



GRADE 8

ENGLISH OLYMPIAD

Official Guide

 *International*
Olympiad
Foundation

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Noun

This part of a speech refers to words that are used to name persons, things, animals, places, ideas, or events. Nouns are the simplest among the 8 parts of speech, which is why they are the first ones taught to students in primary school.

Example: *'Tom Hanks'* is very versatile.

(The italicized noun refers to a name of a person.)

Dogs can be extremely cute.

(In this example, the italicized word is considered a noun because it names an animal.)

It is my birthday.

(The word "birthday" is a noun which refers to an event.)

Types of Noun

There are different types of nouns namely:

Proper Noun: Proper nouns always start with a capital letter and refer to specific names of persons, places, or things.

Example: Volkswagen Beetle, Shakey's Pizza, Game of Thrones

Common Noun: Common nouns are the opposites of proper nouns. These are just generic names of persons, things, or places.

Example: car, pizza parlor, TV series

Concrete Noun: This kind refers to nouns which you can perceive through your five senses.

Example: folder, sand, board

Abstract Noun: Unlike concrete nouns, abstract nouns are those which you can't perceive through your five senses.

Example: happiness, grudge, bravery

Count Noun: It refers to anything that is countable, and has a singular and plural form.

Example: kitten, video, ball

Mass Noun: This is the opposite of count nouns. Mass nouns are also called non-countable nouns, and they need to have "counters" to quantify them.

Example of Counters: kilo, cup, meter

Example of Mass Nouns: rice, flour, garter

Collective Noun: Refers to a group of persons, animals, or things.

Example: Faculty (group of teachers), class (group of students), pride (group of lions)

Practice Exercises

I. Fill in the blanks with the correct option.

1. There was a robbery at the ABC Bank. The thief ran off with a large _____ of cash.
(a) pod (b) deck
(c) bundle (d) none of these
2. For Christmas, I received in the mail a small _____ from my cousin. She sent me a woolen scarf.
(a) deck (b) parcel
(c) crowd (d) none of these
3. There was a _____ of cars on the road.
(a) fleet (b) nest
(c) swarm (d) none of these
4. The man never cleaned his office. He left a _____ of files and papers on his desk.
(a) army (b) archipelago
(c) stack (d) none of these
5. My friend's cat had a _____ of kittens on the weekend.
(a) gaggle (b) litter
(c) swarm (d) none of these
6. On Sunday, I went to Stanley Park and saw a _____ of dolphins in Lost Lagoon.
(a) drove (b) school
(c) brood (d) none of these
7. At the library, there is a _____ of useful educational resources, such as: books, audio tapes, dictionaries, computers, etc.
(a) host (b) litter
(c) nest (d) none of these
8. I was attacked by a _____ of bees.
(a) swarm (b) deck
(c) package (d) none of these
9. On the ferry ride from Victoria, I saw a _____ of whales in the ocean.
(a) bundle (b) pack
(c) pod (d) none of these
10. On a clear summer night you can see a _____ of stars.
(a) galaxy (b) school
(c) pod (d) none of these
11. A _____ of geese was heard a mile away.
(a) litter (b) herd
(c) gaggle (d) none of these
12. A _____ of children ran around in the classroom.
(a) nest (b) bundle
(c) group (d) none of these
13. The boy saw a _____ of sheep grazing in the fields.
(a) bevy (b) flock
(c) swarm (d) none of these
14. I love hiking in the spring because the mountains are covered with a _____ of wild flowers.
(a) bed (b) nest
(c) deck (d) none of these
15. Last Sunday, I went with my friends to the park. We had to eat our lunch quickly because an _____ of ants attacked our food.
(a) army (b) crowd
(c) bevy (d) none of these
16. On a stormy night you could hear the howling of a _____ of wolves.
(a) pack (b) bevy
(c) swarm (d) none of these
17. A _____ of cows was transported to a farm in Texas for slaughter.
(a) pod (b) herd
(c) pack (d) none of these
18. I was so happy to see a _____ of quails on the country road.
(a) crowd (b) archipelago
(c) bevy (d) none of these
19. There was a _____ of visitors in the Vancouver Art Gallery on Sunday.
(a) crowd (b) nest
(c) school (d) none of these

20. My sister in Sweden took me on a boat cruise to see the famous _____. It is a group of small islands.
- (a) archipelago (b) horde
(c) pack (d) none of these

II. Choose the correct option to answer the following question:

1. What is a noun?
 - (a) A noun is a groups of people in the community.
 - (b) A noun is a word or a group of words that represent a person, a place, a thing or activity, or a quality or idea.
 - (c) A noun represent as the states of action.
 - (d) A noun is an adverb.
2. That boy is my brother represents the example for a
 - (a) Collective noun (b) Abstract noun.
 - (c) Proper noun. (d) Countable noun
3. All these are types of nouns except
 - (a) Mass noun (b) Concrete noun
 - (c) Gender noun (d) Common noun
4. Concrete noun can be described as
 - (a) A noun that has no plural form and cannot be used with numerical values.
 - (b) A noun which names anything (or anyone) that you can perceive through your physical senses; touch, sight, taste, hearing or smell.
 - (c) A noun referring to a person place, or thing in a general sense.
 - (d) A noun referring to a particular unique person, place, animal, etc.
5. A noun that denotes an action idea quality or state is called
 - (a) Abstract noun (b) Proper noun
 - (c) Common noun (d) Uncountable noun
6. Nouns can be classified into different main functions except
 - (a) Subject of a sentence
 - (b) Direct object of a verb
 - (c) Indirect object of a verb
 - (d) Vocatives
7. A subject of a sentence is
 - (a) The element in the sentence with which the verb has grammatical agreement.
 - (b) The action of the verb to the direct object.
 - (c) Functions as the receiver of the action.
 - (d) The beneficiary of the action.
8. Some nouns functions as the object of prepositions. An object of a preposition indicate location, direction and
 - (a) Possessive noun (b) Time
 - (c) Place (d) Purpose
9. The sentence, the house is empty, represents
 - (a) The element in the sentence with which the verb has grammatical agreement.
 - (b) Common noun as the subject agreement in a sentence.
 - (c) The use of verb with a singular subject.
 - (d) The main characteristic of proper noun in a sentence.
10. Many English nouns would change form depending on their gender. An unmarried man is called a "bachelor" while an unmarried woman is called a
 - (a) Freethinker (b) Spinster
 - (c) Emperor (d) Countess

Answer Key

I.	1.	(c)	2.	(b)	3.	(a)	4.	(c)	5.	(b)
	6.	(b)	7.	(a)	8.	(a)	9.	(c)	10.	(a)
	11.	(c)	12.	(c)	13.	(b)	14.	(a)	15.	(a)
	16.	(a)	17.	(b)	18.	(c)	19.	(a)	20.	(a)
II.	1.	(b)	2.	(d)	3.	(c)	4.	(b)	5.	(a)
	6.	(d)	7.	(a)	8.	(d)	9.	(c)	10.	(b)

Pronoun

A pronoun is a word that replaces a noun in a sentence. Pronouns are used so that our language is not cumbersome with the same nouns being repeated over and over in a paragraph. Some examples of pronouns include: I, me, mine, myself, she, her, hers, herself, we, us, ours and ourselves. You may have noticed that they tend to come in sets of four, all referring to the same person, group or thing:

He, him, his and himself, for example, all refer to a male person or something belonging to him.

They, them, theirs and themselves all refer to a group or something belonging to a group, and so on.

The truth is that there are many different types of pronouns, each serving a different purpose in a sentence.

Types of Pronoun

There are five types of pronoun:

1. Personal Pronoun
2. Possessive Pronoun
3. Reflexive Pronoun
4. Relative Pronoun
5. Demonstrative Pronoun

Personal Pronoun

Personal pronoun describes the person speaking (I, me, we, us), the person spoken to (you), or the person or thing spoken about (he, she, it, they, him, her, them).

Example: 'He' helps poor.

The pronoun "he" in above sentence describes a person who helps poor.

Uses of Personal Pronoun

Number	Person	Personal Pronoun	
		Subject	Object
Singular	1st Person	I	Me
	2nd Person	You	You
	3rd Person	He, She, It	Him, Her, It
Plural	1st Person	We	Us
	2nd Person	You	You
	3rd Person	They	Them

Example: 'She' is intelligent.

'They' are playing chess.

'He' sent 'me' a letter.
 'It' is raining.
 'We' love our country.
 The teacher appreciated 'them.'
 'I' met 'him' yesterday.
 'He' gave 'her' a gift.
 Did 'you' go home?

Possessive Pronoun

Possessive pronoun indicates close possession or ownership or relationship of a thing/person to another thing/person. For e.g. yours, mine, his, hers, ours, theirs, hers.

Example: This book is 'mine.'

The pronoun 'mine' describes the relationship between the book and a person (me) who possesses this book or who is the owner of this book.

Number	Person	Possessive Pronoun
Singular	1st Person	Mine
	2nd Person	Yours
	3rd Person	Hers, his, its
Plural	1st Person	Ours
	2nd Person	Yours
	3rd Person	Theirs

Example: That car is 'hers.'

Your book is old. 'Mine' is new.

The pen on the table is 'mine.'

The smallest cup is 'yours.'

The voice is 'hers.'

The car is 'ours' not 'theirs.'

I have lost my camera. May I use 'yours'?

They received your letter. Did you receive 'theirs'?

NOTE:

Possessive adjectives (my, her, your) may be confused with possessive pronouns. Possessive adjective modifies noun in terms of possession. Both possessive adjective and possessive pronoun show possession or ownership, but possessive adjective is used (with noun) to modify the noun while possessive pronoun is used instead (in place of) a noun.

Example: This is 'my' book. (Possessive adjective: 'my' modifies the noun 'book')
 This book is 'mine'. (Possessive pronoun: 'mine' is used instead of noun "to whom the book belongs")

Reflexive Pronoun

Reflexive pronoun describes noun when a subject's action affects the subject itself. For e.g., himself, yourself, herself, ourselves, themselves, itself are reflexive pronouns.

Reflexive pronouns always act as objects not subjects, and they require an interaction between the subject and an object.

Number	Person	Subject	Reflexive Pronoun
Singular	1st Person	I	Myself
	2nd Person	You	Yourself
	3rd Person	He, she, it	Himself, Herself, Itself
Plural	1st Person	We	Ourselves
	2nd Person	You	Yourselves
	3rd Person	They	Themselves

Example: I looked at 'myself' in the mirror.
 You should think about 'yourself.'
 They prepared 'themselves' for the competition.
 She pleases 'herself' by thinking that she will win the prize.
 He bought a car for 'himself.'
 He locked 'himself' in the room.
 He who loves only 'himself' is a selfish.

Intensive Pronoun

Reflexive pronoun can also be used to give more emphasis on subject or object. If a reflexive pronoun is used to give more emphasis on a subject or an object, it is called "Intensive Pronoun". Usage and function of intensive pronoun are different from those of reflexive pronoun.

For example, she 'herself' started to think about herself.

In the above sentence, the first "herself" is used as intensive pronoun while the second "herself" is used as reflexive pronoun.

See the following examples of intensive pronouns.

Example: I did it 'myself.' OR I 'myself' did it.
 She 'herself' washed the clothes.
 He 'himself' decided to go to New York.
 She 'herself' told me.

Reciprocal Pronouns

Reciprocal Pronouns are used when each of two or more subjects reciprocate to the other.

OR

Reciprocal pronouns are used when two subjects act in a same way towards each other, or, more subjects act in the same way to one another.

For example, 'A loves B and B loves A.' Instead, we can say that 'A and B love each other.'

There are two reciprocal pronouns: Each other, One another

Example: John and Marry are talking to 'each other.'

The students gave cards to 'one another.'

The people helped 'one another' in the hospital.

Two boys were pushing 'each other.'

The car and the bus collided with 'each other.'

The students in the class greeted 'one another.'

Relative Pronouns

Relative Pronoun describes a noun, which is mentioned before and more information is to be given about it.

OR

Relative pronoun is a pronoun which joins relative clauses and relative sentences.

For example, 'It is the person, who helped her.'

In this sentence, the word "who" is a relative pronoun, which refers to the noun (the person) which is already mentioned in the beginning of the sentence (It is the person) and more information (he helped her) is given after using a relative pronoun (who) for the noun (the person). Similarly, in the above sentence, the pronoun "who" joins two clauses which are "it is the person" and "who helped her".

The most commonly used five relative pronouns are 'who, whom, whose, which', that:

"Who" is for subject and "whom" is used for object. "who" and "whom" are used for people.

"Whose" is used to show possession and can be used for both people and things.

"Which" is used for things.

"That" is used for people and things.

Example: It is the girl 'who' got first position in class.

The man 'whom' I met yesterday is a nice person.

It is the planning 'that' makes succeed.

The boy 'who' is laughing is my friend.

It is the boy 'whose' father is doctor.

The car 'which' I like is red.

Demonstrative Pronoun

Demonstrative pronoun is a pronoun that points to a thing or things. For e.g., this, that, these, those, none, neither. These pronouns point to thing or things in short distance/time or long distance/time.

Short distance or time: This, these

Long distance or time: That, those

Demonstrative pronouns “this and that” are used for singular thing while “these or those” are used for plural things.

- Example:* ‘This’ is black.
‘That’ is heavy.
Can you see ‘these’?
Do you like ‘this’?
John brought ‘these.’
‘Those’ look attractive.
Have you tried ‘this’?

Practice Exercises

I. Fill in the blanks with correct pronoun in each sentence.

1. Gary's mom asked _____ to clean the garage.
 (a) he (b) him
 (c) her (d) his
2. A student at an all boys high school should be on _____ best behavior.
 (a) their (b) his
 (c) him (d) her
3. Neither Mary nor _____ knew why the store was closed.
 (a) I (b) me
 (c) his (d) her
4. After school you and _____ must discuss a few things.
 (a) I (b) me
 (c) him (d) her
5. Everyone at the table has eaten _____ lunch earlier.
 (a) his or her (b) their
 (c) me (d) its
6. My nephew was crying and needed _____ diaper changed.
 (a) his (b) their
 (c) him (d) her

II. Find out the pronoun(s) in each sentence and choose the correct option.

1. My son dropped his bottle on the ground.
 (a) son (b) his
 (c) my (d) none of these
2. The girls standing under the tree are eating their lunch.
 (a) girls (b) tree
 (c) their (d) none of these
3. When I looked over at him, I noticed that he was reading a book.

- (a) I (b) he
 (c) him (d) none of these
4. The guys ate all of their pizzas.
 (a) guys (b) their
 (c) pizzas (d) none of these
5. Grandma is waiting for her shawl.
 (a) grandma (b) her
 (c) waiting (d) none of these
6. Neither him nor I knew the right answer.
 (a) him (b) I
 (c) answer (d) none of these
7. Why don't you go outside?
 (a) you (b) outside
 (c) go (d) none of these
8. Take me with you.
 (a) me (b) take
 (c) you (d) none of these
9. I like running fast.
 (a) I (b) run
 (c) run (d) none of these
10. What are you eating now?
 (a) you (b) eating
 (c) what (d) none of these

III. Fill in the blank with the right pronoun.

1. Did he see _____?
 (a) us (b) we
 (c) she (d) i
2. I took the bag from _____.
 (a) him (b) they
 (c) his (d) hers
3. My brother and _____ went to the park?
 (a) I (b) us
 (c) our (d) me
4. What did _____ do about the car?
 (a) them (b) they
 (c) us (d) he

5. What did ____ say about the work?
 (a) she (b) me
 (c) their (d) him
 6. Where will ____ go from here?
 (a) you (b) us
 (c) our (d) their
 7. Can ____ talk for a minute?
 (a) we (b) us
 (c) him (d) me
 8. Is this house ____?
 (a) theirs (b) them
 (c) him (d) me
 9. Why don't ____ have a seat?
 (a) you (b) us
 (c) her (d) them
 10. Is that cup ____?
 (a) his (b) him
 (c) my (d) our
4. I hope you will enjoy ____ at the re-union party this weekend because I won't be able to be there ____.
 (a) you / myself (b) yourself / mine
 (c) yours / oneself (d) yourself / myself
 (e) you / me
 5. We decided to do all the cooking ____ instead of hiring a catering company for the party.
 (a) of our own (b) oneself
 (c) by ourselves (d) ours
 (e) each other
 6. Thousands of children nowadays prefer doing ____ homework with a background of pop-music to doing ____ in a quiet room.
 (a) theirs / them (b) his / its
 (c) them / it's (d) they / them
 (e) their / it
 7. You and ____ brother need to take time to prepare ____ for the long journey which will start next month.
 (a) his / yourself (b) yours / ourselves
 (c) their / you (d) your / yourselves
 (e) her / by themselves
 8. The students watched each gesture of ____ as if their teacher were a stranger.
 (a) them (b) hers
 (c) him (d) her
 (e) himself
 9. Trademarks enable a company to distinguish ____ products from ____ of another company.
 (a) their / it (b) it / that
 (c) our / this (d) its / those
 (e) my / these
 10. ____ cannot see through translucent materials, but light can pass through ____.
 (a) We / it (b) Anything / their
 (c) One / them (d) No one / its
 (e) Everyone / their

IV. Choose the appropriate option to complete the sentences.

1. We all told the boss that we wanted to have ____ salaries paid in advance but he just ignored ____.
 (a) ours / it (b) his / we
 (c) their / our (d) we / his
 (e) our / us
2. When the man asked me how I had got ____ address, I told him that I was given it by a relative of ____.
 (a) my / me (b) his / his
 (c) mine / his (d) his / him
 (e) him / him
3. Although ____ in the room seemed to follow ____ said by the speaker, he never intended to simplify his language.
 (a) no one / anything
 (b) anybody / anything
 (c) nobody / nothing
 (d) anyone / nothing
 (e) someone / something

Answer Key

I.	1.	(b)	2.	(b)	3.	(a)	4.	(a)	5.	(b)
	6.	(a)								
II.	1.	(b)	2.	(c)	3.	(b)	4.	(b)	5.	(b)
	6.	(b)	7.	(a)	8.	(c)	9.	(a)	10.	(a)
III.	1.	(a)	2.	(a)	3.	(a)	4.	(b)	5.	(a)
	6.	(a)	7.	(a)	8.	(a)	9.	(a)	10.	(a)
IV.	1.	(e)	2.	(b)	3.	(a)	4.	(d)	5.	(c)
	6.	(e)	7.	(d)	8.	(b)	9.	(d)	10.	(c)

Adjectives

Adjectives are words that are used to describe (what kind of?) nouns and pronouns and to quantify (how much of?) and identify (which one?) them. In a nutshell, adjectives define nouns and give them characteristics to differentiate them from other nouns.

