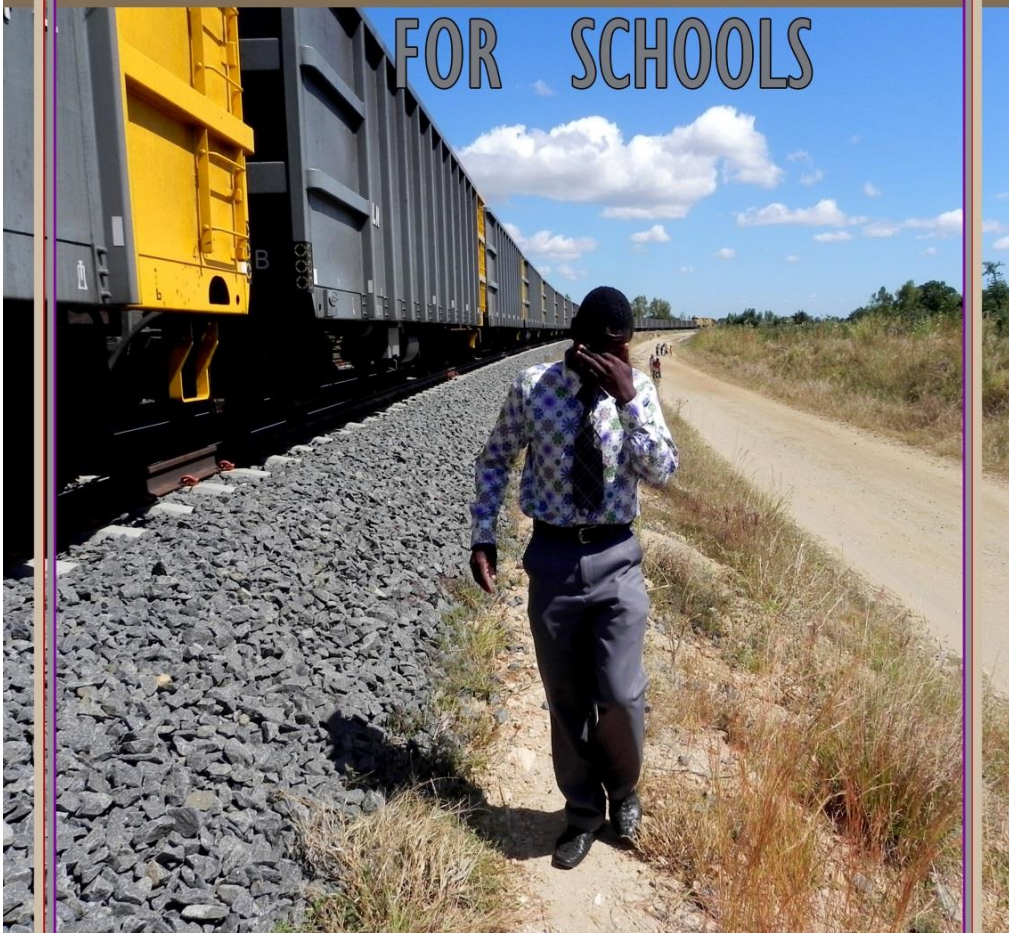


# ENGLISH GRAMMAR

## FOR SCHOOLS



CIDRECK MASTER MACHESO

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## FOR

## SCHOOLS

CIDRECK MASTER MACHESO



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# 1

# ARTICLES

There are two types of articles, namely:

1. Indefinite articles i.e. 'a' and 'an'
2. Definite articles i.e. 'the'

## THE INDEFINITE ARTICLES

These are used only before singular countable nouns.

### **The indefinite article is used**

1. With the meaning one, any

For example:

- a. I have a sister and two brothers.
- b. The animals came in two at a time.

2. **In certain expressions of measurement**

For example;

- a. He drove the car at ninety kilometres an hour.
- b. We have lessons three times a week.

3. **Before unit, hundred, thousand, million.**

For example:

- a. There is a unit of eggs here.
- b. A hundred sheep were in the field.

4. **Before singular predicative nouns denoting a profession, trade, religion, class etc.**

For example:

- a. George wants to be an engineer.
- b. Mary's father is an officer.
- c. You ought to call him a fool.
- d. He was a Muslim not a Christian.

5. **It is used to refer to a person known only as a name.**

For example:

- a. A Mr Ligo called to see you when you were out.

The 'A' means you have no idea who he is, but he said his name is Mr Ligo.

6. **With the meaning same in proverbs and certain fixed expressions.**

For example:

- a. Birds of a feather flock together. (same feather)
- b. They were much of a size. (of the same size)



**7. Before a noun in apposition when the thing or person is assumed to be unfamiliar.**

For example:

- a. Mzuzu a small city in Malawi is in Mzimba.
- b. Romeo and Juliet, a play by Shakespeare is very interesting.

**8. In exclamatory sentences introduced by ‘what’ where countable or uncountable. The definite article is used.**

For example:

- a. What a day!
- b. What a pretty girl!
- c. What a foolish thing to do!

### **THE DEFINITE ARTICLES**

This is used before singular or plural nouns whether countable or uncountable.  
The definite article is used:

**1. Before a noun that is to be particularized by a defining relative clause.**

For example;

- a. This is the book that I promised to lend you.

**2. Meaning ‘the only one’**

For example:

- a. The Bible, the Lord.
- b. The sun rises in the east and sets in the west.

**3. Meaning the one we have just spoke about.**

For example:

Once upon a time there was a little boy who lived in a cottage.  
The cottage was in the country and the boy had lived there all his life.

**4. Before a noun which is followed by defining prepositional phrase.**

For example:

- a. The road to Lilongwe
- b. The fourteenth of April
- c. The house with green shutters.

**5. Before ordinals in titles.**

For example: Queen Elizabeth II (Queen Elizabeth the Second)



- 6. Before a common noun followed by a proper noun which identifies it.**  
For example: The planet Mercury, the poet Jackson, the Play ‘Romeo and Juliet’

Nouns expressing trades or professions often follow the proper noun; they are preceded by ‘the’

For example

Jackson the butcher, Mr Wines, the General Manager, Jane the doctor.

- 7. Before name of the country that is a union of smaller entities.**  
For example: The United Kingdom, The USSR

Before the name of the country that is plural in form

For example: The Netherlands, The United States of America

- 8. Before groups of Islands**  
For example: The West Indies, The Hebrides, The Bahamas

- 9. Before the names of rivers, chains of mountains and oceans.**  
For example: The Nile River, The Andes Mountains, The Atlantic Ocean

- 10. Before superlatives used attributively (to describe it)**  
For example: This is the oldest building in Lilongwe

Sometimes before superlatives are used adverbially.

For example: I like Shakespeare but it is modern drama that is interesting me the most.

- 11. Before adjectives used as nouns denoting a whole class.**  
For example: The rich should help the poor.

## NOTES

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# 2 VERB TENSES

There are mainly three types of tenses namely; Past Tense, Present Tense and Future Tense.

## A. THE PAST TENSE

### 1. The Past Simple Tense

This tense is used to express actions which took place in the past.

For example:

- 1) I bought this shirt last year.
- 2) I leaved here long time ago.
- 3) I was born in 1970.

It is used in polite requests and to express wishes.

For example:

- 1) I wish I knew where he is.
- 2) I wanted to speak to you.
- 3) Did you want to see him?

It may also be used in conditional clauses (unlikely conditions).

For example:

- 1) If I wrote my father today, he would receive the letter tomorrow.
- 2) I would write to him if I knew his address.
- 3) If he came he would find out the truth of the story.

### 2. The Past Continuous Tense

This tense is used to show that an activity was happening at a time when another activity occurred.

For example:

- 1) When I was going to school, I met Mr Gama.
- 2) Was it raining when the accident occurred?
- 3) She ran after me as I was crossing the street.

It may also be used to indicate that a number of activities were taking place at the same time.





For example:

- 1) James was sewing while Jane was cutting the grass.
- 2) Jimmy was cleaning the window and James was cutting the grass.
- 3) While Jacqueline was ploughing, Jane was milking the cows.

### 3. The Past Perfect Tense

This tense is used to show that out of two activities which took place in the past, one happened before the other.

For example:

- 1) He had already left when I arrived.
- 2) At six o'clock, he had finished writing letters.
- 3) We came to Malawi because we had heard so much about it

It is also used to indicate the continuation of an activity up to a certain time in the past.

For example:

- 1) I had been in the teaching service for sixteen years by the time Mr Phiri retired.
- 2) In 1999 Mr Banda had been in marriage for ten years
- 3) When I first met him, he had lived in Malawi for two years.

### 4. The Past Perfect Continuous Tense.

This tense is used to indicate that a continuous activity had not been complete before another activity took place at some later period

For example:

- 4) When I came to the school in 2009, Mr Salamba had been teaching for five years.
- 5) When I first met him, he had been studying for a degree.
- 6) When it started raining, she had been preparing the last bed.

### Exercise

Join each pair of sentences to make one sentence. Use a verb in the past continuous tense in the first part of the sentence, followed by a verb in the simple past tense in the second part of the sentence.

For example:

He wrote a letter. I saw him.

He was writing a letter when I saw him.

- 1) I worked in the garden. The telephone rang
- 2) The man ran for the bus. He fell down.
- 3) We had supper. He arrived.
- 4) I went to the stadium. I met him.
- 5) The fire burned. I passed the house.



## **B. THE PRESENT TENSE**

### **1. Simple Present Tense**

This tense is used to express the habitual actions.

For example

- 1) They live in Mchinji.
- 2) The girl goes to school at 7:00 a.m.
- 3) John always walks to school.

It is also used to express general truths.

For example:

- 1) The sun rises in the east.
- 2) Water boils at 100° Celsius.
- 3) Oil floats on water.

It may also be used to express a present activity immediately completed.

For example:

- 1) I pronounce you man and wife.
- 2) I declare the meeting open.
- 3) I name this road Chilambula Highway.

It is also used to express future actions which have been decided upon.

For Example:

- 1) School starts on Monday.
- 2) He leaves for London next month.
- 3) Frank goes to Lusaka tomorrow.

### **2. The Present Continuous Tense**

The continuous tense indicates duration. This indicates that the activity is still going on at the time of speaking

For example:

- 1) I am going to school.
- 2) They are singing and dancing.
- 3) The man is working in the garden.

It is also used to express an action which is happening in the near future.

For example:

- 1) I am going home this afternoon.
- 2) What are you waiting for here?
- 3) Where are you spending your next holidays?



### 3. The Present Perfect Tense

This tense may be used to express an action that has just been completed but which still has current relevance.

For example:

- 1) I have written a letter to my sister.
- 2) I have finished my work.
- 3) He has cut his finger.

### 4. The Present Perfect Progressive Tense

This tense may be used to indicate the duration of an activity which is still considered incomplete.

For example:

- 1) I have been studying this book for two weeks
- 2) We have been studying French for two years
- 3) She has been waiting to see you for some time.

It may also be used to indicate an activity which is regarded as only recently completed.

For example:

- 1) I have been spending a few days at home.
- 2) These teachers have been attending a refresher course.
- 3) The team has been training hard for the competition.

### Exercise

Complete the following sentences by using the present perfect tense form of the verb in brackets.

- a. I (wear) this shirt for two days and I am wearing it now.
- b. The children (be) a sleep for eight hours and they are still sleeping.
- c. John's shoes are very tidy. He (not clean) them for a week.
- d. The thief is in prison. He (be) in prison for five months.
- e. I (eat) nothing for six hours, but I am still not hungry.
- f. The doctor is very busy, and he (not have) a holiday for two years.

Change the following sentences into the present continuous tense.

- a. James walks to school.
- b. It rains.
- c. I write on the chalk board.
- d. They speak to the farmer
- e. The shopkeeper ties up the parcel.



## C. THE FUTURE TENSE

### 1. The Simple Future Tense

This tense is used to indicate future activities.

For example:

- 1) I shall be forty tomorrow.
- 2) The goods will be here in few days.

The simple future tense is also used in the main clause of a conditional sentence (open condition)

For example:

- 1) If you go out in the rain, you will get wet.
- 2) I am sure they will come if you ask them.
- 3) He will lend it to you if you ask him.

### 2. The Future Continuous Tense

This tense is used to express an activity which will begin before and continue after a given period of time in the future.

For example:

- 1) His friends will be waiting at the bus stop to welcome him.
- 2) We shall be travelling all night.
- 3) After the rain we shall be enjoying the beautiful sunshine.
- 4) They will be expecting us home soon.

### 3. The Future Perfect tense

It is used to express an activity which will have been completed by a certain time in the future.

For example:

- 1) In 2014, Malawi will have been independent for fifty years.
- 2) I shall have finished this work by four O'clock.
- 3) My brother will have come by the time you arrive.
- 4) By this time next year, Jane will have taken her University Degree.

### 4. The Future Perfect Progressive Tense

It is used to refer to an activity which extends from the past, through the present into the future.

For example:

- 1) By the time we arrive he will have been waiting for many hours.
- 2) When Jacqueline gets her degree, she will have been studying at Chancellor College for four years



Change the following sentences to the future continuous tense.

- ## NOTES

[illegible]

# 3

## ORDER OF ADJECTIVES

When we have a chain of adjectives qualifying one noun, the following table shows the pattern in which the adjectives should be ordered.

### UNDERSTANDING DOSASCOMUN THEORY

Determiner	Opinion	Size	Age	Shape	Colour	Origin/ Nationality	Material	Use or purpose	Noun
D	O	S	A	S	C	O	M	U	N

From the table given above, it shows that given a noun with a chain of adjectives qualifying it:

- The adjectives which should come immediately before the noun is a purpose (use or classifying) adjective.  
This is an adjective which singles out one particular thing out of many of the same.  
For example, in **hunting knife**, ‘hunting’ is a classifying adjective because it singles one particular knife out of many knives like kitchen or eating knife.
- The adjective to come before the ‘use’ should be a noun adjective or adjective from materials.  
For example, **Chicken** feed, **Silk** cloth, **Pine** tree, **Golden** ring.
- Then before these adjectives are those of origin.  
These are adjectives like **Malawian** lady, **Japanese** car and **American** radio.
- Before adjectives of origin are those of colour.  
Examples include **red** carpet, **blue** shirt, **brown** sugar.
- Before adjectives of colour come those of shape.  
These are adjectives like **circular**, **oval**, **square**, **rectangle** among others.
- Before adjectives of shape come adjectives of age.  
These include **old**, **new**, **ancient** and **modern**.
- Before this set of adjectives come adjectives of size.



These include **big, small, tiny** and **huge**. Adjectives of weight also fall under the adjectives of size.

For example, heavy and light.

- h. Determiners come before adjectives of opinion.

These include the, some, a and an.

### Examples in Sentences

1. She has given us an oval brown Chinese wooden box.
2. The boy has a beautiful modern small red Asian silk travelling bag.

### Exercise

Complete the following sentences by arranging the given adjectives in a correct order.

1. I like my \_\_\_\_\_ car (American, large, grey)
2. We have received a \_\_\_\_\_ teacher. (young, fat, Mathematics)
3. Richard has carried \_\_\_\_\_ box. (an old, brown, square, wooden)
4. Lonely has \_\_\_\_\_ dress. (new some, Asian, green cotton)
5. My brother in law wants \_\_\_\_\_ spear. (an ancient, ceremonial, heavy, Ngoni)
6. This is a(n) \_\_\_\_\_ horse. (big, old, white, Arab, race)
7. I wish you a \_\_\_\_\_ holiday. (nice, summer, long)
8. Our school has purchased a \_\_\_\_\_ machine (duplicating, modern, large)
9. Please wash this \_\_\_\_\_ carpet. (beautiful, multicolored, squared)
10. Enelesi cooked a \_\_\_\_\_ soup. (hot, vegetable, delicious)
11. Jacqueline has stolen a \_\_\_\_\_ dress. (cheap, yellow, cotton, Malawian)
12. Macdonald has worn a \_\_\_\_\_ jacket. (brown, leather, modern, Japanes)

### NOTES

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# NUMBER AND PERSONS

Number in verbs refers to the form of a verb which indicates whether its subject is singular or plural.

1. A subject in the singular is followed by a verb in singular.  
For example:
  - a) She was present.
  - b) Jane has gone.
2. A subject in the plural is followed by a verb in the plural.  
For example:
  - a) They were present.
  - b) The girls have gone.
3. A verb must agree with its subject in person and number.  
For example:
  - a) He always works hard. (Third person singular subject and third person singular verb)
4. When two or more subjects are connected by “and,” the verb is plural.  
For example:
  - a) John and Jane are pupils.
  - b) Joseph and Jessie have already eaten.
5. When two singular nouns are connected by “and” form a unit, or are considered as one thing, the singular verb is used.  
For example:
  - a) Bread and butter is eaten at most meals.
  - b) Cassava and egg is a popular breakfast.
6. The words “every,” “either,” “neither” “each” are singular and are followed by singular verb.  
For example:
  - a) Has either of the girls gone?
  - b) Neither of the girls has gone.
  - c) Each of the pupils was given a book.
  - d) Every member of the team is fit..





7. When the word pairs either or neither – nor is used in a sentence the verb agrees with the nearest subject.

For example:

- a) Either you or he is expected to assist.
- b) Either Jacqueline or you are likely to be chosen.
- c) Neither James nor I am eligible for this post.
- d) Neither Joshua nor you have been invited.

8. If two subjects connected by **or** or **nor** differ in number and person, the verb agrees with the nearer subject.

For example:

- a) Either a laboratory or classrooms are to be built.
- b) Either classrooms or a laboratory is to be built.
- c) Either the pupils or the teacher is responsible for the damage.
- d) Neither Jonathan nor his classmates have succeeded in solving the problem.

9. If two subjects joined by “and” are preceded by the word “every,” the verb is singular.

For example:

- a) Every desk, drawer and bookshelf was searched.
- b) Every classroom and lecture theatre is occupied.

10. When the subjects are connected by with, as well as, in addition to, the verb takes the number and person of the subject which stands first.

For example:

- a) He with his brothers is responsible for that.
- b) I as well as you am included in this invitation.
- c) The players in addition to their captain were involved in the fight.

11. The word “none” is generally plural: ‘no one’ is singular.

For example:

- a) No one was ready.
- b) None of them was ready.
- c) None of them has been lost since you last counted them.
- d) No one is likely to be absent from the examination.

12. Words denoting sums of money or quantities such as lengths, weights and so on, are considered as units and take singular verbs.

For example:

- a) Twenty kwacha was all I had.
- b) Ten months is a long time to wait.
- c) Ninety kilometres is a long distance.



13. In a compound subject (a subject which contains two or more nouns or pronouns as subjects of a verb), if one subject is in the affirmative and the other is in the negative, the verb agrees with the subject which is in the affirmative.

For example:

- a) She not I is at fault.
- b) Praise, not Mafuno or Mulinganji, deserves to be congratulated for this work.

#### Exercise

**A. Complete the following sentences by choosing the correct word from the alternatives given in brackets.**

- 1. The cabinet (has, have) agreed on its decision.
- 2. Neither Glory nor her parents (is, are) fond of sweets.
- 3. Each of the men (is, are) carrying an axe.
- 4. (Has, have) either of the pupils turned up?
- 5. None (has, have) yet replied to my invitation.
- 6. The majority of the people in the audience (was, were) whistling and stamping their feet.
- 7. A few (is, are) here.
- 8. Neither (is, are) looking at me.
- 9. The hat and the coat (is, are) mine.

**B. Choose the action linking word which agrees with performer or subject in each of the following sentences.**

- 1. Not only the husband (but also/also/when) the wife was sick.
- 2. My friend and school mate, Mr Edwin, (are/is/being) going with me.
- 3. Nothing (makes/make/making) me happier than writing.
- 4. Everyone (are/is/have) here today.
- 5. I don't have (nothing/anything/something).
- 6. I am hungry, but there isn't (any/some/no) food left.
- 7. She has (not/no/have) power.
- 8. Knowledge (is/are/have) power.
- 9. Physics (are/is/have) the science of facts.
- 10. The children in the kitchen (is/are) hatching.
- 11. There are four (sheeps/sheep/sheep's) in the field.
- 12. I am (use/be used/used to) cold weather in Mzuzu.
- 13. The sun (raises/rise/rises/rose) in the east.
- 14. I'm in the reading room, (aren't/am/are) I?
- 15. You won't come here, (will/would/will not) she?
- 16. She rarely drinks coffee, (did/does/doesn't) she?
- 17. You've had your dinner, (haven't/had/have/hadn't) you?
- 18. They didn't see me, (did/do/don't/are) they?
- 19. A number of them (are/have/is) black people.



20. Anyone (are/is) responsible for his/her own action.
21. All of the books (have/has/are) been stored somewhere.
22. A man (is/are) in the waiting room.
23. Many men (are/is) in the waiting room.

## NOTES

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# 5

## NOUN FORMATION

Many nouns ending with –ion or –ment are sometimes formed from verbs.

