## SYLLABUS

### UNIT-I - VOCABULARY

- Foreign words and phrases
- Set expressions and phrases
- One word substitution
- Words often confused
- Synonyms and Antonyms, especially Legal words

### UNIT-II COMPREHENSION SKILLS

- Comprehension of Legal texts
- Common logical fallacies
- Comprehending legal passages through queries

### UNIT-III DRAFTING SKILLS

- Legal Drafting
- Preparing legal briefs
- Precise and summary
SYLLABUS

UNIT-IV GRAMMAR

- Cohesive Devices, Combination of sentences
- Sentence structures, verb patterns
- Modals
- Possessives and 'Self' forms

UNIT-V COMPOSITION AND TRANSLATION

- Legal topics for essay writing
- Translation and Transliteration
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: 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
cause mortis - in respect of death
cause 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
dannosa haereditas - an unprofitable inheritance
dannum 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
factotum  a man of all work
facsimile  make it like; an extra copy a perfect copy
facta probantia facts tending to prove or disprove
factum, probandum  the fact to be proved; the fact in issue
fait accompli  not reversible
fait enrolle a deed enrolled
felo de se  a suicide
feme covert  a married woman
feme sole  an unmarried woman
fiat  a decree
filius nullius  the son of no one (an illegitimate son)
filius populi  the son of the people (an illegitimate son)
filium aque  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
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>haereditas Jacens</td>
<td>an inheritance not taken up</td>
</tr>
<tr>
<td>haeres factus</td>
<td>heir appointed by will</td>
</tr>
<tr>
<td>hic jacet</td>
<td>here lies, (used of a dead person)</td>
</tr>
<tr>
<td>ibid; ibidem; id</td>
<td>in the same place, volume or case</td>
</tr>
<tr>
<td>idem ad</td>
<td>of the same mind; agreed</td>
</tr>
<tr>
<td>idem per idem</td>
<td>proof; illustration</td>
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<tr>
<td>id est (i.e.)</td>
<td>that is (to say)</td>
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<tr>
<td>idiot</td>
<td>a feeble minded person</td>
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<tr>
<td>impasse</td>
<td>dead lock</td>
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<tr>
<td>impedimenta</td>
<td>baggage</td>
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<tr>
<td>imprimatur</td>
<td>a licence to print or publish</td>
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<tr>
<td>in alio loco</td>
<td>in another place</td>
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<td>in arbitrio judicis</td>
<td>at the discretion of the judge</td>
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<tr>
<td>in articulo mortis</td>
<td>a dying declaration</td>
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<tr>
<td>in camera</td>
<td>a judge's private chamber; not in public</td>
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<tr>
<td>in curia</td>
<td>in Court</td>
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<td>in esse</td>
<td>actually existing</td>
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<tr>
<td>in extenso</td>
<td>at full length</td>
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<tr>
<td>in extremis</td>
<td>at the last gasp</td>
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<tr>
<td>in flagrante delicto</td>
<td>caught in the act of adultery or crime</td>
</tr>
<tr>
<td>in forma pauperis</td>
<td>as a poor person</td>
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<td>in futuro</td>
<td>in the future</td>
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<tr>
<td>in invitum</td>
<td>against a person's will</td>
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<td>injuria sine damno</td>
<td>injury without damage</td>
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<tr>
<td>in limine</td>
<td>at the outset</td>
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<tr>
<td>in loco parentis</td>
<td>in place of parent</td>
</tr>
<tr>
<td>in memoriam</td>
<td>in memory of</td>
</tr>
<tr>
<td>in pais</td>
<td>done without legal formalities</td>
</tr>
<tr>
<td>in pari delicto</td>
<td>when both parties are equally in fault</td>
</tr>
<tr>
<td>in pari materia (in pari causa)</td>
<td>in an analogous cause, case or position</td>
</tr>
<tr>
<td>in personam</td>
<td>in against a person</td>
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<tr>
<td>in presenti</td>
<td>at the present time; at once; immediately</td>
</tr>
<tr>
<td>in re</td>
<td>in the matter of the expression</td>
</tr>
<tr>
<td>in rem</td>
<td>against the world: judgments which are conclusive not only against the parties thereto but also against the whole world</td>
</tr>
<tr>
<td>in situ</td>
<td>in its own place</td>
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<tr>
<td>in situ pupillari</td>
<td>under guardianship</td>
</tr>
<tr>
<td>in status quo</td>
<td>in the former position</td>
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<tr>
<td>inter alia</td>
<td>among other things</td>
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<tr>
<td>inter se</td>
<td>among themselves</td>
</tr>
<tr>
<td>inter vivos</td>
<td>between living persons</td>
</tr>
<tr>
<td>in toto</td>
<td>totally; completely; entirely; wholly</td>
</tr>
<tr>
<td>in transitu</td>
<td>in course of transit</td>
</tr>
<tr>
<td>intra vices</td>
<td>within the power of</td>
</tr>
<tr>
<td>in ventre sa mere</td>
<td>in the mother's womb</td>
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<tr>
<td>ipse dixit</td>
<td>domatic statement resting on bare authority ipso facto by the very nature of the case; by the very fact</td>
</tr>
<tr>
<td>jus</td>
<td>law or right</td>
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<tr>
<td>jus ad rem</td>
<td>an inchoate and imperfect right</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>jus tertii</td>
<td>the right of third party</td>
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<tr>
<td>lex domicilii</td>
<td>the law of the place of a person's domicile</td>
</tr>
<tr>
<td>lex fori</td>
<td>the law of the place where an action is instituted</td>
</tr>
<tr>
<td>lex loci contractus</td>
<td>the law of the place where the contract was made</td>
</tr>
<tr>
<td>lex loci delicti</td>
<td>the law of the country where a tort has been committed</td>
</tr>
<tr>
<td>lex loci rei sitae</td>
<td>the law of the place where the thing is situate</td>
</tr>
<tr>
<td>lex mer catoria</td>
<td>the law of merchant</td>
</tr>
<tr>
<td>lex non scripta</td>
<td>the unwritten law</td>
</tr>
<tr>
<td>lex scripta</td>
<td>the statute law; the written law</td>
</tr>
<tr>
<td>lex talionis</td>
<td>the law of retaliation</td>
</tr>
<tr>
<td>lis pendens</td>
<td>during the pendency in any Court</td>
</tr>
<tr>
<td>loco citato (loc. cit.)</td>
<td>in that part of the work which has just been referred to</td>
</tr>
<tr>
<td>loco price</td>
<td>ex-warehouse price of good</td>
</tr>
<tr>
<td>locus in quo</td>
<td>the place where it is alleged a thing has been done or happened</td>
</tr>
<tr>
<td>locus regit actu</td>
<td>the place governs the act</td>
</tr>
<tr>
<td>locus standi</td>
<td>right to speak or intervene in a matter; recognised status; literally a place or stand on</td>
</tr>
<tr>
<td>locus tenens</td>
<td>one who lawfully executes the office of another</td>
</tr>
<tr>
<td>magnum opus</td>
<td>literally great composition; used for an artist's chief work</td>
</tr>
<tr>
<td>mala fide</td>
<td>in bad faith</td>
</tr>
<tr>
<td>mala in se</td>
<td>acts wrong in themselves</td>
</tr>
<tr>
<td>mala prohibita</td>
<td>acts prohibited by human laws</td>
</tr>
<tr>
<td>malitia praecogita</td>
<td>malice after thought</td>
</tr>
<tr>
<td>mandamus</td>
<td>literally means a command; an order of a most remedial nature; an order issued from the High Court directed to any person or corporation</td>
</tr>
<tr>
<td>mens rea</td>
<td>criminal intention or guilty mind</td>
</tr>
<tr>
<td>mesne profits</td>
<td>intermediate profits</td>
</tr>
<tr>
<td>meum et teum</td>
<td>mine and thine</td>
</tr>
<tr>
<td>misfeasance</td>
<td>an act of wrong doing</td>
</tr>
<tr>
<td>modus operandi</td>
<td>mode or method of working</td>
</tr>
<tr>
<td>modus vivendi</td>
<td>a way of life; the manner of living with necessary changes. This</td>
</tr>
<tr>
<td>mutatis mutandis</td>
<td>phrase is often used in legislation in applying or extending legislative provisions to same or similar circumstances or to same or similar subjects</td>
</tr>
<tr>
<td>nemo</td>
<td>no one; nobody</td>
</tr>
<tr>
<td>ne plus ultra</td>
<td>the highest point of perfection</td>
</tr>
<tr>
<td>nexus</td>
<td>bond; link or connection</td>
</tr>
<tr>
<td>nisi</td>
<td>unless</td>
</tr>
<tr>
<td>nisi prius</td>
<td>a trial before a judge with a jury</td>
</tr>
<tr>
<td>non compos mentis</td>
<td>not of sound mind</td>
</tr>
<tr>
<td>non est factum</td>
<td>it is not his deed</td>
</tr>
<tr>
<td>non obstante clause</td>
<td>notwithstanding clause</td>
</tr>
<tr>
<td>non-sequitur</td>
<td>does not follow</td>
</tr>
<tr>
<td>nota bene (N.B.)</td>
<td>note well; take notice</td>
</tr>
<tr>
<td>nudum pactum</td>
<td>a bare promise</td>
</tr>
<tr>
<td>null and void</td>
<td>of no legal effect</td>
</tr>
<tr>
<td>nun cupative will</td>
<td>an oral testament; any declaration</td>
</tr>
<tr>
<td>obiter dictum</td>
<td>incidental opinion, passing remark or remarks</td>
</tr>
</tbody>
</table>
onus probandi
ore tenus
overt
par avion
par excellence
pari passu
participant criminus
passim
pater familias
peraente lite
prima facie
per anum
per capita
per curiam
diem jure
per jure
per mensem
per pro
per se
persona designata
persona grata
persona non grata
pon
post mortem
pro and con
pro have vice
proprio vigore
pro rata
pro tanto
pro tempore
proviso
public juris
puisne
qua
quantum meruit
quantum valebat
quod erat demostrandum
quid pro quo
quo ad hoc
quondom
quorum
quo warranto
raison d’etre
ratio decidendi
burden of proof
by word of mouth
open
by air
without comparison
along with; proportionately
sharer of crime
passages; statements; opinions etc.
head of the family
during litigation
at first sight; based on first impression
in the year
counting by heads
the decisions arrived at by the Court consisting of two or more judges
by the day
to cause to tell lie in a Court after saying that he will tell truth
by the month
by procuration
by itself, taken alone
person pointed out as an individual
an acceptable person
an unacceptable person
consideration; price; premium
after death
reason for and against
for this occasion
by its own force
in proportion
for so much; to that extent
for the time being
a clause in a deed or section of a statute which limits or qualifies
the principal clause
of public right
subordinate, inferior in rank
in the character of
as much as he had earned
as much as they are worth
which was the thing to be demonstrated
something in return, consideration
as to that
that which no longer has its former character
specified number of members forming a board competent to
transact business
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
reason or justification for existence
reasons underlying a decision
<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>referendum</td>
<td>a vote of electors on a particular matter or measure</td>
</tr>
<tr>
<td>res</td>
<td>a thing</td>
</tr>
<tr>
<td>res derelicta</td>
<td>an abandoned thing</td>
</tr>
<tr>
<td>res Integra</td>
<td>a matter not yet decided</td>
</tr>
<tr>
<td>res gestae</td>
<td>the fact involved in the determination of an issue</td>
</tr>
<tr>
<td>res judicator</td>
<td>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</td>
</tr>
<tr>
<td>res nullius</td>
<td>a thing which has no owner</td>
</tr>
<tr>
<td>resume</td>
<td>summary</td>
</tr>
<tr>
<td>rule nisi</td>
<td>a rule or order upon condition that is to become absolute when cause is shown to the contrary</td>
</tr>
<tr>
<td>sans recource</td>
<td>without recourse</td>
</tr>
<tr>
<td>savoir faire</td>
<td>the ability to do the right thing in any social situation</td>
</tr>
<tr>
<td>sciente</td>
<td>knowingly</td>
</tr>
<tr>
<td>secus</td>
<td>otherwise; to the contrary</td>
</tr>
<tr>
<td>seisin</td>
<td>the possession of land or chattels by one having title thereto</td>
</tr>
<tr>
<td>simpliciter</td>
<td>absolutely without qualification</td>
</tr>
<tr>
<td>sino anno</td>
<td>without date</td>
</tr>
<tr>
<td>sine die</td>
<td>to a date not at the moment fixed</td>
</tr>
<tr>
<td>sine qua non</td>
<td>an indispensable condition</td>
</tr>
<tr>
<td>solatium</td>
<td>a sum paid to an injured party over and above actual damage</td>
</tr>
<tr>
<td>spes successionis</td>
<td>the right of a person to succeed as heir on the death of another person</td>
</tr>
<tr>
<td>stare decisis</td>
<td>a judge seeking guidance from past decisions, but is not bound to follow them</td>
</tr>
<tr>
<td>status quo</td>
<td>the former state or decision</td>
</tr>
<tr>
<td>subjudice</td>
<td>under judicial consideration</td>
</tr>
<tr>
<td>subpoena</td>
<td>a writ ordering a person to appear in the Court of law under penalty</td>
</tr>
<tr>
<td>subrosa</td>
<td>secretly, literally under rose</td>
</tr>
<tr>
<td>suggestio falsi</td>
<td>misrepresentation</td>
</tr>
<tr>
<td>sui generis</td>
<td>of its own kind, unique</td>
</tr>
<tr>
<td>sui juris</td>
<td>of his own right</td>
</tr>
<tr>
<td>summum banum</td>
<td>the highest good</td>
</tr>
<tr>
<td>Suo motu</td>
<td>by itself</td>
</tr>
<tr>
<td>supressio veri</td>
<td>wilful concealment of truth</td>
</tr>
<tr>
<td>sus per coll</td>
<td>let him be hanged by the neck</td>
</tr>
<tr>
<td>terminus a quo</td>
<td>the starting point</td>
</tr>
<tr>
<td>terminus ad quem</td>
<td>the terminal point</td>
</tr>
<tr>
<td>terra firma</td>
<td>dry land; firm ground</td>
</tr>
<tr>
<td>testatum</td>
<td>a clause in a deed which witnesses the operative act to be effectuated by the deed</td>
</tr>
<tr>
<td>testimonium</td>
<td>a concluding part of a deed which generally begins with the words, 'in witness'.</td>
</tr>
<tr>
<td>tete-a-tete</td>
<td>an informal private conversation between two people</td>
</tr>
<tr>
<td>toties quoties</td>
<td>as often an occasion arises</td>
</tr>
<tr>
<td>tour de force</td>
<td>remarkable deed</td>
</tr>
<tr>
<td>transfer inter vivos</td>
<td>transfer between living persons</td>
</tr>
</tbody>
</table>
trespasser ab initio  tresspasser 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—the authority of
According to a school of philosophy, the world is an illusion.
after all—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
   He was his accountant, and as such was likely to have been partial.

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

as usual—according to habit
   He has gone out for his morning walk as usual.

as well—also
   You may as well go there.

as well as—in addition (to)
   He gave me money as well as some advice.

as yet—upto the present moment
   I have not as yet received the reply.

at one blow—all at once
   They hoped to end the fight at one blow.

at a breath—without pause
   Who can run a mile at a breath?

at a discount—below face value
   Shares of many companies are available at discount.

at a glance—quick look at
   He understood everything at a glance.

at a heat—at one effort
   No great work has been done at a heat.

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

at a stretch—without stopping
   I can walk thirty kilometres at a stretch.

at hand—near
   Work hard. The examinations are at hand.

at best—utmost extent
   Life is at best very short.
at issue— in dispute
What is the point at issue?

at length— at last
At length she revealed the fact.

at heart— really
He was a traitor at heart.

at large— unrestrained, free, at liberty
You are at large to talk in such an irresponsible manner.

at times— now and then
At times he talks wisely.

at the point of— almost there
He is at the point of death.

at variance with— in disagreement with
His actions are at variance with his principles.

at the helm of affairs— at the main position
Nehru was always at the helm of affairs.

at random— without any aim or purpose, haphazardly
The milk-inspector took milk samples at random.

at the head of— leading
The Commander was at the head of the Battalion.

because of— owing to
I could not go because of my father’s illness.

bell the cat— take the lead
Who will bell the cat?

by virtue of— on account of
He occupied the chair at the meeting by virtue of seniority.

by and large— on the whole
By and large India has some healthy democratic traditions.

by means of— through
I could avoid the danger by means of God’s mercy.

by the way— incidentally
Don’t take offence, I said this only by the way.

by turns— alternatively
Joys and sorrows come by turns.

by way of— for the purpose of
He told us that by way of illustration.

burst into fury— become angry suddenly
The Minister burst into fury when the press reporters asked the same question repeatedly.

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

call in question— doubt
His veracity cannot be called in question.

call into play— use
The situation called all his energies into play.

call names— abuse
Why did you call him names?

call to mind— remember
I cannot call to mind all that I heard there.
day in, day out—every day
   I have to do this day in, day out.
do away with—discard, leave
   Do away with your bad habits.
fag end—the close
   He became a religious preacher at the fag end of his life.
fall a prey to—be the victim of
   She fell a prey to the evil designs of a cheater, who sold her in the flesh market.
fan the flame—to increase agitation
   The actions of some disgruntled leaders fanned the flames of communalism.
ever so—however
   Be it ever so humble, there is no place like home.
every inch of—top to bottom
   He is a rogue, every inch of him.
every now and then—frequently
   He comes here every now and then.
fall short of—become less
   The crops have fallen short of our expectations.
far and near—all places irrespective of distance
   Students from far and near came to study in Nalanda.
far and wide—everywhere
   Within a short time his name spread far and wide.
for all that—in spite of everything
   For all that, I love him still.
for good and all—for ever
   He has left us for good and all.
for the sake of—good of, purpose
   I have done this for the sake of duty.
get rid of—remove
   Nehru got rid of unwanted leaders under Kamaraj Nadar Plan.
give ear to—pay attention
   Give ear to what your parents say.
go a long way—greatly
   This will go a long way to solve the bread problem.
go hand in hand—together
   Prosperity goes hand in hand with diligence.
in a fix—in a difficult position
   I was in a fix how to convince her of my innocence.
in/on behalf of—for other’s sake
   He petitioned to the government on/in behalf of the homeless orphans.
in consequence of—owing to
   In consequence of my resignation, a new man was appointed.
in defiance of—without caring for
   He played bridge in defiance of the orders of the Superintendent.
in favour of—supporting
   He spoke in favour of the caste system.
in favour with—loved by
   He is not in favour with his superior officers these days.
in a roundabout way—in an indirect way
   She told us in a roundabout way that she had fled from her father's house.

in a nutshell—in a few words
   Can you put the history of India in a nutshell?

in a mood—in the vein of
   I am not in a mood to read now.

in a manner—to some degree
   In a manner, he is an untrustworthy man.

in force—valid
   This law is no longer in force.

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

in good faith—in honest belief
   He did this in good faith.

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

in name—nominally
   He is a King only in name.

in no time—very soon
   He will finish his work in no time.

in no way—by no means
   He is in no way inferior to you.

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

in the face of—against, despite
   He pursued his ambition in the face of innumerable difficulties.

in the long run—eventually
   Virtue triumphs over vice in the long run.

in time—not late, early enough
   We reached the station in time to catch the train.

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

in accordance with—according to
   He did it in accordance with his father’s wishes.

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

in aid of—to help
   They are raising subscriptions in aid of the school.

in all—total
   There were one hundred men in all.

in all respects—in every way
   These two triangles are equal in all respects.

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

in as much as—because
   He could not come inasmuch as he was down with fever.

in brief—in short
   Tell me the story in brief.

in case of—if one fails
   You must make another attempt in case of failure.
in charge of—a person who looks after the management
I am in charge of the estate.
in connection with—in relation to
I have nothing to say in connection with the suggestion.
in consequence of—as a result of
In consequence of the failure of crops, there was a famine in the land.
in consideration of—taking into account thoughtfully
In consideration of your age, I pardon you.
in course of—with passing time
Everything will be set right in course of time.
in default of—for want of
In default of non-payment of fee, he was sent out of class.
in obedience to—compliance to one in authority
In obedience to his father’s orders, he left the place.
in order to—to be able to
I vexed you in order to test your patience.
in preference to—choosing one over another
He accepted your help in preference to mine.
in proof of—as evidence
He could not produce anything in proof of his innocence.
in respect of—regarding
I am senior to you in respect of age and experience.
instead of—in place of
I shall take that ring instead of my money.
in the face of—in spite of
The boy did his duty in the face of every discouragement.
in the guise of—the costume of
The king went out in the guise of a merchant.
in the midst of—amid
I am in my element in the midst of my friends.
keep an eye on—watch
The headmaster keeps an eye on teachers.
keep one’s word—keep a promise
He who cannot keep his word is not a man in the true sense of the term.
keep pace with—not lag behind
In intellect and attainment he kept pace with his age.
make fun of—ridicule; cause people to laugh at
It is wrong to make fun of a cripple.
make much of—consider it serious
Doctors usually make much of a patient’s disease.
make room—give space
Will you please make room for me in the cabin?
make up one’s mind—resolve
He made up his mind to go to the U.S.A.
of one’s own accord—voluntarily
He resigned the post of his own accord.
on one’s guard—watchful; prepare against attack
One should always be on one’s guard.
on the eve of—just a little while before; the evening before
He was given a farewell party on the eve of his retirement.
on the contrary—on the other hand; instead
  He is not a good man; on the contrary he is a cheat.

on the ground of—on account of
  He begged to be excused on the ground of ignorance.

on the plea of—on the pretext of
  He declined the invitation on the plea of ill health.

out of date—out of fashion
  Such costume is now out of date.

out of place—inappropriate
  This observation is out of place.

out of the question—beyond doubt
  That he will not return is out of the question.

out of the way—remote and obscure
  He found the sage in an out of the way village.

put a stop to—to prevent
  The Government decided to put a stop to child marriages.

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

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

set one's hand to—undertake
  Do not set your hand to this business.

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

so much so—to such a degree
  I was angry, so much so that I left the place at once.

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

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

stand in one's way—obstruct
  You need not be afraid; I shall not stand in your way.

swim with the stream—to follow others blindly
  An educated man thinks it below his dignity to swim with the stream.

take a bird's eye view—a general overall view
  From that hill they took a bird’s eye view of the whole town.

take into account—consider
  You should take into account my qualification and experience.

