

## SYLLABUS

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## SYLLABUS

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**Unit – I**  
**Vocabulary**

**Foreign Words and Phrases**

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

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

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

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

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



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

onus probandi	burden of proof
ore tenus	by word of mouth
overt	open
par avion	by air
par excellence	without comparison
pari passu	along with; proportionately
participient criminus	sharer of crime
passim	passages; statements; opinions etc.
pater familias	head of the family
perante lite	during litigation
prima facie	at first sight; based on first impression
per anum	in the year
per capita	counting by heads
per curiam	the decisions arrived at by the Court consisting of two or more judges
diem jure	by the day
per jure	to cause to tell lie in a Court after saying that he will tell truth
per mensem	by the month
per pro	by procurator
per se	by itself, taken alone
persona designata	person pointed out as an individual
persona grata	an acceptable person
persona non grata	an unacceptable person
pon	consideration; price; premium
post mortem	after death
pro and con	reason for and against
pro have vice	for this occasion
proprio vigore	by its own force
pro rata	in proportion
pro tanto	for so much; to that extent
pro tempore	for the time being
proviso	a clause in a deed or section of a statute which limits or qualifies the principal clause
public juris	of public right
puisne	subordinate, inferior in rank
qua	in the character of
quantum meruit	as much as he had earned
quantum valebat	as much as they are worth
quod erat demonstrandum	which was the thing to be demonstrated
quid pro quo	something in return, consideration
quoad hoc	as to that
quondom	that which no longer has its former character
quorum	specified number of members forming a board competent to transact business
quo warranto	a prerogative writ which can be granted by the Supreme Court and High Courts to inquire from the other party by what authority he claimed or usurped the office, franchise or liberty in order to determine the right
raison d'etre	reason or justification for existence
ratio decidendi	reasons underlying a decision



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

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

### Certain Set Expressions and Phrases

A phrase is a group of words, often without a finite verb, forming part of a sentence. There are a large number of Verbal, Adjectival, Noun and Adverbial phrases in English. They are very useful in making the language beautiful and precise. However, some phrases keep the basic meaning of the individual words.

Idioms are phrases and are expressions peculiar to a language. Idioms express special meanings generally leaving their original meaning. Idioms come from the usage of people. Knowledge of the meaning of the constituent words of idiomatic phrase gives us no clue and carries on a new meaning. Hence, idiom is the life blood of the language. There are hundreds of idioms in English language. It is not possible to print them all here. Hence, a few important and common idioms are presented here and it is better to refer any good dictionary for many more. Idioms can only be learnt by persistent reading of literature. English idiom is quite different from that of French, Latin or Italian.

### Some Common Phrases

**above all—chiefly**

Mahatma Gandhi was, above all, a saint.

**above board—fair**

His conduct is always above board.

**above par—selling at a price higher than the original**

The stock is above par today.

**according to—on the authority of**

According to a school of philosophy, the world is an illusion.

**after all—on the whole**

Home is, after all, the best school in the world.

**all along—through out**

He has all along been entrusted with that subject.

**all at once—all of a sudden**

All at once I saw a host of golden daffodils.

**all but—nearly**

He was all but doomed.

**all in all—all powerful**

The then Vice-Chancellor was all in all at Cambridge.

**all the better—by far the better**

It will be all the better, if he leaves this place.

**all the same—the same in result**

It is all the same whether you stay or go.

**all the while—all the time**

The girl was all the while thinking of her mother.

**and all that—et cetera**

Virtue consists in truthfulness, honesty, modesty, purity, and all that.

**anything but—not at all**

His grief is anything but real.

**as a matter of fact—in reality**

Everybody thought that he would lavishly help the orphan, but, as a matter of fact, he did no such thing.

**as a rule—usually**

As a rule, the ' is not used before a proper noun.

**as ever—like always**

He has lost his fortune, but he is as cheerful as ever.

**as far as—upto**

He accompanied her as far as the church.

**as if—as though**

He fell to the ground as if he were dead.

**as for—as to**

As for that, I have nothing to say.

**as long as—throughout life**

I helped the man as long as he lived.

**as regards—relating to**

As regards his criticism, this much can be said that he has not fully grasped the meaning.

**as such—therefore**

He was his accountant, and as such was likely to have been partial.

**as though—as if**

He behaved as though he were the man in power there.

**as usual—according to habit**

He has gone out for his morning walk as usual.

**as well—also**

You may as well go there.

**as well as—in addition (to)**

He gave me money as well as some advice.

**as yet—upto the present moment**

I have not as yet received the reply.

**at one blow—all at once**

They hoped to end the fight at one blow.

**at a breath—without pause**

Who can run a mile at a breath?

**at a discount—below face value**

Shares of many companies are available at discount.

**at a glance—quick look at**

He understood everything at a glance.

**at a heat—at one effort**

No great work has been done at a heat.

**at a loss—puzzled**

I am at a loss to understand what I should do now.

**at a stretch—without stopping**

I can walk thirty kilometres at a stretch.

**at hand—near**

Work hard. The examinations are at hand.

**at best—utmost extent**

Life is at best very short.

**at issue—in dispute**

What is the point at issue?

**at length—at last**

At length she revealed the fact.

**at heart—really**

He was a traitor at heart.

**at large—unrestrained, free, at liberty**

You are at large to talk in such an irresponsible manner.

**at times—now and then**

At times he talks wisely.

**at the point of—almost there**

He is at the point of death.

**at variance with—in disagreement with**

His actions are at variance with his principles.

**at the helm of affairs—at the main position**

Nehru was always at the helm of affairs.

**at random—without any aim or purpose, haphazardly**

The milk-inspector took milk samples at random.

**at the head of—leading**

The Commander was at the head of the Battalion.

**because of—owing to**

I could not go because of my father's illness.

**bell the cat—take the lead**

Who will bell the cat?

**by virtue of—on account of**

He occupied the chair at the meeting by virtue of seniority.

**by and large—on the whole**

By and large India has some healthy democratic traditions.

**by means of—through**

I could avoid the danger by means of God's mercy.

**by the way—incidentally**

Don't take offence, I said this only by the way.

**by turns—alternatively**

Joys and sorrows come by turns.

**by way of—for the purpose of**

He told us that by way of illustration.

**burst into fury—become angry suddenly**

The Minister burst into fury when the press reporters asked the same question repeatedly.

**call attention to—draw attention to**

Let me call your attention to the existing state of things.

**call in question—doubt**

His veracity cannot be called in question.

**call into play—use**

The situation called all his energies into play.

**call names—abuse**

Why did you call him names?

**call to mind—remember**

I cannot call to mind all that I heard there.

**day in, day out—every day**

I have to do this day in, day out.

**do away with—discard, leave**

Do away with your bad habits.

**fag end—the close**

He became a religious preacher at the fag end of his life.

**fall a prey to—be the victim of**

She fell a prey to the evil designs of a cheater, who sold her in the flesh market.

**fan the flame—to increase agitation**

The actions of some disgruntled leaders fanned the flames of communalism.

**ever so—however**

Be it ever so humble, there is no place like home.

**every inch of—top to bottom**

He is a rogue, every inch of him.

**every now and then—frequently**

He comes here every now and then.

**fall short of—become less**

The crops have fallen short of our expectations.

**far and near—all places irrespective of distance**

Students from far and near came to study in Nalanda.

**far and wide—everywhere**

Within a short time his name spread far and wide.

**for all that—in spite of everything**

For all that, I love him still.

**for good and all—for ever**

He has left us for good and all.

**for the sake of—good of, purpose**

I have done this for the sake of duty.

**get rid of—remove**

Nehru got rid of unwanted leaders under Kamaraj Nadar Plan.

**give ear to—pay attention**

Give ear to what your parents say.

**go a long way—greatly**

This will go a long way to solve the bread problem.

**go hand in hand—together**

Prosperity goes hand in hand with diligence.

**in a fix—in a difficult position**

I was in a fix how to convince her of my innocence.

**in/on behalf of—for other's sake**

He petitioned to the government on/in behalf of the homeless orphans.

**in consequence of—owing to**

In consequence of my resignation, a new man was appointed.

**in defiance of—without caring for**

He played bridge in defiance of the orders of the Superintendent.

**in favour of—supporting**

He spoke in favour of the caste system.

**in favour with—loved by**

He is not in favour with his superior officers these days.



**in a roundabout way—in an indirect way**

She told us in a roundabout way that she had fled from her father's house.

**in a nutshell—in a few words**

Can you put the history of India in a nutshell?

**in a mood—in the vein of**

I am not in a mood to read now.

**in a manner—to some degree**

In a manner, he is an untrustworthy man.

**in force—valid**

This law is no longer in force.

**in full swing—working busily**

The was in full swing after a day's break.

**in good faith—in honest belief**

He did this in good faith.

**in keeping with—consistent with**

His actions are not in keeping with his statements in public life.

**in name—nominally**

He is a King only in name.

**in no time—very soon**

He will finish his work in no time.

**in no way—by no means**

He is in no way inferior to you.

**in quest of—in search of**

He wandered from one country to another in quest of peace.

**in the face of—against, despite**

He pursued his ambition in the face of innumerable difficulties.

**in the long run—eventually**

Virtue triumphs over vice in the long run.

**in time—not late, early enough**

We reached the station in time to catch the train.

**in vogue—in fashion**

This type of dress is not much in vogue these days.

**in accordance with—according to**

He did it in accordance with his father's wishes.

**in addition to—besides**

In addition to the train fare, he also gave me some money.

**in aid of—to help**

They are raising subscriptions in aid of the school.

**in all—total**

There were one hundred men in all.

**in all respects—in every way**

These two triangles are equal in all respects.

**in any case—at any rate**

Be not afraid; in any case I shall try to help you.

**in as much as—because**

He could not come inasmuch as he was down with fever.

**in brief—in short**

Tell me the story in brief.

**in case of—if one fails**

You must make another attempt in case of failure.

**in charge of—a person who looks after the management**

I am in charge of the estate.

**in connection with—in relation to**

I have nothing to say in connection with the suggestion.

**in consequence of—as a result of**

In consequence of the failure of crops, there was a famine in the land.

**in consideration of—taking into account thoughtfully**

In consideration of your age, I pardon you.

**in course of—with passing time**

Everything will be set right in course of time.

**in default of—for want of**

In default of non-payment of fee, he was sent out of class.

**in obedience to—compliance to one in authority**

In obedience to his father's orders, he left the place.

**in order to—to be able to**

I vexed you in order to test your patience.

**in preference to—choosing one over another**

He accepted your help in preference to mine.

**in proof of—as evidence**

He could not produce anything in proof of his innocence.

**in respect of—regarding**

I am senior to you in respect of age and experience.

**instead of—in place of**

I shall take that ring instead of my money.

**in the face of—in spite of**

The boy did his duty in the face of every discouragement.

**in the guise of—the costume of**

The king went out in the guise of a merchant.

**in the midst of—amid**

I am in my element in the midst of my friends.

**keep an eye on—watch**

The headmaster keeps an eye on teachers.

**keep one's word—keep a promise**

He who cannot keep his word is not a man in the true sense of the term.

**keep pace with—not lag behind**

In intellect and attainment he kept pace with his age.

**make fun of—ridicule; cause people to laugh at**

It is wrong to make fun of a cripple.

**make much of—consider it serious**

Doctors usually make much of a patient's disease.

**make room—give space**

Will you please make room for me in the cabin?

**make up one's mind—resolve**

He made up his mind to go to the U.S.A.

**of one's own accord—voluntarily**

He resigned the post of his own accord.

**on one's guard—watchful; prepare against attack**

One should always be on one's guard.

**on the eve of—just a little while before; the evening before**

He was given a farewell party on the eve of his retirement.

**on the contrary—on the other hand; instead**

He is not a good man; on the contrary he is a cheat.

**on the ground of—on account of**

He begged to be excused on the ground of ignorance.

**on the plea of—on the pretext of**

He declined the invitation on the plea of ill health.

**out of date—out of fashion**

Such costume is now out of date.

**out of place—inappropriate**

This observation is out of place.

**out of the question—beyond doubt**

That he will not return is out of the question.

**out of the way—remote and obscure**

He found the sage in an out of the way village.

**put a stop to—to prevent**

The Government decided to put a stop to child marriages.

**rise to the occasion—be equal to**

The police authorities could not rise to the occasion to curb the agitation.

**set foot on—came to**

He set foot on the soils of India for the first time.

**set one's hand to—undertake**

Do not set your hand to this business.

**sit at the feet of—learn from**

I am proud to sit at the feet of Prof. Radha Krishna.

**so much so—to such a degree**

I was angry, so much so that I left the place at once.

**so on—etc.**

During the famine people took to starving, begging, stealing and so on.

**stone's throw—a short distance**

The school is at a stone's throw from my house.

**stand in one's way—obstruct**

You need not be afraid; I shall not stand in your way.

**swim with the stream—to follow others blindly**

An educated man thinks it below his dignity to swim with the stream.

**take a bird's eye view—a general overall view**

From that hill they took a bird's eye view of the whole town.

**take into account—consider**

You should take into account my qualification and experience.

**take into confidence—trust**

I cannot take one into confidence who has proved faithless on two occasions.

**take pleasure in—enjoy**

I take pleasure in collecting stamps.

**take one to task—rebuke**

If I do this, father will take me to task.

**take to one's heels—flee**

On seeing the policeman the thief took to his heels.

**turn a deaf ear to—pay no heed to**

He turned a deaf ear to my request.

**under lock and key—safely**

He kept the documents under lock and key.

**well off—rich**

His father was not well off.

**with a view of—with the object of**

They dived into the ocean with a view of saving the crew.

**well up in—proficient in**

I am not well up in Physics.

**Idiomatic Verbal Phrases**

**act for—officiate**

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

**act on—act according to**

I have acted on your advice.

**act upon—take action**

He acted upon his belief.

**account for—explain satisfactorily**

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

**ask after—ask for news about**

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

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

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

**attend on (upon)—assist**

She has many servants attending on (upon) her.

**attend to—listen carefully**

Attend to your mother's advice.

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

He promised to help and then backed out.

**back down—give up a claim**

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

**back up—support**

I shall back up your claim.

**bear away—win**

My brother bore away the first prize.

**bear down—defeat; overcome**

People revolted and bore the king down.

**bear up—not to despair**

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

**bear out—confirm**

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

**bear upon—be relevant to**

Your evidence did not bear upon the inquiry.

**bear with—tolerate**

I can no longer bear with such insolent behaviour.

**bear down upon—approach with determination**

I bore down upon him and he accepted my proposal.

**beat against—strike**

The sea waves beat against the shore.

**beat down—crush; subdue**

The police beat down the agitators.

**beat up—hit somebody repeatedly**

He has been beaten up by those naughty boys.

**beat back—compel to move back**

The flames beat back the firemen.

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

The storm blew down many houses and trees.

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

Blow out the candle and go to bed.

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

The storm has blown over without harming the crops.

**blow up—shatter, explode**

The rebels blew up two bridges yesterday.

**break down—fail, not function**

All arrangements to control the crowd broke down.

**break away—free oneself from restraint**

The elephant broke away and trampled a boy to death.

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

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

**break off—stop abruptly**

We broke off our conversation when he arrived.

**break out—escape from**

The prisoner broke out of the jail last night.

**break up—disperse**

The meeting broke up at eleven o'clock.

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

I have broken with him because I found him insincere.

**break through—make a way through**

The ship sank while trying to break through the ice.

**bring on—produce, cause**

Starvation brings on revolution.

**bring about—cause to happen**

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

**bring forth—produce**

Good actions bring forth good results.

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

I rebuked him to bring down his arrogance.

**bring up—rear and educate**

She brought up the orphan as her own child.

**bring round—persuade**

I shall bring him round to our point of view.

**bring out—reveal clearly**

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

**bring forward—bring into notice**

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

**bring in—yield**

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

**burn down—destroy completely by fire**

The angry mob burnt down the palace.

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

He called at our house this morning.

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

I called on Mohan yesterday.

**call for—demand**

The situation calls for prompt action.

**call down—reprimand**

The officer called him down for negligence.

**call forth—evoke**

His speech called forth an angry response.

**call in—summon**

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

**call out—shout**

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

**call up—remember or recollect**

I cannot call up events which occurred long ago.

**call upon—require**

He was called upon to give evidence before the officer.

**call off—cancel, declare to end**

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

**care for—like**

He doesn't much care for television.

**carry away—captivate, excite feelings**

People were carried away by the President's speech.

**carry on—manage, continue**

His son carried on his business in his absence.

**carry out—obey, execute**

He agreed to carry out my orders.

**carry off— (i) win a prize**

He carried off the first prize in the essay competition.

**(ii) be killed**

Many persons were carried off by cholera last month.

**carry over—postpone**

The meeting was carried over to the next day.

**cast about for—look for**

He is casting about for a suitable job.

**cast aside—discard**

I have cast aside my old friends.

**cast away—wreck; waste**

The ship was cast away on the coast of Mumbai.

**cast down—dejected, depressed**

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

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

Give the servant the old shirt I have cast off.

**catch at—try to seize**

Clever people catch at all opportunities of making money.

**catch up with—over take**

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

**clear off—make an end of**

You clear off your debt first.

**clear out—be off**

The magistrate warned the crowd to clear out at once.

**clear up—put in order**

Clear up your table before you leave the office.



**close down—shut permanently**

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

**close in—approach from all sides**

As the police closed in, the hooligans surrendered.

**come about—happen; occur**

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

**come across—meet by chance**

I came across one of my old friend early morning.

**come by—obtain, to gain**

How did you come by that watch?

**come in for—receive**

She has come in for a fortune.

**come into—be heir to**

At his father's death, he came into a lot of property.

**come of—issue from**

He comes of a very rich family.

**come off—take place**

The expected meeting did not come off.

**come round : (i) recover from illness**

The patient will soon come round.

**(ii) agree to**

I hope he will come round to our views.

**come from—belongs**

He comes from Hyderabad.

**come out—appear**

Several new books have come out this year.

**come down upon—rebuke**

He comes down upon me even when I make a minor mistake.

**come upto—be like, be equal of**

He will come upto his teacher's expectations as he is intelligent.

**come upon—find by accident**

I came upon an interesting matrimonial advertisement in today's newspaper.

**come to—amount to**

The taxes come to a large sum.

**come up—raise for discussion**

The question came up before the President last week.

**count for—be of much importance**

Knowledge without common sense counts for little.

**count on/upon—expect with confidence, rely upon**

We count upon your help.

**crop up—appear suddenly**

As we began to implement the plan, several problems cropped up.

**cry against—protest against**

Lakhs of people cry against the policies of the government.

**cry down—condemn**

All sorts of corruption should be cried down.

**cry up—extol**

That young author is cried up by his friends.

**cut down—reduce**

The government has decided to cut down expenditure.

**cut off— (i) discontinue**

As I forgot to pay my electricity bill, they cut off my electric supply.

**(ii) kill, die**

He was cut off in the prime of life.

**cut out—be suited for**

He was cut out to be a great leader.

**cut up—emotionally upset, distressed**

His wife's death cut him up terribly.

**cut in—interrupt**

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

**deal in—trade in**

I deal in silk goods.

**deal with—trade with**

I don't deal with that firm.

**deal out—distribute**

A good judge should deal out justice to all.

**die away—decrease (sound)**

The noise of the crowd died away.

**die down—decrease**

The fire died down when water was thrown over it.

**die out—disappear gradually**

Many old customs are dying out.

**done for—ruined**

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

**do over—do again**

The exercise will have to be done over.

**done up—exhausted**

I am done up and need rest.

**do out of—cheat**

The rich do the poor out of their right.

**do away with—to get rid of**

We must do away with old customs.

**do with—manage**

I can do even with a small salary.

**draw back—retreat**

She drew back when she found her mother angry.

**draw on—depend**

He drew on his savings to build his house.

**draw up—attract**

They were drawn to each other.

**draw into drag**

She drew me into a controversy.

**drop in—visit casually**

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

**drop off— (i) fall asleep**

Some students drop off in their seats in class room.

**(ii) decrease in number**

Traffic has dropped off since the bye-pass opened.

**drop out—cease to belong to**

He dropped out of the team at the last minute.

**drop through—fail**

The whole project dropped through owing to his negligence.

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

They entered into a discussion on the modern fashion.

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

He entered into an agreement with me.

**enter upon—engage in**

When are you entering upon your new business?

**fade away—become gradually fainter**

As the light faded away, the curtain fell.

**fall behind—make less progress**

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

**fall back—retreat**

On seeing the police, the thieves fell back.

**fall back upon—depend upon**

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

**fall in with—agree**

They fell in with all my proposals.

**fall off—withdraw, decrease**

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

**fall in—collapse**

The roof fell in due to heavy rain.

**fall out—quarrel**

Friends should not fall out over minor issues.

**fall to—apply oneself to, begin**

He fell to his work with a great zeal.

**fall under—come under**

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

**fall through—fail**

My suggestion fell through for want of support.

**fall on—attack**

Our army fell on the enemy at mid-night.

**fall out of—give up leave**

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

**fed up with—be tired of**

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

**fill in/up—complete (forms, etc.)**

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

**find out—discover**

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

**fix up—arrange**

He fixed me up with a job.

**get about—move about**

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

**get ahead—succeed**

You can get ahead with hard work.

**get along—advance, progress**

He is getting along well in his trade.

**get at—reach**

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

**get back from—return**

He got back from Chennai yesterday.

**get back to—return**

Now he has got back to his studies.

**get down—descend**

She got down from the tree.

**get down to—attend seriously**

Let us get down to our business.

**get by—manage unpleasantly**

I hope I will get by these unruly students.

**get by—rise**

I get up at 7 o'clock every morning.

**get on—pull on**

The couple could not get on together for long.

**get over—recover**

He never got over the shock.

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

It is hard to get on with a suspicious man.

**get off—escape**

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

**get in—enter**

He got in his car.

**get into—be involved in, put on**

Let's not get into the discussion.

**get over—overcome**

I shall soon get over my monetary difficulties.

**get through—pass**

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

**get away—escape**

The thief got away with my cash-box.

**get out of—remove from**

It is not easy to get out of a debt.

**get under—subdue**

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

**get around—circulate**

A bad news gets around very fast.

**get ahead of—surpass**

He got ahead of other students by hard work.

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

Politicians get away with all sorts of corrupt practices.

**get round—persuade**

I got him round my views.

**give away—distribute**

The Chief guest gave away the prizes in the meeting.

**give in—yield, surrender**

I did not give in despite threats.

**give out—announce**

He gave out that he was going abroad.

**give over—abandon**

Give over this foolish attempt.

**give up—abandon**

I have given up the idea of accepting that post.

**give way—fall**

The tree has given way in the storm.

**give forth—publish; announce**

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

**give back—return**

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

**give off—emit**

The fire gave off a dense smoke.

**go about—move from place to place**

He goes about doing nothing.

**go after—follow; pursue**

The hunter went after the deer.

**go at—attack somebody**

They went at each other furiously.

**go ahead—make progress**

He is going ahead fast in his career.

**go along with—accompany**

I'll go along with you to your native place.

**go against—be opposed to**

In her marriage she went against the wishes of her parents.

**go around—circulate**

Rumours go around fast.

**go back on—fail to keep promise**

You have made a promise, you cannot go back on it.

**go for—attack**

The terrorists went for the bus passengers.

**go into—examine, investigate**

He promised to go into the matter.

**go in for—take (an examination)**

Are you going in for Civil Services examination?

**go off—(i) success**

The concert went off well.

**(ii) fire, explode**

The gun went off accidentally.

**(iii) depart**

He went off in an angry mood.

**go by—(of time) elapse, pass**

Two weeks have gone by, but the murderer remains untraced.

**go down—be accepted**

The Sepoy Mutiny will go down in history as a remarkable event.

**go over—examine**

He went over the charge sheet once again.

**go through—examine from beginning to end**

I must go through the accounts.

**go upon—foundation or evidence**

Have you anything to go upon your statement?

**go under—be called by some title**

He goes under the assumed name 'Chitti'.

**go on—happen**

What is going on in Sri Lanka is not good.

**go with—match**

Her blouse goes with her saree.

**go without—manage without**

I can go without sugar in tea.

**hand down—give**

The Court handed down the decision.

**hand in—submit**

You should now hand in your home work.

**hand on—transmit**

he clerk handed the message on to the officer.

**hand out—distribute**

He handed the prizes out to the winners.

**hand over—transfer**

He handed over the business to me.

**hang around—loiter**

Many men hang around drug stores.

**hang about—loiter near place**

He always hangs about the house of his beloved.

**hang up—terminate a phone call**

She hung up before the message was over.

**hang upon—depend upon**

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

**hang out—frequent**

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

**hang over—be delayed**

This case will very easily hang over another two months.

**hang on—hold**

He hung on to the mast till the ship sank.

**hang together—keep united**

Good friends hang together through thick and thin.

**hang back—hesitate**

Don't hang back when friends ask for help.

**hold back—conceal**

Why did you hold back the information from me?

**hold on—continue one's grasp**

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

**hold down—control**

Prices must be held down.

**hold out—give; offer**

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

**hold over—defer, postpone**

The subject is held over till next meeting.

**hold in—restrain**

I could not hold my anger in.

**hold up delay, stop**

The train was held up on account of an accident.



**hold off— (i) stop**

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

**(ii) keep at a distance**

Hold off or else I will shoot you.

**jump at—accept with enthusiasm**

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

**keep at—continue**

Keep at the hard work for success.

**keep off—ward off**

His stern looks keep off the flatterers.

**keep on—continue**

She kept on talking.

**keep to—adhere to**

We must always keep to our word.

**keep from—restrain from**

He was kept from going to the function.

**keep up—maintain**

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

**keep out of—stay away**

She kept out of my room after I scolded her.

**keep up with—keep pace with**

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

**keep in—confined to the house**

I was kept in by a bad cold.

**keep in with—maintain friendly relations**

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

**keep down—keep expenses low**

His meagre income compels him to keep down his budget.

**knock about—roam, wander about**

Why are you knocking about doing nothing?

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

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

**knock up—exhaust**

We were greatly knocked up after our steep climb.

**knock out—defeat**

India knocked out Australia by three wickets.

**knock against—collide**

The car knocked against the tree.

**knock off—leave off work**

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

**lay off—dismiss**

The factory had to lay off some workers. I

**lay aside—discard**

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

**lay by—keep for future use**

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

**lay down—surrender**

The rebels laid down their arms.

**lay out—display**

He laid out his goods in his shop.

**lay up with—confine to bed**

She is laid up with fever.

**leave out—omit**

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

**let down—bring down, surrender**

My friends let me down in time of need.

**let into—acquainted with**

I was let into her secret.

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

The culprit was let off with only a warning.

**let in—allow to enter**

He opened the door and let the visitors in.

**let on—allow to be known**

he let on that she was marrying.

**let out—release**

He let his breath out briskly after the exercise.

**let up—lessen**

We shouldn't let up our efforts.

**live on—use as regular food**

Elephants live on plants.

**live upto—maintain a certain standard**

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

**look after—take care of**

He looks after his old parents with great devotion.

**look around—search**

I am just looking around for my pen.

**look down upon—despise**

Don't look down upon the poor.

**look for—search for**

He was looking for his spectacles.

**look forward to—expecting with pleasure**

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

**look ahead—plan for future**

We should look ahead for success.

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

I took a good look at what he was doing.

**look away—turn one's eyes aside**

When I glanced at the girl she looked away.

**look into—examine**

I shall look into the matter very carefully.

**look over—examine superficially**

I have looked over your answer book.

**look up to—respect**

The students should always look up to their teachers.

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

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

**look through—study**

Look through the report and give your opinion on it.

**look back on—recollect past**

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

**look up—search for**

Look up the word in the dictionary.

**look on—regard**

I look on him as my son.

**look to—careful about**

Look to your manners.

**look at—consider**

He will not look at your offer.

**make after—chase**

The policeman made after the thief but in vain.

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

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

**(ii) kill**

He shot to make away with the manager but missed.

**make out—understand**

I could not make out anything of his letter.

**make off with—run away with**

The servant made off with all my valuable articles.

**make over—transfer**

I intend to make over my property to my son.

**make up—reconcile**

They have made up their quarrel, and are now getting on quite well.

**make out—prove**

You have not been able to make out your case.

**make for—conduce to**

Contentment makers for happiness.

**mix up—confuse**

As the names got mixed up, the function was delayed.

**move in—go to live in a new house**

I have bought a new flat; I am moving in tomorrow.

**move out—leave house**

I have been asked to vacate, so I am moving out in a week's time.

**pass away—(i) die**

His father passed away last evening.

**(ii) vanish**

His troubles have passed away.

**Pass by—disregard, overlook**

He generally passed by the faults of his subordinates.

**pass on—give**

She passed her property on to her daughter.

**pass off—pretend to be**

He passed himself off as a gentleman.

**pass through—underwent**

The crew of the boat passed through terrible sufferings.

**pass for—accept, to be regarded as**

He passed for a scholar in our small town.

**pass over—omit**

The stenographer passed over the latter portion of my speech.

**pass into—get blended, go into change**

In the evening, during sunset, various colours pass into one another.

**pass out—distribute**

The report was passed out to all present.

**pick at—find fault with**

Don't pick at your friends.

**Pick off—shoot one by one**

Dacoits picked off the passengers after looting them.

**pick out—select; choose**

The teacher picked out the best student in the class.

**pick up—recover or regain health after an illness**

He took about two months to pick up.

**pick of—the choicest**

He is the pick of his class.

**pick on—single out**

Senior boys pick on the fresh students for ragging.

**play out—be exhausted**

His horse was played out when the day's hunting was over.

**point out—find out**

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

**pull on—live**

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

**pull through—get out of difficulty**

A little more effort will pull you through this mess.

**pull off—succeed in a plan**

He pulled off the business transaction.

**pull out—leave**

Ramesh pulled out of the partnership.

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

The policeman told me to pull over my scooter.

**pull about—treat roughly**

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

**pull in—arrive**

When will the Chennai bound train pull in?

**pull down—demolish**

All old houses should be pulled down.

**pull up—take to task**

You should pull up the rowdy students.

**pull together—work together**

Unless we pull together, we cannot succeed.

**put across—convey**

He puts his ideas across convincingly.

**put aside—leave**

Put aside the over ambitious plans.

**put away—give up**

He put away his dreams of love.

**put by—save, lay aside**

He has put by some money for hard times.

**put down—suppress**

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

**put off—(i) postpone**

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

**(ii) lay aside**

He put off his shoes before entering the temple.

**put up (i) lodge**

Where do you intend to put up for the night?

**(ii) bear**

I cannot put up with your silly arguments.

**put on—wear**

She looks beautiful when she puts on a green dress.

**put out—(i) extinguish**

Please put out the light.

**(ii) vexed**

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

**put in—made**

He has put in a claim for compensation.

**put to—give**

I am sorry to put you to so much trouble.

**put through—pass**

The measure was put through without opposition.

**ring up—telephone**

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

**ring off—end a telephone conversation**

Someone gave this information and then rang off suddenly.

**round up—gather**

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

**run away—flee**

The little girl took a necklace and ran away.

**run across—find by chance**

She ran across her old photograph in a box.

**run after—follow**

The policeman ran after the thief.

**run along—go away**

Now boys, run along.

**run for—contest election**

Venkata Raman ran for President Ship.

**run down—(i) overtake**

The police ran down the thief outside the airport.

**(ii) run over**

Two boys were run down by a bus.

**(iii) Speak ill of**

Don't run down the government.

**run out—come to an end**

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

**run over—overflowing**

The cistern is running over.

**run up—increase**

Recently our expenses have run up considerably.

**run against—chance to meet**

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

**run up to—reach an amount**

The bill ran up to a thousand rupees.

**run into—incur**

He has run into debt.

**run through—squander away**

He has run through his fortune.

**see into—discern**

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

**see through—comprehend; detect**

I saw through the trick played by him.

**see off—bid farewell**

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

**see to—attend to**

He will see to my office work during my absence.

**see about—consider**

The minister promised to see about the matter.

**sell out—sell all the stock**

We sold out the books in two days.

**send for—summon**

The principal sent for the science lecturer.

**send in—give**

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

**send for—ask to come**

Please send for a doctor.

**set aside—cancel**

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

**set back—check progress**

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

**set in—begin**

The winter season has already set in.

**set up—establish**

He has decided to set up a small factory.

