**take to—become addicted to**

Don't take to drinks and drugs.

**talk over—(i) discuss**

We talked over the matter for an hour.

**(ii) convince**

I hope to talk him over to our view.

**tell upon—affect**

Over work told upon his health and he fell very ill.

**tell against—prove unfavourable**

I am afraid your antecedents will tell against you.

**throw at—throw to hit**

He threw the stone at the cat.

**throw away—waste**

My advice was thrown away upon him, because he ignored it.

**throw out—(i) remove by force**

The manager ordered the peon to throw out the new clerk on account of his misbehaviour.

**(ii) reject**

The bill was thrown out by the Parliament.

**throw up—resign**

In disgust, he threw up his appointment.

**throw over—abandon; desert**

When he became rich he threw over all his old friends.

**think over—consider**

Please think over this proposal and let me know your decision in two day's time.

**try out—test**

The teachers will try out the new syllabus.

**try on—see whether it fits well etc.**

He went to the tailor to have a suit tried on.

**turn against—become hostile to**

I don't understand why he has turned against me.

**turn away—not allow to enter**

The conductor turned away the commuters as the bus was full.

**turn down—reject**

The government has turned down the request of the opposition.

**turn over—give or pass on**

I turned the business over to my brother.

**turn up—arrive**

I did not expect him, but he turned up at the function.

**turn in—go to bed**

He turned in rather early today.

**turn out—produce**

The factory turns out one lakh lbs of cloth a week.

**turn off—dismiss**

If he is lazy, why don't you turn him off?

**wind up—bring to an end**

Wind up the discussion and start work.

**wipe out—destroy totally**

The floods wiped out the village completely.

**wear off—be rubbed off**

The nap quickly wore off.

**wear out—become useless**

My shoes are worn out.

**work on—influence**

We tempted him with many promises, but nothing would work on him.

**work out—solve, calculate**

He worked out the problem in a few minutes.

The engineer worked out the cost of the project.

**work up—excite**

He got worked up about something trivial.

**work upon—influence**

He worked upon the ignorant villagers.

**work off—get rid of**

You should work off excess weight by regular exercise.

**write up—bring upto date**

I must write up my notes of the lecture.

### One Word Substitution

In English, some words represent a long expression. Such words add precision, brevity and beauty to language. You can express your ideas thro such words lucidly. The knowledge of one-word substitutions will enable y to economies in the use of words to a great extent. You will also have opportunity to learn to use the right word for the right occasion. Folio is the list of some of such words which make your language better.

- To give up throne or an office of position—**abdicate**  
 Original inhabitant of a place—**aborigines**  
 To increase the speed or progress of—**accelerate**  
 Means of approach—**access**  
 A partner, helper, companion in a crime—**accomplice**  
 The state between boyhood and youth—**adolescence**  
 A written statement given on oath—**affidavit**  
 List of matters of business to be discussed in a meeting etc.—**agenda**  
 A person who believes that nothing can be known about God or anything except material things—**agnostic**  
 To make worse—**aggravate**  
 A person who is not a naturalised citizen of the country in which he living—**alien**  
 To turn someone into an enemy—**alienate**  
 Allowance ordered by Court to a divorced woman—**alimony**  
 Description of a subject with symbolical representation to **ano allegory**  
 Formal statement or evidence that a person was in another pl the time of crime—**alibi**  
 One who has love and regard for others—**altruist**  
 One who participates in games, sports, art not for money—**amateur**  
 Which can be interpreted in two ways—**ambiguous**  
 Capable of using both the hands equally well—**ambidextrous**  
 General pardon of the offences against Government—**amnesty**  
 A test to know the sex of the foetus—**amniocentesis**  
 Living on land as well as in water—**amphibious**  
 One who provokes disorder in a State or one who does not believe in government—**anarchist**  
 Absence of Government—**anarchy**  
 Study of the science relating to the body structure of human beings, animals and plants by way of dissection—**anatomy**  
 Not in harmony with the time—**anachronism**  
 One who administers anaesthesia to a patient—**anaesthetist**  
 Yearly recurrence of a particular occasion—**anniversary**  
 Of unknown name or authorship—**anonymous**  
 Third from last (last but two)—**antepenultimate**  
 One who studies history relating to the development of man from primitive ages—**anthropologist**  
 Fixed sum of money paid to somebody yearly as income during his life time—**annuity**  
 A thing capable of destroying bacteria—**antibiotic**  
 A thing given to counteract the bad effect of any medicine, poison etc.—**antidote**  
 One who collects or studies old relics of art—**antiquary**  
 A substance that checks rotting or infection—**antiseptic**  
 Loss of the wish to eat—**anorexia**  
 A thing which is not in a proper order—**anachronistic**  
 A word made by rearranging the letters of another word—**anagram**

A person who loves England or English things—**anglophile**  
 A person who hates England or English things—**anglophobe**  
 Partial or total loss of ability to speak or understand spoken language, caused by damage to the brain—**aphasia**  
 A garment worn over the front part of the body to keep the bearer's clothes clean, while working—**apron**  
 Artificial tank or glassed box where live fish are kept—**aquarium**  
 Creatures living in water—**aquatic**  
 One appointed to settle dispute between two parties—**arbitrator**  
 Study of life and culture of ancient people—**archaeology**  
 That which is not in current use—**archaic**  
 Old expressions no more in use—**archaism**  
 A person who prepares plans for buildings—**architect**  
 Government by the nobility—**aristocracy**  
 A person who practises any of the fine arts, especially painting—**artist**  
 A professional singer, dancer etc.—**artist**  
 Collection of historical documents or records of a government, towns etc.—**archives**  
 To pronounce clearly—**articulate**  
 One who studies human antiquities—**archaeologist**  
 A place where weapons are manufactured and stored—**arsenal**  
 One who practises physical hardships for spiritual gains; or a person who renounces the world and practises self-discipline in order to attain salvation—**ascetic**  
 One who goes in a space vehicle—**astronaut** /  
 Not believing in the existence of God—**atheism**  
 Disbeliever in God or one who has no belief in God—**atheist**  
 An assembly of listeners—**audience**  
 That which can be heard—**audible**  
 A government by one man—**autocracy**  
 Life story of a person written by himself—**autobiography**  
 A large cage or building for keeping birds—**aviary**  
 Art or science of flying aeroplanes—**aviation**  
 Person unable to pay his debts—**bankrupt**  
 An unmarried man—**bachelor**  
 Accumulation of work or business not yet attended to—**backlog**  
 Slander the reputation of somebody who is not present—**backbite**  
 Produce an unexpected and unwanted result, especially for the responsible—**backfire**  
 Extreme and usually violent reaction to some event—**backlash**  
 A list of books with details of authorship, editions, subject etc. - **bibliography**  
 A person who loves or collects books—**bibliophile**  
 Hastily erected barrier across a road or lane—**barricade**  
 One who is inclined to fight—**bellicose**  
 What happens after every two years—**biennial**  
 Speaking or using two languages—**bilingual**  
 Custom of having two husbands/wives—**bigamy**  
 One having narrow prejudiced religious views—**bigot**  
 Aircraft with two pairs of wings, one above the other—**biplane**  
 An animal who walks on two feet (man)—**biped**  
 The life-history of a person written by some body—**biography**  
 Contemptuous speech or writing about God or divinity—**blas**  
 Shutting up of a place/city by enemy troops—**blockade**  
 A woman with brown hair and fair complexion—**blonde**  
 A woman having or pretending to have literary tastes and learning bluestocking



- A person who is very fond of reading books—**bookworm**  
 A member of the middle (upper) class—**bourgeois**  
 One who studies the science of animals and plants—**biologist**  
 To shut out from social, economic or political relation—**boycott**  
 One who, studies the science of plants—**botanist**  
 A person's original plan, invention or idea—**brain-child**  
 Loss of a country when skilled and clever people emigrate from it to other countries—**brain-drain**  
 A difficult problem—**brain-teaser**  
 Sudden, violent mental disturbance or moment of confusion or forgetfulness—**brainstorm**  
 Force somebody to reject old beliefs or ideas and to accept new ones by the use of extreme mental pressure—**brainwash**  
 Sudden clever idea—**brainwave**  
 Hard but easily broken—**brittle**  
 A booklet or pamphlet containing information about something or advertising something—**brochure**  
 A thing that is feared or disliked or causes annoyance—**bugbear**  
 A short official statement of news or printed newsletter produced by an association, a group or a society—**bulletin**  
 A person who uses his strength or power to frighten or hurt weaker people—**bully**  
 A government in which the whole power is vested in the officials—**bureaucracy**  
 An official working in a government strictly—**bureaucrat**  
 A woman with dark brown hair, dark eyes, black complexion—**brunette**  
 A person who interferes in other people's affairs—**busybody**  
 A person or thing which is considered to be a notable or typical example of a quality—**byword**  
 A place for hiding food, treasure or weapons—**cache**  
 A man who behaves dishonourably—**cad**  
 A person having no sense of sympathy—**callous**  
 A false statement about somebody, made to damage his character—**calumny**  
 Grounds of a school, or university, where the main buildings are—**campus**  
 A way of hiding or disguising soldiers, military equipment etc.—**camouflage**  
 One who eats human flesh; an animal that eats its own kind—**cannibal**  
 Insincere talk, especially about religion or morality—**cant**  
 Animals feeding on flesh—**carnivorous**  
 A picture, description or imitation of somebody or something that exaggerates certain characteristics in order to amuse or ridicule—**caricature**  
 An amusing drawing in a newspaper or magazine, especially one that comments satirically on current events—**cartoon**  
 One who treats heart diseases—**cardiologist**  
 Broad, tolerant, unprejudiced outlook—**catholicity**  
 One who resolved not to marry—**celibate**  
 The state of being unmarried/total sexual abstinence—**celibacy**  
 A hundred years—**century**  
 Arrangement of events according to dates or times of occurrence—**chronology**  
 A round about way of speaking or use of many words to say something instead of in few words—**circumlocution**  
 That which is acclaimed as an excellent work—**classic**  
 A book or booklet containing a complete list of items, usually in a special order and with a description of each—**catalogue**  
 A person who falsely claims to have special knowledge or skill especially in medicine – **charlatan**  
 A person who talks too much—**chatterbox**  
 Power to inspire devotion and enthusiasm—**charisma**  
 A record of historical events in the order in which they happened—**chronicle**

Idea, sentiments or remarks which are intended merely to attract attention or to win applause—**claptrap**  
 A number of persons who are hired to applaud at a theatre, concert, etc.—**claque**  
 A phrase or idea which is used so often that it has become stale or meaningless—**cliche**  
 A group of persons united by common interests, members of which support each other and shut out others from their company—**clique**  
 Living together, especially of nations with different social systems—**coexistence**  
 An associate in the same enterprise, office, profession—**colleague**  
 A secret agreement for fraudulent purpose—**collusion**  
 Money given for requisitioned property—**compensation**  
 State of deep unconsciousness, usually lasting a long time and caused by severe injury or illness—**coma**  
 A person belonging to one's own country—**compatriot**  
 Satisfied with one's own achievement—**complacent**  
 A settlement of disputes by both parties—**compromise**  
 Electronic calculating and memorising machine—**computer**  
 A woman who lives with a man without being married to him—**concubine**  
 One well versed in an art, so its judge and critic—**connoisseur**  
 A disease which spreads by contact—**contagious**  
 The gradual recovery from illness—**convalescence**  
 To meet in a point (rays & lines)—**converge**  
 Agreement of opinion among different groups—**consensus**  
 Living in the same period—**contemporary**  
 Exclusive right to publish a book—**copyright**  
 Universal in outlook or one who is free from national limitations—**cosmopolitan**  
 A small group of people with shared interests, activities, tastes etc. especially one that tends to be exclusive—**coterie**  
 One who readily believes in others—**credulous**  
 Turning point of danger or disease—**crisis**  
 A person who forms and gives judgments about literature, art, music, and so on—**critic**  
 Critical analysis through an essay or review—**critique**  
 One to whom a debt is owing—**creditor**  
 Chinawares used for tea, food etc. (cups, pots, plates) **crockery**  
 Appliances used in kitchen-forks, knives etc.—**cutlery**  
 One who considers human nature as evil—**cynic**  
 Somebody or something that attracts everybody's attention or admiration or centre of attraction—**cynosure**  
 A man who cares too much about the smartness of his clothes and his appearance—**dandy**  
 A situation bringing progress/talks to standstill—**deadlock**  
 Period of ten years—**decade**  
 One who owes money to another—**debtor**  
 Refuse to accept—**decline**  
 One who is sued by the plaintiff—**defendant**  
 One who believes in the existence of God, but without acceptance of revelation or religious dogma—**deist**  
 A person or thing which is used to tempt somebody into a position of danger—**decoy**  
 One who treats skin diseases—dermatologist  
 Removing one from the throne—**dethrone**  
 A Government formed by the people—**democracy**  
 Feeble and childish state due to old age **dotage**  
 A person with weakness of mind caused by old age **dotard**  
 A place where one lives permanently—**domicile**  
 Act of leaving a party to join another—**defection**  
 To wander away from the main point—**digress**  
 Moving away from the main point—**digression**  
 One left without food, clothes and necessities—**destitute**

One who is detained in custody—**detainee**  
 Place to which one is going—**destination**  
 An admirer of fine arts, one who studies the arts, but not seriously and not with real understanding—**dilettante**  
 A state of a person, who is asked to choose one of the two unfavourable things—**dilemma**  
 Make or become smaller or less—**diminish**  
 Art of conducting negotiations between nations—**diplomacy**  
 Sum payable as profit to an individual by a joint stock company—**dividend**  
 A match/contest in which neither party wins—**drawn**  
 Dry weather with no rainfall—**drought**  
 Statement or speech not likely to be true—**dubious**  
 One having unusual habits—**eccentric**  
 Fit to be eaten as food—**edible**  
 One who possess the qualities of women—**effeminate**  
 One who is able to perform duties well—**efficient**  
 One who is self-centred—**egoist**  
 One who is able to bring about the result intended—**effective**  
 One which resumes its normal shape and size after the stress is released—**elastic**  
 Qualified to be selected for a job or office—**eligible**  
 One who leaves a country to live in another—**emigrant /**  
 Divert money fraudulently to one's own use—**embezzle**  
 A book giving information on all branches of knowledge—**encyclopaedia**  
 Study a science of insects—**entomology**  
 One who studies about insects—**entomologist**  
 One fond of good food, drinks and sensuous pleasure—**epicure**  
 Living or lasting for a very short time—**ephemeral**  
 Disease widespread at a time—**epidemic**  
 Make inroads on other's property—**encroach**  
 Concluding part of a literary work—**epilogue**  
 Description of one event in a chain of events—**episode**  
 Inscription on a tomb about the person buried—**epitaph**  
 Evenness of mind or temper—**equanimity**  
 One who rides a horse—**equestrian**  
 A condition of perfect balance—**equilibrium**  
 To root out (evil, diseases etc.)—**eradicate**  
 Likely to be understood by only those with a special knowledge or interest—**esoteric**  
 A study of comparative cultures of the people of different races—**ethnology**  
 Science dealing with the root of words or with the formation and development of words—**etymology**  
 Fit to be imitated—**exemplary**  
 Describe a thing beyond limits of truth—**exaggerate**  
 That which is done or spoken without any previous preparation or thought—**extempore**  
 To make extinct—**extinguish**  
 A servant who does all kinds of work—**factotum**  
 One who possesses excessive interest in religion—**fanatic**  
 One very refined and not easily pleased—**fastidious**  
 Causing or ending in death or disaster—**fatal**  
 A person who firmly believes that fate controls man—**fatalist**  
 Unfair favouring of one person or group at the expense of another—**favouritism**  
 One who champions the cause of women—**feminist**  
 The animals of a particular region—**fauna**  
 That which is productive—**fertile**

Skill in dealing with people or situations cleverly or tactfully—**finesse**  
A person who easily becomes angry or quarrelsome—**fire-eater**  
A person who causes social or political trouble—**firebrand**  
Splitting of the nucleus of atom—**fission**  
Plants that grow in a particular region—**flora**  
Moving to and fro irregularly—**fluctuating**  
Killing the child (foetus) in the womb—**foeticide**  
One who belongs to another country—**foreigner**  
That which is hard to be resisted—**formidable**  
A person's strong point or special talent—**forte**  
A short introduction to a book, printed at the beginning, and usually penned by a person other than the author—**foreword**  
Easily injured, broken or destroyed—**fragile**  
Men who are joined together by common interests—**fraternity**  
Crime of killing one's brother or sister—**fratricide**  
Calm courage or self-control in the face of danger, difficulty, poverty etc.—**fortitude**  
A quaintly fussy and old-fashioned person—**fuddy-duddy**  
Careful about how one spends his money—**frugal**  
To go from place to place usually in search of excitement or pleasure—**gad**  
Large groups of stars in the sky—**galaxy**  
A group of persons going about or working together, especially for criminal purposes—**gang**  
Science of human descent or person's pedigree—**genealogy**  
International destruction of racial group—**genocide**  
Science of the earth's crust, the interior and strata—**geology**  
One who studies the internal structure of earth (crust)—**geologist**  
That which kills germs—**germicide**  
A trick, device, etc. adopted for the purpose of attracting attention or publicity—**gimmick**  
Openness to discuss any issue—**glasnost**  
One who eats too much—**glutton**  
To eat something fast, noisily and greedily, leaving nothing behind—**gobble**  
Unexpected piece of good luck—**godsend**  
Animals that live in blocks/groups—**gregarious**  
Force which pulls things towards earth's centre—**gravitation**  
Room with appliances for physical exercises—**gymnasium**  
A person who enjoys and is an expert in the choice of delicate food, etc.—**gourmet**  
Full of, and using, pompous words—**grandiloquent**  
Lover of food—**gourmand**  
Planned on a large scale—**grandiose**  
An inexperienced and easily deceived person—**greenhorn**  
Quality of courage and endurance—**grit**  
Ugly twisted expression on the face expressing pain, annoyance, etc. intended to cause laughter—**grimace**  
Complain or protest in a bad tempered way—**grumble**  
Willing to believe anything or anyone—**gullible**  
Sudden violent rush of wind—**gust**  
Eat or drink something greedily—**guzzle**  
Seeing things not actually present—**hallucination**  
A long and loud, and often, scolding talk or speech—**harangue**  
Somebody or something that foretells the coming of somebody or something—**harbinger**  
Made tough by bitter experience—**hard-bitten**  
Obstinately determined to do things in one's own way without listening to others—**headstrong**  
Progress, especially in difficult circumstances—**headway**