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

take pleasure in—enjoy
  I take pleasure in collecting stamps.

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

take to one's heels—flee
  On seeing the policeman the thief took to his heels.

turn a deaf ear to—pay no heed to
  He turned a deaf ear to my request.

under lock and key—safely
  He kept the documents under lock and key.
well off—rich
His father was not well off.

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

well up in—proficient in
I am not well up in Physics.

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**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 friends 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 unto—be like, be equal of
He will come unto 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.
The whole project dropped through owing to his negligence.

They entered into a discussion on the modern fashion.

He entered into an agreement with me.

When are you entering upon your new business?

As the light faded away, the curtain fell.

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

On seeing the police, the thieves fell back.

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

They fell in with all my proposals.

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

The roof fell in due to heavy rain.

Friends should not fall out over minor issues.

He fell to his work with a great zeal.

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

My suggestion fell through for want of support.

Our army fell on the enemy at mid-night.

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

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

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

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

He fixed me up with a job.

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

You can get ahead with hard work.

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
   Whateoever 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.
lay aside discard
   You should lay aside all fear and hesitation, and speak boldly.
lay by—keep for future use
   You must lay by enough money for your years of retirement.
lay down—surfender
   The rebels laid down their arms.
laid out display
   He laid out his goods in his shop.
lay up with—confin e 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 makes for happiness.

mix up—confuse
As the names got mixed up, the function was delayed.

move in—go to live in a new house
I have bought a new flat; I am moving in tomorrow.

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

pass away—(i) die
His father passed away last evening.
(ii) vanish
His troubles have passed away.

Pass by—disregard, overlook
He generally passed by the faults of his subordinates.

pass on—give
She passed her property on to her daughter.

pass off—pretend to be
He passed himself off as a gentleman.

pass through—underwent
The crew of the boat passed through terrible sufferings.

pass for—accept, to be regarded as
He passed for a scholar in our small town.

pass over—omit
The stenographer passed over the latter portion of my speech.

pass into—get blended, go into change
In the evening, during sunset, various colours pass into one another.
pass out—distribute
   The report was passed out to all present.
pick at—find fault with
   Don't pick at your friends.
Pick off—shoot one by one
   Dacoits picked off the passengers after looting them.
pick out—select; choose
   The teacher picked out the best student in the class.
pick up—recover or regain health after an illness
   He took about two months to pick up.
pick of—the choicest
   He is the pick of his class.
pick on—single out
   Senior boys pick on the fresh students for ragging.
play out—be exhausted
   His horse was played out when the day's hunting was over.
point out—find out
   It is easy to point out the faults of others but difficult to amend one's own.
pull on—live
   It is difficult to pull on with this meagre amount now-a-days.
pull through—get out of difficulty
   A little more effort will pull you through this mess.
pull off—succeed in a plan
   He pulled off the business transaction.
pull out—leave
   Ramesh pulled out of the partnership.
pull over—drive to the side and stop
   The policeman told me to pull over my scooter.
pull about—treat roughly
   Will you please stop pulling about that child's leg?
pull in—arrive
   When will the Chennai bound train pull in?
pull down—demolish
   All old houses should be pulled down.
pull up—take to task
   You should pull up the rowdy students.
pull together—work together
   Unless we pull together, we cannot succeed.
put across—convey
   He puts his ideas across convincingly.
put aside—leave
   Put aside the over ambitious plans.
put away—give up
   He put away his dreams of love.
put by—save, lay aside
   He has put by some money for hard times.
put down—suppress
   The government has put down the rebellion with a firm hand.
put off—(i) postpone
   Don't put off till tomorrow what you can do today.
(ii) lay aside
   He put off his shoes before entering the temple.
put up (i) lodge
   Where do you intend to put up for the night?
(ii) bear
   I cannot put up with your silly arguments.
put on—wear
   She looks beautiful when she puts on a green dress.
put out—(i) extinguish
   Please put out the light.
(ii) vexed
   He was put out when I refused his request for a loan.
put in—made
   He has put in a claim for compensation.
put to—give
   I am sorry to put you to so much trouble.
put through—pass
   The measure was put through without opposition.
ring up—telephone
   Please ring up the airport and find out the time of arrival of the Delhi light.
ring off—end a telephone conversation
   Someone gave this information and then rang off suddenly.
round up—gather
   On the eve of the general strike, the police rounded up the leaders.
run away—flee
   The little girl took a necklace and ran away.
run across—find by chance
   She ran across her old photograph in a box.
run after—follow
   The policeman ran after the thief.
run along—go away
   Now boys, run along.
run for—contest election
   Venkata Raman ran for President Ship.
run down—(i) overtake
   The police ran down the thief outside the airport.
(ii) run over
   Two boys were run down by a bus.
(iii) Speak ill of
   Don't run down the government.
run out—come to an end
The supplies of petrol are likely to run out by the end of this month.

run over—overflowing
The cistern is running over.

run up—increase
Recently our expenses have run up considerably.

run against—chance to meet
While turning the corner, I ran against an old friend of mine.

run up to—reach an amount
The bill ran up to a thousand rupees.

run into—incur
He has run into debt.

run through—squander away
He has run through his fortune.

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

see through—comprehend; detect
I saw through the trick played by him.

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

see to—attend to
He will see to my office work during my absence.

see about—consider
The minister promised to see about the matter.

sell out—sell all the stock
We sold out the books in two days.

send for—summon
The principal sent for the science lecturer.

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

send for—ask to come
Please send for a doctor.

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

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

set in—begin
The winter season has already set in.

set up—establish
He has decided to set up a small factory.

set on—instigate
He set on the workers to go on a strike.
set out—start
   When will you set out for the picnic?

set against—oppose
   I have no guts to set myself against his arguments.

set by—save
   Set by something for a rainy day.

set off—(i) leave
   They decided to set off before sunrise.
   (ii) start
      The party set off at dawn.
   (iii) explode
      The bomb was set off when the car ran over it.

set about—(i) took steps towards
   He immediately set about organising the department.
   (ii) begin
      Tell him to set about the work immediately.

set down—(i) snub somebody
   I was obliged to set him down.
   (ii) charge
      You may set down his loss to me.
   (iii) write
      You must set it down lest you forget.

set apart—reserve
   These seats are set apart for ladies.

set forth—made known
   He set forth his views on prohibition.

set upon—attack
   The robbers set upon the travellers in the bus.

settle down—become accustomed (to a new-place)
   The children were unhappy when we moved to our new place, but now they have settled down.

show up— (i) expose
   Please do not show up my shortcomings.
   (ii) be present
      Only four members showed up for the meeting.

show down—shout loudly so that the speech is not heard.
   As the speech was not interesting, students shouted him down.

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

show over—show every part of
   He showed over every room of his house to me.

sit back—relax
   You have been working really hard for so many days; now you should sit back.
speak of—worth mentioning
   There is a great library in London to speak of.
speak out—express opinion freely
   I was determined to speak out against their intentions in this regard.
stand around—be idle
   Many clerks in the public sector just stand around.
stand aside—be idle; not participating
   One should not stand aside when there is work.
stand by—support
   Good friends stand by one another in difficult times.
stand against—withstand
   How can I stand against a powerful enemy?
stand up for—maintain
   They are determined to 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 until it is finished.
take after—resemble
   He takes after his father.
take down—write down
  You should take down notes very carefully.
take for—form an impression about somebody’s identity
  He was taken for a Bengalee.
take in—swindle deceive
  He was taken in by her sweet words.
take off—put off
  Please take off your wet coat.
take on—face
  The Minister took on the whole Parliament.
taken aback—surprised
  He was taken aback at the comments on him.
take back—withdraw
  She did not take back her comments in spite of protests.
take up—(i) arrest
  The police took up the cheat.
  (ii) occupy
  The piano takes up too much room.
take over—assume control
  Tatas have now taken over the whole tea industry.
take out—delete, remove
  Take that word out of the sentence.
take to—become addicted to
  Don’t take to drinks and drugs.
talk over—(i) discuss
  We talked over the matter for an hour.
  (ii) convince
  I hope to talk him over to our view.
tell upon—affect
  Over work told upon his health and he fell very ill.
tell against—prove unfavourable
  I am afraid your antecedents will tell against you.
throw at—throw to hit
  He threw the stone at the cat.
throw away—waste
  My advice was thrown away upon him, because he ignored it.
throw out—(i) remove by force
  The manager ordered the peon to throw out the new clerk on account of his misbehaviour.
  (ii) reject
  The bill was thrown out by the Parliament.
throw up—resign
  In disgust, he threw up his appointment.
throw over—abandon; desert
When he became rich he threw over all his old friends.

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

**try out—test**
The teachers will try out the new syllabus.

**try on—see whether it fits well etc.**
He went to the tailor to have a suit tried on.

**turn against—become hostile to**
I don’t understand why he has turned against me.

**turn away—not allow to enter**
The conductor turned away the commuters as the bus was full.

**turn down—reject**
The government has turned down the request of the opposition.

**turn over—give or pass on**
I turned the business over to my brother.

**turn up—arrive**
I did not expect him, but he turned up at the function.

**turn in—go to bed**
He turned in rather early today.

**turn out—produce**
The factory turns out one lakh lbs of cloth a week.

**turn off—dismiss**
If he is lazy, why don’t you turn him off?

**wind up—bring to an end**
Wind up the discussion and start work.

**wipe out—destroy totally**
The floods wiped out the village completely.

**wear off—be rubbed off**
The nap quickly wore off.

**wear out—become useless**
My shoes are worn out.

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

**work out—solve, calculate**
He worked out the problem in a few minutes.
The engineer worked out the cost of the project.

**work up—excite**
He got worked up about something trivial.

**work upon—influence**
He worked upon the ignorant villagers.

**work off—get rid of**
You should work off excess weight by regular exercise.

**write up—bring upto date**
I must write up my notes of the lecture.
One Word Substitution

In English, some words represent a long expression. Such words add precision, brevity and beauty to language. You can express your ideas through such words lucidly. The knowledge of one-word substitutions will enable you 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 naturalized citizen of the country in which he is living—**alien**
To turn someone into an enemy—**alienate**
Allowance ordered by Court to a divorced woman—**alimony**
Description of a subject with symbolic representation to—**allegory**
Formal statement or evidence that a person was in another place at the time of crime—**alibi**
One who has love and regard for others—**altruist**
Which can be interpreted in two ways—**ambiguous**
Capable of using both hands equally well—**ambidextrous**
General pardon of the offences against Government—**amnesty**
A test to know the sex of the foetus—**amniocentesis**
Living on land as well as in water—**amphibious**

One who provokes disorder in a State or one who does not believe in government—**anarchist**
Absence of Government—**anarchy**
Study of the science relating to the body structure of human beings, animals and plants by way of dissection—**anatomy**
Not in harmony with the time—**anachronism**
One who administers anaesthesia to a patient—**anaesthetist**
Yearly recurrence of a particular occasion—**anniversary**
Of unknown name or authorship—**anonymous**
Third from last (last but two)—**antepenultimate**
One who studies history relating to the development of man from primitive ages—**anthropologist**
Fixed sum of money paid to somebody yearly as income during his life time—**annuity**
A thing capable of destroying bacteria—**antibiotic**
A thing given to counteract the bad effect of any medicine, poison etc.—**antidote**
One who collects or studies old relics of art—**antiquary**
A substance that checks rotting or infection—**antiseptic**
Loss of the wish to eat—**anorexia**
A thing which is not in a proper order—**anachronistic**
A word made by rearranging the letters of another word—**anagram**
A person who loves England or English things—**anglophile**
A person who hates England or English things—**anglophobe**
Partial or total loss of ability to speak or understand spoken language, caused by damage to the brain—**aphasia**
A garment worn over the front part of the body to keep the bearer's clothes clean, while working—**apron**
Artificial tank or glassed box where live fish are kept—**aquarium**
Creatures living in water—**aquatic**
One appointed to settle dispute between two parties—**arbitrator**
Study of life and culture of ancient people—**archaeology**
That which is not in current use—**archaic**
Old expressions no more in use—**archaism**
A person who prepares plans for buildings—**architect**
Government by the nobility—**aristocracy**
A person who practises any of the fine arts, especially painting—**artist**
A professional singer, dancer etc.—**artist**
Collection of historical documents or records of a government, towns etc.—**archives**
To pronounce clearly—**articulate**
One who studies human antiques—**archaeologist**
A place where weapons are manufactured and stored—**arsenal**
One who practises physical hardships for spiritual gains; or a person who renounces the world and practises self-discipline in order to attain salvation—**ascetic**
One who goes in a space vehicle—**astronaut**
Not believing in the existence of God—**atheism**
Disbeliever in God or one who has no belief in God—**atheist**
An assembly of listeners—**audience**
That which can be heard—**audible**
A government by one man—**autocracy**
Life story of a person written by himself—**autobiography**
A large cage or building for keeping birds—**aviary**
Art or science of flying aeroplanes—**aviation**
Person unable to pay his debts—**bankrupt**
An unmarried man—**bachelor**
Accumulation of work or business not yet attended to—**backlog**
Slander the reputation of somebody who is not present—**backbite**
Produce an unexpected and unwanted result, especially for the responsible—**backfire**
Extreme and usually violent reaction to some event—**backlash**
A list of books with details of authorship, editions, subject etc.—**bibliography**
A person who loves or collects books—**bibliophile**
Hastily erected barrier across a road or lane—**barricade**
One who is inclined to fight—**belllicose**
What happens after every two years—**biennial**
Speaking or using two languages—**bilingual**
Custom of having two husbands/wives—**bigamy**
One having narrow prejudiced religious views—**bigot**
Aircraft with two pairs of wings, one above the other—**biplane**
An animal who walks on two feet (man)—**biped**
The life-history of a person written by 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 caused by severe injury or illness—**coma**

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

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

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

Electronic calculating and memorising machine—**computer**

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

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

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

The gradual recovery from illness—**convalescence**

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

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

Living in the same period—**contemporary**

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

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

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

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

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

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

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

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

Chinaware 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 to a standstill—**deadlock**

Period of ten years—**decade**

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

Refuse to accept—**decline**

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

One who believes in the existence of God, but without acceptance of revelation or religious dogma—**deist**
A person or thing which is used to tempt somebody into a position of danger—**decoy**
One who treats skin diseases—**dermatologist**
Removing one from the throne—**dethrone**
A Government formed by the people—**democracy**
Feeble and childish state due to old age—**dotage**
A person with weakness of mind caused by old age—**dotard**
A place where one lives permanently—**domicile**
Act of leaving a party to join another—**defection**
To wander away from the main point—**digress**
Moving away from the main point—**digression**
One left without food, clothes and necessaries—**destitute**
Place to which one is going—**destination**
An admirer of fine arts, one who studies the arts, but not seriously and not with real understanding—**dilettante**
A state of a person, who is asked to choose one of the two unfavourable things—**dilemma**
Make or become smaller or less—**diminish**
Art of conducting negotiations between nations—**diplomacy**
Sum payable as profit to an individual by a joint stock company—**dividend**
A match/contest in which neither party wins—**drawn**
Dry weather with no rainfall—**drought**
Statement or speech not likely to be true—**dubious**
One having unusual habits—**eccentric**
Fit to be eaten as food—**edible**
One who possess the qualities of women—**effeminate**
One who is able to perform duties well—**efficient**
One who is self-centred—**egoist**
One who is able to bring about the result intended—**effective**
One which resumes its normal shape and size after the stress is released—**elastic**
Qualified to be selected for a job or office—**eligible**
One who leaves a country to live in another—**emigrant**
Divert money fraudulently to one's own use—**embezzle**
A book giving information on all branches of knowledge—**encyclopaedia**
Study a science of insects—**entomology**
One who studies about insects—**entomologist**
One fond of good food, drinks and sensuous pleasure—**epicure**
Living or lasting for a very short time—**ephemeral**
Disease widespread at a time—**epidemic**
Make inroads on other's property—**encroach**
Concluding part of a literary work—**epilogue**
Description of one event in a chain of events—**episode**
Inscription on a tomb about the person buried—**epitaph**
Evenness of mind or temper—**equanimity**
One who rides a horse—**equestrian**
A condition of perfect balance—**equilibrium**
To root out (evil, diseases etc.)—**eradicate**
Likely to be understood by only those with a special knowledge or interest—**esoteric**
A study of comparative cultures of the people of different races—**ethnology**
Science dealing with the root of words or with the formation and development of words—**etymology**
Fit to be imitated—**exemplary**
Describe a thing beyond limits of truth—exaggerate
That which is done or spoken without any previous preparation or thought—extempore
To make extinct—extinguish
A servant who does all kinds of work—factotum
One who possesses excessive interest in religion—fanatic
One very refined and not easily pleased—fastidious
Causing or ending in death or disaster—fatal
A person who firmly believes that fate controls man—fatalist
Unfair favouring of one person or group at the expense of another—favouritism
One who champions the cause of women—feminist
The animals of a particular region—fauna
That which is productive—fertile
Skill in dealing with people or situations cleverly or tactfully—finesse
A person who easily becomes angry or quarrelsome—fire-eater
A person who causes social or political trouble—firebrand
Splitting of the nucleus of atom—fission
Plants that grow in a particular region—flora
Moving to and fro irregularly—fluctuating
Killing the child (foetus) in the womb—foeticide
One who belongs to another country—foreigner
That which is hard to be resisted—formidable
A person’s strong point or special talent—forte
A short introduction to a book, printed at the beginning, and usually penned by a person other than the author—foreword
Easily injured, broken or destroyed—fragile
Men who are joined together by common interests—fraternity
Crime of killing one’s brother or sister—fratricide
Calm courage or self-control in the face of danger, difficulty, poverty etc.—fortitude
A quaintly fussy and old-fashioned person—fuddy-duddy
Careful about how one spends his money—frugal
To go from place to place usually in search of excitement or pleasure—gad
Large groups of stars in the sky—galaxy
A group of persons going about or working together, especially for criminal purposes—gang
Science of human descent or person’s pedigree—genealogy
International destruction of racial group—genocide
Science of the earth’s crust, the interior and strata—geology
One who studies the internal structure of earth (crust)—geologist
That which kills germs—germicide
A trick, device, etc. adopted for the purpose of attracting attention or publicity—gimmick
Openness to discuss any issue—glasnost
One who eats too much—glutton
To eat something fast, noisily and greedily, leaving nothing behind—gobble
Unexpected piece of good luck—godsend
Animals that live in blocks/groups—gregarious
Force which pulls things towards earth’s centre—gravitation
Room with appliances for physical exercises—gymnasium
A person who enjoys and is an expert in the choice of delicate food, etc.—gourmand
Full of, and using, pompous words—grandiloquent
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**
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 be 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—**indeffensible**
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—inerradicable
That cannot be used up—inexhaustible
Continuing unstoppably—inexorable
That cannot be escaped from or that cannot be separated—inextricable
That cannot be explained—inexplicable
Incapsable 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—inferior
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/inherent
Not giving a friendly or polite welcome to guests—in hospitable
Which cannot be copied or imitated—inimitable
Not appropriate or tactful—injudicious
Possessed from birth—in nate
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—in satiable
Having little or no value, use, meaning or importance—in insignificant
To suggest something unpleasantly and indirectly—insinuate/
Having almost no taste or flavour—in sipid
That cannot be dissolved—insoluble
unable to pay debts—in solvent
inability to sleep—insomnia
State of being unconcerned in a light-hearted way—in souciance
Giving much useful information—instructive
Too extreme to be tolerated—in sufferable
That cannot be overcome or won over—in superable
That cannot be overcome—in surmountable
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 — **invasion**

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—ophthalmologist
One who looks at the bright side of things—optimist
Having or showing signs of great wealth—opulent
Curved path of a planet, satellite etc.—orbit
The branch of sociology dealing with birds—ornithology
To move like pendulum (to and fro)—oscillating
A holiday away from home—outing
Looking or sounding odd, strange—outlandish
Win, or defeat somebody by being clever or more cunning than outwit
One who opposes use of force, war etc.—pacificist
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 religion—pagan
Continuous view of a landscape or events—panorama
A simple story designed to teach a moral lesson—parable
A person who is a perfect example of a quality—paragon
A statement that seems contradictory but is true—paradox
A person who has suddenly reached higher social or economic from a low status — **parvenu**
A person or plant who lives at the expense of others — **parasite**
A social outcast — **pariah**
Tendency to favour or have prejudice against someone — **partiality**
A document allowing a person to travel abroad — **passport**
Sole right to produce and market some invention — **patent**
Study of diseases — **pathology**
A person who loves his country's freedom — **patriot**
Murder or murderer of father — **patricide**
A person who has no means of livelihood — **pauper**
One who shows off book-learning — **pedant**
One who makes journey on foot — **pedestrian**
Last but one — **penultimate**
Feeling of liveliness — **pep**
Gains, facilities over and above one's salary — **perquisite**
One who looks at the dark side of things — **pessimist**
A person who helps others through charitable work or donations or money or one who loves mankind — **philanthropist**
A person indifferent to aesthetic values — **philistine**
The crime of literary theft — **plagiarism**
A writer who steals from the writings of another — **plagiarist**
Rule of the wealthy persons — **plutocracy**
A man who amuses himself in love making — **philanderer**
Study of facets and skulls — **phrenology**
Custom of having several husbands — **polyandry**
Custom of having several wives — **polygamy**
One who speaks writes many languages — **polyglot**
To think intensely — **ponder**
Liked by the people — **popular**
That can be easily carried about — **portable**
Happening after one's death (child, award) — **posthumous**
Medical examination of a human body after death — **post-mortem**
That which is prematurely developed — **precocious**
Restructuring the old set up of society i.e., reform of the economic and political system — **perestroika**
A person of extreme or exaggerated propriety in behaviour or speech — **prude**
A person whose welfare and career are looked after by an influential person over a long period — **protege**
Arrives exactly at the time appointed — **punctually**
A fictitious name used by a writer or poet — **pseudonym**
One who treats the diseases of mind — **psychiatrist**
A device to detect direction/range etc. of aeroplanes, ships etc. through radio-waves — **radar**
Amount to be paid for the release of a prisoner — **ransom**
Bringing back to one's mind the issue — **recall**
A short time ago — **recently**
Given and received in return — **reciprocal**
One who takes shelter from danger — **refugee**
A place where people often meet — **rendezvous**
To approve one's action after it is done — **ratify**
To restore lost job or privileges — **reinstate**
Strengthen by additional men or material — **reinforce**
Murder or murderer of a King—regicide
Excessive use of official procedure causing delay—redtapism
A witty and clever retort—repartee
In the habit of saying little—rethicent
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 who habitually doubts all that is generally accepted—sceptic
Careful to do nothing morally wrong—scrupulous
Using or fond of, abusive language—scurrilous
Young members of noble family—scion Psalm/Carving figures in marble, stone, wood etc.—sculpture
Having little depth—shallow
A large number of fish swimming together—shoal
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.—sarmy
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—sonnambulism
A habitual drunkard—sot
Seeing right or true, but not really so—specious
Persons witnessing a thing (in opera)—spectators
One who spends extravagantly—spendthrift
An unmarried woman (generally old/matured)—spinster
One who speaks for others (a party/industry etc.)—spokesman
Doing with voluntary impulse—**spontaneous**