**set on—instigate**

He set on the workers to go on a strike.



**set out—start**

When will you set out for the picnic?

**set against—oppose**

I have no guts to set myself against his arguments.

**set by—save**

Set by something for a rainy day.

**set off—(i) leave**

They decided to set off before sunrise.

**(ii) start**

The party set off at dawn.

**(iii) explode**

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

**set about—(i) took steps towards**

He immediately set about organising the department.

**(ii) begin**

Tell him to set about the work immediately.

**set down—(i) snub somebody**

I was obliged to set him down.

**(ii) charge**

You may set down his loss to me.

**(iii) write**

You must set it down lest you forget.

**set apart—reserve**

These seats are set apart for ladies.

**set forth—made known**

He set forth his views on prohibition.

**set upon—attack**

The robbers set upon the travellers in the bus.

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

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

**show up— (i) expose**

Please do not show up my shortcomings.

**(ii) be present**

Only four members showed up for the meeting.

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

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

**show off—display**

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

**show over—show every part of**

He showed over every room of his house to me.

**sit back—relax**

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

**speak of—worth mentioning**

There is a great library in London to speak of.

**speak out—express opinion freely**

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

**stand around—be idle**

Many clerks in the public sector just stand around.

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

One should not stand aside when there is work.

**stand by—support**

Good friends stand by one another in difficult times.

**stand against—withstand**

How can I stand against a powerful enemy?

**stand up for—maintain**

They are determined to stand up for their rights.

**stand over—postpone**

Let this matter stand over for the present.

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

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

**(ii) be prominent**

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

**stand for—represent**

The Ashoka Pillar stands for the ideals of peace.

**stand off—remain at a distance**

She stood off from the fire.

**stand on or upon—depend**

His promotion stood upon the recommendation of his immediate officer.

**strike down—attack by**

He is struck down with paralysis.

**strike off—remove**

School authorities struck off his name from the rolls.

**strike in—interrupt**

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

**stay up—stay awake**

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

**step up—increase**

The industrialists have agreed to step up production.

**stick out—stand out, project**

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

**Stick to—continue at**

Stick to a task until it is finished.

**take after—resemble**

He takes after his father.

**take down—write down**

You should take down notes very carefully.

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

He was taken for a Bengalee.

**take in—swindle deceive**

He was taken in by her sweet words.

**take off—put off**

Please take off your wet coat.

**take on—face**

The Minister took on the whole Parliament.

**taken aback—surprised**

He was taken aback at the comments on him.

**take back—withdraw**

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

**take up—(i) arrest**

The police took up the cheat.

**(ii) occupy**

The piano takes up too much room.

**take over—assume control**

Tatas have now taken over the whole tea industry.

**take out—delete, remove**

Take that word out of the sentence.

**take to—become addicted to**

Don't take to drinks and drugs.

**talk over—(i) discuss**

We talked over the matter for an hour.

**(ii) convince**

I hope to talk him over to our view.

**tell upon—affect**

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

**tell against—prove unfavourable**

I am afraid your antecedents will tell against you.

**throw at—throw to hit**

He threw the stone at the cat.

**throw away—waste**

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

**throw out—(i) remove by force**

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

**(ii) reject**

The bill was thrown out by the Parliament.

**throw up—resign**

In disgust, he threw up his appointment.

**throw over—abandon; desert**

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

**think over—consider**

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

**try out—test**

The teachers will try out the new syllabus.

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

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

**turn against—become hostile to**

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

**turn away—not allow to enter**

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

**turn down—reject**

The government has turned down the request of the opposition.

**turn over—give or pass on**

I turned the business over to my brother.

**turn up—arrive**

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

**turn in—go to bed**

He turned in rather early today.

**turn out—produce**

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

**turn off—dismiss**

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

**wind up—bring to an end**

Wind up the discussion and start work.

**wipe out—destroy totally**

The floods wiped out the village completely.

**wear off—be rubbed off**

The nap quickly wore off.

**wear out—become useless**

My shoes are worn out.

**work on—influence**

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

**work out—solve, calculate**

He worked out the problem in a few minutes.

The engineer worked out the cost of the project.

**work up—excite**

He got worked up about something trivial.

**work upon—influence**

He worked upon the ignorant villagers.

**work off—get rid of**

You should work off excess weight by regular exercise.

**write up—bring upto date**

I must write up my notes of the lecture.

### One Word Substitution

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

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

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



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

A book or booklet containing a complete list of items, usually in a special order and with a description of each—**catalogue**

A person who falsely claims to have special knowledge or skill especially in medicine – **charlatan**

A person who talks too much—**chatterbox**

Power to inspire devotion and enthusiasm—**charisma**

A record of historical events in the order in which they happened—**chronicle**

Idea, sentiments or remarks which are intended merely to attract attention or to win applause—**claptrap**

A number of persons who are hired to applaud at a theatre, concert, etc.—**claque**

A phrase or idea which is used so often that it has become stale or meaningless—**cliche**

A group of persons united by common interests, members of which support each other and shut out others from their company—**clique**

Living together, especially of nations with different social systems—**coexistence**

An associate in the same enterprise, office, profession—**colleague**

A secret agreement for fraudulent purpose—**collusion**

Money given for requisitioned property—**compensation**

State of deep unconsciousness, usually lasting a long time and caused by severe injury or illness—**coma**

A person belonging to one's own country—**compatriot**

Satisfied with one's own achievement—**complacent**

A settlement of disputes by both parties—**compromise**

Electronic calculating and memorising machine—**computer**

A woman who lives with a man without being married to him—**concubine**

One well versed in an art, so its judge and critic—**connoisseur**

A disease which spreads by contact—**contagious**

The gradual recovery from illness—**convalescence**

To meet in a point (rays & lines)—**converge**

Agreement of opinion among different groups—**consensus**

Living in the same period—**contemporary**

Exclusive right to publish a book—**copyright**

Universal in outlook or one who is free from national limitations—**cosmopolitan**

A small group of people with shared interests, activities, tastes etc. especially one that tends to be exclusive—**coterie**

One who readily believes in others—**credulous**

Turning point of danger or disease—**crisis**

A person who forms and gives judgments about literature, art, music, and so on—**critic**

Critical analysis through an essay or review—**critique**

One to whom a debt is owing—**creditor**

Chinawares used for tea, food etc. (cups, pots, plates) **crockery**

Appliances used in kitchen-forks, knives etc.—**cutlery**

One who considers human nature as evil—**cynic**

Somebody or something that attracts everybody's attention or admiration or centre of attraction—**cynosure**

A man who cares too much about the smartness of his clothes and his appearance—**dandy**

A situation bringing progress/talks to standstill—**deadlock**

Period of ten years—**decade**

One who owes money to another—**debtor**

Refuse to accept—**decline**

One who is sued by the plaintiff—**defendant**

One who believes in the existence of God, but without acceptance of revelation or religious dogma—**deist**

A person or thing which is used to tempt somebody into a position of danger—**decoy**  
 One who treats skin diseases—dermatologist  
 Removing one from the throne—**dethrone**  
 A Government formed by the people—**democracy**  
 Feeble and childish state due to old age **dotage**  
 A person with weakness of mind caused by old age **dotard**  
 A place where one lives permanently—**domicile**  
 Act of leaving a party to join another—**defection**  
 To wander away from the main point—**digress**  
 Moving away from the main point—**digression**  
 One left without food, clothes and necessities—**destitute**  
 One who is detained in custody—**detainee**  
 Place to which one is going—**destination**  
 An admirer of fine arts, one who studies the arts, but not seriously and not with real understanding—**dilettante**  
 A state of a person, who is asked to choose one of the two unfavourable things—**dilemma**  
 Make or become smaller or less—**diminish**  
 Art of conducting negotiations between nations—**diplomacy**  
 Sum payable as profit to an individual by a joint stock company—**dividend**  
 A match/contest in which neither party wins—**drawn**  
 Dry weather with no rainfall—**drought**  
 Statement or speech not likely to be true—**dubious**  
 One having unusual habits—**eccentric**  
 Fit to be eaten as food—**edible**  
 One who possess the qualities of women—**effeminate**  
 One who is able to perform duties well—**efficient**  
 One who is self-centred—**egoist**  
 One who is able to bring about the result intended—**effective**  
 One which resumes its normal shape and size after the stress is released— **elastic**  
 Qualified to be selected for a job or office—**eligible**  
 One who leaves a country to live in another—**emigrant /**  
 Divert money fraudulently to one's own use—**embezzle**  
 A book giving information on all branches of knowledge—**encyclopaedia**  
 Study a science of insects—**entomology**  
 One who studies about insects—**entomologist**  
 One fond of good food, drinks and sensuous pleasure—**epicure**  
 Living or lasting for a very short time—**ephemeral**  
 Disease widespread at a time—**epidemic**  
 Make inroads on other's property—**encroach**  
 Concluding part of a literary work—**epilogue**  
 Description of one event in a chain of events—**episode**  
 Inscription on a tomb about the person buried—**epitaph**  
 Evenness of mind or temper—**equanimity**  
 One who rides a horse—**equestrian**  
 A condition of perfect balance—**equilibrium**  
 To root out (evil, diseases etc. )—**eradicate**  
 Likely to be understood by only those with a special knowledge or interest—**esoteric**  
 A study of comparative cultures of the people of different races—**ethnology**  
 Science dealing with the root of words or with the formation and development of words—**etymology**  
 Fit to be imitated—**exemplary**

Describe a thing beyond limits of truth—**exaggerate**  
That which is done or spoken without any previous preparation or thought—**extempore**  
To make extinct—**extinguish**  
A servant who does all kinds of work—**factotum**  
One who possesses excessive interest in religion—**fanatic**  
One very refined and not easily pleased—**fastidious**  
Causing or ending in death or disaster—**fatal**  
A person who firmly believes that fate controls man—**fatalist**  
Unfair favouring of one person or group at the expense of another—**favouritism**  
One who champions the cause of women—**feminist**  
The animals of a particular region—**fauna**  
That which is productive—**fertile**  
Skill in dealing with people or situations cleverly or tactfully—**finesse**  
A person who easily becomes angry or quarrelsome—**fire-eater**  
A person who causes social or political trouble—**firebrand**  
Splitting of the nucleus of atom—**fission**  
Plants that grow in a particular region—**flora**  
Moving to and fro irregularly—**fluctuating**  
Killing the child (foetus) in the womb—**foeticide**  
One who belongs to another country—**foreigner**  
That which is hard to be resisted—**formidable**  
A person's strong point or special talent—**forte**  
A short introduction to a book, printed at the beginning, and usually penned by a person other than the author—**foreword**  
Easily injured, broken or destroyed—**fragile**  
Men who are joined together by common interests—**fraternity**  
Crime of killing one's brother or sister—**fratricide**  
Calm courage or self-control in the face of danger, difficulty, poverty etc.—**fortitude**  
A quaintly fussy and old-fashioned person—**fuddy-duddy**  
Careful about how one spends his money—**frugal**  
To go from place to place usually in search of excitement or pleasure—**gad**  
Large groups of stars in the sky—**galaxy**  
A group of persons going about or working together, especially for criminal purposes—**gang**  
Science of human descent or person's pedigree—**genealogy**  
International destruction of racial group—**genocide**  
Science of the earth's crust, the interior and strata—**geology**  
One who studies the internal structure of earth (crust)—**geologist**  
That which kills germs—**germicide**  
A trick, device, etc. adopted for the purpose of attracting attention or publicity—**gimmick**  
Openness to discuss any issue—**glasnost**  
One who eats too much—**glutton**  
To eat something fast, noisily and greedily, leaving nothing behind—**gobble**  
Unexpected piece of good luck—**godsend**  
Animals that live in blocks/groups—**gregarious**  
Force which pulls things towards earth's centre—**gravitation**  
Room with appliances for physical exercises—**gymnasium**  
A person who enjoys and is an expert in the choice of delicate food, etc.—**gourmet**  
Full of, and using, pompous words—**grandiloquent**  
Lover of food—**gourmand**  
Planned on a large scale—**grandiose**



An inexperienced and easily deceived person—**greenhorn**  
 Quality of courage and endurance—**grit**  
 Ugly twisted expression on the face expressing pain, annoyance, etc. intended to cause laughter—**grimace**  
 Complain or protest in a bad tempered way—**grumble**  
 Willing to believe anything or anyone—**gullible**  
 Sudden violent rush of wind—**gust**  
 Eat or drink something greedily—**guzzle**  
 Seeing things not actually present—**hallucination**  
 A long and loud, and often, scolding talk or speech—**harangue**  
 Somebody or something that foretells the coming of somebody or something—**harbinger**  
 Made tough by bitter experience—**hard-bitten**  
 Obstately determined to do things in one's own way without listening to others—**headstrong**  
 Progress, especially in difficult circumstances—**headway**  
 Person with the legal right to receive property, etc. when the owner dies— **heir**  
 Having or needing very great strength—**herculean**  
 A number of animals, especially cattle, feeding or staying together—**herd**  
 Animal that feeds on plants—**herbivore**  
 Feeding on plants—**herbivorous**  
 Passes on from parent to child or from one generation to following generations—**hereditary**  
 Made up of different kinds—**heterogeneous**  
 Time of greatest success, prosperity power, etc.—**heyday**  
 System with grades of authority or status from the lowest to the highest—**hierarchy**  
 One who believes in the philosophy of life for pleasure—**hedonist**  
 Opinions opposed to established doctrines—**heresy**  
 A document that is handwritten by the author—**holograph**  
 Things said or done to show great respect—homage  
 Formed of parts that are all of the same type—**homogeneous**  
 Killing of one person by another or a person who kills another—**homicide**  
 Central point of activity or importance—**hub**  
 Work for which no payment is taken—**honorary**  
 Person given to another as pledge—**hostage**  
 Holiday taken by a newly married couple—**honeymoon**  
 Science of growing fruits, vegetables, flowers in orchards-gardens—**horticulture**  
 Vehicle that rides on a cushion of air both on land and water— **hovercraft**  
 One who sympathises with and serves the people—**humanitarian**  
 Continuous loud noise, especially of people shouting hallo, hullo, etc.—**hullabaloo**  
 Noisy and energetic activity, especially of many people together—**hurly-burly**  
 Money paid to prevent something scandalous from becoming known publicly—**hush-money**  
 Bold cheeky girl or sexually immoral woman—**hussy**  
 Exaggerated statement that is made for special effect and is not intended to be taken literally—**hyperbole**  
 Abnormal and unnecessary anxiety about one's health—**hypochondria**  
 Idea or suggestion that is based on known facts and is used as a basis for reasoning or further investigation—**hypothesis**  
 Wild uncontrollable emotion or excitement or disturbance of the nervous system, with emotional outbursts—**hysteria**  
 One who breaks the established traditions and images—**iconoclast**  
 Practice of forming and following ideals—**idealism**

Manner of thinking, ideas, characteristic of a person, group, etc. forming the basis of an economic or political theory or system—**ideology**

A peculiarity of temperament—**idiosyncrasy**

Worship of idols and images—**idolatry**

An ignorant and stupid person—**ignoramus**

Something against law—**illegal**

Difficult or impossible to read—**illegible**

Not allowed by law—**illicit**

Not able to read or write—**illiterate**

Without reason or logic—**illogical**

To decorate with lights—**illuminate**

That can be imagined—**imaginable**

Existing only in the mind of imagination—**imaginary**

Ability to form mental images or pictures—**imagination**

Person with abnormally low intelligence or stupid or silly person—**imbecile**

To go at this very moment—**immediately**

Not sensible in behaviour or in controlling one's feeling—**immeasurable**

Likely to happen very soon—**imminent**

Too old to be remembered—**immemorial**

A foreigner who comes to stay in a country—**immigrant**

Not sensible in behaviour or in controlling one's feelings—**immat**

Unable to move or be moved—**immobile**

Not following accepted standards of morality—**immoral**

Living for ever—**immortal**

That cannot be moved—**immovable**

Power to resist infection—**immunity**

That cannot be changed—**immutable**

That cannot be touched or felt physically or not easily understood grasped by the mind—**impalpable**

Not favouring one person or thing more than another—**impartial**

Impossible to travel on or over—**impassable**

Difficult position or situation from which there is no way out—**impasse**

Showing no sign of feeling—**impassive**

Unable to deal calmly with somebody or easily irritated by somebody—**impatient**

Free from mistakes—**impeccable**

Person or thing that hinders or obstructs the progress or movement of something—**impediment**

About to happen—**impending**

That cannot entered, passed through, etc. or impossible to understand or solve—**impenetrable**

That cannot be noticed or felt because it is so small, slight or gradual—**imperceptible**

That will not decay or that will never disappear—**imperishable**

Not allowed or permitted—**impermissible**

Not influenced by personal feeling—**impersonal**

Not easily troubled or worried—**imperturbable**

Not affected or influenced by something—**impervious**

Acting or done quickly and with little thought or care—**impetuous**

Thing that encourages a process to develop more quickly or force with which something moves—**impetus**

That cannot be changed or satisfied—**implacable**

Unlikely to be true—**implausible**

Implied, but not expressed directly—**implicit**



Suggest something indirectly rather than state it directly—**imply**  
Of which the effect or importance cannot be measured or estimated—**imponderable**  
Persistent in making requests or demands—**importunate**  
Action of deliberately deceiving by pretending to be somebody else—**imposture**  
Impossible to put into practice—**impracticable**  
Not correctly or clearly stated—**imprecise**  
So strong and well-constructed that it cannot be entered or captured—**impregnable**  
Have a favourable effect on somebody—**impress**  
Easily influenced or affected—**impressionable**  
Not likely to be true or to happen—**improbable**  
Without preparation, rehearsal or thought in advance—**impromptu**  
Indecent or unsuitable behaviour—**impropriety**  
Not preparing for future needs—**improvident**  
Not wise or discreet—**imprudent**  
Very rude and disrespectful—**impudent**  
Marked by sudden action that is undertaken without careful thought—**impulsive**  
Exemption from punishment—**impunity**  
Not sufficient or enough—**inadequate**  
That cannot be allowed or admitted especially in a court of law—**inadmissible**  
Done without thinking or not deliberately—**inadvertent**  
That cannot be taken away or transferred to another—**inalienable**  
That is not relevant, or cannot be applied—**inapplicable**  
Unable to express one's words, ideas or feelings clearly—**inarticulate**  
Not loud enough to be heard—**inaudible**  
Connected with opening ceremony—**inaugural**  
Having signs which show that future success is unlikely or not of good omen—**inauspicious**  
Existing in a person or animal from birth—**inborn**  
Too large or great to be calculated—**incalculable**  
Not able to do something—**incapable**  
Make something unable to do something, **incapacitate**  
Lack of ability and necessary strength to do something—**incapacity**  
Not having or showing the necessary skills to do something successfully—**incompetent**  
That cannot be understood—**incomprehensible**  
Very difficult to believe—**inconceivable**  
Strange because not in harmony with the surrounding features—**incongruous**  
Not caring about the feelings of other people—**inconsiderate**  
Not in harmony with something—**inconsistent**  
That cannot be disputed or disagreed with—**incontestable**  
So obvious and certain that it cannot be disputed or denied—**incontrovertible**  
That cannot be corrected or improved—**incorrigible**  
Impossible or difficult to believe—**incredible**  
Not willing or able to believe—**incredulous**  
Make somebody appear to be guilty of wrongdoing—**incriminate**  
Not in accordance with dignity, good manners or good taste—**indecorous**  
Improper or undignified behaviour—**indecorum**  
Never giving up or stopping in spite of tiredness or difficulty—**indefatigable**  
That cannot be defended, justified or excused—**indefensible**  
That cannot be defined—**indefinable**  
Not clearly defined or stated—**indefinite**  
That cannot be rubbed out or removed—**indelible**

That cannot be avoided—**inevitable**  
That cannot be destroyed—**indestructible**  
That cannot be decided or settled—**indeterminable**  
Having no interest in something or somebody—**indifferent**  
Belonging naturally to a place—**indigenous**  
Acting without careful judgment—**indiscriminate**  
That cannot be disputed or denied—**indisputable**  
That cannot be subdued or defeated—**indomitable**  
Too great to be described in words—**ineffable**  
That cannot be escaped from—**ineluctable**  
That cannot be got rid of—**ineradicable**  
That cannot be avoided—**inescapable**  
That cannot be used up—**inexhaustible**  
Continuing unstopably—**inexorable**  
That cannot be escaped from or that cannot be separated—**inextricable**  
That cannot be explained—**inexplicable**  
Incapable of doing wrong—**infallible**  
Crime of killing an infant or baby—**infanticide**  
Disease liable to be transmitted by air/water—**infectious**  
Low or lower in rank, social position, importance, quality etc.—**inferior**  
Person with no belief in religion—**infidel**  
Without limits—**infinite**  
That can be set on fire or easily excited or aroused—**inflammable**  
That cannot be bent or turned or that cannot be changed, influenced etc.—**inflexible**  
Person who gives information—**informant**  
Person who informs, especially against a criminal or fugitive—**informer**  
Not attempting to deceive or conceal—**ingenuous**  
Existing as a natural or permanent feature or quality of somebody/ something—**inherent/**  
Not giving a friendly or polite welcome to guests—**inhospitable**  
Which cannot be copied or imitated—**inimitable**  
Not appropriate or tactful—**injudicious**  
Possessed from birth—**innate**  
Too many to be counted—**innumerable**  
That is harmless (person, plant, animal)—**innocuous**  
Not working or taking effect—**inoperative**  
Which is out of place or ill timed—**inopportune**  
Beyond proper or natural limits—**inordinate**  
Fond of inquiring into other people's affairs—**inquisitive**  
Which cannot be satisfied—**insatiable**  
Having little or no value, use, meaning or importance—**insignificants**  
To suggest something unpleasantly and indirectly—**insinuate/**  
Having almost no taste or flavour—**insipid**  
That cannot be dissolved—**insoluble**  
unable to pay debts—**insolvent**  
inability to sleep—**insomnia**  
State of being unconcerned in a light-hearted way—**insouciance**  
Giving much useful information—**instructive**  
Too extreme to be tolerated—**insufferable**  
That cannot be overcome or won over—**insuperable**  
That cannot be overcome—**insurmountable**

That cannot be clearly or definitely understood or grasped—**intangible**  
 Quality of being honest and morally upright—**integrity**  
 Power of the mind to reason and acquire knowledge—**intellect**  
 Power of learning, understanding and reasoning—**intelligence**  
 Class of people who can think independently—**intelligentsia**  
 That can be easily understood—**intelligible**  
 Showing lack of self control—**intemperate**  
 Concentrating all one's efforts on a specific area—**intensive**  
 Of or covering more than one area of study—**interdisciplinary**  
 Person taking part in a conversation or discussion—**interlocutor**  
 Person who is present in a place where he does not belong, interference in something which is not his affair, etc.—**interloper**  
 Person who acts as a means of communication between two or more others—**intermediary**  
 Going on too long, and usually, therefore, annoying or boring—**interminable**  
 Continually stopping and then starting again—**intermittent**  
 Of carried on by, or existing between two or more nations—**international**  
 Belief in the need for friendly cooperation between nations—**internationalism**  
 Causing destruction to both sides—**internecine**  
 Not having made a will before death occurs—**intestate**  
 Too hard to be endured or borne—**intolerable**  
 Not easily controlled or dealt with—**intractable**  
 Unwilling to change one's views or to be cooperative—**intransigent**  
 Making of secret plans to do something bad—**intrigue**  
 Examine or be concerned with one's own thoughts, feelings and motives-- **introspect**  
 Person who is more interested in his own thoughts and feelings than in things outside himself—**introvert**  
 Immediate apprehension by mind without reasoning—**intuition**  
 March forcibly into other country—**invade**  
 A person disabled by illness or declared null and void—**invalid**  
 An extremely abusive expression or speech—**invective**  
 Likely to cause resentment or unpopularity—**invidious** /  
 That cannot be conquered—**invincible**  
 Make somebody feel more lively and healthy—**invigorate**  
 That must not be violated or dishonoured—**inviolable**  
 That has not been or cannot be violated or harmed—**inviolate**  
 That cannot be seen—**invisible**  
 That cannot be wounded or injured—**invulnerable**  
 Which has no bearing upon the (discussion, subject)—**irrelevant**  
 That cannot be restored, reclaimed or saved—**irredeemable**  
 That cannot be terminated by repayment—**irredeemable**  
 That cannot be proved false—**irrefutable**  
 That cannot be corrected—**irremediable**  
 That cannot be altered or withdrawn—**irrevocable**  
 Travelling from place to place—**itinerant**  
 Plan for, or record of a journey—**itinerary**  
 Narrow stretch of land joining two bigger land regions—**isthmus**  
 Talk rapidly in what seems to be a confused manner—**jabber**  
 State of mind in which one is jealous, spiteful or suspicious **jaundice**  
 Long, sad and complaining story of troubles, misfortunes, etc.—**jeremiad**  
 Art of writing for newspapers and magazines—**journalism** /

Secret and mischievous or dishonest behaviour—**juggery-pockery**  
 Sound in judgment—**judicious**  
 Extent of the authority of someone—**jurisdiction**  
 Young person who is not yet adult—**juvenile**  
 Place (people or things) side by side or very close together to show contrast—**juxtapose**  
 Place where dogs are kept—**kennel**  
 Person who spoil the enjoyment of others especially in a party—**killjoy**  
 Be submissive, humble or respectful—**knowtow**  
 Honour and glory—**kudos**  
 Lacking vigour and determination—**lackadaisical**  
 Using few words—**laconic**  
 Piece of writing that attacks and ridicules a person, a book, etc.—**lampoon**  
 Non-interference by government in trade etc.—**laissez-faire**  
 Person who has studied law—**lawyer**  
 Generous giving of money or gifts, especially to somebody of lower or status—**largesse**  
 Person or thing that is ridiculed—**laughing-stock**  
 Legal property left by the predecessor—**legacy**  
 That can be read easily—**legible**  
 Designed to cause death—**lethal**  
 Lack of proper seriousness or respect—**levity**  
 One who studies the science of languages—**linguist**  
 Quick and graceful in movement—**lissom**  
 Party to a law suit—**litigant**  
 Scene of events, operations, etc.—**locale**  
 Style of speech—**locution**  
 Very fond of talking—**loquacious**  
 Connected with the moon—**lunar**  
 Healthy, vigorous and full of vitality—**lusty**  
 Rich and sweet in taste or smell—**luscious**  
 To make anything appear larger—**magnify**  
 Using pompous or high-sounding words—**magniloquent**  
 Desire to harm others—**malice**  
 First or earliest (speech, voyage etc.)—**maiden**  
 Animals that suckle their young ones—**mammals**  
 Say unpleasant or untrue things about somebody—**malign**  
 A paper written by hand—**manuscript**  
 A public declaration of policy, principles, purposes, etc., by a political party, etc.—**manifesto**  
 Female head of a family or tribe—**matriarch**  
 Act of killing one's own mother—**matricide**  
 The state of being married—**matrimony**  
 Many and various—**manifold**  
 Negotiate between two to settle differences—**mediate**  
 A person who looks at the dark side of everything—**melancholy**  
 Something kept in memory of a person or event—**memento**  
 Tendency to tell lies, be deceptive and false—**mendacity**  
 List of dishes served in a restaurant—**menu**  
 One who can do anything for money—**mercenary**  
 Coming and going with the seasons—**migratory**  
 One who hates mankind—**misanthrope or misanthropist**  
 A person who does not believe in the institution of marriage—**misogynist**

A person who hates women—**misogynist**  
 A hater of learning and knowledge—**misologist**  
 One who hoards money and lives miserably—**miser**  
 One who works with a spirit of service—**missionary**  
 Government by a king—**monarchy**  
 Practice of being married to one only—**monogamy**  
 A person who marries only one person—**monogamist**  
 Exclusive possession of trade in something—**monopoly**  
 Doctrine that there is only one God—**monotheism**  
 At the point of death—**moribund**  
 Building where dead bodies are kept for sometime—**mortuary**  
 A person who tries to cheat people by clever talk—**mountebank**  
 Building where antiquities etc. are exhibited—**museum**  
 A drug that relieves pain and induces sleep—**narcotic**  
 Just punishment or retribution—**nemesis**  
 Coining a new word or a new interpretation—**neologism**  
 Undue favour shown to one's relative—**nepotism**  
 Taking neither side in a dispute but remaining impartial—**neutral**  
 One who suffers from nervous disorder—**neurotic**  
 A tribe of people wandering from place to place—**nomads**  
 A new entrant in a job or profession—**novice**  
 Central portion of an atom or anything—**nucleus**  
 Excessive and uncontrollable sexual desire in women—**nymphomania**  
 Notice of one's death—generally in newspaper—**obituary**  
 Building with apparatus to watch stars/planets—**observatory**  
 Outdated, or no longer in use or fashion—**obsolete**  
 That which is clear to eye or mind—**obvious**  
 A government or management by a few—**oligarchy**  
 Having boundless power—**omnipotent**  
 Having endless knowledge—**omniscient**  
 Present everywhere—**omnipresent**  
 One who eats everything—**omnivorous**  
 That which cannot be seen through—**opaque**  
 One who treats eye diseases—**opthamolgist**  
 One who looks at the bright side of things—**optimist**  
 Having or showing signs of great wealth—**opulent**  
 Curved path of a planet, satellite etc.—**orbit**  
 The branch of sociology dealing with birds—**ornithology**  
 To move like pendulum (to and fro)—**oscillating**  
 A holiday away from home—**outing**  
 Looking or sounding odd, strange—**outlandish**  
 Win, or defeat somebody by being clever or more cunning than **outwit**  
 One who opposes use of force, war etc.—**pacifist**  
 One who treats children's diseases—**paediatrician**  
 A medicine supposed to cure all diseases—**panacea**  
 Person who is not a believer in any of the world's chief religio **pagan**  
 Continuous view of a landscape or events—**panorama**  
 A simple story designed to teach a moral lesson—**parable**  
 A person who is a perfect example of a quality—**paragon**  
 A statement that seems contradictory but is true—**paradox**



A person who has suddenly reached higher social or economic from a low status—**parvenu**  
 A person or plant who lives at the expense of others—**parasite**  
 A social outcast—**pariah**  
 Tendency to favour or have prejudice against someone—**partiality**  
 A document allowing a person to travel abroad—**passport**  
 Sole right to produce and market some invention—**patent**  
 Study of diseases—**pathology**  
 A person who loves his country's freedom—**patriot**  
 Murder or murderer of father—**patricide**  
 A person who has no means of livelihood—pauper  
 One who shows off book-learning—**pedant**  
 One who makes journey on foot—**pedestrian**  
 Last but one—**penultimate**  
 Feeling of liveliness—**pep**  
 Gains, facilities over and above one's salary—**perquisite**  
 One who looks at the dark side of things—**pessimist**  
 A person who helps others through charitable work or donations or money or one who loves mankind—**philanthropist**  
 A person indifferent to aesthetic values—**philistine**  
 The crime of literary theft—**plagiarism**  
 A writer who steals from the writings of another—**plagiarist**  
 Rule of the wealthy persons—**plutocracy**  
 A man who amuses himself in love making—**philanderer**  
 Study of facets and skulls—**phrenology**  
 Custom of having several husbands—**polyandry**  
 Custom of having several wives—**polygamy**  
 One who speaks/writes many languages—**polyglot**  
 To think intensely—**ponder**  
 Liked by the people—**popular**  
 That can be easily carried about—**portable**  
 Happening after one's death (child, award)—**posthumous**  
 Medical examination of a human body after death—**post-mortem**  
 That which is prematurely developed—**precocious**  
 Restructuring the old set up of society i.e., reform of the economic and political system—**perestroika**  
 A person of extreme or exaggerated propriety in behaviour or speech—**prude**  
 A person whose welfare and career are looked after by an influential person over a long period—**protege**  
 Arrives exactly at the time appointed—**punctually**  
 A fictitious name used by a writer or poet—**pseudonym**  
 One who treats the diseases of mind—**psychiatrist**  
 A device to detect direction/range etc. of aeroplanes, ships etc. through radio-waves—**radar**  
 Amount to be paid for the release of a prisoner—**ransom**  
 Bringing back to one's mind the issue—**recall**  
 A short time ago—**recently**  
 Given and received in return—**reciprocal**  
 One who takes shelter from danger—**refugee**  
 A place where people often meet—**rendezvous**  
 To approve one's action after it is done—**ratify**  
 To restore lost job or privileges—**reinstate**  
 Strengthen by additional men or material—**reinforce**