**A. Form nouns ending in –ion, from the following:**

Add	Addition
Attract	Attraction
Connect	Connection
Decide	Decision
Destroy	Destruction
Expel	Expulsion
Oppose	Opposition
Receive	Reception
Recognise	Recognition
Satisfy	Satisfaction
Subtract	Subtraction

**B. Form nouns ending in –ation from the following:**

Admire	Admiration
Apply	Application
Aspire	Aspiration
Concentrate	Concentration
Expect	Expectation
Hesitate	Hesitation
Imagine	Imagination
Organise	Organisation
Pronounce	Pronunciation
Qualify	Qualification

**C. Form nouns ending in –ment from the following:**

Advertise	Advertisement
Agree	Agreement
Argue	Argument
Arrange	Arrangement
Employ	Employment
Excite	Excitement
Improve	Improvement
Procure	Procurement
Replace	Replacement



# RECOGNISING SINGULAR AND PLURAL SUBJECTS

## Countable Without Plural Forms

The words deer, fish and sheep do not have plural forms. We say two deer, three fish and four sheep.

For example:

**Wrong:** Nine sheeps are in the field.

**Right:** Nine sheep are in the field.

Some nouns have no singular forms and always give singular meanings.

### a. Nouns used with singular verb form.

For example: News Physics Billiards Mathematics Politics Measles

### b. Nouns not used with singular verb form.

For example: People Scissors Trousers Clothes Eye-glasses

**Wrong:** My eye-glasses is broken

**Right:** My eye glasses are broken

## The Plural Form of Compounds

### a. Noun + Prepositional Phrase, pluralise the first element of the compound if the element is a noun.

For example:

#### SINGULAR

Man-of-war

Commander-in-chief

Father-in-law

Justice-in-peace

#### PLURAL

Men-of-war

Commanders-in-chief

Fathers-in-law

Justices-in-peace

### b. Noun + Adjective, pluralise the first element

For example:

Postmaster-general

Teacher-in-charge

Officer-cadet

Postmasters-general

Teachers-in-charge

Officers-Cadet

### c. Noun + Adverb, pluralise the first element.

For example:

Passer-by

Looker-on

Runner-up

Passers-by

Lookers-on

Runners-up



**d. If the final element of a compound is a noun, put it in plural form.**

For example:

Horseman	Horsemen
Woman-hater	Woman-haters
Washer-man	Washer-men
Toothpick	Toothpicks

**e. Nouns denoting weight and measurement are generally in the plural when it is a question for more than one.**

For example:

Two pounds	Twenty Miles
One and Half hours	Five feet
Hundred tones	1.5 Metres

However, terms of measurement when immediately followed by a term of smaller measurement are often in the singular than the plural.

- Incorrect:** He stands six feet high.  
**Correct:** He stands six foot high.
- Incorrect:** She bought a three years old house.  
**Correct:** She bought a three year old house.
- Incorrect:** It weighs five pounds ten  
**Correct:** It weighs five pound ten.

The numerical noun-hundred, thousand, million dozen, score have a regular plural form when they do not follow an indication of number.

For example:

- I have dozens of pencils.
- There were thousands of people in the street.
- She paid hundreds of dollars.

However, the singular is used after numerals as in the following sentences:

- I have two dozen of pencils.
- There were three thousand people in the street.
- He sold me nine scores of eggs.
- She paid five hundred dollars.

## EXERCISE

Form the correct noun from the word in brackets in each sentence.

- The woman showed much (appreciate) for the present.
- The driver did not obey the (instruct) to stop.

- 
- This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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# 6

## SYNONYMS

These are words with similar meanings. A word may have several words with similar meanings but one will be the best equivalent depending on the context in which a particular word occurs. One word will be the best equivalent depending on the context in which a particular word occurs. 'Opponent' can have several words with similar meanings like 'enemy' 'foe' 'adversary' and 'competitor'

### Examples of synonyms

<b>WORD</b>	<b>SYNONYM</b>
<b>Abandon</b>	Forsake, desert
<b>Abundant</b>	Ample, plenty
<b>Active</b>	Diligent, energetic, alert
<b>Ally</b>	Colleague, helper, partner
<b>Bad</b>	Evil, Wicked, devilish
<b>Beautify</b>	Adorn, decorate
<b>Beg</b>	Request, implore
<b>Behaviour</b>	Conduct, demeanour
<b>Big</b>	Large, huge, gigantic, enormous
<b>Brave</b>	Courageous, fearless, daring
<b>Bright</b>	Clear, Shiny, Transparent, Intelligent
<b>Brittle</b>	Frail, Fragile
<b>Candid</b>	Frank, straight forward, out spoken, open
<b>Catch</b>	Capture, seize, arrest, apprehend
<b>Cause</b>	Reason, purpose; motive
<b>Clever</b>	Versatile, ingenious
<b>Confess</b>	Admit
<b>Conflict</b>	Strife, Contention, struggle
<b>Conquer</b>	Defeat
<b>Cross</b>	Fretful
<b>Cruelty</b>	Harshness, oppression
<b>Dangerous</b>	Risky, hazardous
<b>Decrease</b>	Reduce, diminish, lessen, dwindle
<b>Destroy</b>	Demolish
<b>Disaster</b>	Misfortune, calamity, catastrophe
<b>Disfigure</b>	Mar, deface, injure
<b>Dishonest</b>	Unjust, deceitful, deceptive
<b>Disorder</b>	Confusion, chaos



<b>Disseminate</b>	Diffuse, Broadcast
<b>Dull</b>	Gloomy, unintelligent
<b>Eager</b>	Keen
<b>Eat</b>	consume, devour
<b>Eject</b>	Expel, Emit, Cast
<b>Elevate</b>	Raise, lift, improve
<b>Emancipate</b>	Free, liberate, release
<b>Enough</b>	Adequate, sufficient
<b>Enquire</b>	Seek, search, investigate, explore, trace, examine
<b>Entire</b>	Whole, total
<b>Eradicate</b>	Exterminate, eliminate, destroy
<b>Eternal</b>	Perpetual, infinite, ceaseless
<b>Exaggerate</b>	Magnify, heighten, enlarge, amplify
<b>Excess</b>	Surplus
<b>Extravagant</b>	Wasteful
<b>Famous</b>	Popular, renowned, celebrated, eminent
<b>Far</b>	Distant
<b>Fasten</b>	Bind, fix
<b>Fatal</b>	deadly
<b>Fate</b>	Destiny, end
<b>Fault</b>	Error, Mistake, Flaw, Defect, blunder
<b>Fearful</b>	Frightened, timid, cowardly, nervous
<b>Fond</b>	Affectionate, Sympathetic
<b>Gaze</b>	Stare
<b>Genuine</b>	Real
<b>Hateful</b>	Detestable Entice Lure, persuade
<b>Hinder</b>	Obstruct, impede, thwart
<b>Injure</b>	Hurt, harm
<b>Invade</b>	Raid, attack
<b>Invoke</b>	Call, Summon
<b>Kind</b>	Considerate, thoughtful
<b>Mute</b>	Silent
<b>Obey</b>	Yield, submit
<b>Obscene</b>	Indecent, Vulgar
<b>Poor</b>	Needy, Destitute
<b>Praise</b>	Compliment, commend, applaud
<b>Predict</b>	Foretell
<b>Pretty</b>	Beautiful, attractive
<b>Quite</b>	Calm, tranquil, peaceful
<b>Real</b>	Authentic, genuine, original
<b>Riot</b>	Revolt
<b>Rude</b>	Insolent, impolite
<b>Safe</b>	Secure, protected, guarded





# 7

## WORD DISTINCTION (COLLOCATION)

Word distinction is a very important component in multiple choice questions. It looks at sets of sister words which have a common basic meaning but are distinct in the way they are used in a particular sentence.

### 1. Borrow, Lend, Loan and Lease

All these words mean either giving or receiving something.

**Borrow :** Means to receive something from someone.

**Lend :** Means to give something to someone.

**Loan :** Means to lend someone something especially money.

**Lease :** Means to pay to use someone's property for long period instead of buying it e.g Land.

Exercise

- Can you \_\_\_\_\_ me your pen?
- I would like to \_\_\_\_\_ your suit for the party.
- Since you cannot have land of your own, you have to \_\_\_\_\_ it.

### 2. Steal, Rob, Plunder, Loot and Burgle

All these words mean taking someone's property without his/her authority. They only differ in the way they are used in sentences.

**Burgle:** To break into a building and steal.

**Steal:** Is followed by the things stolen when used in a sentence. In other words, one steals things.

**Loot:** To steal things especially from shops or buildings that has been damaged during war or riot.

**Rob:** Is followed by a person or place when used in a sentence. In other words, one robs a person or place and not things.

Exercise

- Our house has been \_\_\_\_\_ twice.
- After the strike, the vendors \_\_\_\_\_ the shops of Indians.
- The angry soldiers \_\_\_\_\_ the whole village using dangerous weapons.

### 3. **Kill, Murder, Manslaughter, Massacre, Assassinate, Execute, Electrocute.**

All these words mean to make someone die.

**Execute:** To kill

**Kill:** To make someone die.

**Murder:** To kill intentionally.

**Massacre:** To kill in large numbers.

**Electrocute:** To kill by electric power.

**Manslaughter:** To kill unintentionally.

Exercise

- Jews were \_\_\_\_\_ in concentration camps by Hitler.
- Peter was \_\_\_\_\_ after touching the live electric wires.
- President Lawrent Kabira was \_\_\_\_\_ by his own bodyguard.
- Having been charged with murder, he was \_\_\_\_\_ the following day.

### 4. **Suicide, Parricide, Matricide, Homicide, Genocide, Arson**

All these words are connected with crimes

**Suicide:** The killing of oneself

**Patricide:** The crime of killing one's own father.

**Matricide:** The crime of killing one's own mother.

**Parricide:** The crime of killing one's own parents or blood relatives.

**Genocide:** The murder of a national race

The crime of killing the whole generation

**Homicide:** The illegal killing of one person by another.

The crime where one person kills another

**Arson:** The crime of deliberately setting fire on something

The crime of setting fire to a building on purpose

Exercise

- Peter committed \_\_\_\_\_ by killing his own sister.
- Tawina was charged with \_\_\_\_\_ for setting the church ablaze.
- Adolf Hitler committed \_\_\_\_\_ when he wiped out the whole Jewish race.

### 5. **Deport, Repatriate, Evacuate, Expatriate, Banish**

All these words involve being moved from one place to another

**Repatriate:** To send one to one's country.

**Evacuate:** To move from a dangerous to a safe place.

**Expatriate:** To force one to leave one's own country for another country because he has broken the law.

**Deport:** To make one without legal right and who is not a citizen of a particular country to leave that country.

**Banish:** To send someone away permanently from one's own country or home areas especially as an official punishment.

Exercise:

- a) The illegal immigrants were \_\_\_\_\_ last week.
- b) The prisoners were \_\_\_\_\_ at the end of the war.
- c) People in lower Shire were \_\_\_\_\_ due to the floods
- d) The rebels were \_\_\_\_\_ for rising against the government.

## 6. Cheer, Boo, Jeer, Applaud.

**Applaud:** Clapping hands to show that you have enjoyed the performance.

**Boo:** To shout to show that one does not like the performance or the person.

**Cheer:** To shout as a way of showing happiness, praise, approval or support.

**Jeer:** To laugh unkindly at someone to show that one strongly disapproves of him/her.

Exercise

- 1) The spectators' \_\_\_\_\_ the loosing team.
- 2) The audience \_\_\_\_\_ her for the good performance.
- 3) The spectators' \_\_\_\_\_ as their striker was dribbling the ball.
- 4) The audience \_\_\_\_\_ the actor off the stage because of because of his low voice.
- 5) The supporters' \_\_\_\_\_ at their team for losing the game by ten goals to nil.

## 7. Coax, Compel, Flatter, Provoke

All these words mean to make something do something.

**Compel:** To force someone to do something.

**Provoke:** To try to make someone angry by saying something annoying.

**Flatter:** To praise someone in an insincere way in order to please him/her or get something from him/her.

**Coax:** To persuade someone to do something that he/she doesn't want to do by talking to him/her in a kind, patient and gentle way.

Exercise

1. The man spoke softly to \_\_\_\_\_ the timid boy to go with him.
2. Paul praised the ugly girl for her looks to \_\_\_\_\_ her so that he can be her lover.

## 8. Constitute, Consist of, Composed of and Comprise

All these words are used to express the whole in terms of its parts.

**Constitute:** Is used when mentioning the parts first and the whole later

For example:

1. A fridge, bed, radio and chairs constitute my property.
2. The head teacher, deputy head teacher and the teachers constitute our teaching staff.

**Consist of:** Takes 'of' when used in a sentence.

It is used in active voice and is used when mentioning the whole first and the parts later.

For example:

1. My property consists of fridge, radio, bed and chairs.
2. Our teaching staff consists of the head teacher, deputy head teacher and the teachers

**Composed:** Takes 'of' when used in a sentence. It is used in passive voice.

It is used when mentioning the whole first and the parts later.

For example:

1. My property is composed of fridge, radio, bed and chairs.
2. Our teaching staff is composed of the head teacher, deputy head teacher and teachers.

**Comprise:** Does not take 'of'. It is used in active voice. It is used when mentioning the whole first and parts later.

For example:

1. My property comprises a fridge, radio, bed and chairs.
2. Our teaching staff comprises the head teacher, deputy head teacher and teachers.

Exercise

1. This exercise \_\_\_\_\_ multiple choice questions.
2. The community \_\_\_\_\_ Yao, Ngoni and Lomwe tribes.

## 9. Prize, Reward, Gift, Compensation, Damages, Bonus, Incentive

All these words indicate something given to someone.

**Gift:** Something that is given freely especially on a special occasion.

**Reward:** Something that one receives because he has done something good.

**Bonus:** Money added to someone's wages especially as a reward for good work.

**Incentive:** Something that is given to someone to encourage him/her to work harder.

**Prize:** Something that you give someone who is successful in a competition, race and game.

**Compensation:** Money that one pays someone because he has harmed or hurt him/her in some way.

**Damage:** Monetary compensation that is awarded by a court to an individual who has been injured in the act.

Exercise

- 1) The company gave him K1000.00 as \_\_\_\_\_ for his lost limb.
- 2) Free housing, electricity and water were given to Mr Phiri as a (n) \_\_\_\_\_.

- 3) The management is offering K50, 000 as \_\_\_\_\_ to whoever finds the lost documents.
- 4) Lucy was given a car as a (n) \_\_\_\_\_ for emerging a winner in the essay competition.
- 5) The court charged him K200, 000 as \_\_\_\_\_ for impregnating the pastor's daughter.

### 10. Audience, Spectators, Viewers, Congregation

All these words stand for groups of people listening to someone speaking on public.

**Viewers:** A group of people watching television.

**Spectators:** A group of people watching a sporting event.

**Audience:** A group of people listening to someone speaking in public.

**Congregation:** A group of people who gather together for a religious ceremony.

Exercise

1. The preacher caught the attention of the whole \_\_\_\_\_.
2. The angry \_\_\_\_\_ shouted at the actor with a low voice on the stage.
3. The \_\_\_\_\_ cheered as their striker dribbled the ball towards the goal area.

### 11. Illegal, Illegible, Illegitimate, Indelible, Inaudible

All these words mean that something is not possible or desirable. They convey negative sense.

**Inaudible:** Too low to be heard.

**Indelible:** Impossible to remove or forget.

**Illegitimate:** Born to parents who are not married.

**Illegible:** Difficult or impossible to read e.g. Illegible Handwriting.

**Illegal:** Not allowed by law. E.g. Chamba trade is an illegal business, Illegal immigrant: Someone who comes to live in another country without official permission.

Exercise

1. The \_\_\_\_\_ immigrants were deported last week.
2. I could not make out what was written because the handwriting was \_\_\_\_\_.
3. Lucy is an \_\_\_\_\_ child because she was born while her mother was at school.
4. Chikondi's voice was so \_\_\_\_\_ that we could not hear what she was saying.

### 12. Refugee, Hostage, Captive, Immigrant, Detainee

**Detainee:** One who is kept under guard

**Captive:** One who is kept a prisoner (Animal – Kept in a cage, zoo etc)

**Refugee:** One who is forced to leave his/her country especially during war



**Immigrant:** One who comes from abroad to live permanently in another country

**Hostage:** One who is kept as prisoner by an enemy so that the other side will do what the enemy demands

#### Exercise

1. All Rwandan \_\_\_\_\_ were repatriated at the end of the war.
2. The man was taken \_\_\_\_\_ by the enemy camp to demand the withdrawal of their troops from the territory

### 13. Journey, Stroll, Errand, Trip, Voyage, Expedition

All these words mean moving from one place to another.

**Stroll:** A short leisurely walk.

**Voyage:** A long journey in a ship.

**Trip:** A journey to a place and back again

**Errand:** A short journey in order to do something for someone

**Journey:** Movement from one place to another especially over long distances.

**Expedition:** A long journey by a group of people to a dangerous place or one that has never been visited before

#### Exercise

1. We had a \_\_\_\_\_ on Lake Malawi.
2. Mwayi took a \_\_\_\_\_ to the flower garden.
3. They had a football \_\_\_\_\_ to Blantyre yesterday.
4. Ten people had a (n) \_\_\_\_\_ to the highest peak of Mulanje mountain.

### 14. Ambassador, Diplomat, Envoy, Delegate

All these words stand for a representative.

**Delegate:** One who is given power or authority to represent others.

**Envoy:** Any person sent to represent a ruler or government for diplomatic purposes.

**Ambassador/Diplomat:** An important official who represents his/her country in a foreign country.

#### Exercise

1. Agnes was chosen as Malawi's \_\_\_\_\_ to this year's International Conference.
2. The American \_\_\_\_\_ has been in the country for a week and had an audience with the president.



### 15. Abdicate, Ambush, Hijack, Kidnap, Impeach, Usurp

**Usurp:** To take leadership by force

**Abdicate:** To give up positions of leadership

**Ambush:** To attack someone from a hiding place

**Impeach:** To charge a public official with a serious crime.

**Hijack:** To take control of an aircraft using threat or force in order to make political demands.

**Kidnap:** To take someone away illegally and usually by force in order to demand something especially money for his or her safe return.

#### Exercise

1. Julius Ceaser \_\_\_\_\_ the throne by killing king Duncan.
2. The rebels \_\_\_\_\_ the Italian Army Plane in order to have their leader released.
3. Many citizens rejected the motion to \_\_\_\_\_ their reader because they had no basis for it.

### 16. Minutes, Agenda, Proceedings, Motion

**Agenda:** A list of items (topics) to be discussed at a meeting

**Minutes:** The official written records of what is said and decided at a meeting.

**Motion:** A proposal that is made formally at a meeting and then decided on by voting.

**Proceedings:** Official records in meetings or actions taken in a law court or in a legal case.

#### Exercise

1. The secretary was asked to \_\_\_\_\_ of the previous meeting.
2. The first item on the \_\_\_\_\_ at the meeting was the opening prayer.

### 17. Glance, Glare, Glimpse, Gleam

All these words mean looking at something or the way something looks

**Gleam:** To shine with a pale clear light.

**Glance:** To look quickly at something or somebody. E.g. To steal a glance at something means to look secretly at something or someone

**Glimpse:** To look at something /someone for a very short time without seeing it or him/her completely.

**Glare:** To look at something/somebody in an angry way or to shine with a very bright and unpleasant light.

### Exercise

1. The moonlight \_\_\_\_\_ on the water.
2. She stole a \_\_\_\_\_ at the man she admired the most.
3. Peter caught a \_\_\_\_\_ of the car as it veered around the corner.

### 18. Confiscate, Forfeit, Seize, Snatch

All these words mean taking something from someone.

**Snatch:** To take something from a person or place especially by force.

**Seize:** To take control of a place or a situation suddenly by using force.

**Confiscate:** To officially take something away from somebody especially as a punishment.

**Forfeit:** To lose something or to have something taken away from you because you have done something wrong.

### Exercise

1. The thief \_\_\_\_\_ the woman's bag and ran away.
2. The enemy soldiers' \_\_\_\_\_ the village after the war.
3. Mr Mwale's property has been \_\_\_\_\_ for failing to pay back the government loan.
4. The invigilators \_\_\_\_\_ the cell phones of the candidates together with other reference materials during the examination.

### 19. Intervene, Interfere, Interrupt, Inconvenience

**Inconvenience:** To cause trouble or difficult for somebody

**Intervene:** To be involved in a situation in order to improve or help it.

**Interrupt:** To say or do something that makes one stop what they are saying or doing.

**Interfere:** To get involved in and try to influence a situation that does not concern you in any way.

### Exercise

1. She would have died if the neighbours had not \_\_\_\_\_.
2. I wish my parents could stop \_\_\_\_\_ and let me make my own decision.
3. ESCOM is apologizing to its valued customers for the \_\_\_\_\_ that the blackout will cause.