Neat and smart in dress and appearance—**spruce**

A sagacious, far-sighted, selfless political leader skilled in the management of state affairs—**statesman**

A party for men only or all male celebration held especially for a male about to marry—**stag-party**

A party or social gathering for women only—**hen-party**

A place where horses are kept—**stable**

A sudden rush of frightened people/animal—**stampede**

To make incapable of reproducing by making organs ineffective or to make safe from germs by boiling etc.—**sterilize**

One who is indifferent to pleasure and pain—**stoic**

The way in which an army is led to war by its general—**strategy**

Murder of oneself—**suicide**

Looking expensive and splendid—**sumptuous**

More than what is necessary—**superfluous**

Various small items not separately named—**sundries**

Not easy to detect or describe or organised in a clever and complex way—**subtle**

Greater speed than that of sound—**supersonic**

Something done merely to attract attention—**stunt**

Easily influenced by feelings—**susceptible**

A person who is very fond of luxury and comfort—**sybarite**

A person who tries to win favour by flattering the rich, or the powerful people—**sycophant**

Form of reasoning in which a conclusion is drawn from two statements—**syllogism**

A word with the same meaning as another in the same language—**synonym**

Rules for the arrangement of words into phrases and phrases into sentences—**syntax**

Dramatic situation suddenly brought about or silent and motionless group of persons arranged to represent—**tableau**

That can be perceived by touch—**tangible**

Chatter or gossip idly—**tattle**

One who never takes strong drinks—**teetotaler**

A person who reports another's secrets, misdeeds, etc.—**tell-tale**

State of the mind as regards anger or calmness—**temper**

Made or done as a trial to see the effect—**tentative**

A private conversation between two persons—**tete-a-tete**

Saying the same thing more than once in different ways without making one’s meaning clearer or more forceful—**tautology**

One who believes in the existence of God—**theist**

A long angry speech or criticism or accusation—**tirade**

Small but interesting piece of news, gossip, etc.—**titbit**

Make oneself smart or attractive—**titivate**

Give a short nervous laugh—**titter**

Silly or trivial talk—**tittle-tattle**

State of nervous excitement or confusion—**tizzy**

To flatter in the hope of gain or advantage—**toady**

Easily controlled or guided—**tractable**

That- lasts for a short time—**transitory**

Belief that soul passes from one body to the other after death—, **transmigration**

That through which one can see—**transparent**

Action, statement or gift that is meant to show one’s respect or admiration—**tribute**

What happens after every three years—**triennial**

A child who runs away from school—**truant**
One who changes his party—turn-coat
Wealthy and powerful business-man or industrialist—tycoon
Present everywhere or in several places at the same time—ubiquitous
Beyond what is obvious or admitted—ulterior
Final warning given by a party or government to another—ultimatum
Absolutely clear (statement)—unambiguous
All being of one opinion—unanimous
Being the only one of its type—unique
Belonging to, affecting or done by, all people or things in the world, or in a particular group—universal
That which did not happen before—unprecedented
Not easy to control or discipline—unruly
Giving freely and generously—unstinting
That cannot be defended—untenable
Keeping something in good condition and repair—upkeep
Person who has suddenly risen to wealth or high position—upstart
Excessively fond of one's wife—uxorious
A perfect ideal not possible to practise—utopia
To waver in decision or opinion etc.—vacillate
One who always feels himself ill—valetudinarian
Malicious destruction of beautiful artistic property—vandalism
A fault that may be forgiven—venial
One who abandons 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
There are many pairs or groups of words in the English language which are somewhat similar in pronunciation but have different spellings and, of course, have different meanings which are called Homonyms. There are also some words having similar roots but have different meanings which are called Paronyms; consequently confusion arises in their correct use. Some of such words which are frequently confused and misused are given below along with their meanings and usage along with pronunciation guide.

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

11. Act (n)—thing done, deed
   It is an act of kindness to help a blind man across the road.
   Action (n)—process of doing something, activity
   The time has come for action.

12. Adapt (v)—adjust
   We should adapt ourselves to our surroundings.
   Adept (adj.) (n)—expert
   I am not an adept photographer.
   Adopt (v)—take somebody into one’s family as a relation especially as a son or a daughter
   As they had no children of their own, they adopted an orphan.

13. Addition (n)—putting more, process of adding
   They have just had an addition to their family, another child.
   Edition (n)—number or form of a publication
   The first edition of the book was sold in no time.

14. Adverse (adj.)—contrary
   Despite adverse conditions, I implemented my plan.
   Averse (adj.)—unwilling
   I am averse to attending the meeting.

15. Advice (n)—opinion given
   He paid no heed to my advice.
   Advise (v)—give opinion
   Please advise me what to do.

16. Admission (n)—being admitted
   His admission to the college was cancelled.
   Admittance (n)—letting in
   He was allowed admittance to the private museum with great difficulty.

17. Adulteration (n)—making something impure by adding other material
   He was arrested for the adulteration of food material.
   Adultery (n)—sexual relation between a married person and some other than their spouse
   He was arrested in a case of adultery.

18. Affect (v)—act, influence
   The fever has affected her health.
   Effect (v)—accomplish, change
   (n)—result
   We effected our plans. (v)
   The effect of this medicine is good. (n)

19. Affection (n)—love
   Every mother has affection for her children.
   Affectation (n)—behaviour that is not natural or genuine
   Her little affectations annoyed me.

20. Aggregate (n)—total
   The aggregate of my marks is 400.
   Aggravate (v)—to worsen
   Rise in population aggravates poverty.
21. Ago (adv.)—to indicate time measured back to a point in the past
   It was seven years ago that my brother died.
   The train left a few minutes ago.
   ego (n)—individual’s perception or opinion of himself
   His ego often lands him in trouble.

22. Aid (n)—help
   I finished it with the aid of a friend.
   (v)—(to help)—I shall aid you with hundred rupees.
   Aide (n)—assistant
   He is one of the aides to the President.

23. Ail (v)—trouble
   I don’t know what ails him.
   Ale (n)—a kind of strong beer
   He took a pint of ale.

24. Air (n)—the mixture of gases we breath
   Fresh air is good for health.
   Ere (conj.)—before
   I had coffee ere I left for college.
   Heir (n)—one who inherits
   I am the only heir to my aunt.

25. Allay (v)—make something less, relieve
   My efforts to allay his fears met with success.
   Alleys (n) — narrow passage between or behind houses
   There is a blind alley between our two houses.

26. Allowed (v)—permitted
   Smoking is not allowed here.
   Aloud (adv.)—loudly
   Please read the story aloud.

27. All ready (adj.)—quite prepared
   They are all ready to attend the party.
   Already (adv.)—by this or that time
   He has already completed the work.

28. Allude (v)—make indirect reference
   He alluded to corruption in government offices.
   Elude (v)—evade, escape
   A murderer cannot elude punishment.
   Illude (n)—deceive
   Many a time and oft he has tried to illude me.

29. Allusion (n)—reference
   He did not make a single allusion to the examination results in his speech.
   Elusion (n)—escape
   Can you say how he has effected his elusion from the jail?
   Illusion (n)—false notion
   It is an illusion to think that the sun moves across the sky.

30. Allure (v)—tempt; attract
   Coloured posters allure people into the cinemas.
   Lure (v)—attract, tempt
   He was lured on to destruction.

31. Alter (v)—to change
   You must alter the order of the words.
Altar (n)—place of worship
The pious old man bowed before the altar.

32. Alteration (n)—change
An alteration has been made in the Degree syllabus.
Altercation (n)—quarrel
I had an altercation with my neighbour.

33. Alternate (v)—one of every two, perform by turns
English lectures are on alternate days.
Alternative (n)—that may be used instead of another
There is no alternative to character.

34. All together—all in company
Let’s play this game all together.
(adv.)—entirely, wholly
I don’t altogether agree with him.

35. Amend (v)—become or make better
Parliament amended the Civil Procedure Code recently.
Emend (v)—to make corrections, remove errors from the text of a book etc.
The Proof-reader emended the manuscript whenever needed.

36. Amiable (adj.)—lovable
He is an amiable person liked by all.
Amicable (adj.)—friendly
We had an amicable settlement.

37. Anger (n)—extreme displeasure
He was filled with anger at what he saw.
Auger (n)—carpenter’s tool for boring large holes in wood.
The carpenter made a big hole in the door with an auger.

38. Antique (n)—old-fashioned
We laughed at her antique dress.
Antic (n)—odd
We laughed at her antic gestures.

39. Anxious (adj.)—worried, uneasy
I am very anxious about your health.
Eager (adj.)—full of interest or desire, keen
I am eager to please him at any cost.

40. Apology (n)—statement of regret for doing wrong
He accepted my apology for my being impolite to him.
Pardon (n)—forgiveness
I sought his pardon for my rudeness.

41. Apposite (adj.)—proper
He made an apposite remark.
Opposite (adj.)—contrary
He belongs to the opposite party.

42. Apt (adj.)—appropriate, suitable
He did everything in an apt way.
Aft (adj.)—near or towards the tail of a shop; or the stern of a ship
The security guard at the airport asked us not to go aft.

43. Apathy (n)—indifference
The rich have apathy towards the poor.
Antipathy (n)—hostility, indifference
His antipathy towards his wife affects the children.
44. **Appraise** (v)—estimate the value or quality of
   The goldsmith appraised the ornaments.
   **Apprise** (v)—inform
   The Attorney-General apprised the government of his opinion.

45. **Apprehend** (v)—arrest; fear
   The police apprehended the criminal with some difficulty.
   **Comprehend** (v)—understand
   It is very difficult to comprehend that poetry.

46. **Ardent** (adj.)—fiery; enthusiastic
   He is an ardent champion of socialism.
   **Arduous** (adj.)—difficult
   The arduous route took a long time to negotiate.

47. **Ark** (n)—a boat
   Ark is an old word for boat in which Noah escaped the flood with family and animals.
   **Arc** (n)—a part of circle
   Divide the circle into three arcs.
   **Arch** (n)—a curved structure supporting weight above
   We passed under the arch of the bridge.

48. **Artistic** (adj.)—have aesthetic qualities
   He has an artistic taste.
   **Artful**—cunning
   He is an artful rogue of Delhi.
   **Artificial** (adj.)—opposed to natural or genuine
   People keep artificial plastic flowers in drawing rooms.

49. **Artist** (n)—who practises fine arts
   Mukesh is a great cine artist.
   **Artiste** (n)—a performer in singing/dancing
   The opera had twenty artistes.
   **Artisan** (n)—a craftsman
   Village artisans have lost their work due to big mills.

50. **Ascendant** (adj.)—rising
   He stars are in ascendant in politics.
   **Ascendancy** (n)—dominant power or control
   The opposition leader gained ascendancy over the government.

51. **Aspire** (v)—desire eagerly
   Everyone aspires after wealth.
   **Expire** (v)—come to an end; die
   When does your driving licence expire? or
   My grand-father expired last Sunday.

52. **Assay** (n)—test finess/purity
   He assayed the gold ornaments.
   **Essay** (n)—a piece of composition
   You have written a fine essay on Nehru.

53. **Assent** (v)—concurrent, express agreement
   The President gave his assent to the Bill.
   **Ascent** (n)—climbing up
   The ascent to Himalayas is difficult.

54. **Auger** (n)—tool for boring a hole in wood
   The carpenter used a simple auger to bore a hole to fix a nail.
   **Augur** (v)—predict
Does this news augur war?

55. **Aught** (n)—anything
   For aught we know he may be innocent.
   **Ought** (v)—should
   We ought to help the poor.

56. **Aural** (adj.)—connected with the sense of hearing
   Dictation tests our aural ability.
   **Oral** (adj.)—spoken (not written)
   Debating competitions will improve the oral skills of students.

57. **Authenticate** (v)—prove that something is true or real
   He authenticated his authorship.
   **Authorise** (v) give official or legal permission for something
   I have authorised him to act for me while I am abroad.

58. **Avocation** (n)—occupation that is not a person's ordinary business
   Publication of books is my avocation.
   **Vocation** (n)—employment, trade, profession, occupation
   Photography is my vocation.
   **Vacation** (n)—long holidays
   I shall go to Kashmir during the next vacation.

59. **Avoid** (v)—keep away from
   Avoid walking in the middle of the road.
   **Ovoid** (adj.)—egg-shaped
   There is an ovoid table in our office.

60. **Evade** (v)—find a way of not doing something
   He evades paying his debts.
   **Award** (v)—giving a prize; judicial decision, confer
   He has been awarded the Padma Sri.
   **Reward** (n)—a return for service or merit
   He received a reward for saving many lives.

61. **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.

62. **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.

63. **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.

64. **Bail** (n)—security
   The accused was released on bail.
   **Bale** (n)—bundle
   He bought four bales of cloth.

65. **Banish** (v)—send somebody away
   Karl Marx was banished from his country for life.
   **Vanish** (v)—disappear completely and suddenly.
   The thief vanished into the crowd.
67. **Bare** (adj.) (adv.)—open, uncovered  
I went to the temple barefooted.  
**Bear** (n)—a kind of beast  
Russia is famous for bears.  
**Bear** (v)—tolerate  
She bears all difficulties with a smile.  
**Beer** (n)—a malted non-alcoholic or a fermented slightly alcoholic beverage  
Many people prefer beer during summer.

68. **Barb** (n)—hurtful remark  
Your bars of ridicule have hurt him.  
**Verb** (n)—word indicating an action  
Sentences have no meaning without verbs.

69. **Bard** (n)—poet  
Bharati was a national bard.  
**Bird** (n)—feathered creature with two legs and two wings, usually able to fly  
Peacock is our national bird.

70. **Barge** (v)—rush or lump heavily and clumsily  
He barged past me in the crowd.  
**Verge** (n)—be very close to; edge or border  
Poor are on the verge of starvation.

71. **Bark** (v)—make sharp, loud sound  
Dogs bark at strangers.  
**Burke** (v)—avoid  
I always burke publicity.

72. **Base** (n)—cowardly, menial  
Some plays have different base characters.  
**Bass** (n)—instrument pitched to lowest voice  
In some operas the bass singer is a very effective performer.

73. **Bastard** (n)—illegitimate child  
Is Karna of Mahabharat a bastard?  
**Bustard** (n)—large land bird that can run very fast  
I have seen many a bustard in the zoo.

74. **Bath** (n)—washing of the whole body  
Last year, I took a holy bath in Ganga river.  
**Bathe** (v)—apply water to something  
He bathes his eyes twice a day.

75. **Beach** (n)—sea-shore  
In Madras, I used to walk along the beach every morning.  
**Beech** (n)—a kind of tree  
The bark of beech trees was used for writing in ancient India.  
**Bitch** (n)—female dog  
The bitch has produced five pups.

76. **Beam** (n)—long thick bar of metal, wood etc.  
He bought five beams for the building.  
**Vim** (n)—energy or vigour  
He is full of vim.

77. **Beat** (v)—hit repeatedly  
He was beating a drum.  
**Beet** (n)—sort of plant with sweet root.  
Eating beet-root is good for health.
Bit (n)—a small piece
He ate every bit of his dinner.
78. **Behave** (v)—do things in a particular way
He *behaved* shamefully towards his wife.
**Behave** (v)—do something because it is necessary
You ought to *behave* like that.
79. **Beneficial** (adj.)—useful
Exercise is *beneficial* to health.
**Beneficent** (adj.)—kind and good
Ashok was a *beneficent* king.
80. **Berry** (n)—small sweet salty fruit
I like *berry* fruits very much.
**Bury** (v)—place a dead body in the ground
He's dead and *buried*.
81. **Berth** (n)—a sleeping seat in train
He got reservation for a *berth*.
**Birth** (n)—coming to life
His date of *birth* is 20th August, 2004.
82. **Beside** (prep.)—by the side of
He stood *beside* the door.
**Besides** (prep.)—in addition to, over and above
*Besides* this, I have another wrist-watch.
83. **Biannual** (adj.)—twice in a year
Lucky, he got *biannual* holidays last year.
**Biennial** (adj.)—for every two years
His Association general body meets *biennial*.
84. **Bland** (adj.)—gentle or casual in manner
Do you like his *bland* nature?
**Blend** (v)—mix together
Oil and water do not *blend*.
85. **Block** (v)—obstruct, impede
All roads were *blocked* by the heavy snowfall.
**Bloc** (n)—combination of parties, groups, states etc. with a special interest
We are not committed to any power *bloc*.
86. **Blunder** (n)—stupid or careless mistake
I made a terrible **blunder** in supporting that party.
**Error** (n)—thing done wrongly
There are many spelling **errors** in your essay.
**Mistake** (n)—wrong idea or opinion, misconception
It was a **mistake** to go there on holiday.
Your article is full of **mistakes**.
87. **Boar** (n)—a wild pig
We find *boars* in the forests.
**Bore** (v)—suffered; endured
I *bore* the ill-treatment of my boss for a long time.
88. **Boast** (v)—talk about one's abilities highly
He is always *boasting* about his capabilities.
**Boost** (v)—help or encourage
The unexpected win *boosted* the team's morale.
89. **Bonny** (adj.)—attractive or beautiful
   She has given birth to a **bonny** baby.
   **Bony** (adj.)—full of bones
   The fish is **bony**.
80. **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.
81. **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.
82. **Borrow** (v)—take loan
   Do not **borrow** money from money lenders.
   **Burrow** (n)—hole in earth
   Serpents live in **burrows**.
83. **Bough** (n)—branch of tree
   Birds perch on **boughs**.
   **Bow** (v)—bend in respect
   Let us **bow** to the great saints.
84. **Boy** (n)—male child up to 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**.
85. **Brake** (n)—lever to stop wheel
   The **brakes** of my bicycle are good.
   **Break** (v)—make apart
   Do not **break** the glass.
86. **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.
87. **Bridal** (adj.)—pertaining to the bride
   She looked lovely in her **bridal** dress.
   **Bridle** (n)—control
   You must learn to **bridle** your tongue.
88. **Bring** (v)—to carry, convey, accompany
   He **brings** his son to the school every day.
   Please **bring** me a cup of coffee.
   **Fetch** (v)—go for and bring something or somebody
   Please **fetch** me a pot of water from the river.
89. **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.
90. **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-byde.

101. Cache (n)—hidden store of weapons, drugs, treasure etc.
The police arrested four dacoits with an arms cache.
Catch (v)—an amount of something caught
Catch the fish in the morning.

102. Cadge (v)—get or try to get something from somebody by asking
He is always cadging meals from his friends.
Cage (n)—structure where birds or animals are kept
There are four parrots in that cage.

103. Cullendor or Colander (n)—metal or plastic bowl many small holes to drain water
I shall buy a colander.
Calendar (n)—chart of days and months in a year
The calendar shows that 21st is a Saturday.
Calender (v)—giving finish to cloth
After manufacture, cloth is sent for calendering.

104. Calf (n)—young of cow
I bought a cow along with a calf.
Cough (n)—Sound of coughing
He gave me a warning cough.
Cuff (n)—end of a shirt sleeve at the wrist
I wore a shirt having cuffs.

105. Call (v)—say loudly to attract somebody's attention
He called his father for help.
Cull (v) /kAli—select or obtain something from various sources
This information has been culled from various reference books.

106. Callus (n)—area of hard thick skin or tissue
Is that a wart on your finger or just a callus?
Callous (adj.)—unfeeling, insensitive
She replied callously to her husband.

107. Cannon (n)—big gun
Many cannons were fired to greet the royal guest.
Canon (n)—a rule or principle
We must not violate the canons of health.

108. Canvas (n)—coarse cloth
This tent is made of canvas.
Canvass (v)—to request votes
All the candidates have vigorously canvassed.

109. Capital (n)—seat of administration
Delhi is the capital of India.
Capitol (n)—building of the U.S.A. Parliament
The Congress meets in the Capitol.

110. Capture (v)—arrest, conquer
The dacoits were captured.
Captivate (v)—attract
Her charms captivated his heart.

111. Career (n)—profession
He chose an academic career.
Carrier (n)—one who carries
He was the carrier of that good news.
112. **Cart** (n)—vehicle with two or four wheels
   He has a cart which is pulled by a bull.

   **Curt** (adj.)—abrupt, rudely brief
   She gave a curt answer to his question.

113. **Carton** (n)—light cardboard box for holding goods
   Give me carton of cream.

   **Cartoon** (n)—amusing drawing in newspaper or magazine
   He can draw very informative and attractive cartoons.

114. **Cast** (v)—throw
   The hunter cast a net for birds.

   **Caste** (n)—an exclusive class in India
   He is proud of his caste.

115. **Casual** (adj.)—occasional; irregular
   Casual reading is better than no reading.

   **Causal** (adj.)—relating to cause and effect
   There is causal connection between food and health.

   **Cause** (n)—that which produces an effect
   Smoking is one of the causes of heart diseases.

116. **Cease** (v)—discontinue
   He has ceased to be Managing Director.

   **Seize** (v)—catch
   Seize the opportunity when it comes.

   **Siege** (n)—being surrounded by armed force
   The town was under siege for seven days.

117. **Cereal** (n)—any kind of grain used for food
   The child likes cereal mixed with fruit.

   **Serial** (adj.)—a work appearing in parts at intervals
   An exciting new serial story will begin in our next week’s issue.

118. **Check** (v)—examine to know whether it is correct
   The accounts in the government departments are regularly checked.

   **Cheque** (n)—writing order to a bank to pay money
   I have lost my cheque book while returning from bank.

119. **Childish** (adj.)—immature, silly
   Don’t make childish remarks.

   **Child like** (adj.)—like a child, innocent
   She has quite childlike simplicity about her.

120. **Ceiling** (n)—inside overhead lining of a room
   The ceiling of the room is quite nice.