Murder or murderer of a King—**regicide**  
 Excessive use of official procedure causing delay—**redtapism**  
 A witty and clever retort—**repartee**  
 In the habit of saying little—**reticent**  
 Band of persons in attendance on somebody—**retinue**  
 To answer back quickly, wittily or angrily to a challenge or accusation—**retort**  
 Something at a great distance in time and place—**remote**  
 Using indecent or irreverent language or humour—**ribald**  
 Ill-behaved people of the lowest class—**riff-**  
 A long, wandering story or statement that does not mean much—**rigmarole**  
 Slightly indecent likely to offend against propriety—**risque**  
 Wanton destruction of machinery etc. by workers—**sabotage**  
 Violation of what is considered sacred or the act of violating the sanctity of church—**sacrilege**  
 A long description of an eventful experience—**saga**  
 One who takes pleasure in the cruel treatment of one's spouse—**sadist**  
 One who comes to the aid of others—**samaritan**  
 Pretending to be holy and pious—**sanctimonious**  
 Bitter ironically worked remark—**sarcasm**  
 A person who is made to bear the blame of others—**scapegoat**  
 Form of writing holding up a person or society to ridicule or showing the foolishness or wickedness of an idea, customs, etc.—**satire**  
 Expressing scorn in a grimly humorous way—**sardonic**  
 A person who doubts the truth of religious beliefs or a person who habitually doubts all that is generally accepted—**sceptic**  
 Careful to do nothing morally wrong—**scrupulous**  
 Using or fond of, abusive language—**scurrilous**  
 Young members of noble family—**scion** Psalm/ Carving figures in marble, stone, wood etc.—**sculpture**  
 Having little depth—**shallow**  
 A large number of fish swimming together—**shoal**  
 Ill-tempered woman—**shrew**  
 A black shadow like picture on white background—**silhouette**  
 Things happening at the same time—**simultaneous**  
 An office with profit but no work/responsibility—**sinecure**  
 False report maliciously uttered to person's injury—**slander**  
 Trying to win favour by flattery, etc.—**smarmy**  
 Bits of information, news, etc.—**snippets**  
 A person who pays too much respect to social position or wealth—**snob**  
 A stay for a short time at a place—**sojourn**  
 Speaking aloud one's thoughts to oneself—**soliloquy**  
 A piece of music played or sung by one person—**solo**  
 Words to abuse others (or) Words, phrases etc. commonly used in talk but not suitable for good writing—**slang**  
 Man who practises magic with the help of evil spirits—**sorcerer**  
 The act/habit of walking in sleep—**somnambulism**  
 A habitual drunkard—**sot**  
 Seeing right or true, but not really so—**specious**  
 Persons witnessing a thing (in opera)—**spectators**  
 One who spends extravagantly—**spendthrift**  
 An unmarried woman (generally old/matured)—**spinster**  
 One who speaks for others (a party/industry etc.)—**spokesman**

Doing with voluntary impulse—**spontaneous**  
 Neat and smart in dress and appearance—**spruce**  
 A sagacious, far-sighted, selfless political leader skilled in the management of state affairs—**statesman**  
 A party for men only or all male celebration held especially for a male about to marry—**stag-party**  
 A party or social gathering for women only—**hen-party**  
 A place where horses are kept—**stable**  
 A sudden rush of frightened people/animal—**stampede**  
 To make incapable of reproducing by making organs ineffective or to make safe from germs by boiling etc.—**sterilize**  
 One who is indifferent to pleasure and pain—**stoic**  
 The way in which an army is led to war by its general—**strategy**  
 Murder of oneself—**suicide**  
 Looking expensive and splendid—**sumptuous**  
 More than what is necessary—**superfluous**  
 Various small items not separately named—**sundries**  
 Not easy to detect or describe or organised in a clever and complex way—**subtle**  
 Greater speed than that of sound—**supersonic**  
 Something done merely to attract attention—**stunt**  
 Easily influenced by feelings—**susceptible**  
 A person who is very fond of luxury and comfort—**sybarite**  
 A person who tries to win favour by flattering the rich, or the powerful people—**sycophant**  
 Form of reasoning in which a conclusion is drawn from two statements—**syllogism**  
 A word with the same meaning as another in the same language—**synonym**  
 Rules for the arrangement of words into phrases and phrases into sentences—**syntax**  
 Dramatic situation suddenly brought about or silent and motionless group of persons arranged to represent—**tableau**  
 That can be perceived by touch—**tangible**  
 Chatter or gossip idly—**tattle**  
 One who never takes strong drinks—**teetotaler**  
 A person who reports another's secrets, misdeeds, etc.—**tell-tale**  
 State of the mind as regards anger or calmness—**temper**  
 Made or done as a trial to see the effect—**tentative**  
 A private conversation between two persons—**tete-a-tete**  
 Saying the same thing more than once in different ways without making one's meaning clearer or more forceful—**tautology**  
 One who believes in the existence of God—**theist**  
 A long angry speech or criticism or accusation—**tirade**  
 Small but interesting piece of news, gossip, etc.—**titbit**  
 Make oneself smart or attractive—**titivate**  
 Give a short nervous laugh—**titter**  
 Silly or trivial talk—**tittle-tattle**  
 State of nervous excitement or confusion—**tizzy**  
 To flatter in the hope of gain or advantage—**toady**  
 Easily controlled or guided—**tractable**  
 That lasts for a short time—**transitory**  
 Belief that soul passes from one body to the other after death—, **transmigration**  
 That through which one can see—**transparent**  
 Action, statement or gift that is meant to show one's respect or admiration—**tribute**  
 What happens after every three years—**triennial**  
 A child who runs away from school—**truant**

One who changes his party—**turn-coat**  
Wealthy and powerful business-man or industrialist—**tycoon**  
Present everywhere or in several places at the same time—**ubiquitous**  
Beyond what is obvious or admitted—**ulterior**  
Final warning given by a party or government to another—**ultimatum**  
Absolutely clear (statement)—**unambiguous**  
All being of one opinion—**unanimous**  
Being the only one of its type—**unique**  
Belonging to, affecting or done by, all people or things in the world, or in a particular group—**universal**  
That which did not happen before—**unprecedented**  
Not easy to control or discipline—**unruly**  
Giving freely and generously—**unstinting**  
That cannot be defended—**untenable**  
Keeping something in good condition and repair—**upkeep**  
Person who has suddenly risen to wealth or high position—**upstart**  
Excessively fond of one's wife—**uxorious**  
A perfect ideal not possible to practise—**utopia**  
To waver in decision or opinion etc.—**vacillate**  
One who always feels himself ill—**valetudinarian**  
Malicious destruction of beautiful artistic property—**vandalism**  
A fault that may be forgiven—**venial**  
One who abstains from meat—**vegetarian**  
Reproducing or memorizing word for word—**verbatim**  
Using or containing more words than are needed—**verbose**  
Turning easily or readily from one subject, skill or occupation to another or one possessing several talents—**versatile**  
One having long experience in military, fight for freedom—**veteran**  
One having great skill in art, especially in music—**virtuoso**  
Changing quickly or easily from one mood or interest to another—**volatile**  
Able to talk very quickly and easily—**voluble**  
Very greedy in eating—**voracious**  
Action of one's own free will—**voluntary**  
Talk or write at great length, without saying anything important or sensible—**waffle**  
Person who is fond of making jokes—**wag**  
One who stands as a legal guardian to a minor—**ward**  
Place where clothes are stored—**wardrobe**  
Not easily controlled or guided—**wayward**  
An unexpected piece of good fortune—**windfall**  
A clever and amusing statement/speech—**witticism**  
A simple-minded person from the rural area—**yokel**  
A loud wailing cry of a cat or dog in distress—**yowl**  
An eccentric person—**zany**  
Person who is extremely enthusiastic about something—**zealot**  
Highest point (of power, prosperity, etc.)—**zenith**  
Great enjoyment or excitement—**zest**  
A line or path which turns right and left alternatively at sharp angles—**zigzag**  
A dull lifeless person who seems to act without thinking, or not to be aware of what is happening around him—**zombie**  
Place where rare animals are kept for exhibition, study and breeding—**zoo**  
Science of studying the structure, form and distribution of animals—**zoology**

### Words Often Confused

There are many pairs or groups of words in the English language which are somewhat similar in pronunciation but have different spellings and, of course, have different meanings which are called Homonyms. There are also some words having similar roots but have different meanings which are called Paronyms; consequently confusion arises in their correct use. Some of such words which are frequently confused and misused are given below along with their meanings and usage along with pronunciation guide.

1. **Abate** (v)—become less, makes less.  
We should try to **abate** the noise in the cities.  
**Abet** (v)—encourage a crime, etc.  
She **abetted** her husband in illegal activities.
2. **Abject** (adj.)—miserable, hopeless, wretched  
He lives in **abject** poverty.  
**Object** (n)—purpose  
My **object** was to change his opinion.
3. **Abjure** (v)—abandon, promise to give up  
He **abjured** his religion.  
**adjure** (v)—beg, ask somebody earnestly  
I **adjure** you to tell the truth.
4. **Accede** (v)—agree, assent, accept  
I cannot **accede** to your request.  
**Exceed** (v)—go beyond  
The cost **exceeded** the estimate.
5. **Accept** (v)—to receive with favour, to agree to take  
He **accepted** my invitation.  
**Except** (v)—to omit or exclude  
If you will **except** the last term, I shall accept the contract.  
(n) : (leaving out) All attended the party **except** Ram.
6. **Access** (n)—approach or admission  
A poor man has no **access** to the King.  
**Excess** (n)—more than enough  
**Excess** of tea affects digestion.
7. **Accessory** (n)—helper in crime  
He was an **accessary** to the murder of his wife committed by his mother.  
**Accessory (n)**—extra useful things  
Lamp and pump are the **accessories** of a bicycle.
8. **Accident** (n)—that happens by chance, an unexpected happening  
He was killed in an **accident**.  
**Incident** (n)—happening  
He narrated an interesting **incident** of her life.
9. **Ace** (n)—the one on dice, on cards  
I have the **ace** of spades in a set of cards.  
**Ache** (n)—continuous pain  
I am suffering from head-**ache**.

10. **Acetic** (adj.)—one kind of acid  
**Acetic** acid is the acid contained in vinegar.  
**Ascetic** (adj.)—morally strict  
 As per his religious belief he leads an **ascetic** life.  
**Aesthetic** (adj.)—lover of beauty  
 He has **aesthetic** taste of art.
11. **Act** (n)—thing done, deed  
 It is an **act** of kindness to help a blind man across the road.  
**Action** (n)—process of doing something, activity  
 The time has come for **action**.
12. **Adapt** (v)—adjust  
 We should **adapt** ourselves to our surroundings.  
**Adept** (adj.) (n)—expert  
 I am not an **adept** photographer.  
**Adopt** (v)—take somebody into one's family as a relation especially as a son or a daughter  
 As they had no children of their own, they **adopted** an orphan.
13. **Addition** (n)—putting more, process of adding  
 They have just had an **addition** to their family, another child.  
**Edition** (n)—number or form of a publication  
 The first **edition** of the book was sold in no time.
14. **Adverse** (adj.)—contrary  
 Despite **adverse** conditions, I implemented my plan.  
**Averse** (adj.) —unwilling  
 I am **averse** to attending the meeting.
15. **Advice** (n)—opinion given  
 He paid no heed to my **advice**.  
**Advise** (v)—give opinion  
 Please **advise** me what to do.
16. **Admission** (n)—being admitted  
 His **admission** to the college was cancelled.  
**Admittance** (n)—letting in  
 He was allowed **admittance** to the private museum with great difficulty.
17. **Adulteration** (n)—making something impure by adding other material  
 He was arrested for the **adulteration** of food material.  
**Adultery** (n)—sexual relation between a married person and some other than their spouse  
 He was arrested in a case of **adultery**.
18. **Affect** (v)—act, influence  
 The fever has **affected** her health.  
**Effect** (v)—accomplish, change  
 (n)—result  
 We **effected** our plans. (v)  
 The **effect** of this medicine is good. (n)
19. **Affection** (n)—love  
 Every mother has **affection** for her children.  
**Affectation** (n)—behaviour that is not natural or genuine  
 Her little **affectations** annoyed me.
20. **Aggregate** (n)—total  
 The **aggregate** of my marks is 400.  
**Aggravate** (v)—to worsen  
 Rise in population **aggravates** poverty.



21. **Ago** (adv.)—to indicate time measured back to a point in the past  
It was seven years **ago** that my brother died.  
The train left a few minutes **ago**.  
**ego** (n)—individual's perception or opinion of himself  
His **ego** often lands him in trouble.
22. **Aid** (n)—help  
I finished it with the **aid** of a friend.  
(v)—(to help)—I shall **aid** you with hundred rupees.  
**Aide** (n)—assistant  
He is one of the aides to the President.
23. **Ail** (v)—trouble  
I don't know what **ails** him.  
**Ale** (n)—a kind of strong beer  
He took a pint of **ale**.
24. **Air** (n)—the mixture of gasses we breath  
Fresh **air** is good for health.  
**Ere** (conj.)—before  
I had coffee **ere** I left for college.  
**Heir** (n)—one who inherits  
I am the only **heir** to my aunt.
25. **Allay** (v)—make something less, relieve  
My efforts to **allay** his fears met with success.  
**Alleys** (n) — narrow passage between or behind houses  
There is a blind **alley** between our two houses.
26. **Allowed** (v)—permitted  
Smoking is not **allowed** here.  
**Aloud** (adv.)—loudly  
Please read the story **aloud**.
27. **All ready** (adj.)—quite prepared  
They are all ready to attend the party.  
**Already** (adv.)—by this or that time  
He has already completed the work.
28. **Allude** (v)—make indirect reference  
He **alluded** to corruption in government offices.  
**Elude** (v)—evade, escape  
A murderer cannot **elude** punishment.  
**Illude** (n)—deceive  
Many a time and oft he has tried to **illude** me.
29. **Allusion** (n)—reference  
He did not make a single **allusion** to the examination results in his speech.  
**elusion** (n)—escape  
Can you say how he has effected his **elusion** from the jail?  
**Illusion** (n)—false notion  
It is an **illusion** to think that the sun moves across the sky.
30. **Allure** (v)—tempt; attract  
Coloured posters **allure** people into the cinemas.  
**Lure** (v)—attract, tempt  
He was **lured** on to destruction.
31. **Alter** (v)—to change  
You must **alter** the order of the words.



- Altar** (n)—place of worship  
The pious old man bowed before the **altar**.
32. **Alteration** (n)—change  
An **alteration** has been made in the Degree syllabus.  
**Altercation** (n)—quarrel  
I had an **altercation** with my neighbour.
33. **Alternate** (v)—one of every two, perform by turns  
English lectures are on **alternate** days.  
**Alternative** (n.)—that may be used instead of another  
There is no **alternative** to character.
34. **All together**—all in company  
Let's play this game **all together**.  
(adv.)—entirely, wholly  
I don't **altogether** agree with him.
35. **Amend** (v)—become or make better  
Parliament **amended** the Civil Procedure Code recently.  
**Emend** (v)—to make corrections, remove errors from the text of a book etc.  
The Proof-reader **emended** the manuscript wherever needed.
36. **Amiable** (adj.)—lovable  
He is an **amiable** person liked by all.  
**Amicable** (adj.)—friendly  
We had an **amicable** settlement.
37. **Anger** (n) - extreme displeasure  
He was filled with **anger** at what he saw.  
**Auger** (n)—carpenter's tool for boring large holes in wood  
The carpenter made a big hole in the door with an **auger**.
38. **Antique** (n)—old-fashioned  
We laughed at her **antique** dress.  
**Antic** (n)—odd  
We laughed at her **antic** gestures.
39. **Anxious** (adj.)—worried, uneasy  
I am very **anxious** about your health.  
**Eager** (adj.)—full of interest or desire, keen  
I am **eager** to please him at any cost.
40. **Apology** (n)—statement of regret for doing wrong  
He accepted my **apology** for my being impolite to him.  
**Pardon** (n)—forgiveness  
I sought his **pardon** for my rudeness.
41. **Apposite** (adj.)—proper  
He made an **apposite** remark.  
**Opposite** (adj.)—contrary  
He belongs to the **opposite** party..
42. **Apt** (adj.)—appropriate, suitable  
He did everything in an **apt** way.  
**Aft** (adj.)—near or towards the tail of a ship; or the stern of a ship  
The security guard at the airport asked us not to go **aft**.
43. **Apathy** (n)—indifference  
The rich have **apathy** towards the poor.  
**Antipathy** (n)—hostility, indifference  
His **antipathy** towards his wife affects the children.

44. **Appraise** (v)—estimate the value or quality of  
The goldsmith **appraised** the ornaments.  
**Apprise** (v)—inform  
The Attorney-General **apprised** the government of his opinion.
45. **Apprehend** (v)—arrest; fear  
The police **apprehended** the criminal with some difficulty.  
**Comprehend** (v)—understand  
It is very difficult to **comprehend** that poetry.
46. **Ardent** (adj.)—fiery; enthusiastic  
He is an **ardent** champion of socialism.  
**Arduous** (adj.)—difficult  
The **arduous** route took a long time to negotiate.
47. **Ark** (n)—a boat  
**Ark** is an old word for boat in which Noah escaped the flood with family and animals.  
**Arc** (n)—a part of circle  
Divide the circle into three **arcs**.  
**Arch** (n)—a curved structure supporting weight above  
We passed under the **arch** of the bridge.
48. **Artistic** (adj.)—have aesthetic qualities  
He has an **artistic** taste.  
**Artful**—cunning  
He is an **artful** rogue of Delhi.  
**Artificial** (adj.)—opposed to natural or genuine  
People keep **artificial** plastic flowers in drawing rooms.
49. **Artist** (n)—who practises fine arts  
Mukesh is a great cine **artist**.  
**Artiste** (n)—a performer in singing/dancing  
The opera had twenty **artistes**.  
**Artisan** (n)—a craftsman  
Village **artisans** have lost their work due to big mills.
50. **Ascendant** (adj.)—rising  
He stars are in **ascendant** in politics.  
**Ascendancy** (n)—dominant power on control  
The opposition leader gained **ascendancy** over the government.
51. **Aspire** (v)—desire eagerly  
Everyone **aspires** after wealth.  
**Expire** (v)—come to an end; die  
When does your driving licence **expire**? or  
My grand-father **expired** last Sunday.
52. **Assay** (n)—test finess/purity  
He **assayed** the gold ornaments.  
**Essay** (n)—a piece of composition  
You have written a fine **essay** on Nehru.
53. **Assent** (v)—concurrent, express agreement  
The President gave his **assent** to the Bill.  
**Ascent** (n)—climbing up  
The **ascent** to Himalayas is difficult.
54. **Auger** (n)—tool for boring a hole in wood  
The carpenter used a simple **auger** to bore a hole to fix a nail.  
**Augur** (v)—predict

- Does this news **augur** war?
55. **Aught** (n)—anything  
For **ought** we know he may be innocent.  
**Ought** (v)—should  
We **ought** to help the poor.
56. **Aural** (adj.)—connected with the sense of hearing  
Dictation tests our **aural** ability.  
**Oral** (adj.) —spoken (not written)  
Debating competitions will improve the **oral** skills of students.
57. **Authenticate** (v)—prove that something is true or real  
He **authenticated** his authorship.  
**Authorise** (v) give official or legal permission for something  
I have **authorised** him to act for me while I am abroad.
58. **Avocation** (n)—occupation that is not a person's ordinary business  
Publication of books is my **avocation**.  
**Vocation** (n)—employment, trade, profession, occupation  
Photography is my **vocation**.  
**Vacation** (n)—long holidays  
I shall go to Kashmir during the next **vacation**.
59. **Avoid** (v)—keep away from  
**Avoid** walking in the middle of the road.  
**Ovoid** (adj.)—egg-shaped  
There is an **ovoid** table in our office.
60. **Evade** (v)—find a way of not doing something  
He **evades** paying his debts.
61. **Award** (v)—giving a prize; judicial decision, confer  
He has been **awarded** the Padma Sri.  
**Reward** (n)—a return for service or merit  
He received a **reward** for saving many lives.
62. **Awhile** (adv.)—for a short time.  
Let us wait **awhile**, the bus will arrive.  
**A while** (n)—for some time  
She narrated the incidence with facts after a **while**.  
Let's rest a **while** she said.
63. **Babble** (v)—talk fast; chatter in a confused way  
Tell him not to **babble**.  
**Babel** (n)—scene of noisy talking and confusion  
There is a **babel** of voices in the busy market.
64. **Baby** (n)—very young child or animal  
The **baby** wants to be with the mother always.  
**Bevy** (n)—large group  
A **bevy** of beautiful girls can be seen in parks or beaches now-a-days.
65. **Bail** (n)—security  
The accused was released on **bail**.  
**Bale** (n)—bundle  
He bought four **bales** of cloth.
66. **Banish** (v)—send somebody away  
Karl Marx was **banished** from his country for life.  
**Vanish** (v)—disappear completely and suddenly.  
The thief **vanished** into the crowd.

67. **Bare** (adj.) (adv.)—open, uncovered  
I went to the temple **bare** footed.  
**Bear** (n)—a kind of beast  
Russia is famous for **bears**.  
**Bear** (v)—tolerate  
She **bears** all difficulties with a smile.  
**Beer** (n)—a malted non-alcoholic or a fermented slightly alcoholic beverage  
Many people prefer **beer** during summer.
68. **Barb** (n)—hurtful remark  
Your **barbs** of ridicule have hurt him.  
**Verb** (n)—word indicating an action  
Sentences have no meaning without **verbs**.
69. **Bard** (n)—poet  
Bharati was a national **bard**.  
**Bird** (n)—feathered creature with two legs and two wings, usually able to fly  
Peacock is our national **bird**.
70. **Barge** (v)—rush or lump heavily and clumsily  
He **barged** past me in the crowd.  
**Verge** (n)—be very close to; edge or border  
Poor are on the **verge** of starvation.
71. **Bark** (v)—make sharp, loud sound  
Dogs **bark** at strangers.  
**Burke** (v)—avoid  
I always **burke** publicity.
72. **Base** (n)—cowardly, menial  
Some plays have different **base** characters.  
**Bass** (n)—instrument pitched to lowest voice  
In some operas the **bass** singer is a very effective performer.
73. **Bastard** (n)—illegitimate child  
Is Karna of Mahabharat a **bastard**  
**Bustard** (n)—large land bird that can run very fast  
I have seen many a **bustard** in the zoo.
74. **Bath** (n)—washing of the whole body  
Last year, I took a holy **bath** in Ganga river.  
**Bathe** (v)—apply water to something  
He **bathes** his eyes twice a day.
75. **Beach** (n)—sea-shore  
In Madras, I used to walk along the **beach** every morning.  
**Beech** (n)—a kind of tree  
The bark of **beech** trees was used for writing in ancient India.  
**Bitch** (n)—female dog  
The **bitch** has produced five pups.
76. **Beam** (n)—long thick bar of metal, wood etc.  
He bought five **beams** for the building.  
**Vim** (n)—energy or vigour.  
He is full of **vim**.
77. **Beat** (v)—hit repeatedly  
He was **beating** a drum.  
**Beet** (n)—sort of plant with sweet root.  
Eating **beet**-root is good for health.

- Bit** (n)—a small piece  
He ate every **bit** of his dinner.
78. **Behave** (v)—do things in a particular way  
He **behaved** shamefully towards his wife.  
**Behave** (v)—do something because it is necessary  
You ought to **behave** like that.
79. **Beneficial** (adj.)—useful  
Exercise is **beneficial** to health.  
**Beneficent** (adj.)—kind and good  
Ashok was a **beneficent** king.
80. **Berry** (n)—small sweet salty fruit  
I like **berry** fruits very much.  
**Bury** (v)—place a dead body in the ground  
He's dead and **buried**.
81. **Berth** (n)—a sleeping seat in train  
He got reservation for a **berth**.  
**Birth** (n)—coming to life  
His date of **birth** is 20th August, 2004.
82. **Beside** (prep.)—by the side of  
He stood **beside** the door.  
**Besides** (prep.)—in addition to, over and above  
**Besides** this, I have another wrist-watch.
83. **Biannual** (adj.)—twice in a year  
Luckily, he got **biannual** holidays last year.  
**biennial** (adj.)—for every two years  
T his Association general body meets **biennial**.
84. **Bland** (adj.)—gentle or casual in manner  
Do you like his **bland** nature?  
**Blend** (v)—mix together  
Oil and water do not **blend**.
85. **Block** (v)—obstruct, impede  
All roads were **blocked** by the heavy snowfall.  
**Bloc** (n)—combination of parties, groups, states etc. with a special interest  
We are not committed to any power **bloc**.
86. **Blunder** (n)—stupid or careless mistake  
I made a terrible **blunder** in supporting that party.  
**Error** (n)—thing done wrongly  
There are many spelling **errors** in your essay.  
**Mistake** (n)—wrong idea or opinion, misconception  
It was a **mistake** to go there on holiday.  
Your article is full of **mistakes**.
87. **Boar** (n)—a wild pig  
We find **boars** in the forests.  
**Bore** (v)—suffered; endured  
I **bore** the ill-treatment of my boss for a long time.
88. **Boast** (v)—talk about one's abilities highly  
He is always **boasting** about his capabilities.  
**Boost** (v)—help or encourage  
The unexpected win **boosted** the team's morale.



89. **Bonny** (adj.)—attractive or beautiful  
She has given birth to a **bonny** baby.  
**Bony** (adj.)—full of bones  
The fish is **bony**.
90. **Boon** (n)—advantage; benefit  
Parks are a great **boon** to people in cities.  
**Bone** (n)—hard part of skeleton  
He has broken a **bone** in his arm.
91. **Born** (v.)—take birth  
He was **born** in Bombay.  
(adj.) —He was a **born** leader of men.  
**Borne** (v)—past perfect of bear; carried  
She has **borne** many difficulties.
92. **Borrow** (v)—take loan  
Do not **borrow** money from money lenders.  
**Burrow** (n)—hole in earth  
Serpents live in **burrows**.
93. **Bough** (n)—branch of tree  
Birds perch on **boughs**.  
**Bow** (v)—bend in respect  
Let us **bow** to the great saints.
94. **Boy** (n)—male child upto the age of 17 or 18  
He has two **boys** and one girl.  
**Buoy** (n)—floating object  
He jumped into water with the floating **buoy**.
95. **Brake** (n)—lever to stop wheel  
The **brakes** of my bicycle are good.  
**Break** (v)—make apart  
Do not **break** the glass.
96. **Breath** (n)—air drawn into or expelled from lungs  
In yoga, you hold your **breath** for sometime.  
**Breathe** (v)—take air into the lungs and sent it out again.  
We should **breathe** pure air.
97. **Bridal** (adj.)—pertaining to the bride  
She looked lovely in her **bridal** dress.  
**Bridle** (n)—control  
You must learn to **bridle** your tongue.
98. **Bring** (v)—to carry, convey, accompany  
He **brings** his son to the school every day.  
Please **bring** me a cup of coffee.  
**Fetch** (v)—go for and bring something or somebody  
Please **fetch** me a pot of water from the river.
99. **Broach** (v)—open a subject for discussion  
Don't **broach** that subject for the time being.  
**Brooch** (n)—pin with clasp  
She lost her **brooch** yesterday.
100. **Buy** (v)—obtain for money  
**Buy** that book by paying its price.  
**By** (prep.)—near, besides  
Please sit **by** me.



- Bye** (n)—in cricket, run scored from a ball without being hit  
He scored a run through leg-**bye**.
101. **Cache** (n)—hidden store of weapons, drugs, treasure etc.  
The police arrested four dacoits with an arms **cache**.  
**Catch** (v)—an amount of something caught  
**Catch** the fish in the morning.
102. **Cadge** (v)—get or try to get something from somebody by asking  
He is always **cadging** meals from his friends.  
**Cage** (n)—structure where birds or animals are kept  
There are four parrots in that **cage**.
103. **Cullendor or Colander** (n)—metal or plastic bowl many small holes to drain water  
I shall buy a **colander**.  
**Calendar** (n)—chart of days and months in a year  
The **calendar** shows that 21st is a Saturday.  
**Calender** (v)—giving finish to cloth  
After manufacture, cloth is sent for **calendering**.
104. **Calf** (n)—young of cow  
I bought a cow along with a **calf**.  
**Cough** (n)—Sound of coughing  
He gave me a warning **cough**.  
**Cuff** (n)—end of a shirt sleeve at the wrist  
I wore a shirt having **cuffs**.
105. **Call** (v)—say loudly to attract somebody's attention  
He **called** his father for help.  
**Cull** (v) /kAl—select or obtain something from various sources  
This information has been **culled** from various reference books.
106. **Callus** (n)—area of hard thick skin or tissue  
Is that a wart on your finger or just a **callus**?  
**Callous** (adj.)—unfeeling, insensitive  
She replied **callously** to her husband.
107. **Cannon** (n)—big gun  
Many **cannons** were fired to greet the royal guest.  
**Canon** (n)—a rule or principle  
We must not violate the **canons** of health.
108. **Canvas** (n)—coarse cloth  
This tent is made of **canvas**.  
**Canvass** (v)—to request votes  
All the candidates have vigorously **canvassed**.
109. **Capital** (n)—seat of administration  
Delhi is the **capital** of India.  
**Capitol** (n)—building of the U.S.A. Parliament  
The Congress meets in the **Capitol**.
110. **Capture** (v)—arrest, conquer  
The dacoits were **captured**.  
**Captivate** (v)—attract  
Her charms **captivated** his heart.
111. **Career** (n)—profession  
He chose an academic **career**.  
**Carrier** (n)—one who carries  
He was the **carrier** of that good news.

112. **Cart** (n)—vehicle with two or four wheels  
He has a **cart** which is pulled by a bull.  
**Curt** (adj.)—abrupt, rudely brief  
She gave a **curt** answer to his question.
113. **Carton** (n)—light cardboard box for holding goods  
Give me **carton** of cream.  
**Cartoon** (n)—amusing drawing in newspaper or magazine  
He can draw very informative and attractive **cartoons**.
114. **Cast** (v)—throw  
The hunter **cast** a net for birds.  
**Caste** (n)—an exclusive class in India  
He is proud of his **caste**.
115. **Casual** (adj.)—occasional; irregular  
**Casual** reading is better than no reading.  
**Causal** (adj.)—relating to cause and effect  
There is **causal** connection between food and health.  
**Cause** (n)—that which produces an effect  
Smoking is one of the **causes** of heart diseases.
116. **Cease** (v)—discontinue  
He has **ceased** to be Managing Director.  
**Seize** (v)—catch  
**Seize** the opportunity when it comes.  
**Siege** (n)—being surrounded by armed force  
The town was under **siege** for seven days.
117. **Cereal** (n)—any kind of grain used for food  
The child likes **cereal** mixed with fruit.  
**Serial** (adj.)—a work appearing in parts at intervals  
An exciting new **serial** story will begin in our next week's issue.
118. **Check** (v)—examine to know whether it is correct  
The accounts in the government departments are regularly **checked**.  
**Cheque** (n)—writing order to a bank to pay money  
I have lost my **cheque** book while returning from bank.
119. **Childish** (adj.)—immature, silly  
Don't make **childish** remarks.  
**Child like** (adj.)—like a child, innocent  
She has quite **childlike** simplicity about her.
120. **Ceiling** (n)—inside overhead lining of a room  
The **ceiling** of the room is quite nice.  
**Sealing** (v)—fasting with seals  
I booked the parcel after **sealing** it.
121. **Cemetery** (n)—area of land where the dead are buried  
There is a **cemetery** near our field.  
**Symmetry** (n)—beauty resulting from right relations of parts  
The bump on the left side of her forehead spoilt the **symmetry** of her face.
122. **Cell** (n)—underground room  
He kept secret documents in a **cell**.  
**Sell** (v)—give for a price  
We **sell** only good books.
123. **Censor** (n)—to subject to an official examiner  
This news is **censored**.

