

- (403) **Sacks** (*bags*—थैला) I found twenty sacks for potatoes.
Sax short for saxophone
- (404) **Sane** (*mentally normal*—मानसिक रूप से स्वस्थ) He is perfectly sane.
Seine (fishing net—मछली पकड़ने का जाल) A large fishing net having floats at the top and weights at the bottom so as to hang vertically in the water, the ends being drawn together to enclose the fish and the net usu, hauled ashore.
- (405) **Saver** (*one who saves*—बचाने वाला) Low interest rates are bad news for savers.
Savor (*to relish a taste*—स्वादिलिष्ट) People come here to savor the exquisite food provided by the owner.
- (406) **Sawed** (*cut timber*—लकड़ी काटना) He sawed the timber very quickly.
Sod (*to express anger*—गुस्सा व्यक्त करना) If someone uses an expression such as ‘sod it’, ‘sod you’ or ‘sod that’, they are expressing anger or showing that they do not care about something.
- (407) **Scull** (*rowing motion*—नाव चलाना) Scull are small oars which are held by one person and used to move a boat through water.
Skull (*head bone*—खोपड़ी) He was treated for a fractured skull.
- (408) **Seal** (*to close*—बन्द करना) He sealed the envelope and put on a stamp.
Seel (*to close someone's eyes*—आँखें बन्द करना) Close the eyes of (a hawk etc.) by stitching up the eyelids.
- (409) **Seam** (*row of stitches*—सिलाई)
 (a) A seam is a line of stitches which joins two pieces of cloth together.
 (b) If something is coming apart at the seams or is falling apart at the seams, it is no longer working properly and may soon stop working completely.
 Britain's university system is in danger of falling apart at the seams.
 (c) If a place is very full, you can say that it is bursting at the seams.
 The hotels of New Delhi were bursting at the seams during Asia 1996 Trade Fair.
Seem (*appears*—दिखना) Everyone seems very busy here.
- (410) **Seamen** (*sailors*—नाविक) He emigrated to work as seamen.
Semen (*male discharge*—वीर्य) He is being treated for some semen problem.
- (411) **Sear** (*scorched*—मुरझाया या सूखा) To sear something means to burn its surface with a sudden intense heat. Grass fires have seared the land near the farming villages of Haryana seer (a person who sees). A seer is a person, who tells what will happen in the future.
- (412) **Serf** (*slave*—दास) In former times, serfs were a class of people, who had to work on a particular person's land and could not leave without that person's permission.
Surf (लहर) Surf is the mass of white bubbles that is formed by waves as they fall upon the shore.
 (a) If you surf, you ride on big waves in the sea on a special board.
 I'm going to buy a surfboard and learn to surf...
 I'm going to be surfing bigger waves when I get to Australia!
 (b) If you surf the Internet, you spend time finding and looking at things on the Internet.
 (COMPUTING)
 No one knows how many people currently surf the Net.

- (413) **Sewer** (मल मार्ग) A sewer is a large underground channel that carries waste matter and rain water away, usually to a place where it is treated and made harmless.
Sower (*one who sows*—बोने वाला)
Suer (*one who sues*—दावा करने वाला)
- (414) **Shell** The shell of a nut or egg is the hard covering which surround it.
 They cracked the nuts and removed their shell.
She'll (*contraction of 'she will'*)
She'll cooperate you positively.
Shill (*a decoy*—प्रलोभन) A decoy, an accomplice, esp. one posing as an enthusiastic or successful customer to encourage buyers, gamblers.
- (415) **Shear** (*to cut or wrench*—कतराना) He shears his shhep twice in a year.
Sheer (*pure*—शुद्ध)
 (a) You can use sheer to emphasize that a state or situation is complete and does not involve or is not mixed with anything else. His music is sheer delight... Sheer chance quite often plays an important part in making career.
 (b) A sheer cliff or drop is extremely steep or completely vertical.
 There was a sheer drop just outside my window.
 (c) Shees material is very thin, light and delicete... sheer black tights.
- (416) **Sic** (इस प्रकार से) You write sic in brackets after a word or expression when you want to indicate to the reader that although the word looks odd or wrong, you intended to write it like that or the original writer wrote it like that.
 The latest school jobs page advertises a 'wide range (sic) of 6th form courses.'
Sick (*ill*—बीमार) He is very sick . He needs medical treatment.
Six (*whole number*—छः) I have six pencils.
- (417) **Side** (*lateral*—बगल) There is a park on the left side of the road.
Sighed (*breathed sorrowfully*—आह भरना) He sighed wearily.
- (418) **Sign** (*displayed board bearing information*—निशान) Equations are generally written with a two bar equals sign.
Sine (*reciprocal of the cosecant*) Find the sine value of this angle.
- (419) **Sink** (*to submerge*—डूबना) A fresh egg will sink and an old egg will float.
Synch (*together in time*—साथ-साथ) If two things are out of synch, they do not match or do not happen together as they should. If two things are in synch, they match or happen together as they should. Normally, when demand and supply are out of sync, you either increase the supply, or you adjust the price mechanism.
- (420) **Slay** (*kill*—मारना) He slew a man with a sword.
Sleigh (*snow carriage*—बर्फ की गाड़ी) A sleigh is a vehicle which can slide over snow. Sleighs are usually pulled by horses.
- (421) **Slew** (*past tense of slay*—हत्या की)
Slough (*shed*—झुकना) When a plant sloughs its leaves, or an animal such as a snake sloughs its skin, the leaves or skin come off naturally.
 All reptiles have to slough their skin to grow.

Sloe (*blackthorn berries*—जंगली बेर) A sloe is a small, sour fruit that has a dark purple skin. It is often used to flavour gin.

Slow (*not fast*—धीमा) The traffic is heavy and slow....

- (422) **Solace** (*comfort*—आराम) I found solace in writing when my friend died three months ago.

Soulless (*lacking a soul*—मृत) If you describe a thing or person as soulless, you mean that they lack human qualities and the ability to feel or produce deep feelings.

He is a soulless person.

- (423) **Some** (*a few*—कुछ) Please give me some money.

Sum (*result of addition*—फेड़) The sum of all the angles of a triangle is 180 degree.

- (424) **Soot** (*black residue of burning*—काजल) Soot is black powder which rises in the smoke from a fire and collects on the inside of chimneys.

This wall is blackened by soot.

Suit (*clothes*—पहनने का सूट) I have a blue suit.

Suite (*a set of rooms*—कमरों का समूह) We enjoyed our time during the week in a suite at London.

- (425) **Spade** (*shovel*—फावड़ा) He used a spade for digging this pit.

Spayed (*to sterilise a female animal*—बधिया करना) When a female animal is spayed, it has its ovaries removed so that it cannot become pregnant.

All bitches should be spayed unless being used for breeding.

- (426) **Spoor** (*trail of an animal*—गन्ध से पशु की खोज करना) The spoor of an animal is the marks or substances that it leaves behind as it moves along, which hunters can follow.

Spore (*single cell reproductive body*—जीवाणु) Spores are cells produced by bacteria and fungi which can develop into new bacteria or fungi.

- (427) **Staid** (*reserved*—गम्भीर) If you say that someone or something is staid, you mean that they are serious, dull and rather old-fashioned.

Stayed (*remained*—ठहरना) In the old days the woman stayed at home and the man earned the livelihood.

- (428) **Stake** (दाव)

(a) If something is at stake, it is being risked and might be lost or damaged if you are not successful. The tension was naturally high for that game with so much at stake.

(b) If you stake something such as your money or your reputation on the result of something, you risk your money or reputation on it.

He has staked his political future on this election victory...

(c) If you have a stake in something such as a business, it matters to you, *for example*, because you own part of it or because its success or failure will affect you.

He was eager to return to a more entrepreneurial role in which he had a big financial stake in his own efforts...

(d) A stake is a pointed wooden post which is pushed into the ground, *for example* in order to support a young tree.

(e) If you stake a claim, you say that something is yours or that you have a right to it. Jasmine is determined to stake her claim as an actress...

Steak (*slice of meat*—मांस का टुकड़ा) He hates eating steak.

- (429) **Step** (*a measure taken*—कदम) The next step is to put the theory into practice.
Steppe (*a level, grassy, unforested plain*—बिना जोता हुआ) Steppes are large areas of flat grassy land where there are no trees, especially the area that stretches from Eastern Europe across the south of the former Soviet Union to Siberia.
- (430) **Stile** (*narrow passage*—संकरा रास्ता) A stile is an entrance to a field or path consisting of a step on either side of a fence or wall to help people climb over it.
Style (*mode*—तरीका) She had not lost her grace and style.
- (431) **Stoop** (झुकना)
 (a) If you stoop, you stand or walk with your shoulders bent forwards.
 She was taller than he was and stooped slightly.
 (b) If you stoop, you bend your body forwards and downwards.
 He stooped to pick up the carrier bag of groceries.
 (c) If you say that a person stoops to doing something, you are criticizing him because he does something wrong or immoral that he would not normally do.
 He had not, until recently, stooped to personal abuse...
 How could anyone stoop so low?
 (d) A stoop is a small platform at the door of a building, with steps leading up to it.
 They stood together on the stoop and rang the bell.
Stoup (*A drinking cup*—कप) She served wine in beautiful stoups.
- (432) **Succour** (*relief, assist*—आराम) Helicopters fly in appalling weather to succour ship wrecked mariners.
Sucker (*one who sucks*—चूसने वाला) If you call someone a sucker, you mean that it is easy to cheat him.
- (433) **Suede** (*split leather*—एक प्रकार का चमड़ा) He wore suede jacket and jeans.
Swayed (प्रकृत करना)
 (a) When people or things sway, they lean or swing slowly from one side to the other. The people swayed back and forth with arms linked....
 The whole boat swayed and tipped.
 (b) If you are swayed by someone or something, you are influenced by them.
 Don't ever be swayed by fashion.
 (c) If someone or something holds sway, they have great power or influence over a particular place or activity.
 South of the US, a completely different approach seems to hold sway.
 (d) If you are under the sway of someone or something, they have great influence over you.
 How mothers keep daughters under their sway is the subject of the next five sections.
- (434) **Sundae** (आईस्क्रीम) A sundae is a tall glass of ice cream with whipped cream and nuts or fruit on top.
Sunday (*the first day of the week*—रविवार) Today is Sunday.
- (435) **Team** (*a group of players*—टीम) Our college team has won the trophy.
Teem (*to be full of*—बहुतायात) Rajasthan is a state teeming with natural resources.
- (436) **Toe** (*a part of foot*—पैर का अंगूठा) She hurt her left toe in an accident.
Tow (*to draw by a rope*—बाँधना) The boat was towed with a tree near the shore.
- (437) **Tail** (*part of body*—पूँछ) Cow has a long tail.
Tale (*story*—कहानी) My grandmother told me an interesting tale.

- (438) **Their** (*belong to they—उनका*) They have learnt their lessons.
There (*at that place—वहाँ*) I am to go there now.
- (439) **Throne** (*royal seat—सिंहासन*) All the brothers are fighting for the throne.
Thrown (*third form of throw—फेंक दिया*) She has thrown her certificates into the river.
Thorn (*impediment—काँटा*) You need a needle to get the thorn out.
- (440) **Tenor** (*purpose—हात्पर्य*) The tenor of his speech was important from religious point of view.
Tenure (*right of holding an estate—भूमि नियमन*) The Zamindari Abolition Act has finished the big problem of land tenure system in our country.
- (441) **Tare** (*the seed of a vetch used in refence to its small size—एक प्रकार की घास*) When the harvest is gleaned the evil tares will be separated from the good wheat.
Tear (*salty drops from eyes—आँसू*) Her eyes are filled with tears.
Tier (*a horizontal row—पंक्ति*) I have booked your seats in two tier compartment.
- (442) **Taught** (*past tense of teach—पढ़ाया*) Who taught you English?
Taut (*stretched tight—तना हुआ*) The clothes line is pulled taut and secured.
- (443) **Tea** (*herbal infusion—चाय*) I am fond of tea.
Tee (*golfball prop—गोल्फ से सम्बन्धित*) The tee was broken accidentally.
- (444) **Tenner** (*english slang for a ten pound note—दस का*) I have only a tenner in my pocket.
Tenor (*tendency—तात्पर्य*) The whole tenor of discussion has changed.
- (445) **Tern** (*a shorebird—एक चिड़िया*) A tern is a small black and white seabird with long wings and a forked tail.
Terne (*alloy of lead and tin—मिश्रित धातु*) This plate is made of terne.
Turn (*rotate—घुमाव*) He turned left and went away.
- (446) **The** (*denoting persons already mentioned—आर्टिकल*) The is the definite article.
Thee (*objective case of thou—तुझे*) I missed thee , beloved mother.
- (447) **Through** (*from end to end—बीच से*) Go straight through that door under the 'exit' word.
Throe (*a spasm of pain—दर्द*) A violent physical spasm or pang, esp. in the pain and struggle of childbirth or death. Also, a spasm of feeling; mental agony; anguish.
Throw (*to discharge through the air—फेंकना*) The crowd began throwing stones.
- (448) **Thyme** (*herb—एक प्रकार का पौधा*) Thyme is a type of herb used in cooking.
Time (*natures way of keeping everything from happening at once—समय*) What is the time by your watch?
- (449) **Tic** (*twitch—ऐंठना*) If someone has a tic, a part of their face or body keeps making a small uncontrollable movement, *for example*, because they are tired or have a nervous illness.
Tick (*small noise; parasitic bug—टिक-टिक*) He sat listening to the tick of the clock.
- (450) **Tighten** (*to make tighter—जोर से बाँधना*) I use my nail to tighten the screw on my torch.
Titan (*a giant—बहुत बड़ा*) He is the richest business titan of our country.
- (451) **Timber** (*wood for building—लकड़ी*) In Japan timber is used for construction of house.
Timbre (*musical quality—ध्वनि*) The timbre of someone's voice or of a musical instrument is the particular quality of sound that it has. (FORMAL)
 His voice had a deep timbre... The timbre of the violin is far richer than that of the mouth organ.

- (452) **Toad** (*frog*—मेढक) A toad is a creature similar to frog.
Toed (*to conform a policy*—अनुसरण) He tried to persuade the rivals to toe the line of his party.
Towed (*pulled ahead*—ले जाना) The policeman threatened to tow away my car.
- (453) **Told** (*what was spoken*—बोला) He told me how to do it.
Tolled (*a bell was rung*—घण्टी बजाना) The pilgrims tolled the bell.
- (454) **Track** (*narrow path or road*—संकरा रास्ता) We set of once more , over a rough mountain track.
Tract (*a plot of land*—भूमि) A vast tract of land is available for stadium.
- (455) **Tray** (*a platter*—ट्रे) I need a tray for six cups of tea.
Trey (*three*—तीन) The side of a die marked with three pips or spots; a throw which turns up this side.
- (456) **Troop** (*a company of soldiers*—सिपाहियों का समूह) Twenty thousands troops were deployed on the border.
Troup (*a company of actors*—एक्टर्स का समूह) She belongs to an acrobatic performing troupe.
- (457) **Trussed** (*tied up*—बाँधना) She trussed him quickly with a rope and gagged his mouth.
Trust (*faith*—विश्वास) I trust you completely.
- (458) **Umpire** (*a referee*—अम्पायर) You must not disobey the umpire.
Empire (*dominion*—राज्य) The king was unable to manage his empire properly.
- (459) **Vein** (*a blood vessel*—शिरा) Veins take the blood to all parts of body.
Vane (*weather cock*—मुर्गा) There is a vane at the top of the temple.
- (460) **Vale** (*valley*—घाटी) The beautiful vale of Manali is worthseeing.
Veil (*a cover*—पर्दा) Muslim ladies generally put a veil on her face.
Wail (*to lament*—विलाप) Don't wail please, he is safe and sound.
- (461) **Wave** (*unevenness*—लहर) The waves of ocean are rising higher and higher.
Wave (*movement*—हिलाना) She waved her hand as the bus started.
Waive (*relinquish*—छोड़ना) I request the officer to waive the punishment.
- (462) **Waste** (*useless*—व्यर्थ करना) Don't waste your precious time.
Waist (*part of body*—कमर) The boy had a chain round his waist.
- (463) **Weather** (*atmosphere*—मौसम) It is cold weather today .
Whether (*which of two*—यदि) I asked her whether she would come .
- (464) **Vain** (*useless*—व्यर्थ) I made several request to our Principal but all in vain .
Wane (*to decrease*—कम होना) I see the moon waning these nights.
- (465) **Vary** (*to change*—बदलना) Your actions vary from the promise you made.
Very (*more*—बहुत) She is a very beautiful girl.
Wary (*cautious*—सतर्क) Because of his wary nature, he was saved.
- (466) **Vacations** (*holidays*—छुट्टियाँ) We are going to Delhi in summer vacations.
Vocation (*occupation*—पेशा) What vocation do you intend to join after graduation?
- (467) **Verses** (*paragraphs*—गद्य) This verse describes three reasons of his failure.
Versus (*against*—विपरीत) India versus Pakistan is a greatly contesting cricket match.

- (468) **Vial** (*narrow glass container*—छोटा, शीशे का पात्र) A vial is a very small bottle which is used to hold something such as perfume or medicine. Please give me a vial of rose perfume.
Vile (*despicable, unpleasant*—अरुचिकर) She was in too vile a mood to work.
Viol (*stringed instrument*—यन्त्र) Viols are a family of musical instruments that are made of wood and have six strings. You play the viol with a bow while sitting down.
- (469) **Vice** (*bad habit*—गलत आदत) She described that those responsible for offences are connected with vice, like drugs or gaming.
Vise (*bench-mounted clamp*—क्लैप) I need a good vise while I repair the furniture.
- (470) **Weigh** (*to ascertain the weight*—तौलना) I am to purchase one weighing machine.
Way (*passage*—रास्ता) This way leads to hospital.
- (471) **Weight** (*weight*—वजन) He gained ten kg. of weight within a month.
Wait (*to attend*—इन्तजार) Don't wait for me, I will go myself.
- (472) **Week** (*period of seven days*—सप्ताह) Monday is the first day of a week.
Weak (*feeble*—कमजोर) Ram is too weak to walk.
- (473) **Ware** (*article*—समान) He has sold all his cook wares.
Wear (*to put on*—पहनना) I like to wear silk sarees.
Wear (*to diminish*—घिसना) My shirt has worn out.
- (474) **Wine** (*drink*—शराब) Drinking wine is harmful for liver.
Vine (*creeper*—बेल) The hut is covered with grapevines.
- (475) **Wax** (*candle stuff*—मोम) Candles had spread pools of wax on the furniture.
Whacks (*several blows*—धमाका) He has the donkey a whack across the back with a stick. Someone whacked him on the head.
- (476) **Wade** (*talk in shallow water*—पानी में हलचल) Rescuers had to wade across a river to reach them.
Weighed (*weight was measured*—वजन मापना) He weighed approximately 270 kilos.
- (477) **Wain** (*a wagon*—छकड़ा गाड़ी) He has hired a wain for transporting his household goods.
Wane (*decrease, fade*—कम होना) His interest in sports began to wane, a passion for golf developed.
- (478) **Want** (*desire*—इच्छा) I want to become a surgeon.
Wont (*inclined*—जरूरत)
 (a) If someone is wont to do something, they often or regularly do it. Both have committed their indiscretions, as human beings are wont to do.
 (b) (accustomed) If someone does a particular thing as is their wont, they do that thing often or regularly. Ram woke up early, as was his wont.
- (479) **War** (*large scale armed conflict*—युद्ध) A war like situation is prevailed between India and Pakistan.
Wore (*past tense of wear*—पहना) She wore a silken saree last night.
Ware (*merchandise*—सामान) The box seems to contain glass wares.
- (480) **Warship** (*naval implement of destruction*—युद्धपोत) Warships played a decisive role in the victory of our forces.
Worship (*revere in a religious manner*—पूजा) I enjoyed worshipping God.
- (481) **Wary** (*cautious*—सावधानी) People do not teach their wards to be wary of strangers.
Wherry (*छोटी नाव*) A light rowing boat used chiefly on rivers and in harbours for carrying passengers.

(482) **We** (हम) We are going to market.

Wee (छोटा साइज)

(a) Wee means small in size or extent. He just needs to calm down a wee bit.

(b) To wee means to urinate. Wee is an informal word used especially by children. He said that he wanted to wee.

(c) Wee is also a noun. The baby has done a wee in his potty.

(483) **We'd** (contraction of 'we would') We'd meet you there positively.

Weed (wild plants-जंगली पौधा) If you don't care the garden it will be soon full of weeds.

(484) **We're** (contraction of 'we are') We're friends.

Weir (a low dam or a fence in a river for catching fish-रोकथाम) A weir is a low barrier which is built across a river in order to control or direct the flow of water. (b) A weir is a wooden fence which is built across a stream in order to create a pool for catching fish.

Were (past tense plural of 'to be') Where were you playing?

Whir or whirr (prolonged swish or buzz) When something such as a machine or an insect's wing whirrs, it makes a series of low sounds so quickly that they seem like one continuous sound. The camera whirred and clicked.

(485) **We've** (Contraction of 'we have') We've twenty pencils only.

Weave (to make cloth-कपड़े बुनना) They were busy in weaving cotton fabrics.

(486) **Wheeled** (having wheels-पहियों पर) We wheeled her out on the stretcher.

Wield (to apply or use-काम में लाना)

(a) If you wield a weapon tool, or piece of equipment, you carry and use it. The assistant was wielding a kitchen knife.

(b) If someone wields power, they have it and are able to use it.

He remains president, but wields little power at the company.

(487) **Weld** (to join metal by melting its edges-वेल्डिंग) Where did you learn to weld?

Welled (pouring forth-अधिक होना) Her love for him welled stronger than ever.

(488) **Wet** (watery-गीला) She towelled her wet hair.

Whet (prime-भूख बढ़ाने या जगाने वाली वस्तु) If someone or something whets your appetite for a particular thing, they increase your desire to have it or know about it, especially by giving you an idea of what it is like.

A really good catalogue can also whet customers' appetites for merchandise.

(489) **Which** (selection-किसका) Which dress do you like most ?

Witch (जादूगरनी) In fairy stories, a witch is a woman, usually an old woman, who has evil magic powers. Witches often wear a pointed black, hat and have a pet black cat.

(490) **While** (during-जबकि) He was reading while she was cooking.

Wile (a crafty, cunning or deceitful trick; a stratagem, a ruse-चालाक धोखेबाज)

She used all her wiles to earn his favour.

(491) **Whine** (annoying cry-दर्द भरी आवाज) I can hear my dog whining in the courtyard.

Wine (fermented grape juice-दारू) This is a nice wine.

(492) **Whit** (insignificant amount-बहुत थोड़ी राशि) He cared not a whit for the social, political or religious aspects of literature.

Wit (cleverness; sense of humour-चतुराई) He was at his wit's end.

- (493) **Whither** (*to which place, point, condition, etc?* –कौनसा स्थान) They knew not whither they went.
Wither (*shrivel up*—मुरझाना) The flowers withered away within three hours.
- (494) **Whoa** (*whoa is a command that you give to a horse to slow down or stop*—वाह)
 You can say whoa to someone who is talking to you, to indicate that you think they are talking too fast or assuming things that may not be true.
Woe (*despair*—दुःख, निराशा) She listened to my tale of woe very patiently.
- (495) **Yearn** (*to long*—इच्छा करना) I am anxiously yearning to meet my wife.
Yarn (*thread*—धागा) I have purchased three bundles of yarn.
- (496) **Yoke** (*slavery*—दास बनाना) He is under the yoke of his master.
Yolk (*yellow portion of an egg*—अण्डे की पीली जर्दी) Some people eat only the yolk of an egg.
- (497) **Yore** (*the past*—भूतकाल) Yore is used to refer to a period of time in the past.
 The images provoked strong surges of nostalgia for the days of yore.
You're (*contraction of 'you are'*) You're a great writer.
Your (*belonging to you*—तुम्हारा) Which is your house?
- (498) **You'll** (*contraction of 'you will'*) You'll be asked to explain your conduct.
Yule (*christmas*—क्रिसमस) Everyone makes enjoyment in his own way during yule time.



TEST YOURSELF Exercises

01

Fill in the blanks choosing the correct words given in the brackets :

- (1) This remarks about the dominance of casteism in elections are quite.....to the present position.
(apposite/opposite)
- (2) The.....to this mountain is not an easy task. (ascent/assent)
- (3) Yesterday his behaviour with the guests was (antic/antique)
- (4) The boat manthe boat with a chain. (tow/toe)
- (5) Bihar is a State.....with coal mines. (teeming/teaming)
- (6) She achieved this distinction by the..... force of hard work. (sheer/shear)
- (7) The reading of cheap books produce a bad.....on the minds of youth. (affect/effect)
- (8) You cannot.....my opinion about her. (altar/alter)
- (9) This rhyme is full of..... (allusions/illusions)
- (10) He says that the word to nothing but an..... (allusion/illusion)

02

Fill in the blanks choosing the correct words given in the brackets :

- (1) He was kind enough to.....to my request. (accede/exceed)
- (2) Everybody should be given.....to this temple. (access/excess)
- (3) He refused to.....the gift. (accept/except)

- | | |
|--|-----------------------|
| (4) Shehard to secured first position in the college. | (assayed/essayed) |
| (5) She iswith malaria. | (ailing/aleing) |
| (6) Please keep..... . | (quiet/quite) |
| (7) What is the name of the....of this college? | (principal/principle) |
| (8) This house is near the.....of India. | (border/boarder) |
| (9) This world is nothing but an | (allusion/illusion) |
| (10) The property of thewas confiscated by the government. | (deceased/diseased) |

03

Fill in the blanks choosing the correct words given in the brackets :

- | | |
|---|-------------------------|
| (1) India is now free from the..... of British empire. | (yoeck/yoke) |
| (2) At last she left the house of her parents, knowing not..... . | (whither/wither) |
| (3) All the flowers have now.....away. | (wither/whither) |
| (4) It is wrong to conclude that all.....him are corrupt. | (except/accept) |
| (5) She isin the art of painting. | (adapt/adept) |
| (6) The drought.....a large part of the state. | (attected/effectd) |
| (7) This office is situated at the second..... . | (storey/story) |
| (8) This hotel has twenty A. C..... | (suites/suits) |
| (9) I am going to purchase..... items for the office. | (stationery/stationary) |
| (10) The earth is notit revolves. | (stationary/stationery) |

04

Fill in the blanks choosing the correct words given in the brackets :

- | | |
|---|-----------------------|
| (1) Please.....my clothes. | (calendar/calender) |
| (2) He is on.....leave. | (casual/causal) |
| (3) The policeman.....the thief by collar. | (seized/seiqed) |
| (4) We heardof trumpets. | (peal/peel) |
| (5) Through process of melting, iron is extracted from..... . | (oar/ore) |
| (6) He has some.....benefits in this project. | (monetary/monitory) |
| (7) You can show yourby fighting against injustice. | (metal/mettle) |
| (8) This wife came.....than him. | (latter/later) |
| (9) An.....man always plans in a clever manner. | (ingenious/ingenuous) |
| (10) I have already clarified this point in.....paragraphs. | (forgo/forego) |

05

Fill in the blanks choosing the correct words given in the brackets :

- | | |
|--|-----------------------|
| (1) A good fellow will nota friend in need. | (desert/dessert) |
| (2) This house wasby earthquake. | (wreck/wreak) |
| (3) A good writes always uses.....at appropriate places. | (comma/coma) |
| (4) What he says is hardly..... . | (creditable/credible) |
| (5) He built his.....by hard work. | (career/carrier) |
| (6) Thewas covered with white sheet. | (corpse/corps) |

- (7) This bill has already been passed by legislative..... . (council/counsel)
 (8) Pay my bestto your parents. (compliments/complement)
 (9) He has..... to be the chairman of society. (cease/seize)
 (10) True.....cannot be enjoyed by a man of jealous nature. (felicity/facility)

06

Fill in the blanks choosing the correct words given in the brackets :

- (1)makes a man perfect. (Practice/Practise)
 (2) Theof many pundits about destruction of the word didn't come true.(prophecy/prophesy)
 (3) He can.....many cases to prove his arguments. (Site/Cite)
 (4) Can you.....this stick? (Break/Brake)
 (5) He defeated the earlier champion in..... . (Dual/Duel)
 (6) We should not adopt.....means to achieve success. (fowl/foul)
 (7) She is a woman ofnature. (jealous/zealous)
 (8) It is raining andin the sky. (lightning/lightening)
 (9) New Delhi is theof India. (capitol/capital)

**SOLUTIONS****TEST YOURSELF***Exercises***Solution TYE 01**

- (1) apposite, (2) ascent, (3) antic, (4) tow, (5) teeming,
 (6) sheer, (7) effect, (8) alter, (9) allusion, (10) illusions.

Solution TYE 02

- (1) accede, (2) access, (3) accept, (4) assayed, (5) ailing,
 (6) quiet, (7) principal, (8) border, (9) illusion, (10) deceased.

Solution TYE 03

- (1) yoke, (2) whither, (3) wither, (4) except, (5) adept,
 (6) affected, (7) storey, (8) suites, (9) stationery, (10) stationary.

Solution TYE 04

- (1) calender, (2) casual, (3) seized, (4) peal, (5) ore,
 (6) monetary, (7) mettle, (8) later, (9) ingenious, (10) foregone.

Solution TYE 05

- (1) desert, (2) wrecked, (3) comma, (4) credible, (5) career,
 (6) corpse, (7) council, (8) compliment, (9) ceased, (10) felicity.

Solution TYE 6

- (1) Practice, (2) prophecy, (3) cite, (4) break, (5) duel,
 (6) foul, (7) jealous, (8) lightning, (9) capital.

CONTRONYMS

Contronyms, ऐसे words हैं जिनके synonyms एक-दूसरे के Antonyms होते हैं अर्थात् ऐसे शब्द जिसके दो meanings एक-दूसरे के विपरित अर्थ देते हैं। नीचे contronyms की list दी जा रही है इसके (A) एवं (B) दो meanings, एक दूसरे antonym हैं। Contronyms भी एक प्रकार के Homographs (ऐसे शब्द जिसके दो अलग-अलग अर्थ हैं) ही हैं।

The word contronym (Also the synonym antonym) is used to refer to words that by some freak of language evolution, are their own antonyms. Both contronym and antonym are relatively recent neologisms.

Contronyms are special cases of homographs (two words with the same spellings).

Some Examples :

- | | | |
|-------------------------------|--|--|
| (1) Anabasis | (A) Military advance | (B) Military retreat |
| (2) Aught | (A) All | (B) Nothing |
| (3) Bolt | (A) Secure | (B) Run away |
| (4) Buckle | (A) Fasten | (B) Fall apart |
| (5) By | (A) Multiplication
(e.g., a three by five matrix) | (B) Division
(e.g., Dividing eight by four) |
| (6) Chuffed | (A) Pleased | (B) Annoyed |
| (7) Cleave | (A) Separate | (B) Adhere |
| (8) Clip | (A) Fasten | (B) Detach |
| (9) Consult | (A) Ask for advice | (B) Give advice |
| (10) Copemate | (A) Partner | (B) Antagonist |
| (11) Custom | (A) Usual | (B) Special |
| (12) Deceptively Smart | (A) Smarter than one appears | (B) Dumber than one appears |
| (13) Dike | (A) Wall | (B) Ditch |
| (14) Discursive | (A) Proceeding coherently from topic to topic | (B) Moving aimlessly from topic to topic |
| (15) Dollop | (A) A large amount | (B) A small amount |
| (16) Dust | (A) Add fine particles | (B) Remove fine particles |
| (17) Enjoin | (A) Prescribe | (B) Prohibit |
| (18) Fast | (A) Quick | (B) Unmoving |
| (19) First Degree | (A) Most severe (e.g., Murder) | (B) Least severe (e.g., Burn) |
| (20) Fix | (A) Restore | (B) Castrate |

- | | | |
|-------------------------|--|--|
| (21) Flog | (A) Criticize harshly | (B) Promote aggressively |
| (22) Garnish | (A) Enhance (e.g., Food) | (B) Curtail (e.g., Wages) |
| (23) Give out | (A) Produce | (B) Stop production |
| (24) Grade | (A) Incline | (B) Level |
| (25) Handicap | (A) Advantage | (B) Disadvantage |
| (26) Help | (A) Assist | (B) Prevent (e.g., "I Can't help it if...") |
| (27) Left | (A) Remaining | (B) Departed from |
| (28) Liege | (A) Sovereign lord | (B) Loyal subject |
| (29) Mean | (A) Average | (B) Excellent (e.g., 'Plays a mean game') |
| (30) Off | (A) Off | (B) On (e.g., 'The alarm went off') |
| (31) Out | (A) Visible (e.g., Stars) | (B) Invisible (e.g., Lights) |
| (32) Out of | (A) Outside | (B) Inside (e.g., 'Work out of one's home') |
| (33) Oversight | (A) Error | (B) Care |
| (34) Put out | (A) Extinguish | (B) Generate
(e.g., Something putting out light) |
| (35) Quiddity | (A) Essence | (B) Trifling point |
| (36) Quite | (A) Rather | (B) Completely |
| (37) Rent | (A) Buy use of | (B) Sell use of |
| (38) Rinky-dink | (A) Insignificant | (B) One who frequents rinkworks |
| (39) Sanction | (A) Approve | (B) Boycott |
| (40) Sanguine | (A) Hopeful | (B) Murderous
(Obsolete synonym for 'Sanguinary') |
| (41) Screen | (A) Show | (B) Hide |
| (42) Seed | (A) Add Seeds
(e.g., 'To seed a field') | (B) Remove seeds
(e.g., 'To seed a tomato') |
| (43) Strike | (A) Hit | (B) Miss (In Baseball) |
| (44) Table | (A) Propose
(In the United Kingdom) | (B) Set aside
(In the United States) |
| (45) Transparent | (A) Invisible | (B) Obvious |
| (46) Unbending | (A) Rigid | (B) Relaxing |
| (47) Variety | (A) One type (e.g., 'This variety') | (B) Many types (e.g., 'A variety') |
| (48) Wear | (A) Endure through use | (B) Decay through use |
| (49) Weather | (A) Withstand | (B) Wear away |
| (50) Wind up | (A) End | (B) Start up (e.g., A Watch) |
| (51) With | (A) Alongside | (B) Against |

HETERONYMS

Heteronyms ऐसे शब्द (Words) हैं जिनके एक से अधिक अर्थ होते हैं एवं अलग-अलग अर्थ में उनका उच्चारण भी अलग होता है। [A] एवं [B] अलग-अलग अर्थ हैं एवं [A] एवं [B] के उच्चारण भी अलग-अलग होते हैं। शब्द के अर्थ के साथ उसका अलग-अलग उच्चारण भी बताया गया है।

Heteronyms are also a type of Homograph. They are words that are spelled the same but differ in meaning and pronunciation. All heteronyms are also homographs, but all homographs are not heteronyms. Many heteronyms are similar in meaning (especially a related noun and verb are spelled the same, but pronounced differently) while others are wholly unrelated.

ऐसे शब्दों (Heteronyms) की list नीचे दी जा रही है। :

- | | | |
|------------------------|-----|--|
| (1) Affect | [A] | (ah-fect) to change; |
| | [B] | (af-fect) feeling or emotion |
| (2) Alternate | [A] | (alt-er-nit) another choice; |
| | [B] | (alt-er-nait) switch back and forth |
| (3) Appropriate | [A] | (ap-prope-ri-ate) to take possession of; |
| | [B] | (ap-prope-ri-it) suitable |
| (4) Are | [A] | (air) 100 square meters (a hundredth of a hectare); |
| | [B] | (ahr) plural present tense of 'to be' |
| (5) Arithmetic | [A] | (a-rith-me-tic) a branch of mathematics; |
| | [B] | (air-ith-met-ic) characteristic of arithmetic |
| (6) Attribute | [A] | (at-trib-ute) to ascribe; |
| | [B] | (at-trib-ute) characteristic |
| (7) Axes | [A] | (ax-ez) plural of axe; |
| | [B] | (ax-eez) plural of axis |
| (8) Bass | [A] | (base) a stringed instrument; |
| | [B] | (bass) a fish |
| (9) Bow | [A] | (rhymes with 'how') to incline the head in greeting; |
| | [B] | (rhymes with 'tow') weapon that is used for shooting arrows; |
| | [C] | front of a ship |
| (10) Bowed | [A] | (rhymes with 'how'd') inclined the head in greeting; |
| | [B] | (rhymes with 'towed') bent |
| (11) Buffet | [A] | (buf-fet) to hit; |
| | [B] | (buf-fay, boof-fay) a meal at which guests serve themselves from dishes on display |
| (12) Close | [A] | (cloze) to shut; |
| | [B] | (clohss) nearby |
| (13) Combine | [A] | (com-bine) threshing machine; |
| | [B] | (com-bine) put together |

(14) Conduct	[A]	(con-duct) behaviour;
	[B]	(con-duct) to direct or manage
(15) Conflict	[A]	(con-flict) disagreement or fight;
	[B]	(con-flict) to be in opposition
(16) Console	[A]	(con-sole) upright case; also, computer terminal;
	[B]	(con-sole) to comfort
(17) Consort	[A]	(con-sort) companion or partner;
	[B]	(con-sort) to keep company
(18) Construct	[A]	(con-struct) something constructed;
	[B]	(con-struct) to assemble
(19) Content	[A]	(con-tent) substantive part;
	[B]	(con-tent) satisfied
(20) Contest	[A]	(con-test) competition;
	[B]	(con-test) to dispute
(21) Contract	[A]	(con-tract) agreement;
	[B]	(con-tract) to shrink or to agree on a project
(22) Convert	[A]	(con-vert) one whose belief was changed;
	[B]	(con-vert) to change one's belief
(23) Converse	[A]	(con-verse) opposite;
	[B]	(con-verse) to talk
(24) Convict	[A]	(con-vict) prisoner;
	[B]	(con-vict) to find guilty
(25) Crooked	[A]	(crookd) bended;
	[B]	(crook-ed) bent
(26) Deliberate	[A]	(de-lib-er-ate) carefully considered;
	[B]	(de-lib-er-ate) to consider
(27) Desert	[A]	(des-ert) arid region;
	[B]	(de-sert) to leave; also, something deserved
(28) Digest	[A]	(die-jest) collection of published material;
	[B]	(die-jest) absorb nutrients
(29) Do	[A]	(doo) to accomplish;
	[B]	(doe) musical note
(30) Does	[A]	(duz) performs;
	[B]	(doze) multiple one female deer
(31) Dove	[A]	(rhymes with "love") a bird;
	[B]	(rhymes with "hove") jumped off
(32) Drawer	[A]	(door) compartment that is opened by pulling out;
	[B]	(draw-er) one who draws
(33) Ellipses	[A]	(ee-lip-sez) plural of ellipse;
	[B]	(ee-lip-seez) plural of ellipsis
(34) Entrance	[A]	(en-trance) entry way;
	[B]	(en-trance) to captivate
(35) Evening	[A]	(eve-ning) the time of day between afternoon and night;
	[B]	(eve-en-ing) making even
(36) Excuse	[A]	(ex-cuze) to let someone off;
	[B]	(ex-kyewss) justifying explanation
(37) House	[A]	(howss) building that serves as living quarters;
	[B]	(howz) to provide with living quarters
(38) Incense	[A]	(in-cense) substance that produces a pleasant aroma when burned;
	[B]	(in-cense) to anger

- (39) **Intern** [A] (in-tern) a worker in training;
[B] (in-tern) confine to a prescribed area
- (40) **Invalid** [A] (in-val-id) someone who is sick or disabled;
[B] (in-val-id) not valid
- (41) **Laminate** [A] (lam-in-it) a layered construct;
[B] (lam-in-ate) to construct by layering
- (42) **Lather** [A] (hard 'th') foam or suds;
[B] (soft 'th') one who installs lath (lattice)
- (43) **Lead** [A] (leed) to guide;
[B] (led) a metallic element
- (44) **Minute** [A] (min-it) sixty seconds;
[B] (my-noot) tiny
- (45) **Moderate** [A] (mod-er-it) not excessive or extreme;
[B] (mod-er-ate) to preside over
- (46) **Mow** [A] (rhymes with 'cow') pile of hay stored in a barn;
[B] (rhymes with 'tow') to cut grass
- (47) **Multiply** [A] (mult-i-ply) to perform the mathematical operation of multiplication;
[B] (mult-i-plee) in a multiple manner
- (48) **Number** [A] (num-ber) a discrete value or quantity;
[B] (num-mer) more numb
- (49) **Nun** [A] (nun) woman in a religious order;
[B] (noon) the fourteenth letter of the hebrew alphabet
- (50) **Object** [A] (ob-ject) thing;
[B] (ob-ject) to protest
- (51) **Overhead** [A] (ove-er-head) operating expenses; also, an overhead projector;
[B] (ov-er-head) high; above the level of the head
- (52) **Pasty** [A] (pay-stee) like glue;
[B] (pass-tee) meat pie
- (53) **Pate** [A] (pate) top of the head;
[B] (pat) porcelain paste; (pa-tay) a minced food
- (54) **Perfect** [A] (per-fect) flawless;
[B] (per-fect) to make flawless
- (55) **Periodic** [A] (peer-ee-odd-ic) occasional;
[B] (pure-eye-odd-ic) an iodine compound
- (56) **Permit** [A] (per-mit) document giving permission;
[B] (per-mit) to allow
- (57) **Present** [A] (prez-ent) gift;
[B] (pre-zent) to introduce
- (58) **Primer** [A] (prihm-er) elementary book;
(pry-mer) undercoat of paint
- (59) **Produce** [B] (pro-duce) vegetables;
(pro-duce) bring forth
- (60) **Project** [A] (pro-ject) task;
[B] (pro-ject) to forecast; also, to show a movie
- (61) **Protest** [A] (pro-test) an objection;
[B] (pro-test) to object
- (62) **Pussy** [A] (puhs-ee) having pus;
[B] (pooh-see) kitten
- (63) **Raven** [A] (ray-ven) a black bird;
[B] (rav-en) hungry
- (64) **Rebel** [A] (reb-el) one who refuses allegiance or opposes;

(65) Record	[B]	(re-bel) to refuse allegiance or oppose
	[A]	(rec-ord) a documented account;
(66) Recreation	[B]	(re-cord) to set down to preserve
	[A]	(rec-ree-a-shun) entertaining or relaxing pastime;
(67) Refuse	[B]	(ree-cree-a-shun) something that is remade, recreated
	[A]	(ref-yoos) garbage;
(68) Relay	[B]	(ref-yooz) to deny
	[A]	(ree-lay) a race in which members of a team take turns racing;
(69) Repeat	[B]	(ree-lay) to lay again;
	[C]	(rih-lay) to pass along
(70) Rerun	[A]	(re-peat) repeated television show;
	[B]	(re-peat) to perform again
(71) Resign	[A]	(re-run) repeated television show;
	[B]	(re-run) to run again
(72) Resume	[A]	(re-zine) to quit;
	[B]	(re-sign) to sign again
(73) Row	[A]	(ree-zoom) to restart;
	[B]	(reh-zoom-ay) document of professional experience
(74) Sake	[A]	(rhymes with "cow") a fight;
	[B]	(rhymes with "tow") a series of objects; also, to propel a boat with oars
(75) Secreted	[A]	(sake) purpose;
	[B]	(sah-kee) alcoholic drink
(76) Separate	[A]	(see-cret-ed) placed out of sight;
	[B]	(see-creet-ed) emitted
(77) Sewer	[A]	(sep-ar-ate) to set apart;
	[B]	(sep-ret) not joined together
(78) Slough	[A]	(soe-wer) one who sews;
	[B]	(soo-wer) channel for human waste
(79) Sow	[A]	(rhymes with "tough") outer layer or covering that is shed;
	[B]	(rhymes with "cow") a hole filled with deep mud or mire;
(80) Subject	[C]	(rhymes with "through") a marsh
	[A]	(rhymes with "cow") a pig;
(81) Suspect	[B]	(rhymes with "tow") to plant seed
	[A]	(sub-ject) the theme; also, one ruled by another;
(82) Tear	[B]	(sub-ject) to force upon
	[A]	(sus-pect) one suspected of a crime;
(83) Unionized	[B]	(sus-pect) to have suspicion
	[A]	(tare) to rip;
(84) Wind	[B]	(teer) a drop of the clear liquid emitted by the eye
	[A]	(yoon-yon-ized) belonging to a union;
(85) Wound	[B]	(un-i-on-ized) not converted into ions
	[A]	(rhymes with "find") to coil up;
	[B]	(winned) moving air
	[A]	(woond) to injure;
	[B]	(wound) coiled up

Some Heteronymic Sentences :

- When the brush fire was **close**, the authorities had to **close** the road.
- I **subject** my friends to pain when I discuss the **subject** of my operation.
- The **bass** swam around the **bass** drum on the ocean floor.
- She wished she could **desert** him in the **desert**.