Person with the legal right to receive property, etc. when the owner dies— **heir**  
 Having or needing very great strength— **herculean**  
 A number of animals, especially cattle, feeding or staying together— **herd**  
 Animal that feeds on plants— **herbivore**  
 Feeding on plants— **herbivorous**  
 Passes on from parent to child or from one generation to following generations— **hereditary**  
 Made up of different kinds— **heterogeneous**  
 Time of greatest success, prosperity power, etc.— **heyday**  
 System with grades of authority or status from the lowest to the highest— **hierarchy**  
 One who believes in the philosophy of life for pleasure— **hedonist**  
 Opinions opposed to established doctrines— **heresy**  
 A document that is handwritten by the author— **holograph**  
 Things said or done to show great respect— **homage**  
 Formed of parts that are all of the same type— **homogeneous**  
 Killing of one person by another or a person who kills another— **homicide**  
 Central point of activity or importance— **hub**  
 Work for which no payment is taken— **honorary**  
 Person given to another as pledge— **hostage**  
 Holiday taken by a newly married couple— **honeymoon**  
 Science of growing fruits, vegetables, flowers in orchards-gardens— **horticulture**  
 Vehicle that rides on a cushion of air both on land and water— **hovercraft**  
 One who sympathises with and serves the people— **humanitarian**  
 Continuous loud noise, especially of people shouting hallo, hullo, etc.— **hullabaloo**  
 Noisy and energetic activity, especially of many people together— **hurly-burly**  
 Money paid to prevent something scandalous from becoming known publicly— **hush-money**  
 Bold cheeky girl or sexually immoral woman— **hussy**  
 Exaggerated statement that is made for special effect and is not intended to be taken literally— **hyperbole**  
 Abnormal and unnecessary anxiety about one's health— **hypocondria**  
 Idea or suggestion that is based on known facts and is used as a basis for reasoning or further investigation— **hypothesis**  
 Wild uncontrollable emotion or excitement or disturbance of the nervous system, with emotional outbursts— **hysteria**  
 One who breaks the established traditions and images— **iconoclast**  
 Practice of forming and following ideals— **idealism**  
 Manner of thinking, ideas, characteristic of a person, group, etc. forming the basis of an economic or political theory or system— **ideology**  
 A peculiarity of temperament— **idiosyncrasy**  
 Worship of idols and images— **idolatry**  
 An ignorant and stupid person— **ignoramus**  
 Something against law— **illegal**  
 Difficult or impossible to read— **illegible**  
 Not allowed by law— **illicit**  
 Not able to read or write— **illiterate**  
 Without reason or logic— **illogical**  
 To decorate with lights— **illuminate**  
 That can be imagined— **imaginable**  
 Existing only in the mind of imagination— **imaginary**  
 Ability to form mental images or pictures— **imagination**  
 Person with abnormally low intelligence or stupid or silly person— **imbecile**  
 To go at this very moment— **immediately**  
 Not sensible in behaviour or in controlling one's feeling— **immeasurable**

Likely to happen very soon—**imminent**  
Too old to be remembered—**immemorial**  
A foreigner who comes to stay in a country—**immigrant**  
Not sensible in behaviour or in controlling one's feelings—**immat**  
Unable to move or be moved—**immobile**  
Not following accepted standards of morality—**immoral**  
Living for ever—**immortal**  
That cannot be moved—**immovable**  
Power to resist infection—**immunity**  
That cannot be changed—**immutable**  
That cannot be touched or felt physically or not easily understood grasped by the mind—**impalpable**  
Not favouring one person or thing more than another—**impartial**

Impossible to travel on or over—**impassable**  
Difficult position or situation from which there is no way out—**impasse**  
Showing no sign of feeling—**impassive**  
Unable to deal calmly with somebody or easily irritated by somebody—**impatient**  
Free from mistakes—**impeccable**  
Person or thing that hinders or obstructs the progress or movement of something—**impediment**  
About to happen—**impending**  
That cannot entered, passed through, etc. or impossible to understand or solve—**impenetrable**  
That cannot be noticed or felt because it is so small, slight or gradual—**imperceptible**  
That will not decay or that will never disappear—**imperishable**  
Not allowed or permitted—**impermissible**  
Not influenced by personal feeling—**impersonal**  
Not easily troubled or worried—**imperturbable**  
Not affected or influenced by something—**impervious**  
Acting or done quickly and with little thought or care—**impetuous**  
Thing that encourages a process to develop more quickly or force with which something moves—**impetus**  
That cannot be changed or satisfied—**implacable**  
Unlikely to be true—**implausible**  
Implied, but not expressed directly—**implicit**  
Suggest something indirectly rather than state it directly—**imply**  
Of which the effect or importance cannot be measured or estimated—**imponderable**  
Persistent in making requests or demands—**importunate**  
Action of deliberately deceiving by pretending to be somebody else—**imposture**  
Impossible to put into practice—**impracticable**  
Not correctly or clearly stated—**imprecise**  
So strong and well-constructed that it cannot be entered or captured—**impregnable**  
Have a favourable effect on somebody—**impress**  
Easily influenced or affected—**impressionable**  
Not likely to be true or to happen—**improbable**  
Without preparation, rehearsal or thought in advance—**impromptu**  
Indecent or unsuitable behaviour—**impropriety**  
Not preparing for future needs—**improvident**  
Not wise or discreet—**imprudent**  
Very rude and disrespectful—**impudent**  
Marked by sudden action that is undertaken without careful thought—**impulsive**  
Exemption from punishment—**impunity**  
Not sufficient or enough—**inadequate**  
That cannot be allowed or admitted especially in a court of law—**inadmissible**



Done without thinking or not deliberately—**inadvertent**  
That cannot be taken away or transferred to another—**inalienable**  
That is not relevant, or cannot be applied—**inapplicable**  
Unable to express one's words, ideas or feelings clearly—**inarticulate**  
Not loud enough to be heard—**inaudible**  
Connected with opening ceremony—**inaugural**  
Having signs which show that future success is unlikely or not of good omen—**inauspicious**  
Existing in a person or animal from birth—**inborn**  
Too large or great to be calculated—**incalculable**  
Not able to do something—**incapable**  
Make something unable to do something, **incapacitate**  
Lack of ability and necessary strength to do something—**incapacity**  
Not having or showing the necessary skills to do something successfully—**incompetent**  
That cannot be understood—**incomprehensible**  
Very difficult to believe—**inconceivable**  
Strange because not in harmony with the surrounding features—**incongruous**  
Not caring about the feelings of other people—**inconsiderate**  
Not in harmony with something—**inconsistent**  
That cannot be disputed or disagreed with—**incontestable**  
So obvious and certain that it cannot be disputed or denied—**incontrovertible**  
That cannot be corrected or improved—**incorrigible**  
Impossible or difficult to believe—**incredible**  
Not willing or able to believe—**incredulous**  
Make somebody appear to be guilty of wrongdoing—**incriminate**  
Not in accordance with dignity, good manners or good taste—**indecorous**  
Improper or undignified behaviour—**indecorum**  
Never giving up or stopping in spite of tiredness or difficulty—**indefatigable**  
That cannot be defended, justified or excused—**indefensible**  
That cannot be defined—**indefinable**  
Not clearly defined or stated—**indefinite**  
That cannot be rubbed out or removed—**indelible**  
That cannot be avoided—**inevitable**  
That cannot be destroyed—**indestructible**  
That cannot be decided or settled—**indeterminable**  
Having no interest in something or somebody—**indifferent**  
Belonging naturally to a place—**indigenous**  
Acting without careful judgment—**indiscriminate**  
That cannot be disputed or denied—**indisputable**  
That cannot be subdued or defeated—**indomitable**  
Too great to be described in words—**ineffable**  
That cannot be escaped from—**ineluctable**  
That cannot be got rid of—**ineradicable**  
That cannot be avoided—**inescapable**  
That cannot be used up—**inexhaustible**  
Continuing unstopably—**inexorable**  
That cannot be escaped from or that cannot be separated—**inextricable**  
That cannot be explained—**inexplicable**  
Incapable of doing wrong—**infallible**  
Crime of killing an infant or baby—**infanticide**  
Disease liable to be transmitted by air/water—**infectious**  
Low or lower in rank, social position, importance, quality etc.— **inferior**

Person with no belief in religion—**infidel**  
 Without limits—**infinite**  
 That can be set on fire or easily excited or aroused—**inflammable**  
 That cannot be bent or turned or that cannot be changed, influenced etc.—**inflexible**  
 Person who gives information—**informant**  
 Person who informs, especially against a criminal or fugitive— **informer**  
 Not attempting to deceive or conceal—**ingenuous**  
 Existing as a natural or permanent feature or quality of somebody/ something—**inherent/**  
 Not giving a friendly or polite welcome to guests—**inhospitable**  
 Which cannot be copied or imitated—**inimitable**  
 Not appropriate or tactful—**injudicious**  
 Possessed from birth—**innate**  
 Too many to be counted—**innumerable**  
 That is harmless (person, plant, animal)—**innocuous**  
 Not working or taking effect—**inoperative**  
 Which is out of place or ill timed—**inopportune**  
 Beyond proper or natural limits—**inordinate**  
 Fond of inquiring into other people's affairs—**inquisitive**  
 Which cannot be satisfied—**insatiable**  
 Having little or no value, use, meaning or importance— **insignificants**  
 To suggest something unpleasantly and indirectly—**insinuate/**  
 Having almost no taste or flavour— **insipid**  
 That cannot be dissolved—**insoluble**  
 unable to pay debts—**insolvent**  
 inability to sleep—**insomnia**  
 State of being unconcerned in a light-hearted way—**insouciance**  
 Giving much useful information—**instructive**  
 Too extreme to be tolerated—**insufferable**  
 That cannot be overcome or won over—**insuperable**  
 That cannot be overcome—**insurmountable**  
 That cannot be clearly or definitely understood or grasped—**intangible**  
 Quality of being honest and morally upright—**integrity**  
 Power of the mind to reason and acquire knowledge—intellect  
 Power of learning, understanding and reasoning—**intelligence**  
 Class of people who can think independently—**intelligentsia**  
 That can be easily understood—**intelligible**  
 Showing lack of self control—**intemperate**  
 Concentrating all one's efforts on a specific area—**intensive**  
 Of or covering more than one area of study—**interdisciplinary**  
 Person taking part in a conversation or discussion—**interlocutor**  
 Person who is present in a place where he does not belong, interference in something which is not his affair, etc.—**interloper**  
 Person who acts as a means of communication between two or more others **intermediary**  
 Going on too long, and usually, therefore, annoying or boring—**interminable**  
 Continually stopping and then starting again—**intermittent**  
 Of carried on by, or existing between two or more nations— **international**  
 Belief in the need for friendly cooperation between nations—**internationalism**  
 Causing destruction to both sides—**internecine**  
 Not having made a will before death occurs—**intestate**  
 Too hard to be endured or borne—**intolerable**  
 Not easily controlled or dealt with—**intractable**

Unwilling to change one's views or to be cooperative—**intransigent**  
Making of secret plans to do something bad—**intrigue**  
Examine or be concerned with one's own thoughts, feelings and motives-- **introspect**  
Person who is more interested in his own thoughts and feelings than in things outside himself—**introvert**  
Immediate apprehension by mind without reasoning—**intuition**  
March forcibly into other country—**invade**  
A person disabled by illness or declared null and void—**invalid**  
An extremely abusive expression or speech—**invective**  
Likely to cause resentment or unpopularity—**invidious** /  
That cannot be conquered—**invincible**  
Make somebody feel more lively and healthy—**invigorate**  
That must not be violated or dishonoured—**inviolable**  
That has not been or cannot be violated or harmed—**inviolate**  
That cannot be seen—**invisible**  
That cannot be wounded or injured—**invulnerable**  
Which has no bearing upon the (discussion, subject)—**irrelevant**  
That cannot be restored, reclaimed or saved—**irredeemable**  
That cannot be terminated by repayment—**irredeemable**  
That cannot be proved false—**irrefutable**  
That cannot be corrected—**irremediable**  
That cannot be altered or withdrawn—**irrevocable**  
Travelling from place to place—**itinerant**  
Plan for, or record of a journey—**itinerary**  
Narrow stretch of land joining two bigger land regions—**isthmus**  
Talk rapidly in what seems to be a confused manner—**jabber**  
State of mind in which one is jealous, spiteful or suspicious **jaundice**  
Long, sad and complaining story of troubles, misfortunes, etc.—**jeremiad**  
Art of writing for newspapers and magazines—**journalism** /  
Secret and mischievous or dishonest behaviour—**juggery-pockery**  
Sound in judgment—**judicious**  
Extent of the authority of someone—**jurisdiction**  
Young person who is not yet adult—**juvenile**  
Place (people or things) side by side or very close together to show contrast—**juxtapose**  
Place where dogs are kept—**kennel**  
Person who spoil the enjoyment of others especially in a party—**killjoy**  
Be submissive, humble or respectful—**knowtow**  
Honour and glory—**kudos**  
Lacking vigour and determination—**lackadaisical**  
Using few words—**laconic**  
Piece of writing that attacks and ridicules a person, a book, etc.—**lampoon**  
Non-interference by government in trade etc.—**laissez-faire**  
Person who has studied law—**lawyer**  
Generous giving of money or gifts, especially to somebody of lower or status—**largesse**  
Person or thing that is ridiculed—**laughing-stock**  
Legal property left by the predecessor—**legacy**  
That can be read easily—**legible**  
Designed to cause death—**lethal**  
Lack of proper seriousness or respect—**levity**  
One who studies the science of languages—**linguist**  
Quick and graceful in movement—**lissom**  
Party to a law suit—**litigant**

Scene of events, operations, etc.—**locale**  
Style of speech—**locution**  
Very fond of talking—**loquacious**  
Connected with the moon—**lunar**  
Healthy, vigorous and full of vitality—**lusty**  
Rich and sweet in taste or smell—**luscious**  
To make anything appear larger—**magnify**  
Using pompous or high-sounding words—**magniloquent**  
Desire to harm others—**malice**  
First or earliest (speech, voyage etc.)—**maiden**  
Animals that suckle their young ones—**mammals**  
Say unpleasant or untrue things about somebody—**malign**  
A paper written by hand—**manuscript**  
A public declaration of policy, principles, purposes, etc., by a political party, etc.—**manifesto**  
Female head of a family or tribe—**matriarch**  
Act of killing one's own mother—**matricide**  
The state of being married—**matrimony**  
Many and various—**manifold**  
Negotiate between two to settle differences—**mediate**  
A person who looks at the dark side of everything—**melancholy**  
Something kept in memory of a person or event—**memento**  
Tendency to tell lies, be deceptive and false—**mendacity**  
List of dishes served in a restaurant—**menu**  
One who can do anything for money—**mercenary?**  
Coming and going with the seasons—**migratory**  
One who hates mankind—**misanthrope or misanthropist**  
A person who does not believe in the institution of marriage—**misogynist**  
A person who hates women—**misogynist**  
A hater of learning and knowledge—**misologist**  
One who hoards money and lives miserably—**miser**  
One who works with a spirit of service—**missionary**  
Government by a king—**monarchy**  
Practice of being married to one only—**monogamy**  
A person who marries only one person—**monogamist**  
Exclusive possession of trade in something—**monopoly**  
Doctrine that there is only one God—**monotheism**  
At the point of death—**moribund**  
Building where dead bodies are kept for sometime—**mortuary**  
A person who tries to cheat people by clever talk—**mountebank**  
Building where antiquities etc. are exhibited—**museum**  
A drug that relieves pain and induces sleep—**narcotic**  
Just punishment or retribution—**nemesis**  
Coining a new word or a new interpretation—**neologism**  
Undue favour shown to one's relative—**nepotism**  
Taking neither side in a dispute but remaining impartial—**neutral**  
One who suffers from nervous disorder—**neurotic**  
A tribe of people wandering from place to place—**nomads**  
A new entrant in a job or profession—**novice**  
Central portion of an atom or anything—**nucleus**  
Excessive and uncontrollable sexual desire in women—**nymphomania**  
Notice of one's death—generally in newspaper—**obituary**

Building with apparatus to watch stars/planets—**observatory**  
 Outdated, or no longer in use or fashion—**obsolete**  
 That which is clear to eye or mind—**obvious**  
 A government or management by a few—**oligarchy**  
 Having boundless power—**omnipotent**  
 Having endless knowledge—**omniscient**  
 Present everywhere—**omnipresent**  
 One who eats everything—**omnivorous**  
 That which cannot be seen through—**opaque**  
 One who treats eye diseases—**ophthalmologist**  
 One who looks at the bright side of things—**optimist**  
 Having or showing signs of great wealth—**opulent**  
 Curved path of a planet, satellite etc.—**orbit**  
 The branch of sociology dealing with birds—**ornithology**  
 To move like pendulum (to and fro)—**oscillating**  
 A holiday away from home—**outing**  
 Looking or sounding odd, strange—**outlandish**  
 Win, or defeat somebody by being clever or more cunning than—**outwit**  
 One who opposes use of force, war etc.—**pacifist**  
 One who treats children's diseases—**paediatrician**  
 A medicine supposed to cure all diseases—**panacea**  
 Person who is not a believer in any of the world's chief religions—**pagan**  
 Continuous view of a landscape or events—**panorama**  
 A simple story designed to teach a moral lesson—**parable**  
 A person who is a perfect example of a quality—**paragon**  
 A statement that seems contradictory but is true—**paradox**  
 A person who has suddenly reached higher social or economic from a low status—**parvenu**  
 A person or plant who lives at the expense of others—**parasite**  
 A social outcast—**pariah**  
 Tendency to favour or have prejudice against someone—**partiality**  
 A document allowing a person to travel abroad—**passport**  
 Sole right to produce and market some invention—**patent**  
 Study of diseases—**pathology**  
 A person who loves his country's freedom—**patriot**  
 Murder or murderer of father—**patricide**  
 A person who has no means of livelihood—**pauper**  
 One who shows off book-learning—**pedant**  
 One who makes journey on foot—**pedestrian**  
 Last but one—**penultimate**  
 Feeling of liveliness—**pep**  
 Gains, facilities over and above one's salary—**perquisite**  
 One who looks at the dark side of things—**pessimist**  
 A person who helps others through charitable work or donations or money or one who loves mankind—**philanthropist**  
 A person indifferent to aesthetic values—**philistine**  
 The crime of literary theft—**plagiarism**  
 A writer who steals from the writings of another—**plagiarist**  
 Rule of the wealthy persons—**plutocracy**  
 A man who amuses himself in love making—**philanderer**  
 Study of facets and skulls—**phrenology**  
 Custom of having several husbands—**polyandry**



Custom of having several wives—**polygamy**  
 One who speaks/writes many languages—**polyglot**  
 To think intensely—**ponder**  
 Liked by the people—**popular**  
 That can be easily carried about—**portable**  
 Happening after one's death (child, award)—**posthumous**  
 Medical examination of a human body after death—**post-mortem**  
 That which is prematurely developed—**precocious**  
 Restructuring the old set up of society i.e., reform of the economic and political system—**perestroika**  
 A person of extreme or exaggerated propriety in behaviour or speech—**prude**  
 A person whose welfare and career are looked after by an influential person over a long period—**protege**  
 Arrives exactly at the time appointed—**punctually**  
 A fictitious name used by a writer or poet—**pseudonym**  
 One who treats the diseases of mind—**psychiatrist**  
 A device to detect direction/range etc. of aeroplanes, ships etc. through radio-waves—**radar**  
 Amount to be paid for the release of a prisoner—**ransom**  
 Bringing back to one's mind the issue—**recall**  
 A short time ago—**recently**  
 Given and received in return—**reciprocal**  
 One who takes shelter from danger—**refugee**  
 A place where people often meet—**rendezvous**  
 To approve one's action after it is done—**ratify**  
 To restore lost job or privileges—**reinstate**  
 Strengthen by additional men or material—**reinforce**  
 Murder or murderer of a King—**regicide**  
 Excessive use of official procedure causing delay—**redtapism**  
 A witty and clever retort—**repartee**  
 In the habit of saying little—**reticent**  
 Band of persons in attendance on somebody—**retinue**  
 To answer back quickly, wittily or angrily to a challenge or accusation—**retort**  
 Something at a great distance in time and place—**remote**  
 Using indecent or irreverent language or humour—**ribald**  
 Ill-behaved people of the lowest class—**riff**  
 A long, wandering story or statement that does not mean much—**rigmarole**  
 Slightly indecent likely to offend against propriety—**risque**  
 Wanton destruction of machinery etc. by workers—**sabotage**  
 Violation of what is considered sacred or the act of violating the sanctity of church—**sacrilege**  
 A long description of an eventful experience—**saga**  
 One who takes pleasure in the cruel treatment of one's spouse—**sadist**  
 One who comes to the aid of others—**samaritan**  
 Pretending to be holy and pious—**sanctimonious**  
 Bitter ironically worked remark—**sarcasm**  
 A person who is made to bear the blame of others—**scapegoat**  
 Form of writing holding up a person or society to ridicule or showing the foolishness or wickedness of an idea, customs, etc.—**satire**  
 Expressing scorn in a grimly humorous way—**sardonic**  
 A person who doubts the truth of religious beliefs or a person who habitually doubts all that is generally accepted—**sceptic**  
 Careful to do nothing morally wrong—**scrupulous**  
 Using or fond of, abusive language—**scurrilous**  
 Young members of noble family—scion Psalm/ Carving figures in marble, stone, wood etc.—**sculpture**



