

CHAPTER ONE- PART OF SPEECHES

In language, the parts of speech are the categories of words based on their function within a sentence. This is true with English, as well as with any number of other languages like French and Spanish. This is a helpful way to look at words to help you understand the underlying grammar and logic of any language you study.

PARTS OF SPEECH IN ENGLISH

In English, there are eight different parts of speech. In each of the example sentences below, the highlighted part of speech is in bold.

Adjectives

Adjectives modify or describe a noun. These words ascribe an attribute to the noun being modified.

Examples

- The **sleepy** bear hibernated all winter.
- It's a **long** drive, but it's worth the trip.
- Should I buy the **blue** jeans or **purple** sweater?

Adverbs

Adverbs modify or describe a verb, adjective or another adverb or word group. This modification can provide information relating to time, place, manner, cause, degree, or circumstance.

Examples

- Joe **grumpily** got out of bed.
- Sara ran **very** quickly to school.
- That's **quite** expensive, don't you think?

Conjunctions

Conjunctions are used connect words, phrases and clauses together. They coordinate the words together so they make sense as a cohesive thought, sentence or paragraph.

Examples

- You'll need to study all night **if** you want to pass tomorrow's test.
- Go to the store **and** buy some milk.
- Kristopher doesn't have enough experience. **Therefore**, we will not hire him.

Interjections

Interjections are words used as exclamations to show feelings. They're usually abrupt, interrupting the speech for emotional effect.

Examples

- **Bah**, who cares what they think anyway?
- If Cody asked me out on a date, **gosh**, that'd make my day.
- I spilled the coffee everywhere. **Oops**!

Nouns

Nouns name a person, place, thing idea or quality. They can act as the subject or the object of a sentence.

Examples

- Send in the **clowns**.
- **Brazil** is beautiful this time of year.
- His **love** of music really shows.

Prepositions

Prepositions are used to indicate relationships, often spatial, between nouns and pronouns. They indicate how one noun, noun phrase, or pronoun relates to another.

Examples

- **Between** you and me, I wouldn't trust Andy.
- The coffee shop is **across** the street.
- Put the carrots **in** the refrigerator, please.

Pronouns

Pronouns take the place of nouns to simplify speech and writing. They can otherwise function in the same way as nouns, serving as subjects and objects in sentences.

Examples

- **She** is the smartest kid in class.
- George took the book from **him**.
- **Who** is coming to the party tonight?

Verbs

Verbs express action or a state of being. It is because of the former that verbs are often called "action verbs," but non-action verbs can be used to represent a state of being, need, sense or preference.

Examples

- Let's **walk** to the park.
- Janine **lives** in Minneapolis.
- The air conditioning unit desperately **needs** repair.

- FURTHER DISCUSSIONS OF PART OF SPEECHES

NOUN

A noun is the name of a person, place, thing or idea.

Examples of nouns: Daniel, London, table, dog, teacher, pen, city, happiness, hope

Example sentences: **Steve** lives in **Sydney**. **Mary** uses **pen** and **paper** to write **letters**.

PRONOUN

A pronoun is used in place of a noun or noun phrase to avoid repetition.

Examples of pronouns: I, you, we, they, he, she, it, me, us, them, him, her, this, those

Example sentences:

Mary is tired. **She** wants to sleep. **I** want **her** to dance with **me**.

ADJECTIVE

An **adjective** describes, modifies or gives more information about a noun or pronoun.

Examples: big, happy, green, young, fun, crazy, three

Example sentences: The **little** girl had a **pink** hat.

VERB - (Action Word)

A **verb** shows an action or state of being. A verb shows what someone or something is doing.

Examples: go, speak, run, eat, play, live, walk, have, like, are, is

Example sentences:

I **like** Woodward English. I **study** their charts and **play** their games.

ADVERB - (Describes a verb)

An **adverb** describes/modifies a verb, an adjective or another adverb. It tells how, where, when, how often or to what extent. Many adverbs end in -LY

Examples: slowly, quietly, very, always, never, too, well, tomorrow, here

Example sentences:

I am **usually** busy.

Yesterday, I ate my lunch **quickly**.

PREPOSITION

A **preposition** shows the relationship of a noun or pronoun to another word. They can indicate time, place, or relationship.

Examples: at, on, in, from, with, near, between, about, under

Example sentences: I left my keys **on** the table **for** you.

CONJUNCTION

A **conjunction** joins two words, ideas, phrases or clauses together in a sentence and shows how they are connected.

Examples: and, or, but, because, so, yet, unless, since, if.

Example sentences: I was hot **and** exhausted **but** I still finished the marathon.

INTERJECTION

An **interjection** is a word or phrase that expresses a strong feeling or emotion. It is a short exclamation.

Examples: Ouch! Wow! Great! Help! Oh! Hey! Hi!

CHAPTER ORDER OF ADJECTIVES

When there are many adjectives before a noun that is being modified, they have to be arranged according to a certain order'- **DOSASCOMP**' (as pointed out by the fabulous Mignon Fogarty). Given below is the sequence generally followed to arrange adjectives before noun:

1. DETERMINERS

Examples: a, an, few, many, some, first, last, both, several, this, my, fifth

2. Opinion adjectives

Examples: ugly/famous/pretty/horrible/lovely

3. Size

Examples: big/heavy, huge, tiny, big, little

4. Age/temperature

Examples: hot/old

5. Shape

Examples: round/circular

6. Colour

Examples: red/dark blue

7. Origin

Examples: Elizabethan/rural

8. Material/noun

Examples: plastic/table

Determiners (words like 'a' or 'some' or 'several') go at the beginning. We also put adverbs like 'really' and 'very' at the beginning, though after the determiners.

Opinion adjectives usually go before fact adjectives.

NB:

Adjectives like **nice/beautiful** are opinion adjectives. They tell us what the speaker thinks of something or somebody.

Opinion adjectives usually **go before fact adjectives**.

Adjectives of **size** and **length** (big/small/tall/short/long etc.) usually go before adjectives of **shape** and **width** (round/fat/thin/slim/wide etc.):

When there are two or more colour adjectives, we use and:

1. **A black and white** dress

2. **A red, white and green** flag

This does not usually happen with other adjectives before a noun:

A long black dress (not a long and black dress)

EXAMPLES

1. I had **a nice long summer** holiday
2. He is **an interesting young** man
3. I ate **delicious hot vegetable** soup
4. I bought **a beautiful large round wooden** table
5. a small black plastic bag
6. an old white cotton shirt

Here are other examples:

1. I carried a very small black suitcase.
2. They have some old French paintings.
3. She was wearing a new red silk dress.
4. That is a really ugly wooden chair.
5. We bought a new round kitchen table.
6. There are some new Chinese students in the class.

ORDER OF ADJECTIVES EXERCISES

For each of the following sentences, choose the correct order of adjectives to fill in the blank.

1. I bought a pair of _____ boots.
A. new, nice, red rain
B. nice new red rain
C. red nice new rain
2. My dad was thrilled with his gift of _____ bowties for his clown act.
A. three squirting new nice big polka-dotted
B. three polka-dotted nice new squirting
C. three nice big new polka-dotted squirting
3. Please put the marbles into that _____ box.
A. round little old red
B. little old round red
C. little old red round

Answers: 1 – nice new red rain 2 – three nice big new polka-dotted squirting 3 – little old round red

For each of the following sentences, choose the correct order of adjectives to fill in the blank:

1. I was surprised to receive a _____ puppy for my birthday.
A. little, cute, eight-week-old golden retriever

B. cute eight-week-old little golden retriever

C. cute little eight-week-old golden retriever

2. Our work uniform consists of black pants, black shoes, and a _____ shirt.

A. yellow baggy big polo

B. big baggy yellow polo

C. baggy yellow big polo

3. I've been spending a lot of time in antique shops looking for the perfect _____ clock.

A. little silver Italian cuckoo

B. little Italian silver cuckoo

C. silver little Italian cuckoo

Answers: A – cute little eight-week-old golden retriever B – big baggy yellow polo C – little silver Italian cuckoo

Which sentence uses the correct order of adjectives?

A. Our grandparents drive a motorhome with black and white stripes.

B. Our grandparents drive a motorhome with black with white stripes.

C. Our grandparents drive a motorhome with black, white stripes.

CHAPTER TWO- TENSES

PRESENT TENSE- SIMPLE PRESENT TENSE

Simple present tense indicates an action that is generally true or habitual. That is, it took place in the past, continue to take place in the present, and will take place in the future. This tense is used to denote a habitual action.

Formula of simple present tense (+ es/es for third person):

EXAMPLES

1. "He _____ walks _____ to _____ school."

"The sun rises in the east",

2. "Honesty is the best policy."

3. I am playing the game.

4. He is studying in college.

A future event that is part of a fixed timetable- for instance, "The match starts at 9 o' clock

PRESENT CONTINUOUS TENSE

It indicates an action that is taking place at the moment of speaking

Structure of present continuous tense: is/am/are + present participle:

Example:

I am playing the game.

He is studying in college.

PRESENT PERFECT TENSE

Structure: Has/have + past participle:

Example: I have finished my homework.

PRESENT PERFECT CONTINUOUS TENSE

Structure: Has/have + been + present participle:

Example: 1) I have been finishing my homework for the last two hours.

2) He has been studying in the school since his childhood.

SIMPLE PAST TENSE

Structure: Verb+ed or irregular verb:

Example: 1) You played the game. 2) He read the newspaper.

PAST CONTINUOUS TENSE

Structure: Was/were + present participle:

Example: I was reading a newspaper. 2) He was going to Karachi.

PAST PERFECT TENSE

Structure: Had + past participle:

Example:

1. I had finished my homework.

2. He had completed his task.

PAST PERFECT CONTINUOUS TENSE

Structure: Had + been + past participle:

Example:

1. I had been finishing my homework for 50 minutes.

He had been playing the game since morning.

SIMPLE FUTURE TENSE

Structure: Will/shall+verb

Example:

1. I shall go to my home town.

2. He will complete his task.

FUTURE CONTINUOUS TENSE

Structure: Will be + present participle

Am/is/are + going to be + present participle:

Example:

1. I will be watching the news at 9 pm.

2. I am going to be watching the news at 9 pm.

FUTURE PERFECT TENSE

Structure: Will have + past participle

Am/is/are + going to have + past participle

Example:

1. I will have played the game.

2. I am going to have played the game.

FUTURE PERFECT CONTINUOUS TENSE

Structure: Will have been + present participle

Am/is/are + going to have been + present participle:

Example:

1. I will have been watching the news for over ten minutes before you join me.
2. I am going to have been watching the news for over ten minutes before you join me.

EXAMPLES IN SENTENCES OF VARIOUS TENSES

TENSES	EXAMPLES
Present Simple	He plays a game every Sunday.
Past Simple	He played a game every Sunday.
Future Simple	He will / is going to play the game every Sunday.

Actions that happen one after another

Present Simple	He plays football and then he takes bath.
Past Simple	He played a game and then he took bath.
Future Simple	He will play football and then he will take bath.

State

Present Simple	He loved yoga.
Past Simple	He loves yoga.
Future Simple	He will love yoga.

PROGRESSIVE FORMS

Action going on at that moment

Present Continuous/ Present Progressive	He is playing a game.
Past Continuous/ Past Progressive	He was playing the game.
Future Continuous/ Future Progressive	He will be playing a game.

Actions that are taking place at the same time

Present Continuous/ Present Progressive	He is playing a game and she is watching.
Past Continuous/ Past Progressive	He was playing a game and she was watching TV.
Future Continuous/ Future Progressive	He will be playing a game and she will be watching TV.

PERFECT FORMS

Action taking place before a certain moment in time; shows completion/result

Present Perfect	He has won two matches so far.
Past Perfect	He had won two matches until that day.
Future Perfect	He will have won two matches by then.

PERFEFECT PROGRESSIVE FORMS

Action taking place before a certain moment in time and beyond that time, emphasizes the duration

Present Perfect Continuous/ Present Perfect Progressive	He has been playing a game for ten years.
Past Perfect Continuous/ Past Perfect Progressive	He had been playing a game for ten years.
Future Perfect Continuous/ Future Perfect Progressive	He will have been playing a game for ten years.

CHAPTER THREE - CONDITIONAL SENTENCES

INTRODUCTION

There are three main types:

- Probable or likely condition
- Improbable or unlikely
- Impossible or rejected

Type 1 If A happens, B will happen.

Type 2 If A happened, B would happen.

Type 3 If A had happened, B would have happened.

TYPICAL TENSES OF CONDITIONAL SENTENCES

KIND OF CONDITION	TENSE IN CONDITIONAL CLAUSE	TENSE IN MAIN CLAUSE
<u>LIKELY/PROBABLE</u>	<u>PRESENT</u>	<u>FUTURE</u>
<u>UNLIKELY/IMPROBABLE</u>	<u>PAST SIMPLE</u>	<u>CONDITIONAL</u>
<u>REJECTED/IMPOSSIBLE</u>	<u>PAST PERFECT</u>	<u>PERFECT CONDITIONAL</u>

(a) LIKELY OR PROBABLE CONDITION

This type of sentence shows a condition that may be or is likely to be fulfilled and refers to the future.

Examples:

- If I **go** to the village, I **will buy** some onion and Spinach.
- If Mary **gets** a distinction in English, her mother **will buy** her cell phone.
- If you **rest**, you **will feel** better.
- If you **set** your mind to a goal, **you'll eventually achieve** it.
- Francis **will learn** French if he goes to Paris.
- If you study hard, you **will know** more.

Variations

1. **Present Simple + may** (If you are late, the teacher may punish you.)
2. **Present Simple + can** (If you hurry, you can reach the station on time)
3. **Present Simple + should** (If you want to score high marks, you should work hard)

4. **Present Simple+ had better** (If you want to pass, you had better work hard)
5. **Present Perfect+ Future Simple** (If you have finished, I shall clear the table)
6. **Should + Imperative** (If you should run into difficulties, ring me up)
7. **Present Simple + Present Simple** (If you go to the market, buy some some vegetables)

OPEN CONDITIONS HAVE THE FOLLOWING PATTERNS

- a. Main Clause + Subordinate adverbial Clause of Condition
(future tense) (if + simple present)
Example
(will/shall + stem) (if + simple present tense)
- b. Subordinate adverbial clause of condition + main clause
(if + present tense) (future present)

Note that we use the **simple present tense** in the **if-clause** and **simple future tense** in the **main clause**—that is, the clause that expresses the likely outcome. This is how we indicate that under a certain condition (as expressed in the if-clause), a specific result *will* likely happen in the future.

Use the simple present tense in the if-clause.

1. If you set your mind to a goal, you eventually achieve it.
2. If you set your mind to a goal, you'll eventually achieve it.

Use the zero conditional (i.e., simple present + simple present) only when a certain result is guaranteed. If the result is likely, use the first conditional (i.e., simple present + simple future).

(b) UNLIKELY OR IMPROBABLE CONDITION

This type of sentence shows a condition that is unlikely to be fulfilled because the supposition is contrary to facts or action in the if- clause is not expected to happen. It refers to the present or it may refer to the present.

Example:

- a. If I went to the village, I would buy some onion and spinach.
- b. If our teacher was here, he would help us solve the problem.

Variations

1. **Past Simple + might** (If you worked hard, you might score high marks.)
2. **Past Simple + could** (If he had a license, he could drive.)
3. **Past continuous + conditional** (If I were travelling by plane, I would reach home earlier.)
4. **Should + conditional** (If he should come, I would be very happy.)

Unlikely conditional sentences have the following patterns

- a. Subordinate adverbial clause of condition + Main clause

(if + simple past tense)

(would/should + stem)

Example

If Francis went to Paris,

He would learn French

b. Main clause
condition

+ Subordinate adverbial clause of

(would/should + stem)

+ (if + simple past tense)

Example

I would shoot it

If I saw a lion

Notice the correct way to structure second conditional sentences is to use the simple past tense in the if-clause and an auxiliary modal verb (e.g., could, should, would, might) in the main clause (the one that expresses the unrealistic or unlikely outcome).

When applying the second conditional, use the simple past tense in the if-clause.

1. If I owned a zoo, I would let people interact with the animals more.

2. If I owned a zoo, I might let people interact with the animals more.

Use a modal auxiliary verb in the main clause when using the second conditional mood to express the unlikelihood that the result will actually happen.

REJECTED OR IMPOSSIBLE CONDITION

This type of sentence shows a condition which cannot be fulfilled as the event mentioned did not happen. It refers to the past.

Example:

If I had gone to the village, I would have bought some onion and spinach.

(I did not go to the village. Therefore, it was not possible to buy some onion and spinach)

Variations

1. **Past perfect + could + have** (If you had arrived earlier, you could have caught the train.)

2. **Past Perfect + might + have** (If we had found the money, we might have given it to the police.)

Application

➤ Unless replaces if.....not:

Example:

A: Unless army worms go away, I will not plant maize this season.

B: If

A: If army worms do not go away, I will not plant maize this season.

➤ But for → Had it not been for

➤ Only if } Subject -Verb-inversion. .

Only when }

Not until

Example: A: Zambians will only be happy if the team brings the AFCON Trophy.

➤ Had..... (Rejected option).

OTHER IMPLIED CONDITIONS

Even if, supposing that, suppose that, on condition that, provided that, as long as, if ever, if only, if at all given that).

INDICATIVE MOOD

1. **If + present conditional** e.g. I should be very grateful if you would raise my salary (were willing to raise it.)
2. **If + present perfect tense + future simple** e.g. If she has gone home, we will find her there (if this is true, then the main clause will be true too).
3. **If + future simple + future simple** e.g. If you will help the poor, God will help you immensely.(if you are willing to help the poor).
4. **If + present tense + present tense** e.g. If my car has a puncture, I normally go to town by a bus. (repeated action /habit).
5. **Would + like.** I would like to live the room for a while. (If I am given your permission).

IMPERATIVE MOOD

If + present simple + present simple

If you go home, please greet your parents on my behalf (polite request)

UNREAL PAST TENSES/PAST SUBJUNCTIVE

It uses the past tense in order to refer to the present moment. It is used when people wish to express a wish, a preference desire or doubt.

1. **If +I + were** e.g. If I were you, I would resign. (improbability/unreality)
Note: If I were you "**were**" is not a plural but a **relic** of a verb form called the subjunctive.
2. **Were + 1** e.g. Were I to become a lawyer, illegality would be a thing of the past.

3. Would + unreal past

We would appreciate if you were punctual for all meetings

4. **It is (high) time + subject + simple past tense** (= do it now without further delay)

E.g. It is high time you went to bed. (= go to bed now)

It is high time we stopped. (=we should stop right away)

DIRECT AND INDIRECT SPEECH

RULES FOR CHANGING DIRECT SPEECH TO INDIRECT SPEECH

1. Present Simple to Past Simple
2. Future Tense to Future in the Past

3. Present Continuous to Past Continuous : (Shall & Will) (Should and Would)
4. Present Perfect to Past Perfect
Conditional to Perfect Conditional
5. Past Simple to Past Perfect

DIRECT AND INDIRECT (REPORTED) SPEECH

In this section, we shall consider both direct and indirect speech.

1. Direct Speech

Direct speech is when we report what someone says by repeating the exact words.

In written, this is represented by enclosing someone's words in quotations marks.

e.g. Mother said, "I am relocating to Kasama."

The children asked, "Why are you relocating to Kasama?"

In the above examples, the exact words are placed in opening and closing inverted commas. **Mother said** and **The children asked** are known as speech tags and these let us know who uttered the actual words.

Therefore, a sentence in direct speech has two parts: the speech tag and the actual words of the speaker.

PUNCTUATION OF SENTENCES IN DIRECT SPEECH

The following is to be considered when punctuating sentences in direct speech:

- 1. The quotation must begin with a capital letter, even if the speech tag comes first.**

Example

Ethel said, "Help me solve this equation."

- 2. There must be a punctuation mark (A full stop, comma, exclamation mark or question mark) at the end of the quotation and it must be placed inside the closing inverted commas.**

Examples

- a. The girl shouted, "I don't need your help!"
- b. Carmelita asked, "Where can I find the drums?"
- c. Moses said, "Some candidates lack seriousness."

- 3. Set off the speech tag from the quotation using a comma when the speech tag comes before the quotation.**

Example

Mother said, "I am relocating to Kasama."

- 4. When the speech tag comes after the quotation, set off the speech tag from the quotation by placing a comma after the quotation.**

Example

“I am relocating to Kasama,” Mother said.

Note: If the quotation ends with a question mark or exclamation, the Punctuation mark is left unchanged.

Examples

- a. “Where can I find the drums?” Carmelita asked.
- b. “Get out of here!” Jimmy shouted.

2. When the speech tag comes after the quotation, the reporting verb can also be placed before its subject but not when the subject is a pronoun.

Examples

- “I am relocating to Kasama?” **said Mother.**
- “Get out of here!” **shouted Jimmy.**
- **Wrong:** “I need a break,” **said he.**
- **Correct:** “I need a break,” **he said.**

3. The speech tag can also be placed in the middle of the quotation. In this case, place a comma after the first part of the quotation and another after the speech tag.

- a. “Let us go,” Mukobe said, “and see what is happening outside.”
- b. “I was wondering,” he said, “if we could start over.”
- c. “I had a good harvest last year,” said the farmer. “The seed I used was of good quality.”

Note: In sentences (a) and (b), the direct quotation after the speech tag begins with a small letter because the speech tag merely intrudes a sentence. As for example (c), the quotation after the speech tag begins with a capital letter because, though it is the same speaker, it is a different sentence.

4. When a title is mentioned in the quotation, punctuate as follows:

“I have read ‘Things Fall Apart’,” said Bupe.

2. INDIRECT/REPORTED SPEECH.

Reported speech refers to the change from the exact words (Direct speech) that the first person used to the words that the second person uses to transmit the same information.

When changing from direct to reported speech, the following must be taken into consideration:

(a) Tense Changes

(b) Pronoun Changes

(c) Expression of time and place

(a) TENSE CHANGES

The following are the tense changes when changing from direct to reported speech:

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SN	DIRECT SPEECH	REPORTED SPEECH
1	<p><u>Present Simple Tense</u></p> <ol style="list-style-type: none"> 1. “Bruno sings in the choir,” said the Pastor 2. “It is late,” she complained. 3. “I have a lot of money,” the boy boasted. 	<p><u>Past Simple Tense</u></p> <ol style="list-style-type: none"> 1. The Pastor said that Bruno sang in the choir. 2. She complained that it was late. 3. The boy boasted that he had a lot of money.
2	<p><u>Present Continuous Tense</u></p> <ol style="list-style-type: none"> 1. “Bruno is singing in the choir,” said the Pastor. 2. “We are listening to the news,” the parents said. 	<p><u>Past Continuous Tense</u></p> <ol style="list-style-type: none"> 1. The Pastor said that Bruno was singing in the choir 2. The parents said that they were listening to the news.
3	<p><u>Present Perfect Tense</u></p> <ol style="list-style-type: none"> 1. “Bruno has sung in the choir for five years,” said the Pastor. 2. “I have waited for this moment,” the boy said. 	<p><u>Past Perfect Tense</u></p> <ol style="list-style-type: none"> 1. The Pastor said that Bruno had sung in the choir for five years 2. The boy said that he had waited for that moment.
4	<p><u>Present Perfect Continuous Tense</u></p> <ol style="list-style-type: none"> 1. “Bruno has been singing in the choir since 2012,” said the Pastor. 2. “I have been waiting for this moment,” said the boy. 	<p><u>Past Perfect Continuous Tense</u></p> <ol style="list-style-type: none"> 1. The Pastor said that Bruno had been singing in the choir since 2012. 2. The boy said he had been waiting for that moment.
5	<p><u>Past Simple Tense</u></p> <ol style="list-style-type: none"> 1. “Bruno sang in the choir yesterday,” said the Pastor. 2. “The children played in the rain,” complained their mother. 	<p><u>Past Perfect Tense</u></p> <ol style="list-style-type: none"> 1. The Pastor said Bruno had sung in the choir the day before. 2. Their mother complained that the children had played in the rain.
6	<p><u>Past Continuous Tense</u></p> <ol style="list-style-type: none"> 1. He said, “I was writing an assignment.” 	<p><u>Past Continuous/Past Perfect Continuous Tense</u></p> <ol style="list-style-type: none"> 1. He said that he was writing an assignment. 2. He said that he had been writing an assignment.
7	<p><u>Future Tense</u></p> <ol style="list-style-type: none"> 1. Ng’ambi said, “I will get a 	<p><u>Conditional</u></p> <ol style="list-style-type: none"> 1. Ng’ambi said that he would get a

	distinction in mathematics.”	distinction in mathematics.
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TREATMENT OF MODALS

SN	Direct Speech	Reported Speech
1	Can The teacher said, “The pupils can go.”	Could The teacher said that the pupils could go.
2	May “Mr. Kaoma may come to the school tomorrow,” the Headteacher told the teachers.	Might The Head teacher told the teachers that Mr. Kaoma might go to the school the following day.
3	Shall 1. “I shall do it right away,” said the prefect. 2. “ Shall I close the door?” asked the pupil.	‘Would’ or ‘Should’ 1. The prefect said that she would do it right away. (Prediction/ Intention) 2. The pupil asked if he should close the door. (Offers/ Suggestions)
4	Must “You must do more,” the teacher told the pupils.	Must/Had to 1. The teacher told the pupils that they must do more 2. The teacher told the pupils that they had to do more

OTHER CONSIDERATIONS

a. COMMANDS

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**”

Direct Speech	Reported Speech
1. “ Submit the books before you knock off,” the teacher said to the pupils. 2. “ Close the doors as you leave,” she said to the unruly boy.	1. The teacher told the pupils to submit the books before they knocked off. 2. She told the unruly boy to close the door as he left.

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.

b. QUESTIONS

To change questions from direct to indirect speech, take note of the following:

- The statement order is used (subject + verb) is used instead of the question order (verb + subject)
- The question mark is dropped.
- Questions not beginning with an interrogative word like *why*, *who*, *when*, *what*, require the addition of *if* or *whether*

Direct Speech	Reported Speech
1. "Why were you absent yesterday?" the teacher asked the boy.	1. The teacher asked the boy why he had been absent the previous day.
2. "Have you been to Jamaica?" the boy asked the Rastafarian	2. The boy asked the Rastafarian if he had been to Jamaica.

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

For example:

Direct "Why have you locked the door?" The teacher asked me.

Indirect The teacher asked me why I had locked the door.

Direct "Is Henry really working hard?"

Indirect He asked (wondered) if Henry was really working hard.

Direct "Do you know me?" He asked the boy.

Indirect He asked the boy if he knew him.

Direct "How did you do it?" He asked her.

Indirect He asked her how she had done it.

c. PRONOUN CHANGES

CHANGE IN PRONOUNS AND POSSESSIVE ADJECTIVES

Direct	Indirect/Reported
I	he/she
me	him/her
you	her/she/them/they
we	they

us	them
my	his/her
Mine,	His, hers
Our	Their
Ours	Theirs
Your	Their

c. Expressions of time and place

ADVERB CHANGES

DIRECT	INDIRECT/REPORTED
today	that day
yesterday	the day before/ the previous day
tomorrow	the next day/ the following day
yesterday evening	the evening before/ the previous evening
last night	the night before/ the previous night
ago	before
now	then
this	that/the
these	those/the
Here	There
Now	Then
Yesterday morning	The morning before/the previous morning
Yesterday afternoon	The afternoon before/the previous afternoon
The previous day	The day before

Demonstrative Adjective Changes

This	That
These	Those

EXAMPLES

Change the following sentences from direct speech to indirect Speech.

- Direct Speech:** She said that, "I write home every week."
Indirect Speech: She wrote home every week.
- Direct Speech:** She said that, "I am watching television."
Indirect speech: **She was watching television.**
- Direct speech:** She said that, "I have played the game."
Indirect speech: **She had played the game.**
- Direct speech:** She said that, "I shall meet him in Blantyre."
Indirect speech: **She would meet him in Blantyre.**
- Direct speech:** She said that, "I have been playing netball."
Indirect speech: **She had been playing netball.**
- Direct speech:** She said that, "I wrote a letter to Jimmy."
Indirect speech: **She had written a letter to Jimmy.**
- Direct speech:** She said that, "I may be able to go."

Indirect speech: She might be able to go.

8. **Direct speech:** She said that, "If I had my book, I could find the answer."

Indirect speech: If she had her book, she could have found the answer.

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:

1. **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.

2. **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.

3. **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.

4. **Direct speech:** "I borrowed this pen from my brother," John said.

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

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 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.

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.

Jane can swim. Jane can play football.

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.

PHRASES

- A phrase is a group of words that does not contain both a subject and a predicate and that performs a single function in a sentence.
- A phrase is a group of related words which does not include a finite verb.

VERB PHRASES

A verb phrase is a group of words composed of the main verb and one or more helping verbs that together act as the main verb in a sentence.

Examples

1. Tom must have been wondering about us.
2. Henry will look for us.
3. Agnes is always wondering about us.

Verb phrases standing by themselves, they contain no word that could be **subject**- They work as a single verb might work, acting as the main verb of a sentence.

PREPOSITIONAL PHRASES

A prepositional phrase is a group of words which begins with a preposition and ends with a noun or pronoun and does not include a finite verb.

Examples

1. The people from Emfeni trading centre toured our City.

2. Some of us couldn't see the stage well.
3. The gift for the valentine was too expensive.
4. We will go by train.

5. The pen was hidden under the mat.

Prepositional phrases do the work of an adjective or adverbs.

A prepositional phrase that qualifies a noun or pronoun is called an adjective phrase and when it does the work of an adverb, it is called adverb phrase.

ADJECTIVAL PHRASES

These are phrases that qualify nouns or pronouns in a sentence.

Examples

1. The girl across the road is a Malawian. (Qualifies noun "girl")
2. The officer in the office is nervous (Qualifies noun "officer")
3. The book on the table is expensive (Qualifies noun "book")
4. We spent the day at the mountain (Qualifies noun "day")
5. We read the article about expedition (Qualifies noun "article")

ADVERBIAL PHRASE

It is a prepositional phrase that modifies a verb, an adverb or an adjective is called an adverbial phrase.

Examples

1. The parcel should arrive before this weekend.
2. My toes were numb with cold.
3. The plane will touch down in the evening.
4. They left the room in a hurry.
- 5.** The assassination happened at the swearing in ceremony.

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.

ADVERB PHRASE

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

For example:

1. There is a river **near the school**.

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.

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.

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“

CLAUSES

A clause is usually defined as a group of related words having both the subject and a predicate and has only one finite verb.

Examples

1. I left as soon as the move was over.

Subject : Move

Verb : was over

2. Mrs Abdulla stayed home because she had flu.

Subject : she

Verb : had

TYPES OF CLAUSES

1. Independent clauses
2. Subordinate clause

INDEPENDENT CLAUSE (MAIN CLAUSE)

A clause that can stand alone is called an independent clause because it can express a complete thought by itself. Every sentence must contain an independent clause.

SUBORDINATE CLAUSES

A clause that does not express a complete thought is called a subordinate clause. It must be joined to an independent clause to form part of sentence.

A subordinate clause may come either before or after an independent clause.

Independent clause

I like the book

I vacuumed the rug

Subordinate clause

When the package didn't arrive,

If you want to be on time,

Subordinate clause

because it was exciting

while my sister raked leaves

Independent clause

we were surprised

you need to hurry

TYPES OF SUBORDINATE CLAUSES

1. Adjective clauses
2. Adverbial clauses
3. Noun clauses

ADJECTIVE CLAUSES

An adjective clause is a subordinate clause that qualifies a noun or pronoun. The noun qualified is the antecedent.

Adjective clauses are also called relative clauses because most of them are introduced by relative pronouns e.g.: who, whose, whom, that etc.

EXAMPLES OF ADJECTIVE CLAUSES

1. This is the watch that I got for my birthday. (Qualifies noun "watch")
2. The house which I bought is not of a good quality. (Qualifies noun "house")
3. The man who greeted you is my teacher. (Qualifies noun "man")
4. This is the ship which first sailed down the Zambezi River. (Qualifies noun "ship")

NON-DEFINING ADJECTIVAL CLAUSES

A non-defining adjectival clause merely gives information about the noun it

qualifies and is normally separated from the rest of the sentence by the use of commas.

EXAMPLES

1. Brown spiders, which are highly poisonous, like secluded, quite places.
(Qualifies noun "spiders")
2. Professor David Rubadiri, who is making a presentation on population, is favoured in Malawi. (Qualifies noun "David Rubadiri")
3. Our Pastor, whom you met recently, has invited us to the crusade.
(Qualifies noun "Pastor")
4. The lady who lives across the street is my aunt. (Qualifies noun "lady")
5. The book that is on the chair belongs to Marvin. (Qualifies noun "book")
6. I do not like people who are mean to animals. (Qualifies noun "people")
7. Did you go to the school where my friend Jim goes? (Qualifies noun "school")
8. The moment when the clown burst in to surprise the teacher was great!
(Qualifies noun "moment")
9. The reason why I left is a secret. (Qualifies noun "reason")
10. There is the mountain that we are going to climb. (Qualifies noun "mountain")
11. My blue tennis shoes, which used to be my mom's, were under the bed.
(Qualifies noun "shoes")
12. Daniel, who was late again today, sits next to me in English.
(Qualifies noun "Daniel")
13. There is the mountain that we are going to climb. (Qualifies noun "Mountain").
14. My blue tennis shoes, which used to be my mom's, were under the bed.
(Qualifies noun "Shoes").
15. Daniel, who was late again today, sits next to me in English. (Qualifies noun "Daniel").

NOUN CLAUSE

What is a Noun Clause?

- A noun clause has to do with the Beta Clause, which we also call a dependent or subordinate clause which performs the function of a noun in a sentence or functions like the **nominal group**.
- A noun serves as the **subject** of the **verb** in a **sentence** or it serves as the **complement** of the verb in a **sentence**; so does a noun clause and even a nominal or **noun phrase**.
- The following words can introduce a noun clause: **what, that, where, why, when, which, whoever, whomever, and other such words**.
- The noun/nominal clause usually answers the question 'who' or 'what'

FUNCTIONS OF NOUN CLAUSES

A SUBJECT OF A SENTENCE OR A VERB

When a noun clause begins a sentence, it functions as the subject of a sentence or the verb that comes after it.

1. Whoever helps the needy gets blessings. (subject of the verb “gets”)
2. What he did surprised us. . (subject of the verb “surprised”)
3. What I want for my birthday is a pair of shoes. (subject of the verb “is”)
4. Whether we play football or not depends on weather. (subject of the verb “depends”)
5. How he escaped nobody knows. . (subject of the verb “knows”)
6. Why I do this is no concern of yours. . (subject of the verb “is”)
7. Whatever happens to her is none of my business. (subject of the verb “is”)
8. When you choose to start the job will determine your salary.
(subject of the verb “will determine”)
9. How you choose to settle the dispute is entirely your responsibility
(subject of the verb “is”)

ADDITIONAL EXAMPLES

1. Wherever we decide to buy the car must have a discount facility.
(subject of the verb “must have”)
2. Where we choose to reside must have uninterrupted electricity.
(subject of the verb “must have”)
3. Whoever ate my lunch is in big trouble.
(subject of the verb “is”)
4. How you will finish all your homework on time is beyond me.
(subject of the verb “is”)
5. That the museum cancelled the lecture disappoints me. (subject of the verb “disappoints”)
6. For you to not graduate from college now is such as shame.
(subject of the verb “is”)
7. Whoever smelt it dealt it, (subject of the verb)

AN OBJECT OF A SENTENCE OR VERB

A noun clause performs this function comes after the verb or when it is the recipient of the action the subject initiates.

1. The mechanical didn't know what the problem was
(Noun clause object of the verb “didn't know”)
I knew that she called (Noun clause object of the verb “”)
2. The customers demanded that the store returns their money
(Noun clause object of the verb “ demanded”)
3. I cannot understand how the mistake was made. (Noun clause object of the

verb “understand”)

4. I heard what he said. (Noun clause object of the verb “ heard”)
5. He asked me where I put the ball. (Noun clause object of the verb “ asked”)
6. I like what you do. (Noun clause object of the verb “ like”)
7. She dislikes where her parents live. (Noun clause object of the verb “ dislikes”)
8. We prefer what we agreed on initially. (Noun clause object of the verb “ prefer”)
9. Nobody knows what the principal is up to. (Noun clause object of the verb “knows”)

ADDITIONAL EXAMPLES

1. He promised to do whatever his father says. (Noun clause object of the verb “ do”)
2. We do not know when the examination will begin. (Noun clause object of the verb “know”)
3. Light knows when you are looking at it. (Noun clause object of the verb "knows.")
4. Ask your child what he wants for dinner only if he's buying. (Noun clause object of verb "ask.")
5. He knows all about art, but he doesn't know what he likes. (Noun clause objects of the verb "know.")
6. It is even harder for the average ape to believe that he has descended from man. (Noun clause objects of the verb "believe.")

THE COMPLEMENT OF THE SUBJECT

A noun clause also serves as the complement of the subject when it comes after an **intensive or copular verb**, which we also refer to as a **linking verb**; that is, when the complement refers to the subject or when it is the same as the subject.