PALINDROMES

A palindrome is a word or sentence that reads the same forward as it does backward. The words 'A' and 'I' are perhaps the simplest palindromes. The word 'Refer' and the name 'Malayalam' are more interesting and illustrative palindromes.

Palindromes are a type of palingram called letter palingrams. A palingram is a sentence in which the letters, syllables, or words read the same backward as they do forward. The sentence, "I was, was I?" is a word palingram, because the words can be placed in reverse order and still read the same. The sentence, "I did, did I?" is not only a word palingram, but a letter palingram (Or palindrome) as well.

A number of interesting palindromes are given below for your amusement. Can you make up your own?

Words

Aibohphobia	Alula	Cammac	Civic Deified
Deleveled	Detartrated	Devoved	Dewed
Evitative	Hannah	Kayak	Kinnikinnik
Lemel	Level	Madam	Malayalam
Minim	Murdrum	Peeweeep	Racecar
Radar	Redder	Refer	Reifier
Repaper	Reviver	Rotator	Rotavator
Rotor	Sagas	Solos	Sexes
Stats	Tenet	Terret	Testset

Phrases and Sentences

- (1) A tin mug for a jar of gum, Nita.
- (2) A Toyota. Race fast, safe car. A Toyota.
- (3) Able was I ere I saw Elba.
- (4) Anne, I vote more cars race Rome to Vienna.
- (5) As I pee, sir, I see Pisa!
- (6) Cigar? Toss it in a can. It is so tragic.
- (7) Dammit, I'm mad!
- (8) Ten animals I slam in a net.
- (9) Too bad I hid a boot.
- (10) Was it a car or a cat I saw ?
- (11) Won't lovers revolt now ?

PANGRAMS

A pangram is a sentence that contains all letters of the alphabet. Such sentences are also called holalphabetic sentences. Constructing a sentence that includes the fewest repeat letters possible is a challenging task.

By far the most well-known pangram is, “*The quick brown fox jumps over a little lazy dog.*” This sentence is generally used to test out new typewriters, presumably because it includes every letter of the alphabet.

A number of pangrams are given below :

Examples

- (a) No kidding —Lorenzo called off his trip to visit Mexico City just because they told him the conquistadores were extinct. (99 letters)
- (b) Six javelins thrown by the quick savages whizzed forty paces beyond the mark. (64 letters)
- (c) The public was amazed to view the quickness and dexterity of the juggler. (60 letters)
- (d) We quickly seized the black axle and just saved it from going past him. (57 letters)
- (e) Six big juicy steaks sizzled in a pan as five workmen left the quarry. (56 letters)
- (f) A mad boxer shot a quick, gloved jab to the jaw of his dizzy opponent. (54 letters)
- (g) A quart jar of oil mixed with zinc oxide makes a very bright paint. (53 letters)
- (h) Crazy Fredericka bought many very exquisite opal jewels. (48 letters)
- (i) Sixty zippers were quickly picked from the woven jute bag. (48 letters)
- (j) Heavy boxes perform quick waltzes and jigs. (36 letters)
- (k) The quick brown fox jumps over a little lazy dog. (33 letters)
- (l) Pack my box with five dozen liquor jugs. (32 letters)
- (m) The five boxing wizards jump quickly. (31 letters)
- (n) How quickly daft jumping zebras vex. (30 letters)
- (o) Jackdaws love my big sphinx of quartz. (31 letters)

UNUSUAL WORD FORMS

A very peculiar thing about English is that for almost all rules, we find exceptions to them. Both the beauty and the bane of English is find in the exceptions to everything. Pluralizing words isn't always a simple matter of adding an on the end, and switching a word from masculine form to feminine form isn't always a matter of adding ess.

Plurals-Peculiarity :

- (a) The words alms, amends, cattle, clothes, doldrums, ives, pants, pliers, scissors, shorts, smithereens, and trousers are all plural, but have no singular form.
- (b) Many words, such as deer, moose, and sheep, are spelled and pronounced the same way in both their singular and plural forms. More interesting words with this property are congeries, kudos, premises, shambles, series, and species. Fish can be both singular and plural, yet fishes is also a correct pluralization of the word.
- (c) The words bourgeois, chassis, corps, faux pas, gardebras, précis, pince-nez, and rendezvous all have plurals spelled the same way but pronounced differently.
- (d) Kine, an obsolete plural form of cow, shares no letters with its singular form.
- (e) The plural of man is men. The plural of woman is women. The plural of human is humans.
- (f) The plural of foot is feet. The plural of goosefoot is goosefoots.
- (g) The plural of moose is moose. The plural of goose is geese. The plural of mongoose is mongooses.
- (h) The plural of mouse, the rodent, is mice. The plural of mouse, the computer hardware device, is mouses.

Other Unusually Pluralized Words :

Other unusually pluralized words are brother which may be pluralized to brothers, but also brethren; cherub, which is pluralized to cherubim; die, which is pluralized to dice; formula, which may be pluralized to formulas but also formulae; landsman, which is pluralized to landsleit; libretto, which is pluralized to libretti; ox, which is pluralized to oxen; paries, which is pluralized to parietes; person, which is pluralized to people; rubai, which is pluralized to rubaiyat; schema, which is pluralized to schemata; seraph, which is pluralized to seraphim; tempo, which is pluralized to tempi. Most of these words were taken from other languages—like Hebrew, Greek, German, and Italian—with the foreign pluralization rules retained.

The singular form of braces, when used in the orthodontic sense, is bracket. One bracket per tooth is attached when someone gets braces.

Hair is a singular word that suggests more than its plural, hairs.

The plural words abbes, abys, adventures, bas, bos, bras, bulgines, cares, chapes, cites, cosines, deadlines, esquires, fras, gamines, gaus, glassines, gues, hos, kavas, kas, larges, las, los, lownes, marques, mas, millionaires, mis, moras, mos, multimillionaires, nervines, ogres, pas, pis, pos, posses, prelates, princes, pros, sagenes, saltines, shines, sightlines, squires, tartines, timelines, tyrranes, and usures all become different singular words if you add another onto the end of each. Many of them switch from masculine plural form to feminine singular form.

Gender—Peculiarity :

Widower is the only word in the English language whose masculine form is longer than its feminine form, which is widow. Demirep is the only word in the English language which is made feminine by applying a prefix, rather than a suffix to the masculine form which is rep.

HOMOGRAPHS

A homograph is a “word of the same written form as another but of a different origin and meaning.” (buck—buck). Following list tells you the use of homographs in sentence (A) and, (B) depicting different meanings.

Homograph ऐसा शब्द है जिसके एक से अधिक अलग-अलग अर्थ होते हैं। Same Spelling but different meanings (Homograph) वाले शब्दों का उच्चारण कई बार अलग होता है, एवं कई बार समान होता है। Homographs के विभिन्न अर्थों का ज्ञान छात्र की अच्छी vocabulary हेतु आवश्यक है। छात्रों को इनका अध्ययन ध्यानपूर्वक करना चाहिए।

- | | | |
|--------------------|---|---|
| (1) Act | (A) Jack will act in a play. | (B) He's in the second act of the play. |
| (2) Arms | (A) My arms and legs hurt. | (B) The soldiers laid down their arms. |
| (3) Block | (A) The puppy ran around the block. | (B) The chairs will block the door. |
| (4) Buck | (A) It costs one buck to get in. | (B) The horse will buck you off. |
| (5) Blue | (A) I feel very blue today. | (B) She wore a blue dress. |
| (6) Box | (A) Put your things in a box. | (B) The fighters will box tonight. |
| (7) Brand | (A) They put a brand on the horse. | (B) What brand is your computer? |
| (8) Base | (A) The base of the statue broke. | (B) The player ran to third base. |
| (9) Back | (A) My back hurts. | (B) The dog came back home. |
| (10) Bank | (A) The river overflowed its bank. | (B) I have a \$1000 in the Bank. |
| (11) Bear | (A) The grizzly bear is dangerous. | (B) I cannot bear to be alone. |
| (12) Bark | (A) The dog has a loud bark. | (B) The bark peeled off the tree. |
| (13) Bit | (A) The tiger bit the giraffe. | (B) My finger hurts a little bit. |
| (14) Ball | (A) My wife went to a ball. | (B) The ball bounced off my head. |
| (15) Bright | (A) The light is bright in my room. | (B) Some students are very bright. |
| (16) Blow | (A) They will blow up the bridge. | (B) He received a blow to the head. |
| (17) Bangs | (A) The shots were like loud bangs. | (B) She wears her hair in bangs. |
| (18) Bat | (A) The baseball bat was broken. | (B) A bat flew out of the cave. |
| (19) Bow | (A) Bow to the audience before playing. | (B) The bow of the ship was breaking. |
| (20) Bluff | (A) You can bluff when playing poker. | (B) The man stood on the bluff. |
| (21) Bill | (A) We have received a large bill. | (B) The ducks bill is orange. |
| | (C) He wants change for a \$5 bill. | |
| (22) Bulb | (A) We planted a daffodil bulb. | (B) The light bulb is burned out. |
| (23) Bed | (A) My bed is warm and soft. | (B) We planted a bed of flowers. |

- (24) **Coat** (A) She is wearing a new coat. (B) There is a coat of dust on the car.
- (25) **Court** (A) The criminal was tried in a court. (B) The man wanted to court the lady.
- (26) **Chest** (A) He found a pirate's chest of gold. (B) He pounded his chest in rage.
- (27) **Change** (A) I need fifty cents in change. (B) Can I change my class time?
- (28) **Can** (A) A tin can of food will solve hunger. (B) Can you try to come this evening?
- (29) **Check** (A) I received a check from my bank. (B) We need to check on the date.
- (30) **Charge** (A) You can charge your purchase. (B) What is the charge for lessons?
(C) Elephants can charge at any time.
- (31) **Cast** (A) The cast of the play went home. (B) He had a cast on his broken arm.
(C) He cast the money into the sea.
- (32) **Calf** (A) A calf is a baby cow. (B) The calf of my leg hurts.
- (33) **Corn** (A) We ate corn at dinner. (B) I have a corn on my foot.
- (34) **Crow** (A) A big black crow ate the corn. (B) Most roosters crow in the morning.
- (35) **Date** (A) I ate a date with my lunch. (B) I have a date with my wife.
- (36) **Dart** (A) She sewed a dart in her dress. (B) He threw a dart at the dartboard.
(C) Don't dart into the street.
- (37) **Dull** (A) The knife is too dull to cut. (B) The movie was dull and stupid.
- (38) **Deck** (A) The captain stood on the deck. (B) I need a deck of cards.
- (39) **Draw** (A) If you draw a gun, then shoot. (B) I cannot easily draw pictures.
(C) They were down in the draw.
- (40) **Down** (A) A duck has down on its back. (B) Walk down the stairs carefully.
- (41) **Duck** (A) Duck when walking in a cave. (B) A small duck swam with its mother.
- (42) **Ear** (A) I cannot hear in one ear. (B) She ate an ear of corn.
- (43) **Fly** (A) A fly landed on his nose. (B) We shall fly to Paris today.
- (44) **Fall** (A) The Fall weather is cool. (B) Be careful that you don't fall.
- (45) **Fine** (A) If you speed, you will pay a fine. (B) I feel fine today.
- (46) **Float** (A) Astronauts can float in space. (B) There was a float in the parade.
- (47) **Fair** (A) The State Fair is in October. (B) Today was fair and warm.
- (48) **Fast** (A) Some cars can go very fast. (B) Some people keep fast at Easter.
- (49) **Firm** (A) I work in a law firm. (B) I sleep on a firm mattress.
(C) They made us a firm offer.
- (50) **Foot** (A) The stick is one foot long. (B) My foot won't fit my shoe.
- (51) **Faint** (A) Did you ever faint from hunger? (B) He heard a faint noise.
- (52) **Fool** (A) They tried to fool me. (B) The fool did tricks for the king.
- (53) **Fit** (A) She had a fit over the job. (B) The pants will not fit me.
- (54) **Face** (A) Your face is red. (B) You must face the audience.
(C) He will lose face.
- (55) **Felt** (A) The dress was made from felt. (B) She felt sorry for the victim.
- (56) **Fleet** (A) He owns a fleet of taxis. (B) She is fleet of foot.

- (57) **File** (A) You must file the papers.
(C) He used a file to escape. (B) You must file your fingernails.
- (58) **Ground** (A) The snow covered the ground. (B) We ground up the meat for dinner.
- (59) **Gobble** (A) A pig will gobble his food fast. (B) A turkey will gobble for attention.
- (60) **Game** (A) I enjoy the game of football. (B) We went hunting game to eat.
- (61) **Hand** (A) He had a glove on his hand. (B) We gave the singer a hand.
- (62) **Hide** (A) Did you hide the money? (B) The hide of a cow is very useful.
- (63) **Hit** (A) The movie was a big hit. (B) I hit the ball for a home run.
- (64) **Hang** (A) Hang your coat on a hook. (B) We will hang around for an hour.
- (65) **Head** (A) He is the head of our company. (B) A book fell on my head.
- (66) **Hold** (A) Hold onto your money.
(C) They put us on hold. (B) Put the cargo into the ship's hold.
- (67) **Hard** (A) It was a hard test. (B) The cement will get hard soon.
- (68) **Iron** (A) We seldom iron clothes.
(C) We must iron out our problems. (B) The chair was made of iron.
- (69) **Ice** (A) We will ice the cake before eating. (B) Make sure you don't slip on the ice.
- (70) **Jumper** (A) She wore a cotton jumper. (B) She is a good high jumper.
- (71) **Jam** (A) I like berry jam on toast. (B) The traffic jam made me late.
- (72) **Jar** (A) Put the sugar into the jar. (B) Don't jar the doctor's hand.
- (73) **Joker** (A) She is a practical joker. (B) A deck of cards has two jokers.
- (74) **Kid** (A) There is a new kid in my class.
(C) He loves to kid people. (B) A kid is a baby goat.
- (75) **Kind** (A) You should be kind to animals. (B) It is the wrong kind of cloth.
- (76) **Lean** (A) I only eat lean meat. (B) You can lean on the desk.
- (77) **Letter** (A) I got a letter in the mail. (B) What is the first letter in China?
- (78) **Light** (A) Is that chair light or heavy? (B) Please turn on the light.
- (79) **Like** (A) Do you like to watch TV? (B) She looks like her mother.
- (80) **Log** (A) I keep a log of my flying hours. (B) Put another log on the fire.
- (81) **Land** (A) We shall land in Paris at noon. (B) Farmers need land to grow crops.
- (82) **Lap** (A) Cats lap milk with their tongue. (B) She sat in my lap eating candy.
- (83) **Leaves** (A) In Fall leaves drop to the ground. (B) She leaves for London today.
- (84) **Left** (A) I can only write with my left hand.
(C) She left the house an hour ago. (B) There are two cookies left.
- (85) **Line** (A) She was first in the line of workers. (B) He drew a long line on the paper.
- (86) **Loaf** (A) A fresh loaf of bread smells good. (B) Some people loaf all day.
- (87) **Lie** (A) A lie can get you into trouble. (B) Cats often lie down to sleep.
- (88) **Last** (A) It did not last very long. (B) She came in last in the race.
- (89) **Long** (A) I long to see my home again. (B) It is a long time until winter.
- (90) **Mine** (A) He worked in an iron mine. (B) That book is mine.
- (91) **Match** (A) She is no match for him. (B) Light a match for my stove.

- (92) **Miss** (A) Do you miss your home?
(C) Did Miss Brown meet her? (B) Your arrow may miss the target.
- (93) **Mean** (A) What did she mean by that?
(C) The mean temperature is low. (B) He is a mean teacher.
- (94) **Mold** (A) The bread has mold on it. (B) Pour wax into the mold.
- (95) **Might** (A) We might hire her for the job. (B) Might does not make it right.
- (96) **Note** (A) He knows not a note of music. (B) Send her a note of apology.
- (97) **Nap** (A) We often take a nap at noon. (B) The blanket has a lot of nap.
- (98) **Nail** (A) She painted her nails. (B) He used a nail to fasten the shelf.
- (99) **Perch** (A) Birds often perch on trees. (B) Many perch live in the ocean.
- (100) **Pen** (A) The pigs are in the pen. (B) My pen needs some ink.
- (101) **Pupil** (A) She is the best pupil in class. (B) The pupil in her eye is blue.
- (102) **Point** (A) You should not point at people.
(C) You missed the point of the story. (B) My knife has a sharp point.
- (103) **Pitcher** (A) She is the pitcher on our team. (B) She poured a pitcher of juice.
- (104) **Pound** (A) I bought a pound of chocolates.
(C) Don't pound on the table. (B) We bought a dog at the pound.
- (105) **Pit** (A) A peach has a large pit inside.
(C) Some snakes were in the deep pit. (B) We will pit her against him.
- (106) **Plane** (A) A plane flew them to Paris. (B) We use a plane to smooth wood.
- (107) **Play** (A) He is an actor in a play. (B) We play basketball each day.
- (108) **Park** (A) We had a picnic in the park. (B) I park my car near my office.
- (109) **Pop** (A) Do you drink soda pop? (B) Don't pop the balloon.
- (110) **Pipe** (A) My dad smokes a pipe. (B) The water pipe broke.
- (111) **Palm** (A) There is a palm tree there. (B) He hurt the palm of his hand.
- (112) **Part** (A) I part my hair on the right. (B) I need a part to fix my car.
- (113) **Pass** (A) She will pass the test easily.
(C) He went through the narrow pass. (B) He threw a pass to his friend.
- (114) **Pool** (A) She has a pool table at her house. (B) We swam in the swimming pool.
- (115) **Pet** (A) A cat can make a nice pet. (B) You can pet my horse.
- (116) **Peep** (A) A tiny chick can peep very loud. (B) They can peep through the window.
- (117) **Page** (A) It is at the top of the page. (B) The page knelt before the king.
- (118) **Punch** (A) We will drink orange punch. (B) He punched the man on his chin.
- (119) **Pick** (A) Pick out the one you like. (B) A miner uses a pick and shovel.
- (120) **Quack** (A) A duck will quack when it sees you. (B) The doctor was a quack.
- (121) **Rare** (A) I don't like my steak rare. (B) Diamonds are rare jewels.
- (122) **Ruler** (A) The king is the ruler of the nation. (B) Measure it with the ruler.
- (123) **Record** (A) She bought a new record album. (B) He set the record in the high jump.
- (124) **Racket** (A) She bought a new tennis racket.
(C) His racket made him money. (B) The kids made a racket at dinner.

- (125) **Range** (A) The cattle are feeding on the range.
(C) They range in age from 20 to 30. (B) She cooked on her new range.
- (126) **Roll** (A) The ball will roll into the road. (B) We ate a roll for dinner.
- (127) **Rock** (A) She will often rock in her chair. (B) The rock went through my window.
- (128) **Run** (A) She will run five miles a day. (B) She had a run in her stocking.
- (129) **Right** (A) I have a ring on my right hand. (B) She got all the answers right.
- (130) **Race** (A) He ran the school race. (B) He is a member of the human race.
- (131) **Round** (A) Her watch is round. (B) He was injured in the fifth round.
- (132) **Rest** (A) We will rest until dinner. (B) The rest will arrive after dinner.
- (133) **Rose** (A) The rose is a pretty flower. (B) The crowd rose to greet her.
- (134) **Rung** (A) He has rung the bell twice. (B) A rung on the ladder is missing.
- (135) **Rear** (A) The horse will rear if frightened. (B) We sat at the rear of the room.
- (136) **Scales** (A) Fish have many scales. (B) We weighed on the scales.
- (137) **Strike** (A) Did you strike her on the arm? (B) The workers are on strike.
- (138) **Stand** (A) They sold fruit at the stand. (B) Stand up if he comes into the room.
- (139) **Shine** (A) Shine your shoes everyday. (B) Shine your flashlight over here.
- (140) **Shock** (A) She got a shock from the wire. (B) That movie will shock my mom.
- (141) **Swallow** (A) The swallow flew up into the tree. (B) My throat hurts when I swallow.
- (142) **Stick** (A) Stick the stamp on the letter. (B) He broke the stick in two pieces.
- (143) **Sink** (A) The kitchen sink is full of dishes. (B) The boat will sink if over loaded.
- (144) **Stump** (A) She sat on the tree stump. (B) That question will stump everyone.
- (145) **Spoke** (A) The bike has a broken spoke. (B) She often spoke to me about that.
- (146) **Sock** (A) He lost his sock in the park. (B) She got a sock on her chin.
- (147) **Skip** (A) Children often skip when happy. (B) Skip any question you don't know.
- (148) **Sheet** (A) She put a new sheet on the bed. (B) I need a sheet of paper.
- (149) **Stall** (A) The horse is eating in its stall. (B) My car will stall at times.
- (150) **Spray** (A) We need to spray the apple trees. (B) The spray of flowers is pretty.
- (151) **Spring** (A) Spring is a good time of the year. (B) The car has a broken spring.
- (152) **Speaker** (A) She was a speaker in our class. (B) My stereo has a new speaker.
- (153) **Steer** (A) You must steer your car carefully. (B) The steers were out in the field.
- (154) **Space** (A) The rocket flew into space. (B) Put your name in that space.
- (155) **Set** (A) Our T.V. set is broken. (B) Please set the table for dinner.
- (156) **Screen** (A) Please set-up the movie screen.
(C) Screen them for infections. (B) The screen door slammed.
- (157) **Story** (A) We live on the sixth story. (B) She told a story to the children.
- (158) **Shift** (A) I worked on the night shift. (B) Shift gears when you go uphill.
- (159) **Soil** (A) Plant the flower in good soil. (B) Do not soil your dress.
- (160) **Shed** (A) Cats will shed their fur. (B) The cow is eating in the shed.
- (161) **Seal** (A) The seal swam in the ocean. (B) Seal the envelope before mailing.
(C) He put a seal on the document.

- | | | |
|---------------------|---|---|
| (162) Squash | (A) I like to eat squash. | (B) You'll squash it if you step on it. |
| (163) Train | (A) We will train all students. | (B) We rode the train home. |
| (164) Trip | (A) We will take a long trip this year. | (B) Don't trip over the rug. |
| (165) Top | (A) The top was spinning fast. | (B) It is on the top of the desk. |
| (166) Tip | (A) He left a tip for the waiter. | (B) He cut the tip of his finger. |
| (167) Tablet | (A) Take a tablet after dinner. | (B) I need a new tablet of paper. |
| (168) Tag | (A) We played tag with the children. | (B) Put an ID tag on each suitcase. |
| (169) Well | (A) She can play the piano well. | (B) The water comes from a well. |
| (170) Wave | (A) A large wave knocked her down. | (B) Wave good-bye to your mother. |
| (171) Watch | (A) She had a new gold watch. | (B) Watch your children at all times. |

Exercise : For Fun

- | | |
|---|-----------------------|
| (1) Tracey didn't feel well after falling into the well . | (in good health) |
| (2) Jim hunts, but he does not shoot does . | (female deer) |
| (3) There was a big row in the first row of the theatre. | (fight) |
| (4) Let's wind up the kite string, before the wind gets too wild. | (moving air) |
| (5) If the judges are fair , our rabbit will win a ribbon at the fair . | (just) |
| (6) That creaking sound makes me wonder if this building is sound . | (in good condition) |
| (7) The oil well is yours and the gold mine is mine . | (belonging to me) |
| (8) The dove dove to the ground to eat the peanut. | (dived) |
| (9) I found it hard to believe that he planned to found a new church. | (establish, or start) |
| (10) The rose bushes rose out of the fertile ground. | (a kind of flower) |
| (11) I won't shed a tear if you tear my old shirt into shreds. | (rip) |
| (12) The dog was happy when you dropped the ground beef onto the ground . | (past form of grind) |



The meaning of the bold word (printed in dark type) is given in the brackets.

PARONYMS

In English we find several words which are derived from the same root word. These words differ slightly in form, but in many cases the meaning differ a lot. Such words are also called Paronyms.

Paronyms ऐसे शब्दों को कहते हैं जो एक ही parent word से बनते हैं। दिखने में काफी मिलते-जुलते लगते हैं एवं कई बार इनका अर्थ काफी भिन्न होता है। नीचे ऐसे ही शब्दों को दिया गया है। छात्रों को ऐसे शब्दों का अध्ययन काफी ध्यानपूर्वक करना चाहिए।

- (1) **Alternate** (*By turn*)
Alternative (*Choice between two things*)
- (2) **Acceptance** (*Accepting a thing*)

Acceptation (*Interpretation*)
- (3) **Access** (*Approach*)
Accession (*Becoming sovereign*)
- (4) **Act** (*To do*)
Action (*Doing things*)
- (5) **Admission** (*Being admitted*)
Admittance (*To let in*)
- (6) **Artist** (*Performer of fine art*)
Artiste (*Performer in singing, dancing etc.*)
- (7) **Artistic** (*Having aesthetic values*)
Artful (*Cunning, clever*)
Artificial (*Antonym of natural*)
Artisan (*Well versed in handicrafts*)
- (8) **Appropriation** (*To take possession of*)
Appropriateness (*Suitability*)
- (9) **Affecting** (*Touching, pathetic*)
Affectation (*False pretense*)
- (10) **Besides** (*In addition*)

Beside (*By the side*)
- (11) **Barbaric** (*Simple, used in good sense*)
Barbarian (*Primitive*)
Barbarous (*Cruel used in bad sense*)
- (12) **Barbarism** (*Uncivilised condition*)

Barbarity (*Cruelty*)
- (13) **Confident** (*Certain*)

He comes here on alternate days.
There were alternative methods of travel available.
I am happy to learn that she has given her consent for the attending the court.
There are several acceptations of the word 'Nature'.
I was not allowed access to a lawyer.
Today is the 50th anniversary of the queen's accession to the throne.
I shall act as per the wishes of my parents.
His timely action saved him from the loss.
He has taken admission in evening college.
He was denied admittance in the hall.
A poet is no less an artist than a sculpture.
The group of five consists of several artistes.
This painting is indeed very artistic.
He wants to achieve success by artful means.
City life is becoming more artificial day by day.
The artisans of Nepal are very hardworking and efficient.
He was charged for appropriation of Bank's fund.
The work of Harivansh Rai Bachchan is renowned for its appropriateness in style.
The movie has many affecting scenes and situations.
Political leaders speak with affectation and artfulness.
Besides paying my debt he also gave me money for the medicines.
In Republic Day function none was sitting beside President.
I like her barbaric simplicity.
'Johar' and 'Sati' are the barbarian customs.
War is indeed a barbarous act.
In some part of Bihar, absolute barbarism prevailed even now-a-days.
Aurangzeb was notorious for his barbarity.
I am confident that she will come.

- Confidant** (*Reliable*)
- (14) **Completion** (*End*)
Completeness (*Perfection*)
- (15) **Ceremonious** (*Overdone formalities*)
Ceremonial (*Pertaining to ceremony*)
- (16) **Comprehensive** (*Involves all aspects*)
Comprehensible (*Understandable*)
- (17) **Considerable** (*Much*)
Considerate (*Thoughtful*)
- (18) **Continuous** (*Uninterrupted*)
- Continual** (*Occasional breaks*)
- (19) **Child-like** (*In good sense act like a child*)
Childish (*In bad sense-silly act*)
- (20) **Complacent** (*Pleasing look*)
Complaisant (*Polite*)
- (21) **Dependent** (*To rely on*)
Dependant (*Depend on others*)
- (22) **Disinterested** (*Without self interest*)
Uninterested (*Indifferent*)
- (23) **Divers** (*Who swim under the water*)
Diverse (*Dissimilar-different*)
- (24) **Decided** (*Past form of decide*)
Decisive
(That which decides some thing important)
- (25) **Destination** (*The place to reach*)
Destiny (*Fate*)
- (26) **Envious** (*Feeling envy*)
Envable (*A rousing envy*)
- (27) **Effectual** (*Creating desired effects*)
Efficacious (*Sufficient to have desired result*)
- (28) **Egotist** (*Self conceited*)
Egoist (*Selfishness, self interested*)
- (29) **Especially** (*Pertaining to exceptional degree*)
Special (*For the purpose*)
- (30) **Exceptional** (*Unusual*)
Exceptionable (*Objectionable*)
- (31) **Exposition** (*Description*)
Exposure (*Open air, cold etc*)
- (32) **Economic** (*Relating to economy*)
Economical (*Thrifty*)
- (33) **Funeral** (*Ceremony after death*)
- Funereal** (*Gloomy*)
- (34) **Fatal** (*Deadly*)
Fatalist (*Believes in fate*)
- He is a cheat, don't make him your confident.
 After completion of this work you are to go to Kolkata.
 None can claim completeness of knowledge in any field.
 His greetings and salutations are too ceremonious.
 Diwali is a ceremonial occasion for Hindus.
 This book gives us comprehensive knowledge of English.
 His views on this subject are not only clear, but comprehensible also.
 I have spent a considerable time in solving this problem.
 He being a considerate man can't refuse to sign this proposal.
 He has been continuously working on computer for the last three hours.
 There has been continual raining since yesterday.
 Her child-like face attracts everybody.
 His childish habits annoyed everybody.
 Indian farmer are complacent in their look.
 She is a complaisant and intelligent girl.
 I am not dependent on anybody for my livelihood.
 My younger brother is dependant on me.
 Mother Teresa rendered disinterested service to downtrodden.
 Amitabh is uninterested in politics.
 Divers are trying to reach the top.
 Diverse opinions were given by the members on this proposal.
 He decided to go to Europe the next week.
 The battle of Plassey was a decisive one.
- The last destination of this train is Puri.
 One can make his destiny with hard labour.
 You should not be envious of your friend's progress.
 His enviable posting made many jealous of him.
 He adopted the effectual means and so got the contract.
 Quinine now-a-days is not efficacious in malaria.
 I cannot discuss anything with an egotist like you.
 He is an egoist, he believes that self interest is the base of all actions.
- Her mother was especially invited on the occasion.
 I came specially to attend the function.
 JL Nehru was a man of exceptional qualities.
 His speech was full of exceptionable remarks.
 Tennin's exposition of Ramayan is incomparable.
 Protect yourself from exposure otherwise you may catch cold.
 The economic condition of our country is not so good.
 He is very economical in spending the money .
 More than ten thousand persons attended the funeral of his father.
 He came to the office with a funereal countenance.
 He received a fatal wound in his chest.
 I am not a fatalist.

- Fateful** (*Lucky, important*)
 (35) **Forceful** (*Commanding force*)
Forcible (*Under compulsion*)
 (36) **Godly** (*Pious*)
God-like (*Like God*)
 (37) **Graceful** (*Handsome-smart*)
Gracious (*Kind*)
 (38) **Honorary** (*Without any remuneration*)
Honourable (*Deserve honour, respected*)
 (39) **Imaginary** (*Not real*)
Imaginative (*Pertaining to imagination*)
 (40) **Industrious** (*Laborious*)
Industrial (*Relating to industry*)
 (41) **Intelligent** (*Wise*)
Intelligible (*Understandable*)
 (42) **Judicial** (*Pertaining to legal system or Judge*)
Judicious (*Prudent, wise*)
 (43) **Loudly** (*High volume*)
Aloud (*Audible voice*)
 (44) **Luxuriant** (*Refer more growth*)
Luxurious (*Luxury*)
 (45) **Lovable** (*Worthy of love*)
Lovely (*Charming*)
 (46) **Limit** (*Boundary*)
Limitation (*Restrictions*)
 (47) **Memorial** (*Statue, building to commemorate*)
Memorable (*Rememberable*)
 (48) **Momentary** (*For a moment*)
Momentous (*Important*)
 (49) **Negligible** (*Unimportant*)
Negligent (*Careless*)
Neglectful (*Careless about a thing*)
 (50) **Officious** (*Over kind*)
Official (*Relating to office*)
 (51) **Practical** (*Antonym of theoretical*)
Practicable (*Capable of being carried out*)
 (52) **Political** (*Relating to politics*)
Politic (*Sagacious, prudent*)
 (53) **Pitiable** (*Relating to pity*)
Pitiful (*Feeling pity*)
 (54) **Prophecy** (*Noun-forecast*)
- Fifteen August is a fateful day in Indian History.
 He enjoys a forceful personality.
 Police made a forcible entry in his house.
 Mahatma Gandhi led a godly life.
 Mahatma Gandhi was a God-like man.
 She has a graceful appearance.
 God is gracious.
 He was nominated 'Honorary' Chairman of the society.
 I request the honourable Principal to come on the dais.
 Equator is an imaginary line.
 A good writer must have imaginative ideas.
 Nothing is impossible for an industrious and sincere student.
 Bhiwani is an industrial town.
 He is an intelligent guy.
 He delivered an intelligible speech on educational necessities of rural area.
 Government has ordered a judicial enquiry in the matter.
 Going for a war is not a judicious decision.
 Please do not speak so loudly in library room.
 He spoke aloud so that all could hear him.
 There is a luxuriant growth of vegetable in our kitchen garden.
 He is leading a luxurious life after the death of his father.
 He is a lovable person.
 What a lovely girl she is !
 Keep yourself within the limits, otherwise you have to face the music.
 Being a girl, I have many limitations.
 You can find many memorials at Rajpath New Delhi.
 26th January is a memorable day in Indian History.
 His anger is momentary, soon things will be okay.
 The battle of Plassey was a momentous event in the history of India.
 There is a negligible difference between this shirt and the shirt we saw in that shop.
 She is generally negligent about her health.
 She is so neglectful that she does not care even for her career.
 His officious attitude towards her creates doubts.
 As a responsible official of a company you must behave properly.
 He failed in practical examination.
 He is a practical businessman.
 This is not a practicable plan.
 We should not trust the political statements of leaders.
 It is not politic to argue with an intoxicated person.
 His condition is indeed pitiable.
 Seeing her pitiable condition everyone became pitiful.
 He made a prophecy that whole of the world would be destroyed in 2202.

Prophecy (*To forecast*)

- (55)
- Respective**
- (
- Particular thing or person*
-)

Respectful (*Full of respect*)

- (56)
- Righteous**
- (
- Just*
-)

Rightful (*Just claim*)

- (57)
- Regrettable**
- (
- Causing regret*
-)

Regretful (*Full of regret*)

- (58)
- Servility**
- (
- Flattery*
-)

Servitude (*Slavery*)

- (59)
- Sociable**
- (
- Fond of getting social*
-)

Social (*Relates to society*)

- (60)
- Sensuous**
- (
- Used in good sense for appreciation of beauty*
-)

Sensual(*Used in bad sense means voluptuous*)

- (61)
- Sensitive**
- (
- Touchy*
-)

Sensational (*Exciting*)

- (62)
- Spirituos**
- (
- Alcoholic*
-)

Spiritual (*Pertaining to soul*)

- (63)
- Tolerant**
- (
- Refer to a person, who respects different opinion also*
-)

Tolerable (*Bearable*)

- (64)
- Temperament**
- (
- Disposition*
-)

Temperance (*Sobriety*)

- (65)
- Temporal**
- (
- Antonym to spiritual*
-)

Temporary (*A short time*)

- (66)
- Transitory**
- (
- Short lived*
-)

Transient (*Of short duration*)

- (67)
- Union**
- (
- To be united*
-)

Unity (*Oneness*)**Unison** (*Harmony*)

- (68)
- Virtual**
- (
- In effect*
-)

Virtuous (*Of good moral values*)

- (69)
- Wilful**
- (
- Knowingly*
-)

Willing (*Ready*)

- (70)
- Womanly**
- (
- Used in good sense, affectionately*
-)

Womanish (*Used in bad sense, means cowardly and weak like woman*)

- (71)
- Wait**
- (
- Generally used intransitively*
-)

Await (*Lie in wait*)

- (72)
- Weary**
- (
- Tired*
-)

Wearisome (*tiring*)

- (73)
- Yield**
- (
- Return*
-)

Yielding (*Submissive*)

I can prophesy that within five years India will be a very powerful country.

After prayer, students should join their respective teams.

One should be respectful to one's teachers, elders.

Her anger was righteous as no girl could tolerate such insult.

I am the rightful owner of this car.

It is quite regrettable that you are not taking care of your father.

I am not at all regretful for my actions.

I can't adopt an attitude of servility to get promotion.

Try to come out of this state of servitude.

She has a sociable, nature.

She is not only social but also very cooperative.

Keats was a sensuous poet.

He was jailed for his sensual advancement towards his college friend.

Cow slaughter is a sensitive matter for Hindus.

There are many sensational stories of murder in this magazine.

Gujarat has banned the use of spirituous drinks in restaurants.

She is a spiritual lady.

Akbar was regarded as a tolerant king.

Because of his tolerable nature, he didn't lodge FIR against you.

Because of his violent temperament, he gets into trouble.

He should observe temperance in drinking and dancing.

Now-a-days people are ready to do anything for temporal gains.

I offered her a temporary job.

The life is not eternal, but transitory.

The world is transient.

Union is strength.

There is no unity among different classes of the society.

There was a good unison of Tabla and Violin in the cultural programme.

Sanjay Gandhi was the virtual head of Congress Party.

Sita was a virtuous lady.

He was charged for wilful negligence.

I am willing to help her.

My wife possesses all womanly qualities.

Everyone likes to dominate a man of womanish temperament.

Please wait for me.

A surprise awaited them at their home.

You look pale and weary.

The journey was wearisome.

What is the annual yield from the fields?

He is a man of yielding nature.

ONE WORD SUBSTITUTIONS

- | | |
|-------------------------|---|
| (1) Abdication | Voluntarily renouncing throne. |
| (2) Aborigines | Original inhabitants of a country. |
| (3) Ablaut | A vowel change that accompanies a change in grammatical function. Same as 'gradation.' <i>Sing, sang, and sung.</i> |
| (4) Accismus | Pretended refusal of something desired. |
| (5) Acrolect | A variety of language that is closest to a standard main language, especially in an area where a creole is also spoken. <i>Standard Jamaican English</i> , where Jamaican Creole is also spoken. |
| (6) Adianoeta | An expression that carries both an obvious meaning and a second, subtler meaning. |
| (7) Adynaton | A declaration of impossibility, usually expressed as an exaggerated comparison with a more obvious impossibility.
<i>"I will sooner have a beard grow in the palm of my hand than he shall get one of his cheek."</i>
— William Shakespeare |
| (8) Alexia | Inability to read, usually caused by brain lesions; word blindness. |
| (9) Alliteration | Repetition of the same sound beginning several words placed close together, usually adjacent. |
| (10) Alphabetism | The expression of spoken sounds by an alphabet. |
| (11) Ambigram | A word, phrase, or sentence written in such a way that it reads the same way upside down as right. |
| (12) Anadiplosis | Rhetorical repetition of one or more words, particularly a word at the end of a clause. <i>"Men in great place are thrice servants: servants of the sovereign or state; servants of fame; and servants of business."</i>
— Francis Bacon |
| (13) Anagram | A rearrangement of a group of letters, especially a word that can be formed by rearranging the letters in another word. |
| (14) Accessible | Which can be approached. |
| (15) Acclimatize | To accustom oneself in new climate. |
| (16) Aggressor | One who attacks first. |
| (17) Alimony | Allowance paid to wife on legal separation. |
| (18) Altruist | One who loves others. |
| (19) Amateur | Who does thing for pleasure and not for money. |
| (20) Ambassador | Person representing a State in a foreign country. |

(21) Ambidextrous	One who can use either hand without any problem.
(22) Ambiguous	That can be interpreted in any way.
(23) Amnesia	Loss of memory.
(24) Amphibia	Animals live both on land and sea.
(25) Anarchy	Absence of rule or law and order.
(26) Annual	Which happens once a year.
(27) Anomaly	Deviation from common rule.
(28) Anonymous	Which does not bear the name of writer.
(29) Antiseptic	Medicine used to save plant and animals from being rotten or decaying.
(30) Anaphora	Repetition of a word or phrase at the beginning of successive phrases, clauses or sentences.
(31) Antonym	Words which are opposite in meaning.
(32) Aphasia	Loss of speech.
(33) Aquarium	Vessel in which fish and water plants are kept.
(34) Aquatic	Animals live in water.
(35) Archeology	Study of Antiquities.
(36) Aristocracy	Government by the rich/aristocrats.
(37) Ascetic	One who tortures himself for the good of soul.
(38) Atheist	One who does not believe in existence of God.
(39) Audible	Sound which can be heard.
(40) Auditor	One who audits the accounts.
(41) Aurist	A specialist with regard to the ear.
(42) Autobiography	Life history written by oneself.
(43) Autocracy	Government by one man.
(44) Autograph	Getting signature of some important person in his handwriting.
(45) Bachelorhood	State of being unmarried.
(46) Bankrupt	One who can't pay the debts.
(47) Bellicose	One who is fond of fighting .
(48) Belligerents	Nations engaged in war.
(49) Billingsgate	Coarsely abusive language.
(50) Bibliophile	One who loves and collects books.
(51) Biennial	Happening every second year.
(52) Bigamy	Have two husband or two wives at a time.
(53) Biography	Life history of a person.
(54) Biped	Animal having two feet.
(55) Blasphemy	Speaking disrespectfully about sacred or religious things.
(56) Bookworm	One who devotes full time in studying course books.
(57) Botany	Study of plants.
(58) Brigand	A bandit or robber, esp. one of a band living by pillage and ransom.
(59) Brittle	Which can be easily broken.
(60) Bullion	Gold or silver before using for manufacturing ornaments.
(61) Bureaucracy	Government run by officials.
(62) Caducity	The infirmity of old age, senility.
(63) Calligraphy	The art of beautiful handwriting; elegant penmanship.

- (64) **Cannibal** One who eats human flesh.
- (65) **Centrifugal** Anything tending to move away from centre.
- (66) **Centripetal** Anything tending to move towards centre.
- (67) **Century** One hundred years.
- (68) **Chrestomathy** A collection of choice literary passages, especially to help in learning a language.
- (69) **Coprolalia** Uncontrolled, excessive use of obscene or scatological language, sometimes accompanying certain mental disorders.
- (70) **Cruciverbalist** A constructor of crossword puzzles; also, an enthusiast of word games, especially crossword puzzles.
- (71) **Colleagues** Persons working in the same office.
- (72) **Compatriot** Belonging to same country.
- (73) **Congenital** Belongs to a person by birth.
- (74) **Contemporaries** Persons living at the same time.
- (75) **Convalescence** Period of gradual recovery after illness.
- (76) **Cosmopolitan** A citizen of the world.
- (77) **Credulous** Who easily believes others.
- (78) **Cryptography** Study of secret writing and coded words.
- (79) **Curable** Which can be cured.
- (80) **Cytology** Study of cell.
- (81) **Dead letter** An unclaimed letter.
- (82) **Deaf** One who cannot hear.
- (83) **Democracy** Government of the people, for the people, by the people.
- (84) **Dermatology** Study of skin.
- (85) **Digestible** That which can be digested.
- (86) **Dilogy** An ambiguous speech.
- (87) **Dittograph** A letter or word repeated unintentionally in writing or copying.
- (88) **Dittology** Two distinct interpretations of the same text.
- (89) **Dipsomania** A strong desire to take liquor.
- (90) **Divisible** That which can be divided.
- (91) **Dotage** Extreme old age when one behaves like a child.
- (92) **Drawn** A game in which no party wins.
- (93) **Dumb** One who can't speak.
- (94) **Dysgraphia** Impairment of the ability to write, usually caused by brain dysfunction or disease.
- (95) **Dyslexia** A learning disorder distinguished by impaired ability to recognize and comprehend written words.
- (96) **Edible** A thing fit to eat.
- (97) **Effeminate** Womanish in habits.
- (98) **Eligible** One who is fit for the post.
- (99) **Elision** The omission of a letter or syllable. “*Don't*” instead of “do not.”
- (100) **Emigrant** One who goes to live in a foreign country.
- (101) **Employee** One who is employed.
- (102) **Employer** One who employs.
- (103) **Endemic** A disease prevailing in a locality.