Having little depth—**shallow**  
 A large number of fish swimming together—**shoal**  
 Ill-tempered woman—**shrew**  
 A black shadow like picture on white background—**silhouette**  
 Things happening at the same time—**simultaneous**  
 An office with profit but no work/responsibility—**sinecure**  
 False report maliciously uttered to person's injury—**slander**  
 Trying to win favour by flattery, etc.—**smarmy**  
 Bits of information, news, etc.—**snippets**  
 A person who pays too much respect to social position or wealth—**snob**  
 A stay for a short time at a place—**sojourn**  
 Speaking aloud one's thoughts to oneself—**soliloquy**  
 A piece of music played or sung by one person—**solo**  
 Words to abuse others (or) Words, phrases etc. commonly used in talk but not suitable for good writing—**slang**  
 Man who practises magic with the help of evil spirits—**sorcerer**  
 The act/habit of walking in sleep—**somnambulism**  
 A habitual drunkard—**sot**  
 Seeing right or true, but not really so—**specious**  
 Persons witnessing a thing (in opera)—**spectators**  
 One who spends extravagantly—**spendthrift**  
 An unmarried woman (generally old/matured)—**spinster**  
 One who speaks for others (a party/industry etc.)—**spokesman**  
 Doing with voluntary impulse—**spontaneous**  
 Neat and smart in dress and appearance—**spruce**  
 A sagacious, far-sighted, selfless political leader skilled in the management of state affairs—**statesman**  
 A party for men only or all male celebration held especially for a male about to marry—**stag-party**  
 A party or social gathering for women only—**hen-party**  
 A place where horses are kept—**stable**  
 A sudden rush of frightened people/animal—**stampede**  
 To make incapable of reproducing by making organs ineffective or to make safe from germs by boiling etc.—**sterilize**  
 One who is indifferent to pleasure and pain—**stoic**  
 The way in which an army is led to war by its general—**strategy**  
 Murder of oneself—**suicide**  
 Looking expensive and splendid—**sumptuous**  
 More than what is necessary—**superfluous**  
 Various small items not separately named—**sundries**  
 Not easy to detect or describe or organised in a clever and complex way—**subtle**  
 Greater speed than that of sound—**supersonic**  
 Something done merely to attract attention—**stunt**  
 Easily influenced by feelings—**susceptible**  
 A person who is very fond of luxury and comfort—**sybarite**  
 A person who tries to win favour by flattering the rich, or the powerful people—**sycophant**  
 Form of reasoning in which a conclusion is drawn from two statements—**syllogism**  
 A word with the same meaning as another in the same language—**synonym**  
 Rules for the arrangement of words into phrases and phrases into sentences—**syntax**  
 Dramatic situation suddenly brought about or silent and motionless group of persons arranged to represent—**tableau**  
 That can be perceived by touch—**tangible**  
 Chatter or gossip idly—**tattle**

One who never takes strong drinks—**teetotaler**  
 A person who reports another's secrets, misdeeds, etc.—**tell-tale**  
 State of the mind as regards anger or calmness—**temper**  
 Made or done as a trial to see the effect—**tentative**  
 A private conversation between two persons—**tete-a-tete**  
 Saying the same thing more than once in different ways without making one's meaning clearer or more forceful—**tautology**  
 One who believes in the existence of God—**theist**  
 A long angry speech or criticism or accusation—**tirade**  
 Small but interesting piece of news, gossip, etc.—**titbit**  
 Make oneself smart or attractive—**titivate**  
 Give a short nervous laugh—**titter**  
 Silly or trivial talk—**tittle-tattle**  
 State of nervous excitement or confusion—**tizzy**  
 To flatter in the hope of gain or advantage—**toady**  
 Easily controlled or guided—**tractable**  
 That- lasts for a short time—**transitory**  
 Belief that soul passes from one body to the other after death—, **transmigration**  
 That through which one can see—**transparent**  
 Action, statement or gift that is meant to show one's respect or admiration—**tribute**  
 What happens after every three years—**triennial**  
 A child who runs away from school—**truant**  
 One who changes his party—**turn-coat**  
 Wealthy and powerful business-man or industrialist—**tycoon**  
 Present everywhere or in several places at the same time—**ubiquitous**  
 Beyond what is obvious or admitted—**ulterior**  
 Final warning given by a party or government to another—**ultimatum**  
 Absolutely clear (statement)—**unambiguous**  
 All being of one opinion—**unanimous**  
 Being the only one of its type—**unique**  
 Belonging to, affecting or done by, all people or things in the world, or in a particular group—**universal**  
 That which did not happen before—**unprecedented**  
 Not easy to control or discipline—**unruly**  
 Giving freely and generously—**unstinting**  
 That cannot be defended—**untenable**  
 Keeping something in good condition and repair—**upkeep**  
 Person who has suddenly risen to wealth or high position—**upstart**  
 Excessively fond of one's wife—**uxorious**  
 A perfect ideal not possible to practise—**utopia**  
 To waver in decision or opinion etc.—**vacillate**  
 One who always feels himself ill—**valetudinarian**  
 Malicious destruction of beautiful artistic property—**vandalism**  
 A fault that may be forgiven—**venial**  
 One who abstains from meat—**vegetarian**  
 Reproducing or memorizing word for word—**verbatim**  
 Using or containing more words than are needed—**verbose**  
 Turning easily or readily from one subject, skill or occupation to another or one possessing several talents—**versatile**  
 One having long experience in military, fight for freedom—**veteran**  
 One having great skill in art, especially in music—**virtuoso**  
 Changing quickly or easily from one mood or interest to another—**volatile**  
 Able to talk very quickly and easily—**voluble**

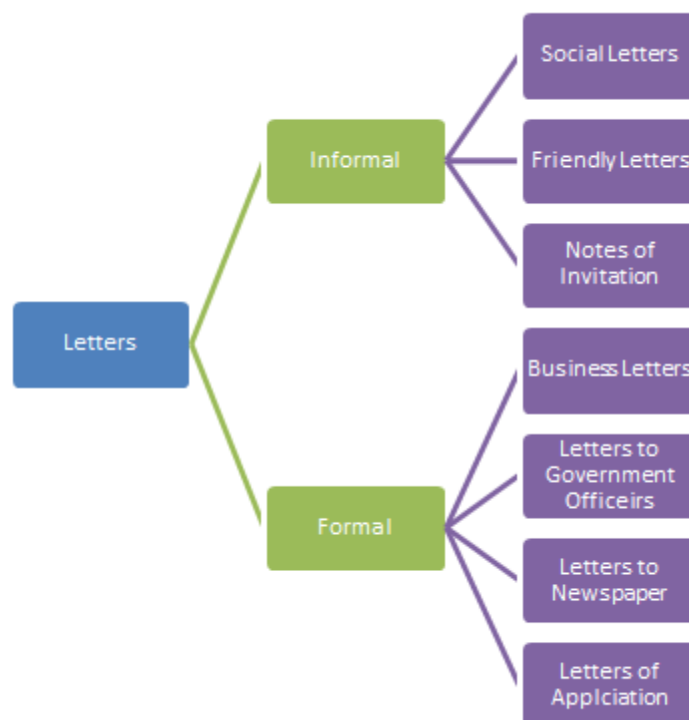
Very greedy in eating—**voracious**  
Action of one's own free will—**voluntary**  
Talk or write at great length, without saying anything important or sensible—**waffle**  
Person who is fond of making jokes—**wag**  
One who stands as a legal guardian to a minor—**ward**  
Place where clothes are stored—**wardrobe**  
Not easily controlled or guided—**wayward**  
An unexpected piece of good fortune—**windfall**  
A clever and amusing statement/speech—**witticism**  
A simple-minded person from the rural area—yokel  
A loud wailing cry of a cat or dog in distress—**yowl**  
An eccentric person—**zany**  
Person who is extremely enthusiastic about something—**zealot**  
Highest point (of power, prosperity, etc.)—**zenith**  
Great enjoyment or excitement—**zest**  
A line or path which turns right and left alternatively at sharp angles—**zigzag**  
A dull lifeless person who seems to act without thinking, or not to be aware of what is happening around him—  
zombie  
Place where rare animals are kept for exhibition, study and breeding—**zoo**  
Science of studying the structure, form and distribution of animals—**zoology**

**Unit - III**  
**General Writing**

## Letters

A letter is one of the ways of communication. A written message is sent in the form of a letter from one person to another. This written message can be anything from an invitation, inquiry of well-being, personal communication, professional communication, complaint, a job application or anything. There are two types of letters

- Formal letters
- Informal letters



### Informal Letters

These letters are the one which we write to our relatives or familiar persons. The style of writing this letter is easy and conventional one. It is a letter for personal communication. It is similar to the familiar talks we have with our friends but it does not mean that we should be careless of the words we are using.

Browse more Topics under Writing Formal Letters

- Format of Formal Letters
- Types of Formal Letters with Samples

### Informal Letter Format

There is a fixed letter format. A person is bound to follow the letter format. The letter format for an informal letter:

1. The address of the writer
2. Date
3. Greeting or Salutation
4. The body of the letter having the message
5. Conclusion
6. Signature of the sender/writer

### Formal Letters

These letters are the one which we write for official or professional use. The style of writing this letter is clear, formal, and to the point. Any business letter either for placing orders or inquiry, editorial letter, job application letter comes under this type of letter. One should keep a formal letter short and to the point.

#### Formal Letter Format

Before discussing the letter format, one must keep in mind the person who writes a letter is a Writer or a Sender. The person for whom the letter is written is an Addressee. The letter format for a formal letter is an essential aspect to remember. The letter format is

1. The address of the writer
2. Date
3. Name / Designation of the Addressee
4. Address of the Addressee
5. Subject

6. Greeting or Salutation
7. The body part of the letter having the main message or content of the letter
8. Conclusion
9. Complimentary Close
10. Name / Signature of the Sender
11. Designation of the Sender

Let us discuss some of these in detail.

#### Sender's Address

One should give the address of the sender or the contact detail in the leftmost side at the top.

#### Date

Providing date in the formal letter helps in keeping a record of the time a letter is sent. It also helps in keeping a record of the duration of the time taken by another party for replying or how long the business collaboration is going on. Any format of date can be used.

#### Salutation

Salutation or greeting is an indication of a polite expression towards an addressee. One can use the term 'Dear Sir / Ma'am' for formal letters also instead of 'Respected sir / Ma'am'.

#### Subject

A statement with a brief and clear statement of the issue or the matter of concern. It is added beneath the line of salutation.

#### Communication or Body of the Letter

This is the main part of the letter or the letter itself. The three main paragraphs of the body of the letter are – introduction, main content, and the conclusion.

- **Introduction:** It is the introductory paragraph of the letter. It must be brief and gives a quick idea to the reader about the concerning matter.
- **Main Content:** This paragraph shows the main message or the matter of the letter. It conveys the message regarding the inquiry, order placement, issues and other matter concerning.
- **Conclusion:** This is the ending portion of the body of the letter. It shows the expectation, anticipation or the demand of the writer from the addressee. One must always add terms like 'Thanking you', 'with warm regards' etc. before ending the letter.

#### Complimentary Close



Before putting the signature or the name of the sender, one must use the complimentary close. It shows the respect towards a person for whom the letter is written. One can use any of the given options

- Yours sincerely
- Yours respectfully
- With sincere thanks
- With kind regards

**Important Points to Remember for Formal Letter Format**

- Always follow the letter format
- Leave a line between paragraphs
- The introduction of the body part must clearly state the reason for writing the letter
- Use simple and direct language
- Try to be complete
- Proper punctuation and correct spellings should be used
- Always use polite, courteous and gentle words
- Provide clear and unambiguous details and information in the letter

**Formal Letter Writing Topics**

- Complaint for Nuisance by Loud Speaker
- Complaint Regarding the potholes in your locality
- Complaint for Poor Bus Service
- Issuing the Duplicate Certificates
- Leave Application

### Formal Letter to Principal

As a school student, you might be required to write a letter to the principal for various reasons, be it asking for sick leave, permission to organising an event in the school, requesting a certificate, etc. Here is the formal letter format to the principal:

1. The Principal
2. Name of the School
3. Address
4. Date
5. Salutation: Respected Sir/Ma'am
6. Subject: State the reason of the letter to the principal
7. Body of the Letter
8. Closing Line: Yours Sincerely/Faithfully
9. Sender's Name
10. Class and Roll No.

### Sample Application

The Principal

School Name

Address

Date

[The date on which the application is written. It helps in officially documenting the application.]

Subject: Reason for writing the letter

Salutation: Respected Sir/Ma'am

Body of Content

[Mention your name and class]

[State the reason for the application]

[Related factors such as the number of days for a leave (including dates), reason of fee concession, etc.]

[Humbly extend your gratitude towards the principal.

Complimentary Note as a closing acknowledgement for the principal's time, understanding and patience. This makes the letter more respectful and thereby appropriate.]

Closing Line

[Yours Obediently, Yours Sincerely, etc.]

Name of the Sender with Details

[Conclude the application by mentioning your name with other essential details like class, section, roll no. and any other details.]

Sample Letter

25, SS Street  
Cheran Nagar  
Coimbatore 641023

8th September, 2019

The Editor  
The Hindu  
Coimbatore

Subject: Repair of the road in Cheran Nagar

Sir,

I would like to bring to your notice that the people in and around Cheran Nagar have been facing difficulties in travelling back and forth because of the bad condition of the roads there. We have appealed to the Municipality, but there has not been any response on the issue so far.

As our appeals to their office have had no effect, we believe that perhaps a mention in the media would be of great help. Since the beginning of the last month, the roads in Cheran Nagar have been almost impassable. The surface is badly broken up by the heavy rains, and on a dark night, it is positively dangerous for vehicles to pass that way. Moreover, there are heaps of road metal on both sides of the road, which leave very little room in the middle. The residents of the area have been inconvenienced in this way for weeks.

The situation is becoming worse. There have been multiple accidents happening due to this condition. I request you to highlight the seriousness of the matter in your newspaper so that the road may be properly repaired without further delay.

Thanking You  
Yours sincerely,  
Signature  
XYZ  
Resident

### Abstracting

An abstract is a short account of the chief points of written matter, a book, speech etc. It is a summary: like the precis, it reduces the length of a passage. But an abstract is more condensed than a precis. It is a very brief presentation of all the points made by the author of the original. The abstract of a 200 page book may be only 2 or 3 pages long. As far as possible the author's words are used and the presentation follows the order of the original. The abstract of books, articles, scientific studies are very useful to research workers. So they read the abstracts first and decide whether they are related to their subjects and if they are related, they go through the original ones. Historians, sociologists, psychologists, doctors, advocates etc. have to read them for the same reason.

There is an important difference between a precis and an abstract. One reads an abstract when he is searching for material on his subject whereas one reads a precis because he is interested in the original but has no time to read it completely. However, there are, occasions when an abstract too serves the purpose of a precis. A busy company executive may ask his secretary to prepare the abstract of a long correspondence comprising correspondence of a big file. The total information is often condensed into a short form.

In writing an abstract, you follow the same steps as in writing a precis. After preparing the outline with complete details, you draft the abstract from it

### BRIEF WRITING

Writing or speaking about events in short time briefing, generally, relates to speaking for a short period. The subordinates brief their officers in nut shell orally about the events which happened in meetings or on their observations. In advocacy, a brief means summary of the facts of a case in few words drawn up it a barrister.

Generally, reports are submitted in brief-writings. While preparing briefs we follow the steps of summarisation. It contains all the relevant information regarding the events but in brief, not in detail.

### **Drafting of Reports**

A report is a form of communication in which some information is conveyed, usually in writing, to someone who wants it. It is a description of an event or an experience, or a study of problems or issues or events or discussions usually in the written form, prepared for the information of someone else. There are several kinds of reports, newspaper reports, messages, minutes of meetings, business reports, scientific reports, enquiry committee reports, official reports etc.

The language of a report should be suited to its content. It should be written in such a way that the person using it is able to get the required information easily and quickly. This is possible only when the writer of the report has a very good understanding of the subject-matter and the needs of the user. The contents of a report should be logically arranged and presented in an interesting manner. A good report should be brief: the writer should leave out unnecessary details.

### **Steps in Drafting a Report**

1. The report should contain the information related to the concerned event or subject-matter.
2. It should be well-organised, fact-filled.
3. It should be drafted as per the planning. A plan is a set of direction. The plan tells you where you are going and how to get there.
4. The information of the report should be real one and have evidence.
5. It must be in brief and short.
6. The core issue should be presented in the first paragraph.
7. The body of the report should be divided into topic groups and the topics into sub-topics, if necessary.
8. Set aside the information that does not fit anywhere in your report. You won't use it in your report.
9. Most of your report should be written in your own words.
10. The language used must be simple and suited to the subject of the report.
11. Verbs in the active and passive voices should be used in the report.
12. All important questions that come to our mind should be answered here.
13. The report should be structured in a way that it can be stopped at the end of any paragraph containing the matter related to a topic or sub-topic.
14. The last paragraph of report should contain the summary of the report.

**Sample Magazine Report**

**Seminar On Water Conservation**

**By: Preeti (XYZ)**

Maryland School, Gurgaon 16th March, 20xx, Gurgaon: Our school organised a seminar on 'Water Conservation' as part of the World Water Day Celebrations on 13th August, 20xx. The main aim of this seminar was to remind us all about the need to save the government and the non-governmental organisations in providing help water as it is a precious source imperative for our survival.

distinguished environmentalists and eminent personalities were our guest speakers and they reiterated the need not only of conserving water but also spoke at length on how to conserve water by stressing upon the fact that each drop of water is precious. Dr. Yashraj, an eminent environmentalist, suggested rain-water harvesting as one of the best ways to conserve water.

Using visual aids to highlight his discourse, he suggested that to ensure availability of water for the future generations the withdrawal of fresh water from an ecosystem should not exceed its natural replacement rate. The seminar concluded on the note that water conservation is the most cost-effective, environmentally sound way to reduce our demand for water and so each one of us must do our bit towards improving water management to enhance optimum use of water.

**Drafting the Reports of Meetings –**

The two important documents connected with meetings are the agenda and the minutes. A few days before the meeting, an agenda is circulated among the members i.e. a list of the items of the discussion. After the meeting, a report is prepared on the decisions taken at the meeting and this report is called the minutes of the meeting. The minutes of a meeting have to be prepared with care as it is the authentic record of what happened at the meeting. It is essential that the minutes are brief and accurate.