1. A buja is where most of the moves are made.
(Noun clause complement of the verb“ is”)
2. This appears to be what they have been expecting
(Noun clause complement of the verb“ appears to be”)
3. The fact is that she doesn’t really work hard(
Noun clause complement of the verb“”)
4. The big problem at hand is how to raise funds for the club
(Noun clause complement of the verb“ is”)
5. We **are** what our thinking makes us. (Noun clause complement of the verb“are”)
6. Your disposition on the case **is** what you allow it to be.

(Noun clause complement of the verb "is")

7. The girl **became** what her parents never believed.

(Noun clause complement of the verb "became")

8. He **is** the genius we have always known him to be.

(Noun clause complement of the verb "is")

9. His whereabouts **remains** a mystery that baffles everyone.

(Noun clause complement of the verb "remains")

ADDITIONAL EXAMPLES

1. My command **is** whatever you wish. (Noun clause complement of the verb "is")

2. Man is what he eats. (Noun clause complement of the verb "is")

3. My one regret in life is that I am not someone else.

(Noun clause complement of the verb "is")

NOUN CLAUSE AS OBJECT OF A PREPOSITION

1. I wouldn't want to guess about what will happen.

(Noun clause, object of a preposition "to")

2. Give these books to whoever wants them.

(Noun clause, object of a preposition "to")

3. We cannot depend on what she says. (Noun clause, object of a preposition "on")

4. She only laughed at what we said. (Noun clause, object of a preposition "at")

5. The players deliberated **on** who should lead the team. (Noun clause, object of a preposition "on")

6. Children sometimes quarrel **about** what is flimsy and unnecessary. (Noun clause, object of a preposition "about")

7. The students agreed **on** the best route to follow to the school. (Noun clause, object of a preposition "on")

8. The desperate staff signed **for** a loan he might not be able to repay in a year.

9. (Noun clause, object of a preposition "for")

ADDITIONAL EXAMPLES

1. We cannot say particularly **under** which condition the authorities permitted him to participate in the bid. (Noun clause, object of a preposition "under")

2. It is a light thing for whoever keeps his foot outside trouble to advise and counsel him that suffers. (Noun clause, object of a preposition "for")

3. I never know how much of what I say is true.

(Noun clause, object of a preposition. "of")

NOUN CLAUSES IN APPPOSITION TO A NOUN

1. The news, that he was right, gave him satisfaction.

(Noun clause in apposition to noun “news”)

2. The report that the group had been beaten proved to be without foundation.

(Noun clause in apposition to noun “report”)

3. The rumour that the palace was haunted by ghost was false.

(Noun clause in apposition to noun “rumour”)

4. The news that the Envoys had a hidden agenda shocked the people.

(Noun clause in apposition to noun “news”)

5. The belief that the world will crumble is true though it seems incredible.

(Noun clause in apposition to noun “belief”)

ADVERBIAL CLAUSE

Adverbial clauses or Adverb clauses are groups of words with a subject and a predicate that function as adverbs in a sentence.

Adverb clauses, also known as adverbial clauses, are dependent clauses that function as adverbs. Since they are dependent clauses, they must have a subordinating conjunction to connect them to the rest of the sentence.

Just like adverbs, they answer the questions “when?”, “where?”, “how?”, “why?” to describe time, place, manner, purpose, etc

Below are some examples, which are grouped by what type of adverb question they answer:

When: after, when, until, soon, before, once, while, as soon as, whenever, by the time

How: if, whether or not, provided, in case, unless, even if, in the event

Why: because, as, since, so, in order that, now that, in as much as

Where: wherever, where

Adverb clauses can be placed at the beginning, middle or end of a sentence.

When placed at the beginning or in the middle, they require a comma to offset them from the rest of the sentence.

TYPES OF ADVERBIAL CLAUSES

ADVERBS OF TIME (WHEN?)

Adverb clauses of time tell us about when something happens

An adverb of time states when something happens or how often OR Adverb clauses of time tell us about when something happens

An adverb of time often starts with one of the following subordinating conjunctions: “**after**,” “**as**,” “**as long as**,” “**as soon as**,” “**before**,” “**no sooner than**,” “**since**,” “**until**,” “**when**,” or “**while**,” and “**whenever**”.

The function is to modify the verb in the sentence.

Examples

1. Before heavy rain fell, the air grew still and oppressive. (modifies “grew”)
2. When the people read her books, they became concerned about human rights abuses. (modifies “became concerned”)

3. The train arrived as the sun was setting. (modifies "arrived")
4. We were working while they were resting. (modifies "were working")
5. After the game has finished, the king and pawn go into the same box. (modifies "go")
6. I stopped believing in Santa Claus when my mother took me to see him in a department store, and he asked for my autograph. (modifies "stopped believing")
7. As soon as you trust yourself, you will know how to live. (modifies "will know")
8. I stopped running when I saw my friend. (modifies "stopped running")
9. Annie gets excited whenever she sees a dog. (modifies "gets excited")
10. I'll do my homework before I go back to school. (modifies "will do")
11. Harry went home after the movie ended. (modifies "went")
12. I watched my mother as she prepared dinner. (modifies "watched")
13. He washed the dishes while his girlfriend vacuumed the floor. (modifies "washed")
14. I will come over as soon as I finish eating. (modifies "will come")
15. Gemma hasn't stopped working since she arrived (modifies "hasn't stopped")

ADVERBS OF PLACE (WHERE?)

An adverb of place states where something happens. An adverb of place often starts with a preposition (**e.g., "in," "on," "near"**) or one of the following subordinating conjunctions: **"anywhere," "everywhere," "where," or "wherever."**

Here are some examples:

- We went skin diving where there were no crocodiles. (modifies "went")
- Stay wherever you find a place. (modifies "stay")
- I found the key where I placed it before. (modifies "found")
- Wherever there is music, people will dance. (modifies "will dance")
- You can drop by for a visit where we're staying for the summer. (modifies "can drop")
- I'm not sure where she lives. (modifies "am not")
- We met kind people everywhere we went. (modifies "met")
- Where there is a will, there is a way. (modifies "is")
- He followed her wherever she went. (modifies "followed")

ADVERBS OF MANNER (HOW?)

An adverb of manner states how something is done. An adverb of manner often starts with one of the following subordinating conjunctions: **"as," "like," or "the way," , like', 'as though' or 'as if':**

Examples

1. The dogs ate as if they wanted to set a record of greediness. (modifies "as")
2. You must do the work as I do. (modifies "must do")
3. He spoke as though he was the anointed heir. (modifies "spoke")
4. He acts like it is a joke. (modifies "acts")
5. We don't have conversations. You talk at me the way a teacher talks to a naughty student. (modifies "talk")
6. Except for an occasional heart attack, I feel as young as I ever did. (modifies "feel")
7. She looked as though she was in pain. (modifies "looked")
8. Ryan walked past as if he hadn't seen us. (modifies "walked past")
9. He talked to me like I was a child. (modifies "talked")

ADVERBS OF DEGREE OR COMPARISON (TO WHAT DEGREE?)

An adverb of degree states to what degree something is done or offers a comparison.

In other words, Clauses of comparison are used to **compare** things or ideas.

An adverb of degree often starts with one of the following subordinating conjunctions: "**than**," "**as...as**," "**so...as**," or "**the...the**."

EXAMPLES

1. He is as old as I am. (modifies "old")
2. Fanwell is better than Geoffrey. (modifies "better")
3. The Question is easier than I thought. (modifies "easier")
4. This work is not so easy as you think. (modifies "so easy")
5. A vacuum is a hell of a lot better than some of the stuff that nature replaces it with.
6. He is as smart **as he is tall**. (modifies "better")
7. She is not so bright **as she thinks she** is. (modifies "so bright")
8. She is as beautiful as she is smart. (modifies "beautiful")
9. That restaurant is not as good as it used to be. (modifies "good")

Sometimes, the verb in an adverb of degree is understood (i.e., not present).

EXAMPLES

1. You are taller than I. (In this example, the verb "am" has been omitted.)
2. You are taller than I am. (modifies "taller")
3. You are taller than me (modifies "taller")
4. You are stronger than you think (modifies "stronger")
10. My brother is older than he looks. (modifies "older")

ADVERBS OF REASON/PURPOSE (WHY?)

An adverb of reason offers a reason for the main idea. An adverb of reason often starts with one of the following subordinating conjunctions: "as," "because," "given," or "since."

In other words, Clauses of cause are used to show why something happens.

These clauses begin with the conjunctions **'because'**, **'since'**, and **'as'**:

EXAMPLES

1. The house was sold because it was too small. (modifies "was sold")
2. As he was ambitious, we slew him. (modifies "slew")
3. I am glad that you have come. (modifies "am glad")
4. We hated him since he was cruel. (modifies "hated")
5. I don't have a bank account, because I don't know my mother's maiden name.
(modifies "don't have")
6. I listen to classical music because it sounds beautiful. (modifies "listen")
7. Since you're so kind to me, I will help you. (modifies "will help")
8. As it was so sunny, he walked to the park. (modifies "walked")

Note: **'because'** is more common in informal conversations than **'since'** or **'as.'**

ADVERBS OF CONDITION (IF, THEN)

An adverb of condition states the condition for the main idea to come into effect. An adverb of condition often starts with **"if, should, whether, had, unless."**

EXAMPLES

1. If you master English language, you will stand a better chance.
(modifies verb "will stand")
2. Should you fail to come; the whole programme will be cancelled.
(modifies verb "will be cancelled")
3. I shall do my duties whether you like it or not. (modifies verb "shall do")
4. If the facts don't fit the theory, change the facts. (modifies verb "change")
5. If the English language made any sense, a catastrophe would be an apostrophe with fur. (modifies verb "would be")
6. If all the rich people in the world divided up their money among themselves, there wouldn't be enough to go around. (modifies verb "go")
7. I only watch TV if my favorite show is on. (modifies verb "watch")
8. He won't go to university unless he studies very hard. (modifies verb "won't go")
9. You can play the game provided that you follow the rules. (modifies verb "can play")

ADVERBS OF CONCESSION (IN SPITE OF)

An adverb of concession offers a statement which contrasts with the main idea. An adverb of concession often starts with one of the following subordinating conjunctions: "though," "although," "even though," "while," "whereas," 'or "even if."

EXAMPLES:

1. Adams went to the party although he had to leave early. (modifies “went”)
2. Intelligent though he was, he failed the examinations (modifies “failed”)
3. She took part in the competition even though she had a cold. (modifies “took part”)
4. Although golf was originally restricted to wealthy, overweight Protestants, today it's open to anybody who owns hideous clothing. (modifies “owns”)
5. A loud voice cannot compete with a clear voice, **even if it's a whisper**. (modifies “cannot compete”)
6. Although it rained, they enjoyed their walk. (modifies “enjoyed”)
7. I enjoyed the meal, though it was expensive. (modifies “enjoyed”)
8. Even though I was full, I couldn't stop eating. (modifies “couldn't stop”)
9. Harry, while he was almost crying from the pain, decided to finish the race. (modifies “decided”)
10. Joseph was very popular whereas his brother had more enemies than friends. (modifies “was”)

ADVERBIAL CLAUSES OF EFFECT/RESULT

Clauses of effect tell us about consequences. They often begin with ‘**so...that**’, and ‘**such...that**’.

We usually put an adjective between ‘**so**’ and ‘**that**.’

EXAMPLES

- I was so tired that I couldn't stay awake. (**adverbial clause modifies “tired”**)
- The meal was so delicious that we made it again the next day. (**Adverbial clause modifies “delicious”**)
- It was so hot that the child fainted (**Adverbial clause modifies hot**)
- He was speaking very quietly, so that it was difficult to hear what he said. (**Adverbial clause modifies “was speaking”**)

ADVERBIAL CLAUSES OF PURPOSE

Adverbial clauses of purpose show why something is happening (the intended result).

We can use ‘so that’, ‘lest’ and ‘in order that’:

EXAMPLES

- I phoned you so that we could discuss outstanding issues. (modifies “phoned”)
- Some people eat so that they may live. (modifies “eat”)
- Others seem to live in order that they may eat. (modifies “live”)
- He took his jacket off so that he could be recognized. (modifies “took”)
- He took off his shoes so that he would not ruin the carpet. (modifies “took”)
- Walk carefully lest you should fall. (modifies “walk”)

- The doctors did extensive research in order that they can find the cure for that disease. (modifies “did”)

CHATER FIVE- QUESTION TAGS

Question tags are short questions at the end of statements.

They are mainly used in speech when we want to:

- Confirm that something is true or not**, or
- To encourage a reply** from the person we are speaking to.

FORMAT OF QUESTION TAGS

- Affirmative – Auxiliary verbs + subject +?
- Negative – Auxiliary verbs + n’t + subject +?

HOW TO MAKE QUESTION TAGS/FORMAT OF QUESTION TAGS

Rule (1): the question tag of an affirmative sentence is negative. In other words, the structure

Positive statement + subject + negative tags

Auxiliary Verb+ n’t + subject +?’ is used in question tags

POSITIVE STATEMENT TAG QUESTIONS

Look at these examples with **positive statements**. You will see that most of the time, the auxiliary verb from the positive statement is repeated in the tag and changed to negative.

(+) positive statement				(-) negative tag		
subject	auxiliary	main verb		auxiliary	not	personal pronoun same as subject
You	are	coming,		are	n't	you?
We	have	finished,		have	n't	we?
You	do	like	coffee,	do	n't	you?
You		like	coffee,	do	n't	you?
They	will	help,		wo	n't	they?
I	can	come,		can	't	I?
We	must	go,		must	n't	we?
He	should	try	harder,	should	n't	he?
You		are	English,	are	n't	you?
John		was	there,	was	n't	he?

Note

- The use of *do* in the two coffee questions. Remember that in Present Simple, *do* is optional in positive statements (*You like coffee/You do like coffee*). But the *do* must appear in the tag. The same applies to Past Simple *did*.
- In last two questions, no auxiliary for main verb *be* in Present Simple and

Past Simple. The tag repeats the main verb.

POSTIVE SENTENCES, WITH NEGATIVE TAGS

<u>Present simple 'be'</u>	She's Italian, isn't she?
<u>Present simple other verbs</u>	They live in London, don't they?
<u>Present continuous</u>	We're working tomorrow, aren't we?
<u>Past simple 'be'</u>	It was cold yesterday, wasn't it?
<u>Past simple other verbs</u>	He went to the party last night, didn't he?
<u>Past continuous</u>	We were waiting at the station, weren't we?
<u>Present perfect</u>	They've been to Japan, haven't they?
<u>Present perfect continuous</u>	She's been studying a lot recently, hasn't she?
<u>Past perfect</u>	He had forgotten his wallet, hadn't he?
<u>Past perfect continuous</u>	We'd been working, hadn't we?
<u>Future simple</u>	She'll come at six, won't she?
<u>Future continuous</u>	They'll be arriving soon, won't they?
<u>Future perfect</u>	They'll have finished before nine, won't they?
<u>Future perfect continuous</u>	She'll have been cooking all day, won't she?
<u>Modals</u>	He can help, can't he?
<u>Modals</u>	John must stay, mustn't he?

ADDITIONAL EXAMPLES

Auxiliary Verb+ n't + subject +?' is used in question tags; as,

- He writes a letter, doesn't he?
- She is ugly, isn't she?
- He came here last night, didn't he?
- You are courageous, aren't you?
- She was a sales girl, wasn't she?
- I am wrong, aren't I?
- You will help me, won't you?
- He spoke the truth, didn't he?
- He has done his homework, hasn't he?
- He had gone there, hadn't he?

Rule (2): the question tags of negative sentence are affirmative (positive).

Negative statement + subject + positive tag

EXAMPLES OF AUXILIARY VERBS + NOT

Auxiliary Verbs + Not	Short forms used in question Tags
Do not	Don't
Does not	Doesn't
Did not	Didn't
Am I not	Aren't I

Is not	Isn't
Are not	Aren't
Has not	Hasn't
Have not	Haven't
Had not	Hadn't
Was not	Wasn't
Were not	Weren't
Shall not	Shan't
Will not	Won't
Can not	Can't
Should not	Shouldn't
Would not	Wouldn't
Could not	Couldn't
May not	Mayn't
Might not	Mightn't
Ought not	Oughtn't
Must not	Mustn't
Used not	Usedn't
Need not	Needn't
Dare not	Daren't

NEGATIVE STATEMENT TAG QUESTIONS

Look at these examples with **negative statements**. Notice that the negative verb in the original statement is changed to positive in the tag.

(-) negative statement						(+) positive tag	
subject	auxiliary		main verb			auxiliary	personal pronoun same as subject
It	is	n't	raining,			is	it?
We	have	never	seen		that,	have	we?
You	do	n't	like		coffee,	do	you?
They	will	not	help,			will	they?
They	wo	n't	report		us,	will	they?
I	can	never	do		it right,	can	I?
We	must	n't	tell		her,	must	we?
He	should	n't	drive		so fast,	should	he?
You	wo	n't	be		late,	will	you?
You			are	n't	English,	are	you?

John			was	not	there,	was	he?
------	--	--	-----	-----	--------	-----	-----

Notice

- *won't* is the contracted form of *will not*
- The tag repeats the auxiliary verb, not the main verb. Except, of course, for the verb *be* in Present Simple and Past Simple.

NEGATIVE SENTENCES, WITH POSITIVE TAGS

Present simple 'be'	We aren't late, are we?
Present simple other verbs	She doesn't have any children, does she?
Present continuous	The bus isn't coming, is it?
Past simple 'be'	She wasn't at home yesterday, was she?
Past simple other verbs	They didn't go out last Sunday, did they?
Past continuous	You weren't sleeping, were you?
Present perfect	She hasn't eaten all the cake, has she?
Present perfect continuous	He hasn't been running in this weather, has he?
Past perfect	We hadn't been to London before, had we?
Past perfect continuous	You hadn't been sleeping, had you?
Future simple	They won't be late, will they?
Future continuous	He won't be studying tonight, will he?
Future perfect	She won't have left work before six, will she?
Future perfect continuous	He won't have been travelling all day, will he?
Modals	She can't speak Arabic, can she?
Modals	They mustn't come early, must they?

ADDITIONAL EXAMPLES

1. She does not make a noise, does she?
2. I don't drink wine, do I?
3. You are not laborious, are you?
4. She did not tell me a story, will he?
5. I am not right, am I?
6. He did not tell a lie, did he?
7. He has not helped her, has he?
8. You had not played well, had you?
9. She was not lazy, was she?

Rule (3): If negative words such as – Neither, no, not , never, none, no one, nobody, nothing, few, little, hardly, rarely, scarcely, seldom....etc are used in a sentence, the meaning of the sentence is negative and it is considered to be negative sentence. Therefore, its question tag is affirmative.

Look at these examples:

Positive statement treated as <i>negative statement</i>	Positive tag
---	--------------

He never came again,	did he?
She can rarely come these days,	can she?
You hardly ever came late,	did you?
I barely know you,	do I?
You would scarcely expect her to know that,	would you?

ADDITIONAL EXAMPLES

1. We have no friends, have we?
2. No one knows this matter, do they?
3. They have nothing, have they?
4. Nobody is perfect, are they?
5. A barking dog seldom bites, does he?
6. Nothing is yours, is it?
7. Few students have come to attend the class, have they?
8. Neither of us helped you did we?
9. I know little about you, do I?
10. It is rarely found, is it?

Rule (4): The question tag of an affirmative imperative sentence is both affirmative- 'will you?' and negative – 'won't you?';

EXAMPLES

1. Switch on the radio, will you?
2. Switch on the radio, won't you?
3. Please give me money, will you?
4. Please give me money, won't you?
5. Kindly post this letter, will you?
6. Kindly post this letter, won't you?

Rule (5): The question tag of a negative imperative sentence is affirmative – 'will you?'

Examples

1. Don't open the window, will you?
2. Don't spit here, will you?
3. Don't switch off the light, will you?
4. Don't be late tomorrow, will you?
5. Don't make a noise, will you?

Rule (6): If an affirmative imperative sentence is used to express the sense of 'more urgency', the negative question tag – 'won't you?' is used

1. Remember to shut the window, won't you?
2. Be careful while solving the sums, won't you?

Rule (7): If the verb used in an imperative sentence denotes the sense of reprimand, the question tag- 'can't you?' is used

1. Use your own mind, can't you?

2. Use your own book, can't you?

Rule (8): If the imperative sentences begins with 'Let us' or 'Let's', it denotes 'proposal' or 'suggestion' and the question tag – 'shall we?' is used for it;

Examples

1. Let us dance together, shall we?
2. Let us help her, shall we?
3. Let us do this work, shall we?
4. Let's go there, shall we?
5. Let's read the Gita, shall we?

Rule (9): If the imperative sentence begins with 'Let me', 'Let him', 'Let her', 'Let them', 'Let Karan'

1. Let me do this work, will you?
2. Let her be my beloved, will you?
3. Let him go, will you?
4. Let them do their homework, will you?
5. Let Aman watch TV will you?

Rule (10): If the verb – 'used to' is used in a sentence, the negative verb- 'usedn't' or 'didn't' is used in a question tag.

1. He used to come here, usedn't he? He used to come here, didn't he?
2. They usedn't to come here, used they?
3. They usedn't to come here, did they?

Rule (11): If the marginal Auxiliary verbs- 'dare not' or 'daren't' and 'need not' or 'needn't' are used in a sentence, the affirmative question tag structure.

1. He daren't come here, dare he?
2. I needn't go there, need I?
3. He need not work hard, need he?
4. You dare not face you teacher, dare you?
5. They daren't touch the naked wire, dare you?

Rule (12): If the verb – 'dare' and 'need' are used as main verbs in a sentence, its question tag is formed like this.

1. He dares to oppose his father, doesn't he? She needs your note book, doesn't she?
2. We needed your help, didn't we? She dared to abuse me, didn't she? You don't dare to go there, do you?
3. They do not need to go there, do they?
4. He did not need to read the Gita, did he?
5. I don't dare to beat him, do I?
6. Nobody will dare to beat me, will they?

7. He will need nothing, will he?

ADDITIONAL RULES ON QUESTION TAGS

1. **In the present form of *be*: In an affirmative statement, if the subject is "I", the auxiliary changes to *aren't* in the tag.**
 - I'm sitting next to you, **aren't I?**
 - I'm a little red, **aren't I?**
2. **With *let's*, the tag is *shall we?***
 - Let's go to the beach, **shall we?**
 - Let's have a coffee, **shall we?**
3. **With an imperative, the tag is *will you?***
 - Close the window, **will you?**
 - Hold this, **will you?**
4. **We use an affirmative tag after a sentence containing a negative word such as *never, hardly, nobody*.**
 - Nobody lives in this house, **do they?**
 - You've never liked me, **have you?**
5. **When the subject is *nothing*, we use "it" in the tag.**
 - Nothing bad happened, **did it?**
 - Nothing ever happens, **does it?**
6. **If the subject is *nobody, somebody, everybody, no one, someone or everyone*, we use "they" in the tag.**
 - Nobody asked for me, **did they?**
 - Nobody lives here, **do they?**
7. **If the main verb in the sentence is *have* (not an auxiliary verb), it is more common to use *do* in the tag.**
 - You have a Ferrari, **don't you?**
 - She had a great time, **didn't she?**
8. **With *used to*, we use "didn't" in the tag.**
 - You used to work here, **didn't you?**
 - He used to have long hair, **didn't he?**
9. **We can use affirmative tags after affirmative sentences to express a reaction such as surprise or interest.**
 - You're moving to Brazil, **are you?**

IMPERATIVES

Sometimes we use question tags with imperatives (invitations, orders), but the sentence remains an imperative and does not require a direct answer. We use *won't* for invitations. We use *can, can't, will, would* for orders.

IMPERATIVE + QUESTION TAG	NOTES
Take a seat, won't you?	polite invitation
Help me, can you?	quite friendly

Help me, can't you?	quite friendly (some irritation?)
Close the door, would you?	quite polite
Do it now, will you.	less polite
Don't forget, will you.	with negative imperatives only <i>will</i> is possible

SOME MORE SPECIAL CASES

EXAMPLE	NOTES
I am right, aren't I?	aren't I (<i>not amn't</i> I)
You have to go, don't you?	you (do) have to go...
I have been answering, haven't I?	use first auxiliary
Nothing came in the post, did it?	treat statements with <i>nothing, nobody etc</i> like negative statements
Let's go, shall we?	<i>let's = let us</i>
He'd better do it, hadn't he?	he had better (no auxiliary)

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 behavior. **Neither does** Biti.
- c. The party Secretary General could not do that. **Neither could** Dambo.

WORD SYNONYM

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

Abandon -Forsake, desert
Abundant -Ample, plenty
Active -Diligent, energetic, alert
Ally -Colleague, helper, partner
Bad -Evil, Wicked, devilish
Beautify -Adorn, decorate
Beg -Request, implore
Behaviour -Conduct, demeanour
Big -Large, huge, gigantic, enormous
Brave -Courageous, fearless, daring
Bright -Clear, Shiny, Transparent, Intelligent
Brittle -Frail, Fragile
Candid -Frank, straight forward, out spoken, open
Catch -Capture, seize, arrest, apprehend
Cause -Reason, purpose; motive
Clever -Versatile, ingenious
Confess -Admit
Conflict -Strife, Contention, struggle
Conquer -Defeat
Cross -Fretful
Cruelty -Harshness, oppression
Dangerous -Risky, hazardous
Decrease -Reduce, diminish, lessen, dwindle
Destroy -Demolish
Disaster -Misfortune, calamity, catastrophe
Disfigure -Mar, deface, injure
Dishonest -Unjust, deceitful, deceptive
Disorder -Confusion, chaos
Disseminate -Diffuse, Broadcast
Dull -Gloomy, unintelligent
Eager -Keen
Eat -consume, devour
Eject -Expel, Emit, Cast
Elevate -Raise, lift, improve
Emancipate -Free, liberate, release
Enough -Adequate, sufficient
Enquire -Seek, search, investigate, explore, trace, examine
Entire -Whole, total
Eradicate -Exterminate, eliminate, destroy
Eternal -Perpetual, infinite, ceaseless

Exaggerate -Magnify, heighten, enlarge, amplify

Excess -Surplus

Extravagant- Wasteful

Famous -Popular, renowned, celebrated, eminent

Far- Distant

Fasten -Bind, fix

Fatal- deadly

Fate -Destiny, end

Fault- Error, Mistake, Flaw, Defect, blunder

Fearful- Frightened, timid, cowardly, nervous

Fond -Affectionate, Sympathetic

Gaze- Stare

Genuine -Real

Hateful- Detestable Entice Lure, persuade

Hinder- Obstruct, impede, thwart

Injure -Hurt, harm

Invade -Raid, attack

Invoke -Call, Summon

Kind -Considerate, thoughtful

Mute -Silent

Obey -Yield, submit

Obscene -Indecent, Vulgar

Poor -Needy, Destitute

Praise- Compliment, commend, applaud

Predict -Foretell

Pretty -Beautiful, attractive

Quite- Calm, tranquil, peaceful

Real -Authentic, genuine, original

Riot -Revolt

Rude -Insolent, impolite

Safe -Secure, protected, guarded

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.

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

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

- a) Can you _____ me your pen?
- b) I would like to _____ your suit for the party.
- c) 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

- a) Our house has been _____ twice.
- b) After the strike, the vendors _____ the shops of Indians.
- c) 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

- a) Jews were _____ in concentration camps by Hitler.
- b) Peter was _____ after touching the live electric wires.

- c) President Lawrent Kabira was _____ by his own bodyguard.
d) 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

- a) Peter committed _____ by killing his own sister.
b) Tawina was charged with _____ for setting the church ablaze.
c) 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 losing 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 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 someone 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.

REGISTERS IN GOVERNMENT

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

Bankrupt: Not having enough money to pay your debts

Exercise

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

REGISTER OF COMMERCE

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

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

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

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

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

Casualist: 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 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. DESEASE 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

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 established the facts

Writ: An order to appeal before a judge or court

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.

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

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.

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.

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

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

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

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

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

REGISTERS - TRANSPORT AND COMMUNICATION: CARS

Register	Meaning and usage
Park	To stop and leave the car. E.g. He parked his car and went into the shop.
Over take	Pass another vehicle because you are driving fast. E.g. He overtook two cars in a roll.
Steer	To control the direction in which the car is going. The driver failed to steer the vehicle.
Slow down, brake, put on brake	To make the cargo more slowly. When he saw the truck in front of him he put the brakes on .
Swerve	Change the direction suddenly Peter swerved the car to avoid hitting the boy.
Speed up, accelerate, put	To make the cargo fat/ increase the speed He accelerated because they were against time.

your foot down	
Make a U - turn	To turn round and go back along the same road Do you want to make a U - turn ?
Indicate	To signal that your car is going to turn Please indicate that you would like turn.
Give way	To allow another vehicle go before you. Give way.

WATER TRANSPORT

REGISTER	MEANING AND USAGE
Ship/vessel	Any large boat that is used for carrying passengers or goods by the sea. This ship was registered in United Kingdom.
Freighter/ cargo ship	A boat used in catching fish.
Life boat	A boat used to rescue people who are on danger on the sea. A small boat kept on the ship and used by people to escape if the ship is going to sink.
Raft	A small boat made of plastic /rubber that is filled with air. A flat structure made of pieces of wood tied together and used as a boat.
Fleet	A group of boats that sail and work together such as a fishing fleet.
Flotilla/convoy	A group of boats travelling together. The boats travelled in convoy.
Sail	You sail a boat/Yacht travel on water
Row	You row a rowing boat We rowed to the other side of the river.
Paddle	Especially a canoe Paddling a canoe is not easy
Board/embark	Getting on a ship We boarded the ship at midday.
Go ashore/disembark	Get off the ship
Set sail	Begin a journey by sea Five competitors set sail from Salima to Mangochi
Cruise	Visiting a number of places by boat He went on an a cruise.
Voyage	A long journey by the sea

	He made his first voyage in 2010
Pitches	Movement of the boat forwards and backwards
Rolls	Movement of the boat from side to side E.g. The trawler was pitching and rolling violently in the storm.
Bow	The front part of the boat
Stern	The back part of the boat.
Port	The side of the boat that is on the right are facing the front.
Star board	The side of the boat that is on the right are facing the front.
Deck	The top outside floor of a boat.
Cabin	A small room in a boat where you can sleep.
Berth/bunk	A bed in a cabin e.g. A cabin with four berths.
Galley	A kitchen in a boat
Porthole	Ship's round window.
Bridge	Part of the ship where the captain and other officers control the ship.

AIR TRANSPORT

Terminal	Airport building where the journey begins and end.
Check in	To say that you have arrived on the check in desk.
Pay excess baggage	Payment of goods that are heavier than the weight limit.
Departure lounge	Where you wait for your flight.
Boarding	Getting on your plane.
Disembark	Leaving your plane
Take off	Plane's departure
Touch down	Plane's arrived.

HOMES

Register	Meaning
Mansion	A very big house William Shakespeare built a mansion in Stratford. When Chidaonda retired from teaching, he built a mansion in his home village.
Palace	The official home of the king, queen, president etc. They met the President at the palace .
Rent house	An expensive and comfortable flat/apartment at the top of a tall building. He lives in a rent house .
Neighbourhood	The area surrounding a house. Our neighbourhood is insecure.

Suburb	The area where people live outside the main part of the city or town. He has the house in the suburb.
Estate Agent	A person whose job is to buy and sell houses and land for other people.
Mortgage	A loan from the bank or building society to buy a house. He failed to pay back the mortgage. He got a mortgage from the bank to buy a house.
Rent	Paying money for using a house a house, room etc Did you pay rent last month?
Tenant	The person who rents a room, house etc. He is a good tenant he pays his rental fee in good time.
Landlord	A man who owns property His landlord is a strick person.
Landlady	A woman who owns property The landlady has put the rent up again. She is a good landlady and does not bother tenants.
Eviction	Chasing a tenant out of a room for failing to pay rent. The landlord threatened to evict him if he didn't pay the accumulated rentals.

CLOTHES

Elegant	Clothes that is attractive and designed well. E.g. He dressed elegantly and was the centre of attraction.
Scruffy	Untidy and dirty James looked miserably in his scruffy attire.
Smart	Clean, tidy and formal e.g. He looked smart. Mr. Matimba is always smart, he is my idol. He is so classic.
Stylish	Fashionable and attractive e.g. She is in stylish attire.
Casual	Not formal e.g. Casual clothes are liked by many.
Trendy	Very fashionable.
Tight	Fitting closely to your body
Close-fitting/skin tight	Tight clothing e.g. He put on close fitting trousers.
Loose/baggy	Not fitting closely. E.g. His baggy shirt made him fail interviews.
Fitting	Not too big and not too small.
Suits	A piece of clothing that looks good on you. E.g. He put on western suit.

Overdressed	Dressed too smartly or too formally for an occasion. E.g. overdressed for the interview. His overdressed attire made him fail the interviews.
Fancy	Dress in unusual clothes for a party or play. E.g. I don't like fancy clothes when I am going for a party.
Outfit	A set of clothes that you wear together especially for a particular occasion or purpose.

MEDICINES/HOSPITAL/HEALTH/DEATH

Suture	Stitch or stitches made sewing up a wound, especially after an operation.
Lint	A fabric used to dress wound/treated cotton e.g. The lint was soaked in methylated spirit.
Therapy	Treatment e.g. Dental therapy Physio-therapy
Therapist	A specialist in certain field and gives treatment. E.g. He is a physio-therapist. Joana is a dental-therapist.
Dentist	Specialist in dental hygiene and problems. Joseph went to the dentist to have his tooth extracted.
Surgeon	A specialist in surgery/body operation e.g. The surgeon did not go out for lunch because he had a long list of patients to be operated on.
Outbreak	Sudden start of the disease. E.g. An outbreak of typhoid.
Epidemic	Large number of cases of a particular disease happening at the same time in a particular community.
Pandemic	A disease that spreads over the whole country and or the world.
Bereaved	A family/person that has lost a relative e.g. The bereaved family did not accept the President's condolence.
Deceased	The person who has died/passed away/passed on. E.g. The deceased has left one wife and two children.
Mourn	Expression of sorrow over the dead e.g. He mourned his father for two weeks.
Post-mortem	Tests carried out on the dead body to find the cause of death. E.G. After post-mortem, the pathologist said the man died of acute hunger.
Diagnosis	The act of discovering or identifying the exact cause of an illness or a problem e.g. They were waiting for the doctor's diagnosis .
Dispensary	A place in a hospital, shop, store etc where medicine is prepared for patients. A place where patient are treated.