   **Sealing** (v)—fasting with seals
   I booked the parcel after sealing it.

121. **Cemetery** (n)—area of land where the dead are buried
   There is a cemetery near our field.

   **Symmetry** (n)—beauty resulting from right relations of parts
   The bump on the left side of her forehead spoilt the symmetry of her face.

122. **Cell** (n)—underground room
   He kept secret documents in a cell.

   **Sell** (v)—give for a price
   We sell only good books.

123. **Censor** (n)—to subject to an official examiner
   This news is censored.
Censure (v)—to criticize adversely
They censured her conduct bitterly.
Censer (n)—a pot to burn incense
Fragrance came out of the censer before the idol.

124. Ceremonial (adj.)—connected with a ceremony
He wore ceremonial dress on his birth day.
Ceremonious (adj.)—paying great attention to formal behaviour
It is a ceremonious function.

125. Cession (n)—the transfer of territory by one country to another
Nothing short of the cession of Danzing would satisfy Hitler.
Session (n)—a term or period of meeting
The winter session of the Lok Sabha is over.
Cessation (n)—ceasing, stop
Cessation of supplies made the people suffer.

126. Cite (v)—to quote
He cited verses from the Bible.
Site (n)—a place chosen for some special purpose
The site for the school building was selected by the Committee.
Sight (n)—view
A horrible sight met our gaze.

127. Click (v)—(make a) short, short sound
The door clicked shut.
Clique (n)—group of persons united by common interest
They formed a clique to save themselves.

128. Cloth (n)—woven material
Give me three yards of that cloth.
Clothes (n)—stitched dress
My grand-son dressed in long clothes.
Clothe (v)—provide with clothes
They are warmly clothed in wool.

129. Cod (n)—large sea fish
Cod-liver oil is used as medicine.
Code (n)—collection of laws arranged in a system
You have to follow the code of conduct.

130. Coarse (adj.)—rough
Coarse cloth is cheaper than fine cloth.
Course (n)—fixation of duration
The course of treatment lasted for two weeks.
Coerce (v)—use force to make obedient; compel
He coerced him to do that act against his will.

131. Collar (n)—part of a garment that fits round the neck
The wind was so cold that he turned his coat collar up.
Choler (n)—anger
He has choler in his temperament.

132. College (n)—school for higher education
He has good college education.
Collage (n)—work of art
That necklace is a collage with diamonds.

133. Collision (n)—violent contact
Yesterday there was a collision between a bus and lorry.
**Class – B.A.LLB (HONS.) II SEM.**

**Subject – English**

**Collusion** (n) — secret, fraudulent agreement
It is alleged that the police are in *collusion* with the dacoits.

134. **Comma** (n) — punctuation mark
A *comma* is used to separate parts of a sentence.
**Coma** (n) — state of unconsciousness
After the snake bit him, he fell into *coma*.

135. **Committee** (n) — body of persons
He is not a member of the working *Committee*.
**Comity** (n) — friendly recognition of laws of other nations
India has a say in the *comity* of nations.

136. **Complacent** (adj.) — self-satisfied
He always appears with a *complacent* smile.
**Complaisance** (n) — politeness/willingness
He always helps out of *complaisance*.
**Complaisant** (adj.) — agreeable
He has a *complaisant* wife.

137. **Complaint** (n) — statement of dissatisfaction
You have no cause of *complaint* against him.
**Compliant** (adj.) — ready to comply
A *compliant* man always acts according to the wishes of others.

138. **Compliment** (n) — expression of admiration
Give my *compliments* to your father.
**Complement** (n) — that which completes
Love is the *complement* of justice.

139. **Comprehensible** (adj.) — understandable
His speech is not *comprehensible*.
**Comprehensive** (adj.) — including much
The Chief Minister made a *comprehensive* statement.

140. **Condemn** (v) — blamed
He is *condemned* by his relatives for his haughtiness.
**Contemn** (n) — despise
Who does not *contemn* a liar?

141. **Confident** (adj.) — fully assured, sure
He is *confident* of his success.
**Confidant** (n) — one entrusted with secrets
My steno is my *confidant*.
**Confidential** (adj.) — secret
*Confidential* files are kept by the officers.

142. **Confirm** (v) — ratify, make permanent
He was *confirmed* in his job after two years.
**Conform** (v) — comply with
The goods do not *conform* to the samples shown.

143. **Congenial** (adj.) — agreeable
One feels at home in *congenial* surroundings.
**Congenital** (adj.) — from or before birth
His blindness is *congenital*.

144. **Conscious** (adj.) — aware, awake
He is *conscious* of his shortcomings.
**Conscience** (n) — one’s sense of right and wrong
My *conscience* condemns me, if I do anything bad.
Conscientious (adj.)—honest, careful to do what is right
He is a conscientious teacher.

145. Contagious (adj.)—spreading by touch
Scarlet fever is contagious.

Contiguous (adj.)—neighbouring; near (to)
India and Pakistan are contiguous countries.

146. Considerable (adj.)—much, sufficient
We have spent a considerable amount on this project.

Considerate (adj.)—having regard for others
He is considerate in helping his friends.

147. Contemptible (adj.)—deserving contempt
He is a contemptible rascal.

Contemptuous (adj.)—showing contempt
A dictator is contemptuous of public opinion.

148. Continual (adj.)—frequent
There were continual interruptions in the Assembly to the Governor’s speech.

Continuous (adj.)—unceasing
There was continuous rain for two days.

149. Context (n)—what comes before and after
Can’t you guess the meaning of the word from the context?

Contest (v)—try to win
He contested a seat in Parliament.

150. Convenience (n)—comfortably
You may do it at your convenience.

Conveyance (n)—means of travelling
He had to go by bus as he had no conveyance of his own.

151. Cord (n)—rope
He cut the cord with a knife.

Chord (n)—straight line joining the two ends of an arc
Draw a chord in the circle.

Card (n)—playing card/postal cards
He earned in playing cards.

152. Corporal (adj.)—physical, body
Corporal punishment is banned in schools.

Corporeal (adj.)—of body
Food and drinks are our corporeal needs.

Corporate (adj.)—shared by members of a group of persons
Corporate colleges are dominating the education field.

153. Core (n)—innermost part
She loves the child from the core of her heart.

Corps (n)—division of army
He is a member of the National Cadet Corps.

154. Corpse (n)—dead body
A corpse was found on the road.

Crops (n)—agricultural plants in the fields
The land is under crops.

155. Credible (adj.)—which can be believed
That people can burn men alive is not a credible story.

Creditable (adj.)—praiseworthy
Dr. Khurana's achievement in genetic science is **credible**.

**Credulous** (adj.)—believe as real

Indians are **credulous** people believing in the promises of politicians.

156. **Critique** (n)—critical analysis

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

**Critic** (n)—person who evaluates

He is an excellent literary **critic**.

157. **Crud** (n)—unpleasant person

They say you are a **crud**.

**Crude** (adj.)—rough

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

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

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

**Counsel** (v)—to advise and instruct

Fathers usually **counsel** their children.

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

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

**Costume** (n)—clothing

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

160. **Cut** (n)—wound made with a knife, etc.

There are **cuts** on his face.

**Cute** (adj.)—clever, sharp-witted

I have had enough of your **cute** remarks.

161. **Crevasse** (n)—deep open crack especially in glacier

On mountain paths there are **crevasses**.

**Crevice** (n)—narrow opening especially in walls, rock etc.

The mason covered the **crevice** of a wall.

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

River banks **curb** the floods.

**Kerb** (n)—the edge of a pavement

**Kerb** protects the pavement.

163. **Current** (n)—a flow of water

A **current** is a moving stream of water in the sea.

**Currant** (n)—small seedless dried grape or raisin

A **currant** is a piece of dried fruit.

164. **Daft** (adj.)—foolish, silly

Don't be so **daft**.

**Deft** (adj.)—skillful and quick

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

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

What is your **daily** routine?

**daily** (v)—waste time

Tell your children not to **daily**.

166. **Dairy** (n)—place from where milk is supplied

He buys milk from a **dairy**.

**Diary** (n)—a personal record of daily events etc.

To keep a **diary** is a good habit.

167. **Dam** (n)—barrier for water

Nagarjuna **dam** was built on Krishna river for irrigation.

**Damn** (v)—criticise severally, condemn
The play was **damned** by the reviewers.

168. **Dance** (v)—moving rhythmically in a series of steps

They **danced** to the disco music.

**Dunce** (n)—person who is stupid or slow in learning

He was a **dunce** during his school days.

169. **Dart** (v)—throw suddenly and quickly

He **darted** an angry look at me.

**Dirt** (n)—filth, obscene talk

His clothes are covered with **dirt**.

I don't want to hear your **dirt**.

170. **Decease** (n)—death

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

**Disease** (n)—illness

Tuberculosis is a curable **disease**.

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

She is a **decent** girl.

She leads a **decent** life.

**Descent** (n)—climbing down

They say that a **descent** from a hill is comparatively easy.

**Dissent** (v)—disagreement

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

172. **Deface** (v)—destroy the surface

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

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

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

173. **Defer** (v)—postpone; put off

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

**Differ** (v)—disagree

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

174. **Deference** (n)—respect

You should not hesitate to pay **deference** to a sage.

**Difference** (n)—dissimilarity

There is a great **difference** of opinion between husband and wife.

175. **Declaim** (v)—speak with strong feeling

He **declaimed** against smoking.

**Disclaim** (v)—not to make any claim upon

He **disclaimed** the right of his share in family property.

176. **Deceitful** (adj.)—dishonest

Be cautious of **deceitful** persons.

**Deceptive** (adj.)—misleading

Appearances are often **deceptive**.

177. **Decided** (v)—settled

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

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

It was a **decisive** battle.

178. **Deduce** (v)—infer, conclude

Different people **deduce** different conclusions from his utterances

**Deduct** (v)—take away amount

Rs. 30,000 have been **deducted** from my salary for P.F. account.

179. **Deify** (v)—worship
Vedic people **deified** the forces of nature.

- **Defy** (v)—challenge
- He **defied** all authority.

180. **Deny** (v)—say that is not true
The accused **denied** the charge.

- **Refuse** (v)—say 'no' to a request
- They **refused** me permission.

181. **Decry** (v)—cry down
His decision to divorce his wife was **decried** by all.

- **Descry** (v)—see dimly
- We could **descry** a bird in the sky.

182. **Deem** (v)—consider; regard
I **deem** it a great honour to be invited to address you.

- **Dim** (adj.)—not bright.
- Don't read by **dim** candle-light.

183. **Deaf** (adj.)—unable to hear at all
He is **deaf** in one ear.

- **Deep** (adj.)—extending a long way from top to bottom
- It is a **deep** well.

- **Dip** (v)—put something into liquid
- **Dip** your pen into the ink.

184. **Defuse** (v)—reduce tension etc. in (a crisis)
His arrival **defused** the fear of collapse.

- **Diffuse** (adj.)—spread out
- **Diffused** lighting is the latest trend in interiors.

185. **Dependant** (n)—one who depends on others
He has four **dependants** to support.

- **Dependent** (n)—relying on
- A sincere man is **dependent** on none.

186. **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**.

187. **Deposition** (n)—dethronement
The people were in favour of **deposition** of the King.

- **Disposition** (n)—temper
- The amiable **disposition** of the boy pleased everyone.

188. **Deprecate** (v)—condemn
Every person **deprecates** war.

- **Depreciate** (v)—underestimate
- It is not good to **depreciate** the good qualities of others.

189. **Depart** (v)—leave; go away
They **departed** for Delhi at 10-30 a.m. by train.

- **Deport** (v)—legally force to leave a country
- A person having expired passport was **deported**.

190. **Department** (n)—division of a government
He is the Chief-Secretary of defence **department**.

- **Deportment** (n)—behaviour
- I dislike your **deportment**.

191. **Desert** (v)—leave, abandon
Do not desert your wife.

**Dessert** (n)—sweet dish at the end of a meal

He served sumptuous dessert at the dinner party.

**Deserts** (n)—what is deserved

He was rewarded according to his deserts.

192. **Desirable** (adj.)—worth wishing

It is a desirable trait that the students should obey their teachers.

**Desirous** (adj.)—wishful

I am desirous of prosecuting my studies further.

193. **Desist** (v)—cease

I wish you would desist from gossiping.

**Resist** (v)—try not to yield to

She can't resist chocolates.

194. **Desperate** (adj.)—filled with despair

The prisoners became desperate in their attempts to escape.

**Disparate** (adj.)—that cannot be compared in quality

Gold is disparate from copper.

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

They will reach their destination tomorrow.

**Destiny** (n)—fate

I believe in destiny.

196. **Devise** (v)—plan

He devised a clever plan to win the elections.

**Device** (n)—contrivance

He has invented a device for catching birds.

197. **Dew** (n)—drop of moisture in the morning

The petals were covered with dew drops.

**Due** (adj.)—what one deserves

Due regard should be paid to elders.

198. **Differ** (v)—disagree

I differ with you in this matter.

**Defer** (v)—postpone

Do not defer payment of my bills.

199. **Dinghy** (n)—one type of small boat

Have you seen a dinghy?

**Dingy** (adj.)—dirty-looking

He stays in a dingy room in a cheap hotel.

200. **Disassemble** (v)—disperse; separate the party

A mechanic disassembled my computer.

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

The witness dissembled in giving evidence.

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

He rendered disinterested service to the nation.

**Interested** (adj.)—the state of being interested

I am an uninterested party in politics.

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

These two words are quite distinct though they sound alike.

**Distinctive** (adj.)—distinguishing

Scouts wear a distinctive uniform.

203. **Disposal** (n)—sale
His property is for **disposal**.

**Disposition** *(n)—arrangement*

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

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

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

**Discreet** *(adj.)—judicious, careful, tactful*

They maintained a **discreet** silence.

205. **Divers** *(adj.)—several; various*

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

**Diverse** *(adj.)—of different kinds*

His interests are very **diverse**.

206. **Dollar** *(n)—unit of money in U.S.A. and few other countries, Oil from these fields is priced in **dollars**.

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

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

207. **Door** *(n)—that which closes the entrance to room etc.*

Our **doors** are always open to him.

**Dour** *(adj.)—severe; stern*

He has a **dour** expression that discourages closeness.

208. **Dot** *(n)—small round mark*

Let him join the **dots** to complete the drawing.

**Dote** *(v)—show too much fondness for*

He **dotes** on his grand son.

209. **Dose** *(n)—quantity taken at a time*

The doctor gave me four **doses** of the medicine.

**Doze** *(v)—sleep lightly*

The teacher sent a student out as he was **dozing** in the class.

210. **Draft** *(n)—drawing of money by written order*

He made a **draft** on the Reserve Bank of India.

**Draught** *(n)—flow of air*

He let in a **draught** and caught cold.

**Drought** *(n)—long period of dry weather, want of rain*

There was a **drought** and the crops failed.

211. **Dual** *(adj.)—double*

He has **dual** role as producer and director.

**Duel** *(n)—contest or struggle between the persons, groups, etc.*

They were engaged in a **duel** of words.

**Dwell** *(v)—live as an inhabitant of*

I don't know where she **dwells**.

212. **Dud** *(n)—the person or thing that fails to work properly*

Two of the fireworks in the box were **duds**.

**Dude** *(n)—guy, man*

Who is that **dude** over there?

213. **Duo** *(n)—pair of performers*

The **duo** fairly danced to tune.

**Do** *(v)—perform*

**Do** your homework.

**Doe** *(n)—female deer*

He saw a **doe** in a forest.
214. **dye (v)** — to colour
   I got my sari **dyed** in red.
   **Die (v)** — expire
   He **died** of high blood pressure.

215. **Dying** (pres. part) — at the point of death
   Police recorded the statement of the **dying** man.
   **Dyeing** (v) — the act of colouring
   He is an expert in **dyeing** saries.

216. **Duplicity** (n) — double-dealing, deceit
   In self-defence he followed **duplicity**.
   **Duplicate** (n) — double copy
   The clerk was ordered to make a **duplicate** of the letter.

217. **Earn** (v) — get money by working
   He **earns** ten thousand rupees a month.
   **Yarn** (n) — story, traveller’s tale
   He narrated a humorous **yarn**.
   **Yearn** (v) — desire strongly
   He **yearned** for his children.

218. **Economic** (adj.) — of economics
   The Government's **economic** policy is progressive.
   **Economical** (adj.) — careful in the spending of money
   He is very **economical** in shopping.
   **Economics** (n) — science of the production and distribution of goods
   **Economics** is a science which studies human behaviour in every life.
   **Economy** (n) — system of political economy
   He wrote a book on Indian **economy**.

219. **Eerie** (adj.) — causing a feeling of fear and mystery
   There was an **eerie** silence in the deserted village.
   **Eyrie** (n) — eagle's nest
   Eagles lay eggs in an **eyrie**.

220. **Effective** (adj.) — able to bring about the result intended
   The Government must adopt some **effective** measures to cure unemployment.
   **Effectual** (adj.) — bringing about the result required
   This is an **effectual** remedy.

221. **Efficacious** (adj.) — sure to have desired effect
   The methods adopted to check population are not **efficacious**.
   **Efficient** (adj.) — capable of producing the desired effect
   He is an **efficient** doctor.

222. **Effluent** (n) — liquid waste such as chemicals or sewage tank
   Industrial **effluent** has been let into nearby rivers.
   **Affluent** (n) — having plenty of money
   Industrialists are **affluent**.

223. **Egoist** (n) — one who believe in systematic selfishness
   An **egoist** won’t help others unless he benefits.
   **Egotist** (n) — one who talks too much about oneself
   Politicians and bureaucrats are great **egotists**.

224. **Elemental** (adj.) — of the natural elements
   The **elemental** fury of the storm was devastating.
   **Elementary** (adj.) — of or in the beginning stage
   She is a teacher in an **elementary** school.
225. **Elicit (v)**—draw out
I could not **elicit** any truth from him.
**Illicit** (adj.)—unlawful
Those who carry on **illicit** trade in opium are criminals.

226. **Eligible** (adj.)—fit to be chosen
She is **eligible** for this post.
**Illegible** (adj.)—indistinct
Your handwriting is **illegible**.
**Legible** (adj.)—cable of being read
To be **legible**, write in capital letters.

227. **Elder** (adj.)—senior
My **elder** brother is in the U.K.
**Older** (adj.)—of age
He is **older** than me.

228. **Emerge** (v)—to come out
The swimmer **emerged** from the water.
**Immerge** (v)—to plunge into
The chemist **immerged** the metal in acid.

229. **Emigrant** (n)—a person who leaves one country to take residence in another.
The Irish **emigrants** settled in Canada.
**Immigrant** (n)—one who comes to one country from another to live there permanently
Most of the Americans are European **immigrants**.

230. **Emigrate** (v)—leaving one’s country to settle in a foreign country
Many Muslims **emigrated** to Pakistan.
**Immigrate** (v)—to come into a country to settle there
Many Hindus of Pakistan **immigrated** to India.

231. **Eminent** (adj.)—distinguished, prominent
He is an **eminent** historian.
**Imminent** (adj.)—impending
There is no danger of **imminent** war between India and Pakistan.

232. **Elusive** (adj.)—difficult to understand
You gave an **elusive** reply.
**Illusive** (adj.)—deceptive
Happiness is **illusive**.

233. **Endemic** (adj.)—found regularly in particular place
Miners suffer with **endemic** diseases such as T.B.
**Epidemic** (adj.)—a large number of cases of an infectious disease at a time
Influenza is an **epidemic** disease.
**Pandemic** (adj.)—a disease that affects the population of a large area
Malaria is a **pandemic** disease.

234. **Enquiry** (v)—asking question
He **enquired** about my stay.
**Inquiry** (n)—investigation
Police have conducted an **inquiry**.

235. **Ensure** (v)—make sure or certain
I cannot **ensure** his being there in time.
**Insure** (v)—make a contract that promises to pay
He **insured** his house against fire.

236. **Envelop** (v)—surround
The mist **enveloped** us.
237. **Envelope (n)**—cover of a letter
   Put this letter in the **envelope** and post it.

238. **Enviably (adj.)**—arousing envy
   Your success is really **enviable**.

239. **Envious (adj.)**—feeling envy
   He is **envious** of your brilliant achievement.

238. **Errand (n)**—task, message, some light duty
   My subordinates run **errands** for me.

240. **Errant (adj.)**—erring, wandering
   Eskimos are an **errant** tribe.

241. **Eruption (n)**—a violent bursting out
   Many villages were destroyed by an **eruption** of the volcano.

242. **Euphemism (n)**—use of a pleasant word for something unpleasant
   `Queer' is a modern **euphemism** for 'homosexual'.

243. **Estimate (n)**—calculation, approximate valuation
   An **estimate** was submitted by the engineer about the cost of construction.

244. **Except (conj.)**—exclude from
   Except Ram, all the students in the class have done the homework.

245. **Exceptional (adj.)**—unusual, rare
   Bhagat Singh had **exceptional** courage in him.

246. **Excite (v)**—cause strong feelings urge or persuade to do something
   His speech **excited** the audience.

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**Subject – English**
247. **Exhausting** (n)—tiring
Teaching is an **exhausting** job.
**Exhaustive** (adj.)—thorough, complete
An **exhaustive** inquiry into the incident has been ordered.

248. **Expanse** (n)—wide and open area
Look at the **expanse** of the courtyard.
**Expense** (n)—cost, spending of money
He is constructing a building at a great **expense**.

249. **Expedient** (adj.)—advantageous
Do what you think **expedient**.
**Expeditious** (adj.)—acting promptly
The Government must be **expeditious** in solving the problems of the people.

250. **Expand** (v)—spread out, make big in size
I shall **expand** my story into a novel.
**Expend** (v)—spend money
He **expended** a lot of money on books.

251. **Exposure** (n)—being left out in the cold air
**Exposure** to cold made me ill.
**Exposition** (n)—explanation
The book gives a good **exposition** of the grammar principles.

252. **Extent** (n)—length, area, range, degree
I was amazed at the **extent** of his knowledge.
**Extant** (adj.)—present; still existing
The relics of the Moghal rule are **extant** here and there.

253. **Facility** (n)—comfort, ease
This house has all the **facilities**.
**Felicity** (n)—happiness
His **felicity** knows no bounds.

254. **Factitious** (adj.)—unnatural
Do not show **factitious** behaviour to any one.
**Factious** (adj.)—unscrupulous
There are some **factious** parties in every democracy.
**Facetious** (adj.)—amusing, humorous
He was loved for his **facetious** sayings.
**Fictitious** (adj.)—imaginary, not real
He made a name by writing a **fictitious** story.