**The minutes of the meeting should contain:**

1. The head-line--the name of the organisation, the number of the meeting; the time and place of the meeting are given in the headline;
2. Names of the Chairman and the members present;
3. Any communication received from the absent Members;
4. Decisions of the meeting, each item are mentioned in a separate paragraph. Decisions are recorded with precision in the order in which the items are mentioned in the agenda;
5. Decision about the next meeting;
6. Vote of thanks to the Chair.

**DRAFTING THE BUSINESS REPORTS**

**Drafting the Business Reports**

A business report usually contains the results of a study, an investigation, an analysis etc. The report will be quite matter of fact without any element of personal opinion or subjective interpretation. It may either be in the form of a letter or of a standard report.



The business report is drafted more or less in the arrangement of the matter. It contains the following parts.

1. Title (the subject-matter of the report);
2. To (name/or designation of the person to whom the report is sent);
3. From (name and/or designation of the person sending the report);
4. Date (on which the report is sent);
5. Procedure (details of the procedure followed in making the study);
6. Analysis of the findings;
7. Recommendations (these should be objective and based on the findings);
8. Signature (of the person sending the report);
9. Appendix, if any (on separate sheets).

#### **Drafting the Reports of Experiments**

The report of an experiment is aimed at the educated laymen and the reporter is not a scientist. It differs from other reports in the arrangement of the information and in the general tone. In reporting an experiment, information is arranged under the following headings:

- ✦ aim of the experiment;
- ✦ apparatus;
- ✦ theory or principles;
- ✦ procedure or methods followed;
- ✦ results or observation of the experiment;
- ✦ Conclusions.

#### **Drafting Survey Report**

The writer of a survey report is required to conduct an investigation or a survey on a specific topic and submit a report. These reports are used in making decisions. These reports are based on public opinion. The following are the steps in the drafting of a survey report.

- ★ Study the terms of reference and find out what exactly has been asked for.
- ★ Collect data and information on the subject through reading or interviews or questionnaires.
- ★ Evaluate the data and decide on their organisation.
- ★ Make a draft of the report.
- ★ The draft should contain all the relevant issues.
- ★ In drafting pay attention to organisation of subject matter, style and tone, graphics and neatness of execution.

The language should be a direct one.

**Example of Drafting Business Reports**

Agenda for the 25th meeting of the Goyal Enterprises, Siddiambar Bazar, Hyderabad-12 at 10 a.m. on Monday, 4th October, 2004.

- ❖ Confirmation of the minutes of the 24th meeting;
- ❖ Action taken on the minutes of the 24th meeting;
- ❖ Proposal to start a new showroom in Madras;
- ❖ To modernise the existing plant;
- ❖ Need to import of new machinery;
- ❖ Proposal to send a representative to the International Industrial Exhibition at Singapore;
- ❖ Honouring the best labourer in the enterprise.

Minutes of the 25th meeting of the Goyal Enterprises, Siddiambar Bazar, Hyderabad-12, at 10 a.m. on Monday, 4th October, 2004.

**Meeting has been held under the President ship of Nand Kishore Goel.**

**Members Present**

- |                        |                   |
|------------------------|-------------------|
| ➤ Shri Lal Ansari Shri | ➤ Shri S.K. Reddy |
| ➤ M.K. George          | ➤ Shri K.S. Naidu |
| ➤ Shri C.K. Patel      | ➤ Shri S.P. Jain  |

**Shri Balaji could not be present. His telegram expressing inability to attend the meeting was read out.**

1. The minutes of the 24th meeting were confined and signed.
2. The members noted the action taken on the minutes of the previous meeting. It was felt that the work on the construction of new shed should be expedited.
3. The association, after a brief discussion on starting a new showroom in Madras, decided to form a sub-committee to study the feasibility of the showroom in Madras.
4. The meeting resolved to modernize the existing enterprise by importing machinery from Japan.
5. The meeting decided to make representation to the Government of India to allow import of machinery under open general licence.
6. The meeting decided to send Nand Kishore Goel to the International Industrial Exhibition at Singapore.
7. It was decided that the next meeting of the Association should be held in December, 2005.
8. The meeting ended at 1.10 p.m. with a vote of thanks to the Chair.

(Sd.).....

Chairman .....

### **Example of Drafting of Report on Experiments**

Dr. David A. Newsome of New Orleans in the USA reports on his study as follows:

**Aim.**—To study the effect of the zinc on the degeneration of the retina caused by age.

**Theory.**—It has already been established that the old people have less zinc in their daily intake.

**Procedure or Method.**—Two groups of people with retinal degeneration each containing 75 people. One group of people were asked to take a tablet containing 100 mg of zinc twice a day. The other group was given other drugs. The patients were treated for a period of two years.

**Observation.**—It was found that those who took zinc had less vision loss than those who did not.

**Conclusion.**—The intake of sufficient zinc will arrest the degeneration of the retina caused by age. As the present study contains a small group, we should not conclude definitively.

### **Example of Drafting of Survey Reports**

The Politics Department of Usmania University was asked to conduct a survey on corruption practices in the state by a non-governmental organisation. After conducting the survey and study, the department of politics has drafted the following report. As asked by the Social Evils Eradication Society, the department of politics conducted a survey of corruption practice in the State.

1. In the survey 60 per cent expressed that the cause for corruption is due to the politicians' greediness to amass wealth.
2. 20 per cent of the random sample expressed that the voters' selling of the votes is the main cause for corruption.
3. 10 per cent of the random sample expressed that the high ranking decision making officers are the cause for corruption.
4. 10 per cent of the random sample expressed that the corruption has its roots in society due to inequality prevalence.

In view of the findings of the survey there must be a drive to reform both political and executive organs of the government and some election reforms should be introduced immediately to have democracy.

**Exercises for Drafting Reports**

1. Prepare the draft report of the minutes of the meeting basing on the following agenda by imagining the decisions:  
Agenda for the meeting of the Board of Directors of United Printer's Association of South India, Madras at 10 a.m. on Thursday, 26th October, 2004.
  - a. Threatened strike by the worker's union;
  - b. Proposal for a five-day week for the managerial staff
  - c. Starting a school for the children of the staff;
  - d. Granting car allowance to the Directors;
  - e. Any other item with the permission of the Chair.
2. Draft a brief-report on the following incident: Torrential rain in Bombay—began afternoon—officer-goers, students stranded—railway lines under water—road transport affected—residents move out of slums—buses and lorries stranded to reach home—holiday declared for tomorrow.
3. Prepare a brief-writing on the cyclone havoc created in coastal area of Madras.
4. Prepare a business report regarding the market potential for sports goods which a shoe manufacturing company wants to start.
5. Prepare a report of the study as you have been asked by a firm which manufactures detergent powder to a study of the consumer reaction to their product and suggest measures to improve the image and the sales of the product.

Law

### PRECISE WRITING

#### Precise Writing

##### (Summarising or Briefing)

The French word *precis* (n)/prɛsi:/ (singular);/prɛsi:z/ (plural) means summary or abstract. The English word *precise* (adj.) /praɪsɪs/ means accurately expressed. 'Precise' has its Latin origin 'praecido' which means cut short.

The synonyms of 'precise' are accurate, correct, definite, distinct, exact, explicit, express, nice, pointed, severe, strict, unequivocal, well-defined, careful, scrupulous, ceremonious, financial, formal, prim, punctilious, rigid, starched, stiff, specific (clarity), categorical.

Precis may be defined as "a concise and clear statement embodying in a connected and readable shape the substance of a longer passage." Precis is the art of expression of a passage in a shorter period of time so that the exact idea may be followed by the reader quickly. A precis is the gist or main theme of a passage exactly in a few words as possible.

Precis differs from a paraphrase. A paraphrase should reproduce not only the substance of a passage, but also all its details and there will be no shortening of the size of the passage and the paraphrase may be longer than the original passage, whereas precis must always be much shorter than the original. Though there is no rigid rule for the length of a precis, it should not contain more than a third of the number of words in the original passage.

**Precis Writing:** Precis writing is an integral part of various MBA exams & **Bank, Government Exams** like **UPSC, SSC, NABARD, SEBI, SIDBI, SBI PO**, etc. It tests your ability to read, understand and present text in a clear, crisp, and concise manner.

#### Steps to Write a Precis

**Step 1:** Read the given passage carefully. Underline or highlight the important points and keywords or make a note of them (whichever is convenient). If you're making a note of the important points, note them down in the same order as given in the original passage.

**Step 2:** After reading, make a note of the central theme/main idea/gist and the tone of the author of the passage.

**Step 3:** Re-read the article and compare it with your notes or check if you have missed underlining any crucial point.

**Step 4:** Provide your precis with an appropriate title (you can also do this after you finish writing your precis).

Step 5: Draft a precis based on the notes you have taken down or points you have underlined. Keep the following points in mind while writing your precis:

- A Precis isn't simply the abstract of the passage, nor is it a mere selection of important sentences of the passage. A Precis needs to convey the main idea of the original passage, including all the *important points, the author's facts, opinions, ideas, and thoughts*, with absolute clarity, in the precis writer's own words.
- The main idea of the passage needs to be conveyed as accurately and as briefly as possible in the precis. Do not add long sentences or garrulous thoughts in your precis.
- The precis should be *written in the precis writer's own words* (no copy-pasting) and should include all the essential points and the gist of the original passage, so that, the reader will be able to understand the idea behind the original passage without having to go through it.
- The language used to write precis should be clear, crisp & concise.
- Include a statement that explains why the research was conducted (in case it's research) or why the piece of writing was written (in case of an article)
- Discard the non-essential parts of the original passage and do not include them in your precis.
- Precis is always written in the third person and in a reported speech. Any history-related fact in a precis is to be written in the past tense.
- A precis needs to be objective. It doesn't offer evaluations or critical analysis. Hence, refrain from including your opinions, subjective interpretations, personal reactions, wishes, remarks, or criticisms in your precis.
- Do not include abbreviations or contractions in your precis.
- A Precis should make logical sense and follow the chronology of events in the same way as the original passage.
- Officials mentioned in the precis need to be provided with designations instead of names or titles. In case the designation is missing, you can use their personal name.
- There are no rigid rules to how lengthy your precis can be, but as a general rule, your precis should be not more than one-third of the total number of words in the original passage.
- The precis needs to make logical sense and have the exact same logical structure, chronology, proportions, order, ideas, facts, and thoughts as that of the original passage.
- The precis needs to read smoothly. Precis is a connected whole. The precis reader needs to be able to sift from one point to another in a smooth manner.

Step 6: Review your precis. It's important to review your precis to confirm that you have included all the essential points, supporting evidence, and the gist from the original passage and to ensure coherence, and correctness with respect to grammar and spelling, and clarity. Post-review, count the number of words of the precis and put them down in a bracket at the end.

### **A Good Precis Format | Precis Writing Samples with Answers**

Is Clear, Concise, Coherent, and Precise

Is written in the precis writer's own words



Contains all the essential points, the author's tone, facts, opinions, thoughts, and the main idea of the original passage.

The Length of a Precis:

1. A precis must always be much shorter than the original passage. An ideal precis would not contain more than one-third of the number of words in the original text.
2. Generally, the number of words is given at the end of the paragraph. All you need to do is divide the number by three.
3. Be sure to count all the words in the paragraph. Some guides do not include the articles and prepositions in the count, while most do.
4. It is time-consuming to count the words in the time given for all segments in the descriptive paper in the exams, so an approximation would be okay until the summary is less than one-third of the original text.

Quick tip: You can count the words in one line and then multiply the count with the number of lines in the paragraph to get a fairly accurate number of words.

Approach for Precis Writing:

To write a good precis, read the passage given in question carefully. It is advisable to read the passage multiple times and thoroughly understand the paragraph. After you finished reading the passage, think of a suitable title for your precis. While you write a precis, follow a logical sequence of events as given in the original passage. Avoid phrases like "In my opinion", "In my view" etc.

The precis should be written in past tense and indirect speech. Use easily understandable language.

Ask yourself questions like:

What is the basic theme of the passage?

Which are the most important points in the passage?

Which are the points that I can eliminate?

A good practice would be to make a rough note of these points.

## Precis Writing Example 1

Read the passage carefully and write a summary of the same in your own words.  
No paraphrasing/rephrasing is allowed.

Nigeria spends an average of US \$22 billion each year on food imports. Its major food imports include wheat, sugar and fish. Another big import, rice, accounts for about US\$1.65 billion. Most of the country's rice is imported from Thailand and India. This has led analysts to predict it will be the world's second-largest importer of rice after China in 2019.

There are a few reasons that Nigeria's demand for rice is so high. Among them is rapid urbanisation; people who arrive in cities and seek out cheap, nutritious, filling food invariably turn to rice. More traditional coarse grains like sorghum and millet have become less popular over the years. This, according to research, is because rice is "a more convenient and easy staple to prepare compared to other traditional cereals across income levels in the urban areas".

Now Nigeria's government is trying to stem the tide of imported rice. Towards the end of 2018, it announced its intention to halt rice imports entirely. In doing so, it hopes to save a great deal of money. But is this plan realistic? Unfortunately, it's not. Nigeria's agricultural sector simply isn't equipped to produce the amount of rice to meet demand. It is battling natural and climatic factors, a lack of funding and training for farmers, and a dearth of government support. To turn this around, the government needs to invest heavily in rice farmers.

### Precis Writing Answer

#### Nigeria and its Import of Rice

There are reasons for the high demand for rice in Nigeria, which makes it to import \$1.65 billion worth of rice out of a total \$22 billion food imports each year and is predicted to become world's second-largest importer of rice after China in 2019. Rapid urbanization, cheapness and nutritional value are some of the reasons for its high demand. The choice of rice is because of its convenience and easiness to prepare.

The Government is putting a blanket ban on rice imports as announced towards the end of 2018 in order to save money. But the plan is unrealistic by design since Nigeria's agricultural sector is not prepared to meet its rice demand. On top of that, Nigeria is battling other factors too of natural and climatic nature, dearth of funding and farmers' training. To solve these problems, the Government should invest in rice farmers aggressively.

## Precis Writing Example 2

2. Read the passage carefully and write a summary of the same in your own words.

No paraphrasing/rephrasing is allowed.

Recently, the National Health Authority (NHA) and the All India Transporters Welfare Association (AITWA) have announced a partnership through a memorandum of understanding (MoU). This partnership aims to provide healthcare services to around 10 million truck drivers under the Ayushman Bharat (AB)-Pradhan Mantri Jan Arogya Yojana (PM-JAY). The NHA and the AITWA will work together in order to identify truck drivers and employees of transport companies who are eligible for the scheme. The Common Service Centres (CSCs), which comes under the Ministry of Electronics and Information Technology, will work toward facilitating the verification of drivers using the NHA's Beneficiary Identification System. This collaboration will help thousands of eligible families access in-patient care for serious illnesses at a nationwide network of 19,002 government and private hospitals empanelled under the PM-JAY. After the verification, the eligible drivers can get their AB PM-JAY e-cards at the nearest AITWA Highway Hero Centres. In the first phase, a pilot project will be conducted at key locations under the AITWA and the AB PM-JAY. This will be expanded to other towns across the country. Eligible drivers and employees of different transport companies will be able to avail themselves of the benefits after getting the PM-JAY cards. NHA officials will work closely with the teams of the AITWA and the CSCs to conduct the drive to identify beneficiaries.

Title: Healthcare Services for Truck Drivers under Ayushman Bharat

Summary:

*To identify and provide healthcare services to 10 million truck drivers employees of transport companies under the AB PM-JAY, the NHA and AITWA announced a partnership through a MoU. In-patient care will be accessible to thousands of eligible families at around 19,002 government and private hospitals. The first phase aims to conduct a pilot project at key locations. The eligible drivers can obtain their AB PM-JAY e-cards at the nearest AITWA Highway Hero Centres and avail the benefits after their verification using NHA's Beneficiary Identification System is done by the CSCs.*

While preparing the draft, care should be taken to see that:—

- no major point is left out;
- no inessential detail is included;
- one word substitution be made for the long expressions of explanation;
- it should be all in your own words;
- it must be a connected whole with continuity of thought;
- it must be complete and self-contained;
- it is only the gist of the passage;
- there should be no comments and no correction of facts;
- the language must be clear, lucid, simple and direct;
- it should be in narrative form;
- it should be in indirect speech after a 'verb of saying' in the past tense and in active voice;
- it should be written in the Third Person, even if the original is in the First Person or in the form of a dialogue;

- it should be in past tense continuously even if the original narrative is in the present;
- it should not contain any repetition;
- it should be in a paragraph, if the original passage is in two or three paragraphs;
- the language should not generally contain, slang, colloquial expression or foreign phrases;
- there should be no reproduction of the sentences from the original passage;
- the opening sentence should be impressive;
- the order of the ideas contained in given passage should remain the same;
- it should contain an apt title even if it is not asked in the question

Renaissance  
Law College

**Unit – IV**  
**Legal Writing**

## **Fundamental principle of legal writing**

### **INTRODUCTION**

Good legal writing can play a very important role in winning cases but it is also hard work to be a good legal writer. To be effective, the sentences must be written clearly and persuasively (convincing) about complicated matters to readers. So like any other skills, good legal writing takes practice and a mastery of certain fundamentals. And the fundamental Principles which should be followed are given below –

1. **Concision:** It is minimizing words while conveying an idea. It aims to enhance communication by eliminating redundancy (unnecessary words) without omitting important functions. It has been described as one of the elementary principles of writing. It means to be economical with words, expressing what is needed using the fewest words necessary that may involve removing redundant or unnecessary phrases or replacing them with the shorter ones.

It has also been described as 'eliminating words that take up space without saying much'. In the construction of any sentence, the most important word is the verb. A verb should be short and precise. The subject should be identifiable from the context or introduction, and it should not need to be repeated every time it appears in a sentence.

Legal professionals use concision in order to make their legal arguments more persuasive and easier for courts and other lawyers to understand.

Moreover, it makes our work seem more professional and persuasive while saving our time which can end up being costly in the long run. Hence, it is one of the important fundamental principles of legal writing.

2. **Clarity:** It is the quality of being understandable. It is the quality of being expressed, remembered, understood etc. in a very exact way. It is vital as any ambiguity in what is written has the potential to cause confusion.

3. **Cogency:** It is the quality or state of being convincing or persuasive. It only applies to inductive arguments. An argument is cogent if it is strong and the premises are true.

4. **Simplicity:** It is the quality of being simple. Something easy to understand or explain seems simple, in contrast to something complicated. The quality or condition of being easy to understand i.e. the meaning should be clear and uncomplicated.

5. **Note-Making:** The Qualities of a good note is, it must be brief.

**METHODS OF LEGAL WRITING:**

- **Cornell Method:** This method is based on two columns i.e. the column of the left hand side will contain the keyword/concept and the column on the right hand side will contain the description on notes, associated with the keyword/concept.
- **Outlining Method:** This method involves writing a series of topics and sub-topics and identifying them by indenting the text, numbering the lines or using a dash or bullet points.
- **Charting Method:** This method involves a table of rows and columns with a top row generally containing the keyword which clarifies the concept linked in the row table.
- **Sentence Method:** This method involves the writing of a very new concept or topic on a separate line and the information can also be numbered if necessary.