	E.g. He went to the nearest dispensary for treatment.
Lotion	Medication for skin disease. E.g. He was given lotion to apply on his scabies.
Embalm	Medical treatment of the dead body as one way of preserving it. E.g. His body was embalmed at the College of Medicine.
Warts	Small hard lumps, that grow on your skin and that is caused by a virus. e.g. He developed warts on his face.
Farts	Releases of stomach gases through the anus e.g. Farting in public indicate bad manners.
Belch	Release of stomach gases through the mouth e.g. He belched after he had finished his food.
Venom	The poisonous liquid that some spiders, snakes etc produce when they bite or sting. E.g. He was paralysed due to venom after he had been bitten by snake.
Rheumatism	A disease that makes the joints and muscle painful, stiff and swollen.
Dosage	Total tablets for the whole treatment e.g. The dosage for tuberculosis is sixty tablets in two months.
Dose	The number of tablets to be taken at a time e.g. The nurse told him to take two tablets in the morning and two in the evening as the dose .
Lozenge	Medication that soothes the throat e.g. He was given cough lozenges.
Sickbay	A place where the sick await treatment. The school's sickbay was empty.
Ward	A room where the sick are treated at the hospital. Mary was in the female ward .
Infirmly	A hospital, a special room in a school, prison etc for people who are sick. E.g. We went to see him in the infirmly .
Theatre	A room where surgery is done. The theatre is closed.
Toxin	Poison e.g. The cassava he ate was toxic and that has affected him.
Antidote	Treatment to poison e.g. Do you have antidote to snake bite.
Myopic	Unable to see distant objects e.g. The old man is myopic and could not recognize his son who was some metres away.
Depression	Becoming sad/saddened e.g. He was depressed .
Epitaph	An inscription on a tombstone e.g. The epitaph on his gravestone was quite funny.
Deaf	Unable to hear/loss of the sense of hearing e.g. He is deaf and

	needs hearing aid.
Dumb	Unable to speak e.g. The girl was dumb and needed the use of sign language.
Wounded	An injury sustain in war. E.g. All wounded soldiers were honoured in a special ceremony.
Physiologist	A specialist in bones and muscles e.g. After his stroke he went to the physiologist who treated him.
Widower	A man who has lost a wife e.g. His is a widower ; he lost his wife last year.
Antiseptic	A substance that helps to prevent infection in wounds by killing bacteria e.g. cover the burn with antiseptic dressing.
nauseate	Feeling to vomit e.g. After eating pork he nauseated .
Stethoscope	An instrument that a doctor uses to listen to somebody's heart and breathing.
Thermometer	An instrument that measures body temperature. E.g. The thermometer indicated that his body temperature had risen.
Amputate	Cut off e.g. His leg was amputated due to cancer.
Analgesic	Relieves pain e.g. Some analgesic have long term effects to the body.
Sedative	A drug that makes somebody to go to sleep or makes them feel calm and relaxed. E.g. When he falls hysterical they give him sedatives .
Anaesthetic	Kills pain e.g. The surgeon used anaesthetic before he carried out the operation on his arm.
Miscarry	Delivery of a dead fetus unwillingly. E.g. She has miscarried twice. She could be the mother of two.
Abort	Removal of unwanted pregnancy. E.g. Abortion cannot be legalized in Malawi because it is against our norm.
Crutch	One of the two long sticks that you put under your arms to help you walk after you have injured your leg or foot. E.g. After the accident I spent six months on crutches .
Stretcher	Bed like used to carry the patient/ dead body. E.g. The hospital has purchased modern stretchers .
Mortuary	A place where dead bodies are kept/preserved. E.g. His body is still in the mortuary because burial will take place on Saturday.
Morgue	A place where the dead body is placed for identification. E.g. The body was still in the morgue waiting for people to identify the dead man.
Crematorium	A place where dead bodies are burnt/ cremated. The

	crematorium needs renovation.
Cemetery	A burial ground e.g. The cemetery was full of the mourners.
Obstetrics	Branch of medicine concerned with the birth of children e.g. He did obstetrics in college that he explains his presence in the maternity wing.
Matron	Nurse-in- charge of other nurses and junior staff. E.g. She is a matron and that is why nurses respect him.
Sister	Nurse -in - Charge of the hospital ward e.g. She seems to be sister of the hospital wards.
ALMONER	A social worker not connected to any hospital e.g. She claims to be an almoner .
Sling	A piece of cloth/bandage used to support an injured arm. E.g. The sling is too dirty he needs another one.
Convalescent	A person recovering from long illness e.g. As a convalescent he needs a lot of proteins to replace the worn out body tissues.
Probe	An instrument used to detect the depth of the wound e.g. The doctor used a probe to detect the depth and direction of his wound.
Syringe	Tube like used to extract/expel liquids. E.g. The sick bay will not receive an injection because syringes are out of stock.
Forceps	A scissor like used to pick up tissues. e.g. The forceps went missing in the ward.
Tomb	A grave for an ordinary person. e.g. They prepared wreaths to be laid on his tomb .
Scalpel	Sharp blade. e.g. There are few scalpels in the operation theatre.
Vault	A family/church burial ground.e.g. Juliet was laid to rest in the Capulet vault . Juliet was buried in their family vault .
Mausoleum	A grave for very important person e.g. Very few people in Malawi have seen Kamuzu Mausoleum
Sepulcher	A grave dug out of the rock. e.g. When Mary and Joana went to anoint the body of Jesus, the found the sepulcher open and the rock rolled out.
Posture	The way how the body is held. e.g. He has a bad posture.
Addicted	Victor is addicted to fatty foods. He does not eat any food without fats.
Allergic	Having negative effects e.g. Joel is allergic to pork every time he eats it he develops rash.
Rickets	Bow bones due to vitamin deficiency e.g. He develops rickets at the age of five. He is allergic to anything alcoholic. Every time

	he smells alcohol, he vomits.
Arthritis	A disease that causes pain and swelling in one or more joints of the body. e.g. He suffered from arthritis for fifteen years.
Carries	Diseases leading to decay of teeth and bones. e.g. His healthy is deteriorating due to carries.
Oculist	
Dentist	
Physician	
Paediatrician	
Surgeon	

MEDIA/LITERATURE/ENTERTAINMENT

Obituary	Announcement of a death with a short biography.
Leader	Leading editorial article.
Horoscope	Prediction of someone's future according to his/her sign of zodiac
Review	Critical assessment of a book, film etc. His been hasn't been reviewed.
Gossip column	Regular article about celebrities
Headline	Phrase or titles at the top of an article
Deadline	Time limit for reporting news
Cartoon	Humorous or satirical drawing
Catch	Capture interest
Censor	Remove parts of the book/film considered offensive etc/ a person whose job is to examine books, films moves etc and parts which are considered offensive.
Commentate	Give a spoken description of an event as it happens especially on television or radio
Cover	Reports news
Criticize	Judge good and bad qualities
Press	<ul style="list-style-type: none"> • Newspapers and magazines • Journalists who work for newspapers and magazines
Jingles	A short song/tune that is easy to remember and is used in advertising on radio or television
Subliminal	Something that affects your mind even though you are not aware of it. e.g. Subliminal advertising.
Commercials	Spread information
Slogans	A word or phrase that is easy to remember used in advertising to attract people's attention.

Hoardings	Billboard
Advertising agency	A department which is a press advertising
Posters	A large notice put in a public place. Large picture that is printed on a paper and put on a wall as decoration.
Brand	Make of the product
Rehearsal	Practice carried out in readiness of a play/performance
Scene	Part of the setting of the play
Stage	Place where acts/actresses perform the play /drama
Characters	People or animals involves in a story or play
Standing Ovation	Audience stand up from their seats clapping hands as sign of approval
Soap opera	A story about the lives and problems of a ground of people which people is broadcast every day or several times a week on radio or television.
Sub titles	Second title of the book that appears after the main titles and gives more information
Pidgin	A simple language made up of elements of two or more languages
Jargon	Specialized language for a profession
Literal	Using meaning of a word or phrase
Colloquial	Used in conversion but not in a formal speech or writing
Translator	A person writing from one language into another
Interpreting	Explaining the meaning , listening from one language and say it into another
Author	Writer
Accent	Pronunciation or words associated with a particular language or class.
Dialect	A particular language
Riddle	A question that is difficult to understand that has a surprising answer that you ask somebody as a game.
Intrepid	Extremely brave
Hazardous	Dangerous
Survivor	Someone still alive after an accident or a disaster.
Hardships	Difficult living conditions
Endurance	Being able to put up with difficult conditions
Fool handy	Carelessly, rashly adventurous.
Sponsor	Someone who provides money for a venture.
Provisions	Food and other necessities

Jeopardize	To put someone or something in danger
Funding	Funding the money needing
Determining	Having fixed aim, being single minded.
Casualty/victim	Someone who is hurt or killed e.g. in an accident
Cast	Act in a play/film
Screen	Part of a cinema
Studio	Where a film/programme is made
Broadcast	Radio/TV Programme
Plot	Events/story line
Stunt	Dangerous action.
Scenery	Moveable background for a play
Producer	Person financially responsible/programme maker
Costume	Clutches worn by an actor
Episode	Part of a television series

SPORTS

REGISTER	MEANING
Umpire	A sports official with authority to make rulings during a contest especially netball, cricket etc e.g. In a game of cricket, there are two umpires on the field during the play.
Victory	The act of winning a game or contest e.g. The players had worked very hard and they deserved their victory..
Whistle	A small instrument that makes a high pitched noise when blown. e.g. The referee blew his whistle twice to signal the end of the match.
Trophy	A decorative object awarded as a prize in a contest or a tournament. E.g. The players carried the trophy over their heads as they ran around the stadium.
Train	To teach a skill over time through instruction; to practice a skill e.g. The hockey team trains every Tuesday and Thursday after school.
Trainer	A person who helps athletes develop their skills and fitness e.g. Some players are a bit lazy and need a strict trainer to make them work hard.
Tournament	A series of contests between a number of competitors who compete for an overall prize e.g. The four major tennis tournaments form what is known as the “ Gland Slam”
Tie	A result in a game in which teams have the same final score; draw. e.g. The score was very close throughout the game, and it ended in a tie with 89 points each.

Teamwork	The combined action of a group of people. e.g. The best teams spend a lot of time on the training ground working on teamwork.
Teammate	A fellow member of a sports team e.g. The team wins because the players are always looking for their teammates.
Talent	A natural aptitude or skill e.g. Our daughter's basketball coach says she has a lot of natural talent for the game.
Tactics	An action or strategy planned to achieve an objective e.g. Players use tactics such as attacking their opponent's weakness in order to win.
Tackle	To challenge an opponent who has the ball e.g. Rugby players have to learn how to tackle an opponent strongly but fairly.
Strategy	A plan to achieve an objective e.g. One of the jobs of the manager or coach is to develop a strategy for winning each game.
Stadium/stadia	Sports arena with tiered seating for spectators e.g. The stadium was built for sports, but it's sometimes used for concerts as well.
Sportsmanship	An attitude of fairness, respect for opponents and graciousness in winning or losing e.g. Good managers know how to teach their players sportsmanship
Spectator	A person who watches an event e.g. Spectators can add a lot to sporting events by creating an exciting atmosphere.
Skill	The ability to do something well e.g. Ken has gone to a boxing camp to improve his boxing skill.
Shoot	To kick, hit, or throw the ball in an attempt to score a goal in a soccer, hockey, basketball etc e.g. In basketball, players try shot from outside the 3-point line to score the extra points.
Serve	To hit the ball to begin play in tennis, table tennis, squash; volleyball etc e.g. Serving the ball is one of the most important skills in sports like tennis.
Score	The number of points a competitor or team earns during a game e.g. Do you know to keep score in badminton?
Rules	The laws or regulations that govern how a game or sport is played. E.g. In several sports there is an offside rule, and it's often difficult to explain.
Referee	A sports official with authority to make rulings during a contest e.g. The referee saw a foul, blew his whistle and awarded a free kick.
Record	The best performance that has been officially measured and

	noted e.g. Do you know who holds the world record for the men's 100 metres?
Professional	A person whose paid occupation is playing a sport e.g. Joseph Kamwendo has been a professional footballer since he was 19 years old.
Practice	To repeatedly do something in order to develop one's skill e.g. Professional golfers spend hours every day practicing their sports.
Player	A person who plays a sport e.g. How many players are on the court during a doubles match in tennis?
Physique	The form or shape of a person's body e.g. Rugby players work hard in the gym to build up their physiques.
Performance	An instance of competing in a sports event in public e.g. Peter Mponda put in one the best performances of his life to win the tournament.
Perform	To carry out a practiced activity such as a play in a sport e.g. All the athletes will do their best to perform well in the Olympic Games.
Penalty	A punishment imposed on a player or team for breaking the rules of a sport e.g. The penalty for abusing a referee is usually a one-match suspension.
Pass	To throw or kick the ball to another player on one's own team. e.g. A defender tries to pass the ball to a forward in a good position to score.
Opponent	The person one competes against in a contest or a game; rival e.g. Roger Federer's opponent in the Wimbledon final was Rafael Nadal.
Offside	In an illegal position ahead of the ball in football, rugby, hockey etc. e.g. Forwards have to learn to avoid being caught in an offside position.
Object	The thing you want to get or achieve; what you aim to do e.g. The object of the game of football is to score more goals than the opponents.
Medal	A piece of engraved metal given to signify an achievement or an honour e.g. Every athlete's dream is to win a gold medal at the Olympic Games.
Manager	The person in charge of a sports team .e.g. Liverpool sacked their manager after they lost eight of their previous ten games.
Lob	A shot that is hit in a high arc usually over the opponent's head.

Leisure	Free time or the use of free time for enjoyment e.g It's good for kids to spend some of their leisure time playing sports.
League	A group of sports clubs that play each other over a period for a championship e.g. Nearly every region in Malawi has teams in a local football league.
Judge	A person who rates the quality of a sporting performance usually by awarding points e.g. In sports like diving and gymnastics, judges score each performance in a contest.
Half-time	The interval between the first and second halves of a game e.g. The players went into the rooms at half-time and listened to their coach.
gy/gymnasium	A room/building equipped for physical exercise e.g. Our gym has a lot of new exercise equipment, including running machines and cycling machines.
Goal	An instance of scoring in a ball game by getting the ball into a target such as between goal-posts through a hoop or into a net e.g. Jimmy Zaka Zaka got the ball ran down the pitch and then scored the best goal of the game.
Fitness	The condition of being physically fit and healthy e.g. I exercise at the gym every day for fitness and good health.
Final score	The score at the end of the game e.g. Today's basketball game was very close. The final score was 84 to 82.
Field	A piece of land marked out for a sport's contest e.g. hockey field. e.g. How many
Fan	A person who supports a particular sport, team or player e.g. Sometimes the umpire of a tennis match has to tell noisy fans to be quiet.
Draw	To finish a contest or game with an even score; tie e.g. The score was 1-0 but the losing team got a late goal and the game ended in 1-1 draw.
Defend	To protect one's goal rather than attempt to score against one's opponents e.g. The team attacked and scored two goals, then spent the rest of the game defending the lead.
Defeat	To win a victory over opponents in a game or contest; to beat e.g. Our players were very happy after they defeated their opponents in the final game.
Cup	A cup- shaped trophy, awarded as a prize in a contest e.g. After they won the final game, the winners were awarded the Championship Cup.

Course	An area of land prepared for racing, golf, or other sports e.g. A golf course usually has eighteen holes.
Court	A quadrangular area on which ball games are played such as tennis or basketball. e.g. The tennis courts at Wimbledon in London have a grass surface.
Contest	A game or event in which people compete to win.
Competitor	A person who takes part in a competition or a sporting contest e.g. Each competitor in a golf tournament must record his or her own score.
Competition	An organized event in which people compete to win e.g. The English Premiership League is one of the World's top football competitions.
Compete	To take part in a contest or a competition e.g. Over 10,000 athletes will compete in the Olympic Games.
Coach	A person who trains and directs an athlete or a sports team e.g. Players should carry out their coach's instruction during a game.
Cheer on	To shout for encouragement to a team or a player e.g. The fans made a lot of noise cheering on their team.
Champion	A top-rated highly successful player e.g. The boxer Muhammad Ali was World Heavyweight Champion three times.
Catch	To grab and hold something that has been thrown e.g. A wicketkeeper in a cricket must be very good at catching the ball.
Captain	The leader of a team e.g. The captain usually leads his or her team onto the field.
Beat	To defeat someone in a game or a competition e.g. Italy beat France to the 2006 FIFA World Cup
Award	To give someone something as a reward for high achievement e.g. All the members of the winning team were awarded a gold medal.
Athletics	Track and field events of running, jumping, throwing etc. There are some very good runners on our athletics team
Athlete	A person who trains for and competes in sport e.g. Most professional athletes spend hours every day in training.
Amateur	Engaged in something like playing sports without payment; non-professional e.g. The Olympic Games were originally for amateur athletes only.
Arena	A level area for holding sports events surrounded by seats for spectators. e.g. The arena was full of excited spectators

	cheering on their team.
Assistant referee	An official who runs one of two touchlines and advises the referee especially on offside decisions e.g. assistant referee used to be called 'linesmen' but the term was changed in 1996.
Corner kick	A free kick taken from one of the corners of the pitch e.g. The referee awarded a corner kick after the goalkeeper tipped the ball over the bar.
Defender	A player whose main role is to prevent the opposition from scoring e.g. Defenders includes left backs, right backs and central defenders.
Dive	To deliberately fall over when tackled in order to deceive the referee into awarding a free kick e.g. Many people see diving as a form of cheating and think players who dive should be sent off.
Extra time	Two periods of 15 minutes each played when game ends in a draw after normal time. e.g. We won the game by scoring the only goal in extra time.
Foul	An illegal action punishable by a free kick e.g. The referee blew his whistle and gave a penalty kick for a foul in the penalty area.
Goalkeeper	A player whose role is to stop the ball from entering the goal and the only player who can handle the ball in general play.e.g. The goalkeeper tried to stop the penalty kick by diving to his left but the penalty taker kicked the ball past him and scored.
Goal line	The two shorter boundaries, one at each end of the pitch, on which the goals are placed. e.g. The referee thought a defender was the last player to touch the ball before it went over the goal line and awarded a corner kick.
Handball	A foul committed by touching the ball with a hand or an arm e.g. The ball hit Lionel Messi on the arm and the referee awarded a free kick to his opponents for handball.
Penalty area	Area near each goal in which the goalkeeper may handle the ball, and a foul is punished by a penalty kick(also penalty box).
Penalty kick	A direct free kick taken from the penalty spot awarded for a foul committed in the penalty area. e.g. Their best striker took the penalty kick, but our goalkeeper blocked his shot and they didn't score the goal.
Penalty shootout	A best of five penalty kick contest held to find a winner when a game is still tied after extra time e.g. Our team won the penalty shootout by four goals to three and we were the new champions.

Penalty spot	A white mark in the penalty area from which penalty kicks are taken e.g. I felt very nervous as I put the ball on the penalty spot and stepped back to take the ball.
Pitch	The playing field e.g. It had rained all morning so the pitch was soft and muddy and difficult to run on.
Red card	The most severe punishment given by a referee in which the player is sent off the pitch e.g. The referee had already given Didier Drogbaa yellow card, so when he committed another foul he was given a red card and sent off.
Shoot	To try to score a goal e.g. Ronaldo took the free kick and scored a great goal by shooting over the wall.
Striker	A player whose role is to score goals e.g. We are not scoring goals, so our manager wants to get a new striker.
Substitute	To replace one player with another player; also a player used to replace another e.g. They were losing by a goal with ten minutes to go, so the manager decided to substitute one of the defenders with a forward.
Tackle	To challenge a player for the ball e.g. One of the defenders tackled David Beckham and kicked the ball out of play.
Tactical	Relating to a carefully planned strategy to win e.g. They were losing so the manager made a tactical substitutions and replaced two defenders with more attacking players
Throw in	To put the ball back into play after it has crossed the touchline by throwing it usually to a teammate
Touchline	The two long boundaries along each side of the pitch also sideline e.g. The manager stood on the touchline shouting instructions to his players.
Wall	A line of players forming a barrier to block a free kick near the penalty area e.g. The defenders formed a wall to block the free kick and the referee pushed them back ten metres.
Yellow card	A warning issued to a player for a serious foul two of which result in a red card and sending off. e.g. If Gabadinho Mhango gets another yellow card; he will miss the next match.

REGISTER	MEANING
Constituency	An area that sends an MP to parliament or an area represented by an MP.
Candidate	Someone who offers him or herself for election as an MP/President etc.
MP	Someone elected to represent his/her constituency

The electorate	All qualified voters.
By election	When one particular constituency votes for a new MP to replace another who has died or reigned.
General election	When all MPs and the president are replaced or re-elected
Ballot box	The container in which you cast your vote
Polling station	The building where you go to cast your vote
The opposition	The largest party in parliament which is not part of the government.
A majority	The number of votes/seats by which a candidate/party wins in an election.
Legislation	A law that has been passed in Parliament
Monarch	A family from where Kings/ Queens are chosen.
Referendum	Seeking views of the citizens through national polls.
Deliberating	Discussing issues in Parliament
State	Country
Democratic	Allowing people express their views freely and ideas that the majority rules.
Regime	The government
Polls	Elections
Republic	A country that is governed by President and politicians elected by the people with no King/Queen.
Parliament	<ul style="list-style-type: none"> • Building where laws of the country are made and issues of national importance are discussed. • A group of people that makes the laws of a country.

COURTS

REGISTER	MEANING
Parties	The people or legal entities that are named as plaintiffs and defendants on legal papers.
Party	A person or legal entity that is named as a plaintiff or defendant on legal papers.
Oath	To swear/affirm to the truth of a statement/document
Judge	A person who hears who decides cases for the courts
Order	A written direction of a court or judge to do or refrain from doing certain acts.
Petition	A formal written request to a court which starts a special proceeding
Plaintiff	The person who sues or starts a civil case also called the petitioner or the complainant.

Respondent	A defendant; the person responding to a lawsuit.
Witness	A person, who testifies to what they saw, heard, observed or did.
Petitioner	A plaintiff, the person starting a lawsuit
Plea	An accused persons answer to a criminal charge. For example: not guilty; guilty; no contest.
Writ	Legal paper filed to start various types of civil lawsuits.
Prosecute	To carry on a case or judicial proceeding. To proceed against a person criminally.
Prosecutor	Also called the state's attorney. Represents the state in a criminal case against a person criminally.
Restitution	Money ordered to be paid by the defendant to the victim to reimburse the victim for the costs of the crime.
Sentences	The penalty imposed by a judge after the defendant is convicted of a crime
Sentencing	When a criminal defendant is brought before a judge after conviction for ordering the terms of the punishment.
Statute	A law enacted by a legislative body.
Stay	Temporarily stopping a judicial proceeding.
Juror	Member of a jury
Subpoena	A command to appear in court to testify as a witness.
Summons	A legal paper that is used to start a civil case and get jurisdiction over a party.
Testimony	Statements made by a witness or party under oath.
Vacate	To cancel or rescind a court order.
Perjury	Making false statements under oath.
Mediation	A dispute resolution process in which an impartial third party assists the parties to voluntarily reach a mutually acceptable settlement.
Judgment	A court decision. Also called a decree or an order.
Juvenile Delinquent	A person under the age of 16 who commits a criminal act.
Litigant	A party to case
Lockout	Illegally forcing a tenant out of rented property usually by changing the locks on the doors.
Judgment file	A permanent court record of the court's final disposition of the case.
Defendant	In civil cases, the person who is given court papers also called respondent. In criminal cases, the person who is arrested and

	charged with a crime
Adjournment	Postponement of a court session until another time or place.
Dissimissal	A judge's decision to end the case.
Action/a case /lawsuit	A civil judicial proceeding where one party sues another for a wrong done or to protect a right or to prevent a wrong.
Adjudication	A decision or sentence imposed by a judge.
Affidavit	A written statement made under oath swearing to the truth of the contents of a document.
Allegations	Something that someone says happened
Continuance	Put off trial until another time.
Cross examine	Questioning of a witness by the attorney for the other side
Interview	A meeting with the police or prosecutor
Juror	A person who is on the jury
Oath	A promise to tell the truth
Contempt of court	A finding that someone disobeyed a court order.
Conviction	To be found guilty of committing a crime
Costs	Expenses in prosecuting or defending a case in court.
Count	The different parts of a complaint which could be a basis or grounds for the lawsuit
Court trial	Trial by a judge rather than a jury
Complaint	A legal document that tells the court what you want and is served with a summons on the defendant to begin the case
Claim	In civil cases, the statement of relief desired.
Charge	Formal accusation of a crime
Challenge	Rejecting a potential juror
Certify	To testify in writing to make known or establish as a fact
Case file	The court file containing papers submitted in a case.
Case	A lawsuit or action in a court
Capital Felony	A criminal offense in which the death penalty may be imposed
Bench warrant	Court papers issued by the judge" from the bench" for the arrest of a person.
Bail/Bond	Money or property given to the court for the temporary release of a defendant to ensure that the defendant will return to court.
Arrest	When a person is taken into custody by a police officer and charged with a crime.

Appeal	Asking a higher court to review the decision or sentence of a trial court because the lower court made an error.
Appellant	The party appealing a decision or judgment to a higher court.
Appellee	The party against whom an appeal is taken.
Arbitration	Submitting a case or dispute to designated parties for a decision instead of using a judge.
Annulment	A court order declaring that a marriage is invalid.
Eviction	Legally forcing the tenant out of the rented property
Evidence	Testimony, documents or objects presented at a trial to prove a fact.
Finding	A court's or jury's decision on issues of fact
Foreman	An elected member of a jury who delivers the verdict to the court.
Injunction	A court order to stop doing or to start doing a specific act.
Interpreter	The person who correctly translates court hearings from a second language to English.

PREPOSITION

IN/AT/ON (POSITION)

In hospital / at work etc.

We say that somebody is **in bed / in hospital / in prison**:

1. James isn't up yet. He's still in bed.
2. Anna's mother is in hospital.

We say that somebody is **at home / at work / at school / at university / at college**:

1. I'll be at work until 5.30.
2. My sister is at university. My brother is still at school.

We say be **at home** or **be home (with or without at)**, but **do something at home (with at)**:

1. I'll be home all evening. or I'll be at home all evening.
2. Shall we go to a restaurant or eat at home?

At a party / at a concert etc.

We say that somebody is **at an event (at a party, at a conference etc.)**:

1. Were there many people at the party / at the meeting / at the wedding?
2. I saw Steve at a conference / at a concert on Saturday.

In and at for buildings

You can often use **in or at with buildings**.

For example, you can eat **in a restaurant** or **at a restaurant**; you can buy food **in a supermarket** or **at a supermarket**.

We usually say **at** when we say where an event takes place (**a concert, a party,**

a meeting etc.):

1. We went to a concert at the National Concert Hall.
2. The meeting took place at the company's head office in Frankfurt.
3. There was a robbery at the supermarket.

We say **at** somebody's house:

1. I was at Helen's house last night.
2. I was at Helen's last night.

In the same way we say **at the doctor's, at the hairdresser's** etc.

We use **in** when we are thinking about the building itself. Compare **at** and **in**:

1. I was at Helen's (house) last night.
2. It's always cold in Helen's house. The heating doesn't work well. (not at Helen's house)
3. We had dinner at the hotel.
4. All the rooms in the hotel have air conditioning. (not at the hotel)

We say **at the station / at the airport**:

1. There's no need to meet me **at the station**. I can get a taxi.

In and at for towns etc.

We normally use **in with cities, towns and villages**:

1. The Louvre is a famous art museum in Paris. (not at Paris)
2. Sam's parents live in a village in the south of France. (not at a village)

We use **at** when we think of the place as a point or station on a journey:

Does this train stop **at** Oxford? (= **at** Oxford station)

On a bus / in a car etc.

We usually say on a bus / on a train / on a plane / on a ship but in a car / in a taxi:

1. The bus was very full. There were too many people **on** it.
2. Laura arrived **in** a taxi.

We say **on** a bike (= bicycle) / **on** a motorbike / **on** a horse:

Jane passed me **on** her bike.

In/on/at (other uses)

in

In the rain / in the sun / in the shade / in the dark / in bad weather etc.

- We sat **in** the shade. It was too hot to sit in the sun.
- Don't go out **in** the rain. Wait until it stops.

In a language / in a currency etc.

- How do you say 'thank you' **in** Russian?
- How much is a hundred pounds **in** dollars?

(be/fall) in love (with somebody)

- They're very happy together. They're **in** love.

In a (good/bad) mood

- You seem to be **in** a bad mood. What's the matter?

In (my) opinion

- **In** my opinion the movie wasn't very good.

In/on/at (other uses)

- **on** TV / on television
- **on** the radio
- **on** the phone
- **on** fire
- **on** purpose (= intentionally)
- **on** the whole (= in general)

EXAMPLES

1. I didn't see the news **on TV**.
 2. I heard the weather forecast **on the radio**.
 3. I've never met her, but I've spoken to her **on the phone**.
 4. Look! That car is **on fire**.
 5. I'm sorry. I didn't mean to hurt you. I didn't do it **on purpose**.
 6. Sometimes I have problems at work, but **on the whole** I enjoy my job.
- on holiday / on a trip etc.**

- (be/go) on holiday / on vacation
- (be/go) on a trip / on a tour / on a cruise etc.
- (be/go to a place) on business
- (be/go) on strike
- (be/go) on a diet

Examples

- I'm going **on holiday** next week.
- One day I'd like **to go on a world tour**.
- Emma's away **on business** at the moment.
- There are no trains today. The drivers are **on strike**.

I've put on weight. I'll have to go **on a diet**

At the age of ... etc.

At the age of 16 / at 90 miles an hour /

At 100 degrees etc. :

1. Tracy left school **at 16**. or
2. Tracy left school **at the age** of 16.
3. The train was travelling **at 120 miles** an hour.
4. Water boils **at 100 degrees Celsius**.

NOUN + PREPOSITION (REASON FOR, CAUSE OF ETC.)

a demand / a need FOR ...

1. The company went out of business. There was no **demand for** its product any more.
2. There's no excuse for behaviour like that. There's no **need for** it.

A picture / a photo / a photograph / a map / a plan / a drawing (etc.) Of

1. Rachel showed me some **pictures of** her family.
2. I had a **map of** the town, so I was able to find my way around.

An increase / a decrease / a rise / a fall in (prices etc.)

1. There has been an **increase in** the number of road accidents recently.
2. Last year was a bad one for the company. There was a big **fall in** sales.

A RELATIONSHIP / A CONNECTION / CONTACT WITH ...

Do you have a good **relationship with** your parents?

The police want to question a man in **connection with** the robbery.

A relationship / a connection / contact / a difference between two things or people

1. The police believe that there is no **connection between** the two crimes.
2. There are some **differences between** British and American English.

An advantage / a disadvantage of ...

The **advantage of** living alone is that you can do what you like.

but there is an advantage **IN** doing something or **TO** doing something:

There are many advantages in living alone. or ... many advantages to living alone.

A solution to a problem / a key to a door / an answer to a question / a reply to a letter / A reaction to something

1. I hope we find a solution to the problem. (not a solution of the problem)
2. I was surprised at her reaction to my suggestion.

A reason for ...

- The train was late, but nobody knew the reason for the delay. (not reason OF)

An attitude to ... or an attitude towards

- His attitude to his job is very negative. or His attitude towards his job

ADJECTIVE + PREPOSITION 1

Nice of you, nice to me

Nice / kind / good / generous / polite / honest / stupid / silly etc. Of somebody (to do something)

1. Thank you. It was very nice of you to help me.
2. It was stupid of me to go out without a coat in such cold weather.

(Be) nice / kind / good / generous / polite / rude / friendly / cruel etc. To somebody

1. They have always been very nice to me. (not with me)

2. Why were you so unfriendly to Lucy?

Pleased / satisfied / happy / delighted / disappointed with something you get or experience

1. They were **delighted with** the present I gave them.

2. Were you **happy with** your exam results?

Surprised / shocked / amazed / astonished / upset at / by something

1. everybody was surprised at the news. or ... by the news.

2. I hope you weren't shocked by what I said. or ... at what I said.

Sorry about a situation or something that happened

1. I'm sorry about the mess. I'll clear it up later.

2. Sorry about last night. (= Sorry about something that happened last night)

Sorry for / about something you did or caused

1. I'm sorry for shouting at you yesterday. (or sorry about shouting)

2. Sorry for the delay. (or Sorry about the delay)

3. You can also say 'I'm sorry I (did something)':

4. I'm sorry I shouted at you yesterday.

Angry / annoyed / furious / upset about something

With somebody for doing something

1. There's no point in getting angry about things that don't matter.

2. Are you annoyed with me for being late?

3. Lisa is upset about not being invited to the party.

Adjective + about / with

Excited / worried / nervous / happy etc. About something

Are you nervous about the exam?

Surprised / shocked / amazed / astonished / upset AT / BY something

1. Everybody was surprised at the news. or ... by the news.

2. I hope you weren't shocked by what I said. or ... at what I said.

3. sorry ABOUT a situation or something that happened

4. I'm sorry about the mess. I'll clear it up later.

5. Sorry about last night. (= Sorry about something that happened last night)

Sorry FOR / ABOUT something you did or caused

1. I'm sorry for shouting at you yesterday. (or sorry about shouting)

2. Sorry for the delay. (or Sorry about the delay)

3. You can also say 'I'm sorry I (did something)':

4. I'm sorry I shouted at you yesterday.

Angry / annoyed / furious / upset ABOUT something

WITH somebody FOR doing something

1. There's no point in getting angry about things that don't matter.

2. Are you annoyed with me for being late?

3. Lisa is upset about not being invited to the party.

Adjective + about / with excited / worried / nervous / happy etc. About something

Are you nervous about the exam?

Impressed WITH / BY somebody/something

I'm very impressed with (or by) her English. It's very good.

Feel / be sorry FOR somebody in a bad situation

I feel sorry for Mark. He's had a lot of bad luck. (not I feel sorry about Mark)

Fed up / bored WITH something

I don't enjoy my job any more. I'm fed up with it. / I'm bored with it.

Tired OF something

Come on, let's go! I'm tired of waiting.

ADJECTIVE + PREPOSITION 2

Adjective + of

Afraid / scared / frightened / terrified OF ...

'Are you afraid of spiders?' 'Yes, I'm terrified of them.'

Good / bad / brilliant / better / hopeless etc. AT ...

I'm not very good at repairing things. (Not good in repairing things)

Fond / proud / ashamed / jealous / envious OF ...

Why is he so jealous of other people?

Suspicious / critical / tolerant OF ...

They didn't trust me. They were suspicious of my motives.

Aware / conscious OF ...

'Did you know he was married?' 'No, I wasn't aware of that.'

Capable / incapable OF ...

I'm sure you are capable of doing the job well.

Typical OF ...

He's late again. It's typical of him to keep everybody waiting.

similar TO ...

Your handwriting is similar to mine.

Dependent ON ... (but independent OF ...)

I don't want to be dependent on anybody.

Interested IN ...

Are you interested in art?

Famous FOR ...

The Italian city of Florence is famous for its art treasures.

Certain / sure OF or ABOUT ...

I think she's arriving this evening, but I'm not sure of that. or ... not sure about that.

Different FROM or different TO ...

The film was different from what I'd expected. or ... different to what I'd expected.

Crowded WITH (people etc.)

The streets were crowded with tourists. (but ... full of tourists)

Keen ON ...

We stayed at home. Chris wasn't keen on going out.

Responsible FOR ...

Who was responsible for all that noise last night?

Full / short OF ...

Amy is a very active person. She's always full of energy.

I'm a bit short of money. Can you lend me some?

Married / engaged TO ...

Louise is married to an American. (not married with)

But Louise is married with three children. (= she is married and has three children)

VERB + PREPOSITION 1 TO AND AT

Verb + to

1. Talk / speak TO somebody (talk/speak with is also possible)

Who were you talking to?

2. Listen TO ...

a. When I'm driving, I like to listen to the radio. (Not listens the radio) ask somebody (a question)

b. If there's anything you want to know, you can ask me. (Not ask to me)

3. Look / stare / glance AT ..., have a look / take a look AT ...

Why are you looking at me like that?

4. Apologise TO somebody (for ...)

They apologised to me for their mistake. (not apologised me)

5. Thank somebody (for ...)

He thanked me for helping him. (not He thanked to me)

6. Laugh AT ...

I look stupid with this haircut. Everybody will laugh at me.

7. Explain something TO somebody

Can you explain this word to me? (Not explain me this word)

8. Explain / describe (to somebody) what/how/why ...

- I explained to them why I was worried. (Not I explained them)
- Let me describe to you what I saw. (Not let me describe you)
- phone somebody, ask somebody etc. (without to)

VERB + AT

Some verbs can be followed by at or to, with a difference in meaning. For example:

1. Phone / call / email / text somebody

I called the airline to cancel my flight. (not called to the airline)

2. But we say 'write (a letter) to somebody'.

3. Aim / point (something) AT ..., shoot / fire (a gun) AT ...

a. Don't point that knife at me. It's dangerous.

b. We saw someone with a gun shooting at birds, but he didn't hit any.

4. Answer somebody/something

a. You didn't answer my email. (not answer to my email)

b. But we say reply to (an email / a letter etc.).

Shout AT somebody (when you are angry or aggressive)

He got very angry and started shouting at me.

Shout TO somebody (so that they can hear you)

He shouted to me from the other side of the street.

Throw something AT somebody/something (to hit them)

Somebody threw an egg at the politician.

Throw something TO somebody (for somebody to catch)

Lisa shouted 'Catch!' and threw the keys to me from the window.

VERB + PREPOSITION 2 ABOUT/FOR/OF/AFTER

Verb + about

talk / read / know ABOUT ...

We talked about a lot of things at the meeting.

Do something/nothing ABOUT something = do something/nothing to improve a situation

If you're worried about the problem, you should do something about it.

Apply (TO a company etc.) FOR a job etc.

I think you could do this job. Why don't you apply for it?

Wait FOR somebody; wait FOR something (to happen)

Don't wait for me. I'll join you later.

I'm not going out yet. I'm waiting for the rain to stop.

Search (a person / a place / a bag etc.) FOR ...

I've searched the house for my keys, but I still can't find them.

Look FOR ... = search for, try to find

- I've lost my keys. Can you help me to look for them?

Leave (a place) FOR another place

- I haven't seen her since she left (home) for work. (not left to work)

Have a discussion ABOUT something

a. We had a discussion about what we should do.

b. But we say 'discuss something' (no preposition):

c. We discussed what we should do. (not discussed about)

Ask (somebody) FOR ...

- I sent an email to the company asking them for more information about the job.
- But we say 'ask somebody the way / the time' etc. (no preposition):
- I asked somebody the way to the station.

Care FOR somebody = take care of them, keep them safe

- a. Alan is 85 and lives alone. He needs somebody to care for him.
- b. I don't care FOR something = I don't like it
- c. I don't care for hot weather. (= I don't like ...)

Care ABOUT ... = think that somebody/something is important

- a. He's very selfish. He doesn't care about other people.
- b. care what/where/how ... etc. (without about)
- c. You can do what you like. I don't care what you do.

Verb + for

- a. take care of, care for and care about
- b. look for and look after

Wait FOR somebody, wait FOR something (to happen)

- a. Don't wait for me. I'll join you later.
- b. I'm not going out yet. I'm waiting for the rain

Care FOR somebody = take care of them, keep them safe

Alan is 85 and lives alone. He needs somebody to care for him.

I don't care FOR something = I don't like it

I don't care for hot weather. (= I don't like ...)

Care ABOUT ... = think that somebody/something is important

He's very selfish. He doesn't care about other people.

Care what/where/how ... etc. (without about)

You can do what you like. I don't care what you do.

Look for and look after

Look FOR ... = search for, try to find

I've lost my keys. Can you help me to look for them?

Look AFTER ... = take care of, keep safe or in good condition

- a. Alan is 85 and lives alone. He needs somebody to look after him. (not look for)

- b. You can borrow this book, but please look after it.

Search (a person / a place / a bag etc.) FOR ...

I've searched the house for my keys, but I still can't find them.

Look FOR ... = search for, try to find

I've lost my keys. Can you help me to look for them?