Example: He was wearing a blue shirt.

(Here 'blue' is an adjective as it is describing the noun 'shirt' by answering the question 'what kind of shirt?')

There are seven rooms in the house.

(Here 'Seven' is also an adjective as it's telling the quantity/the number of the noun 'rooms', answering the question 'how many rooms?')

Types of Adjective

There are different types of adjectives based upon their effect on a noun and what do they tell about the noun. There are five categories of adjectives

Adjective of Quality

These adjectives are used to describe the nature of a noun. They give an idea about the characteristics of the noun by answering the question 'what kind'. For e.g., Honest, Kind, Large, Bulky, Beautiful, Ugly, etc.

Example: New-Delhi is a 'large' city with many historical monuments.

Sheila is a 'beautiful' woman.

Adjective of Quantity

These adjectives help to show the amount or the approximate amount of the noun or pronoun. These adjectives do not provide exact numbers; rather they tell us the amount of the noun in relative or whole terms. For e.g., All, Half, Many, Few, Little, No, Enough, Great, etc.

Example: They have finished most of the rice.

Many people came to visit the fair.

Adjective of Number

These adjectives are used to show the number of nouns and their place in an order. There are three different sections within adjectives of number; they are:

Definite Numeral Adjective

Those which clearly denote an exact number of nouns or the order of the noun.

One, Two, Twenty, Thirty-Three etc. also known as Cardinals.

First, Second, Third, Seventh etc. also known as Ordinals.

Indefinite Numeral Adjective

Those adjectives that do not give an exact numerical amount but just give a general idea of the amount. For e.g., Some, Many, Few, Any, Several, All, etc.

Example: There were 'many' people present at the meeting.

Distributive Numeral Adjective

Those adjectives that are used to refer to individual nouns within the whole amount. For e.g., Either, Neither, Each, Another, Other, etc.

Example: Taxes have to be paid by 'every' employed citizen.

Demonstrative Adjective

These adjectives are used to point out or indicate a particular noun or pronoun using the adjectives - This, That, These and Those.

Example: 'That' bag belongs to Neil.

Try using 'this' paintbrush in art class.

I really like 'those' shoes.

'These' flowers are lovely.

Interrogative Adjective

These adjectives are used to ask questions about nouns or in relation to nouns; they are - Where, What, Which and Whose.

Example: 'Where' did he say he was going?

'What' assignment did I miss out on?

'Which' is your favourite author?

'Whose' pen is this?

Coordinate and Non-coordinate Adjectives

In some instances, we find that we need to use more than one adjective to describe a noun in a satisfactory manner. In these cases, commas are used to separate the adjectives but some series of adjectives do not require a comma. Therefore, we need to know the difference between Coordinate and Non-coordinate Adjectives.

Coordinate Adjectives are those words which can be re-arranged in the series easily and are still grammatically sound. This kind of series makes use of commas. This series can also insert 'and' between them and still be correct.

Example: She was a kind, generous, loving human being.

She was a generous, loving, kind human being.

She was a loving, kind and generous human being.

Here, we can see that all three sentences are grammatically correct. In this case, the adjectives only need to be separated by commas.

Non-coordinate Adjectives are those adjectives, which cannot be rearranged in the series. These do not use commas to separate the adjectives. Also, this kind of series do not make sense if we insert 'and' between them.

She has two energetic playful dogs. (Correct)

She has playful two energetic dogs. (Incorrect)

She has energetic and playful and two dogs. (Incorrect)

Here, we see that only the first sentence makes sense and is grammatically correct. The second and third ones are incorrect. Hence, the sentence uses non-coordinate adjectives and does not need commas. There are certain rules regarding the placement of different kinds of adjectives in a sentence. The general order followed is -

Determiners

These are the various articles (the, a, an), demonstratives (this, that, these, those), possessives (my, mine, your, yours, -'s), quantifiers (all, many, etc.), numerals (one, twenty, thirty-seven, etc.) and distributives (each, every, neither, either)

Example: The house

Observations/Quantity and Opinion

Then come the adjectives that give a quantity (also known as post-determiners) and subjective opinion to the noun, telling 'how much' and 'how was' the noun. For e.g., Few, Most, One, Three/ Beautiful, Ugly, Difficult, etc.

Example: The beautiful house.

Size

The position after Observations is for the adjectives that tell about the size of the noun, they can be used for an object as well as living thing. For e.g., Huge, Little, Bulky, Thin, Vast, Tiny, Lean, etc

Example: The beautiful little house.

Age

Then is the turn of the Adjectives that tell about the age of a noun either by itself or in relation to another noun. For e.g., Young, Old, Teenage, Mature, Recent, Bygone, etc.

Example: The beautiful little old house.

Shape

Next are the adjectives that tell about the shape or appearance of the noun. For e.g., Circular, Crooked, Triangular, Oval, Wavy, Straight, etc.

Example: The beautiful little old square house.

Colour

After that are the adjectives that tell the shade and hue of a noun. For e.g., Pastel, Red, Blue, Metallic, Colourless, Translucent, etc.

Example: The beautiful square blue coloured house.

Origin

Next are the adjectives that show the different geographical locations associated with a noun. For e.g., Southern, Northern, Lunar, Mexican, French, etc.

Example: The beautiful blue coloured Mexican house.

Material

Next are the adjectives that talk about the raw material or texture of the objects or the behaviour of the living nouns. For e.g., Wooden, Plastic, Steely, Metallic, Cottony, etc.

Example: The beautiful Mexican limestone house.

Qualifier

Lastly, the qualifier or the grammatical modifier comes, which is an additional word or phrase provided to change the meaning of the noun in a sentence. For e.g., Pink + eye, Royal + treatment, Hot + fudge etc.

Example: The beautiful Mexican limestone doll house.

Practice Exercises

I. Fill in the blanks with the correct option:

- Generally, girls are _____ than boys.
(a) talkative (b) more talkative
(c) most talkative (d) none of these
- Cricket is an _____ game.
(a) exciting (b) excitinger
(c) excitengest (d) none of these
- Arpita is looking _____ in this dress.
(a) gorgeous (b) gorgeousest
(c) gorgeouser (d) none of these
- She has a very _____ voice.
(a) sour (b) bitter
(c) sweet (d) none of these
- Diamond is the _____ natural material.
(a) hard (b) harder
(c) hardest (d) none of these
- This exercise is quite _____.
(a) more simple (b) most simple
(c) simple (d) none of these
- Rohan is a _____ boy.
(a) trustworthy (b) trustworthier
(c) trustworthest (d) none of these
- The entire staff of the hotel we stayed at was very _____.
(a) friendly (b) friendlier
(c) friendliest (d) none of these
- You are getting _____ all the time!
(a) gooder (b) goodest
(c) better (d) none of these
- Your efforts to accomplish this project are _____.
(a) outstandinger (b) outstandingest
(c) outstanding (d) none of these
- Mr. Sharma felt very _____ when his son failed the final examination.
(a) more disappointed
(b) most disappointed
(c) disappointed
(d) none of these
- I feel _____ on Sundays.
(a) relaxed (b) relaxing
(c) relaxful (d) none of these
- Rohan felt _____ when his manager shouted at him in front of his juniors.
(a) proud (b) honoured
(c) ashamed (d) none of these
- He is _____ so he avoids being photographed.
(a) bashful (b) confident
(c) bold (d) none of these
- It is always _____ to seek the advice of your elders in difficult times.
(a) beneficial (b) useless
(c) necessity (d) none of these
- We had a _____ time at the alumni meet.
(a) least (b) great
(c) cool (d) none of these
- John is very _____ about his wedding.
(a) excited
(a) boring
(a) interesting
- He doesn't seem _____ in your offer.
(a) interested (b) interesting
(c) exciting (d) none of these
- The news of her death _____ us.
(a) stunning (b) stunned
(c) stunded (d) none of these

II. Fill in the blanks with the correct option:

- My elder brother is 25, he still feels _____ when he sees cockroach.
(a) frightender (b) frightened
(c) frightendest (d) none of these

Answer Key

I.	1.	(b)	2.	(a)	3.	(a)	4.	(c)	5.	(c)
	6.	(c)	7.	(a)	8.	(a)	9.	(c)	10.	(c)
II.	1.	(b)	2.	(c)	3.	(a)	4.	(c)	5.	(a)
	6.	(a)	7.	(b)	8.	(b)	9.	(a)	10.	(b)

Articles

An article is a word used to modify a noun, which is a person, place, object, or idea. Technically, an article is an adjective, which is any word that modifies a noun. Usually adjectives modify nouns through description, but articles are used instead to point out or refer to nouns.

Types of Article

There are two different types of articles that we use in writing and conversation to point out or refer to a noun or group of nouns: definite and indefinite articles.

Definite Articles

Let's begin by looking at the definite article. This article is the word 'the', and it refers directly to a specific noun or groups of nouns.

Example: 'the' freckles on my face
'the' alligator in the pond
'the' breakfast burrito on my plate

Each noun or group of nouns being referred to - in these cases, freckles, alligator, and breakfast burrito is direct and specific.

Indefinite Articles

Indefinite articles are the words 'a' and 'an'. Each of these articles is used to refer to a noun, but the noun being referred to is not a specific person, place, object, or idea. It can be any noun from a group of nouns.

Example: 'a' Mercedes from the car lot
'an' event in history

In each case, the noun is not specific. The Mercedes could be any Mercedes car available for purchase, and the event could be any event in the history of the world.

Usage of Indefinite Article

Properly using a definite article is fairly straightforward, but it can be tricky when you are trying to figure out which indefinite article to use. The article choice depends on the sound at the beginning of the noun that is being modified. There is a quick and easy way to remember this.

☞ If the noun that comes after the article begins with a vowel sound, the appropriate indefinite article to use is 'an.' A vowel sound is a sound that is created by any vowel in the English language: 'a,' 'e,' 'i,' 'o,' 'u,' and sometimes 'y' if it makes an 'e' or 'i' sound.

'an' advertisement on the radio (this noun begins with 'a,' which is a vowel)

Example: A boy, a cat, a dog, a fight, a gym, a horse, a joke, a kite, a lion, a mirror, a noise, a pin, a quilt, etc.

An apple, an elephant, an idiot, an orange, an umbrella, etc.

☞ Note here that the usage is on the basis of sound and not on that of the letter the word starts with.

Example: 'An hour'

'An honest man'

'A one eyed dog'

☞ The words 'hour' and 'honest' both begin with a vowel sound, as the consonant 'h' is not pronounced. Similarly, the word 'one' begins with the consonant sound of 'w' and hence is written as 'a one eyed dog', not 'an one eyed dog'.

☞ Also, remember that we use 'a' and 'an' only before a singular noun. We can't use 'a' and 'an' before a plural noun.

Example: A book - correct

A books - incorrect

An egg - correct

An eggs - incorrect

☞ Tips to remember the differences in a nutshell

a + singular noun beginning with a consonant : a bag, a pen, etc.

an + singular noun beginning with a vowel: an egg, an orphan, etc.

a + singular noun beginning with a consonant sound: a user (sounds like 'yoo-zer,' i.e., gives a 'y' sound, so 'a' is used), a university, a European, etc.

an + nouns starting with silent 'h': an hour, an honest man, etc.

NOTE:

☞ These rules also apply in Acronyms.

For example:

☞ He is 'a' DU (Delhi University) student.

☞ He is 'an' IIT (Indian Institute of Technology) graduate.

☞ The rule also applies when acronyms start with consonant letters but have vowel sounds.

For example:

☞ She is 'an' MBA (Master of Business Administration).

☞ When/If the noun is modified by an adjective, the choice between 'a' and 'an' depends on the initial sound of the adjective that immediately follows the article.

For example:

'a' beautiful umbrella

'an' unusual situation

'a' European country (pronounced as 'yer-o-pi-an,' i.e., sounds like consonant 'y')

A/An is used to indicate membership in a group.

For example:

☞ I am a journalist. (I am a member of a large group of professionals known as journalists.)

☞ She is an Indian. (She is a member of the people from India, known as Indians.)

Difference between 'A' and 'The'

'The', as mentioned earlier, is used to give information about particular or known nouns. These are usually things that have been mentioned before or that the listener is familiar with. On the other hand, 'A' or 'an' is used to talk about things which are not particular. Usually, these are things that haven't been mentioned before or that the listener is unfamiliar with.

Example: I went to see a tattoo artist.

The tattoo artist has given me an appointment next week.

It is clear that, in the first sentence, the speaker did not go to see a particular tattoo artist. He/she went to see any tattoo artist and was speaking to a friend about the same. The tattoo artist, in this case, has either not been mentioned before or is not that important, and therefore, their identity is unknown.

Whereas in the second sentence, the speaker refers to the tattoo artist that had already been mentioned before. The identity is already known; therefore, "the" has been used to refer to the tattoo artist.

Usage of Definite article 'the'

☞ Count and Noncount Nouns

'The' can either be used with noncount nouns or the article can be omitted entirely. For example:

She liked to sail over the water. (Here, some specific body of water is being talked about.)

She liked to sail over water. (Here, no particular water is being talked about. It can refer to any water.)

'A'/'An' can be used only with single count nouns.

I need a bottle of juice.

I need an eraser.

☞ Use of 'the' in case of geography

There are some specific rules for using 'the' with geographical nouns.

☞ Do not use 'the' before:

names of most countries/territories: India, Brazil, Canada; however, the Netherlands, the Dominican Republic, the Philippines, the United States

names of cities, towns, or states: Toronto, Delhi, Sao Paolo

names of streets: Callowhill Drive, Park Avenue

names of lakes and bays: Lake Michigan, Lake Ontario; except while referring to a group of lakes the Great Lakes

names of mountains: Mount Everest, Mount Fuji except with ranges of mountains like the Andes or the Rockies or unusual names like the Matterhorn

names of continents: Asia, Europe

names of islands (Easter Island, Maui, Key West) except with island chains like the Andaman Islands, the Canary Islands

☞ Use 'the' before:

names of rivers, oceans and seas: the Ganga, the India Ocean

points on the globe: the Equator, the South Pole

geographical areas: the South East, the Asia Pacific

deserts, forests, gulfs, and peninsulas: the Kalahari, the Sunderbans

Where Articles are Not Used?

The usage of articles is one of the most confusing things to remember for many English learners. It is not always necessary to use articles everywhere. Our tip is to remember the cases where articles should not be used.

Do not use articles in the following cases:

- ☞ When you talk about things in general.

Example: I like birds.

(Here, the speaker wants to imply that he/she likes any bird in general, and not a specific type of a bird.)

- ☞ When talking about plural count nouns.

Example: Dogs make great pets.

(Here, you are not talking about one specific dog or one specific pet; you are talking about all dogs in general.)

- ☞ When talking about non-count nouns.

Example: I love music.

(Here, the speaker is saying that he enjoys music, in general – not any specific kind of music or song.)

- ☞ When talking about specific days or holidays, geography, companies, languages.

Example: I have bought candles for Diwali.

(Here, the speaker is talking about the candles he has bought to use on the day of Diwali.)

- ☞ When talking about Geography.

Articles are not used before countries, states, cities, towns, continents, single lakes, single mountains, etc.

Example: I live in Canada.

Mt. Rosa is part of the Alps mountain range.

(Here, Mt. Rosa is one mountain, whereas the Alps refer to a group of mountains.)

NOTE:

The United Arab Emirates, The Russian Federation, The People's Republic of China, The United Kingdom of Great Britain and Northern Ireland, The Dominion of Canada, etc., all contain articles because of the usage of common nouns such as kingdom, republic, states, united, dominion, emirates, etc.

