**SYLLABUS**

**UNIT-I - VOCABULARY**

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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 infinitum

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

certiorari for the records of an inferior Court

certiorarified mandamus a merger of the two writs viz. certiorari and mandamus

cesus belli an occurrence giving rise to war

cestui que trust 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 vie the person for whose life the land is held

charge-d' affaires a person who represents

compos mentis sound in mind

commercium commerce

contra against; on the other hand

coram non judice before one who is not the judge

corpus delicti the body of facts which constitute an offence

culpa lata gross negligence

culpa levis slight negligence

cypres near to it

damage-feaisant doing damage

damnosa haereditas an unprofitable inheritance

damn um sine (abseque) injuria damage without injury i.e. damage caused without legal

wrong

data what is given

decree nisi a decree to be made final unless a contingency happens

de die in diem from day to day continuously

de facto in actual fact

de hors outside of; unconnected with

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

factotom 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

before it to investigate the legality of his detention

haereditas Jacens an inheritance not taken up

haeres factus heir appointed by will

hic jacet here lies, (used of a dead person)

ibid; ibidem; id in the same place, volume or case

idem ad of the same mind; agreed

idem per idem proof; illustration

id est (i.e.) that is (to say)

idiot a feeble minded person

impasse dead lock

impedimenta baggage

imprimatur a licence to print or publish

in alio loco in another place

in arbitrio judicis at the discretion of the judge

in articulo mortis a dying declaration

in camera a judge's private chamber; not in public

in curia in Court

in esse actually existing

in extenso at full length

in extremis at the last gasp

in flagrante delicto caught in the act of adultery or crime

in forma pauperis as a poor person

in futuro in the future

in invitum against a person's will

injuria sine damno injury without damage

in limine at the outset

in loco parentis in place of parent

in memoriam in memory of

in pais done without legal formalities

in pari delicto when both parties are equally in fault

in pari materia (in pari causa) in an analogous cause, case or position

in personam in against a person

in presenti at the present time; at once; immediately

in re in the matter of the expression

in rem 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 teum 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

peraente 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 procuration

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 demostrandum 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.

**s 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 beofre; 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 Ian 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. l

**ay 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—surfender**

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 exhaused**

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 the 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 neighbourers.

**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 unttil 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 **ano allegory**

Formal statement or 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—**ambidextrou**s

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, tows 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 pe who renounces the world and practises self-discipline in order to att 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—**backflash**

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—**bilingua**l

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 some body—**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 ca by severe injury or illness—**coma**

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

Satisfied with one's owl"' 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 paint (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 Id3Imatnlad3ist/ 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 necessaries—**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 burried—**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**

Obstinately 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 above 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 rom 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. throughradio-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**

III-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 w 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**

III-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—**trie nnial**

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.

1. **Abject** (adj.)—miserable, hopeless, wretched

He lives in **abject** poverty.

**Object** (n)—purpose

My **object** was to change his opinion.

1. **Abjure** (v)—abandon, promise to give up

He **abjured** his religion.

**adjure** (v)—beg, ask somebody earnestly

I **adjure** you to tell the truth.

1. **Accede** (v)—agree, assent, accept

I cannot **accede** to your request.

**Exceed** (v)—go beyond

The cost **exceeded** the estimate.

1. **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.

1. **Access** (n)—approach or admission

A poor man has no **access** to the King.

**Excess** (n)—more than enough

**Excess** of tea affects digestion.

1. **Accessary** (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.

1. **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.

1. **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**.

1. **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.

1. **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**.

1. **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.

1. **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.

1. **Adverse** (adj.)—contrary

Despite **adverse** conditions, I implemented my plan.

**Averse** (adj.) —unwilling

I am **averse** to attending the meeting.

1. **Advice** (n)—opinion given

He paid no heed to my **advice**.

**Advise** (v)—give opinion

Please **advise** me what to do.

1. **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.

1. **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**.

1. **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)

1. **Affection** (n)—love

Every mother has **affection** for her children.

**Affectation** (n)—behaviour that is not natural or genuine

Her little **affectations** annoyed me.

1. **Aggregate** (n)—total

The **aggregate** of my marks is 400.

**Aggravate** (v)—to worsen

Rise in population **aggravates** poverty.

1. **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.

1. **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.

1. **Ail** (v)—trouble

I don't know what **ails** him.

**Ale** (n)—a kind of strong beer

He took a pint of **ale**.

1. **Air** (n)—the mixture of gasses we breath

Fresh **air** is good for health.

**Ere (**conj.)—before

I had coffee **er**e I left for college.

**Heir** (n)—one who inherits

I am the only **heir** to my aunt.

1. **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.

1. **Allowed** (v)—permitted

Smoking is not **allowed** here.

**Aloud** (adv.)—loudly

Please read the story **aloud**.

1. **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.

1. **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.

1. **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.

1. **Allure** (v)—tempt; attract

Coloured posters **allure** people into the cinemas.

**Lure** (v)—attract, tempt

He was **lured** on to destruction.

1. **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**.

1. **Alteration** (n)—change

An **alteration** has been made in the Degree syllabus.

**Altercation** (n)—quarrel

I had an **altercation** with my neighbour.

1. **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.

1. **All together**—all in company

Let's play this game **all together**.

(adv.)—entirely, wholly

I don't **altogether** agree with him.

1. **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.

1. **Amiable** (adj.)—lovable

He is an **amiable** person liked by all.

**Amicable** (adj.)—friendly

We had an **amicable** settlement.

1. **Anger** (n) – extreme displeasure

He was filled with **anger** at what he saw.

**Auge**r (n)—carpenter's tool for boring large holes in wood

The carpenter made a big hole in the door with an **auger**.

1. **Antique** (n)—old-fashioned

We laughed at her **antique** dress.

**Antic** (n)—odd

We laughed at her **antic** gestures.

1. **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.

1. **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.

1. **Apposite** (adj.)—proper

He made an **apposite** remark.

**Opposite** (adj.)—contrary

He belongs to the **opposte** party..

1. **Apt** (adj.)—appropriate, suitable

He did everything in an **apt** way.

**Aft** (adj.)—near or towards the tail of a shop; or the stern of a ship

The security guard at the airport asked us not to go **aft**.

1. **Apathy** (n)—indifference

The rich have **apathy** towards the poor.

**Antipathy** (n)—hostility, indifference

His **antipathy** towards his wife affects the children.

1. **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.

1. **Apprehend** (v)—arrest; fear

The police **apprehended** the criminal with some difficulty.

**Comprehend** (v)—understand

It is very difficult to **comprehend** that poetry.

1. **Ardent** (adj.)—fiery; enthusiastic

He is an **ardent** champion of socialism.

**Arduous** (adj.)—difficult

The **arduous** route took a long time to negotiate.

1. **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.

1. **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.

1. **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.

1. **Ascendan**t (adj.)—rising

He stars are in **ascendant** in politics.

**Ascendancy** (n)—dominant power on control

The opposition leader gained **ascendancy** over the government.

1. **Aspire** (v)—desire eagerly

Everyone **aspire**s after wealth.

**Expire** (v)—come to an end; die

When does your driving licence **expire**? or

My grand-father **expired** last Sunday.

1. **Assay** (n)—test finess/purity

He **assayed** the gold ornaments.

**Essay** (n)—a piece of composition

You have written a fine **essay** on Nehru.