Leave (a place) FOR another place

I haven't seen her since she left (home) for work. (not left to work)

VERB + PREPOSITION 3 ABOUT & OF

Hear ABOUT ... = be told about something

Did you hear about the fire at the hotel?

Sometimes the difference is very small and you can use **of** or **about**:

When I'm alone, I often think of you. or ... think about you.

You can say **think of** or **think about doing something** (for possible future actions):

My sister is thinking of going to Canada. or ... thinking about going ...

Dream ABOUT ... (when you are asleep)

I dreamt about you last night.

Complain (TO somebody) ABOUT ... = say that you are not satisfied

We complained to the manager of the restaurant about the food.

Remind somebody ABOUT ... = tell somebody not to forget

It's good you reminded me about the meeting. I'd completely forgotten about it.

Complain OF a pain, an illness etc. = say that you have a pain etc.

We called the doctor because George was complaining of a pain in his stomach.

Dream OF/ABOUT being something / doing something = imagine

1. Do you dream of being rich and famous? or ... dream about being rich ...

2. I wouldn't dream OF doing something = I would never do it

3. 'Don't tell anyone what I said.' 'No, I wouldn't dream of it.'

Hear OF ... = know that somebody/something exists

a: Who is Tom Hart?

B: I have no idea. I've never heard of him. (not heard from him)

hear FROM ... = be in contact with somebody

a: Have you heard from Jane recently?

B: Yes, she called me a few days ago.

remind somebody OF ... = cause somebody to remember

This house reminds me of the one I lived in when I was a child.

Look at this photograph of Richard. Who does he remind you of?

Think ABOUT something = consider it, concentrate your mind on it:

I've thought about what you said and I've decided to take your advice.

a: Will you lend me the money?

B: I'll think about it. (not think of it)

Think OF something = produce an idea:

It was my idea. I thought **of** it first. (not thought about it)

I felt embarrassed. I couldn't think **of** anything to say. (not think about anything)

We also use **think of** when we ask for or give an opinion:

a: What did you think of the movie?

B: I didn't think much of it. (= I didn't like it much

NOUN + PREPOSITION (REASON FOR, CAUSE OF ETC.)

NOUN + FOR ...

A demand / a need FOR ...

The company went out of business. There was no demand for its product any more.

There's no excuse for behaviour like that. There's no need for it.

A picture / a photo / a photograph / a map / a plan / a drawing (etc.) OF

Rachel showed me some pictures of her family.

I had a map of the town, so I was able to find my way around.

NOUN + IN

An increase / a decrease / a rise / a fall IN (prices etc.)

1. There has been an increase in the number of road accidents recently.
2. Last year was a bad one for the company. There was a big fall in sales.

NOUN + WITH ... / BETWEEN

A relationship / a connection / contact WITH ...

1. Do you have a good relationship with your parents?
2. The police want to question a man in connection with the robbery.

A relationship / a connection / contact / a difference BETWEEN two things or people

1. The police believe that there is no connection between the two crimes.
2. There are some differences between British and American English.

An advantage / a disadvantage OF ...

The advantage of living alone is that you can do what you like.

But there is an **advantage IN** doing something or **TO** doing something:

There are many advantages in living alone. or ... many advantages to living alone.

A solution TO a problem / a key TO a door / an answer TO a question / a reply TO a letter / a reaction TO something

1. I hope we find a solution to the problem. (not a solution of the problem)
2. I was surprised at her reaction to my suggestion.

A reason FOR ...

The train was late, but nobody knew the reason for the delay. (not reason of)

A cause OF ...

The cause of the explosion is unknown.

Damage TO ...

The accident was my fault, so I had to pay for the damage to the other car.

An invitation TO ... (a party / a wedding etc.)

Did you get an invitation to the wedding?

An attitude TO ... or an attitude TOWARDS ...

His attitude to his job is very negative. or His attitude towards his job ...

PREPOSITIONS SHOWING DIRECTION

- **To** is used to indicate movement from one place to another.
- The children go **to** the school every morning.
- **Towards** points out a particular direction.
- The lion ran **towards** the hunter.
- **Into** indicates a movement inside something.
- The thief entered **into** the room.
- **At** indicates aim.
The hunter aimed **at** the bird.
- **For** denotes direction.
I shall start **for** Patna today.
- **Off** refers to separation.
He was thrown **off** from the car during the accident.
- **From** refers to a point of departure.
We feel unhappy when we depart **from** our parents
- **Against** shows pressure.
I rested my arms **against** the wall.
- **Along** shows the same line.
I walked **along** the road.
- **Across** means from one side.
I ran **across** the road
- **Before** denotes face-to-face.
I was standing **before** my wife.
- **Behind** means at the back of someone or something.
My daughter stood **behind** me.
- **Beside** means by the side of.
The security guard sits **beside** the officer.
- **After** refers to a sequence.
The child came running **after** the mother.

WORDS TAKING MORE THAN ONE PREPOSITION

A large number of words are always followed by a fixed preposition.

Example: Insist on; prevent from; fond of. But certain words take several prepositions according to the changing meanings of the word. Here is a select list of such words.

- **Accompany**
 - a. **By(for living being)**
The Prime Minister was accompanied **by** the members of his cabinet.
 - b. **With(Subtle things)**
His lecture was accompanied **with** subtle analysis of concepts.
 - c. **By(for living being)**

The Prime Minister was accompanied **by** the members of his cabinet.

d. With(Subtle things)

His lecture was accompanied **with** subtle analysis of concepts.

- **Accountable**

- a. **To(an authority or a person)**

All of us are accountable **to** God.

- b. **For(action)**

We are accountable to God **for** our deeds and misdeeds.

- **Angry**

- a. **At (a thing).** Ram is angry **at** Sham's bad conduct.

- b. **With (a person).** Ram is angry **with** Sham.

- **Annoyed**

- a. **With (a person).** He is annoyed **with** his younger brother.

- b. **At (something).** He is annoyed with his friend **at** his laziness.

- **Answerable**

- a. **To (a person).** The servant is answerable **to** the master.

- b. **For (something).** We are answerable to our parents **for** our conduct.

- **Appeal**

- a. **To (person).** He appealed to the judge for his release from jail.

- b. **For (thing).** He appealed for his release from the prison.

- **Arrive**

- a. **At (small place).** He arrived **at** the railway colony.

- b. **In (big place).** He arrived **in** India.

- **Attend**

- a. **To (duties, lessons, work).** I attend **to** my duties sincerely.

- b. **On (service).** Children attend **on** parents.

- **Authority**

- a. **On (subject).** Mr. Suresh is an authority **on** Modern physics.

- b. **Over (rights).** The District Magistrate has authority **over** the Committee.

- **Blind**

- a. **Of (Physical).** He is blind **of** one eye.

- b. **To (mental).** Many parents are blind **to** the faults of their children.

- **Communicate**

- a. **With (to make correspondence).** He communicated **with** us on that matter.

- b. **To (to convey).** He communicated his opinion **to** me.

- **Compare**

- a. **With (Similar things).** Shakespeare is compared **with** Kalidasa.

- b. **To (dissimilar things).** Life is compared **to** a battle.

- **Compete**
 - a. **With (Person)**. I cannot compete **with** the young man.
 - b. **For (a thing)**. They compete **for** a prize.
- **Complain**
 - a. **To (person)**. He complained **to** the Magistrate against Sham.
 - b. **Against (a person)**. He complained to the Magistrate **against** Sham.
 - c. **About (a thing)**. He complained to the Magistrate against Sham **about** his misconduct.
- **Confer**
 - a. **On (to give)**. The president conferred the title of Bharat Ratna **on** him.
 - b. **With (a person)**. I shall confer **with** him about important topics.
- **Die**
 - a. **Of (a disease)**. He died **of** cholera.
 - b. **From (a cause)**. He died **from** overwork.
- **Differ**
 - a. **With (person)**. I differ **with** you.
 - b. **From (things)**. India differs **from** Japan.
- **Disqualified**
 - a. **From (action)**. He was disqualified **from** running the race.
 - b. **For (post or thing)**. He was disqualified **for** the post of Police Inspector.
- **Entrust**
 - a. **With (in case of a person)**. I cannot entrust him **with** my money.
 - b. **To (in case of thing)**. I cannot entrust my money **to** him.
- **Familiar**
 - a. **With (person)**. I am familiar **with** the Chief Minister.
 - b. **To (subject)**. I am familiar **to** French Language.
- **Fight**
 - a. **With (person)**. We fought **with** the English.
 - b. **For (thing)**. We fought with the English **for** freedom.
- **Grateful**
 - a. **To (person)**. I am grateful **to** Ram.
 - b. **For (thing)**. I am grateful to Ram **for** his help.
- **Heir**
 - a. **Of (descendant)**. A son is usually the heir **of** the father.
 - b. **For (thing)**. He was a heir **for** a big fortune.
- **Indebted**
 - a. **To (a person)**. I am indebted **to** my friend.
 - b. **For (thing)**. I am indebted to my friend **for** his help.
- **Indignant**

- a. **With (person)**. He was indignant **with** his friends.
- b. **At (thing)**. The teacher was indignant **at** his carelessness.
- **Live**
 - a. **On (to exist)**. A man lives **on** food.
 - b. **By (to depend on, to believe in)**. A terrorist lives **by** the gun.
- **Part**
 - a. **From (persons)**. He parted **from** his friends.
 - b. **With (things)**. He cannot part **with** his money.
- **Responsible**
 - a. **To (person)**. He was responsible **to** the boss.
 - b. **For (thing)**. We are responsible to God **for** our actions.
- **Taste**
 - a. **Of (experience)**. Now you will have a taste **of** New York.
 - b. **For (interest)**. I have no taste **for** painting.
- **Tired**
 - a. **Of (mental)**. I am tired **of** poverty.
 - b. **With (physical)**. I am tired **with** working for five hours continuously.

ADJECTIVE + PREPOSITION LIST

We often follow **adjectives** by **prepositions** (words like *of, for, with*), for example:

- **Afraid of**
She's afraid of the dark.
- **Famous for**
France is famous for wine.
- **Bored with**
I'm bored with this film.

•		
ADJECTIVE + BY	ADJECTIVE + AT	ADJECTIVE + ABOUT
<ul style="list-style-type: none"> • <i>Impressed by</i> • <i>Surprised by</i> • <i>Amazed by</i> • <i>Delighted by</i> • <i>Disturbed by</i> • <i>Excited by</i> • <i>Fascinated by</i> • <i>Impressed by</i> • <i>Inspired by</i> • <i>Astonished by</i> • <i>Shocked by</i> • <i>Surprised by</i> 	<ul style="list-style-type: none"> • <i>Bad at</i> • <i>Good at</i> • <i>Surprised at</i> • <i>Amazed at</i> • <i>Angry at</i> • <i>Annoyed at</i> • <i>Awful at</i> • <i>Bad at</i> • <i>Brilliant at</i> • <i>Clever at</i> • <i>Delighted at</i> • <i>Disappointed at</i> 	<ul style="list-style-type: none"> • <i>I was angry about the accident.</i> • <i>She's not happy about her new boss.</i> • <i>Are you nervous about the exam?</i> • <i>Angry about</i> • <i>Anxious about</i> • <i>Enthusiastic about</i> • <i>Excited about</i>

	<ul style="list-style-type: none"> • Excellent at • Excited at • Good at • Hopeless at • Mad at • Present at • Shocked at • Skilled at • Successful at • Surprised at • Terrible at • Slow at • Lucky at 	<ul style="list-style-type: none"> • Furious about • Happy about • Mad about • Nervous about • Pessimistic about • Sad about • Serious about • Upset about • Worried about
ADJECTIVE + IN	ADJECTIVE + FROM	ADJECTIVE + FOR
<ul style="list-style-type: none"> • Disappointed in • Experienced in • Interested in • Involved in • Polite/impolite in • Present in • Skilled in • Slow in • Successful in • Talented in 	<ul style="list-style-type: none"> • <i>Made from</i> • <i>Safe from</i> • <i>Free from</i> • Absent from • Different from • Free from • Made from • Protected from • Safe from <p>ADJECTIVE + FOR</p> <ul style="list-style-type: none"> • Ready for • Renowned for • Responsible for 	<ul style="list-style-type: none"> • <i>Eligible for</i> • <i>Prepared for</i> • <i>Responsible for</i> • Eager for • Eligible for • Famous for • Grateful for • Notorious for • Prepared for • Respected for • Sorry for • Suitable for • Thankful for

ADJECTIVE + PREPOSITION” COMBINATIONS

- **Accused of** - He’s been accused of robbery/murder.
- **Accustomed to**- It’ll take time for me to accustom myself to the changes.
- **Addicted to**- A lot of people nowadays have become addicted to the internet.
- **Afraid of**- Are you afraid of the dark?
- **Allergic to**- My dad’s allergic to pop music.
- **Amazed at/by**- She was amazed at how calm she felt after the accident.
- **Angry about**- I’m really angry about our losses on the stock market!

- **Angry with someone for something-** I'm really angry with John for his total lack of responsibility.
- **Annoyed about/with/at** - He's annoyed with Tim because he told his secret.
- **Anxious about/to-** The drought has made farmers anxious about the harvest..
- **Appreciated for-** We appreciate the need for immediate action.
- **Ashamed of** - I'm not ashamed of what I did.
- **Associated with/at/by-** I don't want my children associating with drug addicts and alcoholics.
- **Attached to-** I don't attach any importance/significance to these rumors.
- **Aware of-** Were you aware of the risks at the time?
- **Awful at-** I'm awful at names.
- **Bad at/for-** Jack is really bad at keeping his promises.
- **Based on-** The film is based on a short story by Thomas Mann.
- **Beneficial to-** A stay in the country will be beneficial to his health.
- **Blessed with-** You are blessed with many talents.
- **Bored with-** You get bored / fed up with doing the same thing every day.
- **Brilliant at-** He's brilliant at football.
- **Busy with-** The kids are busy with their homework.
- **Capable of** - You are capable of better work than this.
- **Careful with/to/about/of-** Be careful with the glasses. Be careful to look both ways when you cross the road. He's in a really foul temper so be careful (about/of) what you say to him.
- **Careless with-** Don't be careless with your ATM card.
- **Certain about/of-** He was quite certain about/of his attacker's identity.
- **Clever at/about/of/for/with-** Fiona is very clever at physics. My mother is very clever with her hands. How clever of you to buy chocolate chip cookies – they're my favorites.
- **Cluttered with.** The floor was cluttered with my situation
- **Comfortable with/in**
 - I'm not comfortable with the idea of leaving her on her own.
 - I don't feel comfortable in high heels.
 - Her job is something concerned with computers.
- **Connected with/to-** He was connected in some way with that fraud scandal a couple of years back. First, connect the printer to the computer.
- **Conscious of-** She's very conscious of the problems involved.
- **Content with-** Not content with stealing my boyfriend, she has turned all my friends against me.

- **Coordinated with-** Our program is coordinated with yours
- **Concerned about/for/with/to-** I'm a bit concerned about/for your health.
He was concerned to hear that two of his trusted workers were leaving...

PREPOSITION + WITH/TO/OF

ADJECTIVE + WITH	ADJECTIVE + TO	ADJECTIVE + OF
<ul style="list-style-type: none"> • <i>Blessed with</i> • <i>crowded</i> • <i>familiar with</i> • Angry with • Associated with • Bored with • Blessed with • Confronted with • Content with • Crowded with • Delighted with • Disappointed with • Fed up with • Familiar with • Furious with • Ok with • Pleased with • Popular with • Satisfied with 	<ul style="list-style-type: none"> • <i>Addicted to</i> • <i>Allergic to</i> • Accustomed to • Addicted to • Allergic to • Committed to • Dedicated to • Indifferent to • Kind to • Married to • Opposed to • Receptive to • Related to • Similar to • Superior to • Unfriendly to 	<ul style="list-style-type: none"> • <i>Afraid of</i> • <i>Capable of</i> • <i>Silly of</i> • Afraid of • Ashamed of • Aware of • Capable of • Certain of • Conscious of • Envious of • Independent of • Jealous of • Kind of • Nice of • Proud of • Scared of • Silly of • Sweet of • Typical of

ADJECTIVES +TO - EXAMPLES IN SENTENCES

Accustomed to	He is accustomed to having his own office.
Addicted to	She is addicted to watching TV.
Afraid of	She is afraid of speaking in public.
Anxious about	Norma is anxious about making the presentation.
Bored of	I am bored of doing the same old job.
Capable of	He is capable of winning a gold medal.
Committed to	She is committed to improving her English.
Concerned about	Nancy was concerned about being late.
Content with	Tim is content with winning second place.
Dedicated to	The organization is dedicated to ending poverty.
Devoted to	The money will be devoted to protecting the environment.
Disappointed with	Fiona was disappointed with coming in third place.

Discouraged by	He was discouraged by not getting the job.
Excited about	The researcher was excited about going to Africa.
Famous for	That actor is famous for being extremely weird.
Fond of	She is fond of having picnics.
Frightened of	She is frightened of being alone at night.
Guilty of	The banker was guilty of stealing money.
Happy about	He was happy about winning the lottery.
Interested in	She is interested in becoming a doctor.
Involved in	He was involved in making the movie.
Known for	She was known for causing problems.
Opposed to	They are opposed to building a new road in the park.
Proud of	He was proud of having completed the marathon.
Remembered for	She is remembered for protecting mountain gorillas.
Responsible for	He is responsible for causing the damage.
Scared of	Tina is scared of being alone at night.
Terrified of	The surfer is terrified of being attacked by a shark.
Tired from	She is tired from working all day.
Tired of	Margaret is tired of making dinner every night.
Worried about	The hikers were worried about not having enough water.
ADJECTIVE + TO	EXAMPLE SENTENCES
Accustomed to	"He quickly became accustomed to city life."
Addicted to	"I think I'm addicted to action movies."
Committed to, dedicated to, Devoted to	"She is committed to the art of dance." "How dedicated to your studies are you?" "Lucy is devoted to her family."
Friendly to, good to, kind to, nice to	"Henry is friendly to everyone." "Was she good to you?" "You should always be kind to others." "Mrs. Roberts was nice to the cashier."
Married to	"Cassie is married to Nick."
Mean to, rude to, unfriendly to	"Don't be mean to your classmates." "The couple was rude to the waitress." "A lot of cats are unfriendly to humans."
Opposed to	"I am opposed to these changes."
similar to	"His idea is similar to mine."

PREPOSITION + ABOUT

Adjective + about	Example Sentences
angry about, furious about, mad about	<p>"My neighbor is angry about the loud music we played last night."</p> <p>"That woman is furious about having to wait in line."</p> <p>"You're always mad about something."</p>
anxious about, nervous about, stressed about, worried about	<p>"Joe is anxious about studying abroad next semester."</p> <p>"She seemed nervous about the test."</p> <p>"Rachel is stressed about finding a job."</p> <p>"Dad is worried about filing taxes."</p>
excited about	"I am excited about a new book that's coming out soon."
happy about	"Aren't you happy about the way things turned out?"
sad about, depressed about	<p>"She might be sad about her grades."</p> <p>"Bobby was depressed about his parents' divorce."</p>
sorry about	"I'm sorry about yesterday."
upset about	"He's probably upset about losing the soccer match."

ADJECTIVE + WITH	EXAMPLE SENTENCES
angry with, furious with	<p>"Nicole is angry with her mother."</p> <p>"I heard he's furious with you!"</p>
annoyed with, fed up with	<p>"I'm annoyed with this traffic."</p> <p>"She's fed up with having to clean toilets all day."</p>
bored with	"It's hard not to be bored with long lectures."
content with, fine with, OK with	<p>"Taylor was content with moving to Chicago."</p> <p>"I'm fine with having to rewrite the introduction."</p> <p>"Are you sure you're OK with this?"</p>
disappointed with, displeased with	<p>"Molly seems disappointed with her performance."</p> <p>"The boy's parents are displeased with his behavior."</p>
pleased with	"We are very pleased with the number of donations we received."

ADJECTIVES AND PREPOSITIONS

- **Nice / kind / good / stupid / silly / intelligent / clever / sensible / (im) polite / rude / unreasonable OF** someone (to do something)
Thank you it was very nice / kind of you to help me. It's stupid of her to go out without a coat.
- **Nice / kind / good / (im)polite / rude / (un)pleasant / (un)friendly / cruel to** someone
She has always been very nice / kind to me. Why are you so rude /

unfriendly to Ann?

- **Angry / furious ABOUT** something / **WITH** someone / **FOR** something
Why are you so angry about it? They were furious with me for not inviting them to my party.
- **Pleased / disappointed / satisfied WITH** something
I was pleased with the present you gave me. Were you disappointed with your examination results?
- **Bored / fed up WITH** something
You get bored / fed up with doing the same thing every day.
- **Surprised / shocked / amazed / astonished AT / BY** something
Everyone was surprised by /at the news.
- **Excited / worried / upset ABOUT** something
Are you excited about going on holiday next week?
- **Afraid / scared / frightened / terrified OF** someone / something
Are you afraid of dogs?
- **Proud / ashamed OF** someone / something
I'm not ashamed of what I did.
- **Good / bad / excellent / brilliant / hopeless AT** (doing) something
I'm not very good at repairing things.
- **Married TO** someone (Linda is married to an American.)
- **Sorry ABOUT** something (I'm sorry about the noise last night.)
- **Sorry FOR** doing something (I'm sorry for shouting at you yesterday.)
- **Be / feel sorry FOR** someone (I feel sorry for George.)
- **Famous FOR** something (Florence is famous for its art treasures.)
- **Responsible FOR** something (Who was responsible for this noise last night?)
- **Interested IN** something (Are you interested in art?)
- **Fond OF** something / someone (Mary is fond of animals.)
- **Full OF** something (The letter was full of mistakes.)
- **Short OF** something (I'm a bit short of money.)
- **Keen ON** something (We stayed at home because Mary wasn't very keen on going out in the rain.)
- **Similar TO** something (Your writing is similar to mine.)
- **Crowded WITH** (people...) (The city was crowded with tourists.)

ADJECTIVE + PREPOSITION COMBINATIONS

Read widely in order become more and more familiar with how these adjective-prepositions combinations are used.

Here are a few of the most common combinations of adjectives and prepositions in English:

AT – SURPRISED AT, ANGRY AT, GOOD AT, TERRIBLE AT

1. I'm **surprised at** how fast my students are learning.
2. My mother is **angry at** me because I forgot her birthday.
3. Jamila is **good at** songwriting and painting.
4. He's **terrible at** math – he failed the class twice!

OF – PROUD OF, AFRAID OF, FOND OF, FULL OF

1. You practiced a lot and gave a great performance – I'm **proud of** you!
2. Jewell is **afraid of** swimming in the ocean.
3. The kids are very **fond of** the puppy.
4. The mall is always **full of** teenagers on the weekend.

WITH – SATISFIED WITH, BUSY WITH, FED UP WITH, ASSOCIATED WITH

1. I wasn't **satisfied with** the customer service at the bank.
2. We've been working overtime lately because we've been **busy with** a new project.
3. I was **fed up with** my boyfriend's lies, so I ended the relationship.
4. There are many health risks **associated with** smoking.

IN – DISAPPOINTED IN, SKILLED IN, INTERESTED IN, INVOLVED IN

1. The teacher was **disappointed in** the behavior of the class.
2. She was highly **skilled in** physics and chemistry.
3. Giovanni is **interested in** classic English literature.
4. Marlene is very **involved in** volunteer work.
5. **Notice that **in** can have a similar function to **at**. Ex) she's skilled at soccer. She's skilled in playing soccer.*

FOR – KNOWN FOR, GOOD FOR, TERRIBLE FOR, EXCELLENT FOR

1. Brazil is **known for** its wonderful music and friendly people.
2. Chocolate and red wine are actually **good for** your heart!
3. Looking at screens all day is **bad for** your eyesight.
4. Playing memory games is **excellent for** improving your brain function.

TO – MARRIED TO, FRIENDLY TO, SIMILAR TO, RUDE TO

1. He's **married to** an Australian woman.
2. Everyone I met on the trip was **friendly to** me.
3. The movie is very **similar to** the book.
4. The little boy was punished after being **rude to** his grandfather.

ADJECTIVE + ABOUT	EXAMPLE SENTENCES
Angry about, furious about, mad about	<p>"My neighbor is angry about the loud music we played last night."</p> <p>"That woman is furious about having to wait in line."</p>

	"You're always mad about something."
Anxious about, nervous about, stressed about, worried about	"Joe is anxious about studying abroad next semester." "She seemed nervous about the test." "Rachel is stressed about finding a job." "Dad is worried about filing taxes."
Excited about	"I am excited about a new book that's coming out soon."
Happy about	"Aren't you happy about the way things turned out?"
Sad about Depressed about	"She might be sad about her grades." "Bobby was depressed about his parents' divorce."
Sorry about	"I'm sorry about yesterday."
Upset about	"He's probably upset about losing the soccer match."
ADJECTIVE + WITH	EXAMPLE SENTENCES
Angry with, furious with	"Nicole is angry with her mother." "I heard he's furious with you!"
Annoyed with, fed up with	"I'm annoyed with this traffic." "She's fed up with having to clean toilets all day."
Bored with	"It's hard not to be bored with long lectures."
Content with, fine with, ok with	"Taylor was content with moving to Chicago." "I'm fine with having to rewrite the introduction." "Are you sure you're ok with this?"
Disappointed with, displeased with	"Molly seems disappointed with her performance." "The boy's parents are displeased with his behavior."
Pleased with	"We are very pleased with the number of donations we received."

ADJECTIVE + OF	EXAMPLE SENTENCES
afraid of, frightened of, scared of, terrified of	"Sam is afraid of dogs." "Many kids are frightened of clowns." "Are you scared of airplanes?" "The poor baby was terrified of her crib."
kind of, nice of, sweet of, thoughtful of	"How kind of you to come early." "That was nice of your sister to treat us to dessert."

	<p>"It's very sweet of John to send a gift."</p> <p>"It is thoughtful of passengers to thank their drivers."</p>
odd of, strange of	<p>"How odd of that man to wear sunglasses inside."</p> <p>"It's strange of you to change your mind like that."</p>
proud of	"Mom told me she is proud of my accomplishments."
rude of	"I thought it rude of her to interrupt me."
smart of	"That's very smart of you."
sick of, tired of	<p>"I am so sick of doing laundry every week."</p> <p>"Olivia confessed that she is tired of dating Mike."</p>
silly of	"It was silly of me to assume I was right."
stupid of	"How stupid of that boy to drop out of high school."

ADJECTIVE + PREPOSITION 1

Nice of you, nice to me

Nice / kind / good / generous / polite / honest / stupid / silly etc. OF somebody (to do something)

1. Thank you. It was very nice of you to help me.
2. It was stupid of me to go out without a coat in such cold weather.

(Be) nice / kind / good / generous / polite / rude / friendly / cruel etc. TO somebody

1. They have always been very nice to me. (not with me)
2. Why were you so unfriendly to Lucy?

Pleased / satisfied / happy / delighted / disappointed WITH something you get or experience

1. They were delighted with the present I gave them.
2. Were you happy with your exam results?

Surprised / shocked / amazed / astonished / upset AT / BY something

1. Everybody was surprised at the news. or ... by the news.
2. I hope you weren't shocked by what I said. or ... at what I said.

Sorry ABOUT a situation or something that happened

1. I'm sorry about the mess. I'll clear it up later.
2. Sorry about last night. (= Sorry about something that happened last night)

Sorry FOR / ABOUT something you did or caused

1. I'm sorry for shouting at you yesterday. (or sorry about shouting)

2. Sorry for the delay. (or Sorry about the delay)

You can also say 'I'm sorry I (did something)':

I'm sorry I shouted at you yesterday.

Angry / annoyed / furious / upset

ABOUT something

WITH somebody **FOR** doing something

1. There's no point in getting angry about things that don't matter.

2. Are you annoyed with me for being late?

3. Lisa is upset about not being invited to the party.

ADJECTIVE + ABOUT / WITH

Excited / worried / nervous / happy etc. ABOUT something

Are you nervous about the exam?

Impressed WITH / BY somebody/something

I'm very impressed with (or by) her English. It's very good.

Feel / be sorry FOR somebody in a bad situation

I feel sorry for Mark. He's had a lot of bad luck. (not I feel sorry about Mark)

Fed up / bored WITH something

I don't enjoy my job any more. I'm fed up with it. / I'm bored with it.

Tired OF something

Come on, let's go! I'm tired of waiting.

ADJECTIVE + PREPOSITION 2

Adjective + of

Afraid / scared / frightened / terrified OF ...

'Are you afraid of spiders?' 'Yes, I'm terrified of them.'

Good / bad / brilliant / better / hopeless etc. AT ...

I'm not very good at repairing things. (not good in repairing things)

Fond / proud / ashamed / jealous / envious OF ...

Why is he so jealous of other people?

Suspicious / critical / tolerant OF ...

They didn't trust me. They were suspicious of my motives.

Aware / conscious OF ...

'Did you know he was married?' 'No, I wasn't aware of that.'

Capable / incapable OF ...

I'm sure you are capable of doing the job well.

Typical OF ...

He's late again. It's typical of him to keep everybody waiting.

Similar TO ...

Your handwriting is similar to mine.

Dependent ON ... (but independent OF ...)

I don't want to be dependent on anybody.

Interested IN ...

Are you interested in art?

Famous FOR ...

The Italian city of Florence is famous for its art treasures.

Certain / sure OF or ABOUT ...

I think she's arriving this evening, but I'm not sure of that. Or ... not sure about that.

Different FROM or different TO ...

The film was different from what I'd expected. Or ... different to what I'd expected.

Crowded WITH (people etc.)

The streets were crowded **with** tourists. (but ... full of tourists)

Keen ON ...

We stayed at home. Chris wasn't keen on going out.

Responsible FOR ...

Who was responsible for all that noise last night?

Full / short OF ...

Amy is a very active person. She's always full of energy.

I'm a bit short of money. Can you lend me some?

Married / engaged TO ...

Louise is married to an American. (not married with)

but Louise is married with three children. (= she is married and has three children)

VERB + PREPOSITION 1 TO AND AT

VERB + TO

Talk / speak TO somebody (talk/speak with is also possible)

Who were you talking to?

Listen TO ...

When I'm driving, I like to listen to the radio. (not listen the radio)

Ask somebody (a question)

If there's anything you want to know, you can ask me. (not ask to me)

Look / stare / glance AT ..., have a look / take a look AT ...

Why are you looking at me like that?

Apologise TO somebody (for ...)

They apologised to me for their mistake. (not apologised me)

Thank somebody (for ...)

He thanked me for helping him. (not He thanked to me)

Laugh AT ...

I look stupid with this haircut. Everybody will laugh at me.

Explain something TO somebody

Can you explain this word to me? (not explain me this word)

Explain / describe (to somebody) what/how/why ...

I explained to them why I was worried. (not I explained them)

Let me describe to you what I saw. (not Let me describe you)

phone somebody, ask somebody etc. (without to)

VERB + AT

Some verbs can be followed by at or to, with a difference in meaning. For example:

Phone / call / email / text somebody

I called the airline **to** cancel my flight. (not called to the airline)

But we say 'write (a letter) **to** somebody'.

Aim / point (something) AT ..., shoot / fire (a gun) AT ...

Don't point that knife **at** me. It's dangerous.

We saw someone with a gun shooting at birds, but he didn't hit any.

Answer somebody/something

You didn't answer my email. (not answer to my email)

But we say reply **to** (an email / a letter etc.).

Shout AT somebody (when you are angry or aggressive)

He got very angry and started shouting at me.

Shout TO somebody (so that they can hear you)

He shouted to me from the other side of the street.

Throw something AT somebody/something (to hit them)

Somebody threw an egg at the politician.

Throw something TO somebody (for somebody to catch)

Lisa shouted 'Catch!' and threw the keys to me from the window

VERB + PREPOSITION 2 ABOUT/FOR/OF/AFTER

VERB + ABOUT

Talk / read / know ABOUT ...

We talked about a lot of things at the meeting.

Do something/nothing ABOUT something = do something/nothing to improve a situation

If you're worried about the problem, you should do something about it.

Apply (TO a company etc.) FOR a job etc.

I think you could do this job. Why don't you apply for it?

Search (a person / a place / a bag etc.) FOR ...

I've searched the house for my keys, but I still can't find them.

Look FOR ... = search for, try to find

I've lost my keys. Can you help me to look for them?

Leave (a place) FOR another place

I haven't seen her since she left (home) for work. (not left to work)

Have a discussion ABOUT something

1. We had a discussion about what we should do.

But we say 'discuss something' (no preposition):

1. We discussed what we should do. (not discussed about)

Ask (somebody) FOR ...

1. I sent an email to the company asking them for more information about the job.

But we say 'ask somebody the way / the time' etc. (no preposition):

1. I asked somebody the way to the station.

Care FOR somebody = take care of them, keep them safe

1. Alan is 85 and lives alone. He needs somebody to care for him.

2. I don't care FOR something = I don't like it

3. I don't care for hot weather. (= I don't like ...)

Care ABOUT ... = think that somebody/something is important

He's very selfish. He doesn't care about other people.

Care what/where/how ... etc. (without about)

You can do what you like. I don't care what you do.

VERB + FOR

Take care of, care for and care about

Look for and look after

Wait FOR somebody, wait FOR something (to happen)

1. Don't wait for me. I'll join you later.

2. I'm not going out yet. I'm waiting for the rain to stop.

Take care OF ... = look after, keep safe, take responsibility for

1. Don't worry about me. I can take care of myself.

2. I'll take care of the travel arrangements. You don't need to do anything.

Look AFTER ... = take care of, keep safe or in good condition

1. Alan is 85 and lives alone. He needs somebody to look after him. (not look for)

2. You can borrow this book, but please look after it.

VERB + PREPOSITION 3 ABOUT AND OF

Hear ABOUT ... = be told about something

Did you hear about the fire at the hotel?

Sometimes the difference is very small and you can use of or about:

When I'm alone, I often **think of you. Or ... think about you.**

- You can say **think of** or **think about** doing something (for possible future actions):
- My sister is thinking **of** going to Canada. Or ... thinking **about** going ...

Dream ABOUT ... (when you are asleep)

I dreamt about you last night.

Complain (TO somebody) ABOUT ... = say that you are not satisfied

We complained to the manager of the restaurant about the food.

Remind somebody ABOUT ... = tell somebody not to forget

It's good you reminded me about the meeting. I'd completely forgotten about it.

Complain OF a pain, an illness etc. = say that you have a pain etc.

We called the doctor because George was complaining of a pain in his stomach.

Dream OF/ABOUT being something / doing something = imagine

1. Do you dream of being rich and famous? or ... dream about being rich ...

2. I wouldn't dream OF doing something = I would never do it

3. 'Don't tell anyone what I said.' 'No, I wouldn't dream of it.'

Hear OF ... = know that somebody/something exists

1. Who is Tom Hart?

2. I have no idea. I've never heard of him. (not heard from him)

Hear FROM ... = be in contact with somebody

1. Have you heard from Jane recently?

2. Yes, she called me a few days ago.

Remind somebody OF ... = cause somebody to remember

1. This house reminds me of the one I lived in when I was a child.

2. Look at this photograph of Richard. Who does he remind you of?

VERB + PREPOSITION 4 OF/FOR/FROM/ON

VERB + OF

Accuse / suspect somebody OF ...

Tina accused me of being selfish.

Some students were suspected of cheating in the exam.

Congratulate / compliment somebody ON ...

I congratulated her on doing so well in her exams.

The meal was really good. I complimented Mark on his cooking skills.

Approve / disapprove OF ...

His parents don't approve of what he does, but they can't stop him.

Die OF or die FROM an illness etc.

'What did he die of?' 'A heart attack.'

VERB + FOR

Thank / forgive somebody FOR ...

I'll never forgive them for what they did.

VERB + FROM

Suffer FROM an illness etc.

There's been an increase in the number of people suffering from heart disease.

Protect somebody/something FROM ...

Sun cream protects the skin from the sun.

Live ON money/food

Michael's salary is very low. It isn't enough to live on.

Consist OF ...

We had an enormous meal. It consisted of seven courses.

apologise (TO somebody) FOR ...

When I realised I was wrong, I apologised (to them) for my mistake.

verb + on

Pay (somebody) FOR ...

We didn't have enough money to pay for the meal. (not pay the meal)

But we say 'pay a bill / a fine / a fee / tax / rent / a sum of money' etc. (no preposition)

We didn't have enough money to pay the rent.

Blame somebody/something FOR ... , somebody is to blame FOR ...

Everybody blamed me for the accident.

Everybody said that I was to blame for the accident.

Blame (a problem etc.) ON ...

It wasn't my fault. Don't blame it on me.

Depend ON ... , rely ON ...

I don't know what time we'll arrive. It depends on the traffic.

You can rely on Anna. She always keeps her promises.

You can use depend + when/where/how etc. with or without on:

'Are you going to buy it?' 'It depends how much it is.' (or 'It depends on how much

VERB + PREPOSITION 5 IN/INTO/WITH/TO/ON

VERB + IN

Believe IN ... = believe that something exists, believe that it's good to do something

- Do you believe in God? (= do you believe that God exists?)
- I believe in saying what I think. (= I believe it is right to say what I think)
- but 'believe something' (= believe that it is true), 'believe somebody' (= believe what they say):
- The story can't be true. I don't believe it. (not believe in it)

Specialise IN ...