The Netherlands, the Philippines, The Bahamas, The Maldives, etc. have 'the' before them due to the plural nature of the names of the countries.

The Ukraine, the Sudan, etc. are exceptions to all of these rules. It is perhaps, due to common use, or at least previous common use. There have been historical uses of articles before names of countries that don't fit into either category.

- ☞ When you talk about companies.

Example: Steve Jobs founded Apple.

I use Facebook every day.

(Here, the speaker is referring to companies like Apple and Facebook.)

☞ When you talk about languages.

Example: I speak Hindi.

(Here, the speaker is talking about the language Hindi.)

☞ When you talk about places, locations, streets.

Example: My house is located on Callowhill Drive.

I left my pen at home.

(Here, a street called Callowhill Drive and speaker's home are being talked about.)

☞ However, there are specific places that do need the use of an article.

Example: the bank, the hospital, the post office, the airport, the train station, the bus stop, etc.

☞ When you talk about sports and physical activities.

Example: I love to play cricket.

She enjoys dancing.

(Here, cricket and dancing are being talked about.)

☞ When there is a noun + number

Example: She is staying at the Hilton hotel in room 127.

The train to Montreal leaves from platform 9.

(Here, the nouns are followed by numbers; hence, no article is used.)

☞ When talking about academic subjects.

Example: I hate attending Mathematics classes.

(Here, the Mathematics classes are being discussed.)

A table to remember when or when not to use Articles

Article	Where to Use	Example
'A'/'An'	When mentioning something for the first time.	I went for a movie.
	When talking about something which belongs to a set of the same thing.	This is a pen.
	When talking about someone who belongs to a certain group.	She is an engineer.
	When talking about a certain kind of a thing.	I've have made a great movie.
	When wanting to say that someone is a certain kind of person.	She is a shy girl.

'The'	When talking about a particular thing.	The movie that I went for was fantastic.
	When talking about something that you are sure of.	I cleared the interview.
	When there is only one such thing.	I don't like to go out in the sun.
No article is used	When talking about something in general.	Swimming is a great physical activity.
	When talking about cities, countries, streets, sports, etc.	We visited France. we watched soccer together.

Practice Exercises

I. Fill in the blanks with the most suitable article.

- I want to buy laptop computer next week.
(a) A (b) An
(c) The (d) none of these
- Can you please go to grocery store on Fifth Street and buy 2 cartons of milk?
(a) A (b) An
(c) The (d) none of these
- Please meet me at the train station in hour from now.
(a) A (b) An
(c) The (d) none of these
- I like to watch tennis on television. It is very good game.
(a) A (b) An
(c) The (d) none of these
- My brother won an award for being best speller in our school.
(a) A (b) An
(c) The (d) none of these
- I couldn't believe my eyes when I saw elephant crossing the road in front of my school yesterday.
(a) A (b) An
(c) The (d) none of these
- Hello, my name is Bob! I have nothing to do tonight, so if you're not busy, would you like to watch movie or something with me?
(a) A (b) An
(c) The (d) none of these
- How much will it cost to go on holiday to Bali?

- (a) A (b) An
(c) The (d) none of these
- Can you please help me pick out birthday present for my father?
(a) A (b) An
(c) The (d) none of these
- President of the United States will be visiting Australia next week.
(a) A (b) An
(c) The (d) none of these

II. Fill in the blanks with a, an, the. Write (X) where no article is required.

- I need egg for this recipe, but we're out.
- I need milk for this recipe, but we're out.
- I need potato for this recipe, but we're out.
- Is that '8' or 'B'? I can't read it.
- Is that 'U' or 'O'? I can't read it.
- He is from European country, but I don't know which one.
- I enjoyed DVD you gave me for my birthday.
- If I were rich, I would buy apartment in Manhattan and house in Hawaii.
- Do you know name of her perfume?
- This school has great teachers.

Answer Key

I.	1.	(a)	2.	(c)	3.	(b)	4.	(a)	5.	(c)
	6.	(b)	7.	(a)	8.	(a)	9.	(a)	10.	(c)
II.	1.	an	2.	X	3.	a	4.	an,a	5.	a,an
	6.	a	7.	the	8.	an	9.	the	10.	X

Determiner

Determiners are words which come at the beginning of the noun phrase. They tell us whether the noun phrase is specific or general.

Types of Determiner

Determiners are either specific or general.

Specific Determiner

- The specific determiners are:
 - the definite article: the
 - possessives: my, your, his, her, its; our, their, whose
 - demonstratives: this, that, these, those
 - interrogatives: which
- ☞ We use a specific determiner when we believe the listener/reader knows exactly what we are referring to:

Example: Can you pass me 'the' salt please?
Look at 'those' lovely flowers.
Thank you very much for 'your' letter.
Whose coat is 'this'?

General Determiner

The general determiners are:

a; an; any; another; other; what

- ☞ When we are talking about things in general and the listener/reader does not know exactly what we are referring to, we can use an uncount noun or a plural noun with no determiner:

Example: Milk is very good for you. (= uncount noun)

- ☞ Health and education are very important. (= 2 uncount nouns)

Example: Girls normally do better in school than boys. (= plural nouns with no determiner)

- ☞ ... or you can use a singular noun with the indefinite article a or an:

Example: A woman was lifted to safety by a helicopter.
A man climbing nearby saw the accident.

- ☞ We use the general determiner any with a singular noun or an uncount noun when we are talking about all of those people or things:

Example: It's very easy. 'Any' child can do it. (= All children can do it)
With a full licence, you are allowed to drive 'any' car.
I like beef, lamb, pork—'any' meat.

☞ We use the general determiner *another* to talk about an additional person or thing:

☞ *Example:* Would you like 'another' glass of wine?

☞ The plural form of *another* is *other*:

☞ *Example:* I spoke to John, Helen and a few 'other' friends.

Quantifiers

We use quantifiers when we want to give someone information about the number of something: how much or how many.

Practice Exercises

I. Choose the appropriate quantifier to complete the following sentences.

- We have interviewed twenty candidates for the vacant position, but _____ of them was actually a good fit.
(a) most (b) neither
(c) much (d) none
(e) no
- Oakland is about to go bilingual, with two official languages, but _____ of them is English.
(a) both (b) none
(c) neither (d) either
(e) no
- On some computers there are keys which can have as many as five different functions _____.
(a) either (b) each
(c) none (d) every
(e) both
- _____ argument could move _____ man from this decision.
(a) No / either (b) Every / both
(c) No / neither (d) Each / all
(e) Each / both
- _____ Peter _____ Michael come here quite often but _____ of them gives us help.
(a) Both / and / either
(b) Neither / nor / both
(c) Both / and / neither
(d) Either / or / all
(e) Both / or / any
- He gave _____ of us advice about our present goals.
(a) every (b) each
(c) the whole (d) much
(e) no
- The Blues won the football match, but _____ players played well; In fact they _____ played quite badly.

- (a) each / each (b) neither of / both
(c) all / all (d) neither of the / all
(e) none of the / all
- There were _____ people on the beach, so we weren't completely alone.
(a) a few (b) fewer
(c) fewest (d) very little
(e) only a little
- The two brothers got up at 8:30 that day. _____ of them were tired, because _____ of them had slept well.
(a) Both / neither (b) Neither / neither
(c) Either / none (d) None / either
(e) All / both
- Everyone should have a check up with the dentist _____ six months.
(a) another (b) each
(c) every (d) all
(e) the whole

II. Fill in the blanks with a/an or some. If it isn't necessary to use any of the words, fill in X.

- I will give you _____ pen and _____ notebook.
- _____ house has windows.
- _____ house built of _____ stone is colder than one built of _____ brick.
- You write on _____ blackboard with _____ chalk.
- I want to listen to _____ music.
- _____ (S)sugar is sweet.
- There are usually _____ flowers in _____ garden.
- I want _____ milk and _____ piece of bread.
- Do you take _____ sugar in _____ tea?

10. There is _____ mud on my shoes.
11. Letters should be written in _____ ink.
12. _____ friend of mine bought _____ books today.
13. The coal mine gives us _____ coal.
14. _____ book on _____ mathematics is too difficult for him.
15. I put _____ butter into my soup.
16. _____ ring made of _____ gold costs more than one made of silver.
17. _____ good worker is never late for _____ work.
18. _____ (B)books are printed on _____ paper.
19. To eat _____ fruit is good for _____ health.
20. I take _____ cup of tea with _____ sugar.

Answer Key

I.	1.	(d)	2.	(c)	3.	(b)	4.	(a)	5.	(c)
	6.	(b)	7.	(e)	8.	(a)	9.	(a)	10.	(c)
II.	1.	a, a	2.	A	3.	A, x, x	4.	a, x	5.	x
	6.	x	7.	some	8.	x, a	9.	x, x	10.	some
	11.	x	12.	a, some	13.	x	14.	A, x	15.	some
	16.	A, x, x	17.	A, x	18.	x, x	19.	x, x	20.	a, x

Verbs

Verbs are words that express action or state of being.

Example: Write, Read, Act etc.

Types of Verb

There are three types of verbs; action verbs, linking verbs, and helping verbs.

Action Verb

Action verbs are words that express action (give, eat, walk, etc.) or possession (have, own, etc.). Action verbs can be either transitive or intransitive.

Transitive Verb

A transitive verb always has a noun that receives the action of the verb, called the direct object.

Example: Reena raises her hand.

The verb is 'raises.' 'Her hand' is the object receiving the verb's action. Therefore, 'raises' is a transitive verb.

Transitive verbs sometimes have indirect objects, which name the object to whom or for whom the action was done.

Example: Abdus gave Sonal the pencil.

The verb is 'gave.' The direct object is 'the pencil.' (What did he give? The pencil.)

The indirect object is 'Sonal.' (To whom did he give it? To Sonal.)

Intransitive Verb

An intransitive verb never has a direct or indirect object. Although an intransitive verb may be followed by an adverb or adverbial phrase, there is no object to receive its action.

Example: Reeta rises slowly from her seat.

The verb is 'rises.' The phrase, slowly from her seat, modifies the verb, but no object receives the action.

Transitive or Intransitive

To determine whether a verb is transitive or intransitive, follow these two steps:

Step 1. Find the verb in the sentence.

Example: 1. Dustin will lay down his book. What is the action? will lay

2. His book will lie there all day. What is the action? will lie

Step 1. Ask yourself, "What is receiving the action of the verb?" If there is a noun receiving the action of the verb, then the verb is transitive. If there is no direct object to receive the action, and if the verb does not make sense with a direct object, then it is intransitive.

Example: 1. Dustin will lay down his book.

Dustin will lay down what?his book.

Since the verb can take a direct object, it is transitive.

Example: 2. His book will lie there all day.

His book will lie what? nothing.

It does not make sense to 'lie something.' Since the verb has no direct object, it is intransitive.

Linking Verb

A linking verb connects the subject of a sentence to a noun or adjective that renames or describes the subject. This noun or adjective is called the subject complement.

Example: 1. Jason became a business major.

The verb, became, links the subject, Jason, to its complement, a business major.

2. Lisa is in love with Jason.

The verb, is, links the subject, Lisa, to the subject complement, in love with Jason (describing Lisa).

The most common linking verb is the verb to be in all of its forms (am, are, is, was, were, etc.). This verb may also be used as a helping verb (see next section). 'To become' and 'to seem' are always linking verbs. Other verbs may be linking verbs in some cases and action verbs in others:

to appear, to feel, to look, to remain, to stay, to taste, to continue, to grow, to prove, to sound, to smell, to turn

Example: Libby appeared happy. (Appeared links Libby to the subject complement, happy.)

Action- Deon suddenly appeared. (Here, appeared is an intransitive action verb.)

Helping Verb

Helping verbs are used before action or linking verbs to convey additional information regarding aspects of possibility (can, could, etc.) or time (was, did, has, etc.). The main verb with its accompanying helping verb is called a verb phrase.

Example: Tarun is (helping verb) going (main verb) to Florida.

The trip might (helping verb) be (main verb) dangerous.

The following words, called modals, always function as helping verbs: can, may, must, shall, will, could, might, ought to, should, would

Example: Tanya could learn to fly helicopters. (Could helps the main verb, learn.)

Janine will drive to Delhi tomorrow. (Will helps the main verb, drive.)

In addition, the following forms of the verbs to be, to do, and to have sometimes serve as helping verbs. (Note: In other cases, they may serve as action or linking verbs.)

am be being do had have was

are been did does has is were

Example: Jana 'is' moving to a new house. (Helping)

Jana 'is' ready to go. (Linking)

Dustin 'did' eat his vegetables! (Helping)

Dustin 'did' his homework last night. (transitive verb) Action

Practice Exercises

I. Fill in the blanks with the correct option.

- Have you ever ___ abroad?
(a) go (b) went
(c) to (d) been
- She's ___ a showing at the moment.
(a) taking (b) taken
(c) take (d) takes
- I always ___ before bed.
(a) reading (b) read
(c) to read (d) none of these
- He will ___ you later.
(a) to call (b) calls
(c) calling (d) call
- I don't know who ___ the chair.
(a) break (b) broke
(c) breaking (d) breaks
- We've all been ___ about you.
(a) to think (b) thought
(c) thinking (d) thinks
- Someone ___ moved my bag.
(a) have (b) having
(c) has (d) haves
- We ___ playing cards all afternoon.
(a) were (b) was
(c) be (d) is
- Those ___ the type I like.
(a) isn't (b) don't
(c) won't (d) aren't
- James asked me ___ him.
(a) to email (b) emailing
(c) emailed (d) email
- It's a really big assignment. I'm going to have to _____ in a lot of hard work.
(a) set (b) call
(c) put (d) get
- You'll need to be able to demonstrate this without any errors so if I were you I'd _____ in some practice beforehand.
(a) set (b) call
(c) come (d) get
- That's the usual company policy but it's not something that is _____ in stone.
(a) set (b) call
(c) put (d) get
- There are 120 applicants for every vacancy so it's not very easy to _____ in.
(a) call (b) get
(c) put (d) give
- I don't think I'll get the job but I decided to _____ in an application anyway.
(a) set (b) put
(c) come (d) call
- Things were going very badly so we decided to _____ in an outside consultant.
(a) give (b) take
(c) come (d) call
- The joint venture you are proposing is very interesting and we would really like to _____ in on it.
(a) set (b) come
(c) put (d) give
- I tried to resist his arguments but in the end I had to _____ in on that point.
(a) give (b) take
(c) be (d) get
- It's an excellent scheme and we would love to _____ in on it.
(a) bring (b) be
(c) cave (d) dig

II. Fill in the blanks with the correct option.

- He seems really competent but he's not. But he appears so assured that he'll _____ in a lot of people.
(a) set (b) take
(c) put (d) get

11. He will not respond well to pressure. Give him an ultimatum and he's likely to _____ in and refuse to negotiate.
(a) set (b) be
(c) put (d) dig
12. They held out for some time but eventually had to _____ in and admit defeat.
(a) set (b) take
(c) cave (d) get
13. When he took over, he decided to _____ in some outside consultants to look over the business.
(a) bring (b) be
(c) dig (d) give
14. It's too much for our present team so I'm going to _____ in some outside help.
(a) give (b) be
(c) come (d) get
15. The rest of the industry was prepared to agree to a minimum salary and we had to _____ in with what they wanted.
(a) fall (b) take
(c) put (d) get
16. It's time to get rid of the old team and _____ in some fresh ideas.
(a) set (b) be
(c) come (d) bring
17. I'm very unhappy with the service and I intend to _____ in a complaint.
(a) cave (b) take
(c) dig (d) put
18. I don't feel we can cope with this and I suggest we _____ in Judith to help us with this.
(a) come (b) give
(c) bring (d) be
19. The company was in serious financial trouble so they decided to _____ in the receivers.
(a) dig (b) take
(c) call (d) be
20. It seems a shame to call off the project after all the hard work you have _____ in.
(a) put (b) give
(c) cave (d) dig

Answer Key

I.	1.	(d)	2.	(a)	3.	(b)	4.	(d)	5.	(b)
	6.	(c)	7.	(c)	8.	(a)	9.	(d)	10.	(a)
II.	1.	(b)	2.	(c)	3.	(d)	4.	(a)	5.	(b)
	6.	(c)	7.	(d)	8.	(b)	9.	(a)	10.	(b)
	11.	(d)	12.	(c)	13.	(a)	14.	(d)	15.	(a)
	16.	(d)	17.	(d)	18.	(c)	19.	(c)	20.	(a)

Adverbs

An adverb is a word that is used to change or qualify the meaning of an adjective, a verb, a clause, another adverb.

Example: Saurabh runs *fast*.

Sarita works *slowly*.

Kinds of Adverb

Here you can see the basic kinds of adverbs.

Adverb of Manner

Adverbs of Manner tell us the manner or way in which something happens. They answer the question "how?" Adverbs of Manner mainly modify verbs.

Example: He speaks 'slowly'. (How does he speak?)

They helped us 'cheerfully'. (How did they help us?)

James Bond drives his cars 'fast'. (How does James Bond drive his cars?)

We normally use Adverbs of Manner with dynamic (action) verbs, not with stative or state verbs.

Correct: He ran 'fast'. She came 'quickly'. They worked 'happily'.