- Censure** (v)—to criticize adversely  
They **censured** her conduct bitterly.
- Censer** (n)—a pot to burn incense  
Fragrance came out of the **censer** before the idol.
124. **Ceremonial** (adj.)—connected with a ceremony  
He wore **ceremonial** dress on his birth day.  
**Ceremonious** (adj.)—paying great attention to formal behaviour  
It is a **ceremonious** function.
125. **Cession** (n)—the transfer of territory by one country to another  
Nothing short of the **cession** of Danzing would satisfy Hitler.  
**Session** (n)—a term or period of meeting  
The winter **session** of the Lok Sabha is over.  
**Cessation** (n)—ceasing, stop  
**Cessation** of supplies made the people suffer.
126. **Cite** (v)—to quote  
He **cited** verses from the Bible.  
**Site** (n)—a place chosen for some special purpose  
The **site** for the school building was selected by the Committee.  
**Sight** (n)—view  
A horrible **sight** met our gaze.
127. **Click** (v)—(make a) short, short sound  
The door **clicked** shut.  
**Clique** (n)—group of persons united by common interest  
They formed a **clique** to save themselves.
128. **Cloth** (n)—woven material  
Give me three yards of that **cloth**.  
**Clothes** (n)—stitched dress  
My grand-son dressed in long **clothes**.  
**Clothe** (v)—provide with clothes  
They are warmly **clothed** in wool.
129. **Cod** (n)—large sea fish  
**Cod**-liver oil is used as medicine.  
**Code** (n)—collection of laws arranged in a system  
You have to follow the **code** of conduct.
130. **Coarse** (adj.)—rough  
**Coarse** cloth is cheaper than fine cloth.  
**Course** (n)—fixation of duration  
The **course** of treatment lasted for two weeks.  
**Coerce** (v)—use force to make obedient; compel  
He **coerced** him to do that act against his will.
131. **Collar** (n)—part of a garment that fits round the neck  
The wind was so cold that he turned his coat **collar** up.  
**Choler** (n)—anger  
He has **choler** in his temperament.
132. **College** (n)—school for higher education  
He has good **college** education.  
**Collage** (n)—work of art  
That necklace is a **collage** with diamonds.
133. **Collision** (n)—violent contact  
Yesterday there was a **collision** between a bus and lorry.

- Collusion** (n)—secret, fraudulent agreement  
It is alleged that the police are in **collusion** with the dacoits.
134. **Comma** (n)—punctuation mark  
A **comma** is used to separate parts of a sentence.  
**Coma** (n)—state of unconsciousness  
After the snake bit him, he fell into **coma**.
135. **Committee** (n)—body of persons  
He is not a member of the working **Committee**.  
**Comity** (n)—friendly recognition of laws of other nations  
India has a say in the **comity** of nations.
136. **Complacent** (adj.)—self-satisfied  
He always appears with a **complacent** smile.  
**Complaisance** (n)—politeness/willingness  
He always helps out of **complaisance**.  
**Complaisant** (adj.)—agreeable  
He has a **complaisant** wife.
137. **Complaint** (n)—statement of dissatisfaction  
You have no cause of **complaint** against him.  
**Compliant** (adj.)—ready to comply  
A **compliant** man always acts according to the wishes of others.
138. **Compliment** (n)—expression of admiration  
Give my **compliments** to your father.  
**Complement** (n)—that which completes  
Love is the **complement** of justice.
139. **Comprehensible** (adj.)—understandable  
His speech is not **comprehensible**.  
**Comprehensive** (adj.)—including much  
The Chief Minister made a **comprehensive** statement.
140. **Condemn** (v)—blamed  
He is **condemned** by his relatives for his haughtiness.  
**Contemn** (n)—despise  
Who does not **contemn** a liar?
141. **Confident** (adj.)—fully assured, sure  
He is **confident** of his success.  
**Confidant** (n)—one entrusted with secrets  
My steno is my **confidant**.  
**Confidential** (adj.)—secret  
**Confidential** files are kept by the officers.
142. **Confirm** (v)—ratify, make permanent  
He was **confirmed** in his job after two years.  
**Conform** (v)—comply with  
The goods do not **conform** to the samples shown.
143. **Congenial** (adj.)—agreeable  
One feels at home in **congenial** surroundings.  
**Congenital** (adj.)—from or before birth  
His blindness is **congenital**.
144. **Conscious** (adj.)—aware, awake  
He is **conscious** of his shortcomings.  
**Conscience** (n)—one's sense of right and wrong  
My **conscience** condemns me, if I do anything bad.

- Conscientious** (adj.)—honest, careful to do what is right  
He is a **conscientious** teacher.
145. **Contagious** (adj.)—spreading by touch  
Scarlet fever is **contagious**.  
**Contiguous** (adj.)—neighbouring; near (to)  
India and Pakistan are **contiguous** countries.
146. **Considerable** (adj.)—much, sufficient  
We have spent a **considerable** amount on this project.  
**Considerate** (adj.)—having regard for others  
He is **considerate** in helping his friends.
147. **Contemptible** (adj.)—deserving contempt  
He is a **contemptible** rascal.  
**Contemptuous** (adj.)—showing contempt  
A dictator is **contemptuous** of public opinion.
148. **Continual** (adj.)—frequent  
There were **continual** interruptions in the Assembly to the Governor's speech.  
**Continuous** (adj.)—unceasing  
There was **continuous** rain for two days.
149. **Context** (n)—what comes before and after  
Can't you guess the meaning of the word from the **context**?  
**Contest** (v)—try to win  
He **contested** a seat in Parliament.
150. **Convenience** (n)—comfortably  
You may do it at your **convenience**.  
**Conveyance** (n)—means of travelling  
He had to go by bus as he had no **conveyance** of his own.
151. **Cord** (n)—rope  
He cut the **cord** with a knife.  
**Chord** (n)—straight line joining the two ends of an arc  
Draw a **chord** in the circle.  
**Card** (n)—playing card/postal cards  
He earned in playing **cards**.
152. **Corporal** (adj.)—physical, body  
**Corporal** punishment is banned in schools.  
**Corporeal** (adj.)—of body  
Food and drinks are our **corporeal** needs.  
**Corporate** (adj.)—shared by members of a group of persons  
**Corporate** colleges are dominating the education field.
153. **Core** (n)—innermost part  
She loves the child from the **core** of her heart.  
**Corps** (n)—division of army  
He is a member of the National Cadet **Corps**.
154. **Corpse** (n)—dead body  
A **corpse** was found on the road.  
Hindus burn **corpses**.  
**Crops** (n)—agricultural plants in the fields  
The land is under **crops**.
155. **Credible** (adj.)—which can be believed  
That people can burn men alive is not a **credible** story.  
**Creditable** (adj.)—praiseworthy



- Dr. Khurana's achievement in genetic science is **creditable**.  
**Credulous** (adj.)—believe as real  
 Indians are **credulous** people believing in the promises of politicians.
156. **Critique** (n)—critical analysis  
 The book presents a **critique** of the government policies.  
**Critic** (n)—person who evaluates  
 He is an excellent literary **critic**.
157. **Crud** (n)—unpleasant person  
 They say you are a **crud**.  
**Crude** (adj.)—rough  
 Don't make **crude** jokes in the presence of girls.
158. **Council** (n)—an assembly for conference or deliberation  
 He is a member of the Social Welfare **Council**.  
**Counsel** (v)—to advise and instruct  
 Fathers usually **counsel** their children.
159. **Custom** (n)—established social practice  
 Dowry **custom** is in prevalence at present.  
**Costume** (n)—clothing  
 She looks splendid in her swimming—**costume**.
160. **Cut** (n)—wound made with a knife, etc.  
 There are **cuts** on his face.  
**Cute** (adj.)—clever, sharp-witted  
 I have had enough of your **cute** remarks.
161. **Crevasse** (n)—deep open crack especially in glacier  
 On mountain paths there are **crevasses**.  
**Crevice** (n)—narrow opening especially in walls, rock etc.  
 The mason covered the **crevice** of a wall.
162. **Curb** (v)—control, keep; check, restraint  
 River banks **curb** the floods.  
**Kerb** (n)—the edge of a pavement  
**Kerb** protects the pavement.
163. **Current** (n)—a flow of water  
 A **current** is a moving stream of water in the sea.  
**Currant** (n)—small seedless dried grape or raisin  
 A **currant** is a piece of dried fruit.
164. **Daft** (adj.)—foolish, silly  
 Don't be so **daft**.  
**Deft** (adj.)—skillful and quick  
 He is **deft** at dealing with his clients.
165. **Daily** (adj.) /—happening of everyday  
 What is your **daily** routine?  
**dally** (v)—waste time  
 Tell your children not to **dally**.
166. **Dairy** (n)—place from where milk is supplied  
 He buys milk from a **dairy**.  
**Diary** (n)—a personal record of daily events etc.  
 To keep a **diary** is a good habit.
167. **Dam** (n)—barrier for water  
 Nagarjuna **dam** was built on Krishna river for irrigation.  
**Damn** (v)—criticise severally, condemn



- The play was **damned** by the reviewers.
168. **Dance** (v)—moving rhythmically in a series of steps  
They **danced** to the disco music.  
**Dunce** (n)—person who is stupid or slow in learning  
He was a **dunce** during his school days.
169. **Dart** (v)—throw suddenly and quickly  
He **darted** an angry look at me.  
**Dirt** (n)—filth, obscene talk  
His clothes are covered with **dirt**.  
I don't want to hear your **dirt**.
170. **Decease** (n)—death  
They prayed for the soul of the **deceased**.  
**Disease** (n)—illness  
Tuberculosis is a curable **disease**.
171. **Decent** (adj.)—fine, respectable  
She is a **decent** girl.  
She leads a **decent** life.  
**Descent** (n)—climbing down  
They say that a **descent** from a hill is comparatively easy.  
**Dissent** (v)—disagreement  
I strongly **dissent** from what he has said.
172. **Deface** (v)—destroy the surface  
A naughty boy has **defaced** the picture by writing across it.  
**Efface** (v)—cause to forget, rub or wipe out  
Time will not **efface** the memory of Gandhiji.
173. **Defer** (v)—postpone; put off  
Don't **defer** payment of my bills to next month.  
**Differ** (v)—disagree  
I **differ** with you in this matter.
174. **Deference** (n)—respect  
You should not hesitate to pay **deference** to a sage.  
**Difference** (n)—dissimilarity  
There is a great **difference** of opinion between husband and wife.
175. **Declaim** (v)—speak with strong feeling  
He **declaimed** against smoking.  
**Disclaim** (v)—not to make any claim upon  
He **disclaimed** the right of his share in family property.
176. **Deceitful** (adj.)—dishonest  
Be cautious of **deceitful** persons.  
**Deceptive** (adj.)—misleading  
Appearances are often **deceptive**.
177. **Decided** (v)—settled  
He **decided** to continue the same work.  
**Decisive** (adj.)—deciding the result  
It was a **decisive** battle.
178. **Deduce** (v)—infer, conclude  
Different people **deduce** different conclusions from his utterances  
**Deduct** (v)—take away amount  
Rs. 30,000 have been **deducted** from my salary for P.F. account.
179. **Deify** (v)—worship

- Vedic people **deified** the forces of nature.  
**Defy** (v)—challenge  
 He **defied** all authority.
180. **Deny** (v)—say that is not true  
 The accused **denied** the charge.  
**Refuse** (v)—say 'no' to a request  
 They **refused** me permission.
181. **Decry** (v)—cry down  
 His decision to divorce his wife was **decried** by all.  
**Descry** (v)—see dimly  
 We could **descry** a bird in the sky.
182. **Deem** (v)—consider; regard  
 I **deem** it a great honour to be invited to address you.  
**Dim** (adj.)—not bright.  
 Don't read by **dim** candle-light.
183. **Deaf** (adj.)—unable to hear at all  
 He is **deaf** in one ear.  
**Deep** (adj.)—extending a long way from top to bottom  
 It is a **deep** well.  
**Dip** (v)—put something into liquid  
**Dip** your pen into the ink.
184. **Defuse** (v)—reduce tension etc. in (a crisis)  
 His arrival **defused** the fear of collapse.  
**Diffuse** (adj.)—spread out  
**Diffused** lighting is the latest trend in interiors.
185. **Dependant** (n)—one who depends on others  
 He has four **dependants** to support.  
**Dependent** (n)—relying on  
 A sincere man is **dependent** on none.
186. **Depository** (n)—a trustee  
 I left all my money and ornaments with my **depository**.  
**Depository** (n)—a store house  
 He brought ten thousand gold coins from the **depository**.
187. **Deposition** (n)—dethronement  
 The people were in favour of **deposition** of the King.  
**Disposition** (n)—temper  
 The amiable **disposition** of the boy pleased everyone.
188. **Deprecate** (v)—condemn  
 Every person **deprecates** war.  
**Depreciate** (v)—underestimate  
 It is not good to **depreciate** the good qualities of others.
189. **Depart** (v)—leave; go away  
 They **departed** for Delhi at 10-30 a.m. by train.  
**Deport** (v)—legally force to leave a country  
 A person having expired passport was **deported**.
190. **Department** (n)—division of a government  
 He is the Chief-Secretary of defence **department**.  
**Deportment** (n)—behaviour  
 I dislike your **deportment**.
191. **Desert** (v)—leave, abandon

- Do not **desert** your wife.  
**Dessert** (n)—sweet dish at the end of a meal  
 He served sumptuous **dessert** at the dinner party.  
**Deserts** (n)—what is deserved  
 He was rewarded according to his **deserts**.
192. **Desirable** (adj.)—worth wishing  
 It is a **desirable** trait that the students should obey their teachers.  
**Desirous** (adj.)—wishful  
 I am **desirous** of prosecuting my studies further.
193. **Desist** (v)—cease  
 I wish you would **desist** from gossiping.  
**Resist** (v)—try not to yield to  
 She can't **resist** chocolates.
194. **Desperate** (adj.)—filled with despair  
 The prisoners became **desperate** in their attempts to escape.  
**Disparate** (adj.)—that cannot be compared in quality  
 Gold is **disparate** from copper.
195. **Destination** (n)—goal, reaching point  
 They will reach their **destination** tomorrow.  
**Destiny** (n)—fate  
 I believe in **destiny**.
196. **Devise** (v)—plan  
 He **devised** a clever plan to win the elections.  
**Device** (n)—contrivance  
 He has invented a **device** for catching birds.
197. **Dew** (n)—drop of moisture in the morning  
 The petals were covered with **dew** drops.  
**Due** (adj.)—what one deserves  
**Due** regard should be paid to elders.
198. **Differ** (v)—disagree  
 I **differ** with you in this matter.  
**Defer** (v)—postpone  
 Do not **defer** payment of my bills.
199. **Dinghy** (n)—one type of small boat  
 Have you seen a **dinghy**?  
**Dingy** (adj.)—dirty-looking  
 He stays in a **dingy** room in a cheap hotel.
200. **Disassemble** (v)—disperse; separate the party  
 A mechanic **disassembled** my computer.  
**Dissemble** (v)—speaking by hiding facts  
 The witness **dissembled** in giving evidence.
201. **Disinterested** (adj.)—objective, unselfish  
 He rendered **disinterested** service to the nation.  
**Uninterested** (adj.)—the state of not being interested  
 I am an **uninterested** party in politics.
202. **Distinct** (adj.)—separate (from)  
 These two words are quite **distinct** though they sound alike.  
**Distinctive** (adj.)—distinguishing  
 Scouts wear a **distinctive** uniform.
203. **Disposal** (n)—sale

- His property is for **disposal**.  
**Disposition** (n)—arrangement  
 The **disposition** of furniture in his room is beautiful.
204. **Discrete** (adj.)—separate, distinct  
 His **discrete** nature, sets him apart from all other family members.  
**Discreet** (adj.)—judicious, careful, tactful  
 They maintained a **discreet** silence.
205. **Divers** (adj.)—several; various  
 He adopted **divers** tricks to defeat you.  
**Diverse** (adj.)—of different kinds  
 His interests are very **diverse**.
206. **Dollar** (n)—unit of money in U.S.A. and few other countries  
 Oil from these fields is priced in **dollars**.  
**Dolour** (in American English 'dolor')—grief or sorrow  
 Can I do anything to lessen your **dolour**?
207. **Door** (n)—that which closes the entrance to room etc.  
 Our **doors** are always open to him.  
**Dour** (adj.)—severe; stern  
 He has a **dour** expression that discourages closeness.
208. **Dot** (n)—small round mark  
 Let him join the **dots** to complete the drawing.  
**Dote** (v)—show too much fondness for  
 He **dotes** on his grand son.
209. **Dose** (n)—quantity taken at a time  
 The doctor gave me four **doses** of the medicine.  
**Doze** (v)—sleep lightly  
 The teacher sent a student out as he was **dozing** in the class.
210. **Draft** (n)—drawing of money by written order  
 He made a **draft** on the Reserve Bank of India.  
**Draught** (n)—flow of air  
 He let in a **draught** and caught cold.  
**Drought** (n)—long period of dry weather, want of rain  
 There was a **drought** and the crops failed.
211. **Dual** (adj.)—double  
 He has **dual** role as producer and director.  
**Duel** (n)—contest or struggle between the persons, groups, etc.  
 They were engaged in a **duel** of words.  
**Dwell** (v)—live as an inhabitant of  
 I don't know where she **dwells**.
212. **Dud** (n)—the person or thing that fails to work properly  
 Two of the fireworks in the box were **duds**.  
**Dude** (n)—guy, man  
 Who is that **dude** over there?
213. **Duo** (n)—pair of performers  
 The **duo** fairly danced to tune.  
**Do** (v)—perform  
**Do** your homework.  
**Doe** (n)—female deer  
 He saw a **doe** in a forest.

214. **dye** (v)—to colour  
I got my sari **dyed** in red.  
**Die** (v)—expire  
He **died** of high blood pressure.
215. **Dying** (pres. part)—at the point of death  
Police recorded the statement of the **dying** man.  
**Dyeing** (v)—the act of colouring  
He is an expert in **dyeing** saries.
216. **Duplicity** (n)—double-dealing, deceit  
In self-defence he followed **duplicity**.  
**Duplicate** (n)—double copy  
The clerk was ordered to make a **duplicate** of the letter.
217. **Earn** (v)—get money by working  
He **earns** ten thousand rupees a month.  
**Yarn** (n)—story, traveller's tale  
He narrated a humorous **yarn**.  
**Yearn** (v)—desire strongly  
He **yearned** for his children.
218. **Economic** (adj.)—of economics  
The Government's **economic** policy is progressive.  
**Economical** (adj.)—careful in the spending of money  
He is very **economical** in shopping.  
**Economics** (n)—science of the production and distribution of goods  
**Economics** is a science which studies human behaviour in every life.  
**Economy** (n)—system of political economy  
He wrote a book on Indian **economy**.
219. **Eerie** (adj.)—causing a feeling of fear and mystery  
There was an **eerie** silence in the deserted village.  
**Eyrie** (n)—eagle's nest  
Eagles lay eggs in an **eyrie**.
220. **Effective** (adj.)—able to bring about the result intended  
The Government must adopt some **effective** measures to cure unemployment.  
**Effectual** (adj.)—bringing about the result required  
This is an **effectual** remedy.
221. **Efficacious** (adj.)—sure to have desired effect  
The methods adopted to check population are not **efficacious**.  
**Efficient** (adj.)—capable of producing the desired effect  
He is an **efficient** doctor.
222. **Effluent** (n)—liquid waste such as chemicals or sewage tank  
Industrial **effluent** has been let into nearby rivers.  
**affluent** (n)—having plenty of money  
Industrialists are **affluent**.
223. **Egoist** (n)—one who believe in systematic selfishness  
An **egoist** won't help others unless he benefits.  
**Egotist** (n)—one who talks too much about oneself  
Politicians and bureaucrats are great **egotists**.
224. **Elemental** (adj.)—of the natural elements  
The **elemental** fury of the storm was devastating.  
**Elementary** (adj.)—of or in the beginning stage  
She is a teacher in an **elementary** school.



225. **Elicit** (v)—draw out  
I could not **elicit** any truth from him.  
**Illicit** (adj.)—unlawful  
Those who carry on **illicit** trade in opium are criminals.
226. **Eligible** (adj.)—fit to be chosen  
She is **eligible** for this post.  
**Illegible** (adj.)—indistinct  
Your handwriting is **illegible**.  
**Legible** (adj.)—capable of being read  
To be **legible**, write in capital letters.
227. **Elder** (adj.)—senior  
My **elder** brother is in the U.K.  
**Older** (adj.)—of age  
He is **older** than me.
228. **Emerge** (v)—to come out  
The swimmer **emerged** from the water.  
**Immerge** (v)—to plunge into  
The chemist **immerged** the metal in acid.
229. **Emigrant** (n)—a person who leaves one country to take residence in another  
The Irish **emigrants** settled in Canada.  
**Immigrant** (n)—one who comes to one country from another to live there permanently  
Most of the Americans are European **immigrants**.
230. **Emigrate** (v)—leaving one's country to settle in a foreign country  
Many Muslims **emigrated** to Pakistan.  
**Immigrate** (v)—to come into a country to settle there  
Many Hindus of Pakistan **immigrated** to India.
231. **Eminent** (adj.)—distinguished, prominent  
He is an **eminent** historian.  
**Imminent** (adj.)—impending  
There is no danger of **imminent** war between India and Pakistan.
232. **Elusive** (adj.)—difficult to understand  
You gave an **elusive** reply.  
**Illusive** (adj.)—deceptive  
Happiness is **illusive**.
233. **Endemic** (adj.)—found regularly in particular place  
Miners suffer with **endemic** diseases such as T.B.  
**Epidemic** (adj.)—a large number of cases of an infectious disease at a time  
Influenza is an **epidemic** disease.  
**Pandemic** (adj.)—a disease that affects the population of a large area  
Malaria is a **pandemic** disease.
234. **Enquiry** (v)—asking question  
He **enquired** about my stay.  
**Inquiry** (n)—investigation  
Police have conducted an **inquiry**.
235. **Ensure** (v)—make sure or certain  
I cannot **ensure** his being there in time.  
**Insure** (v)—make a contract that promises to pay  
He **insured** his house against fire.
236. **Envelop** (v)—surround  
The mist **enveloped** us.



- Envelope** (n)—cover of a letter  
Put this letter in the **envelope** and post it.
237. **Envable** (adj.)—arousing envy  
Your success is really **enviable**.  
**Envious** (adj.)—feeling envy  
He is **envious** of your brilliant achievement.
238. **Errand** (n)—task, message, some light duty  
My subordinates run **errands** for me.  
**Errant** (adj.)—erring, wandering  
Eskimos are an **errant** tribe.  
**Arrant** (adj.)—notorious downright  
He is an **arrant** liar.  
**Erratic** (adj.)—irregular; not predictable  
Her **erratic** nature created problems in her family.  
**Erroneous** (adj.)—mistaken, incorrect  
We have an **erroneous** impression about the culture of the west.
239. **Eruption** (n)—a violent bursting out  
Many villages were destroyed by an **eruption** of the volcano.  
**Irruption** (n)—a sudden invasion  
The Chinese **irruption** into India was unexpected.
240. **Especial** (adj.)—pre-eminent, exceptional  
It was an **especial** case that a student rose to be a Chief-Minister.  
**Special** (adj.)—peculiar, of a particular kind  
**Special** favour was shown to the influential.
241. **Euphemism** (n)—use of a pleasant word for something unpleasant  
'Queer' is a modern **euphemism** for 'homosexual'.  
**Euphism** (n)—high flow style of writing  
His novels are attractive being full of **euphism**.
242. **Estimate** (n)—calculation, approximate valuation  
An **estimate** was submitted by the engineer about the cost of construction.  
**Estimation** (n)—opinion  
I have a low **estimation** of him.  
**Esteem** (n)/—have a high opinion of  
I have great **esteem** for you.
243. **Exalt** (v)—raise up; praise highly  
He is **exalted** by his colleagues.  
**Exult** (v)—rejoice  
I **exult** to find that you have achieved success in life.
244. **Except** (conj.)—exclude from  
**Except** Ram, all the students in the class have done the homework.  
**Excepting** (n)—not set apart (used only after, 'not, without and always')  
The whole staff not **excepting** the heads of departments attended the meeting.
245. **Exceptional** (adj.)—unusual, rare  
Bhagat Singh had **exceptional** courage in him.  
**Exceptionable** (adj.)—unusual; objectionable  
There is no **exceptionable** quote in this drama.
246. **Excite** (v)—cause strong feelings urge or persuade to do something  
His speech **excited** the audience.  
**Incite** (v)—rouse, stir up  
Insults **incite** resentment.

247. **Exhausting** (n)—tiring  
Teaching is an **exhausting** job.  
**Exhaustive** (adj.)—thorough, complete  
An **exhaustive** inquiry into the incident has been ordered.
248. **Expanse** (n)—wide and open area  
Look at the **expanse** of the courtyard.  
**Expense** (n)—cost, spending of money  
He is constructing a building at a great **expense**.
249. **Expedient** (adj.)—advantageous  
Do what you think **expedient**.  
**Expeditious** (adj.)—acting promptly  
The Government must be **expeditious** in solving the problems of the people.
250. **Expand** (v)—spread out, make big in size  
I shall **expand** my story into a novel.  
**Expend** (v)—spend money  
He **expended** a lot of money on books.
251. **Exposure** (n)—being left out in the cold air  
**Exposure** to cold made me ill.  
**Exposition** (n)—explanation  
The book gives a good **exposition** of the grammar principles.
252. **Extent** (n)—length, area, range, degree  
I was amazed at the **extent** of his knowledge.  
**Extant** (adj.)—present; still existing  
The relics of the Moghal rule are **extant** here and there.
253. **Facility** (n)—comfort, ease  
This house has all the **facilities**.  
**Felicity** (n)—happiness  
His **felicity** knows no bounds.
254. **Factitious** (adj.)—unnatural  
Do not show **factitious** behaviour to any one.  
**Factious** (adj.)—unscrupulous  
There are some **factious** parties in every democracy.  
**Facetious** (adj.)—amusing; humorous  
He was loved for his **facetious** sayings.  
**Fictitious** (adj.)—imaginary, not real  
He made a name by writing a **fictitious** story.
255. **Fad** (n)—fashion, interest, preference  
He is full of **fads** and fancies.  
**Fade** (v)—lose colour, freshness or vigour  
Flowers soon **fade** away when cut.
256. **Fain** (adv.)—gladly; willingly  
I would **fain** have stayed at home.  
**Feign** (v)—pretend  
He **feigned** illness in order to avoid work.  
**Fane** (n)—temple  
She entered a **fane** to pray.
257. **Faint** (v)—swoon  
As soon as he heard the news of his wife's death he **fainted**.  
**Feint** (n)—pretence  
His **feint** of madness was successful.

258. **Fair** (adj.)—beautiful, right, pleasant, quite good  
The weather is **fair**.  
**Fare** (n)—money paid for a journey  
What is the railway **fare** from Hyderabad to Delhi?
259. **Falsehood** (n)—untrue  
**Falsehood** is sure to be detected in the long run.  
**Falseness** (n)—treachery  
The **falseness** of the man led him to trouble.  
**Falsity** (n)—the state of being false  
The pleader at once pointed out the **falsity** of the charge.
260. **Familiar** (adj.)—having a good knowledge of  
I am not very **familiar** with botanical names.  
**Familial** (adj.)—of a family or its members  
I know their **familial** relationship.
261. **Famous** (adj.)—having fame  
Gandhiji is **famous** for his non-violence struggle.  
**Notorious** (adj.)—infamous  
Godse is a **notorious** fellow.
262. **Fantasy** (n)—fancy  
In his **fantasy** the man sees ghosts around him.  
**Phantasy** (n)—ideal  
He is seized with a **phantasy**.
263. **Farm** (n)—a piece of land used for growing crops  
He is working on the **farm**.  
**Firm** (adj.)—strong, solid, hard  
He could remain **firm** in the midst of dangers.
264. **Farmer** (n)—peasant  
He is a sugarcane growing **farmer**.  
**Former** (adj.)—the first of the two persons or thing  
Rama and Rana are brothers; the **former** is very intelligent.
265. **Farther** (adv.)—at a greater distance  
I cannot go any **farther** without a rest.  
**Further** (adv.)—additional  
I have nothing **further** to say about him.
266. **Fastidious** (adj.)—not easily pleased  
He is **fastidious** about his food and clothes.  
**Fictitious** (adj.)—not real  
The **fictitious** characters of novels attract many people to read.
267. **Fatal** (adj.)—causing death  
He met with a **fatal** accident.  
**Fatalist** (n)—one who believes in fate  
Many **fatalists** starve as they don't work.  
**Fateful** (adj.)—important and decisive  
The 15th August is a **fateful** day in the history of India.
268. **Faze** (v)—fluster somebody, disconcert  
He is so calm, nothing can **faze** him easily.  
**Phase** (n)—stage in a process or change  
This is the most exciting **phase** of his career.
269. **Fit** (v)—proper  
The theory **fits** the facts of the case.

- Feat** (n)—deed of skill  
The magician showed many **feats**.
- Feet** (n)—lowest part of leg, below the ankle  
His **feet** were bleeding.
270. **Fate** (n)—what is destined to happen  
He abandoned his son to his **fate**.
- Final** (adj.)—conclusive, decisive  
The judge's ruling is **final**.
- Finale** (n)—last part of a drama or music  
Everyone enjoyed the grand **finale** of the pantomine.
271. **Finish** (v)—complete  
I **finished** the reading of that book.
- Finish** (n)—the end  
I read that book from the beginning to **finish**.
272. **Flair** (n)—ability, talent  
He has a **flair** for choosing the right word to express himself.
- Flare** (v)—blaze up  
The fire suddenly **flared** up and spread to other buildings also.
273. **Flak** (n)—severe criticism, abuse  
New taxes have come in for a lot of **flak**.
- Flake** (n)—small loose bit  
There are **flakes** of burnt paper.
- Fleck** (n)—very small spot of a colour  
There are grey **flecks** in his eyes.
274. **Flagrant** (adj.)—glaring, scandalous  
His appointment is in **flagrant** violation of the rules.
- Fragrant** (adj.)—sweet smelling  
Rose is **fragrant**.
275. **Flaunt** (v)—display proudly, show off, parade  
The stalker **flaunted** his body in front of the test match crowd.
- Flout** (v)—to disobey contemptuously  
The stalker **flouted** all the conventions of cricketing society.
276. **Floor** (n)—lower surface of a room  
We sat on the **floor**.
- Flour** (n) /—ground grain  
The price of a wheat **flour** has come down.
- Flower** (n)—that part of a plant that produces seeds  
Rose is a beautiful **flower**.
277. **Foreword** (n)—introductory remarks  
A good book needs no **foreword**.
- Forward** (adv.)—directed towards the front  
The soldiers marched **forward**.
278. **Forgo** (v)—go or do without, omit to take  
I shall **forgo** the pleasure of that trip.
- Forego** (v)—go before  
He will follow if you **forego**.
279. **Formally** (adv.)—in accordance with rules  
The U.S.A. ambassador called on the President of India **formally**.
- Formerly** (adj.)—previously  
**Formerly** I worked as a lecturer in Economics.

280. **Fort** (n)—fortified place, stronghold  
Where is the Red **Fort**?  
**Forte** (n)—one's strong point  
Cooking is her **forte**.
281. **Fright** (n)—great and sudden fear  
He was filled with **fright** on seeing a snake.  
**Freight** (n)—money charged for journey  
Railways charge **freight** from passengers.
282. **Funeral** (n)—burial of a dead person with the usual religious ceremonies  
His **funeral** was attended by innumerable admirers.  
**Funereal** (adj.)—gloomy, dismal  
I don't like the **funereal** expression in your face.
283. **Future** (n)—coming after the present  
The **future** is always uncertain.  
**Feature** (n)—one of the named parts of the face  
Her eyes are her best **feature**.
284. **Gabble** (v)—talk quickly and indistinctly  
Take out time, and don't **gabble**.  
**Gable** (n)—triangular upper part of wall at end of ridged roof  
Have a look at the **gable** of the buildings.
285. **Gaff** (n)—stick with an iron hook for landing fish  
The fisherman has a **gaff**.  
**Gaffe** (n)—social blunder, indiscreet remark  
He did not realise what a **gaffe** he had made by speaking like that.
286. **Gage** (n)—security or guarantee  
He offered a gold bangle as **gage** for the money borrowed.  
**Gag** (n)—something put in a person's mouth to keep it open  
The dentist put a **gag** to clean his teeth.  
**Gauge** (n)—a standard measure  
The distance between the rails of metre **gauge** trains is one metre.  
**Gaze** (n)—look fixedly  
His **gaze** disconcerted her.
287. **Gaggle** (n)—flock (of geese)  
I saw a **gaggle** of geese in a tank.  
**Giggle** (v)—laugh in a silly way  
He **giggled** at her.
288. **Gamble** (v)—game of chance  
Many people **gamble** on the eve of Dushehara festival.  
**Gambol** (v)—frisk about  
The children are **gamboling** in the park.
289. **Gap** (n)—break, interval  
The sheep got out of the field through a **gap** in the hedge.  
**Gape** (v)—stare open mouthed and in surprise at  
Country visitors **gaped** at the neon lights.
290. **Gate** (n)—entrance  
He opened the garden **gate** and entered into it.  
**Gait** (n)—manner of walking  
You can easily recognise her from her **gait**.
291. **Gentle** (adj.)—polite, mild, soft and soothing  
He is **gentle** by nature.