255. **Fad** (n)—fashion, interest, preference
He is full of **fads** and fancies.
**Fade** (v)—lose colour, freshness or vigour
Flowers soon **fade** away when cut.

256. **Fain** (adv.)—gladly; willingly
I would **fain** have stayed at home.
**Feign** (v)—pretend
He **feigned** illness in order to avoid work.
**Fane** (n)—temple
She entered a **fane** to pray.

257. **Faint** (v)—swoon
As soon as he heard the news of his wife’s death he **fainted**.
**Feint** (n)—pretence
His **feint** of madness was successful.
258. **Fair (adj.)**—beautiful, right, pleasant, quite good  
The weather is **fair**.

**Fare (n)**—money paid for a journey  
What is the railway fare from Hyderabad to Delhi?

259. **Falsehood (n)**—untrue  
Falsehood is sure to be detected in the long run.  
**Falseness (n)**—treachery  
The falseness of the man led him to trouble.  
**Falsity (n)**—the state of being false  
The pleader at once pointed out the falsity of the charge.

260. **Familiar (adj.)**—having a good knowledge of  
I am not very familiar with botanical names.  
**Familial (adj.)**—of a family or its members  
I know their familial relations.

261. **Famous (adj.)**—having fame  
Gandhiji is famous for his non-violence struggle.  
**Notorious (adj.)**—infamous  
Godse is a notorious fellow.

262. **Fantasy (n)**—fancy  
In his fantasy the man sees ghosts around him.  
**Phantasy (n)**—ideal  
He is seized with a phantasy.

263. **Farm (n)**—a piece of land used for growing crops  
He is working on the farm.  
**Firm (adj.)**—strong, solid, hard  
He could remain firm in the midst of dangers.

264. **Farmer (n)**—peasant  
He is a sugarcane growing farmer.  
**Former (adj.)**—the first of the two persons or thing  
Rama and Rana are brothers; the former is very intelligent.

265. **Farther (adv.)**—at a greater distance  
I cannot go any farther without a rest.  
**Further (adv.)**—additional  
I have nothing further to say about him.

266. **Fastidious (adj.)**—not easily pleased  
He is fastidious about his food and clothes.  
**Fictitious (adj.)**—not real  
The fictitious characters of novels attract many people to read.

267. **Fatal (adj.)**—causing death  
He met with a fatal accident.  
**Fatalist (n)**—one who believes in fate  
Many fatalists starve as they don’t work.  
**Fateful (adj.)**—important and decisive  
The 15th August is a fateful day in the history of India.

268. **Faze (v)**—fluster somebody, disconcert  
He is so calm, nothing can faze him easily.  
**Phase (n)**—stage in a process or change  
This is the most exciting phase of his career.

269. **Fit (v)**—proper  
The theory fits the facts of the case.
Feat (n)—deed of skill
The magician showed many feats.

Feet (n)—lowest part of leg, below the ankle
His feet were bleeding.

270. Fate (n)—what is destined to happen
He abandoned his son to his fate.

Final (adj.)—conclusive, decisive
The judge's ruling is final.

Finale (n)—last part of a drama or music
Everyone enjoyed the grand finale of the pantomine.

271. Finish (v)—complete
I finished the reading of that book.

Finish (n)—the end
I read that book from the beginning to finish.

272. Flair (n)—ability, talent
He has a flair for choosing the right word to express himself.

Flare (v)—blaze up
The fire suddenly flared up and spread to other buildings also.

273. Flak (n)—severe criticism, abuse
New taxes have come in for a lot of flak.

Flake (n)—small loose bit
There are flakes of burnt paper.

Fleck (n)—very small spot of a colour
There are grey flecks in his eyes.

274. Flagrant (adj.)—glaring, scandalous
His appointment is in flagrant violation of the rules.

Fragrant (adj.)—sweet smelling
Rose is fragrant.

275. Flaunt (v)—display proudly, show off, parade
The streaker flaunted his body in front of the test match crowd.

Flout (v)—to disobey contemptuously
The streaker flouted all the conventions of cricketing society.

276. Floor (n)—lower surface of a room
We sat on the floor.

Flour (n) /—ground grain
The price of a wheat flour has come down.

Flower (n)—that part of a plant that produces seeds
Rose is a beautiful flower.

277. Foreword (n)—introductory remarks
A good book needs no foreword.

Forward (adv.)—directed towards the front
The soldiers marched forward.

278. Forgo (v)—go or do without, omit to take
I shall forgo the pleasure of that trip.

Forego (v)—go before
He will follow if you forego.

279. Formally (adv.)—in accordance with rules
The U.S.A. ambassador called on the President of India formally.

Formerly (adj.)—previously
Formerly I worked as a lecturer in Economics.
280. **Fort** (n)—fortified place, stronghold

Where is the Red **Fort**?

**Forte** (n)—one’s strong point

Cooking is her **forte**.

281. **Fright** (n)—great and sudden fear

He was filled with **fright** on seeing a snake.

**Freight** (n)—money charged for journey

Railways charge **freight** from passengers.

282. **Funeral** (n)—burial of a dead person with the usual religious ceremonies

His **funeral** was attended by innumerable admirers.

**Funereal** (adj.)—gloomy, dismal

I don't like the **funereal** expression in your face.

283. **Future** (n)—coming after the present

The **future** is always uncertain.

**Feature** (n)—one of the named parts of the face

Her eyes are her best **feature**.

284. **Gabble** (v)—talk quickly and indistinctly

Take out time, and don’t **gabble**.

**Gable** (n)—triangular upper part of wall at end of ridged roof

Have a look at the **gable** of the buildings.

285. **Gaff** (n)—stick with an iron hook for landing fish

The fisherman has a **gaff**.

**Gaffe** (n)—social blunder, indiscreet remark

He did not realise what a **gaffe** he had made by speaking like that.

286. **Gage** (n)—security or guarantee

He offered a gold bangle as **gage** for the money borrowed.

**Gag** (n)—something put in a person’s mouth to keep it open

The dentist put a **gag** to clean his teeth.

**Gauge** (n)—a standard measure

The distance between the rails of metre **gauge** trains is one metre.

**Gaze** (n)—look fixedly

His **gaze** disconcerted her.

287. **Gaggle** (n)—flock (of geese)

I saw a **gaggle** of geese in a tank.

**Giggle** (v)—laugh in a silly way

He **giggled** at her.

288. **Gamble** (v)—game of chance

Many people **gamble** on the eve of Dushehara festival.

**Gambol** (v)—frisk about

The children are **gamboling** in the park.

289. **Gap** (n)—break, interval

The sheep got out of the field through a **gap** in the hedge.

**Gape** (v)—stare open mouthed and in surprise at

Country visitors **gaped** at the neon lights.

290. **Gate** (n)—entrance

He opened the garden **gate** and entered into it.

**Gait** (n)—manner of walking

You can easily recognise her from her **gait**.

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

He is **gentle** by nature.
**Gentle** (adj.)—refined, fashionable
He comes from a **gentle** family.

292. **German** (adj.)—person belonging to Germany; language spoken in Germany
He is a **German**. He is fluent in German.

**Germane** (adj.)—relevant
His remarks are **germane** to the discussion.

293. **Ghastly** (adj.)—terrible
Many international agreements were **ghastly** failures.

**Ghostly** (adj.)—pertaining to apparitions
Macbeth took a lot of interest in the **ghostly** creatures.

294. **Guild** (n)—society of artisans
Artisans organised themselves in **guilds** in the past.

**Gild** (v)—apply thin cover of gold
**Gild** the silver ornaments.

**Gilt** (adj.)—thinly covered with gold
They were **gilt** ornaments.

295. **Gluten** (n)—elastic protein substance to give cohesiveness
**Gluten** was added to the dough.

**Glutton** (n)—person who eats too much
Bhima of Mahabharatha was a **glutton**.

296. **Gaol** (n) (Jail in U.S.A.) (n)—jail
The dacoit was convicted and sent to the **gaol**.

**Goal** (n)—aim
Let me know the **goal** of your life.

297. **Graceful** (adj.)—pleasing
She has a **graceful** personality.

**Gracious** (adj.)—kind
God is **gracious** to all.

298. **Green** (adj.)—of colour between blue and yellow
The **green** dress suited her.

**Grin** (v)—smile broadly so as to show the teeth (expressing amusement)
Don’t **grin** at her.

299. **Greet** (v)—give a conventional sign of welcome
He **greeted** me with a friendly wave of the hand.

**Grit** (n)—quality of courage and endurance
He has enough **grit** to face the crowd.

300. **Grid** (n)—system of overhead cables carried on pylons
That electric **grid** works day and night.

**Greed** (n)—strong desire for more (food, wealth etc)
His **greed** led to his collapse.

301. **Grill** (n)—something you cook on
He cooked his meal on the electric **grill**.

**Grille** (n)—barred opening in a wall or door
He looked through the **grille** without opening the door.

302. **Hail** (n)—frozen raindrops
Kashmir is the land of **hail** and snow.

**Hale** (adj.)—healthy, vigorous
I am **hale** and hearty even at the age of seventy.

303. **Hair** (n)—fine thread like straids that grow on head and skin
He had his **hair** cut.
Hare (n)—fast running field animal
A hare runs very fast.

Heir (n)—person entitled to property as legal successor
The eldest son was usually the heir in olden days.
He is heir to a large fortune.

304. Hanger (n)—device on which dresses are hung
My dresses are on hangers.

Hangar (n)—building in which aircraft are housed
A damaged aircraft is there in hangar.

305. Helpless (adj.)—unlucky, unfortunate
He is helpless but not hopeless.

Hopeless (adj.)—giving no cause for hope
His position is hopeless.

306. Harry (v)—harass, annoying somebody
Tell him not to harry me.

Hurry (v)—rush, move quickly
They hurried him into the hospital.

307. Hart (n)—adult male of deer
Hart is a male deer known as stag too.

Heart (n)—blood distributing organ
He died of heart failure.

Hurt (v)—cause bodily injury
He hurt his back when he fell.

308. Haven (n)—port, harbour
The ship came to the haven in time.

Heaven (n)—god’s abode
God will help you from heaven above.

309. Heal (v)—cure
This medicine will heal our wounds.

Heel (n)—back part of the human foot
His heel is wounded.

310. Healthy (adj.)—having good health
He looks very healthy.

Healthful (adj.)—conducive to health
Exercises are healthful.

311. Herd (n)—block of cattle etc.
The shepherd boy led a herd of cows to the fields to graze.

Heard (v)—perceive sound with the ears
He heard our discussions.

Hard (adj.)—difficult
He exchanged hard words with me.

312. Heroin (n)—narcotic drug
He is addicted to heroin.

Heroine (n)—female hero
Nargis was a very famous heroine.

313. Hew (v)—cut
He was hewing down a tree by the side of a river.

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

327. **Impostor** (n)—cheat
   The **impostor** has been rightly punished.
   **Imposture** (n)—fraud
   His **imposture** was soon known to all.

328. **Impractical** (adj.)—ideas which cannot be implemented.
   An **impractical** person does not have much ideas of how things should be done.
   **Impracticable** (adj.)—unworkable
   He suggested **impracticable** solutions to the problem.

329. **Incite** (v)—aroused feelings
   They **incited** a riot in the town.
   **Insight** (n)—deep understanding
   He is a person of great **insight**.

330. **Imprudent** (adj.)—not wise
   It is a **imprudent** decision to resign from your present job.
   **Impudent** (adj.)—very rude and disrespectful
   He is an **impudent** boy.

331. **Inapt** (adj.)—not relevant, appropriate or useful
   He did not like your **inapt** remarks.
   **Inept** (adj.)—completely unskilful at something
   His **inept** handling of a minor problem turned into a major crisis.

332. **Index** (v)—statistical measurement
   The book is not well **indexed**.
   **Indexes** (n)—statistical indicators
   There are a number of **indexes** in standard of living.
   **Indices** (n)—something that points to (in science)
   **Indices** show how prices are moving.

333. **Inconstant** (adj.)—changeable
   He is a man of **inconstant** intentions.
   **Inconsistent** (adj.)—contradictory
   His account of what happened was **inconsistent**.

334. **Indite** (v)—compose a poem/speech
   He **indited** a poem full of emotions.
   **Indict** (v)—to accuse
   He was **indicted** on a charge of connections with criminals.
   **Indirect** (adj.)—not straight or direct
   He always gives **indirect** replies to question.

335. **Ingenious** (adj.)—clever
   He adopted an **ingenious** method to overcome his financial difficulty.
   **Ingenuous** (adj.)—frank, innocent, open
   Her **ingenuous** smile pleased me beyond expression in language.

336. **Industrial** (adj.)—relating to industry
   There are many **industrial** towns and cities in India.
   **Industrious** (adj.)—hard-working, diligent
   She is an **industrious** student.

337. **Impassable** (adj.)—impossible to travel on
   Rural areas have **impassable** roads.
Impossible (adj.)—not possible
It is an impossible situation.

Innocent (adj.)—simple, knows less, free from moral wrong
The boy is innocent.
Innocuous (adj.)—harmless
The frog is an innocuous creature.

Ingress (n)—going in, entrance
It is a means of ingress.
Egress (n)—to go out, exit
Where is the egress?

Injection (n)—an instrument to send medicine into body
Saline injections in time can save a patient.
Injunction (n)—order
It is the injunction of the District Magistrate.

Irrelevant (adj.)—not connected with the subject under consideration
Your arguments are quite irrelevant.
Irreverent (adj.)—disrespectful
Students nowadays are irreverent to their teacher.

Insidious (adj.)—sly
An insidious friend is more dangerous than an open foe.
Invidious (adj.)—hateful
True friendship is rare in this invidious world.

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.

Jealous (adj.)—envious
He is jealous of your success.
Zealous (adj.)—ardent, earnest, enthusiastic
He is zealous to please his employer.

Judicial (adj.)—legal
He is a man with a judicial mind.
Judicious (adj.)—wise
You should make judicious use of the money you earn.

350. Junction (n)—meeting-place
We met at the junction.

Juncture (n)—grave situation
At this juncture I can't help you.

351. Just (adv.)—exactly
It is just two o'clock.

Jest (n)—joke; thing done or said to cause amusement
The sentence was spoken in jest.

Zest (n)—excitement, great enjoyment
He entered into my plans with immense zest.

352. Keen (adj.)—sharp
He killed with a knife with a keen edge.

Ken (n) range of knowledge
It had happened beyond my ken.

353. Knave (n)—dishonest man or boy
He lived like a knave.

Nave (n)—the long central part of a Church
People sat in nave and prayed to God.

Naive (adj.)—without experience of social rules
He passed naive remarks.

354. Knotty (adj.)—full of complications, difficult to solve
It is a knotty problem.

Naughty (adj.)—mischievous
She is a naughty girl.

355. Lag (v)—fail to keep pace with others, go too slow
As he became tired, he lagged behind the rest of the walkers.

Leg (n)—the lower limbs of an animal or a person
He has long legs.

356. Later (adj.)—afterwards in time
This is a later edition of the novel.

Latter (adj.)—the second one
Sita and Latha came to my house, but the latter gave me a present.

357. Lay (v)—put on a surface, produce
He laid his hand on my shoulder.

Lie (n)—statement that one knows to be untrue
He told a lie to his mother.

358. Laudable (adj.)—worthy of praise
The attempt of the boy to save her was laudable.

Laudatory (adj.)—containing or expressing praise
A laudatory remark should be genuine.

359. Leak (n)—hole, crack etc.
There is a leak in the roof.

Lick (v)—pass the tongue over
The cat was licking its paws.

360. Lean (adj.)—thin
He is a lean man.

Lien (n)—right on property or job
A shipping company has a **lien** upon cargo until the freight is paid.

361. **Leap** (v) — jump
   Look before you **leap**.

   **Leaf** (n)—one of the usually green and flat parts that grow from the side of a stem of a tree
   The trees sprout new leaves in spring.

   **Lip** (n)—one of the edges of the opening of the mouth
   She refused to open her **lips**.

362. **Lessen** (v.)— reduce
   **Lessen** your worries so that you may live long.

   **Lesson** (n)—moral
   This story teaches a good **lesson**.

363. **Lightening** (v)—making lighter, decreasing
   Students demand the **lightening** of the syllabus.

   **Lightning** (n)—flash in the cloud
   Four people were killed by the **lightning** during rains.

364. **Lexicography** (n)—the writing and making dictionaries
   That linguistic is capable of **lexicography**.

   **Lexicology** (n)—the study of the meaning and uses of words
   He is an expert in **lexicology**.

365. **Liqueur** (n)—flavoured alcoholic beverage
   He takes a peg of **liqueur** after a meal everyday.

   **Liquor** (n) - alcoholic drink
   Under the influence of **liquor** he uttered nonsense.

366. **Literal** (adj.)—meaning of words, phrases etc.
   What is the **literal** meaning of the sentence?

367. **Loathe** (v) — hate intensely
   She **loathes** travelling by air.

   **Loath** (adj.)—unwilling
   I am **loath** to visit him.

368. **Loan** (n)—anything lent
   I took a **loan** of Rupees one lakh from the bank.

   **Lone** (adj.)—solitary
   She is the **lone** girl student in our class.

369. **Local** (adj.)—belonging to a particular place
   He is a **local** boy.

   **Locale** (n)—scene of events, operations etc.
   The film director is looking for a suitable **locale** for his new film.

370. **Lose** (v)—fail to retain or use, let slip
   He has **lost** his job.

   **Loose** (adj.)
   She wears **loose** clothes.

371. **Lop** (v)—cut
   He **lopped** a tree for firewood.

   **Lope** (v)—move along with long steps
   The hare **loped** and reached the goal.
372. **Luminary** (n)—natural light-giving body
The sun, the moon and the stars are all *luminaries*.
**Luminous** (adj.)—bright
The sun is very *luminous*.

373. **Lust** (n)—violent desire to possess something
He has *lust* for gold.
**Last** (adj.)—that which is at the end
He had spent his *last* shilling.
**Lost**—loosing
Ramu lost his pen yesterday.

374. **Luminous** (adj.)—very comfortable
He leads a *luminous* life.
**Luxuriant** (adj.)—abundant; strong in growth
She has *luxuriant* hair.

375. **Lovable** (adj.)—worthy of love
He is a *lovable* child.
**Lovely** (adj.)—beautiful, attractive
She is a *lovely* girls.

376. **Loudly** (adv.)—not in soft manner
Someone knocked *loudly* at the door.
**Aloud** (adv.)—in a voice loud enough to be heard
Please read the story *aloud*.

377. **Magnate** (n)—wealthy leading man of business
Harichandra Prasad is a business *magnate* in A.P.
**Magnet** (n)—piece of iron able to attract iron
Magnet attracts iron pieces towards it.

378. **Main** (adj.)—chief
What is the *main* aim of your life?
**Mane** (n)—long hair on the neck of an animal
The *mane* of the horse is a beautiful thing to look at.

379. **Maize** (n)—Indian corn
Maize is the main crop in many dry areas in India.
**Maze** (n)—state of confusion
The poor man’s case is in a *maze* due to red tapism.

380. **Mare** (n)—female horse
A boy rides on a *mare*.
**Mere** (n)—pond; not more than
He is swimming in a *mere*.
She’s a *mere* child.

381. **Marry** (v)—wed
I wanted to *marry* her.
**Merry** (adj.)—happy
I had a *merry* laugh.
Wish you *merry* Christmas.

382. **Marshal** (n)—officer of the highest rank in army
My uncle had been promoted to the rank of Field-*Marshal*.
**Martial** (adj.)—of war; brave
I like *martial* music. He showed a martial spirit.
**Marital** (adj.)—of marriage, of a husband
He does not have *marital* happiness.
383. **Masterful** (adj.)—dominating
   He speaks in a **masterful** manner.
**Masterly** (adj.)—very skillful
   He drew a picture with a few **masterly** strokes of the brush.
384. **Medal** (n)—metal disc
   She won a gold **medal** in Olympics.
**Meddle** (v)—interfere
   Do not **meddle** in the affairs of other people.
**Middle** (n)—position which is at an equal distance from two or more points
   They sat in the **middle** of the room.
   They are standing in the **middle** of the street.
385. **Memorable** (adj.)—worth remembering
   His speech in Parliament is **memorable**.
**Memorial** (n)—monument
   No **memorial** was put up in honour of his service to the nation.
386. **Mantel** (n)—shelf over a fireplace
   He placed a portrait of Vivekanand on the **mantel** place.
**Mantle** (n)—a cloak
   Burqa worn by Muslim ladies is like a **mantle**.
**Mental** (adj.)—of mind
   He does too much of **mental** work.
387. **Metal** (n)—hard substance such as iron etc.
   Iron is a very useful **metal**.
**Mettle** (n)—courage, endurance
   This task will test your **mettle**.
388. **Mete** (v)—portion, allot, measure
   He deserved the punishment **meted** out to him.
**Meet** (v)—come in contact
   **Meet** me at the railway station.
**Meat** (n)—flesh
   He abstains from **meat** and drink.
389. **Meter** (n)—a measuring apparatus
   Electric **meter** records the consumption of electricity.
**Metre** (n)—unit of length
   This cloth is five **metre** in length.
390. **Miner** (n)—one who works in a mine
   The life of coal **miners** is miserable.
**Minor** (adj.)—below the age of 18
   A guardian has been appointed for him as he is a **minor**.
391. **Militate** (v)—have force, operate
   Several factors combined to **militate** against the success of overplan.
**Mitigate** (v)—make less painful or violent
   **Mitigate** his punishment.
392. **Moat** (n)—a ditch surrounding a fort
   There is a **moat** round the Red Fort of Delhi.
**Mote** (n)—a particle of dust
   Sometimes even a **mote** makes us blind.
393. **Mob** (n)—large disorderly crowd
   The police faced a **mob** throwing bricks and petrol bombs.
**Crowd** (n)—large number of people gathered together in the open
   My speech attracted a large **crowd**.
394. **Mod** (adj.)—modern; young person wearing neat and fashionable clothes
   His son is **mod**.
   **Mode** (n)—way/manner in which something is done
   What is the **mode** of transport to get there?
395. **Momentary** (adj.)—lasting for short period
   Do not run after **momentary** pleasures.
   **Momentous** (adj.)—important
   He took a **momentous** decision.
396. **Monetary** (adj.)—relating to money
   I have no **monetary** motives in helping you.
   **Monitory** (adj.)—giving warning
   He paid no heed to the **monitory** advice of his father.
397. **Moral** (adj.)—concerning principles of right and wrong
   **Moral** standards are falling day by day.
398. **Morning** (n)—early part of the day between dawn and noon
   He goes to school in the **morning**.
   **Mourning** (n)—grief
   That widow was in deep **mourning**.
399. **Mutual** (adj.)—held in common with others
   He is our **mutual** friend.
   **Common** (adj.)—belonging to all
   They all have Hindi as a **common** language.
400. **Naff** (adj.)—lacking taste/style; worthless
   Your suit is pretty **naff**.
   **Nap** (n)—short sleep
   He takes a quick **nap** after lunch.
   **Nape** (n)—back part of the neck
   He kissed the baby on the **nape** of his neck.
401. **Naval** (adj.)—of navy; of warships
   Ramesh is a **naval** officer.
   **Navel** (n)—small depression in the centre of the belly marking the site of attachment of the umbilical cord
   Her sari was tied below the **navel**.
402. **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**.
403. **Naught** (n)—nothing
   He knows **naught** about polo.
   **Nought** (n)—zero
   Write three **nought** at the end of the figure.
404. **Not** (adv.) used to make a finite verb negative
   You were wrong in **not** making a protest.
   **Knot** (n)—fastening twist of two pieces of string, rope etc.
   Tie a **knot** in a rope.
405. **Necessaries** (n)—things needed to lead life
   Food, cloth and residence are the **necessaries** of life.
Necessities (n)—urgent need
A car is a necessity for a good physician.