**THE CHARACTERISTICS/FEATURES OF PRINCIPLES OF LEGAL WRITING:**

**1. BRIEF WRITING**

Brief writing means written instructions by a lawyer or barrister representing a client in legal proceedings. In other words the brief means a summary of law points prepared and written for the purpose of argument.

There is no definite rule for preparing and writing a brief of a case or matter. However, for writing an effective and impressive brief some tips may be given.

These are as follows:

- It is one of the methods of composition. Therefore, a brief should be written in a clear and effective language.
- A brief should be written point wise while maintaining the sequence of incidents.
- A brief should be based on the facts as there is no scope of imagination and presumption.
- Ordinarily, a brief should also be written in third person and past tense.
- It is desirable to maintain the title of the matter in hand.
- We should not write subscriptions like yours sincerely, faithfully, etc.
- Before preparing and writing the brief of a case or matter one is suggested to read and underline the important sentences and law points.
- In support of the brief mention of annexure or page number in brackets at the end of the sentence.
- At the end the name and signature of the person along with the date is necessary who writes the brief.

Generally a brief should be prepared and written in the sequence given below :

- Facts of the case in summarized form;
- Issues involved or framed;



- Contentions (arguments) raised and case law cited;
- In case of judgment, the operative portion of the same.

## **2. CASE COMMENT**

In contrast(opposite) to a case outline, a case analysis is a specialized bit of lawful composing which digs profoundly into a few layers of the case. We are required to strip/Show these layers off to draw out the issues and break down to analysis of the cases in the light of those issues.

### **POSSIBLE APPROACHES TO WRITING A CASE COMMENT:**

- Law is not clear.
- The judgment is correct and clears the Law.
- The judgment was wrong.
- The judgment was not wrong but the reasoning.
- Important issue not discussed.

### **STEPS TO WRITE A CASE COMMENT:**

**INTRODUCTION:** A case comment ideally begins with a short paragraph identifying the subject of the case so as to give the reader a fair idea regarding the issues we are going to address in the comment.

The subsequent section ought to be a short proclamation of facts expressing just the piece of the factual matrix which is fundamental to the issue being factually talked about.

**BACKGROUND:** The purpose of writing this section is to let the reader get the idea about the factual subject matter of the case before we can start our analysis. The absolute initiative step to do this is to draw a framework of the advancement of the law paving the case under review by touching upon the landmark cases and significant statutory developments. This encourages the reader's access to the court's choice and understands the arguments in a simplified manner.

**ANALYSIS:** It is regarded as the main limb of the case comment. Here four relevant questions needed to be asked by yourself.

They are –

- Was the Court's decision right?
- Is the decision the same/in the contrary to the existing law? Was the reasoning similar or supplementary with the previous reasoning in the similar or relevant cases? Whether the decisions subsequently influence the existing law?
- Did the court justify its reasoning? Was the interpretation of the law legitimate? Was the reasoning against/for? Did the court consider all issues or reject them? If there was omission, does it prove a demerit?
- What are the policy implications of the decision? Are there any other sources which would lead to more appropriate public policy in this area?

If you have answered all the questions then 80% of your job has been done. Your answer to these questions needs to be sustained by logical assertions and adequate reasoning.

**CONCLUSION:** The conclusion must contain the principle embodied by the creators or lawyer's discoveries and interpretation. It's not always necessary to arrive at the conclusion that the court's decision was correct.

**USING FOOTNOTES IN A CASE COMMENT:** In case comment one must use an end-note based method of citation, as opposed to the textual citation you have used in briefs and memorandum. Your end-notes should be placed at the end of your comment, in a separate end-note section.

### **3. REPORT**

A report is an informational work containing information about certain events in a wide presentable form. Reports are often conveyed in writing, speech, television or film. Reports may refer to specific periods, events, occurrences or subjects and may be communicated or presented in oral or written form.

#### **STAGES IN WRITING A REPORT:**

All reports need to be clear, concise and well structured. The essential steps of writing a good report are as follows:

- Understanding the purpose of the report.
- Gathering and selecting relevant information.
- Organizing the collected material
- Analyzing the materials
- Drafting of the report
- Reviewing and redrafting
- Presentation

### **4. LAW REPORT**

A law report is a record of judicial decision on a point of law which sets a precedent. Law reports are of two kinds –

- a. Full Text Law Report
- b. Summary Reports

#### **DRAFTING OF LAW REPORTS:**

An outline of a document is called drafting and one who drafts a document is called draftsman rather than designer. However, drafting of law reports is another form of brief writing. But, in the field of legal profession a brief of the case is prepared and written with a view to prepare arguments of the case. Like brief writing, the drafting of law reports should also be in concise pattern while giving complete details of the case decided by the Court.

Mostly, legal reporters of newspapers and magazines are engaged in drafting law reports but it is expected that they are well familiar with legal terminology and moderate knowledge of law.

Sir James Fitzjames Stephen, a former Law Member of the Government of India has said ‘the law reports are not merely reprints of the written judgments of the judges’.

He was of the view that a law reports should consist of –

1. Statement of facts of the case
2. Statement of the arguments of the advocates
3. Held/operative portion of the judgment

He also opined (suggested) that law reporting should be regarded as a branch of legislation needed attention of the Government.

**CITING OF REPORTED CASES:** In citing reported cases it is helpful to the court first to summarize the proposition of law in support of which the case is cited, then to give distinctly and accurately the name of the case and its reference in the law reports, giving the judge time to make a note of it and then to read such passages as bear upon the note as issue. Counsel (lawyer) owes a duty to the court to bring to its notice all the relevant authorities of which they are aware even though they may tell against their case.

## **5. LEGAL CITATION**

It is the practice of crediting and referring to authoritative documents and sources. A legal citation refers to a specific legal source such as constitution, a statute, reported cases, a regulation, a treatise or a law review article. A legal citation needs to be used to support or refute (deny) an argument, to provide the legal basis of an argument and simply to indicate the source of the claim.

### **PURPOSE OF CITATION:**

- Identify the document and document part to which the writer is referring.
- Provide the reader with sufficient information to find the document or the document part in the sources the reader has available (which may or may not be the same sources as those used by the writer).
- Furnish important additional information about the referenced material and its connection to the writer’s argument to assist readers in deciding whether or not to pursue the reference.

### **WRITING A LEGAL CITATION:**

There are primarily 6 components of Case Law –

1. The names of the parties involved in the suit: Traditionally, the names of the parties to a case are mentioned in italics. If there is more than one party on either side, cite only the first name listed. The omission may be indicated by the use of ‘& Ors’ meaning ‘and others’.
2. Year: This follows the year in which the parties have registered the case. It is enclosed in either round or square brackets.
3. The volume of the reporter containing the full text of the case: If there is volume number as a part of the law report series, and then it must be indicated immediately after the year.
4. The abbreviated (short form) name of the case reporter: There are the standard forms of abbreviation of most law report series.

5. The page number on which the case begins: Give the page number at which the case begins in the series of reports cited.
6. The name of the court deciding the case: The name of the Court pronouncing the judgment may or may not be there.

Moreover, the States with their unique style for court documents and case opinions also publish their own style guide, which includes information or citation rules.

It can be concluded as it helps in following a line of argument straight through many abbreviations and special terms embedded in it.

#### **Cohesive Devices, Combination of sentences**

Pleadings are statements in writing drawn up and filed by each party to a case, stating what his contentions will be at the trial and giving all such details as his opponent needs to know in order to prepare his case in answer.

The whole object of pleadings is to ascertain with precision the points on which the parties agree and those on which they differ and this they bring the parties to a definite issue, so that the parties may be saved from the expense and trouble of calling evidence which may prove unnecessary, and further that neither party may be taken by surprise.

#### **The following are the requisites if a pleading:**

1. Every pleading must state facts and not law.
2. It must state all the material facts and material facts only.
3. It must state only the facts on which the party pleading relies, and not the evidence by which they are to be proved.
4. It must state such facts concisely, but with precision and certainty.

**While drafting the pleading, it is good to remember the following points:**

1. Avoid unnecessary facts
2. Avoid pronouns unless the antecedent be very close.
3. Refer to the plaintiff or the defendant throughout the pleading in the same way.
4. Avoid 'ifs' and 'buts'.
5. Avoid passive voice. AS far as possible use sentence in active voice.
6. Avoid complex sentences – use short and simple sentences.
7. Avoid repetition
8. All unnecessary adverbs and adjectives and argumentative pleas must be avoided.
9. The legal effect of a document can be stated shortly without repeating its words.

The language used in the pleadings should be simple but without giving rise to emotion or sentiment. The facts asserted must be definitely stated.

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### **Framing of Suit**

Suit is a case in a law-court and a prosecution of a claim. The following principles should be followed in framing a suit.

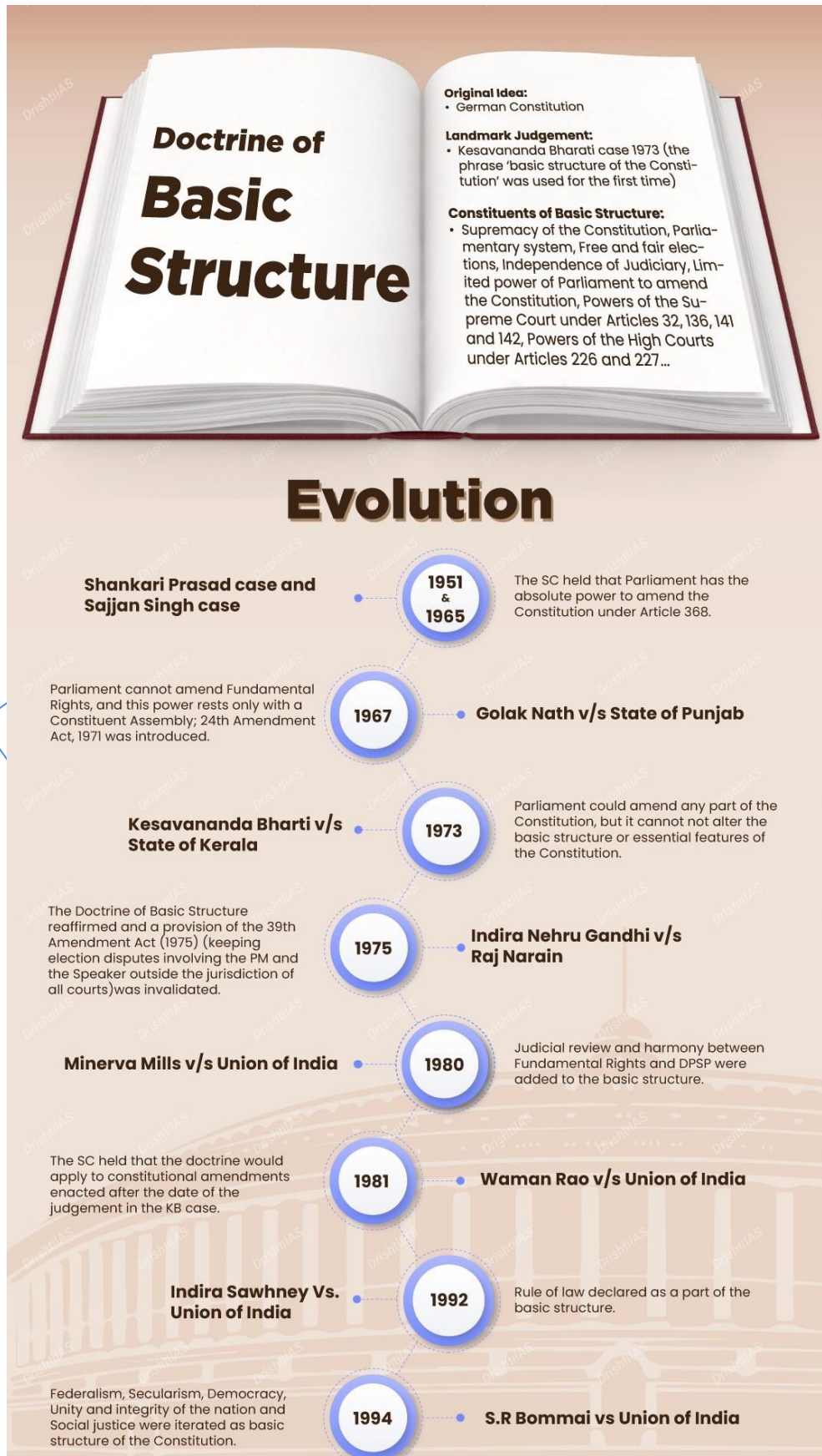
1. Every suit shall be framed as to afford ground for final decision upon the subject in dispute and to prevent further litigation concerning them.
2. Every suit shall include the whole of the claim which the plaintiff is entitled to make in respect of the cause of action.
3. A plaintiff may unite in the same suit several causes of action against the same defendant or the same defendants jointly.
4. No cause of action shall, unless with the leave of the court, be joined with a suit for the recovery of immovable property except –
  - a. Claims for mesne profits, or arrears of rent in respect of the property claimed or any part thereof.
  - b. Claims for damages for breach of any contract under which the property or any part thereof is held; and
  - c. Claims in which the relief sought is based on the same cause of action.

No claims by or against an executor, administrator or heir, as such shall be joined with claims by or against him personally.

**Plaint** – Plaint is a statement in claim in which the plaintiff sets out his cause of action with all necessary particulars. It should contain the following particulars.

1. The name of the Court in which the suit is brought;
2. The name, description and place or residence of the plaintiff;
3. The name, description and place or residence of the defendant, so far as they can be ascertained;
4. Where the plaintiff or the defendant is a minor or a person of unsound mind, a statement to that effect;
5. The facts constituting the cause of action and when it arose
6. The facts showing that the Court has jurisdiction;
7. The relief which the plaintiff claims
8. Where the plaintiff has allowed a set-off or relinquished a portion of his claim, the amount allowed or relinquished;
9. A statement of the value of the subject-matter of the suit for the purposes of jurisdiction and of court-fee so far as the case admits;
10. The plaint shall show that the defendant is or claims to be interested in the subject matter and that he is liable to be called upon to answer the plaintiff's demand;
11. Where the suit is instituted after expiration of the period prescribed by the law of limitation, the plaint shall show the ground upon which exemption from such law is claimed.
12. Every plaint shall state specifically the relief which the plaintiff claims either simply or in the alternative; and it shall not be necessary to ask for general or other relief which may always be given as the court may think just to the same extent as if it had been asked for;
13. Where the plaintiff seeks relief in respect of several distinct claims or cause of action founded upon separate and distinct grounds, they shall be stated, as far as may be, separately and distinctly.





The concept of ‘**basic structure**’ came into existence in the landmark judgment in **Kesavananda Bharati vs State of Kerala case (1973)** 50 years ago.

The basic structure doctrine is a highly controversial pluralist judicial creation that has been accepted by all branches of the government and the people of India.

Kesavananda Bharati case curtailed unlimited parliamentary sovereignty and started a new interpretive enterprise by recognizing the basic identity of the Constitution, which may not be destroyed by any amendment.

The basic structure doctrine has become a thriving aspect of constitutional **judicial review**.

What was Kesavananda Bharati Case?

▪ **Kesavananda Bharati Case (1973):**

- In this case, the **Supreme Court overruled its judgment** in the **Golak Nath case**. It **upheld the validity** of the **24<sup>th</sup> Amendment Act** and stated that **Parliament is empowered to abridge or take away** any of the **Fundamental Rights**.
- At the same time, it laid down a new doctrine of the ‘basic structure’ (or ‘basic features’) of the Constitution.
- It ruled that the constituent power of Parliament under Article 368 does not enable it to alter the ‘basic structure’ of the Constitution.
- This means that the **Parliament cannot abridge or take away a Fundamental Right that forms a part of the ‘basic structure’** of the Constitution.

What are Important Cases Leading to Basic Structure Doctrine?

▪ **Sankari Prasad Judgment 1951:**

- Initially judiciary was of the view that the amendment **power of the parliament is unrestricted** because it can amend any part of the constitution, even the **Article-368** which **provides the power to amend to the parliament**

▪ **Golak Nath Vs State of Punjab 1967:**

- The Supreme Court **adopted a new vision** to see the powers of parliament that it cannot amend Part III of the constitution i.e. Fundamental rights and thus **awarded fundamental rights a “Transcendental Position”**.

▪ **Keshavanada Bharti Vs State of Kerala 1973:**

- It gave birth to the **landmark judgment** which pronounced that the parliaments cannot alter or disturb the basic structure of the constitution.
- It was held that, however, the **parliament has unfettered power** to amend the constitution, **but it cannot disturb or emasculate the basic structure or fundamental**

**features of the constitution** as it has only the power of amendment and not of rewriting the constitution.

▪ **Indira Nehru Gandhi v. Raj Narain**

- In this case, **the Supreme Court invalidated** a provision of the **39<sup>th</sup> Amendment Act (1975) which kept the election disputes** involving the Prime Minister and the Speaker of Lok Sabha **outside the jurisdiction of all courts.**
- As per the court, this provision was **beyond the amending power of Parliament** as it affected the basic structure of the constitution.

▪ **Minerva Mills vs. Union of India:**

- In the Minerva Mills case, **the Supreme Court held that ‘the Indian Constitution is founded on the bedrock of the balance between the Fundamental Rights and the Directive Principles.**
- **The Parliament can amend the Fundamental Rights** for implementing the **Directive Principles**, so long as the **amendment does not damage or destroy the basic structure** of the Constitution.

What is the Doctrine of Basic Structure?

- **The Constitutional Bench in Kesavananda Bharati case ruled by a 7-6 verdict that Parliament could amend any part of the Constitution so long as it did not alter or amend the basic structure** or essential features of the Constitution.
- However, the court did not define the term ‘basic structure’, and only listed a few principles — federalism, secularism, democracy — as being its part.
- The ‘basic structure’ **doctrine has since been interpreted** to include -
  - The supremacy of the Constitution,
  - The rule of law,
  - Independence of the judiciary,
  - Doctrine of separation of powers,
  - Sovereign democratic republic,
  - The parliamentary system of government,
  - The principle of free and fair elections,
  - Welfare state, etc.
- **An example of the application of basic structure** is the **SR Bommai case (1994).**
  - In this case the Supreme Court upheld the dismissal of BJP governments by the President following the demolition of the Babri Masjid, invoking a threat to secularism by these governments.

What is the Significance of Basic Structure Doctrine?

▪ **Limiting Political Power:**

- Golaknath (1967) **set limits to political power** by subjecting Article 368's amending power to the discipline of fundamental rights.
- Basic structure **recognized the basic identity of the Constitution**, which may not be destroyed by any amendment.
- Basic structure **discredits the repeal of the Constitution and authorizes a constitutional amendment**, not constitutional desecration or dismemberment.

▪ **Wise Exercise of Judicial Review Process and Power:**

- Kesavananda Bharati emerged as an opportunity for the **wise exercise of co-constituent power by the Supreme Court**.
- It **articulated vast plenary powers of the executive and legislature** and repudiated the argument of fear by holding that the **possibility of abuse of power is no ground** for its non-conferment.

▪ **Last Word Resting with the Supreme Court:**

- The Court feels that it has a responsibility to identify and uphold fundamental principles, which are crucial to maintaining the integrity of the Constitution.
- The decision in the **NJAC case (2015)** makes it compellingly **clear that the power may be exercised only "within the parameters of the law, nothing more and nothing less"** and the validity of amendments "cannot be tested on opinions, however strong or vividly expressed".
- **Judicial independence is important** as the "essence" of **rule of law**, which embeds both "**decisional autonomy**" and "**institutional autonomy**".