1. **Assent** (v)—concurrent, express agreement

The President gave his **assent** to the Bill.

**Ascent** (n)—climbing up

The **ascent** to Himalayas is difficult.

1. **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?

1. **Aught** (n)—anything

For **aught** we know he may be innocent.

**Ought** (v)—should

We **ought** to help the poor.

1. **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.

1. **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.

1. **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**.

1. **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.

1. **Evade** (v)—find a way of not doing something

He **evades** paying his debts.

1. **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 may lives.

1. **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.

1. **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.

1. **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.

1. **Bail** (n)—security

The accused was released on **bail**.

**Bale** (n)—bundle

He bought four **bales** of cloth.

1. **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.

1. **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.

1. **Barb** (n)—hurtful remark

Your **barbs** of ridicule have hurt him.

**Verb** (n)—word indicating an action

Sentences have no meaning without **verbs**.

1. **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**.

1. **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.

1. **Bark** (v)—make sharp, loud sound

Dogs **bark** at strangers.

**Burke** (v)—avoid

I always **burke** publicity.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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**.

1. **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.

1. **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.

1. **Beneficial** (adj.)—useful

Exercise is **beneficial** to health.

**Beneficient** (adj.)—kind and good

Ashok was a **beneficent** king.

1. **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**.

1. **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.

1. **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.

1. **Biannual** (adj.)—twice in a year

Luckly, he got **biannual** holidays last year.

**biennial** (adj.)—for every two years T

his Association general body meets **biennial**.

1. **Bland** (adj.)—gentle or casual in manner

Do you like his **bland** nature?

**Blend** (v)—mix together

Oil and water do not **blend**.

1. **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**.

1. **Blunder** (n)—stupid or careless mistake

I made a terrible **blunder** in supporting that party.

**Error** (n)—thing done wrongly

There are many spelling **error**s in your essay.

**Mistak**e (n)—wrong idea or opinion, misconception

It was a **mistake** to go there on holiday.

Your article is full of **mistakes**.

1. **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.

1. **Boast** (v)—talk about one's abilities highly

He is always **boasting** about his capabilities.

**Boos**t (v)—help or encourage

The unexpected win **boosted** the team's morale.

1. **Bonny** (adj.)—attractive or beautiful

She has given birth to a **bonny** baby.

**Bony** (adj.)—full of bones

The fish is **bony**.

1. **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.

1. **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.

1. **Borrow** (v)—take loan

Do not **borrow** money from money lenders.

**Burrow** (n)—hole in earth

Serpents live in **burrows**.

1. **Bough** (n)—branch of tree

Birds perch on **boughs**.

**Bow** (v)—bend in respect

Let us **bow** to the great saints.

1. **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**.

1. **Brake** (n)—lever to stop wheel

The **brakes** of my bicycle are good.

**Break** (v)—make apart

Do not **break** the glass.

1. **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.

1. **Bridal** (adj.)—pertaining to the bride

She looked lovely in her **bridal** dress.

**Bridle** (n)—control

You must learn to **bridle** your tongue.

1. **Bring** (v)—to carry, convey, accompany

He **bring**s 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.

1. **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.

1. **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**.

1. **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.

1. **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**.

1. **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 **calenda**r shows that 21st is a Saturday.

**Calender** (v)—giving finish to cloth

After manufacture, cloth is sent for **calendering**.

1. **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**.

1. **Call** (v)—say loudly to attract somebody's attention

He **called** his father for help.

**Cull** (v) /kAli—select or obtain something from various sources

This information has been **culled** from various reference books.

1. **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.

1. **Cannon** (n)—big gun

Many **cannon**s were fired to greet the royal guest.

**Canon** (n)—a rule or principle

We must not violate the **canons** of health.

1. **Canvas** (n)—coarse cloth

This tent is made of **canvas**.

**Canvass** (v)—to request votes

All the candidates have vigorously **canvassed**.

1. **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**.

1. **Capture** (v)—arrest, conquer

The dacoits were **captured.**

**Captivate** (v)—attract

Her charms **captivated** his heart.

1. **Career** (n)—profession

He chose an academic **career**.

**Carrier** (n)—one who carries

He was the **carrier** of that good news.

1. **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.

1. **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**.

1. **Cast** (v)—throw

The hunter **cast** a net for birds.

**Caste** (n)—an exclusive class in India

He is proud of his **caste**.

1. **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.

1. **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.

1. **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.

1. **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.

1. **Childish** (adj.)—immature, silly

Don't make **childish** remarks.

**Child lik**e (adj.)—like a child, innocent

She has quite **childlike** simplicity about her.

1. **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 .

1. **Cemetery** (n)—area of land where the dead are buried

There is a **cemeter**y 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.

1. **Cel**l (n)—underground room

He kept secret documents in a **cell.**

**Sell** (v)—give for a price

We **sel**l only good books.

1. **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.

1. **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.

1. **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.

**Cessatio**n (n)—ceasing, stop

**Cessation** of supplies made the people suffer.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **College** (n)—school for higher education

He has good **college** education.

**Collag**e (n)—work of art

That necklace is a **collage** with diamonds.

1. **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.

1. **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**.

1. **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.

1. **Complacent** (adj.)—self-satisfied

He always appears with a **complacent** smile.

**Complaisanc**e (n)—politeness/willingness

He always helps out of **complaisance**.

**Complaisant** (adj.)—agreeable

He has a **complaisant** wife.

1. **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.

1. **Compliment** (n)—expression of admiration

Give my **compliments** to your father.

**Complement** (n)—that which completes

Love is the **complement** of justice.

1. **Comprehensible** (adj.)—understandable

His speech is not **comprehensible**.

**Comprehensive** (adj.)—including much

The Chief Minister made a **comprehensive** statement.

1. **Condemn** (v)—blamed

He is **condemned** by his relatives for his haughtiness.

**Contemn**. (n)—despise

Who does not **contemn** a liar?

1. **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.

1. **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.

1. **Congenial** (adj.)—agreeable

One feels at home in **congenial** surroundings.

**Congenital** (adj.)—from or before birth

His blindness is **congenital**.

1. **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.

1. **Contagious** (adj.)—spreading by touch

Scarlet fever is **contagious**.

**Contiguous** (adj.)—neighbouring; near (to)

India and Pakistan are **contiguous** countries.

1. **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.

1. **Contemptible** (adj.)—deserving contempt

He is a **contemptible** rascal.

**Contemptuous** (adj.)—showing contempt

A dictator is **contemptuous** of public opinion.

1. **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.

1. **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.

1. **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.

1. **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**.

1. **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.

1. **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**.

1. **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**.

1. **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.

1. **Critique** (n)—critical analysis

The book presents a **critique** of the government policies.

**Critic** (n)—person who evaluates

He is an excellent literary **critic**.

1. **Crud** (n)—unpleasant person

They say you are a **crud**.

**Crude** (adj.)—rough

Don't make **crude** jokes in the presence of girls.

1. **Council** (n)—an assembly for conference or deliberation

He is a member of the Social Welfare **Council**.

**Counse**l (v)—to advise and instruct

Fathers usually **counsel** their children.

1. **Custom** (n)—established social practice

Dowry **custom** is in prevalence at present.

**Costume** (n)—clothing

She looks splendid in her swimming—**costume**.

1. **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.

1. **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.