406. Negligent (adj.)—careless
He was negligent of his duties.
Negligible (adj.)—of little or no importance
The financial loss he suffered was negligible.
Neglectful (adj.)—not attentive
He was neglectful of his appearance.

407. Neither (adj.)—none
Neither plan will serve my purpose.
Neither (adj.)—lower
Sinners are taken to the nether world by Yama.

408. Nod (v)—move the head in agreement
She nodded in agreement.
Node (n)—knob on a branch or roof
There are several nodes on that branch of the tree.

409. Need (n)—requirement
You have a great need for this book.
Knead (v)—make flour and water into a firm dough by hands
Knead the dough to make bread.

410. Noddle (n)—head
His eldest son has a big noodle.
Noodle (n)—foolish person
Are you a noodle?

411. Noisy (adj.)—full of noise
I cannot work in this noisy place.
Nosey (adj.)—rudely inquisitive, over-curious
I have always found his nosey nature unbearable.

412. Nohow (adv.)—in no way, not at all
He could not fix it nohow.
Know-how (n)—practical knowledge, technology
We have the know-how to produce rockets.

413. Nutritious (adj.)—valuable to the body as food
She prepared nutritious food for dinner.
Nutritive (adj.)—of nutrition (the process of giving or getting food)
They served nutritive salads for the party.

414. Oar (n)—a rod for rowing
The boat sank as the oar slipped from the hands of the boatman.
Ore (n)—mineral
Copper is extracted from the ore.

415. Observation—observing of a law
Strict observance of the rules of the club is the duty of every club member.
Observation (n)—observing or being observed
The doctor is keeping him under observation.

416. Obsequies (n)—funeral ceremonies
He performed obsequies of his father.
Obsequious (adj.)—too eager to obey or serve
He is an obsequious man.

417. Official (adj.)—pertaining to an office
The minister paid an official visit to Delhi to participate in a conference.
Officious (adj.)—offering service that is not wanted
I am irritated by officious servants.

418. Offset (v)—balance, compensate for
He has to offset his small salary by living economically.
Upset (v)—overturn
The cat has upset its saucer of milk.

419. Opportunity (n)—favourable time or chance
I have no opportunity for hearing good music.

Opportunism (n)—being guided by what seems possible, or by circumstances in determining policy
It is not opportunism if you join your enemy’s enemy.

420. Order (n)—command
An order must be obeyed.
Ardour (n)—zeal, fervour, warm emotion
He is full of youthful ardour.

421. Ordinance (n)—order given by an authority
The Governor issued an ordinance.

Ordinance (n)—artillery; munitions
He is a clerk in the ordinance department.

422. Owe (v)—be in debt to; be in debt to somebody
She owes me thousand rupees.
Woe (n)—Bitter grief
That book is related to a tale of woe

423. Obedience (n)—Submission to control
Obedience to school rules is essential for the maintenance of discipline.

Obedience (n)—Salutation
You should make obeisance to the national flag after hoisting it.

424. Overt (Adj.)—done or shown openly, publicity
He showed overt hostility.
Covert (Adj) — disguised, half hidden
He is known for covert acts.

425. Of (prep.)—indicating separation in space or time
This village is five miles south of the town.

Off (prep.)—at or to a distance, away
The town is five miles off shore.

426. Pail (n)—a vessel for carrying liquid
The servant brought a pail of milk.
Pale (n)—having little colour; bloodless
He turned pale at the news.

427. Pair (n)—set of two
Buy a new pair of shoes.
Pare (v)—cut away outer part, edge, skin etc.
Pare the skin of the apple.
Pear (n)—sweet, juicy fruit
Last year we had a good crop of pears.

428. Palate (n)—a part of the mouth, roof of the mouth
Some sounds are produced by touching the tongue with the soft and hard palate.
Palette (n)—a range of colours used by an artist or the small tray they are placed on
A painter mixes his colours on a palette.
Pallet (n)—a wooden platform on which goods are stacked for storage or carriage
Food-grain bags are piled on open **pallet** for transportation.

429. **Pander** (v)—try to satisfy somebody
Newspapers are pandering to the public love of scandal.
**Ponder** (v)—consider
I pondered over the incident.

430. **Paper** (n)—writing material made of pulp
There is scarcity of paper now-a-days.
**Pepper** (n)—a hot-tasting spice
These men are fond of pepper.
**Pauper** (n)—a person without means of livelihood
The rich man helped a pauper.

431. **Partial** (adj.)—forming only a part, not completely
I have seen a partial eclipse of the sun.
**Partisan** (n)—person showing strong support of a particular party or group
He joined partisan troops to liberate his country.

432. **Pap** (n)—soft food suitable for babies; worthless reading material
Tell the maid to make pap for the baby.
I don’t read such pap.
**Pep** (n)—vigour, feeling of liveliness
He is full of pep.

433. **Park** (n)—public garden, keeping place of vehicle
The children are playing in the park.
Where can I park the car?
**Perk** (n)—perquisite, additional income
His perks include a car provided by the firm.

434. **Parry** (v)—avoid having to answer something
I parried the awkward question.
**Perry** (n)—drink made from fermented juice of pears
Give me a glass of perry.

435. **Passed** (v)—move, proceed
He passed in front of me.
**Post** (n)—carrying organisation of letters etc.
I will send you the book by post.

436. **Pat** (adv.)—at the right moment
The answer came pat.
**Pate** (n)—head
He had a bald pate.

437. **Patrol** (v)—to go round to keep a watch
The police has been patrolling the riot torn area.
**Petrol** (n)—liquid used to move automobiles
There is no petrol in my car.

438. **Peace** (n)—quietness of mind
He has no peace of mind.
**Piece** (n)—bit, fragment
Give me a piece of paper.

439. **Part** (n)—some but not all of
The early part of my life was spent in a village.
**Pert** (adj.)—cheeky, saucy, not showing proper respect
She is a pert young woman.
440. **Peal** (n)—loud sound or continuous sound
   He burst into a **peal** of laughter.
**Peel** (v)—to remove skin
   She **peeled** the oranges.

441. **Peckish** (adj.)—slightly hungry
   He is eating more as he is **peckish**.
**Puckish** (adj.)—mischievous
   He has a **puckish** smile.

442. **Peaceable** (adj.)—not quarrelsome
   They are **peaceable** people.
**Peaceful** (adj.)—quiet and calm
   There the life is **peaceful**.

443. **Person** (n)—man, woman or child
   He is a young **person**.
**Parson** (n)—parish priest, any clergyman
   He is preaching like a **parson**.

444. **Personal** (adj.)—private
   I have a **personal** matter to discuss with you.
**Personnel** (n)—staff
   There were four military **personnel** on the plane that crashed yesterday.

445. **Peep** (n)—look quickly at something
   A **peep** into the room convinced me it was empty.
**Pip** (n)—bleep, high-pitched signal sounds in radio etc.
   At the second **pip**, the time will be 8.45 p.m. exactly.

446. **Personality** (n)—distinctive personal character
   The teacher has a great **personality**.
**Personalty** (n)—personal estate
   He has lost all his **personalty** in a suit.

447. **Persecute** (v)—to oppress or punish unjustly
   Many people have been **persecuted** for their religious belief.
**Prosecute** (v)—to institute legal proceedings against a person
   Trespassers will be **prosecuted**.

448. **Pendant** (n)—ornament which hangs down from necklet, bracelet etc.
   The **pendant** of that necklet is very attractive.
**Pendent** (adj.)—hanging
   He climbed up with the help of the **pendent** rope.

449. **Persuade** (v)—get a person to do as one wishes
   He **persuaded** me to wait for a few hours more.
**Pursued** (v)—chased
   The thief was **pursued** by the constable.

450. **Peninsula** (n)—area of land almost surrounded by water
   Italy is a **peninsula**.
**Peninsular** (adj.)—of peninsula
   Africa is a **peninsular** continent.

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

**Polity** (n)—political organised unit
   Ashoka's polity made him great.

463. **Pore** (n)—small hole
   Sweat comes out of pores.

**Pour** (v)—cause to flow
   Please pour a cup of tea for me too.
   He poured the coffee out of the saucepan into the jug.

464. **Populace** (n)—the common people
   The populace were against the change.

**Population** (n)—the people in a country
   The population explosion is dangerous.

**Popular** (adj.)—well-known
   He is a popular figure in the city.

**Populist** (n)—politician claiming to represent the ordinary people
   He poses that he is a populist.

**Populous** (adj.)—thickly populated
   Kolkata is the most populous city in India.

465. **Potent** (adj.)—powerful
   Nehru was a potent leader.

**Potential** (adj.)—latent
   Dangers unfold the potential energy of a man.

466. **Practical** (adj.)—concerned with practice
   Let me know the practical difficulties of your scheme.

**Practicable** (adj.)—that which can be done
   These methods are not practicable.

467. **Practice** (n)—custom, exercise
   Practice makes a man perfect.

**Practise** (v)—exercise, follow
   You should practise what you preach.

468. **Pray** (v)—offer prayer
   I pray to God for your long life.

**Prey** (n)—victim
   She fell a prey to cancer.

469. **Precedent** (n)—previous case taken as an example
   The learned counsel quoted some precedents in law.

**President** (n)—head of the meeting or state
   Mr. Hague was the president of the meeting.

470. **Precipitate** (v)—hurried
   The army's action precipitated the war.

**Precipitous** (adj.)—steep
   It was difficult climbing the precipitous rock.

471. **Prescribe** (v)—advise or order the use of
   This book is prescribed as a textbook.

**Proscribe** (v)—denounce as dangerous, outlaw
   The Government of Iran has proscribed the book 'Satan Verses'.

472. **Prefer** (v)—choose rather
   I would prefer coffee to tea.

**Proffer** (v)—offer of intangible things
He proffered me his friendship.

473. **Presumptive** (adj.)—based on a reasonable belief
He presented presumptive evidence in Court.

**Presumptuous** (adj.)—having a very high opinion of oneself
He is presumptuous about himself.

474. **Pretence** (n)—make-believe
It is all pretence.

**Pretension** (n)—claim
He makes no pretensions to expert knowledge of the subject.

475. **Primary** (adj.)—basic, of the beginning, chief
The child was admitted to the primary school.

**Primitive** (adj.)—of the earliest times
The primitive man lived in the caves and jungles.

476. **Principle** (n)—basic truth, moral rule
He is a man of strict principles.

**Principal** (adj.)—chief, capital sum of money
These are the principal language of India.
You must return the principal with interest.

477. **Private** (adj.)—of individual and not people in general
He resigned his post for private reasons.

**Privet** (n)—evergreen flower shrub
There is privet on all sides of our garden hedges.

478. **Prize** (n)—something to be awarded to one who succeeds in a competition, lottery etc.
He was awarded a prize for good conduct.

**Price** (n)—sum of money for which something is sold
I won't buy it at that price.

**Praise** (v)—speak admiringly
Praise the child for his performance.

479. **Proceed** (v) / —continue, go forward
He proceeded with the project.

**Precede** (v)—come or go before
One precedes two, three follows it.

**Procedure** (n)—steps followed in regular order
This is the usual procedure of our work.

**Proceeding** (n)—happenings
The Secretary recorded the proceedings of the debate.

480. **Probe** (n)—thorough and careful investigation
There was a probe into the misuse of public funds.

**Prove** (v)—show that something is true
Prove that he is guilty.

481. **Profit** (n)—gain
I make good profit from my business.

**Prophet** (n)—person who teaches religion by receiving them directly from God
Mohammed is the prophet of Islam.

482. **Prophecy**—prediction
My astrologer's prophecy relating to my marriage has come true.

**Prophesy** (v)—predict
He prophesied my success in the election.

483. **Proportional** (adj.)—determined by proportion
Some communities want proportional representation in Government jobs.
Proportionate (adj.)—corresponding in degree and amount
The salary was not proportionate to the labour he did.

484. Property (n)—estate
He has inherited a vast landed property.

Propriety (n)—rightness
I doubt the propriety of the terms.

485. Propose (v)—offer or put forward for discussion
The motion was proposed by the President and seconded by the Secretary.

Purpose (n)—plan, intention
For what purpose do you want to go to Delhi?

Provident (adj.)—providing for future needs especially in old age
Our firm has a provident fund for the staff.

Providential (adj.)—his providence, of God
It is really providential escape.

487. Prudent (adj.)—careful
He is a prudent house keeper.

Prudential (adj.)—related to prudence
All this happened by the prudential motives.

488. Purpose (n)—object
He did this with a definite purpose.

Purport (n)—substance
I was asked to write down the purport of the passage.

489. Quiet (adj.)—calm
The sea is quiet.

Quite (adv.)—completely
He has quite recovered.

490. Quire (n)—24 sheets
I purchased one quire of paper.

Queer (adj.)—strange
His queer dress provoked laughter.

491. Race (n)—contest
He is in the race for Prime Minister.

Raise (v)—lift up
She raised the child from the ground.

Raze, rase (v) - to destroy totally
The building was razed to the ground by bulldozers.

Rage (n)—anger
He cried out in rage.

Rise (v)—appear above the horizon
The sun rises in the East.

Arise (v)—come into existence
A new difficulty has arisen.

492. Raft (n)—flat floating structure used to cross river, canal etc.
We used a raft to cross the river.

Rapt (adj.)—spell bound, intent
I listened to her with rapt attention.

493. Rain (n)—moisture falling in drops from clouds
Don’t go out in the rain.

Rein (n)—strap attached to guide a horse
He pulled at the reins to control the horse.
**Reign** (n)—period of a sovereign rule
Briefly describe the reign of Ashoka, the great.

494. **Ramble** (v)—walk for pleasure with no specific direction
He **rambled** in the park with his friends.

**Rumble** (v)—make a heavy, continuous sound
Thunder **rumbled** in the distance.

495. **Rap** (n)—sound made on the door by a knocker
She **rapped** the door loudly to awaken the people.

**Wrap** (v)—to enclose
The corpse was **wrapped** in a piece of cloth.

496. **Rational** (adj.)—able to reason
Man is a **rational** being.

**Rationale** (n)—logical basis of something
What is the **rationale** behind your decision?

497. **Refuge** (n)—shelter or protection from trouble
He gave **refuge** to the homeless.

**Refuse** (v)—say 'no' to, show unwillingness to accept
He **refused** my offer.

**Refugee** (n)—person who has been forced to flee from danger
There are many Bangladesh **refugees** in India.

498. **Regretful** (adj.)—full of regret
He was **regretful** of his wrong actions.

**Regrettable** (adj.)—some action/thing causing regret
It is a **regrettable** experience that you have undergone.

499. **Register** (v)—make a written record of in a list
A foreigner must **register** himself with the police in some countries.

**Registrar** (n)—person whose duty is to keep records and register
The **registrar** allotted the registration number of my car.

500. **Revel** (v)—make merry
They **revelled** in their success.

**Ravel** (v)—separate into threads
Ravel the woven edges of the rug.

**Rebel** (v)—show resistance, protest strongly
The prisoners **rebelled** against the authority.

**Rabble** (n)—disorderly crowd
The **rabble** attacked the ministry.

**Reveal** (v)—disclose, display
He **revealed** your secrets to me.

501. **Remand** (v)—send back to custody to obtain evidence
The accused was **remanded** for a week.

**Remind** (v)—cause to remember
Please **remind** me to answer that letter.

**Reminder** (n)—to make someone recall something
He hasn’t paid me that money, hence I must send him a **reminder**.

502. **Rent** (n)—regular payment for the use of land
Tenants pay high **rent** for farming land.

**Rant** (v)—use extravagant, boasting language
Don’t **rant** and rave over minor issues.

503. **Resister** (n)—person who opposes
He is a passive **resister**.
**Resistor** (n)—device having resistance to the passage of an electric current
He fixed a **resistor** to this electric connection.

504. **Respectable** (adj.)—deserving respect
They belong to the **respectable** middle classes.

**Respectful** (adj.)—showing respect
They stood at a **respectful** distance from the President.

**Respective** (adj.)—belong to each of those in question
The party ended and we all went off to our **respective** rooms.

505. **Respectably** (adv.)—in a respectable way
He discharged his duties **respectably**.

**Respectively** (adv.)—in the given order
Genius and right will triumph over brute force and might **respectively**.

506. **Rest** (n)—peace, comfort
As he was tired, he took **rest** for an hour.

**Wrest** (v)—snatch away
He **wrested** her necklace and ran away.

507. **Reverend** (adj.)—worthy of great respect
The **reverend** priest prayed for the sinner.

**Reverent** (adj.)—showing great respect
The **reverent** students stood up for the teachers.

508. **Ripe** (adj.)—ready to be gathered and used
These cherries are not **ripe** enough to eat.

**Rife** (adj.)—widespread, common
The country was **rife** with rumours of war.

509. **Rite** (n)—formal religious custom
The funeral **rites** of his brother were performed yesterday.

510. **Right** (adj.)—true, just
Never hesitate to fight for the **right** cause.

**Wright** (n)—maker, workman
He is a play **wright**.

**Write** (v)—compose
Please **write** a letter to my mother.

511. **Rightful** (adj.)—according to law and justice
He is the **rightful** owner of the land.

**Righteous** (adj.)—doing what is morally right
He is a **righteous** man.

512. **Riotous** (adj.)—unruly, disorderly
Parliament members are charged with **riotous** behaviour.

513. **Roll** (v)—form in cylindrical shape
She **rolled** the paper.

**Role** (n) - part
She played an important **role** in the drama.

514. **Route** (n) - way
He flew from India to New York via the London **route**.
Rout (v)—flight
We routed out the enemies.

Root (n)—origin; that part of plant or tree which is wholly in the soil
Pull up that plant by the roots.
Love of money is the root of all evil.

515. Sale (n)—act of selling
The sale of his old home made him sad.

516. Sally (n) – act of selling
The laughter with which his sallies were greeted exited him.

Sully (v)—make something dirty, disrespect
I shall never sully my hands by accepting a bribe.

517. Sanguine (adj.)—hopeful, cheerful
His sanguine nature has made him popular among his friends.

Sanguinary (adj.)—eager for bloodshed
The terrorists have a sanguinary nature.

518. Scar (n)—mark remaining on the surface of skin
There is a long scar across his cheek.

Scare (v) /—frighten
He was scared by the thunder.

519. Sculptor (n)—one who cuts and carves figures of art
Jakana was the best sculptor.

Sculpture (n)—figure cut in stone, wood etc.
It is a work of sculpture.

520. Sceptic (n)—person who doubts the truth of a particular claim, theory etc.
He is a sceptic of Christianity.

Sceptic (adj.)—caused by infection
A septic wound is usually effected by bacteria.

521. Seam (n)—wrinkle
There is a mark like a seam on his face.

Seem (v)—give the impression of
It seems that no one knew what had happened.

522. Seep (v)—flow slowly and in small quantity
Water was seeping through the roof of the house.

Sip (v)—drink something in small quantities
Please sip your coffee.

523. Serge (n) /—a worsted cloth
He has a beautiful suit of serge.

Surge (v)—swelling motion of water
The waves surged up and tilted the boat.

524. Sensible (adj.)—possessing sense, intelligent
He is a sensible man.

Sensitive (adj.)—easily affected
Don't tease her because she is very sensitive.

525. Sensuous (adj.)—effecting the senses
He has got a sensuous temperament.

Sensual (adj.)—having weakness for sex and food
He always indulges in sensual enjoyment.

Sentient (adj.)—sensitive to feeling
He is a sentient person.

526. Seller (n)—one who sells
He is a tobacco-seller.

Cellar (n)—a room below the ground in a house
Did you ever go to the cellar built by him?

527. Service (n)—benefit, use
He rendered valuable service to his country.

Servility (n)—too much submitting behaviour
Many bureaucrats lead a life of servility under politicians.

Servitude (n)—almost slavish life
The life of bonded labourers is nothing less than servitude.

528. Seize (v)—take possession of by law
I seized his property for payment of his debt.

Cease (v)—come to an end
Roman empire ceased to exist.

529. Specially (adv.)—particularly
I came here specially to see you.

Especially (adv.) to an exceptional degree; in particular
She likes the country, especially in spring.

530. Sequel (n)—that which follows or arises out of
Famine has often been the sequel of war.

Sequence (n)—following on, succession.
You study the situation in historical sequence.

531. Sever (v)—divide by cutting
Sever the rope, if you cannot untie the knot.

Severe (adj.)—strict, harsh
The dacoit was awarded severe punishment by the magistrate.

532. Sham (n)—person who pretends to be what he is not
He claims to know all about computers but really he is a sham.

Shame (n)—painful feeling caused by wrong behaviour
He felt shame at having told a lie.

533. Shear (v)—clip the wool of sheep
He is not a barber but shears sheep.

Sheer (adj.)—utter absolute
The working of nationalised banks is an example of sheer incompetence.

534. Sick (n)—ill people
There is provision for giving free medicine and food to the sick.

Sickly (adj.)—apt to be sick
One sickly sheep infects the whole flock.