- (104) **Entomology** Study of insects.
- (105) **Endophoric** Characteristic of a reference to something outside the speech or text in which the reference occurs. See also: exophoric.
- (106) **Epic** A long narrative poem.
- (107) **Epanorthosis** Immediate rephrasing for emphasis, intensification or justification. "You, young lad, are most brave! Brave, did I say? No, heroic!"
- (108) **Epistrophe** Repetition of the same word or phrase at the end of successive phrases, clauses, or sentences.
- (109) **Epicure** One who is fond of sensuous enjoyment.
- (110) **Epilogue** A speech given after conclusion of drama.
- (111) **Epitaph** Words inscribed on the tomb of the dead.
- (112) **Etymology** Science deals with formation of words.
- (113) **Eucrasia** A good or normal state of health.
- (114) **Etymon** An earlier form of a word in the same language or an ancestor language.
- (115) **Examinee** One who is taking examination.
- (116) **Examiner** One who examines the copies of examinees.
- (117) **Exonym** A name by which one people or social group refers to another, but which is not used by said group to refer to themselves.
- (118) **Expatriate** To send out of native country.
- (119) **Expurgate** To remove all objectionable matter.
- (120) **Extempore** A speech without previous preparations.
- (121) **Extradite** To send back the criminal to the country of his origin.
- (122) **Fanatic (Bigot)** Unreasonably enthusiastic about religion.
- (123) **Fastidious** Having very selective taste. Hard to please.
- (124) **Fatalist** One who believe in fate.
- (125) **Feminist** One devoted to the welfare of women.
- (126) **Foster child** Child brought by persons, who are not his parents.
- (127) **Franchise** Constitutional right to cast vote.
- (128) **Fratricide** Murder of brother.
- (129) **Garage** A shed for motor car.
- (130) **Geology** Study of Earth.
- (131) **Germicide** Which destroy germs.
- (132) **Glossolalia** Fabricated, nonmeaningful speech, especially such speech associated with a trance state or some schizophrenic syndromes.
- (133) **Glottochronology** The determination of how long ago different languages evolved from a common source language.
- (134) **Glutton** Fond of eating too much.
- (135) **Gratis** Without any payment, free.
- (136) **Gregarious** Animals live in flocks.
- (137) **Harangue** A noisy and loud speech before a large gathering.
- (138) **Haplology** The process by which a word is formed by removing one of two identical or similar adjacent syllables in an earlier word.
- (139) **Hearse** Vehicle to carry dead bodies.
- (140) **Herbivorous** Animals live on herbs.
- (141) **Hendiadys** The use of a conjunction rather than the subordination of one word to another.

- (142) **Heterography** A method of spelling in which the same letters represent different sounds in different words, as in ordinary English orthography.
- (143) **Heterophemy** The unconscious saying, in speech or in writing, of some thing that one does not intend to say, especially when what is said is the reverse of what was intended.
- (144) **Heterogeneous** Things of different nature.
- (145) **Histology** Study of tissue.
- (146) **Hobson-jobson** An Anglicized word or phrase corrupted from one or more words of an Asian language.
- (147) **Holonym** A concept that has another concept as a part.
- (148) **Homicide** Murder of a human being.
- (149) **Homogeneous** Things of same nature.
- (150) **Honeymoon** The first night of newly married couple.
- (151) **Honorary** A post without any remuneration.
- (152) **Hydra** A serpent with many heads.
- (153) **Hydrophobia** A fear from water.
- (154) **Hygienist** Who cares fully of his health.
- (155) **Hypothesis** A tentative assumption, made to drive a logical conclusion.
- (156) **Hypallage** Interchange of two elements in a phrase or clause from the order, in which they would normally appear. "A mind is a terrible thing to waste," instead of "To waste a mind is a terrible thing."
- (157) **Hypercorrect** Characteristic of an incorrect linguistic construction, in which the error is produced from a mistaken effort to be correct. "Between you and I," which should be 'between you and me.'
- (158) **Hyponym** A word that is more specific than a given word.
- (159) **Iconoclast** Breaker of art and literature.
- (160) **Idiosyncrasy** Peculiar temper of an individual.
- (161) **Idolatry** Worshipping of idols.
- (162) **Ignorant** Person have no knowledge of any happening.
- (163) **Illegal** Unlawful.
- (164) **Illegible** Which cannot be read.
- (165) **Illiterate** One who can neither read nor write.
- (166) **Illeism** The practice of referring to oneself in the third person.
- (167) **Imitable** Which can be imitated.
- (168) **Immigrant** A person from another country comes to our country to settle.
- (169) **Immovable** Which can't be moved, fixed.
- (170) **Imposter** One who assumes name or title of someone else for deceiving others.
- (171) **Impregnable** A fort which can't be entered into.
- (172) **Incorrigible** Cannot be corrected.
- (173) **Ingressive** Characteristic of a speech sound produced with an inhalation of breath.
- (174) **Incredible** Which can't be believed.
- (175) **Inevitable** That cannot be avoided.
- (176) **Infallible** One who cannot make a mistake.
- (177) **Infanticide** Murder of an infant.
- (178) **Infections** A disease spread by contact.
- (179) **Inimitable** Cannot be imitated.

(180) Insomnia	Loss of sleep.
(181) Interpolate	Inserting new matter in a book.
(182) Intervein	Anything pushed inside veins.
(183) Invisible	That which cannot be seen.
(184) Invulnerable	Cannot be wounded.
(185) Irreparable	That can't be repaired.
(186) Irrevocable	A decision that can't be revoked.
(187) Isocolon	A sequence of parallel structures, having the same number of words and sometimes the same number of syllables. <i>"What else can one do when he is alone in a jail cell, other than write long letters, think long thoughts, and pray long prayers?"</i> Martin Luther King
(188) Itinerant	One who travels from place to place.
(189) Kindergarten	A school for small children.
(190) Kleptomania	An abnormal desire to steal.
(191) Linguist	One who knows many languages.
(192) Ligature	A character that combines two or more letters, such as e.
(193) Lipogram	Writing composed of words lacking a certain specific letter or letters.
(194) Litotes	Understatement by negating the opposite; a type of meiosis. <i>"I was not disappointed with the news."</i>
(195) Loquacious	A continuous talker.
(196) Lunar	Eclipse of Moon.
(197) Maiden speech	Speech made for the first time.
(198) Mammals	Animals which give milk.
(199) Manuscript	Book written by hand.
(200) Masochism	The condition or state of deriving (esp. sexual) gratification from one's own pain or humiliation.
(201) Materialistic	One for whom money is the most important thing.
(202) Matins	Morning prayer in church.
(203) Matricide	Murder of own mother.
(204) Matrimony	State of being married.
(205) Maxim	An established principle.
(206) Meadow	A low level tract of uncultivated grassland.
(207) Meditation	The action or practice of profound spiritual or religious reflection or mental contemplation.
(208) Melodrama	A sensational dramatic piece with crude appeals to the emotions and usually a happy ending.
(209) Mercenary	One who fights for the sake of money.
(210) Mesomorph	A person whose build is powerful, compact, and muscular.
(211) Meteorology	Study of climate or weather.
(212) Meticulous	Very particular even about small details.
(213) Migratory	That moves from one place to another.
(214) Misogamist	One who hates the custom of marriage.
(215) Misogynist	Hater of women.
(216) Misologist	One who hates learning.
(217) Mobocracy	Rule by mob.

- (218) **Metonymy** Substitution of a word or phrase with another which it suggests. "*The pen is mightier than the sword*," in which both "pen" and "sword" are substituted for "written prose" and "military."
- (219) **Morphology** The study of structure and form of words in language including inflection, derivation and formation of compounds.
- (220) **Monogamy** Marrying one at a time.
- (221) **Morphology** Study of animal and plant structure.
- (222) **Narcotic** Medicine which induces sleep.
- (223) **Neologism** New word coined by an author.
- (224) **Neology** Study of formation of new words.
- (225) **Notorious** A man with bad reputation.
- (226) **Nosism** The practice of referring to oneself as "we"; a type of enallage.
- (227) **Numismatics** Study of Coins.
- (228) **Obsolete** No longer in practice.
- (229) **Oceanography** Study of ocean.
- (230) **Odontology** Study of teeth.
- (231) **Oligarchy** Government by a few.
- (232) **Omnipotent** One who is all powerful.
- (233) **Omniscient** One who knows everything.
- (234) **Omnivorous** Who eats everything.
- (235) **Opaque** That which can't be seen through.
- (236) **Ophthalmology** Study of eye.
- (237) **Optics** Study of light.
- (238) **Optimist** One who sees bright side of things.
- (239) **Orthography** The study of correct spelling according to established usage.
- (240) **Ornithology** Study of birds.
- (241) **Orography** Study of mountain.
- (242) **Orphan** A child whose parents are dead.
- (243) **Orthodox** One who believes in traditional values.
- (244) **Orthography** Study of correct spelling of words.
- (245) **Ostracize** To expel from society.
- (246) **Pacifist** One who believes in total abolition of war.
- (247) **Paleontology** Study of fossils.
- (248) **Panacea** A remedy for all ills.
- (249) **Pantisocracy** Government by all.
- (250) **Pantomime** A dumb show.
- (251) **Palilogy** The repetition of a word or phrase in immediate succession, for emphasis.
- (252) **Palindrome** A word, phrase, clause or sentence that reads the same regularly as it does when its letters are reversed; a type of palingram.
- (253) **Palingram** A word, phrase, clause or sentence that reads the same backwards after rearranging segments. "*Workmate did teamwork*."
- (254) **Pangram** A sentence that uses all the letters of the alphabet; a holalphabetic sentence.
- (255) **Paragoge** The process by which a new word is formed by adding a letter or syllable to the end of another word. Same as "proparalepsis." "*Climature*," derived from "climate."

(256) Paraprosdokian	Unexpected ending of a phrase or series.
(257) Parasite	One who depends on others.
(258) Parasol	A lady's umbrella.
(259) Pathology	Study of Disease.
(260) Patricide	Murder of one's own father.
(261) Patrimony	Properties inherited from one's father.
(262) Patriot	One who loves own country.
(263) Pedagogy	Study of art of teaching.
(264) Pedantic	A style in which author displays his knowledge.
(265) Peripilocationist	One who expounds on a subject of which he has little knowledge.
(266) Polyptoton	Repetition of a word in different forms, cases, or with different inflection, in the sentence.
(267) Purr word	A word with positive connotations and therefore desirable to use in building and sustaining good public relations.
(268) Pedestrian	One who travels on foot.
(269) Pessimist	One who sees dark side of things.
(270) Philanderer	One who enjoys by love making.
(271) Philanthropist	A lover of mankind.
(272) Philately	Study of stamp collection.
(273) Philistine	Who does not care for art or literature.
(274) Philogynist	Lover of womankind.
(275) Philology	Study of words and their roots.
(276) Phonetics	Acoustics study of sound.
(277) Phrenology	Study of skull with regard to human character.
(278) Physiology	Study of structure of human body.
(279) Pioneer	One who leads others.
(280) Plagiarism	Literary theft. Using ideas and words of another person presenting them as own.
(281) Platitudes	Common place remarks.
(282) Plutocracy	Government by rich.
(283) Polyandry	Marrying more than one husband at a time.
(284) Polygamy	Marrying more than one wife at a time.
(285) Post mortem	An examination of body after death.
(286) Primogeniture	Right of succession belonging to the first born.
(287) Pseudonym	An imaginary name of author assumed to disguise himself.
(288) Pugnacity	Tendency to quarrel.
(289) Purist	One who is particular about the purity of one's language.
(290) Quadruped	Animal having four foot.
(291) Rebel	One who take up arms against Government.
(292) Redtapism	Too much official formalities.
(293) Regicide	Murder of a king.
(294) Reticule	A lady's purse.
(295) Retrospective	Which takes effect from some earlier date.
(296) Sacrilege	Violating sanctity of some religious place.

- (297) **Sadist** A person who derives (esp. sexual) pleasure from inflicting pain, suffering, humiliation.
- (298) **Shrew** A woman with peevish nature.
- (299) **Simultaneous** Happening at the same time.
- (300) **Smuggle** Importing goods illegally without paying custom duties.
- (301) **Solar** Eclipse of Sun, relating to Sun.
- (302) **Soliloquy** Speaking himself when alone.
- (303) **Somnambulism** Walking in sleep.
- (304) **Somniloquism** Talking in sleep.
- (305) **Spokesman** One who speaks on behalf of other.
- (306) **Stoic** One who is indifferent to pleasure and pain.
- (307) **Suicide** Killing of self.
- (308) **Snarl word** A word with negative connotations and therefore not desirable to use lest good public relations be undermined.
- (309) **Superordinate** A word that is more generic than a given word.
- (310) **Syllogism** Deductive reasoning in which a conclusion is derived from two premises. *"All human beings are mortal. I am a human being. Therefore, I am mortal."*
- (311) **Synesis** Agreement of words to logic rather than grammatical form.
'The wages of sin is death.' **Romans 6:23**
- (312) **Synchronize** Occurring two or more events at a time.
- (313) **Teetotaler** One who does not take alcoholic drinks.
- (314) **Telltale** One who enjoys talking about others private affairs.
- (315) **Thearchy** Government by the God.
- (316) **Theist** One who believes in the existence of God.
- (317) **Theomania** A belief that one is God.
- (318) **Transmigration** Passing of soul from one body to another after death.
- (319) **Transparent** That which can be seen through.
- (320) **Truant** A student left school or class without permission.
- (321) **Truism** An often repeated truth.
- (322) **Twins** Two child born together.
- (323) **Usurer** One who lends money at higher rate of interest.
- (324) **Utopia** A state of highest perfection.
- (325) **Uxoricide** Murder of wife.
- (326) **Valetudinarian** One who always think that he is ill.
- (327) **Venial** An excusable fault.
- (328) **Verbatim** Repetition word by word.
- (329) **Verbicide** The destruction of the sense or value of a word.
- (330) **Verbose** Style full of words.
- (331) **Vesper** Evening prayer in a church.
- (332) **Veteran** A well and long experienced person in a particular occupation.
- (333) **Wardrobe** An almirah where clothes are kept.
- (334) **Widow** A woman whose husband has died.
- (335) **Widower** A man whose wife has died.
- (336) **Xenoepist** One with a foreign accent.
- (337) **Zoology** Study of animals.



TEST YOURSELF Exercises

01

Directions (Q. 1-10) : Give one word for each of the following expressions choosing from those given below each such expression

[Income Tax Inspectors]

- (1) Life history of a man written by himself.
 (a) Biography (b) Autobiography (c) Calligraphy (d) Bibliography
- (2) A statement that can have a double meaning.
 (a) Verbose (b) Ambivalent (c) Epigraph (d) Ambiguous
- (3) Work inscribed on the tomb.
 (a) Eulogy (b) Epitaph (c) Epigraph (d) Eloquence
- (4) The intelligent and educated class.
 (a) Literate (b) Aristocrat (c) Educated (d) Intelligentsia
- (5) Science of plants.
 (a) Zoology (b) Geology (c) Anthropology (d) Botany
- (6) List of headings of the business to be transacted at a meeting.
 (a) Minutes (b) Agenda (c) Excerpts (d) Proceedings
- (7) One filled with excessive and mistaken enthusiasm in a cause.
 (a) Pedant (b) Patriot (c) Fanatic (d) Martyr
- (8) Regard for others as a principle of action.
 (a) Altruism (b) Philanthropy (c) Nepotism (d) Cynicism
- (9) One who promotes the idea of absence of government of any kind, when every man should be a law unto himself.
 (a) Agnostic (b) Iconoclast (c) Belligerent (d) Anarchist
- (10) Study of mankind.
 (a) Pathology (b) Philology (c) Physiology (d) Anthropology

02

Directions (Q. 1-10) Give one word for each of the following expressions choosing from those given below each such expression :

[RRB ASM, Excise Inspector]

- (1) An office with no work, but high pay.
 (a) Honorary (b) Sinecure (c) Ex-officio (d) Reticent
- (2) One who deserts his religion.
 (a) Deserter (b) Apostate (c) Opportunist (d) Turn coat
- (3) The act of looking back upon past events.
 (a) Introspection (b) Retrospection (c) Extrospection (d) Circumspection
- (4) Very vigilant and cautious.
 (a) Meticulous (b) Fastidious (c) Anxious (d) Alert
- (5) Matter written by hand.
 (a) Handwritten (b) Manuscript (c) Amnesty (d) Proof
- (6) A small shop that sells fashionable clothes, cosmetics, etc.
 (a) Store (b) Dtail (c) Boutique (d) Both

- (7) One who is honourably discharged from service.
 (a) Retired (b) Emeritus (c) Relieved (d) Emancipated
- (8) One who cannot be corrected.
 (a) Incurable (b) Incurable (c) Hardened (d) Invulnerable
- (9) One who is incharge of a museum.
 (a) Curator (b) Supervisor (c) Caretaker (d) Warden
- (10) The study of ancient societies.
 (a) Anthropology (b) Archaeology (c) History (d) Ethnology

03

Directions (Q. 1-5) : Give one word for each of the following expressions choosing from those given below each such expression : **[SBI PO]**

- (1) Responsible according to law.
 (a) Eligible (b) Legitimate (c) Legalised (d) Liable
 (e) Offensive
- (2) Constant effort to achieve something.
 (a) Patience (b) Vigour (c) Enthusiasm (d) Attempt
 (e) Perseverance
- (3) Opposed to great or sudden change.
 (a) Conservative (b) Revolutionary (c) Evolutionary (d) Static
 (e) Unalterable
- (4) Anything written in a letter after it is signed.
 (a) Corrigendum (b) Manuscript (c) Postscript (d) Post diction
 (e) Posterity
- (5) That which cannot be done without.
 (a) Impracticable (b) Indispensable (c) Impossible (d) Unmanageable
 (e) Irrevocable

04

Directions (Q. 1-5) Give one word for each of the following expressions choosing from those given below each such expression : **[Bank PO]**

- (1) He could not give a good explanation for his extraordinary behaviour.
 (a) Be satisfied with (b) Account for
 (c) Provide evidence for (d) Count for
 (e) Readily dispense
- (2) Those who pass through this gate without permission be prosecuted.
 (a) Bypassers (b) Absconders
 (c) Thoroughfares (d) Trespassers
 (e) Culprits
- (3) A careful preservation and protection of wildlife is the need of the hour.
 (a) Management (b) Embarkment
 (c) Enhancement (d) Promotion
 (e) Conservation
- (4) I could achieve success through conscious efforts.
 (a) Tremendous efforts (b) Efforts made with critical awareness
 (c) Efforts done after gaining consciousness (d) Efforts done after being awakened
 (e) Efforts done without any desire

- (5) We are looking forward to a good monsoon this year.
 (a) Getting (b) Predicting
 (c) Hoping (d) Visualising
 (e) Encouraging

05

Directions (Q. 1-13) : *Substitute one word for each of the following sentences :*

[IAS]

- (1) A person incharge of a museum. (2) One who does not believe in the existence of God.
 (3) One who collects postage stamps. (4) One who goes on a journey to holy place.
 (5) One who abstains from alcoholic drinks. (6) That which can be understood.
 (7) One who studies the stars and sky. (8) A plant that draws sustenance from another.
 (9) A child whose parents are dead. (10) A dead body of a human being.
 (11) A child born after the death of his father. (12) Descending from parent to child.
 (13) The story of one's own life.

06

Directions (Q. 1-10) : *Substitute one word for each of the following sentences :*

- (1) The science of words and language is known as :
 (a) philology (b) paleontology
 (c) bibliography (d) entomology
- (2) One of the time-tested ways of remembering a series of items is known as a/an :
 (a) recollection (b) schematizing
 (c) mnemonic (d) ingenuity
- (3) Nations that do not trust each other look upon each other :
 (a) calmly (b) hopefully
 (c) askance (d) retrospectively
- (4) If a person cannot be easily handled or dealt with, he will not be complimented for his :
 (a) domesticity (b) knowledge
 (c) tractability (d) eulogy
- (5) A person who constantly thinks, he is sick is a :
 (a) hypochondriac (b) misogynist
 (c) misanthrope (d) hyperpituitary
- (6) But a person who is really sickly and is unduly solicitous about his health is a :
 (a) valedictorian (b) vegetarian
 (c) valetudinarian (d) dialectician
- (7) The order to stay in one's own bailiwick means that a person should remain in his own :
 (a) room (b) district
 (c) country (d) bed
- (8) Because the orator's speech was high-flown and pretentious, the reporters termed it :
 (a) bombastic (b) austere
 (c) untruthful (d) vituperative
- (9) When the courtier had advanced to the highest position attainable, he was said to have reached the :
 (a) vigil (b) precipice
 (c) threshold (d) pinnacle
- (10) Accepting his fate with calmness, the camel driver said, "It is...." :
 (a) growing late (b) kismet
 (c) kiosk (d) suttee

**SOLUTIONS****TEST YOURSELF Exercises****Solution TYE 01**

- | | | | | | |
|----------|----------|----------|-----------|----------|----------|
| (1) (b), | (2) (d), | (3) (b), | (4) (d), | (5) (d), | (6) (b), |
| (7) (c), | (8) (a), | (9) (d), | (10) (d). | | |

Solution TYE 02

- | | | | | | |
|----------|----------|----------|-----------|----------|----------|
| (1) (b), | (2) (b), | (3) (b), | (4) (a), | (5) (b), | (6) (c), |
| (7) (b), | (8) (b), | (9) (a), | (10) (a). | | |

Solution TYE 03

- | | | | | |
|----------|----------|----------|----------|----------|
| (1) (d), | (2) (e), | (3) (a), | (4) (c), | (5) (b). |
|----------|----------|----------|----------|----------|

Solution TYE 04

- | | | | | |
|----------|----------|----------|----------|----------|
| (1) (b), | (2) (d), | (3) (e), | (4) (b), | (5) (d). |
|----------|----------|----------|----------|----------|

Solution TYE 05

- | | | | | |
|-------------------|------------------|---------------------|--------------|------------------|
| (1) Curator, | (2) Atheist, | (3) Philatelist, | (4) Pilgrim, | (5) Teetotaller, |
| (6) Intelligible, | (7) Astronomer, | (8) Parasite, | (9) Orphan, | (10) Corpse, |
| (11) Posthumous, | (12) Hereditary, | (13) Autobiography. | | |

Solution TYE 06

- | | | | | | |
|----------|----------|----------|-----------|----------|----------|
| (1) (a), | (2) (c), | (3) (c), | (4) (c), | (5) (a), | (6) (c), |
| (7) (b), | (8) (a), | (9) (d), | (10) (b). | | |

FOREIGN WORDS

We are giving below a number of foreign words used in newspapers, standard books and magazines. Students are advised to learn these words. These words are often seen in competitive examinations papers.

A

Ab aeterno (L.), from eternity.

Ab ante (L.), from before.

Ab antiquo (L.), from olden time.

Ab initio (L.), from the beginning.

Ab intra (L.), from within.

Ab irato (L.), in a fit of passion.

Abonnement (Fr.) subscription.

Ab origine (L.), from the beginning.

Ad arbitrium (L.) at pleasure.

Ad extra (L.), outward.

Ad finem (L.), to the end.

Ad infinitum (L.) up to infinity.

Ad interim (L.), for the meantime.

A' discretion (Fr.), without restriction.

Ad modum (L.), After the method of .

Ad valorem (L.), according to value.

Ad verbum (L.), word for word.

Advivum (L.), to the life.

Aequanimiter (L.) calmly.

A' fond (Fr.), thoroughly.

A' gauche (Fr.), to the left.

Age quod agis (L.), do with all your power what you do.

Alinude (L.), from another place.

Allons ! (Fr.), come along, let us go!

Alter ego (L.), one's second self, intimate friend.

अनादि काल से।

पूर्व काल से।

प्राचीन काल से।

आरम्भ से।

भीतर से।

उद्वेग से, क्रोध से।

शुल्क, चन्दा।

आरम्भ से, आदि से।

इच्छानुसार।

बाहर की ओर।

अन्त तक।

अनन्त तक, अन्तिम सीमा तक।

बीच के समय के लिए, अन्तरिम।

बिना किसी रुकावट के, अबाध।

रीति से, रीति के अनुसार।

मूल्य के अनुसार।

शाब्दिक रूप में, अविकल।

जीवनपर्यन्त या तक।

शान्तिपूर्वक।

पूर्ण रूप से।

बाईं ओर।

जो कुछ करो अपनी शक्ति लगाकर करो।

दूसरे स्थान से।

आओ हम लोग चलें।

द्वितीय आत्मा, परम मित्र।

Alter ipse amicus (L.), a friend is another self.
A' maximis ad minima (L.), from the greatest to the smallest.
Amicus curiae (L.), a friend of the law-court.
Amicus humani generis (L.), a friend of humanity.
Anglice (L.), in English.
Anima mundi (L.), the soul of the world
Animo et Jide (L.), by courage and faith.
Annus mirabilis (L.), year of wonders.
Ante bellum (L.), before the war.
Ante mer idiem (L.), before noon.
Antiquarium (L.), collection of antiquities.
A posteriori (L.), from the effect to the cause.
A' propos (Fr.), to the point.
Arbitrium (L.), power of decision.
Arcana imperii (L.), state secrets.

B

Bella, horrida bella (L.), wars, horrible wars.
Bellum lethale (L.), deadly war.
Biennium (L.), period of two years.
Bona fides (L.), good faith.
Bona mobilia (L.), movable goods.

C

Cadeau (Fr.), a present, a gift.
Caeca est invidia (L.), envy is blind.
Casus belli (L.), whatever involves a war.
Caveat actor (L.), let the doer beware.
Centum (L.), a hundred.
Cito (L.), quickly.
Compos mentis (L.), of sound mind, sane.
Consilio et animis (L.), by wisdom and courage.
Con spirito (It.), with spirit.
Contra bonos mores (L.),
 against good manners or morals.
Coram populo (L.), in the presence of the public.
Coup de hasard (Fr.), a lucky chance.
Crimen falsi (L.), crime of perjury.
Culpa levis (L.), a slight fault.
Currente calamo (L.), with a running pen.

मित्र दूसरी आत्मा है।
 सबसे बड़े से छोटे तक।

अदालत का मित्र।
 मनुष्य जाति का मित्र।
 अंग्रेजी में।
 संसार की आत्मा।
 साहस और विश्वास से।
 अद्भुत घटनाओं का वर्ष।
 युद्ध के पहले।
 मध्याह्न (दोपहर) से पहले।
 प्राचीन पदार्थों का संग्रह।
 परिणाम से कारण तक।
 आशय तक।
 निर्णय का अधिकार।
 राज्य के गुप्त भेद।

युद्ध, भयंकर युद्ध।
 भयंकर युद्ध, भीषण संग्राम।
 दो वर्ष का काल या समय।
 सच्चा हृदय या विश्वास।
 चल सम्पत्ति।

उपहार, ईनाम।
 ईर्ष्या अन्धी होती है।
 युद्ध का (आदि) कारण।
 करने वाला, सचेत या होशियार रहो।
 शत, सौ।
 शीघ्रता से।
 स्थिर चित्त वाला।
 बुद्धि या साहस द्वारा।
 उत्साह से।
 सदाचार या नैतिकता के विरुद्ध।

जनता की उपस्थिति में।
 सौभाग्य।
 विश्वासघात।
 छोटा-सा अपराध।
 घसीट लिखावट में।

D

Data et accepta (L.), expenses and receipts.
De bon augure (Fr.), of good omen.
De die in diem (L.), from day to day.
De facto (L.), really, in fact, actual.
Dei gratia (L.), by the grace of God.
De integro (L.), afresh, anew.
De jure (L.), by right, in law.
Deo favente (L.), with God's favour.
Deo gratias (L.), thanks to God.
Deus avertat ! (L.), God forbid !
Deus det (L.), God grant !
Dictum de dicto (L.), hearsay, report.
Domine, dirige nos ! (L.), God, direct us !
Dum spiro, spero (L.), while I breathe, I hope.

आय-व्यय।
 अच्छे शकुन का।
 दिन-दिन, प्रतिदिन।
 वस्तुतः सचमुच, यथार्थ में।
 ईश्वर की दया से।
 नया, ताजा।
 अधिकार से, कानून।
 ईश्वर की कृपा से।
 ईश्वर को धन्यवाद।
 ईश्वर न करे।
 ईश्वर करे।
 जनश्रुति अफवाह।
 ईश्वर हमें मार्ग दिखलाये।
 जब तक मैं जीवित हूँ मुझे आशा है,
 जब तक साँस तब तक आशा।

E

Editio princeps (L.), original edition (of a book).
Eo nomine (L.), by that name.
Erenata (L.), according to the exigencies of the case.
Et hoc genus omne, et id genus omne (L.),
 and everything of this or that sort.
Et, tu, Brute (L.), and you too Brutus.
Ex curia (L.), out of court.
Ex delicto (L.), owing to crime.
Ex dono (L.), as a gift.
Ex officio (L.), by virtue of his office.
Ex parte (L.), on one side only.
Expressis verbis (L.), in express terms.
Ex tacito (L.), silently.
Ex utraque parte (L.), on either side.
Ex voto (L.), according to one's prayer.

किसी पुस्तक की मूल प्रतिलिपि।
 इस नाम का।
 मामले की आवश्यकता के अनुसार।
 और इस या उस प्रकार का प्रत्येक पदार्थ।
 और ब्रूटस तुम भी।
 अदालत से बाहर।
 अपराध के कारण।
 उपहार के रूप में।
 पदाधिकारेण।
 एक ओर से, एकतरफा।
 स्पष्ट शब्दों में।
 चुपचाप।
 दोनों ओर।
 प्रार्थना के अनुसार।

F

Faber est quisque fortunae suae (L.),
 everyone fashions his own fortune.
Facta non verba (L.), deeds not words.
Factum est (L.), it is done.

हर मनुष्य अपना भाग्य स्वयं बनाता है।
 काम होना चाहिए, केवल शब्द नहीं।
 कार्य हो गया।

Fadaise (Fr.), a silly talk.

Fait accompli (Fr.), a thing already done.

Fata obstant (L.), the Fate opposes it.

Fecit (L.), made or executed.

Fiat justitia, ruat cælum (L.),

let justice be done, though the heavens should fall.

Fide et amore (L.), by faith and love.

Fidus et audax (L.), faithful and bold.

Fillius nullius (L.), a bastard.

G

Gaillard (Fr.), lively.

Garçon (Fr.), a boy, bachelor.

Gloria in excelsis (L.), Glory to God is the highest.

H

Hoc age (L.), attend to what you do.

Hoc anno (L.), in this year.

Hoc loco (L.), in this place.

Hoc tempore (L.), at this time.

Hominis est errare (L.), to err is human.

I

Impromptu (L.), without study.

In abstracto (L.), in the abstract.

In camera (L.), in the private room.

In curia (L.), in court.

In equilibris (L.), in equilibrium.

In esse (L.), in fact.

In extenso (L.), at full length.

Infra dignitatem (L.), below one's dignity.

In pace (L.), in peace.

In statu quo (L.), in the former state.

Inter alia (L.), among other things.

In terrorem (L.), as a warning.

Inter se (L.), amongst themselves.

In toto (L.), in the whole, entirely.

Ipsa facto (L.), really.

मुखता की बात।

पहले से किया हुआ काम।

भाग्य इसके विरुद्ध है।

बनाया हुआ।

न्याय करो चाहे आकाश ही क्यों न गिर पड़े।

श्रद्धा और प्रेम से।

विश्वासी तथा साहसी।

दोगला।

आनन्दपूर्ण, प्रसन्न।

लड़का, छोकरा, कुंआरा।

सबसे बड़ी महिमा ईश्वर की है।

जो करो उस पर ध्यान दो।

इस वर्ष।

इस स्थान में।

इस समय।

दोष मनुष्य से होता है।

बिना अध्ययन का।

भाव रूप में।

कमरे के भीतर, गुप्त स्थान में।

न्यायालय में।

बराबरी में, सन्तुलन में।

स्थिति में, वस्तुतः।

पूरी तरह से।

मर्यादा के विरुद्ध।

शान्ति में।

पहले की अवस्था में।

दूसरी वस्तुओं के बीच में।

चेतावनी के रूप में।

परस्पर, आपस में।

पूर्ण रूप से, निपट।

सत्यता में, वास्तविक रूप में।

J

Jure divino (L.), by divine law.

Jure humano (L.), by human law.

L

Labor ipse voluptas (L.), labour itself is pleasure.

Lapsus calami (L.), a slip of the pen.

Lapsus linguae (L.), a slip of the tongue.

Lapsus memoriae (L.), a slip of the memory.

Lese majeste (Fr.), high treason.

Lingua Franca (It.), a mixed language spoken by the Europeans.

Locus standi (L.), place for standing, right of interfrerring.

Lucri causa (L.), for the sake of gain.

Lusus naturae (L.), a freak of nature.

M

Magnum bonuni (L.), a great good.

Magnum opus (L.), a great work.

Mala fide (L.), faithlessly, treacherously.

Memento mori (L.), remember that thou shalt die.

Mirabile dictu (L.), wonderful to tell.

Mirabile visu (L.), wonderful to see.

N

Nolens volens (L.), willing or not willing, whether he will or not.

Noli me tangere (L.), do not touch me.

Nota bene (L.), abbr. N.B take notice, mark well.

Nulli secundus (L.), unparalleled, second to none.

Nunc est bibendum (L.), now is the time for drinking.

O

Omnia bona bonis (L.), all things are good to the good.

Onus probandi (L.), the burden of proof.

देवी नियम से।

मनुष्य के बनाए नियम पर।

परिश्रम ही आनन्द है।

लेखनी की भूल।

बोलने की चूक या भूल।

स्मरण शक्ति की भूल।

राजद्रोह।

मिश्रित भाषा जिसको यूरोप के लोग बोलते हैं।

खड़ा होने का स्थान, हस्तक्षेप करने का अधिकार।

लाभ के लिए।

प्रकृति की विषमता।

बड़ा उपकार या लाभ।

बड़ा कार्य।

विश्वासघात से।

याद रख कि तू मरेगा।

कहने में विलक्षण।

देखने में विलक्षण।

उसकी इच्छा हो अथवा न हो।

मुझे स्पर्श मत करो।

भली-भाँति ध्यान दो।

अद्वितीय।

अब (मदिरा) पीने का समय है।

भले के लिए सब भला होता है।

सिद्ध करने का आधार।

P

Pari passu (L.), with equal pace, together.

Particeps criminis (L.), an accomplice.

Per annum (L.), per year.

Per centum (L.), by the hundred.

Per diem (L.), per day, daily.

Per se (L.), by itself.

Populus vult decipi (L.), the people wish to be fooled.

Post mortem (L.), after death.

Post obitum (L.), after death.

Prima facie (L.), on the first view.

Primo (L.), in the first place.

Pro rata (L.), in proportion.

Pro tempore (L.), for the time being temporarily.

बराबरी की गति से, एक साथ।

अपराध करने में सहायक।

प्रतिवर्ष।

प्रति सैकड़।

प्रतिदिन।

स्वयं।

लोग मूर्ख बनना चाहते हैं।

मृत्यु के उपरान्त।

मृत्यु के बाद।

पहली दृष्टि में।

पहिले पहल।

अनुपात में, यथोचित।

इस वर्तमान समय के लिए, अस्थायी रूप में।

Q

Quid pro quo (L.), something given or taken as equivalent to another.

Qui tacet consentit (L.),
he who keeps silence consents.

दूसरी वस्तु के समान दी या ली गई कोई वस्तु।

चुप रहने से स्वीकृति का अनुमान होता है,
मौनं सम्मतिलक्षणम्।

R

Res gestae (L.), exploits.

Resume (Fr.), a summary or abstract.

साहस के कार्य।

संक्षेप, सारांश, तत्त्व।

S

Sine die (L.), without a definite day, of a meeting adjourned for an indefinite period.

Sine odium (L.), without hatred.

Sine qua non (L.), without which not,
an indispensable condition.

Sponte sua (L.), of one's own accord.

Status quo (L.), the state or condition in which
a thing is existing.

Sub judice (L.), under consideration.

Suus cuique mos (L.), everyone has peculiar habits.

बिना निश्चित दिन के, अनिश्चित काल के लिए
स्थगित।

बिना घृणा के।

जिसके बिना न (हो सके) आवश्यक या अनिवार्य
स्थिति।

अपनी इच्छा से, अपने आप।

जिस स्थिति या अवस्था में कोई वस्तु हो,
वर्तमान स्थिति।

विचाराधीन।

प्रत्येक मनुष्य का अलग-अलग स्वभाव होता है।

T

Terra incognita (L.), an unknown country.

Tu quoque Brute ! (L.) and thou too Brutus !

U

Ultima thule (L.), the utmost limit.

Ultra vires (L.), beyond one's powers.

V

Vale (L.), farewell.

Veni, vidi, vici (L.), I came, I saw, I conquered.

Versus (L.), (abbreviation V.), against.

Vice (L.), in place of.

Vice versa (L.), the order being reversed, the terms being exchanged.

Vis-a-vis (Fr.), opposite, facing.

Volente Deo (L.), God willing.

Vox populi, vox Dei (L.), the voice of the people is the voice of God.

X

Xystum (L.), a shaded walk in a garden.

Z

Zonam perdidit (L.), he has lost his wealth, he is in need of money.

अज्ञात देश।

और ब्रुटस तू भी।

अन्तिम सीमा।

किसी की शक्ति सामर्थ्य के बाहर।

विदाई।

मैं आया, मैंने देखा, मैंने जीता।

विरुद्ध।

बदले में, वास्ते।

क्रम बदल दिया गया, शब्द का उल्टा हुआ।

आमने-सामने।

यदि ईश्वर की इच्छा हो।

पंचों का कथन ईश्वर का वाक्य है।

बगीचे का वृक्षों से आच्छादित मार्ग।

उसका धन चला गया, उसे धन की आवश्यकता है।

GROUP TERMS

A stack of wood.
A stack of arms.
A pair of shoes.
A herd of swine.
A herd of deer.
A shoal of fish.
A flock of geese.
A stack of corn.
A tribe of Arabs.
A flight of birds.
A shower of rain.
A suit of clothes.
A flock of sheep.
A flight of steps.
A bunch of keys.

A swarm of flies.
A sheaf of wheat.
A pack of wolves.
A pack of hounds.
A series of events.
A bundle of hay.
A sheaf of grain.
A bundle of sticks.
A group of islands.
A hoard of gold.
A horde of savages.
A leash of hounds.
A host of men.
A litter of puppies.
A gang of labourers.
A regiment of soldiers.
A bunch of plantains.
A box of cigars.

A heap or mass of ruins.
A heap of stones or sand.
A fall of snow or rain.
A clump or grove of trees.
A convoy of partridges.
A chain of mountains.
A nest or swarm of ants.
A hive or swarm of bees.
A sheaf of arrows.
A flight or swarm of locusts.
A brood or flock of chickens.
A gang of thieves or robbers.
A herd of cattle (*i.e.*, cattle pasturing).
A drove of cattle. (*i.e.*, cattle being driven).
A crowd, or throng, or concourse, or A bunch of grapes. Multitude of people.
A cluster or galaxy of stars.
A bunch or bouquet of flowers.
A range of hills or mountains.
A group of figures in a painting.
A collection of relics or curiosities.
A brace of pigeons.
A bevy of ladies.
A crew of sailors.
A fell of hair.
A council of advisers.
A gallery of pictures.
A library of books.
A nosegay of flowers.
A division of troops.
A string of camels.
A band of musicians.
A brace of pistols.
A panel of jury.

A brew of beer.
A pile of arms.
A muster of peacocks.
A nursery of plants.
A posy of flowers.
A stud of horses.
A team of players.
A yoke of oxen.
A board of directors.
A brood of hens.
A flock of birds.
A team of oxen.
A staff of officials.
A basket of fruits.
A fight of stairs.
A galaxy of beauties.
A kennel of dogs.
A museum of art.
A muster of soldiers.
A cellar of wine.
A faggot of sticks.
A family of sardines.
A packet of cigarettes.
A clique of people.
A clutch of eggs.
A colony of people.
A squad of soldiers.

A posse of arrows.
A quiver of arrows.
A flotilla of boats.
A squadron of cavalry.
A suite of rooms.
A bench of magistrates.
A parade of soldiers.
A throng of people.
A troupe of actors.
A battery of guns.
A company of people.
A gathering of people.
A shrubbery of shrubs.
A party of people.
A detachment of soldiers.
A conference of delegates.
A constellation of delegates.
An outfit of clothes.
An orchard of fruit trees.
A fleet of cars or ships.
A syndicate of merchants.
A commission of enquiry.
An assembly of people.
A genus of animals or plants.
A jamboree of boy scouts.
A congregation of worshippers.
A tuz of hair.

RELATED PAIRS OF WORDS

कुछ Competitive Examinations में 'Related Pairs of Words' के 5-10 प्रश्नों का समावेश English Question Paper में रहता है। इस तरह के प्रश्नों में एक Pair of Words दिया गया होता है। जिसमें दिए गए दोनों Words में आपस में एक प्रकार का सम्बन्ध होता है। उत्तर में चार अन्य Pairs of Words दिए गए होते हैं। छात्र को Question में दिए गए Words में जो Relation है उसी Relation के अनुसार उत्तर में दिए गए Pair को चुनना होता है। जैसे निम्न प्रश्न को देखो:

Trailer		Picture
(a) Truck	:	Cargo
(b) Theatre	:	Play
(c) Synopsis	:	Thesis
(d) Commercial	:	Product

यहाँ दिए गए Pair में Trailer एवं Picture में जो आपस में सम्बन्ध है, इसी तरह का सम्बन्ध वाला Pair दिए गए विकल्पों में से चुनना होता है। अतः यहाँ उत्तर (c) है : Synopsis : Thesis जिस तरह Trailer एक Picture की Brief व्यक्त करता है, उसी तरह Synopsis भी Thesis को Briefly व्यक्त करती है।

इस तरह के प्रश्नों को हल करने हेतु छात्र को न केवल अपनी Vocabulary को Strong करना चाहिए बल्कि Words के आपस के सम्बन्धों को भी Common sense से सही तुलना करते हुए विकल्प चुनना चाहिए। इस तरह के प्रश्न न केवल छात्र की Word Power की जाँच करते हैं बल्कि उसकी Analytical Power को भी जाँचने में सहायक होते हैं।

Some Related Pair of Words

As bald as a badger.
As black as a coal.
As black as ink.
As black as pitch.
As blind as a beetle.
As blithe as a bee.
As blithe as a lark.
As brave as a lion.
As bright as the light.
As brittle as glass.
As busy as a bee.

As black as a gall.
As black as a crow.
As black as midnight.
As blind as a bat.
As blind as a mole.
As blithe as a butterfly.
As bold as a lion.
As bright as the day.
As bright as the silver.
As brown as a berry.
As changeable as the moon.

As changeable as a weather cock
As clear as crystal.
As cold as ice.
As cold as a cucumber.
As cunning as a fox.
As dark as pitch.
As dead as a herring.
As drunk as a lord.
As dry as a bone.
As free as the air.
As fresh as a rose.
As gaudy as a butterfly
As gentle as a lamb.
As graceful as a swan.
As greedy as a dog.
As happy as a king.
As hard as a stone.
As heavy as lead, sand.
As round as a ball or a globe.
As silent as the dead.
As silent as the stars.
As silly as a sheep.
As slender as a thread.
As smooth as velvet.
To follow as a shadow.
As hot as fire.
As innocent as a dove.
As loud as thunder.
As merry as a cricket.
As mute as a fish.
As obstinate as a mule.
As pale as a ghost.
As playful as a butterfly.
As plentiful as blackberries.
As proud as a peacock.
As quiet as thought.
As rapid as lightning.
As red as a cherry.
As red as rose.
As regular as clockwork.
As rich as a Jew.
As fair as a rose.
As fast as a hare.
As fierce as a tiger.
As flat as a board.
As soft as butter wax.
As steady as a rock.