1. **Curb** (v)—control, keep; check, restraint

River banks **curb** the floods.

**Kerb** (n)—the edge of a pavement

**Kerb** protects the pavement.

1. **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.

1. **Daft** (adj.)—foolish, silly

Don't be so **daft**.

**Deft** (adj.)—skillful and quick

He is **deft** at dealing with his clients.

1. **Daily** (adj.) /—happening of everyday

What is your **daily** routine?

**dally** (v)—waste time

Tell your children not to **dally**.

1. **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.

1. **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.

1. **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.

1. **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**.

1. **Decease** (n)—death

They prayed for the soul of the **deceased**.

**Disease** (n)—illness

Tuberculosis is a curable **disease**.

1. **Decent** (adj.)—fine, respectable

She is a **decent** girl.

She leads a **decent** life.

**Descent** (n)—climbing down

They say that a **descen**t from a hill is comparatively easy.

**Dissent** (v)—disagreement

I strongly **dissent** from what he has said.

1. **Deface** (v)—destroy the surface

A naughty boy has **defaced** the picture by writing across it.

**Effac**e (v)—cause to forget, rub or wipe out

Time will not **efface** the memory of Gandhiji.

1. **Defer** (v)—postpone; put off

Don't **defe**r payment of my bills to next month.

**Differ** (v)—disagree

I **differ** with you in this matter.

1. **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.

1. **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.

1. **Deceitful** (adj.)—dishonest

Be cautious of **deceitful** persons.

**Deceptive** (adj.)—misleading

Appearances are often **deceptive**.

1. **Decided** (v)—settled

He **decided** to continue the same work.

**Decisive** (adj.)—deciding the result

It was a **decisive** battle.

1. **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.

1. **Deify** (v)—worship

Vedic people **deified** the forces of nature.

**Defy** (v)—challenge

He **defied** all authority.

1. **Deny** (v)—say that is not true

The accused **denied** the charge.

**Refus**e (v)—say 'no' to a request

They **refused** me permission.

1. **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.

1. **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.

1. **Deaf** (adj.)—unable to hear at all

He is **deaf** in one ear.

**Dee**p (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.

1. **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.

1. **Dependant** (n)—one who depends on others

He has four **dependants** to support.

**Dependent** (n)—relying on

A sincere man is **dependent** on none.

1. **Depositary** (n)—a trustee

I left all my money and ornaments with my **depositary**.

**Depository** (n)—a store house

He brought ten thousand gold coins from the **depository**.

1. **Deposition** (n)—dethronement

The people were in favour of **deposition** of the King.

**Disposition** (n)—temper

The amiable **disposition** of the boy pleased everyone.

1. **Deprecate** (v)—condemn

Every person **deprecates** war.

**Depreciate** (v)—underestimate

It is not good to **depreciate** the good qualities of others.

1. **Depar**t (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**.

1. **Department** (n)—division of a government

He is the Chief-Secretary of defence **department**.

**Deportment** (n)—behaviour

I dislike your **deportment**.

1. **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**.

1. **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.

1. **Desist** (v)—cease

I wish you would **desist** from gossiping.

**Resist** (v)—try not to yield to

She can't **resist** chocolates.

1. **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.

1. **Destination** (n)—goal, reaching point

They will reach their **destination** tomorrow.

**Destiny** (n)—fate

I believe in **destiny.**

1. **Devise** (v)—plan

He **devised** a clever plan to win the elections.

**Device** (n)—contrivance

He has invented a **device** for catching birds.

1. **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 eleders.

1. **Differ** (v)—disagree

I **differ** with you in this matter.

**Defer** (v)—postpone

Do not **defer** payment of my bills.

1. **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.

1. **Disassembl**e (v)—disperse; separate the party

A mechanic **disassembled** my computer.

**Dissemble** (v)—speaking by hiding facts

The witness **dissembled** in giving evidence.

1. **Disinterested** (adj.)—objective, unselfish

He rendered **disinterested** service to the nation.

**Uninterested** (adj.)—the state of not being interested

I am an **uninterested** pqrty in politics.

1. **Distinct** (adj.)—separate (from)

These two words are quite **distinct** though they sound alike.

**Distinctive** (adj.)—distinguishing

Scouts wear a **distinctive** uniform.

1. **Disposal** (n)—sale

His property is for **disposal**.

**Disposition** (n)—arrangement

The **disposition** of furniture in his room is beautiful.

1. **Discrete** (adj.)—separate, distinct

His **discrete** nature, sets him apart from all other family members.

**Discree**t (adj.)—judicious, careful, tactful

They maintained a **discreet** silence.

1. **Divers** (adj.)—several; various

He adopted **divers** tricks to defeat you.

**Diverse** (adj.)—of different kinds

His interests are very **diverse**.

1. **Dollar** (n)—unit of money in U.S.A. and few other countries

Oil from these fields is priced in **dollars**.

**Dolou**r (in American English 'dolor')—grief or sorrow

Can I do anything to lessen your **dolour**?

1. **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.

1. **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.

1. **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.

1. **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.

1. **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**.

1. **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?

1. **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.

1. **dye** (v)—to colour

I got my sari **dyed** in red.

**Die** (v)—expire

He **died** of high blood pressure.

1. **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.

1. **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.

1. **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.

1. **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**.

1. **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**.

1. **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.

1. **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.

1. **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**.

1. **Egois**t (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**.

1. **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.

1. **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.

1. **Eligible** (adj.)—fit to be chosen

She is **eligible** for this post.

**Illegible** (adj.)—indistinct

Your handwriting is **illegible**.

**Legible** (adj.)—cable of being read

To be **legible**, write in capital letters.

1. **Elder** (adj.)—senior

My **elder** brother is in the U.K.

**Older** (adj.)—of age

He is **older** than me.

1. **Emerge** (v)—to come out

The swimmer **emerged** from the water.

**Immerge** (v)—to plunge into

The chemist **immerged** the metal in acid.

1. **Emigrant** (n)—a person who leaves one country to take residence in another

The Irish **emigrants** settled in Canada.

**Immigran**t (n)—one who comes to one country from another to live there permanently

Most of the Americans are European **immigrants**.

1. **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.

1. **Eminent** (adj.)—distinguished, prominent

He is an **eminent** historian.

**Imminent** (adj.)—impending

There is no danger of **imminent** war between India and Pakistan.

1. **Elusive** (adj.)—difficult to understand

You gave an **elusive** reply.

**Illusive** (adj.) —deceptive

Happiness is **illusive**.

1. **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 **epidemi**c disease.

**Pandemic** (adj.)—a disease that affects the population of a large area

Malaria is a **pandemic** disease.

1. **Enquiry** (v)—asking question

He **enquired** about my stay.

**Inquiry** (n)—investigation

Police have conducted an **inquiry**.

1. **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.

1. **Envelop** (v)—surround

The mist **enveloped** us.

**Envelope** (n)—cover of a letter

Put this letter in the **envelope** and post it.

1. **Enviable** (adj.)—arousing envy

Your success is really **enviable**.

**Envious** (adj.)—feeling envy

He is **envious** of your brilliant achievement.

1. **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.

1. **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.

1. **Especial** (adj.)—pre-eminent, exceptional

It was an **especia**l case that a student rose to be a Chief-Minister.

**Special** (adj.)—peculiar, of a particular kind

**Special** favour was shown to the influential.

1. **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**.