535. Significance (n)—import
I am not able to understand the significance of the words uttered by him.

Signification (n)—real meaning
What is the signification of this phrase?

536. Slight (adj.)—unimportant
A slight change has come upon him.

Sleight (n)—dexterity
Magic tricks are nothing but a mere sleight of hand.

537. Slander (n)—false statement intended to damage
I shall sue her for slander.

Slender (adj.)—slim
She is a slender, graceful ballet-dancer.

538. **Sole** (adj.)—only
He is the sole proprietor of the firm.

**Soul** (n)—spirit
We believe in the immortality of the soul.

539. **Soar** (v) /—rise high
Prices of essential commodities are soaring day by day.

**Sore** (adj.)—tender and painful
He has a sore throat.

**Sour** (adj.)—acid; rancid, having a sharp taste
The grapes are sour.

540. **Social** (adj.)—relating to society
Man is a social animal.

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

541. **Solitude** (n)—loneliness
He was kept in jail in solitude.

**Solicitude** (n)—anxiety
A mother's solicitude for her child's welfare is genuine.

542. **Soon** (adv.)—within short time
He will be here very soon.

**Swoon** (v)—faint, lose consciousness
She swooned into his arms for joy.

543. **Soot** (n)—black powder in smoke
Sweep the soot out of the chimney.

**Suit** (n)—an action in a law court
He has filed a suit against his landlord.

**Suite** (n)—a set of rooms
He stayed in a two roomed suite in the hotel.

544. **Sweet** (adj.)—tasting like sugar
Do you like your tea sweet?

**Sweat** (n)—moisture that is given off by the body through the skin
They say that good sweat will cure a cold.

545. **Sooth** (n)—truth
Sooth sayers predict many things correctly.

**Soothe** (v)—to calm, assuage
Religious songs soothe disturbed minds.

546. **Sop** (n)—piece of bread etc. soaked in milk, soup etc.
He offered me sop in breakfast.

**Soap** (n)—substance made of fat and used for washing and cleaning
I purchased a bar of soap to wash our clothes.

**Soup** (n) - liquid food by vegetables, meat etc. in water.
He likes chicken soup.

547. **Spacious** (adj.)—having much space
It is a spacious hall.

**Specious** (adj.)—seeing right or true but not really so
He advanced specious arguments.

548. **Spit** (v)—send saliva from the mouth
She spat on his face.
Don't spit in public.
Spite (n)—ill will
He has spite against me.

549. Spiritual (adj.)—connected with soul
We must try to have not only material but spiritual progress too.
Spirituouso (adj.)—having distilled alcohol
Most of the alcoholic drinks are spirituous liquors.

550. Stair (n)—step
He fell from the stairs.

Stare (v)—gaze, look fixedly
She was staring into the distance.

551. Stack (v)—make things into a neat pile
The books have been stacked on racks.

Stock (n)—store of goods available for sale
There is abundant stock of sugar to use.

Stoke (v)—attend to furnace, fill fire with coal etc.
She stokes up the furnace twice a day.

552. Staff (n)—assistants in an institution
The staff and the students were present on the occasion.

Stuff (n)—substance
There is much food stuff to eat.

553. Steal (v)—take secretly without right
It is wrong to steal.

Steel (n)—hard alloy of iron
He used heavy steel in the construction of that bridge.

554. Stiff (adj.)—not easily bent or changed in shape
He has a stiff neck.

Steep (n)—rising slope
The building has steep steps to climb up.

555. Statue (n)—an image in stone etc.
There is the statue of Mahatma Gandhi near India Gate in Delhi.

Statute (n)—written law passed by law making body
A statute should be passed prohibiting begging.

556. Straight (adv.)—directly
I went straight to her.

Strait (adj.)—narrow
Strait is the gate of Heaven.

557. Stationary (adj.)—not moving
He is stationary.

Stationery (n)—writing materials
He deals with stationery.

558. Stimulant (n)—something that stimulates
Coffee is a common stimulant taken in the South.

Stimulus (n)—that rouses to action
A man requires stimulus to do something important.

559. Stoop (v)—bend the body or head forwards or downwards
He stoops low to show his respect.

Stop (n)—halting or being stopped
The train came to a sudden stop.

560. Story (n)—a tale
My grandma told me the story of "Sleeping Beauty".
Storey (n)—floor of a building
He lives on the third storey.

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.

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.

Surely (adv.)—certainly
He will surely fail.

Surly (adj.)—bad-tempered and unfriendly
Don't look so surly.

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.

Taste (n)—sensation caused in the tongue
Sugar has a sweet taste.

Test (v)—examination
He was tested to know his abilities.

Tasty (adj.)—having a pleasant flavour
His food preparations are tasty.

Testy (adj.)—impatient
He is a testy young man.

Taught (v)—gave instructions; gave lessons
He taught me mathematics.

Taut (adj.)—tightly stretched
The taut rope broke.

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.

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.

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.

Temperament (n)—mental disposition
He has an even temperament.

Temperance (n)—moderation, sobriety
Temperance is necessary to maintain good health and sweet relations.

Tenor (n)—general course or tendency
His tenor of life was peaceful.
Tenure (n)—period of holding
During his tenure of office many strange things happened.

573. Terrible (adj.)—causing great fear or horror
He died in terrible agony.
Terrific (adj.)—causing fear
He drives his car at a terrific pace.

574. Throne (n)—royal authority; seat of a ruler
He started to rule after coming to the throne.
Thrown (Past Participle of Throw)—to go through the air
He has thrown that big stone hundred yards away.

575. Through (Prep)—from end to end or side to side
The burglar came in through the window.
Thorough (adj.)—complete in every way
He received thorough instructions to complete the work.
Throw (v)—cause to go through the air
Don't throw stones at my dog.

576. Toe (n)—forepart of foot, socks, shoes
He kicked the ball with his toe.
Tow (v)—to pull or drag with a rope
We had to tow the car behind a truck.

577. Tolerant (adj.)—person who tolerates
He has a tolerant nature.
Tolerable (adj.)—a thing that can be tolerated
The food at the railway station was just tolerable.

578. Tot (n)—small child
I have known him since he was a tot.
Tote (v)—carry something
He has been toting this bag round all day.

579. Top (n)—highest part or point
There is a monkey at the top of the tree.
Tope (v)—drink habitually and in excess
He topes liquor everyday.

580. Totalitarian (adj.)—under one party rule
Germany under Hitler was a totalitarian state.
Teetotaller (n)—person who does not drink alcohol
Teetotallers abstain completely from alcoholic liquor.

581. Transient (adj.)—which lasts for short time
It is a transient sorrow. He will be normal soon.
Transitory (adj.)—which by nature passes sooner or later
Life is transitory.

582. Troop (n)—company of persons or animals
A troop of children are going to the Convent School.
Troupe (n)—company of actors or members of circus
He is a member of a theatrical troupe.

583. Unity (n)—oneness
Work for national unity.
Union (n)—being united
Union is strength.
Unison (n)—harmony
Her voice was in perfect unison with the tune of the piano.
584. **Umpire** (n)—a referee
The cricket team made a complaint about the umpire.

**Empire** (n)—dominion; group of countries under one ruler
British empire was the biggest one before IIInd World War.

585. **Unwanted** (adj.)—not wanted
The unwanted child was miserable.

**Unwonted** (adj.)—not usual or customary
Your unwonted intrusion annoyed her.

586. **Urban** (adj.)—pertaining to towns and cities
He was elected from the urban constituency of Hyderabad.

**Urbane** (adj.)—polite, polished in manners
He is urbane and affable.

587. **Vain** (adj.)—useless
It is a vain protest.

**Vane** (n)—weathercock
The vane pointed to the north.

**Vein** (n)—manner
She said this in a humorous vein.

588. **Van** (n)—a closed truck or wagon
The household things were carried in a van on his transfer.

**Wane** (v)—to decrease after reaching the peak
His fame has been waning rapidly.

589. **Vacuity** (n)—absence of thought or intelligence
Her remarks showed vacuity.

**Vacuum** (n)—space completely empty or substance or air
Flask has vacuum between its two calls.

590. **Variance** (n)—disagreement
The words of the cheat are at variance with his deeds.

**Variation** (n)—change
A variation in his life made him a great man.

591. **Veil** (n)—curtain
She dropped her veil.

**Vale** (n)—valley
The vale and the fields are green.

**Wall** (v)—to express grief by loud cries
A group of relatives wailed at the house of the deceased.

592. **Venal** (adj.)—characterised by corruption and bribery
It is common to see venal bureaucrats making venal bargains.

**Venial** (adj.)—pardonable, not serious
The venial slips of youth are excusable.

593. **Veracity** (n.)—truthfulness
I doubt the veracity of your statement.

**Voracity** (n)—greed
He ate his food with voracity.

594. **Verbal** (adj.)—by means of words
The writer drew a verbal image.

**Verbose** (adj.)—using more words than needed
He writes in a verbose style.

595. **Virtual** (adj.)—in effect
Women are the virtual heads of many families.
Virtuous (adj.)—having virtue
She is virtuous.

Waggle (v)—move from side to side or up and down
The dog wagged its tail.
Wangle (v)—get something by influence or plausible persuasion
He wangled an extra week’s holiday.

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.

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.

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.

Wallop (n)—heavy blow
Down he went with a wallop.
Wallow (v)—roll about (in mud, dirty water etc.)
Pigs wallow in the mire.

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.

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.

Wary (adj.)—cautious
You keep a wary eye on him.
Vary (v)—different
They vary in weight from 3 lb. to 5 lb.

Wander (v)—roam, ramble
Don’t wander about in the streets.
Wonder (n)—marvel, miracle
He was filled with wander.

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.

Wheat (n)—grain
There is a field of wheat near the college.
Whet (v)—sharpen
This book will certainly whet your appetite for improving your vocabulary.
Wet (adj.)—soaked with water
He got wet in the rain.
607. **Whit** (n)—the small amount not at all
I don't care a whit whether he stays or not.

**Wit** (n)—ability to combine words so as to produce humour
He has a ready wit.

608. **Whether** (conj.)—if
I asked him whether he had paid the fee.

**Weather** (n)—condition of temperature, wind rain etc.
He stayed indoors in wet weather.

**Climate** (n)—Permanent atmospheric conditions; prevailing conditions
Tropical climate would suit him.
The political climate of the country is not satisfactory.

609. **Wife** (n)—married woman
She was a good wife and mother.

**Wipe** (v) --clean
Tell the maid to wipe the dishes.

610. **Willing** (v)—ready to do
He is willing to serve you.

**Wilful** (adj.)—deliberate
Wilful negligence is not pardonable.

611. **Wither** (v)—fade away
The flower has withered.

**Whither**—old word for 'where'
Whither go the old morals and virtues.

612. **Woe** (n)—sorrow, grief
The cause for his woe is his poverty.

**Woo** (v)—try to win a woman's hand in marriage
He wooed that fair lady.

613. **Womanly** (adj.)—like a woman
She is held in high esteem for her womanly virtues.

**Womanish** (adj.)—feminine, unmanly
He is hatred for his womanish ways.

614. **Wreck** (v)—to inflict
Terrorists have wreaked vengeance upon the Sinhalese army.

**Wreck** (v)—destruction
The ship was wrecked to pieces during the storm.

615. **Wreath** (n)—garland
The chief guest was offered wreaths of flowers.

**Wreathe** (v) —cover, encircle
Her face was wreathed in smiles.

616. **Yarn** (n)—any fibre spun for cloth
Nylon yarn is mixed with cotton yarn for gay colours.

**Yearn** (v)—to be filled with longing or desire
She yearns to see her son married before she dies.

617. **Yoke** (n)—mark of bondage; wooden piece to pull a plough carter
The oxen were put to the yoke.

**Yolk** (n)—the yellow part of an egg
Yolk is tasty and the most nourishing part of an egg.

618. **Zip** (n)—emerges, vigour
He is full of zip.

**Jeep** (n)—small four-wheeler with cloth over-head
He bought a jeep last month.
Improving Comprehension

1. **Develop a broad background** – Broaden your background knowledge by reading interesting events or topics.

2. **Know the structure of paragraphs** – Good writers construct paragraphs that have a beginning, middle, and end. Often, the first sentence will give an overview that helps provide a framework for adding details. Also, look for transitional words, phrases or paragraphs that change the topic.

3. **Identify the type of reasoning** – Does the author use cause and effect reasoning, hypothesis, model building, induction or deduction, system thinking?

4. **Anticipate and predict** – Really smart readers try to anticipate the author and predict future ideas and questions. If you’re right this reinforces your understanding. If you’re wrong, you make adjustments quicker.

5. **Look for the method of organization** – Is the material organized chronologically, serially, logically, functionally, spatially or hierarchical?

6. **Create motivation and interest** – Preview material, ask questions, discuss ideas with classmates. The stronger your interest the greater your comprehension.

7. **Pay attention to supporting cues** – Study pictures, graphs, and headings. Read the first and last paragraphs in a chapter, or the first sentence in each section.

8. **Highlight, summarise and review** – Just reading a book or passage once is not enough. To develop a deeper understanding you have to highlight, summarise and review important ideas.

9. **Building a good vocabulary** – For most educated people, this is a lifetime project. The best way to improve your vocabulary is to use a dictionary regularly. Concentrate on roots, prefixes, and endings.
10. **Use a systematic reading technique**—Develop a systematic reading style like the SQR3 method and make adjustments to it, depending on priorities and purpose.

11. **Monitor effectiveness**—Good readers monitor their attention, concentration and effectiveness. They quickly recognize if they've missed an idea and back up to re-read it.

12. **Vocalize words**—You vocalise the reading words although it is faster to form words in your mind (through silent reading) than on your lips or throat (through loud reading). Eye motion is also important. Frequent backtracking slows you down considerably.

**Reading Comprehension strategies**
The following strategies support reading comprehension:

1. **Comprehension monitoring and summarization**.—In this strategy, learners are taught to:
   a. stop at regular intervals while reading a text;
   b. determine whether or not they understand the text;
   c. Summaries the main idea of each part of the text for example, answering questions.

2. **Graphic and semantic organizers**.—In this strategy, learners are taught to:
   a. read the text;
   b. use organizational aids to map out the content of the text;
   c. Illustrate visually the structure of the text’s meaning in a story map.

3. **Question answering**.—In this strategy, learners are taught to:
   a. read the text;
   b. answer questions about the text, posed by the teacher;
   c. Receive immediate feedback on their answer for example, multiple choice questions.

4. **Question generation**.—In this strategy, learners are taught to:
   a. Think about the topic of the text;
   b. activate the prior knowledge;
   c. generate questions themselves prior to reading or while reading;
   d. respond to the questions as they read.

5. **Cooperative learning**.—In this strategy, learners are taught to:
   a. interact with the peers about written texts;
b. implement the other comprehension strategies with a peer or group of peers;
c. discuss the text.

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

### COMMON LOGICAL FALLACIES

**Common Logical fallacies**

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

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

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

1. **Ad hominem fallacy**.—Ad hominem fallacy is an argument that is directed at the person defending the argument rather than the argument itself and thus fails to address what is at issue.

2. **Fallacy of false cause**.—False cause fallacy arises due to confusion of correlation with its cause. Two events are correlated if whenever one occurs the other occurs. The two events are correlated, but not causally related.

3. **Straw man fallacy**.—A straw man fallacy occurs when: (1) the argument misrepresents their opponents view; (2) shows that the misrepresentation is mistaken; and then (3) concludes that their opponent’s view is mistaken.

4. **Fallacy of appeal to ignorance**.—The fallacy of appeal to ignorance occurs when someone uses an opponent’s inability to disprove a claim as evidence of that claims being true or false (or, acceptable or unacceptable).

5. **Fallacy of appeal to emotion**.—Fallacy of appeal to emotion occurs when someone tries to manipulate another person’s emotions (e.g., sympathy, pity, anger, fear etc.) in order to get them to accept or reject an argument or view.

6. **Fallacy of slippery slope**.—The slippery slope fallacy occurs when someone claims that an apparently harmless action is likely to result in a chain reaction of events (the ‘slippery slope’) leading up to a harmful consequence, when, in fact, the chain reaction of events is very unlikely to occur.

7. **Fallacy of equivocation**.—A fallacy of equivocation occurs when the persuasive force of an argument depends on the shifting meaning of an ambiguous 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:

1. **Fallacy of accident: a generalization that disregards exceptions:**
   
   **Example:** Cutting people is a crime.
   Surgeons cut people.
   Therefore, surgeons are criminals.
   Problem: Cutting people is only sometimes a crime.

2. **Converse fallacy of accident (fallacy of reverse accident):** argues from a special case to a general rule:
   
   **Example:** Every swan I have seen is white.
   So, all swans are white.
3. **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).

4. **Fallacy of affirming the consequence:** draws a conclusion from premises that do not support that conclusions by assuming A implies B on the basis that B implies A.
   **Example:** If a person runs barefoot, then his feet hurt.
   Socrates' feet hurt.
   Therefore, Socrates ran barefoot.
   **Problem:** Other things, such as tight sandals, can result in sore feet.

5. **Fallacy of denying the antecedent:** draws a conclusion from premises that do not support that conclusion by assuming 'Not A' implies 'Not B' on the basis that 'A' implies 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.

6. **Fallacy of begging the question (fallacy of circulus):** demonstrates a conclusion by means of premises that assume that conclusion.
   **Example:** Ram must be telling the truth, because I have heard him saying the same thing many times before.
   **Problem:** Ram may be consistent in what he says, but he may have been lying the whole time.

7. **Fallacy of false cause or non-sequitur:** incorrectly assumes one thing is the cause of another.
   **Example:** Our nation will prevail because God is great.
   **Problem:** There is no necessary cause and effect between God's greatness and a nation prevailing. Simply because God can be considered great does not mean a nation will prevail.

8. **Fallacy of many questions:** groups more than one question in the form of a single question.
   **Example:** Is it true that you no longer beat your wife?
   **Problem:** A yes or no answer will still be an admission of guilt to beating your wife at some point of time.

9. **Fallacy of straw man:** A straw man argument is an informal fallacy based on misrepresentation of an opponent's position.
   **Example:** A: We should have universal health-care.
   B: No, because only communists believe in universal health care and communist countries are typically poor, which we don't want to become.
   **Problem:** B has falsely identified A as a communist and then refuted communism. Consider the following example also. Consider the following claim by Rush Limbaugh:

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

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

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

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

   Example 1: Tom argues:
   Joe is a good tennis player.
   Therefore, Joe is 'good' (i.e., a 'morally' good person).
   Problem: The word 'good' has different meanings, which is to say that it is an ambiguous word. In the premise, Tom says that Joe is good at some particular activity, in this case tennis. In the conclusion, Tom states that Joe is a morally good person. These are clearly two different senses of the word 'good'. The premise might be true but the conclusion can still be false. Joe might be the best tennis player in the world but a rotten person morally. However, nothing can be inferred from the premise. Appropriately, since it plays on an ambiguity, this sort of fallacy is called the fallacy of equivocation.

   Example 2: There are laws of nature:
   Laws must be made by a lawgiver
   Therefore, a cosmic lawgiver (God) exists.
   Here, the ambiguous expression is 'laws'. On the one hand, there are laws which form part of a legal system, and these laws require a lawgiver (a person or group of persons with the authority to create and establish government laws). On the other hand, we have what we call laws of nature, which are simply observed regularities in the way the universe operates. The latter, however, obviously need not be the results of a legislative body.

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

3. **Fallacy of amphibology.**—The fallacy of amphibology results from the ambiguity of grammatical structure. Example: The position of the adverb, 'only' in the sentence starting with "He only said that" results in a sentence in which it is uncertain as to which of the other three words the speaker is intending to modify with the adverb.
4. **Fallacy of composition "From Each to All".**—Arguing from some property of constituent parts, to the conclusion that the composition item has that property. This can be acceptable (i.e., not a fallacy) with certain arguments such as spatial arguments (e.g., "all the parts of the car are in the garage, therefore the car is in the garage").

Example: All the band members (constituent parts) are highly skilled. Therefore, the band (composite item) is highly skilled.

Problem: The band members may be skilled musicians, but not in the same styles of music.

5. **Fallacy of division.**—The fallacy of division is the converse of ‘fallacy of composition’ and argues from a property of the whole to each constituent part.

Example: The University (the whole) is 200 years old. Therefore, all the staff (each part) are 200 years old.

Problem: Each and every person currently on staff is younger than 200 years. The university continues to exist even when, one by one, each and every person on the original staff leaves and is replaced by a younger person.

6. **Fallacy of proof by verbosity (argumentum verbosium).**—Proof of verbosity is a rhetorical technique that tries to persuade by overwhelming those considering an argument with such a volume of material that the argument sounds plausible, superficially appears to be well researched, and it is so laborious to untangle and check supporting facts that the argument might be allowed to slide by unchallenged.

7. **Fallacy of accent.**—Accent occurs in speaking and consists of emphasizing the wrong word in a sentence.

Example: He is a fairly good pianist.

According to the emphasis on the words, it may imply praise of a beginner’s progress, or an expert's depreciation of a popular hero, or it may imply that the person in question is a deplorable pianist.

8. **Fallacy of figure of speech.**—The confusion between the metaphorical and ordinary uses of a word or phrase.

Example: The sailor was at home on the sea.

Problem: The expression ‘to be at home’ does not literally mean that one’s domicile is in that location.

9. **Fallacy of misplaced concretion.**—Fallacy of misplaced concretion is identified by Whitehead in his discussion of metaphysics. It refers to the ratification of concepts which exist in discourse.
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 before the meeting, an agenda is circulated among the members i.e. a list of the items of the discussion. After the meeting, a report is prepared on the decisions taken at the meeting and this report is called the minutes of the meeting. The minutes of a meeting have to be prepared with care as it is the authentic record of what happened at the meeting. It is essential that the minutes are brief and accurate.

The minutes of the meeting should contain:

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

**DRAFTING THE BUSINESS REPORTS**

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

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

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

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

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

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

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

The language should be a direct one.
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
- 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 Orleans in the USA reports on his study as follows:

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

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

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

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

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

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

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

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

1. Prepare the draft report of the minutes of the meeting basing on the following agenda by imagining the decisions:
   Agenda for the meeting of the Board of Directors of United Printer's Association of South India, Madras at 10 a.m. on Thursday, 26th October, 2004.
   a. Threatened strike by the worker's union;
   b. Proposal for a five-day week for the managerial staff
   c. Starting a school for the children of the staff;
   d. Granting car allowance to the Directors;
   e. Any other item with the permission of the Chair.