Helen is a lawyer. She specialises in company law.

VERB + INTO

Break INTO ...

Our house was broken into a few days ago, but nothing was stolen.

VERB + WITH

Collide WITH ...

There was an accident this morning. A bus collided with a car.

VERB + TO

Happen TO ...

What happened to that gold watch you used to have? (= where is it now?)

VERB + ON

Concentrate ON ...

I tried to concentrate on my work, but I kept thinking about other things.

Divide / cut / split something INTO two or more parts

The book is divided into three parts.

Provide / supply somebody WITH ...

The school provides all its students with books.

Prefer one thing TO another

I prefer tea to coffee.

1. Spend (money) ON ...

How much do you spend on food each week?

Succeed IN ...

I hope you succeed in finding the job you want.

Crash / drive / bump / run INTO ...

He lost control of the car and crashed into a wall.

Fill something WITH ... (but full of – see Unit 131A)

Take this saucepan and fill it with water.

Invite somebody TO a party / a wedding etc.

They only invited a few people to their wedding.

Insist ON ...

I wanted to go alone, but some friends of mine insisted on coming with me.

Translate a book etc. FROM one language INTO another

She's a famous writer. Her books have been translated into many languages.

PHRASAL VERBS

VERBS + OUT

Fill in or fill out a form, a questionnaire etc. = write the necessary information on a form

1. Please fill in the application form and send it to us by 28 February. or

2. Please fill out the application form ...

Drop in = visit somebody at home without arranging to do this

- I dropped in to see Chris on my way home.

Eat out = eat at a restaurant, not at home

There wasn't anything to eat at home, so we decided to eat out.

Drop out of college / university / a course / a race = stop before you have completely finished

- Gary went to university but dropped out after a year.

Get out of something that you arranged to do = avoid doing it

- I promised I'd go to the wedding. I don't want to go, but I can't get out of it now.

Leave something out = omit it, not include it

- In the sentence 'She said that she was ill', you can leave out the word 'that'.

Cross something out = write a line through something

- Some of the names on the list had been crossed out.

VERB + IN

Join in = take part in something that is already going on

They were playing cards, so I joined in.

Take somebody in = deceive somebody

The man said he was a policeman and I believed him. I was completely taken in.

Plug in an electrical machine = connect it to the electricity supply

The fridge isn't working because you haven't plugged it

PHRASAL VERBS (OUT))

- ✓ **Out** = not burning, not shining
- ✓ **Put out** a fire / a cigarette / a light
- ✓ **Turn out** a light
- ✓ **blow out** a candle

Examples

- ✓ Suddenly all the lights in the building went out.
- ✓ I put the fire out with a fire extinguisher.
- ✓ I turned the lights out before leaving.
- ✓ We don't need the candle. You can blow it out.

OTHER VERBS + OUT

- ✓ **Work out** = do physical exercises
Rachel works out at the gym three times a week.
- ✓ **Work out** = develop, progress
Good luck for the future. I hope everything works out well for you.
a: Why did James leave the company?
B: Things didn't work out. (= things didn't work out well)
- ✓ **Work out** (for calculations):
The total bill for three people is £97.35. That works out at £32.45 each.
- ✓ **Work (something) out** = calculate 345×76 ? I need a calculator. I can't work it out in my head.
- ✓ **Work out or figure out** = understand, think about a problem and find an answer

Investigators are trying to work out what caused the accident. or
Investigators are trying to figure out what caused the accident.

VERB + OUT

- ✓ **Carry out an order / an experiment / a survey / an investigation / a plan etc.**

Soldiers are expected to carry out orders.

An investigation into the accident will be carried out.

- ✓ **Point something out (to somebody)** = draw attention to it
As we drove through the city, the tour guide pointed out all the sights.
I didn't realise I'd made a mistake until somebody pointed it out to me.

- ✓ **Sort something out** = find a solution to, put in order

There are a few problems we need to sort out.

All these papers are mixed up. I'll have to sort them out.

- ✓ **Find out that/what/when (etc.) ..., find out about ...** = get information about

The police never found out who committed the crime.

I just found out that it's Helen's birthday today.

I checked a few websites to find out about hotels in the town.

- ✓ **Turn out to be ... / turn out good/nice etc. / turn out that ...**

Nobody believed Paul at first, but he turned out to be right. (= it became clear in the end that he was right)

The weather wasn't so good in the morning, but it turned out nice later.

I thought they knew each other, but it turned out that they'd never met.

- ✓ **Give/hand things out** = give to each person

At the end of the lecture, the speaker gave out information sheets to the audience.

- ✓ **Run out (of something)**

We ran out of petrol on the motorway. (= we used all our petrol)

- ✓ **Try out a machine, a system, a new idea etc.** = test it to see if it is OK

The company is trying out some new software at the moment

PHRASAL VERBS 4 ON/OFF (1)

On and off for lights, machines etc.

We say:

- ✓ The light is on / put the light on / leaves the light on etc.
- ✓ Turn the light on/off or switch the light on/off
- ✓ Shall I leave the lights on or turn them off?
- ✓ 'Is the heating on?' 'No, I switched it off.'
- ✓ Also
- ✓ **Put (music, a song) on, put the kettle on:**

Let's put some music on. What would you like to hear?

We need boiling water, so I'll put the kettle on.

- ✓ **Put something off, put off doing something** = delay it

The election has been put off until January.

We can't put off making a decision. We have to decide now.

- ✓ **Be off (to a place)**

Tomorrow I'm off to Paris. / I'm off on holiday.

(= I'm going to Paris / I'm going on holiday)

- ✓ **Walk off / run off / drive off / ride off / go off (similar to walk away / run away etc.)**

Anna got on her bike and rode off.

Mark left home at the age of eighteen and went off to Canada.

- ✓ **Put on clothes, glasses, make-up, a seat belt etc.**

My hands were cold, so I put my gloves on.

- ✓ **Put on weight = get heavier**

I've put on two kilos in the last month.

- ✓ **Go on = happen**

What's all that noise? What's going on? (= what's happening)

Try on clothes (to see if they fit)

I tried on a jacket in the shop, but it didn't look right.

- ✓ **Take off clothes, glasses etc.**

It was warm, so I took off my coat.

- ✓ **Set off = start a journey**

We set off early to avoid the traffic. (= We left early)

- ✓ **Take off = leave the ground (for planes)**

After a long delay, the plane finally took off.

- ✓ **See somebody off** = go with them to the airport/station to say goodbye

Helen was going away. We went to the station with her to see her off.

PHRASAL VERBS 5 ON/OFF (2)

VERB + ON = CONTINUE DOING SOMETHING

- ✓ **Go on = continue**

The party went on until 4 o'clock in the morning.

- ✓ **Keep on doing (or keep doing) something = do it continuously or repeatedly**

He keeps on criticising me. It's not fair! (or He keeps criticising me.)

- ✓ **Drive on / walk on / play on = continue driving/walking/playing etc.**

Shall we stop at this petrol station or shall we drive on to the next one?

- ✓ **Doze off / drop off / nod off = fall asleep**

I dozed off during the lecture. It was very boring.

✓ **Go off = make an alarm sound**

Did you hear the alarm go off?

✓ **Show off = try to impress people with your ability, your knowledge etc.**

Look at that boy on the bike riding with no hands. He's just showing off.

✓ **Tell somebody off = speak angrily to somebody because they did something wrong**

Clare's mother told her off for wearing dirty shoes in the house.

✓ **Go on / carry on doing something = continue doing it**

We can't go on spending money like this. We'll have nothing left soon.

I don't want to carry on working here. I'm going to look for another job.

✓ **Go on with / carry on with something = continue it**

Don't let me disturb you. Please carry on with what you're doing.

✓ **Finish something off = do the last part of it**

a: Have you finished painting the kitchen?

b: Nearly. I'll finish it off tomorrow.

✓ **Rip somebody off / be ripped off = cheat somebody / be cheated**

Did you really pay £2,000 for that painting? I think you were ripped off.

(= you paid too much)

✓ **Put somebody off (doing) something so that they don't want it or want to do it any more**

We wanted to go to the exhibition, but we were put off by the long queue.

(= we didn't go because of the long queue)

What put you off applying for the job? Was the salary too low?

✓ **Get on = progress**

How are you getting on in your new job? (= How is it going?)

✓ **Get on (with somebody) = have a good relationship**

Joanne and Karen don't get on. They're always arguing.

Richard gets on well with his neighbours. They're all very friendly.

✓ **Get on with something = continue something you have to do, usually after an interruption**

I must get on with my work. I have a lot to do.

PHRASAL VERBS 6 UP/DOWN

COMPARE UP AND DOWN:

✓ **Put something up (on a wall etc.)**

I put a picture up on the wall.

✓ **Pick something up**

There was a letter on the floor.

I picked it up and looked at it.

✓ **Stand up**

Alan stood up and walked out.

✓ **Turn something up**

I can't hear the TV. Can you turn it up a bit?

✓ **Take something down (from a wall etc.)**

I didn't like the picture, so I took it down.

✓ **Put something down**

I stopped writing and put down my pen.

✓ **Sit down / bend down / lie down**

I bent down to tie my shoelace.

✓ **Turn something down**

The oven is too hot. Turn it down to 150 degrees

✓ **Knock down, cut down etc.**

✓ **Down** = getting less

OTHER VERBS + DOWN

✓ **Burn down = be destroyed by fire**

They were able to put out the fire before the house burnt down.

✓ **Slow down = go more slowly**

You're driving too fast. Slow down.

✓ **Calm (somebody) down = become calmer, make somebody calmer**

✓ **Calm down.** There's no point in getting angry.

✓ **Cut down (on something)** = eat, drink or do something less often

I'm trying to cut down on coffee. I drink too much of it.

✓ **Close down / shut down = stop doing business**

There used to be a shop at the end of the street. It closed down a few years ago.

✓ **Let somebody down = disappoint them because you didn't do what they hoped**

You can always rely on Paul. He'll never let you down.

✓ **Write something down = write something on paper because you may need the information later**

I can't remember Ben's address. I wrote it down, but I can't find it.

✓ **Knock down a building / blow something down / cut something down etc.**

Some old houses were knocked down to make way for the new shopping centre.

Why did you cut down the tree in your garden?

✓ **Be knocked down (by a car etc.)**

A man was knocked down by a car and taken to hospital.

✓ **Break down = stop working (for machines, cars, relationships etc.)**

The car broke down and I had to phone for help.

Their marriage broke down after only a few months.

- ✓ **Turn somebody/something down = refuse an application, an offer etc.**

I applied for several jobs, but I was turned down for all of them.

Rachel was offered the job, but she decided to turn it down.

- ✓ **close down / shut down = stop doing business**

There used to be a shop at the end of the street. It closed down a few years ago.

- ✓ **let somebody down = disappoint them because you didn't do what they hoped**

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- ✓ **Knock down a building / blow something down / cut something down etc.**

Some old houses were knocked down to make way for the new shopping centre.

Why did you cut down the tree in your garden?

PHRASAL VERBS 7 UP (1)

- ✓ **Go up, come up, walk up (to ...) = approach**

A man came up to me in the street and asked me for money.

- ✓ **Set up an organisation, a company, a business, a system, a website etc. = start it**

The government has set up a committee to investigate the problem.

- ✓ **Grow up = become an adult**

Amy was born in Hong Kong but grew up in Australia.

- ✓ **Clean up, clear up, tidy up = make something clean, tidy etc.**

Look at this mess! Who's going to tidy up? (or ... to tidy it up)

- ✓ **Take up a hobby, a sport, an activity etc. = start doing it**

Laura took up photography a few years ago. She takes really good pictures.

- ✓ **Bring up a child = raise, look after a child**

Her parents died when she was a child and she was brought up by her grandparents.

- ✓ **Wash up = wash the plates, dishes etc. after a meal**

I hate washing up. (or I hate doing the washing-up.)

- ✓ **Take up space or time = use space or time**

Most of the space in the room was taken up by a large table.

- ✓ **Turn up, show up = arrive, appear**

We arranged to meet David last night, but he didn't turn up.

✓ **Use something up = use all of it so that nothing is left**

I'm going to make soup. We have a lot of vegetables and I want to use them up.

✓ **Fix up a meeting etc. = arrange it**

We've fixed up a meeting for next Monday.

✓ **Catch up (with somebody), catch somebody up = move faster than people in front of you so that you reach them**

I'm not ready to go yet. You go on and I'll catch up with you / I'll catch you up.

✓ **End up somewhere, end up doing something etc.**

1. There was a fight in the street and three men ended up in hospital.

(= that's what happened to these men in the end)

2. I couldn't find a hotel and ended up sleeping on a bench at the station.

(= that's what happened to me in the end)

✓ **Make up something, be made up of something**

Children under 16 make up half the population of the city.

(= half the population are children under 16)

Air is made up mainly of nitrogen and oxygen. (= Air consists of ...)

✓ **Keep up (with somebody) = continue at the same speed or level**

a. You're walking too fast. I can't keep up (with you).

b. You're doing well. Keep it up!

✓ **Give up = stop trying, give something up = stop doing it**

a. Don't give up. Keep trying!

b. Sue got bored with her job and decided to give it up. (= stop doing it)

PHRASAL VERBS 8 UP (2)

✓ **Bring up a topic etc. = introduce it in a conversation**

I don't want to hear any more about this. Please don't bring it up again.

✓ **Make something up = invent something that is not true**

What Kevin told you about himself wasn't true. He made it all up.

✓ **Save up for something / to do something = save money to buy something**

Dan is saving up for a trip to New Zealand.

✓ **Tear something up = tear it into pieces**

I didn't read the letter. I just tore it up and threw it away.

✓ **Break up, split up (with somebody) = separate**

I'm surprised to hear that Kate and Paul have split up. They seemed very happy together.

✓ **Do up a coat, a shoelace, buttons etc. = fasten, tie etc.**

It's quite cold. Do up your coat before you go out.

- ✓ **Do up a building, a room etc. = repair and improve it**

The kitchen looks great now that it has been done up.

- ✓ **Look something up in a dictionary/encyclopaedia etc.**

If you don't know the meaning of a word, you can look it up (in a dictionary).

- ✓ **Put up with something = tolerate a difficult situation or person**

We live on a busy road, so we have to put up with a lot of noise from the traffic.

- ✓ **Clear up = become bright (for weather)**

It was raining when I got up, but it cleared up later.

- ✓ **Beat somebody up = hit someone repeatedly so that they are badly hurt**

A friend of mine was attacked and beaten up. He had to go to hospital.

- ✓ **Come up = be introduced in a conversation**

Some interesting things came up in our discussion yesterday.

- ✓ **Come up with an idea, a suggestion etc. = produce an idea**

Sarah is very creative. She's always coming up with new ideas.

- ✓ **Cheer up = be happier, cheer somebody up = make somebody feel happier**

You look so sad! Cheer up!

Helen is depressed. What can we do to cheer her up?

- ✓ **Blow up = explode, blow something up = destroy it with a bomb etc.**

The engine caught fire and blew up.

The bridge was blown up during the war.

- ✓ **Hold up a person, a plan etc. = delay**

Don't wait for me. I don't want to hold you up.

Plans to build a new factory have been held up because of financial problems.

- ✓ **Mix up people/things, get people/things mixed up = you think one is the other**

The two brothers look very similar. People often mix them up.

Or ... People often get them mixed up.

PHRASAL VERBS 9 AWAY/BACK

- ✓ **Away = away from home**

We're going away on holiday today.

- ✓ **Away = away from a place, a person etc.**

1. Sarah got into her car, started the engine and drove away.

2. I tried to take a picture of the bird, but it flew away.

3. I dropped the ticket, and it blew away in the wind.

4. The police searched the house and took away a computer.

In the same way you can say:

✓ **Walk away, run away, look away etc.**

✓ **Back = back home**

We'll be back in three weeks.

✓ **Back = back to a place, a person etc.**

1. I'm going out now.

2. What time will you be back?

3. After eating at a restaurant, we walked back to our hotel.

4. I've still got Jane's keys. I forgot to give them back to her.

5. When you've finished with that book, can you put it back on the shelf?

In the same way you can say:

1. Go back, come back, and get back,

2. Take something back etc.

OTHER VERBS + AWAY/ OTHER VERBS + BACK

✓ **Keep away (from ...) = don't go near**

Keep away from the edge of the pool. You might fall in.

✓ **Give something away = give it to somebody else because you don't want it any more**

'Did you sell your bike?' 'No, I gave it away to a friend.'

✓ **Put something away = put it in the place where it is usually kept**

When the children finished playing with their toys, they put them away.

✓ **Throw something away = put it in the rubbish**

I kept the letter, but i threw away the envelope.

✓ **Throw something away = put it in the rubbish**

I kept the letter, but i threw away the envelope.

✓ **Wave back / smile back / shout back / hit somebody back**

I waved to her, and she waved back.

✓ **Call/phone/ring (somebody) back = return a phone call**

I can't talk to you now. I'll call you back in ten minutes.

✓ **Get back to somebody = reply to them by phone etc.**

I sent him an email, but he never got back to me.

✓ **Get away = escape, leave with difficulty**

We tried to catch the thief, but she got away.

✓ **Get away with something = do something wrong without being caught**

I parked in a no-parking zone, but i got away with it. I didn't have to pay a fine.

✓ **Look back (on something) = think about what happened in the past**

My first job was in a travel agency. I didn't like it much at the time but, looking back on it,

I learnt a lot and it was a useful experience.

✓ **Pay back money, pay somebody back**

If you borrow money, you have to pay it back.

Thanks for lending me the money. I'll pay you back next week.

NOUN + PREPOSITION COMBINATIONS

FOR

✓ **A check for (an amount of money)**

He gave me a check for \$100

✓ **A demand for**

There's a huge demand for affordable housing.

✓ **A need for**

This country has a real need for trustworthy leaders.

✓ **A reason for**

There's no reason for such bad behavior.

✓ **Credit for**

I have to give her credit for doing a great job.

✓ **A preference for**

I have a preference for historical movies, but i'll watch pretty much anything.

✓ **A reputation for**

He has a reputation for honesty and kindness.

✓ **Respect/admiration for**

I have enormous respect for firefighters.

✓ **A talent for**

Some people have a real talent for singing.

✓ **Room for**

Is there room for a water bottle inside the backpack?

IN

✓ **A rise in / an increase in**

There's been a rise in global temperatures.

✓ **A fall in / a decrease in**

There's been a fall in prices lately.

✓ **Interest in**

That book sparked my interest in politics.

✓ **A delay in**

He was responsible for the delay in the preparations.

✓ **Experience in**

Do you have any experience in this area?

OF

1. A cause of

Losing my job was the cause of all my problems.

2. A photograph/picture of something

We took quite a few pictures of the beach.

3. A process of

We're in the process of remodeling our house.

4. An advantage of / a disadvantage of

The advantage of taking the bus is that you don't have to worry about parking.

5. A habit of

I have the habit of eating ice cream while i watch tv.

6. No intention of

I have no intention of quitting my job anytime soon.

7. A lack of

We couldn't believe his lack of table manners.

8. A result of

She presented the results of her research.

TO

✓ **Damage to**

The hurricane caused some damage to my house.

✓ **An addiction to**

I think he has an addiction to video games.

✓ **Dedication/devotion to**

His life is guided by his devotion to religion.

✓ **A reaction to**

They didn't show any reaction to the news.

✓ **Access to**

Only employees should have access to the files.

✓ **A response/reply to**

I couldn't hear his reply to the question.

✓ **A contribution to**

Thanks for your contribution to the project.

✓ **a threat to**

Pollution is a threat to the environment.

✓ **an exception to**

There are some exceptions to the grammar rules in English.

Others:

✓ **Anger at** Your anger at him is perfectly justified.

✓ **An expert on/at/in** She's an expert at fixing things.

- ✓ **An attack on** The soldiers is planning an attack on the enemy base.
- ✓ **An effect on** This medication might have an effect on your appetite.
- ✓ **A ban on** There's a ban on genetically-modified foods.
- ✓ **A tax on** The government wants to raise the tax on alcoholic beverages.
- ✓ **A speech on/about** I'm going to give a speech on overcoming obstacles.
- ✓ **A difference between** I don't see much of a difference between those two shades of blue.
- ✓ **Protection from** This helmet offers the best protection from injuries.
- ✓ **A break from** I need a break from all this studying!

NOUN + PREPOSITION

LIIST OF COMMON NOUN COLLOCATIONS WITH IN

- ✓ A decrease in
- ✓ A fall in
- ✓ A rise in
- ✓ An increase in
- ✓ Belief in
- ✓ Change in
- ✓ Course in
- ✓ Delay in
- ✓ Difference in
- ✓ Difficulty in
- ✓ Experience in
- ✓ Growth in
- ✓ Interest in
- ✓ Lesson in
- ✓ Participation in
- ✓ Place in
- ✓ Success in

Noun + In Collocations with Examples

- ✓ **A decrease in**
*Half the companies in the survey reported a **decrease in** sales.*
- ✓ **A fall in**
*There is a steep **fall in** profits this year.*
- ✓ **A rise in**
*There has been a sharp **rise in** the number of people out of work.*
- ✓ **An increase in**
*There has been an **increase in** demand for two-bedroom flats.*
- ✓ **Belief in**
*She has lost her **belief in** God.*

✓ **Change in**

*There was no **change in** the patient's condition overnight.*

✓ **Course in**

*I'd like to do a **course in** computer programming.*

✓ **Delay in**

*We apologize for the **delay in** answering your letter.*

✓ **Difference in**

NOUN + PREPOSITION COMBINATIONS

Advantage of	Advice on	Alternative to	Application for
Benefit of	Cause of	Cheque for	Cost of
Demand for	Difference between	Example of	Experience of, in
Fall in, of	Increase/decrease in, of	Invitation to	Interest in
Lack of	Matter with	Need for	Opinion of
Order for	Price of	Reason for	Reply to
Request for	Rise in, of	Solution to	Tax on

NOUN + PREPOSITION

Words referring to increases and decreases can be followed by **in** or **of**.

In refers to something that has risen or fallen; **of** refer to a quantity or amount.

There has been a large **fall in** unemployment over the last few months.

There has been a fall of 9.7%.

NOUN + PREPOSITION

✓	✓ At a profit/loss	✓ At cost price	✓ At your convenience
✓ At short notice	✓ By post	✓ By hand	✓ By return
✓ By cheque	✓ By law	✓ By car, bus, airmail	✓ By mistake
✓ For sale	✓ For lunch	✓ In advance	✓ In stock
✓ In writing	✓ In general	✓ In the end	✓ In a hurry
✓ In my opinion	✓ In bulk	✓ In charge of	✓ In debt
✓ On application	✓ On sale	✓ On loan	✓ On holiday
✓ On business	✓ On a trip	✓ On hold	✓ On the phone
✓ On television	✓ On the whole	✓ On order	✓ On time
✓ Out of order	✓ Out of date	✓ To my mind	✓ Under pressure
✓ with reference to			

NOUN + PREPOSITION FOLLOWED BY GERUND

✓ Addiction to	His addiction to surfing the Internet is a problem.
✓ Advantage of	He has the advantage of speaking English fluently.

✓ Anxiety about	Her anxiety about speaking in public caused her to lose the job.
✓ Belief in	His belief in not harming animals was something he learned from his mother.
✓ Credit for	She took credit for improving the filing system.
✓ Dedication to	His dedication to teaching was impressive.
✓ Delay in	The delay in processing the visa caused problems.
✓ Devotion to	His devotion to biking allowed him to win the competition.
✓ Disadvantage of	The disadvantage of flying is that you can't see the scenery along the way.
✓ Experience in	She has a great deal of experience in introducing new products to international markets. With the noun "experience," sometimes a gerund is added without the preposition "in." "Experience introducing new products" would also be acceptable.
✓ Fear of	His fear of flying made travel difficult.
✓ Fondness for	Her fondness for traveling led to her career in the travel industry.
✓ Habit of	His habit of smoking in restaurants caused many problems in California.
✓ Interest in	Her career as a pilot evolved out of her interest in flying.
✓ Knowledge of	Her knowledge of climbing helped her during the competition.
✓ Love of	His love of singing developed when he was a child.
✓ Memory of	Their memories of traveling in Africa will stay with them forever.
✓ Preference for	I think his preference for speaking his native language is natural.
✓ Process of	The process of painting such a large mural is more complicated than you might think.
✓ Reaction to	His reaction to winning the prize was quite funny.
✓ Reason for	The main reason for taking the course is to improve your language skills.
✓ Regret for	The criminal's regret for committing the crime did not convince the judge.
✓ Report on	The magazine's report on choosing the right car was not well researched.
✓ Reputation for	Her reputation for lying is well known.
✓ Responsibility for	His responsibility for completing the project on time was acknowledged by the company.

✓ Story about	I don't know if I believe his story about seeing a UFO.
✓ Talent for	His talent for learning languages was impressive.

NOUN + PREPOSITION COMBINATIONS

For

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He gave me a check for \$100
- ✓ **A demand for**
There's a huge demand for affordable housing.
- ✓ **A need for**
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Do you have any experience in this area?
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I couldn't hear his reply to the question.
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Pollution is a threat to the environment.
- ✓ **An exception to**
There are some exceptions to the grammar rules in english.
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- ✓ **Anger at** your anger at him is perfectly justified.
- ✓ **An expert on/at/in** she's an expert at fixing things.
- ✓ **An attack on** the soldiers is planning an attack on the enemy base.
- ✓ **An effect on** this medication might have an effect on your appetite.

- ✓ **A ban on** there's a ban on genetically-modified foods.
- ✓ **A tax on** the government wants to raise the tax on alcoholic beverages.
- ✓ **A speech on/about** i'm going to give a speech on overcoming obstacles.
- ✓ **A difference between** i don't see much of a difference between those two shades of blue.
- ✓ **Protection from** this helmet offers the best protection from injuries.
- ✓ **A break from** i need a break from all this studying!

PREPOSITIONS SHOWING DIRECTION

- ✓ **To** is used to indicate movement from one place to another.
The children go **to** the school every morning.
- ✓ **Towards** points out a particular direction.
The lion ran **towards** the hunter.
- ✓ **Into** indicates a movement inside something.
The thief entered **into** the room.
- ✓ **At** indicates aim.
 - The hunter aimed **at** the bird.
- ✓ **For** denotes direction.
 - I shall start **for** patna today.
- ✓ **Off** refers to separation.
 - He was thrown **off** from the car during the accident.
- ✓ **From** refers to a point of departure.
 - We feel unhappy when we depart **from** our parents
- ✓ **Against** shows pressure.
 - I rested my arms **against** the wall.
- ✓ **Along** shows the same line.
 - I walked **along** the road.
- ✓ **Across** means from one side.
 - I ran **across** the road
- ✓ **Before** denotes face-to-face.
 - I was standing **before** my wife.
- ✓ **Behind** means at the back of someone or something.
 - My daughter stood **behind** me.
- ✓ **Beside** means by the side of.
The security guard sits **beside** the officer.
- ✓ **After** refers to a sequence.
 - The child came running **after** the mother.

WORDS TAKING MORE THAN ONE PREPOSITION

A large number of words are always followed by a fixed preposition.

Example: insist on; prevent from; fond of. But certain words take several prepositions according to the changing meanings of the word. Here is a select list of such words.

✓ **Accompany**

a. By(for living being)

The prime minister was accompanied **by** the members of his cabinet.

b. With(subtle things)

His lecture was accompanied **with** subtle analysis of concepts.

c. By(for living being)

The prime minister was accompanied **by** the members of his cabinet.

d. With(subtle things)

His lecture was accompanied **with** subtle analysis of concepts.

✓ **Accountable**

a. To(an authority or a person)

All of us are accountable **to** god.

b. For(action)

We are accountable to god **for** our deeds and misdeeds.

✓ **Angry**

a. At (a thing). Ram is angry **at** sham's bad conduct.

b. With (a person). ram is angry **with** sham.

✓ **Annoyed**

a. With (a person). He is annoyed **with** his younger brother.

b. At (something). He is annoyed with his friend **at** his laziness.

✓ **Answerable**

a. To (a person). The servant is answerable **to** the master.

b. For (something). We are answerable to our parents **for** our conduct.

✓ **Appeal**

a. To (person). He appealed to the judge for his release from jail.

b. For (thing). He appealed for his release from the prison.

✓ **Arrive**

a. At (small place). He arrived **at** the railway colony.

b. In (big place). He arrived **in** india.

✓ **Attend**

a. To (duties, lessons, work). I attend **to** my duties sincerely.

b. On (service). Children attend **on** parents.

✓ **Authority**

a. On (subject). Mr. Suresh is an authority **on** modern physics.

b. Over (rights). The district magistrate has authority **over** the committee.

✓ **Blind**

a. Of (physical). He is blind **of** one eye.

- b. **To (mental)**. Many parents are blind **to** the faults of their children.
- ✓ **Communicate**
- a. **With (to make correspondence)**. He communicated **with** us on that matter.
- b. **To (to convey)**. He communicated his opinion **to** me.
- ✓ **Compare**
- a. **With (similar things)**. Shakespeare is compared **with** kalidasa.
- b. **To (dissimilar things)**. Life is compared **to** a battle.
- ✓ **Compete**
- a. **With (person)**. I cannot compete **with** the young man.
- b. **For (a thing)**. They compete **for** a prize.
- ✓ **Complain**
- a. **To (person)**. He complained **to** the magistrate against sham.
- b. **Against (a person)**. He complained to the magistrate **against** sham.
- c. **About (a thing)**. He complained to the magistrate against sham **about** his misconduct.
- ✓ **Confer**
- a. **On (to give)**. The president conferred the title of bharat ratna **on** him.
- b. **With (a person)**. I shall confer **with** him about important topics.
- ✓ **Die**
- a. **Of (a disease)**. He died **of** cholera.
- b. **From (a cause)**. He died **from** overwork.
- ✓ **Differ**
- a. **With (person)**. I differ **with** you.
- b. **From (things)**. India differs **from** japan.
- ✓ **Disqualified**
- a. **From (action)**. He was disqualified **from** running the race.
- b. **For (post or thing)**. He was disqualified **for** the post of police inspector.
- ✓ **Entrust**
- a. **With (in case of a person)**. I cannot entrust him **with** my money.
- b. **To (in case of thing)**. I cannot entrust my money **to** him.
- ✓ **Familiar**
- a. **With (person)**. I am familiar **with** the chief minister.
- b. **To (subject)**. I am familiar **to** french language.
- ✓ **Fight**
- a. **With (person)**. We fought **with** the english.
- b. **For (thing)**. We fought with the english **for** freedom.
- ✓ **Grateful**
- a. **To (person)**. I am grateful **to** ram.

- b. **For (thing)**. I am grateful to ram **for** his help.
- ✓ **Heir**
- a. **Of (descendant)**. A son is usually the heir **of** the father.
- b. **For (thing)**. He was a heir **for** a big fortune.
- ✓ **Indebted**
- a. **To (a person)**. I am indebted **to** my friend.
- b. **For (thing)**. I am indebted to my friend **for** his help.
- ✓ **Indignant**
- a. **With (person)**. He was indignant **with** his friends.
- b. **At (thing)**. The teacher was indignant **at** his carelessness.
- ✓ **Live**
- a. **On (to exist)**. A man lives **on** food.
- b. **By (to depend on, to believe in)**. A terrorist lives **by** the gun.
- ✓ **Part**
- a. **From (persons)**. He parted **from** his friends.
- b. **With (things)**. He cannot part **with** his money.
- ✓ **Responsible**
- a. **To (person)**. He was responsible **to** the boss.
- b. **For (thing)**. We are responsible to god **for** our actions.
- ✓ **Taste**
- a. **Of (experience)**. Now you will have a taste **of** new york.
- b. **For (interest)**. I have no taste **for** painting.
- ✓ **Tired**
- a. **Of (mental)**. I am tired **of** poverty.
- b. **With (physical)**. I am tired **with** working for five hours continuously.

VERBS AND PREPOSITIONS

Some verbs need a preposition before an object or another verb. The preposition is only grammatical, so it doesn't change the meaning of the verb. Here are some of the most common ones:

- ✓ **Arrive at / in somewhere**
We arrived at the airport.
We arrived in London.
- ✓ **Belong to somebody**
This book belongs to me.
- ✓ **Borrow something from somebody**
I borrowed a book from my classmate.
- ✓ **Concentrate on something / doing something**
I concentrated on studying at the weekend.
- ✓ **Depend on something / somebody**

It depends on the weather.

✓ **Explain something to somebody**

The teacher explained the exercise to the students.

✓ **Listen to something / somebody**

I listened to music.

✓ **Pay somebody for something**

I paid the waiter for the coffee.

✓ **Wait for somebody / something**

Wait for me!

✓ **Worry about somebody / something**

Don't worry about a thing!

VERBS + PREPOSITIONS

Here are some example sentences:

✓ The new product fully complies with European safety standards.

✓ We do not rely on rail transport, so our delivery will not be affected by the strike.

✓ The goods must be paid for no later than 60 days after receipt.

✓ She succeeded in passing her IELTS with flying colors!

Some verbs can be followed by an object and a preposition:

Example sentences:

✓ The couple borrowed money from the bank to buy their new house.

✓ Don't forget to thank him for offering to drive you to the airport.

✓ She asked him for a raise.

✓ There are also verbs that **don't take prepositions** (whereas in French, they do!):

Example sentences:

✓ I'll phone the company tomorrow morning.

✓ They met to discuss the new smoking ban.

✓ She entered the room very quietly.

✓ He always asks his boss a lot of questions.

✓ His boss always patiently answers him.

✓ They told the unions that they wouldn't sign the agree

GRAMMAR EXPLANATION

When a verb is part of a longer sentence, it is often followed by a specific preposition.

✓ I **agree with** Mike.

✓ She **listens to** the radio a lot.

✓ He **thanked me for** the flowers.

There are no grammatical rules to help you know which preposition is used with which verb, so it's a good idea to try to learn them together. To help you do this, write new vocabulary in your notebook in a sentence or phrase. Here are some common verbs for each preposition.

VERBS WITH FOR

- ✓ They're **waiting for** a bus.
- ✓ He **apologised for** being late.
- ✓ I **applied for** the job but I didn't get it.
- ✓ How do you **ask for** a coffee in Polish?
- ✓ I can't go out tonight because I have to **prepare for** my interview tomorrow.

VERBS WITH FROM

- ✓ This spray should **protect** you **from** mosquitoes.
- ✓ Has he **recovered from** the accident yet?
- ✓ She won an award because she **saved** someone **from** drowning.
- ✓ I **suffer from** allergies.

VERBS WITH IN

- ✓ She doesn't **believe in** coincidences.
- ✓ Our company **specialises in** computer software.
- ✓ You have to work hard if you want to **succeed in** life.

VERBS WITH OF

- ✓ I don't **approve of** hunting animals for their fur.
- ✓ Our dog **died of** old age.
- ✓ This shampoo **smells of** bananas.

VERBS WITH ON

- ✓ Their decision will **depend on** the test results.
- ✓ The film is **based on** the novel by Boris Pasternak.
- ✓ If you make so much noise, I can't **concentrate on** my work.
- ✓ Come on! We're **relying on** you!
- ✓ We don't **agree on** anything but we're still good friends.

VERBS WITH TO

- ✓ What kind of music do you like **listening to**?
- ✓ Can I **introduce** you **to** my grandfather?
- ✓ Please **refer to** the notes at the end for more information.
- ✓ Nobody **responded to** my complaint.
- ✓ She **apologised to** me the next day.

VERBS WITH WITH

- ✓ I **agree with** everything you've said.
- ✓ My assistant will **provide** you **with** more information if you need it.