### 20. Litter, Refuse, Rubbish, Garbage

All these words mean wastes or useless things

**Refuse:** Waste material that has been thrown away.

**Litter:** Small pieces of rubbish left lying in a public place.

**Rubbish:** Something that is thrown away because it is no longer needed or wanted.

**Garbage:** Waste food or paper that is thrown away or in containers where wastes are kept.

### Exercise

1. James has dug a very deep \_\_\_\_\_ pit.
2. Our class was assigned the work for picking up \_\_\_\_\_ around the school blocks.

### 21. Entice, Incite, Tantalise, Inspire

**Tantalise:** To make a person want something that he cannot have or do.

**Inspire:** To give someone desire, confidence or enthusiasm to do something well.

**Entice:** To persuade one to do something usually by offering him/her something.

**Incite:** To encourage one to do something violent, illegal or unpleasant especially by making them angry or excited

### Exercise

1. Peter \_\_\_\_\_ his fellow students to go on strike.
2. They were accused of \_\_\_\_\_ the crowd to violence.
3. They tried to \_\_\_\_\_ the child to eat by offering him his favourite food.
4. Miss Chitenje's style of teaching \_\_\_\_\_ Macheso to pursue a teaching career.

### 22. Opaque, Obscure, Impervious, Blurred

**Blurred:** Not clear

**Opaque:** Not clear enough to see something through it.

**Obscure:** To make it difficult to see, hear or understand.

**Impervious:** Not allowing liquids or gas to pass through.

For example:

1. I found her lecture very obscure.
2. She suffered from dizziness and blurred vision.
3. He was born around 1545 but his origins remains obscure.

### Exercise

1. A photograph taken out of focus is \_\_\_\_\_.
2. All \_\_\_\_\_ objects do not allow light pass through them.
3. We should not let the minor details \_\_\_\_\_ the main issue.

### 23. Optimistic, Pessimist, Utopian, Idealist

**Optimist:** A person who always expects good to happen or be successful.

**Utopian:** A person who imagines of a place or state where everything is perfect.

**Pessimist:** A person who always expects bad things to happen or things not to be successful.

**Idealist:** A person who has a strong belief in perfect standards and tries to achieve them even when this is not realistic.

## Exercise

1. Mr Matumula \_\_\_\_\_ because he always expects to excel in business.
2. Jacqueline should be a (n) \_\_\_\_\_ because she always expects to fail whenever she sits for an examination.

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# 8

## ACTIVE AND PASSIVE VOICES

Voice is the grammatical term that shows the doer and the receiver of the action of the verb.

A sentence can be changed from one voice to another.

The following points should be followed when changing a sentence from active to passive voice

1. The object of the active verb becomes the subject of the passive verb.

For example:

**Active Voice :** John kicked the ball.

**Passive Voice :** The ball was kicked by John.

2. The subject of the active verb becomes the object of “by” (the agent) ‘

For example:

**Active Voice :** Mr Cedreck teaches English.

**Passive Voice :** English is taught by Mr Cedreck.

3. If the doer in the active voice is not specified, the passive form omits the preposition phrase (i.e. by + object).

For example:

**Active Voice :** Someone likes bananas.

**Passive Voice :** Bananas are liked.

4. The form of the verb is changed by using the same tense of the verb ‘to be’ with the past participle verb.

For Example:

### ACTIVE VOICE

### PASSIVE VOICE

#### A. SIMPLE PRESENT TENSE

- |   |  |
|---|--|
| 1. The boy gives his sister some oranges. | Some oranges are given to the sister by the boy. |
| 2. Someone takes the food.                | The food is taken                                |

## **B. PRESENT PERFECT TENSE**

1. Mr Macheso has taught English      English has been taught by Mr Macheso.
2. Have the students eaten the food?      Has the food been eaten by the students?

## **C. THE PRESENT CONTINUOUS TENSE**

1. The teacher is teaching English.      English is being taught by the teacher.
2. The doctor is treating the patient.      The patient is being treated by the doctor.
3. Is Jane watching a movie?      Is a movie being watched by Jane?

## **D. THE SIMPLE PAST TENSE**

1. John called them regularly.      They were regularly called by John.
2. Did Mwayi eat the apple?      Was the apple eaten by Mwayi?

## **E. THE PAST CONTINUOUS TENSE**

1. James was calling the child.      The child was being called by James.
2. Were all students writing the test?      Was the test being written by all students?

## **F. PAST PERFECT TENSE**

1. Jacqueline has passed the examinations.      The examinations had been passed by Jacqueline.
2. Had the candidates written the exams?      Had the exams been written by the candidates?

## **G. SIMPLE FUTURE TENSE**

1. He will write the letters.      The letters will be written by him.
2. Will the driver pick her up at 10am?      Will she be picked by the driver at 10am?

## **H. FUTURE PERFECT TENSE**

1. She will have taught the class.      The class will have been taught by her.
2. Will Bali have eaten the orange?      Will the orange have been eaten by Bali?

### **Exercise**

Change the following sentences into the passive voice

1. Emily ate the bread.
2. The minister will open the conference.
3. He was watching the match.
4. Did the teacher teach the subject?
5. She has occupied my office.
6. They will have written the examinations.
7. They had seen the president.
8. The court had declared the law unconditional.

# 9

## QUESTION TAGS AND SHORT RESPONSES

### QUESTION TAGS

These are questions which are asked not because we need information but confirmation of what we already know. We want the person addressed to agree with us.

For example:

- a) Expecting the answer 'yes' They like tea don't they?
- b) Expecting the answer 'no' They don't like tea, do they?

So, Question tags are grammatical phrases in form of questions which are added to statements.

### RULES WHICH ARE FOLLOWED WHEN FORMING QUESTION TAGS

1. When a statement is positive (affirmative), the question tag must be negative.

For example:

- a) Mrs Brown is a doctor, isn't she?
- b) You can speak French, can't you?
- c) Your friends will come, won't they?

2. When the statement is negative, the question tag must be positive

For example:

- a) Mr Maulidi isn't a doctor, is he?
- b) You can't speak Latin, can you?
- c) Goats don't speak, do they?

NOTE: All auxiliary verbs in the statements are repeated in the question tags, except:

- a). Need and dare used positively in the statement are not repeated in the tag.

For example:

- a. We need to buy a new radio, don't we?
- b. He dared to stroke the lion, didn't he?

b) . “Used to” is treated as a full verb rather than an auxiliary.

For example:

- a. He used to own a house, didn’t he?
- b. Jane used to borrow my pen, didn’t she?

c). There is no form ‘**amnt I?**’ instead we say aren’t I?

For example:

- a. I am interested in your performance, aren’t I?
- b. I am better at tennis than he is, aren’t I?

3. When the statements contain main verbs, the question tags take a ‘do’ ‘does’ or ‘did’ depending on the tense of the verb in the given statement.

(a) When the statement contains a present tense singular main verb, the question tag takes ‘does’ for the third person singular.

For example:

- a. Jane likes soft drinks, doesn’t she?
- b. She passes every examination, doesn’t she?

(b) When the statement contains a past tense main verb, the question tag takes ‘do’

For example:

- a. Jane and James like music, don’t they?
- b. The three girls pass every examination, didn’t they?

(c) When the statement contains a past tense main verb, the question tag takes ‘do’

For example:

- a. Jane liked soft drinks, didn’t she?
- b. The three girls passed every examination, didn’t they?

4. Statements which contain such words as ‘scarcely’, ‘no’, ‘never’, ‘seldom’, ‘barely’, ‘nothing’, ‘no one’ are treated as negatives and therefore take positive question tag.

For example:

- a. Nothing was said, was it?
- b. No man is an island, is he?
- c. I have never watched television, have I?
- d. I seldom go there, do I?
- e. He rarely comes here, does he?
- f. They barely escape from a lion, did they?
- g. He has seen no one, has he?



5. An imperative can be made into less of a command and more of a request by the addition of affirmative tag in the future tense. All statements which show either a command or more of a request take the future tense marker 'will' and the personal pronoun 'you' in the question tag. This is because a command sounds negative (forcing matters)

For example:

- a. Pass me sugar, will you?
- b. Open the window, will you?
- c. Go out, will you?

6. All statements which start with 'lets' take the future tense marker 'shall' and the personal pronoun 'we' in the question tag.

For example;

1. Let's pray, shall we?
2. Let's go home, shall we?
3. Let's talk about AIDS, shall we?

### Exercise

Form question tags from the following statements.

1. Pick up those writing materials, \_\_\_\_\_?
2. It seems James wants to go, \_\_\_\_\_?
3. I am sending all my love to you, \_\_\_\_\_?
4. No girl can accept Tybalt's proposal, \_\_\_\_\_?
5. Mercutio never goes to the university, \_\_\_\_\_?
6. I need your love and care, \_\_\_\_\_?
7. Switch off the light, \_\_\_\_\_?
8. He mustn't come with us, \_\_\_\_\_?
9. The head teacher was student at this school, \_\_\_\_\_?

## SHORT RESPONSES

- A. Short responses to questions ending with question tags. It is normal to answer those questions briefly with a **yes or no + subject + auxiliary verb**.  
The short response echoes the question tag i.e. the auxiliary verb is repeated in the same tense.

1. **A positive statement with a negative question tag normally expects Yes (Positive) answer.**

For example:

- (a) Juliet has accepted my proposal, hasn't she? Yes, she has.



- (b) Romeo did come, didn't he? Yes, he did.
- (c) The Prince will pass the verdict, won't he? Yes, he will.

2. **A negative statement with a positive question tag normally expects a No (Negative) answer.**

For example:

- (a) You won't come, will you? No, I won't.
- (b) Romeo couldn't come, could he? No, he couldn't.
- (c) You haven't money, have you? No, I haven't.

**Exercise**

Form question tags from the following statements and add expected answers to them.

1. Rosaline has come, \_\_\_\_\_?
2. Tybalt and Benvolio rarely fight, \_\_\_\_\_?
3. Mercutio is very provocative, \_\_\_\_\_?
4. I have never been to Mantua, \_\_\_\_\_?
5. I am early, \_\_\_\_\_?

## **ADDITIONS TO STATEMENTS**

There are two types of additions to statements, namely:

1. Positive agreement.
2. Negative agreement.

### **1. POSITIVE AGREEMENT**

Its pattern is So + Positive Auxiliary + Subject.

For example:

- (a) He likes coffee. So do I.
- (b) I have been studying hard. So has Ntolo.
- (c) Catherine can produce good results. So can Thoko.
- (d) Chola tried very hard to bring a change. So did Mchere.

### **2. NEGATIVE AGREEMENT**

The pattern for negative agreement is 'Neither + Positive Auxiliary + Subject.'

For example:

- (a) I have no money. Neither has Bota.
- (b) Nambe doesn't like Mchere's behaviour. Neither does Biti.
- (c) The party Secretary General could not do that. Neither could Dambo.

Form additives to the following statements.

- ## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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# 10 DIRECT AND INDIRECT SPEECH

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Direct speech means the actual words of the speaker.

For example:

- (a) "I am learning English," he said.
- (b) "Have you ever seen a plane crash?" he asked. "No," I replied.
- (c) "I study English every morning," she said.
- (d) Couldn't she hear Jane say, "Under the table!"

Indirect speech is a report of what has been said. It is said by someone not the speaker him/herself.

## Changes which are involved when changing sentences from direct to indirect speech

### A. VERBS

#### Direct Speech

Present Simple  
Present Continuous  
Present Perfect  
Past Simple

#### Indirect Speech

Past Simple	Future Tense	Future in the Past
Past Continuous	(Shall & Will)	(Should and Would)
Past Perfect	Conditional	Perfect Conditional
Past Perfect		

For example:

#### Direct Speech

- 1. "I write home every week."
- 2. "I am watching television."
- 3. "I have played the game."
- 4. "I shall meet him in Blantyre."
- 5. "I have been playing netball."
- 6. "I wrote a letter to Jimmy."
- 7. "I may be able to go."
- 8. "If I had my book, I could find the answer."

#### Indirect Speech

She said that:  
She wrote home every week.  
She was watching television.  
She had played the game.  
She would meet him in Blantyre.  
She had been playing netball.  
She had written a letter to Jimmy.  
She might be able to go.  
If she had her book, she could have found the answer.



If the verb in the principle clause is in the present tense, present continuous tense, present perfect tense or future tense, the verb in the reported sentence will not change.

For example:

**Direct speech :**

“This work is too difficult.”

**Indirect speech :**

He says (that) this work is too difficult.

He is saying (that) this work is too difficult.

He has said (that) this work is too difficult.

He will say (that) this work is too difficult.

When the sentence expresses a fact that is supposed to be universally true and not merely applicable to the time when statement was made, the present tense may be used in reported speech.

For example:

**Direct speech :** “Fools rush in where angels fear to tread,” Pope said.

**Indirect speech :** Pope said that fools rush in where angels fear to tread.

**Direct speech :**

“The sun is 92 million miles away.”

**Indirect speech :**

She said that the sun is 92 million miles away.

The present tense may be used also with a statement expressing a reported or habitual action.

**Direct speech :** “I get up at seven O’clock every morning.”

**Indirect speech :** He said that he gets up at seven O’clock every morning.

**Direct speech :** “My wife always drinks coffee for breakfast.”

## B. Change in Pronouns and Possessive Adjectives

These generally change as follows:

Direct	Indirect	Direct	Indirect	Direct	Indirect
I, Me	He/She	My	His/Her	Ours	Theirs
We	They	Mine	His/Hers	Your	Their
Us	Them	Our	Their	Yours	Theirs

## C. Demonstrative Adjective Changes

Direct	Indirect
This	That
These	Those

For example:

**Direct speech :** “I borrowed this pen from my brother,” John said.

**Indirect speech :** John said that he borrowed that pen from his brother.  
John said that he borrowed the pen from his brother.



### Exercise

1. “Life begins at forty,” Mrs Banda said.  
Mrs Banda said that life begins at forty. ‘
2. “This class is always good,” the teacher says.  
The teacher says that this class is always good.
3. “If I had money, I could buy this pen,” she said.  
She said that if she had money she could have bought that pen.

### D. Adverb Changes

Direct	Indirect	Direct	Indirect
Here	There	Today	That day
Now	Then	Tomorrow	The next day
Ago	Before	The previous day/	The day before
Yesterday morning	The morning before/	Yesterday afternoon	The afternoon before/
	The previous morning		The previous afternoon

For example:

- (b) “I am going home today,” said Jane.  
Jane said that she was going home that day.
- (c) “I saw the boy here in this room today,” said Alinafe.  
Alinafe said that she had seen the boy there, in that room that day.
- (d) “I will see these boys now.”  
He said he would see those boys then.

### E. Commands and Requests

Indirect commands and requests take the introductory verbs like “commanded,” “told,” “asked” or “requested.” The verb in the direct speech becomes an infinitive with “to”

For example:

1. “Take the books to the office,” the clerk said to me.  
The clerk told me to take the books to the office.
2. “Go away!”  
He ordered him to go away.
3. “Do write to me as soon as you arrive.”  
She asked him to write to her as soon as he arrived.
4. “Play the piano, please.”  
He asked me to play the piano.



## F. Exclamations

Exclamations take the introductory verb **exclaimed**. In order to express an exclamation in indirect speech, it is necessary to use an expression which will give the idea of the original.

For example:

1. "God gracious! I have never heard of such a thing," he said.  
He was very surprised and said he had never heard of such a thing.
2. "What a beautiful house this is!" Exclaimed Luke.  
Luke exclaimed what a beautiful house it was. Luke exclaimed that the house was beautiful.
3. "How hot this day is!" Exclaimed the weatherman.  
The weatherman lamented how hot that day was. The weatherman exclaimed that it was a hot day.

## G. Questions

Questions without interrogative pronouns take **'if'** or **'whether'** in their indirect form.

For example:

<b>Direct</b>	"Why have you locked the door?" The teacher asked me.
<b>Indirect</b>	The teacher asked me why I had locked the door.
<b>Direct</b>	"Is Henry really working hard?"
<b>Indirect</b>	He asked (wondered) if Henry was really working hard.
<b>Direct</b>	"Do you know me?" He asked the boy.
<b>Indirect</b>	He asked the boy if he knew him.
<b>Direct</b>	"How did you do it?" He asked her.
<b>Indirect</b>	He asked her how she had done it.

### Exercise

Change the following sentences from direct to indirect speech.

1. "Please drive more carefully," she said to the driver.
2. "I am happy now," she said.
3. "What do you think you are doing?" The man asked.
4. "Put away the books now," the teacher told us.
5. "Are you laughing at me?" The man asked the boys.



# 11 SOME CONJUNCTIONS

**The use of ‘besides’, ‘although’, ‘despite’, ‘in spite of’, ‘hardly....when’, ‘no sooner.... Than’ ‘if’ and ‘unless’**

**Besides** means in addition to. It occurs either before a noun or a gerund.

For example:

1. Boys were chosen. Girls were chosen  
Besides boys, girls were chosen.
2. He passed the examination and was selected to go to the university.  
Besides passing the examinations, he was selected to go to the university.
3. He is ill. He is weak Besides being ill he is weak.
4. Jane can swim. Jane can play football.
5. Besides swimming, Jane can play football.

**The use of ‘Although’, ‘in spite of’, ‘Despite’**

Although requires a subject and a verb when it is used in a sentence. ‘Despite’ or ‘in spite of’ is used before a noun or gerund when used in a sentence.

For example:

1. Although he is intelligent he failed the examination.  
Despite being intelligence, he failed the examination.  
In spite of being intelligent, he failed the examination.
2. In spite of danger we continued the journey.  
Although it was dangerous, we continued the journey.
3. Although he is poor, he is hardworking.  
In spite of being poor, he is hardworking.  
Despite being poor, he is hardworking  
In spite of poverty, he is hardworking.
4. Although it was raining, we played the game.  
Despite the rains, we played the game.
5. Although it was dark, Jean went to the disco.  
In spite of the darkness, Jean went to the disco.

Exercise

Rewrite the following sentences using the words given

1. She is a teacher. She is a church elder. (Besides)
2. After playing the game, he drank the water. (Besides)
3. Although he was unreliable, many people trusted him. (In spite of)





4. They came yesterday. They brought the results. (Besides)
5. Form three students are both lazy and noisy. (Besides)
6. Despite being an easy examination, many students failed. (Although)
7. Despite being in trouble, she did not lose courage. (Although)

### **The Use of ‘Hardly .....When’**

Hardly is an adverb which conveys a negative sense when used in a sentence. It takes when. When it occurs at the beginning of the sentence, the subject auxiliary inversion is followed. The subject inversion is a situation where the subject and the auxiliary verb exchange positions in a sentence.

#### **Examples**

1. The performance ha not begun when we arrived.  
The performance had hardly begun when we arrived.  
Hardly had the performance begun when we arrived.
2. I had not finished reading when the teacher came in.  
I had hardly finished reading when the teacher came in.  
Hardly had I finished reading when the teacher came in.
3. They had not eaten nsima when the lights went out.  
They had hardly eaten nsima when the lights went out.  
Hardly had they eaten nsima when the lights went out.
4. We had not finished writing when the invigilator collapsed.  
We had hardly finished writing when the invigilator collapsed.  
Hardly had we finished writing when the invigilator collapsed.

### **The use of ‘No sooner .... than’**

When **no sooner** is used in a sentence, it takes **than**. When it occurs at the beginning of a sentence, the subject- auxiliary inversion is followed.

#### **Examples:**

1. The teacher had just arrived when my name was called.  
The teacher had no sooner arrived than my name was called.  
No sooner had the teacher arrived than my name was called.
2. I had finished writing when the teacher came in.  
I had no sooner finished writing than the teacher came in.  
No sooner had I finished writing than the teacher came in.
3. They had just eaten nsima when the lights went out.  
They had no sooner eaten nsima than the lights went out.  
No sooner had they eaten nsima than the rights went out.
4. We had gone home when the accident occurred.  
We had no sooner gone home than the accident occurred.  
No sooner had we gone home than the accident occurred.



## The use of 'if' and 'Unless'

Both **if** and **unless** are conditional markers. They show that an action will take place after certain conditions are fulfilled. Unless means if not. So, when you are given a sentence with an 'If clause' and you want to rewrite it using unless, you negate (use not) the verb in the main clause.

Examples:

1. If you don't go I will not follow you.  
Unless you go I will follow you.
2. If I were not her I would not accept his proposal.  
Unless I were her I would not accept his proposal.
3. If he had known he would not have listened to my advice.  
Unless he had known he would not have listened to my advice.
4. He would not pass the examination if he did not work hard.  
Unless he worked hard he would not pass the examination.

### Exercise

Rewrite the following sentences using the words given.

1. He would have told you if you had asked him. (Unless)
2. Unless you tell me the truth, I will not give it to you. (If)
3. The meeting had not started when the chair man arrived.(hardly)
4. We had just finished the game when the rain started. (No sooner had)
5. John had not completed his homework when he collapsed. (Hardly...)

## NOTES

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# 12 TYPES OF SENTENCES

A sentence is a group of words which includes a finite verb and expresses a complete thought.