1. **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.

1. **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.

1. **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.

1. **Exceptiona**l (adj.)—unusual, rare

Bhagat Singh had **exceptional** courage in him.

**Exceptionable** (adj.)—unusual; objectionable

There is no **exceptionable** quote in this drama.

1. **Excite** (v)—cause strong feelings urge or persuade to do something

His speech **excited** the audience.

**Incite** (v)—rouse, stir up

Insults **incite** resentment.

1. **Exhausting** (n)—tiring

Teaching is an **exhausting** job.

**Exhaustiv**e (adj.)—thorough, complete

An **exhaustive** inquiry into the incident has been ordered.

1. **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**.

1. **Expedient** (adj.)—advantageous

Do what you think **expedient.**

**Expeditious** (adj.)—acting promptly

The Government must be **expeditious** in solving the problems of the people.

1. **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.

1. **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.

1. **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.

1. **Facility** (n)—comfort, ease

This house has all the **facilities**.

**Felicity** (n)—happiness

His **felicity** knows no bounds.

1. **Factitious** (adj.)—unnatural

Do not show **factitiou**s 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.

1. **Fad** (n)—fashion, interest, preference

He is full of **fad**s and fancies.

**Fade** (v)—lose colour, freshness or vigour

Flowers soon **fade** away when cut.

1. **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.

1. **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.

1. **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?

1. **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.

1. **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.

1. **Famous** (adj.)—having fame

Gandhiji is **famous** for his non-violence struggle.

**Notorious** (adj.)—infamous

Godse is a **notorious** fellow.

1. **Fantasy** (n)—fancy

In his **fantasy** the man sees ghosts around him.

**Phantasy** (n)—ideal

He is seized with a **phantasy.**

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **Finish** (v)—complete

I **finishe**d the reading of that book.

**Finish** (n)—the end

I read that book from the beginning to **finish**.

1. **Flair** (n)—ability, talent

He has a **flair** for choosing the right word to express himself.

**Flar**e (v)—blaze up

The fire suddenly **flared** up and spread to other buildings also.

1. **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.

1. **Flagrant** (adj.)—glaring, scandalous

His appointment is in **flagrant** violation of the rules.

**Fragran**t (adj.)—sweet smelling

Rose is **fragrant**.

1. **Flaunt** (v)—display proudly, show off, parade

The streaker **flaunted** his body in front of the test match crowd.

**Flou**t (v)—to disobey contemptuously

The streaker **flouted** all the conventions of cricketing society.

1. **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**.

1. **Foreword** (n)—introductory remarks

A good book needs no **forewor**d.

**Forward** (adv.)—directed towards the front

The soldiers marched **forward**.

1. **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**.

1. **Formally** (adv.)—in accordance with rules

The U.S.A. ambassador called on the President of India **formally**.

**Formerl**y (adj.)—previously

**Formerly** I worked as a lecturer in Economics.

1. **Fort** (n)—fortified place, stronghold

Where is the Red **Fort**?

**Forte** (n)—one's strong point

Cooking is her **forte**.

1. **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.

1. **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.

1. **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**.

1. **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.

1. **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.

1. **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..

1. **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.

1. **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.

1. **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.

1. **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**.

1. **Gentle** (adj.)—polite, mild, soft and soothing

He is **gentle** by nature.

**Genteel** (adj.)—refined, fashionable

He comes from a **genteel** family.

1. **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.

1. **Ghastly** (adj.)—terrible

Many international agreements were **ghastly** failures.

**Ghostly** (adj.)—pertaining to appartitions

Macbeth took a lot of interest in the **ghostly** creatures.

1. **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.

1. **Glute**n (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.**

1. **Gao**l (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.

1. **Graceful** (adj.)—pleasing

She has a **graceful** personality.

**Gracious** (adj.)—kind

God is **gracious** to all.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **Hair** (n)—fine thread like strauds 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.

1. **Hanger** (n)—device on which dresses are hung

My dresses are on **hangers**.

**Hanga**r (n)—building in which aircraft are housed

A damaged aircraft is there in **hangar**.

1. **Hapless** (adj.)—unlucky, unfortunate

He is **hapless** but not hopeless.

**Hopeless** (adj.)—giving no cause for hope

His position is **hopeless**.

1. **Harry** (v)—harass, annoying somebody

Tell him not to **harry** me.

**Hurry** (v)—rush, move quickly

They **hurried** him into the hospital.

1. **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.

1. **Haven** (n)—port, harbour

The ship came to the **haven** in time.

**Heaven** (n)—god's abode

God will help you from **heaven** above.

1. **Heal** (v)—cure

This medicine will **heal** our wounds.

**Heel** (n)—back part of the human foot

His **heel** is wounded.

1. **Healthy** (adj.)—having good health

He looks very **health**y.

**Healthful** (adj.)—conducive to health

Exercises are **healthful**.

1. **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.

1. **Heroin** (n)—narcotic drug

He is addicted to **heroin**.

**Heroine** (n)—female hero

Nargis was a very famous **heroine**.

1. **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**.

1. **Historic** (adj.)—associated with past times, famous in history

He gave a **histori**c speech in that meeting.

**Historical** (adj.)—belonging to history

I have penned many a **historical** novel. It is a historical fact.

1. **Hoard** (n)—store

His **hoard** of grains came in handy.

**Horde** (n)—a wandering tribe

Wandering **hordes** attacked villagers' huts.

1. **Hobby** (n)—favourite activity done for pleasure

What is your **hobby**?

**Hubby** (n)—husband

She is lucky to have such a nice **hubby**.

1. **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.

1. **Holly** (n)—evergreen shrub

There is a **holly** among the plants in our garden.

**Holy** (adj.)—of God

I read the **holy** Bible.

1. **Honorary** (adj.)—holding office without receiving any salary

He was an **honorary** Magistrate.

**Honourabl**e (adj.)—worthy of honour

Any social worker is an **honourable** man.

1. **Hop** (v)—jump on one feet

Sparrows were **hopping** about on the lawns.

**Hope** (v) desire and expectation for something to happen

I **hop**e you have not hurt yourself.

1. **Human** (adj.)—of man or mankind

You know nothing about **human** nature.

**Humane** (adj.)—kind-hearted, tender

He is a man of **humane** character.

1. **Humiliation** (n)—mortification

He suffered a great **humiliation**.

**Humilit**y (n)—modesty

He is known for his **humility**.

1. **Idl**e (adj.)—doing no work; not employed

When men cannot find employment, they are i**dle**.

**Idol** (n)—image

Hindus worship the **idols**.

**Ideal (**adj.)—perfect

He is an **ideal** teacher.

1. **Imaginary** (adj.)—unreal

Ghosts and spirits are **imaginary**.

**Imaginative** (adj.)—full of imagination

He is an **imaginative** writer.

1. **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.

1. **Imperia**l (adj.)—of an empire or its ruler

We must obey **imperial** orders.

**Imperious** (adj.)—commanding

He makes **imperious** gestures.

1. **Impostor** (n)—cheat

The **impostor** has been rightly punished.

**Imposture** (n)—fraud

His **impostur**e was soon known to all.

1. **Impractical** (adj.)—ideas which cannot be implemented.

An **impractical** person does not have much ideas of how things should be done.

**Impracticabl**e (adj.)—unworkable

He suggested **impracticable** solutions to the problem.