Incorrect: She looked 'beautifully'. It seems 'strangely'. They are 'happily'.

Adverb of Place

Adverbs of Place tell us the place where something happens. They answer the question "where?" Adverbs of Place mainly modify verbs.

Example: Please sit 'here'. (Where should I sit?)

They looked 'everywhere'. (Where did they look?)

Two cars were parked 'outside'. (Where were two cars parked?)

Adverb of Time

Adverbs of Time tell us about the time that something happens. Adverbs of Time mainly modify verbs. They can answer the question "when?":

Example: He came 'yesterday'. (When did he come?)

I want it 'now'. (When do I want it?)

Adverb of Frequency

Adverbs of Frequency tell us how often something happens. They answer the question 'how often'. They modify verbs.

Example: They deliver the newspaper 'daily'. (How often do they deliver the newspaper?)
We 'sometimes' watch a movie. (How often do we watch a movie?)

Adverb of Degree

Adverbs of Degree tell us the degree or extent to which something happens. They answer the question "how much?" or "to what degree?". Adverbs of Degree can modify verbs, adjectives and other adverbs.

Example: She 'entirely' agrees with him. (How much does she agree with him?)
Mary is 'very' beautiful. (To what degree is Mary beautiful? How beautiful is Mary?)
He drove 'quite' dangerously. (To what degree did he drive dangerously? How dangerously did he drive?)

Practice Exercises

I. Fill in the blanks with the correct option.

- _____ I met my childhood friend Meeta.
(a) Yesterday (b) Tomorrow
(c) This Sunday (d) none of these
- You need to run _____ to win this race.
(a) slow (b) steadily
(c) fast (d) none of these
- I won't say it _____.
(a) progressively (b) repeatedly
(c) necessarily (d) none of these
- Speak _____, I cannot hear you.
(a) loudly (b) slowly
(c) hardly (d) none of these
- You should _____ smoke as it is dangerous for your health.
(a) always (b) usually
(c) never (d) none of these
- We searched _____ but were unable to find her lost jewellery.
(a) nowhere (b) anywhere
(c) everywhere
- I hope to see you _____!
(a) soon (b) never
(c) random (d) none of these
- Deepak never dresses _____ for work
(a) formally (b) coolly
(c) dirtily (d) none of these
- The manager looked at me with an _____ expression when I reached late!
(a) sad (b) regret
(c) angry (d) none of these

II. Fill in the blanks with the most appropriate option.

- When my teacher talks too _____, it's difficult to understand him.
(a) quickly (b) quietly

- I always study _____ for a big test.
(a) goodly (b) hardly
(c) hard (d) none of these
- My dad used to shout _____ when he was angry.
(a) loudly (b) noise
(c) loud (d) none of these
- Please try to behave _____ when you meet my family.
(a) quickly (b) softly
(c) normally (d) none of these
- She did _____ in her tennis match last week. She won.
(a) bad (b) goodly
(c) well (d) none of these
- Please close the door _____ when you enter my room.
(a) stupidly (b) successfully
(c) gently (d) none of these
- I'm sitting _____ so I don't want to move.
(a) normally (b) comfortably
(c) quickly (d) none of these
- My husband sings _____ when he's in the shower. Even the neighbours can hear him.
(a) bigly (b) enthusiastically
(c) quietly (d) none of these
- She laughs _____ at my jokes.
(a) happily (b) well
(c) angrily (d) none of these
- Sometimes I need my teacher to talk more _____ so I can hear her better.
(a) loudly (b) successfully
(c) slowly (d) none of these

III. Fill in the blanks by selecting the best adverb of frequency from the given options.

1. Carlos is an excellent student. He _____ goes to class.
(a) always (b) usually
(c) sometimes (d) seldom
(e) never
2. I hate vegetables. I _____ eat carrots.
(a) always (b) usually
(c) sometimes (d) seldom
(e) never
3. Robert goes to the gym only two or three times a year. He _____ goes to the gym.
(a) always (b) never
(c) usually (d) seldom
4. Harold never leaves the college on Friday. He _____ eats at the cafeteria on Fridays.
(a) always (b) never
(c) seldom (d) none
5. Ms. Biethan is always in a good mood. She is _____ sad.
(a) always (b) usually
(c) seldom (d) none of these
6. Teresa is not a pleasant person. She is _____ in a bad mood.
(a) never (b) seldom
(c) always (d) none of these
7. My sister usually drives to work with a friend. She _____ drives alone.
(a) never (b) always
(c) usually (d) seldom
8. I never lend money to Curtis. He _____ pays me back.
(a) sometimes (b) always
(c) never (d) usually
9. Susan goes to the beach whenever she can. She _____ misses a chance to go to the ocean.
(a) never (b) always
(c) usually (d) none of these
10. It almost always rains in Seattle. The sun _____ shines there.
(a) always (b) usually
(c) seldom (d) none of these

Answer Key

I.	1.	(a)	2.	(c)	3.	(b)	4.	(a)	5.	(c)
	6.	(c)	7.	(a)	8.	(a)	9.	(c)		
II.	1.	(a)	2.	(c)	3.	(a)	4.	(c)	5.	(c)
	6.	(c)	7.	(b)	8.	(b)	9.	(a)	10.	(a)
III.	1.	(a)	2.	(e)	3.	(d)	4.	(a)	5.	(c)
	6.	(c)	7.	(d)	8.	(c)	9.	(a)	10.	(c)

Prepositions

A Preposition is:

1. a word governing, and usually preceding, a noun or pronoun and expressing a relation to another word or element in the clause, as in 'the man on the platform', 'she arrived after dinner', 'what did you do it for?'. (Oxford Dictionaries)
2. a word or group of words that is used with a noun, pronoun, or noun phrase to show direction, location, or time, or to introduce an object (Merriam Webster)

Kinds of Preposition

Prepositions are of five different kinds:

1. Simple preposition
2. Compound preposition
3. Double preposition
4. Participle preposition
5. Phrase preposition

Simple Prepositions

Simple prepositions are words like in, on, at, about, over, under, off, of, for, to, etc.

- Example:* She sat 'on' the sofa.
He is going 'to' the market.
He fell 'off' the ladder.
There is some water 'in' the bottle.
She is 'about' seven.
They sat 'around' the table.
The cat was hiding 'under' the bed.

Compound Prepositions

Compound prepositions are words like without, within, inside, outside, into, beneath, below, behind, between, etc.

- Example:* He fell 'into' the river.
She sat 'between' her kids.
He sat 'beside' her.
There is nothing 'inside' the jar.
The teacher stood 'behind' the desk.
The boy ran 'across' the road.

Double Prepositions

Double prepositions are words like outside of, out of, from behind, from beneath, etc.

Example: Suddenly he emerged 'from behind' the curtain.

He walked 'out of' the compound.

Participle Prepositions

Participle prepositions are words like concerning, notwithstanding, pending, considering, etc.

Example: There was little chance of success, 'notwithstanding' they decided to go ahead.

You did the job well, 'considering' your age and inexperience.

Phrase Prepositions

Phrase prepositions are phrases like because of, by means of, with regard to, on behalf of, instead of, on account of, in opposition to, for the sake of, etc.

Example: I am standing here 'on behalf of' my friends and colleagues.

The match was cancelled 'because of' the rain.

He succeeded 'by means of' perseverance.

Prepositions and Adverbs

There are some words, which can be used both as prepositions and as adverbs. If a word is used as a preposition, it will have a noun or pronoun as its object. Adverbs, on the other hand, do not have objects. They are used to modify a verb, adjective or another adverb.

Example: (i) She sat in the armchair. (In – preposition; armchair – object)

Please come in. (In – adverb; no object)

(ii) He stood before me. (Before – preposition; object – me)

I have seen him before. (Before – adverb; no object)

(iii) She put the book on the table. (On – preposition; object – the table)

Let's move on. (On – adverb; no object)

(iv) He will return after a month. (After – preposition; object – a month)

He came soon after. (After – adverb; no object)

Prepositional Phrase

A prepositional phrase is made up of a preposition and a noun phrase. We use prepositional phrases for many purposes,

- as adverbials of time and place:

Example: We will be back in a few days.

They drove to Glasgow

- as a postmodifier in a noun phrase:

Example: Helen is the girl in the red dress.

We've got a new television with a thirty one inch screen.

- to show who did something:

Example: The lion was killed by the hunter.
I saw a wonderful painting by Van Gogh.

- with double object verbs like give and get:

Example: We gave five pounds to the woman on the corner.
They got a drink for me.

- after certain verbs, nouns and adjectives:

Example: The book belongs to me.
I had an argument with my brother.
I feel sorry for you.

Practice Exercises

I. Choose the correct preposition from the options to complete each sentence.

- I wrote my homework assignment _____ Winston Churchill. The teacher loved it.
(a) with (b) about
(c) for (d) none of these
- I've lost my keys again. Help me look _____ them.
(a) at (b) to
(c) for (d) none of these
- I can't choose _____ these two types of pizza. They both sound great!
(a) between (b) of
(c) off (d) none of these
- It's cold today, stay _____ the house and keep warm.
(a) on (b) with
(c) inside (d) none of these
- The dog jumped _____ the table and ate my dinner.
(a) up (b) onto
(c) to (d) none of these
- The windows are so dirty! I can't see _____ them at all.
(a) through (b) in
(c) out
- There's a train station _____ the hotel. You can see it when you look out of the window.
(a) opposite (b) at
(c) out (d) none of these
- The post office is near here. Go _____ Gordon Road and it's on your right.
(a) inside (b) past
(c) with (d) none of these

II. Fill in the correct preposition to complete each sentence.

- I went swimming _____ the evenings.
- I slept a lot _____ Saturdays.
- I saw you _____ Thursday.
- I sang and danced _____ my birthday.
- I got up _____ six o'clock.
- I felt very tired _____ Christmas day.
- I drove a car _____ the morning.
- I broke my leg _____ December.
- He was a very popular singer _____ the 1980s.
- He came _____ quarter to twelve.

III. Choose the most appropriate option.

- The patient cat watched the fish in the aquarium.
(a) Patient is a verbal.
(b) Cat is the object of the preposition.
(c) In the aquarium is a prepositional phrase.
(d) All of the above
- The yard was landscaped with daffodils and irises.
(a) With daffodils and irises is a prepositional phrase.
(b) Daffodils is the object of the preposition.
(c) Irises is the object of the preposition.
(d) All of the above
- The blonde waitress sings in the evening.
(a) Blonde is a verbal.
(b) In the evening is a prepositional phrase.
(c) In the evening is an absolute phrase.
(d) All of the above

4. The smiling clown, RoboClown, made balloon animals at the party.
- (a) Smiling is a participle adjective.
 - (b) RoboClown is proper noun.
 - (c) At the party is a prepositional phrase.
 - (d) All of the above
5. The car beside the red one is the one I want to buy.
- (a) I want to buy is a prepositional phrase.
 - (b) 'Beside the red one' is a prepositional phrase.
 - (c) to buy is a prepositional phrase.
 - (d) None of the above.

Answer Key

I.	1.	(b)	2.	(c)	3.	(a)	4.	(c)	5.	(b)
	6.	(a)	7.	(a)	8.	(b)				
II.	1.	in	2.	on	3.	on	4.	on	5.	at
	6.	on	7.	in	8.	in	9.	in	10.	at
III.	1.	(c)	2.	(d)	3.	(b)	4.	(d)	5.	(b)

Conjunction

Conjunction is a word that connects words, phrases, clauses or sentences. e.g. and, but, or, nor, for, yet, so, although, because, since, unless, when, while, where, etc.

Types of Conjunction

There are three types of conjunctions

- Coordinating Conjunction
- Subordinate Conjunction
- Correlative Conjunction

Coordinating Conjunction

Coordinating conjunctions (called coordinators) join words, phrases (which are similar in importance and grammatical structure) or independent clauses. Coordinating conjunctions are short words i.e. and, but, or, nor, for, so, yet. They join two equal parts of a sentence, such as,

Example: Word + word

Phrase + phrase

Clause + clause

Independent clause + independent clause.

She likes pizza and cake. (pizza and cake)

I bought a table and a chair. (table and chair)

He may come by bus or car. (bus or car)

She likes tea and coffee. (tea and coffee)

He may be in the room or on the roof. Phrase + phrase

What you eat and what you drink affect your health. Clauses + clause

In the following examples, conjunction joins two independent clauses. Independent clause is a clause which can stand alone as a sentence and have complete thought on its own.

Example: I called him but he didn't pick up the phone.

I advised him to quit smoking, but he didn't act upon my advice.

He became ill, so he thought he should go to a doctor.

He shouted for help, but no body helped her.

He wants to become a doctor, so he is studying Biology.

The cat jumped over the mouse and the mouse ran away.

Coordinating conjunctions always come between the words or clauses that they join. A comma is used with conjunction if the clauses are long or not well-balanced. If both clauses have same subjects, the subject of 2nd clause may not be written again.

- Example:** She worked hard and succeeded.
The player stopped and kicked the ball.
He became ill but didn't go to doctor.
Marry opened the book and started to study.

Subordinating Conjunction

Subordinating conjunctions (called subordinators) join subordinate clause (dependent clause) to main clause. For example, although, because, if, before, how, once, since, till, until, when, where, whether, while, after, no matter how, provided that, as soon as, even if, etc.

Main Clause + Subordinate Clause

Subordinate Clause + Main Clause

- ☞ Subordinate clause is combination of words (subject and verb) which cannot stand alone as a complete sentence. Subordinate clause is also called dependent clause because it is dependent on main clause. Subordinate clause usually starts with relative pronoun (which, who, that, whom, etc). Subordinate clause gives more information in relation to main clause to complete the thought.
- ☞ Subordinating conjunction always comes before the subordinate clause, no matter the subordinate clause is before main clause or after the main clause.

- Example:** He does not go to school because he is ill.
I will call you after I reach my home.
I bought some cookies while I was coming from my office.
They played football although it was raining.
Although it was raining, they played 'football'.
As far as I know, this exam is very difficult.
I have gone to every concert since I have lived in New York.
You can get high grades in exam provided that you work hard for it.

Correlative Conjunction

These are paired conjunctions which join words, phrases or clauses which have reciprocal or complementary relationship. The most commonly used correlative conjunctions are as follows:

Either ... or

Neither ... nor

Whether ... or

Both ... and

Not only ... but also

- Example:** Neither John nor Marry passed the exam.
Give me either a cup or a glass.
Both red and yellow are attractive colours.
I like neither tea nor coffee.
He will be either in the room or in the hall.
John can speak not only English but also French.

- ☞ Correlative Conjunctions are generally not used to link sentences themselves, instead they link two or more words of equal importance within the sentence itself. Some of the more commonly used correlative conjunctions are - Both the shoes and the dress were completely overpriced.

This is an example of using the correlative conjunctions 'both/and' in a sentence. As you can see in this sentence, the 'shoes' and the 'dress' were equally important elements that needed to be given the same importance.

They should either change their strategy or just forfeit the game.

- ☞ The 'either/or' conjunctions are used to suggest a choice between two options. Here the choice being suggested is between - 'change their strategy' or 'forfeit the game'.

Just as she loves hiking so she enjoys travelling as well.

- ☞ The correlative conjunctions 'just as/so' are used to link two phrases that have a similar theme or are referring to a similar thing together. This conjunction is used to show the correspondence between two phrases or words.

He neither helps around the house nor does he look for a job.

- ☞ 'Neither/nor' are conjunctions that are used to deny or negate words and phrases. In the case of 'neither', it gives two options that are both negated. 'Nor' is the negative form of 'or'.

Not only does he play the lead guitar but he is also the band's songwriter.

- ☞ The correlative conjunctions 'not only/but' are used to show an additional and important element in the sentence that is used to indicate excess when combined with the first element. For instance, in this sentence the fact that he is a guitarist and a song writer are equally important but when shown together, they indicate an excess of talent in the person.

It doesn't matter whether the roses are fresh or if they are drooping, just buy them.

- ☞ 'Whether/or' is used as a conjunction to show two different options in the sentence. The conjunction can be used both in a manner of negation and confirmation.