For example:

1. Go home now.
2. Our dog barked throughout the night.

## TYPES OF SENTENCES

### A. Simple Sentences

A simple sentence is a group of words which includes one finite verb and expresses a complete thought. This thought can be a statement, a question, a command or an exclamation.

For example:

1. Take all your clothes. (command)
2. How I wish I could go with you. (exclamation)

### B. Compound Sentences

A compound sentence is one which contains two main clauses (Sentences)

For example:

1. The tea was cold but he enjoyed drinking it.
2. She collected her books and put on her coat.
3. You must pay the fare or you can not travel by this bus.

### C. Multiple Sentences

A multiple sentence is a compound sentence which contains three or more main clauses.

For example:

1. I picked up my suitcase, put on my hat and walked away.
2. The pupils got their books, locked the desks and ran to the laboratory.
3. John swept the floor and Jane washed the plates but Joseph just sat there.
4. The secretary put away the files, locked the filing cabinet and left the office.

NB: A multiple sentence is a type of compound sentence.





# 13

## MEANING OF SENTENCES

This is not a guessing game. There are certain clues which are followed:

- a. Using double negatives.
- b. Using contextual clues.
- c. Using sentence patterns (conditional and concessions)

### A. Interpreting Sentences Using Double Meanings

If a sentence has two negatives, it implies a positive idea.

Examples:

1. She did not say, she did not do it. This means that:
  - a. She said she did it.
  - b. She said something but did not do it.
  - c. She said nothing but did it.
  - d. She said nothing but did it.
2. Never did John say that he did not take the money. This means that:
  - a. John said nothing but he did it.
  - b. John said that he did not take the money
  - c. John never said that he took the money.
  - d. John said that he took the money.
3. At no time has Joseph mistrusted Jane. This means that:
  - a. Joseph trusts Jane
  - b. Jane wins Joseph's trust
  - c. Joseph's mistrust for Jane has no time
  - d. Joseph always trust Jane.
4. The candidates did not make uncommon mistakes. This means that:
  - a. The candidates made uncommon mistakes
  - b. The candidates made common mistakes
  - c. The candidates were not uncommon to such a mistake
  - d. The candidates commonly made a mistake

### B. Interpreting Sentences Using Sentence Patterns

This involves the conditionals (if and unless) and concessions (although, in spite of, despite, though) and subject-auxiliary inversion.

For example:

1. Had you come, this would have worked for you. This means that:
  - a. Nothing happened because of your failure to come
  - b. You did not come but things worked for you
  - c. You came because things did not work for you



- d. Nothing happened because of your coming
2. Despite her good looks, hardly any man goes for her. This means that:
  - a. She is proposed because of her good looks
  - b. Any man goes for her good looks
  - c. No man likes good look for a woman
  - d. No man proposes to her although she is beautiful
3. If I were you, I would marry a nurse. This means that:
  - a. I would marry a nurse like you
  - b. I will marry a nurse like you
  - c. I advise you to marry a nurse
  - d. I think you need to marry a nurse
4. It was doubtful that James would have married Julie had it not been for his parents. This means:
  - a. James doubted his marrying Julie
  - b. James's parents were happy with his marrying Julie
  - c. James had another lover apart from Julie
  - d. James's parents influenced him marry Julie.
5. It would have been contrary to our expectations if he had not passed the examination. This means that:
  - a. He passed examination, which we had not expected.
  - b. He passed the examination as we expected
  - c. He failed the examination, which we did not expect.
  - d. He failed the examination which we expected.

### C. Interpreting Sentences Using Contextual Clues

This usually the case when a sentence contains a figure of speech. The contextual clue is the part with the plain words.

For example:

1. Five thousand kwacha is too much for this ordinary cloth. You must have paid through your nose. 'Paid through your nose' means?
  - a. You happily paid for it
  - b. You worriedly paid for it
  - c. You spent too much on it
  - d. You spent less on it.
2. They decided to bury the hatchet and try to be friends again. Bury the hatchet means?
  - a. Forget worried
  - b. Bury the old enmity
  - c. Stop friction
  - d. forget the past conflict
3. Due to his heavy handedness many of his workers run away within a short time. Heavy handedness means?
  - a. Compassion
  - b. Pity
  - c. Harshness
  - d. Arrogance.



### Exercise

Circle the answer A, B, C or D which gives the nearest meaning to the given sentences.

1. It was a pity that I had to stop playing in the school team. This means that:  
a. I felt pity I stopped  
b. It was regrettable that I stopped  
c. They felt pity that I stopped  
d. I stopped pitifully
2. If Richard is to be believed, then the head teacher is dead. This implies that:  
a. Richard is a close relative of the head teacher  
b. The head teacher was not expected to die  
c. The only evidence about the head teacher's death is Richard  
d. Richard does not usually tell the truth
3. Not once did MacDonald leave the door unlocked. This means that:  
a. MacDonald left the door unlocked twice  
b. MacDonald always locked the door  
c. The door was unlocked once  
d. MacDonald sometimes locked the door'
4. Contrary to our expectation, Esther won the race, beating the famous Thokozani. This mean that:  
a. We expected Esther to win the race  
b. We did not expect Esther to win the race  
c. Esther won the race because of our expectation  
d. our expectation made Esther win the race.
5. USA is not uncivilized country. This mean that:  
a. USA is a civilized country  
b. USA is an underdeveloped country  
c. USA is not a civilized country  
d. USA is not a developed country
6. Joana used to be a skilful player but now has run out of steam. This means:  
a. Joana used to play very well  
b. Joana only play skilful when there is no steam  
c. Joana is no longer a skilful player  
d. Joana plays very well when she is not smoking
7. It would have been wiser to have left untampered with. This means that:  
a. It was not foolish he had tampered with it  
b. He tampered with it which was unfoolish  
c. He tampered with it which was unwise  
d. If you had left it untampered with, it would have been unwise



8. My grandmother joined the world of ancestors after being sick for a long time. The underlined words means?
  - a. My grandmother died
  - b. My grandmother was still suffering
  - c. My grandmother became one of the ancestors
  - d. My grandmother became an adult
  
9. Had it not been for Janet, Grace could not have passed the examinations. This means that:
  - a. Grace failed the examination because of Janet
  - c. Grace failed the examination together with Janet
  - b. Grace passed the examination because of Janet
  - d. Janet made Grace to fail the examinations
  
10. Fatsireni mistook Mr Robert for a doctor. This means that Fatsireni:
  - a. Thought Mr Robert was a doctor
  - c. Realised that Mr Robert was not a teacher.
  - d. Took Mr Robert to see one of his doctors
  - d. Wrongly thought that Mr Robert was a doctor

## EQUIVALENCE IN MEANING

Here the concern is with a set of grammatical forms in relation to their meanings, ways of expressing differently the same situation.

Choose the correct answer which has the same meaning to the given statement.

1. In my high school years, I enjoyed playing volleyball.
 

a. I hardly enjoyed volleyball	c. I am enjoying volleyball
b. I used to enjoyed volley ball	d. None of the above
  
2. My watch works perfectly. This means:
 

a. My watch is generally reliable one	c. My watch is working perfectly
b. My watch rarely works	d. None of the above
  
3. Sankhani is suffering from influenza. This means:
  - a. Sankhani used to suffer from influenza
  - b. Sankhani is ill with influenza
  - c. Influenza was suffered by Sankhani
  - d. Sankhani hardly suffers from influenza
  
4. He is a fool.
 

a. He can't help it-it's his nature	c. He is not unwise
b. He is acting foolishly	d. he is unwise





- ## NOTES

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# 14 SUBORDINATE CLAUSES

## TYPES OF SUBORDINATE CLAUSES

There are three types of subordinate clauses namely:

- a. Adjective clause
- b. Noun Clause
- c. Adverbial Clause

### 1. ADJECTIVE CLAUSES

This is a group of words which does the work of an adjective by qualifying a noun in a sentence. The noun being qualified is called an antecedent.

An adjective clause is normally introduced by a relative pronoun such as **who**, **whom**, **which**, **why**, **where**, **when** and **that**. It answers the question **Which?**

For example:

1. The shirt that you bought is torn.
2. The book which you lent me was interesting.
3. Thank you for the help that you have given me.

NOTE: Sometimes the relative pronouns can be omitted but the subordinate adjective clauses can still be understood. This is when the relative pronoun stands in place of an object.

For example:

1. The book I want is on the table.  
Function: It qualifies noun 'book'
2. The man you sent to me has run away.  
Function: It qualifies noun 'man'
3. The man you spoke to is my brother.  
Function: It qualifies noun 'man'

## TYPES OF SUBORDINATE ADJECTIVE CLAUSES

1. Defining Adjective Clauses
2. Non-defining Adjective Clauses

### A. The Defining Adjective Clause

It is the one which tells precisely who or what the noun is. This is a clause which when removed from the sentence; the sentence does not make perfect sense.

For example:

1. I have read the book which he wrote.
2. The boy who is in the house is a thief.
3. This is the girl who has come out with a distinction.

### B. The Non-Defining Adjective Clause

These are clauses that are not very important to the words they qualify. They merely give additional information or a mere remark. They are normally separated from the rest of the sentence by the use of commas.

For example:

1. My father, who came last week, is a great man.
2. The book, which I bought last week, has proved to be useless.
3. Mr. Kole, who was here a few hours ago, was once a driver.

Even if this clause is removed, the sentence still has definite meaning and makes a complete sense.

## 2. NOUN CLAUSES

A Noun Clause is the one which does the work of a noun. It answers the question what? It performs a number of functions in sentences.

There are five functions which a noun clause performs in a sentence.

A noun clause may be:

### a. Subject of a Verb

A noun clause functions as a subject of a verb when it occurs before a principal clause. It always precedes its main clause.

For example;

1. What he said bored everybody.
2. What you are doing seems very difficult.
3. That he will refuse the offer is very unlikely.
4. Whoever answered that question should have been intelligent.



## **b. Object of the Verb**

A noun clause functions as the object of a verb when it occurs after the principal clause. The verb in the main clause is an action verb.

Noun clause which is object of a verb may be:

### **i. A statement direct or indirect**

For example:

1. He said “where do you live?”
2. He told me that the debt had been paid.

### **ii. A question, direct or indirect**

For example:

1. He asked me where I lived.
2. He said, “Where do you leave?”
3. Can you tell me what the time is?

### **iii. The object of the Preposition**

A noun clause functions as the object of a preposition governed by a preposition when it occurs immediately after the preposition.

For example:

1. You can have this for what I paid for it.
2. The head teacher was pleased with what he said.
3. They will be very thankful for whatever you can give them.
4. The student always pays attention to whatever the teacher is saying.

### **iv. The Complement of a Verb**

A noun clause functions as a complement of a verb if it completes the meaning to the state or linking verb. The verb does not make complete sense without the clause.

For example:

- a. This is what I want.  
Function: Complement of the verb ‘is’
- b. It appears it will rain.  
Function: Complement of the verb ‘appears’
- c. The fact is that he doesn’t really try.  
Function: complement of the verb ‘is’
- d. It seems that Juliet has never been in love before.  
Function: Complement of the verb ‘seems’
- e. The winner will be whoever scores highest points.  
Function: Complement of the verb ‘will be’



**v. In apposition to a noun**

A noun clause performs this function when it explains more about a noun to give further information.

Usually the noun appositioned is an abstract noun.

For example:

- a. The rumour that she had passed pleased us.  
Function: In apposition to noun 'rumour'
- b. The fact that the prisoner was guilty was plain to everyone.  
Function: In apposition to noun 'fact'
- c. The news that we are having a holiday tomorrow is not true.  
Function: In apposition to noun 'news'
- d. The idea that you can do this work without thinking is quite wrong.  
Function: In apposition to noun 'rumour'

**Exercise**

Underline subordinate noun clauses in the following sentences and state their function.

- (a) This is what I like.
- (b) What you know is not true.
- (c) She knew what the time was.
- (d) I know he escaped from prison.
- (e) I now realise that he cheated me.
- (f) James laughed at what Peter said.
- (g) It seems that he had gone already.
- (h) Why he came late is a mystery to us.
- (i) That Thoko and Agness are sisters is obvious.
- (j) The news that Khanyizira school lack teachers is false.

**3. ADVERBIAL CLAUSES**

Adverbial clauses do the work of adverbs in sentences. They modify verbs, adjectives or other adverbs.

They are introduced by such words such as **when, where, while, as, after, before, until, if, unless, because, since, so, that, although, than, provided that, supposing that** and **as if**.

There are nine types of adverbial clauses and these are:



### a. Adverbial Clause of Time. These modify verbs in sentences.

They tell when an action was done and are introduced by words such as when, until, after, before, since, as, while, and as soon as.

For example:

1. We met once since he arrived from Mzuzu.  
Function: It modifies the verb 'met'
2. I learned a lot of French while I was in Paris.  
Function: It modifies the verb 'learned'
3. When it rains I usually go to the office by bus.  
Function: It modifies the verb 'go's'
4. The thief was arrested as he was leaving the bank.  
Function: It modifies the verb 'was arrested'

### b. Adverbial Clause of Manner

Adverbial clauses of manner modify verbs in sentences.

They tell how an action was done and are introduced by words such as 'as', 'as though' and 'as if'. They indicate the manner in which something is done. They answer the question **how**?

For example:

1. He ran as if he was chased.  
Function: It modifies the verb 'ran'
2. They spoke as though they were mad.  
Function: It modifies the verb 'spoke'
3. I shall do the exercise as I have been told.  
Function: It modifies the verb 'shall do'
4. When I get the money, I shall spend it as I like.  
Function: It modifies the verb 'shall spend'

### c. Adverbial Clause of Place

Adverbial clauses of place modify verbs in sentences.

They tell where an action was done and are introduced by words such as where and wherever.

For example:

1. I will follow you wherever you go.  
Function: It modifies 'are going'
2. Fools rush in where angels fear to tread.  
Function: It modifies the verb 'rush'
3. They are sleeping quietly where I slept yesterday.  
Function: It modifies 'are sleeping'
4. The house stood where the Chilambula road meets the Kamuzu procession road.  
Function: It modifies the verb 'stood'

#### d. Adverbial Clause of Reason or Cause

Adverbial clause of reason modifies verbs on sentences.

They tell why an action was done and are introduced by such words as **because, since, as and for**.

For example:

1. They sent him back for he had no fees.  
Function: it modifies the verb 'sent'
2. The teacher punished us because we were late.  
Function: It modifies the verb 'punished'
3. Since the bus has already left, let us return home.  
Function: It modifies the verb 'return'
4. He repeated every class as he was a slow learner.  
Function: It modifies the verb 'repeated'

#### e. Adverbial Clause of Concession

Adverbial clauses of concession modify verbs in sentences.

They show contrast and are introduced by words such as though, although, even though, occasionally by **even, if wherever, whenever, however, whether, or not, no matter, whether or not**.

For example:

1. Though he was late, he came at last.  
Function: It modifies the verb 'came'
2. Even if you try hard, you won't succeed.  
Function: It modifies the verb 'won't succeed'
3. Whatever you may say, I still think I did the right thing.  
Function: It modifies the verb 'think'
4. No matter whether you agree or not, I shall pay him the price he asks.  
Function: It modifies the verb 'shall pay'
5. Whether he works hard or not, I don't think he will pass the coming examination  
Function: It modifies the verb 'think'

#### f. Adverbial Clause of Condition

Adverbial clauses of condition modify verbs in sentences.

They indicate conditions under which an action can be done (indicate on what condition a thing happens, happened or will happen).

They are introduced by **if, unless, provided that, supposing that whether, as long as, or that** (after **supposing, provided, on condition**)

For example:

1. If you go I shall follow you.  
Function: It modifies the verb 'will follow'
2. I shan't go unless he asks me.  
Function: It modifies the verb 'shan't go'
3. Supposing that he asks you, will you go?  
Function: It modifies the verb 'will go'
4. I shall go as long as/provided that/on condition that he asks me.  
Function: It modifies the verb 'shall go'

### **g. Adverbial Clause of Purpose**

Adverbial clause of purpose modifies verbs in sentences.

They tell a purpose for doing a certain action.

They are introduced by **so that, in order that, for fear that, lest**

For example:

1. Some people eat so that they may live.  
Function: It modifies the verb 'eat'
2. Others seem to eat in order that they may eat.  
Function: It modifies the verb 'live'
3. I am telling you this lest you should make a mistake.  
Function: It modifies the verb 'am telling'
4. We worked hard so that we could pass the examinations.  
Function: It modifies the verb 'worked'

### **h. Adverbial Clause of Comparison**

Adverbial clause of comparison modifies adjectives in sentences. They compare two actions and are introduced by **'than'** and **'as'**

For example:

1. She likes beer more than I do.  
Function: It modifies an adjective 'more'
2. This work is not easy as you think.  
Function: It modifies adjectives 'easy'
3. That question is easier than I thought.  
Function: It modifies an adjective 'easier'
4. Rose has done better than she did last year.  
Function: It modifies an adjective 'better'



### i. Adverbial Clause of Result

Adverbial clauses of result modify adjectives and adverbs in sentences. They tell the result of an action and are introduced by **so ... that**.

For example:

1. The sun was so hot that we sat in the shade.  
Function: It modifies an adverb 'so'
2. Gift was so intelligent that he passed every examination.  
Function: It modifies an adverb 'so'
3. He was speaking so quietly, that it was difficult to hear what he said.  
Function: It modifies an adverb 'so'

**NOTE:** An adverb clause of result associated with degree is introduced by **so ... that, such ..... that, or so ... as to**.

For example:

1. He ran so fast that I could not catch him.  
Function: It modifies an adjective 'fast'
2. It was such a warm day that I took off my jacket.  
Function: It modifies an adjective 'warm'
3. Would you be so kind as to carry this?  
Function: It modifies an adjective 'kind'

## THE RELATIONSHIP BETWEEN A CLAUSE AND A PHRASE

A clause is related to a phrase in the sense that both are groups of words. The only difference between the two is that a clause includes a finite verb whereas a phrase does not include a finite verb.



## The Relationship between an Adjective Clause and a Phrase

ADJECTIVAL CLAUSE	ADVERBIAL CLAUSE
<p>A group of related words which qualifies a noun and includes a finite verb.</p> <p>For example:</p> <ol style="list-style-type: none"> <li>1. The man <u>who is near the river</u> is mad.</li> <li>2. The girl <u>who is in red</u> is Miss Malawi.</li> <li>3. The pictures <u>which are hanging on the wall</u> are mine.</li> <li>4. The lady <u>who was announcing the results</u> was my aunt.</li> </ol>	<p>A group of related words which qualifies noun but does not include a finite verb.</p> <p>For example:</p> <ol style="list-style-type: none"> <li>1. The man <u>near the river</u> is mad.</li> <li>2. The girl <u>in red</u> is Miss Malawi.</li> <li>3. The pictures <u>hanging on the wall</u> are mine.</li> <li>4. The lady <u>announcing the results</u> was my aunt.</li> </ol>

## The relationship between an Adverb Clause and Phrase

ADVERBIAL CLAUSE	ADVERBIAL PHRASE
<p>A group of words which modifies a verb, an adjective or an adverb and includes a finite verb.</p> <p>For example:</p> <ol style="list-style-type: none"> <li>1. We waited for him <u>before he arrived</u>.</li> <li>2. He was cheated <u>because he was ignorant</u>.</li> <li>3. We have been friends <u>since we were young</u>.</li> <li>4. Jeremiah was chosen to be a prophet <u>before he was born</u>.</li> </ol>	<p>A group of words which modifies a verb. An adjective or an adverb but it does not include a finite verb.</p> <p>For example:</p> <ol style="list-style-type: none"> <li>1. We waited for him <u>before his arrival</u>.</li> <li>2. He was cheated <u>because of his ignorance</u>.</li> <li>3. We have been friends <u>since our youth</u>.</li> <li>4. Jeremiah was chosen to be a prophet <u>before his birth</u>.</li> </ol>

### Exercise

Underline subordinate clauses, state their types and functions.

1. Tell me where you went.
2. I am going where you went.



3. I shall go, whether he likes it or not.
4. I know the reason why he was so angry.
5. I am going to the house where you went.
6. He ran as though his life depended on it.
7. He worked hard so that he might win the prize.
8. As my secretary is away at present, I have a great many extra letters to answer.

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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# 15

## CONDITIONAL TENSES AND CONDITIONAL SENTENCES

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The distinction between *should* and *would* in the conditional tense is disappearing. Most people now use ‘*would*’ for all persons, although in pure English ‘*should*’ goes with ‘*I*’ and ‘*we*’

The chief use of the conditional tense is in a main clause when a condition is made in a dependent clause or an infinitive phrase.

For example:

1. We would be able to start the game, if my brother came.  
The first part is the main clause while the second one is a conditional clause
2. To leave school now is a mistake.  
Infinitive phrase : “To leave school now.”  
Conditional clause : “Would be a mistake.”