2. Draft a brief-report on the following incident: Torrential rain in Bombay—began afternoon—officer-goers, students stranded—railway lines under water—road transport affected—residents move out of slums—buses and lorries stranded to reach home—holiday declared for tomorrow.

3. Prepare a brief-writing on the cyclone havoc created in coastal area of Madras.

4. Prepare a business report regarding the market potential for sports goods which a shoe manufacturing company wants to start.

5. Prepare a report of the study as you have been asked by a firm which manufactures detergent powder to a study of the consumer reaction to their product and suggest measures to improve the image and the sales of the product.
While preparing the draft, care should be taken to see that:

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

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

Specimen Precis
Let us look at the problem of food. We first of all have to get the food and then we have to distribute it. We get the food either by growing it here or by importing it from other countries. Naturally we must not rely too much on other countries; so we have to grow as much as we can in India. We have to use the best methods of growing our crops. We will have to ask our farmers to use modern methods. When we have got the food, we must make sure that it is fairly distributed. If it is not properly distributed, some people will starve and other people will have too much. We must use the railways and the roads to send the food to distant places. When we store food, we must make sure that it is not eaten by rats or damaged in rain.
The second problem is that of population. India’s population is growing rapidly. It is growing more rapidly than our food production. You know that medicine cures people of many diseases and so people live longer now-a-days. Therefore, our population is growing more rapidly than before. Somehow we must make sure that we have enough food for our growing population. You can see that the problems of food and population are very closely connected.

Rough (First) Draft
Title: Food and Population
Getting food and distributing it equitably are our main problems. We must grow as much as we can and not depend on imports. Our farmers must adopt modern methods of agriculture. It has to be fairly distributed to everyone through rail and road. If it is not distributed properly, some people will starve and some will have too much. Stored food should be preserved properly.
India’s population is growing more rapidly than before. Modern medicine has increased longevity of life. we must ensure that there is enough food for our growing population. The problem of food and population are closely connected.
Fair draft

Food and Population

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

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

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

Title: The Companionship of Books
Main points:
1. A man's character is known by the books he reads;
2. One should always read the best books;
3. A good book is the best friend of man. It never changes;
4. It is the most patient and cheerful of companions;
5. It remains with us in prosperity and in poverty.
6. It amuses and instructs us in youth and consoles us in old age.
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 his 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.
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 or claim in which the plaintiff sets out his cause of action with all necessary particulars. It should contain the following particulars.

1. The name of the Court in which the suit is brought;
2. The name, description and place or residence of the plaintiff;
3. The name, description and place or residence of the defendant, so far as they can be ascertained;
4. Where the plaintiff or the defendant is a minor or a person of unsound mind, a statement to that effect;
5. The facts constituting the cause of action and when it arose
6. The facts showing that the Court has jurisdiction;
7. The relief which the plaintiff claims
8. Where the plaintiff has allowed a set-off or relinquished a portion of his claim, the amount allowed or relinquished;
9. A statement of the value of the subject-matter of the suit for the purposes of jurisdiction and of court-fee so far as the case admits;
10. The 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 –
   a. Claims for mesne profits, or arrears of rent in respect of the property claimed or any part thereof.
   b. Claims for damages for breach of any contract under which the property or any part thereof is held; and
   c. Claims in which the relief sought is based on the same cause of action.
No claims by or against an executor, administrator or heir, as such shall be joined with claims by or against him personally.
SENTENCES STRUCTURES AND VERB PATTERNS

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

A Sentence 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 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:

Verb
Complement
Extension to the object
Object
adverbial subordination
The sentence structure consists of these seven parts at a maximum. It is not compulsory for a sentence to possess all these seven parts. The subject and the predicate are important.

**Sentences may be**

- Statements or declarative or assertive (affirmative or negative)
- Interrogative (questions)
- Imperative (Commands)
- Exclamatory (Expressing surprise, pain etc.)
- Optative (desires or wishes or greetings)

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

**Subject Patterns**

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

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

**SP 2. Subject**

**Determiner + Adjective + Noun**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th><strong>Predicate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The</td>
<td>tall man</td>
</tr>
<tr>
<td>2.</td>
<td>Some</td>
<td>mischievous boys</td>
</tr>
<tr>
<td>3.</td>
<td>The</td>
<td>new books</td>
</tr>
<tr>
<td>4.</td>
<td>The</td>
<td>little courtesies</td>
</tr>
</tbody>
</table>
### SP 3. Subject
**Predicate**
Determiner + Adjective + Noun + Adjectival Phrase + Adjective Clause

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

### SP 4. Subject (gerund)
**Predicate is a pleasure.**

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

### SP 5. Subject (infinitive)
**Predicate**

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

### SP 6. Subject (Clause)
**Predicate**

1. What he says cannot be true.
2. Where the police have take him is not known.
3. That we should go to the World Book Fair was proposed by our Principal.
4. How she solved all the problem is still a mystery to us.
5. Why he quarrels is not known to anyone.
### SP 7. There + Verb
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>There is</td>
</tr>
<tr>
<td>2.</td>
<td>There is</td>
</tr>
<tr>
<td>3.</td>
<td>There were</td>
</tr>
<tr>
<td>4.</td>
<td>There have been</td>
</tr>
<tr>
<td>5.</td>
<td>There are</td>
</tr>
</tbody>
</table>

**Subject (phrase)**
- a pot of tea on the table.
- a girl on the stage.
- many people at the party.
- many such cases.
- a number of old books on my table.

### SP 8. It + Verb
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>It doesn’t matter</td>
</tr>
<tr>
<td>2.</td>
<td>It seems</td>
</tr>
<tr>
<td>3.</td>
<td>Does it matter</td>
</tr>
<tr>
<td>4.</td>
<td>It would seem</td>
</tr>
<tr>
<td>5.</td>
<td>It can hold</td>
</tr>
</tbody>
</table>

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

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

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

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>He</td>
<td>kicks</td>
</tr>
<tr>
<td>They</td>
<td>looted</td>
</tr>
<tr>
<td>I</td>
<td>have bought</td>
</tr>
<tr>
<td>We</td>
<td>must wash</td>
</tr>
<tr>
<td>You</td>
<td>should</td>
</tr>
</tbody>
</table>

- the ball.
- the bank.
- a car.
- ourselves.
- help the poor.

#### VP 2 Subject + Verb + to (not) to + Infinitive etc.

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>He</td>
<td>tried</td>
</tr>
<tr>
<td>They</td>
<td>feared</td>
</tr>
<tr>
<td>I</td>
<td>want</td>
</tr>
<tr>
<td>We</td>
<td>appeal</td>
</tr>
<tr>
<td>We</td>
<td>decided</td>
</tr>
<tr>
<td>You</td>
<td>have forgotten</td>
</tr>
</tbody>
</table>

- to escape.
- to speak in public.
- to see him.
- to save him.
- not to go there.
- to write.

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>He</td>
<td>likes</td>
</tr>
<tr>
<td>They</td>
<td>want</td>
</tr>
<tr>
<td>I</td>
<td>asked</td>
</tr>
<tr>
<td>We</td>
<td>want</td>
</tr>
<tr>
<td>Who</td>
<td>taught</td>
</tr>
<tr>
<td>You</td>
<td>helped</td>
</tr>
</tbody>
</table>

- his wife to dress well.
- me to be early.
- him not to go.
- you to stand at once.
- you to swim?
- me to carry the box.
VP 4. Subject + Verb + Direct Object (Noun/Pronoun) + (to be) + Complement

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

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

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

VP 6. Subject + Verb + Noun/Pronoun

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

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

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

VP 8. Subject + Verb + Object + Noun

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

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

He found the house deserted.
They wanted this letter typed.
I had my suit cleaned.
We felt ourselves lifted up.
You should get the tooth pulled out.
### VP 10. Subject + Verb + Object (Noun/Pronoun) + Adverb, Verb Phrase etc.

<table>
<thead>
<tr>
<th>He</th>
<th>employed</th>
<th>her</th>
<th>as a cook.</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>treat</td>
<td>their sister</td>
<td>as if she were only a servant.</td>
</tr>
<tr>
<td>I</td>
<td>took</td>
<td>my hat</td>
<td>off.</td>
</tr>
<tr>
<td>We</td>
<td>elected</td>
<td>him</td>
<td>as our secretary</td>
</tr>
<tr>
<td>You</td>
<td>take</td>
<td>the medicine</td>
<td>in order to get well</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>He</th>
<th>explained</th>
<th>(that)</th>
<th>nothing could be done.</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>suggested</td>
<td>(that)</td>
<td>we should go to the port</td>
</tr>
<tr>
<td>I</td>
<td>expect</td>
<td>(that)</td>
<td>it will rain.</td>
</tr>
<tr>
<td>We</td>
<td>hoped</td>
<td>(that)</td>
<td>you would succeed.</td>
</tr>
<tr>
<td>You</td>
<td>admitted</td>
<td>(that)</td>
<td>you had written the letter.</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>He</th>
<th>knows</th>
<th>what</th>
<th>to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>know</td>
<td>how</td>
<td>to escape</td>
</tr>
<tr>
<td>I</td>
<td>don't know</td>
<td>how</td>
<td>to do it</td>
</tr>
<tr>
<td>We</td>
<td>decided</td>
<td>where</td>
<td>to go</td>
</tr>
<tr>
<td>You</td>
<td>remember</td>
<td>how</td>
<td>to solve it?</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>He</th>
<th>has</th>
<th>taught me</th>
<th>how</th>
<th>to play chess.</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>told</td>
<td>him</td>
<td>when</td>
<td>to start.</td>
</tr>
<tr>
<td>I</td>
<td>shall show</td>
<td>you</td>
<td>how</td>
<td>to open it</td>
</tr>
<tr>
<td>We</td>
<td>asked</td>
<td>him</td>
<td>where</td>
<td>to get tickets.</td>
</tr>
<tr>
<td>You</td>
<td>informed</td>
<td>us</td>
<td>what</td>
<td>to do.</td>
</tr>
</tbody>
</table>

### VP 15. Subject + Verb + Conjunctive (interrogative) + Clause

<table>
<thead>
<tr>
<th>He</th>
<th>showed</th>
<th>how</th>
<th>annoyed he was.</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>know</td>
<td>whose</td>
<td>it is.</td>
</tr>
<tr>
<td>I</td>
<td>can't imagine</td>
<td>why</td>
<td>he has behaved like that.</td>
</tr>
<tr>
<td>We</td>
<td>wonder</td>
<td>whether</td>
<td>he will come.</td>
</tr>
<tr>
<td>You</td>
<td>find out</td>
<td>when</td>
<td>the train is due.</td>
</tr>
</tbody>
</table>
### VP 16. Subject + Verb + Noun/Pronoun Conjunctive (Interrogative) clause

<table>
<thead>
<tr>
<th>He</th>
<th>asked</th>
<th>me</th>
<th>when</th>
<th>you had gone</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>told</td>
<td>me</td>
<td>what</td>
<td>I should do.</td>
</tr>
<tr>
<td>I</td>
<td>showed</td>
<td>them</td>
<td>how</td>
<td>they should do it.</td>
</tr>
<tr>
<td>We</td>
<td>asked</td>
<td>him</td>
<td>where</td>
<td>he put it.</td>
</tr>
<tr>
<td>You</td>
<td>informed</td>
<td>us</td>
<td>when</td>
<td>the train leaves.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>He</th>
<th>began</th>
<th>singing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>went on</td>
<td>talking.</td>
</tr>
<tr>
<td>I</td>
<td>hate</td>
<td>borrowing money.</td>
</tr>
<tr>
<td>We</td>
<td>enjoy</td>
<td>playing cricket.</td>
</tr>
<tr>
<td>You</td>
<td>must n't</td>
<td>miss seeing him.</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>He</th>
<th>gave</th>
<th>us</th>
<th>a pen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>taught</td>
<td>him</td>
<td>a lesson.</td>
</tr>
<tr>
<td>I</td>
<td>told</td>
<td>him</td>
<td>stories.</td>
</tr>
<tr>
<td>We</td>
<td>lend</td>
<td>them</td>
<td>our car.</td>
</tr>
<tr>
<td>You</td>
<td>forgive</td>
<td>us</td>
<td>our mistakes.</td>
</tr>
</tbody>
</table>

### VP 20. Subject + Verb + Subject Complement

<table>
<thead>
<tr>
<th>He</th>
<th>walked</th>
<th>(for) five miles.</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>look</td>
<td>sad.</td>
</tr>
<tr>
<td>I</td>
<td>kept</td>
<td>quiet.</td>
</tr>
<tr>
<td>We</td>
<td>waited</td>
<td>(for) two hours.</td>
</tr>
<tr>
<td>You</td>
<td>stay</td>
<td>(for) this night.</td>
</tr>
</tbody>
</table>

### VP 21. Subject + Verb

<table>
<thead>
<tr>
<th>He</th>
<th>was singing.</th>
</tr>
</thead>
<tbody>
<tr>
<td>They</td>
<td>are dancing.</td>
</tr>
<tr>
<td>I</td>
<td>have studied.</td>
</tr>
<tr>
<td>We</td>
<td>dressed.</td>
</tr>
<tr>
<td>You</td>
<td>may go.</td>
</tr>
</tbody>
</table>
### VP 22. Subject + Verb + Predicate (Adjective/Adjective Phrase/Noun/ Pronoun)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Verb</th>
<th>Predicate</th>
</tr>
</thead>
<tbody>
<tr>
<td>He</td>
<td>is</td>
<td>a man.</td>
</tr>
<tr>
<td>They</td>
<td>are</td>
<td>boys.</td>
</tr>
<tr>
<td>I</td>
<td>became</td>
<td>lazy.</td>
</tr>
<tr>
<td>We</td>
<td>are</td>
<td>students.</td>
</tr>
<tr>
<td>You</td>
<td>are</td>
<td>a player.</td>
</tr>
</tbody>
</table>

### VP 23. Subject Verb + Adverbial Adjunct

<table>
<thead>
<tr>
<th>Subject</th>
<th>Verb</th>
<th>Adverbial Adjunct</th>
</tr>
</thead>
<tbody>
<tr>
<td>He</td>
<td>will come</td>
<td>as soon as he is ready.</td>
</tr>
<tr>
<td>They</td>
<td>must turn</td>
<td>back.</td>
</tr>
<tr>
<td>I</td>
<td>ran</td>
<td>fast.</td>
</tr>
<tr>
<td>We</td>
<td>did not go</td>
<td>anywhere.</td>
</tr>
<tr>
<td>You</td>
<td>stand</td>
<td>up.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Verb</th>
<th>Preposition</th>
<th>Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>He</td>
<td>agreed</td>
<td>to</td>
<td>our proposal.</td>
</tr>
<tr>
<td>They</td>
<td>called</td>
<td>on</td>
<td>me.</td>
</tr>
<tr>
<td>I</td>
<td>rely</td>
<td>on</td>
<td>your discretion.</td>
</tr>
<tr>
<td>We</td>
<td>will arrange</td>
<td>for</td>
<td>transport.</td>
</tr>
<tr>
<td>You</td>
<td>must go</td>
<td>to</td>
<td>the doctor.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Verb</th>
<th>to</th>
<th>infinitive</th>
</tr>
</thead>
<tbody>
<tr>
<td>He</td>
<td>lived</td>
<td>to</td>
<td>be ninety.</td>
</tr>
<tr>
<td>They</td>
<td>stopped</td>
<td>to</td>
<td>have a rest.</td>
</tr>
<tr>
<td>I</td>
<td>came</td>
<td>to</td>
<td>buy a book.</td>
</tr>
<tr>
<td>We</td>
<td>are waiting</td>
<td>to</td>
<td>hear your opinion.</td>
</tr>
<tr>
<td>You</td>
<td>have</td>
<td>to</td>
<td>stand her for a long time.</td>
</tr>
</tbody>
</table>
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 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 something 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 may or might in the past for permission.

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

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

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

E. For offering and requesting
We use both can and could to offer something to someone. Could is more formal.

- Can I assist you with your bags, madam?
- Can I buy you an ice cream?
- Could I offer you a drink?
- Could we do something to help?

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

- Can I have some more milk, please? Can you pass me the sugar too?
- Could I trouble you for some more tea? Could someone bring it to my room?
- Could you call me a taxi?

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

- My daughter couldn’t share your programme, could she?
- I couldn’t have another slice of melon, could I?
F. Expressing uncertainty

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

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

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

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

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

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

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

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

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

We also use could 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 form. They are used for expressing the following functions.

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

- They must reach the airport by five in the morning.
- We need to get the car repaired before the trip.
- I have to go the dentist this weekend.

B. For Prohibition
We use mustn’t or can’t when we want to say that something is not permitted.

- Drivers mustn’t use their mobiles while driving.
- Sorry, but you can’t park there!
In modern colloquial speech, we often use don’t for prohibition, when we are talking about things that are not socially acceptable.

- You just don’t wear brown shoes with a black suit!
- You don’t use the fish knife to cut your meat.
When we talk about something that it is essential that we do not do, or does not happen, we use must not/mustn’t. This can only be used for the present and future.

- Whatever you do, you mustn’t laugh when he comes in!
- The two elements must not come into contact or they will explode.

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

- Visitors must sign in at the front desk when they arrive.
- You always have to turn off your computer before you leave.
- I have got to buy Shilpa a birthday card on the way home.
If we want to talk about something being necessary for a particular purpose, we usually use need to.

- If you want to use the car park you need to get a permit from reception.
- I really need to get some new shoes. These ones have holes in the sole.
We can also use be obliged to, but it is not often used except in extremely formal situations.

- I’m afraid I will be obliged to arrest you if you continue to behave in that way.
- The committee was obliged to cancel Mr Lachman’s membership.
D. **For deduction**
   We use must when we want to express an assumption we are making, based on logical deduction from relevant data.
   
   - It must be lovely in Darjeeling at this time of the year.
   - She must have spent a lot of money on that coat.
   
   If we are making a negative assumption, for example that something is probably not the case, we don't use must, we use can't for the present or won't for the future.
   
   - It can't be time to go already!
   - Kalash won't be ready in time!

E. **For Lack of obligation or necessity**
   If we want to talk about something that is not necessary or not compulsory, we use don't have to, haven't got to, need not/needn't or don't need to for the present.
   
   - We needn't book tickets in advance as there will be plenty of seats.
   - You don't have to attach the handle before you screw it in.
   - You haven't got to put sugar in if you don't want to.
   
   To talk about necessity in the future, we use will or won't have to.
   
   - We will have to prepare another room for Dhara if she is coming to stay.
   - I hope she won't have to stay for very long.
   
   If we want to say that something which happened in the past was not necessary, we use needn't have.
   
   - Hari needn't have bought so much paint for that tiny room.
   
   If we want to talk about something which didn't happen and was not necessary, we use didn't need to.
   
   - You didn't need to add any salt, as the soup is really tasty as it is.
   
   We also use the phrase There's no need to... when it is not necessary to do something.
   
   - There's no need to write a letter. You can apply online.

F. **For questions**
   We don't usually use ought to in the interrogative. We usually use have to, should or must. Have to is not a true modal and cannot be used without an auxiliary do/did.
   
   - Do you have to play your music that loud?
   - Should we book tickets, do you think?
   - Must your sister hang her wet towel over the door?
G. For giving advice, warning or criticism

When we want to recommend something, we usually use should or ought to.
- You should go to the new ten-screen cinema. It is so comfortable.
- Sonali said we ought to buy our fruit from the market.

If we want to recommend something strongly, we use must, often with really.
- You really must try the mango ice cream. It’s delicious!
- Tim must stop quarrelling with Sejal.

When we want to warn someone not to do something, we can use shouldn’t or mustn’t.
- You shouldn’t swim out to the island as the currents are dangerous.
- Tell Hamid he mustn’t leave his jacket there or it will get stolen.

When we want to talk about an action we disapprove of (often for moral reasons), we use shouldn’t or ought not to.
- Sadaf shouldn’t have lied to the principal!
- You ought not to tell tales behind people’s backs.

H. For orders

We use be to 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.
POSSESSIVES AND ‘SELF’ FORMS

A. The Genitive marker

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

- Anjali’s new neighbor comes from Goa.
- Your cat’s fur is very soft.

We also use’s with organizations or companies.

- Barclay’s head office has been evacuated!
- The Council’s new leader is a woman.

- **Plural nouns with ’s**
  - If the noun is plural, we often put the ‘after the s.
    - The two girls’ 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 ‘after the apostrophe.
    - I saw Devdas’ bicycle outside Lalit’s house.

- **Of with ’s**
  - We do not usually use’s with inanimate objects. Instead, we use an of phrase or two nouns.
    - The centre of the town is very congested in summer. = The town centre is very congested in summer.

- **Two nouns without ’s**
  - We generally use two nouns together (without ‘s) if we are talking about a component part of something, or what something is generally used for.
    - I need some new dinner plates.
    - The window frames were painted white

- **Double genitive (of + ...’s)**
  - We often use an of phrase with an ‘s specially if we use the indefinite article or a demonstrative.
    - That was a friend of Hassan’s
    - I found those books of your uncle’s on the shelf.

- **Measures**
  - We often use the ‘s when we are talking about duration, or value or distance in terms of time.
    - I would really like a week’s holiday.
    - Leave now, without a moment’s delay!
    - Last year’s salary was less than the year before.
    - The school is about ten minute’s drive from here.
  - We also use ‘s worth to say how much we pay for something.
    - The stall-holder sold us ten rupees’ worth of sweets.
 Gujarati 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. (✗)

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.
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".

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**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. Baring 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.

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**Writing an Essay**

a. **Paragraphs.**—Divide your essay into paragraphs. Write a fresh paragraph on each point in the plan.

b. **Structure.**—Divide the essay into three parts— the introduction, the body and the conclusion.

1. **Presentation.**—The essay should be clear as well as brief. Let it be interesting as well as to the point. It should be natural and the style should not be the imitation of any author’s style. Say what you want to say as tersely as is consistent with making your meaning clear. It should be simple and direct. Use simple words and short sentences. It should be an educative one.

2. **Check List.**—After writing an essay, check with the following check lists.

**Content**

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

**Structure**

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

**Purpose**

1. Is the purpose clear?
2. Does my point of view emerge clearly?
3. Do my ideas support the purpose?
Language
1. Have I joined sentences grammatically?
2. Are my tenses right?
3. Have I used linked connectors to make my writing cohesive?
4. Have I used appropriate words to convey my thoughts?

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