Practice Exercises

I. Fill in the blanks with the correct option.

- _____ being very rich, he never shows off.
(a) Other than (b) Instead
(c) Despite (d) Otherwise
- I am not feeling well, _____ I will come to the party.
(a) because (b) since
(c) however (d) unless
- _____ I had my lunch, I didn't miss Pizza.
(a) Although (b) Finally
(c) Moreover (d) Already
- She never helps anyone _____ having a lot of money.
(a) otherwise (b) inspite of
(c) however (d) instead
- You shouldn't go out _____ it's raining heavily.
(a) for (b) because
(c) already (d) but
- My mother _____ I went to the market for shopping.
(a) or (b) either
(c) neither (d) and
- Thomas was not telling the truth. _____ he was shouting at me.
(a) Provided (b) Although
(c) Moreover (d) In order to
- Please come on time, _____ we may miss the flight.
(a) otherwise (b) so
(c) therefore (d) but
- We should avoid oily food _____ be healthy.
(a) finally (b) consequently
(c) in order to (d) for

- I will give you my car _____ you come back before 5'o clock.
(a) as (b) although
(c) because (d) provided

II. Fill in the blanks with the correct option.

- _____ my mother was sleeping, I prepared tea on my own.
(a) As (b) Besides
(c) Unless (d) Despite
- He apologised _____ his bad behavior.
(a) for (b) since
(c) because (d) as
- He was satisfied _____ not overjoyed.
(a) yet (b) as
(c) but (d) still
- _____ his sister, he is very naughty.
(a) Likely (b) Unlike
(c) Similar (d) Differently
- After months of studying hard, Meeta _____ cleared IAS examination.
(a) initially (b) consequently
(c) therefore (d) finally
- _____ it is very cold there, we have postponed our visit.
(a) Since (b) Due to
(c) Yet (d) Because of
- Radha knows French; _____, we have selected her to head our operations in France.
(a) therefore (b) moreover
(c) otherwise (d) provided
- Mohan worked very sincerely and was _____ promoted.
(a) yet (b) although
(c) besides (d) consequently

9. _____ my family, I will also invite my close friends on my anniversary.
 (a) Aside (b) Besides
 (c) Despite (d) In spite of
10. We have a test on Monday ____ I'll have to study this weekend.
 (a) and (b) but
 (c) so (d) because

III. Fill in the blanks with the correct option.

1. I like coffee ____ I don't like tea.
 (a) and (b) but
 (c) so (d) because
2. I cannot swim ____ I can ski.
 (a) and (b) but
 (c) so (d) because
3. I want a new TV ____ the one I have now is broken.
 (a) and (b) but
 (c) so (d) because
4. I had to work on Saturday ____ I couldn't go to John's party.
 (a) and (b) but
 (c) so (d) because
5. My name is Jim ____ I'm your new teacher.
 (a) and (b) but
 (c) so (d) because
6. I was cold ____ I turned on the heater.
 (a) and (b) but
 (c) so (d) because
7. We'll have to go shopping ____ we have nothing for dinner.
 (a) and (b) but
 (c) so (d) because
8. The history test was difficult ____ the English one was easy.
 (a) and (b) but
 (c) so (d) because
9. We didn't go to the beach yesterday ____ it was raining.
 (a) and (b) but
 (c) so (d) because

IV. Fill in the blanks with the correct option.

1. Wait here ____ I get back.
 (a) as soon as (b) until
 (c) Either (a) or (b) (d) none of these
2. I'll visit you ____ I have time.
 (a) when (b) whenever
 (c) Either (a) or (b) (d) none of these
3. We'll be ready ____ the time you get back.
 (a) by before
 (c) Either (a) or (b) (d) none of these
4. We'll leave ____ we're ready.
 (a) as soon as (b) when
 (c) Either (a) or (b) (d) none of these
5. I'll be glad ____ it's finished.
 (a) when (b) before
 (c) Either (a) or (b) (d) none of these
6. We must finish it ____ we leave.
 (a) before (b) until
 (c) Either (a) or (b) (d) none of these
7. I hurt myself ____ I was playing tennis.
 (a) whenever
 (b) while
 (c) Either (a) or (b) (d) none of these
8. I'll give her the message ____ she arrives.
 (a) a moment (b) the moment
 (c) Either (a) or (b) (d) none of these
9. I'll be ready when she ____:
 (a) arrives (b) will arrive
 (c) Either (a) or (b) (d) none of these
10. I'll only pay you ____ you finish the work.
 (a) if (b) unless
 (c) Either (a) or (b) (d) none of these

11. We turned back _____ it was raining.
(a) because (b) because of
(c) Either (a) or (b) (d) none of these
12. _____ I was tired, I managed to finish the work.
(a) Although (b) But
(c) Yet (d) none of these
13. I was tired, _____ I managed to finish the work.
(a) although (b) but
(c) Either (a) or (b) (d) none of these
14. I did it while he _____ away.
(a) was (b) was being
(c) Either (a) or (b) (d) none of these

Answer Key

I.	1.	(c)	2.	(c)	3.	(a)	4.	(b)	5.	(b)
	6.	(d)	7.	(c)	8.	(a)	9.	(c)	10.	(d)
II.	1.	(a)	2.	(b)	3.	(c)	4.	(b)	5.	(d)
	6.	(a)	7.	(a)	8.	(d)	9.	(b)	10.	(c)
III.	1.	(b)	2.	(b)	3.	(d)	4.	(c)	5.	(b)
	6.	(c)	7.	(d)	8.	(b)	9.	(d)	10.	(c)
IV.	1.	(b)	2.	(c)	3.	(a)	4.	(c)	5.	(a)
	6.	(a)	7.	(b)	8.	(b)	9.	(a)	10.	(a)
	11.	(a)	12.	(a)	13.	(b)	14.	(a)		

Phrasal Verbs

Phrasal verbs are usually two-word phrases consisting of verb + adverb or verb + preposition. Think of them as you would any other English vocabulary. Study them as you come across them, rather than trying to memorize many at once. Use the list below as a reference guide when you find an expression that you don't recognize. The example sentences will help you understand the meanings. If you think of each phrasal verb as a separate verb with a specific meaning, you will be able to remember it more easily. Like many other verbs, phrasal verbs often have more than one meaning. In short, a phrasal verb is a verb plus a preposition or adverb which creates a meaning different from the original verb.

Example: I 'ran into' my teacher at the movies last night. run + into = meet
He 'ran away' when he was 15. run + away = leave home

Types of Phrasal Verb

1. The first type of phrasal verbs is called 'Intransitive verbs.' An intransitive verb cannot be followed by an object.

Example: He suddenly 'showed up.' "show up" cannot take an object

2. The second type of phrasal verbs is called 'Transitive verbs.' A transitive verb can be followed by an object.

Example: I 'made up' the story. Here, "story" is the object of "make up"

3. The third type of phrasal verbs is called 'Transitive verbs with fixed object in the middle of the verb.' The object is placed between the verb and the preposition.

Example: I 'talked my mother into' letting me borrow the car.
She 'looked the phone number up.'

4. The fourth type of phrasal verbs is called 'Transitive with fixed object after the verb.' The object is placed after the preposition.

Example: I 'ran into an old friend' yesterday.
They are 'looking into the problem.'

5. The fifth type of phrasal verbs is called 'Transitive with two objects, separable.'

Example: 'Put down to: Attribute to something.'

Sarah's parents were really pleased and 'put her results down to' plenty of revising.

The above example shows phrasal verbs that have two objects ('her results' and 'plenty of revising'). The example shows that the objects separate the verb ('and put her results down to') and the other comes after the verb itself ('plenty of revising').

Interestingly, some transitive phrasal verbs can take an object in both places.

Example: I 'looked the number up' in the phone book.

I 'looked up the number' in the phone book.

Note: Although many phrasal verbs can take an object in both places, you must put the object between the verb and the preposition if the object is a pronoun.

Example: I 'looked the number up' in the phone book.

I 'looked up the number' in the phone book.

Correct: I 'looked it up' in the phone book.

Incorrect: I looked up it in the phone book.

Some Phrasal Verbs with their Meaning and Examples

Phrasal Verb	Meaning	Example
ask somebody out	invite on a date	Brian asked Judy out to dinner and a movie.
ask around	ask many people the same question	I asked around but nobody has seen my wallet.
add up to something	equal	Your purchases add up to \$205.32.
back something up	reverse	You'll have to back up your car so that I can get out.
back somebody up	support	My wife backed me up over my decision to quit my job.
blow up	explode	The racing car blew up after it crashed into the fence.
blow something up	add air	We have to blow 50 balloons up for the party.
break down	stop functioning (vehicle, machine)	Our car broke down at the side of the highway in the snowstorm.
break down	get upset	The woman broke down when the police told her that her son had died.
break something down	divide into smaller parts	Our teacher broke the final project down into three separate parts.
break in	force entry to a building	Somebody broke in last night and stole our stereo.
break into something	enter forcibly	The firemen had to break into the room to rescue the children.
break something in	wear something a few times so that it doesn't look/feel new	I need to break these shoes in before we run next week.
break in	interrupt	The TV station broke in to report the news of the president's death.
break up	end a relationship	My boyfriend and I broke up before I moved to America.
break up	start laughing (informal)	The kids just broke up as soon as the clown started talking.

Phrasal Verb	Meaning	Example
break out	escape	The prisoners broke out of jail when the guards weren't looking.
break out in something	develop a skin condition	I broke out in a rash after our camping trip.
bring somebody down	make unhappy	This sad music is bringing me down.
bring somebody up	raise a child	My grandparents brought me up after my parents died.
bring something up	start talking about a subject	My mother walks out of the room when my father brings up sports.
bring something up	vomit	He drank so much that he brought his dinner up in the toilet.
call around	phone many different places/people	We called around but we weren't able to find the car part we needed.
call somebody back	return a phone call	I called the company back but the offices were closed for the weekend.
call something off	cancel	Jason called the wedding off because he wasn't in love with his fiancé.
call on somebody	ask for an answer or opinion	The professor called on me for question 1.
call on somebody	visit somebody	We called on you last night but you weren't home.
call somebody up	phone	Give me your phone number and I will call you up when we are in town.
calm down	relax after being angry	You are still mad. You need to calm down before you drive the car.
not care for somebody/ something	not like (formal)	I don't care for his behaviour.
catch up	get to the same point as somebody else	You'll have to run faster than that if you want to catch up with Marty.
check in	arrive and register at a hotel or airport	We will get the hotel keys when we check in.
check out	leave a hotel	You have to check out of the hotel before 11:00 AM.
check somebody/ something out	look at carefully, investigate	The company checks out all new employees.
check out somebody/ something	look at (informal)	Check out the crazy hair on that guy!
cheer up	become happier	She cheered up when she heard the good news.
cheer somebody up	make happier	I brought you some flowers to cheer you up.

Phrasal Verb	Meaning	Example
chip in	help	If everyone chips in we can get the kitchen painted by noon.
clean something up	tidy, clean	Please clean up your bedroom before you go outside.
come across something	find unexpectedly	I came across these old photos when I was tidying the closet.
come apart	separate	The top and bottom come apart if you pull hard enough.
come down with sthg	become sick	My nephew came down with chicken pox this weekend.
come forward	volunteer for a task or to give evidence	The woman came forward with her husband's finger prints.
come from somewhere	originate in	The art of origami comes from Asia.
count on somebody/ something	rely on	I am counting on you to make dinner while I am out.
cross something out	draw a line through	Please cross out your old address and write your new one.
cut back on something	consume less	My doctor wants me to cut back on sweets and fatty foods.
cut something down	make something fall to the ground	We had to cut the old tree in our yard down after the storm.
cut in	interrupt	Your father cut in while I was dancing with your uncle.
cut in	pull in too closely in front of another vehicle	The bus driver got angry when that car cut in.
cut in	start operating (of an engine or electrical device)	The air conditioner cuts in when the temperature gets to 22°C.
cut something off	remove with something sharp	The doctors cut off his leg because it was severely injured.
cut something off	stop providing	The phone company cut off our phone because we didn't pay the bill.
cut somebody off	take out of a will	My grandparents cut my father off when he remarried.
cut something out	remove part of something (usually with scissors and paper)	I cut this ad out of the newspaper.
do somebody/something over	beat up, ransack	He's lucky to be alive. His shop was done over by a street gang.

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

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

Phrasal Verb	Meaning	Example
give something back	return a borrowed item	I have to give these skates back to Franz before his hockey game.
give in	reluctantly stop fighting or arguing	My boyfriend didn't want to go to the ballet, but he finally gave in.
give something out	give to many people (usually at no cost)	They were giving out free perfume samples at the department store.
give something up	quit a habit	I am giving up smoking as of January 1st.
give up	stop trying	My maths homework was too difficult so I gave up.
go after sby	follow somebody	My brother tried to go after the thief in his car.
go after something	try to achieve sthg	I went after my dream and now I am a published writer.
go against somebody	compete, oppose	We are going against the best soccer team in the city tonight.
go ahead	start, proceed	Please go ahead and eat before the food gets cold.
go back	return to a place	I have to go back home and get my lunch.
go out	leave home to go on a social event	We're going out for dinner tonight.
go out with somebody	date	Jesse has been going out with Luke since they met last winter.
go over something	review	Please go over your answers before you submit your test.
go over	visit somebody nearby	I haven't seen Tina for a long time. I think I'll go over for an hour or two.
go without something	suffer lack or deprivation	When I was young, we went without winter boots.
grow apart	stop being friends over time	My best friend and I grew apart after she changed schools.
grow back	regrow	My roses grew back this summer.
grow up	become an adult	When Jack grows up he wants to be a fireman.
grow out of something	get too big for	Elizabeth needs a new pair of shoes because she has grown out of her old ones.
grow into something	grow big enough to fit	This bike is too big for him now, but he should grow into it by next year.
hand something down	give something used to somebody else	I handed my old comic books down to my little cousin.

Phrasal Verb	Meaning	Example
hand something in	submit	I have to hand in my essay by Friday.
hand something out	to distribute to a group of people	We will hand out the invitations at the door.
hand something over	give (usually unwillingly)	The police asked the man to hand over his wallet and his weapons.
hang in	stay positive (informal)	Hang in there. I'm sure you'll find a job very soon.
hang on	wait a short time (informal)	Hang on while I grab my coat and shoes!
hang out	spend time relaxing (informal)	Instead of going to the party we are just going to hang out at my place.
hang up	end a phone call	He didn't say goodbye before he hung up.
hold somebody/ something back	prevent from doing/going	I had to hold my dog back because there was a cat in the park.
hold something back	hide an emotion	Jamie held back his tears at his grandfather's funeral.
hold on	wait a short time	Please hold on while I transfer you to the Sales Department.
hold onto somebody/ something	hold firmly using your hands or arms	Hold onto your hat because it's very windy outside.
hold somebody/ something up	rob	A man in a black mask held the bank up this morning.
keep on doing something	continue doing	Keep on stirring until the liquid comes to a boil.
keep something from somebody	not tell	We kept our relationship from our parents for two years.
keep somebody/ something out	stop from entering	Try to keep the wet dog out of the living room.
keep something up	continue at the same rate	If you keep those results up you will get into a great college.
let somebody down	fail to support or help, disappoint	I need you to be on time. Don't let me down this time.
let somebody in	allow to enter	Can you let the cat in before you go to school?
log in (or on)	sign in (to a website, database etc)	I can't log in to Facebook because I've forgotten my password.
log out (or off)	sign out (of a website, database etc)	If you don't log off somebody could get into your account.
look after somebody/ something	take care of	I have to look after my sick grandmother.

Phrasal Verb	Meaning	Example
look down on somebody	think less of, consider inferior	Ever since we stole that chocolate bar your dad has looked down on me.
look for somebody/ something	try to find	I'm looking for a red dress for the wedding.
look forward to something	be excited about the future	I'm looking forward to the Christmas break.
look into something	investigate	We are going to look into the price of snowboards today.
look out	be careful, vigilant, and take notice	Look out! That car's going to hit you!
look out for somebody/ something	be especially vigilant for	Don't forget to look out for snakes on the hiking trail.
look something over	check, examine	Can you look over my essay for spelling mistakes?
look something up	search and find information in a reference book or database	We can look her phone number up on the Internet.
look up to somebody	have a lot of respect for	My little sister has always looked up to me.
make something up	invent, lie about sthg	Josie made up a story about why we were late.
make up	forgive each other	We were angry last night, but we made up at breakfast.
make somebody up	apply cosmetics to	My sisters made me up for my graduation party.
mix something up	confuse two or more things	I mixed up the twins' names again!
pass away	die	His uncle passed away last night after a long illness.
pass out	faint	It was so hot in the church that an elderly lady passed out.
pass something out	give the same thing to many people	The professor passed the textbooks out before class.
pass something up	decline (usually something good)	I passed up the job because I am afraid of change.
pay somebody back	return owed money	Thanks for buying my ticket. I'll pay you back on Friday.
pay for something	be punished for doing sthg bad	That bully will pay for being mean to my little brother.
pick something out	choose	I picked out three sweaters for you to try on.

Phrasal Verb	Meaning	Example
point somebody/ something out	indicate with your finger	I'll point my boyfriend out when he runs by.
put something down	put what you are holding on a surface or floor	You can put the groceries down on the kitchen counter.
put somebody down	insult, make sby feel stupid	The students put the substitute teacher down because his pants were too short.
put something off	postpone	We are putting off our trip until January because of the hurricane.
put something out	extinguish	The neighbours put the fire out before the firemen arrived.
put something together	assemble	I have to put the crib together before the baby arrives.
put up with somebody/ something	tolerate	I don't think I can put up with three small children in the car.
put something on	put clothing/ accessories on your body	Don't forget to put on your new earrings for the party.
run into somebody/ something	meet unexpectedly	I ran into an old school-friend at the mall.
run over somebody/ something	drive a vehicle over a person or thing	I accidentally ran over your bicycle in the driveway.
run over/through something	rehearse, review	Let's run over/through these lines one more time before the show.
run away	leave unexpectedly, escape	The child ran away from home and has been missing for three days.
run out	have none left	We ran out of shampoo so I had to wash my hair with soap.
send something back	return (usually by mail)	My letter got sent back to me because I used the wrong stamp.
set something up	arrange, organize	Our boss set a meeting up with the president of the company.
set somebody up	trick, trap	The police set up the car thief by using a hidden camera.
shop around	compare prices	I want to shop around a little before I decide on these boots.
show off	act extra special for people watching (usually boastfully)	He always shows off on his skateboard
sleep over	stay somewhere for the night (informal)	You should sleep over tonight if the weather is too bad to drive home.