✓ We're finding it difficult to deal with the stress. ✓ Does this exercise to test your grammar again?	
VERB + TO	
✓ Adapt to ✓ Add to ✓ Agree to ✓ Apologize to ✓ Belong to ✓ Consent to ✓ Devote to ✓ Happen to	✓ Lead to ✓ Listen to ✓ Object to ✓ React to ✓ Refer to ✓ Reply to ✓ Speak to ✓ Talk to
VERB + FROM	VERB + FOR
✓ Abstain from ✓ Borrow from ✓ Escape from ✓ Graduate from ✓ Hide from ✓ Infer from ✓ Prevent from ✓ Prohibit from ✓ Protect from ✓ Recover from ✓ Rescue from ✓ Resign from ✓ Retire from ✓ Save from ✓ Separate from ✓ Stem from ✓ Suffer from	✓ Admire for ✓ Apologize for ✓ Apply for ✓ Ask for ✓ Blame for ✓ Care for ✓ Excuse for ✓ Head for ✓ Long for ✓ Pay for ✓ Pray for ✓ Prepare for ✓ Scold for ✓ Search for ✓ Vote for ✓ Wait for ✓ Wish for ✓ Work for
VERB + AT	VERB + ON
✓ Aim at ✓ Arrive at ✓ Glance at ✓ Guess at ✓ Hint at ✓ Laugh at	✓ Agree on ✓ Base on ✓ Be on ✓ Blame on ✓ Comment on ✓ Concentrate on

<ul style="list-style-type: none"> ✓ Look at ✓ Marvel at ✓ Peer at ✓ Point at ✓ Smile at ✓ Stare at ✓ Wink at 	<ul style="list-style-type: none"> ✓ Congratulate on ✓ Count on ✓ Depend on ✓ Elaborate on ✓ Impose on ✓ Insist on ✓ Play on ✓ Pride on ✓ Rely on ✓ Work on
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VERB + PREPOSITIONS

LITERAL MEANING	LESS LITERAL	MORE FIGURATIVE	FIGURATIVE (IDIOM)
He puts out the cat. place outside	They put out a quality product. place away from (produce, distribute to the public)	A fireman puts out fires. act to extinguish or cause not to exist	I don't want to put you out . anger, upset (trouble someone; displace someone from his/her comfort)
She puts her earrings in a box. place within a space, not out	She puts the flowers in a vase. place mostly within (places stems inside not the flowers)	She puts in four hours of time. work for a particular amount of time, contribute to a central effort	The ship puts in for fresh provisions. bring a ship to port (figuratively) put the anchor on a ship in the water (literally)
He puts his keys on a table. place something above or horizontally so that it is touching a	He puts pictures on the walls. attach something to a vertical surface	She puts her coat on . get into or wear clothing on the body	Are you putting me on ? joke, deceive, trick, fool (display someone as a fool)

supporting surface			
<p style="text-align: center;">VERB + PREPOSITIONAL PHRASES</p> <p>Some verbs require one prepositional phrase as a complement. Others optionally take more than one phrase, each of which adds information about the players in the action ("semantic roles") → who (agent) what (patient) to whom (recipient) for whom (beneficiary) where (path, source, goal and location).</p>			
VERB + PP			
<ul style="list-style-type: none"> ✓ Olivia appealed... (Agent- who?) ✓ Olivia appealed to the committee. (Recipient – to whom?) ✓ Olivia appealed for support. (Patient – what?) 			
<ul style="list-style-type: none"> ✓ The committee agrees. (agent) ✓ The committee agrees with Olivia. (recipient) ✓ The committee agrees on the matter. (patient) 			
<ul style="list-style-type: none"> ✓ *Olivia applied. (agent, action requires info.) ✓ Olivia applied to Google. (recipient) ✓ Olivia applied for a job. (patient) 			
<ul style="list-style-type: none"> ✓ Olivia blamed. (agent, action requires a recipient) ✓ Olivia blamed them. Olivia blamed it on them. (recipient) ✓ Olivia blamed them for the error. (patient) 			
VERB + PREPOSITIONAL PHRASES			
<p>The following verbs take a second prepositional phrase. Either prepositional phrase could be the sole (only) complement. The ordering of the phrases is usually fixed (cannot be changed). The prepositions are required (cannot be omitted) as they relate the content of the phrase to the verb.</p>			
VERB + PP + PP			
<ul style="list-style-type: none"> ✓ Olivia appealed to the committee for support. ✓ Olivia appealed for support to the committee. (order not used) ✓ Olivia appealed the committee support. (preps needed) 			
<ul style="list-style-type: none"> ✓ The committee agrees with Olivia about/on the matter. ✓ The committee agrees on the matter with Olivia. (order not used) ✓ The committee agrees Olivia the matter. (preps needed) 			

- ✓ Olivia **applied to Google for a job.**
- ✓ Olivia **applied for a job to Google.** (order not used)
- ✓ Olivia **applied Google a job.** (preps needed)

- ✓ Olivia **laid blame on them.** ("lay blame")
- ✓ Olivia **laid blame on them for the accident.**
- ✓ Olivia **laid blame for the accident on them.**

VERBS WITH A FIXED OBJECT

Combinations of a particular verb with a particular object and a particular preposition, e.g. Make use of, fall into the category of collocations – non-grammatical word partnerships

EXAMPLES

Attach importance to

- ✓ Catch sight/a glimpse of
- ✓ Declare war on
- ✓ Do work/a job on
- ✓ Give an account of
- ✓ Give/pay attention to
- ✓ Give way to

Have an effect on have trouble with

- ✓ Keep pace with
- ✓ Keep track of
- ✓ Lose touch with
- ✓ Lose track of

MAKE ALLOWANCE(S) FOR

- ✓ make amends for
- ✓ make an example of
- ✓ make fun of
- ✓ make much of
- ✓ Put an end/a stop to
- ✓ put/place emphasis on
- ✓ Put the blame on
- ✓ Set fire to
- ✓ Set one's heart on
- ✓ Take account of
- ✓ Take care of
- ✓ take note of

✓ Take stock of

VERB + TO

✓ **Listen to**

Example: Little girls like to listen to lullabies at bedtime.

✓ **Speak to**

Example: You should speak to the boys about their behaviors.

✓ **Apologize to**

Example: Go and apologize to your sister for what you said!

✓ **Belong to**

Example: This book belongs to me.

✓ **Happen to**

Example: What happened to you at the party?

✓ **Turn to**

Example: A student who needs money turns to his parents.

✓ **Talk to**

Example: Are you talking to me?

✓ **Used to**

Example: She used to be lonely until she found Mr.Right.

VERB + FOR

✓ **Wait for**

Example: hey, slow down & wait for her!

✓ **Look for**

Example: Are you looking for this book?

✓ **Ask for**

Example: If you don't ask for it, you won't get it.

✓ **Apply for**

Example: I am going to apply for a new job today.

✓ **Blame for**

Example: Why do you always blame me for everything?

✓ **Care for**

Example: the mother is caring for her sick child.

✓ **Long for**

Example: He longs for the days when he used to have a job.

✓ **Head for**

Example: When shopping, he heads straight for the beer shelf.

VERB + AT

✓ **Smile at**

Example: When she smiles at me, I become dizzy.

✓ **Stare at**

Example: Don't stare at me like that!

✓ **Aim at**

Example: Aim at the target if you want to hit it.

✓ **Look at**

Example: Look at me! I'm talking to you!

✓ **Point at**

It is rude to point at people

✓ **Laugh at**

Why do you laugh at me?

VERB + FROM

✓ **Recover from**

He luckily recovers from a terrible accident.

✓ **Borrow from**

If you want to run your own business, you could borrow money from the bank.

✓ **Escape from**

Luckily, I escape from a thief.

✓ **Graduate from**

I've just graduated from university this year.

CHAPTER EIGHT: PHRASAL VERBS

✓ **Break down-** To stop functioning

"My car **broke down** on the highway today."

✓ **Break down-** To become very emotionally upset; to begin crying

"She **broke down** when she was told her cat had died."

✓ **Break up-** To end a romantic relationship

"Have you heard the news? Sally and John **broke up**."

✓ **Break into-** To force entry

"Burglars **broke into** my house last night."

✓ **Break away from-** To become free from some restriction or restraint "The police caught one of the burglars, but he managed to **break away from** them."

✓ **Break out-** To escape from some confinement or imprisonment

"The other burglar was put in prison, but he managed to **break out**."

✓ **Break out-** To appear or begin suddenly and spread quickly

"An epidemic of flu has **broken out**."

✓ **Break out in-** To have a large amount of something, usually a skin condition, appear suddenly and spread quickly.

"My face has **broken out in** pimples, and I look terrible."

✓ **Break even-** To achieve a result with no loss or gain in profit "The Company

broke even this year.”

PHRASAL VERBS WITH PICK

- ✓ **Pick up**- To go and collect someone or something, especially by car
“Can you **pick up** the children after school?”
- ✓ **Pick up**- To receive, as a radio signal “My cell phone never **picks up** a signal when I’m in the house.”
- ✓ **Pick up**- To attempt to find or become acquainted with someone for romantic or sexual purposes “He always wants to go **pick up** girls at bars.”
- ✓ **Pick on**- To deliberately harass or tease someone “You’re always **picking on** me, and I wish you would stop.”
- ✓ **Pick on**- To select or choose someone “The teacher always **picks on** Jane. She never gives the other students a chance to answer.”

PHRASAL VERBS WITH PUT

- ✓ **put out** - To extinguish something, such as a flame
“We have to **put out** the fire before it spreads to the rest of the house.”
- ✓ **Put out**- To put an animal outside the house
“Would you **put** the cat **out** for a while?”
- ✓ **Put (someone/oneself) out**- To inconvenience someone or oneself on someone else’s behalf
“It would be great if you could do this for me, but don’t **put** yourself **out**.”
- ✓ **Put (someone) up**- To host (someone) in one’s house
“I can **put** you **up** for the weekend, but no longer than that.”
- ✓ **Put up with**- To tolerate
“He couldn’t **put up with** her any longer.”
- ✓ **Put up with**- To make something available to be sold.
“They’ve **put up** their house for sale.”
- ✓ **Put in**- To spend or invest, especially time
“He **puts in** 12 hours at work every day.”
- ✓ **Put off**- To delay doing or commencing something
“See if you can **put** the meeting **off** for an hour. We still need more time.”
- ✓ **Put (someone) off** - To make someone uninterested in or disinclined to do something
“The sight of the octopus really **put** me **off** my food.”
- ✓ **Put aside/away**- To save for future use
“I’ve **put away/aside** enough money to retire early.”
- ✓ **Put aside for**- To reserve something for someone until a later time
“Could you **put** this blouse **aside for** me.”
- ✓ **Put through to**- To connect someone with another person, usually via telephone

“Could you **put me through to** the manager please?”

- ✓ **Put through-** To subject someone to something unpleasant or undesirable
“This job has **put me through** so much already.”
- ✓ **Put away-** To store in or return to the proper location
“Can you please **put away** all those books lying around?”
- ✓ **Put down-** To mock, belittle, or make to appear foolish
“She’s always **putting** her boyfriend **down**.”
- ✓ **Put down-** To euthanize an animal
“Our poor cat is so old that we have to have him **put down**.”
- ✓ **Put on-** To add to or increase the amount of “I’ve **put on** a lot of weight recently.”
- ✓ **Put on-** To pretend or act
“He seems angry, but I know he’s just **Putting it on**.”
- ✓ **Put (someone) on-** To deceive or tease someone
“I really thought I had won the prize. I can’t believe he was **putting me on** the whole time!”
- ✓ **Put down-** To pass a telephone to someone
“Give me one second, and I’ll **put him on**.”

PHRASAL VERBS WITH RUN

- ✓ **Run into-** To encounter someone by chance
“I **ran into** an old friend of mine yesterday while I was out shopping.”
- ✓ **Run out of -** To exhaust the supply of something
“We’ve **run out of** coffee again. Could you get some on your way home?”
- ✓ **Run up -** To accrue or accumulate, especially indebtedness
“He **ran up** a huge bill at dinner.”
- ✓ **Run away with-** To hurriedly leave with someone else, as to elope
“His husband **ran away with** the secretary.”
- ✓ **Run over-** To hit someone or something with a vehicle, usually a car
“He’s still very upset after **running over** the cat last night.”
- ✓ **Run through-** To quickly discuss, summarize, or outline
“OK, can we just **run through** the main points again?”
- ✓ **Run to-** To immediately seek assistance from someone
“He always **runs to** his mother whenever he’s in trouble.”
- ✓ **Run on -** To be powered by
“Those new cars **run on** electricity, but they are so expensive.”
- ✓ **Run up against-** To encounter an obstacle, difficulty, or problem “The company **ran up against** some problems initially, but now things are operating smoothly.”

PHRASAL VERBS WITH TAKE

- ✓ **Take up-** To begin, especially a hobby or pastime
“I’m thinking of **taking up** a new hobby.”
- ✓ **Take up-** To occupy, such as space or time
“I’m going to buy a smaller table. This **takes up** too much room.”
- ✓ **Take up-** Of clothes, to shorten or tighten
“My new pants are too long for me. I’m going to have to have them **taken up** a bit.”
- ✓ **Take to-** To have a newfound liking or appreciation for
“The boss has really **taken to** the new intern.”
- ✓ **Take out -** To obtain a legal agreement, such as insurance or a financial loan
“I’ve **taken out** an insurance policy on my house.”
- ✓ **Takeover- To** obtain control of
“The company has been **taken over** by a Spanish corporation.”
- ✓ **Take off -** To leave the ground and begin flight
“You’ve just missed the plane: it **took off** a few minutes ago.”
- ✓ **Take off -** To remove an article of clothing
“**Take off** your jacket. It’s hot in here.”
- ✓ **Take off -** To become successful or popular
“Business has really **taken off** this year.”
- ✓ **Take off -** To not go to work or school for a certain period of time
“I’m really tired. I’m going to **take** a day **off** tomorrow.”
- ✓ **Takes after -** To be similar in character or appearance to a close relative
“He **takes after** his father in his love of tennis.”
- ✓ **Take back** To return something to the place where it was purchased
“My new cell phone doesn’t work. I’m going to **take** it **back** tomorrow and ask for a refund.”
- ✓ **Take on -** To recruit or employ
“Why don’t you apply for a job at the new phone company? They are **taking on** new staff.”
- ✓ **Take on-** To agree or commit to doing something “I’ve **taken on** too much work. How will I ever find the time to finish it all?”
- ✓ **Take in-** To give shelter and/or assistance
“She’s a very kind person. She always **takes in** stray dogs that she finds in the street.” As we said already, there are hundreds of different phrasal verbs in English.

PHRASAL VERBS

PHRASAL VERB	MEANING	EXAMPLE SENTENCE
ask somebody out	invite on a date	Brian asked Judy out to dinner

		and a movie.
ask around	ask many people the same question	I asked around but nobody has seen my wallet.
add up to something	equal	Your purchases add up to \$205.32.
back something up	reverse	You'll have to back up your car so that I can get out.
back somebody up	support	My wife backed me up over my decision to quit my job.
blow up	explode	The racing car blew up after it crashed into the fence.
blow something up	add air	We have to blow 50 balloons up for the party.
break down	stop functioning (vehicle, machine)	Our car broke down at the side of the highway in the snowstorm.
break down	get upset	The woman broke down when the police told her that her son had died.
break something down	divide into smaller parts	Our teacher broke the final project down into three separate parts.
break in	force entry to a building	Somebody broke in last night and stole our stereo.
break something into	enter forcibly	The firemen had to break into the room to rescue the children.
break something in	wear something a few times so that it doesn't look/feel new	I need to break these shoes in before we run next week.
break in	interrupt	The TV station broke in to report the news of the president's death.
break up	end a relationship	My boyfriend and I broke up before I moved to America.
break up	start laughing (informal)	The kids just broke up as soon as the clown started talking.
break out	escape	The prisoners broke out of jail when the guards weren't looking.
break something out	develop a skin	I broke out in a rash after our

in something	condition	camping trip.
bring somebody down	make unhappy	This sad music is bringing me down .
bring somebody up	raise a child	My grandparents brought me up after my parents died.
bring something up	start talking about a subject	My mother walks out of the room when my father brings up sports.
bring something up	vomit	He drank so much that he brought his dinner up in the toilet.
call around	phone many different places/people	We called around but we weren't able to find the car part we needed.
call somebody back	return a phone call	I called the company back but the offices were closed for the weekend.
call something off	cancel	Jason called the wedding off because he wasn't in love with his fiancé.
call on somebody	ask for an answer or opinion	The professor called on me for question 1.
call on somebody	visit somebody	We called on you last night but you weren't home.
call somebody up	phone	Give me your phone number and I will call you up when we are in town.
calm down	relax after being angry	You are still mad. You need to calm down before you drive the car.
not care for somebody/ something	not like (formal)	I don't care for his behaviour.
catch up	get to the same point as somebody else	You'll have to run faster than that if you want to catch up with Marty.
check in	arrive and register at a hotel or airport	We will get the hotel keys when we check in .
check out	leave a hotel	You have to check out of the hotel before 11:00 AM.

check somebody/ something out	look at carefully, investigate	The company checks out all new employees.
check out somebody/ something	look at (informal)	Check out the crazy hair on that guy!
cheer up	become happier	She cheered up when she heard the good news.
cheer somebody up	make happier	I brought you some flowers to cheer you up .
chip in	help	If everyone chips in we can get the kitchen painted by noon.
clean something up	tidy, clean	Please clean up your bedroom before you go outside.
come across something	find unexpectedly	I came across these old photos when I was tidying the closet.
come apart	separate	The top and bottom come apart if you pull hard enough.
come down with something	become sick	My nephew came down with chicken pox this weekend.
come forward	volunteer for a task or to give evidence	The woman came forward with her husband's finger prints.
come from some place	originate in	The art of origami comes from Asia.
count on somebody/ something	rely on	I am counting on you to make dinner while I am out.
cross something out	draw a line through	Please cross out your old address and write your new one.
cut back on something	consume less	My doctor wants me to cut back on sweets and fatty foods.
cut something down	make something fall to the ground	We had to cut the old tree in our yard down after the storm.
cut in	interrupt	Your father cut in while I was dancing with your uncle.
cut in	pull in too closely in front of another vehicle	The bus driver got angry when that car cut in .
cut in	start operating (of	The air conditioner cuts in when

	an engine or electrical device)	the temperature gets to 22°C.
cut something off	remove with something sharp	The doctors cut off his leg because it was severely injured.
cut something off	stop providing	The phone company cut off our phone because we didn't pay the bill.
cut somebody off	take out of a will	My grandparents cut my father off when he remarried.
cut something out	remove part of something (usually with scissors and paper)	I cut this ad out of the newspaper.
do somebody/ something over	beat up, ransack (BrE, informal)	He's lucky to be alive. His shop was done over by a street gang.
do something over	do again (AmE)	My teacher wants me to do my essay over because she doesn't like my topic.
do away with something	discard	It's time to do away with all of these old tax records.
do something up	fasten, close	Do your coat up before you go outside. It's snowing!
dress up	wear nice clothing	It's a fancy restaurant so we have to dress up .
drop back	move back in a position/group	Andrea dropped back to third place when she fell off her bike.
drop in/ by/ over	come without an appointment	I might drop in/by/over for tea sometime this week.
drop somebody/ something off	take somebody/ something somewhere and leave them/it there	I have to drop my sister off at work before I come over.
drop out	quit a class, school etc	I dropped out of Science because it was too difficult.
eat out	eat at a restaurant	I don't feel like cooking tonight. Let's eat out .
end up	eventually reach/do/decide	We ended up renting a movie instead of going to the theatre.
fall apart	break into pieces	My new dress fell apart in the

		washing machine.
fall down	fall to the ground	The picture that you hung up last night fell down this morning.
fall out	separate from an interior	The money must have fallen out of my pocket.
fall out	(of hair, teeth) become loose and unattached	His hair started to fall out when he was only 35.
figure out something	understand, find the answer	I need to figure out how to fit the piano and the bookshelf in this room.
fill something in	to write information in blanks, as on a form (BrE)	Please fill in the form with your name, address, and phone number.
fill something out	to write information in blanks, as on a form (AmE)	The form must be filled out in capital letters.
fill something up	fill to the top	I always fill the water jug up when it is empty.
find out	discover	We don't know where he lives. How can we find out ?
find something out	discover	We tried to keep the time of the party a secret, but Samantha found it out .
get something across/ over	communicate, make understandable	I tried to get my point across/over to the judge but she wouldn't listen.
get along/on	like each other	I was surprised how well my new girlfriend and my sister got along/on .
get around	have mobility	My grandfather can get around fine in his new wheelchair.
get away	go on a vacation	We worked so hard this year that we had to get away for a week.
get away with something	do without being noticed or punished	Jason always gets away with cheating in his maths tests.
get back	return	We got back from our vacation last week.
get something back	receive something	Liz finally got her Science notes

	you had before	back from my room-mate.
get back at somebody	retaliate, take revenge	My sister got back at me for stealing her shoes. She stole my favourite hat.
get back into something	become interested in something again	I finally got back into my novel and finished it.
get on something	step onto a vehicle	We're going to freeze out here if you don't let us get on the bus.
get over something	recover from an illness, loss, difficulty	I just got over the flu and now my sister has it.
get over something	overcome a problem	The company will have to close if it can't get over the new regulations.
get round to something	finally find time to do (AmE: get around to something)	I don't know when I am going to get round to writing the thank you cards.
get together	meet (usually for social reasons)	Let's get together for a BBQ this weekend.
get up	get out of bed	I got up early today to study for my exam.
get up	stand	You should get up and give the elderly man your seat.
give somebody away	reveal hidden information about somebody	His wife gave him away to the police.
give somebody away	take the bride to the altar	My father gave me away at my wedding.
give something away	ruin a secret	My little sister gave the surprise party away by accident.
give something away	give something to somebody for free	The library was giving away old books on Friday.
give something back	return a borrowed item	I have to give these skates back to Franz before his hockey game.
give in	reluctantly stop fighting or arguing	My boyfriend didn't want to go to the ballet, but he finally gave in .
give something out	give to many people (usually at no cost)	They were giving out free perfume samples at the

		department store.
give something up	quit a habit	I am giving up smoking as of January 1st.
give up	stop trying	My maths homework was too difficult so I gave up .
go after somebody	follow somebody	My brother tried to go after the thief in his car.
go after something	try to achieve something	I went after my dream and now I am a published writer.
go against somebody	compete, oppose	We are going against the best soccer team in the city tonight.
go ahead	start, proceed	Please go ahead and eat before the food gets cold.
go back	return to a place	I have to go back home and get my lunch.
go out	leave home to go on a social event	We're going out for dinner tonight.
go out with somebody	date	Jesse has been going out with Luke since they met last winter.
go over something	review	Please go over your answers before you submit your test.
go over	visit somebody nearby	I haven't seen Tina for a long time. I think I'll go over for an hour or two.
go without something	suffer lack or deprivation	When I was young, we went without winter boots.
grow apart	stop being friends over time	My best friend and I grew apart after she changed schools.
grow back	regrow	My roses grew back this summer.
grow into something	grow big enough to fit	This bike is too big for him now, but he should grow into it by next year.
grow out of something	get too big for	Elizabeth needs a new pair of shoes because she has grown out of her old ones.
grow up	become an adult	When Jack grows up he wants to be a fireman.

hand down something	give something used to somebody else	I handed my old comic books down to my little cousin.
hand something in	submit	I have to hand in my essay by Friday.
hand something out	to distribute to a group of people	We will hand out the invitations at the door.
hand over something	give (usually unwillingly)	The police asked the man to hand over his wallet and his weapons.
hang in	stay positive (informal)	Hang in there. I'm sure you'll find a job very soon.
hang on	wait a short time (informal)	Hang on while I grab my coat and shoes!
hang out	spend time relaxing (informal)	Instead of going to the party we are just going to hang out at my place.
hang up	end a phone call	He didn't say goodbye before he hung up .
hold somebody/ something back	prevent from doing/going	I had to hold my dog back because there was a cat in the park.
hold back something	hide an emotion	Jamie held back his tears at his grandfather's funeral.
hold on	wait a short time	Please hold on while I transfer you to the Sales Department.
hold somebody/ something onto	hold firmly using your hands or arms	Hold onto your hat because it's very windy outside.
hold somebody/ something up	rob	A man in a black mask held the bank up this morning.
keep on doing something	continue doing	Keep on stirring until the liquid comes to a boil.
keep something from somebody	not tell	We kept our relationship from our parents for two years.
keep somebody/ something out	stop from entering	Try to keep the wet dog out of the living room.
keep something up	continue at the same rate	If you keep those results up you will get into a great college.
let somebody down	fail to support or	I need you to be on time. Don't

	help, disappoint	let me down this time.
let somebody in	allow to enter	Can you let the cat in before you go to school?
log in (or on)	sign in (to a website, database etc)	I can't log in to Face book because I've forgotten my password.
log out (or off)	sign out (of a website, database etc)	If you don't log off somebody could get into your account.
look after somebody/ something	take care of	I have to look after my sick grandmother.
look down on somebody	think less of, consider inferior	Ever since we stole that chocolate bar your dad has looked down on me.
look for somebody/ something	try to find	I'm looking for a red dress for the wedding.
look forward to something	be excited about the future	I'm looking forward to the Christmas break.
look into something	investigate	We are going to look into the price of snowboards today.
look out	be careful, vigilant, and take notice	Look out! That car's going to hit you!
look out for somebody/ something	be especially vigilant for	Don't forget to look out for snakes on the hiking trail.
look something over	check, examine	Can you look over my essay for spelling mistakes?
look something up	search and find information in a reference book or database	We can look her phone number up on the Internet.
look up to somebody	have a lot of respect for	My little sister has always looked up to me.
make something up	invent, lie about something	Josie made up a story about why we were late.
make up	forgive each other	We were angry last night, but we made up at breakfast.
make somebody up	apply cosmetics to	My sisters made me up for my

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

run into somebody/ something	meet unexpectedly	I ran into an old school-friend at the mall.
run over somebody/ something	drive a vehicle over a person or thing	I accidentally ran over your bicycle in the driveway.
run over/ through something	rehearse, review	Let's run over/through these lines one more time before the show.
run away	leave unexpectedly, escape	The child ran away from home and has been missing for three days.
run out	have none left	We ran out of shampoo so I had to wash my hair with soap.
send back something	return (usually by mail)	My letter got sent back to me because I used the wrong stamp.
set something up	arrange, organize	Our boss set a meeting up with the president of the company.
set somebody up	trick, trap	The police set up the car thief by using a hidden camera.
shop around	compare prices	I want to shop around a little before I decide on these boots.
show off	act extra special for people watching (usually boastfully)	He always shows off on his skateboard
sleep over	stay somewhere for the night (informal)	You should sleep over tonight if the weather is too bad to drive home.
sort something out	organize, resolve a problem	We need to sort the bills out before the first of the month.
stick to something	continue doing something, limit yourself to one particular thing	You will lose weight if you stick to the diet.
switch off something	stop the energy flow, turn off	The light's too bright. Could you switch it off .
switch on something	start the energy flow, turn on	We heard the news as soon as we switched on the car radio.
take after somebody	resemble a family member	I take after my mother. We are both impatient.
take something	purposely break	He took the car brakes apart and

apart	into pieces	found the problem.
take back something	return an item	I have to take our new TV back because it doesn't work.
take off	start to fly	My plane takes off in five minutes.
take something off	remove something (usually clothing)	Take off your socks and shoes and come in the lake!
take something out	remove from a place or thing	Can you take the garbage out to the street for me?
take somebody out	pay for somebody to go somewhere with you	My grandparents took us out for dinner and a movie.
tear something up	rip into pieces	I tore up my ex-boyfriend's letters and gave them back to him.
think back	remember (often + to, sometimes + on)	When I think back on my youth, I wish I had studied harder.
think over something	consider	I'll have to think this job offer over before I make my final decision.
throw away something	dispose of	We threw our old furniture away when we won the lottery.
turn down something	decrease the volume or strength (heat, light etc)	Please turn the TV down while the guests are here.
turn down something	refuse	I turned the job down because I don't want to move.
turn something off	stop the energy flow, switch off	Your mother wants you to turn the TV off and come for dinner.
turn something on	start the energy, switch on	It's too dark in here. Let's turn some lights on .
turn something up	increase the volume or strength (heat, light etc)	Can you turn the music up ? This is my favourite song.
turn up	appear suddenly	Our cat turned up after we put posters up all over the neighborhood.
try something on	sample clothing	I'm going to try these jeans on , but I don't think they will fit.

try something out	test	I am going to try this new brand of detergent out .
use something up	finish the supply	The kids used all of the toothpaste up so we need to buy some more.
wake up	stop sleeping	We have to wake up early for work on Monday.
warm somebody/ something up	increase the temperature	You can warm your feet up in front of the fireplace.
warm up	prepare body for exercise	I always warm up by doing sit-ups before I go for a run.
wear off	fade away	Most of my make-up wore off before I got to the party.
work out	exercise	I work out at the gym three times a week.
work out	be successful	Our plan worked out fine.
work something out	make a calculation	We have to work out the total cost before we buy the house.

PHRASAL VERBS WITH EXAMPLES OF SENTENCE CONSTRUCTION

Different drugs **act on** (affect) different parts of our body in many different ways.

- ✓ Children may **act up** (cause trouble) in class in an effort to get attention.
- ✓ I will **answer for** (guarantee) his debt, if he can't pay on the day.
- ✓ Could you **back off** (lower the setting of) the volume a bit? It's really loud.
- ✓ That beeping sound indicates that the truck is **backing up** (moving backwards).
- ✓ I couldn't see how to finish the project, so I **backed up** (undo) and tried it another way.
- ✓ I expect John will **be along** (arrive) soon.
- ✓ I got some bad news this morning, so I'm a bit **down** (depressed) at the moment.
- ✓ Because of the big sale, the price of these shirts **is now down to** (be reduced) four dollars
- ✓ I think you **are down with** (be ill) the flu.
- ✓ I'm **fed up** (be bored) with my job.
- ✓ I'm sorry; I'm **not with** (agree with) you on this point.
- ✓ I **beat off** (waste time) at work all day; I didn't get anything done.
- ✓ She was brought up in a very religious household, but **broke away** (leave

suddenly) from the church in her teens.

- ✓ I've decided to **break it off** (end a relationship) with her.
- ✓ I finally **broke into** (opened) the second package of cookies.
- ✓ I hope to **bring about** (achieve) a successful conclusion.
- ✓ Sam was sure he could **bring** them **around** (convince) to the deal.
- ✓ The latest budget reforms are intended to **bring down** (reduce) the level of inflation.
- ✓ He has the ability to **bring forth** (create) new ideas when they are needed.
- ✓ Don't **bring up** (mention) politics if you want to have a quiet conversation with that guy.
- ✓ She did well enough **bringing up** (raise) two sons and a daughter on her own.
- ✓ I was very ill today; I kept **bringing up** (vomit) everything I ate.
- ✓ I need a truck to **carry off** (transport away) all this furniture.
- ✓ Malaria **carried off** (cause death) many people.
- ✓ It is difficult to **carry on** (maintain) a conversation with so many distractions.
- ✓ She finally **carried out** (fulfill) her lifelong ambition when she appeared in a Hollywood blockbuster.
- ✓ The government has **called for** (request) an end to hostilities in the region.
- ✓ He **checked out** (investigate) the rumor, and managed to verify that it was true.
- ✓ We **checked by** (visit) the office to see if the stuff was ready.
- ✓ Can you tell me how the accident **came about** (happen)?
- ✓ Don't try to **come after** (follow) me.
- ✓ I'd like you to **come along** (accompany) with me to the opera.
- ✓ Your English is really **coming along** (make progress)!
- ✓ The cup just **came apart** (break) in my hands.
- ✓ As I backed away, he **came at** (attack) me with a knife.
- ✓ I'm not going to **come at** (try) that again. Too risky.
- ✓ I left work and **came back** (return) home early.
- ✓ F **comes before** (precede) G **in** the alphabet.
- ✓ Real estate prices have **come down** (decrease) since the peak of the boom.
- ✓ The company **came down on** (punish) him very hard after he was found skipping work.
- ✓ Please **come in** (enter) and look around.
- ✓ That flight just **came in** (arrive).
- ✓ After his father died, he **came into** (inherit) a large fortune.

- ✓ Did the trip to Paris ever **come off** (take place)?
- ✓ The new garden is **coming on** (develop) nicely.
- ✓ I apologise for my behaviour last night. I don't know what **came over** (affect) me.
- ✓ The team **came through** (succeed) in the end and won the pennant.
- ✓ I'll let you know if any vacancies **come up** (happen).
- ✓ He **came up** (appear) before a judge and was fined a thousand dollars.
- ✓ It'll be warmer once the sun **comes up** (rise).
- ✓ We're going out to lunch. Do you want to **come with** (join)?
- ✓ We need to **cut back heavily on** (reduce) office supplies.
- ✓ If we **cut out** (remove) the middle-man, we will both have better profits.
- ✓ He has his work **cut out** (arrange) for him.
- ✓ That is where your reasoning **falls down** (fail).
- ✓ It seemed like a good idea, so we **fell in with** (accept) it.
- ✓ How are you **getting along with** (handle) your schoolwork?
- ✓ I don't understand. What are you **getting at** (mean)?
- ✓ I've got some things to do for about an hour. After that, **get at** (contact) me.
- ✓ The train **got away** (depart) exactly on time.
- ✓ She claims the publishers never really **got behind** (support) her new book.
- ✓ Nothing **gets me down** (discourage) so much as a rainy day.
- ✓ Jane's always **getting down on** (criticise) the kids.
- ✓ If I wake up during the night, I cannot **get off** (fall asleep) again.
- ✓ In case of fire, **get out** (escape) by the nearest exit.
- ✓ I'm trying to **get over** (overcome) my fear of flying.
- ✓ She **got through** (finish) her book this morning!
- ✓ He **got up** (criticise) me about the mess I made in the kitchen.
- ✓ **Give me back** (return) my book!
- ✓ What he did **goes against** (violate) the rules.
- ✓ Careful, he'll **go for** (attack) your throat!
- ✓ Management won't **go for** (accept) such a risky project now.
- ✓ The bomb **went off** (explode) right after the president left his office.
- ✓ He **went off** (leave) without a word.
- ✓ He **went on** (proceed) to win a gold medal.
- ✓ Please **go out** (leave) through the back door.
- ✓ **Hang on** (wait a moment). Let me check
- ✓ **Hold up** (wait) a minute. I want to check something.

- ✓ The dam can't **hold back** (stop) that much water.
- ✓ I **held down** (continue) that job for years.
- ✓ How long can they **hold out** (survive) without water?
- ✓ We will have to **hold over** (save) these files until tomorrow.
- ✓ He tried to **keep away from** (avoid) danger.
- ✓ Let's **kick off** (start) this project with a planning meeting.
- ✓ The rent has been **kicked up** (increase) again.
- ✓ I'm going to stay at home on Saturday and just **kick back (relax)**.
- ✓ They **knocked out** (complete) the entire project in one night.
- ✓ I promised him I would meet him there, and I will not **let him down** (disappoint).
- ✓ He accidentally **let out** (disclose) the location for the meeting.
- ✓ The rain shows no sign of **letting up** (stop).
- ✓ I can't find my keys, so I'll **look around** (search).
- ✓ I **looked at** (consider) the possibility of buying a new car.
- ✓ Thieves **made away with** (steal) £30,000 of jewellery in last night's heist.
- ✓ The new computers **make for** (contribute) much greater productivity.
- ✓ The men **made off** (escape) as the police arrived.
- ✓ Kids! Stop **messing about** (misbehave) and do your work!
- ✓ Don't **mess around** (play) with electricity if you don't understand it.
- ✓ After a long battle with cancer, the professor **passed away** (die) yesterday.
- ✓ The millennium **passed off** (happen) without any disasters.
- ✓ I'll **pass on** (skip) dessert, thanks.
- ✓ We'll **pass out** (distribute) copies of the agenda.
- ✓ I want to **pass over** (ignore) this quite quickly.
- ✓ He **passed up** (refuse) my invitation for dinner.
- ✓ Did you **pick up** (notice) his nervousness?
- ✓ I'm calling him, but he just isn't **picking up** (answer)!
- ✓ Children who do not receive enough attention may begin to **play up** (misbehave).
- ✓ He **pulls in** (earn) a lot of money.
- ✓ We **put down** (pay) a \$1,000 deposit.
- ✓ **Put down** (write) the first thing you think of on this piece of paper.
- ✓ I **put in** (contribute) an extra hour at work today.
- ✓ The storm **put** the game **off** (delay) by a week.
- ✓ The factory **puts out** (produce) 5000 units each day.
- ✓ Please hold the line a moment while I **put you through** (connect) to the

sales office.

- ✓ That dog will get hurt if he continues to **run after** (chase) cars.
- ✓ The guys who robbed the bank last week have finally been **run in** (arrest).
- ✓ The option will **run out** (expire) next week and I can't get it extended.
- ✓ Before we start the project, let's just **run over** (describe briefly) who is doing what.
- ✓ Two youths **set about** (attack) him.
- ✓ How much do you suppose that fancy dress **set her back** (cost money)?
- ✓ Could you **speak up** (talk more loudly)? I can't hear you.
- ✓ I can't simply **stand by** (do nothing) and watch you ruin your life.
- ✓ We won't **stand for** (tolerate) that type of behaviour.
- ✓ I'm going to **take off** (depart) now.
- ✓ I'll **take off** (quantify) the concrete and steel for this construction project.
- ✓ Please **take out** (remove) the trash before the whole house starts to smell.
- ✓ The books on finance **take up** (occupy) three shelves.
- ✓ Let's **take up** (resume) where we left off.
- ✓ The team **threw away** (waste) its chance at the semifinals.
- ✓ The baby **threw up** (vomit) all over my shirt.
- ✓ He **turned down** (refuse) all our offers of help.
- ✓ Hundreds of people **turned out** (attend) to see the parade.
- ✓ The bakery **turns out** (produce) three hundred pies each day.