1. **incite** (v)—aroused feelings

They **incited** a riot in the town.

**Insight** (n)—deep understanding

He is a person of great **insight**.

1. **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.

1. **Inap**t (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.

1. **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.

1. **Inconstant** (adj.)—changeable

He is a man of **inconstant** intentions.

**Inconsistent** (adj.)—contradictory

His account of what happened was **inconsistent**.

1. **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.

1. **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.

1. **Industrial** (adj.)—relating to industry

There are many **industrial** towns and cities in India.

**Industrious** (adj.)—hard-working, diligent

She is an **industrious** student.

1. **Impassable** (adj.)—impossible to travel on

Rural areas have **impassable** roads.

**Impossible** (adj.)—not possible

It is an **impossible** situation.

1. **Innocent** (adj.)—simple, knows less, free from moral wrong

The boy is **innocent**.

**Innocuous** (adj.)—harmless

The frog is an **innocuous** creature.

1. **Ingress** (n)—going in, entrance

It is a means of **ingress.**

**Egress** (n)—to go'out, exit

Where is the **egress**?

1. **Injection** (n)—an instrument to send medichte into body

Saline **injections** in time can save a patient.

**Injunction** (n)—order

It is the **injunction** of the District Magistrate.

1. **Irrelevant** (adj.)—not connected with the subject under consideration

Your arguments are quite **irrelevant**.

**Irreverent** (adj.)—disrespectful

Students nowadays are **irreverent** to their teacher.

1. **Insidious** (adj.)—sly

An **insidious** friend is more dangerous than an open foe.

**Invidious** (adj.)—hateful

True friendship is rare in this **invidious** world.

1. **Interment** (n)—burial

His son visited his **interment** place.

**Internment** (n)—imprisonment

He came out of **internment** after two years.

1. **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.

1. **Intensive** (adj.)—deep

**Intensive** study is required to go to depth of a matter.

**Extensive** (adj.)—wide

**Extensiv**e study of general books sometimes does not help in examination.

1. **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**.

1. **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.

1. **Jealous** (adj.)—envious

He is **jealous** of your success.

**Zealous** (adj.) —ardent, earnest, enthusiastic

He is **zealous** to please his employer.

1. **Judicial** (adj.)—legal

He is a man with a **judicial** mind.

**Judicious** (adj.)—wise

You should make **judicious** use of the money you earn.

1. **Junction** (n)—meeting-place

We met at the **junction**.

**Junctur**e (n)—grave situsation

At this **juncture** I can't help you.

1. **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**.

1. **Keen** (adj.)—sharp

He killed with a knife with a **keen** edge.

**Ken** (n) range of knowledge

It had happened beyond my **ken**.

1. **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.

1. **Knotty** (adj.)—full of complications, difficult to solve

It is a **knotty** problem.

**Naughty** (adj.)—mischievous

She is a **naughty** girl.

1. **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**.

1. **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.

1. **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.

1. **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.

1. **Leak** (n)—hole, crack etc.

There is a **leak** in the roof.

**Lick** (v)—pass the tongue over

The cat was **licking** its paws.

1. **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.

1. **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**.

1. **Lessen** (v.)—reduce

**Lessen** your worries so that you may live long.

**Lesson** (n)—moral

This story teaches a good **lesson.**

1. **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.

1. **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**.

1. **Liqueur** (n)—flavoured alcoholic beverage

He takes a peg of l**iqueur** after a meal everyday.

**Liquo**r (n) - alcoholic drink

Under the influence of **liquor** he uttered nonsense.

1. **Litera**l (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.

1. **Loathe** (v)—hate intensely

She **loathes** travelling by air.

**Loath** (adj.)—unwilling

I am **loath** to visit him.

1. **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.

1. **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.

1. **Lose** (v)—fail to retain or use, let slip

He has **lost** his job.

**Loose** (adj.)

She wears **loose** clothes.

1. **Lop** (v)—cut

He **lopped** a tree for firewood.

**Lope** (v)—move along with long steps

The hare **loped** and reached the goal.

1. **Luminary** (n)—natural light-giving body

The sun, the moon and the stars are all **luminaries**.

**Luminous** (adj.)—bright

The sun is very **luminous**.

1. **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.

1. **Luxurious** (adj.)—very comfortable

He leads a **luxurious** life.

**Luxuriant** (adj.)—abundant; strong in growth

She has **luxuriant** hair.

1. **Lovable** (adj.)—worthy of love

He is a **lovable** child.

**Lovely** (adj.)—beautiful, attractive

She is a **lovely** girls.

1. **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**.

1. **Magnate** (n)—wealthy leading man of business

Harichandra Prasad is a business **magnate** in A.P.

**Magne**t (n)—piece of iron able to attract iron

**Magnet** attracts iron pieces towards it.

1. **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.

1. **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.

1. **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.

1. **Marry** (v)—wed

I wanted to **marry** her.

**Merry** (adj.)—happy

I had a **merr**y laugh.

Wish you **merr**y Christmas.

1. **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.

1. **Masterfu**l (adj.)—dominating

He speaks in a **masterful** manner.

**Masterly** (adj.)—very skillful

He drew a picture with a few **masterly** strokes of the brush.

1. **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.

1. **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.

1. **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.

1. **Metal** (n)—hard substance such as iron etc.

Iron is a very useful **metal**.

**Mettle** (n)—courage, endurance

This task will test your **mettle**.

1. **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.

1. **Meter** (n)—a measuring apparatus

Electric **meter** records the consumption of electricity.

**Metre** (n)—unit of length

This cloth is five **metre** in length.

1. **Miner** (n)—one who works in a mine

The life of coal **miner**s is miserable.

**Minor** (adj.)—below the age of 18

A guardian has been appointed for him as he is a **minor**.

1. **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.

1. **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.

1. **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**.

1. **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?

1. **Momentary** (adj.)—lasting for short period

Do not run after **momentary** pleasures.

**Momentous** (adj.)—important

He took a **momentous** decision.

1. **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.

1. **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.

1. **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**.

1. **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.

1. **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.

1. **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**.

1. **Navvy** (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**.

1. **Naught** (n)—nothing

He knows **naught** about polo.

**Nought** (n)—zero

Write three **naught** at the end of the figure.

1. **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.

1. **Necessaries** (n)—things needed to lead life

Food, cloth and residence are the **necessaries** of life.

**Necessitie**s (n)—urgent need

A car is a **necessity** for a good physician.

1. **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.

1. **Neither** (adj.)—none

**Neithe**r plan will serve my purpose.

**Nethe**r (adj.)—lower

Sinners are taken to the **nether** world by Yama.

1. **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.

1. **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.

1. **Noddle** (n)—head

His eldest son has a big **noddle.**

**Noodle** (n)—foolish person

Are you a **noodle**?

1. **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.

1. **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.

1. **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.

1. **Oa**r (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**.

1. **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**.

1. **Obsequies** (n)—funeral ceremonies

He performed **obsequies** of his father.

**Obsequious** (adj.)—too eager to obey or serve

He is an **obsequious** man.

1. **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.

1. **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.

1. **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.

1. **Order** (n)—command

An **order** must be obeyed.

**Ardour** (n)—zeal, fervour, warm emotion

He is full of youthful **ardour**.

1. **Ordinance** (n)—order given by an authority

The Governor issued an **ordinance**.