As cheerful as a lark.
As clear as day, noon day.
As cold as marble.
As cold as a stone.
As dark as midnight.
As dead as a door-nail.
As deep as a well.
As drunk as a fiddler.
As dry as dust.
As fresh as a daisy.
As gay as a lark.
As gaudy as a peacock.
As good as gold.
As grave as a judge.
As green as grass.
As hard as fling, marble.
As harmless as a dove.
As hoarse as a crow, a raven.
As sharp as a needle, a razor.
As silent as the grave.
As silly as a goose.
As slender as a gossamer.
As smooth as a glass.
To spread like wild fire.
To shake, trembl, or quiver like an aspen leaf.
As hungry as a horse.
As light as a feather.
As mad as a hatter
As merry as a lark.
As nimble as a bee.
As old as the hills.
As patient as an ox.
As playful as a squirrel or a kitten.
As poor as lazarus.
As quick as lightning.
As quiet as a lamb.
As red as blood.
As red as crimson.
As red as scarlet.
As rich as Croesus.
As dumb as a statue.
As false as a Scot.
As fat as Big Ben.
As firm as a rock.
As fleet as a deer.
As sound as a bell.
As still as death.

As strong as the grave.

As strong as a lion.

As sure as death.

As swift as an arrow.

As tall as a maypole.

As tame as a hare.

As tricky as a monkey.

As vain as a peacock.

As weak as a baby.

As white as wool.

As wise as a serpent.

As yellow as saffron.

She wept a flood of tears.

He knows no more than a child how to do this.

As stupid as a statue.

As stupid as a donkey.

As sweet as honey, sugar.

As swift as lightning.

As tall as a steeple.

As timid as a hare.

As ugly as a scarecrow, a toad.

As warm as wool.

As white as a sheet.

As white as snow.

As wise as Solomon.

As yielding as wax.

As merry as the day is long.



TEST YOURSELF Exercises

01

Directions (Q. 1-10) : Choose the correct alternative given below to show close relation with the words given in capital words:

(1) WE : OUR ::

(a) Him : His

(b) It : Its

(c) You : You're

(d) They : There

(e) Who : Whose

(2) SLEEK : GLOSSY ::

(a) Contrite : Unrepentant

(b) Rapid : Tepid

(c) Vapid : Complete

(d) Dejected : Jubilant

(e) Credible : Believable

(3) ASTRONOMY : ASTROLOGY ::

(a) Symbolism : Superstition

(b) Geology : Geometry

(c) Magic : Science

(d) Chemistry : Alchemy

(e) Folklore : Fable

(4) DOUGH : BREAD ::

(a) Words : Speech

(b) Paper : Writing

(c) Cold : Ice

(d) Ink : Pen

(e) Sugar : Cake

(5) ENGINEER : CAB ::

(a) Shepherd : Flock

(b) Passenger : Taxi

(c) Sailor : Cabin

(d) Driver : Wheel

(e) Aviator : Cockpit

(6) STRINGS : VIOLIN ::

(a) Wind : Leaves

(b) Air : Flute

(c) Pedal : Organ

(d) Membrane : Drum

(e) Plectrum : Mandolin

(7) SCALP : HAIR ::

(a) Shoe : Foot

(b) Cloth : Table

(c) House : Root

(d) Curtain : Window

(e) Earth : Grass

- (8) ISTHMUS : LAND ::
 (a) Wire : Pole
 (c) Neck : Head
 (e) Opening : Tunnel
 (b) Strait : Body of water
 (d) Bar : Trapeze
- (9) MEMORANDUM : MEMORANDA ::
 (a) Insignia : Insigne
 (c) Alumna : Alumni
 (e) Bacillus : Bacilli
 (b) Strata : Stratum
 (d) Automata : Automata
- (10) PRONE : SUPINE ::
 (a) Likely : Unlikely
 (c) Recumbent : Prostrate
 (e) Backward : Forward
 (b) Asiant : Akimbo
 (b) Face down : Face up

02

Directions (Q. 1-10) : *Choose the correct alternative given below to show close relation with the words given in capital words.*

- (1) MULE : BURDEN ::
 (a) Scholar : books
 (c) Ship : Cargo
 (d) Musician : Cello
 (b) Animal : Oppression
 (e) House : Tenants
- (2) ALTHOUGH : NEVERTHELESS ::
 (a) Albeit : However
 (c) Since : Yet
 (d) Notwithstanding : If
 (b) Because : Therefore
 (e) When : Simultaneously
- (3) ZENITH : NADIR ::
 (a) High : Higher
 (c) Perfection : Baseness
 (d) Slough : Despair
 (b) Zero : Cipher
 (e) Pinnacle : Bottom
- (4) SPATE : TRICKLE ::
 (a) Much : Little
 (c) Copious : Abundant
 (d) Much : Many
 (b) Much : More
 (e) Small : Less
- (5) RAM : EWE ::
 (a) Doe : Hart
 (c) Marquis : Marquee
 (d) Stallion : Colt
 (b) Swan : Cygnet
 (e) Testator : Testatrix
- (6) FACADE : BUILDING ::
 (a) Drawer : Desk
 (c) Page : Book
 (d) Fence : Garden
 (b) Dial : Watch
 (e) Cork : Bottle
- (7) PULSATE : THROB ::
 (a) Condone : Condemn
 (c) Disperse : Gather
 (d) Expropriate : Deprive
 (b) Abate : Increase
 (e) Accede : Disagree
- (8) MORASS : SWAMP ::
 (a) Peak : Mountain
 (c) Sea : Gulf
 (d) Forest : Tree
 (b) Desert : Oasis
 (e) Prairie : Plain
- (9) ISLANDS : ARCHIPELAGO ::
 (a) Stamps : Philately
 (c) Nickels : Follar bill
 (d) Hors d'oeuvre : Banquet
 (b) Stars : Constellation
 (e) Birds : Apiary
- (10) SERRATED : SAW ::
 (a) Mountain : Jagged
 (c) Dappled : Horse
 (d) Pronged : Fork
 (b) Sharpness : Knife
 (e) Incisor : Tooth

03

Directions (Q. 1-10) : *Choose the correct alternative given below to show close relation with the words given in capital letters :*

- | | |
|--------------------------------------|------------------------------|
| (1) FRIGHT : STAMPEDE :: | |
| (a) Flow of water : Erosion | (b) Clouds : Tornado |
| (c) Rain : Snow | (d) Haste : Crowds |
| (e) Wildness : Cattle | |
| (2) GUTTURAL : THROAT :: | |
| (a) Venal : Wine | (b) Mantle : Cloak |
| (c) Hair : Hirsute | (d) Palmar : Wrist |
| (e) Brachial : Arm | |
| (3) LOBSTER : CRUSTACEAN :: | |
| (a) Eagle : Sparrow | (b) Reason : Man |
| (c) Tiger : Cat | (d) Dolphin : Whale |
| (e) Lion : Man | |
| (4) ABOMINATE : MAGNATE :: | |
| (a) Noun : Noun | (b) Adjective : Noun |
| (c) Noun : Adjective | (d) Verb : Verb |
| (e) Verb : Nouns | |
| (5) PREDATORY : HAWK :: | |
| (a) Contortion : Grimace | (b) Voracious : Glutton |
| (c) Tawny : Lion | (d) Speedy : Cruiser |
| (e) Ugly : Vulture | |
| (6) MINARET : MOSQUE :: | |
| (a) Cross : Basilica | (b) Muezzin : Prayer |
| (c) Have : Cathedral | (d) Belfry : Steeple |
| (e) Campanile : Church | |
| (7) INCONGRUOUS : HARMONIOUS :: | |
| (a) Tall : Short | (b) Fickle : Rebellious |
| (c) Wearisome : Tedious | (d) Laughable : Ludicrous |
| (e) Nonplussed : Distracted | |
| (8) COGENT : CONVINCING :: | |
| (a) Dubious : Certain | (b) Nonchalant : Disturbed |
| (c) Banal : Unoriginal | (d) Cunning : Disingenuous |
| (e) Insular : Continental | |
| (9) DECANTER : CARAFE :: | |
| (a) Salver : Tray | (b) Bottle : Barrel |
| (c) Cruet : Kettle | (d) Cup : Plate |
| (e) Crystal : Glass | |
| (10) INTERMITTENTLY : INCESSANTLY :: | |
| (a) Interminably : Wearily | (b) Slowly : Rapidly |
| (c) Strongly : Weakly | (d) Vicariously : Frequently |
| (e) Occasionally : Continuously | |

04

Directions (Q. 1-10) *Choose the correct alternative given below to show close relation with the words given in capital letters :*

- | | |
|-----------------------------------|------------------------------|
| (1) MERCURY : CADUCEUS :: | |
| (a) Vulcan : Forge | (b) Pegasus : Muses |
| (c) Palladium : Athena | (d) Jupiter : Thunderbolt |
| (e) Neptune : Trident | |
| (2) ENERVATE : STRENGTHEN :: | |
| (a) Aver : Attribute | (b) Divert : Turn |
| (c) Apprise : Appraise | (d) Stultify : Enliven |
| (e) Invigorate : Brighten | |
| (3) DOLT : DOOR :: | |
| (a) Bolt : Door | (b) Escape : Subterfuge |
| (c) Reticent : Silence | (d) Numbskull : Sullen |
| (e) Infant : Cry | |
| (4) EXORDIUM : PERORATION :: | |
| (a) Epilogue : Prologue | (b) Incipient : Inchoate |
| (c) Certain : Uncertain | (d) Alpha : Omega |
| (e) Exhortation : Denunciation | |
| (5) MENDACITY : DISTRUST :: | |
| (a) Begging : Charity | (b) Stupidity : Failure |
| (c) Truth : Falsehood | (d) Untruth : Doubtful |
| (e) Integrity : Confidence | |
| (6) CARELESSNESS : JEOPARDIZE :: | |
| (a) Penalty : Chastise | (b) Failure : Discouragement |
| (c) Carefulness : Security | (d) Neglect : Endanger |
| (e) Crowding : Discomfort | |
| (7) PERMEATE : RUEFUL :: | |
| (a) Truculent : Merciful | (b) Sadden : Pitiful |
| (c) Evaporate : Mournful | (d) Penetrate : Sorrowful |
| (e) Frighten : Lamentable | |
| (8) FLAMBOYANT : ROCOCO :: | |
| (a) Ornate : Baroque | (b) Inflammable : Phlegmatic |
| (c) Counterfeit : Invaluable | (d) Flagrant : Flagitious |
| (e) Florid : Fragrant | |
| (9) HYPERTENSION : HYPOTENSION :: | |
| (a) High : Low | (b) Excessive : Deficient |
| (c) Super : Minimal | (d) Abnormal : Normal |
| (e) Iso : Sub | |
| (10) OAF : FRESHET :: | |
| (a) Lout : Novice | (b) Stupidity : Impertinence |
| (c) Fool : Flood | (d) Silly : Brash |
| (e) Gaucherie : Elan | |

05

Directions (Q. 1-10) : *Choose the correct alternative given below to show close relation with the words given in capital letters :*

- | | |
|----------------------------------|----------------------------------|
| (1) IMPLICATE : COMPLICATE :: | |
| (a) Vitality : Inevitable | (b) Empathy : Sympathy |
| (c) Importune : Construct | (d) Imply : Simplify |
| (e) Belligerent : Embellish | |
| (2) CUPID : PSYCHE :: | |
| (a) Zeus : Aphrodite | (b) Damon : Pythias |
| (c) Hero : Leander | (d) Apollo : Cassandra |
| (e) Venus : Adonis | |
| (3) PRECEDENT : JUSTIFICATION :: | |
| (a) Kindness : Obedience | (b) Authority : Sanction |
| (c) Usage : Submission | (d) Tradition : Novelty |
| (e) Orthodoxy : Heresy | |
| (4) RACHITIC : RICKETS :: | |
| (a) Adulatory : Adoration | (b) Oxford : Oxonian |
| (c) Scorbutic : Scurvy | (d) Deification : Deify |
| (e) Therapy : Therapeutic | |
| (5) LAUREL : VICTOR :: | |
| (a) Chevrons : Army | (b) Oscar : Movie star |
| (c) Power : Glory | (d) Blue ribbon : Cooking |
| (e) Rabbit's foot : Luck | |
| (6) CORVINE : CROW :: | |
| (a) Elephantine : Dinosaur | (b) Lioness : Lion |
| (c) Viceregal : Viceroy | (d) Corvette : Automobile |
| (e) Urbane : Urban | |
| (7) ZEALOT : FANATICISM :: | |
| (a) Impostor : Sham | (b) Orator : Frenzy |
| (c) Umpire : Game | (d) Vagabond : Vagrant |
| (e) Parasite : Food | |
| (8) PAIN : ANODYNE :: | |
| (a) Savagery : Music | (b) Grief : Solace |
| (c) Harshness : Softness | (d) Trifle : Enormity |
| (e) Accident : Insurance | |
| (9) FORGERY : SIGNATURE :: | |
| (a) Faked : Genuine | (b) Proxy : Delegate |
| (c) Carbon copy : Original | (d) Embezzlement : Blank check |
| (e) Multigraph : Duplicate | |
| (10) PHILOLOGIST : LANGUAGE :: | |
| (a) Numismatist : Stamps | (b) Herbalist : Tropical flowers |
| (c) Philatelist : Charms | (d) Fish : Ichthyologist |
| (e) Conchologist : Shells | |

06

Directions (Q. 1-10) : Choose the correct alternative given below to show close relation with the words given in capital letters :

- (1) DONKEY : BRAYS :: WOLF : ?
 (a) Bellows (b) Howls (c) Whimpers (d) Roars
 (e) Whines
- (2) ANXIETY : ALLAY :: GRIEF : ?
 (a) Banish (b) Condole (c) Heighten (d) Assuage
 (e) Display
- (3) MOSAICS :: WORDS : SENTENCES : ?
 (a) Colours (b) Small stones (c) Straw (d) Papyrus
 (e) Bricks
- (4) MINOTAUR : BULL :: CHIMERA : ?
 (a) Heifer (b) Lion (c) Goddess (d) Tiger
 (e) Dog
- (5) BLANDISH : COAX :: ASSEVERATE : ?
 (a) Affirm (b) Cut (c) Repeat (d) Complain
 (e) Twist
- (6) SYLVAN : WOODS :: TERRESTRIAL : ?
 (a) Urban (b) Fear (c) Earth (d) Planets
 (e) Stars
- (7) ASTRONAUTS : SPACE :: ARGONAUTS : ?
 (a) Fire (b) Ship (c) Birds (d) Treasure
 (e) Sea
- (8) SCION : PROGENITOR :: DESCENDANT : ?
 (a) Children (b) Brother (c) Ancestor (d) Progeny
 (e) Guardian
- (9) PEDIATRICIAN : HAIR :: DEMATOLOGIST : ?
 (a) Children (b) Feet (c) Plants (d) Philosophy
 (e) Skin
- (10) SLEAZY : FLIMSY :: SHODDY :
 (a) Tenable (b) Despicable (c) Queasy (d) Tenuous
 (e) Detrimental

07

Directions (Q. 1-10) Choose the correct alternative given below to show close relation with the words given in capital letters :

- (1) GENUINE : SIMULATED :: UNAFFECTED : ?
 (a) Elevated (b) Bombastic (c) Dynamic (d) Destructive
 (e) Emulated
- (2) ACTOR : STAGE :: ? : ROSTRUM : ?
 (a) Pilot (b) Acrobat (c) Soldier (d) Rider
 (e) Orator
- (3) ANSWER : TEST :: DENOUEMENT : ?
 (a) Symphony. (b) Horse race (c) Mystery story (d) Circus
 (e) Complete understanding

- (4) ? : SULLIVAN :: HAMMERSTEIN : ROGERS : ?
 (a) Lerner (b) Bellini (c) Gilbert (d) Mozart
 (e) Purcell
- (5) RECONDITE : ABSTRUSE :: BANTER : ?
 (a) Delay (b) Tease (c) Bargain (d) Exchange
 (e) Deceive
- (6) BASILICA : CHURCH :: DORMER : ?
 (a) Movie (b) Chapel (c) Room (d) Window
 (e) Servant
- (7) CICERONE : GUIDE :: DRAGOMAN : ?
 (a) Cavalry officer (b) Interpreter (c) Hauler (d) Turnkey
 (e) Mythological monster
- (8) VILIFICATION : DEFAMATION :: ? : TRAVESTY : ?
 (a) Parody (b) Garment (c) Stripping (d) Deterioration
 (e) Journey
- (9) SUPPOSITIOUS : FALSE :: SPURIOUS : ?
 (a) Inciting (b) Duplicate (c) Exhilarating (d) Not authentic
 (e) Not technical
- (10) MULCT : DEFRAUD :: RATIOCINATION : ?
 (a) Reasoning (b) Bilk (c) Detective (d) Proportion
 (e) Self-defenses

08

Directions (Q. 1-10) : Choose the correct alternative given below to show close relation with the words given in capital letters :

- (1) INVEIGLE : CAJOLE :: MALIGN :
 (a) Slander (b) Enlighten (c) Acclaim (d) Eulogize
 (e) Compile
- (2) CYGNET : SWAN :: ? : HORSE
 (a) Bridle (b) Hoof (c) Mule (d) Colt
 (e) Stallion
- (3) SNAKE : REPTILIAN :: LION : ?
 (a) Leotard (b) Vulpine (c) Lemurine (d) Tiger
- (4) HERCULES : ? :: CUPID : ARROW
 (a) Trident (b) Spear (c) Club (d) Soisoned bow
 (e) Hydra
- (5) SINECURE : CARE :: INTREPIDITY : ?
 (a) Hesitation (b) Entanglement (c) Fear (d) Support
 (e) Forethought
- (6) SANCHE PANZA : DON QUIXOTE :: ? : SHERLOCK HOLMES
 (a) Perry Mason (b) Don Ameche (c) Maigret (d) John H Watson
 (e) Nero Wolfe
- (7) OGLE : EYES :: MANEUVER : ?
 (a) Fingers (b) Human beings (c) Minds (d) Machines
 (e) Hands

- (8) PURLOIN : STEAL :: NEBULOUS : ?
 (a) Frustrating (b) Scanty (c) Dishonest (d) Stormy
 (e) Vague
- (9) RUBESCENT : RED :: CERULEAN : ?
 (a) Sky (b) Brilliant (c) Pale (d) Seagreen
 (e) Blue
- (10) CLAPTRAP :: PITHY : MAXIM : ?
 (a) Sincere (b) Simple (c) Pretentious (d) Thoughtless
 (e) Accidental

**SOLUTIONS****TEST YOURSELF Exercises****Solution TYE 01**

- (1) (e), (2) (e), (3) (d), (4) (a), (5) (e),
 (6) (d), (7) (e), (8) (b), (9) (e), (10) (d).

Solution TYE 02

- (1) (c), (2) (a), (3) (e), (4) (a), (5) (e),
 (6) (b), (7) (d), (8) (e), (9) (b), (10) (d).

Solution TYE 03

- (1) (a), (2) (e), (3) (c), (4) (e), (5) (b),
 (6) (e), (7) (a), (8) (c), (9) (a), (10) (e).

Solution TYE 04

- (1) (e), (2) (d), (3) (d), (4) (d), (5) (e),
 (6) (d), (7) (d), (8) (a), (9) (b), (10) (c).

Solution TYE 05

- (1) (b), (2) (d), (3) (b), (4) (c), (5) (b),
 (6) (c), (7) (a), (8) (b), (9) (a), (10) (e).

Solution TYE 06

- (1) (b), (2) (d), (3) (b), (4) (b), (5) (a),
 (6) (c), (7) (e), (8) (c), (9) (a), (10) (d).

Solution TYE 07

- (1) (b), (2) (e), (3) (c), (4) (c), (5) (b),
 (6) (d), (7) (b), (8) (a), (9) (d), (10) (a).

Solution TYE 08

- (1) (a), (2) (d), (3) (e), (4) (e), (5) (c),
 (6) (d), (7) (e), (8) (e), (9) (e), (10) (c).

CHOOSING APPROPRIATE WORDS

कुछ Competitive examinations में इस तरह के प्रश्न पूछे जाते हैं जिनमें एक वाक्य देकर उसमें एक शब्द या स्थान रिक्त छोड़ा गया होता है तथा चार-पाँच विकल्पों में से एक उपयुक्त शब्द को choose करना होता है जो उस रिक्त स्थान हेतु उपयुक्त हो। इस तरह के प्रश्न में सामान्यतया लगभग समानार्थक शब्दों में से एक उपयुक्त शब्द (Appropriate word) को चुनना होता है या वाक्य के सारांश के अनुसार दिए गए विकल्पों में से एक उपयुक्त शब्द का चुनाव करना होता है।

इस तरह के प्रश्नों को हल करने हेतु आपकी Vocabulary powerful होनी चाहिए। दिए गए विकल्पों में से उपयुक्त शब्द का चुनाव आपकी शब्द की समझ, उसके उचित प्रयोग की जानकारी पर निर्भर होता है। ऐसे प्रश्नों में कई बार एक जैसे उच्चारण वाले शब्द देकर, उनमें से उपयुक्त शब्द का चयन करना होता है। इस Book में इस तरह के बहुत सारे शब्दों का उनके अर्थ एवं प्रयोग सहित समावेश किया गया है। छात्रों को इन शब्दों में अन्तर को बहुत अच्छी तरह समझना चाहिए तथा Specific use of words के Chapter को अच्छी तरह पढ़ना चाहिए। ये Chapters इस तरह के प्रश्नों को Solve करने में बहुत सहायक साबित होंगे। Vocabulary को powerful बनाने हेतु इस Book में दिए *'Learn three steps to improve your word power'* का ध्यानपूर्वक अध्ययन करें एवं इन steps का पालन करें। न केवल आपकी vocabulary strong हो जाएगी बल्कि आपको शब्दों का सही एवं उचित प्रयोग करना भी बहुत अच्छी तरह आ जाएगा।



TEST YOURSELF Exercises

01

Directions (Q. 1-8) *Fill in the blanks choosing appropriate word from the options given below.*

- (1) My mother upset the kettle of boiling water and.....her right hand badly. [SSC Clerks]
 (a) scorched (b) burn (c) woulded (d) scalded
- (2) Please do not an offer made by the Chairman. [Income Tax]
 (a) refuse (b) deny (c) refrain (d) refuge
- (3) The government is confident that the standard of living will begin to again soon. [Income Tax]
 (a) rise (b) lift (c) flourish (d) revive
- (4) On second reading, his poems strike us as singularly of sublime emotions. [CDS]
 (a) attributive (b) significative (c) symptomatic (d) evocative

- (5) Health is too important to be [Asstt Grade]
 (a) neglected (b) discarded (c) dispised (d) detested
- (6) Even a glance will reveal the mystery. [Hotel Management Entrance]
 (a) crude (b) cursory (c) critical (d) curious
- (7) Like any other country, India has its share of superstitions. [Central Bureau]
 (a) abundant (b) fair (c) proper (d) peculiar
- (8) Hindus believe that from the cycle of birth and rebirth can be attained only by good deeds. [CDS]
 (a) bondage (b) deliverance (c) delivery (d) retirement

02

Directions (Q. 1-10) *Each of the following sentences has a blank space and four words given after the sentence. Select whichever word you consider most appropriate for the blank space and indicate your choice on the answer sheet.*

- (1) An employment advertisement should the number of vacancies. [CDS]
 (a) provide (b) declare (c) contain (d) specify
- (2) The family gave father a gold watch on the of his fiftieth birthday.
 (a) time (b) event (c) occasion (d) celebration
- (3) The passengers were afraid but the captain them that there was no danger.
 (a) promised (b) advised (c) assured (d) counselled
- (4) It's very kind of you to to speak at the meeting.
 (a) comply (b) agree (c) accept (d) concur
- (5) I haven't seen you.....a week.
 (a) within (b) since (c) for (d) from
- (6) Do you know.....?
 (a) where she comes from (b) where does she come from
 (c) where from she comes (d) from where does she come
- (7) The battalion operating from the mountain was able to three enemy divisions.
 (a) tie up (b) tie down (c) tie on (d) tie with
- (8) She a brief appearance at the end of the party.
 (a) put on (b) put in (c) put across (d) put up
- (9) Once he has signed the agreement, he won't be able to
 (a) back up (b) back in (c) back at (d) back out
- (10) of old paintings is a job for the experts.
 (a) Resurrection (b) Retrieval (c) Restoration (d) Resumption

03

Directions (Q. 1-5) *From among the four alternatives given under each questions, find the one that fits into the blank space most appropriately.*

- (1) The terrorists made a vain attempt to the bridge. [Tourism Management]
 (a) blow down (b) blow up (c) blow over (d) blow out
- (2) The Finance Minister may new proposals in his budget speech.
 (a) bring out (b) bring forward (c) bring round (d) bring forth

- (3) The main suspect in the Rajiv Gandhi assassination are still
 (a) under a cloud (b) at daggers drawn (c) at large (d) at sea
- (4) The building was so old and dilapidated that it was not
 (a) habitation (b) habitat (c) habitant (d) habitable
- (5) Polyester shirts are more than the cotton ones.
 (a) durably (b) duration (c) durability (d) durable

04

Directions (Q. 1-7) *Pick out the most effective word from the given words to fill in the blank to make the complete meaningful sentence.*

- (1) Leadership define what the future should like and people with that vision. [SBI PO]
 (a) encourages (b) develops (c) trains (d) aligns
 (e) transforms
- (2) We upset ourselves by responding in an manner to someone else's actions.
 (a) invalid (b) irrational (c) arduous (d) arguable
 (e) unabashed
- (3) All the people involved in that issue feel a great to his suggestion.
 (a) contradiction (b) adherence (c) indifference (d) objection
 (e) erepugnance
- (4) The election will be remembered as much for its anti-incumbency mood as for its mandate.
 (a) invincible (b) rational (c) unprecedented (d) deliberate
 (e) pervasive
- (5) How do you expect us to stay in such a building even if it can be hired on a nominal rent?
 (a) scruffy (b) desperate (c) fragmented (d) robust
 (e) damaging
- (6) efforts from all concerned are required to raise the social and economic condition of our countrymen.
 (a) Perpetual (b) Dynamic (c) Massive (d) Exploring
 (e) Penetrative
- (7) Many companies see technology as a for a whole host of business problems.
 (a) consideration (b) preference (c) linking (d) craving
 (e) panacea

05

Directions (Q. 1-15) *In the following questions, sentences are given with blanks to be filled in with an appropriate word. Four alternatives are suggested for each question. Choose the correct alternative out of the four and indicate on the answer sheet.*

- (1) He admired precision in everything, but it never hampered his quick [Stenographer Grade]
 (a) decision (b) action (c) dealing (d) finalisation
- (2) you meet my son in the market, ask him to come home at once.
 (a) Should (b) Would (c) While (d) Will
- (3) The proud king turned a deaf ear to the of wise counselors.
 (a) advices (b) advises (c) advise (d) advice

- (4) I shall not desert him all the world.
 (a) for (b) by (c) from (d) with
- (5) The judge acquitted the prisoner the charge of murder.
 (a) from (b) about (c) with (d) of
- (6) More than twenty years have now passed I had my first flight.
 (a) when (b) since (c) while (d) as
- (7) being hard-working, he is thoroughly honest.
 (a) Along with (b) Betimes (c) Over and above (d) Although
- (8) Through perseverance and hard work we can keep the of liberty burning even during dark and trying times.
 (a) light (b) goal (c) lamp (d) flame
- (9) He became the Governor of a province
 (a) by and large (b) in course of time (c) at times (d) little by little
- (10) You're coming to the movie, ?
 (a) isn't it (b) won't you (c) aren't you (d) can't you
- (11) While strolling on Janpath, I chanced to meet European.
 (a) one (b) the (c) an (d) a
- (12) Because of the heavy rain, the match was
 (a) set aside (b) called off (c) fallen off (d) broken off
- (13) Usually the ascent of mountain face is much easier than the
 (a) fall (b) decent (c) descent (d) descend
- (14) This is a translation of the speech.
 (a) literal (b) literary (c) verbal (d) verbatim
- (15) I spend much of my time writing letters and memos.
 (a) in (b) to (c) on (d) at

06

Directions (Q. 1-10) *Each of the following sentences has a blank space and four words given after the sentence. Select whichever word you consider most appropriate for the blank space.*

[CDS]

- (1) The effect of suitably chosen films on children's minds cannot be overestimated.
 (a) educative (b) debilitating (c) baneful (d) educational
- (2) A number of scientists in the country think that they are on the of a major breakthrough.
 (a) frontier (b) threshold (c) gateway (d) periphery
- (3) from the campaigns have been used to buy medical supplies, food and educational materials.
 (a) Revenue (b) Profit (c) Proceed (d) Proceeds
- (4) When I joined the flying club, my instructor gave me the first lecture on the of flying.
 (a) foundations (b) basics (c) need (d) theory
- (5) You must your house in order before you venture to offer advice to others.
 (a) arrange (b) bring (c) get (d) organise
- (6) Fact is often stranger than
 (a) fancy (b) fiction (c) imagination (d) dream

- (7) It is becoming increasingly difficult for a housewife to pick up a genuine article from the crowd of the ones in a store.
 (a) fake (b) duplicate (c) counterfeit (d) spurious
- (8) His rustic and robust humour was an embarrassment to the sensibility of the young ladies.
 (a) fragile (b) delicate (c) soft (d) sober
- (9) His teacher said that his comments on his performance was not demoralise him but to him to do still better.
 (a) encourage (b) persuade (c) instruct (d) goad
- (10) Diseases are through contact with infected animals.
 (a) transmited (b) transported (c) transferred (d) transplanted

07

Directions (Q. 1-5) Fill in the blanks in the following sentences with the most appropriate word from among those given in brackets after each sentence. **[IFS]**

- (1) Our charming hostess was very to all her guests. (graceful, gracious, grateful)
- (2) There was nothing unusual about the man he smiled, but that happened only rarely. (except, except for, except that)
- (3) The doctor the woman that her son would recover. (ensured, assured, insured)
- (4) I like music. (classic, classical, classics)
- (5) I don't think I dare ask for a at the moment. (raise, rise, arise)

08

Directions (Q. 1-5) Fill in the blanks in the following sentences with the most appropriate word from among those given in brackets after each sentence. **[CDS, 1986]**

- (1) An man is sure to be successful.
 (a) industrus (b) indistrious (c) industrious (d) indestrious
- (2) Students will go on an
 (a) excusion (b) excurtion (c) ascursion (d) excursion
- (3) You cannot leave without
 (a) permission (b) premission (c) purmission (d) permission
- (4) It is difficult to cross the
 (a) barier (b) berrier (c) borier (d) barrier
- (5) Ravi was from the school.
 (a) expeled (b) espelled (c) expilled (d) expelled

09

Directions (Q. 1-8) Fill in the blanks in the following sentences with the most appropriate word from among those given in brackets after each sentence.

- (1) After a recent mild paralytic attack his movements are.....restricted, otherwise he is still very active.
[Banking Service Recruitment Board]
 (a) frequently (b) not (c) nowhere (d) slightly
 (e) entirely

- (2) The prisoner was released on.....for good behaviour. [RRB Ajmer]
 (a) parole (b) bail (c) probation (d) guarantee
 (e) surity
- (3) Rajeev is too.....as far as his food habits are concerned. [Bank PO]
 (a) enjoyable (b) fastidious (c) curious (d) interesting
 (e) involved
- (4) My father keeps all his.....papers in a lock and key. [Banking Service Recruitment Board]
 (a) required (b) necessary (c) useful (d) confidential
- (5) The brilliant students will be scholarships. [RRB]
 (a) honoured (b) rewarded (c) awarded (d) forwarded
- (6) Several of our players were injured so our losing the match was almost [Central Bureau]
 (a) necessary (b) indispensable (c) inevitable (d) inexcusable
- (7) My friend says that he drinks tea because it is the best.....in the world. [Asstt Grade]
 (a) fluid (b) drink (c) beverage (d) liquid
- (8) Life is to death as pleasure is to [CDS]
 (a) suffering (b) pain (c) poverty (d) anguish

10

Directions (Q. 1-5) Fill in the blanks in the following sentences with the most appropriate word from among those given in brackets after each sentence. [Bank PO]

- (1) These essays are intellectually.....and represent various levels of complexity.
 (a) modern (b) revealing (c) superior (d) demanding
 (e) persistent
- (2) The soldiers were instructed to.....restraint and handle the situation peacefully.
 (a) control (b) exercise (c) prevent (d) enforce
 (e) remain
- (3) Since one cannot read every book, one should be content with making a selection.
 (a) normal (b) standard (c) moderate (d) judicious
 (e) imposed
- (4) He is too.....to be deceived easily.
 (a) strong (b) modern (c) intelligent (d) kind
 (e) honest
- (5) There has been a.....lack of efficiency in all the crucial areas of the working of Public Sector Undertakings.
 (a) positive (b) surprising (c) conspicuous (d) stimulative
 (e) insignificant

11

Directions (Q. 1-9) Fill in the blanks in the following sentences with the most appropriate word from among those given in brackets after each sentence.

- (1) I write a letter to you tentatively.....the dates of the programme. [Banking Service Recruitment Board]
 (a) involving (b) indicating (c) guiding (d) urging
 (e) propagating

- (2) Contemporary economic development differsfrom the Industrial Revolution of the 19th century. [Bank PO]
 (a) naturally (b) markedly (c) literally (d) usually
- (3) Ravi had to drop his plan of going to picnic as he had certain to meet during that period. [SBI PO]
 (a) preparations (b) observations (c) urgencies (d) commitments
 (e) transactions
- (4) It was.....hot that day and the cable suffered the brunt of the heat. [SBI PO]
 (a) treacherously (b) acceptably (c) unfailingly (d) unbelievably
 (e) uncompromisingly
- (5)eye-witness, the news reporter gave a graphic description of how fire broke out. [Indian Bank PO]
 (a) Reporting (b) Observing (c) Seeing (d) Quoting
 (e) Examining
- (6) His life consists of.....of drinking punctuated by periods of drunken sleep. [Central Excise]
 (a) barrels (b) bouts (c) bowls (d) pints
- (7) When the morning.....the murder was discovered. [Asstt Grade]
 (a) occured (b) came (c) arrived (d) happened
- (8) He lives in the world of [Hotel Management]
 (a) allusions (b) illusions (c) conclusions (d) delusions
- (9) There was a serious between the two brothers. [Hotel Management]
 (a) altiation (b) alteration (c) altercation (d) aberration

12

Directions (Q. 1-15) Fill in the blanks in the following sentences with the most appropriate word from among those given in brackets after each sentence.

- (1) The primary purpose of modern weapons is to prevent a particular course of action by a specific threat.
 (a) deterrent (b) prognostic (c) minatory (d) hegemony
- (2) As for the free world, trade with Cuba as been taking place on a modest scale despite the..... opposition of the United States.
 (a) casual (b) independent (c) clandestine (d) overt
- (3) The basic structure of the living cell is a problem whose can be judged by reference to the difficult exploration of the structure of the atom.
 (a) importance (b) universality (c) complexity (d) antiquity
- (4) The endless battle to modernize the structure of work rules on the nation's railroads appears destined to reach the showdown stage with a strike at one minute after midnight tonight.
 (a) anemic (b) impracticable (c) archaic (d) streamlined
- (5) Cyprus is still not economically viable, and though..... important, it is militarily weak in its own right.
 (a) necessarily (b) strategically (c) scarcely (d) independently
- (6) He' s gone through a He is not at all the man he was when he was a combat officer.
 (a) metamorphosis (b) crisis (c) frustration (d) surveillance
- (7) It was Jacob Grimm, who transformed philology from an study into an exact science.
 (a) abstruse (b) alleged (c) esoteric (d) errant

- (8) As the waves rose and the ship tossed, many of the passengers felt..... .
 (a) lethargic (b) subdued (c) tremulous (d) queasy
- (9) Although advertising men often complain that their industry is hemmed in by government regulations, the fact remains that a/an attitude toward Madison Avenue continues to exist in this country.
 (a) laissez faire (b) savoir faire (c) bete noire (d) idee fixe
- (10) The knockout wallop travelled only seven or eight inches and, admittedly, did not look like much. But boxing experts, and scientists, will attest that punches that travel more than a foot lose much of their initial force.
 (a) nuclear (b) biological (c) electronic (d) kinetic
- (11) Are not the youngsters, viewing such war films, hypnotized by thrills and the oldsters, especially the veterans, deluded into identifying themselves with the hero breed?
 (a) sensational (b) specious (c) auspicious (d) vicarious
- (12) It is fascinating to note how many travelers return from their gastronomic tours of Europe with a of la grande cuisine and a haunting hunger for the simplicity of local dishes.
 (a) memory (b) suspicion (c) surfeit (d) superfluity
- (13) To avoid any outside influences, the judge has wisely decided to the jury.
 (a) admonish (b) preclude (c) sequester (d) dismiss
- (14) The remarkable thing about Spoon River Anthology is the way its little autobiographies merge into a unity.
 (a) disparate (b) undeveloped (c) superficial (d) concatenated
- (15) The general scientific assumption is that any amount of radiation, however small, will cause genetic damage that will appear as in the future.
 (a) mutations (b) disabilities (c) diseases (d) handicaps

13

Directions (Q. 1-15) *In the following, sentences are given with blanks to be filled in with an appropriate word. Four alternatives are suggested for each question. Choose the correct alternative.*

- (1) The problems that India's economic development faces are
 (a) enormous (b) great (c) myopic (d) morbid
- (2) She refused to wear the new dress as she felt it to be
 (a) odd (b) uncouth (c) outmoded (d) unfashioned
- (3) Leah Robin saw him his transformation from warrior to peacemaker.
 (a) off (b) through (c) about (d) up
- (4) Few countries can India in variety, colour and the richness of dance forms.
 (a) rival (b) depict (c) prevail (d) perform
- (5) The magistrate sent a of 50 policemen to the village where disturbances had occurred.
 (a) team (b) force (c) battalion (d) cover
- (6) Take possession of the records immediately so that they are not with.
 (a) destroyed (b) manhandled (c) tampered (d) mishandled
- (7) Having lived a life for 40 years, he is not able to take any independent decision.
 (a) happy (b) successful (c) safe (d) cloistered
- (8) I like listening to the radio, but I am not always impressed the quality of the programmes.
 (a) with (b) at (c) about (d) on

- (9) I saw a man the wire and walking away.
 (a) picked (b) having picked (c) picking (d) picking up
- (10) Sometimes truth is stronger than
 (a) falsehood (b) lies (c) fiction (d) history
- (11) It is felt that India, even with limited and funds, could still become a reckoning force in the art world.
 (a) resources (b) sources (c) wealths (d) enthusiasm
- (12) According to the recent, made by the Government of India, the target of foodgrains production for this year is 190 million tonnes.
 (a) inferences (b) statistics (c) accounts (d) estimates
- (13) Gopal Krishna Gokhale's patriotic speeches people to dedicate their lives for the nation.
 (a) forced (b) inspired (c) inflamed (d) prompted
- (14) There have been quite a large number of in the Himalayas now and some of them have been extremely successful.
 (a) attempts (b) jourmies (c) expeditions (d) attractions
- (15) We thought that the Sadhu had miraculous powers, but we soon found out that we were
 (a) wronged (b) mistaken (c) befooled (d) deceived

14

Directions (Q. 1-10) *In the following you find a number of sentences, parts of which are printed in bold type. You may also find only a group of words, which is printed in bold type. For each part printed in bold type, four words/phrases are listed below. Choose the word nearest in meaning to the part printed in bold type.*

- (1) He displayed a distinct tendency to **long winded** speeches when asked how he was.
 (a) boring (b) repetitive (c) circumlocutory (d) hyperbolic
- (2) The data is **misleading**.
 (a) illusory (b) deceptive (c) misplaced (d) misinformative
- (3) This library was built with donations from the **munificent** citizens of this city.
 (a) well-to-do (b) generous (c) respectable (d) learned
- (4) Some satirists are known for their **trenchant** style.
 (a) sharp (b) critical (c) aggressive (d) incisive
- (5) Many educationists think that the class-room instruction should be made more **vigorous**.
 (a) serious (b) brisk (c) lively (d) active
- (6) Medical science is yet to come out with a **panacea** for cancer.
 (a) remedy (b) medicine (c) treatment (d) drug
- (7) The navy gave **tactical** support to the marines.
 (a) sensitive (b) strategic (c) expedient (d) expert
- (8) Businessmen who lack **acumen** cannot be expected to be very successful.
 (a) cleverness (b) sharpness (c) keenness (d) smartness
- (9) In modern hospitals, computers **check** the patients before they see the doctor.
 (a) screen (b) protect (c) cover (d) stop
- (10) A genius tends to **deviate** from the routine way of thinking.
 (a) dispute (b) disagree (c) differ (d) distinguish

15

Directions (Q. 1-5) *In the following you find a number of sentences, parts of which are printed in bold. You may also find only a group of words which is printed in bold. For each bold part, four words/phrases are listed below. Choose the word/phrase nearest in meaning to the part and choose the corresponding space on the Answer Sheet.*

[NDA, 1998]

- (1) The teacher **reiterated** the importance of steady and hard work for getting through the examinations.
 (a) emphasised (b) stressed (c) repeated (d) furthered
- (2) There is **affectation** in the way he talks.
 (a) beauty (b) sincerity (c) artificiality (d) sadness
- (3) He is in the habit of using **obsolete** words.
 (a) difficult (b) outdated (c) wrong (d) simple
- (4) He talked on a passage from Hamlet; the **explication** was lucid.
 (a) discussion (b) explanation (c) argument (d) description
- (5) The books supplied by the shop were not only rare, they were also **invaluable**.
 (a) valueless (b) priceless (c) useless (d) cheap

16

Directions (Q. 1-10) *The most appropriate word/phrase to fill in the blank in each of the following sentences is given as one of the four alternatives under it. That is your answer. Mark it on the Answer Sheet.*

[Hotel Management Entrance]

- (1) He is very keen.....going abroad for higher studies.
 (a) for (b) at (c) over (d) on
- (2) You are not justified.....laying the blame.....my door.
 (a) in, over (b) in, at (c) at, at (d) over, at
- (3) What you have done.....no excuse.
 (a) admits (b) admits to (c) admits about (d) admits of
- (4) Timid by nature the doctor, who was alone in his house was frightened
 (a) out of wits (b) out at his wits (c) at his wits end (d) out of his wits
- (5) His approach to work is so.....that none of his colleagues considers him dependable.
 (a) uninteresting (b) low (c) casual (d) common
- (6) He has full facts.....but is deliberately hiding them.
 (a) up his sleeves (b) in his sleeves (c) under his sleeves (d) upon his sleeves
- (7) Their faults are.....by their masters.
 (a) winked after (b) winked at (c) winked out (d) winked
- (8) Having had.....crops for the last two years, the government is falling short of storing space.
 (a) bloated (b) bumper (c) booming (d) blooming
- (9) Having been set.....he is now free to go anywhere he likes.
 (a) at freedom (b) freedom (c) at liberty (d) liberty
- (10) come to my rescue, I would have been killed by the bandits.
 (a) If he had not (b) If he did not (c) Having not (d) He having not

17

Directions (Q. 1-10) *The most appropriate word/phrase to fill in the blank in each of the following sentences is given as one of the four alternatives under it. That is your answer. Mark it on the Answer Sheet.*

[Hotel Management Entrance]

- (1) The child kept on crying while it.....
 (a) is bathed (b) is being bathed (c) was bathed (d) was being bathed
- (2) He has such good manners that he can easily.....a gentleman.
 (a) pass out (b) pass on (c) pass in (d) pass for
- (3) Shivaji.....a plan to escape from jail.
 (a) hit upon (b) hit out (c) hit about (d) hit against
- (4) We chose to.....our views in the light of the new information made available to us.
 (a) disclose (b) revive (c) diagnose (d) revise
- (5) Although, the Rajput Army was out numbered, the brave general refused to.....
 (a) give away (b) give over (c) give in (d) give out
- (6) Having earned a lot of money in business, Mr. Sharma.....his poor cousins.
 (a) looks down upon (b) hits upon (c) shows off (d) looks upon
- (7) The price of gold as well as silver.....risen.
 (a) are (b) have (c) has (d) is
- (8) The building was so old and dilapidated that it was not.....
 (a) habitable (b) habitat (c) habitability (d) habituating
- (9) Your son had promised to call you to USA,..... ?
 (a) didn't he (b) did he (c) hadn't he (d) had he
- (10) A large majority of students.....absent from the college yesterday.
 (a) was (b) were (c) has been (d) had been

18

Directions (Q. 1-10) *In the following, sentences are given with blanks to be filled in with an appropriate word. Four alternatives are suggested for each question. Choose the correct alternative.*

- (1) Dowry is no longer permitted by law even inmarriages.
 (a) natural (b) love (c) conventional (d) polygamous
- (2) Family planning is essential for curbing the rapidin population.
 (a) spurt (b) augmentation (c) spread (d) growth
- (3) The transfer to territories could not take place because one State.....the findings of the Commission.
 (a) disputed (b) rejected (c) questioned (d) objected
- (4) Kings have few things to desire and many things to.....
 (a) crave (b) long (c) fear (d) apprehend
- (5) Vikram shouted.....her at the top of his voice, but she did not hear and went on.
 (a) at (b) to (c) against (d) for
- (6) The winding road was no doubt a climb and, though at every steep turn the car groaned, we finally reached the top.
 (a) tortuous (b) easy (c) fast (d) slow

- (7) A light breeze.....the forest fire and made it more dangerous.
 (a) blew (b) ignited (c) fanned (d) lit
- (8) Take care of the.....and the hours will take care of themselves.
 (a) days (b) years (c) seconds (d) minutes
- (9) The way Dara kept knocking over things, he was more like a bull in a.....
 (a) English (b) China (c) cattle (d) grocery
- (10) Though he took a leap in thewhen he invested all his savings in Reliance shares, he later on found that it was well worth the risk.
 (a) abyss (b) dark (c) light (d) hole

19

Directions (Q. 1-9) Fill in the blanks in the following sentences with the most appropriate word from among those given in brackets after each sentence.