PHRASAL VERBS

see off: Go to the airport or station to say goodbye to someone

Set off: Start a journey

Get in: Arrive (train, plane)

Hold up: Delay when travelling

Take off: When a plane departs or leaves the ground

Check in: Arrive and register at a hotel or airport

Get off: Leave a bus, train, plane

Check out: Leave the hotel after paying

Get away: To have a holiday or vacation

Get on: Enter a bus, train, plane, to climb on board

Drop off: Take someone to a place and leave them there

Pick up: Let someone get into your car and take them somewhere

Set out: Start a journey, especially a long journey

Speed up: Increase speed

Look around: Explore what is near you, in your area

Hurry up: Rush and not waste time

Go back: Go the place someone is leaving from to say goodbye

Look forward: Look forward to something that is going to happen in the future
Stop over: Stay somewhere for a short time during a long journey
Touch down: To land at an airport
Branch out: Expand or extend one's interests
Break into: Enter (with effort or force)
Carry on: Continue
Close down: Stop operating
Look forward to: Feel pleased and excited about something that is going to happen
Note down: Write something down
Step down: Resign or leave (a position/job)
Take off: Become successful or popular very fast
Take up: Fill a particular amount of space or time
Weigh up (UK): Consider carefully the advantages or disadvantages of a situation
Back up: Make a copy of information
Carry out: Do and complete a task
Come up: Happen or arise
Get on (UK): Continue or start doing something
Keep up with: Follow
Set up: Start (a business)
Go through: Experience something difficult or unpleasant
Find out: Discover a fact or piece of information
Call off: Cancel something
Call back: To return a call or telephone someone again.
Deal with: Handle (a problem)
Drop in: Make a short visit without making an arrangement in advance
Fill out: Complete (a form)
Hold on: Wait
Join in: Participate
Lay off: Fire (staff)
Put back (UK): Delay or postpone
Run out of: Have no more of something
Sort out: Organise or fix the contents of something
Take on: Employ (staff)
Take over: To begin to have control of or responsibility for something
Bail out: To rescue somebody from a difficult situation, especially financial problems
Cut back: To reduce something
Go under: To become bankrupt

Fall through: If an agreement, plan, sale etc. falls through, it is not completed successfully

Pull out: To move away from something or stop being involved in it

Bottom out: To reaches the lowest level before starting to improve again

Level off: To stop rising or falling and become steady

Break into: Enter a building or car by using force, in order to steal something

Break out of: Escape from a prison

Tip off: Warn somebody about something that is going to happen, especially something illegal

Stake out: Watch a place secretly, especially for signs of illegal activity

Bring in: Bring somebody to a police station in order to ask them questions or arrest them

Lock up: Put someone in prison

Talk over: Discuss a problem with someone before deciding what to do

Wrestle with: Try to understand or find a solution to a difficult problem

Run up against: Deal with unexpected problems or a difficult opponent

Think through: Think carefully about the possible results of something

Sort out: Solve a problem or situation

Knuckle down: Begin to work hard at something

Run into problems: Start to experience difficulties

Deal with: Take the necessary action, especially in order to solve a problem

Wake up: Stop sleeping

Get up: Stop sleeping and leave bed

Lie down: Rest on your back

Sleep in: Sleep longer than wanted

Drop off: Fall asleep easily, without intending to

Sleep over: Sleep at a friend's house

Lie in: Stay in bed after the time you usually get up

Stay up: Go to bed later than usual

Go off: Ring

Sleep through: sleep continuously for a long time

Sleep on it: Delay making a decision until the following day

Doze off: Go to sleep especially when you did not intend to

Wipe out: Destroy something completely

Break down: Decompose, when something slowly reduces to its smallest parts

Scale back: Make something smaller in size, amount, etc. than it used to be

Used up: Exhaust of strength or useful properties

Throw away: Get rid of something that you no longer want or need

Run out of: Finish the supply of something

Die out: Stop existing

Spread out: Cover a large area

Rely on: Need or depend on somebody/something

Cut down: Kill trees

PHRASAL VERBS

P	Meaning	Example
blow up	explode	The terrorists tried to <u>blow up</u> the railroad station.
bring up	mention a topic	My mother <u>brought up</u> that little matter of my prison record again.
bring up	raise children	It isn't easy to <u>bring up</u> children nowadays.
call off	cancel	They <u>called off</u> this afternoon's meeting
do over	repeat a job	<u>Do</u> this homework <u>over</u> .
fill out	complete a form	<u>Fill out</u> this application form and mail it in.
fill up	fill to capacity	She <u>filled up</u> the grocery cart with free food.
find out	discover	My sister <u>found out</u> that her husband had been planning a surprise party for her.
give away	give something to someone else for free	The filling station was <u>giving away</u> free gas.
give back	return an object	My brother borrowed my car. I have a feeling he's not about to <u>give it back</u> .
hand in	submit something (assignment)	The students <u>handed in</u> their papers and left the room.
hang up	put something on hook or receiver	She <u>hung up</u> the phone before she hung up her clothes.
hold up	delay	I hate to <u>hold up</u> the meeting, but I have to go to the bathroom.
hold up (2)	rob	Three masked gunmen <u>held up</u> the Security Bank this afternoon.
leave out	omit	You <u>left out</u> the part about the police chase down Asylum Avenue.
look over	examine, check	The lawyers <u>looked over</u> the papers carefully before questioning the

		witness. (They <u>looked</u> them <u>over</u> carefully.)
look up	search in a list	You've misspelled this word again. You'd better <u>look</u> it <u>up</u> .
make up	invent a story or lie	She knew she was in trouble, so she <u>made up</u> a story about going to the movies with her friends.
make out	hear, understand	He was so far away; we really couldn't <u>make out</u> what he was saying.
pick out	choose	There were three men in the line-up. She <u>picked out</u> the guy she thought had stolen her purse.
pick up	lift something off something else	The crane <u>picked up</u> the entire house. (Watch them <u>pick it up</u> .)
point out	call attention to	As we drove through Paris, Francoise <u>pointed out</u> the major historical sites.
put away	save or store	We <u>put away</u> money for our retirement. She <u>put away</u> the cereal boxes.
put off	postpone	We asked the boss to <u>put off</u> the meeting until tomorrow. (Please <u>put it off</u> for another day.)
put on	put clothing on the body	I <u>put on</u> a sweater and a jacket. (I <u>put</u> them <u>on</u> quickly.)
put out	extinguish	The firefighters <u>put out</u> the house fire before it could spread. (They <u>put it out</u> quickly.)
read over	peruse	I <u>read over</u> the homework, but couldn't make any sense of it.
set up	to arrange, begin	My wife <u>set up</u> the living room exactly the way she wanted it. She <u>set it up</u> .
take down	make a written note	These are your instructions. <u>Write</u> them <u>down</u> before you forget.
take off	remove clothing	It was so hot that I had to <u>take off</u> my shirt.
talk over	discuss	We have serious problems here. Let's <u>talk</u> them <u>over</u> like adults.

throw away	discard	That's a lot of money! Don't just <u>throw</u> it away.
try on	put clothing on to see if it fits	She <u>tried on</u> fifteen dresses before she found one she liked.
try out	test	I <u>tried out</u> four cars before I could find one that pleased me.
turn down	lower volume	Your radio is driving me crazy! Please <u>turn</u> it <u>down</u> .
turn down (2)	reject	He applied for a promotion twice this year, but he was <u>turned down</u> both times.
turn up	raise the volume	Grandpa couldn't hear, so he <u>turned up</u> his hearing aid.
turn off	switch off electricity	We <u>turned off</u> the lights before anyone could see us.
turn off (2)	repulse	It was a disgusting movie. It really <u>turned</u> me <u>off</u> .
turn on	switch on the electricity	<u>Turn on</u> the CD player so we can dance.
use up	exhaust, use completely	The gang members <u>used up</u> all the money and went out to rob some more banks.
Verb	Meaning	Example
call on	ask to recite in class	The teacher <u>called on</u> students in the back row.
call on (2)	visit	The old minister continued to <u>call on</u> his sick parishioners.
get over	recover from sickness or disappointment	I <u>got over</u> the flu, but I don't know if I'll ever <u>get over</u> my broken heart.
go over	review	The students <u>went over</u> the material before the exam. They should have <i>gone over</i> it twice.
go through	use up; consume	They country <u>went through</u> most of its coal reserves in one year. Did he <u>go through</u> all his money already?
look after	take care of	My mother promised to <u>look after</u> my dog while I was gone.
look into	investigate	The police will <u>look into</u> the possibilities of embezzlement.

run across	find by chance	I <u>ran across</u> my old roommate at the college reunion.
run into	meet	Carlos <u>ran into</u> his English professor in the hallway.
take after	resemble	My second son seems to <u>take after</u> his mother.
wait on	serve	It seemed strange to see my old boss <u>wait on</u> tables.
Verb	Meaning	Example
break in on	interrupt (a conversation)	I was talking to Mom on the phone when the operator <u>broke in on</u> our call.
catch up with	keep abreast	After our month-long trip, it was time to <u>catch up with</u> the neighbors and the news around town.
check up on	examine, investigate	The boys promised to <u>check up on</u> the condition of the summer house from time to time.
come up with	to contribute (suggestion, money)	After years of giving nothing, the old parishioner was able to <u>come up with</u> a thousand-dollar donation.
cut down on	curtail (expenses)	We tried to <u>cut down on</u> the money we were spending on entertainment.
drop out of	leave school	I hope none of my students <u>drop out of</u> school this semester.
get along with	have a good relationship with	I found it very hard to <u>get along with</u> my brother when we were young.
get away with	escape blame	Janik cheated on the exam and then tried to <u>get away with</u> it.
get rid of	eliminate	The citizens tried to <u>get rid of</u> their corrupt mayor in the recent election.
get through with	finish	When will you ever <u>get through with</u> that program?
keep up with	maintain pace with	It's hard to <u>keep up with</u> the Joneses when you lose your job!
look forward to	anticipate with pleasure	I always <u>look forward to</u> the beginning of a new semester.
look down on	despise	It's typical of a jingoistic country that the citizens <u>look down on</u> their geographical neighbors.

look in on	visit (somebody)	We were going to <u>look in on</u> my brother-in-law, but he wasn't home.
look out for	be careful, anticipate	Good instructors will <u>look out for</u> early signs of failure in their students
look up to	respect	First-graders really <u>look up to</u> their teachers.
make sure of	verify	<u>Make sure of</u> the student's identity before you let him into the classroom.
put up with	tolerate	The teacher had to <u>put up with</u> a great deal of nonsense from the new students.
run out of	exhaust supply	The runners <u>ran out of</u> energy before the end of the race.
take care of	be responsible for	My oldest sister <u>took care of</u> us younger children after Mom died.
talk back to	answer impolitely	The star player <u>talked back to</u> the coach and was thrown off the team.
think back on	recall	I often <u>think back on</u> my childhood with great pleasure.
walk out on	abandon	Her husband <u>walked out on</u> her and their three children.
Verb	Meaning	Example
break down	stop functioning	That old Jeep had a tendency to <u>break down</u> just when I needed it the most.
catch on	become popular	Popular songs seem to <u>catch on</u> in California first and then spread eastward.
come back	return to a place	Father promised that we would never <u>come back</u> to this horrible place.
come in	enter	They tried to <u>come in</u> through the back door, but it was locked.
come to	regain consciousness	He was hit on the head very hard, but after several minutes, he started to <u>come to</u> again.
come over	to visit	The children promised to <u>come over</u> , but they never do.
drop by	visit without appointment	We used to just <u>drop by</u> , but they were never home, so we stopped doing that.

eat out	dine in a restaurant	When we visited Paris, we loved <u>eating out</u> in the sidewalk cafes.
get by	survive	Uncle Heine didn't have much money, but he always seemed to <u>get by</u> without borrowing money from relatives.
get up	arise	Grandmother tried to <u>get up</u> , but the couch was too low, and she couldn't make it on her own.
go back	return to a place	It's hard to imagine that we will ever <u>go back</u> to Lithuania.
go on	continue	He would finish one Dickens novel and then just <u>go on</u> to the next.
go on (2)	happen	The cops heard all the noise and stopped to see what was <u>going on</u> .
grow up	get older	Charles <u>grew up</u> to be a lot like his father.
keep away	remain at a distance	The judge warned the stalker to <u>keep away</u> from his victim's home.
keep on (with gerund)	continue with the same	He tried to <u>keep on singing</u> long after his voice was ruined.
pass out	lose consciousness, faint	He had drunk too much; he <u>passed out</u> on the sidewalk outside the bar.
show off	demonstrate haughtily	Whenever he sat down at the piano, we knew he was going to <u>show off</u> .
show up	arrive	Day after day, Efrain <u>showed up</u> for class twenty minutes late.
wake up	arouse from sleep	I <u>woke up</u> when the rooster crowed.

IDIOMS THAT START WITH PREPOSITIONS

Most idioms that start with prepositions are **prepositional phrases** and consist of a **preposition** followed by a **noun** or **noun phrase**. (Some idioms may take an **adjective** or **adverb** instead, but these are not considered prepositional phrases because they do not have a noun or noun phrase.) This type of **prepositional idiom** can be used adverbially or adjectively and may come at the beginning, middle, or end of a sentence.

IDIOMS THAT START WITH IN

- **In advance** - ahead of time; before
“Sue paid for her gift **in advance**.”

- **In brief** - concisely; in a few words
“This textbook explains World War II **in brief**.”
- **In bulk**- in large amounts
“We always buy toilet paper **in bulk**.”
- **In common**- sharing a trait with someone or something else
“Dogs and wolves have several traits **in common**.”
- **In danger**- prone to danger or threatened by a dangerous situation; about to be harmed
“Those little kids are **in danger**.”
- **In debt** - owing money
“Many students are **in debt** due to the expense of higher education.”
- **In demand**- desired; wanted; sought after (usually skills or products)
“Computer skills are really **in demand** these days.”
- **In depth**- thoroughly; comprehensively
“Students must discuss their proposals **in depth** with their advisers.”
- **In detail**- thoroughly; comprehensively
“Writers describe everything **in detail**.”
- **In the end** - finally; at last
“**In the end**, what matters most is honesty.”
- **In fact** - really; actually
“The man who is dressed in a T-shirt and jeans is **in fact** the CEO.”
- **In general** - usually; most of the time
“**In general**, owners should feed their pets at least twice a day.”
- **In a minute**- very soon
“Angela will arrive **in a minute**.”
- **In particular**- especially
“I love history in general, but I would like to learn more about European history **in particular**.”
- **In reality**- really; actually
“Oftentimes, the most talkative people are **in reality** quite shy.”

IDIOMS THAT START WITH ON

examples of prepositional idioms that start with the preposition *on*:

- **On average** - usually; typically; normally
“Bruce works out **on average** four times a week.”
- **On board**- located on a ship, train, or airplane
“The ship will depart once everyone is **on board**.”
- **On demand** - immediately available when asked for or requested
“Most people prefer to watch movies **on demand**.”
- **On display**- being shown, showcased, or exhibited

“A famous painting is now **on display** at the museum.”

- **On fire**- in flames; burning
“A building was **on fire** yesterday.”
- **On hand**- available, accessible
“Do you have a notepad **on hand**?”
- **On the other hand**- in contrast (to a previously stated point of view)
“It’s fun to see movies, but **on the other hand** tickets can be quite expensive.”
- **On purpose** - intentionally; deliberately
“Liz left without us **on purpose**.”
- **On sale** - being sold, especially at a reduced price
“The hat you wanted is **on sale** at the mall.”
- **On schedule**- functioning as planned or scheduled
“The buses seem to be **on schedule** today.”
- **On time**- at the planned or expected time (e.g., of arrival)
“Alfred never arrives **on time**.”

IDIOMS THAT START WITH **OUT OF**

- **Out of the blue** - without prior indication; unexpectedly
“He showed up at our house **out of the blue**.”
- **Out of breath**- tired; exhausted; panting
“She became **out of breath** after trudging up the stairs.”
- **Out of character** - contrary to one’s personality
“Teresa has been acting **out of character** lately.”
- **Out of harm’s way** - safe
“I’m just glad the baby is **out of harm’s way**.”
- **Out of order** - not functioning or working properly; temporarily broken or unusable (usually referring to machinery)
“This printer is **out of order**.”
- **Out of the ordinary**- unusual; not normal
“His methods are **out of the ordinary**.”
- **Out of print**- no longer published or printed (usually referring to books)
“Unfortunately, that book is **out of print**.”
- **Out of the question**- impossible or unlikely; unreasonable “Your request is **out of the question**.”
- **Out of season** - not ripe or readily available (usually fruits or Vegetables)
“Grapes are **out of season** this time of year.”
- **Out of style**- not fashionable or hip
“Perms have been **out of style** for decades.”
- **Out of time** - having no more (remaining) time

“We are almost **out of time**.”

- **Out of town**- temporarily away at a location in different vicinity
“Brian **will be out of town this weekend**.”
- **Out of work**- unemployed
“Most of my friends are unfortunately **out of work**.”

IDIOMS THAT START WITH AT

- **At all times** - always
“Wear your seatbelt **at all times**.”
- **At fault** - responsible for something bad; culpable
“She is the only one **at fault**.”
- **At first** - in the beginning; initially
“**At first**, she attempted to speak to everyone individually.”
- **At hand** - near in space or time
“Always keep your passwords close **at hand**.”
- **At last** - finally
“He made it to the airport **at last**.”
- **At once**- immediately
“Go to your room **at once**!”
- **At rest**- motionless
“An object **at rest** stays at rest unless acted on by an outside force.”
- **At risk** - prone to danger or threatened by a dangerous situation “Families residing near the volcano are especially **at risk**.”

IDIOMS THAT START WITH FOR

- **For certain**- surely; definitely; positively
“Is Desmond coming to the party tomorrow **for certain**?”
- **For example** - as an example; for instance
“English isn’t the only international language; **for example**, French is the national language of many different countries.”
- **For fun**- as a hobby; for enjoyment
“What do you usually do **for fun**?”
- **For good**- permanently or for an extended period of time
“I’ve decided to leave this city **for good**.”
- **For a living**- as an occupation
“Herman cleans houses **for a living**.”
- **For now** - temporarily; for the time being
“Please go to the waiting room **for now**.”
- **For sale**- being sold; available to be purchased
“Is this diamond ring **for sale**?”

IDIOMS THAT START WITH BY

- **By accident**- unintentionally; not deliberately
“The kids broke the vase **by accident**.”
- **By all means** - definitely; certainly
“Prospective students are **by all means** encouraged to visit the campus.”
- **By hand** - without the use of machinery
“He makes intricate sculptures **by hand**.”
- **By mistake** - unintentionally; not deliberately; as a mistake
“I went to the wrong location **by mistake**.”
- **By the way**- incidentally (used to introduce a different topic)
“**By the way**, have you written your essay yet?”

IDIOMS THAT START WITH **FROM**

- **From afar** - from a distance; coming from far away
“i could hear music **from afar**.”
- **From head to toe** - all over the body “she was covered in mud **from head to toe**.”
- **From scratch** - from the beginning and using only the basic elements or ingredients
“Bob made raspberry cupcakes **from scratch**.”
- **From time to time** - occasionally; infrequently “they return to their home country **from time to time**.”

IDIOMS THAT END WITH PREPOSITIONS

Idioms that end with prepositions are typically **phrasal verbs** and consist of a *verb* followed by either a *preposition*, a *particle*, or a *particle* with a *preposition*. This type of **prepositional idiom** is used like a normal verb (describing the action of a subject) and may come at the beginning, middle, or end of a sentence.

Here are some of the most common prepositions found **at the end** of prepositional idioms: **up**, **down**, **on**, **off** and **with**

To determine the meanings of idiomatic phrasal verbs, we must memorize as many combinations as possible.

IDIOMS THAT END WITH **UP**

- **Act up to**- misbehave
“The toddlers have been **acting up** lately.”
- **Blow up**- to explode; to detonate or make explode
“Demolition workers **blew up** an old building to make room for a new mall.”
- **Bring up**- to mention (in conversation)
“It’s a good idea to **bring up** Your career goals during a job interview.”
- **Come up** - to happen (usually unexpectedly)
“Something **came up** yesterday, so I was unable to attend the event.”

- **Give up**- to stop (doing something); to quit
“Leah is trying to **give up** smoking.”
- **Hang up** - to end a phone call
“Always **hang up** if a telemarketer tries to sell you something.”
- **Make up**- “make up”- has two unrelated meanings: to Create (something) through one’s imagination, or to come to terms or settle an argument (with someone)
“I **made up** a fairy tale to tell my children at bedtime.”
“The siblings finally **made up** after two days of fighting.”
- **Mix up** - “mix up” has two similar meanings: to confuse, or to or assemble something out of order
“I always **mix up** the twins when I see them—one of these days i’ll learn to tell them apart.”
“Someone must have **mixed up** the photo albums, because these pictures are all out of order.”
- **Show up** - to come, arrive, or appear
“The groom waited all day, but the bride never **showed up**.”
- **Shut up** - to stop talking; to be quiet
“If you don’t **shut up**, I’m leaving!”
- **Throw up**- to vomit
“The girl became sick and **threw up** several times.
- **Turn up** - to (re)appear; to be found
“I’m sure your diary will **turn up** somewhere.”

IDIOMS THAT END WITH **DOWN**

- **Break down** “**break down**” has two unrelated meanings: to stop functioning due to a mechanical failure, or to start crying or become overwhelmingly emotional (about something)
“My car **broke down** on the way here, so i had to walk the rest of the way.”
“The boy **broke down** when he realized he’d failed the exam.”
- **Die down**- to lessen in intensity or become weaker
“The wind has **died down** a bit.”
- **Let down** - to disappoint “I feel like I’ve **let down** my parents.”
- **Pipe down** - to be less loud
“**Pipe down** or I’m sending you to your room!”
- **Play down** - to make something seem less important than it truly is
“successful people often **play down** their achievements to avoid sounding arrogant.”
- **Step down**- to resign or retire from a position
“A prominent political figure recently **stepped down** in response to a scandal.”

- **Turn down-** to reject
“She has **turned down** many marriage proposals.”
- **Wind down-** to relax
“Let’s **wind down** with some popcorn and a movie.”

IDIOMS THAT END WITH ON

- **Catch up on-** to get informed about something; to get up to date with something
“Helen plans to **catch up on** her reading tonight.”
- **Count on** - to rely or depend on
“I can always **count on** you to lend me a hand when i need it most.”
- **Drag on-** to continue for a long time and become boring or tedious
“The man’s speech **dragged on** for well over an hour.”
- **Go on-** to continue
“It might seem like the end of the world, but life still **goes on** after setbacks like this.”
- **Grow on-** to eventually become liked by
“This new flavor of ice cream has really **grown on** me.”
- **Hang on-** to wait; to be patient
“Could you **hang on** a moment?”
- **Move on-** to stop focusing on the past and continue with one’s life “Gerald struggled to **move on** after losing the tennis match.”
- **Pick on-** to tease; to make fun of or bully
“You shouldn’t **pick on** your little brother.”
- **Tell on-** to report someone else’s wrongdoing to a person of authority “She went to the teacher to **tell on** her friend.”
- **Try on-** to put on a garment or piece of clothing to see how it fits
“I’d like to **try on** this shirt, please.”

IDIOMS THAT END WITH OFF

- **Back off** - to withdraw or retreat
“Some salespeople don’t know when to **back off**.”
- **Brush off-** to ignore something; to pretend something important is not important
“You can’t just **brush off** what happened between you two.”
- **Call off-** to cancel
“Employees were forced to **call off** the strike.”
- **Drop off** - to take to and deposit at some location
“Dustin usually **drops off** his shirts at the dry cleaner before work.”
- **Kick off** - to begin
“They say the festival should **kick off** around noon.”

- **Lay off** - to terminate employees
“Oil companies have had to **lay off** many workers.”
- **Nod off** - to doze; to fall asleep
“I always **nod off** during long ceremonies.”
- **Pull off** - to successfully complete a difficult task
“Penny **pulled off** the challenging dance routine.”
- **Show off** “show off” has two distinct meanings: to display something one is proud of, or to act as if one is superior to others
“Parents love to **show off** their children’s artwork.”
“That girl is always **showing off**.”
- **Take off** “take off” - has two related but distinct meanings: to become successful or popular (usually for businesses), or to depart or go into the air (e.g., an airplane)
“My online business really **took off** after it was mentioned on the news.”
“The plane **took off** an hour late.”
- **Wear off** to lose effectiveness; to stop having an effect
“I think the pain
Medicine is starting to **wear off**”

IDIOMS THAT END WITH **WITH**

- **Come down with** - to become sick; to fall ill
“Dimitri **came down with** a terrible cold.”
- **Come up with** - to think of, suggest, or develop (an idea)
“Scientists are trying to **come up with** a solution to climate change.”
- **Do away with** - to stop or abolish; to get rid of
“Some people want to **do away with** taxes.”
- **Get along with** - to have a good or friendly relationship with someone “They don’t seem to **get along with** each other.”
- **Get away with** - to avoid punishment for a wrongdoing
“The criminals didn’t **get away with** the robbery.”
- **Go through with** - to undertake or complete (usually an undesirable or difficult action)
“Will your family **go through with** the move to Texas?”
- **Keep up with** - to stay up to date; to stay informed about
“I can’t **keep up with** celebrity gossip.”
- **Put up with** - to tolerate
“She shouldn’t **put up with** her brother’s pranks anymore”

IDIOMS THAT END WITH OTHER PREPOSITIONS

- **Come across** - to find something unexpectedly; to meet or see someone unexpectedly

“He **came across** a bizarre inscription on the base of the statue.”

“You might **come across** some of my relatives if you move to London.”

- **Come to**- to regain consciousness

“Minutes passed before he **came to**.”

- **Get at** - to mean or to express

“What is he trying to **get at**?”

- **Get by** - to barely manage to deal with a problem or extreme situation

“The hiker managed to **get by** on a single bottle of water.”

- **Get over**- to recover from or successfully deal with something (usually an illness or difficult situation)

“She’s finally **getting over** her cold.”

“He can’t **get over** his self-esteem issues.”

- **Go through**- to experience (something difficult)

“Dad is **going through** a mid-life crisis.”

- **Hang out**-- to socialize or get together (with someone)

“Do you want to **hang out** this weekend?”

- **Root for**- to cheer for someone; to support or take sides with someone

“You’d better **root for** me if I make it to the semi-finals.”

- **Sink in**- to become clearly and gradually understood

“He let the college’s rejection **sink in** before deciding to reapply the following year.”

- **Stick around to**- wait, stay, or remain (in a place)

“Is she **sticking around** for the next act?”

- **Tag along**- to accompany

“My little sister likes to **tag along** when I go out with my friends.”

CHAPTER NINE: SYNONYMS

A **synonym** is a word having the same or nearly the *same meaning* as another word or a phrase.

.Words that are synonyms are referred to as being synonymous, and the state of being a synonym is called **synonymy**.

LIST OF SYNONYMS

- **Come** — advance, approach, arrive, near, reach
- **Go** — depart, disappear, fade, move, proceed, recede, travel
- **Run** — dash, escape, elope, flee, hasten, hurry, race, rush, speed, sprint
- **Hurry** — rush, run, speed, race, hasten, urge, accelerate, bustle
- **Hide** — conceal, cover, mask, cloak, camouflage, screen, shroud, veil
- **Move** — plod, go, creep, crawl, inch, poke, drag, toddle, shuffle, trot, dawdle, walk, traipse, mosey, jog, plug, trudge, slump, lumber, trail, lag, run, sprint, trip, bound, hotfoot, high-tail, streak, stride, tear, breeze,

whisk, rush, dash, dart, bolt, fling, scamper, scurry, skedaddle, scoot, scuttle, scramble, race, chase, hasten, hurry, hump, gallop, lope, accelerate, stir, budge, travel, wander, roam, journey, trek, ride, spin, slip, glide, slide, slither, coast, flow, sail, saunter, hobble, amble, stagger, paddle, slouch, prance, straggle, meander, perambulate, waddle, wobble, pace, swagger, promenade, lunge

- **Do** — execute, enact, carry out, finish, conclude, effect, accomplish, achieve, attain
- **Have** — hold, possess, own, contain, acquire, gain, maintain, believe, bear, beget, occupy, absorb, fill, enjoy
- **Use** — employ, utilize, exhaust, spend, expend, consume, exercise
- **Get** — acquire, obtain, secure, procure, gain, fetch, find, score, accumulate, win, earn, rep, catch, net, bag, derive, collect, gather, glean, pick up, accept, come by, regain, salvage
- **Keep** — hold, retain, withhold, preserve, maintain, sustain, support
- **Put** — place, set, attach, establish, assign, keep, save, set aside, effect, achieve, do, build
- **Take** — hold, catch, seize, grasp, win, capture, acquire, pick, choose, select, prefer, remove, steal, lift, rob, engage, bewitch, purchase, buy, retract, recall, assume, occupy, consume
- **Make** — create, originate, invent, beget, form, construct, design, fabricate, manufacture, produce, build, develop, do, effect, execute, compose, perform, accomplish, earn, gain, obtain, acquire, get
- **Break** — fracture, rupture, shatter, smash, wreck, crash, demolish, atomize
- **Destroy** — ruin, demolish, raze, waste, kill, slay, end, extinguish
- **Kill** — slay, execute, assassinate, murder, destroy, cancel, abolish
- **Cut** — gash, slash, prick, nick, sever, slice, carve, cleave, slit, chop, crop, lop, reduce
- **Fall** — drop, descend, plunge, topple, tumble
- **Fly** — soar, hover, flit, wing, flee, waft, glide, coast, skim, sail, cruise
- **Decide** — determine, settle, choose, resolve
- **Help** — aid, assist, support, encourage, back, wait on, attend, serve, relieve, succor, benefit, befriend, abet
- **Mark** — label, tag, price, ticket, impress, effect, trace, imprint, stamp, brand, sign, note, heed, notice, designate
- **Plan** — plot, scheme, design, draw, map, diagram, procedure, arrangement, intention, device, contrivance, method, way, blueprint
- **Show** — display, exhibit, present, note, point to, indicate, explain, reveal, prove, demonstrate, expose

- **Begin** — start, open, launch, initiate, commence, inaugurate, originate
- **End** — stop, finish, terminate, conclude, close, halt, cessation, discontinuance, cease, halt, stay, pause, discontinue, conclude, finish, quit
- **Big** — large, enormous, huge, immense, gigantic, vast, colossal, gargantuan, sizable, grand, great, tall, substantial, mammoth, astronomical, ample, broad, expansive, spacious, stout, tremendous, titanic, mountainous
- **Little** — small, tiny, diminutive, shrimp, runt, miniature, puny, exiguous, dinky, cramped, limited, itchy-bitsy, microscopic, slight, petite, minute
- **New** — fresh, unique, original, unusual, novel, modern, current, recent
- **Old** — feeble, frail, ancient, weak, aged, used, worn, dilapidated, ragged, faded, broken-down, former, old-fashioned, outmoded, passe, veteran, mature, venerable, primitive, traditional, archaic, conventional, customary, stale, musty, obsolete, extinct
- **False** — wrong, fake, fraudulent, counterfeit, spurious, untrue, unfounded, erroneous, deceptive, groundless, fallacious, incorrect, inaccurate, mistaken, erroneous, improper, unsuitable
- **True** — right, accurate, proper, precise, exact, valid, genuine, real, actual, trusty, steady, loyal, dependable, sincere, staunch, correct, accurate, factual, true, good, just, honest, upright, lawful, moral, proper, suitable, apt, legal, fair
- **Fast** — quick, rapid, speedy, fleet, hasty, snappy, mercurial, swiftly, rapidly, quickly, snappily, speedily, lickety-split, posthaste, hastily, expeditiously, like a flash
- **Slow** — unhurried, gradual, leisurely, late, behind, tedious, slack
- **Cool** — chilly, cold, frosty, wintry, icy, frigid
- **Hot** — feverish, warm, heated, sweltering, torrid, equatorial, tropical, erotic, passionate, spicy, peppery, pungent, sharp tangy, tart, fiery, flaming, sizzling, charged, burning, seared, chafed, inflamed, irritated, red, smarting, stinging
- **Quiet** — silent, still, soundless, mute, tranquil, peaceful, calm, restful, hushed, inaudible reticent, reserved, taciturn, secretive, uncommunicative, tightlipped
- **Noisy** — loudly, earsplitting, stentorian, strident, clamorous, boisterous, clangorous, deafening, roisterous, uproarious, pandemoniac
- **All** — complete, entire, full, gross, outright, perfect, total, utter, whole, any, complete, every, sum, totality, each and every, every bit of, bar none, every single, everything, everyone
- **None** — nothing, nobody, no one, zero, zilch, no one at all, no part, not a bit, not a soul, not a thing, not any, not anyone, not anything, not one,

nonexistent,

null

nadir, nil, naught, void, nada, blank, nix

- **Normal** — daily, traditional, familiar, routine, proper, ordinary, typical, everyday, usual, commonplace, natural, classic, standard, general, bona fide, established, habitual, orthodox, prevalent, run-of-the-mill, time-honored, unvarying, average, conventional, customary, common, regular, garden-variety, household, plain, simple, balanced
- **Strange** — abnormal, aberrant, anomalous, bent, bizarre, deviant, queer, eccentric, freakish, fanatical, odd, eerie, peculiar, weird, unorthodox, nonstandard, atypical, different, irregular, nonconforming, offbeat, unusual, extraordinary, insane, irrational, disorderly, rare, exceptional, extreme, outlandish
- **Describe** — portray, characterize, picture, narrate, relate, recount, represent, report, record
- **Difference** — disagreement, inequity, contrast, dissimilarity, incompatibility
- **Explain** — elaborate, clarify, define, interpret, justify, account for
- **Idea** — thought, concept, conception, notion, understanding, opinion, plan, view, belief
- **Look** — gaze, see, glance, watch, survey, study, seek, search for, peek, peep, glimpse, stare, contemplate, examine, gape, ogle, scrutinize, inspect, leer, behold, observe, view, witness, perceive, spy, sight, discover, notice, recognize, peer, eye, gawk, peruse, explore
- **Story** — tale, myth, legend, fable, yarn, account, narrative, chronicle, epic, sage, anecdote, record, memoir
- **Tell** — disclose, reveal, show, expose, uncover, relate, narrate, inform, advise, explain, divulge, declare, command, order, bid, recount, repeat
- **Think** — judge, deem, assume, believe, consider, contemplate, reflect, mediate
- **Anger** — enrage, infuriate, arouse, nettle, exasperate, inflame, madden
- **Angry** — mad, furious, enraged, excited, wrathful, indignant, exasperated, aroused, inflamed
- **Calm** — quiet, peaceful, still, tranquil, mild, serene, smooth, composed, collected, unruffled, level-headed, unexcited, detached, aloof
- **Eager** — keen, fervent, enthusiastic, involved, interested, alive to
- **Fear** — fright, dread, terror, alarm, dismay, anxiety, scare, awe, horror, panic, apprehension
- **Happy** — pleased, contented, satisfied, delighted, elated, joyful, cheerful, ecstatic, jubilant, gay, tickled, gratified, glad, blissful, overjoyed
- **Hate** — despise, loathe, detest, abhor, disfavor, dislike, disapprove,

abominate

- **Love** — like, admire, esteem, fancy, care for, cherish, adore, treasure, worship, appreciate, savor
- **Moody** — temperamental, changeable, short-tempered, glum, morose, sullen, mopish, irritable, testy, peevish, fretful, spiteful, sulky, touchy
- **Sad** — miserable, uncomfortable, wretched, heart-broken, unfortunate, poor, downhearted, sorrowful, depressed, dejected, melancholy, glum, gloomy, dismal, discouraged, unhappy
- **Scared** — afraid, frightened, alarmed, terrified, panicked, fearful, unnerved, insecure, timid, shy, skittish, jumpy, disquieted, worried, vexed, troubled, disturbed, horrified, terrorized, shocked, petrified, haunted, timorous, shrinking, tremulous, stupefied, paralyzed, stunned, apprehensive
- **Awful** — dreadful, terrible, abominable, bad, poor, unpleasant
- **Bad** — evil, immoral, wicked, corrupt, sinful, depraved, rotten, contaminated, spoiled, tainted, harmful, injurious, unfavorable, defective, inferior, imperfect, substandard, faulty, improper, inappropriate, unsuitable, disagreeable, unpleasant, cross, nasty, unfriendly, irascible, horrible, atrocious, outrageous, scandalous, infamous, wrong, noxious, sinister, putrid, snide, deplorable, dismal, gross, heinous, nefarious, base, obnoxious, detestable, despicable, contemptible, foul, rank, ghastly, execrable
- **Crooked** — bent, twisted, curved, hooked, zigzag
- **Dangerous** — perilous, hazardous, risky, uncertain, unsafe
- **Dark** — shadowy, unlit, murky, gloomy, dim, dusky, shaded, sunless, black, dismal, sad
- **Dull** — boring, tiring, tiresome, uninteresting, slow, dumb, stupid, unimaginative, lifeless, dead, insensible, tedious, wearisome, listless, expressionless, plain, monotonous, humdrum, dreary
- **Fat** — stout, corpulent, fleshy, beefy, paunchy, plump, full, rotund, tubby, pudgy, chubby, chunky, burly, bulky, elephantine
- **Gross** — improper, rude, coarse, indecent, crude, vulgar, outrageous, extreme, grievous, shameful, uncouth, obscene, low
- **Hurt** — damage, harm, injure, wound, distress, afflict, pain
- **Lazy** — indolent, slothful, idle, inactive, sluggish
- **Predicament** — quandary, dilemma, pickle, problem, plight, spot, scrape, jam
- **Trouble** — distress, anguish, anxiety, worry, wretchedness, pain, danger, peril, disaster, grief, misfortune, difficulty, concern, pains, inconvenience, exertion, effort

- **Ugly** — hideous, frightful, frightening, shocking, horrible, unpleasant, monstrous, terrifying, gross, grisly, ghastly, horrid, unsightly, plain, homely, evil, repulsive, repugnant, gruesome
- **Amazing** — incredible, unbelievable, improbable, fabulous, wonderful, fantastic, astonishing, astounding, extraordinary
- **Beautiful** — pretty, lovely, handsome, attractive, gorgeous, dazzling, splendid, magnificent, comely, fair, ravishing, graceful, elegant, fine, exquisite, aesthetic, pleasing, shapely, delicate, stunning, glorious, heavenly, resplendent, radiant, glowing, blooming, sparkling
- **Brave** — courageous, fearless, dauntless, intrepid, plucky, daring, heroic, valorous, audacious, bold, gallant, valiant, doughty, mettlesome
- **Bright** — shining, shiny, gleaming, brilliant, sparkling, shimmering, radiant, vivid, colorful, lustrous, luminous, incandescent, intelligent, knowing, quick-witted, smart, intellectual
- **Delicious** — savory, delectable, appetizing, luscious, scrumptious, palatable, delightful, enjoyable, toothsome, exquisite
- **Enjoy** — appreciate, delight in, be pleased, indulge in, luxuriate in, bask in, relish, devour, savor, like
- **Famous** — well-known, renowned, celebrated, famed, eminent, illustrious, distinguished, noted, notorious
- **Funny** — humorous, amusing, droll, comic, comical, laughable, silly
- **Good** — excellent, fine, superior, wonderful, marvelous, qualified, suited, suitable, apt, proper, capable, generous, kindly, friendly, gracious, obliging, pleasant, agreeable, pleasurable, satisfactory, well-behaved, obedient, honorable, reliable, trustworthy, safe, favorable, profitable, advantageous, righteous, expedient, helpful, valid, genuine, ample, salubrious, estimable, beneficial, splendid, great, noble, worthy, first-rate, top-notch, grand, sterling, superb, respectable, edifying
- **Great** — noteworthy, worthy, distinguished, remarkable, grand, considerable, powerful, much, mighty
- **Mischievous** — prankish, playful, naughty, roguish, waggish, impish, sportive
- **Neat** — clean, orderly, tidy, trim, dapper, natty, smart, elegant, well-organized, super, desirable, spruce, shipshape, well-kept, shapely
- **Popular** — well-liked, approved, accepted, favorite, celebrated, common, current
- **Answer** — reply, respond, retort, acknowledge
- **Ask** — question, inquire of, seek information from, put a question to, demand, request, expect, inquire, query, interrogate, examine, quiz

- **Cry** — shout, yell, yowl, scream, roar, bellow, weep, wail, sob, bawl
- **Say/Tell** — inform, notify, advise, relate, recount, narrate, explain, reveal, disclose, divulge, declare, command, order, bid, enlighten, instruct, insist, teach, train, direct, issue, remark, converse, speak, affirm, suppose, utter, negate, express, verbalize, voice, articulate, pronounce, deliver, convey, impart, assert, state, allege, mutter, mumble, whisper, sigh, exclaim, yell, sing, yelp, snarl, hiss, grunt, snort, roar, bellow, thunder, boom, scream, shriek, screech, squawk, whine, philosophize, stammer, stutter, lisp, drawl, jabber, protest, announce, swear, vow, content, assure, deny, dispute
- **Mean (Something)** — add up to, affect, be important, be of value, be substantive, carry weight, connote, count, denote, express, imply, intend, involve, signify, spell, stand for, suggest, value, weigh in,
- **Somewhat** — a little, sort of, kind of, a bit, relatively, slightly, moderately, to some extent / degree, reasonably, partially, more or less, not much rather, quite, fairly, by a long shot, by far, rather, significantly, well
- **Somehow** — in a way, virtually, to a certain extent, in some measure, to some extent, to a certain degree, quasi, in a manner of speaking, effectively anyhow, anyway, anyways, by hook or by crook, another, howsoever, in any way, somehow or other, somehow, by some means
- **Definite** — certain, sure, positive, determined, clear, distinct, obvious
- **Fair** — just, impartial, unbiased, objective, unprejudiced, honest
- **Important** — necessary, vital, critical, indispensable, valuable, essential, significant, primary, principal, considerable, famous, distinguished, notable, well-known
- **Interesting** — fascinating, engaging, sharp, keen, bright, intelligent, animated, spirited, attractive, inviting, intriguing, provocative, thought-provoking, challenging, inspiring, involving, moving, titillating, tantalizing, exciting, entertaining, piquant, lively, racy, spicy, engrossing, absorbing, consuming, gripping, arresting, enthralling, spellbinding, curious, captivating, enchanting, bewitching, appealing
- **Part** — portion, share, piece, allotment, section, fraction, fragment
- **Place** — space, area, spot, plot, region, location, situation, position, residence, dwelling, set, site, station, status, state

COMPREHENSION

Comprehension is a verb meaning to appreciate something. It is drawn from the root word 'comprehend. According Longman Dictionary of contemporary English to comprehend means is to '**understand**'.