Sometimes the condition is understood and not expressed. A very common instance of this can be: “I would like to introduce our speaker.” Here the words ‘If I have your permission,’ or ‘If you allow me to,’ are understood although they would never be expressed.

I would like, I should like and I would like are polite ways of saying I wish and can never be shortened to I like.

### THE THREE KINDS OF CONDITIONS

#### a. Open or Likely Condition.

For example: If Faith goes to London, she will study law.

This implies that it is quite possible that Faith will go to London. This type uses the present tense in the conditional clause and future tense in the main clause

For example: He will come, if you wait.

**b. Unlikely Condition This uses the past simple tense in conditional tense in the main clause**

For example:

1. He would come if you waited.
2. If Faith went to London, she would study.

This implies that Faith is unlikely to go London.

**c. Unfulfilled or Rejected Condition Contains past perfect tense in conditional clause and present conditional tense in the main clause**

If Faith had gone to London, she would have studied

It implies that Faith did not go to London and did not study law.

This is purely hypothetical (bases on situations that have not yet happened, not on facts)

For example: He would have come, if you had waited.

In the table below a description has been made on these tenses.

Kind of Condition	Tense in Conditional Clause	Tense in Main Clause
Open	Present	Future
Unlikely	Past Simple	Conditional
Rejected	Past Perfect	Perfect Conditional

A singular subject of a conditional clause can take 'were'

For example: If he were ill, who would take his place?

**Exercise**

Change the infinitives in brackets to the most suitable tenses.

1. He (visit) the dentist if he had toothache.
2. If he gets married this year, he (need) a higher salary.
3. If the rains came early next year, there (be) a good harvest.
4. If the weather had been finer, the match \_\_\_\_\_ (take place)



# 16

## PREPOSITIONS

*“The plane flew above the cloud, behind the cloud, around the cloud, below the cloud, beneath the cloud, beside the cloud, beyond the cloud, into the cloud, near the cloud, outside the cloud, over the cloud, past the cloud, through the cloud, toward the cloud, under the cloud, and finally dived underneath the cloud.”*

A **preposition** is a word that shows the relationship between two things. In the example above, the prepositions show the relationships between a plane and a cloud.

Below is a list of most common prepositions:

about	beside	into	toward
above	besides	like	under
across	between	near	underneath
after	beyond	of	until
against	by	off	up
along	despite	on	with
among	down	out	within
around	during	outside	without
at	except	over	
before	for past	since	
behind	from	through	
below	in	throughout	
beneath	inside	to	



Some prepositions consist of more than one word. Here is a list of the most common multiword prepositions:

along with	on account of
in place of	in addition to
because of	out of
in spite of	in case of
due to	up to
instead of	in front of
except for	with the exception of

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## **Prepositions for Time, Place, and Introducing Objects**

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### **1. Time**

- a. **On** is used with days.
  - I will see you **on** Monday.
  - The week begins **on** Sunday.
- b. **At** is used with noon, night, midnight, and with the time of day.
  - My plane leaves **at** noon.
  - The movie starts **at** 6 p.m.
- c. **In** is used with other parts of the day, with months, with years, with seasons.
  - He likes to read **in** the afternoon.
  - The days are long **in** August.
  - The book was published **in** 1999.
  - The flowers will bloom **in** spring.



- d. **Since, for, by, from—to, from—until, during, (with) in** – expresses extended time.
- She has been gone **since** yesterday. (She left yesterday and has not returned.)
  - I'm going to Paris **for** two weeks. (I will spend two weeks there.)
  - The movie showed **from** August **to/until** October. (Beginning in August, ending in October.)
  - I watch TV during the evening. (For some period of time in the evening.)
  - We must finish the project **within** a year. (No longer than a year.)

## 2. Place

- a. **In** – describes the point itself.
- There is a wasp **in** the room.
- b. **Inside** – expresses something contained.
- Put the present **inside** the box.
- c. **On** – talks about the surface.
- I left your keys **on** the table.
- d. **At** – talks about a general vicinity.
- She was waiting **at** the corner.
- e. **Over, above** – when the object is higher than a point.
- He threw the ball **over** the roof.
  - Hang that picture **above** the couch.
- f. **Under, underneath, beneath, below** – when the object is lower than a point.
- The rabbit burrowed **under** the ground.
  - The child hid **underneath** the blanket.
  - We relaxed in the shade **beneath** the branches.
  - The valley is **below** sea-level.
- g. **Near, by, next to, between, among, opposite** – when the object is close to a point.
- She lives **near** the school.
  - There is an ice cream shop **by** the store.
  - An oak tree grows next **to** my house
  - The house is **between** Elm Street and Maple Street.
  - I found my pen lying **among** the books.
  - The bathroom is **opposite** the kitchen.





### 3. Introduce objects of verbs

- a. **At** – with verbs glance, laugh, look, rejoice, smile, and stare
- She took a quick **glance at** her reflection.  
(Exception with mirror: She took a quick **glance in** the mirror.)
  - You didn't **laugh at** his joke.
  - I'm **looking at** the computer monitor.
  - We **rejoiced at** his safe rescue.
  - That pretty girl **smiled at** you.
  - Stop **staring at** me.
- b. **Of** – with verbs approve, consist, and smell
- I don't **approve of** his speech.
  - My contribution to the article **consists of** many pages.
  - He came home **smelling of** alcohol.
- c. **Of/About** –with verbs dream and think
- I **dream of** finishing college in four years.
  - Can you **think of** a number between one and ten?
  - I am **thinking about** this problem.
- d. **For** – with verbs call, hope, look, wait, watch, and wish
- Did someone **call for** a taxi?
  - He **hopes for** a raise in salary next year.
  - I'm **looking for** my keys.
  - We'll **wait for** her here.
  - You go buy the tickets, and I'll **watch for** the train.
  - If you **wish for** an "A" in this class, you must work hard.

#### Frequently misused prepositions

Prepositions may sometimes be confused because of slang and the general informality of talk. Here are some frequently misused prepositions.

- a. **beside, besides** .    Beside means next to, whereas besides means in addition.
- The comb is **beside** the brush.
  - **Besides** planning the trip, she is also getting the tickets.



- **Between** you and me.
- He is **among** friends.

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

# 17

## PHRASES

A phrase is a group of related words which does not include a finite verb.

Examples:

1. My books are in the house.
2. The clothes hanging on the line are mine.
3. We have been friends since our youth.
4. Teachers are teaching large classes.

A phrase functions as a single part of speech in a sentence. However each word within the phrase has a specific function in a sentence.

### TYPES OF PHRASES

Phrases are identified according to the functions they perform in sentences.

Although some phrases start with a preposition and end with a noun or pronoun (Prepositional phrases) they are usually identified as either adjective, adverb or noun phrases depending on the function they perform in a sentence.

For example:

1. The hat with a hole in it was thrown away. (With a hole is Qualifying noun 'hat')
2. The bus will arrive in the afternoon. (In the afternoon is modifying verb 'will arrive')

#### A. Adjectival Phrase

These do the work of an adjective by qualifying nouns in sentences.

For example:

1. The woman with golden hair is my aunt.
2. The girl running down the steps seems to be in a hurry.
3. They ate at the restaurant near the gorge.
4. The guest brought by Mr. Macheso was rude.
5. The books on the shelves should be given away.

#### B. Adverb Phrase

Adverbial phrases do the work of adverbs by modifying verbs in sentences.

For example:

1. There is a river near the school.



2. They talked in a lovely manner.
3. He left the place in a hurry.
4. We waited for him before his arrival.
5. We have been friends since our youth.

### C. Noun Phrase

A noun phrase does the work of a noun in a sentence. Although this group of related words may contain a participle or an infinitive, it is classified as a noun phrase according to the function they perform in a sentence.

For example:

- a. Reading newspapers is one of Kaponda's hobbies.  
Function: Subject of the verb 'is'
- b. To dance with you will be exciting.  
Function: Subject of the verb "will be"
- c. To come with you would be a pleasure.  
Function: Subject of the verb 'would be'
- d. Catching grasshoppers is fun for children  
Function: Subject of the verb 'is'

### D. Prepositional Phrase

A group of words which begins with a preposition and ends with a noun or pronoun, but which does not include a finite verb

For example:

1. The girl ran into the house.
2. I received a letter from my brother.
3. The uniform for the dance was bought in Blantyre.

It is called an adjective phrase when it does the work of an adjective and an adverb phrase when it does it does the work of an adverb.

### E. Verbal Phrases

A verbal phrase is a group of related words that contains a participle, a gerund, or an infinitive.

For example:

1. Writing poems is my hobby. (Gerund Phrase)
2. We saw something floating in the water. (Participle Phrase)
3. I need something to wear to the dance. (An infinitive Phrase)

A verbal phrase is not a verb phrase. A verb phrase contains a main verb and one or more auxiliary verbs.



## A. Infinitive Phrases

These can be used as noun phrases, adjective phrases or adverb phrases. Infinitive phrases as noun phrases in subject positions.

For example:

1. To remain free is our goal.
2. To succeed in life is his ambition.
3. To come with you would be a pleasure.

### Infinitive phrases used as noun phrases in object positions

For example:

1. I would like to know the truth.
2. Fortune wants to be a doctor.
3. The student wants to become a teacher.

### Infinitive phrases used as noun phrases in apposition to a noun.

For example:

1. Your desire to help James is a good thing.
2. Her request to serve the country was granted.
3. His ambition to become a doctor will soon be realized.

Here the infinitive phrases, functioning as noun phrases, refer to the same thing as the nouns beside which they have been placed. They are in apposition to the nouns which precede them.

### Infinitive phrases used as adjectives.

For example:

1. This is the way to draw a picture.
2. He gave me money to spend freely.
3. His ability to play a fast game was limited.

### Infinitive phrases used as adverbs

For example:

1. They came to have a talk with you.
2. Cidreck went to Canada to study law.
3. Mpwaha was very eager to please everyone.
4. Mafuno went to Malembo to visit his brother.



## B. Participle Phrases

A participle phrase is a group of related words that contains a participle. Participle phrases can be used as adjectival phrases.

For example:

1. The student smiling at us is my friend.
2. The guest brought by Mr Macheso was rude.
3. The man announcing the results is the chairman.
4. Singing happily, the boys marched along the road.

## C. Gerund Phrases

A gerund phrase is a group of related words that contains a gerund.

A gerund phrase can be used as a noun and as an adjective.

For example:

1. Boys enjoy playing volleyball.  
Function: Object of the verb 'enjoy'
2. Catching grasshoppers is fun for children.  
Function: Subject of the verb 'is'
3. Caution in driving a car is essential for safety.  
Function: Qualifying the noun 'caution'
4. Whipping students has been abolished in schools  
Function: Subject of the verb 'is'

Exercise

### A. Underline infinitive, participle and gerund phrases in the following sentences and state their functions.

1. He tried to run away.
2. Careful reading is required.
3. Fishing for Chambo is his hobby.
4. To win a prize is an important thing.
5. I enjoyed spending holiday with my parents.
6. Running to her mother, the little girl began to cry.

### B. State the type and Function of the underlined phrases

1. I want to become a teacher.
2. The dog without a tail is mine.
3. We read books about the west.
4. We will meet you later in the day.
5. Mary entered through the window.



# 18

## PHRASAL VERBS

Phrasal verbs are usually two-word phrases consisting of verb + adverb or verb + preposition. Think of them as you would any other English vocabulary. Study them as you come across them, rather than trying to memorize many at once. Use the list below as a reference guide when you find an expression that you don't recognize. The examples will help you understand the meanings. If you think of each phrasal verb as a separate verb with a specific meaning, you will be able to remember it more easily. Like many other verbs, phrasal verbs often have more than one meaning. As well as learning their meanings, you need to learn how to use phrasal verbs properly. Some phrasal verbs require a direct object (someone/something), while others do not. Some phrasal verbs can be separated by the object, while others cannot. Review the grammar lesson on phrasal verbs from time to time so that you don't forget the rules!

Most phrasal verbs consist of two words, but a few consist of three words, which always stay together.

**This is a list of about 200 common phrasal verbs, with meanings and examples.**

<b>ask someone out</b>	invite on a date	Brian <b>asked</b> Judy <b>out</b> to dinner and a movie.
<b>ask around</b>	ask many people the same question	I <b>asked around</b> but nobody has seen my wallet.
<b>add up to something</b>	equal	Your purchases <b>add up</b> to \$205.32.
<b>back something up</b>	reverse	You'll have to <b>back up</b> your car so that I can get out.
<b>back someone up</b>	support	My wife <b>backed</b> me <b>up</b> over my decision to quit my job.
<b>blow up</b>	explode	The racing car <b>blew up</b> after it crashed into the fence.
<b>blow something up</b>	add air	We have to <b>blow</b> 50 balloons <b>up</b> for the party.



<b>break down</b>	stop functioning (vehicle, machine)	Our car <b>broke down</b> at the side of the highway in the snowstorm.
<b>break down</b>	get upset	The woman <b>broke down</b> when the police told her that her son had died.
<b>break something down</b>	divide into smaller parts	Our teacher <b>broke</b> the final project <b>down</b> into three separate parts.
<b>break in</b>	force entry to a building	Somebody <b>broke in</b> last night and stole our stereo.
<b>break into something</b>	enter forcibly	The firemen had to <b>break into</b> the room to rescue the children.
<b>break something in</b>	wear something a few times so that it doesn't look / feel new	I need to <b>break</b> these shoes <b>in</b> before we run next week.
<b>break in</b>	interrupt	The TV station <b>broke in</b> to report the news of the president's death.
<b>break up</b>	end a relationship	My boyfriend and I <b>broke up</b> before I moved to America.
<b>break up</b>	start laughing (informal)	The kids just <b>broke up</b> as soon as the clown started talking.
<b>break out</b>	escape	The prisoners <b>broke out</b> of jail when the guards weren't looking.
<b>break out in something</b>	develop a skin condition	I <b>broke out</b> in a rash after our camping trip.
<b>bring someone down</b>	make unhappy	This sad music is <b>bringing</b> me <b>down</b> .
<b>bring someone</b>	up raise a child	My grandparents <b>brought</b> me <b>up</b> after my parents died.
<b>bring something up</b>	start talking about a subject	My mother walks out of the room when my father <b>brings up</b> sports.
<b>bring something up</b>	vomit	He drank so much that he <b>brought</b> his dinner <b>up</b> in the toilet.
<b>call around</b>	phone many different places/people	We <b>called around</b> but we weren't able to find the car part we needed.
<b>call someone back</b>	return a phone call	I <b>called</b> the company <b>back</b> but the offices were closed for the weekend.
<b>call something off</b>	cancel	Jason <b>called</b> the wedding <b>off</b> because he





		wasn't in love with his fiancé.
<b>call on</b> <i>someone</i>	ask for an answer or opinion	The professor <b>called on</b> me for question 1.
<b>call on</b> <i>someone</i>	visit someone	We <b>called on</b> you last night but you weren't home.
<b>call</b> <i>someone up</i>	phone	Give me your phone number and I will <b>call you up</b> when we are in town.
<b>calm down</b>	relax after being angry	You are still mad. You need to <b>calm down</b> before you drive the car.
<b>not care for</b> <i>someone/something</i>	not like (formal)	I don't <b>care for</b> his behaviour.
<b>catch up</b>	get to the same point as someone else	You'll have to run faster than that if you want to <b>catch up</b> with Marty.
<b>check in</b>	arrive and register at a hotel or airport	We will get the hotel keys when we <b>check in</b> .
<b>check out</b>	leave a hotel	You have to <b>check out</b> of the hotel before 11:00 AM.
<b>check</b> <i>someone/something out</i>	look at carefully, investigate	The company <b>checks out</b> all new employees.
<b>check out</b> <i>someone/something</i>	look at (informal)	<b>Check out</b> the crazy hair on that guy!
<b>cheer up</b>	become happier	She <b>cheered up</b> when she heard the good news.
<b>cheer</b> <i>someone up</i>	make happier	I brought you some flowers to <b>cheer you up</b> .
<b>chip in</b>	help	If everyone <b>chips in</b> we can get the kitchen painted by noon.
<b>clean</b> <i>something up</i>	tidy, clean	Please <b>clean up</b> your bedroom before you go outside.
<b>come across</b> <i>something</i>	find unexpectedly	I <b>came across</b> these old photos when I was tidying the closet.
<b>come apart</b>	separate	The top and bottom <b>come apart</b> if you pull hard enough.
<b>come down with</b>	become sick	My nephew <b>came down</b> with chicken



<i>something</i>		pox this weekend.
<b>come forward</b>	volunteer for a task or to give evidence	The woman <b>came forward</b> with her husband's finger prints.
<b>come from somewhere</b>	originate in	The art of origami <b>comes from</b> Asia.
<b>count on someone/ something</b>	rely on	I am <b>counting on</b> you to make dinner while I am out.
<b>cross something out</b>	draw a line through	Please <b>cross out</b> your old address and write your new one.
<b>cut back on something</b>	consume less	My doctor wants me to <b>cut back on</b> sweets and fatty foods.
<b>cut something down</b>	make something fall to the ground	We had to <b>cut</b> the old tree <b>in</b> our yard down after the storm.
<b>cut in</b>	interrupt	Your father <b>cut in</b> while I was dancing with your uncle.
<b>cut in</b>	pull in too closely in front of another vehicle	The bus driver got angry when that car <b>cut in</b> .
<b>cut in</b>	start operating (of an engine or electrical device)	The air conditioner <b>cuts in</b> when the temperature gets to 22°C.
<b>cut something off</b>	remove with something sharp	The doctors <b>cut off</b> his leg because it was severely injured.
<b>cut something</b>	off stop providing	The phone company <b>cut off</b> our phone because we didn't pay the bill.
<b>cut someone off</b>	take out of a will	My grandparents <b>cut</b> my father <b>off</b> when he remarried.
<b>cut something out</b>	remove part of something (usually with scissors and paper)	I <b>cut</b> this ad <b>out</b> of the newspaper.
<b>do someone/ something over</b>	beat up, ransack (Br.E., informal)	He's lucky to be alive. His shop was <b>done over</b> by a street gang.
<b>do something over</b>	do again (N.Amer.)	My teacher wants me to <b>do</b> my essay <b>over</b> because she doesn't like my topic.



<b>do away with</b> <i>something</i>	discard	It's time to <b>do away with</b> all of these old tax records.
<b>do something up</b>	fasten, close	<b>Do</b> your coat <b>up</b> before you go outside. It's snowing!
<b>dress up</b>	wear nice clothing	It's a fancy restaurant so we have to <b>dress up</b> .
<b>drop back</b>	move back in a position/group	Andrea <b>dropped back</b> to third place when she fell off her bike.
<b>drop in/by/over</b>	come without an appointment	I might <b>drop in/by/over</b> for tea some time this week.
<b>drop someone/ something off</b>	take someone/ something somewhere and leave it there	I have to <b>drop</b> my sister <b>off</b> at work before I come over.
<b>drop out</b>	quit a class, school etc	I <b>dropped out</b> of Science because it was too difficult.
<b>eat out</b>	eat at a restaurant	I don't feel like cooking tonight. Let's <b>eat out</b> .
<b>end up</b>	eventually reach/do/decide	We <b>ended up</b> renting a movie instead of going to the theatre.
<b>fall apart</b>	break into pieces	My new dress <b>fell apart</b> in the washing machine.
<b>fall down</b>	fall to the ground	The picture that you hung up last night <b>fell down</b> this morning.
<b>fall out</b>	separate from an interior	The money must have <b>fallen out</b> of my pocket.
<b>fall out (of hair, teeth)</b>	become loose and unattached	His hair started to <b>fall out</b> when he was only 35.
<b>figure something out</b>	understand, find the answer	I need to <b>figure out</b> how to fit the piano and the bookshelf in this room.
<b>fill something in</b>	to write information in blanks (Br. informal)	Please <b>fill in</b> the form with your name, address, and phone number.
<b>fill something out</b>	to write information in blanks (US)	The form must be <b>filled out</b> in capital letters.
<b>fill something up</b>	fill to the top	I always <b>fill</b> the water jug <b>up</b> when it is empty.
<b>find out</b>	discover	We don't know where he lives. How can



		we <b>find out</b> ?
<b>find something out</b>	discover	We tried to keep the time of the party a secret, but Samantha <b>found it</b> out.
<b>get something across/over</b>	communicate/make understandable	I tried to <b>get</b> my point <b>across/over</b> to the judge but she wouldn't listen.
<b>get along/on</b>	like each other	I was surprised how well my new girlfriend and my sister <b>got along/on</b> .
<b>get around</b>	have mobility	My grandfather can <b>get around</b> fine in his new wheelchair.
<b>get away</b>	go on a vacation	We worked so hard this year that we had to <b>get away</b> for a week.
<b>get away with something</b>	do without being noticed/ punished	Jason always <b>gets away with</b> cheating in his maths tests.
<b>get back</b>	return	We <b>got back</b> from our vacation last week.
<b>get something back</b>	receive something you had before	Liz finally <b>got</b> her Science notes <b>back</b> from my room- mate.
<b>get back at someone</b>	retaliate, take revenge	My sister <b>got back</b> at me for stealing her shoes. She stole my favourite hat.
<b>get back into something</b>	become interested in something again	I finally <b>got back</b> into my novel and finished it.
<b>get on something</b>	step onto a vehicle	We're going to freeze out here if you don't let us <b>get on</b> the bus.
<b>get over something</b>	recover from illness/loss/difficulty	I just <b>got over</b> the flu and now my sister has it.
<b>get over something</b>	overcome a problem	The company will have to close if it can't <b>get over</b> the new regulations.
<b>get round to something</b>	finally find time to do something	I don't know when I am going to <b>get round</b> to writing the thank you cards.
<b>get together</b>	meet (usually for social reasons)	Let's <b>get together</b> for a BBQ this weekend.
<b>get up</b>	get out of bed	I <b>got up</b> early today to study for my exam.
<b>get up</b>	stand	You should <b>get up</b> and give the elderly man your seat.
<b>give someone</b>	reveal hidden info	His wife <b>gave him away</b> to the police.

