One word substitution is a process in which people use one word to replace a wordy phrase or a sentence to make the sentence structure more concise in style and clearer in meaning. It helps us in summarizing, précis writing and in all other types of official communications. Listed below are some commonly used one word substitutes:

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| 1. Accustom | to make yourself/somebody/something get used to something |
| 1. Amateur | One who does an activity for pleasure, not as one’s job. |
| 1. Apparatus | The set of tools and machines that you use for a particular scientific, medical, or technical purpose. |
| 1. Archetype | A perfect example of something, because it has the most important qualities that belong to that type. |
| 1. Antiquarian | Someone who is concerned with old and rare objects. |
| 1. Ameliorate | The act of making a bad situation better or less harmful |
| 1. Buzzword | A word or phrase from one special area of knowledge that people suddenly think is very important. |
| 1. Bankable | Something which is likely to be profitable or make a lot of money |
| 1. Blue-collar | The type of workers who work in industry, doing physical work, rather than in offices. |
| 1. Combustion | The act of burning something or the process of burning. |
| 1. Collegiate | Something related to or belonging to a college student. |
| 1. Decommission | The act of stopping the use of a ship, weapon, or nuclear reactor. |
| 1. Delegate | Someone who has been elected or chosen to speak, vote, or take decisions for a group. |
| 1. Gengineer | A scientist who works in the field of genetic engineering |
| 1. Egotist | Someone who likes to talk about himself/herself. |
| 1. Equivocal | One who deliberately shares information in an unclear way. |
| 1. Empirical | The quality of any study which relies on practical experiences rather than on theories. |
| 1. Fulcrum | An activity or situation which is the most important. |
| 1. Flamboyant | The style of behaving in a confident and exciting way so that people notice you. |
| 1. Freelance | The manner of working independently for different companies rather than being employed by one particular company. |
| 1. Gazette | An official newspaper containing important information about decisions that have been made |
| 1. Gullible | The quality of believing what other people tell you and getting easily tricked. |
| 1. Hullabaloo | noise, or the kind of talk of  or the style of newspaper stories which report something showy or surprising. |
| 1. Homogeneous | Someone or something of the same type. |
| 1. Hypocrite | One who pretends to have certain beliefs or opinions or qualities. |
| 1. Illegible | Something which is difficult or impossible to read. |
| 1. Impromptu | The act of doing or saying something without any preparation or planning. |
| 1. Incorrigible | Someone who is bad in a way that cannot be changed or improved. |
| 1. Inexplicable | A phenomenon which is too unusual or strange to be explained or understood. |
| 1. Indoctrinate | The act of training someone to accept a particular set of beliefs, especially political or religious ones, and not considers any other. |
| 1. Infallible | Someone or something which is always right. |
| 1. Inimitable | Someone or something which is  too good or skilful for anyone else to copy with the same high standard. |
| 1. Introspect | The act of examining and analyzing one’s own thoughts and feelings. |
| 1. Irreconcilable | inability to agree on most things or on important things |
| 1. Irrevocable | A decision, action, or change that cannot be changed or reversed. |
| 1. Itinerary | A plan of a journey, including the route and the places that one will visit. |
| 1. Labyrinth | A large network of paths or passages which cross each other, making it very difficult to find your way. |
| 1. Liquidate | The act of closing a business or company and selling the things that belong to it, in order to pay its debts. |
| 1. Maiden | A young girl or a woman who is not married. |
| 1. Memoir | A short piece of writing about a person or place you knew well, or an event that you experienced. |
| 1. Novice | Someone who has no experience in a skill, subject, or activity. |
| 1. Obsolete | Something that is no longer useful. |
| 1. Pedant | Someone who pays too much attention to rules or to small unimportant details, especially  someone who criticises other people in an extremely annoying way. |
| 1. Paradox | A situation that seems strange because it involves two ideas or qualities that are very different. |
| 1. Purveyor | A business that supplies goods, services, or information. |
| 1. Prodigy | A young person who has a great natural ability in a subject or skill. |
| 1. Pseudonym | An invented name someone uses instead of one's real name. |
| 1. Restitution | the act of giving back something that was lost or stolen to its owner |
| 1. Reticent | A person who doesn’t want to share his/her ideas or feelings. |
| 1. Simulation | The activity of producing conditions which are similar to real ones, especially in order to test something, or the conditions that are produced. |
| 1. Sustainable | The quality of using natural products and energy in a way that doesn't harm the environment. |
| 1. Trade-off | The act of exchanging something of value, especially as part of a compromise. |
| 1. Unanimous | A decision, vote, agreement etc in which all the people involved agree. |
| 1. Versatile | To have many different skills |
| 1. Whizzkid | A young person who is very skilled or successful at something. |

**Let us practice**

**Choose the most correct option (1-25)**

1. Finally, through a \_\_\_\_\_\_\_\_\_ of corridors Rohan

found Isha’s office.