- Genteel** (adj.)—refined, fashionable  
He comes from a **genteel** family.
292. **German** (adj.)—person belonging to Germany; language spoken in Germany  
He is a **German**. He is fluent in German.  
**Germane** (adj.)—relevant  
His remarks are **germane** to the discussion.
293. **Ghastly** (adj.)—terrible  
Many international agreements were **ghastly** failures.  
**Ghostly** (adj.)—pertaining to apparitions  
Macbeth took a lot of interest in the **ghostly** creatures.
294. **Guild** (n)—society of artisans  
Artisans organised themselves in **guilds** in the past.  
**Gild** (v)—apply thin cover of gold  
**Gild** the silver ornaments.  
**Gilt** (adj.)—thinly covered with gold  
They were **gilt** ornaments.
295. **Gluten** (n)—elastic protein substance to give cohesiveness  
**Gluten** was added to the dough.  
**Glutton** (n)—person who eats too much  
Bhima of Mahabharatha was a **glutton**.
296. **Gaol** (n) (Jail in U.S.A.) (n)—jail  
The dacoit was convicted and sent to the **gaol**.  
**Goal** (n)—aim  
Let me know the **goal** of your life.
297. **Graceful** (adj.)—pleasing  
She has a **graceful** personality.  
**Gracious** (adj.)—kind  
God is **gracious** to all.
298. **Green** (adj.)—of colour between blue and yellow  
The **green** dress suited her.  
**Grin** (v)—smile broadly so as to show the teeth (expressing amusement)  
Don't **grin** at her.
299. **Greet** (v)—give a conventional sign of welcome  
He **greeted** me with a friendly wave of the hand.  
**Grit** (n)—quality of courage and endurance  
He has enough **grit** to face the crowd.
300. **Grid** (n)—system of overhead cables carried on pylons  
That electric **grid** works day and night.  
**Greed** (n)—strong desire for more (food, wealth etc)  
His **greed** led to his collapse.
301. **Grill** (n)—something you cook on  
He cooked his meal on the electric **grill**.  
**Grille** (n)—barred opening in a wall or door  
He looked through the **grille** without opening the door.
302. **Hail** (n)—frozen raindrops  
Kashmir is the land of **hail** and snow.  
**Hale** (adj.)—healthy, vigorous  
I am **hale** and hearty even at the age of seventy.
303. **Hair** (n)—fine thread like strands that grow on head and skin  
He had his **hair** cut.



- Hare** (n)—fast running field animal  
A **hare** runs very fast.
- Heir** (n)—person entitled to property as legal successor  
The eldest son was usually the **heir** in olden days.  
He is **heir** to a large fortune.
304. **Hanger** (n)—device on which dresses are hung  
My dresses are on **hangers**.  
**Hangar** (n)—building in which aircraft are housed  
A damaged aircraft is there in **hangar**.
305. **Hapless** (adj.)—unlucky, unfortunate  
He is **hapless** but not hopeless.  
**Hopeless** (adj.)—giving no cause for hope  
His position is **hopeless**.
306. **Harry** (v)—harass, annoying somebody  
Tell him not to **harry** me.  
**Hurry** (v)—rush, move quickly  
They **hurried** him into the hospital.
307. **Hart** (n)—adult male of deer  
**Hart** is a male deer known as stag too.  
**Heart** (n)—blood distributing organ  
He died of **heart** failure.  
**Hurt** (v)—cause bodily injury  
He **hurt** his back when he fell.
308. **Haven** (n)—port, harbour  
The ship came to the **haven** in time.  
**Heaven** (n)—god's abode  
God will help you from **heaven** above.
309. **Heal** (v)—cure  
This medicine will **heal** our wounds.  
**Heel** (n)—back part of the human foot  
His **heel** is wounded.
310. **Healthy** (adj.)—having good health  
He looks very **healthy**.  
**Healthful** (adj.)—conducive to health  
Exercises are **healthful**.
311. **Herd** (n)—block of cattle etc.  
The shepherd boy led a **herd** of cows to the fields to graze.  
**Heard** (v)—perceive sound with the ears  
He **heard** our discussions.  
**Hard** (adj.)—difficult  
He exchanged **hard** words with me.
312. **Heroin** (n)—narcotic drug  
He is addicted to **heroin**.  
**Heroine** (n)—female hero  
Nargis was a very famous **heroine**.
313. **Hew** (v)—cut  
He was **hewing** down a tree by the side of a river.  
**Hue** (n)—colours  
He put on clothes of different **hues**.

314. **Historic** (adj.)—associated with past times, famous in history  
He gave a **historic** speech in that meeting.  
**Historical** (adj.)—belonging to history  
I have penned many a **historical** novel. It is a historical fact.
315. **Hoard** (n)—store  
His **hoard** of grains came in handy.  
**Horde** (n)—a wandering tribe  
Wandering **hordes** attacked villagers' huts.
316. **Hobby** (n)—favourite activity done for pleasure  
What is your **hobby**?  
**Hubby** (n)—husband  
She is lucky to have such a nice **hubby**.
317. **Hole** (n)—hollow place in a solid body  
There is a **hole** in one of my teeth.  
**Whole** (adj.)—entire  
I waited for her a **whole** day.
318. **Holly** (n)—evergreen shrub  
There is a **holly** among the plants in our garden.  
**Holy** (adj.)—of God  
I read the **holy** Bible.
319. **Honorary** (adj.)—holding office without receiving any salary  
He was an **honorary** Magistrate.  
**Honourable** (adj.)—worthy of honour  
Any social worker is an **honourable** man.
320. **Hop** (v)—jump on one feet  
Sparrows were **hopping** about on the lawns.  
**Hope** (v) desire and expectation for something to happen  
I **hope** you have not hurt yourself.
321. **Human** (adj.)—of man or mankind  
You know nothing about **human** nature.  
**Humane** (adj.)—kind-hearted, tender  
He is a man of **humane** character.
322. **Humiliation** (n)—mortification  
He suffered a great **humiliation**.  
**Humility** (n)—modesty  
He is known for his **humility**.
323. **Idle** (adj.)—doing no work; not employed  
When men cannot find employment, they are **idle**.  
**Idol** (n)—image  
Hindus worship the **idols**.  
**Ideal** (adj.)—perfect  
He is an **ideal** teacher.
324. **Imaginary** (adj.)—unreal  
Ghosts and spirits are **imaginary**.  
**Imaginative** (adj.)—full of imagination  
He is an **imaginative** writer.
325. **Impassive** (adj.)—without expression on the face  
He maintained an **impassive** manner even when he was sentenced to death.  
**Impulsive** (adj.)—acting on impulse  
Rash people have to pay for their **impulsive** nature.

326. **Imperial** (adj.)—of an empire or its ruler  
We must obey **imperial** orders.  
**Imperious** (adj.)—commanding  
He makes **imperious** gestures.
327. **Impostor** (n)—cheat  
The **impostor** has been rightly punished.  
**Imposture** (n)—fraud  
His **imposture** was soon known to all.
328. **Impractical** (adj.)—ideas which cannot be implemented.  
An **impractical** person does not have much ideas of how things should be done.  
**Impracticable** (adj.)—unworkable  
He suggested **impracticable** solutions to the problem.
329. **incite** (v)—aroused feelings  
They **incited** a riot in the town.  
**Insight** (n)—deep understanding  
He is a person of great **insight**.
330. **Imprudent** (adj.)—not wise  
It is a **imprudent** decision to resign from your present job.  
**Impudent** (adj.)—very rude and disrespectful  
He is an **impudent** boy.
331. **Inapt** (adj.)—not relevant, appropriate or useful  
He did not like your **inapt** remarks.  
**Inept** (adj.)—completely unskillful at something  
His **inept** handling of a minor problem turned into a major crisis.
332. **Index** (v)—statistical measurement  
The book is not well **indexed**.  
**Indexes** (n)—statistical indicators  
There are a number of **indexes** in standard of living.  
**Indices** (n)—something that points to (in science)  
**Indices** show how prices are moving.
333. **Inconstant** (adj.)—changeable  
He is a man of **inconstant** intentions.  
**Inconsistent** (adj.)—contradictory  
His account of what happened was **inconsistent**.
334. **Indite** (v)—compose a poem/speech  
He **indited** a poem full of emotions.  
**Indict** (v)—to accuse  
He was **indicted** on a charge of connections with criminals.  
**Indirect** (adj.)—not straight or direct  
He always gives **indirect** replies to question.
335. **Ingenious** (adj.)—clever  
He adopted an **ingenious** method to overcome his financial difficulty.  
**Ingenuous** (adj.)—frank, innocent, open  
Her **ingenuous** smile pleased me beyond expression in language.
336. **Industrial** (adj.)—relating to industry  
There are many **industrial** towns and cities in India.  
**Industrious** (adj.)—hard-working, diligent  
She is an **industrious** student.
337. **Impassable** (adj.)—impossible to travel on  
Rural areas have **impassable** roads.

- Impossible** (adj.)—not possible  
It is an **impossible** situation.
338. **Innocent** (adj.)—simple, knows less, free from moral wrong  
The boy is **innocent**.  
**Innocuous** (adj.)—harmless  
The frog is an **innocuous** creature.
339. **Ingress** (n)—going in, entrance  
It is a means of **ingress**.  
**Egress** (n)—to go out, exit  
Where is the **egress**?
340. **Injection** (n)—an instrument to send medicine into body  
Saline **injections** in time can save a patient.  
**Injunction** (n)—order  
It is the **injunction** of the District Magistrate.
341. **Irrelevant** (adj.)—not connected with the subject under consideration  
Your arguments are quite **irrelevant**.  
**Irreverent** (adj.)—disrespectful  
Students nowadays are **irreverent** to their teacher.
342. **Insidious** (adj.)—sly  
An **insidious** friend is more dangerous than an open foe.  
**Invidious** (adj.)—hateful  
True friendship is rare in this **invidious** world.
343. **Interment** (n)—burial  
His son visited his **interment** place.  
**Internment** (n)—imprisonment  
He came out of **internment** after two years.
344. **Intelligent** (adj.)—wise  
He is so **intelligent** that he topped in the examination.  
**Intelligible** (adj.)—which can be easily followed  
His lecture is not **intelligible** to the weak students.
345. **Intensive** (adj.)—deep  
**Intensive** study is required to go to depth of a matter.  
**Extensive** (adj.)—wide  
**Extensive** study of general books sometimes does not help in examination.
346. **Intercede** (v)—plead  
He **interceded** with the father for the daughter.  
**Interfere** (v)—meddle  
Please don't **interfere** in my business.  
**Intervene** (v)—come between in time  
I shall leave on Sunday if nothing **intervenes**.
347. **Intimacy** (n)—close friendship or relationship  
Extra **intimacy** with a stranger can cause problems.  
**Intimation** (n)—notification, suggestion  
He has not yet sent any **intimation** regarding his arrival here.
348. **Jealous** (adj.)—envious  
He is **jealous** of your success.  
**Zealous** (adj.)—ardent, earnest, enthusiastic  
He is **zealous** to please his employer.
349. **Judicial** (adj.)—legal  
He is a man with a **judicial** mind.

- Judicious** (adj.)—wise  
You should make **judicious** use of the money you earn.
350. **Junction** (n)—meeting-place  
We met at the **junction**.  
**Juncture** (n)—grave situation  
At this **juncture** I can't help you.
351. **Just** (adv.)—exactly  
It is **just** two o'clock.  
**Jest** (n)—joke; thing done or said to cause amusement  
The sentence was spoken in **jest**.  
**Zest** (n)—excitement, great enjoyment  
He entered into my plans with immense **zest**.
352. **Keen** (adj.)—sharp  
He killed with a knife with a **keen** edge.  
**Ken** (n) range of knowledge  
It had happened beyond my **ken**.
353. **Knave** (n)—dishonest man or boy  
He lived like a **knave**.  
**Nave** (n)—the long central part of a Church  
People sat in **nave** and prayed to God.  
**Naive** (adj.)—without experience of social rules  
He passed **naive** remarks.
354. **Knotty** (adj.)—full of complications, difficult to solve  
It is a **knotty** problem.  
**Naughty** (adj.)—mischievous  
She is a **naughty** girl.
355. **Lag** (v)—fail to keep pace with others, go too slow  
As he became tired, he **lagged** behind the rest of the walkers.  
**Leg** (n)—the lower limbs of an animal or a person  
He has long **legs**.
356. **Later** (adj.)—afterwards in time  
This is a **later** edition of the novel.  
**Latter** (adj.)—the second one  
Sita and Latha came to my house, but the **latter** gave me a present.
357. **Lay** (v)—put on a surface, produce  
He **laid** his hand on my shoulder.  
Hens **lay** eggs.  
**Lie** (n)—statement that one knows to be untrue  
He told a **lie** to his mother.
358. **Laudable** (adj.)—worthy of praise  
The attempt of the boy to save her was **laudable**.  
**Laudatory** (adj.)—containing or expressing praise  
A **laudatory** remark should be genuine.
359. **Leak** (n)—hole, crack etc.  
There is a **leak** in the roof.  
**Lick** (v)—pass the tongue over  
The cat was **licking** its paws.
360. **Lean** (adj.)—thin  
He is a **lean** man.  
**Lien** (n)—right on property or job



- A shipping company has a **lien** upon cargo until the freight is paid.
361. **Leap** (v) —jump  
Look before you **leap**.  
**Leaf** (n)—one of the usually green and flat parts that grow from the side of a stem of a tree  
The trees sprout new leaves in spring.  
**Lip** (n)—one of the edges of the opening of the mouth  
She refused to open her **lips**.
362. **Lessen** (v.)—reduce  
**Lessen** your worries so that you may live long.  
**Lesson** (n)—moral  
This story teaches a good **lesson**.
363. **Lightening** (v)—making lighter, decreasing  
Students demand the **lightening** of the syllabus.  
**Lightning** (n)—flash in the cloud  
Four people were killed by the **lightning** during rains.
364. **Lexicography** (n)—the writing and making dictionaries  
That linguistic is capable of **lexicography**.  
**Lexicology** (n)—the study of the meaning and uses of words  
He is an expert in **lexicology**.
365. **Liqueur** (n)—flavoured alcoholic beverage  
He takes a peg of **liqueur** after a meal everyday.  
**Liquor** (n) - alcoholic drink  
Under the influence of **liquor** he uttered nonsense.
366. **Literal** (adj.)—meaning of words, phrases etc.  
What is the **literal** meaning of the sentence?  
**Littoral** (n)—along the coast  
The **littoral** was littered with dead fish.  
**Literate** (adj.)—able to read and write  
He was not a **literate** man; hence he cannot sign.
367. **Loathe** (v)—hate intensely  
She **loathes** travelling by air.  
**Loath** (adj.)—unwilling  
I am **loath** to visit him.
368. **Loan** (n)—anything lent  
I took a **loan** of Rupees one lakh from the bank.  
**Lone** (adj.)—solitary  
She is the **lone** girl student in our class.
369. **Local** (adj.)—belonging to a particular place  
He is a **local** boy.  
**Locale** (n)—scene of events, operations etc.  
The film director is looking for a suitable **locale** for his new film.
370. **Lose** (v)—fail to retain or use, let slip  
He has **lost** his job.  
**Loose** (adj.)  
She wears **loose** clothes.
371. **Lop** (v)—cut  
He **lopped** a tree for firewood.  
**Lope** (v)—move along with long steps  
The hare **loped** and reached the goal.



372. **Luminary** (n)—natural light-giving body  
The sun, the moon and the stars are all **luminaries**.  
**Luminous** (adj.)—bright  
The sun is very **luminous**.
373. **Lust** (n)—violent desire to possess something  
He has **lust** for gold.  
**Last** (adj.)—that which is at the end  
He had spent his **last** shilling.  
**Lost**—loosing  
Ramu **lost** his pen yesterday.
374. **Luxurious** (adj.)—very comfortable  
He leads a **luxurious** life.  
**Luxuriant** (adj.)—abundant; strong in growth  
She has **luxuriant** hair.
375. **Lovable** (adj.)—worthy of love  
He is a **lovable** child.  
**Lovely** (adj.)—beautiful, attractive  
She is a **lovely** girls.
376. **Loudly** (adv.)—not in soft manner  
Someone knocked **loudly** at the door.  
**Aloud** (adv.)—in a voice loud enough to be heard  
Please read the story **aloud**.
377. **Magnate** (n)—wealthy leading man of business  
Harichandra Prasad is a business **magnate** in A.P.  
**Magnet** (n)—piece of iron able to attract iron  
**Magnet** attracts iron pieces towards it.
378. **Main** (adj.)—chief  
What is the **main** aim of your life?  
**Mane** (n)—long hair on the neck of an animal  
The **mane** of the horse is a beautiful thing to look at.
379. **Maize** (n)—Indian corn  
**Maize** is the main crop in many dry areas in India.  
**Maze** (n)—state of confusion  
The poor man's case is in a **maze** due to red tapism.
380. **Mare** (n)—female horse  
A boy rides on a **mare**.  
**Mere** (n)—pond; not more than  
He is swimming in a **mere**.  
She's a **mere** child.
381. **Marry** (v)—wed  
I wanted to **marry** her.  
**Merry** (adj.)—happy  
I had a **merry** laugh.  
Wish you **merry** Christmas.
382. **Marshal** (n)—officer of the highest rank in army  
My uncle had been promoted to the rank of Field-**Marshal**.  
**Martial** (adj.)—of war; brave  
I like **martial** music. He showed a martial spirit.  
**Marital** (adj.)—of marriage, of a husband  
He does not have **marital** happiness.

383. **Masterful** (adj.)—dominating  
He speaks in a **masterful** manner.  
**Masterly** (adj.)—very skillful  
He drew a picture with a few **masterly** strokes of the brush.
384. **Medal** (n)—metal disc  
She won a gold **medal** in Olympics.  
**Meddle** (v)—interfere  
Do not **meddle** in the affairs of other people.  
**Middle** (n)—position which is at an equal distance from two or more points  
They sat in the **middle** of the room.  
They are standing in the **middle** of the street.
385. **Memorable** (adj.)—worth remembering  
His speech in Parliament is **memorable**.  
**Memorial** (n)—monument  
No **memorial** was put up in honour of his service to the nation.
386. **Mantel** (n)—shelf over a fire place  
He placed a portrait of Vivekanand on the **mantel** place.  
**Mantle** (n)—a cloak  
Burqa worn by Muslim ladies is like a **mantle**.  
**Mental** (adj.)—of mind He does too much of mental work.
387. **Metal** (n)—hard substance such as iron etc.  
Iron is a very useful **metal**.  
**Mettle** (n)—courage, endurance  
This task will test your **mettle**.
388. **Mete** (v)—portion, allot, measure  
He deserved the punishment **meted** out to him.  
**Meet** (v)—come in contact  
**Meet** me at the railway station.  
**Meat** (n)—flesh  
He abstains from **meat** and drink.
389. **Meter** (n)—a measuring apparatus  
Electric **meter** records the consumption of electricity.  
**Metre** (n)—unit of length  
This cloth is five **metre** in length.
390. **Miner** (n)—one who works in a mine  
The life of coal **miners** is miserable.  
**Minor** (adj.)—below the age of 18  
A guardian has been appointed for him as he is a **minor**.
391. **Militate** (v)—have force, operate  
Several factors combined to **militate** against the success of overplan.  
**Mitigate** (v)—make less painful or violent  
**Mitigate** his punishment.
392. **Moat** (n)—a ditch surrounding a fort  
There is a **moat** round the Red Fort of Delhi.  
**Mote** (n)—a particle of dust  
Sometimes even a **mote** makes us blind.
393. **Mob** (n)—large disorderly crowd  
The police faced a **mob** throwing bricks and petrol bombs.  
**Crowd** (n)—large number of people gathered together in the open  
My speech attracted a large **crowd**.

394. **Mod** (adj.)—modern; young person wearing neat and fashionable clothes  
His son is **mod**.  
**Mode** (n)—way/manner in which something is done  
What is the **mode** of transport to get there?
395. **Momentary** (adj.)—lasting for short period  
Do not run after **momentary** pleasures.  
**Momentous** (adj.)—important  
He took a **momentous** decision.
396. **Monetary** (adj.)—relating to money  
I have no **monetary** motives in helping you.  
**Monitory** (adj.)—giving warning  
He paid no heed to the **monitory** advice of his father.
397. **Moral** (adj.)—concerning principles of right and wrong  
**Moral** standards are falling day by day.  
**Morale** (n)—state of discipline and spirit  
The army recovered its **morale** and fighting power.
398. **Morning** (n)—early part of the day between dawn and noon  
He goes to school in the **morning**.  
**Mourning** (n)—grief  
That widow was in deep **mourning**.
399. **Mutual** (adj.)—held in common with others  
He is our **mutual** friend.  
**Common** (adj.)—belonging to all  
They all have Hindi as a **common** language.
400. **Naff** (adj.)—lacking taste/style; worthless  
Your suit is pretty **naff**.  
**Nap** (n)—short sleep  
He takes a quick **nap** after lunch.  
**Nape** (n)—back part of the neck  
He kissed the baby on the **nape** of his neck.
401. **Naval** (adj.)—of navy; of warships  
Ramesh is a **naval** officer.  
**Navel** (n)—small depression in the centre of the belly marking the site of attachment of the umbilical cord  
Her sari was tied below the **navel**.
402. **Navy** (n)—unskilled workman employed in making road etc. where digging is necessary.  
A group of **navvy** is digging a canal.  
**Navy** (n)—a country's warships  
Students prefer to join **navy**.
403. **Naught** (n)—nothing  
He knows **naught** about polo.  
**Nought** (n)—zero  
Write three **naught** at the end of the figure.
404. **Not** (adv.) used to make a finite verb negative  
You were wrong in **not** making a protest.  
**Knot** (n)—fastening twist of two pieces of string, rope etc.  
Tie a **knot** in a rope.
405. **Necessaries** (n)—things needed to lead life  
Food, cloth and residence are the **necessaries** of life.

- Necessities** (n)—urgent need  
A car is a **necessity** for a good physician.
406. **Negligent** (adj.)—careless  
He was **negligent** of his duties.  
**Negligible** (adj.)—of little or no importance  
The financial loss he suffered was **negligible**.  
**Neglectful** (adj.)—not attentive  
He was **neglectful** of his appearance.
407. **Neither** (adj.)—none  
**Neither** plan will serve my purpose.  
**Nether** (adj.)—lower  
Sinners are taken to the **nether** world by Yama.
408. **Nod** (v)—move the head in agreement  
She **nodded** in agreement.  
**Node** (n)—knob on a branch or roof  
There are several **nodes** on that branch of the tree.
409. **Need** (n)—requirement  
You have a great **need** for this book.  
**Knead** (v)—make flour and water into a firm dough by hands  
**Knead** the dough to make bread.
410. **Noddle** (n)—head  
His eldest son has a big **noddle**.  
**Noodle** (n)—foolish person  
Are you a **noodle**?
411. **Noisy** (adj.)—full of noise  
I cannot work in this **noisy** place.  
**Nosey** (adj.)—rudely inquisitive, over-curious  
I have always found his **nosey** nature unbearable.
412. **Nohow** (adv.)—in no way, not at all  
He could not fix it **nohow**.  
**Know-how** (n)—practical knowledge, technology  
We have the **know-how** to produce rockets.
413. **Nutritious** (adj.)—valuable to the body as food  
She prepared **nutritious** food for dinner.  
**Nutritive** (adj.)—of nutrition (the process of giving or getting food)  
They served **nutritive** salads for the party.
414. **Oar** (n)—a rod for rowing  
The boat sank as the **oar** slipped from the hands of the boatman.  
**Ore** (n)—mineral  
Copper is extracted from the **ore**.
415. **Observance**—observing of a law  
Strict **observance** of the rules of the club is the duty of every club member.  
**Observation** (n)—observing or being observed  
The doctor is keeping him under **observation**.
416. **Obsequies** (n)—funeral ceremonies  
He performed **obsequies** of his father.  
**Obsequious** (adj.)—too eager to obey or serve  
He is an **obsequious** man.
417. **Official** (adj.)—pertaining to an office  
The minister paid an **official** visit to Delhi to participate in a conference.

- Officious** (adj.)—offering service that is not wanted  
I am irritated by **officious** servants.
418. **Offset** (v)—balance, compensate for  
He has to **offset** his small salary by living economically.  
**Upset** (v)—overturn  
The cat has **upset** its saucer of milk.
419. **Opportunity** (n)—favourable time or chance  
I have no **opportunity** for hearing good music.  
**Opportunism** (n)—being guided by what seems possible, or by circumstances in determining policy  
It is not **opportunism** if you join your enemy's enemy.
420. **Order** (n)—command  
An **order** must be obeyed.  
**Ardour** (n)—zeal, fervour, warm emotion  
He is full of youthful **ardour**.
421. **Ordinance** (n)—order given by an authority  
The Governor issued an **ordinance**.  
**Ordinance** (n)—artillery; munitions  
He is a clerk in the **ordnance** department.
422. **Owe** (v) - be in debt to; be in debt to somebody  
She **owes** me thousand rupees.  
**Woe** (n) - Bitter grief  
That book is related to a tale of **woe**
423. **Obedience** (n) - Submission to control  
**Obedience** to school rules is essential for the maintenance of discipline.  
**Obeisance** (n) - Salutation  
You should make **obeisance** to the national flag after hoisting it.
424. **Overt** (Adj.) - done or shown openly, publicity  
He showed **overt** hostility.  
**Covert** (Adj) - disguised, half hidden  
He is known for **covert** acts.
425. **Of** (prep.)—indicating separation in space or time  
This village is five miles south **of** the town.  
**Off** (prep.)—at or to a distance, away  
The town is five miles **off** shore.
426. **Pail** (n)—a vessel for carrying liquid  
The servant brought a **pail** of milk.  
**Pale** (n)—having little colour; bloodless  
He turned **pale** at the news.
427. **Pair** (n)—set of two  
Buy a new **pair** of shoes.  
**Pare** (v)—cut away outer part, edge, skin etc.  
**Pare** the skin of the apple.  
**Pear** (n)—sweet, juicy fruit  
Last year we had a good crop of **pears**.
428. **Palate** (n)—a part of the mouth, roof of the mouth  
Some sounds are produced by touching the tongue with the soft and hard **palate**.  
**Palette** (n)—a range of colours used by an artist or the small tray they are placed on  
A painter mixes his colours on a **palette**.  
**Pallet** (n)—a wooden platform on which goods are stacked for storage or carriage



Food-grain bags are piled on open **pallet** for transportation.

429. **Pander** (v)—try to satisfy somebody  
Newspapers are **pandering** to the public love of scandal.  
**Ponder** (v)—consider  
I **pondered** over the incident.
430. **Paper** (n)—writing material made of pulp  
There is scarcity of **paper** now-a-days.  
**Pepper** (n)—a hot-tasting spice  
These men are fond of **pepper**.  
**Pauper** (n)—a person without means of livelihood  
The rich man helped a **pauper**.
431. **Partial** (adj.)—forming only a part, not completely  
I have seen a **partial** eclipse of the sun.  
**Partisan** (n)—person showing strong support of a particular party or group  
He joined **partisan** troops to liberate his country.
432. **Pap** (n)—soft food suitable for babies; worthless reading material  
Tell the maid to make **pap** for the baby.  
I don't read such **pap**.  
**Pep** (n)—vigour, feeling of liveliness  
He is full of **pep**.
433. **Park** (n)—public garden, keeping place of vehicle  
The children are playing in the **park**.  
Where can I **park** the car?  
**Perk** (n)—perquisite, additional income  
His **perks** include a car provided by the firm.
434. **Parry** (v)—avoid having to answer something  
I **parried** the awkward question.  
**Perry** (n)—drink made from fermented juice of pears  
Give me a glass of **perry**.
435. **Passed** (v)—move, proceed  
He **passed** in front of me.  
**Post** (n)—carrying organisation of letters etc.  
I will send you the book by **post**.
436. **Pat** (adv.)—at the right moment  
The answer came **pat**.  
**Pate** (n)—head  
He had a bald **pate**.
437. **Patrol** (v)—to go round to keep a watch  
The police has been **patrolling** the riot torn area.  
**Petrol** (n)—liquid used to move automobiles  
There is no **petrol** in my car.
438. **Peace** (n)—quietness of mind  
He has no **peace** of mind.  
**Piece** (n)—bit, fragment  
Give me a **piece** of paper.
439. **Part** (n)—some but not all of  
The early **part** of my life was spent in a village.  
**Pert** (adj.)—cheeky, saucy, not showing proper respect  
She is a **pert** young woman.



440. **Peal** (n)—loud sound or continuous sound  
He burst into a **peal** of laughter.  
**Peel** (v)—to remove skin  
She **peeled** the oranges.
441. **Peckish** (adj.)—slightly hungry  
He is eating more as he is **peckish**.  
**Puckish** (adj.)—mischievous  
He has a **puckish** smile.
442. **Peaceable** (adj.)—not quarrelsome  
They are **peaceable** people.  
**Peaceful** (adj.)—quiet and calm  
There the life is **peaceful**.
443. **Person** (n)—man, woman or child  
He is a young **person**.  
**Parson** (n)—parish priest, any clergyman  
He is preaching like a **parson**.
444. **Personal** (adj.)—private  
I have a **personal** matter to discuss with you.  
**Personnel** (n)—staff  
There were four military **personnel** on the plane that crashed yesterday.
445. **Peep** (n)—look quickly at something  
A **peep** into the room convinced me it was empty.  
**Pip** (n)—bleep, high-pitched signal sounds in radio etc.  
At the second **pip**, the time will be 8.45 p.m. exactly.
446. **Personality** (n)—distinctive personal character  
The teacher has a great **personality**.  
**Personalty** (n)—personal estate  
He has lost all his **personalty** in a suit.
447. **Persecute** (v)—to oppress or punish unjustly  
Many people have been **persecuted** for their religious belief.  
**Prosecute** (v)—to institute legal proceedings against a person  
Trespassers will be **prosecuted**.
448. **Pendant** (n)—ornament which hangs down from necklet, bracelet etc.  
The **pendant** of that necklet is very attractive.  
**Pendent** (adj.)—hanging  
He climbed up with the help of the **pendent** rope.
449. **Persuade** (v)—get a person to do as one wishes  
He **persuaded** me to wait for a few hours more.  
**Pursued** (v)—chased  
The thief was **pursued** by the constable.
450. **Peninsula** (n)—area of land almost surrounded by water  
Italy is a **peninsula**.  
**Peninsular** (adj.)—of peninsula  
Africa is a **peninsular** continent.
451. **Physic** (n)—medicine  
Quinine is a good **physic** for malaria fever.  
**Physique** (n)—structure and development of the body  
He is a man of strong **physique**.  
**Physics** (n)—a branch of science dealing with matter  
**Physics** is taught by Prof. Rangarajan.