<b>away</b>	about someone	
<b>give someone away</b>	take the bride to the altar	My father <b>gave</b> me <b>away</b> at my wedding.
<b>give something away</b>	ruin a secret	My little sister <b>gave</b> the surprise party <b>away</b> by accident.
<b>give something away</b>	give something to someone for free	The library was <b>giving away</b> old books on Friday.
<b>give something back</b>	return a borrowed item	I have to <b>give</b> these skates <b>back</b> to Franz before his hockey game.
<b>give in</b>	reluctantly stop fighting or arguing	My boyfriend didn't want to go to the ballet, but he finally <b>gave in</b> .
<b>give something out</b>	give to many people (at no cost)	They were <b>giving out</b> free perfume samples at the department store.
<b>give something up</b>	quit a habit	I am <b>giving up</b> smoking as of January 1st.
<b>give up</b>	stop trying	My maths homework was too difficult so I <b>gave up</b> .
<b>go after someone</b>	follow someone	My brother tried to <b>go after</b> the thief in his car.
<b>go after something</b>	try to achieve something	I <b>went after</b> my dream and now I am a published writer.
<b>go against someone</b>	compete, oppose	We are <b>going against</b> the best soccer team in the city tonight.
<b>go ahead</b>	start, proceed	Please <b>go ahead</b> and eat before the food gets cold.
<b>go back</b>	return to a place	I have to <b>go back</b> home and get my lunch.
<b>go out</b>	leave home to go on a social event	We're <b>going out</b> for dinner tonight.
<b>go out with someone</b>	date	Jesse has been <b>going out</b> with Luke since they met last winter.
<b>go over something</b>	review	Please <b>go over</b> your answers before you submit your test.
<b>go over</b>	visit someone nearby	I haven't seen Tina for a long time. I think I'll <b>go over</b> for an hour or two.
<b>go without something</b>	suffer lack or deprivation	When I was young, we <b>went without</b> winter boots.



<b>grow apart</b>	stop being friends over time	My best friend and I <b>grew apart</b> after she changed schools.
<b>grow back</b> <b>grow up</b>	regrow become an adult	My roses <b>grew back</b> this summer. When Jack <b>grows up</b> he wants to be a fireman.
<b>grow out of something</b>	get too big for	Elizabeth needs a new pair of shoes because she has <b>grown out</b> of her old ones.
<b>grow into something</b>	grow big enough to fit	This bike is too big for him now, but he should <b>grow into</b> it by next year.
<b>hand something down</b>	give something used to someone else	I <b>handed</b> my old comic books <b>down</b> to my little cousin.
<b>hand something in</b>	submit	I have to <b>hand in</b> my essay by Friday.
<b>hand something out</b>	to distribute to a group of people	We will <b>hand out</b> the invitations at the door.
<b>hand something over</b>	give (usually unwillingly)	The police asked the man to <b>hand over</b> his wallet and his weapons.
<b>hang in</b>	stay positive (N.Amer., informal)	<b>Hang in</b> there. I'm sure you'll find a job very soon.
<b>hang on</b>	wait a short time (informal)	<b>Hang on</b> while I grab my coat and shoes!
<b>hang out</b>	spend time relaxing (informal)	Instead of going to the party we are just going to <b>hang out</b> at my place.
<b>hang up</b>	end a phone call	He didn't say goodbye before he hung up.
<b>hold someone / something back</b>	prevent from doing/going	I had to <b>hold</b> my dog <b>back</b> because there was a cat in the park.
<b>hold something back</b>	hide an emotion	Jamie <b>held back</b> his tears at his grandfather's funeral.
<b>hold on</b>	wait a short time	Please <b>hold on</b> while I transfer you to the Sales Department.
<b>hold onto someone/something</b>	hold firmly using your hands/arms	<b>Hold onto</b> your hat because it's very windy outside.
<b>hold someone/ something up</b>	rob	A man in a black mask <b>held</b> the bank <b>up</b> this morning.

<b>keep on doing something</b>	continue doing	<b>Keep on</b> stirring until the liquid comes to a boil.
<b>keep something from someone</b>	not tell	We kept <b>our</b> relationship <b>from</b> our parents for two years.
<b>keep someone / something out</b>	stop from entering	Try to <b>keep</b> the wet dog <b>out</b> of the living room.
<b>keep something up</b>	continue at the same rate	If you keep those results up you will <b>get into</b> a great college.
<b>let someone down</b>	fail to support or help, disappoint	I need you to be on time. Don't <b>let</b> me <b>down</b> this time.
<b>let someone in</b>	allow to enter	Can you <b>let</b> the cat <b>in</b> before you go to school?
<b>look after someone/ something</b>	take care of	I have to <b>look after</b> my sick grandmother.
<b>look down on someone</b>	think less of, consider inferior	Ever since we stole that chocolate bar your dad has <b>looked down</b> on me.
<b>look for someone/ something</b>	try to find	I'm <b>looking for</b> a red dress for the wedding.
<b>look forward to something</b>	be excited about the future	I'm <b>looking forward</b> to the Christmas break.
<b>look into something</b>	investigate	We are going to <b>look into</b> the price of snowboards today.
<b>look out</b>	be careful, vigilant, and take notice	<b>Look out!</b> That car's going to hit you!
<b>look out for someone/something</b>	be especially vigilant for	Don't forget to <b>look out</b> for snakes on the hiking trail.
<b>look something over</b>	check, examine	Can you <b>look over</b> my essay for spelling mistakes?
<b>look something up</b>	search and find information in a reference book or database	We can <b>look</b> her phone number <b>up</b> on the Internet.
<b>look up to someone</b>	have a lot of respect for	My little sister has always <b>looked up</b> to me.

<b>make something up</b>	invent, lie about something	Josie <b>made up</b> a story about why we were late.
<b>make up</b>	forgive each other	We were angry last night, but we <b>made up</b> at breakfast.
<b>make someone up</b>	apply cosmetics to	My sisters <b>made me up</b> for my graduation party.
<b>mix something up</b>	confuse two or more things	I <b>mixed up</b> the twins' names again!
<b>pass away</b>	die	His uncle <b>passed away</b> last night after a long illness.
<b>pass out</b>	faint	It was so hot in the church that an elderly lady <b>passed out</b> .
<b>pass something out</b>	give the same thing to many people	The professor <b>passed</b> the textbooks <b>out</b> before class.
<b>pass something up</b>	decline (usually something good)	I <b>passed up</b> the job because I am afraid of change.
<b>pay someone back</b>	return owed money	Thanks for buying my ticket. I'll <b>pay</b> you <b>back</b> on Friday.
<b>pay for something</b>	be punished for doing something bad	That bully will <b>pay for</b> being mean to my little brother.
<b>pick something out</b>	choose	I <b>picked out</b> three sweaters for you to try on.
<b>point someone/ something out</b>	indicate with your finger	I'll <b>point</b> my boyfriend <b>out</b> when he runs by.
<b>put something down</b>	put what you are holding on a surface or floor	You can <b>put</b> the groceries <b>down</b> on the kitchen counter.
<b>put someone down</b>	insult, make someone feel stupid	The students <b>put</b> the substitute teacher <b>down</b> because his pants were too short.
<b>put something off</b>	postpone	We are <b>putting off</b> our trip until January because of the hurricane.
<b>put something out</b>	extinguish	The neighbours <b>put</b> the fire <b>out</b> before the firemen arrived.
<b>put something together</b>	assemble	I have to <b>put</b> the crib <b>together</b> before the baby arrives.
<b>put up with</b>	tolerate	I don't think I can <b>put up</b> with three small



<b>someone/something</b>		children in the car.
<b>put something on</b>	put clothing/accessories on your body	Don't forget to <b>put on</b> your new earrings for the party.
<b>run into</b> <i>someone/ something</i>	meet unexpectedly	I <b>ran into</b> an old school-friend at the mall.
<b>run over</b>	drive a vehicle over a	I accidentally <b>ran over</b> your bicycle in the driveway.
<b>run over/through</b> <i>something</i>	person/thing	Let's <b>run over/through</b> these lines one more time before the show.
<b>run away</b>	rehearse, review	The child <b>ran away</b> from home and has been missing for three days.
<b>run out</b>	leave unexpectedly, escape	We <b>ran out</b> of shampoo so I had to wash my hair with soap.
<b>send something back</b>	have none left	My letter got <b>sent back</b> to me because I used the wrong stamp.
<b>set something up</b>	arrange, organize	Our boss set a <b>meeting up</b> with the president of the company.
<b>set someone up</b>	trick, trap	The police <b>set up</b> the car thief by using a hidden camera.
<b>shop around</b>	compare prices	I want to <b>shop around</b> a little before I decide on these boots.
<b>show off</b>	act extra special for people watching (usually boastfully)	He always <b>shows off</b> on his skateboard
<b>sleep over</b>	stay somewhere for the night	You should <b>sleep over</b> tonight if the weather is too bad to drive home.
<b>sort something out</b>	organize, resolve a problem	We need to <b>sort</b> the bills <b>out</b> before the first of the month.
<b>stick to something</b>	continue doing something, limit yourself to one particular thing	You will lose weight if you <b>stick to</b> the diet.
<b>switch something</b>	stop the energy flow,	The light's too bright. Could you <b>switch</b> it

<b>off</b>	turn off	<b>off?</b>
<b>switch something on</b>	start the energy flow, turn on	We heard the news as soon as we <b>switched on</b> the car radio.
<b>take after someone</b>	resemble a family member	I <b>take after</b> my mother. We are both impatient.
<b>take something apart</b>	purposely break into pieces	He <b>took</b> the car brakes <b>apart</b> and found the problem.
<b>take something back</b>	return an item	I have to <b>take</b> our new TV <b>back</b> because it doesn't work.
<b>take off</b>	start to fly	My plane <b>takes off</b> in five minutes.
<b>take something off</b>	remove something (especially clothing)	<b>Take off</b> your socks and shoes and come in the lake!
<b>take something out</b>	remove from a place or thing	Can you <b>take</b> the garbage <b>out</b> to the street for me?
<b>take someone out</b>	pay for som1 to go somewhere with you	My grandparents <b>took</b> us <b>out</b> for dinner and a movie.
<b>tear something up</b>	rip into pieces	I <b>tore up</b> my ex-boyfriend's letters and gave them back to him.
<b>think back</b>	remember (often + to, sometimes + on)	When I <b>think back</b> on my youth, I wish I had studied harder.
<b>think something over</b>	consider	I'll have to <b>think</b> this job offer <b>over</b> before I make my final decision.
<b>throw something away</b>	dispose of	We <b>threw</b> our old furniture <b>away</b> when we won the lottery.
<b>turn something down</b>	decrease the volume or strength (heat, light etc)	Please <b>turn</b> the TV <b>down</b> while the guests are here.
<b>turn something down</b>	refuse	I <b>turned</b> the job <b>down</b> because I don't want to move.
<b>turn something off</b>	stop the energy flow, switch off	Your mother wants you to <b>turn</b> the TV <b>off</b> and come for dinner.
<b>turn something on</b>	start the energy, switch on	It's too dark in here. Let's <b>turn</b> some lights <b>on</b> .
<b>turn something up</b>	increase the volume or strength (heat, light etc)	Can you <b>turn</b> the music <b>up</b> ? This is my favourite song.





# 19

## GROUPS OF PHRASAL VERBS

### GROUP 1 : DIRECTIONS

**breathe in**

Air goes into your lungs when you **breathe in**.

**come in**

The President **came in** and everyone stood up.

**fall in \***

The dog slipped and **fell into** the river.

**get in \***

He **got in** the car and drove away.

**go in**

I'm scared. I don't want to **go in**.

**move in**

We will **move into** our new flat next week.

**break in**

Someone **broke into** my flat and stole my TV.

**get in**

Russians can't **get into** Europe without a Schengen visa.

**check in**

You can **check in** any time after 14:00.

**log in**

I can't **log into** my account. I have forgotten my password.

**sign in**

We have to **sign in** when get to work.

**let \_\_ in**

The security guard didn't **let me in**. I didn't have any ID.

**put \_\_ in \***

Please **put** the cups **in** the cupboard.

\* You don't need to use 'to' in these cases. Get in the car. Put it in the box. He fell in the pool.





**fall down**

**go down**

**go down**

**lie down**

**sit down**

**calm down**

**cool down**

**slow down**

**calm \_\_ down**

**cool \_\_ down**

**knock \_\_ down**

**put \_\_ down**

**slow \_\_ down**

**take \_\_ down**

**turn \_\_ down**

After they were hit on 9/11 both of the Towers **fell down**.  
I want to buy one but I am waiting for the price to **go down**.  
I **went down** to open the door.

I want to **lie down**. I don't feel well.

Let's **sit down**. The food is almost ready.

When I gets less angry, stressed or scared I **calm down**.

I need to go outside to **cool down**.

Everyone **slowed down** to look at the accident.

We tried to **calm him down** before he did something stupid.

I'm so hot! I need a drink to **cool me down**.

He wants to **knock down** my house to build a new one.

**Put me down!** I don't want you to carry me any more.

Please **slow down** the video - I want to look more closely.

We usually **take down** our decorations at the end of January.

The music is too loud. Please **turn it down**.

**get on**

**step on**

**hang \_\_ on**

**have \_\_ on**

**put \_\_ on**

**put \_\_ on**

**try \_\_ on**

I usually **get on** the bus at this stop.

Be careful - don't **step on** any dog poo.

Can you **hang** these lights **on** the tree?

When I saw him he didn't **have** any shoes **on**.

He **put on** his coat and walked out.

Please **put** the glasses **on** the table.

I always **try on** clothes before I buy them.

**fall off**

**get off**

**jump off**

**take \_\_ off**

**knock \_\_ off**

I broke my arm when I **fell off** my bicycle

Get ready! We need to **get off** at the next stop.

I was too scared to **jump off** the bridge with my friends.

He **took off** his coat and sat down.

The cat **knocked** the books **off** the shelf.

**get away**

**go away**

**run away**

**give \_\_ away**

**put \_\_ away**

**take \_\_ away**

**throw \_\_ away**

The rabbit didn't **get away** from the wolf.

I want to **go away** for a couple of days. I'm tired of this city.

The children **ran away** when the dog started barking.

I want to **give away** this furniture.

I always **put away** my winter clothes in April.

The police grabbed the man and **took him away**.

I had to **throw away** the tomatoes because they were rotten.

come back

get back

go back

bring \_\_ back

call \_\_ back

get \_\_ back

give \_\_ back

pay \_\_ back

put \_\_ back

take \_\_ back

We'll miss you. **Come back** soon!

What time will you **get back**?

I will never **go back** there. It's a terrible place!

You can take it home but you must **bring it back** tomorrow.

I'm busy now. Can you **call me back** later?

My camera has been stolen and I don't expect to **get it back**.

Borrow this pen and **give it back** at the end of the lesson.

When will you **pay back** the money I lent you last week?

When you've finished **put** the book **back** where you found it.

I need to **take** these books **back** to the library.

## NOTES

## GROUP 2 : SPECIAL MEANINGS

### OUT = all gone

be out of	I'm sorry. We are <b>out of</b> time.	_____
run out	My battery is running out. I need a charger.	_____
run out of	We <b>ran out</b> of time so we couldn't do all the tasks.	_____
sell out	The tickets <b>sold out</b> within 30 minutes.	_____
die out	Mammoths <b>died out</b> more than 10 000 years ago.	_____
go out	The fire will <b>go out</b> if you don't add some wood.	_____
put out	The firefighters worked hard to <b>put</b> the fire <b>out</b> .	_____

### OUT = known, clear, understood, organised

find out	Yesterday I <b>found out</b> that my friend is going to get married.	_____
turn out	The test <b>turned out</b> to be easier than I expected.	_____
find __ out	I want to <b>find out</b> more about it.	_____
sort __ out	My life is a mess! I need to <b>sort it out</b> !	_____
sort __ out	I have to <b>sort out</b> a lot of things for the wedding.	_____
figure __ out	I have <b>figured out</b> a way to fix it.	_____
point __ out	The guide <b>pointed out</b> lots of interesting things.	_____
make __ out	I can just <b>make out</b> the shape of a building in the distance.	_____

### OFF = start moving

be off	I need to <b>be off</b> now. I can't stay any longer.	_____
run off	The children <b>ran off</b> when they saw the guard.	_____
set off	We <b>set off</b> as soon as it got light.	_____
take off	I am always a bit scared when the plane <b>takes off</b> .	_____
kick off	The match <b>kicked off</b> at 15:00.	_____
go off	The fire alarm <b>went off</b> so we had to stop the lesson.	_____
set __ off	If you smoke in the toilet it will <b>set off</b> the fire alarm.	_____
see __ off	My parents came to the station to <b>see me off</b> .	_____

### ON = working/happening, OFF = not working/not happening

be on	The lights <b>are</b> still <b>on</b> in the office.	_____
be off	All the lights <b>were off</b> when I got there.	_____
be on	Is the meeting <b>on</b> tomorrow?	_____
be off	The game <b>is off</b> because the pitch is frozen.	_____
go on	There's always something <b>going on</b> in my town.	_____
switch __ on	Oh no! I forgot to <b>switch on</b> the washing machine!	_____
switch __ off	Don't forget to <b>switch off</b> the lights when you leave.	_____



put \_\_ on

call \_\_ off

put \_\_ off

We want to **put on** a great show!

We had to **call off** the festival because of money.

I don't want to do something, I **put it off** until the last minute

### ON = forward (onward)

go on

The man looked up and then **went on** reading his book.

get on

My parents don't **get on** with my boyfriend.

carry on

Keep calm and **carry on** working.

keep on

I **keep on** forgetting that word!

move on

Let's **move on** to the next task.

come on

**Come on!!!** You can do it!

pass \_\_ on

Can you **pass on** a message for me?

### UP = in pieces

break up

He is depressed because his girlfriend **broke up** with him.

split up

The Beatles **split up** in 1970.

blow up

Move away from the vehicle. It might **blow up**.

cut \_\_ up

Take a piece of paper and **cut it up**.

chop \_\_ up

Take a tomato and **chop it up**.

tear \_\_ up

He said he was not interested and **tore up** the contract

rip \_\_ up

She **ripped up** the letter and dropped it into the fire.

split \_\_ up

If students can't work together it is better to **split them up**.

blow \_\_ up

Bingu wanted to **blow up** the Houses of Parliament.