Phrasal Verb	Meaning	Example
sort something out	organize, resolve a problem	We need to sort the bills out before the first of the month.
stick to something	continue doing sthg, limit yourself to one particular thing	You will lose weight if you stick to the diet.
switch something off	stop the energy flow, turn off	The light's too bright. Could you switch it off.
switch something on	start the energy flow, turn on	We heard the news as soon as we switched on the car radio.
take after somebody	resemble a family member	I take after my mother. We are both impatient.
take something apart	purposely break into pieces	He took the car brakes apart and found the problem.
take something back	return an item	I have to take our new TV back because it doesn't work.
take off	start to fly	My plane takes off in five minutes.
take something off	remove something (usually clothing)	Take off your socks and shoes and come in the lake!
take something out	remove from a place or thing	Can you take the garbage out to the street for me?
take somebody out	pay for somebody to go somewhere with you	My grandparents took us out for dinner and a movie.
tear something up	rip into pieces	I tore up my ex-boyfriend's letters and gave them back to him.
think back	remember (often + to, sometimes + on)	When I think back on my youth, I wish I had studied harder.
think something over	consider	I'll have to think this job offer over before I make my final decision.
throw something away	dispose of	We threw our old furniture away when we won the lottery.
turn something down	decrease the volume or strength (heat, light etc)	Please turn the TV down while the guests are here.
turn something down	refuse	I turned the job down because I don't want to move.
turn something off	stop the energy flow, switch off	Your mother wants you to turn the TV off and come for dinner.
turn something on	start the energy, switch on	It's too dark in here. Let's turn some lights on.

Phrasal Verb	Meaning	Example
turn something up	increase the volume or strength (heat, light etc)	Can you turn the music up? This is my favourite song.
turn up	appear suddenly	Our cat turned up after we put posters up all over the neighbourhood.
try something on	sample clothing	I'm going to try these jeans on, but I don't think they will fit.
try something out	test	I am going to try this new brand of detergent out.
use something up	finish the supply	The kids used all of the toothpaste up so we need to buy some more.
wake up	stop sleeping	We have to wake up early for work on Monday.
warm somebody/ something up	increase the temperature	You can warm your feet up in front of the fireplace.
warm up	prepare body for exercise	I always warm up by doing sit-ups before I go for a run.
wear off	fade away	Most of my make-up wore off before I got to the party.
work out	exercise	I work out at the gym three times a week.
work out	be successful	Our plan worked out fine.
work something out	make a calculation	We have to work out the total cost before we buy the house.

Practice Exercises

I. Complete each of the following sentences.

1. Robert was expected to arrive at 8 o'clock, but he didn't turn _____ until midnight.
 (a) out (b) up
 (c) off (d) with
2. Peter needs either to get a raise or to get a better job, because he can't get _____ on his current salary.
 (a) by (b) out
 (c) in (d) off
3. Manuela and Glenda didn't like each other at first, but now they get _____.
 (a) over (b) across
 (c) away (d) along
4. The plane is scheduled to take _____ at 7 a.m.
 (a) away (b) to
 (c) off (d) with
5. We need milk, but we can do _____ beer.
 (a) without (b) along
 (c) away (d) off
6. The wedding was originally scheduled for June 12, but it has been put _____ until September 24.
 (a) out (b) away
 (c) off (d) up
7. Our alarm clock is set to go _____ at 6 a.m.
 (a) away (b) up
 (c) out (d) off
8. Gary asked Cynthia to marry him, but she turned him _____.
 (a) down (b) without
 (c) across (d) over
9. The emergency workers managed to put _____ the fire.
 (a) off (b) out
 (c) down (d) without
10. Everyone thought she was English, but she turned _____ to be Canadian.
 (a) up (b) off
 (c) by (d) out
11. The math teacher lets students chew gum in class, but the French teacher does not put _____ with it.
 (a) over (b) out
 (c) up (d) along
12. The university students want to do _____ with tuition, because they think education should be free.
 (a) away (b) out
 (c) up (d) off
13. Nelson is a creative liar who is always making _____ unusual excuses for not doing his work.
 (a) up (b) across
 (c) away (d) off
14. Paula always comes _____ as very sincere.
 (a) out (b) along
 (c) across (d) away
15. Tom and Carol often have heated arguments, but they always make _____ later.
 (a) down (b) away
 (c) up (d) along
16. We have to clean _____ the house before my parents arrive.
 (a) down (b) away
 (c) without (d) up
17. The police officer almost captured the criminals, but they managed to get _____.
 (a) without (b) over
 (c) along (d) away
18. I have come down with a cold, but I will get _____ it soon.
 (a) over (b) up
 (c) without (d) above

II. Fill in the blanks with the correct option.

1. I'd like to stop smoking but I just can't _____ it up.
 (a) give (b) turn
 (c) put (d) hurry
2. I'm getting really unfit. I think I should _____ up a sport.
 (a) speak (b) take
 (c) put (d) hurry
3. I'm fed up hearing you talk all the time. Why don't you just _____ up and listen for once?
 (a) cheer (b) move
 (c) put (d) shut
4. He's a really irritating person. I don't see how you _____ up with him.
 (a) speak (b) move
 (c) put (d) hurry
5. If you don't put any oil in the motor when the warning light comes on, it's likely to _____ up.
 (a) send (b) seize
 (c) put (d) set
6. There's not enough room for all my papers. I'm going to ask maintenance to _____ up some more shelves.
 (a) cheer (b) move
 (c) put (d) hurry
7. If you ever come to my city you must _____ me up and we'll have dinner together.
 (a) speak (b) move
 (c) put (d) look
8. Let's ask Andrew and see if he can _____ up with any good ideas.
 (a) come (b) set
 (c) put (d) turn
9. It was really embarrassing. I'd had too much to drink and when we left the bar I was sure I was going to _____ up.
 (a) cheer (b) sign
 (c) throw (d) hurry
10. It's a difficult market to enter but we intend to _____ up a small subsidiary anyway.
 (a) cheer (b) turn
 (c) throw (d) set
11. When I saw that this course was available I rushed to _____ up for it.
 (a) cheer (b) sign
 (c) gee (d) feel
12. That was a complete surprise - a total _____ up for the books.
 (a) speak (b) move
 (c) turn (d) throw
13. Stop acting so childish. _____ up.
 (a) cheer (b) move
 (c) grow (d) hurry
14. I couldn't afford to buy it but my parents _____ up the money for me.
 (a) cheer (a) move
 (a) put (a) throw
15. He's always making fun of me. I wish he wouldn't _____ me up like that.
 (a) send (b) move
 (c) gee (d) hurry

Answer Key

I.	1.	(b)	2.	(a)	3.	(d)	4.	(c)	5.	(a)
	6.	(c)	7.	(d)	8.	(a)	9.	(b)	10.	(d)
	11.	(c)	12.	(a)	13.	(a)	14.	(a)	15.	(c)
	16.	(d)	17.	(d)	18.	(a)				
II.	1.	(a)	2.	(b)	3.	(d)	4.	(c)	5.	(b)
	6.	(c)	7.	(d)	8.	(a)	9.	(c)	10.	(d)
	11.	(b)	12.	(c)	13.	(c)	14.	(a)	15.	(a)

Punctuation

Punctuation is the system of signs or symbols given to a reader to show how a sentence is constructed and how it should be read.

Sentences are the building blocks used to construct written accounts. They are complete statements. Punctuation shows how the sentence should be read and makes the meaning clear.

Every sentence should include at least a capital letter at the start, and a full stop, exclamation mark or question mark at the end. This basic system indicates that the sentence is complete.

Punctuation Signs

(i) the comma	,	(ii) the full stop	.
(iii) the exclamation mark	!	(iv) the question mark	?
(v) the semi-colon	;	(vi) the colon	:
(vii) the apostrophe	'	(viii) quotation marks	" "
(ix) the hyphen	-	(x) brackets	() or []
(xi) the slash	/		

Comma (,)

☞ The comma is useful in a sentence when the writer wishes to:

- pause before proceeding
- add a phrase that does not contain any new subject
- separate items on a list
- use more than one adjective (a describing word, like beautiful)

Example: In the following sentence, the phrase or clause between the commas gives us more information behind the actions of the boy, the subject of the sentence:

The boy, who knew that his mother was about to arrive, ran quickly towards the opening door.

Note that if the phrase or clause were to be removed, the sentence would still make sense although there would be a loss of information. Alternatively, two sentences could be used: The boy ran quickly towards the opening door. He knew that his mother was about to arrive.

☞ Commas are also used to separate items in a list.

Example: The shopping trolley was loaded high with bottles of beer, fruit, vegetables, toilet rolls, cereals and cartons of milk.

Note that in a list, the final two items are linked by the word 'and' rather than by a comma.

☞ Commas are used to separate adjectives.

Example: The boy was happy, eager and full of anticipation at the start of his summer holiday.

- ☞ As commas represent a pause, it is good practice to read your writing out loud and listen to where you make natural pauses as you read it. More often than not, you will indicate where a comma should be placed by a natural pause. Although, the 'rules' of where a comma needs to be placed should also be followed.

Example: However, it has been suggested that some bees prefer tree pollen.

Full Stop (.)

- ☞ A full stop should always be used to end a sentence. The full stop indicates that a point has been made and that you are about to move on to further explanations or a related point.

Less frequently, a series of three full stops (an ellipsis) can be used to indicate where a section of a quotation has been omitted when it is not relevant to the text.

Example: "The boy was happy... at the start of his summer holiday."

- ☞ A single full stop may also be used to indicate the abbreviation of commonly used words as in the following examples:

Example: Telephone Number = Tel. No.

September = Sept.

Pages = pp.

Exclamation Mark (!)

- ☞ An exclamation mark indicates strong feeling within a sentence, such as fear, anger or love. It is also used to accentuate feeling within the written spoken word.

Example: "Help! I love you!"

- ☞ In this way, it can also be used to indicate a sharp instruction.

Example: "Stop! Police!"

or to indicate humour

"Ha! Ha! Ha!"

- ☞ The exclamation mark at the end of a sentence means that you do not need a full stop. Exclamation marks are a poor way of emphasising what you think are important points in your written assignments; the importance of the point will emphasise itself without a sequence of !!! in the text. An exclamation mark should only be used when absolutely essential, or when taken from a direct quote.

The exclamation mark should be used sparingly in formal and semi-formal writing.

Question Mark (?)

The question mark simply indicates that a sentence is asking a question. It always comes at the end of a sentence:

Example: Are we at the end?

Note that the question mark also serves as a full stop.

Semi-colon (;)

The semi-colon is perhaps the most difficult sign of punctuation to use accurately. If in doubt, avoid using it and convert the added material into a new sentence.

As a general rule, the semi-colon is used in the following ways:

- ☞ When joining two connected sentences.

Example: We set out at dawn; the weather looked promising.

- ☞ Assertive behaviour concerns being able to express feelings, wants and desires appropriately; passive behaviour means complying with the wishes of others.
- ☞ The semi-colon can also be used to assemble detailed lists.

Example: The conference was attended by delegates from Paris, France; Paris, Texas; London, UK; Stockholm, Sweden; Colombo, Sri Lanka; and Mumbai, India.

Colon (:)

The colon within a sentence makes a very pointed pause between two phrases. There are two main uses of the colon:

- ☞ It is most commonly used when listing.

Example: She placed the following items into the trolley: beer, fruit, vegetables, toilet rolls, cereals and cartons of milk.

- ☞ It can also be used within a heading or descriptive title.

Example: Human Resource Management: Guidelines for Telephone Advisers

Apostrophe (')

The apostrophe, sometimes called an inverted comma has two main uses.

- ☞ The apostrophe indicates possession or ownership.

Example: The girl's hat was green, (girl is in the singular).

- ☞ This shows the reader that the hat belongs to the girl.

The girls' hats were green, (girls in this instance are plural, i.e. more than one girl, more than one hat).

- ☞ This indicates that the hats belong to the girls.

- ☞ Another use of the apostrophe is to indicate where a letter is omitted:

Example: We're going to do this course. (We are going to do this course.)

Isn't this a fine example of punctuation? (Is not this a fine example of punctuation?)

The time is now 7 o' clock. (The time is now 7 of the clock)

Note that a common mistake is to confuse its with it's.

- ☞ It's indicates to the reader that a letter has been omitted.

Example: 'It's a lovely day' is an abbreviated way of saying: It is a lovely day.

Note that in most formal writings, the practice of using abbreviated words is inappropriate.

Quotation or Speech Marks ("...")

Quotation or speech marks are used to:

- ☞ To mark out speech
- ☞ When quoting someone else's speech

Example: My grandpa said, "Share your chocolates with your friends."

"George, don't do that!"

"Will you get your books out please?" said Mrs Jones, the teacher, "and quieten down!"

- ☞ It is worth noting that to report an event back does not require speech or quotation marks.
Example: Mrs Jones told the pupils to take out their books and to quieten down.

Hyphen (-)

- ☞ The hyphen is used to link words together.

Example: sub-part
eighteenth-century people
week-end
second-class post
gender-neutral
non-verbal

The hyphen is also used when a word is split between two lines. The hyphen should be placed between syllables at the end of the upper line and indicates to the reader that the word will be completed on the next line.

Computer applications such as Word Processors can be set to automatically hyphenate words for you, although it is more common to use extra spacing to avoid hyphenation.

Brackets ()

Brackets always come in pairs () and are used to make an aside, or a point which is not part of the main flow of a sentence. If you remove the words between the brackets, the sentence should still make sense.

Example: “The strategy (or strategies) chosen to meet the objectives may need to change as the intervention continues.”

Another example is as follows:

“We can define class as a large-scale grouping of people who share common economic resources, that strongly influence the types of lifestyle they are able to lead. Ownership of wealth, together with occupation, are the chief basis of class differences. The major classes that exist in Western societies are an upper class (the wealthy, employers and industrialists, plus tops executives – those who own or directly control productive resources); a middle class (which includes most white-collar workers and professionals); and a working class (those in blue-collar or manual jobs).” (Giddens, 1997, p.243)

Square Brackets [...]

A different set of square brackets [] can be used:

- ☞ to abbreviate lengthy quotations
- ☞ to correct the tense of a quotation to suit the tense of your own sentence
- ☞ to add your own words to sections of an abbreviated quotation

Example: To abbreviate lengthy quotations in an essay or report

“We can define class as a large-scale grouping of people who share common economic resources, that strongly influence the types of lifestyle they are able to lead. Ownership of wealth, together with occupation, are the chief basis of class differences. The major classes that exist in Western societies are an upper class [...]; a middle class [...] and a working class [...].”

☞ To adjust a quotation to suit your own sentence

Example: if you were writing about class structure, you might use the following:

The “[o]wnership of wealth, together with occupation, are the chief basis of class differences”.

Note, that when using square brackets, only the occasional letter as in the above example or the occasional word (for example, when changing the tense of the sentence) would be placed in square brackets in this way.

Practice Exercises

I. Select the correctly punctuated sentence.

1. (a) Spain is a beautiful country; the beache's are warm, sandy and spotlessly clean.
(b) Spain is a beautiful country: the beaches are warm, sandy and spotlessly clean.
(c) Spain is a beautiful country, the beaches are warm, sandy and spotlessly clean.
(d) Spain is a beautiful country; the beaches are warm, sandy and spotlessly clean.
2. (a) The children's books were all left in the following places: Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
(b) The children's books were all left in the following places; Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
(c) The childrens books were all left in the following places: Mrs Smiths room, Mr Powells office and the caretakers cupboard.
(d) The children's books were all left in the following places, Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
3. (a) She always enjoyed sweets, chocolate, marshmallows and toffee apples.
(b) She always enjoyed: sweets, chocolate, marshmallows and toffee apples.
(c) She always enjoyed sweets chocolate marshmallows and toffee apples.
(d) She always enjoyed sweet's, chocolate, marshmallow's and toffee apple's.
4. (a) Sarah's uncle's car was found without its wheels in that old derelict warehouse.
(b) Sarah's uncle's car was found without its wheels in that old, derelict warehouse.
(c) Sarahs uncles car was found without its wheels in that old, derelict warehouse.
(d) Sarah's uncle's car was found without it's wheels in that old, derelict warehouse.
5. (a) I can't see Tim's car, there must have been an accident.
(b) I cant see Tim's car; there must have been an accident.
(c) I can't see Tim's car there must have been an accident.
(d) I can't see Tim's car; there must have been an accident.
6. (a) Paul's neighbours were terrible; so his brother's friends went round to have a word.
(b) Paul's neighbours were terrible: so his brother's friends went round to have a word.
(c) Paul's neighbours were terrible, so his brother's friends went round to have a word.
(d) Paul's neighbours were terrible so his brother's friends went round to have a word.
7. (a) Tims gran, a formidable woman, always bought him chocolate, cakes, sweets and a nice fresh apple.
(b) Tim's gran a formidable woman always bought him chocolate, cakes, sweets and a nice fresh apple.