452. **Physicist** (n)—a student of physics  
Leela is an eminent **physicist**.  
**Physician** (n)—a medical practitioner  
Dr. Ravi is an eminent **Physician**.
453. **Perspicacious** (adj.)—having very clear judgment and understanding  
Portia is a **perspicacious** lady.  
**Perspicious**—expressed clearly  
His expression is **perspicious**.
454. **Pick** (v) - take up  
He **picked** the fruit from the bush.  
**Pique** (v) - to excite by provocation, challenge, or rebuff  
Don't **pique** him by your baseless allegations.  
**Peek** (v)—peep  
He **peeked** into her room.  
**Peak** (n) highest point of a mountain  
He reached the Everest **peak**.
455. **Piety** (n)—quality of being pious  
He was noted for **piety**.  
**Pity** (n)—comparison  
He was moved to **pity** to see the distressed people.
456. **Piteous** (adj.)—arousing pity  
The condition of the poor is **piteous**.  
**Pitiable** (adj.)—deserving pity  
The condition of the patient was very **pitiable**.  
**Pitiful** (adj.)—feeling pity, compassionate  
My neighbour is **pitiful** towards our poor condition.
457. **Plain** (adj.)—clear, simple  
It is now quite **plain** that she has deceived us.  
**Plane** (n)—leveler  
He smothered the wood with his **plane**.  
**Plan** (n) —outlines or arrangement for doing something  
Everything went according to **plan**.
458. **Plaintiff** (n)—complainant  
The **plaintiff** lost the case.  
**Plaintive** (adj.)—sad  
The youth spoke in a **plaintive** voice.
459. **Plausible** (adj.)—arguments seeming to be right or reasonable  
His excuses are **plausible**.  
**Possible** (adj.)—that can be done or happen  
It is a **possible** solution.  
**Probable** (adj.)—likely to happen  
It seems a **probable** event in view of the situation.
460. **Pole** (n)—rod  
He jumped ten feet with the help of a **pole**.  
**Poll** (v)—vote at an election  
He **polled** over one lakh votes.
461. **Politic** (adj.)—wise, prudent  
It was not at all a **politic** decision to punish the innocent.  
**Politics** (n)—the science of polity  
School-students should have nothing to do with **politics**.

462. **Policy** (n)—course of action  
It is a wise **policy** to save some money for the future.  
**Polity** (n)—political organised unit  
Ashoka's **polity** made him great.
463. **Pore** (n)—small hole  
Sweat comes out of **pores**.  
**Pour** (v)—cause to flow  
Please **pour** a cup of tea for me too.  
He **poured** the coffee out of the saucepan into the jug.
464. **Populace** (n)—the common people  
The **populace** were against the change.  
**Population** (n)—the people in a country  
The **population** explosion is dangerous.  
**Popular** (adj.)—well-known  
He is a **popular** figure in the city.  
**Populist** (n)—politician claiming to represent the ordinary people  
He poses that he is a **populist**.  
**Populous** (adj.)—thickly populated  
Kolkata is the most **populous** city in India.
465. **Potent** (adj.)—powerful  
Nehru was a **potent** leader.  
**Potential** (adj.)—latent  
Dangers unfold the **potential** energy of a man.
466. **Practical** (adj.)—concerned with practice  
Let me know the **practical** difficulties of your scheme.  
**Practicable** (adj.)—that which can be done  
These methods are not **practicable**.
467. **Practice** (n)—custom, exercise  
**Practice** makes a man perfect.  
**Practise** (v)—exercise, follow  
You should **practise** what you preach.
468. **Pray** (v)—offer prayer  
I **pray** to God for your long life.  
**Prey** (n)—victim  
She fell a **prey** to cancer.
469. **Precedent** (n)—previous case taken as an example  
The learned counsel quoted some **precedents** in law.  
**President** (n)—head of the meeting or state  
Mr. Hague was the **president** of the meeting.
470. **Precipitate** (v)—hurried  
The army's action **precipitated** the war.  
**Precipitous** (adj.)—steep  
It was difficult climbing the **precipitous** rock.
471. **Prescribe** (v)—advise or order the use of  
This book is **prescribed** as a textbook.  
**Proscribe** (v)—denounce as dangerous, outlaw  
The Government of Iran has **proscribed** the book 'Satan Verses'.
472. **Prefer** (v)—choose rather  
I would **prefer** coffee to tea.  
**Proffer** (v)—offer of intangible things

- He **proffered** me his friendship.
473. **Presumptive** (adj.)—based on a reasonable belief  
He presented **presumptive** evidence in Court.  
**Presumptuous** (adj.)—having a very high opinion of oneself  
He is **presumptuous** about himself.
474. **Pretence** (n)—make-believe  
It is all **pretence**.  
**Pretension** (n)—claim  
He makes no **pretensions** to expert knowledge of the subject.
475. **Primary** (adj.)—basic, of the beginning, chief  
The child was admitted to the **primary** school.  
**Primitive** (adj.)—of the earliest times  
The **primitive** man lived in the caves and jungles.
476. **Principle** (n)—basic truth, moral rule  
He is a man of strict **principles**.  
**Principal** (adj.)—chief, capital sum of money  
These are the **principal** language of India.  
You must return the **principal** with interest. (n)
477. **Private** (adj.)—of individual and not people in general  
He resigned his post for **private** reasons.  
**Privet** (n)—evergreen flower shrub  
There is **privet** on all sides of our garden hedges.
478. **Prize** (n)—something to be awarded to one who succeeds in a competition, lottery etc.  
He was awarded a **prize** for good conduct.  
**Price** (n)—sum of money for which something is sold  
I won't buy it at that **price**.  
**Praise** (v)—speak admiringly  
**Praise** the child for his performance.
479. **Proceed** (v) /—continue, go forward  
He **proceeded** with the project.  
**Precede** (v)—come or go before  
One **precedes** two, three follows it.  
**Procedure** (n)—steps followed in regular order  
This is the usual **procedure** of our work.  
**Proceeding** (n)—happenings  
The Secretary recorded the **proceedings** of the debate.
480. **Probe** (n)—thorough and careful investigation  
There was a **probe** into the misuse of public funds.  
**Prove** (v)—show that something is true  
**Prove** that he is guilty.
481. **Profit** (n)—gain  
I make good **profit** from my business.  
**Prophet** (n)—person who teaches religion by receiving them directly from God  
Mohammed is the **prophet** of Islam.
482. **Prophecy**—prediction  
My astrologer's prophecy relating to my marriage has come true.  
**Prophesy** (v)—predict  
He **prophesied** my success in the election.
483. **Proportional** (adj.)—determined by proportion  
Some communities want **proportional** representation in Government jobs.

- Proportionate** (adj.)—corresponding in degree and amount  
The salary was not **proportionate** to the labour he did.
484. **Property** (n)—estate  
He has inherited a vast landed **property**.  
**Propriety** (n)—rightness  
I doubt **the propriety** of the terms.
485. **Propose** (v)—offer or put forward for discussion  
The motion was **proposed** by the President and seconded by the Secretary.  
**Purpose** (n)—plan, intention  
For what **purpose** do you want to go to Delhi?
486. **Provident** (adj.)—providing for future needs especially in old age  
Our firm has a **provident** fund for the staff.  
**Providential** (adj.)—his providence, of  
God It is really **providential** escape.
487. **Prudent** (adj.)—careful  
He is a **prudent** house keeper.  
**Prudential** (adj.)—related to prudence  
All this happened by the **prudential** motives.
488. **Purpose** (n)—object  
He did this with a definite **purpose**.  
**Purport** (n)—substance  
I was asked to write down the **purport** of the passage.
489. **Quiet** (adj.)—calm  
The sea is **quiet**.  
**Quite** (adv.)—completely  
He has **quite** recovered.
490. **Quire** (n) -24 sheets  
I purchased one **quire** of paper.  
**Queer** (adj.)—strange  
His **queer** dress provoked laughter.
491. **Race** (n)—contest  
He is in the **race** for Prime Minister.  
**Raise** (v)—lift up  
She **raised** the child from the ground.  
**Raze, rase** (v) - to destroy totally  
The building was **razed** to the ground by bulldozers.  
**Rage** (n)—anger  
He cried out in **rage**.  
**Rise** (v)—appear above the horizon  
The sun **rises** in the East.  
**Arise** (v)—come into existence  
A new difficulty has **arisen**.
492. **Raft** (n)—flat floating structure used to cross river, canal etc.  
We used a **raft** to cross the river.  
**Rapt** (adj.)—spell bound, intent  
I listened to her with **rapt** attention.
493. **Rain** (n)—moisture falling in drops from clouds  
Don't go out in the **rain**.  
**Rein** (n)—strap attached to guide a horse  
He pulled at the **reins** to control the horse.



- Reign** (n)—period of a sovereign rule  
Briefly describe the **reign** of Ashoka, the great.
494. **Ramble** (v)—walk for pleasure with no specific direction  
He **rambled** in the park with his friends.  
**Rumble** (v)—make a heavy, continuous sound  
Thunder **rumbled** in the distance.
495. **Rap** (n)—sound made on the door by a knocker  
She **rapped** the door loudly to awaken the people.  
**Wrap** (v)—to enclose  
The corpse was **wrapped** in a piece of cloth.
496. **Rational** (adj.)—able to reason  
Man is a **rational** being.  
**Rationale** (n)—logical basis of something  
What is the **rationale** behind your decision?
497. **Refuge** (n)—shelter or protection from trouble  
He gave **refuge** to the homeless.  
**Refuse** (v)—say 'no' to, show unwillingness to accept  
He **refused** my offer.  
**Refugee** (n)—person who has been forced to flee from danger  
There are many Bangladesh **refugees** in India.
498. **Regretful** (adj.)—full of regret  
He was **regretful** of his wrong actions.  
**Regrettable** (adj.)—some action/thing causing regret  
It is a **regrettable** experience that you have undergone.
499. **Register** (v)—make a written record of in a list  
A foreigner must **register** himself with the police in some countries.  
**Registrar** (n)—person whose duty is to keep records and register  
The **registrar** allotted the registration number of my car.
500. **Revel** (v)—make merry  
They **revelled** in their success.  
**Ravel** (v)—separate into threads  
**Ravel** the woven edges of the rug.  
**Rebel** (v)—show resistance, protest strongly  
The prisoners **rebelled** against the authority.  
**Rabble** (n)—disorderly crowd  
The **rabble** attacked the ministry.  
**Reveal** (v)—disclose, display  
He **revealed** your secrets to me.
501. **Remand** (v)—send back to custody to obtain evidence  
The accused was **remanded** for a week.  
**Remind** (v)—cause to remember  
Please **remind** me to answer that letter.  
**Reminder** (n)—to make someone recall something  
He hasn't paid me that money, hence I must send him a **reminder**.
502. **Rent** (n)—regular payment for the use of land  
Tenants pay high **rent** for farming land.  
**Rant** (v)—use extravagant, boasting language  
Don't **rant** and rave over minor issues.
503. **Resister** (n)—person who opposes  
He is a passive **resister**.

- Resistor** (n)—device having resistance to the passage of an electric current  
He fixed a **resistor** to this electric connection.
504. **Respectable** (adj.)—deserving respect  
They belong to the **respectable** middle classes.  
**Respectful** (adj.)—showing respect  
They stood at a **respectful** distance from the President.  
**Respective** (adj.)—belong to each of those in question  
The party ended and we all went off to our **respective** rooms.
505. **Respectably** (adv.)—in a respectable way  
He discharged his duties **respectably**.  
**Respectively** (adv.)—in the given order  
Genius and right will triumph over brute force and might **respectively**.
506. **Rest** (n)—peace, comfort  
As he was tired, he took **rest** for an hour.  
**Wrest** (v)—snatch away  
He **wrested** her necklace and ran away.
507. **Reverend** (adj.)—worthy of great respect  
The **reverend** priest prayed for the sinner.  
**Reverent** (adj.)—showing great respect  
The **reverent** students stood up for the teachers.
508. **Ripe** (adj.) - ready to be gathered and used  
These cherries are not **ripe** enough to eat.  
**Rife** (adj.)—widespread, common  
The country was **rife** with rumours of war.
509. **Rite** (n)—formal religious custom  
The funeral **rites** of his brother were performed yesterday.  
**Riot** (n)—disorder  
How did the **riot** originate?
510. **Right** (adj.)—true, just  
Never hesitate to fight for the **right** cause.  
**Wright** (n)—maker, workman  
He is a play **wright**.  
**Write** (v)—compose  
Please **write** a letter to my mother.
511. **Rightful** (adj.)—according to law and justice  
He is the **rightful** owner of the land.  
**Righteous** (adj.)—doing what is morally right  
He is a **righteous** man.  
**Riotous** (adj.)—unruly, disorderly  
Parliament members are charged with **riotous** behaviour.
512. **Risk** (n)—possibility of meeting danger  
There is no **risk** of his failing.  
**Risque** (adj.)—slightly indecent  
She took offence at your **risque** remarks.
513. **Roll** (v)—form in cylindrical shape  
She **rolled** the paper.  
**Role** (n) - part  
She played an important **role** in the drama.
514. **Route** (n) - way  
He flew from India to New York via the London **route**.

- Rout** (v)—flight  
We **routed** out the enemies.
- Root** (n)—origin; that part of plant or tree which is wholly in the soil  
Pull up that plant by the **roots**.  
Love of money is the **root** of all evil.
515. **Sale** (n)—act of selling  
The **sale** of his old home made him sad.  
**Sail** (n)—sheet of canvas on a boat or ship to catch the wind  
He hoisted the **sails** for speedy journey.
516. **Sally** (n) – act of selling  
The laughter with which his **sallies** were greeted exited him.  
**Sully** (v)—make something dirty, disrespect  
I shall never **sully** my hands by accepting a bribe.
517. **Sanguine** (adj.)—hopeful, cheerful  
His **sanguine** nature has made him popular among his friends.  
**Sanguinary** (adj.)—eager for bloodshed  
The terrorists have a **sanguinary** nature.
518. **Scar** (n)—mark remaining on the surface of skin  
There is a long **scar** across his cheek.  
**Scare** (v) /—frighten  
He was **scared** by the thunder.
519. **Sculptor** (n)—one who cuts and carves figures of art  
Jakana was the best **sculptor**.  
**Sculpture** (n)—figure cut in stone, wood etc.  
It is a work of **sculpture**.
520. **Sceptic** (n)—person who doubts the truth of a particular claim, theory etc.  
He is a **sceptic** of Christianity.  
**Septic** (adj.)—caused by infection  
A **septic** wound is usually effected by bacteria.
521. **Seam** (n)—wrinkle  
There is a mark like a **seam** on his face.  
**Seem** (v)—give the impression of  
It **seems** that no one knew what had happened.
522. **Seep** (v)—flow slowly and in small quantity  
Water was **seeping** through the roof of the house.  
**Sip** (v)—drink something in small quantities  
Please **sip** your coffee.
523. **Serge** (n) /—a worsted cloth  
He has a beautiful suit of **serge**.  
**Surge** (v)—swelling motion of water  
The waves **surged** up and tilted the boat.
524. **Sensible** (adj.)—possessing sense, intelligent  
He is a **sensible** man.  
**Sensitive** (adj.)—easily affected  
Don't tease her because she is very **sensitive**.
525. **Sensuous** (adj.)—effecting the senses  
He has got a **sensuous** temperament.  
**Sensual** (adj.)—having weakness for sex and food  
He always indulges in **sensual** enjoyment.  
**Sentient** (adj.)—sensitive to feeling

- He is a **sentient** person.
526. **Seller** (n)—one who sells  
He is a tobacco-**seller**.  
**Cellar** (n)—a room below the ground in a house  
Did you ever go to the **cellar** built by him?
527. **Service** (n)—benefit, use  
He rendered valuable **service** to his country.  
**Servility** (n)—too much submitting behaviour  
Many bureaucrats lead a life of **servility** under politicians.  
**Servitude** (n)—almost slavish life  
The life of bonded labourers is nothing less than **servitude**.
528. **Seize** (v)—take possession of by law  
I **seized** his property for payment of his debt.  
**Cease** (v)—come to an end  
Roman empire **ceased** to exist.
529. **Specially** (adv.)—particularly  
I came here **specially** to see you.  
**Especially** (adv.) to an exceptional degree; in particular  
She likes the country, **especially** in spring.
530. **Sequel** (n)—that which follows or arises out of  
Famine has often been the **sequel** of war.  
**Sequence** (n)—following on, succession.  
You study the situation in historical **sequence**.
531. **Sever** (v)—divide by cutting  
**Sever** the rope, if you cannot untie the knot.  
**Severe** (adj.)—strict, harsh  
The dacoit was awarded **severe** punishment by the magistrate.
532. **Sham** (n)—person who pretends to be what he is not  
He claims to know all about computers but really he is a **sham**.  
**Shame** (n)—painful feeling caused by wrong behaviour  
He felt **shame** at having told a lie.
533. **Shear** (v)—clip the wool of sheep  
He is not a barber but **shears** sheep.  
**Sheer** (adj.)—utter absolute  
The working of nationalised banks is an example of **sheer** incompetence.
534. **Sick** (n)—ill people  
There is provision for giving free medicine and food to the **sick**.  
**Sickly** (adj.)—apt to be sick  
One **sickly** sheep infects the whole flock.
535. **Significance** (n)—import  
I am not able to understand the **significance** of the words uttered by him.  
**Signification** (n)—real meaning  
What is the **signification** of this phrase?
536. **Slight** (adj.)—unimportant  
A **slight** change has come upon him.  
**Sleight** (n)—dexterity  
Magic tricks are nothing but a mere **sleight** of hand.
537. **Slander** (n)—false statement intended to damage  
I shall sue her for **slander**.  
**Slender** (adj.)—slim

- She is a **slender**, graceful ballet-dancer.
538. **Sole** (adj.)—only  
He is the **sole** proprietor of the firm.  
**Soul** (n)—spirit  
We believe in the immortality of the **soul**.
539. **Soar** (v) /—rise high  
Prices of essential commodities are **soaring** day by day.  
**Sore** (adj.)—tender and painful  
He has a **sore** throat.  
**Sour** (adj.)—acid; rancid, having a sharp taste  
The grapes are **sour**.
540. **Social** (adj.)—relating to society  
Man is a **social** animal.  
**Sociable** (adj.)—willing to mix with society  
He is **sociable**.
541. **Solitude** (n)—loneliness  
He was kept in jail in **solitude**.  
**Solicitude** (n)—anxiety  
A mother's **solicitude** for her child's welfare is genuine.
542. **Soon** (adv.)—within short time  
He will be here very **soon**.  
**Swoon** (v)—faint, lose consciousness  
She **swooned** into his arms for joy.
543. **Soot** (n)—black powder in smoke  
Sweep the **soot** out of the chimney.  
**Suit** (n)—an action in a law court  
He has filed a **suit** against his landlord.  
**Suite** (n)—a set of rooms  
He stayed in a two roomed **suite** in the hotel.
544. **Sweet** (adj.)—tasting like sugar  
Do you like your tea **sweet**.  
**Sweat** (n)—moisture that is given off by the body through the skin  
They say that good **sweat** will cure a cold.
545. **Sooth** (n)—truth  
**Sooth** sayers predict many things correctly.  
**Soothe** (v)—to calm, assuage  
Religious songs **soothe** disturbed minds.
546. **Sop** (n)—piece of bread etc. soaked in milk, soup etc.  
He offered me **sop** in breakfast.  
**Soap** (n)—substance made of fat and used for washing and cleaning  
I purchased a bar of **soap** to wash our clothes.  
**Soup** (n) - liquid food by vegetables, meat etc. in water.  
He likes chicken **soup**.
547. **Spacious** (adj.)—having much space  
It is a **spacious** hall.  
**Specious** (adj.)—seeing right or true but not really so  
He advanced **specious** arguments.
548. **Spit** (v)—send saliva from the mouth  
She **spat** on his face.  
Don't **spit** in public.



- Spite** (n)—ill will  
He has **spite** against me.
549. **Spiritual** (adj.)—connected with soul  
We must try to have not only material but **spiritual** progress too.  
**Spirituos** (adj.)—having distilled alcohol  
Most of the alcoholic drinks are **spirituous** liquors.
550. **Stair** (n)—step  
He fell from the **stairs**.  
**Stare** (v)—gaze, look fixedly  
She was **staring** into the distance.
551. **Stack** (v)—make things into a neat pile  
The books have been **stacked** on racks.  
**Stock** (n)—store of goods available for sale  
There is abundant **stock** of sugar to use.  
**Stoke** (v)—attend to furnace, fill fire with coal etc.  
She **stokes** up the furnace twice a day.
552. **Staff** (n)—assistants in an institution  
The **staff** and the students were present on the occasion.  
**Stuff** (n)—substance  
There is much food **stuff** to eat.
553. **Steal** (v)—take secretly without right  
It is wrong to **steal**.  
**Steel** (n)—hard alloy of iron  
He used heavy **steel** in the construction of that bridge.
554. **Stiff** (adj.)—not easily bent or changed in shape  
He has a **stiff** neck.  
**Steep** (n)—rising slope  
The building has **steep** steps to climb up.
555. **Statue** (n)—an image in stone etc.  
There is the **statue** of Mahatma Gandhi near India Gate in Delhi.  
**Statute** (n)—written law passed by law making body  
A **statute** should be passed prohibiting begging.
556. **Straight** (adv.)—directly  
I went **straight** to her.  
**Strait** (adj.)—narrow  
**Strait** is the gate of Heaven.
557. **Stationary** (adj.)—not moving  
He is **stationary**.  
**Stationery** (n)—writing materials  
He deals with **stationery**.
558. **Stimulant** (n)—something that stimulates  
Coffee is a common **stimulant** taken in the South.  
**Stimulus** (n)—that rouses to action  
A man requires **stimulus** to do something important.
559. **Stoop** (v)—bend the body or head forwards or downwards  
He **stoops** low to show his respect.  
**Stop** (n)—halting or being stopped  
The train came to a sudden **stop**.
560. **Story** (n)—a tale  
My grandma told me the **story** of "Sleeping Beauty".

- Storey** (n)—floor of a building  
He lives on the third **storey**.
561. **Superfluous** (adj.)—more than is needed or wanted  
Don't make **superfluous** remarks.  
**Superficial** (adj.)—of or on the surface only  
It is a **superficial** wound.
562. **Superstitious** (adj.)—believing in magic, witch-craft etc.  
A **superstitious** person won't go out if a cat has crossed the way.  
**Supercilious** (adj.)—arrogant, haughty  
He has no friends due to his **supercilious** nature.
563. **Surely** (adv.)—certainly  
He will **surely** fail.  
**Surly** (adj.)—bad-tempered and unfriendly  
Don't look so **surly**.
564. **Tail** (n)—movable part at the end of the body of an animal etc.  
Don't twist the **tail** of the cow.  
**Tale** (n)—story  
Tell me a **tale** of adventure.
565. **Taste** (n)—sensation caused in the tongue  
Sugar has a sweet **taste**.  
**Test** (v)—examination  
He was **tested** to know his abilities.
566. **Tasty** (adj.)—having a pleasant flavour  
His food preparations are **tasty**.  
**Testy** (adj.)—impatient  
He is a **testy** young man.
567. **Taught** (v)—gave instructions; gave lessons  
He **taught** me mathematics.  
**Taut** (adj.)—tightly stretched  
The **taut** rope broke.
568. **Team** (n)—set of persons working together  
Our cricket **team** won the match.  
**Teem** (v)—full of, be present in large number  
Every leaf **teems** with life.
569. **Temple** (n)—building used for the worship of a God  
They constructed a **temple** for Krishna Bhagavan.  
**Temper** (n)—state of the mind  
He is in a good **temper**.  
**Tamper** (v)—meddle or interfere with  
Someone has been **tampering** with the lock.
570. **Temporal** (adj.)—of this life and not spiritual secular  
I am interested in **temporal** gains.  
**Temporary** (adj.)—short lived  
He has secured a **temporary** job.
571. **Temperament** (n)—mental disposition  
He has an even **temperament**.  
**Temperance** (n)—moderation, sobriety  
**Temperance** is necessary to maintain good health and sweet relations.
572. **Tenor** (n)—general course or tendency  
His **tenor** of life was peaceful.

- Tenure** (n)—period of holding  
During his **tenure** of office many strange things happened.
573. **Terrible** (adj.)—causing great fear or horror  
He died in **terrible** agony.  
**Terrific** (adj.)—causing fear  
He drives his car at a **terrific** pace.
574. **Throne** (n)—royal authority; seat of a ruler  
He started to rule after coming to the **throne**.  
**Thrown** (Past Participle of Throw)—to go through the air  
He has **thrown** that big stone hundred yards away.
575. **Through** (Prep)—from end to end or side to side  
The burglar came in **through** the window.  
**Thorough** (adj.)—complete in every way  
He received **thorough** instructions to complete the work.  
**Throw** (v)—cause to go through the air  
Don't **throw** stones at my dog.
576. **Toe** (n)—forepart of foot, socks, shoes  
He kicked the ball with his **toe**.  
**Tow** (v)—to pull or drag with a rope  
We had to **tow** the car behind a truck.
577. **Tolerant** (adj.)— person who tolerates  
He has a **tolerant** nature.  
**Tolerable** (adj.)— a thing that can be tolerated  
The food at the railway station was just **tolerable**.
578. **Tot** (n)—small child  
I have known him since he was a **tot**.  
**Tote** (v)—carry something  
He has been **toting** this bag round all day.
579. **Top** (n)—highest part or point  
There is a monkey at the **top** of the tree.  
**Tope** (v)—drink habitually and in excess  
He **topes** liquor everyday.
580. **Totalitarian** (adj.)—under one party rule  
Germany under Hitler was a **totalitarian** state.  
**Teetotaler** (n)—person who does not drink alcohol  
**Teetotalers** abstain completely from alcoholic liquor.
581. **Transient** (adj.)—which lasts for short time  
It is a **transient** sorrow. He will be normal soon.  
**Transitory** (adj.)—which by nature passes sooner or later  
Life is **transitory**.
582. **Troop** (n)—company of persons or animals  
A **troop** of children are going to the Convent School.  
**Troupe** (n)—company of actors or members of circus  
He is a member of a theatrical **troupe**.
583. **Unity** (n)—oneness  
Work for national **unity**.  
**Union** (n)—being united  
**Union** is strength.  
**Unison** (n)—harmony  
Her voice was in perfect **unison** with the tune of the piano.

584. **Umpire** (n)—a referee  
The cricket team made a complaint about the **umpire**.  
**Empire** (n)—dominion; group of countries under one ruler  
British **empire** was the biggest one before II<sup>nd</sup> World War.
585. **Unwanted** (adj.)—not wanted  
The **unwanted** child was miserable.  
**Unwonted** (adj.)—not usual or customary  
Your **unwonted** intrusion annoyed her.
586. **Urban** (adj.)—pertaining to towns and cities  
He was elected from the **urban** constituency of Hyderabad.  
**Urbane** (adj.)—polite, polished in manners  
He is **urbane** and affable.
587. **Vain** (adj.)—useless  
It is a **vain** protest.  
**Vane** (n)—weathercock  
The **vane** pointed to the north.  
**Vein** (n)—manner  
She said this in a humorous **vein**.
588. **Van** (n)—a closed truck or wagon  
The household things were carried in a **van** on his transfer.  
**Wane** (v)—to decrease after reaching the peak  
His fame has been **waning** rapidly.
589. **Vacuity** (n)—absence of thought or intelligence  
Her remarks showed **vacuity**.  
**Vacuum** (n)—space completely empty or substance or air  
Flask has **vacuum** between its two calls.
590. **Variance** (n)—disagreement  
The words of the cheat are at **variance** with his deeds.  
**Variation** (n)—change  
A **variation** in his life made him a great man.
591. **Veil** (n)—curtain  
She dropped her **veil**.  
**Vale** (n)—valley  
The **vale** and the fields are green.  
**Wail** (v)—to express grief by loud cries  
A group of relatives **wailed** at the house of the deceased.
592. **Venal** (adj.)—characterised by corruption and bribery  
It is common to see **venal** bureaucrats making venal bargains.  
**Venial** (adj.)—pardonable, not serious  
The **venial** slips of youth are excusable.
593. **Veracity** (n.)—truthfulness  
I doubt the **veracity** of your statement.  
**Voracity** (n)—greed  
He ate his food with **voracity**.
594. **Verbal** (adj.)—by means of words  
The writer drew a **verbal** image.  
**Verbose** (adj.)—using more words than needed  
He writes in a **verbose** style.
595. **Virtual** (adj.)—in effect  
Women are the **virtual** heads of many families.

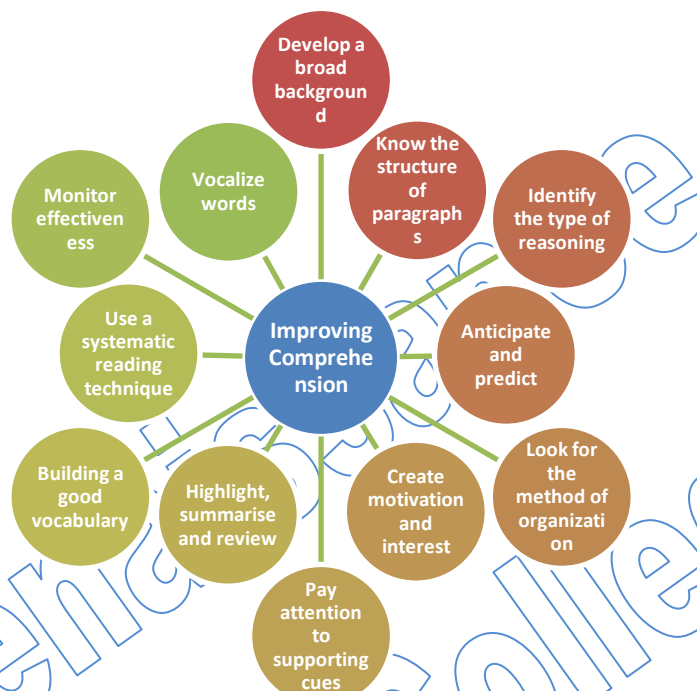
- Virtuous** (adj.)—having virtue  
She is **virtuous**.
596. **Waggle** (v)—move from side to side or up and down  
The dog **waggled** its tail.  
**Wangle** (v)—get something by influence or plausible persuasion  
He **wangled** an extra week's holiday.
597. **Wad** (n)—quantity of bank-notes held together  
He pulled a **wad** of Rs. 100 notes out of his pocket.  
**Wade** (v)—walk with an effort  
I cannot **wade** in these boots.
598. **Waste** (adj.)—make no use of, waiting without fruit  
It is **waste** of time to wait any longer.  
**Waist** (n)—part of the body between ribs and the hips  
The workmen were stripped to the **waist**.
599. **Wait** (v)—stay where one is  
Please **wait** a minute.  
**Await** (v)—wait for, be in store for  
We **await** your instructions. Death awaits all men.
600. **Wallop** (n)—heavy blow  
Down he went with a **wallop**.  
**Wallow** (v)—roll about (in mud, dirty water etc.)  
Pigs **wallow** in the mire.
601. **Waive** (v)—give up, not insist upon  
He **waived** his claim to this property  
**Wave** (n)—movement sweeping large numbers in a common direction  
The **wave** of buying estate continued.
602. **Waiver** (n)—written statement which does not insist on  
He signed a **waiver** of claims against him.  
**Waver** (v) /'—move uncertainly or unsteadily  
He **wavered** in his resolution.
603. **Wary** (adj.)—cautious  
You keep a **wary** eye on him.  
**Vary** (v)—different  
They **vary** in weight from 3 lb. to 5 lb.
604. **Wander** (v)—roam, ramble  
Don't **wander** about in the streets.  
**Wonder** (n)—marvel, miracle  
He was filled with **wonder**.
605. **Week** (n)—period of seven days  
There are seven days in a **week**.  
**Weak** (adj.)—feeble  
She is too **weak** to walk.  
**Wick** (n)—thread through a candle etc.  
This stove has ten **wicks**.
606. **Wheat** (n)—grain  
There is a field of **wheat** near the college.  
**Whet** (v)—sharpen  
This book will certainly **whet** your appetite for improving your vocabulary.  
**Wet** (adj.)—soaked with water  
He got **wet** in the rain.