### UP = not asleep

be up

I was surprised that the kids **were still up** when I came home.

wake up

**Wake up!** Breakfast is ready!

stay up

I often **stay up** late at the weekend watching films.

wait up

The boy's parents **waited up** until he came home.

wake \_\_ up

My cat **woke me up** at 6am this morning!

keep \_\_ up

Friends had a party yesterday and they **kept me up** until 2am

### UP = in order

tidy up

Let's go to bed. We can **tidy up** in the morning.

clean up

It took us three hours to **clean up** after the party.

wash up

I cooked so you should **wash up**.

make up

We can't **make up** until I believe that you are really sorry.

clear up

We always spend the last 5 minutes of the lesson **clearing up**.

tidy \_\_ up

I spend all my time **tidying up** mess that my kids make!

clean \_\_ up

Nobody can leave until this mess is **cleaned up**.



wash \_\_ up  
pack \_\_ up  
wipe \_\_ up

I **washed up** the pans last time. \_\_\_\_\_  
We **packed up** our tents and continued our journey. \_\_\_\_\_  
Oops! I spilt some milk. Can you **wipe it up**? \_\_\_\_\_

### UP = completely gone

be up  
shut up  
give up  
take up  
mess up  
screw up  
use \_\_ up  
give \_\_ up  
mess \_\_ up  
screw \_\_ up

Our time **is up**. \_\_\_\_\_  
**Shut up** and do your work. \_\_\_\_\_  
I **give up**. I can't do it. \_\_\_\_\_  
The sofa **takes up** half the room! \_\_\_\_\_  
I know that I **messed up**. Can you forgive me? \_\_\_\_\_  
I got fired because I **screwed up** too many times. \_\_\_\_\_  
I gave you three chances and you have **used** them **up**. \_\_\_\_\_  
I used to smoke but I **gave it up** last year. \_\_\_\_\_  
I had a test yesterday and I **messed it up** completely. \_\_\_\_\_  
I gave you a chance but you **screwed it up**. \_\_\_\_\_

### DOWN = not working, UP = working

be down  
break down  
close down  
shut \_\_ down  
set \_\_ up  
start \_\_ up

The computer system **is down** so we can't do any work. \_\_\_\_\_  
We were late because our car **broke down**. \_\_\_\_\_  
The shop is **closing down** so they are selling for low prices. \_\_\_\_\_  
Remember to **shut down** the computers before you leave. \_\_\_\_\_  
Can you help me to **set up** a Wi-Fi network? \_\_\_\_\_  
I want to **start up** my own business one day. \_\_\_\_\_

## NOTES

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## GROUP 3 - METAPHORICAL DIRECTIONS

pass away	My Grandfather <b>passed away</b> last week. The funeral is today.	_____
get away with	I can't believe you <b>got away with</b> cheating in your exam!	_____
get back to	I'll <b>get back</b> to you as soon as I have an answer.	_____
let __ down	I put my trust in you and you <b>let me down</b> . I can't forgive you.	_____
write __ down	Please can you <b>write down</b> everything he says?	_____
look down on	Some people <b>look down on</b> others because they are rich.	_____
fill __ in	Please <b>fill in</b> the gaps with the correct form of the verb.	_____
take __ in	There was too much information for me to <b>take in</b> .	_____
hand __ in	Please <b>hand in</b> your homework at the end of the lesson.	_____
get into	If you <b>get into</b> difficulty at sea you should call the coastguard.	_____
run into	You'll never guess who I <b>ran into</b> today in town - my teacher!	_____
drop __ off	You have to pay K300 to <b>drop off</b> children outside the airport.	_____
hold on	I can't <b>hold on</b> much longer. I'm going to fall!	_____
put __ on	If you eat a lot of cakes you'll <b>put on</b> weight quickly.	_____
ask __ out	I was really shy at school and I didn't dare to <b>ask</b> any girls <b>out</b> .	_____
bring __ out	I can't wait for them to <b>bring out</b> the new Simuda dance.	_____
come out	The first Harry Potter book <b>came out</b> in 1997.	_____
carry __ out	I want you to carry out all my instructions very carefully.	_____
cross __ out	If you make a mistake, <b>cross it out</b> and write below.	_____
drop out	I had to <b>drop out</b> of school because the course was too difficult	_____
eat out	I like <b>eating out</b> with my friends.	_____
give __ out	I feel sorry for people who <b>give out</b> leaflets in the street.	_____
go out	I like to <b>go out</b> at weekends with my friends.	_____
go out with	When I was at school I <b>went out</b> with lots of girls.	_____
hang out	At the weekends my son's friends often <b>hang out</b> at my house.	_____
read __ out	The teacher asked me to <b>read out</b> what I had written.	_____
stand out	I wear unusual clothes so that I <b>stand out</b> from the crowd.	_____
stick out	Be careful - your wallet is <b>sticking out</b> of your pocket!	_____
freak out	I <b>freaked out</b> when the airplane started shaking violently.	_____
freak __ out	Spiders <b>freak me</b> out. I'm so scared of them.	_____

hang up  
pick \_\_ up  
pick \_\_ up  
pick \_\_ up  
take \_\_ up  
throw up  
look up to  
warm up

He **hung up** before I had to explain. He was clearly very angry

I need to go to the post office to **pick up** a parcel.

I'll **pick you up** from outside your house at 18:30 tomorrow.

I called three times but nobody **picked up** the phone.

I realised that I was putting on weight so I **took up** Yoga to get fit

I was really ill yesterday. I **threw up** three times.

I really **look up** to my dad. He is an inspiration to me.

It's important to **warm up** before you do sports.

## GROUP 4 - RANDOM PARTICLES

believe in  
turn into  
turn \_\_ into

I **believed in** Earth's rotation until I was 19.

It's hard to believe that a caterpillar can **turn into** a butterfly.

Lucy can **turn** simple ingredients **into** great food.

go off  
pay off  
print \_\_ off  
show off  
tell \_\_ off

The chicken has **gone off**. We can't eat it.

I worked hard all year and it **paid off** - I did it in the exam.

I need to get to school early today to **print off** some papers.

I can't stand people who **show off** all the time.

I was a naughty child. Teachers used to **tell me off** all the time

work on

I am **working on** a couple of projects at the moment.

check \_\_ out  
chill out  
fall out

I **check out** the new cafe - I've heard that the food is great!

I like to **chill out** and do nothing on Saturdays.

I've **fallen out** with my wife. We aren't talking at the moment.

catch up  
catch up with  
come up  
come up  
to end up  
look \_\_ up  
make \_\_ up  
meet up  
mix \_\_ up  
save up

Look how far ahead they are. We will never **catch up**.

It's hard for me to **catch up** with my class when I miss lessons.

I have to work hard because my exams are **coming up**.

I don't like it when people **come up** to me in the morning.

I only went into the shop and I **ended up** spending money.

If you don't know a word you can **look it up** in the dictionary.

My children are brilliant at **making up** stories

I'm coming to Malembo next week. Let's **meet up**!

I always **mix up** two of the boys. They look really similar.

I am **saving up** to buy a new laptop.



set \_\_ up  
sign up for  
take up  
put up with

I've decided to **set up** a meeting between my sister and my bro.  
Lots of people have **signed up** for the free English course.  
We had to throw out the old TV because it **took up** much space  
I don't like my room but I'll **put up with** it. It's only for a week.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GROUP 5 - OTHER PARTICLES

go through  
go round

The railway **goes through** lots of tunnels.  
There are bulls in the field. Let's **go round** it.

\_\_\_\_\_  
\_\_\_\_\_

go across  
go over  
go under  
go past  
go by  
go forwards  
go  
backwards  
go along  
come across

We **went across** the river by boat.  
The road **goes over** the top of the mountain.  
The river **goes under** the house.  
The railway **goes past** lots of beautiful places.  
Time **goes by** so fast!  
**Go forwards** a little bit more and you'll be in the parking.  
When I'm driving I prefer not to **go backwards**.  
The path **goes along** the river for 3km.  
Yesterday I **came across** someone's phone in the street.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

run after  
look after  
name after

I **ran after** the man who took my phone.  
Who will **look after** the cats while you are on holiday?  
This building is **named after** the founder of the university.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

be apart  
take \_\_ apart  
fall apart

When we **are apart** we call every day.  
I like **taking apart** computers and putting them back.  
My bicycle is really old - I'm worried it might **fall apart**!

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

look forward to

I am **looking forward to** my holiday next week.

\_\_\_\_\_

fall over  
get over  
go over  
hand \_\_ over  
knock \_\_ over  
roll over

He has just started to walk, but he **falls over** all the time.  
It took him three years to **get over** his divorce.  
I have **gone over** this topic three times.  
They finally **handed over** the money.  
Be careful - don't **knock over** any of the glasses.  
He **rolled over** and kissed her on the cheek.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



We **stopped over** in Mangochi on our way to Machinga.  
Peter Mutharika **took over** from Joyce Banda in May 2014  
I'll **think it over** and get back to you in a few days.  
Please do not **turn over** your tests until I say so.  
The boat **turned over** in the storm.

On the first day we **looked around** the town.  
I think the subway is the best way to **get around** the city.  
Machese gets angry when we **mess around** during lessons.  
It takes a long time to **turn** a big ship **around**.  
I think we are going the wrong way. We **turn round**.

I called her three times but I didn't **get through**.  
**I went through** a lot of pain and suffering to get this far.

They have **been together** for three years.  
My family **gets together** every New Year.  
I took my radio apart but I couldn't **put it together** again!  
My colleagues and I **get along** very well.

[illegible]

## 1. REGISTER OF LEGISLATURE

**Act:** A law that has been passed by Parliament

**Ballot:** The system of voting by marking an election paper, especially in secret, an occasion on which a vote is held.

**Bye-election:** An election of a new member of Parliament to replace somebody who has died or left Parliament.

**Bye-law:** A law that is made by a local authority and applies only to that area. A law or rule of a club or company

**Constituency:** An area represented by a Member of Parliament in Parliament.

**Constitution:** The system of laws and basic principles that a state, country or organization is governed by.

**Democrat:** A person who believes in or supports democracy.

**Election:** An occasion on which people officially choose a political representative or government by voting.

**Electorate:** The people in a country or an area who have the right to vote.

**Enact:** To pass a law

**Legislature:** A group of people who have the power to make and change laws.

**Member of Parliament:** Honourable person representing a constituency in Parliament

**Motion:** A formal proposal that is discussed and voted at a meeting e.g. the motion was adopted by six votes to one

**Nationalist:** A person who wants their country become independent or a person who has a feeling that their country is better than any other.

**Point of order:** A question about whether the rules of behaviour in a formal discussion/meeting are followed correctly

**Poll:** The process of voting in an election

**Quorum:** The smallest number of people who must be at a meeting before it can begin or decisions can be made.

**Reactionary:** A person who is opposed to political or social change.

**Referendum:** An occasion on which a group of people are asked in an informal way to give their opinion.

**Running mate:** A person who is chosen by the candidate in an election, especially that for a president to support them and to have the next highest political position if they win.

**Show of Hands:** An occasion on which a group of people vote on something by raising their hands.

**Socialism:** A set of political and economical theories based on the belief that everyone has an equal right to share of a country's wealth and that the government should own and control the wealth.

**Speaker:** A title of a person whose job is to control the discussion in parliament/who gives talks or makes a speech.

**Straw Poll:** An occasion which a number of people are asked in an informal way to give their opinion on something

**Vote:** An occasion on which a group of people are voted for e.g. they took a vote on who should go first

### Exercise

2. The Member of Parliament for our \_\_\_\_\_ participates quite a lot in the chamber.
3. Dr Banda is our next president after beating all the candidates in the \_\_\_\_\_.
4. The meeting has been called off after the members who were present failed to reach a \_\_\_\_\_.
5. The \_\_\_\_\_ of Lilongwe City Assembly says that no resident should keep more than one at a time.
6. There will be a \_\_\_\_\_ in Chamtulo South following the death of Honourable Makweza last year.

## 2. REGISTER OF COMMERCE

**Bankrupt:** Not having enough money to pay your debts

**Bankruptcy:** The state when a person or an organization is bankrupt.

**Cheque:** A piece of paper printed by a bank that you can fill in, sign and use to pay for things.

**Credit:** The system of buying goods or services and not paying for them until later.

**Debt:** A sum of money that you owe somebody e.g. he borrowed a lot of money and he is still paying off the debt.

**Delivery Note:** A document that accompanies the goods to the buyer.

**Discount:** Reduction on the price of goods

**Hire Purchase/Deferred Items:** The buying of things through instalments

**Insolvent:** An ever-increasing debt balance that one even fails to pay.

**Insurance:** A contract in which, in return for regular payment a company or the state agrees to pay a sum of money if something happens

**Invoice:** An official paper that contain the list of goods or services that you have received and say how much you must pay for them.

**Liabilities:** Debts of all kinds Invest: To put money in a bank or use it to buy property or shares in business

**Liquidate:** To close down business because it has no money left.





**Overheads:** Money that a company must spend on things like salaries, heat, light, rent etc

**Premium:** an amount of money that you pay regularly to a company for insurance

**Retailer:** a person or company who sells goods in a shop

Exercise:

1. Expensive goods are sometimes bought on\_\_\_\_\_.
2. Their company has sold some vehicles in order to meet their \_\_\_\_\_.
3. Wholesalers often offer a special \_\_\_\_\_ in return for a large order or early payment.
4. The company was declared \_\_\_\_\_ after failing to pay Chilwa Manufacturing Company.

### 3. REGISTER OF ELECTRICITY

These are the words that pertain to electricity

**Adaptor:** A special type of plug that helps to connect more than one piece of equipment to the electricity supply

**Black Out:** A period of darkness caused by a failure of the electricity supply

**Disconnection:** To remove the supply of power from a building.

**Electrical appliances:** All machines that use electricity. E.g. Record players, Cookers, Iron, Kettles etc

**Electrical Installation:** Electrical equipment that is fixed into the house and is not moved from place to place

**Electrocuted:** Killed by electric current

**Flex:** Lead (Wire), which is attached to an electrical appliance and allows one to move the appliance about while it is still plugged into the socket.

**Fuse:** A special safety device which prevents fire arising in an electrical installation.

**Insulation:** The covering of electric wires so that they cannot be touched directly.

**Load shedding:** The deliberate switching off of electricity to control the amount of supply due to inadequate electrical power.

**Load:** An amount of electric power

**Mains:** A chief wire carrying electricity into a building from outside.

**Meter:** Keeps records of the amount of electricity that is used by the house.

**Power Cut:** A situation when there is no electricity available because ESCOM has switched off the supply.

**Serviceable Cables:** Brings the mains supply in the house

**Sockets:** Power points into which one puts a plug.

**Volt:** A unit for measuring the force of an electric current

**Voltage:** Electrical force measured in volts.

**Voltmeter:** An instrument for measuring voltage

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**Watt:** A word used for measuring the amount of electrical power consumed e.g. a 50 watt bulb.

Exercise:

1. He bought a \_\_\_\_\_ bulb.
2. The company has bought a \_\_\_\_\_ transformer.
3. Do not step on live electrical wires for fear of being \_\_\_\_\_.
4. The wires are electrically shocking because they are not \_\_\_\_\_.
5. The electrical equipment has been \_\_\_\_\_ in the orphanage
6. ESCOM is carrying out a \_\_\_\_\_ campaign to those who have outstanding bills.
7. The frequent \_\_\_\_\_ are due to maintenance work at Tedzani Hydro-Electric Power Station.
8. I am unable to listen to the radio because the \_\_\_\_\_ where the plug is put is out of order.
9. The \_\_\_\_\_ prevent fire in an electrical installation when there was a short circuit in the building
10. ESCOM will be carrying out maintenance work on their transformer and is requesting all their customers to switch off their electrical \_\_\_\_\_.

#### 4. REGISTER OF KILLING DEATH AND BURIAL

These are words that are concerned with killing, death and burial.

1. **Fratricide:** Murder of a brother  
**Genocide:** Murder of the whole generation or race  
**Homicide:** The act of killing a human being  
**Infanticide:** Murder of new born child  
**Matricide:** The murder of a mother  
**Parricide:** The murder of a parent  
**Patricide:** The murder of a father  
**Regicide:** The murder of a king  
**Sororicide:** The murder of a sister  
**Suicide:** The act of killing oneself
2. **Corpse:** Dead body of a person  
**Deceased:** Someone who has just died  
**Late:** Someone who has just died
3. **Mourn:** To feel very sad because someone you love has died  
**Bereaved:** Having lost a close friend or relative  
**Grieved:** To feel extremely sad because someone you love has died  
**Condole:** To express sympathy when someone has died

4. **Widow:** A woman whose husband has died and has not married again  
**Widower:** A man whose wife has died and has not married again  
**Orphan:** A child whose parents have both died
  
5. **Pall:** A large piece of cloth spread over a coffin  
**Coffin/Casket:** A large box in which a dead person is put  
**Shroud:** A cloth that is wrapped around a dead person's body before it is buried
  
6. **Vault:** A room where people from the same family are buried  
**Mausoleum:** A large stone building containing many graves  
**Crematorium:** A building in which the bodies of dead people are burnt at a funeral ceremony.
  
7. **Autopsy/Post-mortem:** An examination of a dead body to examine the cause of the death  
**Cremate:** To burn the body of a dead person at a funeral ceremony  
**Embalm:** To treat the body with chemicals/oils to prevent it from decaying  
**Mummify:** To prevent a dead body from decaying by putting some oils on it and wrapping with a cloth
  
8. **Grave:** The place in the ground where the dead body is buried  
**Graveyard:** An area or ground where dead people are buried often next to church  
**Cemetery:** A piece of land usually not belonging to a church where dead people are buried  
**Tomb:** A grave especially a large one above the ground  
**Obituary:** An account in the newspaper about the life of someone who has just died
  
9. **Miscarry:** To give birth to a baby too early for it to live  
**Still Birth:** A birth in which the baby is born already dead.  
**Abort:** To deliberately cause a baby to be born too soon so that it cannot live  
**Lying in State:** The time during which people can come and see the body of someone such as king or president who has died to show their last respect

#### Exercise

1. He committed \_\_\_\_\_ by killing his own sister.
2. They \_\_\_\_\_ for their children who died in the war.
3. Members of the Banda family are buried in this \_\_\_\_\_.

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4. His dead body stayed for 100 years before it was \_\_\_\_\_.
5. When she died her \_\_\_\_\_ were buried in the United Kingdom.
6. Members of the clergy sent their \_\_\_\_\_ cards to the bereaved family.
7. The \_\_\_\_\_ on the tombstone showed that he died at the age of eighty.
8. After being impregnated she did not want to have the child, so she \_\_\_\_\_.
9. Mr. Banda was so poor that his body was buried in without a \_\_\_\_\_ when he died.
10. When the doctor carried a (n) \_\_\_\_\_ he discovered that the man died of food poisoning.

## 5. REGISTERS OF HEALTH AND HOSPITAL

These are terms which have to do with health and hospital. The list of such words is divided into four categories namely:

### Specialists, Departments, Rooms and Disease conditions.

#### A. SPECIALISTS

**Dentist:** Specialised in teeth

**Casualty:** Specialised in casualty

**Surgeon:** Specialised in operation

**Psychiatrist:** Specialises in mental illness

**Obstetrician:** Assists women at childbirth

**Dermatologist:** Specialised in skin diseases

**Oculist:** Specialised in treating eye diseases

**Gynaecologist:** Specialised in women's diseases

**Paediatrician:** Specialised in children's diseases

**Pathologist:** Specialised in analysing specimen

**Radiographer:** Specialised in X-ray photograph

**Pharmacist:** Specialised in administration of drugs

**Orthopaedist:** Specialised in bone/muscle diseases

**Optician:** Specialised in testing eyes and selling glasses

#### B. DEPARTMENT

**Surgery:** For X-rays

**Radiography:** For X-rays

**Paediatric:** Deals with Children

**Maternity:** Deals with pregnancies

**Casualty:** Deals with hurt or injured people or those who suddenly fall ill.

## C. ROOMS

**Intensive Care:** For critical illnesses

**Theatre:** Where operations are carried out

**Laboratory:** Where specimens are analysed

**Wards:** A room with beds for admitted patients

**Mortuary:** A room where dead bodies are kept before they are buried

**Morgue:** A room where bodies of people found dead are placed for identification

## D. DISEASE CONDITION

**Contagious:** If it can be spread through contact

**Course:** A series of medical treatments

A doctor prescribes medicines

A person admitted to hospital

One eradicates a disease i.e. to destroy completely

People are injured in accident and wounded in a war

**Dosage:** The amount of medicine taken at one time 'A disease may be:'

**Dose:** Measured amount of medicine e.g. a dose of quinine.

**Endemic:** If it is confined to a particular place

**Epidemic:** If it affects many people at the same place and time

**Fatal:** If it causes death Chronic: If it cannot be cured

**Infectious:** If can pass from one person to another either by air or by water.

**Pandemic:** If it affects the population of a large area

**Sporadic:** If it affects widely scattered group of people

### Exercise

1. Malaria is a difficult disease to \_\_\_\_\_.
2. All sick children were sent to the \_\_\_\_\_.
3. AIDS is a \_\_\_\_\_ disease since it has no cure.
4. My sick father is admitted \_\_\_\_\_ this hospital.
5. After sustaining a fracture, Angela was sent for \_\_\_\_\_.
6. This disease is \_\_\_\_\_ to the Northern Asia only.
7. Many people were \_\_\_\_\_ during the First World War.
8. Please go and see the \_\_\_\_\_ for your mental problems.
9. John is on the \_\_\_\_\_ of tuberculosis drug for six months.
10. Mofolo has been put in the \_\_\_\_\_ for he is critically ill.
11. It is better to follow the doctor's \_\_\_\_\_ if one is to be cured.
12. Mary had to consult the \_\_\_\_\_ for her afterbirth complexities.
13. The \_\_\_\_\_ had a long list of operations that he had to skip lunch.
14. Eliza sent her blood specimen to the \_\_\_\_\_ to find out if she has malaria.

## 6. REGISTER OF LAW AND THE COURTS

These are words that pertain to law and the courts

**Acquittal:** An official statement in court of law that someone is not guilty.

If a person is found not guilty he/she gets acquitted and allowed to go free.

**Appeal:** To ask a higher law court to change the decision of a lower court

**Barrister/Advocates:** Lawyers who appear in court to present a case.

**Charge:** An official statement made by the police saying that someone is guilty of a crime

One is charged with a crime

**Civil Courts:** Hear cases in order to settle private wrongs between two parties (a party is one side in a dispute)

Civil cases deal with such matters as contracts, divorce and damage to property etc.