**Ordnance** (n)—artillery; munitions

He is a clerk in the **ordnance** department.

1. **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**

1. **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.

1. **Overt** (Adj.) – done or shown openly, publicity

He showed **overt** hostility.

**Covert** (Adj) – disguised, half hidden

He is known for **covert** acts.

1. **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.

1. **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.

1. **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**.

1. **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.

1. **Pander** (v)—try to satisfy somebody

Newspapers are **pandering** to the public love of scandal.

**Ponde**r (v)—consider

I **pondered** over the incident.

1. **Paper** (n)—writing material made of pulp

There is scarcity of **paper** now-a-days.

**Peppe**r (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**.

1. **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.

1. **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**.

1. **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.

1. **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.**

1. **Passed** (v)—move, proceed

He **passed** in front of me.

**Pos**t (n)—carrying organisation of letters etc.

I will send you the book by **post**.

1. **Pat** (adv.)—at the right moment

The answer came **pat**.

**Pate** (n)—head

He had a bald **pate**.

1. **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.

1. **Peace** (n)—quietness of mind

He has no **peace** of mind.

**Piece** (n)—bit, fragment

Give me a **piece** of paper.

1. **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.

1. **Peal** (n)—loud sound or continuous sound

He burst into a **peal** of laughter.

**Peel** (v)—to remove skin

She **peeled** the oranges.

1. **Peckish** (adj.)—slightly hungry

He is eating more as he is **peckish**.

**Puckish** (adj.)—mischievous

He has a **puckish** smile.

1. **Peaceable** (adj.)—not quarrelsome

They are **peaceable** people.

**Peaceful** (adj.)—quiet and calm

There the life is **peaceful**.

1. **Person** (n)—man, woman or child

He is a young **person**.

**Parson** (n)—parish priest, any clergyman

He is preaching like a **parson**.

1. **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.

1. **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.

1. **Personality** (n)—distinctive personal character

The teacher has a great **personality**.

**Personalty** (n)—personal estate

He has lost all his **personalty** in a suit.

1. **Persecute** (v)—to oppress or punish unjustly

Many people have been **persecuted** for their religious belief.

**Prosecut**e (v)—to institute legal proceedings against a person

Trespassers will be **prosecuted**.

1. **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.

1. **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.

1. **Peninsula** (n)—area of land almost surrounded by water

Italy is a **peninsula**.

**Peninsular** (adj.)—of peninsula

Africa is a **peninsular** continent.

1. **Physic** (n)—medicine

Quinine is a good **physic** for malaria fever.

**Physique** (n)—structure and development t 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.

1. **Physicist** (n)—a student of physics

Leela is an eminent **physicist.**

**Physician** (n)—a medical practitioner

Dr. Ravi is an eminent **Physician**.

1. **Perspicacious** (adj.)—having very clear judgment and understanding

Portia is a **perspicacious** lady.

**Perspicuous**—expressed clearly

His expression is **perspicuou**s.

1. **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.**

1. **Piety** (n)—quality of being pious

He was noted for **piety**.

**Pity** (n)—comparison

He was moved to **pity** to see the distressed people.

1. **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.

1. **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**.

1. **Plaintiff** (n)—complainant

The **plaintiff** lost the case.

**Plaintive** (adj.)—sad

The youth spoke in a **plaintive** voice.

1. **Plausibl**e (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.

1. **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.

1. **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**.

1. **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.

1. **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.

1. **Populac**e (n)—the common people

The **populac**e 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.

1. **Potent** (adj.)—powerful

Nehru was a **potent l**eader.

**Potential** (adj.)—latent

Dangers unfold the **potential** energy of a man.

1. **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**.

1. **Practice** (n)—custom, exercise

**Practice** makes a man perfect.

**Practise** (v)—exercise, follow

You should **practise** what you preach.

1. **Pray** (v)—offer prayer

I **pray** to God for your long life.

**Prey** (n)—victim

She fell a **prey** to cancer.

1. **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.

1. **Precipitate** (v)—hurried

The army's action **precipitated** the war.

**Precipitous** (adj.)—steep

It was difficult climbing the **precipitous** rock.

1. **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'.

1. **Prefer** (v)—choose rather

I would **prefer** coffee to tea.

**Proffer** (v)—offer of intangible things

He **proffered** me his friendship.

1. **Presumptive** (adj.)—based on a reasonable belief

He presented **presumptive** evidence in Court.

**Presumptuous** (adj.)—having a very high opinion of oneself

He is **presumptuou**s about himself.

1. **Pretence** (n)—make-believe

It is all **pretence**.

**Pretension** (n)—claim

He makes no **pretensions** to expert knowledge of the subject.

1. **Primar**y (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.

1. **Principle** (n)—basic truth, moral rule

He is a man of strict **principles**.

**Principal** (adj.)—cief, capital sum of money

These are the **principal** language of India.

You must return the **principal** with interest. (n)

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **Prophecy**—prediction

My astrologer's prophecy relating to my marriage has come true.

**Prophesy** (v)—predict

He **prophesied** my success in the election.

1. **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.

1. **Property** (n)—estate

He has inherited a vast landed **property**.

**Propriety** (n)—rightness

I doubt **the propriety** of the terms.

1. **Propos**e (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?

1. **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.

1. **Prudent** (adj.)—careful

He is a **prudent** house keeper.

**Prudential** (adj.)—related to prudence

All this happened by the **prudential** motives.

1. **Purpose** (n)—object

He did this with a definite **purpose**.

**Purport** (n)—substance

I was asked to write down the **purport** of the passage.

1. **Quiet** (adj.)—calm

The sea is **quiet.**

**Quite** (adv.)—completely

He has **quite** recovered.

1. **Quire** (n) -24 sheets

I purchased one **quire** of paper.

**Queer** (adj.)—strange

His **queer** dress provoked laughter.

1. **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.

**Aris**e (v)—come into existence

A new difficulty has **arisen**.

1. **Raf**t (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.

1. **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.

1. **Ramble** (v)—walk for pleasure with no specific direction

He **ramble**d in the park with his friends.

**Rumble** (v)—make a heavy, continuous sound

Thunder **rumbled** in the distance.

1. **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.

1. **Rational** (adj.)—able to reason

Man is a **rational** being.

**Rationale** (n)—logical basis of something

What is the **rationale** behind your decision?

1. **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.

1. **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.

1. **Registerl'**(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.

1. **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.

1. **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**.

1. **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.

1. **Resiste**r (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.

1. **Respectabl**e (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.

1. **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**.

1. **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.

1. **Reverend** (adj.)—worthy of great respect

The **reverend** priest prayed for the sinner.

**Reverent** (adj.)—showing great respect

The **reveren**t students stood up for the teachers.

1. **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.

1. **Rite** (n)—formal religious custom

The funeral **rites** of his brother were performed yesterday.

**Riot** (n)—disorder

How did the **riot** originate?

1. **Right** (adj.)—true, just

Never hesitate to fight for the **right** cause.

**Wrigh**t (n)—maker, workman

He is a play **wright.**

**Write** (v)—compose

Please **write** a letter to my mother.

1. **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.

1. **Risk** (n)—possibility of meeting danger

There is no **risk** of his failing.

**Risque** (adj.)—slightly indecent

She took offence at your **risque** remarks.