Comprehension passages are fairly short and are drawn from all aspects from life. A passage may be on Sport, Science, Politics, Religion History, people's activities, Tourism Geography and from works of fiction. Some of the passages may be technical. ie the use of English in those passages may be specialised. This is the type of English which is unusual in everyday conversations.

The instructions at the beginning of the passage are straight forward. A candidate is expected to read the passage carefully and answer the questions that follow the passage. Below are some hints on how to approach a comprehension passage.

- It is essential to read through the passage very quickly to help you determine what kind of passage it is. The first step is called **skimming**. To 'skim' means to read **through quickly in order to get the main ideas**. You can at this stage skim through the questions as well.
- The second step involves **reading through the passage again**, this time carefully and with understanding. Take note of the difficult and underlined words. This process of reading is called **scanning**. To 'scan' means to **examine closely** or making a search for something.
- Now you are ready to answer the questions in comprehension and there are three types of questions in comprehension, these include;
 1. **The open-ended** (free response) questions, where candidates are free to use their own words other than those in the passage.
 2. **The vocabulary questions.**

OPEN- ENDED /FREE RESPONSE QUESTIONS

Regarding this type of question, a candidate is required to use his or her own words but basing on the passage read and the instructions given. Remember to use correct form of English in terms of tense and spellings is very important at all times.

VOCABULARY QUESTIONS

This is the last question. This type of the question requires a candidate to work out the meanings of the words from their contexts. In order to understand what

the words mean. It is helpful to always make reference to the **related paragraph** and the **underlined words** in order to arrive at a correct answer. Be reminded that the examiner is also interested to know if you are able to **recognise the tense** in which a required word is written.

SUMMARY WRITING

A summary is a brief account of a story or speech heard, read or seen. In a nutshell, summary is about being economic with words by only supplying the sought for information.

The aim of candidates in a summary component should be to answer the question as opposed to reducing the passage. It is not summary if one leaves out what he is asked of by the examiner.

HINTS

1. Strictly stick to the required number of words. No word estimation will suffice. Pay keen attention to the instruction, "*In not more than words, write a connected summary*"
2. Marks are given according to the number of required answers [relevant points] brought out. Candidates ought to know that the relevant points in the passage are spread across the passage hence the need for them to read and understand the whole passage.
3. While candidates are allowed to use their own language, the meaning of the original passage should at no time be altered. The candidates ought to give grammatical competence precedence.
4. Candidates must avoid falling prey to including unnecessary examples, adjectives, definitions and over-flowery expressions which are not in any way helping them to answer the question.
5. Always write in prose unless the question demands otherwise.
6. Uses of generic words have proven priceless in summary. Generic words refer to words which can be used to absorb other words, and in most cases, the words belonging to the same word class.
For example; *John bought grapes, oranges, guavas, tomatoes, berries, apples, mangoes, pine apples, water melons and bananas.*
The sentence above would be summarized as; *John bought **fruits**.* [Note that **three** words have been used as opposed to **fifteen** in the original sentences]. The generic word in this example is the word fruits.
7. Do not include points, though relevant but are not in the passage. All the relevant points must be derived from the given passage.

PROCEDURE

1. Read and understand the question.

2. Scan the passage to have a feel of it before reading it *carefully* in order to identify the needed points. You *may* take note of the points by ticking against them. Other candidates do this by *underlining* the said points.
 3. Arrange the points in chronological order. **Rearrange the points logically and write the fluent summary in a passage form. Use appropriate link words where necessary.**
 4. Write the drafts depending on time available. **Edit – Go through the summary for length and grammar corrections.**
- NB:** This is very rare in the final examinations as candidates are never supplied with paper for such drafts.
5. Having exhausted this procedure, candidates can now begin to write a final copy of the summary.
 6. Avoid gross errors of tense, repetition, wrong sentence construction, Paragraph inadequacy, wrong use of words, subject-verb agreement, use of run-on sentences and most of all errors of rubric.

DESCRIPTIVE COMPOSITION

This is a composition which skillfully describes somebody or something. It gives a picture of what somebody or something looks like or feels like. This type of composition is best written using adjectives and adverb.

An adjective is a word that indicates a quality of a person or thing referred to by a noun, for instance....funny doctor, rotten mangoes and so on.

An adverb is a word that adds more information about a place, time, circumstance manner, cause, degree and so on; to a verb, an adjective, a phrase or another adverb: slowly. She walked away, highly intelligent, awkwardly done, too lazy....

Things to consider when writing a Descriptive Composition.

- To describe is to paint a picture of someone or something with words so that one can easily visualize them in one's mind or identify them when one comes across them.
- A descriptive composition gives an idea of what a person; place or thing is like or used to be like.
- The description should appeal to the mind's eye and all the five senses.
- Use adjectives and adverbs, this will convey a vivid impression, both of what you are writing about and your own feelings.

A. DESCRIPTION OF A PERSON

Paragraph 1: Introduction – name, sex, age and nationality. Duration of acquaintance. Professional if known mention religious/ political affiliation

Paragraph 2: Physical features, any peculiarity (bald, hairy...) or deformity (scar, hump, lame, crippled) or mental retardation.

Paragraph 3: Academic qualifications and professional experience.

Paragraph 4: General conduct.

Paragraph 5: Conclusion – express personal wish or give readers details by which to identify him/ her through mannerism or etiquette.

B. Description of a Place

1. **Paragraph 1:** Introduction – name of place, geographical location, background, activities of place.
2. **Paragraph 2:** Foreground – fence if any.
3. **Paragraph 3:** Middle ground - building in any direction upon entering the gate.
4. **Paragraph 4:** Back ground- the interior of the main building.
5. **Paragraph 5:** Conclusion – mention unforgettable aspects of the place and express own view on or not you would mind revisiting.

C. DESCRIPTION OF AN OBJECT

- **Paragraph 1:** Introduction – name, age, place, of origin, size, shape weight, colour, and aesthetic of object (relating to the appreciation of beauty or art).
- **Paragraph 2:** Mode of operation.
- **Paragraph 3:** Function of object.
- **Paragraph 4:** Caution.
- **Paragraph 5:** Conclusion- express- personal wish or view on the object.

D. DESCRIPTION OF AN ANIMAL.

- **Paragraph 1:** Introduction- name, color, age, species, natural, habit, weight.
- **Paragraph 2:** Tamed or wild, diet, emotions in various situations.
- **Paragraph 3:** Usefulness in nature, gestation period, reproduction, growth to adulthood.
- **Paragraph 4:** Natural friend or foe, behavior, longevity (long life).
- **Paragraph 5:** Conclusion – express personal wish or view on the animal.

E. Describing an Event.

When describing an event, you are usually told to write a story about what took place in the order in which it happened i.e. chronological order. In doing this, you are likely to write brief description of people and place as well.

Things to consider when writing a Descriptive Composition.

- It has the writers point of view- a clear theme i.e. it has a basis. The writer should make the readers see the event he/ she sees it. The theme can also be expressed by the choice of words (vocabulary).
- It makes use of the senses, i.e. it does more than tell a story. The senses are used to describe what was seen, heard felt or touched, smelt and tested.
- It is set in a place which the writer knows very well and about people and things that are familiar to him or her.

AN EXAMPLE OF A DESCRIPTIVE COMPOSITION

Question: Describe An Accident In Which You Were Involved

“Watch out” screamed somebody from the front seat of the mini Bus. The wonderful reveries into which I had lapsed abruptly came to an end. Before I fully came to my senses, I was tossed out through the window and landed on the road with a thump, face up. I rolled on the road in agony until slowly my mind began to recollect what had happened, as loud a shout of pain reached my ears. I had been involved in a terrible road accident.

It was a Christmas day I will never forget, not because it was a Christmas day but because of that fatal accident which occurred ten kilometers from Mufulira at a place called Kansuswa. I was on my way to Kitwe to spend Christmas Day with my parents when the dreadful happened.

As the Mini Bus in which I was travelling slowed down to pick up a Commander at Kansuswa Bus Station, a truck that was following behind tried to overtake. Unfortunately, from the corner of the road, about twenty metres away emerged a bus travelling at high speed. Hooters sounded and brakes screeched but all in vain. And then came what everyone had feared. Trying to get back into his lane, the truck driver hit into the back of the Mini Bus. It swerved right into the path of the on-coming bus. As it did so, I was flung out of a window onto the road with the force of a volcano.

I tried to stand without success. Tears freely flowed down my cheeks. After the initial shock was over, I felt an excruciating pain in my head which threatened to rip my head apart. Soon the pain spread to the entire body. Two metres away a woman screamed as if in labour. A cold chill ran down my spine. I felt helpless and shut my eyes.

Soon afterwards, I reopened them as someone touched my left arm. The people of Kansuswa had come to our aid. Before long, I was on my way to Kamuchanga Hospital. Christmas Day had turned into a nightmare.

ARGUMENTATIVE COMPOSITION

As the title implies, this is a composition that is centred on an argument.

As opposed to the Narrative and Descriptive Compositions which are about people, objects, actions, events and so on, an argumentative composition is about ideas. It involves the presentation of a problem around which an argument is logically developed. The author tries to persuade the reader to his (author's) line of thought or opinion. Hence, it is also called a **PERSUASIVE COMPOSITION**. It mostly deals with controversial materials. The writer puts up facts, reasons and examples to what he writes and relates incidents that render support to the argument he is putting up so that one could follow his line of thought and agree with what he suggests.

AN EXAMPLE OF ARGUMENTATIVE COMPOSITION

Question: “Abortion should be legalised” write an essay either agreeing or disagreeing with the above statement.

Before you begin answering this question, you must choose the side, whether or not you will agree with the statement. You cannot be neutral when writing an argumentative composition. Even if you do not like both sides of the argument, you will still have to choose a side for the sake of the marks involved.

Here is a plan for this composition.

Paragraph 1 What is abortion?

Paragraph 2 Abortion is anti-Christian, it's murder.

Paragraph 3 Abortion is a health risk to human race.

Paragraph 4 Abortion encourages prostitution

Paragraph 5 Conclusion: Abortion must not be legalised.

Answer

Abortion is the deliberate termination of a pregnancy. In my view, abortion should be defined as the ruthless, cold-blooded murder of an innocent human being. To legalise abortion therefore would be to legalise murder which must not be.

As a gospel preaching Christian, I believe life starts at conception. Therefore, anyone who aborts destroys life and becomes a murder. Abortion poses a great risk to the lives of both the mother and the child. In many cases, attempts to abort have ended in double tragedies; both the mother and the child have perished. According to statistics, three out of every five women who try to abort die in the process while one out of every three of those who survive the operation dies three months later. Worse still, ninety eight percent become barren for life. Clearly abortion is a threat to the human race and must be opposed by all pro-life citizens.

Most women who commit abortion are prostitutes who do not care about family life. They abort today and go back to prostitution the next day. Legalizing abortion would therefore be an indirect way of promoting prostitution, which like murder, is anti-Christian.

The argument that a woman should have the right to abort is illogical. A woman intending to terminate her pregnancy should realize that the child within her also has an equal right to life as she does herself. How can a woman ask for the right to abort? This is indirectly asking for the right to trample on other people rights, specifically the right to live.

Abortion is ruthlessness, insensitivity and animal like behaviour and must not be allowed, especially in a Christian nation. Indeed as the late Paul Ngozi “Nyirongo sang”. If a dog can look after its young ones, why can't a human being”?

Notice that I have supplied a few statistics to give support to my argument. Apart from statistics, you may even quote an authority (e.g. hospital official or magazine). However, always keep statistics and quotations to the barest minimum.

The writer of an argumentative essay aims at persuading the reader to agree with his (writer's) opinion hence it is also called a **Persuasive Essay**. The above essay is written starting from the most important to the least important point (in the author's view).

EXPOSITORY COMPOSITION

This type of composition is used to explain a process (how something is done), give directions, give instructions, compare one thing to another or explain a new term. Exposition writing involves detailed description, explanation or interpretation of a problem, an issue, a thing or a process.

The main purpose of writing to explain is to make something clear to the reader and to convey this information as effectively as possible. An explanation helps the reader to understand a particular topic by answering the 'wh' questions (**what? how? and 'why?'**) and provides answers to the reader. For example: **'How do you cook nsima?'** However, there are variations in the way explanations do this depending on the purpose of the explanation. A good explanation must be accurate and carefully arranged. What is being explained must be stated in the first sentence and the information is given in the subsequent sentences in an order which will enable the reader to follow. There are three basic kinds of exposition.

Question: How does the climate affect the distribution of plants and animals?

Answer

The Effect of the Climate on the Distribution of Plants and Animals

Climate is an important factor in the distribution of plants and animals. In Polar Regions, there is little plant life because the ground is frozen or snow covered. Only animals which adapt themselves to intense cold can live there.

In the desert, too, both flora and fauna are limited. The only plant found there are those which can found there are those which can store water and withstand the extremes of heat or cold. Similarly, the animals and insects that can survive in the desert are those which have learnt to adapt to harsh condition such as lack of water, scarcity of food and extremes of temperatures.

In Tropical areas, on the other hand, conditions generally favour the growth of plants. There is strong sunlight and abundant rainfalls, so vegetation is luxuriant and varied. As a result, food supplies for animals, birds and insects are usually plentiful, and many species are found there.

LETTER WRITING

There are three main types of letters and we should know how to do each type correctly.

- a. Informal
- b. Semi-formal
- c. Formal or business letters

(1) Informal Letter

These are letters which we write to friends or people our own age. In these letters we use the kind of English we use when we are speaking to our friends. However it must be correct and acceptable.

Layout of the Informal Letter

1. (a) The senders address is written at the top on the right hand side of the page.

15 Ibis Crescent,
Kamenza Town/ship,
Chililabombwe.

5th June, 2017

- (b) There is no senders name above the address.
 - (c) There is a comma at the end of each line in the address except for the last item (the town of the country) which is followed by a full stop.
2. (a) There is a line space between the address and the date.
 - (b) The date is written in full, with a comma between the month and the year
3. (a) There is line space between the date and the salutation. e g Dear Chibwe,.
 - (b) The salutation begins close or next to the left hand margin line and is followed by a comma.
4. The first paragraph begins just below the middle of the salutation. The first word begins with a capital letter.
5. The letter is divided into paragraphs. Each paragraph is indented.
6. The 'farewell' begins about half-way across the page. It starts with a capital letter and ends with a comma. The second words do not begin with a capital letter.
7. The writers name is written just below the 'farewell'.

(2) SEMI-FORMAL LETTER

Semi-formal letters are letters we write to people whom you know but who are not close to you (e.g. a friend of your father, a priest or your class teacher. In such a letter you would not use the same register that you would use when writing to a friend or a person of your own age.

Layout of a Semi- Formal Letter

1. The senders address is written at the top on the right hand side of the page.No senders name above the address.
2. There is a line space between the address and the date.
3. Salutation it is generally Dear Mr..., Dear Mrs...., Dear Uncle.... Etc
4. The beginning of the letter states the purpose of the letter.
5. The main body
6. The ending is generally ‘yours sincerely,’

Example of a semi-formal letter

(3) Formal (or Business) Letters

These are written to people in their official capacities. They also include replies from such officials to the people who have written to them. Very often, we do not know these people well or we do not know them at all. These letters are very ‘business like’. We only write what is really necessary.

Layout of a Formal Letter

- 1) **The senders address**, which is written in the top right corner of a page.
- 2) **Date**

St. Francis Secondary School,
P.O. Box 20111,
Kitwe.

5th June, 2017.

- 3) **Title and address of the person** you are writing to.

4) Salutation

If you know the surname of the person you are writing to, you may use dear followed by the name/ e.g. Dear Mr. Soko. If you do not know the person’s name you should use dear Sir, or Dear Madam. If you are not sure whether the person is a man or woman you may write Dear Sir or Madam.

5) Heading

This is usually written in capital letters. This sums up the content of a letter. It must be written below the salutation and should be brief and precisely stated.

6) Opening paragraph

This states what the letter is about. Note that it does not include greetings of an enquiry about the health of the official to whom you are writing.

7) Main body

Use of courteous and professional tone

Use formal Standard English. Avoid contractions, abbreviations and slang.

Indicate the purpose for writing the letter.

If a letter requires a response, give the necessary information to get the appropriate response.

8) Ending

This is usually yours faithfully when you do not know the recipient, yours sincerely when you know the recipient.

9) Your full names and position (if only). Your name must be written in capital letters.

SAMPLES OF FORMAL LETTERS

REFERENCE LETTER

Kitwe Boys Secondary School,
P.O Box 2005,
Parkland,
Kitwe.

17th June, 2017

TO WHOM IT MAY CONCERN (Open) OR

The Principal,
Kitwe College of Education,
P.O Box 2000,
Kitwe.

Dear sir or Madam, **(Open) OR**

Dear Mr. Banda,

REFERENCE: LOMBE TUMELO (MALE)

Having taught LombeTumelo for the past five years since 2012, I hereby wish to report on his academic skills, extra –curricular activities, talents as well as his general conduct.

Academically speaking, Tumelo can he rightfully be reported as an all-rounder. He was gifted in almost all the subjects but more especially in Accounts, Mathematics, Biology, Physics and English. As his teacher of English, I can confirm that he was exceptionally creative in composition writing, Reading Comprehension and Transformation of sentence structures.

This year he has written his Grade 12 examinations and I am sure that he will do well in almost every subject.

Tumelo was a prefect in his last two years of secondary education, before he also served as a very reliable class monitor.

In extracurricular activities, he excelled in more than one discipline. He was very good at football, very good swimmer and athletics.

As for his general conduct, Tumelo was a devout Christian, very respectful to both the teachers and his fellow students. I therefore recommend

Tumelo to your reputable institution without any reservations that his skills and abilities can reach new heights for benefit of the nation in general.

Yours faithfully,
M. Moono
MOONO M.
CLASS TEACHER

APPLICATION LETTER

House Number 20,
Parklands,
Kitwe.

27th September 2017

The Manager,
Shoprite Checkers,
P.O. Box 20398,
Kitwe.

Dear Sir or Madam,

REF: APPLICATION FOR EMPLOYMENT AS A TILL ATTENDANT

With reference to the advertisement that has been running on television since Monday, the 15th of May, 2017, I would like to apply for employment.

I am twenty years of age. I just sat my Grade Twelve examination last year 2016 and waiting for the results. I sat seven subjects which also included Business Studies, Mathematics and English and I hope to pass in all of them.

Honestly speaking, I do not have the experience as stated in the advertisement, however, I have basic experience in handling cash because while at school I helped selling in the School Tuck shop. I am confident that I can still do the job to your expectations.

If you want more information about me, please contact my Grade teacher, Mr. Denize Zulu at my former school; Kitwe Boys' Secondary School on Cell Phone number 096412345. I will be ready for the interview whenever you may call up on me.

Yours faithfully,
M. Mwila
MWILA MANDY

NOTE:

For the **Open Reference Letter**, include 'TO WHOM IT MAY CONCERN' as the receiver's address and 'Dear sir or Madam' as the salutation. The **Closed Reference Letter** has definite receivers' address and salutation.

SPEECH WRITING

1. **DEFINITION:** A Speech is a prepared piece of writing or information on a given topic. A Speech is anything spoken for an audience to listen. It is basically a formal address to a group of listeners.

2. TYPES OF SPEECHES

There are three main types of Speeches:

- a. **introductory speech**
- b. **speech of thanks/ vote of thanks**
- c. **key note speech or main speech**

3. FACTORS TO CONSIDER WHEN WRITING A SPEECH

Type of audience

Speeches are made for live audience. Decide on whether the speech is intended for adults, children, diplomats or journalists, businessmen and women or sophisticated class of people e.g. Lawyers, Doctors, Politicians etc.

The purpose of the speech

Decide on whether the speech is to inform, to persuade, to entertain, to appease, to incite, to reprimand, or a combination of these. This will determine the use of appropriate language.

The subject matter (or topic)

Ascertain whether the topic is familiar to the audience or not and determine how much information to give and hold back. Also ascertain whether the topic is 'technical' in nature and determine how to tackle it.

The situation

Ascertain whether the situation (or occasion) is a solemn one (mourning), a business meeting (where people are only interested in results), after dinner speech (humorous), or a tense situation. The situation and the audience also determine the language.

4. PREPARATION OF THE SPEECH

Once you have a topic, allow yourself time to think about it is part of your preparation

- Gather all necessary ideas and information on the topic given.
- Arrange the material (ideas and information) in appropriate order and then plan the form of presentation.
- Planning

A speech must have a structure and a sense of direction. Note down all the main points you should cover:

-what the aim of the speech is

-what the audience may hope to learn

- Review your list, grouping them under headings and assembling these in a logical order.
- Whatever the topic , you will need a striking way of opening and closing your speech.

Opening:

Should be original and interesting (enough to make people want to hear what you have to say)

Apart from giving the aim and the outline of the talk:

- Ask a question
- Tell a story
- Use a quotation.

Closing

- You should finish positively
- The standard approach is a summary
- Give the audience chance to participate by inviting them to comment, if necessary.

5. FORMAT A OF SPEECH

A Speech can be written in the following format:

1. Title:

The title should have the following items:

- The giver of the speech
- The occasion when the speech is delivered
- The venue
- The date

2. Salutation

Here you greet the people present in order of importance. The set out can either be vertically or horizontally.

3. Appreciation

This comes after the salutation and can be written in the same paragraph as salutations. Here you thank the Chairperson or organiser for the opportunity to address the gathering.

4. Main body

This is where the details are developed. Do not beat about the bush. Go straight into discussing the points you have gathered.

5. Conclusion.

End with a statement that restates the purpose and follow the order of salutations. Thank the audience for paying attention.

6. LANGUAGE AND STYLE

- a. Use the tense you would use when speaking to the audience (Present tense)

- b. Salute people in attendance according to seniority (order of hierarchy)
- c. Repeat forms of address like sir, ladies and gentlemen, the guest of honour, etc. to capture interest
- d. Paragraphs are usually short as speeches take a spoken form of language
- e. End with courtesy to the audience
- f. A good speech needs to have some humour in order to attract attention and avoid boring the audience.

THE SPEECH OF INTRODUCTION

This is a speech given when introducing the main speaker.

Introduction

Address the people in attendance in descending order and thank the main speaker for sparing time for the occasion

Main Body

- the speaker to thank the organisers for giving him or her chance to address the
- meeting
- Briefly introduce the topic at hand. If possible, define the subject
- gives details of the subject/title to be discussed- outline the your details coupled
- With relevant examples

Conclusion

End with a statement that restates the purpose and follow the order of salutations. Thank the audience for paying attention

EXAMPLE

SPEECH TO BE DELIVERED AT AN AWARDS GIVING CEREMONY BY THE HEADTEACHER AT WAWA HIGH SCHOOL ON 24.09.2015 AT 14:00HRS

The Guest of Honour, Permanent Secretary, and Provincial Education Officers present, District Education Board Secretaries, Education Standard Officers, Headteachers, Heads of Department, all teachers present, Ladies and Gentlemen.

It is a rare privilege to welcome you all to this awards giving ceremony. For many years, our school has been performing very well but we have never had an opportunity like this to award them. Therefore, with the support of the school board, we sat and came up with prizes to give to the immediate past Grade 12s for their performance.

The Guest of Honour, Madam, Ladies and gentlemen, allow me to thank the PTA executive who are a very hardworking team, the teachers and the pupils who have equally worked hard to ensure our school keeps on producing good results.

Guest of Honour, Madam, Ladies and Gentlemen, last year we recorded an increase in our pass rate. This is because we had thirty pupils who got six points. A great achievement Indeed! This entails these pupils are all going to Universities across the country. This also means that these pupils will join our former pupils holding key positions in the government. What a great honour to have such hard working pupils!

Madam Minister, the girl child at our school is proud of having you in that office as you are a role model to them. They are motivated further to work extra hard to be like you.

Ladies and gentlemen, even when our school has been doing well it does not mean all is well .The school has its challenges. For example, most of our teachers are not accommodated, hence they live far from our school which makes it difficult for them to arrive for work on time. Apart from that, we have a critical shortage of text books and desks which makes learning and teaching a bit difficult. Moreover, the school has only two computers and we appeal to you, madam, to come to our aid.

Madam, Ladies and Gentlemen, we also have a critical shortage of teachers especially in Mathematics and Science, we therefore urge you, madam, to send more teachers in those subjects to mitigate the shortage.

In conclusion, I would like to thank you most sincerely madam, for having taken time off from your busy schedule to come and grace this occasion. This should continue so that we can present our grievances directly to you and also to see how we are doing academically and professionally.

I thank you all for your attention and may God bless you.

REPORT WRITING

A report is a written or spoken account of something witnessed, heard, seen, done, studied or work carried out or of an investigation. It may be an informal report about an accident or a lost item or a formal report about the activities of an institution such as a school or a club or an annual report of a business firm. The following questions are answered when writing a report:

- -what happened?
- -when did it happen?
- -where did it happen?
- -who was involved?
- -how did it happen?
- -why did it happen?

PURPOSE

The basic function of a report is to inform people about events that have taken place. A report gives a detailed account or description of a speech, events, experiences or happenings that occur in our daily lives. These might be on

social, political and economical and so on. For example, we read these reports in newspapers or listen to them on radio or television.

FORMAT

There are many types of reports but we shall look at the basic features of a report. Examples of reports include: police report, narrative report, medical report, investigative report, project report, book report, news report, medical report, newspaper report, sports report and many more. In a report the following points should be taken into account:

1. **Heading / title** – must be brief and say what the report is all about. Some reports have subheadings in order to make it easy for one to understand,
2. **Introduction** – the opening sentences of a report sums up the major facts of the event indicating what the report is all about by answering ‘**wh’questions**(i.e. what happened?, when.... ? where ...? Who..?)
3. **Main body**- must give details of the report in paragraphs (each paragraph to deal with one main idea), the information must be precise clear and relevant.
4. **Conclusion**-the last event serves as a conclusion when one is merely reporting an incident such as ‘a tour of the national park’ or the writer can make a concluding remark. However, a report for a project or a survey usually includes conclusions derived from the study.
5. **Recommendation** – a recommendation is included in an investigative report, project report or any other. A recommendation gives suggestions for future action.

LANGUAGE AND STYLE

- A report should be factual and to the point (only important points should be included). It should not contain opinions although your views or comments may be used as a conclusion.
- Use the **past tense** with a lot of bias in the use of **reported speech** though **direct speech** can be used to quote striking information
- Reports can be written mainly from two points of view:
 - b. Personal point of view, for example a report by an eye witness on the scene of a crime, the author of the report will use the pronoun ‘I’.
 - c. Detached point of view; this is how most professional reports are written-the third person (i.e. he, she, they) is used.
- Language must be formal, simple and straight forward.
- If a written report is to be of any use, the information it conveys must be clearly thought out and well ordered. When writing a report of a road accident, for example, work out precisely where you were in relation to the vehicles, what you saw and heard, and why you think the accident happened might be a concluding remark.

- Points can be numbered if the report has subtitles
- The author of the report should be identified- it should be signed for and position of responsibility indicated

EXAMPLE OF A POLICE REPORT

Question

In the Police force, the duty officer is expected to give a report to the Officer-in-Charge on all the major occurrences. You are a police officer and was on duty on the night when villagers from a nearby village reported a murder case. You rush to the scene of the incident with your colleague and interviewed an eye witness to establish how the man was killed. You took down the following notes to help you write a report:

- Murder case reported at 23.00 hours
- Eye witness- Annie Mwengwe
- Deceased, Jackson Mulwila was drinking 'kachasu' at witness' house
- He was in a group of friends
- They started quarrelling
- Musenge Mwansa stood up and pushed Jackson violently
- Jackson moved unsteadily few steps backwards
- He failed to balance and fell head first
- Landed on a stump in the structure they were drinking from
- He was rushed to Chitambo mission hospital
- Was pronounced on arrival by the doctor
- Death was caused by severe brain hemorrhage and fractured skull
- Key suspect: Musengemwansa 30, Kalufumo Mwape 29 and Chilambwe Musuma 28, all of Chibale village were arrested.
- Using the points provided and presented in a logical order, write a report to the officer-in-charge. The length of your speech should be between **250** and **350** words. **Any words beyond the word limit will be cancelled.**

Answer

From : Constable Mwape Grevazio

To : The Officer- In- Charge, Mambilima Police Station, Serenje

Date: 22nd June, 2017

SUBJECT: REPORT ON THE MURDER CASE IN CHIBALE VILLAGE

I received a report yesterday around 23.00 hours about a murder case in Chibale village. In the company of Constable Mwansa Chilombo, I drove to the scene of the incident and carried out an investigation. It was discovered that, the deceased, Jackson Mulwila, was in a group of friends drinking a local illicit brew commonly known as Kachasu at the house of Annie Mwengwe.

Annie Mwengwe said that initially she heard Jackson and his friends quarrelling and little did she know that their continuous arguments could lead

to such a fatal ending. Since Annie Mwenge did not follow the discussion, she only remembered seeing Musenge Mwansa standing up and grabbed Jackson Mwilwila by the collar of his shirt and pushed him violently.

She went on to say that the deceased moved unsteadily few steps backwards. The effect of the brew could not let his body hold the ground. He went down head first, and landed heavily on a stump a short distance away that acted as a stool in the dilapidated structure they were drinking in.

Basing on the information gathered from the witness, we arrested the three key suspects all male; Musege Mwansa 30, Kalufumo Mwape²⁹ and Chilambwe Musuma 28, all of Chibale village.

I immediately put the three co-accused into police custody awaiting other course of action and investigation.

A good Samaritan offered to rush the deceased to Chitambo Mission Hospital. However, upon arrival the deceased was examined and certified dead by the Doctor on call. In his report the Doctor said that Jackson Mulwila died because of severe brain Hemorrhage and fractured skull.

AN INVESTIGATIVE REPORT

Question

Many letters have been received by the chairman of the United Transport and Taxis Association of Zambia complaining about various aspects of poor service. Imagine you are the secretary in the association and the chairman has asked you to submit a report to him after a thorough investigation. After travelling on the buses on a number of routes, you made notes in your diary.

- The number of buses on certain routes are inadequate.
- Low income group areas can do with twice the present number
- Some buses to be replaced
- Some have head rails for passengers to hold on.
- During the morning and evening rush hour, small buses are more suitable on busy routes.
- An up- to- date statistical information about the number of people travelling on various routes required to get true picture of the transport needs of the public.
- Buses behind schedule on certain routes
- No toilets and shelters at the bus stop.
- This is an inconvenience especially during the rainy season
- Some bus conductors are rude
- Drivers, conductors and traffic officers not properly trained to deal with the public
- Roads are in bad state especially in rural areas

Using the points listed above write a comprehensive report to be presented to the chairman.

Answer**REPORT ON THE COMMUTERS COMPLAINT ABOUT POOR BUS SERVICES OFFERED BY SHIRE BUS LINES.****Introduction**

An Investigation into various complaints of poor services offered by Shire Bus Lines was carried out by the secretary between 25th March 2017 and 30th April 2017. Many routes both in urban and rural areas were covered and a number of regular travelers were interviewed.

Inadequate number of buses

Most regular bus travelers were of the opinion that the number of buses on certain routes is inadequate. The low income group area, for instance could do with the present number as very few people have transport of their own. Furthermore, these areas are more densely populated than high income areas.

State of Buses

A number of buses should not be allowed on the road as they are in bad state of disrepair. There are some which literally have no overhead rails for standing passengers to hold on which may one day lead to fatal accident s.

Bus Schedule

The majority of buses do not keep to time, which is an inconvenience to the passengers who have to reach their working places at a given time. In addition, there are no shelters and toilets at bus stops. As a result, people get soaked during the rainy season and the nearby bushes are used to answer the call of nature.

Crew Attitude

The drivers and conductors tend to be very rude to the passengers, partly because they are not trained to deal with passengers. They have to be instructed to treat the public with courtesy; otherwise the association will lose business in this competitive era.

State of Roads

The state of most roads is so bad that drivers dread travelling along them. On certain routes there are big gullies on the roads, especially, in rural areas such that passengers have to alight from the buses for their own safety till they have by passed the bad spot. It is this bad state of roads that has contributed greatly to the poor condition of buses.

Conclusion

Generally, the bus services offered by Shire Bus Lines are below expected standards as the association is failing to meet commuters' demands. The number of buses on most routes is inadequate and the few buses running are

in poor condition due to wear and tear caused by the bad state of road. In certain areas, there are no shelters and toilets at bus stops and such a situation is a huge health hazard.

Recommendations

The following are the recommendations

1. In urban areas, during morning and evening rush hours, small buses are more suitable on busy routes.
2. An up- to- date statistical information about the number of people travelling on various routes is required to get a true picture of the transport needs on the public.
3. Bus shelters and toilets must be constructed where necessary .
4. Short courses should be introduced for drivers and bus conductors.
5. The Association must impress upon the government and the councils the need to repair bad roads.

Harry Chidaonda

SECRETARY