607. **Whit** (n)—the small amount not at all  
I don't care a **whit** whether he stays or not.  
**Wit** (n)—ability to combine words so as to produce humour  
He has a ready **wit**.
608. **Whether** (conj.)—if  
I asked him **whether** he had paid the fee.  
**Weather** (n)—condition of temperature, wind rain etc.  
He stayed indoors in wet **weather**.  
**Climate** (n)—Permanent atmospheric conditions; prevailing conditions  
Tropical **climate** would suit him.  
The political **climate** of the country is not satisfactory.
609. **Wife** (n)—married woman  
She was a good **wife** and mother.  
**Wipe** (v) --clean  
Tell the maid to **wipe** the dishes.
610. **Willing** (v)—ready to do  
He is **willing** to serve you.  
**Wilful** (adj.)—deliberate  
**Wilful** negligence is not pardonable.
611. **Wither** (v)—fade away  
The flower has **withered**.  
**Whither**—old word for 'where'  
**Whither** go the old morals and virtues.
612. **Woe** (n)—sorrow, grief  
The cause for his **woe** is his poverty.  
**Woo** (v)—try to win a woman's hand in marriage  
He **wooed** that fair lady.
613. **Womanly** (adj.)—like a woman  
She is held in high esteem for her **womanly** virtues.  
**Womanish** (adj.)—feminine, unmanly  
He is hated for his **womanish** ways.
614. **Wreck** (v)—to inflict  
Terrorists have **wrecked** vengeance upon the Sinhalese army.  
**Wreck** (v)—destruction  
The ship was **wrecked** to pieces during the storm.
615. **Wreath** (n)—garland  
The chief guest was offered **wreaths** of flowers.  
**Wreathe** (v)—cover, encircle  
Her face was **wreathed** in smiles.
616. **Yarn** (n)—any fibre spun for cloth  
Nylon yarn is mixed with cotton **yarn** for gay colours.  
**Yearn** (v)—to be filled with longing or desire  
She **yearns** to see her son married before she dies.
617. **Yoke** (n)—mark of bondage; wooden piece to pull a plough carter  
The oxen were put to the **yoke**.  
We are no more under the **yoke** of slavery.  
**Yolk** (n)—the yellow part of an egg  
**Yolk** is tasty and the most nourishing part of an egg.
618. **Zip** (n)—emerges, vigour  
He is full of **zip**.  
**Jeep** (n)—small four-wheeler with cloth over-head  
He bought a **jeep** last month.

**Unit – II**  
**Comprehension Skills**

**Improving Comprehension**

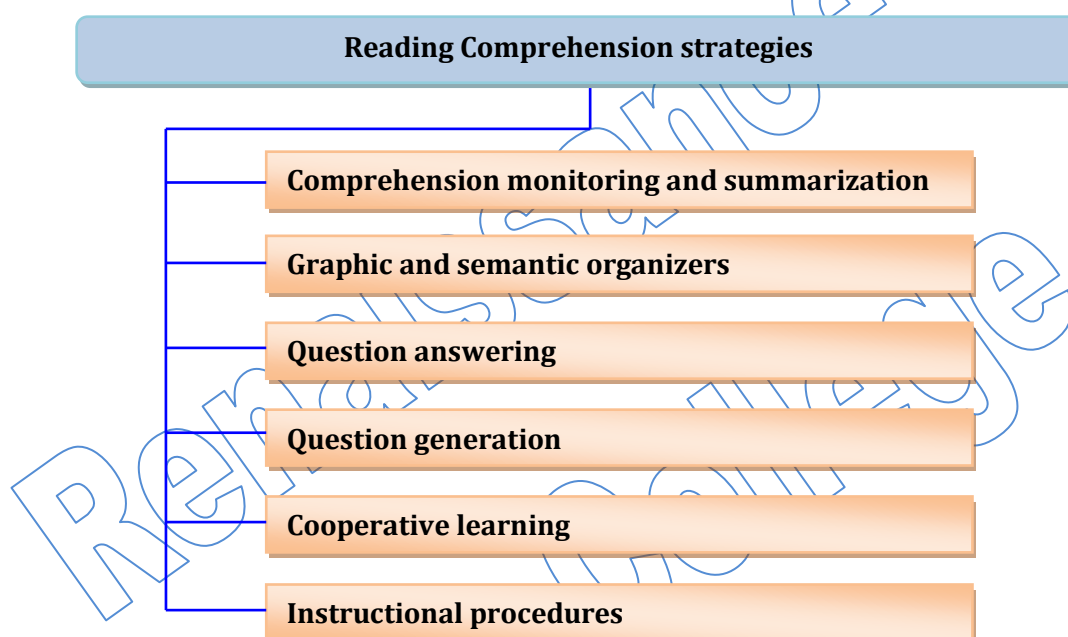


1. **Develop a broad background** – Broaden your background knowledge by reading interesting events or topics.
2. **Know the structure of paragraphs** – Good writers construct paragraphs that have a beginning, Middle and end. Often, the first sentence will give an overview that helps provide a framework for adding details. Also, look for transitional words, phrases or paragraphs that change the topic.
3. **Identify the type of reasoning** – Does the author use cause and effect reasoning, hypothesis, model building, induction or deduction. system thinking?
4. **Anticipate and predict**—Really smart readers try to anticipate the author and predict future ideas and questions. If you're right this reinforces your understanding. If you're wrong, you make adjustments quicker.
5. **Look for the method of organization**—Is the material organized chronologically, serially, logically, functionally, spatially or hierarchical?
6. **Create motivation and interest**—Preview material, ask questions, discuss ideas with classmates. The stronger your interest the greater your comprehension.
7. **Pay attention to supporting cues**—Study pictures, graphs and headings. Read the first and last paragraphs in a chapter, or the first sentence in each section.
8. **Highlight, summarise and review**—Just reading a book or passage once is not enough. To develop a deeper understanding you have to highlight, summarise and review important ideas.
9. **Building a good vocabulary**—For most educated people, this is a lifetime project. The best way to improve your vocabulary is to use a dictionary regularly. Concentrate on roots, prefixes and endings.

10. **Use a systematic reading technique**—Develop a systematic reading style like the SQR3 method and make adjustments to it, depending on priorities and purpose.
11. **Monitor effectiveness**—Good readers monitor their attention, concentration and effectiveness. They quickly recognize if they've missed an idea and back up to re-read it.
12. **Vocalize words**—You vocalise the reading words although it is faster to form words in your mind (through silent reading) than on your lips or throat (through loud reading). Eye motion is also important. Frequent backtracking slows you down considerably.

### Reading Comprehension strategies

The following strategies support reading comprehension:



1. **Comprehension monitoring and summarization.**—In this strategy, learners are taught to:
  - a. stop at regular intervals while reading a text;
  - b. determine whether or not they understand the text;
  - c. Summaries the main idea of each part of the text for example, answering questions.
2. **Graphic and semantic organizers.**—In this strategy, learners are taught to :
  - a. read the text;
  - b. use organizational aids to map out the content of the text;
  - c. Illustrate visually the structure of the text's meaning in a story map.
3. **Question answering.**—In this strategy, learners are taught to :
  - a. read the text;
  - b. answer questions about the text, posed by the teacher;
  - c. Receive immediate feedback on their answer for example, multiple choice questions.
4. **Question generation.**—In this strategy, learners are taught to :
  - a. Think about the topic of the text;
  - b. activate the prior knowledge;
  - c. generate questions themselves prior to reading or while reading;
  - d. respond to the questions as they read.
5. **Cooperative learning.**—In this strategy, learners are taught to :
  - a. interact with the peers about written texts;

- b. implement the other comprehension strategies with a peer or group of peers;
  - c. discuss the text.
6. **Instructional procedures.**—The following procedures should be used by the instructor teaching reading comprehension strategies:
- a. The learner and the instructor make a commitment to instruction.
  - b. The instructor describes the reading comprehension strategy and discusses its benefits.
  - c. The instructor models or demonstrates the strategy.
  - d. The instructor provides scaffolding support or prompting to help the learner implement the strategy successfully.
  - e. The instructor gradually fades this support as the learner develops competence.
  - f. The learner has repeated opportunities for independent practice using the strategy.
  - g. The instructor monitors the learner's performance and provides appropriate feedback.
  - h. The instructor and learner make a plan to ensure generalization and continued use of the strategy.

### COMMON LOGICAL FALLACIES

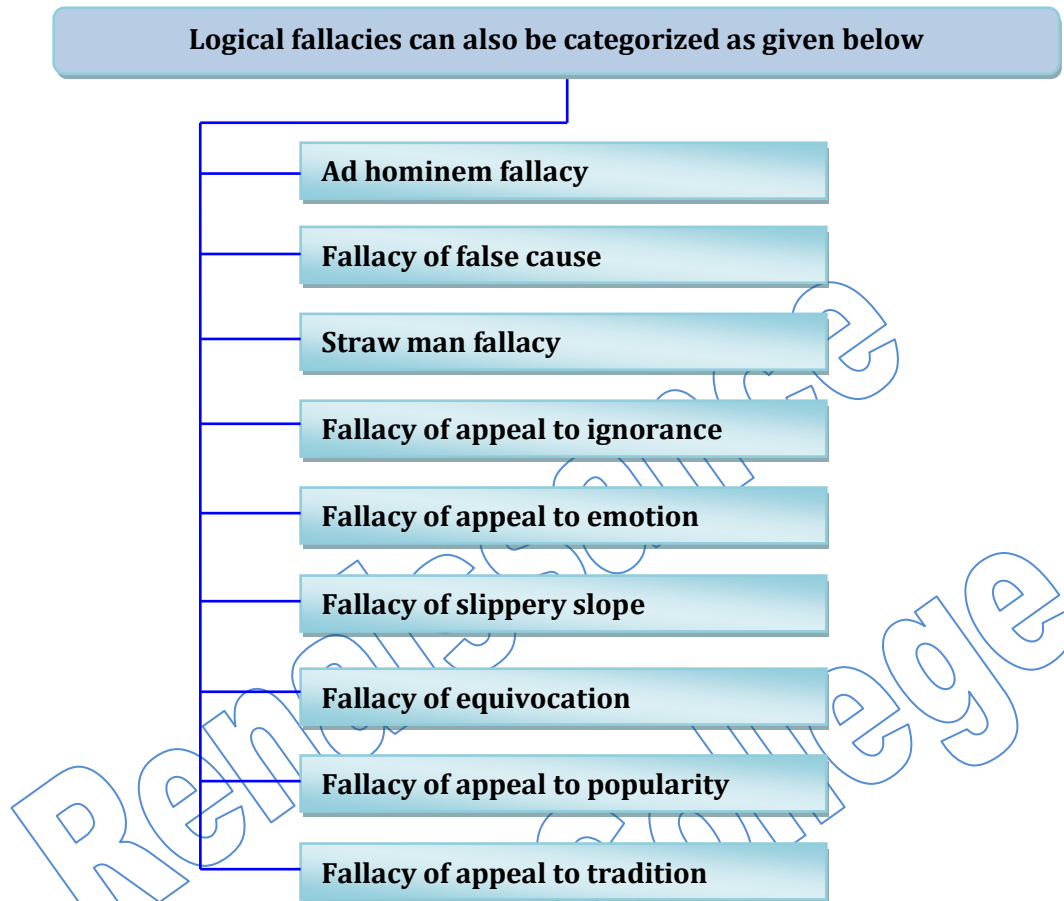
#### Common Logical fallacies

Fallacies are statements that might sound reasonable or sufficiently true but are actually flawed or dishonest. They are arguments which provide poor reasoning in support of its conclusion. They are kinds of errors in reasoning. Fallacies differ from other bad arguments; that many people find them psychologically persuasive. That is, people will mistakenly take a fallacious argument to provide good reasons to believe its conclusion. Fallacies are most common when people get overly emotional about an issue. The thing about fallacies is that in the heat of the moment they can seem persuasive, but they are errors in reasoning and they do not reliably lead to the truth. Fallacies are often concerned with causality, which is not strictly addressed by logic. They may also involve implicit (or unstated) assumptions.

Fallacies often exploit emotional triggers in the listener or interlocutor. For example, an argument may appeal to patriotism or family or may exploit an intellectual weakness of the listener. Fallacious arguments may also take advantage of social relationships between people. However, fallacies can often seem obviously bad.

Fallacious can be categorized in a number of ways. For example formal fallacies rely on an incorrect logical step, informal fallacies do not rely on incorrect logical deduction. Fallacies may be categorised as fallacies of relevance, component fallacies, fallacies of ambiguity and fallacies of omission. Fallacies of relevance appeal to evidence or examples that are not relevant to the argument at hand. Component fallacies are errors in inductive and deductive reasoning or in syllogistic terms that fail to overlap. Fallacies of ambiguity occur with ambiguous words or phrases, the meanings of which shift and change in the course of discussion. Such more or less subtle changes can render arguments fallacious. Fallacies of omission occur because the logician leaves out necessary material in an argument or misdirects others from missing information.

Logical fallacies can also be categorized as given below:



1. **Ad hominem fallacy.**—Ad hominem fallacy is an argument that is directed at the person defending the argument rather than the argument itself and thus fails to address what is at issue.
2. **Fallacy of false cause.**—False cause fallacy arises due to confusion of correlation with its cause. Two events are correlated if whenever one occurs the other occurs. The two events are correlated, but not causally related.
3. **Straw man fallacy.**—A straw man fallacy occurs when : (1) the argument misrepresents their opponents view; (2) shows that the misrepresentation is mistaken; and then (3) concludes that their opponent's view is mistaken.
4. **Fallacy of appeal to ignorance.**—The fallacy of appeal to ignorance occurs when someone uses an opponent's inability to disprove a claim as evidence of that claims being true or false (or, acceptable or unacceptable).
5. **Fallacy of appeal to emotion.**—Fallacy of appeal to emotion occurs when someone tries to manipulate another person's emotions (e.g., sympathy, pity, anger, fear etc.) in order to get them to accept or reject an argument or view.
6. **Fallacy of slippery slope.**—The slippery slope fallacy occurs when someone claims that an apparently harmless action is likely to result in a chain reaction of events (the 'slippery slope') leading up to a harmful consequence, when, in fact, the chain reaction of events is very unlikely to occur.
7. **Fallacy of equivocation.**—A fallacy of equivocation occurs when the persuasive force of an argument depends on the shifting meaning of an ambiguous expression. (An ambiguous



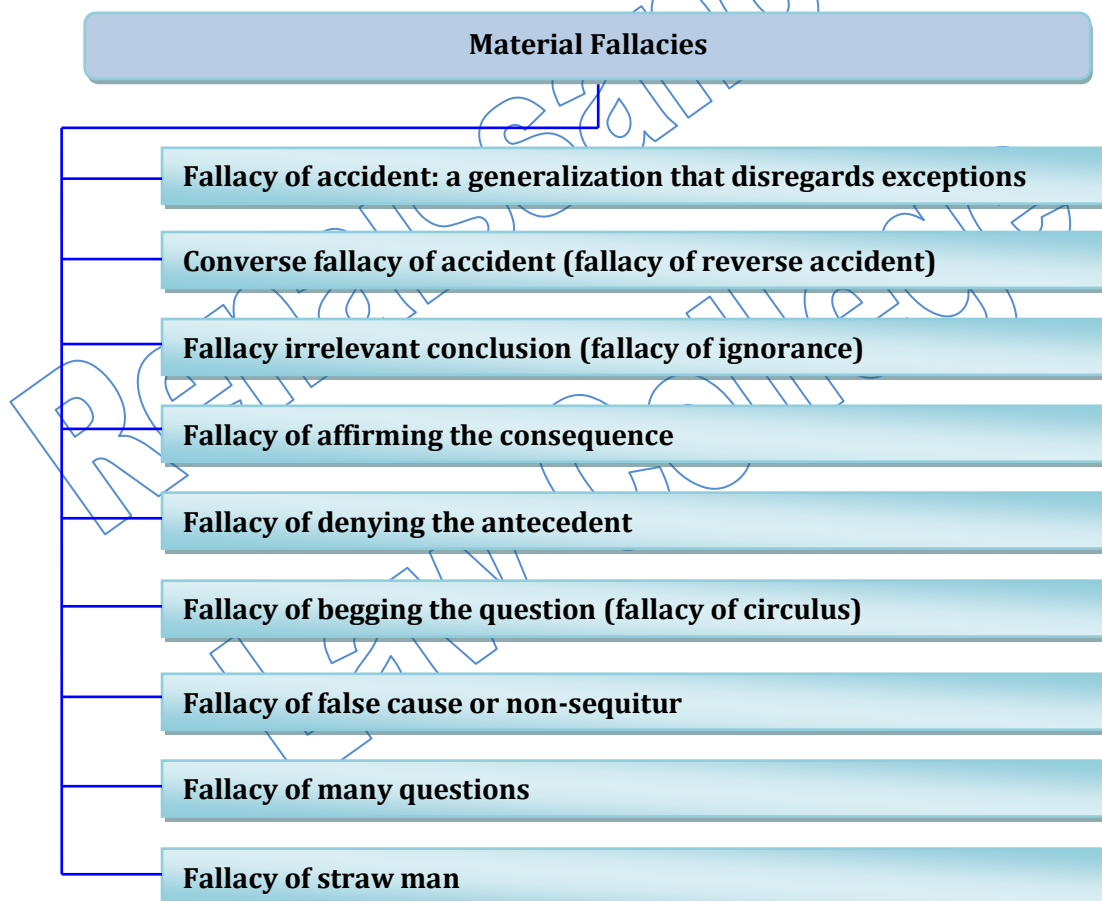
expression is a word or phrase that has more than one distinct meaning in the context in which it is used).

8. **Fallacy of appeal to popularity.**—The fallacy of appeal to popularity occurs when people infer that something is good or true because it is popular.
9. **Fallacy of appeal to tradition.**—The fallacy of appeal to tradition occurs when someone argues that something is good or correct because it is traditional though it is not good or right as per the existing conditions.

Common Logical Fallacies can broadly be classified as : (i) material fallacies; and (ii) verbal fallacies

### Material Fallacies

Based on arguments of Aristotle, Organon (Sophistici elenchi), modern logicians classify the material fallacies as given below:



1. **Fallacy of accident: a generalization that disregards exceptions:**  
**Example:** Cutting people is a crime.  
Surgeons cut people.  
Therefore, surgeons are criminals.  
Problem: Cutting people is only sometimes a crime.
2. **Converse fallacy of accident (fallacy of reverse accident):** argues from a special case to a general rule :  
**Example:** Every swan I have seen is white.  
So, all swans are white.

- Problem: What one has been is a subset of the entire set. One cannot have seen all swans.
3. **Fallacy irrelevant conclusion (fallacy of ignorance):** diverts attention away from a fact in dispute rather than address it directly.  
**Example:** Kim Jong Il believes that war is justifiable.  
 Therefore, war is justifiable.  
 Problem: Kim Jong Il can be wrong (may be due to his feeling or ignorance).
  4. **Fallacy of affirming the consequence:** draws a conclusion from premises that do not support that conclusions by assuming A implies B on the basis that B implies A.  
**Example:** If a person runs barefoot, then his feet hurt  
 Socrates' feet hurt.  
 Therefore, Socrates ran barefoot.  
 Problem: Other things, such as tight sandals, can result in sore feet.
  5. **Fallacy of denying the antecedent:** draws a conclusion from premises that do not support that conclusion by assuming 'Not A' implies 'Not B' on the basis that 'A' implies B'.  
**Example:** If it is raining out, it must be cloudy.  
 It is not raining out.  
 Therefore, it is not cloudy.  
 Problem: There does not have to be rain to have clouds.
  6. **Fallacy of begging the question (fallacy of circulus):** demonstrates a conclusion by means of premises that assume that conclusion.  
**Example:** Ram must be telling the truth, because I have heard him saying the same thing many times before.  
 Problem: Ram may be consistent in what he says, but he may have been lying the whole time.
  7. **Fallacy of false cause or non-sequitur:** incorrectly assumes one thing is the cause of another.  
**Example:** Our nation will prevail because God is great.  
 Problem: There is no necessary cause and effect between God's greatness and a nation prevailing. Simply because God can be considered great does not mean a nation will prevail.
  8. **Fallacy of many questions:** groups more than one question in the form of a single question.  
**Example:** Is it true that you no longer beat your wife?  
 Problem: A yes or no answer will still be an admission of guilt to beating your wife at some point of time.
  9. **Fallacy of straw man:** A straw man argument is an informal fallacy based on misrepresentation of an opponent's position.  
**Example:** A: We should have universal health-care.  
 B: No, because only communists believe in universal health care and communist countries are typically poor, which we don't want to become.  
 Problem: B has falsely identified A as a communist and then refuted communism. Consider the following example also. Consider the following claim by Rush Limbaugh:

"I'm a very controversial figure to the animal rights movement. They no doubt view me with some measure of hostility because I am constantly challenging their fundamental premise that animals are superior to human beings."

If this is followed with the argument that animals are not superior to human beings, and thus the animal rights movement is misguided, then we have an example of a straw man fallacy. The straw man is the misrepresentation of animal rights activists as holding the view that animals are superior to human being; virtually no animal rights activists hold this view.

### VERBAL FALLACIES

Verbal fallacies use some property of language to mislead, for example, ambiguity or verbosity of words. They are generally classified as follows:

1. **Fallacy of equivocation.**—A fallacy of equivocation occurs when the persuasive force of an argument depends on the shifting meaning of an ambiguous expression. It equates two incompatible terms or claims. Equivocation consists in employing the same word in two or more senses e.g., in a syllogism, the middle term being used in one sense in the major and another in the minor premise, so that in fact there are four not three terms.

Example 1: Tom argues:

Joe is a good tennis player.

Therefore, Joe is 'good' (i.e., a 'morally' good person).

Problem: The word 'good' has different meanings, which is to say that it is an ambiguous word. In the premise, Tom says that Joe is good at some particular activity, in this case tennis. In the conclusion, Tom states that Joe is a morally good person. These are clearly two different senses of the word 'good'. The premise might be true but the conclusion can still be false. Joe might be the best tennis player in the world but a rotten person morally. However, nothing can be inferred from the premise. Appropriately, since it plays on an ambiguity, this sort of fallacy is called the fallacy of equivocation.

Example 2: There are laws of nature:

Laws must be made by a lawgiver

Therefore, a cosmic lawgiver (God) exists.

Here, the ambiguous expression is 'laws'. On the one hand, there are laws which form part of a legal system, and these laws require a lawgiver (a person or group of persons with the authority to create and establish government laws). On the other hand, we have what we call laws of nature, which are simply observed regularities in the way the universe operates. The latter, however, obviously need not be the results of a legislative body.

2. **Connotation fallacy.**—Connotation fallacies occur when a, dysphemistic word is substituted for the speaker's actual quote and used to discredit the argument. It is a form of attribution fallacy.

3. **Fallacy of amphibology.**—The fallacy of amphibology results from the ambiguity of grammatical structure. Example: The position of the adverb, 'only' in the sentence starting with "He only said that" results in a sentence in which it is uncertain as to which of the other three words the speaker is intending to modify with the adverb.

4. **Fallacy of composition "From Each to All".**—Arguing from some property of constituent parts, to the conclusion that the composition item has that property. This can be acceptable (i.e., not a fallacy) with certain arguments such as spatial arguments (e.g., "all the parts of the car are in the garage, therefore the car is in the garage").  
Example: All the band members (constituent parts) are highly skilled. Therefore, the band (composite item) is highly skilled.  
Problem: The band members may be skilled musicians, but not in the same styles of music.
5. **Fallacy of division.**—The fallacy of division is the converse of 'fallacy of composition' and argues from a property of the whole to each constituent part.  
Example: The University (the whole) is 200 years old. Therefore, all the staff (each part) are 200 years old.  
Problem: Each and every person currently on staff is younger than 200 years. The university continues to exist even when, one by one, each and every person on the original staff leaves and is replaced by a younger person.
6. **Fallacy of proof by verbosity (argumentum verbosium).**—Proof of verbosity is a rhetorical technique that tries to persuade by overwhelming those considering an argument with such a volume of material that the argument sounds plausible, superficially appears to be well researched, and it is so laborious to untangle and check supporting facts that the argument might be allowed to slide by unchallenged.
7. **Fallacy of accent.**—Accent occurs in speaking and consists of emphasizing the wrong word in a sentence.  
**Example:** He is a fairly good pianist.  
According to the emphasis on the words, it may imply praise of a beginner's progress, or an expert's deprecation of a popular hero, or it may imply that the person in question is a deplorable pianist.
8. **Fallacy of figure of speech.**—The confusion between the metaphorical and ordinary uses of a word or phrase.  
**Example:** The sailor was at home on the sea.  
**Problem:** The expression 'to be at home' does not literally mean that one's domicile is in that location.
9. **Fallacy of misplaced concreteness.**—Fallacy of misplaced concreteness is identified by Whitehead in his discussion of metaphysics. It refers to the ratification of concepts which exist in discourse.

**Unit – III  
Legal Drafting**

**Abstracting**

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

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

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

**BRIEF WRITING**

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

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



### Drafting of Reports

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

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

### Steps in Drafting a Report

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

### Drafting the Reports of Meetings –

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

### The minutes of the meeting should contain:

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

5. Decision about the next meeting;
6. Vote of thanks to the Chair.

### **DRAFTING THE BUSINESS REPORTS**

#### **Drafting the Business Reports**

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

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

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

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

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

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

#### **Drafting Survey Report**

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

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

The language should be a direct one.

**Example of Drafting Business Reports**

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

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

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

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

Members Present

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

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

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

(Sd.).....  
Chairman .....

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

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

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

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

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

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

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

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

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

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

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

**Exercises for Drafting Reports**

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



**PRECISE WRITING**

**Precise Writing**

**(Summarising or Briefing)**

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

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

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

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

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

- no major point is left out;
- no inessential detail is included;
- one word substitution be made for the long expressions of explanation;
- it should be all in your own words;
- it must be a connected whole with continuity of thought;
- it must be complete and self-contained;
- it is only the gist of the passage;
- there should be no comments and no correction of facts;
- the language must be clear, lucid, simple and direct;
- it should be in narrative form;
- it should be in indirect speech after a 'verb of saying' in the past tense and in active voice;
- it should be written in the Third Person, even if the original is in the First Person or in the form of a dialogue;
- it should be in past tense continuously even if the original narrative is in the present;
- it should not contain any repetition;
- it should be in a paragraph, if the original passage is in two or three paragraphs;
- the language should not generally contain, slang, colloquial expression or foreign phrases;
- there should be no reproduction of the sentences from the original passage;

- the opening sentence should be impressive;
- the order of the ideas contained in given passage should remain the same;
- it should contain an apt title even if it is not asked in the question

#### **Revision and final drafting**

Once the draft is ready, check it to make sure that it reads like a passage and not a hotch-potch of phrases and sentences lifted from the original. If the draft contains many more words than the desired length, look for ways of reducing the length by correcting the existing ones. Cut out unnecessary details. Rewrite whenever possible using shorter phrases and direct expressions. Your final draft should be like an original piece of writing and not a condensation of another one, write the title with letters of big size and it should convey the central idea of the passage. The title may be a word or a phrase or even a short sentence. Then write out neatly the fair copy under the selected heading

#### **Specimen Precis**

Let us look at the problem of food. We first of all have to get the food and then we have to distribute it. We get the food either by growing it here or by importing it from other countries. Naturally we must not rely too much on other countries; so we have to grow as much as we can in India. We have to use the best methods of growing our crops. We will have to ask our farmers to use modern methods. When we have got the food, we must make sure that it is fairly distributed. If it is not properly distributed, some people will starve and other people will have too much. We must use the railways and the roads to send the food to distant places. When we store food, we must make sure that it is not eaten by rats or damaged in rain.

The second problem is that of population. India's population is growing rapidly. It is growing more rapidly than our food production. You know that medicine cures people of many diseases and so people live longer now-a-days. Therefore, our population is growing more rapidly than before. Somehow we must make sure that we have enough food for our growing population. You can see that the problems of food and population are very closely connected.

#### **Rough (First) Draft**

##### **Title: Food and Population**

Getting food and distributing it equitably are our main problems. We must grow as much as we can and not depend on imports. Our farmers must adopt modern methods of agriculture. It has to be fairly distributed to everyone through rail and road. If it is not distributed properly, some people will starve and some will have too much. Stored food should be preserved properly.

India's population is growing more rapidly than before. Modern medicine has increased longevity of life. we must ensure that there is enough food for our growing population. The problem of food and population are closely connected.

**Fair draft**

**Food and Population**

Getting food and distribution it properly are our main problem. WE must grow as much as we need and not depend on imports. Our farmers must adopt modern methods of agriculture. Food thus grown should be fairly distributed among all. Stored food should be well preserved. India's population is growing faster than her food production. Moreover, due to modern medicine people live longer than earlier. So, there is a need to ensure food for the growing population. The problems of food and population are closely connected.

A man may usually be known by the books he reads, as well as by the company he keeps for there is a companionship of books as well as of men; and one should always live in the best company, whether it be of books or of men.

A good book may be among the best friends. It is the same today that it always was, and it will never change. It is the most patient and cheerful of companions. It does not turn its back upon us in times

**Title: The Companionship of Books**

**Main points:**

1. A man's character is known by the books he reads;
2. One should always read the best books;
3. A good book is the best friend of man. It never changes;
4. It is the most patient and cheerful of companions;
5. It remains with us in prosperity and in poverty.
6. It amuses and instructs us in youth and consoles us in old age.

**Unit – IV**  
**Grammar**

**Cohesive Devices, Combination of sentences**

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

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

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

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

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

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

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

**Pleadings include complaints and written statements.**

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

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

#### **Framing of Suit**

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

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

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

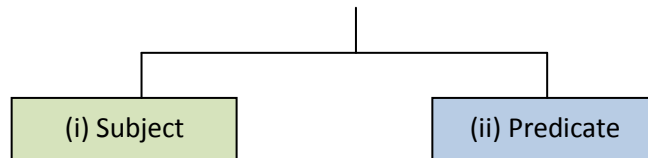


### SENTENCES STRUCTURES AND VERB PATTERNS

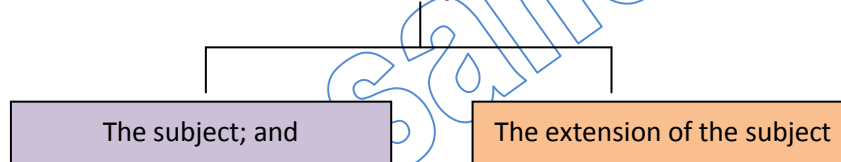
#### Sentence Structures

A group of words, which makes complete, is called a sentence.

A Sentences consists of two sections

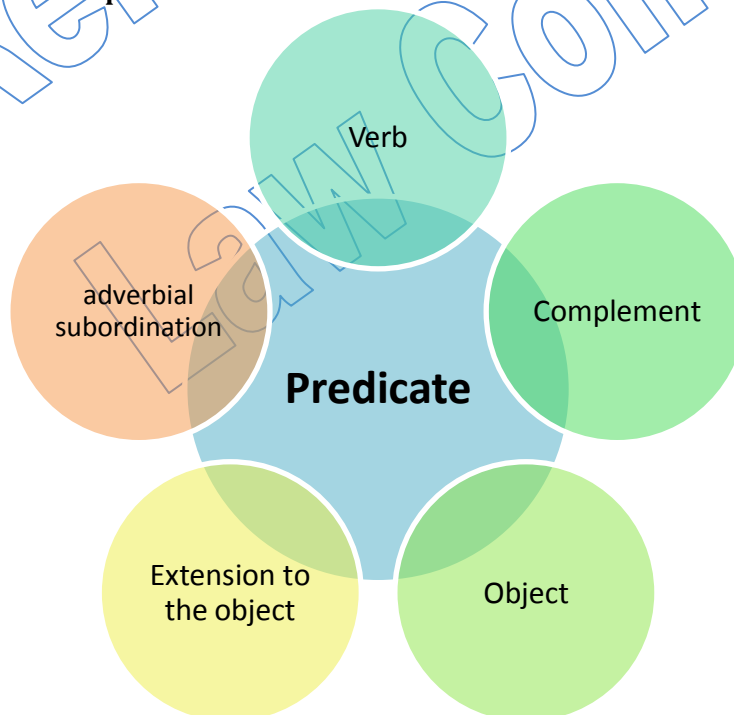


The Subject of a sentence may have two parts:



The part which names by person or thing we are speaking about is called the subject of the sentence.

**The predicate is the part which tells something about the subject. The predicate section of the sentence may have five parts:**



The sentence structure consists of these seven parts at a maximum. It is not compulsory for a sentence to possess all these seven parts. The subject and the predicate are important.

**Sentences may be**

Statements or declarative or assertive (affirmative or negative)

Interrogative (questions)

Imperative (Commands)

Exclamatory (Expressing surprise, pain etc.)