▪ **Constitutional Conventions and Practices:**

- Rule of law means that the "parameters of decision making and discretion" remain always circumscribed by the Constitution and demands respect for "constitutional conventions".
- A convention according to the Chief Justice of India in matters of judicial appointments has existed since the **Government of India Act, 1935**.
- "**Constitutional conventions and practices**" mark the intersection of the **unwritten Constitution with the written text**.

What are the Issues?

▪ **No Such Provision:**

- The most common issue of the basic structure doctrine is that there has been no basis for the doctrine in the language of the Constitution.

- There is an absence of a provision that can stipulate that the Constitution has a basic structure beyond the competence of amending power.
- **Against Separation of Power:**
  - This principle visualizes a tripartite system where the powers are delegated and distributed among three organs outlining their jurisdiction each.
  - It is inconsistent with the concept of separation of power.
- **Subjective Matter:**
  - It is seen that the basic structure doctrine gets defined differently by different judges based on their subjective satisfaction.
  - This leaves the decision to decide the validity or invalidity of Constitutional Amendments influenced by the personal preferences of judges who then acquire the power to amend the Constitution.
- **Limitations on Powers of Elected Parliament:**
  - A law made by Parliament can be declared null and void by the Courts if courts consider it against basic structure of the Constitution.
  - It gives power to the judiciary that allows it to impose its philosophy on a government that is formed democratically.
- **No Clear Definition:**
  - The lack of definite explanation as to what constitutes the basic structure, thereby leaving the doctrine ambiguous.
  - It is upto the Courts to decide what constitute basic structure.
- **Leads to Judicial Overreach:**
  - National Judicial Appointments Commission (NJAC) was unanimously enacted as an amendment to the constitution by the Parliament and passed by the legislature of twenty [out of twenty-eight] States in India.
  - However, the basic structures doctrine used in cases regarded as incidents of judicial overreach like the NJAC bill.

#### Conclusion

- The Basic Structure Doctrine is a **cornerstone of the Indian Constitution**, which has been **instrumental in ensuring the preservation of the fundamental principles of democracy and protecting the rights of citizens**. Its establishment in the Kesavananda Bharati case is a testament to the **strength and resilience of India's democratic institutions** and the **judiciary's commitment** to upholding the Constitution.



## How To Write A Case Commentary

### Case Comment Format

- Full Case Name
- Citation
- Bench
- Introduction
- Fact of the Case
- Issue
- Argument of Parties
- Judgement
- Ratio Decidendi
- Analysis
- Conclusion

In contrast to a case outline, a case analysis is a specialised bit of lawful composing which digs profound into a few layers of the case. You are required to strip these layers off to draw out the issues and break down to analysis of the case in the light of those issues. You can do this by following four straightforward advances:-

1. Re-guessing the case keeping in the thoughts the issues that you will talk about in the Comment.
2. Understanding complex circumstances and distinguishing the lawful issues or lacunae for the situation;
3. Sieving out pertinent subtleties and pointers from the case that help your investigation.
4. Arriving at the determination by receiving a specific methodology

#### Possible Approaches to writing a Case Comment

Law is not clear : Here, you have to concentrate more on how statutory provisions and relevant case laws including the current case have created an unpredictability of law on that specific issue or neglected to fill the legal void.

The judgment is correct and clears the law : Here you have to concentrate more on the positive ramifications of the case and its bearing on the future course of law on that specific issue. You may likewise need to give extra reasons to how the counter-contentions don't have a legal standing.



The judgment was wrong: In this methodology, you attempt to demonstrate how the courts take on the issue was not right by introducing purposes behind the equivalent. The regular error which understudies as a rule do here is that they emphasise the disagreeing conclusion in their own words without including their very own faultfinder of the judgment.

The judgment was not wrong but the reasoning: Here, you have to clearly distinguish your thinking from that of the court and exhibit how the court's thinking is inconsistent with the thinking given in earlier comparative cases on that issue and conflicts with the spirit of law or public policy.

Important issue not discussed : Here, you can recognise an issue which you figure the Court ought not have disregarded or ought to have examined in more noteworthy detail.

The above methodologies are suggestive in nature and you are allowed to embrace your own remarkable method of introducing the pundit of a judgment or concoct a mix of the given methodologies.

#### General Guidance

1. Avoid passive voice.
2. Attempt to adhere to one thought for each section.
3. Keep your sentences fresh. Stay away from long, complex sentences.
4. Communicate in plain language. Keep away from "legalese."
5. Write in 3rd person.
6. Use "pincites" where suitable to guide the reader to explicit material inside a source that bolsters your point.
7. Check the Bluebook for how to organize every single citation you make.

#### Structure of a Case Comment

The body of a case comment or note comprises of four appendages. These are:

##### **Introduction**

A case comment ought to in a perfect world start with a short passage recognising the subject of the case to give the peruser a reasonable thought in regards to the issues you are going to address in the remark. The subsequent section ought to be a short proclamation of facts expressing just the piece of the factual matrix which is fundamental to the issue being talked about. From there on, you ought to compose the demeanour and what was in the end held in a case in an exact way.

##### **Background**

The reason for composing this segment is to let the reader get the general thought regarding the genuine topic of the case before you start your analysis. The absolute initial step to do this is to draw a framework of the advancement of the law paving the way to the case under

review by addressing milestone cases and noteworthy legal turns of events. This encourages the reader to assess the court's choice and comprehend your contentions all the more unmistakably.

### **Analysis**

This establishes the primary appendage of the case comment. Here you have to ask yourself four relevant questions<sup>1</sup>, to be specific-

1. Was the Court's decision correct ?
2. Does this choice change/acclimate with existing law? Was the reasoning consistent with past thinking in comparative cases? Is it likely that the choice will altogether impact existing law?
3. Did the court legitimize its thinking?

Was its understanding of the law suitable? Was the thinking legitimate/reliable? Did the court think about all/preclude a few issues and contentions? Also, if there was oversight, does this debilitate the value of the choice?

4. What are the strategy ramifications of the choice? Are there elective methodologies which could prompt increasingly fitting open approach around there? On the off chance that you have responded to these inquiries agreeably, 80% of your activity is finished. As the sole reason for the case comment is to dismember a specific legal issue, you should be amazingly cautious here as to not address any incidental or fringe issue. Your response to these inquiries must be validated by sensible declarations and satisfactory thinking.

### **Conclusion**

The conclusion to the case comment ought to embody the principle embodiment of the creator's discoveries and contentions. It isn't generally important to arrive at a resolution to settle on whether the court's decision was correct. You can basically end your analysis by quickly expressing the effect of the case and bringing up certain lacunae (assuming any).

#### **Using Foot-notes in a Case Comment**

It is fitting that you utilize talking references to quickly detail or examine other pertinent data which may be helpful for the reader to know. Despite the fact that there is no standard concerning what number of footnotes ought to be there, you should maintain a strategic distance from inordinate footnoting keeping in with the general policy followed by the most reputed law journals in the world. Also, however you are allowed to utilize any sort of uniform citation strategy, it is prudent that you utilize the Blue Book technique which is most ordinarily utilized for law journals.

### Case Comment on Kesavananda Bharati v. State of Kerala

**Citation:** AIR 1973 SC 1461, (1973) 4 SCC 225

**Subject:**

This landmark judgment dealt with the extent of Parliament's amending power under Article 368 of the Indian Constitution and established the "Basic Structure Doctrine," ensuring that certain fundamental features of the Constitution cannot be altered even by a constitutional amendment.

**Facts of the Case:**

1. **Background:**

Kesavananda Bharati, the head of Edneer Mutt in Kerala, challenged the Kerala Land Reforms Act, 1969, which sought to impose restrictions on the Mutt's management of its property.

2. **Legal**

Kesavananda Bharati filed a writ petition under Article 32 of the Constitution, contending that the Act infringed on his fundamental rights, particularly Articles 25, 26, and 31 (right to property).

**Challenge:**

3. **Conflict:**

The case was heard in the context of two earlier judgments:

- *Golak Nath v. State of Punjab (1967)*: Held that Parliament cannot amend Part III (Fundamental Rights) of the Constitution.
- *Shankari Prasad (1951)* and *Sajjan Singh (1965)*: Upheld the unlimited amending power of Parliament.

4. **Constitutional Amendments in Question:**

- 24th Amendment: Affirmed Parliament's power to amend any part of the Constitution, including Fundamental Rights.
- 25th Amendment: Curtailed property rights and limited judicial review in socio-economic reforms.

**Arguments by Parties:**

**Petitioner (Kesavananda Bharati):**

1. The amendments, particularly the 24th and 25th Amendments, violated the essence of the Constitution.
2. Fundamental Rights are inviolable and form the core of the Constitution, which cannot be amended.
3. Judicial review is an integral feature of the Constitution and cannot be diluted.

**Respondent (State of Kerala):**

1. Parliament possesses unlimited amending power under Article 368, including the power to amend Fundamental Rights.
2. The amendments were enacted to implement Directive Principles of State Policy, which hold equal importance to Fundamental Rights.
3. The concept of "Basic Structure" is not explicitly mentioned in the Constitution and cannot be a basis for limiting Parliament's power.

**Judgment of the Supreme Court:**

1. **Bench**

**Composition:**

The case was heard by a 13-judge Constitution Bench, the largest ever in Indian judicial history.

2. **Verdict:**

The Court, by a 7:6 majority, held that:

- Parliament has the power to amend the Constitution, including Fundamental Rights, under Article 368.
- However, this power is not unlimited. Amendments cannot alter or destroy the "basic structure" or essential features of the Constitution.

3. **Validity of Amendments:**

- The 24th Amendment was upheld as valid.
- The 25th Amendment was upheld with certain modifications, ensuring that judicial review remains intact.

**Ratio Decidendi:**

1. **Basic**

**Structure**

**Doctrine:**

The Constitution's fundamental principles—such as democracy, secularism, separation of powers, and judicial review—cannot be abrogated or destroyed, even by constitutional amendment.

2. **Balance Between Fundamental Rights and Directive Principles:**

The Court emphasized the need to harmonize Fundamental Rights and Directive Principles, ensuring socio-economic reforms do not infringe upon the Constitution's core ethos.

3. **Judicial**

**Review:**

The judiciary retains the power to review amendments to determine whether they violate the Constitution's basic structure.

**Significance:**

1. **Preservation of Constitutional Supremacy:**  
The judgment ensured that Parliament cannot use its amending power to dismantle the Constitution's foundational framework.
2. **Judicial Independence:**  
By retaining judicial review, the judgment safeguarded the judiciary's role as the guardian of the Constitution.
3. **Landmark Doctrine:**  
The Basic Structure Doctrine became a cornerstone of Indian constitutional law, influencing subsequent judgments like *Minerva Mills v. Union of India* (1980) and *Indira Gandhi v. Raj Narain* (1975).

**Criticism:**

1. Critics argue that the judgment imposes limitations on a democratically elected Parliament's ability to address socio-economic needs.
2. The doctrine is seen as vague, leading to subjective interpretations by the judiciary.

**Conclusion:**

The Kesavananda Bharati judgment is a monumental decision that preserved the sanctity of the Indian Constitution. It established a delicate balance between parliamentary supremacy and constitutional integrity, ensuring that India's democratic framework remains robust and enduring.

**Case Comment on Mohori Bibi v. Dharmodas Ghosh**

**Citation:** (1903) 30 Cal 539 (Privy Council)

**Subject:**

This case addresses the issue of whether a contract entered into by a minor is void or voidable under the Indian Contract Act, 1872. It established a significant principle of contract law in India by declaring that contracts with minors are void ab initio.

**Facts of the Case:**

**1. Background:**

Dharmodas Ghosh, a minor at the time, mortgaged his property to a moneylender, Brahmo Dutt, through his agent, for a loan of ₹20,000.

**2. Legal**

**Challenge:**

Dharmodas Ghosh, through his mother (as his legal guardian), sued to have the mortgage deed declared void, arguing that he was a minor when the agreement was made and thus incapable of contracting under Section 11 of the Indian Contract Act, 1872.

**3. Conflict:**

The moneylender claimed that he was unaware of the minor's age and sought enforcement of the mortgage deed or compensation for the loan advanced.

**Arguments by Parties:**

**Plaintiff (Dharmodas Ghosh):**

1. A contract with a minor is void under Section 11 of the Indian Contract Act, which states that only persons of the age of majority and sound mind can contract.
2. The mortgage deed was invalid as Dharmodas was a minor at the time of execution.

**Defendant (Brahmo Dutt):**

1. The defendant argued that the plaintiff had fraudulently misrepresented his age.
2. The defendant sought equitable relief, contending that if the contract were void, the minor should return the loan amount.

**Judgment of the Privy Council:**

**1. Verdict:**

The Privy Council ruled in favor of Dharmodas Ghosh, declaring the mortgage deed void ab initio.

**2. Key Findings:**

- Section 11 of the Indian Contract Act expressly prohibits minors from entering into contracts. Thus, any contract with a minor is void from the outset.
- No estoppel can arise against a minor based on misrepresentation of age.
- The doctrine of restitution (returning benefits received under a void agreement) does not apply when the contract itself is void ab initio.



**Ratio Decidendi:**

- 1. Incapacity of Minors:**  
Minors lack the legal capacity to contract under Section 11 of the Indian Contract Act. Any agreement with a minor is void and unenforceable.
- 2. No Restitution:**  
When a contract is void due to incapacity, there is no obligation on the minor to return any benefit received under the void agreement.
- 3. No Estoppel:**  
A minor cannot be estopped from claiming minority status, even if they misrepresented their age at the time of entering into the contract.

**Significance:**

- 1. Legal Clarity on Minors' Contracts:**  
This judgment clarified the incapacity of minors to contract, providing a clear legal precedent for disputes involving minors.
- 2. Protection for Minors:**  
The decision ensures that minors are protected from exploitation by adults in contractual relationships.
- 3. Limitations on Equitable Relief:**  
The case highlighted that equitable relief, such as restitution, is not available when it conflicts with statutory provisions like Section 11.

**Criticism:**

1. The decision has been criticized for allowing minors to evade liability even in cases where they benefit from misrepresentation or fraud.
2. It creates challenges for parties dealing with minors, as they cannot enforce contracts or claim restitution.

**Conclusion:**

The *Mohori Bibi v. Dharmodas Ghosh* judgment is a landmark decision in Indian contract law, emphasizing the protection of minors and strictly interpreting statutory provisions. While it ensures fairness towards minors, it also places a burden on adults to verify the capacity of contracting parties before entering into agreements. The case remains a cornerstone of contract law and continues to guide courts in similar disputes.

## Structure of Law Essays and Law Reports

### Law Essays

Unless you are told otherwise, the very minimum requirements of a law essay or problem question are an introduction, a body and a conclusion.

- **Introduction:** As a very rough guide, for essay style questions, the introduction will represent about 10% of your word count, outlining perhaps a brief interpretation of the question and what you intend to cover in the essay. For problem questions, the introduction will be fairly short and simple, outlining for example the areas of law and main statutes/cases that the question is concerned with.
- **Body:** The body of your answer, accounting for the majority of the word count, should demonstrate your understanding of the area and develop your argument. It is a good idea here to keep referring explicitly to the question asked.
- **Conclusion:** The conclusion for essay style questions will represent about 10 – 15% of your word count. This must summarise your main findings and points, and usually will reach a conclusion and answer the question set, which must be consistent with your findings and arguments in the body of the essay. You should never introduce new points or material in the conclusion. For problem questions, the length of your conclusion will depend on how you have approached the question. If you have reached conclusions in the body of your answer, there is little point repeating them here and you may just end up summarising your findings, e.g. “in conclusion, Jessie has a binding contract with Eve and will be bound by its terms, as agreed between the parties on the 18th of June” etc.

### Some Legal Essay Topics

1. The impact of social media on privacy laws.
2. The role of international law in addressing climate change.
3. Legal implications of artificial intelligence and automation in the workforce.
4. The effectiveness of hate crime legislation in combating discrimination.
5. UCC – Uniform Civil Code
6. The challenges of regulating cryptocurrency and blockchain technology.
7. The intersection of intellectual property rights and digital piracy.
8. Reforming the criminal justice system to address racial disparities.
9. The legality and ethics of euthanasia and physician-assisted suicide.
10. Corporate liability for environmental damage: a comparative analysis.

11. The legal framework for protecting whistleblowers in the workplace.
12. Legal and ethical issues surrounding the use of drones in surveillance.
13. Gender identity and discrimination in employment law.
14. The legal implications of data breaches and cybersecurity threats.
15. Balancing national security and civil liberties in the era of surveillance.
16. The impact of international trade agreements on labour rights.
17. Legal considerations in the regulation of emerging technologies like biotechnology and nanotechnology.
18. The role of intellectual property rights in fostering innovation and creativity.
19. Legal challenges and opportunities in addressing climate refugees.
20. The evolving landscape of privacy law in the digital age: challenges and prospects

## **Law Reports**

You may be asked to write a report about a specific area of law. A report will be a neutral presentation, often dealing with the current law, proposals for change and whether those proposals have been approved by leading bodies and interested parties. A report will also often consider alternatives to proposed change. A good structure for a law report would be as follows:

- **Title Page:** showing the title of the report, the author, the person for whom the report is prepared, and the date of completion
- **Summary/Synopsis/Executive Summary:** (approx 10% of word count) – this will identify: The purpose of the report, The scope of the report – issues covered/not covered, The important results and findings, The conclusions and recommendations, Acknowledgement of any assistance in researching and compiling the report
- **Table of contents:** not including the title and contents page!
- **Body of report:** this will include: Introduction – what is the report about, Discussion – divided into sections and sub sections, presented clearly and confined to fact rather than analysis/opinion.
- **Conclusion:** this should: Relate back to the findings in the body of the report, Include a clear summary of the main points, Outline the findings of the research. There should be nothing in the conclusion that has not already been mentioned in the body of the report.
- **Recommendations** – these should:
  1. *Emerge from the conclusions*

2. *Suggest what is to be done, who is to do it and how/when it is to be done*
  3. *Be justified based on findings, not just the opinion of the writer*
- **Bibliography Appendix/Appendices:** containing supplementary material too detailed for the main body of the report, such as tables, charts, statistics, questionnaires etc

**Unit – V**  
**Proficiency in Regional**  
**Language**

*The concept of translation and its importance can be somewhat hazy. After all, nearly everyone speaks English in this day and age. What needs to be said or written can be done in English and Google Translate can solve all the rest. But is it really that simple?*

**Language is so much more than just a tool** allowing us to communicate. It is the **expression of culture, society, and beliefs**. Thousands of cultures exist around the world, all expressing the specifics of their daily lives through their own languages. Imagine the vast cultural treasures lost if they suddenly ditched their native tongues and simply communicated in one universal language.

Simultaneously, other languages may be incapable of expressing certain feelings, emotions, or specific descriptions.

A classic example is the German “*Schadenfreude*”, which means the joy and pleasure that come from witnessing the pain of others. An elegant word that easily expresses a specific phenomenon, but a similar expression does not exist in English dictionaries. In this regard, German might seem to be the richer language.

### **The meaning and purpose of translation**

But how can you learn about these phenomena? How can you learn about various cultures and begin to see the world through their eyes? Surely **you cannot be expected to learn every language**. There must be an easier way.

Enter **translation**.