1. **Roll** (v)—form in cylindrical shape

She **rolle**d the paper.

**Role** (n) - part

She played an important **role** in the drama.

1. **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.

1. **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.

1. **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.

1. **Sanguine** (adj.)—hopeful, cheerful

His **sanguine** nature has made him popular among his friends.

**Sanguinar**y (adj.)—eager for bloodshed

The terrorists have a **sanguinary** nature.

1. **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.

1. **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**.

1. **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.

1. **Seam** (n)—wrinkle

There is a mark like a **seam** on his face.

**Seem** (v)—give the impression of

It **seem**s that no one knew what had happened.

1. **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.

1. **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.

1. **Sensible** (adj.)—possessing sense, intelligent

He is a **sensible** man.

**Sensitive** (adj.)—easily affected

Don't tease her because she is very **sensitive**.

1. **Sensuous** (adj.)—effecting the senses

He has got a **sensuou**s 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.

1. **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?

1. **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**.

1. **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.

1. **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.

1. **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**.

1. **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.

1. **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.

1. **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.

1. **Sick** (n)—ill people

There is provision for giving free medicine and food to the **sick**.

**Sickly** (adj.)—apt to be sick

One **sickl**y sheep infects the whole flock.

1. **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?

1. **Slight** (adj.)—unimportant

A **slight** change has come upon him.

**Sleight** (n)—dexterity

Magic tricks are nothing but a mere **sleight** of hand.

1. **Slander** (n)—false statement intended to damage

I shall sue her for **slander.**

**Slender** (adj.)—slim

She is a **slender**, graceful ballet-dancer.

1. **Sole** (adj.)—only

He is the **sole** proprietor of the firm.

**Soul (**n)—spirit

We believe in the immortality of the **soul**.

1. **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**.

1. **Social** (adj.)—relating to society

Man is a **social** animal.

**Sociable** (adj.)—willing to mix with society

He is **sociable**.

1. **Solitude** (n)—loneliness

He was kept in jail in **solitude**.

**Solicitude** (n)—anxiety

A mother's **solicitude** for her child's welfare is genuine.

1. **Soon** (adv.)—within short time

He will be here very **soon.**

**Swoon** (v)—faint, lose consciousness

She **swooned** into his arms for joy.

1. **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.

1. **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.

1. **Sooth** (n)—truth

**Sooth** sayers predict many things correctly.

**Soothe** (v)—to calm, assuage

Religious songs **soothe** disturbed minds.

1. **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.**

1. **Spacious** (adj.)—having much space

It is a **spacious** hall.

**Specious** (adj.)—seeing right or true but not really so

He advanced **specious** arguments.

1. **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.

1. **Spiritual** (adj.)—connected with soul

We must try to have not only material but **spiritual** progress too.

**Spirituous** (adj.)—having distilled alcohol

Most of the alcoholic drinks are **spirituous** liquors.

1. **Stair** (n)—step

He fell from the **stairs**.

**Stare** (v)—gaze, look fixedly

She was **staring** into the distance.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **Straight** (adv.)—directly

I went **straight** to her.

**Strait** (adj.)—narrow

**Strait** is the gate of Heaven.

1. **Stationary** (adj.)—not moving

He is **stationary**.

**Stationery** (n)—writing materials

He deals with **stationery**.

1. **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.

1. **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**.

1. **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**.

1. **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.

1. **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.

1. **Surely** (adv.)—certainly

He will **surely** fail.

**Surly** (adj.)—bad-tempered and unfriendly

Don't look so **surly**.

1. **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.

1. **Taste** (n)—sensation caused in the tongue

Sugar has a sweet **taste**.

**Test** (v)—examination

He was **tested** to know his abilities.

1. **Tasty** (adj.)—having a pleasant flavour

His food preparations are **tasty**.

**Testy** (adj.)—impatient

He is a **testy** young man.

1. **Taught** (v)—gave instructions; gave lessons

He **taught** me mathematics.

**Taut** (adj.)—tightly stretched

The **taut** rope broke.

1. **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.

1. **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.

1. **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.

1. **Temperament** (n)—mental disposition

He has an even **temperament.**

**Temperance** (n)—moderation, sobriety

**Temperance** is necessary to maintain good health and sweet relations.

1. **Tenor** (n)—general course or tendeincy

His **tenor** of life was peaceful.

**Tenure** (n)—period of holding

During his **tenure** of office many strange things happened.

1. **Terrible** (adj.)—causing great fear or horror

He died in **terrible** agony.

**Terrific** (adj.)—causing fear

He drives his car at a **terrific** pace.

1. **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.

1. **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.

1. **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.

1. **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**.

1. **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.

1. **Top** (n)—highest part or point

There is a monkey at the **top** of the tree.

**Tope** (v)—drink habitually and in excess

He **tope**s liquor everyday.

1. **Totalitarian** (adj.)—under one party rule

Germany under Hitler was a **totalitarian** state.

**Teetotaller** (n)—person who does not drink alcohol

**Teetotallers** abstain completely from alcoholic liquor.

1. **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**.

1. **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**.

1. **Unity** (n)—oneness

Work for national **unity**.

**Union** (n)—being united

**Union** is strength.

**Uniso**n (n)—harmony

Her voice was in perfect **unison** with the tune of the piano.

1. **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 IInd World War.

1. **Unwanted** (adj.)—not wanted

The **unwanted** child was miserable.

**Unwonted** (adj.)—not usual or customary

Your **unwonted** intrusion annoyed her.

1. **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.

1. **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**.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **Veracity** (n.)—truthfulness

I doubt the **veracity** of your statement.

**Voracity** (n)—greed

He ate his food with **voracity**.

1. **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.

1. **Virtual** (adj.)—in effect

Women are the **virtual** heads of many families.

**Virtuous** (adj.)—having virtue

She is **virtuous**.

1. **Waggle** (v)—move from side to side or up and down

The dog **waggle**d its tail.

**Wangle** (v)—get something by influence or plausible persuation

He **wangled** an extra week's holiday.

1. **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.

1. **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**.

1. **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.

1. **Wallop** (n)—heavy blow

Down he went with a **wallop**.

**Wallow** (v)—roll about (in mud, dirty water etc.)

Pigs **wallow** in the mire.

1. **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.

1. **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.

1. **Wary** (adj.)—cautious

You keep a **wary** eye on him.

**Vary** (v)—different

They **vary** in weight from 3 lb. to 5 lb.

1. **Wander** (v)—roam, ramble

Don't **wander** about in the streets.

**Wonder** (n)—marvel, miracle

He was filled with **wander**.

1. **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**.

1. **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.

1. **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**.

1. **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.

1. **Wife** (n)—married woman

She was a good **wife** and mother.

**Wipe** (v) --clean

Tell the maid to **wipe** the dishes.

1. **Willing** (v)—ready to do

He is **willing** to serve you.

**Wilful** (adj.)—deliberate

**Wilfu**l negligence is not pardonable.

1. **Withe**r (v)—fade away

The flower has **withered**.

**Whither**—old word for 'where'

**Whither** go the old morals and virtues.

1. **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.

1. **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.

1. **Wreck** (v)—to inflict

Terrorists have **wreaked** vengeance upon the Sinhalese army.

**Wreck** (v)—destruction

The ship was **wrecked** to pieces during the storm.

1. **Wreath** (n)—garland

The chief guest was offered **wreaths** of flowers.