Optative (desires or wishes or greetings)

**Verb Patterns**

The verb patterns supply information concerning syntax. They enable the learner to use verbs in the ways that are in accordance with correct usage. If the learner spends a few hours studying these verb patterns, he will be able to avoid numerous errors. The verb patterns may be of transitive and intransitive patterns. The following are some verb patterns of different sentence structures along with some subject patterns.

**Subject Patterns**

**SP 1. Subject (Noun/Pronoun) + Predicate**

1. Birds	fly.
A peacock	dances.
It	dances.
It	can run.
He	sings a song.
We	live in a village.

**SP 2. Subject**

Determiner + Adjective + Noun

1. The	tall	man	is the leader.
2. Some	mischievous	boys	raised slogans.
3. The	new	books	have been displayed.
4. The	little	courtesies	cost nothing.

**Predicate**

**SP 3. Subject**

**Predicate**

Determiner + Adjective + Noun + Adjectival Phrase + Adjective Clause

- |          |        |       |                         |                                      |                       |
|----------|--------|-------|-------------------------|--------------------------------------|-----------------------|
| 1. The   | new    | chair | of ebonywood            | which I purchased at an auction      | has been stolen.      |
| 2. The   | little | man   | at the gate             | which is at the back of the building | is an honest watchman |
| 3. Those | tall   | boys  | in blue shirts          | who were fined last week             | have improved a lot.  |
| 4. These | old    | women | with grey hair          | who were once very beautiful         | look very sad         |
| 5. The   | green  | house | opposite the milk booth | which is near to our house           | is theirs             |

**SP 4. Subject (gerund)**

**Predicate is a pleasure.**

- |                    |                        |
|--------------------|------------------------|
| 1. Driving         | is a pleasure          |
| 2. Writing letters | is her hobby           |
| 3. Swimming        | is a good exercise     |
| 4. Smoking         | is injurious to health |
| 5. Reading         | makes a man wise       |

**SP 5. Subject (infinitive)**

**Predicate**

- |                      |                             |
|----------------------|-----------------------------|
| 1. To drive fast     | is dangerous                |
| 2. To swim in a pool | is a hobby of youngsters    |
| 3. To shoot birds    | is a forbidden in this area |
| 4. To pluck flowers  | is not a good habit         |
| 5. To err            | is human                    |

**Sp 6. Subject (Clause)**

**Predicate**

- |   |                                |
|---|--------------------------------|
| 1. What he says                             | cannot be true.                |
| 2. Where the police have take him           | is not known.                  |
| 3. That we should go to the World Book Fair | was proposed by our Principal. |
| 4. How she solved all the problem           | is still a mystery to us.      |
| 5. Why he quarrels                          | is not known to anyone.        |

**SP 7. There + Verb**

1. There is
2. There is
3. There were
4. There have been
5. There are

**Subject (phrase)**

a pot of tea on the table.  
a girl on the stage.  
many people at the party.  
many such cases.  
a number of old books on my table.

**SP 8. It + Verb**

1. It doesn't matter
2. It seems
3. Does it matter
4. It would seem
5. It can hold

**Subject (clause)**

if you don't get tickets for this show.  
(that) she is not well.  
what she says about us?  
(that) your mother cannot afford to buy it.  
over three hundred passengers.

**Verb Patterns**

The following are the main Verb Patterns given by A.S. Hornby

**VP 1. Subject + Verb + Direct Object**

He	kicks	the ball.
They	looted	the bank.
I	have bought	a car.
We	must wash	ourselves.
You	should	help the poor.

**VP2 Subject + Verb + to**

**(not) to + Infinitive etc.**

He	tried	to	escape.
They	feared	to	speak in public.
I	want	to	see him.
We	appeal	to	save him.
We	decided	not to	go there.
You	have forgotten	to	write.

**VP 3 Subject + Verb + Direct Object + (Noun/Pronoun) + to/not to + infinitive**

He	likes	his wife	to	dress well.
They	want	me	to	be early.
I	asked	him	not to	go.
We	want	you	to	stand at once.
Who	taught	you	to	swim?
You	helped	me	to	carry the box.

**VP 4. Subject + Verb + Direct Object (Noun/Pronoun) + (to be) + Complement**

He	called	her		a fool.
They	chose	Ram	(to be)	Secretary.
I	believe	him	(to be)	honest.
We	consider	the plan	(to be)	unwise.
You	supposed	him	(to be)	patriot.

**VP 5. Subject + Verb + Direct Object (Noun/Pronoun) + Infinitive etc.**

He	made	Sits		behave well.
They	heard	her		sing.
I	saw	him		go out.
We	felt	the house		shake.
You	watch	them		do it.

**VP 6. Subject + Verb + Noun/Pronoun**

He	smelt	something	<b>Present Participle</b>	burning.
They	found	the boy		walking down the street.
I	heard	him		giving orders.
We	caught	her		opening your letter.
You	kept	the fire		burning.

**VP 7. Subject + Verb + Direct Object (Noun/Pronoun) + Complement (Adjective)**

He	pushed	the door	open.
They	set	the prisoners	free.
I	found	the box	empty.
We	painted	the door	green.
You	made	him	famous.

**VP 8. Subject + Verb + Object + Noun**

He	called	them	cowards.
They	made	him	king.
I	named	their son	Rahul.
We	elected	him	President.
You	told	her	stories.

**VP 9. Subject + Verb + Object (Noun/Pronoun) + Past participle**

He	found	the house	deserted.
They	wanted	this letter	typed.
I	had	my suit	cleaned.
We	felt	ourselves	lifted up.
You	should get	the tooth	pulled out.



**VP 10. Subject + Verb + Object (Noun/Pronoun) + Adverb, Verb Phrase etc.**

He	employed	her	as a cook.
They	treat	their sister	as if she were only a servant.
I	took	my hat	off.
We	elected	him	as our secretary
You	take	the medicine	in order to get well

**VP 11. Subject + Verb + (that) -clause (Object of the Verb)**

He	explained	(that)	nothing could be done.
They	suggested	(that)	we should go to the port
I	expect	(that)	it will rain.
We	hoped	(that)	you would succeed.
You	admitted	(that)	you had written the letter.

**VP 12. Subject + Verb + Noun/Pronoun (that) clause**

He	told	me	(that) he was coming on Sunday.
They	assured	me	(that) they are ready to help.
I	told	him	(that) he was mistaken.
We	satisfied	ourselves	(that) the plan would work.
You	promised	us	(that) he would be here at five.

**VP 13. Subject + Verb + Conjunctive (interrogative) + to + Infinitive**

He	knows	what	to do
They	know	how	to escape
I	don't know	how	to do it
We	decided	where	to go
You	remember	how	to solve it?

**VP 14. Subject + Verb + Direct Object (Noun/Pronoun) + Conjunction (interrogative) + to—infinitive**

He	has	taught me	how	to play chess.
They	told	him	when	to start.
I	shall show	you	how	to open it
We	asked	him	where	to get tickets.
You	informed	us	what	to do.

**VP 15. Subject + Verb + Conjunction (interrogative) + Clause**

He	showed	how	annoyed he was.
They	know	whose	it is.
I	can't imagine	why	he has behaved like that.
We	wonder	whether	he will come.
You	find out	when	the train is due.

**VP 16 Subject + Verb + Noun/Pronoun Conjunctive (Interrogative) clause**

He	asked	me	when	you had gone
They	told	me	what	I should do.
I	showed	them	how	they should do it.
We	asked	him	where	he put it.
You	informed	us	when	the train leaves.

**VP 17. Subject + Verb + Gerund, etc.**

He	began	singing.
They	went on	talking.
I	hate	borrowing money.
We	enjoy	playing cricket.
You	must n't	miss seeing him.

**VP 18. Subject + Verb + Direct Object + Preposition + Prepositional Object**

He	sent	circulars	to	all officers.
They	told	the news	to	everybody they met.
I	don't lend	my book	to	anybody.
We	showed	the pictures	to	our teachers.
You	owe	ten rupees	to	my tailor.
The birds	collect	food	for	their young one.

**VP 19. Subject + Verb + Indirect Object + Direct Object**

He	gave	us	a pen.
They	taught	him	a lesson.
I	told	him	stories.
We	lend	them	our car.
You	forgive	us	our mistakes.

**VP 20. Subject + Verb + Subject Complement**

He	walked	(for) five miles.
They	look	sad.
I	kept	quiet.
We	waited	(for) two hours.
You	stay	(for) this night.

**VP 21. Subject + Verb**

He	was singing.
They	are dancing.
I	have studied.
We	dressed.
You	may go.

**VP 22. Subject + Verb + Predicate (Adjective/Adjective Phrase/Noun/ Pronoun)**

He	is	a man.
They	are	boys.
I	became	lazy.
We	are	students.
You	are	a player.

**VP 23. Subject Verb + Adverbial Adjunct**

He	will come	as soon as he is ready.
They	must turn	back.
I	ran	fast.
We	did not go	anywhere.
You	stand	up.

**VP 24. Subject + Verb Preposition + Prepositional. Object**

He	agreed	to	our proposal.
They	called	on	me.
I	rely	on	your discretion.
We	will arrange	for	transport.
You	must go	to	the doctor.

**VP 25. Subject + Verb + to infinitive, etc.**

He	lived	to	be ninety.
They	stopped	to	have a rest.
I	came	to	buy a book.
We	are waiting	to	hear your opinion.
You	have	to	stand her for a long time.

### MODALS

Modals function like auxiliary verbs and they add meaning to the main verb. We use the modal verbs can and could in many different ways. In speech, for the negative, we generally use the contracted form (can't couldn't) but, if we are stressing the negativity, we separate the words and say cannot or could not.

I could not believe how rude she was!

The children cannot help making a lot of mess.

#### A. Expressing skill and ability

We use can or can't to say if someone is able to do something or not in the present, on the basis of physical or mental ability, or skill or training.

I can't reach the top shelf of the book case.

Can you read the small print on that notice over there?

Komal can play the piano pretty well.

Tom can never remember my phone number!

We use could or couldn't to talk about skill or ability in the past.

When Renu was six she could already dance quite well.

My aunt Parveen couldn't speak English when she first arrived in Liverpool.

Could you always whistle or is it something you learned as an adult?

#### B. Expressing Possibility

We use can and can't to talk about something which is or is not possible for practical reason. We often use you with can or can't to talk about something which is possible for everyone.

High heels can seriously damage your feet.

You can buy venetian glass in the gift department.

You can't get any phone signal in the Metro.

We use could and couldn't for possibility in the past

The Wall was so high the dog couldn't jump over.

In the 1950's you could take the bus from Jodhpur to Ajmer for Rs. 10

We also use could have + past participle to talk about something that might have happened in the past but didn't for some reason.

The bay mare could have won the last race.

Neha could have become a teacher, but she preferred working in the shop.

We also use may and might for possibility, though this does not necessarily depend on any practical reason.

You might win the lottery!

We may go to Europe next summer.

The negative is used in the same way, indicating a lack of knowledge of the truth.

She might not have won the trophy, I don't know

We may not be able to afford to buy that new villa.

### C. Showing deduction and speculation

When we want to show that something is speculation or deduction on the basis of information, but is not certain, we use could or couldn't. We also use might and may in this way.

The letter I sent could arrive tomorrow morning.

= it may arrive...

He could be Farukh's brother. They look quite similar. = he might be Farukh's brother....

The man you spoke to on the phone could have been Mr Atwal.

### D. For Permission

We use can to talk about having or giving permission, or being permitted to do somet present or generally.

You can park behind the tea shop but you can't park in the driveway.

We use could and may when we want to ask permission to do something, in a polite way.

Could I possibly borrow your pencil for a moment?

Could we leave a bit earlier today?

We also use may in this way, but this is still more formal and becoming less common in normal conversation. We only use may in modern conversation with the first person singular, I. It is used to ask for permission to do or have something.

May I speak to you for a moment?

May I help myself to some more salad?

We can use could to talk about permission in the past, but we often use a phrase such as wasn't allowed to, or weren't permitted to to make it clear we are not talking about ability or possibility. We do not use mayor might in the past for permission.

We weren't allowed to take the dog into the cafe. = We couldn't take the dog in.

To talk about the future, we use will/won't be allowed to or be permitted to.

I am afraid you won't be permitted to take your drinks into the auditorium, but you will be allowed to drink them in the lobby.

### E. For offering and requesting

We use both can and could to offer something to someone. Could is more formal.

Can I assist you with your bags, madam?

Can I buy you an ice cream?

Could I offer you a drink?

Could we do something to help?

To ask for something, we use can and could in a similar way.

Can I have some more milk, please? Can you pass me the sugar too?

Could I trouble you for some more tea? Could someone bring it to my room?

Could you call me a taxi?

We use couldn't to offer or request in a cautious or polite way, with the tag question, could I, could you, etc.

My daughter couldn't share your programme, could she?

I couldn't have another slice of melon, could I?



### **F. Expressing uncertainty**

We use may, might, can and could in conditional sentences. We use can in the consequence clause of the particular (first) conditional to mean will be able to.

If the traffic isn't too bad, we can be there in half an hour.

Could in the consequence clause of the imaginary (second) conditional means would be able to.

If you left your bicycle here, you could pick it up after the lecture.

In the condition clause of the imaginary conditional, it means was/were able to.

If I could swim better, I would enjoy sailing more.

We use may and might in the consequence clause to mean it is possible, but not certain.

Manisha may pass her Geography exam, if she revises the night before.

If you help me I might be able to finish in time.

We also use could, might or may to say that something is possible so, or possibly will be so.

This could be the best restaurant in Germany.

This car could last you a lifetime.

### **G. Expressing surprise**

If we want to express strong surprise or disbelief, we use can't to talk about the present.

But Wahab is not interested—you can't possibly wait for him?

If we want to express surprise that something happened, we use can't have.

You can't have lost the front door key again!

The goat can't actually have eaten all the roses!

To say that we can hardly believe someone or something was capable of something that hap in the past, we use couldn't have.

She couldn't have said that to him, surely!

Satish couldn't possibly have got eighty-five percent in the final exam!

### **H. For general truths**

When we want to say that something is often the case, we use can + infinitive.

Teachers can be really strict sometimes. = They sometimes are very strict.

The journey can take up to half an hour during the rush hour.

When we are talking about the past, we use could.

The winters in that house over the hill could be very cold indeed. = they sometimes were

### MORE MODALS

Modal verbs are those which add a focus to the main verb. They are invariable—they only have one form. They are used for expressing the following functions.

#### A. Expressing necessity

When we talk about something which is necessary, we can use must, have to, have got to or need to, depending on the context. They are often interchangeable in the positive form, but sometimes one is preferable to another. There are much more substantial differences in the use of the negative forms of these verbs.

They must reach the airport by five in the morning.

We need to get the car repaired before the trip.

I have to go to the dentist this weekend.

#### C. For Obligation

If we are talking about being obliged to do something by an external power, such as the law or a set of rules in an organisation, then we usually use must or have to/have got to. Must is a little more formal, and have got to is the most informal.

Visitors must sign in at the front desk when they arrive.

You always have to turn off your computer before you leave.

I have got to buy Shilpa a birthday card on the way home.

If we want to talk about something being necessary for a particular purpose, we usually use need to.

If you want to use the car park you need to get a permit from reception.

I really need to get some new shoes. These ones have holes in the sole.

We can also use be obliged to, but it is not often used except in extremely formal situations.

I'm afraid I will be obliged to arrest you if you continue to behave in that way.

The committee was obliged to cancel Mr Lachman's membership.

#### B. For Prohibition

We use mustn't or can't when we want to say that something is not permitted.

Drivers mustn't use their mobiles while driving.

Sorry, but you can't park there!

In modern colloquial speech, we often use don't for prohibition, when we are talking about that are not socially acceptable.

You just don't wear brown shoes with a black suit!

You don't use the fish knife to cut your meat.

When we talk about something that it is essential that we do not do, or does not happen, we use must not/mustn't. This can only be used for the present and future.

Whatever you do, you mustn't laugh when he comes in!

The two elements must not come into contact or they will explode.

**D. For deduction**

We use must when we want to express an assumption we are making, based on logical deduction from relevant data.

It must be lovely in Darjeeling at this time of the year.

She must have spent a lot of money on that coat.

If we are making a negative assumption, for example that something is probably not the case, we don't use must, we use can't for the present or won't for the future.

It can't be time to go already!

Kalash won't be ready in time!

**E. For Lack of obligation or necessity**

If we want to talk about something that is not necessary or not compulsory, we use don't have to, haven't got to, need not/needn't or don't need to for the present.

We needn't book tickets in advance as there will be plenty of seats.

You don't have to attach the handle before you screw it in.

You haven't got to put sugar in if you don't want to.

To talk about necessity in the future, we use will or won't have to.

We will have to prepare another room for Dhara if she is coming to stay.

I hope she won't have to stay for very long.

If we want to say that something which happened in the past was not necessary, we use needn't have.

Hari needn't have bought so much paint for that tiny room.

If we want to talk about something which didn't happen and was not necessary, we use didn't need to.

You didn't need to add any salt, as the soup is really tasty as it is.

We also use the phrase There's no need to... when it is not necessary to do something.

There's no need to write a letter. You can apply online.

**F. For questions**

We don't usually use ought to in the interrogative. We usually use have to, should or must.

Have to is not a true modal and cannot be used without an auxiliary do/did.

Do you have to play your music that loud?

Should we book tickets, do you think?

Must your sister hang her wet towel over the door?

**G. For giving advice, warning or criticism**

When we want to recommend something, we usually use should or ought to.

You should go to the new ten-screen cinema. It is so comfortable.

Sonali said we ought to buy our fruit from the market.

If we want to recommend something strongly, we use must, often with really.

You really must try the mango ice cream. It's delicious!

Tim must stop quarrelling with Sejal.

When we want to warn someone not to do something, we can use shouldn't or mustn't.

You shouldn't swim out to the island as the currents are dangerous.

Tell Hamid he mustn't leave his jacket there or it will get stolen.

When we want to talk about an action we disapprove of (often for moral reasons), we use shouldn't or ought not to.

Sadaf shouldn't have lied to the principal!

You ought not to tell tales behind people's backs.

**H. For orders**

We use be to to talk about something which is ordered by a person or body in authority.

The letter says I am to go to the office on the first floor and wait there.

The commander says we are to prepare for the attack.

## PAST MODALS

Past modals are formed by a modal verb + have + past participle. The form is invariable.

### A. Expressing past possibility

We use past forms of the following modal verbs to talk about past possibility.

- could have  
The team could have played better.
- might have  
I Don't know – She might have forgotten about the match.

### B. To judge someone's behavior

We use these modal verbs to judge someone's behavior.

- should  
You should have brought some warmer clothes.
- ought to have  
We ought not to have left the window open.

### C. For expectation, supposition or probability

For expectation, supposition or probability, we use the following modals.

- should have  
They should have been here by now!
- can't have (expressing amazement, dismay or disbelief)  
Uncle Frank can't have left the keys inside the house!
- can't have (expressing impossibility)  
They can't have come in last night as the door is bolted on the inside.
- will have  
By the end of the month I will have earned enough for my holiday.
- must have  
Abani must have been a beautiful bride!

### D. For the third conditional

For the third (imagined) conditional, we use these modal verbs.

- would have  
I would have called you if I had known you were ill.
- could have  
Priya could have won if she hadn't fallen over.



### POSSESSIVES AND 'SELF' FORMS

#### A. The Genitive marker

The genitive or possessive marker ('s) is most commonly used with people, organizations and animals or pets that are considered 'part of the family'.

Anjali's new neighbor comes from Goa.

Your cat's fur is very soft.

We also use 's with organizations or companies.

Barclay's head office has been evacuated!

The Council's new leader is a woman.

#### ➤ Plural nouns with 's

If the noun is plural, we often put the 's after the s.

The two girl's clothes were identical.

The boys' changing room is being redecorated at the moment.

If the name ends in an s, we usually add 's in written English, but we sometimes leave out the 's after the apostrophe.

I saw Devdas' bicycle outside Lalit's house.

#### ➤ Of with 's

We do not usually use 's with inanimate objects. Instead, we use an of phrase or two nouns.

The centre of the town is very congested in summer. = The town centre is very congested in summer.

#### ➤ Two nouns without 's

We generally use two nouns together (without 's) if we are talking about a component part of something, or what something is generally used for.

I need some new dinner plates.

The window frames were painted white

#### ➤ Double genitive (of + ...'s)

We often use an of phrase with an 's specially if we use the indefinite article or a demonstrative.

That was a friend of Hassan's

I found those books of your uncle's on the shelf.

#### ➤ Measures

We often use the 's when we are talking about duration, or value or distance in terms of time.

I would really like a week's holiday.

Leave now, without a moment's delay!

Last year's salary was less than the year before.

The school is about ten minute's drive from here.

We also use 's worth to say how much we pay for something.

The stall-holder sold us ten rupees' worth of sweets.

➤ **Multi-word nouns with 's**

We often use 's after a noun phrase describing a person or people with the 's on the last word.

The man in the street's opinion is always interesting.

➤ **Long noun phrase with 's**

If the noun phrase with a possessive is more than two words, we often use a different construction instead of the 's.

The red bag belongs to the boy sitting in the corner. (✓)

The red bag is the boy sitting in the corner's. (x)

➤ **Independent noun with 's**

If we use a name with an 's, it usually refers to someone's house or place of business.

Let's go round to Malik's.

If there are more than one owners of something, we usually add the 's to the second name.

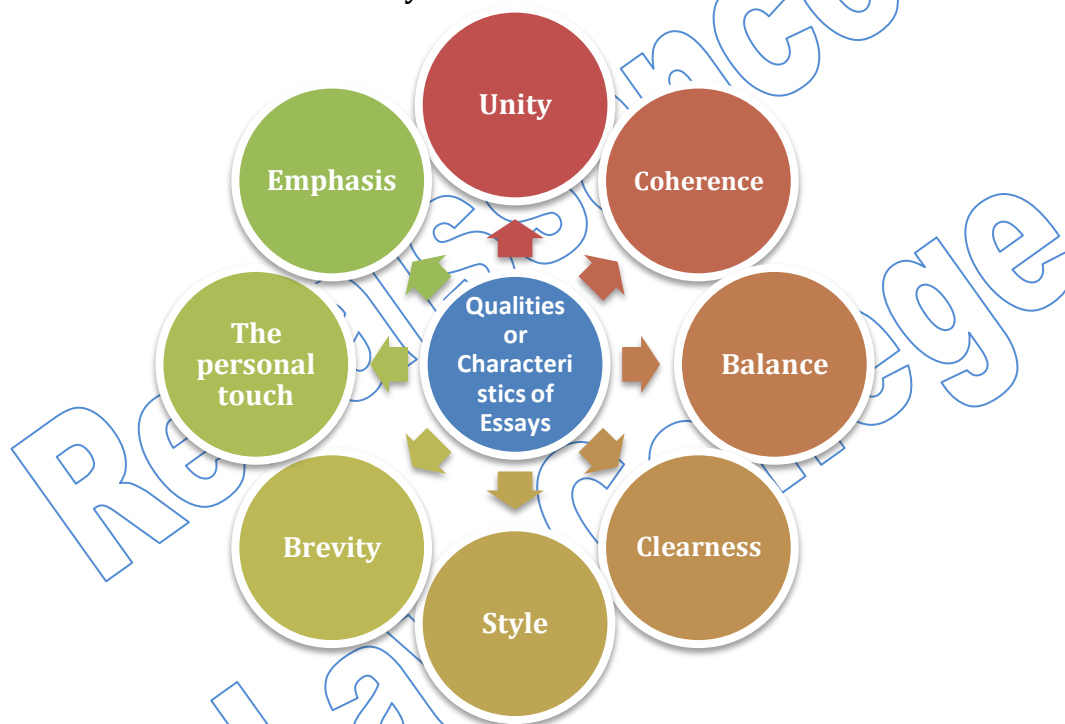
Paul and Jenny's children are away at boarding school.

**Unit – V**  
**Composition and Translation**

**Legal topics for essay writing**

An essay is a piece of writing, usually, short and in prose, on any one subject. It is an original piece of writing in which we express own views on a particular topic. Literally, essay means "an attempt". It is a work of art and like any other piece of art it is the result of the earnest effort of the writer to make it as attractive as possible. Its beauty depends upon the essayist in executing the essay.

**Qualities or Characteristics of Essays**



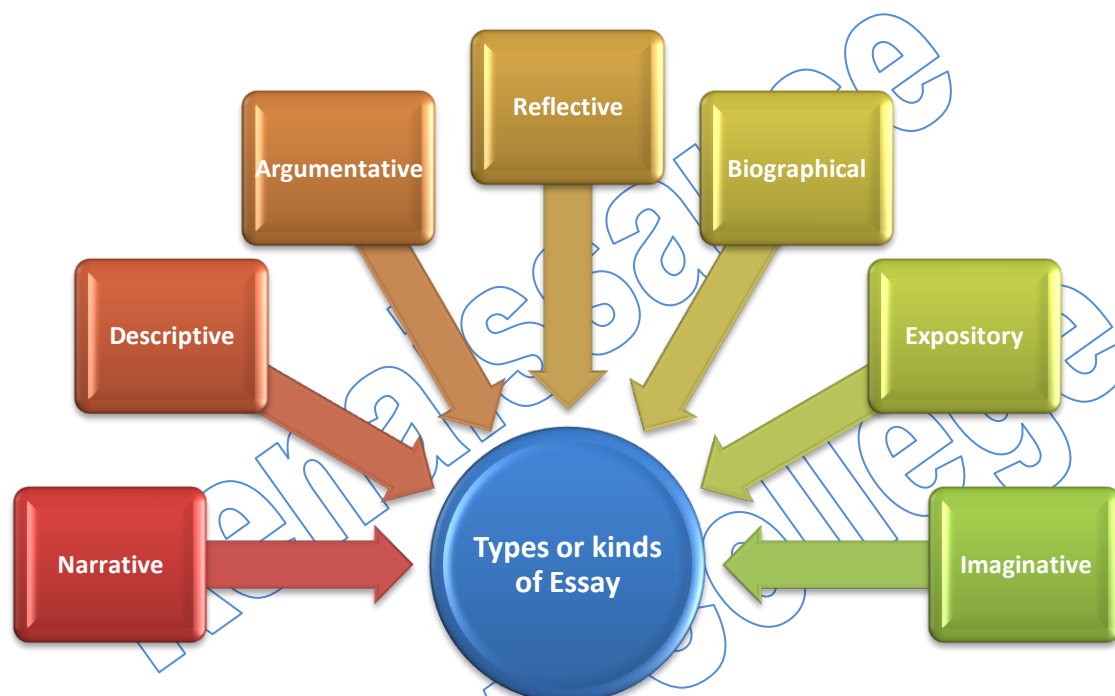
**Every good essay has certain chief qualities:**

1. **Unity.**—An essay should deal with one subject only and relevant and irrelevant matter should not be mixed up.
2. **Coherence.**—The essay should follow a clear order and move steadily towards a goal. Ideas are arranged in a definite pattern so that the important ones stand out prominently, and the relation between ideas is clearly seen.
3. **Balance.**—The various ideas should receive proper emphasis. Every idea should be explained definitely enough without at the same time, any exaggeration or overstatement.
4. **Clearness.**—The ideas in an essay should be clear both in expression and language. Ideas should not be confused or mixed up. The language used should be simple and precise.
5. **Style.**—The style of an essay must be dignified and literary. Slang, colloquial terms and free and easy constructions are not proper in an essay.
6. **Brevity.**—The length of the essay depends on the writer's purpose in writing. If it is intended for a particular set of readers, its length will be influenced by the readers' background and needs. But in

any case the essay should not be very long or loose or rambling. The limit, should, generally, be about three hundred words. It should be a brief exercise, concisely, expressed.

7. **The personal touch.**—An essay should reveal the personal feelings and opinions of the writer on a particular topic.
8. **Emphasis.**—Emphasis can be given to a point by giving it a position in which it will stand out. Emphasis can be given to an idea by devoting more space to it. So, the main points need to be focussed on.

### Types or kinds of Essay



### The essays may be classified as:

1. **Narrative.**—A narrative essay consists mainly in the narration of some events or series of events. The arrangement is by the order in which the events occurred. It consists of (i) Introduction—importance of event; (ii) the time and place of the event described; (iii) the scenes of the event; (iv) the chief results; and (v) conclusion.
2. **Descriptive.**—A descriptive essay consists of a description of some place or thing or object. Such essay consists of: (i) Introduction—short history, (ii) shape and main parts; (iii) method of working; (iv) uses; and (v) conclusion.
3. **Argumentative.**—An argumentative essay is to convince the readers about the position you have taken on a subject.
4. **Reflective.**—A reflective essay consists of reflection or thoughts on some topic, which is generally of an abstract nature. It contains: (i) Introduction; (ii) explanation of the statement; (iii) examples in support of the statement; (iv) usefulness in life; and (v) conclusion.
5. **Biographical.**—A biographical essay is about an important personality who has achieved success in a particular field of science, art, culture etc. It contains (i) Introduction—place in National History; (ii) birth and parentage; (iii) education; (iv) achievements; and (v) conclusion.
6. **Expository.**—An expository or explanatory essay consists of an exposition or explanation of some subject such as industries, occupation, scientific ones.

7. **Imaginative.**—An imaginative essay is related to the feelings and experiences of an individual in imagination but not taken place in real world such as "If I were the Prime Minister".

### Hints on Essay Writing

1. **General preparation (Brainstorming).**—Don't start writing at once. Think out carefully for ten minutes or so what you are going to write. Set down the various ideas that come to you. Select your ideas carefully. Stick to those points and arrange your thoughts. Read relevant subject from available books. Note down the important points which are useful for your topic. If need arises, consult experts on that particular field. Conversation with such people helps you to know more about your topic. Sometimes observation will be useful for the essay you attempt. Collect the subject material from all available sources. Arrange your thoughts. You cannot write a good essay without a plan. So you must make a plan and arrange your ideas in such a way that they follow one another naturally. Bearing the subject definitely in your mind and with your purpose clearly before you, sketch out a bare outline of the main headings of the essay.

### Writing an Essay

- a. **Paragraphs.**—Divide your essay into paragraphs. Write a fresh paragraph on each point in the plan.
- b. **Structure.**—Divide the essay into three parts—the introduction, the body and the conclusion.
1. **Presentation.**—The essay should be clear as well as brief. Let it be interesting as well as to the point. It should be natural and the style should not be the imitation of any author's style. Say what you want to say as tersely as is consistent with making your meaning clear. It should be simple and direct. Use simple words and short sentences. It should be an educative one.
2. **Check List.** – After writing an essay, check with the following check lists.

#### Content

1. Are all the ideas relevant?
2. Should I remove any of them?
3. Is the order of the ideas correct?
4. Do I need to change the place of any ideas?
5. Have I adequately developed the ideas?
6. Have I ended the argument logically?

#### Structure

1. Is the paragraph division appropriate?
2. Does it correspond to the development of the thought?
3. Have I connected the paragraph well?
4. Are the sentences in each paragraph connected well?
5. If there any need to rearrange any sentence?

#### Purpose

1. Is the purpose clear?
2. Does my point of view emerge clearly?
3. Do my ideas support the purpose?

**Language**

1. Have I joined sentences grammatically?
2. Are my tenses right?
3. Have I used linked connectors to make my writing cohesive?
4. Have I used appropriate words to convey my thoughts?

**Rewriting.** – After correcting the draft essay, prepare a fair copy if your essay.

1. Don'ts in Essay Writing
  - a. Do not begin with sentences whose meaning is vague. Remember – one good way of beginning an essay is with a definition. A definition should always be as short as possible.
  - b. Do not make a generalization without example.
  - c. Avoid examples which do not typically represent the features marked in the generalization.
  - d. Avoid paragraphs of the same type.
  - e. Minimize subjectivism (the use of 'I' as subject). Except in narrating the personal experience it is better to view the topic objectively.
  - f. Do not make your paragraphs stand in isolation. The idea in one paragraph should be related to the idea in the next one. The connection should be made clear either in the opening sentences of a paragraph or through a transitional paragraph.
  - g. Do not write on anything which you do not know fairly well.
  - h. Avoid dragging controversial issues especially from politics and religion.
  - i. You should not make any defamatory reference to any individual.