Translation is more than just changing the words from one language to another. Translation **builds bridges** between cultures. It allows you to experience cultural phenomena that would otherwise be too foreign and remote to grasp through your own cultural lens.

However, **skilful translators** are required to build these bridges. Translators are people who have a near-perfect understanding of **both** the source language and culture and the target language and culture. They know precisely how to grasp that “*Schadenfreude*” and bridge it over to you. They may use a few more words, or perhaps even change the wording of a whole paragraph, but the **meaning** of the original will get

through. Then, you can begin to understand foreign concepts that have been bridged over to your **native tongue**.

### **The importance of the native tongue**

The native tongue is the language you understand best. You established it in the early stages of your life. You express every emotion, feeling, and concept best in your native tongue as compared to any other language. No matter how perfect your other language skills become, **there will never be a language you understand better** than the one you've known the longest.

Therefore, receiving information in this language is essential, as it helps you avoid miscommunications. And this is **precisely** what translation does for you.

### **The importance of translation in literature**

A girl in Japan can easily enter a library, choose one of Tolstoy's books and enjoy the world that he has created. Similarly, someone in Indonesia can find Wordsworth and get lost in the beauty of the English Lake District. All of this is possible thanks to translation. The very existence of **world literature stands upon translation**.

Classics and masterpieces can be enjoyed by people around the world. But, perhaps it is even more important that **translation helps preserve literature**. While the language might not be widespread, translation offers the works a much larger audience for many years to come.

### **The importance of translation in media**

At the end of a hard day, we love watching our favourite TV series. Translation's got our backs here, as well. We are **not limited to one country's productions**. If the series isn't dubbed, there are almost always subtitles (which are often even preferred).

And what about that latest Korean blockbuster you watched in the cinema? Without translation it would remain in Korea, and we could only wonder how great it might have been.

### **The importance of translation in journalism**

**Spreading of information** today depends on translation. It allows us to discover what's happening in different countries through our own language, thereby staying informed about the world. Otherwise, we would simply live in an echo chamber, never confronting any different opinions.

Ignorance is indeed dangerous. But translation opens up millions of new sources. It grants access to a variety of worldviews and allows us to learn expert opinions from countries and cultures other than our own. Moreover, it supports **critical thinking** and encourages us to listen to what others have to say.

### **The importance of translation in education**

The availability of so much information of course ties into education as well. Children can receive richer and more comprehensive knowledge from around the world, and they can learn to compare and discuss different perspectives.

In countries with many foreign-language-speaking children (caused by immigration, for example) translation can **help with integration**. Imagine living in a new country. You don't understand the language—even your parents don't. If all of your schoolbooks are translated into your native tongue, surely you can better adjust to your new surroundings.

Sometimes schools provide these children with individual **educational interpreters**. These people are specially trained, understand the child's learning needs and communicate between the family and the school's administration. This provides an invaluable help to ensuring a more secure future for the child.

However, when it comes to **language learning**, translation has fallen out of fashion. And no wonder: when you're learning a new language, you want to **communicate**, not get stuck converting every word into your native language.

But translation remains a useful **language skill** to add to your toolbox. Just imagine all of the times you've had to translate a menu, interpret a train-schedule or be the mediator for your grandparents trying to order museum tickets abroad.

#### **The importance of translation in business**

Of course, we can't forget the economic sector. Without translation, **business as we know it would not exist**. Translation undoubtedly **fuels the global economy**. Every single business giant has one thing in common: a heavy reliance on foreign relations. These bring in many advantages, such as:

- lower manufacturing costs,
- professionals otherwise unavailable in the home country
- and more markets to invest in.

This means that millions of project documentations, trade agreements, contracts or just simple manuals need translating. Furthermore, many meetings and audits need to be interpreted. All of which requires high-quality translation and interpreting professionals.

**Abandon:** परित्यक्त/ परित्याग करना

**Abandonment:** परित्याग

**Abandoned child:** परित्यक्त शिशु

**Abandonee :** परित्यक्ति ( परित्यक्त होने वाला)

**Abandoner:** परित्यागी (परित्याग करने वाला)

**Abdicable:** अधित्याज्य

**Abate :** उपशमन करना

**Abatement :** उपशमन

**Abatement of rent :** भाटक का उपशमन करना



Abatement of suit : वाद का उपशमन

Abduction: अपहरण

Abet : दुष्प्रेरण, दुष्प्रेरितकरना

Abetment : दुष्प्रेरण

Abettor: दुष्प्रेरक

Ab initio: शुरूसे , आरंभसे

Ab intestato: निर्वासीयत

Abjure: दूररहना, संत्यागकरना

Abjure violence: हिंसासेदूररहना

Able : योग्य, समर्थ

Abolish: उन्मूलनकरना, अंतकरना

Abolition of titles : उपाधियों का अंत

Aboriginal Tribes: आदिवासी जनजातियां

Ab origine: मूलतः

Abortion : गर्भपात

Abortive trial : निष्फल विचारण

Above named plaintiff : उक्त वादी

Ab ovo : आदि से

Abridge: न्यून/ संक्षिप्त करना

Abrogate: निराकरण करना, निराकृत करना

Abrogation: निराकरण

Abscond: फरार होना

Absconder: फरार

Back bond: क्षतिपूर्ति बंध

Bad debt: अशोध्य ऋण

Bail: जमानत

Bail bond: जमानतनामा, जमानत

Bailable: जमानतीय

Bailee: उपनिहीती

Bailor: उपनिधाता

Bailment: उपनिधान

Balance: अतिशेष, शेष, सन्तुलन

Ballot box : मतपेटी

Ballot paper : मतपत्र

Ban : पाबंदी, प्रतिबंध  
Banker: महाजन, बैंकर  
Bankruptcy: दिवाला, शोधन अक्षमता  
Banns: विवाह घोषणा।  
Bar : वर्जन, वर्जित करना  
Bar a suit : वाद का वर्जन  
Barred by law : विधि द्वारा वर्जित  
Bar council: विधिज्ञ परिषद  
Bargain: सौदा करना  
Basic: मूल, आधारभूत  
Bare act : केवल अधिनियम  
Bayonet: संगीन  
Bear : वहन करना, सहना  
Beat : पीटना  
Before cited: पूर्व कथित  
Behaviour: व्यवहार, प्रतिक्रिया  
Believe: विश्वास करना  
Benami: बेनामी  
Bench: न्यायपीठ  
Beneficial : फायदाफ़रद, हितप्रद  
Beneficiary: हिताधिकारी  
Benefit of doubt: संदेह का लाभ  
Bequest: वसीयत  
Best: सर्वोत्तम  
Better Government : सुशासन  
Betting: बाजी लगाना  
Beyond : के परे  
Bias : पक्षपात पूर्वाग्रह  
Bicameral द्विसदनीय  
Cabinet : मंत्रीमंडल  
Cadre : संवर्ग  
Cadastral surveyour : भू कर सर्वेक्षक  
Cage : पिंजर  
Calamity: विपत्ति  
Calculate : संगणना करना , परिकलन  
Calculator : गणक  
Call : मांग, मांगना  
Call evidence : साक्ष्य पेश करना  
Call for the record : अभिलेख मांगना / मंगा  
Call in : वापस लेना

Call out : आहूत करना  
Call up : आह्वान करना , बुलाना  
Camera in : बंद कमरे में  
Cancel: रद्द करना  
Cancel the charge : आरोपों को रद्द करना  
Cancellation: रद्दकरण , रद्द करना  
Cancellation of Registration: राजिस्त्रीकरण का रद्दकरण  
Candidate: अभ्यर्थी  
Canoe: डोंगी  
Cantonment: छावनी  
Capability: क्षमता, सक्षमता  
Capable: सक्षम, समर्थ  
Capable of execution: निष्पदनीय,  
Capacity: सामर्थ्य, हैसियत  
Capital : पूंजी, मूलधन  
Capital gain: पूंजी अभिलाभ  
Capital loss : पूंजी हानि  
Capital offence : मृत्युदंड से दंडनीय अपराध  
Capital sentence: मृत्युदंड  
Captive : आबद्ध  
Captor: प्रग्रहिता  
Capture : चित्र खींचना  
Care : देखरेख , देखभाल  
Care and caution : सतर्कता और सावधानी  
Career: वृत्ति,  
Caretaker: अभिरक्षक  
Caricature: उपहासांकन  
Carnal copulation: लैंगिक संभोग  
Carriage: गाड़ी, वहन  
Carry: वहन करना ,  
Carry forward: अग्रनयन  
Carry forward rule अग्रनयन का सिद्धांत  
Cartal : व्यापार संघ  
Case : मामला  
Case law : निर्णयजन्य विधि, निर्णय विधि  
Casual: आकस्मिक  
Casual leave: आकस्मिक छुट्टी  
Casualty: दुर्घटना  
Cattel: ढोर  
Cause: मामला, हेतुक, कारण

Defendant	प्रतिवादी
Deponent	अभिसाक्षी
Damages	नुकसान
Dismissal	खारिजी
Decree	डिक्री, जयपत्र, अज्ञप्ति
Deposition	अभिसाक्ष्य, बयान,
Discovery	खोजना, प्रकट करना
Due process of law	विधि की सम्यक् प्रक्रिया
Defendant's counsel	प्रतिवादी के वकील
Deliberation	विचार-विमर्श, विचारणा
Direct examination	प्रत्यक्ष परीक्षण
Defamation	मानहानि
Default judgment	चूक निर्णय, डिफॉल्ट निर्णय
Default	व्यतिक्रम, चूक
Dissolution	विघटन
Dispute	विवाद
Deed	विलेख
Declaration	घोषणा
Demand letter	मांग पत्र
Detention	हिरासत
Decedent	मृतक
Domestic violence	घरेलू हिंसा
Defendant's rights	प्रतिवादी के अधिकार
Deposition transcript	अभिसाक्ष्य ट्रांसक्रिप्ट
Divorce	तलाक, विवाह-विच्छेद
Double jeopardy	दोहरा दंड
Dower	मेहर
Damages assessment	नुकसान मूल्यांकन
District Court	जिला न्यायालय
Dissenting opinion	असहमति की राय
Discharge	उन्मोचन, उन्मुक्ति

Discovery phase	खोज चरण
Doctrine of estoppel	बिबंध्य का सिद्धांत
Defective title	दोषपूर्ण हक, त्रुटियुक्त हक
Due diligence	योग्यता शुद्धि
Dissolution of marriage	विवाह का विघटन
Declaratory judgment	घोषणात्मक निर्णय
Damages claim	नुकसान का दावा
Domicile	निवासस्थान
Disinheritance	उत्तराधिकार छीन लेना
Evidence	साक्ष्य, सबूत
Expert	विशेषज्ञ
Execution	निष्पादन
Exemption	छूट
Embezzlement	घोटाला
Equity	साम्या
Examination-in-chief	मुख्य परीक्षण
Executor	निष्पादक
Extradition	प्रत्यर्पण
Eminent domain	सर्वोपरि अधिकार
Ex parte	एकपक्षीय
Estoppel	बिबंध्य
Error	गलती, त्रुटि
Entitlement	अधिकारी, हकदार
Enactment	अधिनियमन, अधिनियमिति
Ex post facto	कार्योत्तर, भूतलक्षी
Eviction	बेदखली
Evasion	अपवंचन
Eminent	सर्वोपरि, प्रमुख
Endorsement	पृष्ठांकन
Emancipation	मुक्ति
Executioner	जल्लाद,

Exemplary damages	प्रादर्शनिक नुकसान
Exemption	छूट
Ex parte hearing	एक पक्षीय सुनवाई
Exclusive jurisdiction	अनन्य अधिकारिता
Expedited	त्वरित
Examination in-chief	मुख्य
Extradition treaty	प्रत्यर्पण समझौता
Enforceable	प्रवर्तनीय
Easement	सुखाचार, उपयोगाधिकार
Executorship	प्रशासकता
Examination of witnesses	साक्षियों की परीक्षा
Encroachment	अतिक्रमण
eclipse	ग्रहण, आच्छादन
Exemption certificate	छूट प्रमाणपत्र
Escheat	सम्पत्ति अधिग्रहण
Equitable relief	साम्यिक उपचार
Fraud	कपट, छल, धोखा
Forgery	कूटरचना, जालसाजी
Fiduciary	वैश्वासिक
Fee	शुल्क
Foreclosure	पुरोबंध
Force Majeure	अपरिहार्य घटना
Felon	घोर अपराधी
Fugitive	भगोड़ा
Fiduciary Duty	वैश्वासिक कर्तव्य
Family Court	कुटुंब न्यायालय
Forum	मंच
Frivolous	तुच्छ
Forfeiture	समपहरण, जब्ती
Factum	तथ्य
Fictitious	काल्पनिक



Fraudulent	कपटपूर्ण
Foreseeable	पूर्वानुमानित
Forejudge	पूर्वनिर्णय करना
Forceful Entry	बलपूर्वक प्रवेश
Franchise	मताधिकार (निर्वाचन के संदर्भ में )
Fine	जुर्माना
Found	पाया गया
Failure of Consideration	प्रतिफल की असफलता
Fraudulent Conveyance	कपटपूर्ण संचयन
Forcible Detainer	बलपूर्वक धारण
Fraudulent Transfer	कपटपूर्ण, अंतरण
Freehold	मुक्त धरात्मक
Fictitious Defendant	काल्पनिक प्रतिवादी
Foreign Judgment	विदेशी निर्णय
Full Disclosure	पूर्ण खुलासा
Franchise Agreement	संचयिका समझौता
Fraudulent Misrepresentation	कपटपूर्ण
Federal	संघ
Federal Court	संघ न्यायालय
Final Judgment	अंतिम निर्णय
Felonious	अपर
Garnishment	अनुवृत्तीकरण, गारनिशमेंट
Gazette	राजपत्र
General Damages	सामान्य नुकसान
General Agent	सामान्य अभिकर्ता
Gain	अभिलाभ
Gross	घोर, सकल
Gross Negligence	घोर उपेक्षा
Grievous hurt	घोर उपहति
Grievous infirmity	घोर अंगशैथिल्य
Guilty	दोषी,

Guilty mind	दूषित मन
Gross Income	कुल आय
Guaranteed	प्रत्याभूत
Guardian Ad Litem	अनुमति प्राप्त करनेवाला संरक्षक
Good Faith	सद्भाव
Guarantee	प्रत्याभूती
Guaranteed	प्रत्याभूत
Ground of appeal	अपील का आधार
Goodwill	साख , सदिच्छा
Gift	दान
Gift Deed	दान विलेख
Legal Word	Hindi Meaning
Graft	रिश्वत, घूस
Grace	अनुग्रह
Grievance	शिकायत
Good Behavior	अच्छा व्यवहार
Garnishee	गार्निशी
Grand Larceny	बड़ी चोरी
Genus	जाति
Governmental Immunity	सरकारी अवरोध
Grounds	आधार
General Power of Appointment	सामान्य प्राधिकरण
Guarantor	प्रत्याभूति दाता
Good Consideration	अच्छा प्रतिफल
Guardian of the Estate	संपत्ति का संरक्षक
Good Behavior Allowance	अच्छा व्यवहार भत्ता
Gross Neglect	बड़ी लापरवाही
Guardianship	प्रतिनिधित्व
Governmental Regulation	सरकारी विनियमन
Gift Tax	दान कर
General Agent	सामान्य प्रतिनिधि
General Warranty Deed	सामान्य वारंटी दस्तावेज़

Good Consideration Value	शुद्ध मूल्यांकन मूल्य
Golden rule	स्वर्णिम नियम
Good Conduct	अच्छा आचरण
General Appearance	सामान्य प्रत्यक्षता
Gross Receipts	कुल रसीद
Guaranteed Payment	गारंटी भुगतान
Guardian	संरक्षक, अभिभावक
Habeas corpus:	हेबियास कार्पस
Habeas corpus petition:	हेबियास कार्पस याचिका
Habitual offender:	लगातार अपराधी
Habeas corpus ad subjiciendum:	हेबियास कार्पस एड सब्जिसियेण्डम
Harassment:	परेशानी, उत्पीड़न
Homicide:	हत्या
Hearing:	सुनवाई
Habeas corpus ad testificandum:	हेबियास कार्पस एड टेस्टिफाइण्डम
House arrest:	घर की हिरासत
Hearing date:	सुनवाई की तारीख
Hung jury:	असमर्थ ज्यूरी
Hearsay:	सुनी हुई कथन
High Court:	उच्च न्यायालय
Hindrance:	बाधा
High treason:	उच्च गद्दारी
Injunction:	निषेध
Interpretation:	व्याख्या
Indictment:	अभियोग पत्र
Imprisonment:	कैद
Insolvency:	दिवाला
Incarceration:	कारावास
Infraction:	उल्लंघन
Inadmissible:	अपर्याप्त
In camera:	बंद कमरे में

Interrogatory:	प्रश्नात्मक
Indemnity:	मुआवजा
Immunity:	रोक
Injury:	चोट
Innocent:	मासूम
Inquest:	जांच
Inherit:	विरासत में पाना
Illegal:	अवैध
Illegitimate:	अवैध
Innocent until proven guilty:	अपराधी सिद्ध होने तक मासूम
Judgment:	निर्णय
Judge:	न्यायाधीश
Jurisdiction:	प्राधिकरण
Juror:	ज्यूरी का सदस्य
Judicial:	न्यायिक
Jury:	ज्यूरी
Judicial review:	न्यायिक समीक्षा
Jurisprudence:	विधिविज्ञान
Justification:	न्याय्यता
Joint liability:	संयुक्त उत्तरदायित्व
Judicial precedent:	न्यायिक पूर्वाग्रह
Litigation:	मुकदमेबाज़ी
Lawsuit:	मुकदमा
Liable:	दायित्वशील
Legal:	कानूनी
Lawyer:	वकील
Lawsuit:	मुकदमा
Libel:	अपमान
Lien:	जमानत
Larceny:	चोरी
Misdemeanor:	दरारा

Malfeasance: अवधारणा  
Manslaughter: मानवहत्या  
Murder: हत्या  
Misconduct: अनुचित आचरण  
Moot: व्यर्थ  
Mistrial: असफल दायरा  
Negligence: लापरवाही  
Notary: नोटरी  
Notice: सूचना  
Objection: आपत्ति  
Offense: अपराध  
Oath: शपथ  
Ordinance: अध्यादेश  
Perjury: झूठी शपथ  
Probate: वसीयत की मान्यता  
Probation: अनुशासनबद्धता  
Plaintiff: अभियोगी  
Petition: याचिका  
Prison: जेल  
Parole: जमानत  
Police: पुलिस  
Prosecution: मुकदमेबाज़ी  
Public defender: सार्वजनिक रक्षक  
Quash: रद्द करना  
Rebuttal: तर्क रूप में विरोध  
Robbery: डकैती  
Rights: अधिकार  
Sentence: सजा  
Subpoena: प्रेषण आदेश  
Sue: मुकदमा चलाना  
Summons: आदेश

**Testimony:** गवाही

**Tort:** अत्याचार

**Trial:** परीक्षण

**Unconstitutional:** संवैधानिक असंगति

**Verdict:** फैसला

**Victim:** पीड़ित

**Warrant:** वारंट

**Witness:** साक्षी

**Translate it into English and match your answer with the answer given below: –**

**Legal Passage**

हिंदू विवाह अधिनियम भारतीय संसद का एक अधिनियम है जिसे 18 मई, 1955 को अनुमोदित किया गया था। हिंदू उत्तराधिकार अधिनियम, 1956, हिंदू अल्पसंख्यक और संरक्षकता अधिनियम, 1956, और हिंदू दत्तक ग्रहण और रखरखाव अधिनियम, 1956 सभी इस समय हिंदू संहिता विधेयक के हिस्से के रूप में अधिनियमित किए गए थे। हिंदू विवाह अधिनियम, 1955 हिंदू दूल्हा/लड़का और दुल्हन/लड़की के कानूनी अधिकारों की रक्षा के लिए पारित किया गया था जो विवाह के पवित्र बंधन में बंधते हैं। कानून द्वारा यह निर्दिष्ट नहीं किया गया है कि विवाह समारोह किस प्रकार का होगा, क्योंकि ऐसे कई तरीके हैं जिनके द्वारा हिंदू परंपरा के अनुसार पुरुष और महिला का विवाह किया जा सकता है। 1955 का अधिनियम छह अध्यायों में बंटा हुआ है, जिसमें कुल मिलाकर 29 धाराएं शामिल हैं। अधिनियम का मुख्य लक्ष्य हिंदुओं के बीच विवाह को नियंत्रित करने वाले कानूनों को अद्यतन और संहिताबद्ध करना था। इसमें तलाक और अलगाव शामिल था, जो दोनों पहले से ही शास्त्र के कानूनों (पुराने हिंदू कानून) में बताये गए हैं, इसके अलावा ऐसे कानून को संशोधित और संहिताबद्ध किया गया है। इस अधिनियमन के परिणामस्वरूप कानून सभी हिंदू समूहों के लिए समान हो गया।

**Solution**

The Hindu Marriage Act is an Act of the Indian Parliament that was approved on May 18, 1955. The Hindu Succession Act, 1956, the Hindu Minority and Guardianship Act, 1956, and the Hindu Adoptions and Maintenance Act, 1956 were all enacted at this time as part of the Hindu Code Bills. The Hindu Marriage Act, 1955 was passed to protect the legal rights of Hindu brides and grooms who are tied with the holy bond of marriage. Law has not specified which kind of marriage ceremony will be because there are numerous methods by which a man and woman can be wed in accordance with Hindu tradition. The Act of 1955 is divided into six Chapters, consisting of 29 Sections in total. The Act's principal goal was to update and codify the law that regulates the marriage between Hindus. It includes divorce and separation, both of which are already covered by Shastrik Law (old Hindu Law), in addition such law has been revised and codified. The law became uniform for all Hindu groups as a result of this enactment.