**Wreathe** (v)—cover, encircle

Her face was **wreathed** in smiles.

1. **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.

1. **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.

1. **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:

**Reading Comprehension strategies**

**Comprehension monitoring and summarization**

**Graphic and semantic organizers**

**Question answering**

**Question generation**

**Cooperative learning**

**Instructional procedures**

1. **Comprehension monitoring and summarization**.—In this strategy, learners are taught to:
2. stop at regular intervals while reading a text;
3. determine whether or not they understand the text;
4. Summaries the main idea of each part of the text for example, answering questions.
5. **Graphic and semantic organizers**.—In this strategy, learners are taught to :
6. read the text;
7. use organizational aids to map out the content of the text;
8. Illustrate visually the structure of the text's meaning in a story map.
9. **Question answering**.—In this strategy, learners are taught to :
10. read the text;
11. answer questions about the text, posed by the teacher;
12. Receive immediate feedback on their answer for example, multiple choice questions.
13. **Question generation.**—In this strategy, learners are taught to :
14. Think about the topic of the text;
15. activate the prior knowledge;
16. generate questions themselves prior to reading or while reading;
17. respond to the questions as they read.
18. **Cooperative learning.—**In this strategy, learners are taught to :
19. interact with the peers about written texts;
20. implement the other comprehension strategies with a peer or group of peers;
21. discuss the text.
22. **Instructional procedures.—**The following procedures should be used by the instructor teaching reading comprehension strategies:
23. The learner and the instructor make a commitment to instruction.
24. The instructor describes the reading comprehension strategy and discusses its benefits.
25. The instructor models or demonstrates the strategy.
26. The instructor provides scaffolding support or prompting to help the learner implement the strategy successfully.
27. The instructor gradually fades this support as the learner develops competence.
28. The learner has repeated opportunities for independent practice using the strategy.
29. The instructor monitors the learner's performance and provides appropriate feedback.
30. 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:**

**Logical fallacies can also be categorized as given below**

**Ad hominem fallacy**

**Fallacy of false cause**

**Straw man fallacy**

**Fallacy of appeal to ignorance**

**Fallacy of appeal to emotion**

**Fallacy of slippery slope**

**Fallacy of equivocation**

**Fallacy of appeal to popularity**

**Fallacy of appeal to tradition**

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 opression. (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:

**Material Fallacies**

**Fallacy of accident: a generalization that disregards exceptions**

**Converse fallacy of accident (fallacy of reverse accident)**

**Fallacy irrelevant conclusion (fallacy of ignorance)**

**Fallacy of affirming the consequence**

**Fallacy of denying the antecedent**

**Fallacy of begging the question (fallacy of circulus)**

**Fallacy of false cause or non-sequitur**

**Fallacy of many questions**

**Fallacy of straw man**

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.

1. **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.

1. **Fallacy irrelevant conclusion (fallacy of ignorance):** diverts attention away from a fact in dispute rather than address it directly.

**Example**: Kim Jong II believes that war is justifiable.

Therefore, war is justifiable.

Problem: Kim Jong II can be wrong (may be due to his feeling or ignorance).

1. **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.

1. **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 13'.

**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.

1. **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.

1. **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.

1. **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.

1. **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.

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.

1. **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.
2. **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.
3. **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.

1. **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.

1. **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.
2. **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.

1. **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.

1. **Fallacy of misplaced concretion.**—Fallacy of misplaced concretion is identified by White head 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 it 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 befores 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
* M.K. George
* Shri C.K. Patel
* Shri S.K. Reddy
* Shri K.S. Naidu
* 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 confined 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 Orleaus 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.

1. Threatened strike by the worker's union;
2. Proposal for a five-day week for the managerial staff
3. Starting a school for the children of the staff;
4. Granting car allowance to the Directors;
5. Any other item with the permission of the Chair.
6. 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.
7. Prepare a brief-writing on the cyclone havoc created in coastal area of Madras.
8. Prepare a business report regarding the market potential for sports goods which a shoe manufacturing company wants to start.
9. 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

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**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 of adversity or distress. It always receives us with the same kindness, amusing and instructing us in youth and comforting and consoling us in age – Smiles

**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 is 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 field 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 this 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 planning:**

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 het 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 plaints and written statements.**

**Plaint –** Plaint is a statement is claim in which the plaintiff sets out his cause a 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 plaint 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 plaint shall show the ground upon which exemption from such law is claimed.
12. Every plaint 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 –
5. Claims for mesne profits, or arrears of rent in respect of the property claimed or any part thereof.
6. Claims for damages for breach of any contract under which the property or any part thereof is held; and
7. 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**

(i) Subject

(ii) Predicate

**The Subject of a sentence may have two parts:**

The subject; and

The extension of the subject

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 Predicate**

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.

**SP 3. Subject Predicate**

Determiner + Adjective + Noun + Adjectival Phrase + Adjective Clause

1. The new chair of ebonywood which I has been

purchased at stolen.

an auction

1. The little man at the gate which is at the is an honest

back of the building watchman

1. Those tall boys in blue shirts who were fined have impro-

last week ved a lot.

1. These old women with grey hair who were once look very

very beautiful sad

1. The green house opposite the which is near is theirs

milk booth to our house

**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 was proposed by our Principal.

World Book Fair

1. How she solved all the problem is still a mystery to us.
2. Why he quarrels is not known to anyone.

**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 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 7. There + Verb Subject (phrase)**

1. There is a pot of tea on the table.
2. There is a girl on the stage.
3. There were many people at the party.
4. There have been many such cases.
5. There are a number of old books on my table.

**SP 8. It + Verb Subject (clause)**

1. It doesn't matter if you don't get tickets for this show.
2. It seems (that) she is not well.
3. Does it matter what she says about us?
4. It would seem (that) your mother cannot afford to buy it.
5. It can hold 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 he) + 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 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 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 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 6. Subject + Verb + Noun/Pronoun Present Participle**

He smelt something 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 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 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 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 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 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 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 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 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 21. Subject + Verb**

He was singing.

They are dancing.

I have studied.

We dressed.

You may go.

**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 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 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 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 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.

**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 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 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.

**MODALS**

Models 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 requestin**g

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 Ile 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 dorm. They are used for expressing the following functions.

1. **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 the dentist this weekend.

1. **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, vie 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.

1. **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.

1. **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!

1. **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.

1. **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?

1. **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.

1. **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 t4 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.

* might have

If it hadn't been so cloudy, we might have been able to see the coast from up there.

**POSSESSIVES AND ‘SELF’ FORMS**

1. 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 ‘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

* **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.

* **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.

* **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 of 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 rotation 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 fora 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**

1. **Paragraphs.—**Divide your essay into paragraphs. Write a fresh paragraph on each point in the plan.
2. **Structure.—**Divide the essay into three parts—the introduction, the body and the conclusion.
3. **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.
4. **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
2. 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.
3. Do not make a generalization without example.
4. Avoid examples which do not typically represent the features marked in the generalization.
5. Avoid paragraphs of the same type.
6. Minimize subjectivism (the use of ‘I’ as subject). Except in narrating the personal experience it is better to view the topic objectively.
7. 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.
8. Do not write on anything which you do not know fairly well.
9. Avoid dragging controversial issues especially from politics and religion.
10. You should not make any defamatory reference to any individual.