A. labyrinth B. servile C. labyrinthine

D. fixture

2. After three years of heavy losses the company went

into\_\_\_\_\_\_\_ with debts totaling Rs 100 million.

A. liquidate B. liquidation C. liquid

D. bankruptcy

3. There's a crowd of angry demonstrators making a

\_\_\_\_\_\_\_\_\_ outside the Houses of Parliament.

A. hullabaloo B. humdrum C. uproar

D. upstart

4. This theory needs to be backed up with

solid\_\_\_\_\_\_\_\_\_\_\_ data/evidence.

A. upstart B. empirical C. liquid

D. versatile

5. Most of the students were \_\_\_\_\_\_\_\_\_ about

answering questions.

A. hesitating B. surely C. reticent D. illegible

6. It is a curious \_\_\_\_\_\_\_\_\_\_\_ that drinking a lot of

water can often make you feel thirsty.

A. paradox B. antithesis C. antonym

D. opposite

7. Foreign aid is badly needed to \_\_\_\_\_\_\_\_\_\_\_ the

effects of the drought.

A. analyze B. liquidate C. annex D. ameliorate

8. He was a/an \_\_\_\_\_\_\_\_\_\_ singer until the age of 40,

when he turned professional.

A. debut B. novice C. newbie D. amateur

9. His defeat in the world championship led to a long

period of gloomy \_\_\_\_\_\_\_\_.

A. introspection B. paradox C. combustion

D. simulation

10. She has written a \_\_\_\_\_\_\_\_\_ of her encounters

with W.H. Auden over the years.

A. agenda B. memo C. memoir D. email

11. They have become \_\_\_\_\_\_\_\_\_\_, with both sides

refusing to compromise any further.

A. irreconcilable B. Irrevocable C. indelible

D. verbose

12. They are demanding the \_\_\_\_\_\_\_\_\_\_ of ancient

treasures that were removed from the country in

the 16th century.

A. recall B. restitution C. reissue D. simulation

13. The government has decided to \_\_\_\_\_\_\_\_\_\_ two

battleships.

A. simulate B. reinstitute C. decommission

D. rehabilitate

14. He was describing, in his own \_\_\_\_\_\_\_\_\_

style/way, how to write a best-selling novel.

A. inimitable B. iniquitous C. stylistic

D. texture

15. They've taken on some financial \_\_\_\_\_\_\_who are

going to sort out all their problems.

A. solution B. whizzkid C. relief D. purveyor

16. Periodical publication of official news

A. Gazette B. Magazine C. Memo

D. Periodical

17. That which cannot be corrected

A. Unintelligible B. Indelible C. Illegible

D. Incorrigible

18. A style in which a writer makes a display of his

knowledge

A. Pedantic B. Verbose C. Telegraphic

D. Ornate

19. One who possesses many talents

A. Versatile B. Nubile C. Exceptional

D. Gifted

20. That which cannot be read

A. Negligible B. Illegible C. Ineligible

D. Incorrigible

21. Habitually silent or talking little

A. Servile B. Unequivocal C. Taciturn

D. Synoptic

22. Something which is impossible to correct

A. Incurable B. Incorrigible C. Obsolete

D. Invulnerable

23. Detailed plan of a journey

A. Travelogue B. Travelkit C. Schedule

D. Itinerary

24. A person who is not experienced in a job or

situation

A. Novice B. New C. Entrepreneur

D. Debut

25. To (cause to) change to suit different conditions of

life, weather, etc

A. Adapt B. Adopt C. Accustom

D. Acclimatise

**Match Column A with Column B (26-30)**

Column A Column B

26. Inexplicable Impeccable

27. Veteran Fanciful

28. Improbable Experienced

29. Impromptu unpremeditated

30. Infallible Incomprehensible