**Commit Perjury:** To commit a crime of telling a lie in a court of law

**Convict:** A person who has been found guilty of a crime and is sent to prison especially for a long time

**Conviction:** A decision in a court of law that someone is guilty of a crime

**Coroner:** An official who presides over an inquest

**Criminal Courts:** Hear criminal cases i.e. those that affect both the victim and the public e.g. Theft, murder etc

**Criminal proceedings:** Preliminary hearing to decide whether or not a person will be committed for trial

**Cross-Examine:** Put further searching questions.

**Customary Law:** A law which grows up by custom.

**Damage:** A certain sum of money that the defendant is requested by the judge in a court of law to pay the injured party as a way of putting right the wrong done

**Decrees:** Laws made by a king or military ruler.

**Defendant:** The party that has to answer a case

**Deposition:** Evidence taken down in writing

**High Court:** Courts which are of higher level than ordinary courts

**Indictment:** Formal legal accusation (To indict is to charge a person formally with a crime)

**Injunction:** An order given by a court which forbids someone to do something

**Inquest:** An investigation into a suspicious death

**Judge/Magistrate:** One who presides over court proceedings.

**Jury:** A group usually twelve people chosen to hear all the details of a case and give their decision on it

**Lawsuit:** The process of bringing a party to court.

**Magistrate Court:** These are lower courts which hear minor offenses

**Plaintiff:** The party that brings a case to court

**Pleads Guilty or not Guilty:** When the accused has been charged with a crime he/she can accept or denies the charge

**Proceedings:** Actions taken in the court of law

**Prosecution:** The process of bringing a charge against someone for a crime  
At trial, prosecution is conducted by Police, Attorney General or Director of Public Prosecution

**Prosecutor:** A lawyer, who represents the person bringing a criminal charge against someone in the court of law

**Remanded on Bail:** Granted bail

**Remanded:** Kept in prison

**Revealed Laws (Sharia):** Law ordained by God

**Sentence:** An order given by the judge who fixes a punishment for a criminal declared to be guilty in court

The judge pronounces sentence, death penalty, a fine, a prison sentence (in years or months)

To serve a sentence is to spend time in prison as a punishment.

**Sue:** To bring a party to court

**Summary hearing:** The trial of a minor case conducted by a magistrate in a lower court

**Supreme Courts:** The top most important courts of Law

**Trial:** A legal process in which a court of law examines a case to decide whether someone is guilty of a crime

One is charged with a crime

**Tribunal:** A special court set up to investigate a specific matter or to deal with a certain type of case

**Verdict:** An official decision made by the jury in a court of law about whether someone is guilty or not.

**Warrant of arrest:** A written permission from a court of law allowing the police to arrest a person

**Witness:** Those people who give evidence intended to establish the facts

**Writ:** An order to appeal before a judge or court

### Exercise

1. Mr. Phiri is \_\_\_\_\_ of murder.
2. The jury passed the \_\_\_\_\_ of not guilty.
3. On what \_\_\_\_\_ was Owen arrested?
4. The judge presides over the \_\_\_\_\_ in a court of law.
5. The notorious thief is serving a five year prison \_\_\_\_\_.
6. When Mr Phiri was found guilty of the crime, he was \_\_\_\_\_.
7. John received a \_\_\_\_\_ to appear in court for beating his wife.
8. His case of armed robbery was \_\_\_\_\_ at Zomba Magistrate Court.
9. The judge read out the \_\_\_\_\_ given by the witness at the first hearing.
10. The court has issued a (n) \_\_\_\_\_ forbidding the teachers to strike again.
11. A (n) \_\_\_\_\_ will be held into a suspicion death of the popular musician.



12. Kambewa was sentenced to six years \_\_\_\_\_ with hard labour for armed robbery.
13. The \_\_\_\_\_ who brought a case of assault against her brother decided to withdraw it.
14. When the case would not be handled in the Magistrate court, it was referred to the \_\_\_\_\_.
15. The judge ordered the man to pay K50,000 as \_\_\_\_\_ to the injured party for defamation of character.

## 7. REGISTER OF PUBLIC PRESS

These are the words that pertain to publishing and the press.

**Author:** The one who writes a book.

**Edition:** The form in which the book appears.

**Bookseller:** One who sells books to the public.

**Back Numbers:** Older issues of the newspaper.

**Publication:** Any piece of writing that has been published.

**News Items:** Give facts about crime, meeting, corruption etc.

**Printer:** Prints the book according to the publisher's instruction.

**Feature Articles:** Are about something that is of general interest.

**Press:** People who write reports for newspapers, radio or television.

**Editor:** One who is responsible for the day to day running of the paper.

**News-stand:** A place on the street, at a station etc where you can buy newspapers.

**Reporter:** A person employed by newspaper, radio or television to collect news for them

**Journalist:** Someone who writes news or reports for newspapers, magazines, television or radio.

**Mass Media:** All forms of communication with the public on large scale e.g. television, radio and the press

**Editorials:** Leading articles in which the editor makes his/her comments on social, political or other matters

**News Agency:** Collects news and sells it to any newspaper that wants to make use of its reports. E.g. Reuter

**News Flash:** A short item or important news that is broadcast on radio or television often interrupting a programme

**Impression:** A fixed number of copies of any edition of a book that the publisher instructs the printer to print.

**Communiqué:** A message or announcement made by statesmen after they have held an important meeting in secret.

**Newspaper:** A set of large printed sheets of paper containing news, articles, advertisements etc and published everyday or every week.



**Publisher:** One who prepares the authors text for printing to print the book, decides a price for the book, advertises it and arranges for it to be sent to booksellers

**Press Release:** An announcement issued by any organization or a government department as a way of informing the general through the newspaper about some new development.

**Correspondent:** A reporter who collects news of certain kind for example sports or who lives in a particular place and be responsible for sending news to the office of the newspaper from the place where they live.

### Exercise

1. Jonas is the \_\_\_\_\_ of the book “Truth shall Prevail.”
2. The BBC \_\_\_\_\_ who based in Rwanda was killed by attackers.
3. There are three \_\_\_\_\_ of the same book published within five years.
4. The \_\_\_\_\_ decided that the price of the book should be one thousand Kwacha.
5. James asked to see \_\_\_\_\_ of the Malawi News for August and September in the school library.
6. The first lot of 10, 000 copies which the publisher instructed the printer to print constitution the first \_\_\_\_\_
7. The \_\_\_\_\_ in today’s issue of the Daily Times Newspaper comments on the decline of discipline in schools.
8. The management of the company decided to \_\_\_\_\_ the existing vacancies in the National Newspaper.
9. The Prime Minister invited the \_\_\_\_\_ to the conference which was held at the airport after his arrival form Canada.
10. ESCOM issued a \_\_\_\_\_ in the Saturday Nation Newspaper comments on the on the decline of discipline in schools.

## 8. REGISTER OF PHOTOGRAPHY

**Blurred:** Being unclear

**Double exposure:** Two separate pictures on one photograph

**Negative:** A piece of film from which we can make a photograph

**Out of focus:** Not properly focused

**Over-exposed:** Too light

**Photograph:** To take a photograph

**Photographer:** A person who takes photographs

**Photography:** The skill or process of taking photographs

**Reel or film:** A round object that a film is wound around

**Snap:** To take a quick photograph

**Spool:** A round object which a film is wound around it when you buy

**To load a Camera:** To feed a camera with a film

**Under-exposed:** Too dark

### Exercise

1. He loaded a \_\_\_\_\_ into a camera.
2. He \_\_\_\_\_ the dancers using his camera.
3. She explained to us how to \_\_\_\_\_ photographs.
4. The photographer has \_\_\_\_\_ a camera with a firm.
5. If you give me the \_\_\_\_\_ I can have another print made.

## 9. REGISTER OF DRAMA

These are words pertaining to drama or any theatrical performance.

**Acrobat:** Someone who entertain people by doing difficult physical actions.

**Actor:** A male performer in a play/film.

**Actress:** A female performer in a play/film

**Audience:** People who watch a public performance

**Audition:** A short performance by an actor/actress that helps someone to judge and decide if he/she is good enough to act a play

- One boos actors/actresses after a poor performance
- One applauds actors/actresses after a good performance

**Auditorium:** Part of the theatre where people sit when watching a play

**Cast:** All the people who take part in the a play or film

**Comedy:** An entertaining play/film that is intended to make people laugh, having a happy ending

**Costume:** clothes that actors and actresses wear when performing a play

**Curtain Call:** The time at the end of a performance when the actors come out to receive applause.

**Curtain Raiser:** A short play acted before the main play.

**Epilogue:** A piece of writing added to the end of the book, play or film

**Heroine:** The most important female character in a play, film or story

**Impromptu:** Done without preparation or planning e.g. an impromptu play

**Juggler:** One who keeps several things in the air at the same time by throwing them quickly and catching them again

**Mime:** To act using actions without language to show meaning

**Opera:** A musical play in which all the words are sung.

**Playwright:** One who writes plays

**Prologue:** An introduction to a play

**Prompter:** Someone who tells actors/actresses in a play the words to say when they forget

**Protagonist/Hero:** The most important male character in a play, film or story

**Scene:** Part of the play often within an act during which there is no change of place or time

**Sketch:** A short humorous scene on stage that is part of the large show

**Stage:** The raised floor in a theatre on which plays are performed



**Theatre:** A building or a place with a stage where plays are performed

**Tragedy:** A serious play that ends sadly especially with death of the main actor

**Typecast:** To always give an actor the same type of character to play.

**Villain:** The main bad character in a play, film or story.

### Exercise

1. The actor \_\_\_\_\_ the movements of a chameleon.
2. Our play was just a \_\_\_\_\_ to the main play.
3. The \_\_\_\_\_ applauded as the play progressed.
4. Thoko's jokes were so bad that he got \_\_\_\_\_ off stage.
5. The people who came to watch the play sat in the \_\_\_\_\_.
6. Agnes received a prize for being the best \_\_\_\_\_.
7. Our drama group lost in the competition because they wore poor \_\_\_\_\_.
8. The play was a \_\_\_\_\_ because people kept on laughing throughout the play.
9. Stella failed the \_\_\_\_\_ for the part of the Princess in the play "The Ruthless King"
10. When the actor forgot his lines during the performance of the play, the \_\_\_\_\_ reminded him.

## 10. REGISTER OF BUILDING

These are words pertaining to building

**Architect:** A person who designs/invests the house

**Brick Layer:** The person who places each brick or block in position

**Contractor:** Anyone (or a firm or Company) who undertakes to do a job. In the context of a building, it refers to the person who undertakes to build the house

**Electrician:** The person who installs all the electrical fittings in the house

**Foreman:** A person in charge of the building who is employed by the contractor and directs the work of all the workmen on the site.

**Foundation:** Part of a house that is built below the level of the ground

**Glazier:** One who cuts glass needed for all the windows and puts it into the window frames.

**Joiner:** A carpenter who does woodwork for a building e.g. Door Frames, Window Frames and Roof Timbers etc

**Joints:** Timbers that support a floor or ceiling

**Painter:** One who paints houses.

**Plan:** A map of very small area such as a building site

**Plasterer:** The person who covers the bricks or blocks on the inside walls with plaster.



**Plumber:** The person who does all the work connected with water in the house.  
I.e. Sink unit, toilets and water pipes

**Rubble:** The broken bricks and blocks when a building is demolished (Pulled Down)

**Scaffolding:** A structure of poles (which may be wooden or metal) which is erected on the inside of a building so that workers can make a platform from which they can continue the work of a building high above the ground

**Site:** A particular area of ground where a building is being erected

**Surveyor:** Measures the land/building and draws plans or maps of what he/she has measured.

Exercise:

1. The building is going to be \_\_\_\_\_ at this site.
2. He employed a (n) \_\_\_\_\_ to rewrite his house.
3. They sent for the \_\_\_\_\_ to put in the roof timbers.
4. The \_\_\_\_\_ who designed this house was a very good one
5. The \_\_\_\_\_ cannot start work while the plaster is still wet
6. We need the \_\_\_\_\_ to fix windows into the window frames.
7. The contractor arranged for a \_\_\_\_\_ to install the water system in the house.
8. When the angry mob demolished the building the \_\_\_\_\_ lay scattered all over.
9. Since none of the workmen on the site have been working properly, the contractor appointed a new \_\_\_\_\_
10. The \_\_\_\_\_ has not done his work properly because the course of the blocks is most uneven.

## 11. REGISTERS OF CHURCH AND RELIGION

These are words that pertain to church and religion

**Atheist:** One who does not believe in the existence of God

**Blasphemy:** To say profane language against God or anything holy

**Cathedral:** The principal church in the diocese

**Clergy:** The body of ministers ordained for the work in the Christian church

**Congregation:** A religion gathering, a group of people gathered together in a church

**Consecrate:** To declare as holy in a special ceremony

**Cult:** An extreme religious group that follows a system of worship that is different from an established religion

**Deacon:** A religious official in some Christian churches who is just below the rank of a priest

**Dean:** The head of the Cathedral

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**Diocese:** The district under the jurisdiction of a Bishop

**Hypocrite:** Pretender who poses to be what he is not

**Jihad:** Muslim holy war

**Lectern:** A reading desk from which the scriptures are read

**Monotheist:** Believer in one God

**Mosque:** Muslim prayer house

**Offertory:** The money given by the congregation at a church service

**Oracle:** A shrine where a God or spirit speaks out to priest

**Ordain:** To make someone a priest or religious leader

**Ordination:** The ceremony at which one becomes a priest

**Pastor:** A Christian minister in some protestant churches

**Pilgrimage:** Muslim journey to a holy place

**Polytheist:** Believer in many Gods

**Presbytery/Manse:** The residence of the priest or minister

**Proselyte:** One who is converted from one religion to another

**Quran:** Muslim holy book

**Ramadan:** The ninth month of Muslim year during which no food nor drink is taken between sunrise and sunset

**Reverend:** A title of respect used before the name of a minister of a Christian church

**Sacrilege:** Violating/Profaning religious things

**Sheik:** The leader of an Arab village or family

**Shrine:** The main place of worship in traditional religion

**Synod:** A council of clergymen. An important meeting of church members to make decision concerning the church

- Ceremonies are performed
- Rites are carried out
- Rituals are observed
- Sacrifices are offered

**To consult oracle:** To ask it for advice or information

Exercise

1. Muslims go for prayers at the \_\_\_\_\_ on Friday.
2. My uncle will be \_\_\_\_\_ as a pastor next week.
3. The worshippers of Nsinja Cult offered \_\_\_\_\_ at the shrine.
4. The Bible is to the Christians as the \_\_\_\_\_ is to the Muslims.
5. The Greeks were \_\_\_\_\_ because they believed in many Gods.
6. He was suspended from the church for embezzling \_\_\_\_\_.
7. Our pastor hides in bars where he drinks beer. He must be a \_\_\_\_\_.
8. It is required of every Muslim to go on a \_\_\_\_\_ to Mecca once in a while.
9. She consulted the \_\_\_\_\_ to find out what precautions to take before the journey.

10. The pastor's preaching was so touching that it attracted the attention of the whole\_\_\_\_\_.

## 12. REGISTER OF MARRIAGE

These are words pertaining to marriage

**Best Man:** An unmarried man who attends the bridegroom at a wedding ceremony

**Betrothal:** An agreement that two people will get married

**Bigamist:** One who marries a second wife or husband while the legal spouse is alive.

**Bigamy:** The practice of marrying a second wife or husband while the legal spouse is alive

**Bride:** A woman about to be married or just married

**Bridegroom:** A man about to be married or just married

**Bridesmaid:** An unmarried girl who attends the bride at a wedding ceremony

**Celibate:** One vowed to single or unmarried life

**Dowry:** Property and money that a new wife brings to his/ her former partner.

**Elope:** To run away with a lover in order to get married secretly

**Engagement:** An agreement to marry someone. (One breaks off an engagement)

**Fiancé:** The man whom a woman is going to marry

**Fiancée:** The woman whom a man is going to marry

**Misogynist:** A man who hates marriage

**Misogyny:** The practice of hating marriage

**Monogamist:** One who has only one wife or husband at a time

**Monogamy:** The practice of having one husband or wife at a time

**Polyandrist:** A woman who has more than one husband at a time

**Polyandry:** The practice of having more than one husband at a time

**Polygamist:** One who has many wives

**Polygamy:** The practice of having many wives

**Veil:** A piece of material worn by women to cover their faces at weddings

### Exercise

1. Jacqueline is my \_\_\_\_\_.
2. The man is a \_\_\_\_\_ because he has four wives.
3. Most Christians are \_\_\_\_\_ because they do not marry many wives.
4. Although he is not a celibate he is still single because he is a \_\_\_\_\_.
5. When their marriage differences could not be resolved they decided to get a \_\_\_\_\_.
6. James and Mwayi will exchange \_\_\_\_\_ vows at Bunda CCAP Church next Sunday.
7. Joseph decide to \_\_\_\_\_ his engagement to Jane when he discovered her true character.

8. This man cannot marry because he is a father in the Catholic church and therefore underwent \_\_\_\_\_
9. \_\_\_\_\_ is not common in Malawian culture because no woman is allowed to have more than one husband
10. When Romeo and Juliet realised that their love affair was disapproved by both parents they decided to \_\_\_\_\_ to Mantua.

### 13. REGISTERS OF MILITARY

These are the words that pertain to the military

**Ammunition:** Bullets or shells that are fired from guns

**Armistice:** An agreement to stop fighting

**Armoury/Arsenal:** A place where naval or dangerous military weapons are made or stored

**Artillerymen/Gunners:** Soldiers who fight in tanks

**Battalion:** A large group usually 500-1000 soldiers which consist of more companies

**Bayonet:** A knife fixed on to the end of the gun

**Besiege:** To surround a place with the intention of capturing it

**Brigade:** A large group of soldiers usually 5000. Forming part of an army

**Brigadier:** A high military rank in the army

**Calvary:** Horse soldiers

**Cannon:** A large gun on an aircraft. It fires a shell

**Capitulate:** To surrender to an enemy on agreed terms. (To accept defeat by your enemies in a war)

**Captain:** A rank in the Army

**Colonel:** A high rank in the army who usually command a battalion

**Commander in Chief:** The most senior officer in the military forces of a country

**Commanding Officer:** The officer in-charge of a fairly large group of soldiers e.g. a company

**Company:** A group usually about 120 soldiers, usually part of a battalion or regiment

**Conscript:** A person who is forced by law to become a soldier

**Conscription:** Compulsory enrolment as a soldier

**Contingent:** Any medium sized body of soldiers

**Corporal:** A low rank in the army

**Detachment:** Any group of soldiers working together as a team

**Division:** Part of the army larger than a brigade

**Formation:** All the soldiers who are moving together as one group

**Garrison:** A body of soldiers stationed in fortress to defeat it. (A fortified place defended by soldiers)

**General:** An officer of a very high rank in the army

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**Grenade:** A small bomb out of which a pin is pulled out and thrown, exposed and kills people

**Infantry:** Foot soldiers

**Invade:** To enter into a country as an enemy

**Major:** An officer of very middle rank in the army

**Mine:** An explosive that is placed just under the ground that explodes when a weight is placed on it

**Mortar:** A weapon used for firing at soldiers who are nearby but hidden. It fires a shell

**Pistol/Revolver:** Short guns with barrels used for firing at close ranges

**Platoon:** A small group of soldiers which is part of a company commanded by a lieutenant

**Recruit:** A soldier recently enlisted for service

**Regiment:** A large military group commanded by a colonel

**Rifle:** A gun with along barrel of the infantry soldiers which is fired from the shoulder

**Rocket:** A bomb or missile that is driven by gases **burning** inside it

**Sergeant:** A military rank next to the lowest

**Squad:** A small group of soldiers working together as a unit

**Squadron:** A military force consisting of a group of aircraft of ships

**Troop:** A group of soldiers usually on horses or in tanks

**Unit:** A small group of soldiers working together as a team

### Exercise

1. A rifle is a suitable gun for the \_\_\_\_\_ soldier.
2. The enemy soldier's \_\_\_\_\_ the capital city of the country.
3. Most of the ordinary people died when they stepped on \_\_\_\_\_.
4. This soldier is a \_\_\_\_\_ because he is a week old in military camp.
5. This group should be \_\_\_\_\_ because there are about 120 soldiers in it.
6. The president is usually the \_\_\_\_\_ of all military forces of a country
7. Sergeant Mchiza is going to be promoted to a \_\_\_\_\_ in a few days to come.
8. Although the soldier was alone he managed to kill many people because he used a \_\_\_\_\_.
9. The battalion which came to protect our politicians was commanded by \_\_\_\_\_ Chilonga.
10. The rebel army was forced to surrender because their \_\_\_\_\_ was destroyed by the enemy camp and had all their stored weapons seized.



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