- (1) The committee's appeal to the people for money.....little response. [CDS]
 (a) provoked (b) evoked (c) gained (d) provided
- (2) Colgate has also got an ambitious aim of.....an eight percent value share of the tooth paste market by the end of the first year. [MBA Entrance]
 (a) keeping (b) distributing (c) cornering (d) soliciting
- (3) He is very.....on meeting foreigners and befriending them. [SSC Clerk]
 (a) anxious (b) find (c) insistent (d) keen
- (4) If a speech is full of pompous words, it is..... [MBA Entrance]
 (a) verbose (b) bombastie (c) grandiose (d) grandiloquent
- (5) We don't know what.....him to commit this crime. [SSC Clerk]
 (a) excited (b) roused (c) prompted (d) attracted
- (6) He is like a body without a soul, an eye without light or flower without ... [Insurance]
 (a) smell (b) fragrance (c) petal (d) colour
- (7) It is difficult to believe what he tells us because his account of any event is always full of of all sorts. [CDS]
 (a) discretions (b) differences (c) discrepancies (d) distinction
- (8) The country needs a.....government to tackle the challenges it faces today. [SSC Clerk Grade]
 (a) sustained (b) stable (c) stationary (d) stagnant
- (9) an accident the train will arrive in time. [SSC Clerk Grade]
 (a) Despite (b) Accepting (c) Besides (d) Barring

20

Directions (Q. 1-10) In the following, sentences are given with blanks to be filled in with an appropriate word. Four alternatives are suggested for each question. Choose the correct alternative.

- (1) The rank and.....of the party had turned against the leader.
 (a) file (b) class (c) officers (d) people
- (2) After being caught in the act, Rajneesh knew that he was in.....trouble.
 (a) intense (b) dreaded (c) terrible (d) dire
- (3) Zairian health officials said that 93 people have died.....the Ebola virus so far.
 (a) of (b) for (c) from (d) on

- (4) Owing to their unruly behaviour, some members of the cricket team were..... .
 (a) excluded (b) exempted (c) banned (d) outlawed
- (5) It is not the right.....to ask for my help; I am far too busy even to listen to you.
 (a) opportunity (b) situation (c) circumstance (d) moment
- (6) The Government has agreed to pay compensation.....damaged crops, land and cattle.
 (a) to (b) through (c) for (d) of
- (7) As the driver swerved violently at the turning, the wheel came off, as it was already.....
 (a) lose (b) loose (c) loss (d) lost
- (8) The interior of the concert hall is a.....feast to the eye.
 (a) veritable (b) hopeless (c) delicious (d) visual
- (9) If you have already paid your dues, please do not take.....of the letter.
 (a) note (b) notice (c) care (d) consideration
- (10) The writer, like a spider.....a web; the creatures caught in the web have no substance, no reality.
 (a) writes (b) catches (c) spins (d) compiles



SOLUTIONS



TEST YOURSELF Exercises

Solution TYE : 01

- (1) (d), (2) (a), (3) (a), (4) (d), (5) (a),
 (6) (b), (7) (b), (8) (b).

Solution TYE : 02

- (1) (d), (2) (c), (3) (c), (4) (b), (5) (c),
 (6) (a), (7) (b), (8) (b), (9) (d), (10) (c).

Solution TYE : 03

- (1) (b), (2) (b), (3) (c), (4) (d), (5) (d).

Solution TYE : 04

- (1) (d), (2) (e), (3) (e), (4) (c), (5) (a),
 (6) (a), (7) (e).

Solution TYE : 05

- (1) (b), (2) (a), (3) (d), (4) (a), (5) (d),
 (6) (d), (7) (a), (8) (d), (9) (b), (10) (c),
 (11) (b), (12) (b), (13) (c), (14) (a), (15) (a).

Solution TYE : 06

- (1) (a), (2) (b), (3) (d), (4) (b), (5) (c),
 (6) (a), (7) (b), (8) (b), (9) (c), (10) (a).

Solution TYE : 07

- (1) grateful, (2) except that, (3) assured, (4) classical, (5) rise.

Solution TYE : 08

(1) (c), (2) (d), (3) (d), (4) (d), (5) (d).

Solution TYE : 09

(1) (d), (2) (a), (3) (b), (4) (d), (5) (c),
(6) (c), (7) (c), (8) (b).

Solution TYE : 10

(1) (b), (2) (b), (3) (d), (4) (c), (5) (c).

Solution TYE : 11

(1) (b), (2) (b), (3) (d), (4) (d), (5) (d),
(6) (b), (7) (c), (8) (b), (9) (c).

Solution TYE : 12

(1) (a), (2) (d), (3) (c), (4) (c), (5) (b),
(6) (a), (7) (c), (8) (d), (9) (a), (10) (d),
(11) (d), (12) (c), (13) (c), (14) (a), (15) (a).

Solution TYE : 13

(1) (a), (2) (c), (3) (b), (4) (a), (5) (b),
(6) (c), (7) (d), (8) (a), (9) (d), (10) (c),
(11) (a), (12) (d), (13) (b), (14) (c), (15) (d).

Solution TYE : 14

(1) (d), (2) (b), (3) (b), (4) (d), (5) (d),
(6) (a), (7) (b), (8) (a), (9) (a), (10) (c).

Solution TYE : 15

(1) (c), (2) (c), (3) (b), (4) (b), (5) (b).

Solution TYE : 16

(1) (d), (2) (b), (3) (d), (4) (d), (5) (c),
(6) (a), (7) (b), (8) (b), (9) (c), (10) (a).

Solution TYE : 17

(1) (d), (2) (d), (3) (a), (4) (d), (5) (c),
(6) (a), (7) (c), (8) (a), (9) (b), (10) (a).

Solution TYE : 18

(1) (c), (2) (d), (3) (a), (4) (c), (5) (b),
(6) (a), (7) (c), (8) (d), (9) (b), (10) (b).

Solution TYE : 19

(1) (b), (2) (c), (3) (d), (4) (d), (5) (c),
(6) (b), (7) (c), (8) (b), (9) (a).

Solution TYE : 20

(1) (a), (2) (d), (3) (c), (4) (a), (5) (d),
(6) (c), (7) (b), (8) (a), (9) (b), (10) (c).

SPECIFIC USE OF WORDS

(Similar Meaning)

- (1) **Abstain** (*from a thing*)– One should abstain from sex without condom.
Refrain (*from doing*)– One should refrain from making unwarranted comments.
- (2) **Revenge** (*to return injury for injury*)– She revenged herself upon Ramesh, her former lover.
Avenged (*to punish the evil doers*)– He has devoted the past three years to avenging his daughter's death.
- (3) **Allow** (*giving permission for otherwise unreasonable thing*)– The girls were allowed to talk in the class by the Principal.
Permit (*to give a positive assent*)– I was permitted to appear in the M.A. examination.
- (4) **Anger** (*a sudden feeling of unhappiness*)– The people showed great anger at the news.
Resentment (*more lasting feeling of unhappiness*)– My words could not lessen her resentment.
- (5) **Attain** (*to get by labour*)– We attained a high degree of success through quality management.
Acquire (*to have something permanently*)– The students of this section have acquired a thorough knowledge of Naturopathy.
- (6) **Ancient** (*opposite to modern*)– We can learn a lot by the events of ancient history of India.
Old (*opposed to new and to young*)– The old dressing pattern is liked by the people even today. Old people prefer simplicity to show.
- (7) **Astonishment** (*extreme surprise with some perplexity or confusion*)– I was astonished to see him driving a two wheeler.
Surprise (*arising on the occurrence of something unexpected*)– for failure in the examination has surprised everyone.
- (8) **Admit** (*to acknowledge as true*)– He didn't admit that he was present in the house.
Confess (*to acknowledge responsibility or guilt*)– He confessed that he had stolen the bike.
- (9) **Anger** (*sudden feeling*)– He showed great anger on his sudden departure from the party.
Resentment (*more lasting feeling*)– Your assurances cannot lessen his resentment.
- (10) **Reply** (*to a letter*)– He always replies in time.
Answer (*to a question*)– Answer only five questions.
- (11) **Ability** (*Intellectual quality*)– He is promoted on the basis of his ability to perform in a better way.
Capacity (*capable to hold or achieve*)– His capacity to work, regularly is praiseworthy.
- (12) **Surprise** (*when something unexpected happens*)– He was surprised to see the result.
Astonishment (*extreme surprise*)– I was astonished to see my ex-peon maintaining a car.
Wonder (*surprise with admiration*)– I wondered at his securing first position at all India level.
- (13) **Bravery** (*in the blood*) The bravery of Rajputs is well known.
Courage (*in mind*)– He has the courage to speak the truth.
Valour (*a quality more than bravery or courage*)– The black commandoes are known for their deeds of valour.

- Daring** (*rashn*)– He is daring, but not prudent.
Boldness (*a shortlived quality*)– He showed his boldness in catching the robber single handed.
- (14) **Battle** (*a contest between two opposing armies*)– The third battle of Panipat was the last nail in the coffin of the Mughal Empire.
War (*a series of contests continued for a long time*)– The World War I and II saw the pinnacle of inhumane face of the weapons made by the men.
- (15) **Begin** (*used on all occasions*)– The sooner you begin the better it is.
Commence (*used only in official and formal language*)– The examinations will commence on the 25th of May.
- (16) **Beautiful** (*used for girls*)– She is a beautiful girl.
Handsome (*used for man*)– He is a handsome boy.
- (17) **Custom** (*relates to community or society*)– Wearing kumkum after marriage is a custom among the Hindus.
Habit (*relates to individual*)– Smoking is a bad habit.
- (18) **Crime** (*against law of the state*)– Theft is a crime.
Vice (*offence against morals*)– Drinking is a vice.
Sin (*against law of religion or society*)– Abusing elders is a sin.
- (19) **Ceiling** (*inner portion of roof*)– I want to purchase one ceiling fan.
Roof (*upper covering of house*)– They are playing at the roof of their house.
- (20) **Cite** (*is used for things or persons*)– He cited the authority of the Supreme Court Judgement.
Quote (*is used for things only*)– He quoted passage after passage from Geeta.
- (21) **Compulsion** (*is physical, what is generally against our wishes*)– He was compelled by the court to be present on the next date of hearing.
Obligation (*is moral; what is imposed on us as a duty*) – We are obliged to maintain those who depend on us.
- (22) **Confer** (*conferring is an act of authority*)– The government confers titles like Bharat Ratna, Padma Bhushan etc. on eminent persons.
Bestow (*an act of generosity/charity*)– Many presents were bestowed on the refugees.
- (23) **Character** (*mental or moral nature*)– A man of character overcomes all temptations.
Conduct (*one's actions*)– None can blame you if your conduct is good.
- (24) **Contentment** (*inner satisfaction when nothing more is required*)– Actual happiness consists in contentment.
Satisfaction (*fulfillment of one's desire*)– She completed the preparations to my entire satisfaction.
- (25) **Contagious** (*disease spread by contact*)– Small pox is a contagious disease.
Infectious (*disease spread through air or mosquitoes*)– Malaria is an infectious disease.
- (26) **Cool** (*pleasant feeling*)– A cool wind is blowing.
Cold (*unpleasant feeling*)– Weather is very cold today.
- (27) **Defend** (*against an attack*)– Indian army is capable to defend the nation against any attack.
Protect (*relates to an approaching injury*)– Woollen clothes protect us from cold.
- (28) **Deny** (*relates to a past action*)– He denied his involvement in the murder.
Refuse (*relates to a future action*)– He refused to lend me any money.
- (29) **Doubt** (*a negative feeling*)– I doubt his loyalty (*I think that he is not loyal.*)
Suspect (*a positive feeling*)– I suspect his involvement in the crime. (*I am thinking that he was not involvement.*)
- (30) **Discover** (*relates to thing already in existence*)– A new star was discovered by him.
Invent (*a new thing is created*)– Who invented telephone?

- (31) **Drown** (*relates to living beings*)– Many persons drowned in this river last year.
Sink (*relates to things*)– A ship dashed against this rock and sank last year.
- (32) **Wish** (*used in reference to a remote thing*)– I wish, I were a king!
Desire (*used in reference to achievable things*)– I desire to have a beautiful house and a name in the society.
- (33) **Want** (*relates to a thing, which is absent*)– I want to buy a car.
Need (*relates to necessary things*)– I need a pen to write with.
Require (*to demand*)– You are required to attend the meeting.
- (34) **Envy** (*bad feeling*)– He is envious of his friend's prosperity.
Jealousy (*positive feeling of possessing something*)– I am jealous of our ancestral heritage.
- (35) **Sufficient** (*necessary for*)– Two persons are sufficient for this job.
Enough (*more than necessary*)– I have enough money for the education of my children.
- (36) **Accident** (*an unexpected happening*)– Train accidents have become common now-a-days.
Incident (*an ordinary occurrence*)– Our newspapers are full of daily incidents.
Event (*an important happening*)– The third battle of Panipat was an important event in the history of India.
- (37) **Notorious** (*in bad sense*)– He is a notorious cheat.
Famous (*in good sense*)– New York is famous for multi-storeyed buildings.
Renowned (*high reputation*)– Shakespeare was a renowned dramatist.
- (38) **Excuse** (*courteously used for trifle matters*)– Please excuse me for troubling you at this time.
Forgive (*used for comparatively big offences*)– Please forgive me for my speaking ill about your friend.
Pardon (*generally used for asking repetition of something*)– I beg your pardon (Please repeat, I was unable to understand earlier).
- (39) **Freedom** (*implies absence of restraint*)– We enjoy several kinds of freedom.
Liberty (*implies previous restraint*)– The prisoners were set at liberty.
- (40) **Falsehood** (*something said or done with wrong intentions*)– He was guilty of falsehood when he spoke against the character of the Chairman.
Lie (*speak untrue words*)– Never tell a lie.
- (41) **House** (*refer to a dwelling unit*)– I am going to purchase a new house.
Home (*place to live with family association*)– Men make houses, women make homes.
- (42) **Listen** (*to hear attentively*)– The teacher asked the students to listen.
Hear (*to get through ears*)– I am hearing your voice.
- (43) **Hope** (*is used when what we anticipate is welcome*)– I hope to get selected this time.
Expect (*is used when what we anticipate is certain whether welcome or not*)– Every student is expected to carry out the instructions given in the notes.
- (44) **Hardly** (*refers to degree*)– You can hardly imagine how much I suffered because of her allegation.
Scarcely (*refers to quantity*)– Don't ask me for milk, I have scarcely enough for my own use.
- (45) **Idle** (*having nothing to do, due to circumstances*)– He has been sitting idle due to great slump in the market.
Lazy (*habit of not doing things in active manner*)– He is too lazy to reply letters.
- (46) **Sick** (*mental feeling*)– He is a sick man.
Ill (*out of health*)– She is ill now-a-days.
- (47) **Libel** (*written*)– His statement in the press release amounts to libel.
Slander (*spoken*)– His public speech was taken note of and an action for slander is being initiated.

- (48) **Oral** (*spoken words*)– He was failed in oral examination.
Verbal (*written words*)– Teachers were abused verbally and assaulted physically.
- (49) **Presume** (*pre decision of a thing*)– I presume he is responsible for the loss in business.
Assume (*assuming anything true*)– I assume he will help you in case of need.
- (50) **Place** (*to put*)– Place the keys on the chair.
Keep (*to put at some defined place*)– Keep the books on the table.
- (51) **Possible** (*can be done*)– It is not possible to reach there by car.
Probable (*likely to happen*)– It is probable that she may agree with our proposal.
- (52) **Blunder** (*a gross mistake*)– Disclosing business secrets to the rivals is a blunder on your part.
Mistake (*small act*)– It is a mistake to go on leave without taking prior permission.
Error (*doing things against the recognised norms*)– Your essay is full of grammatical errors.
- (53) **Praise** (*for actions*)– His actions are praiseworthy.
Admire (*for qualities*)– Everybody admires him for his benevolent nature.
- (54) **Prohibit** (*has force of law*)– The government has prohibited the cow slaughter.
Forbid (*relating to personal life*)– Forbidden fruits are more sweet.
- (55) **Recollect** (*remember after some efforts*)– Can you recollect what exact words did he use?
Remember (*having in memory*)– I remember his words well.
- (56) **Regret** (*for a thing done or left undone*)– I felt regret for not completing the job in time.
Sorrow (*for big harm or evil*)– Her husband's death caused her deep sorrow.
- (57) **Redress** (*to correct something wrong*)– A victim looks to the court for redress.
Relief (*feeling happiness because something wrong did not happen*)– I breathed a sigh of relief.
- (58) **Rob** (*to take away by force*)– He was robbed of his money and jewellery.
Steal (*to take away secretly*)– The thieves stole away all the goods of my house last Sunday.
- (59) **Talk** (*speaking with others*)– I want to talk to him in this matter.
Tell (*to inform*)– He tells me to wear neat dress.
Speak (*to say in ordinary way*)– He speaks loudly.
Say (*to assert*)– How did you say so ?
- (60) **Seem** (*something assumed by our mind*)– The moon seems moving very fast.
Appear (*impression of objects on us*)– The statue appears to be of ancient time.
- (61) **See** (*in an ordinary way*)– I can see that house.
Look (*see with some attention*)– Look at that house.
Watch (*to observe closely*)– Keep a watch on that house.
- (62) **Scenery** (*a view of landscape*)– The scenery of Manali is indeed beautiful.
Scene (*a place of any happening, a landscape*)– He captured many beautiful scenes in his camera.
- (63) **Treaty** (*a written or formal arrangement*)– India and the USA have signed a treaty .
Truce (*a temporary suspension of conflict*)– On new year eve there was a truce between the fighting militant groups.
- (64) **Trifling** (*'no importance' matter,*)– She never neglects even a trifling matter.
Trivial (*'a small matter, no seriousness*)– Do not waste your time on trivial details.
- (65) **Trade** (*small or large scale buying selling; it can be within or out of the country*)– India has a long history of trade with USA.
Commerce (*on a large scale; generally with foreign countries*)– They have made their fortune from industry and commerce.
- (66) **Empty** (*having nothing in it*)– The briefcase is empty.
Vacant (*having some occupancy*)– Only one berth is vacant in this compartment.

WORDS NEVER USED IN GOOD SENSE

Certain words and phrases are never used in good sense. To use these words where a good sense is meant will be ridiculous. It would be ridiculous to say ; ‘He is a notorious scientist’, or ‘He concocted a good plan for the welfare of the poor’. Some of such words in common use are given here under. Students should learn these words well and try to understand the difference. Mere Hindi meanings of these words will not suffice to use these words properly.

Accident	They met with an accident.
Accomplice	Partner in some crime. He was an accomplice in the theft.
Addicted	To some bad habit, drinking, gambling etc.
Adversary	An opponent : one who can cause harm.
Airs	He should not give himself airs (Conceited = airs).
Apprehensive	Of some danger, loss or injury.
Artisan	Who practises some art of inferior nature.
Blunder	A very serious mistake.
Catastrophe	A disastrous happening.
Coalition	Of men of divergent or opposite views : It refers a kind of partnership which is not homogeneous.
Commit	To do something wrong : as to commit a suicide.
Concoct	To make a plan for an evil purpose. He concocted a false story to deceive her.
Counterfeit	To imitate for a unlawful purpose. Counterfeit notes.
Concubine	A woman having sexual relations with many persons.
Cunning	Doing things cleverly but in a deceiving manner.
Credulity	A simpleton readiness to believe easily.
Dictator	A despot ruler , uses brutal force.
Despot	A tyrannical kind of ruler.
Demagogue	An unprincipled leader or a ring leader.
Effeminate	Womanly (‘Feminine’ and ‘womanly are used in good sense.).
Fabricate	To invent with a bad motive. He fabricated a false story.
Fancy	Imaginations which are not guided by reason.
Fine figure	He cuts a fine figure (disgraceful or ridiculous figure) (The phrase ‘fine figure’ is ironical.)
Fulsome	Full or excessive, so as to produce disgust, hatred.

Glaring	Conspicuous or something evil, as glaring error.
Hasty	Quick to fault; rash, easily excited; patience less.
Inveterate	Used for something bad, as 'an inveterate liar,' 'an inveterate enemy'.
Loiter	To linger at a time when greater haste is required.
Lonely	Depressed or sad from being alone.
Minion	An unworthy favourite.
Notorious	Evil reputation.
Perpetrate	Used only for crimes or offences.
Plight	A sad or painful condition. "She is in a sad plight."
Pocket	To put into one's pocket fraudulently, as "He pocketed the money fraudulently." Or to submit patiently to an insult, as "He pocketed the insult patiently."
Prone	To some vice or weakness, as "He is prone to fever".
Sheer	Used as 'sheer nonsense', 'sheer folly'. We never say 'sheer virtue,' but perfect or pure virtue.'
Shrewd	Clever, but often in a sense implying some dishonesty or cunningness.
To a degree	"He is insolent or dishonest to a degree (That is of high degree). This phrase is usually applied to some bad quality.
Totally	Always used for something bad; as 'totally incompetent,' 'totally blind'.
Trivial	Things of little importance. A trivial or common place subject.
Utter	An utter fool, an utter failure, always used for something bad.

Words Used in a Good Sense

Some words and phrases are used in a good sense only, so students should learn the proper use of these words and nouns. Mere knowledge of Hindi meanings of these words will not suffice to use them in proper manner. Students must learn the proper use of these words.

Age	She is of age (= grown up). She is under age (= a minor).
Breed	He is a man of (high) breed (= a well-breed man).
Bosom	He is my bosom (fast friend) friend.
Family	He is a man of (high) family.
Feeling	He is a man of (tender and good) feeling.
Famous	He is a famous artist.
Form	The boatman pulled together in form (= in good form or style).
Order	Everything is in (proper) order.
Place	Everything was in place (= in its right place).
Position	He is a man of (good) position.
Principle	He is a man of (high) principles.
Quality	He is a person of (good or high) quality.
Renowned	Shakespeare was a renowned dramatist.
Rank	Man of (high) rank.
Taste	His remark was not in taste (= in good taste).
Temper	He is out of temper (= ordinary or good temper). (But in 'temper' or in a temper' means in bad temper; as, " She said all that in a temper = in a rage").
Time	He arrived in time (= at the proper or right time).

WORDS USED AS DIFFERENT PARTS OF SPEECH

The grammatical character of a word can be determined by its use in a sentence. It is difficult to say whether a particular word is a noun or a verb. Only by study the use and position of the word in a sentence we can say that it is used as noun or pronoun or as verb or as an adjective or an adverb. We are giving below some of the important words which are used as different parts of speech in the sentences. A careful study of the use of these words will help the students in increasing their grammatical knowledge of words and their uses.

All	Noun	All is well that ends well.
	Adjective	All men are mortal.
	Adverb	They are now alright.
	Pronoun	All were in favour of the motion.
Any	Pronoun	Do any of you know anything about her temperament ?
	Adjective	Take any magazine that you like.
	Adverb	We must take lunch before doing any other work.
As	Pronoun	He is not such a good man as looks.
	Adverb	She wrote as fast as she could.
	Conjunction	As he was poor so I helped him.
About	Adverb	She wandered about in inner garments.
	Preposition	There is nothing pleasing about her gait.
Above	Noun	The blessings came from above.
	Adverb	The Gods live above in heaven.
	Preposition	The sun was above our head at that time.
After	Adverb	She arrived soon after.
	Conjunction	She went away after her husband had left.
	Preposition	He looks after his mother.
	Noun	Age is more important than the physical fitness.
Arm	Verb	He is aging, my dear.
	Noun	He received a serious wound in his right arm.
	Verb	Border people were asked to arm themselves with weapons.
Before	Adverb	I have not met you before.
	Conjunction	She went away before he came.
Better	Noun	Give place to your betters.
	Adjective	I think yours is a better pen.
	Verb	Let us first better our financial position.
	Adverb	You are working better today.

Both	Pronoun	Both of them have gone.
	Adjective	You cannot make it both ways.
	Conjunction	Both the cashier and the clerk are on tour.
But	Pronoun	There is no one, but praise her.
	Adverb	It is, but a natural consequence.
	Conjunction	He tried hard, but failed.
Back	Noun	She carried the load on his back.
	Verb	Do not back false friends.
Book	Noun	He is writing a book.
	Verb	Please book a cycle for Kota through this train.
Bare	Adjective	He has bare feet.
	Adverb	He walked bare feet.
	Verb	Bare your arm.
By	Adverb	Time passes by.
	Preposition	He was much loved by his wife.
Close	Noun	The meeting came to a close at 5 p.m.
	Adjective	They are very close friends.
	Verb	The school will close tomorrow.
	Adverb	Both walked close to each other.
Calm	Noun	The calm of mind, is in fact required.
	Adjective	Today the weather is very calm and quiet.
	Verb	First calm yourself and then write your report.
Cold	Noun	Wear the woollen clothes lest you should catch cold.
	Adjective	It is very cold today.
Court	Noun	Ramesh was summoned to the court of law.
	Verb	He courted her all the week.
Cane	Noun	This is a beautiful cane.
	Verb	He was caned publicly by the teacher.
Cut	Noun	I do not like the cut of your hair.
	Verb	Cut the paper in desired sizes.
Cover	Noun	Put a cover on your copy.
	Verb	Cover your head lest you should catch cold.
Down	Noun	He has seen the ups and downs of life.
	Adjective	The man was thrown from the down train.
	Verb	Down with dowry.
	Preposition	The engine came rushing down the hill very fast.
Deep	Noun	She fell down into the deep.
	Adjective	It is a very deep river.
	Adverb	My pen fell deep into the tank.
Drive	Noun	My brother has gone out for a drive.
	Verb	You are driving very fast.
Date	Noun	His date of birth is 26th April.
	Verb	The Vikram era dates from 57 B.C.
Either	Pronoun	Ask either of them to bring a pen.
	Adjective	Either pen is good enough.
	Conjunction	He must either work or take rest.
Enough	Adjective	There is enough time to go there.
	Adverb	He knows well enough what she mean to say.

Even	Adjective	The chances of winning the game are even.
	Verb	Let them even the field first.
	Adverb	He cannot even see me.
Else	Adjective	He brought something else for her.
	Adverb	We should look anywhere else.
	Conjunction	Walk fast, else you should miss the bus.
Eye	Noun	He has one eye only.
	Verb	The policeman eyed him with suspicion.
Elder	Noun	We must show respect to our elders.
	Adjective	He is my elder brother.
For	Conjunction	We should help him because he is very poor.
	Preposition	I was looking for her.
Fast	Noun	He keeps fast on Tuesday.
	Adjective	He is a very fast today.
	Verb	He fasted for a week.
	Adverb	He ran so fast to win the race.
Free	Adjective	We are citizens of a free country.
	Verb	Let us free ourselves from social bondage .
Fix	Noun	He was in a terrible fix .
	Verb	Fix some other date for our marriage.
Face	Noun	There are red pimples on her face.
	Verb	He faced the situation with courage.
Fool	Noun	He is a fool to behave like that.
	Verb	He cannot fool me now.
Fish	Noun	Whale is a kind of large fish.
	Verb	Do not try to fish in troubled water.
Half	Noun	One half of this task is completed.
	Adjective	Half hearted man do not succeed.
	Adverb	She was half dead with fear.
Help	Noun	His timely help saved him.
	Verb	God help those who help themselves.
Hand	Noun	A bird in hand is better than two in the bush.
	Verb	The postman handed him two parcels.
Head	Noun	She was wearing a large and beautiful hat .
	Verb	He headed the list of successful students.
Less	Noun	She won't be happy with less.
	Adjective	He paid less attention to sports and more to studies.
	Adverb	The soil of her garden is less fertile than that of yours.
Like	Noun	You cannot see her like again.
	Adjective	They are man of like physic and stature.
	Verb	I like to take some fruit after dinner.
Light	Noun	There is no light in the room.
	Adjective	It is not a light matter.
	Verb	Light the candle, please.
Love	Noun	I have great love for her.
	Adjective	She does not like love stories.
	Verb	I love you.
Laugh	Noun	She raised many a laugh at his cost.
	Verb	Do not laugh at the poor .

Much	Adjective	He has wasted much time.
	Adverb	I am much annoyed with you.
More	Adjective	He wants more workers like you.
	Adverb	You must talk less and work more.
Meek	Noun	God helps the meek and gentle.
	Adjective	She is quite meek.
Master	Noun	She was my master in all matters.
	Adjective	He conceived a master plan.
	Verb	She has mastered this book.
Move	Noun	This army is on the move.
	Verb	Let us move to some other hotel.
Make	Noun	What is the make of your T.V. ?
	Verb	Do not make a noise.
Near	Adjective	He is my near relative.
	Verb	We are nearing the end of the project.
	Adverb	Come near and listen to me.
Needs	Preposition	His house is near the temple.
	Noun	My needs are few.
	Verb	It needs great care.
Neither	Pronoun	Neither of them can be relied.
	Adjective	Neither charge is true.
	Conjunction	Neither he nor his brother was present there.
No	Noun	His answer was a perfect no.
	Adjective	It is no joke.
	Verb	She is no more with me.
Next	Adjective	I shall see you next Monday.
	Adverb	What next ?
	Preposition	He was sitting next to her.
Number	Noun	Put it on the tenth number.
	Verb	His days are now numbered.
Once	Noun	Let me see her for once.
	Adverb	I was young once.
One	Conjunction	Once you hesitate, you are dead.
	Noun	The little one cried for joy.
	Pronoun	One would think he was mad.
Only	Adjective	One day, I met her in a function.
	Adjective	It was his only chance.
	Adverb	He was only foolish.
Over	Noun	In first over, he took three wickets.
	Adverb	Read it over carefully.
	Preposition	Last year, a chance came over to him again.
Off	Adjective	Ramesh picked the horse's off nail.
	Adverb	He is falling off.
	Preposition	The rider fell off the bike.
Open	Adjective	This is an open letter.
	Verb	Please open the door.
Poor	Noun	The rich should help the poor.
	Adjective	He is a poor man.

Pocket	Noun	I have two rupees in my pocket.
	Verb	He pocketed the insult patiently.
Right	Noun	I asked him favour as a right.
	Adjective	He is the right man for the job.
	Verb	This is a fault that will right itself.
	Adverb	She stood right in my gate.
Round	Noun	That night was a round of pleasures.
	Adjective	It is a round hole.
	Verb	You cannot round it by pen.
	Adverb	He brought her round to my point of view.
Reach	Preposition	The earth revolves round the sun.
	Noun	The bunch of grapes was not within his reach.
	Verb	I shall reach there in time.
Refuse	Noun	The refuse of hospital is put into public drains.
	Verb	She refused to help her.
Since	Adverb	I have not seen him since.
	Conjunction	Since there is no way, let us kiss and part.
	Preposition	Since Monday, I have not seen her.
Some	Pronoun	Some say one thing and other say another.
	Adjective	We must find some way out of this problem.
	Adverb	Some thirty people were present in the party.
Still	Noun	I could hear her cry in the still of night.
	Adjective	Still waters run deep.
	Verb	With his name the mother still their babes.
	Adverb	They are still sleeping.
Such	Pronoun	Such was not his meaning.
	Adjective	Don't move in such a hurry.
So	Adverb	I am so tired that I cannot go.
	Conjunction	He was poor, so they helped him.
Slow	Adjective	He is a very slow writer.
	Verb	The car slowed down as it reached the hotel.
	Adverb	How slow she works ?
Sound	Noun	Hearing the sound of the trumpets the people woke up.
	Adjective	His arguments were not sound and acceptable.
	Verb	Sound the horn, please.
Spring	Noun	It was a spring of fresh water, spring has set off.
	Adjective	We use spring water for bathing.
	Verb	See how the dog springs upon the cat.
Stone	Noun	The house is made of stone.
	Adjective	That house has stone walls.
	Verb	He was stoned to death.
Stand	Noun	Everybody praised him for his stand against the injustice.
	Verb	Stand in a queue.
Stay	Noun	He has to cut short the period of my stay at Alwar.
	Verb	She will stay with me for a few days.
Second	Adjective	He is second to none.
	Verb	No one seconded her candidature.
School	Noun	There is no school in our colony.
	Verb	He was not schooled properly .

Silence	Noun	There was perfect silence in the hall.
	Verb	He soon silenced her with his arguments and the evidences.
That	Pronoun	That is what I want.
	Adjective	What is that noise ?
	Adverb	You have done that much only.
	Conjunction	He says that he wants to leave.
Till	Conjunction	Do not start till I say.
	Preposition	He put off this work till tomorrow .
Than	Conjunction	He likes this more than that.
	Preposition	He was fond of any drink other than milk.
Time	Noun	What is the time by your watch ?
	Verb	The train is timed to come at 10 p.m.
Touch	Noun	Midas loved the Golden touch.
	Verb	She will not touch this point.
Turn	Noun	There is a turn after five kilometers.
	Verb	He turned to be a thief.
Up	Adjective	She will come by the next up train.
	Adverb	These days prices are up.
	Preposition	Can you climb up this tree ?
Well	Noun	There are only two wells in the village.
	Adjective	I hope you are now well.
	Adverb	Well begun is half done.
While	Noun	Sit down and rest a while.
	Verb	They while away their days with books and watching T.V.
	Conjunction	He was reading while his friends were playing.
Why	Noun	You should not be worried about why and wherefore of it ?
	Adverb	I know why she did it.
Wrong	Noun	The minister did no wrong.
	Adjective	It is a wrong policy.
	Verb	He was wronged by the leader of his party.
	Adverb	I think that my son is going wrong.
Watch	Noun	I have lost my watch.
	Adjective	I require a watch-man.
	Verb	Let us watch her movements.
Water	Noun	Bring me some cold water.
	Adjective	There are water snakes and land snakes.
	Verb	He is watering in the garden.
Walk	Noun	They go for a walk in the evening.
	Verb	She was so weak that she could not walk.
Which	Pronoun	Which of these two pens you like more ?
	Adjective	Which coaching you have joined ?
Want	Noun	Owing to the want of rains, there occurred a drought.
	Verb	I want to purchase a good new T.V. sets.
Whose	Pronoun	He is the man whose brother met me yesterday.
	Adjective	Whose book is this?
Yet	Adverb	There is more evidence yet to be given.
	Conjunction	Though he worked hard, yet he failed

SOME PECULIAR EXPRESSIONS

In certain phrases the use of some word is restricted to a certain connection, and where no other word can be substituted for it. See the following phrases :

Bevy of ladies	We never say "a bevy of gentlemen."
Bosom friend	We never speak of "bosom enemy."
Broad daylight	We do not speak of "broad moonlight," but "bright moonlight."
Burning question	We should not say "burning problem."
Drawn battle	We never say "a drawn fight." But we can say "a drawn match."
Fast friend	We do not speak of "a fast enemy" or "a fast foe."
Foregone conclusion	We never speak of "a foregone result" or "a foregone consequence."
Forlorn hope	We never say "forlorn success" or "forlorn expectations."
Golden age	We do not speak of "the golden time or period."
Gratuitous insult	We do not speak of "gratuitous abuse."
Honest penny	We do not speak of "an honest six pence."
Implicit confidence, faith or reliance	We do not say, "implicit love or hatred."
Leading question	We should not say "a leading inquiry."
Livelong day or night	We cannot say "a livelong hour, or week, or year."
Maiden speech	We cannot say "a maiden song" or "a maiden attempt."
Market rate or market value	We cannot say "trade rate" or "trade value."
Moot point	We cannot say "a moot question."
Open question	We cannot speak of "an open point."
Open secret	We cannot say "an open point."
Out of doors	We never say "out of door" or "out of gates."
Retrench expenditure	We cannot say "retrench trade of business."

Sinews of war	We cannot say "the muscles of war."
Snail's pace	We cannot say "snail's movement."
Spin in yarn or yarns	We never say "spin a thread."
Standing army	We never say "standing navy or regiment."
Standing joke	We never say "a standing jest."
Standing nuisance	We never say, "a standing trouble." We may say "a constant trouble."
Standing water	We can never say "standing need."
Standing rule	We can never say "standing practice or custom or habit."
Standing orders	Generally we do not say "standing instructions." (In some offices we use "Standing instruction.")
Stubborn fact	We can never say "an obstinate fact" or "a stubborn truth."
Sworn friends	We can never say, "a sworn enemy." We may say "an avowed enemy."
Stone's throw	We never say "pebble's throw" or "brick's throw."
Tall talk	We never speak of "lofty talk."
Vials of wrath	We cannot say "vials of anger or fury."
Whirligig of time	We cannot say "whirligig of period."
White lie	We do not say "white falsehood" or "black lie."
Willing slave	We do not speak of "willing servant."
Watery grave	We do not say "a watery tomb" or "watery burial."