- (c) Tim's gran, a formidable woman, always bought him chocolate cakes sweets and a nice fresh apple.
- (d) Tim's gran, a formidable woman, always bought him chocolate, cakes, sweets and a nice fresh apple.
8. (a) After stealing Tim's car, the thief lost his way and ended up the chief constable's garage.
- (b) After stealing Tim's car the thief lost his way and ended up the chief constable's garage.
- (c) After stealing Tim's car, the thief lost his way and ended up the chief constable's garage.
- (d) After stealing Tim's car, the thief lost his' way and ended up the chief constable's garage.
9. (a) We decided to visit: Spain, Greece, Portugal and Italy's mountains.
- (b) We decided to visit Spain, Greece, Portugal and Italys mountains.
- (c) We decided to visit Spain, Greece, Portugal and Italy's mountains.
- (d) We decided to visit Spain Greece Portugal and Italy's mountains.
10. (a) That tall man, Paul's grandad, is this month's winner.
- (b) That tall mar. Paul's grandad is this month's winner.
- (c) That tall man, Paul's grandad, is this months winner.
- (d) That tall man, Pauls grandad, is this month's winner.
- tages of providing human contact and immediate feedback.
- (b) The study of writing can be quite rewarding; especially to those who actually write.
- (c) If good students study two hours for every hour they spend in class; they can expect to do well.
- (d) The professor was only a few minutes late; but the students had already left the classroom.
2. Which of the following sentences is correctly punctuated?
- (a) After studying the problem for several years, the college worked on a plan to address it.
- (b) After studying the problem, for several years the college worked on a plan to address it.
- (c) The college, after studying the problem for several years, worked on a plan to address it.
- (d) All three sentences are correctly punctuated with commas.
3. Which of the following sentences is correctly punctuated?
- (a) Professor Loren Pillar, Chair of the Animal Husbandry Department at Enormous State University recently resigned from his position as Director of Research for Global Dominance, a multi-national conglomerate that has come under criticism from animal-rights activists for animal experimentation.
- (b) Professor Loren Pillar, Chair of the Animal Husbandry Department at Enormous State University recently resigned from his position as Director of Research for Global Dominance, a multi-national conglomerate that has come under criticism from animal-rights activists for animal experimentation.

II. Choose the correct option for the following questions.

1. Which of the following sentences is correctly punctuated?
- (a) Many students prefer online classes to on-campus classes; however, on-campus classes do have the advan-

- (c) Professor Loren Pillar, Chair of the Animal Husbandry Department at Enormous State University, recently resigned from his position as Director of Research for Global Dominance, a multi-national conglomerate, that has come under criticism from animal-rights activists for animal experimentation.
- (d) Professor Loren Pillar, Chair of the Animal Husbandry Department at Enormous State University, recently resigned from his position as Director of Research for Global Dominance, a multi-national conglomerate that has come under criticism from animal-rights activists for animal experimentation.
4. Which of the following sentences is correctly punctuated?
- (a) The student wrote that "Each of the experiments was successful."
 (b) The student wrote that, "Each of the experiments was successful."
 (c) The student wrote that each of the experiments was successful.
 (d) The student wrote "Each of the experiments was successful."
5. Which of the following sentences is correctly punctuated?
- (a) Only three social science disciplines are represented at our college psychology, sociology, and anthropology.
 (b) Only three social science disciplines are represented at our college: psychology, sociology, and anthropology.
 (c) Only three social science disciplines psychology, sociology, and anthropology are represented at our college: .
 (d) All of the above sentences are punctuated correctly.
6. Which of the following comma rules is incorrect?
- (a) Place commas after introductory elements in sentences.
 (b) Place commas after items in a series.
 (c) Place a comma before coordinating conjunctions that join independent clauses.
 (d) Set off restrictive, essential elements with commas.
7. Which of the following possessives is correctly punctuated?
- (a) The library lost all its books.
 (b) That's anyones' guess.
 (c) That car is not your's.
 (d) That car is not their's
8. Which types of punctuation are generally used to separate independent clauses in declarative sentences in academic writing?
- (a) commas and quotation marks
 (b) periods and semi-colons
 (c) commas and periods
 (d) colons and quotation marks
9. How many commas should the following sentence contain?
 "He stops fights ejects drunks soothes hysteria cures headaches and tends bar."
 John Steinbeck, Cannery Row
- (a) one (b) two
 (c) three (d) four
10. Which of the following sentences contains a comma error?
- (a) While Washington managed to lose most of the battles he engaged in, he also managed to win the war.
 (b) The loss of New York City and Philadelphia in 1777 should have ended the rebellion, but four years later, George Washington stood upon a battlefield in Virginia watching Britain's most powerful army in the colonies parade past him in surrender.

- (c) We have put Washington's image on monuments and mountains, on currency and coins, and on stamps and postmarks; we have filled our country, our pockets, and our envelopes with memorials large and small to this essential man.
- (d) Washington's greatest quality might have been his belief in his own abilities, in the lesser men who served with him, that attribute all too often led to personal failure and military disaster.

III. Choose the correct option based on the instructions provided.

1. Choose the correct closing:
 - (a) Sincerely yours:
 - (b) Sincerely Yours,
 - (c) Sincerely yours,
 - (d) Sincerely Yours:
2. Choose the correct sentence:
 - (a) Employees of the Company were laid off with little hope of returning to work.
 - (b) Employees of the company were laid off with little hope of returning to work.
 - (c) Employees of the company were Laid Off with little hope of returning to work.
3. Choose the correct sentence:
 - (a) "You must understand," he pleaded, "That I need more time to pay you."
 - (b) "You must understand," he pleaded, "that I need more time to pay you."
 - (c) "You must understand," he pleaded. "That I need more time to pay you."
4. Choose the correct sentence:
 - (a) Mark Paxton, the Vice President of the Company, embezzled over one million dollars.
 - (b) Mark Paxton, the Vice President of the company, embezzled over one million dollars.
 - (c) Mark paxton, the vice president of the company, embezzled over one million dollars.
 - (d) Mark Paxton, the vice president of the company, embezzled over one million dollars.
5. Choose the correct sentence:
 - (a) The West, especially California, is famous for its cutting-edge technology.
 - (b) The west, especially California, is famous for its cutting-edge technology.
6. Choose the correct sentence:
 - (a) Have you read All the King's Men?
 - (b) Have you read All The King's Men?
7. Choose the correct sentence:
 - (a) The president of the United States wields much power.
 - (b) The President Of The United States wields much power.
 - (c) The President of the United States wields much power.
8. Choose the correct sentence:
 - (a) She said: "bees are not the only insects that sting."
 - (b) She said: "Bees are not the only insects that sting."
 - (c) She said, "Bees are not the only insects that sting."
 - (d) She said, "bees are not the only insects that sting."
9. Choose the correct opening:
 - (a) My dear Mr. simpson:
 - (b) My Dear Mr. Simpson:
 - (c) My Dear Mr. Simpson:
 - (d) My dear Mr. Simpson:
10. Choose the correct sentence:
 - (a) I enjoy Summer more than any other Season.
 - (b) I enjoy summer more than any other season.
 - (c) I enjoy Summer more than any other season.

11. Choose the correct sentence:
- (a) I live in the Northeastern part of the State where the climate is colder.
 - (b) I live in the northeastern part of the state where the climate is colder.
 - (c) I live in the Northeastern part of the state where the climate is colder.

IV. Choose the option that shows correct punctuation and capitalization for the underlined words.

1. The boys were taken to Dean Jefferson's office to explain their, fight?
 - (a) their, fight. (b) their fight?
 - (c) Their Fight. (d) their fight.
 - (e) Correct as is
2. "Will you please drop this letter in the mailbox for me on your way to school dad asked Christian.
 - (a) school?" Dad (b) school?" dad
 - (c) school" Dad (d) school? Dad
 - (e) Correct as is
3. Dawson's plan is to hire more employees to get the job done.
 - (a) Dawsons' (b) Dawso'ns
 - (c) Dawsons (d) Correct as is
4. "Don't even think about parking Here," the sign commanded.
 - (a) Here (b) here,
 - (c) here" (d) here,"
 - (e) Correct as is
5. Toms' wife works in the same office as my brother.
 - (a) Toms (b) To'ms
 - (c) Tom's (d) Correct as is
6. My favorite Teenage Mutant Ninja Turtle is Michelangelo.
 - (a) is michelangelo?
 - (b) is, Michelangelo.
 - (c) Is Michelangelo?
 - (d) Correct as is
7. "Don't give up now," the coach told us.
 - (a) don't give (b) "don't give
 - (c) Don't give (d) Correct as is
8. "I fell asleep last night while I was studying for the math test," said Jacob to his classmate sitting next to him.
 - (a) test", said (b) test" said
 - (c) test," said, (d) Correct as is
9. "Do you think it's okay" asked Emily, "if I wear this outfit to school tomorrow?"
 - (a) okay (b) okay,"
 - (c) okay." (d) okay,
 - (e) Correct as is
10. Ann's mother's shopping list is too long.
 - (a) Anna's (b) Annas
 - (c) Annas' (d) Correct as is

Answer Key

I.	1.	(d)	2.	(a)	3.	(a)	4.	(b)	5.	(d)
	6.	(c)	7.	(d)	8.	(c)	9.	(c)	10.	(a)
II.	1.	(a)	2.	(d)	3.	(d)	4.	(c)	5.	(d)
	6.	(d)	7.	(a)	8.	(b)	9.	(d)	10.	(d)
III.	1.	(c)	2.	(b)	3.	(b)	4.	(d)	5.	(a)
	6.	(a)	7.	(a)	8.	(c)	9.	(d)	10.	(b)
	11.	(b)								
IV.	1.	(d)	2.	(a)	3.	(d)	4.	(d)	5.	(c)
	6.	(d)	7.	(d)	8.	(d)	9.	(b)	10.	(a)

Question Tag

Question tags are short questions at the end of statements. They are mainly used in speech when we want to confirm that something is true or not, or to encourage a reply from the person we are speaking to.

We use tags in spoken English but not in formal written English. They are not really questions but are a way of asking the other person to make a comment and so keep the conversation open.

Making a tag is very mechanical. To make a tag, use the first auxiliary. If there is no auxiliary, use do, does or did. With a positive sentence, make a negative tag and with a negative sentence, make a positive tag.

- Example:** It's beautiful, isn't it?
 He has been, hasn't he?
 You can, can't you?
 It must be, mustn't it?
 You know him, don't you?
 He finished it, didn't he?
 He will come, won't he?
 It isn't very good, is it?
 It hasn't rained, has it?
 It can't be, can it?
 Seema doesn't know Sohan, does she?
 They didn't leave, did they?
 He won't do it, will he?

Notice these:

There isn't an ATM here, is there?

Let's have a cup of coffee, shall we?

To reply, use the same auxiliary:

It's beautiful, isn't it? ~ Yes, it is. I think it's fabulous.

It isn't very good, is it? ~ No, it isn't. In fact, it's terrible.

Rules of Making Question Tags

Rule 1. A positive statement is followed by a negative question tag.

Example: Jack is from Spain, 'isn't he'?

Mary can speak English, 'can't she'?

Rule 2. A negative statement is followed by a positive question tag.

Example: They aren't funny, 'are they'?

He shouldn't say things like that, 'should he'?

Rule 3. When the verb in the main sentence is in the present simple, we form the question tag with do/does.

Example: You play the guitar, 'don't you'?

Alison likes tennis, 'doesn't she'?

Rule 4. If the verb is in the past simple we use did.

Example: They went to the cinema, 'didn't they'?

She studied in New Zealand, 'didn't she'?

Rule 5. When the statement contains a word with a negative meaning, the question tag needs to be positive.

Example: He hardly ever speaks, 'does he'?

They rarely eat in restaurants, 'do they'?

Although, the rules are very simple and mechanical, in order to use them easily in conversation, they have to be automatic. So you need to hear and practice them very often. Take a look at the exceptions below.

☞ Some verbs/expressions have different question tags.

Example: I am - I am attractive, aren't I?

Positive imperative – Stop daydreaming, will / won't you?

Negative imperative – Don't stop singing, will you?

Let's – Let's go to the beach, shall we?

Have got (possession) – He has got a car, hasn't he?

There is / are – There aren't any spiders in the bedroom, are there?

This / that is – This is Paul's pen, isn't it?

Intonation

☞ When we are sure of the answer and we are simply encouraging a response, the intonation in the question tag goes down:

Example: This is your car, isn't it?

(Your voice goes down when you say isn't it.)

☞ When we are not sure and want to check information, the intonation in the question tag goes up:

Example: He is from France, isn't he?

(Your voice goes up when you say isn't he.)

Practice Exercises

I. Put in the correct tag question.

1. She's from a small town in China, ?
 2. They aren't on their way already, ?
 3. We're late again, ?
 4. I'm not the person with the tickets, ?
 5. Julie isn't an accountant, ?
 6. The weather is really bad today, ?
 7. He's very handsome, ?
 8. They aren't in Mumbai at the moment, ?
 9. You aren't from Brazil, ?
 10. John's a very good student, ?
 11. I like chocolate very much, ?
 12. She doesn't work in a hotel, ?
 13. They need some new clothes, ?
 14. We live in a tiny flat, ?
 15. She studies very hard every night, ?
 16. David and Julie don't take Chinese classes, ?
 17. I often come home late, ?
 18. You don't like spicy food, ?
 19. She doesn't cook very often, ?
 20. We don't watch much TV, ?
3. She won't believe this story, _____ she?
(a) won't (b) will
(c) won't (d) is
 4. You'll join us tonight, _____ ?
(a) aren't you (b) don't you
(c) shall you (d) won't you
 5. I'll be 13 tomorrow, _____ I?
(a) won't (b) am
(c) shall (d) aren't
 6. You do have sugar in your coffee, _____ you?
(a) don't (b) haven't
(c) aren't (d) isn't
 7. What a pleasant holiday this one has been, _____ it?
(a) doesn't (b) isn't
(c) wasn't (d) hasn't
 8. They've got too much luggage, _____ ?
(a) don't they (b) isn't it
(c) got they not (d) haven't they
 9. We can go out now; the danger is over, _____ ?
(a) hasn't it
(b) isn't it
(c) is it
(d) isn't he
 10. You have no money to lend me, _____ you?
(a) do (b) don't
(c) haven't (d) can't

II. Choose the correct option to make question tags.

1. He won't be late, _____ he?
(a) will (b) don't
(c) isn't (d) won't
2. You've had a great time in Mallorca, _____ you?
(a) have (b) haven't
(c) had (d) hadn't
11. He played well yesterday, _____ ?
(a) doesn't he (b) didn't he
(c) had he (d) isn't it
12. You hardly ever panic, _____ you?
(a) have (b) aren't
(c) do (d) don't

13. It rained all day yesterday, _____?
 (a) isn't it (b) didn't they
 (c) it didn't (d) didn't it
14. You'd never say such a thing behind my back, _____ you?
 (a) had (b) did
 (c) would (d) should
15. Life _____ different in a hundred years' time, won't it?
 (a) will not be (b) will be
 (c) will not (d) would be
16. You haven't been to Italy, _____?
 (a) you haven't (b) haven't you
 (c) have you (d) you have
17. They won't do that, _____?
 (a) did they (b) will they
 (c) will they not (d) won't they
18. You've never had a girlfriend before, _____ you?
 (a) have (b) had
 (c) hadn't (d) haven't
19. We've met before, _____?
 (a) are we (b) didn't we
 (c) aren't we (d) haven't we
20. He'd done that before, _____ he?
 (a) didn't (b) wouldn't
 (c) had (d) hadn't
21. You went on an expensive skiing holiday, _____ you?
 (a) haven't (b) did
 (c) don't (d) didn't
22. It's been a long time since you've seen him, _____?
 (a) haven't you (b) isn't it
 (c) hasn't it (d) is it
23. She's been very kind, _____ she?
 (a) hasn't (b) isn't
 (c) doesn't (d) wasn't

III. Fill in the blanks with the correct question tag.

1. You wanted that, ?
 (a) would you (b) didn't you
 (c) wouldn't you (d) do you
2. He saw that ?
 (a) is he (b) won't he
 (c) didn't he (d) doesn't he
3. You know that's right ?
 (a) would you (b) wouldn't you
 (c) don't you (d) didn't you
4. He will be coming ?
 (a) is he (b) did he
 (c) doesn't he (d) won't he
5. After all this time you'd think he'd have forgotten ?
 (a) didn't you (b) wouldn't you
 (c) don't you (d) do you
6. The amount he is suffering from hay fever he needs to see a doctor ?
 (a) doesn't he (b) did he
 (c) won't he (d) is he
7. You may think you know the answer but you don't ?
 (a) don't you (b) would you
 (c) wouldn't you (d) do you
8. After working so hard he didn't deserve to fail the exam ?
 (a) doesn't he (b) did he
 (c) won't he (d) is he
9. You wouldn't report me, ?
 (a) don't you (b) would you
 (c) wouldn't you (d) do you
10. He isn't going to like this, ?
 (a) didn't he (b) did he
 (c) won't he (d) is he
11. The train arrived late,.....?
 (a) doesn't it (b) couldn't it
 (c) didn't it