## Translation Practice

1. Would one have ever thought that one day, we will be on the moon! It was just like a dream, wasn't it? But now it seems that it is going to be possible in the near future. Similarly, whatever seems difficult to us today is not necessarily difficult (out of the reach). Therefore, we must at least try. As well, we should keep patience because something, if not that difficult, is not that easy either.

क्या कभी किसी ने सोचा होगा कि एक दिन हम चाँद पर होंगे ! ये सपने जैसा ही था, है ना ? लेकिन अब लगता है कि ये निकट भविष्य में सम्भव होने वाला है। ठीक इसी तरह , जो भी कुछ आज हमें मुश्किल लगता है , वो जरूरी नहीं मुश्किल हो। इसलिए , हमें कम से कम प्रयास जरूर करना चाहिए। और साथ ही , हमें धैर्य भी रखना चाहिए क्योंकि अगर कोई चीज़ उतनी मुश्किल नहीं है , तो उतनी आसान भी नहीं है।

2. पक्का उसने सोचा होगा कि लोग उसकी कमज़ोरियों की हँसी नहीं उड़ाएंगे; पर शायद वो नहीं जानता था कि उसके आसपास ऐसे कई लोग हैं जिन्हें दूसरों को नीचा दिखाने में बहुत मज़ा आता है। शायद उसने सोचा हो कि उसके दोस्त हाथ बढ़ाएंगे और उसकी ताकत बनेंगे।

He must have thought that people would not mock his weaknesses, but maybe he didn't know that there were many such people around him who enjoyed a lot belittling others. He might have thought that his friends would lend him their hands and become his strength.

3. He was the lone breadwinner (the only earner) of his house. The day before yesterday, I saw him sitting at a distant corner. He seemed to be pondering over something. (It seemed that he was pondering over something.) He let me know (told me) that he hadn't received (got) a bonus for months. But, just in the morning today, when I had a word (spoke) with his brother, I got to know that leave the bonus (the bonus is a farfetched thing), he hadn't even got his salary for months.

वो अपने घर का अकेला कमाने वाला था। परसों, मैंने उसे दूर एक कोने में बैठे देखा। लग रहा था कि वो ध्यान से कुछ सोच रहा है। उसने बताया कि उसे महीनों से बोनस नहीं मिला है। पर आज सुबह ही जब उसके भाई से बात हुई तो पता चला, बोनस तो दूर, उसे महीनों से सैलरी तक नहीं मिली है।

4. कुछ हद तक, उसकी बात सही है; लेकिन पूरी तरह नहीं। अगर आप इसके दूसरे पहलू पर गौर करें, तो आप पायेंगे कि जो बात मैं कह रहा हूँ, उसमें भी दम है। कोर्ट किसी भी पक्ष की बात सुने बिना फैसला नहीं दे सकता। अच्छा, दूसरी बात ये है कि आप ये भी तो देखिए कि कितने लोग उस वक्त वहाँ खड़े थे। अगर एकाद दो होते, तो कोई कुछ नहीं कहता; लेकिन वहाँ तो 50 से ज्यादा लोग थे। और ऊपर से, आसपास पुलिस भी नहीं दिख रही थी। एक पल के लिए तो मुझे लगा था कि मैं गया, पर भगवान का शुक्र है कि मैं सही सलामत हूँ।

To some extent, he is right; But not quite/completely. If you look at the other aspect of this, you will find that the thing I am saying is logical too. The court cannot pass judgment without hearing any/either of the parties. Well, the second thing is that you should also see how many people were standing there at that time. If there were one or two, nobody would say anything; but there were more than 50 people out there. Moreover, the police was not seen around. For a moment, I thought that I was gone, but thank God that I am safe.

5. Recent incidents have threatened Delhi. People are in a dilemma what to do. They are quite agitated due to increasing crimes against women. Its witness is people's protest at Jantar Mantar. But only protest is not our aim but we want our views to be reached to Government. In future, such incidents might happen with our loved ones to. Such shameful incidents defame our nation. If we really want to stop these, we will have to raise our voice.

हाल ही में हुई घटनाओं ने दिल्ली को दहला दिया है। लोग समझ नहीं पा रहे हैं कि वो करें तो क्या करें। महिलाओं के साथ हो रहे जुर्म के खिलाफ लोग काफी आक्रोश में हैं, जिसका सबूत है जन्तर मन्तर पर हो रहा लोगों का विद्रोह प्रदर्शन। पर विद्रोह करना ही हमारा उद्देश्य नहीं है बल्कि हम सरकार तक अपनी बात पहुँचाना चाहते हैं। कल ऐसी घटनाएँ हमारे किसी अपने के साथ भी हो सकती हैं। इस तरह की शर्मनाक घटनाएँ हमारे देश को बदनाम करती हैं। अगर हम सही मायने में इन घटनाओं को रोकना चाहते हैं तो हमें आवाज़ उठानी होगी।

6. Poverty is a malediction for our society. If you really want to realize what poverty is, then you must interact with people who live in slums. Talk to them, ask them about their lives, their past and then see how difficult their lives have been. I lived a middle class life and always got almost everything that I wanted, even though I had to ask my dad for many a time. I firmly believe that pain ideally is realized by the one who goes through, not by everybody. Indian Government has put in several efforts to improve their lives, Huge is the number of NGOs, which claim to help the needy but implementation is not up to the mark and the major reasons of Government's failure is nothing but the corruption. In fact, poverty and corruption go hand by hand. Both are mutually related to a great extent. If you are poor, you tend to do anything and everything that can get you some money and that's where corruption comes from. However, there are numerous examples, where even the rich are corrupt due to the greediness for having more money.

गरीबी हमारे समाज के लिए एक अभिशाप है, अगर वास्तव में गरीबी को महसूस करना चाहते हो, तो आपको उन लोगों से मिलना चाहिए जो गन्दी बस्ती में रहते हैं। उनसे बात करो, उन्हें पूछो उनके जीवन के बारे में, उनके बीते कल के बारे में और फिर देखो उनकी ज़िन्दगी कितनी मुश्किल रही है। मैंने एक मध्यम स्तर की ज़िन्दगी जी और लगभग वो हर चीज़ पायी जो मैंने चाही, हालाँकि मुझे अपने पिता से कई बार कहना पड़ा। मैं ये विश्वास करता हूँ कि दर्द सही मायनों में वही महसूस करता है, जो उससे गुजरता है, हर कोई नहीं। भारत सरकार ने उनके जीवन सुधार हेतु कई प्रयास किये हैं, कई सारे गैर सरकारी संस्थान (NGO) हैं जो ज़रूरतमंदों की मदद करने का दावा करते हैं पर वास्तविकता कुछ और है और सरकार की असफलता का

मुख्य कारण कुछ और नहीं बल्कि भ्रष्टाचार है। वास्तव में, गरीबी और भ्रष्टाचार साथ-साथ चलते हैं। दोनों एक दूसरे से काफी हद तक जुड़े हुए हैं। अगर आप गरीब हो, तो पैसा प्राप्त करते हेतु आप कुछ भी करने को तत्पर रहते हो और यही से जन्म होता है भ्रष्टाचार का। पर फिर भी, कई ऐसे उदाहरण हैं जहाँ अमीर भी ज्यादा पैसे के लालच में भ्रष्ट होते हैं।

7. दीवाली हिन्दुओं का सबसे प्रमुख त्योहार है। यह त्योहार हर्षोल्लास से मनाया जाता है। यह रोशनी का त्योहार है। इस त्योहार को मनाने का कारण यह है कि इस दिन भगवान राम 14 वशोरं के बनवास के बाद अयोध्या वापस आये थे। भगवान राम के इस आगमन पर, अयोध्या वासियों ने शहर को दीयों से जगमग कर दिया। तब से, हिन्दू इस त्योहार को मना रहे हैं। इसे पटाखों के साथ मनाया जाता है। इस त्योहार में मिठाई बाँटना भी एक प्रचलन सा बन गया है। पर एक बात है जिसे हम झुठला नहीं सकते कि इस दिन पटाखों के धुएँ के कारण वायु प्रदूषण अत्यधिक मात्रा में होता है।

Diwali is the most important festival of Hindus. This festival is celebrated with joy and happiness. It is a festival of light. The reason of celebrating this festival is that on this day, Lord Rama had come back to Ayodhya after 14 years of exile. On his arrival, people of Ayodhya lighted the whole city with Diyas. Since then, Hindus has been celebrating this festival. It is celebrated with fireworks and crackers. In this festival, distributing sweets has also become a trend. But there is something that we can't ignore that on this day, air pollution is on high due to the smoke of crackers.

8. **Criminals are those who commit crime for any reason at all. This is the actual definition that we expect from all of us and also we expect such people to be given the title 'criminals'. However, needless to say that this title is not in fact given to all, who commit crimes and neither, all the people, who are given this title are necessarily criminals. What we often hear is about hidden crimes, which are never unearthed; reasons are many. Sometimes it's because the victim is scared of future repercussions to himself/herself or to loved ones and sometimes it's because victim is completely unaware of the laws, which might give him/her justice. These crimes are huge in numbers. I believe, Education plays a vital role in minimizing crime rate. Our country will grow if we grow our hereabouts. A revolution doesn't demand many but one.**

अपराधी वो होते हैं जो किसी भी कारणवश अपराध करते हैं। यही वो परिभाषा है जो हम सभी से उम्मीद करते हैं। और ये भी उम्मीद करते हैं कि ऐसे लोगों को अपराधी नाम दिया जाए। पर ये बताने की ज़रूरत नहीं कि यह नाम वास्तव में सभी अपराधियों को नहीं दिया जाता और यह भी ज़रूरी नहीं कि जिन्हें दिया जाता है वो अपराधी ही हों। हम अक्सर छिपे हुए अपराधों के बारे में सुनते हैं जो कभी उजागर ही नहीं हुए, कारण कई हैं, कभी-कभी ऐसा इसलिए होता है क्योंकि पीड़ित भविष्य के दुस्प्रभावों से डरता है जो उसके साथ या उसके अपनों के साथ हो सकते हैं या फिर कभी इसलिए कि वो कानून के बारे में जानता ही नहीं जो उसे न्याय दे

सकते हैं। ये अपराध बहुत अधिक मात्रा में होते हैं। मैं समझता हूँ कि शिक्षा अपराध की दर कम करने में महत्वपूर्ण भूमिका निभाती है। हमारा देश आगे बढ़ेगा अगर हम अपने आस-पास की तरक्की करें। एक क्रान्ति के लिए कई नहीं, एक ही काफी है।

Renaissance  
Law College

## SALE DEED

This DEED OF ABSOLUTE SALE executed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ s/o \_\_\_\_\_ residing at \_\_\_\_\_  
hereinafter called the VENDOR of the one part which expression shall include his executors,  
administrators, legal representatives, successors etc.

### TO AND IN FAVOUR OF

\_\_\_\_\_ w/o \_\_\_\_\_ residing at \_\_\_\_\_  
hereinafter called the PURCHASER of the Other Part which expression wherever the context so  
requires shall mean and include his heirs, executors, administrators, legal representatives,  
successors etc.

WHEREAS the VENDOR herein has purchased the said property more fully described in  
the Schedule hereunder from Thiru. \_\_\_\_\_ in and by sale deed dated \_\_\_\_\_ and  
registered on \_\_\_\_\_ as Document No. \_\_\_\_\_ of (year) of Book 1 volume No. \_\_\_\_\_ filed at  
pages \_\_\_\_\_ to \_\_\_\_\_ on the file of the Sub Registrar of \_\_\_\_\_.

WHEREAS the VENDOR herein has been in exclusive possession and enjoyment of the  
property more fully described in the Schedule hereunder with a constructed house thereon  
, which was constructed by him with his self-earned funds , till date.

WHEREAS the VENDOR is the exclusive owner of the property more fully described in the schedule hereunder and he has absolute right to dispose of the same as in the manner he wishes;

AND WHEREAS the VENDOR is in need of funds in order to meet his personal commitments and family expenses and has decided to sell the property more fully described in the Schedule hereunder for a sum of Rs /- (Rupees only) and the PURCHASER herein has also agreed to purchase the same for the said price and to the effect they entered into an agreement to sell dated .

NOW THIS DEED OF SALE WITNESSETH

THAT in pursuance of the aforesaid agreement and in consideration of a sum of Rs. (Rupees only) received by the VENDOR in cash and the receipt of the said entire consideration of Rs. (Rupees only), the VENDOR doth hereby admit, acknowledge, acquit, release and discharge the VENDOR from making further payment thereof and the VENDOR doth hereby sell, convey, transfer, and assigns unto and to the use of the PURCHASER, the property more fully described in the Schedule hereunder together with the water ways, easements, advantages and



appurtenances, and all estate, rights, title and interest of the VENDOR to and upon the said property TO HAVE AND TO HOLD the said property hereby conveyed unto the PURCHASER absolutely and forever.

THE VENDOR DOTH HEREBY COVENANT WITH THE PURCHASER AS FOLLOWS:

1. That the property more fully described in the Schedule hereunder shall be quietly and peacefully entered into and held and enjoyed by the PURCHASER without any interference, interruption, or disturbance from the VENDOR or any person claiming through or under him.
2. That the VENDOR has absolute right, title and full power to sell, convey and transfer unto the PURCHASER by way of absolute sale and that the VENDOR has not done anything or knowingly suffered anything whereby his right and power to sell and convey to the PURCHASER the property hereby conveyed.
3. That the property is not subjected to any encumbrances, mortgages, charges, lien, attachments, claim, demand, acquisition proceedings by Government or any kind whatsoever and should thereby and the VENDOR shall discharge the same from and out of his own funds and keep the PURCHASER indemnified.
4. That the VENDOR hereby declares with the PURCHASER that the VENDOR has paid all the taxes, rates and other outgoings due to Local bodies, revenue, urban and other authorities in respect of the property more fully described in the Schedule hereunder up to the date of execution of this sale deed and the PURCHASER shall bear and pay the same hereafter. If any arrears are found due to the earlier period, the same shall be discharged by the VENDOR

5. That the VENDOR has handed over the vacant possession of the property more fully described in the Schedule hereunder to the PURCHASER on and delivered the connected original title document in respect of the schedule mentioned property hereby conveyed on the date of execution of these presents.

6. That the VENDOR will at all times and at the cost of the PURCHASER execute, register or cause to be done, all such acts and deeds for perfecting the title to the PURCHASER in the property hereby sold and conveyed herein.

7. That the VENDOR do hereby covenants and assures that the PURCHASER is entitled to have mutation of his name in all public records, local body and also obtain patta in the name of the PURCHASER and undertakes to execute any deed in this respect.

SCHEDULE OF PROPERTY

The Market Value of the Property is Rs.

In witness where of the VENDOR and the PURCHASER have set their signatures on  
the day month and year first above written.

Witnesses:

VENDOR

1)

2) THE PURCHASER

Drafted by:

## LEASE AGREEMENT

This lease agreement is executed at Delhi on this..... 19..... by Shri..... Son of Shri..... resident of Village..... hereinafter called the 'First Party' in favour of..... through partner ..... hereinafter called 'The Second Party'.

The expression of the first party and the second party shall mean and include their heirs, successors, legal representatives, administrators, executors, nominees and assignees.

Whereas the 1st party is the absolute owner of land measuring..... Bighas..... Biswas bearing Khasra No..... situated in village.....

And whereas the 1st party has agreed to give and the second party has agreed to take the said land on lease for..... a period of..... years commencing from.....

NOW THIS DEED WITNESSETH AS UNDER:

1. That the 1st party have received a sum of Rs..... (Rs. .... only) in cash for the land measuring..... acres and..... Biswas at the rate of Rs..... per *Killa* and the 2nd party shall use the said land for running a brick kiln for digging the earth for the manufacturing of bricks and for any other purposes. The digging of the land can be done upto..... feet average. That the second party is also authorised to use the said land for passages purposes or any other purposes, as they like.

2. That the possession of the said land is already with the first party.

3. That the 1st party assures the second party that the said land is free from all kinds of encumbrances such as sale, gift, mortgage, disputes, litigation, acquisition attachment in the decree of any court lien, court injunction etc., etc., and if it is ever proved otherwise, or if the whole or any portion of the said land is taken away or goes out from the possession of the second party on account of legal defect in the ownership and

title of the Ist party then the Ist party will be liable and responsible to make good the loss suffered by the second party.

4.That every tax, dues and demands payable in respect of the said land shall be paid by the Ist party upto-date and thereafter the second party will be responsible for the payment of the same.

5.That this lease agreement is made effective from..... for a period of..... years and after the expiry of period of..... years the 2nd party shall handover the vacant possession of the said land to the Ist party.

6.That this deed is irrevocable.

In witness whereof, the parties have signed this lease agreement at ..... on the date first mentioned above.

Witnesses:

1.....	First Party
2.....	Second
Party	

**RECEIPT**

Received a sum of Rs..... (Rs..... only) in cash from ..... through partner..... as lease money in terms of the agreement dated..... in respect of land mentioned in the agreement dated..... as full and final settlement.

Dated

Witnesses

Executant

1.....  
2.....