ANIMALS, MALES, FEMALES, YOUNGS AND GROUP TERMS

Animal	Male	Female	Young	As a group
Antelope	Bull	Cow	Calf	Herd
Bear	Boar	Sow	Cub	Sloth
Cat	Tom	Queen	Kitten	Clowder
Cattle	Bull	Cow	Calf	Herd/Drove
Chicken	Cock/Rooster	Hen	Chick	Flock
Deer	Buck/Hart/Stag	Doe/Hind	Fawn	Herd
Dog	Dog	Bitch	Pup	Kennel
Donkey	Jackass	Jeneet/Jenny	Foal/Colt	Pace
Elephant	Bull	Cow	Calf	Herd
Fox	Dog	Vixen	Cub	Skulk
Giraffe	Bull	Cow	Calf	Herd
Goat	Billy/Buck	Nanny/Doe	Kid	Herd
Goose	Gander	Goose	Gosling	Flock/Gaggle
Horse	Stallion	Mare	Foal/Colt (Male)	Herd/Filly (Female)
Kangaroo	Buck/Boomer	Doe/flier	Joey	Herd/Troop/mob
Lion	Lion	Lioness	Cub	Pride
Ostrich	Cock	Hen	Chick	Flock/Troop
Pig	Boar	Sow	Shoat/Farrow/Piglet	Herd/Drove
Rabbit	Buck	Doe	Kindle/kitten	Warren
Seal	Bull	Cow	Pup/whelp	Rookery/Trip
Sheep	Ram	Ewe	Lamb	Flock
Swan	Cob	Pen	Cygnets	Flock
Turkey	Cock/Gob	Bler/Tom	Hen	Poult dule
Whale	Bull	Cow	Calf	School/Pod
Zebra	Stallion	Mare	Foal	Herd

COLLECTIVE NAMES OF ANIMALS

A herd of antelope
A colony or an army of ants
A shrewdness of apes
A herd or pace of asses
A culture of bacteria
A cete of badgers
A shoal of bass
A sleuth or sloth of bears
A colony of beavers
A swarm, grist or hive of bees
A flock, flight, congregation or volery of birds
A sedge or siege of bitterns
A sounder of boars
A herd of buffalo
A brace or clash of bucks
An army of caterpillars
A clowder or clutter of cats
A herd or drove of cattle
A brood or peep of chickens
A clutch or chattering of chicks
A bed of clams
A quiver of cobras
A rag of colts
A cover of coots
A kine of cows (Twelve cows are a flink)
A band of coyote
A sedge or siege of cranes
A float of crocodiles
A murder of crows

A pod of elephant seals
A weaner pod is yearling elephant seals
A gang of elks
A mob of emus
A business or fesnyng of ferrets
A charm of finches
A school, shoal, run, haul, catch or draught of fish
A swarm of flies
A skulk or leash of foxes
An army or colony of frogs
A flock, gaggle or skein (In flight) of geese
A cloud or horde of gnats
A herd, tribe or trip goats
A charm of goldfinches
A band of gorillas
A leash of greyhounds
A down or husk of hares
A cast or kettle of hawks
A brood of hens
A hedge of herons
A drift, or parcel of hogs
A team, pair or harras of horses
A pack, mute or cry of hounds
A smack of jellyfish
A troop or mob of kangaroos
A kindle or litter of kittens
An ascension or exaltation of larks
A leap (Leap) of leopards
A pride of lions

A litter of cubs	A plague of locusts
A herd of curlews	A tiding of magpies
A cowardice of curs	A sord of mallards
A herd of deer	A stud of mares
A pack of dogs	A richness of martens
A dule of doves	A labour of moles
A brace, paddling or team of ducks	A troop of monkeys
A clutch of eggs	A barren or span of mules
A herd of elephants	A parliament of owls
A yoke, drove, team or herd of oxen	A nest of snakes
A bed of oysters	A walk or wisp of snipe
A company of parrots	A host of sparrows
A covey of partridges	A dray of squirrels
A muster or ostentation of peacocks	A murmuration of starlings
A litter of peeps	A mustering of storks
A nest, nide (nye) or bouquet of pheasants	A flight of swallows
A flock or flight of pigeons	A bevy, herd, lamentation or wedge of swans
A litter of pigs	A flock of swifts
A wing or congregation of plovers	A sounder or drift of swine
A string of ponies	A spring of teal
A pod of porpoises	A knot of toads
A covey or bevy of quail	A hover of trout
A nest of rabbits	A rafter of turkeys
A pack or swarm of rats	A pitying or dule of turtledoves
A rhumba of rattlesnakes	A bale of turtles
An unkindness of ravens	A pod of walrus
A crash or herd of rhinos	A school, gam or pod of whales
A bevy of roebucks	A nest of vipers
A building or clamour of rooks	A pack or route of wolves
A herd or pod of seals	A fall of woodcocks
A drove or flock of sheep	A descent of woodpeckers

YOUNG ONES OF ANIMALS

Animals	Young One	Animals	Young One
Antelope	Calf	Hen	Pullet
Bear	Cub	Hippo	Calf
Beasts of Prey	Whelp	Horse	Foal, Yearling, Or Colt (Male), Filly (Female)
Beaver	Kit	Kangaroo	Joey
Birds	Fledgling, Nestling	Lion	Cub
Cat	Kitten	Owl	Owlet
Codfish	Codling, Sprat	Partridge	Cheeper
Cow	Calf	Pig	Piglet, Shoat, Farrow, Suckling
Deer	Fawn, Yearling	Pigeon	Squab, Squeaker
Dog	Pup, Puppy	Rat	Pup
Duck	Duckling	Rhino	Calf
Eagle	Eaglet	Rooster	Cockerel
Eel	Elver	Salmon	Parr, Smolt, Grilse
Elephant	Calf	Seal	Pup
Elephant Seal	Weaner	Shark	Cub
Fish	Fry	Sheep	Lamb, Lambkins
Fowl	Chick, Chicken	Swan	Cygnets
Fox	Cub, Pup	Tiger	Cub, Whelp
Frog	Polliwog, Tadpole	Turkey	Poult
Goat	Kid	Whale	Calf
Goose	Gosling	Zebra	Foal
Grouse	Cheeper	Quail	Cheeper
Guinea Fowl	Keet	Rabbit	Bunny, Kit
Hawk	Eyas		

WORDS USED IN THE CONSTITUTION

नीचे लिखे शब्द भारतीय गणतंत्र के संविधान में प्रयुक्त हुए हैं। इन शब्दों के हिन्दी में समानार्थक शब्द व पद दिए जा रहे हैं।

A

Abandonment	—	परित्यजन, परित्याग	Admissible	—	ग्राह्य
Abridgement	—	न्यून	Adoption	—	दत्तक ग्रहण, दत्तक स्वीकरण
Abrogation	—	निराकरण	Adulteration	—	अपमिश्रण
Access	—	प्रवेश, पहुँच	Adult Suffrage	—	वयस्क मताधिकार
Account	—	लेखा गणना	Advance	—	अग्रिम धन, पेशगी
Accrual	—	प्रापण, प्रोद्भवन	Advice	—	मंत्रणा, उपदेश, सलाह
Accrued	—	प्राप्त, प्रोद्भूत, उपार्जित	Advise	—	मंत्रणा देना
Accusation	—	अभियोग	Advisory Council	—	मंत्रणा परिषद्
Accused	—	अभियुक्त	Advocate	—	अधिवक्ता
Acquisition	—	अर्जन	Advocate General	—	महाधिवक्ता
Act	—	अधिनियम	Affect Prejudicially	—	प्रतिकूल प्रभाव डालना
Acting	—	कार्यकारी	Affirmation	—	प्रतिज्ञान
Actionable	—	अभियोज्य दोष	Agency	—	अभिकरण
Adaptation	—	अनुकूलन सम्बोधन	Agent	—	अभिकर्ता
Addressed	—	सम्बोधित	Agreement	—	करार
Adherence	—	अनुषिक्ति	Air Force	—	विमान बल, वायुसेना
Adhoc	—	तदर्थ	Air Navigation	—	विमान परिवहन
Adjournment	—	स्थगन, अवधिदान, कालदान	Air Traffic	—	विमान यातायात
Administer	—	प्रशासन करना	Air Ways	—	वायु पथ
Administered	—	प्रशासित	Alien	—	अन्य विदेशी
Administration	—	प्रशासन	Alienate	—	अन्य संक्रमण करना
Administrative	—	प्रशासकीय	Alienation	—	अन्य संक्रमण, परकीयकरण
Administrative Function	—	प्रशासकीय कृत्य	Allegation	—	अभिकथन, आरोप
Administrator General	—	महाप्रशासक	Allegiance	—	निष्ठा
Admiralty	—	नौकाधिकरण, नावाधिकरण	Allocation	—	बँटवारा
Additional Judge	—	अपर न्यायाधीश	Allot	—	बाँट लगाना
			Allotment	—	बाँट
			Amensty	—	सर्वक्षमता

Amount	—	राशि
Annually	—	वार्षिक
Annual Financial Statement	—	वार्षिक वित्त विवरण
Annuity	—	वार्षिक
Annulment	—	रद्दीकरण
Appeal	—	अपील, पुनर्विचार, प्रार्थना
Appear	—	उपस्थित होना
Appended	—	संलग्न
Application	—	प्रयुक्ति, आवेदन पत्र
Appointment	—	नियुक्ति
Appropriation	—	विनियोग
Appropriation Bill	—	विनियोग विधेयक
Approval	—	अनुमोदन
Approve	—	अनुमोदन करना
Arbitral Tribunal	—	मध्यस्थ न्यायाधिकरण
Arbitration	—	मध्यस्थ निर्णय
Arbitrator	—	मध्यस्थ
Area	—	क्षेत्र
Armed Forces	—	सशस्त्र सेना
Arrest	—	बंदी करना, बंदीकरण
Article	—	अनुच्छेद
Assemble	—	जमा होना, समवेत होना
Assembly	—	सभा
Assent	—	अनुमति
Assessment	—	कर निर्धारण
Assignment	—	समर्पण
Association	—	संस्था संघ
Assurance of Property	—	सम्पत्ति हस्तान्तरण
As the case may be	—	यथास्थिति, यथा प्रसंग
Attachment	—	कुर्की, टाँच
Attorney General	—	महान्यायवादी
Audit	—	लेखा परीक्षा, गणना परीक्षा
Auditor General	—	महालेखा परीक्षक
Authentication	—	प्रमाणीकरण
Authority	—	प्राधिकारी
Authorise	—	प्राधिकृत करना
Autonomous	—	स्वायत्त
Autonomy	—	स्वायत्तता, स्वायत्त शासन
Auxiliary	—	सहायक
Award	—	पंचाज्ञा

B

Bail	—	प्रतिभूति, जमानत
Ballot	—	शलाका, शलाका पद्धति, गूढ़पत्र
Bank	—	बैंक, अधिकोष
Banking	—	महाजनी, अधिकोषण
Bankruptcy	—	दिवाला
Bar	—	रुकावट
Benefit	—	हित
Betting	—	पण लगाना, पण क्रिया
Bicameral	—	दोघर, द्विगुही
Bill	—	विधेयक, बिल
Bill of Exchange	—	विनिमय पत्र
Bill of Indemnity	—	परिहान विधेयक
Bill of Lading	—	वहन पत्र
Board	—	मंडली, बोर्ड, परिषद
Body	—	निकाय
Bona Vacancia	—	स्वामिहीनत्व
Borrowing	—	उधार ग्रहण
Boundary	—	सीमा
Broadcasting	—	प्रसारण
Business	—	कारोबार
Bye-election	—	उपनिर्वाचन
Bye-law	—	उपविधि

C

Calling	—	अजीविका
Camp	—	शिविर
Candidate	—	अभ्यर्थी, उम्मीदवार
Cantonment	—	कटक, छावनी
Capacity	—	सामर्थ्य
Capital	—	मूलधन, पूँजी
Capital Value	—	मूलधन मूल्य
Capitation Tax	—	प्रति व्यक्ति कर
Carriage	—	परिवहन
Casting Vote	—	निर्णायक मत
Cattle Pound	—	पशु अवरोध
Cause	—	वाद
Cause of Action	—	वाद मूल
Central Intelligence Bureau	—	केन्द्रीय गुप्त वार्ता विभाग

Certificate	—	प्रमाणपत्र	Common Good	—	सार्वजनिक कल्याण,
Certiorari	—	उत्प्रेरण लेख			कल्याण
Cess	—	उपकर	Common Seal	—	सामान्य मुद्रा, सामान्य मुहर
Chairman	—	सभापति, अध्यक्ष	Communicate	—	संचार करना
Charge	—	दोषारोपण, अभियुक्ति	Means of	—	संचार साधन
Charge	—	भार, भारित करना	Communication		
Charitable and Religious Endowments	—	दातव्य तथा धार्मिक धर्मस्व	Community	—	लोकसमाज, समुदाय
Charitable Institution	—	दातव्य संस्था	Commutation	—	लघुकरण
Charity	—	पूर्त दातव्य	Company	—	समवाय, कम्पनी
Casting vote	—	निर्णायक मत	Compensation	—	प्रतिकर क्षतिपूर्ति
Cheque	—	चेक, धनादेश	Competent	—	सक्षम
Chief	—	मुख्य, प्रधान	Complaint	—	फरियाद
Chief Commissioner	—	मुख्य आयुक्त	Comptroller and Auditor General	—	नियंत्रक तथा महालेखा परीक्षक
Chief Election Commissioner	—	मुख्य निर्वाचन आयुक्त	Computation	—	संगणना
Chief Judge	—	मुख्य न्यायाधीश	Concurrence	—	सहमति
Chief Justice	—	मुख्य न्यायाधिपति	Concurrent list	—	समवर्ती सूची
Chief Minister	—	मुख्यमंत्री	Condition	—	शर्त
Citizenship	—	नागरिकता, पोरत्व	Conditions of Service	—	सेवा की शर्तें
Civil	—	व्यवहारिक, असैनिक	Conference want of	—	विश्वास का अभाव
Civil Court	—	व्यवहार न्यायालय, व्यय हारालय, दीवानी या व्यवहार, असैनिक शक्ति	Conscience	—	अंतःकरण
Civil Power	—	व्यवहार शक्ति, असैनिक	Consent	—	सम्मति
Civil Wrong	—	व्यवहार विषयक अपकृत्य	Consequential	—	आनुषंगिक
Civil Suit	—	व्यवहार वाद	Consideration	—	विचार
Civil Court	—	व्यवहार न्यायालय	Consolidated Fund	—	संचित निधि
Claim	—	दावा	Constituency	—	निर्वाचन क्षेत्र
Clarification	—	स्पष्टीकरण	Constituent Assembly	—	संविधान सभा
Clause	—	धारा	Constitution	—	संविधान
Code	—	संहिता	Construe	—	अर्थ करना
Coinage	—	टंकण	Consul	—	वाणिज्य दूत
Colonization	—	उपनिवेशन	Consultation	—	परामर्श
Commerce	—	वाणिज्य	Consumption	—	उपभोग
Commercial	—	वाणिज्य सम्बन्धी	Contact	—	सम्पर्क
Commission	—	आयोग	Contagious	—	सांसर्गिक
Commissioner	—	आयुक्त	Contempt	—	अवमान
Committee	—	समिति	Contempt of Court	—	न्यायालय का अवमान
Court of Record	—	अभिलेख न्यायालय	Contex	—	सन्दर्भ, प्रसंग
Corporate Body	—	निगम निकाय	Contingency Fund	—	आकस्मिकता निधि
			Contract	—	संविदा
			Contravention	—	प्रतिकूलता उल्लंघन
			Contribution	—	अर्थदान

Control	—	नियंत्रण
Controversy	—	प्रतिवाद
Convention	—	अभिसमय, प्रथा, रूढ़ि, परम्परा
Conveyance	—	सम्पत्ति हस्तान्तरण
Convicted	—	सिद्धिदोष, अभिशस्त दोष प्रमाणित
Conviction	—	दोष सिद्धि, अभिशस्त
Co-operative Society	—	सहकारी संस्था या सम्पत्ति
Copy	—	प्रतिलिपि, प्रतिकृति
Copyright	—	प्रकाशनाधिकार, कृति स्वाम्य
Corporation	—	निगम
Corporation Sole	—	एकल निगम
Corporation-tax	—	निगम कर
Corresponding	—	तत्स्थानी
Corrupt	—	भ्रष्ट
Cost	—	परिव्यय खर्च, लागत
Council	—	परिषद्
Council of States	—	राज्यपरिषद्
Council Tribal	—	जनजाति परिषद्
Countervailing Duty	—	प्रतिशुल्क
Court	—	न्यायालय
Court Criminal	—	दण्ड न्यायालय
Court District	—	जिला न्यायालय
Court Federal	—	संघ न्यायालय
Court, High	—	उच्च न्यायालय
Court, Magistrate	—	दण्डाधिकारी न्यायालय
Court Martial	—	सेना न्यायालय
Court of Appeal	—	पुनर्विचार न्यायालय
Court of Wards	—	प्रतिपालक अधिकरण
Court of Revenue	—	राजस्व न्यायालय
Court Session	—	सत्र न्यायालय
Concurrent List	—	समवर्ती सूची
Credit	—	प्रत्यय साख, पत्र, आकलन
Crime	—	अपराध

Criminal	—	अपराधी, आपराधिक, दण्ड सम्बन्धी
Criminal Law	—	दण्ड विधि
Currency	—	चल अर्थ, मुद्रा प्रचलन
Custody	—	अभिरक्षा, निरोध, कावल
Custom	—	रूढ़ि, आचार
Custom Duty	—	बहिः सीमा शुल्क

D

Dealings	—	व्यवहार लेन-देन
Debate	—	वाद-विवाद
Debenture	—	ऋण-पत्र
Debit	—	विकलन
Debt	—	ऋण
Decision	—	विनिश्चय
Decree	—	घोषणा
Dedication	—	आज्ञप्ति, डिग्री
Deed	—	विलेख
Defamation	—	मानहानि
Defence	—	प्रतिरक्षा
Deliberation	—	पर्यालोचन, विचार-विमर्श
Delimitation	—	परिसीमन
Demand	—	माँग अभियाचना
Demarcation	—	सीमांकन
Demobilisation	—	सैन्य वियोजन
Deprive	—	वंचित करना
Deputy Chairman	—	उपसभापति
Deputy	—	उपायुक्त, मण्डलायुक्त
Commissioner	—	
Deputy President	—	उपराष्ट्रपति
Deputy Speaker	—	उपाध्यक्ष
Derogation	—	अप्रतिष्ठा, अपमान
Descent	—	उद्भव
Design	—	रूपाकरण तक्ष
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Dispute	— विवाद
Disqualification	— अनर्हता
Disqualify	— अनर्ह या अयोग्य ठहराना
Dissent	— विमति
Dissolution	— विघटन
Distribution	— वितरण, विभाजन
District	— जिला
District Board	— जिला परिषद्
District Council	— जिला सभा
District Fund	— जिला निधि
Dividend	— लाभांश
Divorce	— विवाह विच्छेद, तलाक
Document	— लेख्य, दस्तावेज
Domicile	— अधिवास
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Dullness	— मतिमान्य
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During the Pleasure of President	— राष्ट्रपति प्रसाद पर्यन्त
Duty	— शुल्क कर्तव्य
Duty Stamp	— मुद्रांक शुल्क
Duty Succession	— उत्तराधिकार शुल्क

E

Economic	— आर्थिक
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Election	— निर्वाचन
Election	— निर्वाचन आयुक्त
Commissioner	
Election Tribunal	— निर्वाचन अधिकरण

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Emigration	— उत्प्रवास
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Employer's Liability	— नियोजक दातव्य, नियोजक उत्तरवादिता
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Endorse	— पृष्ठांकन करना, समर्थन करना
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Endowment	— धर्मस्व
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Escheat	— राजगामी धन
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Exclude	— अपवर्जन करना
Excise Duty	— उत्पादन शुल्क
Export Duty	— निर्यात शुल्क
Exclusion	— अपवर्जन
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Executive	— कार्यपालिका
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Federal Court	—	संघ न्यायालय
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Freedom	—	स्वतंत्रता, स्वातंत्र्य आजादी
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Governance	—	शासन
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Registered	—	पंजीबद्ध निबद्ध	Social Custom	—	सामाजिक रूढ़ि
Registration	—	पंजीयन बंधन, निर्बंधन	Social Insurance	—	सामाजिक बीमा
Regulation	—	विनिमय	Social Service	—	सामाजिक सेवा
Relevancy	—	सुसंगति	Sovereign	—	प्रभु
Relevant	—	सुसंगत	Sovereign	—	सम्पूर्ण प्रभुत्व सम्पन्न
Remission	—	परिहार	Democratic	—	लोकतंत्रात्मक गणतंत्र
Remuneration	—	पारिश्रमिक	Republic	—	
Repeal	—	निरसन	Speaker	—	अध्यक्ष
Representation	—	प्रतिनिधित्व	Staff	—	कर्मचारी वृन्द
Representative	—	प्रतिनिधि	Stamp Duties	—	मुद्रांक शुल्क
Reprieve	—	प्रविलम्बन करना	Standing Orders	—	स्थायी आदेश
Repugnancy	—	विरोध	State Funds	—	राज्य निधि
Repugnant	—	विरुद्ध	State List	—	राज्य सूची
Requisition	—	अधिग्रहण	Stock Exchange	—	श्रेष्ठि चत्वर
Reserved Forest	—	रक्षित वन	Subject Matter	—	श्रेष्ठि चत्वरवाद विषय
Respite	—	विराम	Subordinate Officer	—	अधीन अधिकारी
Restriction	—	निर्बंधन	Succession	—	उत्तराधिकार
Retire	—	निवृत्त होना	Successor	—	उत्तराधिकारी
Retirement	—	निवृत्ति	Sue	—	वाद करना
Review	—	पुनरावलोकन	Suffrage	—	मताधिकार
Revoke	—	प्रतिसंहार करना	Summon	—	आह्वान
Reward	—	पारितोषिक	Superintendent	—	अधीक्षक
Rule of the Road	—	पथ नियम	Supplementary	—	अनुपूरक अनुदान
Ruler	—	शासक	Grant	—	
		S	Supreme Command	—	सर्वोच्च समादेश
Safeguard	—	रक्षा, संरक्षण	Suspend	—	निलम्बित करना
Sale	—	विक्रय	Subordinate Court	—	अधीन न्यायालय
Savings	—	बचतवृत्ति	Supreme Court	—	उच्चतम न्यायालय
Standing Committee	—	स्थायी समिति			T
Select Committee	—	प्रवर समिति	Tax Calling	—	आजीविका कर
Security	—	प्रतिभूति जमानत	Tax Capitaton	—	प्रतिव्यक्ति कर
Sentence	—	दंडादेश	Tax Corporation	—	निगम कर
Service Charges	—	सेवाभार	Tax Employment	—	नौकरी कर
Session	—	सत्र	Tax Entertainment	—	प्रमोद कर
Single Transferable	—	एकल संक्रमणीय मत	Tax Export	—	निर्यात कर
Vote	—		Tax Profession	—	वृत्ति कर
Sinking Fund	—	निक्षेप निधि	Tax Income	—	आयकर
			Tax Sales	—	विक्रय कर

Tax Terminal	—	सीमा कर
Tax Trades	—	व्यापार कर
Technical Training	—	शिल्पी प्रशिक्षण
Tenant	—	कृषक किसान आसानी
Tenure	—	पदावधि
Term	—	निबंध अवधि
Territorial Charges	—	प्रादेशिक भार
Territorial Jurisdiction	—	प्रादेशिक क्षेत्राधिकार
Territorial Waters	—	जल प्रांगण
Territory	—	राज्य क्षेत्र
Territorial Constituency	—	प्रादेशिक निर्वाचन क्षेत्र
Tidal Water	—	वेला जल, ज्वार जल
Tolls	—	पथ कर
Trade Marks	—	व्यापार चिन्ह
Trade Union	—	कार्मिक या व्यापार संघ
Traffic Human	—	मानव पणन
Training	—	प्रशिक्षण
Tramcar	—	रथयायान
Transfer	—	स्थानान्तरण, हस्तान्तरण
Transition	—	संक्रमण
Transport	—	परिवहन
Transportation	—	निर्वासन
Treasure Troves	—	निखात निधि
Treaty	—	सन्धि
Tribal Area	—	जनजाति क्षेत्र
Tribe	—	जनजाति
Tribunal	—	न्यायाधिकरण
Triennial	—	त्रैवार्षिक, तिसाला
Trust	—	न्यास

U

Undischarged	—	अनुन्मुक्त
Unemployment	—	बेकारी
Union	—	संघ
Union hist	—	संघ सूची
Unity	—	एकता
Unsoundness of Mind	—	चित्त विकृत

V

Vacancy	—	रिक्ति, रिक्तता
Vagrancy	—	आहिडन, आवारागर्दी
Validity	—	मान्यता
Vice-President	—	उपराष्ट्रपति
Village Council	—	संग्राम परिषद्
Violation	—	अतिक्रमण
Visas	—	द्रष्टांक, बीसाद्रष्टांक
Vocation	—	व्यवसाय
Voter	—	मतदाता
Votes on Account	—	लेखानुदान, गणनानुदान
Votes of Credit	—	प्रत्ययानुदान

W

Wage	—	मजदूरी
Warrant	—	अधिपत्र
Will	—	समापन
Writ	—	लेख आदेश

PARAGRAPH WRITING

अनेक Competitive परीक्षाओं में दिए गए कई Topics में से एक या दो पर Paragraph लिखने को कहा जाता है। इस तरह से Paragraph लिखवाने का उद्देश्य, छात्र की Topic को समझने और उसे Analyse करके Expand करने की क्षमता एवं उसकी Writing Power (Descriptive writing) का आंकलन करना होता है।

What is a Paragraph?

A Paragraph is a collection of related sentences dealing with a single topic or we can say that a Paragraph is a unit of thoughts with one idea developed adequately. A Paragraph should contain each of the following : Unity, Coherence, A topic Sentence and Adequate Development. All of these traits overlap so using and adapting them to our specific purpose will help us to construct effective paragraphs.

- (1) **Unity** : The entire paragraph should concern itself with a single focus. If it begins with one focus or major point of discussion, it should not end with another or wander within different ideas.
- (2) **Coherence** : Coherence is the trait that makes the paragraph easily understandable to a reader. Coherence can be created or maintained in your paragraphs by carrying over the same idea from sentence to sentence. These sentences are related to the main idea and give more information about the main idea. These sentences include, facts, details explanations, reasons, examples, including, illustrations.
- (3) **A topic sentence : (Main idea sentence)** A topic sentence is a sentence that indicates in a general way what idea or theme the paragraph is going to deal with. Although not all paragraphs have clear-cut topic or main idea sentences, and despite the fact that topic sentences can occur anywhere in the paragraph (as the first sentence, the last sentence, or somewhere in the middle), an easy way to make sure your reader understands the topic of the paragraph is to put your topic sentence near the beginning of the paragraph.

A main idea sentence (Topic sentence) answer the following questions :

What is the paragraph about?

What is the main point I want to make?

What do I want to say?

- (4) **Adequate development** : The topic (Which is introduced by the topic sentence) should be discussed fully and adequately. Again, this varies from paragraph to paragraph, but it solely depends on the purpose of writing and demand of the examination.

Some points to make sure your paragraph is well developed :

- (a) Use examples and illustrations
- (b) Cite data (facts, statistics, evidence, details, and others)
- (c) Examine testimony (what other people say such as quotes and paraphrases)
- (d) Use an anecdote or story
- (e) Define terms in the paragraph
- (f) Compare and contrast
- (g) Evaluate causes and reasons
- (h) Examine effects and consequences
- (i) Analyse the topic
- (j) Describe the topic
- (k) Offer a chronology of an event (time segments) if need be.

Solved Examples

(1) Familiarity Breeds Contempt

[PCS]

Familiarity means closeness, means lack of formalities, means knowing all the ins and outs of others, means lot of expectations that all results in arising of causes of dispute and breeding reasons for quarrel or contempt, as expectations can't be calculated and very difficult to be fulfilled in this world where everyone is busy in his own affairs. On the other hand in formal acquaintances we know little about others and take more formal care and pay more formal respect so there is little cause of quarrel or contempt. A reasonable distance in relations so is necessary to avoid quarrel and contempt. Rightly said, "A hedge between keeps the friendship green and familiarity breeds contempt."

(2) Romance Is The Magic of Distance

[PCS]

One likes to acquire what is not within one's ambit. Any rare thing once possessed, lost charm of having it but a thing of whatever quality till not acquired is a rare thing and so has its importance. There is a saying : 'Distant bells are charming.' The future is always more charming because that is far from the present.

A man generally pines for distant objects and moments in the hope of getting imaginative pleasure. We often discover an element of magic in the distant objects. Romance vanishes as soon as the object of Romance is achieved or acquired by us. The fact is that the element of distance casts some magical spell on us. All human faces, and distant objects look romantic till they are at a distance. Keats has so rightly said, "Heard melodies are sweet, but those unheard are sweeter."

(3) God Helps Those Who Help Themselves

[Asstt Grade]

God has gifted the man with such wonderful and tremendous powers that he can achieve anything. A person who is sincere and dedicated to his task gets success. In time of distress, when one aspires some divinely help to get one free from the period of distress, the divine help comes only to those who help themselves. God only helps those who do not lose heart and fight tooth and nails to get success. One who is hard working, sincere and devoted honestly to one's work is certain to achieve his goal and get success and to such fellows God is there to come to their aid and rescue. So one must not keep oneself idle and waste one's time in the hope of any divine help as *God helps those who help themselves*. Everyone pushes the moving cart but none lifts the bogged down one.

(4) They Also Serve Who Only Stand And Wait

[Asstt Grade]

This is one of the crucial line from Milton's sonnet '*On His Blindness*'. This is a concluding and proverbial sentence of the poem means that God does not require any active service from his creatures. What He requires from man is obedience and His commandments. Those who only stand and wait at His service also serve Him as do His trusted angels. It means those who surrender themselves to His will and act as per the wishes of the Almighty are also doing a service. The persons who are though not putting any active service but always at the call of Him are not lesser devotees.

(5) Man Is A Social Animal

[Asstt Grade]

The functions of Man and other animals are to a great extent similar. Man has a developed brain while other animals do not have such a developed brain. So man is also an animal. The natural impulses like hunger, thirst, sex and pugnacity are found in all animals alike. Because of the gift of brain possessed by the man, he is superior and created a world of its own, developed families, societies, towns, cities, countries. Man acts and live for the welfare of his family, society. All the actions of the man are oriented for the good causes and for the welfare of the human being, while other animals live only for themselves. Therefore, man is called a social animal.

(6) The Fruits Of Labour Are Sweeter Than The Gifts Of Fortune

What is received in gift or what is inherited from the parents is never as charming or important as the things achieved by us by our own efforts, by our own labour. The sweet acquired through 'sweat' will be much sweeter than the sweet given to us by someone. Nothing tastes so sweet as that is earned by hard labour. 'By the sweat of thy brow thou shalt earn thy bread', was the divine wish. The things achieved by hard work shall be more permanent, more delicious, more lovable, more enjoying and render us real happiness.

Anything acquired by the grace of God or by luck will not give us the real enjoyment and real respect, because this fortune does not have anything your own. The history remembers those who changes the path of adversity by their hard labour. The world adores those who make their own fortune and create\$ examples for others. Abraham Lincoln, Dhiru Bhai Ambani etc., are several example who achieved the success by their sheer hard work and so they are adored today. 'Honest labour bears a beautiful face.'

(7) Fame Is The Last Infirmity Of A Noble Mind

Fame does not make a man noble, nobility makes a man famous. If a noble mind becomes sensitive to the fame, he is no more noble. Noble means doing everything without any ambition. Nobility does not require or aspire any reward. A noble mind works with selfless, detached spirit and considers work to be its own reward.

Milton, the author of this quotation, has well said that a noble soul may conquer all weaknesses but he cannot override the desire to acquire fame. But whatever said or done by anybody it is undoubtedly true that the day the noble mind gets influenced by the lust of fame, his nobility diminishes upto the degree the lust is there. It is right that desire of getting famous is a great desire which an ordinary man cannot override but for a noble man nothing is more important than the nobility in real terms.

(8) Character Is Destiny

[Asstt Grade]

A fatalist believes in destiny. According to him fate is a pre-written thing, can't be changed or make by the human being. Such people believe that a man's fate is preordained by God, and man has no power over his fate. To such people, destiny is character. While many persons believe that man is the maker of his own destiny and fate. A man who wins, is the man, who thinks he can.

A man can change his fate, creates his fortune, who believes in himself, has positive attitude, strong will, firm determination and zeal to achieve the goals. Character is nothing, but these qualities, which shapes the conduct of a person. So character is the real destiny and it is wrong to think that destiny is somewhat a prewritten thing. God also helps those who help themselves.

(9) Attack Is The Best Form Of Defence

[Asstt Grade]

Defence is necessary for a happy living. The imperialistic persons try to grab the neighbour's territory and so attack him. Under such circumstances it is better to make first attack instead of waiting for the attack and then defend. All the planning be made in advance considering the imminent attack by the enemy. It also does not mean that one should not resort to the peaceful means to avoid war, but after exhausting all the solutions of maintaining peace, if the war seems definite then it is always better to attack than to wait for attack and defend. *Attack is the best defence in such circumstances.*

(10) To Thine Owns Self Be True

Most of the persons find faults with others and blames other for all the wrongs and troubles of the present day. We never judge ourselves, we don't analyse our actions, but always find solace in searching faults or mistake of others. We ignore our inner voice when we do something wrong. This is the reason why everybody is unhappy and suffering from one or other infirmity. If we want to live in peace with real happiness, we should try to perform our duties. Society consists of individuals and if each individual takes care for his conduct most of our troubles will cease to exist. The above quotation from Shakespeare's 'Hamlet' is a maxim which should be followed by all. One must be true to his own conduct.

(11) Poverty Is The Mother Of All Crimes

[IAS]

A hungry man can commit any sin or crime. He knows no morality no ethics. How can we expect from a hungry man to think of good or bad, reasonable or unreasonable action when his own existence is at stake. Right to life is the paramount right. Rightly said that poverty is the mother of all crimes. A poor person can commit any crime to save his family from the clutches of illness, hunger etc. When a person finds that his wife and children are starving to death, he can resort to any measure to save his wife and his children. Crimes like theft, robbery, dacoity, pick-pocketing are generally committed by those whose means of living are very meagre. The poor parents cannot afford to educate their children. They fail to teach them what is right and what is wrong. A poor man, in fact, has no idea of ethics. It also does not mean that all the crimes are committed by the poor. Now-a-days the abductions—murders, kidnapping, rapes, high-jacking and all other heinous crimes are being committed by the rich, who have never seen the face of poverty. They commit such crime not for the sake of hunger of stomach but hunger of power, hunger of more and more money. In the present world, the above saying should be amended to some extent to mean that *the poverty is not alone a cause of crime.*

(12) Spare The Rod And Spoil The Child

What is good and what is bad can't be understood by a child. He tries to do what he feels good and joyful. Sometimes he puts unreasonable demands and presses upon it to get it fulfilled by all the means he knows. If we fulfil such demands it means we are not sincere to our child in real terms and spoiling his habits, making him peevish and obstinate. To make a child disciplined and hard working we have to put a check on the wrong demands, wrong actions of the child. Even if we are to use some force we must not hesitate because if we spare the rod we spoil the child. Unjustified and wrong demands must be nipper in the bud.

(13) Time And Tide Wait For None

Time and tide have their own course, in their routine as per nature's rule. They do not wait for anyone. They come and go their own ways. A wise man makes the best use of his time. The time once gone never comes back. Those who do not make a proper use of opportunity often repent later on. One should seize the opportunity whenever it is within one's reach. If you loose, other fellow will grab it and then you will be blaming your luck or anything else for your losing such a good opportunity. Time and tide wait for none and they will not wait for us also.

(14) All That Glitters Is Not Gold

Guided by the appearance can be disastrous. In this world of deception and deceit, what is seen outwardly, is not the reality. Often the glittering appearance, hide the foulness of wickedness. When advertisements display, showiness, have all become the day of life and the judgement of the reality have become very difficult. The good looking innocent people are the perfect cheat of the day. The only way to save ourselves from such hypocrites is to be very attentive and careful in life with good observance.

What is exhibited and displayed outwardly should not be taken, as creditworthy. Visual appearances are commonly deceptive. The quality of a thing can only be judged by its use only. In many cases, a thing appears to be very durable and cheap may turn out a duplicate. Duplicates or imitations commonly have more shining or glittering than the original one.

A person can be judged by his deeds, attitude and aptitude towards show off others. A coarse man may be more helpful and co-operative than a person of pleasant countenance. A well dressed, gentlemanly looking person is apt to deceive you by his outwards looks. What he intend to show, may not be his actual intention. Appearance may be delusory and misleading. Try to ascertain his motives, and analyse his actions. Keep a close vigil. What appears to be gold, may turn out a yellow metal, a polish of Gold on iron, a fake colour of gold on brass. So beware of the appearance, judge the things from its original contents, '*All that glitters is not Gold*'.

(15) As You Sow So Shall You Reap

In other words, you shall harvest what you plant, spiritual or natural, as God said that if you sow the flesh, you shall reap corruption, but if you sow the spirit of love for all, you shall reap life everlasting. God is the great paymaster, we are under his workmanship. We are the clay and he is the potter, so do something for the God, who made you and he will not forget the things that you do but you shall receive your pay, good or bad.

The theory of *Karma* is spoken about in many of the sacred texts of all the religions in the world and is implied in the Golden Rule : *Do unto others as you would have them do unto you*. The implication: as you treat others, so you will be treated.

Every tragedy we live through is the result of some terrible wrongs we did in our past life. A child who dies of an illness at an early age, *for example* might simply have chosen to experience the birth and young adult stages of life before deciding what he wanted to do with his life as an adult in his next incarnation.

Karma is inescapable. Your actions do return to you. It may not be in this lifetime, but it certainly will return in some way. 'As you sow, so shall you reap', has relevance in today's competitive market place as well as in the timeless arena of human relationships. At every juncture, in all times, this theory of *karma* (*As you sow so shall you reap*) is well respected and well observed.

(16) Delayed Justice No Justice

Many Chief Justices, Judges of the Supreme Court, the High Courts, the Law Ministers, the Law Commission, the media, the great writers and thinkers have all lamented over the delay in the dispensation of justice. The inordinate delay in the provision of relief amounts to the virtual denial of any relief found in number of cases. The litany of woes caused by delay in the administration of justice is disastrous. A layman does not want and understand that he has the right to get the justice and that is too within reasonable time. An aggrieved, if doesn't get the justice within reasonable time, then all his sufferings and hardships because of such delay, is like a punishment inflicted on him for no fault of his own.

Delayed justice is the biggest cause of prevalent corruption in the country. Many political leaders are enjoying the chairs of Ministers while a number of cases are pending against them. Are our courts not their accomplice? It is unimaginable that how much loss our nation be suffering from ethical and moral point of view at least, because of the delay in disposing of the cases.

Innocent person is the worst effected unfortunate, who has to take shelter of the courts for getting justice, which he can never calculate as to when that so called justice be finally arrive. None can compute his worries and the frustrations. Such sufferings and hardships made him to conclude that *Delayed Justice is no Justice*.

(17) Diligence Is The Mother Of Success

There can't be any short cut to success. The toil of years, the sweat of your brow, struggle you make, everything counts in achieving the goal. Looking at the biographies of greatmen we find that the most of the successful persons whether inventors, artists, scientists, technocrats, sculptures, thinkers, leaders and workers of any kind, owe their success to their indefatigable hard work and dedication. They were the men who achieved their successes with dedication, devotion and true hard work. This really holds that the secret of success consisted in being master of our subject. Such mastery is attainable through continuous application and study.

Those who work diligently not only achieve their goals and get success, but also remain happy, cheerful and active, which is itself a great reward even if the work does not bring success. Idleness or laziness is worse as it brings jealousy, gloom, frustration, depression which are more degrading than the failure itself.

No doubt diligence is very necessary for the success, but intelligent decision is again an important factor that can't be ignored. We know so many daily wage earners toiling hard day and night to earn their livelihood, can't be termed as successful, but a person putting little labour and managing the things properly, earning handsomely is a successful man. *Thus, not only diligence but intelligentsia is also necessary for the success in life.*

(18) Educating A Girl Child Means Educating A Family

Today's girl child will be the mother of tomorrow. As a mother she can give her child a sound nursing and capable upbringing. A woman has the maximum impact on the social, economical decisions made in the family generally. At micro level, educated woman help in making the whole family including the older family members, understand the values and importance of education, and at macro level, educated women add to the social and economical development of the nation. Girl's education is like sowing the seed which gives rise to green, cheerful and full grown family plant. In ancient time girl's education had a significant place in the society. *Gargi and Maitreyi* played very encouraging role in spreading the education to a great extent.

The educated girl can shoulder any kind of responsibility. See the example of Indira Gandhi, Kalpna Chawla, Kiran Bedi, Sonia Gandhi, Sushma Swaraj, Uma Bharati, and so....., everyone has earned a name in the society in our country. Education for the girls is more important as she not only builds the home but all routine responsibilities are taken care of by her. An educated woman not only helps in nourishing the family in a better way but can also help in earning. *"One could judge the degree of civilization of a country by the social and political position of its women."*

— Charles Fourier.

Education for a girl child means making the next generation well educated, full of virtues, free from the useless superstitions, confident and capable to do something good for the family, for the society and for the country as a whole. The present day girl is the mother of tomorrow.

"Give me good mothers and I will give you a great nation."

— Napoleon

(19) Failures Are The Pillars Of Success

Every successful man fails at some time. Failure tells you about your weaknesses, shortcomings, lack of preparations, lack of efforts so if you can manage to learn from failures, you will definitely reach where you started out to go. Making a mistake is not a crime, the ability to learn from it contribute to lasting success. Extract the lesson to be learnt from failure and try again with redoubled vigour. Facing failure make one strong, more wise and more resolute, spur them on to greatest efforts. There is no failure in truth save from within; unless we are beaten there, we are bound to succeed.

'Failures' means lack of preparation, lack of competitiveness, lack of analysing the things properly. Failures not only tell us that we couldn't prepare ourselves upto the level of success and reveal our shortcomings, but also give us encouragement to try again with more preparations, with more labour and with more hard work. Failures are the stepping stones to achieve success. Every successful man failed, not once but several times in their life, but they analysed the things in real perspective and tried again with more vigour and zeal and got success. Failures should not allowed to create frustration, desperateness or disappointment, instead failure should be taken as a boon which give you strength to fight back with fierce fortitude and invincible zeal.

"Failure is not fatal, it can be the stepping stone to success, if you can make 'the failure' to work for you."

"Failures are our best teachers, they are the mirrors who show us our real face."

(20) Fate And Coincidence

Many people believe that there is something bigger than us. There is a reason for everything. Some believe that everything is a coincidence. Some believe that coincidence is real and not fate. However, none of this can ever be truly proven. Coincidence is a seemingly planned sequence of accidentally occurring events. One might think the collision of events was fated to occur, but one is mistaken. It signified nothing. But searching like we all do for an explanation and a sense of importance, one creates his fate by spelling out meaning from a jumble of coincidences.

We've all had it happen to us. We think about someone who we haven't seen in a while, and later that same day, we bump into them. We have an ominous feeling that something bad is going to happen and it does. We have a dream that predicts our future. We look back at events in our lives and we see them fitting together like a puzzle. If one thinks to oneself, "If I hadn't been in that exact place, at that exact moment, my life would have gone in a totally different direction. I wouldn't have met this or that person. I wouldn't have done this thing or that thing. I would have taken that job instead of this one. I would have married that boy instead of my husband." Is it all connected somehow? Or Is it just a coincidence?

To many, fate only occurs on a personal level. Chain reactions exist, certainly, where one person's behaviour results in a massively far-reaching effect, but they are not ruled by fate. Incidents and chain reactions with a broader range of impact, such as the butterfly effect, have no intended purpose. It is fate that can play the triggering role within the intimate confines of a single person's life. Sometimes, there are certain events in our lives that are just meant to be happened. Those events happen for some reason in some person's lifetime meant to influence only the person they happen to.

No doubt coincidences happen too. Not every occurrence in a person's life is fated.

So what exactly is the difference between fate and coincidence? Rather, what evidence is there that fate exists in a world of randomness? That's where personal faith comes in.

(21) Habit : Good Servant But A Bad Master

A habit is like a tree grown crouched. One cannot go to orchard and take hold of a tree grown such and straighten it and say now get straight and make it obey him. When one is young, he can acquire good or bad habits. One starts doing certain act for the sake of pleasure, for the sake of fun and if he is doing that things, that particular act at regular or irregular intervals, he starts enjoying it and starts feeling the necessity of doing it again at that particular time and it gradually takes a form of a habit.

Every chain smoker or a habitual drunkard never starts smoking or drinking as a habit. He simply begins with such act for the sake of company for the curiosity of taste, or for the sake of fun in the company of his friends or otherwise and he starts smoking or drinking alcohol, now and then and afterwards, he consumes it often, these now become his necessity and then the habit is formed. Habit is cultivated slowly and gradually. Habit is nothing but a slow and gradual intake of something, performing of some act, slowly and gradually, when becomes a necessity, is called a habit.

People enjoy smoking, people enjoy drinking, but habit of smoking or drinking when becomes our master, we feel uneasy or wearisome, without smoking or drinking, it is felt bad. So rightly said, *"Habit is a good servant but a bad master."*

"Don't let the habits control you, conquer you, keep them your 'servants' and enjoy their company", is the secret of enjoying the life to the fullest extent.

(22) Ideas Rule The World

Ideas rule the world and thoughts decide the way of life. It is the mind which sculptures one's destiny. If one thinks positively, if one thinks in right direction, one achieves the goal, what one aspires for.

Life consists in what a man is thinking of all day. Ideas are nothing, but an outcome of one's detailed thinking. They shape and determine the destiny of human being, and contribute to the growth and well beings of the civilisation. Every great achievement whether in the field of religion, science, medicine, space technology, information and communication sector or in any field, was at the first stage an idea. The most scintillating success, the astonishing scientific discovery, the splendid technological feats like splitting the atom, heart transplantation, cloning of sheep, unravelling the secrets of Mars, walking on the surface of Moon, have all the results of an idea in the beginning.

Have we ever think of the present revolution in Information Technology two decades back? It was the vision of Azim Hashm Premji, N. R. Narayan Murthy, as also the late Dewang Mehta who catapulted India among the super powers in IT sector, making the first two Mr. Premji and Narayan Murthy, enter the elite Billionaire Club. Ideas with knowledge lead to action and success comes to you with hugging hands. Knowledge is power, when one applies his knowledge and understands the problems, analyses the prevailing situation with hard work and perseverance, the solution is not far to reach, and when one knows the answer, the success is yours.

The flash of new idea strikes to those who have worked hard and given full thoughts to the problem. See the historical examples of Archimedes jumping out of his bathtub screaming 'Eureka' finding out the solution, the idea of a razor with a cheap disposable blade came to Gillette while he was shaving himself. It was the noble idea of Alfred Nobel inventor of Dynamite, to use his fortune for the establishment of annual awards to people, who contributed outstandingly in the field of Physics, Chemistry, Medicine, Literature, Economics and Peace. An idea just in mind or on paper without implementation is no idea, we are talking about. How to handle and implement the new idea is the most important thing to realise the goal.

"Ideas are like rabbits, you get a couple, learn how to handle them and pretty soon you have a dozen."

— John Steinbeck

In brief, it is the idea that verify rule the world and also the minds of people. Idea and determination to translate it in practice can do wonders.

(23) Knowledge Is Power

Knowledge means knowing the things in an appropriate and better way. A man of knowledge can understand the circumstances more wisely, so can decide the things favourably. Knowledge inspires confidence, courage, to act at a right time. A man of knowledge possesses immense influence in society. He has the capacity to lead the society, mould the society in a positive direction, keep away the society from the many social evils. A man of knowledge can turn the sleeping people into a thundering force.

Time has gone, when power of sword rule the world. Even during that period, the power of sword alone never ruled, but the knowledge about enemy, knowledge about own strength and knowledge of the right time attack always had played a crucial role in grabbing the power. In other words, knowing what to do at what time—in what direction and how, are the various parameters that leads to sure success. Knowing the timings well, knowing our goals well, knowing our strengths and weaknesses well and shape them in right direction,

we can achieve what we aspire to achieve. Knowledge gives power to mobilise the things in right direction and so it is said that knowledge is power.

If one ventures to establish any business, wishes to achieve any goal, he must acquire full knowledge of all the things including his own limitations and weaknesses. Knowledge gives one capacity and capabilities to know the result of his actions, probability of success and failure, propriety of his venture and so knowledge is said to be a power.

For a country knowledge about its friends and foes, knowledge about the capabilities of its enemies is very important. In the present world, scenario many satellites and spy aircrafts are deployed for the purpose of gaining maximum knowledge of activities going on in other countries. A country having the maximum and accurate knowledge of other countries can use them for its advantage, it is the 'Knowledge' that rules the world. Knowledge gives one immense power, so rightly said, '*Knowledge is Power.*'

(24) Money Is A Good Servant, But A Bad Master

No doubt, Money is an essential, almost indispensable article in the present day world. It is the 'money' through which we can purchase all the necessary comforts and amenities of life. If you have money, you can obtain what seems impossible to others. It is the money which gives confidence, credit worthiness, credentials, capacity, capabilities and courage to a man. In present materialistic world, money has become very powerful. In the present day corruption, cut throat competition, callous degradation of moral and ethical values, are for the sake of grabbing and accumulating more and more money. The prestige, respect, social status, commanded by a person is calculated as per his monetary status.

Money is regarded as omnipotent by a few people, particularly by the poor. As whatever one does not possess, one aspires it badly, and it becomes mono aim of achievement. For the rich that owe lots of money still craving to earn more and more by hook or by crook with fair or foul means without caring even for their own health, own family. They are the servants of money, earning money not for the sake of themselves but for the sake of money and a time comes they find themselves unable to use the money for their happiness. They are unable to eat, unable to taste the most delicious dish, unable to move, walk or enjoy because they suffer from many diseases which are the result of their undue craving for wealth at the cost of health.

Those who earn money simply to have more money, more balance in their accounts are no better than the proverbial miser king 'Midas'. Excessive love for money makes a man slave of money. Those who use money for fulfilling their necessities, acquiring reasonable comforts and for the welfare of a common good, are the masters of money. But those, who earn money just for the sake of increasing its volume and number, are slaves of the money. They are the most unfortunate creatures of God who know well that whatever money they are earning, can't be carried along an iota of that when they die even they are minting more and more money. What a paradox ! Money has become their master and they are just slaves, having no peace of mind, no moral and ethical values, no inner satisfaction.

So it is rightly said that *money is a good servant but a bad master*. Let us earn the money for our comfort, not for the sake of money, minting more and more money.

(25) Preparedness For War For Preserving Peace

Very strange and paradoxical it seems that preparedness for war is essential for preserving peace. But the saying, appears to be true for if a country be well equipped with all the modern war gadgets and weapons, other nations will have to think twice before entering into any conflict with it. On the other hand, a weak nation becomes prey to the whims and aggressions of powerful neighbours. Balance of Power is must for preserving the peace.

Peace means freedom from war, but how can one preserve it unless or until you are well equipped you can't preserve your peace. A peace loving nation may not have the intention to enlarge its empire but who can guarantee the dictates of other neighbour countries. What happened with our country when China attacked in

1962 ? We, being a fully peace loving country, never felt necessity till then to equip ourself with modern war gadgets and weapons. China, took the opportunity and attacked us, made encroachment on our land. What did UNO do? What other Super power could have done ? In the present world, your power decides your relation with neighbours.

Nothing but power, your preparations to face any eventualities, your preparations to face any imperialistic whims, can guarantee you the peace. So it is the right conclusion that *preparedness for war is necessary for preserving peace.*

(26) The Child Is The Father Of Man

This line which has since taken the shape of a proverb, really occurs in the famous poem ‘My Heart Leaps when I behold’ of Wordsworth, the great poet. It implies that the qualities and characteristics shown by a child often indicate, what the child is going to be as a grown up man. The childhood is the reflection of future personality. The habits, traits and qualities of a man are usually the development of the habits, traits, qualities he had as a child. A careful study of the characteristic and qualities in a child can help us to foretell his future prospectus.

‘The Child is the Father of Man’, is proved true in many cases. See the example of Shivaji who during his childhood, loved so much to hear the stories of famous heroes of *Ramayana and Mahabharat*, became later a great warrior himself. Michael, the famous sculptor and painter, during his childhood used to make drawings on the pots, easels, stools and other things belonging to an old painter. The old painter said, “One day this boy will beat me.” A Young Italian lad, Titian, was very fond of painting pictures, but had no paints to colour with. He was so genius, he made his own paints. Nelson, the daring Naval Commander of British Navy, showed his traits of courage and fearlessness during his childhood.

Many more example like that of Florence Nightingale, Macaulay, can be quoted to prove the veracity of the proverb that ‘The Child is the Father of Man’, but we can find hundreds and thousands other example where childhood of a man did not reflect anything about the grown up personality of the man. Sonia Gandhi, never thought to entangle in the political arena. In her childhood, none could imagine that one day she would be in a position to become the Prime Minister of India, the world’s largest democracy. Though she did not accept the position of Prime Minister.

Lal Bahadur Shastri never showed any such trait in his childhood. He was an average student from a poor and simple family. George Bernard Shaw was known as a hopeless dullard. Mahatma Gandhi was inclined to become a rich Barrister. Shelley, the great poet and writer never showed such traits during his childhood. Amitabh Bachchan, the great Super Star of Bollywood today, didn’t show such traits and qualities in his childhood.

In spite of apparent exceptions, it is generally observed that the characteristics and qualities during childhood are developed in the grown up personality of a man. Circumstances can change the life of a person. Fate and coincidence play a great role in developing qualities of a person. The childhood ordinarily reflects the calibre of a person, but in changed circumstances, with several coincidences and the destiny, which is called predetermined can change everything. An average child can reach the highest position and a brilliant may have to survive in rectitude. An old proverb, “As the twig is bent, so the tree will grow”, endorses the saying “*The Child is the Father of Man.*”

(27) Think Positive Win Positively

Positive thinking leads a man to success. One, who thinks that he can achieve the things will put his best to achieve, will not fetter by the problems in the path of success and one day he will win positively. Self-confidence, determination, perseverance, and hard work are the key factors of success. Every small or big, easy or complex problem have its solution. There is a way out of every labyrinth, there is an answer to every enigma. The only requirements are the confidence, hard work and determination and you get the answer.

Dedication, devotion to the task and positive thinking with determination have been the important factors of success of every successful celebrity. Take the recent example of Mrs. Sonia Gandhi, the widow of former Prime Minister Rajeev Gandhi, participated and campaigned in the latest Lok Sabha elections of 2004, undaunted by the criticisms, personal attacks and all kinds of perversities she went alone, campaigning alone without having any other 'Star' campaigner, covered almost whole of the country against the BJP and showed the world that Congress (I) got the majority.

A winner never quits and a quitter never wins shows that one who constantly tries to achieve something, one who endeavours hard incessantly to achieve something, he is the winner, later or sooner, but a quitter could never be a winner.

Your biggest assets are your enthusiasm that enriches with your positive thinking. Never lose hope, keep cheerful, put the best possible efforts with your total involvement, have confidence in you and you are the winner. Through positive thinking one can overcome the mountains. One who always thinks positively, even in adverse circumstances, wins. *'Positive thinking always pays'*. Life belongs to the ambitions.

(28) Where There Is A Will There Is A Way

'Will' means not the ordinary desire but an unflinching, undaunting wish to achieve something. If you have a will to achieve your goal, you will positively overcome the difficulties that come in your way. Every problem has its solution. Whatever inventions are seen today were a problem one day, but the will and hard work of the inventor found their solution. Impossible is possible for the persons of strong will. Path of success runs through many labyrinth of failures. One who has a will to achieve the success, never gets frustrated by the odds and failures of the path. Every successful man failed many times but with his unshaken faith and strong will, he becomes successful one day. Think high, try your best, without being daunted by the odds of the path, success is yours.

One can certainly win and achieve one's goal, if one firmly believes in self and makes up one's mind to lead and succeed. The secret of success lies in the determination, dedication, perseverance of a man. A man who strides majestically with firm steps and unshaken faith, no matter what the odds and obstacle, is the man who actually finds his way and achieve success.

It is the unwavering faith and self-confidence that makes the man a winner. Faith brings miracle. It looks beyond all boundaries, transcends all limitations, conquer all obstacles and carries one to one's goal. Therefore, whosoever has resolution, indefatigable 'will' unfettered confidence and faith in himself will march ahead, onward, upward till he achieves his goal. One step at a time and that well placed will take you to the grandest height. One seed at a time and the forest grows, one stone at a time and the palace rises, one drop at a time and the river flows, one word at a time and the great book is written. The only thing is to start with firm determination strong and unfettered 'will' and the way is yours. So rightly said, *"Where there is a will there is a way."*

(29) Your Enemies Are Your Best Friends

[IIT Year]

Our enemies could be treated as friends, as they disclose our weaknesses and try to get benefit of our drawbacks. They teach us to remove our weaknesses and take care of our drawbacks. In this way, we are bound to improve ourselves and thus, the fear of enemy results in the overall improvements in ourselves and thus, they really help us to get improved, so they are our friends.

If we don't have any enemy we shall not take care of our misdeeds and our shortcomings, as such we shall be losing. We will ignore our weaknesses as friends do not care to take benefit of our weaknesses. An enemy is, therefore, sometimes better than a friend. Moreover, it is because of enemies that we are cautious otherwise they may have the upper hand. We are forced to apply your best to give a strong reply to the enemy. Moreover competition and rivalry infuse enthusiasm and jest for better and greater work. So in this way too our enemies are our friends as they help us to improve and excel in the world.

(30) Better To Rule In Hell Than To Serve In Heaven

[IIT]

King is always King even if the empire is small and far better than a servant of a large empire. This famous line is taken from the Milton's '*Paradise Lost*'. Satan is the king of Hell. He prefers supremacy in hell to subordination in heaven. The sovereignty is very important. Freedom of will is one of the most sought after things in man's life. Man is by nature does not like subordination to others.

Our Constitution guarantees equality to all. The Charter of UN also have the provisions of freedom from the dominance of the rich and developed over the poor and the under developed. Full sovereignty is guaranteed to all the nations. Why anyone would be slave to others? It is because even poor and undeveloped nations cannot tolerate interference from other rich and developed countries. Such nations prefer policies of their own in spite of their limited resources. The same thing applies both to individuals and the nations. Even the luxuries of heaven are of no use if one is not independent there. The most important thing is that one must be free from any dominance so that one can feel free and enjoy life in one's own way.

(31) The Man, Who Makes No Mistakes, Does Not Usually Make Anything

[Income Tax Inspectors]

If one does something, one may or may not commit mistakes but a person who does not do any thing will not at all commit any mistake. Committing mistakes is not a bad thing because a mistake today will lead us to do correct things tomorrow. It is natural that human beings commit mistakes. Errors and mistakes lead us to success. We should learn from the mistakes we make. Repeated errors compel us to do that particular work again and again resulting in ultimate success.

But a person, who for fear of committing mistake does not do any thing, never succeed. It is always better to travel hopefully than to arrive. We shall have to take the initiatives otherwise laziness and idleness will overcome us and we shall be suffering from the indolence. Our friends will march ahead of us. It is better to make mistakes and lose than never to try at all. Failures are the stepping stones to success.

(32) Work is Worship

[B 1998, Asstt Grade 1997]

We do worship because we want something from the Almighty. In fact it is work, which gives us everything we aspire for. Idleness or laziness could not bring us anything. Unless we work hard with dedication and devotion we can't achieve anything. Self-confidence, determination, perseverance, and hard work are the key factors of success.

Whatever inventions are seen today are the result of hard work. The will and hard work of the inventor found their solution. Impossible is possible for the persons having strong will. Path of success runs through many labyrinth of failures. So it is nothing but hard work that gives us all the things we aspire for or we desire or we think of. So, '*Work is worship*'.

(33) Man Is Ruled By Nature

[Asstt Grade]

A fatalist thinks that a man's destiny is determined by the stars and everything is ordained by God, which for practical purposes, means the natural forces over which man has no control. Some people with logical and scientific temperament believe that the man is the master of his own efforts. According to them one can make one's destiny by the sheer force his labour, energy, and determination, and there is no anything like fate or destiny.

Nature also plays an important role in making the things happen, in shaping the things. Sometimes the role of nature is so predominant in determining the course of events that the people who do not believe in the dominance of nature are bound to accept the role of nature in determining the fate of man. It is a very controversial issue and no conclusion can be drawn whether man is ruled by nature or whether man himself rule.

(34) If winter Comes, Can Spring Be Far Behind ?

[Income Tax Insp, PCS, Asstt Grade]

Day is followed by night and night is followed by day. Fortune and misfortune are part of life. Period of misfortunes is not a permanent one. Sooner or later the days of misfortunes and miseries will be over and the bright rays of hope and joy spread over. Man gets perturbed and disappointed when misfortune loom large on him, and feels totally dejected. One must realize the basic truth of life that after every patch of sorrow there comes a period of happiness and hope. Winter is a kind of misfortune, treated as gloomy days when everything is pale and in gloomy shape, is also followed by spring which brings days of hope and happiness with all the bright colours and new leaves blooming. This is what the nature also tells us that don't be panicky during the bad days and pass this period with patience. The good days are ahead as spring follows the winter. Rightly said *if winter comes, can spring be far behind*.

(35) Love Knows No Barriers

[Asstt Grade]

Barriers of caste, creed, status and religion are generally imposed by the parents and the society on the lovers. But the history has witnessed that the true lovers do not accept any such barriers. The stories of Shiri-Farhad, Laila-Majanu, Sohni-Mahiwal are the best example to support the above saying. But all this does not mean that others who sacrificed their love for the sake of parents or the society, were not true lovers. Love does not mean the love of lovers only. The point is that love is not started with a planning, so it does not accept any barrier as lovers are unable to know as to when they are entangled in love. Love is a great phenomenon, love is a bundle of emotions, love is unconditional. So we can say '*that love knows no barriers*'.

(36) The Old Order Changeth Yielding Place To New

[Asstt Grade PCS]

Change is inevitable, it is the law of nature. Nothing in this world is perfectly stable, constant and permanent. Man is also mortal, the world itself is mortal. The civilization of today will finish one day and new civilisation will take place. The present will become past and future will become present. This is the rule of nature. The old order changes and gives way to a new order. Old fashions, old customs, old traditions and old ways undergo natural and virtual change in the course of time. Ancient kingdoms and empires, old culture and civilisation, ancient beliefs and superstitions give way to new kingdoms, new thoughts and new ideologies. Time is the great remedy of all changes, whatever seems inevitable once extinct, the world does not stop and runs with the same pace and people forget him after some days. A new system takes place as the older one changes.

(37) Only The Wearer Knows Where The Shoe Pinches

[Asstt Grade]

It is very difficult to calculate the sufferings or problems of others without putting oneself entirely in others place. Looking from the outside a man of power like a king or a minister seems enjoying all the luxuries of life, but his problems and pains can't be understood by the people. The pains and the difficulties and responsibilities of enjoying position of authority are so immense that can't be realised until we are in the same position. Crown carries with it not only the power but also the liabilities and the responsibilities. So it is rightly said that *Only the wearer knows where the shoe pinches*.

(38) Charity Begins At Home

[Asstt Grade PCS]

If we like to improve our society, bring some good changes in the society. We must first bring such improvements and changes in our own home itself. If you preach value of cleanliness to your neighbours and keep your own home dirty, it will not do to make others to follow you or to make others to accept your changes, it is always better to follow them first in your own life. *Charity begins at home* means that start all the good things from your home, so that others can follow you in letter and spirit.

(39) There Is Nothing Good Or Bad, But The Thinking Makes It So

[Asstt Grade PCS]

Good or bad lies in the eyes not in the things itself. Every thing has two sides good or bad. It is in your eyes what you see. An artist will see art in a naked picture, while an ordinary man will find sex in it. A painter will find a beautiful object in such a picture, while a critic will see indecency in the nakedness. Every decision taken by the government is favoured by the ruling party MPs, while for the opposition every action is a point for criticism especially in India.

The opposition do not find anything good in any decision of the government, while the government pro MPs find nothing wrong in that decision. Nothing is either good or bad. How is our approach, positive or negative, our thinking and our opinion will automatically framed accordingly. For an optimist a glass with half water is half filled glass, while for a pessimist it is half unfilled (blank) glass. The glass is same but how do we look upon it is important. So it is right that *There is nothing good or bad, but the thinking makes it so*.

(40) Politeness Costs Nothing, Gains Everything

[Asstt Grade]

Anger defeats itself is a well known proverb. History is evident of the fact that more works are done by politeness than by anger. We can't get anything with anger. Anger gets you nowhere. Instead of getting the favour we get disfavour. While with politeness we can win even our enemies. Politeness gets you favour and happiness while anger gets you disfavour and sorrow. Politeness does not mean cowardice, but it means maturity, it means your highness. It is wrongly believed that strong man rules the world, but to rule the hearts you have to be polite and generous. Any problem can be well solved with politeness, but nothing can be solved with hatred and anger. Politeness is the most important trait in the personality of a human being. It costs us nothing but it could gain us upto any extent.

(41) Virtue Is Its Own Reward

[PCS]

Virtues and evils are what every being possesses. Evils generate miseries while virtues bring happiness in life. A man with virtues is contented, satisfied and really rich. Virtues are such good habits that bring peace in life, that bring happiness in life, that keep you happy, healthy and prosperous. The practice of virtue in the manner gives a peculiar spiritual satisfaction and saves man from disappointment and frustration. Whatever is needed by a man in life is achieved by him because of the virtues he possesses, and so it is more than correct to say that virtue is its own reward.

(42) United We Stand And Divided We Fall

[PCS]

None but we Indians can well understand the value of Unity and the saying 'United we stand and divided we fall.' India was ruled by the British, who came to India as traders and because of the fractions and infighting here they became the ruler. A closed fist may be valued in lacs of rupees, but open hands are valueless. We can break a stick one by one but we can't break the bundle of these sticks whatever power we may enjoy. The unity of a nation depends not on the number of individuals but because these individuals have a natural feeling of sincerity and loyalty towards the nation. History is a witness to the fact that we were defeated by foreigners only when we were divided. So it is very correct to say that *United we stand and divided we fall*.

(43) Rome Was Not Built In A Day

[PCS]

Hard toil for years is necessary to achieve anything great or everlasting. The city of Rome which ultimately became the wonder of the civilized world was not built in a day, it took many years to get it in this shape. Nothing important or great can be attained by a mere thought of attaining it, a serious planning, hard labour, dedication and positive thinking and a regular perseverance is required to get it. To reach the Moon, to reach the Saturn it took many many years of research and hard work.

We must remember that there is no royal road to anything and that the true success can be attained only by hard work. We must not yield to discouragement because our efforts are not crowned with success. Failures are the pillars of success. Nothing but hard work, dedication and perseverance is necessary to achieve the goal. Slow progress must not make us impatient and difficulties must not discourage us. We must remember that *Rome was not built in a day*.

(44) Look Before You Leap

[PCS]

Check your pocket before you enter a hotel. Haste makes waste. Rash decisions are always dangerous. This is what the saying “Look before you leap” means. You must see the pros and cons of your decision before you act according to it. It is always better to find the merits and demerits of any venture, before entering into it. See where are you going to leap, it is always better to know the risk involved in it. History is full of such *e.g.*, when the rashness costs a lot.

Napoleon decided to attack Russia without taken into consideration the fierce winter of that country. As a result of this rashness and miscalculation, his armies were trapped in the snows and thus, lost the iron guard, the main strength of the army. One must have patience, must plan well, must see the risk involve and then act, he will positively get success. So it is true to say that *look before you leap*.

(45) Example Is Better Than Precept

[IFS, PCS]

If you actually wish others to follow what you say, it is necessary that you yourself follow what you want others to follow. Mere words of advice, laying down rules of action and the like are of no use. People do not believe in the preaching or if some believe the strength is very meagre. Living example which the persons for whom they are meant can see before his eyes, can make better impression and have the desired end, being something concrete: but precepts, which are things only in abstract, do not make good impressions upon the mind or even if they make any impression at all, it lasts only for a short time.

Mahatma Gandhi always believed in the saying that *example is better than precept* and so he had lacs of followers. He never did what he asked other not to do. He was an apostle of creating examples in real terms.

(46) Forgiveness Is The Noblest Revenge

[PCS Asstt Grade 1996, IFS]

If you want to destroy your enemy, forgive him, he will not be your enemy any more and so the enmity is destroyed and a friend takes birth. And in this way to destroy the enemy, forgiveness is the biggest tool. Revenge is an ordinary tool, does not destroy the enmity, it can cause some harm, physical or financial to the enemy but the enemy becomes more determined to avenge it. While the forgiveness not only makes him feel sorry and finishes the enmity but also makes you safe for ever and the enemy now becomes your friend. So to destroy the enemy *forgiveness is the noblest revenge*.

(47) Handsome Is That Handsome Does

[PCS]

Outward looks or beautiful face does not makes a man really good or handsome. The inner virtues, and the good actions are the real beauty of a person. A person is considered to be handsome, if he has physical outwardly bright eyes, pointed nose, rosy cheeks, pearly teeth, curly hair and strong body. In reality, handsome is he whose deeds are handsome. The greatness lies neither in wealth nor in rank and nor in physical beauty but in our actions and our deeds. We can find number of beautiful prostitutes, but the deeds of these pimps are not worthful. The noble laureate Mother Teresa was not a handsome lady but her deeds made her so great. So if we want to make our life noble, dignified and handsome, we must do noble deeds.

Mahatma Gandhi, the father of the nation, was not good-looking but still he is regarded as the finest specimen of humanity because of his noble deeds. We must not judge a person from his outward looks but we must judge him from his character, thoughts and the most important his deeds.

(48) Capital Punishment

The punishment of criminals has always been a problem for society. Citizens have had to decide whether offenders such as first-degree murderers should be killed in a gas chamber, imprisoned for life, or rehabilitated and given a second chance in society. Many citizens argue that serious criminals should be executed. They believe that killing criminals will set an example for others and also get rid society of a cumbersome burden. Other citizens say that no one has the right to take a life and that capital punishment is not a deterrent to crime. They believe that society as well as the criminal is responsible for the crimes and that killing the criminal does not solve the problems of either society or the criminal.

(49) He Is Strong Who Conquers Others; He Who Conquers Himself Is Mighty

It is very easy to direct others to do this or that. It is also easy to use force to make others to obey you. It is also easy to use brutal force to subjugate others, you may be a winner, but if you are asked to change your life style or to give up your habits or give up any kind of lust you are having, you will find it the most difficult task or impossible to do so. The sacrifices to be made to win over ownself is really tremendous. For an ordinary man relinquishing the empire is not possible, but Gautam Buddha did it. Though Nadir Shah defeated a number of kings with his brute force, but he can't be equated with Gautam Buddha. Samrat Ashoka became great only when he renounced the throne, but not on defeating the Kalinga. Rightly said that the man who could conquer himself is indeed great and mighty and who conquers others is simply more powerful or strong.

(50) Slow And Steady Wins The Race

The story of the fast runner hare who was defeated by the slow running tortoise is a well known story. The saying teaches us three things- Firstly, one should not believe in shortcuts and secondly, one should not rest until one achieves one's goal and thirdly, one should not underestimate the rivals. In this competitive world, we must be totally vigilant and put hard work and make all our efforts or better efforts in order to excel others. '*Slow and steady wins the race*' is not so relevant in this competitive world. In my opinion '*Fast but perfect wins the race*', slow remains far behind now a days.

(51) A Little Knowledge Is A Dangerous Thing [PCS, IFS, Asstt Grade]

Superficial and shallow knowledge always leads to dangerous consequences. An incompetent doctor or surgeon may play with the lives of his patients; a teacher with shallow knowledge of his subjects will misguide his students; a lawyer without a thorough knowledge of law will ruin his clients; similarly an inefficient engineer will build bridges and buildings that could cause major accidents. These people expose the lives of others to serious risks. They are so conceited that they never realise their shortcomings and hence make no progress. We can find such people in every walk of life whether art, science or literature or economics or medicines and these are hazards for the common people. One must, therefore, never rely on persons who are not thorough in their profession or vocation and be cautious to deal with such fellows.

(52) The Pen Is Mightier Than The Sword

[Engg Services, PCS]

It has been a point of contention since long that what is more powerful, physical force or the intellectuality or who rules the world sword or the pen. During the primitive age, the Sword ruled the world and the maxim 'Might is Right' was accepted by all. In the civilized world of today, the pen is surely mightier and Sword is worked for the Pen. In today's world where every rule and law are coded and democratic values are being accepted the pen becomes more powerful.

The President of USA, who is regarded as the most powerful man of the world, is because of his power of pen, means the intellectuality prevails over the physical force. In the jungle, where the animals rule prevails, only there the physical force is more important. An empire created by the physical force is of temporary nature, soon will crumbled to dust within some years, but the empire of literature is immortal. So in this civilised world *the pen is mightier than the sword*.

(53) Laugh And The World Laughs With You : Weep And You Weep Alone

In general, man does not like to share his sorrow with others, as sorrow is otherwise a private or personal affair. Happiness is a matter to be shared with all the relatives and friends, as happiness increases when you share it. Laughter is essentially a wonderful virtue and a great medicine for the depressed also. One never laughs alone, there are always friends and companions to share and increase your laughter.

It does not mean that the world is altogether indifferent to the sorrow. When we weep there are certain friends and relatives who share our sorrow. But a common man does not ready to share your sorrow, he can only laugh with you.

(54) Our Sweetest Songs Are Those That Tell Of Saddest Thought

Man's character and conduct are often largely governed by his environment and circumstances. The mixed threads of good and evil embedded in his nature are drawn out by the circumstances through which he has to pass. Experience shows that in times of prosperity, ease and luxury, man's base nature gets the upperhand whereas in adverse circumstances, the best in him comes to the surface. Nations which gave themselves up to a life of pleasure and indolence rapidly declined, whereas those which had to face ordeal after ordeal emerged harder and more powerful than before.

It is in times of difficulty that a man exerts himself utmost, reaches unsuspected heights of endurance and perseverance, whereas in easy times the sturdier part of his nature remains dormant and begins to deteriorate. A rich man with plenty of money often gives himself up to sensual pleasures, but a poor man leads a blameless and straightforward life so that he may keep his body and soul together.

(55) It Is Always Better To Light One Little Candle Than To Curse The Darkness

Man is by nature a critic. He always tries to take the excuses for his failure instead of trying to solve the things. It is no use to blame the circumstances or the lacking of something for not getting anything done. Everybody knows there cannot be perfection anywhere, so to criticise the shortcomings is of no use. The right approach should be to find the solution instead of criticising.

A winner always finds his way among the adverse circumstances. He does not blame the shortage or lack of infrastructure or any other thing for not getting the desired results but he actually finds the solution in the given circumstances. We should remember where there is a will there is a way. *So it is always better to light a little candle than of cursing the darkness.*

(56) A Thing Of Beauty Is A Joy Forever

[PCS]

If the beauty means simply the physical beauty of a thing or person, it is of very temporary nature. A beauty with aesthetic value is of permanent nature. But whatever kind of beauty it may be, it is very unreasonable to conclude that it will be the source of joy forever. Nothing in this world is so beautiful which can always give us happiness and joy.

The pretty face of a most beautiful woman of the world, the innocence smile of a child, any kind of beautiful scene of nature, the sculpture of Leonardo da Vinci, the paintings of Raphael, the music of Beethoven, the plays of Shakespeare, the verses of Kalidas, the epics of Homer and Milton, the poetry of Keats or Tagore or anything else is so beautiful as to give joy forever.

Even the loveliest of objects lose some of their charm with the period of time. Variety is necessary even in preserving the charm and appeal of beautiful objects. As such it is not true to say that a *thing of beauty is a joy forever*.

(57) Where Ignorance Is Bliss It Is Folly To Be Wise

It means that in cases happiness lies on the side of ignorance, it would be folly to be wise. Every ignorance is not bliss. Ignorance could be a cause of great loss, ignorance could be a cause of failure, ignorance could be resulted in the defeat of empire and so many very drastic and dangerous consequences may be the result of the ignorance.

But when knowing any thing may result in unhappiness, or result in a something drastic, then it is wrong to put efforts in knowing that thing.

Adam tasted the forbidden fruit of the Tree of Knowledge and was so expelled from the Garden of Eden. "He that increaseth knowledge increaseth sorrow" was the verdict of Solomon; and the experience of ages has confirmed the truth of the verdict.

(58) Do Unto Others As You Would Have Them Do Unto You

The theory of *Karma* is spoken about in many of the sacred texts of all the religions in the world and is implied in the Golden Rule 'Do unto others as you would have them do unto you.' The implication: 'as you treat others, so you will be treated.'

Karma is inescapable. Your actions do return to you. It may not be in this lifetime, but it certainly will return in some way. How you deal with the return of this karmic energy determines whether or not you bring your soul further into balance or create more karmic energy that must be dealt with at a later stage. If you seek to learn from the seeming injustices in your life, chances are that you will be balancing your karmic books rather than increasing your karmic debt.

It is helpful to look at *Karma* as a sort of credit card. Each time we do something in our lives motivated by love, we are 'paying off' some of the karmic debts we have built up over our many lifetimes. Each time we act in selfish interest, we are charging something else to our credit card.

(59) The Heights By Great Men Reached And Kept Were Not Attained By Sudden Flight, But They, While Their Companions Slept, Were Toiling Upward In The Night

There can't be any short cut to success. The toil of years, the sweat of your brow, struggle you make, everything counts in achieving the goal. Looking at the biographies of greatmen, we find that the most of the successful persons whether inventors, artists, scientists, technocrats, sculptures, thinkers, leaders and workers of any kind, owe their success to their indefatigable hard work and dedication. They were the men who achieved their success with dedication, devotion and true hard work. This really holds that the secret of success consisted in being master of our subject. Such mastery is attainable through continuous application and study.

Those, who work diligently, not only achieve their goals and get success, but also remain happy, cheerful and active, which is itself a great reward even if the work does not bring success. Enthusiasm is the best asset of a person, self-determination and hard work, could achieve anything.

(60) Failure is Not Fatal, It Can be The Stepping Stone to Success

Every successful man fails at some time. Failures are natural happenings, every successful man faced failures of many kinds but they worked with more enthusiasm, more determined zeal, analysed their shortcomings and tried again and got success. If you can manage to learn from failures, you will definitely reach where you started out to go. Making a mistake is not a crime, the ability to learn from it contribute to lasting success. Extract the lesson to be learnt from failure and try again with redoubled vigour. Facing failure makes one strong, more wise and more resolute, spur them on to greatest efforts. There is no failure in truth save from within; unless we are beaten there, we are bound to succeed.

One who tries, is always the better than the one who dare not to try, only a person who dares to try can have a chance of success. Blessed are those, who once failed, is a saying worth to follow. It means that the failures make us capable to evaluate our shortcomings and purge us to reach the higher ideals, higher planks.

Abraham Lincoln failed many times in his life, but never got frustrated and fought with more determination, with full devotion and became the President of America. Indian freedom fighters including Mahatma Gandhi, Jawahar Lal Nehru, Vallabhbhai Patel, saw face of failures not once but several times, but never daunted or became desperate, they all had fought to attain the sacred goal of attaining freedom and as a result, they attained it. Failures should not allowed to create frustration, desperateness or disappointment, instead failure should be taken as a boon which gives you strength to fight back with fierce fortitude and invincible zeal.

(61) “A Man Who Wins, Is The Man Who Thinks, He Can”

Confidence is the most important key to success. It boosts the morale and creates determination to attain a goal. The loss of confidence makes a man pessimist, coward or a dead man. A winner never quits and a quitter never wins, shows that one who constantly tries to achieve something, one who endeavours hard incessantly to achieve something, he is the winner, later or sooner, but a quitter could never be a winner.

When Vallabhbhai Patel told that ‘Swaraj is my birth right’ so many people find it mere a slogan, but the incessant struggle put by all the freedom fighters supported the claim of Patel and we could win the freedom.

Organising the efforts properly, in right direction, striking at the opportune time, are essential for achieving a target. Optimism, determination, undaunted will power makes every impossible task possible. Your biggest assets are your enthusiasm that enriches with your positive thinking. Never lose hope, keep cheerful, put the best possible efforts with your total involvement, have confidence in you and you are the winner.

Through positive thinking one can overcome the mountains. One who always think positively even in adverse circumstances wins. Positive thinking always pays. Life belongs to the ambitions.

LETTER WRITING

How to Write a Good Letter?

पत्र लेखन एक कला है। एक अच्छा लिखा हुआ पत्र, पढ़ने वाले व्यक्ति पर, लेखक के व्यक्तिगत एवं वैचारिक सामंजस्य की छाप छोड़ता है। पत्र की शैली, सुन्दर एवं सुपाठ्य होनी चाहिए। पत्र एक ऐसा लिखित संदेश है जो लेखक दूर स्थित किसी व्यक्ति को प्रेषित करता है। पत्र दो दूर बैठे व्यक्तियों के मध्य व्यक्तिगत वार्तालाप का साधन है। अच्छा लिखा पत्र प्राप्त करने वाले को शान्ति प्रदान करता है। जबकि खराब लिखा पत्र, लेखक की अदूरदर्शिता, लापरवाही या असामाजिकता को व्यक्त कर सकता है।

पत्रों को मुख्य रूप से निम्न चार भागों में वर्गीकृत किया जा सकता है:

- (1) **Personal Letters (व्यक्तिगत पत्र)**: मित्र, पिता, माता, भाई इत्यादि को लिखे पत्र।
- (2) **Business Letters (व्यापारिक पत्र)**: एक व्यापारी द्वारा अन्य व्यापारी को, व्यापारी द्वारा अपने किसी ग्राहक को, व्यापारी द्वारा अपने व्यापार के सम्बन्ध में किसी को भी लिखा गया पत्र।
- (3) **Official Letters (Applications and Complaints)**: किसी सरकारी या गैर-सरकारी कार्यालय में एक व्यक्ति या समूह द्वारा किसी सरकारी या किसी तरह की जानकारी या सुविधा प्राप्ति हेतु लिखे पत्र, नौकरी हेतु किया आवेदन या किसी अधिकारी को किसी भी सम्बन्ध में की गई शिकायत।
- (4) **Social (Invitational) Letters (सामाजिक पत्र)**: इस तरह के पत्रों में शादी, Parties या भोज (dinner, lunch) इत्यादि के लिए निमन्त्रण-पत्रों को शामिल किया जाता है। इस तरह के पत्रों को लिखने हेतु एक निश्चित प्रकार का Format सामान्यतया प्रयोग किया जाता है। आजकल, निमन्त्रण-पत्रों के Formats में बहुत विविधता एवं नूतनता दिखाई पड़ती है।

Parts of a Letter :

एक सम्पूर्ण पत्र को छः भागों में विभाजित किया जा सकता है:

- | | |
|---|--|
| (1) The Heading (Address and date) | (2) The Salutation or Greeting (Opening words) |
| (3) Body of the letter (Soul of the letter) | (4) Closing line |
| (5) Subscription and Signature | (6) The Address |

- (1) **The Heading** : एक पत्र में Heading सामान्यतया दायीं तरफ लिखा जाता है जिसमें लेखक का Address एवं पत्र को लिखने की दिनांक लिखी जाती है। यदि पत्र letter head पर लिखा गया है तो Letter Head में Address ऊपर ही लिखा होता है या Letter Head में नीचे पट्टी में लिखा होता है। ऐसी स्थिति में दायीं तरफ मात्र Date ही लिखी जाती है। यदि पत्र Personal Letter के अतिरिक्त कोई पत्र है एवं letter head पर लिखा जा रहा है तो इसमें Reference भी लिखा जाता है जो बायीं तरफ लिखा जाता है।

2/53, Aravali Vihar
Near Jain Temple,
Alwar (Raj.) 301001,
16-12-20xx

Heading में **Address** लिखते समय यदि मकान नं. या Plot No. लिखा गया है तो उसके आगे **Comma** अवश्य लगायें। यदि किसी गली, near वगैरहा का उल्लेख भी है तो उसके पहले के **Address** के बाद भी **Comma** लगाना आवश्यक है। **City** के बाद **Pin Code** लिखना भी उचित रहता है।

Data को कई तरह से लिखा जा सकता है; जैसे:

16-12-20xx,
Dec. 16, 20xx,
16th December, 20xx

- (2) **The Salutation:** पत्र लेखक, पत्र पाने वाले के साथ अपने सम्बन्धों की घनिष्ठता के आधार पर अभिवादन स्वरूप जो शब्द लिखता है, उसे **Salutation** कहते हैं जैसे:

My dear Father, My dear Friend, Dear Sir, etc. Hi Rani, Hello Ashish, इसमें My dear या Dear के बाद सम्बोधन शब्द **Capital letter** से शुरू होता है एवं उसके बाद **comma** लगाया जाता है। **Salutation** को पत्र में **Left hand side** को लिखा जाता है।

Personal letter में सम्बोधन का बहुत महत्त्व है। यदि आप मित्र को पत्र लिख रहे हैं जिनका नाम Prem Prakash है और आप उसे बातचीत में **PP** बोलते हैं तो सम्बोधन में **My Dear PP** लिखना ज्यादा अच्छा लगेगा। इसी तरह यदि आप अपनी Mother को **Mom** कहकर पुकारते हैं तो **Mother** को पत्र लिखते समय **My dear Mom**, लिखना अधिक उपयुक्त, हृदयपूर्ण एवं मन से लिखा प्रतीत होगा।

Business या **Official letters** में Dear Sir, Sir, Dear Sh—, लिखा जाता है।

यदि पत्र किसी **Lady** को **official capacity** में लिखा जा रहा है तो **Respected Madam, Madam**, लिखने से भी काम चल जाता है।

- (3) **Body of the Letter** (Soul of the letter) : **Salutation** के बाद next line से कुछ space छोड़कर पत्र प्रारम्भ किया जाता है। पत्र का मजमून सरल भाषा में, स्पष्ट भाषा में तथा छोटे-छोटे Paragraph में सुन्दर तरीके से लिखा जाना चाहिए। पत्र का मजमून लेखक के व्यक्तित्व एवं वैचारिक सुदृढ़ता को स्पष्ट करता है।

- (a) **Personal Letters:** X व्यक्तिगत पत्रों में शुरुआत कैसे की जाये इसको नियमों में नहीं बाँधा जा सकता है, क्योंकि व्यक्तिगत पत्र, एक-दूसरे के साथ सम्बन्धों में घनिष्ठता या अन्य कई व्यक्तिगत बातों पर निर्भर करता है। जैसे : यदि परिवार में सर्वप्रथम अभिवादन **Jai Sri Krishna** से होता है तो **Salutation** के बाद **Jai Sri Krishna** लिखकर ही पत्र शुरू किया जाता है।

साधारणतया **Personal Letters** को हम निम्न प्रकार शुरू कर सकते हैं:

- (1) I am in receipt of your letter... (2) I got your letter day before yesterday...
(3) I haven't heard from you since long... (4) I couldn't reply your letter dated...
(5) Hope this letter finds you happy, healthy and enjoying the life.

Personal Letters के सम्बन्ध में भी कई Books में ऐसा लिखा गया है कि पत्र में उक्त वाक्य को लिखने में समय व्यर्थ नहीं करना चाहिए बल्कि सीधे ही शुरू कर देना चाहिए। हमारा मानना यह है कि **Personal Letters** से आत्मीयता एवं अंतरंगता झलकनी चाहिए। पत्र पाने वाले को ऐसा महसूस होना चाहिए कि पत्र लेखक सामने ही बैठा है। अतः उक्त प्रकार के वाक्यों से ही पत्र शुरू कराना अच्छा लगता है।

- (b) **Business Letters** : **Business letters** की शुरुआत के लिए उक्त वाक्यों का प्रयोग करने की आवश्यकता नहीं है, लेकिन यदि किसी पत्र के जवाब में कोई पत्र लिखा जा रहा है तो हमें निम्न प्रकार से पत्र को शुरू करना चाहिए।

We are in receipt of your letter of 4th instant.....

लेकिन यदि हम सीधे ही पत्र लिख रहे हैं तो

We beg to say

or

We beg to inform you

or

In response to your advertisement published in the local newspaper dated.....

- * **Actually, business / official letters** में किसी भी भूमिका की आवश्यकता नहीं होती है, पत्र सीधे-सीधे मुख्य बात से शुरू किये जाते हैं।
- * **Business letters** में यदि पत्र व्यक्तिगत नाम से नहीं लिखा जा रहा है तो I का प्रयोग नहीं करके We का प्रयोग करते हैं।

Official Letters, Applications and Complaints

इस तरह के पत्र प्रार्थना पत्र या शिकायत पत्रों में कोई भूमिका बनाने की सामान्यतया आवश्यकता नहीं होती है। पत्र की शुरुआत सीधे ही निम्न प्रकार से की जा सकती है:

- (1) We like to draw your kind attention.....
- (2) In reference to your advertisement published in local newspaper dated.....
- (3) I came to know.....
- (4) With due respect, I beg to say.
- (5) In response to your requirement....

Applications and Complaints: यदि कोई Application एक समूह के रूप में प्रेषित की जा रही है तो हमें I की जगह We का प्रयोग करना चाहिए। व्यक्तिगत मामलों में ही I का प्रयोग करना होता है।

Body of the Letter (Soul of the Letter): पत्र की body सरल भाषा में एवं स्पष्ट होनी चाहिए। छोटे-छोटे paragraphs में विभाजित पत्र अच्छा लगता है। पत्र की शैली प्रभावशाली एवं सुन्दर होनी चाहिए। पत्र की body ही पत्र की आत्मा होती है। यह लेखक के व्यक्तित्व एवं वैचारिक गम्भीरता को स्पष्ट करती है।

(4) Closing line : Body of the letter की समाप्ति निम्न प्रकार करनी चाहिए

(a) Personal Letters में:

- | | |
|-------------------------------------|---------------------------------|
| (i) With due regards. | (ii) With love and best wishes. |
| (iii) Convey my best regards to.... | (iv) Wishing you better health. |

(b) Business/Official Letters में:

- | | |
|-------------------------------|------------------------------------|
| (i) Thanking you. | (ii) Thanking you in anticipation. |
| (iii) We are at your service. | |

(c) Applications में:

- | | |
|-------------------|------------------------------------|
| (i) Thanking you. | (ii) Thanking you in anticipation. |
|-------------------|------------------------------------|

(d) Complaints में

- (i) In anticipation of your earliest reply.
- (ii) In anticipation of the earliest redressal of the problem.
- (iii) Thanking you.

(5) Subscription and Signature: पत्र के अन्त में Next line में दायीं तरफ को subscription लिखा जाता है। इसका पहला अक्षर Capital होता है, अंत में comma लगाया जाता है।

(1) Personal Letters में :

Yours affectionately,
Yours loving son/daughter,

अपने से बड़ों को लिखा जाये तो :

Yours affectionately,

मित्रो :

Yours sincerely,

Yours truly,

(2) **Business/Official letters** में :

Yours faithfully,

यदि Demi official letter लिखा जाये तो :

Yours sincerely,

Principal को लिखा जाये तो :

Yours obediently,

(3) **Application या complaint** में :

Yours faithfully,

लिखना चाहिए।

Signature हमेशा **Subscription** के नीचे किये जाते हैं। जैसे:

Yours faithfully,

P.K. Singh

हमें यदि अपना नाम देना हो तो **Signature** के नीचे **Bracket ()** लगाकर नाम देते हैं।

Yours faithfully,

P.K. Singh

(P.K. Singh)

यदि Letter official capacity में लिखा गया है तो **Signature** के नीचे **Designation** लिखना होता है।

Yours faithfully,

P.K. Singh

Manager

or

Director

or

Partner

पत्र यदि Letter head पर लिखा जाये तो Stamp लगाने की आवश्यकता नहीं होती है अन्यथा Official letter में Stamp लगानी चाहिए।

(6) **Address:** Address, लिफाफे पर बाहर, स्पष्ट एवं सुन्दर अक्षरों में लिखा जाना चाहिए। जैसे:

To

Mr. P.K. SHARMA,

109, Lake Colony,

Udaipur (Raj.)

Pin Code-234500

Address में **Pin Code** अवश्य लिखा जाना चाहिए। पत्र यदि **Registered** भेजा जाना है तो लिफाफे पर ऊपर **Registered** लिखा जायेगा एवं पत्र पाने वाले का पूरा पता लिखा जाता है।

Registered

To,
Sh. N.K. Gupta
A-552, Talwandi, Kota (Rajasthan)
Pin Code-307 245

From:
P.K. Jain
105, S.W.B
ALWAR (RAJ.)

प्रेषक का पता लिफाफे के पीछे भी लिखा जा सकता है। Official Letters में फर्म या Office का Address लिखा जाता है।

Punctuating Letters

Don't forget to Punctuate the letters as per following norms

Commas

(a) Use commas after the salutation (Also called the greeting) in a personal letter and after the complimentary closing in all letters.

(i) **Salutation:**

Dear Ram,
My dearest Hina,

(ii) **Closing:**

Sincerely,
Truly yours,

Colons in Special Cases

There are half a dozen special uses for the colon.

(1) Numerical expressions of time.

Example: 5 : 31 P.M.

The colon goes between the hour and minute. If seconds are noted, a colon goes between the minute and second.

Example: He ran the marathon in 2:14:33.2.

(Two hours, fourteen minutes and thirty-three point two seconds.)

Example: He ran the mile in 4:12. (Four minutes and twelve seconds)

(2) Periodical references in a bibliography or formal reference.

This may vary slightly depending on the form followed. Most frequently the reference is Volume : Issue Number or Volume : Page Number.

(3) Bible references, Chapter:Verse.

Example: John 3:16 ("The book of John, chapter 3, verse 16.")

(4) Subtitles for books, periodicals and articles are preceded by a colon.

Example: Ben-Hur : A Tale of the Christ

(5) We can also use 'colon' with salutations in business letters as per following:

Dear Sir:
Dear Ms Hathaway:

(6) Colons follow labels that identify important ideas meant to get attention.

Warning: To be opened by authorised personnel only.

Notice: Do not use before October 15.

Capital Letters

There are two additional rules for capitalising when writing letters.

(1) Capitalize the first word and all nouns in the salutation (or greeting).

Correct:

Dear Sir,
My dearest Aunt,
Greetings!

(2) Capitalize the first word in the complimentary closing.

Correct:

Sincerely,
Truly yours,
With best wishes,

Personal Letters

Q. 1. Write a letter from a father giving advice to his son who has taken admission in a college.

Ans.

1/42, Aravali Vihar
Rajgarh (Alwar)
July 14, 20xx

My dear Son,

This is the first letter I am writing to you after you left home for higher studies at the college. You have been a very sincere and hard working student so far. You are at the threshold of making and shaping your future career. If you would be sincere to your studies, you could get what you desire. These four years of sincerity and devotion to the studies are very important in shaping the career of a student. You are venturing into a new life where you find everything to decide yourself. There is none to tell you to study or play or watch T.V. You are to manage all your time yourself.

I know that you will not disappointment me with respect to your studies, but you are in your youth and know little of the temptations and allurements with which youth is beset now-a-days. The bad habits and evils which might catch during this period can spoil not only your own career but also destroy the aspirations of the parents.

Companions influence one's character greatly : good companions make good one's character and bad companions make one's career. Choose the friends who are sincere, honest and industrious. Education plays very important role in the formation of character. Morals are of greater importance in life than the subjective knowledge.

Indolence is the worst habit a student can form. Remember that doing nothing may do you even more harm. You may find plenty of books in your college library. Read history and biography, both for instruction and amusement and if you feel inclined for something lighter.

I don't want to say anything more. You are also a wise boy. Remember :

*Heights by the great men reached and kept,
Were not attained by sudden flight,
But while their companions were slept,
They were toiling upwards in the night.*

Write to me regularly and unreservedly. Always look upon me as your best friend, hiding nothing, not even your mistakes or faults.

Your mother conveys you her fondest love.

Your affectionate father,
S.C. Gupta

Q. 2. Write a letter to your friend congratulating him on his success in the RAS examination.

Ans.

32/31, West Patel Nagar,
Jaisalmer,
July 23, 20xx

My dear Pramod,

I am glad to see your result in the *Rajasthan Patrika* of today that you have been successful in the RAS examination and secured good rank. I conveyed this happy news to my father who was sitting beside me. He too was overjoyed.

I thank God for his kindness and wish you a bright future. I know well that you have been intelligent and diligent in your school and college days. Certainly your success is due to God's grace as well as your hard work and also timely guidance of your respected parents.

Please convey my respectful compliments to your parents. Again congratulations to you.

Yours sincerely,
Raj Kumar

Q. 3. Write a letter to your friend Who has recently lost his mother.

Ans.

10, Barkat Nagar,
Jaipur
May 4, 20xx

My dear Mahesh,

It is really a very sad news that you have lost your mother. I knew your mother was ill but the illness was not so serious. The news of your mother's death came to me as a shock. I know you will feel it deeply for you always thought so much of your mother and loved her very much. I also feel it as a personal loss to myself. She was always very kind and loving to me. I can't forget her love and affection for me and her motherly care and worries for me. She was such a good and noble woman.

In such sorrow we are always alone. Words, I know can't soothe your wounds. May God give you strength to bear this uncompensatable loss.

Yours sincerely,
Kailash Jaiman

Q. 4. Write a letter of apology to a friend for not keeping an appointment.

Ans.

29, Janta Colony
Jaipur,
June 19, 20xx

My dear Pradeep,

I am sorry I could not join you at dinner last night. You must have waited for me and cursed me as well for not keeping the appointment. But this lapse on my part was due to the fact that I met with an accident while coming over to your place.

Near Ghat Gate a motor cycle came from the opposite direction. It was without lights. It hit my scooter. I fell off the scooter and lay on the road. My left arm was badly injured. Some people took me to hospital. I was allowed to leave the hospital only after midnight. My arm was plastered. I hope you will excuse my absence.

Yours sincerely,
Ashok

Q. 5. Write a letter to your younger brother advising him to take part in evening games.

Ans.

12, South West Block,
Alwar
February 15, 20xx

My dear Taspan,

I met your class teacher yesterday. He told me that you stood first in the class. I was glad to hear it. But he also told me that you have become a bookworm. You do not take part in any kind of games. It is not good. It will affect your health.

I suggest you to take part in evening games. Do not study at the cost of your health. Play hockey or football. Play any game at least for an hour. It will refresh your mind and keep you physically fit. This will help you in your studies. Do study hard, but do play a while. Always remember the saying '*Work while you work and play while you play; that is the way to be happy and gay*'.

With love,

Yours affectionately,
Prakash Gupta

Q. 6. Write a letter to your elder brother from the town in which you have just joined a new appointment describing the important features of the town, of the people with whom you are associated.

Ans.

13, Mayur Colony,
Bhilwara
April 25, 20xx

My dear Brother,

I am glad to receive your loving letter and happy to learn that everyone is fine at home. You have asked me to give you a brief description of this town. I like this town and the people here am sure that the description as follows will make you like the place and fill you with a longing to see it.

It is a big trade centre. There are two cloth mills here which supply cloth to the whole of the country. There is a large cloth market where you can buy cloth of all qualities and designs. There are four Boys Colleges and eight Senior Secondary Schools. There are two Girls' College also. There are three Government Hospitals, one for male, other for female and child and several private nursing homes.

Besides these, there is a charitable eye hospital also. It is a Railway junction. Three beautiful Picture Halls are also situated in the town. There is one Engineering and one Dental College too in the town, located in the Industrial Area about 8 km far from the town. The most interesting feature of the town is its magnificent temples where hymns are sung and cymbals are clashed daily in the morning and evening.

People are nice, honest, straight forward, hardworking and trustworthy. They are not addicted to any vices as drinking and gambling. My colleagues are also very cooperative and of helping nature. The General Manager of my company is a through gentleman and takes keen interest in the welfare of the staff. He is very kind and sympathetic to all the employees.

I am fine here. Everything is going on here nicely as per scheduled routine. Regards to Daddy and Mom.

Yours affectionately,
Maneesh

Q. 7. Write a letter from a student to his friend, telling him about the first impression of the college.

Ans.

215, Aravali Vihar,
Near Jain Temple,
Alwar (Raj.) 301001

Dear Shankar,

As you know, I got admission in Rajasthali Commerce College, Alwar Rajasthan this year. You have asked me to tell you about my new college.

The atmosphere and the environment of the college is entirely different from that of our schools. The discipline in the college is not as strict as in our school. No bindings of wearing any uniform. The professors treat us in very friendly way. There is no terror of the teachers as in school. Professors just come in the class, deliver the lectures and generally do not bother to ask any question from the students. They are not worried whether any student follow them or not. All kinds of facilities like library, sports, games and canteen are available in this college.

Students enjoy the freedom of college life. Everyone is at liberty to go wherever he likes, do whatever he likes and speaks what he has in his mind within some limits. There is none to check the students. They can spoil or they can make their lives.

I can't afford to waste my time in useless things and have started making notes, consulting the library books for the last one week.

I have to do a lot of hard work to achieve good marks. Tell me about you.

Convey my regards to your parents.

Yours sincerely,
Dinesh

Q. 8. Write a letter to your elder brother writing him the reasons of your failure in Public Service Commission Examination.

Ans.

304, Shastri Nagar,
Jodhpur (Raj.) ,
Jan.16, 20xx

My dear Brother,

I am in receipt of your letter. You have asked me the reasons of my failure in Public Service Commission Examination. I do not like to take any excuse but believe in narrating the facts of my failure as per my imaginations. As you also know, this was not an easy exam. I made full preparations for all the four papers, but the time table of my exams was very cumbersome. I had to take three papers continuously. The Economics paper was on 12th January from 3 P.M. to 6 P.M. and the paper of Statistics-I was scheduled on 13th January from 10 A.M. to 1 P.M. and after that I had to take the paper of Statistics-II from 3 P.M. on the 13th January itself. This all caused a lot of tension to my mind. I couldn't sleep even for a minute on the night of 12th January and so when I went to the examination hall on 13th January I could take the paper of Statistics-I satisfactorily, but I could not take the paper of Statistics-II properly and so in this paper I got only 31 marks out of 100 marks and that spoiled my percentage.

I did very good preparations for all papers, but to whom can I blame, it is my hard luck or say I was unfortunate as the time table was so uneasy and tedious. This is the first time when all the students who opted Economics and Statistics have suffered a lot because of such time schedule. I am myself not happy with the result but nothing can be done now. I am determined to take this examination again with more hard work. I remember your words "*A man who wins, is the man who thinks, he can.*"

Convey my regards to Papa and Mummy.

Yours loving brother,
Prakash

Q. 9. Write a letter to your uncle thanking him for the birthday gift you have received from him.

Ans.

105, Mangal Vihar,
Alwar,
February 28, 20xx

My dear Uncle,

Yesterday was my birthday. I received many gifts, but your gift was the best. You have sent me a beautiful wrist watch. Everybody liked it. I thank you very much for such a lovely gift.

Your gift is very precious to me. I was often late for school. Now I shall be punctual. This watch will help me during my examination days also. The watch is a token of your love for me. I shall always keep it with me. Once again I thank you.

Convey my regards to Aunt.

Yours lovingly, Harsh

Q. 10. Write a letter to your father asking for some money.

Ans.

415, Lajpat Nagar,
Alwar (Rajasthan)
February 23, 20xx

My dear Father,

I hope this letter will find everybody at home in the best of health and happiness. I am well here. You might have received my progress report from the school. You will be glad to know that I secured first position in my terminal examination. I assure you that I will maintain this position in the Annual Examination also. As you know my dues for the next quarter are due, kindly send me ₹ 1100/- by draft at the earliest.

Please pay my respects to dear mother and convey my love and affection to Puppy and Raju.

Yours loving son,
Raman

Q. 11. You are Putin. Your sister, Ragini, has just completed X standard and has sought your advice in the matter of opting Science or Commerce group. Write a letter advising her to select the group in XI standard.

Ans.

KH-3, South West Block
Near Eid Gah, Alwar (Raj.).
18th March, 20xx

Dear Ragini,

I am in receipt of your letter dated 15th March. You have sought my advice in the matter of opting Science or Commerce group in your XI standard.

First of all, I like to tell you very frankly that whatever stream you opt, you are to put hard to achieve success. In the present competitive world, poor show in any stream is of no use. In Science group, you can opt either Engineering or Medical. If we compare Engineering and Medical profession, the medical profession is more suitable, particularly for female candidates. On the other hand, through Commerce stream, you can become a Chartered Accountant, ICWA, Company Secretary and can also go for MBA. Along with Commerce stream, you are required to take computer training also, because now-a-days all business is being carried through the computer. As such commerce also opens new vistas of career opportunities to you.

So if you are interested in becoming an Engineer or a Doctor, you should opt for the Science stream and if you are interested in the work of accounting nature, the commerce stream is more suitable to you. Any way, choice is yours.

Whatever may be your decision, please convey me positively. I also like to tell you that you should also improve your English along with your academic achievements. English is very important for acquiring higher qualifications.

Everything is normal at my end. Do write for any work.

Convey my regards to Mummy and Papa.

Yours loving brother, Putin

Q. 12. You are Sweta living in the hostel of PQR School, New Delhi. Write a letter to your sister, Rashmi, describing your hostel life.

Ans.

Indira Hostel,
PQR School,
New Delhi
25th March, 20xx

My dear Rashmi,

I received your loving letter three days ago, but because of my preoccupation in making preparations for the annual function of our hostel, I could not spare time to reply you.

I feel pleasure in informing you that I stood first in the quiz competition and our team stood second in folk dance competition held during the annual function programmes. As I am staying in the hostel, I am devoting more than two hours daily in improving my General Knowledge and General Awareness in addition to course studies. Ours is a very good hostel. Most of the students are well disciplined and sincere. Our hostel warden Mrs. Savita Vermani is a very strict lady. She keeps close watch on every student. All the students are required to attend the morning and evening prayers daily and both the time attendance is marked.

The quality of food being served is very good, consisting of two vegetables curd and salad, with Tawa chapatis and a sweet dish. Breakfast is served at 8 A.M., after that I go to school and take lunch at 12 P.M. and dinner is served from 7 P.M. to 9 P.M. In the evening we play games like badminton, hockey, cricket in the hostel playground from 4 P.M. to 7 P.M. As such I find this hostel a well maintained one, with everything of good quality and caring.

What about you ? How are your studies going on ? Do write to me for any help or work.

Convey my regards to mummy and love to Sunny.

Yours loving sister,
Sweta

Q. 13. You are Sarvesh living at 1215, Qutab Enclave, New Delhi. Write a letter to your father telling him of your plan to go to a village with a group of students to teach illiterate villagers.

Ans.

1215, Qutab Enclave,
New Delhi,
22nd April, 20xx

Respected Daddy,

I received your affectionate letter three days ago, but I was busy in my examinations so I could not reply earlier. I am very happy to note that Sonu has been selected in IIT with very good rank. Please congratulate him on my behalf. He deserves the kudos.

As I informed you earlier that my annual examination will be over on 29th April. On 30th April I along with a team of ten students are planning to go to a nearby village Hatina to educate the illiterate villagers. The team will be headed by our professor Dr Pannikaran. We will teach them how to read and write our mother tongue Hindi. We will also train them to write their signatures.

Illiteracy is a curse in our society. Many problems and hardships are faced by the poor villagers because of the illiteracy. Our tour will not only help the villagers but it will also be beneficial for us to get the first hand knowledge of rural problems. I will write you about our detailed programme later on. Every other thing is fine at my end. I am preparing well for my annual examinations.

Convey my deep regards to Mom and heartily congratulations to Sonu.

Yours loving son,
Sarvesh

Q. 14. You are Girish living in a hostel of BTR School, New Delhi. Write a letter to your friend Mohan, telling him about an interesting weekend that you spent at your friend house recently.

Ans.

Subhash Hostel,
BTR School,
New Delhi
30th March, 20xx

Dear friend Mohan,

I have been thinking to write to you for the last several days about my short, but enjoyable stay at my friends. As you are aware that I am well settled in the hostel now. I have got some very good friends here. I wrote you earlier about my friend Pankaj who belongs to Kolkata. The school was closed for winter vacations. Pankaj took me with him to Kolkata. His father is an Executive Engineer in PHED. He owns a big house and a small farm house. Kolkata is a large metropolitan city. We visited National Library, Victoria Palace and New A.C. market. We also travelled in tram, a small train with two coaches. It was really thrilling to visit zoo and Birla Planetarium there. I also visited Bara Bazar, a commercial market. I purchased two shirts and a wrist watch from the Madaan Market at very economical prices.

I really enjoyed my short stay with Pankaj. His parents are very generous and amiable. Every family member gave me love and affection. Their love and affection will always be fresh in my mind.

What about you ? When are you going to London ? Please write me your exact programme, so that I may plan to visit you accordingly.

Yours truly,
Girish

Q. 15. You are Anubhuti. Write a letter to your friend Reena about the futility of exploding crackers on Deepawali.

Ans.

1876, Mount Villa,
Mount Abu.
24th May, 20xx

Dear friend Reena,

Hope this letter finds you happy and enjoying the leisure after examinations. You know that the festival of Diwali is approaching fast. I like to inform you that in our town, I along with my four friends decided to make the people aware of futility of using crackers on Diwali.

I do not find any reason for wasting so much money on firing and exploding crackers which not only pollutes the atmosphere but also causes outbreak of fire on many occasions. Many times the fire caused by the crackers endangers human lives and destroys huge properties. On the one side people are wasting money in exploding crackers and on the other side people are not having sufficient food to eat and clothes to cover their bodies. We have decided to collect rupees fifty from every house to distribute sweets and clothes to the poor. I think by this way we will be celebrating this festival in real sense. Tell me what you think about our plan of celebrating Diwali as in such manner.

Convey my regards to your parents

Yours friend,
Anubhuti

Q. 16. You are Prakash. Write a letter to your friend Ramesh asking him about his studies for competitive examinations.

Ans.

103, Narpat Colony,
Near Ahimsa Circle,
Jaipur (Raj.) 302015.
15th March, 20xx

Dearest Ramesh,

I haven't heard from you since long. It seems that you are very busy in preparing for the State Service Commission Examinations or something else ? Anyway, tell me about your preparations. I think you should have completed all the optional papers so far. I like to tell you only one thing that whenever you start revising your papers, try to prepare short notes, so that you can revise the same again during examination period. This will help you in making several revisions and you will be able to secure good marks. A good percentage in theory papers means your selection is almost confirm.

I know you must be putting all your strength and wisdom as you are a very hard working and devoted guy. I wish to see you among the first fifty candidates.

I am doing my job well. My good wishes for the exams.

Do write for any deserving service.

Yours truly, Prakash

Q. 17. Write a letter to your father explaining him the reasons of your not securing good marks in English paper.

Ans.

24, Subhash Hostel,
WXT College, Jaipur
March 26, 20xx

Respected Papa,

I received your letter today in the morning. You have asked me the reasons of my securing poor marks in English paper.

First of all I like to tell you that I put very hard labour in English. As you are aware that I am not good at Grammar, so I couldn't attend the Grammar portion so well. I need tuition for English Grammar. I have talked with our Grammar teacher who has consented to give me tuitions for two months only. Without good command over English Grammar, it is not possible to secure good marks in English. Please allow me to take English tuition so that the problem of English is solved for ever.

You can see that in other subjects I have secured more than 85 % marks, but in English I could not manage to secure more than 40% .

Convey my regards to Mom and Grandmom.

Yours loving son,
Jaipal

Q.18. Write a letter to your elder brother telling him about the discomforts of a railway journey without reservation.

Ans.

214, Nehru Nagar, Ambala.
3rd March, 20xx

Dear brother.

As I informed you telephonically also I reached here safe and sound yesterday.

I like to tell you about the discomfort I suffered because I had no reservation. As you know I could not get the reservation so I had to travel in second class general compartment. The journey was very tiring and cumbersome. First of all the train was late by two hours. As soon as the train arrived I managed to push myself into the general compartment. It was overcrowded, but after one hour I got half a seat, just managed to sit on the corner of a seat. Six persons were sitting on a seat for three, but it was comparatively comfortable. It was not possible to take rest or sleep the whole night, but I had no option .

However, the night passed and the train reached Ambala at 5 A.M. I found myself safe and sound but extremely tired. I took a lesson to plan the journey in such a way that either get a reservation or if not better travel by bus. How the things are going at your end. Convey my regards to Mom and love to Tini.

Yours younger brother,
Pulkit

Business Letters

Q. 19. Write a letter from M/s V.K. Gupta and Sons Jaipur to M/s Arihant Prakashan, Karol Bagh New Delhi, requesting them to supply the books.

M/s V.K. Gupta & Sons
University Road Jaipur

Ref:Un/

Date 08/3/20xx

M/s Arihant Prakashan
106, Karol Bagh
New Delhi 110013.

Ans. Sub : Supply of books.

Dear Sir,

We are sending herewith draft No. 1478952 dated 25/01/05, drawn on Punjab National Bank, favouring yourselves payable at New Delhi for ₹ 15000/- in advance against the supply of the following books

- | | | |
|----------------------|---------------------|------------|
| 1. 60 Days Grammar | By S.C. Gupta | 200 copies |
| 2. Objective Physics | By Sharma and Gupta | 150 copies |

Please send the above books through Jaipur Golden Transport Company, duly packed with polythene. Please send the bill after allowing discount as usual.

Thanking you.

Yours faithfully,
V.K. Gupta,
Partner
V.K. Gupta & Sons

Q. 20. Write a letter to the retailer from whom you purchased a TV but its picture tube is not functioning well. Write him to get it changed.

Ans.

15, Ganesh Colony
Alwar (Raj)
Aug 25, 20xx

M/s Preeti Electronics
Jayanti Market,
Jaipur.

Sub : Replacement of T.V.

Dear Sir,

I have purchased a T.V. make BPL-21FSTW from you vide bill No. 2581 dated 1/7/20xx for ₹ 11300/-.

The picture tube of the T.V. is not functioning properly. You have sent the mechanic twice to check the same, but of no avail.

As the T.V. is under one year guarantee period, so you are requested to get the T.V. changed immediately. I think you will not make any excuse in the matter and the T.V. be replaced without any delay.

Thanking you.

Yours faithfully,
Vikas Sharma

Q. 21. Write a letter to M/s Jaipur Publications returning the book wrongly supplied by him and asking him to supply the proper books.

Ans.

R.K. Book Depot
155, Nangali Circle, Alwar

Dated 16/3/20xx

Ref:Po/

M/s Jaipur Publications
Chaura Rasta,
Jaipur

Sub : *Supply of Proper Books.*

Dear Sir,

Today we have received the parcel of books sent by you. We are surprised to find that you have sent all the twenty books of English Grammar written by some Mr. Sarraff, while we have ordered for the English Grammar written by Mr. Gupta and Gupta.

We are returning the books. You are requested to supply the books of English Grammar written by Mr. Gupta and Gupta. Please be kind enough to supply the proper books immediately. The parcel be packed properly with polythene.

Thanking you.

Yours faithfully,
R.K. Jain
Partner

Q. 22. As Principal of a college, place an order for supplying some sports items to M/s Sports and Sports Ludhiana.

Ans.

Subhash Gandhi College
Lucknow (U.P.)

Ref Ord/sport

Dated 18/4/20xx

M/s Sports & Sports,
Lal Bazar, Ludhiana

Sub: *Supply of Sports items.*

Dear Sir,

You are requested to supply the following sports goods at the rates mentioned by you in your quotation dated 10/3/20xx

Name of items	Quantity
(1) Cricket Bats	12 Pieces
(2) Volley Balls	12 Pieces
(3) Badminton rackets	12 Pieces

Please dispatch the above items duly packed to avoid any damage in transit.

Thanking you.

Yours faithfully,
R.P. Ojha

Q. 23. You are Anil Shah, General Manager of M/s Cement Associates, Karol Nagar, Nimbahera. Mr. R.K. and Sons has placed with you an order for two thousand bags of cement. Please write a letter asking them to send 50% amount in advance by draft and also to submit you two references as this is the first dealing.

Ans.

**M/s Cement Associates
Karol Nagar, Nimbahera.**

Ref Adv/

Dated 27/8/20xx

Mr. R.K. & Sons
Akbar Nagar
Shri Ganganagar (Rajasthan).

Sub: Supply of 2000 bags of cement.

Dear Sir,

We thankfully acknowledge your order No. 1841 dated 21/8/20xx for supplying of two thousand bags of cement.

Please be informed that this is our first dealing and as per our business policy, yours being a new firm, need to send 50 % advance payment by draft and also two references for all future dealings.

For your ready reference, we are attaching herewith list of firms in Rajasthan who are registered with us.

We hope you will get these formalities fulfilled at the earliest.

Thanking you.

Yours faithfully,
Anil Shah
General Manager

Q. 24. You are the dealer of Pakija Biscuits for the State. Due to strike of Transport operators, your supply of biscuits has been disrupted. One of your distributors has asked you to arrange the supply of biscuits at whatever cost. Draft a letter to your distributor telling him regarding increase in the supply rates.

Ans.

**Bengal Bakeries Ltd.
Registered Office, 181, Nanitalla Lane
Kolkata—700023**

Dated 17/4/20xx

Ref : Supply/ad/

M/s Priya Distributors
Asansol (W.B.)

Sub : Supply of Pakija Biscuits

Dear Sir,

We are in receipt of your urgent call for supplying the biscuits at whatever cost.

As you are aware due to strike of transport operators it has become impossible to supply the biscuits by trucks. We are sending you biscuits with our sales executive Mr. P.V. Vardhan by passenger train as per your requirements.

You are requested to pay him ₹ 350 /- extra, as excess charges borne by us in supplying the biscuits through train.

Thanking you.

Yours faithfully,
Kamal Bose
Marketing Executive

Official Letters, Applications and Complaints

Q. 25. Write a letter to the Postmaster complaining that your sister at Ambala has not received the parcel sent by you last month.

Ans.

129, South Block
Alwar (Raj.)
26/4/20xx

The Postmaster,
Head Post Office,
Alwar

Sub: *Non-receipt of parcel sent on 25/03/20xx*

Dear Sir,

I had sent a Registered Parcel to my sister Jaya at House No. 16, Sector 5, Ambala on dated 25/3/20xx vide your receipt No. 1479. The parcel has not so far been received by her. More than two months have since passed. It appears either the parcel is delivered to somebody else or it has been lost in transit.

You are requested to enquire into the matter and apprise us the factual position without any further delay. Your early action is highly appreciated.

Thanking you.

Yours faithfully,
S.K. Gupta

Q. 26. Draft a First Information Report regarding theft of your Scooter.

Ans.

15, Kalindi Market,
Near University
Jaipur
28/5/20xx

The S.H.O.
University Road Thana
Jaipur.

Sub: *FIR regarding theft of scooter.*

Dear Sir,

I have to lodge an FIR for the theft of my scooter from the University Road. It was about 1 P.M. I went to the market to make some purchasing. I locked my scooter as usual and parked it outside the shop of M/s K.K. and Sons, University Road, Kalindi Market. After about half an hour I came out of the shop and was shocked to find that my scooter was missing. I made enquiries from the nearby shopkeepers but of no avail. The Scooter was of 2003 model, Priya, blue coloured 100 cc, self start bearing Registration No. RJ 02, C 2879.

I request you to lodge the FIR and arrange to trace the scooter at the earliest. Your immediate action in the matter is solicited.

Yours faithfully,
Pramod Jhalani

Letters to/from Bank

Q. 27. You are Rajesh. You have deposited a cheque for collection in your current account. Even after passing more than one month, the amount of cheque has not been credited in your account so far. Write a letter to the Manager of the Bank, to get the amount of cheque deposited in your account and make a demand for payment of interest for the delayed period.

Ans.

The Manager,
Quick Bank,
New Delhi

Ref : Non-crediting the proceeds of cheque.

Dear Sir,

I had deposited a cheque bearing No. 175896 dated 25/03/20xx for ₹ 56200/- drawn on State Bank of India, Alwar for collecting the proceeds in my Current Account No. 7816 with your branch.

I regret to note that even after passing of more than a month, the amount of cheque has not been credited in my account so far.

You are requested to look into the matter and arrange to get the amount of cheque credited in my current account immediately along with the interest for the delay as per norms.

Thanking you.

Date 27.4.20xx

Yours faithfully,
Rajesh
Current A/c No. 7816
12/ 7, Vikas Nagar
New Delhi

Q. 28. As manager of a Bank, write a letter to a customer that his cheque has been dishonoured.

Ans.

Quick Bank Ltd.

Ram Nagar Jaipur

Ref. Com/05/

Dated 29th April, 20xx

Mr. Rajesh Sharma
12/ 7, Vikas Nagar
Jaipur

***Sub :** Dishonour of your cheque No. 175896 dated 25/03/20xx for ₹ 56200/-
drawn on SBI Alwar.*

Dear Sir,

In reference to your letter dated 27.4..., we beg to inform you that your above cheque was received back by us for the following reason:

1. Funds Insufficient.

The cheque has since been sent to you by Registered Post on dated 29.04.20xx at your residential address.

We are always at the service of our clients.

Thanking you.

Yours faithfully,
T.K. Bose
Sr Manager

Q. 29. There is an advertisement in the local newspaper for the post of Office Assistant. Make an application and write your biodata.

Ans.

The General Manager,
Tilak Associates,
Faluja Road,
New Delhi.

Sub : *Application for the post of Office Assistant.*

Dear Sir,

With reference to your advertisement in the Indian Express dated..... for the post of 'Office Assistant' I am sending my biodata with this application. My biodata contains all the details regarding my qualifications and experience.

I like to assure you that if I am given a chance to serve in your esteemed organisation, you will positively feel satisfied with my attitude and working.

Bio-Data

- | | | | |
|---------------------------|--|---------------------|-------------------------------------|
| (1) Name | R.K. Sharma | | |
| (2) Father's Name | Mr P.K. Sharma | | |
| (3) Address | 4/47, Shah Nagar Near Nai Mandi,
New Delhi—110007 | | |
| (4) Telephone No. | 011—22094521 (R) | | |
| (5) E-mail | rksharma_147@yahoo.com. | | |
| (6) Date of Birth | 25th April, 1984 | | |
| (7) Qualifications | | | |
| | Degree | University | % Marks Year of Passing |
| | BA(Maths) | University of Delhi | 78 % 2001 |
| | MA (Economics) | University of Delhi | 75 % 2003 |
| (8) Experience | One year at M/s Sandeep Associates as cashier-cum-Accountant
(Experience certificate enclosed). | | |
| (9) Hobbies | Playing cricket, Reading Newspapers, Watching T.V. serials. | | |
| (10) Extra | (1) English Typing speed on computers 60 wpm.
(2) Hindi Typing speed on computers 40 wpm.
(3) Well versed in Tally 5.4 and 6.3 versions
(4) Have good knowledge of MS Word, MS Excel. | | |

I hope you will find my bio-data as per your requirements.

Your faithfully,
R.K. Sharma

Q. 30. Write an application to the Principal of your college/school requesting him to grant you fee concession.

Ans. The Principal

.....
.....

Sub: *Concession is Fee.*

Sir,

Most humbly I beg to state that I am a student of class BCom II Year B of your college. My father is a retired clerk. He is getting a pension of ₹ 1800 /- P.M. I have two younger brothers. They are also studying in this college. There is no other source of income. My father is unable to pay my fee. Last year too, your goodness granted me 100 % concession in my fee. This year too I request you to grant me 100 % concession in my college fee, so that I shall be able to continue my studies. I like to apprise you that I secured 83 % marks in B.Com I Year.

Please be kind enough to grant me full fee concession.

Thanking you.

Dated 24/ 03 /20xx

Yours obediently, Saurabh

Q. 31. Send a reply to the following advertisement in a newspaper. Indicate to which post you are applying for. Include your Bio-Data. Suppose you are Satish Pradhan from New Delhi.

Ans.

Advertisement

Wanted male/female Marketing Executives, Accountants, well qualified, experienced. Salary no constraint for the right candidate. Apply to General Manager, XYZ, Company, New Delhi within seven days.

The General Manager,
XYZ Company,
New Delhi.

Sir,

With reference to your advertisement published in the Hindustan Times, dated January 28, 20xx, for the posts of Marketing Executives, Accountants etc. I offer myself as a candidate for the post of Accountant. As far as my academic and other qualifications are concerned, these are indicated in the bio-data attached herewith

Bio-Data

- | | |
|---------------------------------------|---|
| (1) Name | Satish Pradhan |
| (2) Father's Name | Shiv Kumar Pradhan |
| (3) Date of Birth | 11.7.82 |
| (4) Educational Qualifications | M.Com |
| (5) Nationality | Indian |
| (6) Marital Status | Unmarried |
| (7) Experience | One year experience of working in a private company |
| (8) Reference | (a) Mr. P.K. Mishra (Bank Manager)
142, Nehru Nagar, New Delhi-18
Tel. 011-25761081
(b) Sh S.R. Sharma, MBBS (Councillor)
145, Patel Nagar, New Delhi-11 |

- (9) Extra:** Apart from the above mentioned Bio-Data, I have an additional record of extra- curricular activities. I participated in debates, dramas and sports and had won many prizes from time to time.

In light of the above mentioned facts, I request you to consider my application favourably I like to assure you, that you will never feel disappointed with my work and attitude. I believe in working with full dedication and positive attitude.

Date 30/01/20xx

Yours faithfully, Satish Pradhan

Q. 32. Write a letter to the District Education Officer, Jaipur, applying for the post of a temporary teacher.

Ans.

The District Education Officer,
Jaipur District, Jaipur.

231, Arya Nagar, Alwar,
February 14, 20xx

Sir,

I have come to know through some reliable sources that the post of a teacher of English is lying vacant in one of the schools under your control. I beg to apply for the same. As regards my qualifications and experience, I submit as follows

I passed the Matriculation Examination from the D.S. High School, Jaipur in the year 1994, securing 87% marks and stood first in the school. I passed the B.A Examination from D.S. College, Jaipur in 1998 with 76% marks. I took my M.A. Degree in English from University of Rajasthan, Jaipur with first division securing 61% marks in 2000 and stood first in the University in the B.Ed Examination in 2002. I have seven months experience of teaching English in a Higher Secondary School. The experience certificate is enclosed here with for your kind perusal.

I like to assure you that if I am selected, I shall do my best for the students and everybody concerned shall feel satisfied with my conduct and devotion.

Yours faithfully,
Vijay Kumar

Q. 33. You have read an advertisement in 'The Hindustan Times' about the application of appointment of teachers. Write an application to the Director of Education, Rajasthan, Jaipur asking for a job as a teacher in an educational institution.

Ans.

The Director of Education,
Rajasthan
Jaipur.

Sir,

With reference to your advertisement published in 'The Hindustan Times' dated 15th January for the post of teachers, I beg to offer my services as a candidate for one of them.

Relevant particulars of my career are given below

Name Bahadur Khan
Age 27 years (Date of Birth 1.1. 1978)

Examinations Passed	Division	Year
High School	2nd	1990
Intermediate	2nd	1992
B.A.	2nd	1995
B.Ed.	2nd	1996

Experience: Working as a temporary of teacher of English in a private college since July, 2002. I am enclosing photocopies of my qualifications and the experience certificate for your kind perusal. A favourable decision will oblige me.

My address:
Bahadur Khan,
S/o Mr. Rashid Khan,
20, Nai Basti,
Jaipur (Rajasthan)
April 25, 20xx

Yours faithfully,
Bahadur Khan

Complaints and Letters to the Editor

Q. 34. Write a letter to the editor of Newspaper, complaining against the increasing nuisance of beggars in the city.

Ans

The Editor,
The Times of India,
New Delhi.

S.K. Joshi,
17, Mahabir Colony,
Asansol (W.B.)
Jan. 23, 20xx

Dear Sir,

Through, the columns of your esteemed newspaper, I like to draw the attention of local authorities towards the increasing nuisance of beggars in our city.

Now-a-days, the population of beggars has abruptly increased in the city. Everywhere in the city, whether market, park or outside a restaurant or even in every street and on Red Light stoppage, you will find such obstinate beggars who can't be easily put off. The pity is that most of them are physically fit. Begging is their well thought of profession.

Some of them must be involved in other crimes also. Some of the beggars also suffer from highly infectious diseases such as leprosy and TB etc. and while begging they come in contact with general public. It is necessary that such cases be taken care of and be treated in General Hospital and other able bodied beggars be taken to the task. Either they be given jobs or they must not be allowed to make the begging their profession.

I am sure the authorities will positively take care of this increasing nuisance of beggars at the earliest.

Thanking you.

Yours faithfully,
S.K. Joshi

Q. 35 Write a letter to the Editor of a newspaper about very irregular and short water supply in your locality.

Ans.

The Editor,
The Times of India,
New Delhi

Dear Sir,

I crave the hospitality of the 'HELP LINE' columns of your esteemed newspaper to draw the attention of local authorities, particularly the authorities of "Water Works Department".

For the last one month the water supply in our colony has become very irregular and scanty. Out of the seven days, the supply was given for three days only and that too for one hour to 90 minutes.

On yesterday and day before yesterday, the water was supplied only for 35 minutes. When contacted the Assistant Engineer in the matter, he replied that due to some electric problem the water supply had become irregular. His reply was very evasive. I was not satisfied with the reply. It appears that the concerned AEn is not taking the problem seriously.

In the summer season, water is of utmost necessity. I hope you will be kind enough to publish this letter in your daily, so that the higher authorities take notice and solve this acute problem immediately and warn those who are responsible for it.

Dated

28/4/20xx

Yours faithfully,
Ram Chand
21/7, Janakpuri Road,
New Delhi 1100031

Q. 36. Write a letter to the District Collector drawing his attention to the nuisance caused by loudspeakers in the city during examinations days.

Ans. The District Collector
Hoshiyarpur (Punjab)

Sub: *Nuisance caused by the loudspeakers during examination days.*

Dear Sir,

I beg to draw your kind attention to the problem of nuisance being caused by the loudspeakers in the city.

Now-a-days students are preparing for their examinations. The loud noise of loudspeakers is causing a lot of problems to the students. Every year, a prohibitive order is issued by your office banning the use of loudspeakers during the days of examination, but this year no such action has been taken so far.

I request you to ban the use of loudspeakers totally for the period of two months so that the students can prepare well for the ensuing examinations and not suffered due to the unwarranted noise of loudspeakers.

Hope to get your immediate attention.

Thanking you.

Date: 15th March, 20xx

Yours faithfully,
P.K. Mehra
Student of B.E. (Computers) III Year
17, Janta Colony
Hoshiyarpur (Punjab)

Q. 37. Write a letter, in not more than 200 words, to a national daily about the neglect of priceless Historical Monuments in and around your city. Suggest ways and means to preserve them.

Ans. The Editor,
The Hindustan Times,
New Delhi.

Sir,

Through the esteemed columns of your prestigious newspaper I like to draw the attention of the general public on the neglectful and miserable conditions of Historical Monuments which are the evidential witnesses of our past glory and grandeur. They are the proven records of our past history, but have fallen victims to the criminal neglect of the officials. I had earlier tried to bring it to the notice of the department of Archaeological Survey of India, Government of India, but there was no response. This callous indifference on the part of concerned authorities has compelled me to approach you through this letter.

Sir, if you personally visit some of the monuments like the Humayun Tomb, Tughlak Kila, Qutab Minar, etc you will realise that they are gradually losing their shape and are getting dilapidated day by day in the flames of times. Their walls are mouldering, their roofs are getting cracked, their bricks and stone pieces are losing plaster and the top corner of walls have already crumbled. All this is due to the lack of proper maintenance and criminal neglect by the government servants. These monuments are the heritage of the glorious period of our past history. We must realise that even the present will be past one day. I was shocked to witness the sight of these worn and torn monuments.

I request you to publish this letter in your esteemed paper so that the concerned authorities are awakened in time and the priceless Historical Monuments are saved and preserved.

Thanking you.

Yours trulyX,
XYZX

Q. 38. Write a letter in about 200 words to the Municipal Corporation of your city describing the miserable condition of roads in your locality, also suggest some remedies for improvement.

Ans. The Commissioner
Municipal Corporation,
New Delhi x

Sir,

I would like to attract your kind attention to the miserable conditions of roads in my locality, Nehru Nagar, Near Subzi Mandi, Delhi. The roads are broken at many places. One can't drive the vehicle for ten minutes regularly without making adjustments with the broken roads. The buses, trucks, cars, three-wheelers and two-wheelers, all have to halt at every five to seven minutes just to adjust with the road breaks and pits. It has been repeatedly brought to the notice of P.W.D. but all in vain. There is always a traffic problem on the roads. The first showers of monsoon will put the things in its worst shape. The residents are in deep distress on this account and they have repeatedly expressed their resentment through Press as well as through written complaints but nothing has so far been done. People have also staged demonstrations last month and the authorities have assured to take necessary action in the matter but so far all the assurances are proved only the assurances for the sake of assurances.

I request you to get the roads constructed without any further delay lest the anger of the public should explode. I hope to get immediate attention of you.

Date: 25th Aug. 20xx

Yours sincerely,
Secretary (S.R.K. Tyagi)
Nehru Nagar Residents Society,
Near Subzi Mandi
Delhi

Q. 39. You are a resident of Indira Nagar a posh colony of DDA. There are no street lights on the main road leading to this colony. The road gets so dark after seven in the evening that the possibility of some major accident cannot be ruled out. Write a letter to the Editor of a Daily, drawing attention of the authorities to this serious problem. (in not more than 200 words).

Ans. The Editor,
The Hindustan Times,
New Delhi

Sub : *Provision for street lights on the main road.*

Sir,

Through the columns of your esteemed newspaper I want to draw the attention of the authorities concerned towards the provision of street lights on the main road leading to Indira Nagar. I like to apprise that Indira Nagar is a posh colony of DDA and inhabited by more than 3500 flats on both the sides of the road. The electricity board has installed poles on either side of the road to supply light to the residents, but they are just poles without the electricity. The civic authority is lacking in providing basic amenities to the residents.

During these days of winter, after seven there is pitch dark. There is every possibility of occurrence of some major accident because of the heavy traffic passes over this road round the clock. The necessity of electrification requires no emphasis. In addition to accidents, cases of thefts and robbery can also not be denied. Darkness may lead to any kind of mishappening. It may also be stated that many residents go on pouring into their flats even after late hours in the night. The residents pay house tax to the Municipality regularly but facility of street lights are denied to the residents. The matter has been taken up with the authorities again and again, every time mere assurances were given but problem still persists in the same way.

I hope, if the letter is published in your esteemed newspaper, the authorities shall be awakened from the slumber and the problem will be finally solved.

Thanking you.

27th Oct. 200X

Yours faithfully, XYZ
(A Resident of Indira Nagar)
152, Indira Nagar.
New Delhi,

Q. 40. You are a resident of the ‘Aparna Apartments’, Mayur Vihar, Delhi. There is no bus-stop within the radius of 2 km. from the apartments, causing a lot of inconvenience to the residents. Write a letter to the Editor of The Hindustan Times drawing attention of the government to this problem.

Ans.

271, Aparna Apartments,
Mayur Vihar, New Delhi
23rd Jan, 20xx

The Editor,
The Indian Express
New Delhi.

Sub : *Providing nearby Bus-stops*

Sir,

Through the columns of your esteemed newspaper I like to attract the attention non availability of the concerned Government officials and the leaders representing the public, towards the problem of bus stop surrounding area near Mayur Vihar Aparna Apartments. These apartment are spread within the radius of at least 4 km and are situated on the main road of Mayur Vihar. One can notice the running of buses on the main road in all the directions of Delhi after every five minutes.

But it is very strange to note that the Government has not provided enough bus stops to cover all the apartments and colonies on the road. The residents have to run more than 2 km. to catch a local bus. Hiring of a rickshaw or three-wheeler is very costly for all of us in order to reach the bus stand. The chilly or the hot rough weather often puts the passengers in a great dolldrum. This also wastes time, energy, stamina and strength of a traveller.

For lady passengers it is all the more awesome from the safety point of view. No investment or no financial burden be passed on to the government in making more bus stops keeping in view the necessities and the convenience of the residents. It being fully residential area, it is need of the hour to provide bus stops at the most near points in this area instead of having a bus stop at a distance of more than 2 km.

I hope the government would definitely consider our difficulty and provide enough bus stops for the convenience of the passengers. It will provide relief to all of us as moving to a long distance of 2 km. in winter and hot Summer is very troublesome and tiresome.

Hoping for doing the needful.

Yours faithfully,
XYZ
A resident of Aparna Apartments,
Mayur Vihar,
New Delhi