12. They look good,.....?
(a) don't they (b) didn't they
(c) look they (d) none of these
13. They are good,.....?
(a) aren't they (b) are they
(c) can they (d) none of these
14. Nine years ago they became friends,.....?
(a) don't they (b) didn't they
(c) aren't they (d) none of these
15. She won't be able to see him tonight,.....?
(a) will she (b) can she
(c) does she (d) none of these
16. They may not listen to you,.....?
(a) do they (b) may they
(c) don't they (d) none of these
17. Tim should work harder,.....?
(a) shouldn't he (b) didn't he
(c) should he (d) none of these
18. We were often bored,.....?
(a) didn't we (b) were we
(c) weren't we (d) none of these
19. He's good,.....?
(a) doesn't he (b) is he
(c) isn't he (d) none of these
20. He went to school this morning,.....?
(a) can't he (b) didn't he
(c) doesn't he (d) none of these
21. Tony can't swim,.....?
(a) does he (b) can't he
(c) can he (d) none of these
22. These trousers don't fit,.....?
(a) does it (b) fitn't they
(c) do they (d) none of these
23. It tastes funny,.....?
(a) is it (b) does it
(c) doesn't it (d) none of these
24. You have seen him,.....?
(a) don't you (b) haven't you
(c) can't you (d) none of these
25. We must hurry,.....?
(a) mustn't we (b) didn't we
(c) don't we (d) none of these

Answer Key

I.	1.	isn't she	2.	are they	3.	aren't we	4.	am I	5.	is she
	6.	isn't it	7.	isn't he	8.	are they	9.	are you	10.	isn't he
	11.	don't I	12.	does she	13.	don't they	14.	don't we	15.	doesn't she
	16.	do they	17.	don't I	18.	do they	19.	does she	20.	do we
II.	1.	(a)	2.	(d)	3.	(b)	4.	(d)	5.	(a)
	6.	(a)	7.	(d)	8.	(d)	9.	(b)	10.	(a)
	11.	(b)	12.	(c)	13.	(d)	14.	(c)	15.	(b)
	16.	(c)	17.	(b)	18.	(b)	19.	(d)	20.	(d)
	21.	(d)	22.	(b)	23.	(a)				
III.	1.	(b)	2.	(c)	3.	(c)	4.	(d)	5.	(b)
	6.	(a)	7.	(d)	8.	(b)	9.	(b)	10.	(d)
	11.	(c)	12.	(a)	13.	(a)	14.	(b)	15.	(a)
	16.	(b)	17.	(a)	18.	(c)	19.	(c)	20.	(b)
	21.	(b)	22.	(c)	23.	(c)	24.	(b)	25.	(a)

Tense

An aspect of verb which tells the time of an action is called tense. Tenses have certain rules, according to which a sentence is made.

Kinds of Tense

There are mainly three kinds of tenses:

- (i) Present tense
- (ii) Past tense
- (iii) Future tense

Each of present, past and future tense is further divided into four kinds:

- (i) Simple (Indefinite)
- (ii) Continuous (progressive)
- (iii) Perfect
- (iv) Perfect Continuous (Perfect progressive)

Present Simple Tense

It is used to express an action in present time, habitual or usual actions or daily event or universal fact. For example, a student says, "I go to school". It is a daily activity of a student to go to school, so such actions are expressed by present simple tense. Another example is, "I work in a factory". It tells about a usual action of a person that he works in a factory on regular basis.

Rules: 1st form of verb or base verb is used as main verb in a sentence.

Positive Sentence

- ☞ Subject + Main verb + Object
- ☞ Subject + 1st form of verb (or base verb) + Object

NOTE

If the subject in a sentence is 'he, she, it, singular or proper noun' then 's' or 'es' is added to the first form of verb or base form in the sentence.

Example: I write a letter.
He gets up early in the morning.
Sun rises in east.

Negative Sentence

- ☐ Subject + auxiliary verb + NOT + Main verb + object

- Subject + Do not/Does not + 1st form of verb (base form) + object

Example: I do not write a letter.

He does not get up early in the morning.

Sun does not rise in east.

NOTE

In negative sentence, auxiliary verb 'do or does' along with 'not' is used. If the subject in a sentence is 'he, she, it, singular or proper noun', then 'Does not' is used after the subject in a sentence. If subject is 'I, we, they, you or plural' then 'Do not' is used after subject in sentence. 's' or 'es' is not added to main verb in negative sentence.

Interrogative Sentence

- Auxiliary verb + Subject + Main verb + Object
 Do/Does + Subject + 1st form of verb (or base verb) + Object

Example: Do I write a letter?

Does he get up early in the morning?

Does sun rise in east?

NOTE

If the subject in a sentence is 'he, she, it, singular or proper noun,' the sentence is started with Auxiliary verb 'Does'. If the subject in a sentence is 'I, we, they, you or plural,' the sentence is started with auxiliary verb 'Do'. 's' or 'es' is not added to main verb in Interrogative sentence.

Example: I sing a song.

He drinks water.

I do not sing a song.

He does not drink water.

Do I sing a song?

Does he drink water?

Present Continuous Tense

It is used to express a continued or ongoing action at present time. It expresses an action which is in progress at the time of speaking. For example, a person says, "I am writing a letter". It means that he is in the process of writing a letter right now. Such actions, which are happening at time of speaking, are expressed by present continuous tense. Present Continuous tense is also called Present progressive tense.

Rules: Auxiliary verb 'am or is or are' is used in sentence. 1st form of verb or base verb + ing (present participle) is used as main verb in sentence.

Positive Sentence

- Subject + auxiliary verb + main verb-ing (Present participle) + object

- ☞ Subject + am/is/are + (1st form of verb or base verb + ing) + object
- ☞ If the subject is 'I' then auxiliary verb 'am' is used after subject in sentence.
- ☞ If the subject is 'He, She, It, singular or proper name' then auxiliary verb 'is' is used after subject in sentence.
- ☞ If subject is 'You, They or plural' then auxiliary verb 'are' is used after subject in sentence.
- ☞ The participle 'ing' is added to the 1st form of verb i.e. going (go) writing (write)

Example: I am playing cricket.
He is driving a car
They are reading their lessons.

Negative Sentence

- ☞ Subject + auxiliary verb + not + main verb-ing (Present participle) + object
- ☞ Subject + am/is/are + not + (1st form of verb + ing) + object

Rules for using auxiliary verbs (am or is or are) after subject in negative sentences are same as mentioned above.

Example: I am not playing cricket.
He is not driving a car
They are not reading their lessons.

Interrogative Sentence

- ☞ Auxiliary verb + Subject + main verb-ing (Present participle) + object
- ☞ Am/is/are + Subject + (1st form of verb or base verb + ing) + object

For making interrogative sentences, the sentence is started with auxiliary verb rather than putting auxiliary verb inside the sentence. If the subject is 'I' the sentence starts with auxiliary verb 'am'. If the subject is 'He, She, It, singular or proper name' the sentence starts with auxiliary verb 'is'. If subject is 'You, They or plural' the sentence starts with auxiliary verb 'are'.

Example: Am I playing cricket?
Is he driving a car?
Are they reading their lessons?

More example:

Positive Sentences

I am listening to the news.
You are washing your clothes.

Negative Sentence

I am not listening to the news.
You are not washing your clothes.

Interrogative Sentences

Am I listening to the news?
Are you washing your clothes?

Present Perfect Tense

It is used to express an action, which happened or completed in past but usually at a short time before now (near past) - not a very long time before now. Specific time, such as, two years ago, last week or that day is usually not used in the sentences using this tense. It means that this tense expresses the action, whose time when it happened, is not exactly specified but it sounds to refer to some action that happened or completed in near past.

Rules: Auxiliary verb 'has or have' is used in sentence. 3rd form of verb (past participle) is used as main verb in sentence.

Positive Sentence

☞ Subject + Auxiliary verb + main verb (past participle) + Subject

☞ Subject + has/have + 3rd form of verb or past participle + subject

If the subject is 'He, She, It, singular or proper name' then auxiliary verb 'has' is used after subject in sentence.

If subject is 'You, They or plural' then auxiliary verb 'have' is used after subject in sentence.

Example: I have eaten meal.

She has learnt a lesson.

Negative Sentence

☞ Subject + Auxiliary verb + NOT + main verb (past participle) + Subject

☞ Subject + has/have + NOT + 3rd form of verb or past participle + subject

Rules for using auxiliary verb 'has or have' in negative sentence are same as mentioned above.

Example: I have not eaten meal.

She has not learnt a lesson.

Interrogative Sentence

☞ Auxiliary verb + Subject + main verb (past participle) + Subject

☞ Has/have + Subject + 3rd form of verb or past participle + subject

Interrogative sentence starts with auxiliary verb. If the subject is 'He, She, It, singular or proper name' then the sentence starts with auxiliary verb 'has'.

If subject is 'You, They or plural' then the sentence starts with auxiliary verb 'have'.

Example: Have I eaten meal?

Has she learnt a lesson?

More example:

Positive Sentences

They have gone to school.

They have bought a new car.

Negative Sentences

They have not gone to school.

They have not bought a new car.

Interrogative Sentences

- Have they gone to school?
- Have they bought a new car?

Present Perfect Continuous Tense

It is used to express a continued or ongoing action that started in past and is continued until now. There will be a time reference, such as 'since 1980, for three hours etc' from which the action has been started. A sense of time reference is found in these sentences which gives an idea that action has been continued from some time in past till now. Such time reference or sense of time reference is the identity of Present perfect continuous tense because it tells that an action has started from a particular time in past. For example, 'He has been reading in this school since 2005', so that means that he has started his education in this school in 2005 and he is studying in this school till now.

NOTE

If there is no time reference or sense of time reference, then it is not Present perfect continuous tense because there is no hint about the time of action when it started in past and it seems just an ongoing action at present time which resembles 'present Continuous tense.' So the reference of time differentiates between Present perfect continuous tense and Present continuous tense.

Rules: An auxiliary verb 'has been or have been' is used in sentence. 1st form of verb (base verb) +ing (present participle) is used as main verb in sentence. 'Since' or 'for' is used before the 'time reference' in sentence. If the time reference is exactly known such as 1995, 4 O'clock then 'since' is used before the time in sentence. If the time reference is not exactly known such as three hours, six years, four days, then 'for' is used before the time in sentence. Time reference such as '3 hours' or '5 days' is not exactly known because we don't know about which three hours a day is told in sentence or about which 5 days in a month is told in sentence. While the 1995 is exactly known time.

Positive Sentence

- ☞ Subject + Auxiliary verb + main verb (Present participle) + Object + Time reference
 - ☞ Subject + has been/have been + (1st form of verb or base verb + ing) + object + time reference
- If the subject is 'He, She, It, singular or proper name' then auxiliary verb 'has been' is used after subject in sentence.

If subject is 'You, They or plural' then auxiliary verb 'have been' is used after subject in sentence.

Example: He has been watering the plants for two hours.

I have been studying since 3 O'clock

Negative Sentence

- ☞ Subject + Not between the Auxiliary verb + main verb (present participle) + Object + Time reference
- ☞ Subject + has not been/have not been + (1st form of verb or base verb + ing) + object + time reference

To make negative sentence, the word 'not' is written between the auxiliary verbs, so it becomes 'has not been or have not been'. The rule for using auxiliary verb 'has been or have been' in negative sentences is as same as mentioned above.

Example: He has not been watering the plants for two hours.
I have not been studying since 3 O'clock.

Interrogative Sentence

☞ Auxiliary verb + Subject + Auxiliary verb + main verb (present participle) + object + time reference

☞ Has/have + Subject + been + (1st form of verb or base verb+ing) + object + time reference

Interrogative sentence starts with auxiliary verb. If the subject is 'He, She, It, singular or proper name' then the sentence starts with auxiliary verb 'has' and auxiliary verb 'been' is used after subject

If subject is 'You, They or plural' then the sentence starts with auxiliary verb 'have' and 'been' is used after subject

Example: Has he been watering the plants for two hours?
Have I been studying since 3 O'clock?

More example:

Positive sentences

It has been raining for three days.

I have been living in America since 2003.

Negative sentences

It has not been raining for three days.

I have not been living in America since 2003.

Interrogative sentences

Has it been raining for three days?

Have I been living in America since 2003?

Past Simple Tense

It is used to express an action that happened or completed in past, usually a very little time before speaking, or action which is just completed. Time of action is not specified in terms of long time ago or short ago but it make a sense that the action has done a little time ago. For example, a person says, 'I watched a movie', it means the speaker of this sentence watched a movie a little time ago or little time ago in the same day.

Rules: 2nd form of verb (past simple) is used as main verb in the positive sentences and base form is used in negative and interrogative sentences.

Positive Sentence

☞ Subject + main verb (past simple) + object

☞ Subject + 2nd form of verb (past simple) + object

Example: I killed a snake.
He ate a mango.

Negative Sentences

☞ Subject + (auxiliary verb + not) main verb (base form) + object

☞ Subject + did not + 1st form of verb or base form + object

In negative sentence, 'did not' is written and the 1st form of verb (base verb) is used instead of using 2nd form (or past simple verb).

Example: I did not kill a snake.
He did not eat a mango.

Interrogative Sentence

☞ Auxiliary verb + subject + main verb (base verb) + object

☞ Did + subject + 1st form of verb (or base verb) + object

Interrogative sentence starts with "did" and the 1st form of verb (base verb) is used instead of using 2nd form (or past simple verb).

Example: Did I kill a snake?
Did he eat a mango?

More examples:

Positive sentences

He gave me a gift.

They went to cinema.

Negative sentences

He did not give me a gift.

They did not go to cinema.

Interrogative sentences

Did he give me a gift?

Did they go to cinema?

Past Continuous Tense

It is used to express a continued or ongoing action in past, an ongoing action which occurred in past and completed at some point in past. It expresses an ongoing nature of an action in past. For example, "he was laughing." This sentence shows ongoing action (laughing) of a person which occurred in the past. Past continuous tense is also called past progressive.

Rules: Auxiliary verb 'was or were' is used in sentence. 1st form of verb or base verb + ing (present participle) is used as main verb in sentence.

Positive Sentence

☞ Subject + auxiliary verb + Main Verb (present participle) + object

☞ Subject + was/were + (1st form of verb or base verb +ing) +object

If the subject is 'he, she, It, I, singular or proper noun' then auxiliary verb 'was' is used. If subject is 'you, we, they or plural' then auxiliary verb "were" is used.

Example: She was crying yesterday.
They were climbing on a hill.

Negative Sentence

☞ Subject + auxiliary verb + NOT + Main verb (present participle) + object

☞ Subject + was/were + NOT + (1st form of verb or base verb +ing) +object

Rules for using auxiliary verb after subject are same as mentioned above.

Example: She was not crying yesterday.
They were not climbing on a hill.

Interrogative Sentence

- ☞ Auxiliary verb + Subject + Main verb (present participle) + object
- ☞ Was/were + Subject + (1st form of verb or base verb +ing) + object

The interrogative sentence starts with the auxiliary verb. If the subject is 'he, she, It, I, singular or proper noun' then the sentence starts with auxiliary verb 'was'. If subject is 'you, we, they or plural' then the sentence starts with auxiliary verb 'were'.

Example: Was she crying yesterday?
Were they climbing on a hill?

More example:

Positive sentences

They were laughing at the joker.
He was taking exam last month.

Negative sentences

They were not laughing at the joker.
He was not taking exam last month.

Interrogative sentences

Were they laughing at the joker?
Was he taking exam last month?

Past Perfect Tense

It is used to express an action which has occurred in past (usually, a long time ago) and action which has occurred in past before another action in past.

Example: I had lived in America. (The sense of time in this sentence refers to a completed action in past and especially a long time ago)

The students had gone before the teacher came. (The first part of sentence 'The student has gone' is sentence of past perfect tense, it says about an action which occurred before another action in the past, which is 'the teacher came'. The second part 'the teacher came' is a sentence using past simple tense. So such a sentence which expresses an action in past before another action in past comprises two parts where the first part of sentence is past perfect tense)

Rules: Auxiliary verb 'had' is used in sentence. 3rd form of verb (past participle) is used as main verb in sentence.

Positive Sentence

- ☞ Subject + auxiliary verb + main verb (past participle) + object
- ☞ Subject + had + 3rd form of verb or past participle + object

Example: He had taken the exam last year.
A thief had stolen my watch.

Negative Sentence

☞ Subject + auxiliary verb + NOT + main verb (past participle) + object

☞ Subject + had + not + 3rd form of verb or past participle + object

'Not' is written after auxiliary verb in negative sentence.

Example: He had not taken the exam last year.

A thief had not stolen my watch.

Interrogative Sentence

☞ Auxiliary verb + subject + main verb (past participle) + object

☞ Had + subject + 3rd form of verb or past participle + object

Interrogative sentence starts with auxiliary verb "had"

Example: Had he taken the exam last year.

Had a thief stolen my watch?

More examples:

Positive sentences

They had visited a doctor.

He had slept.

Negative sentences

They had not visited a doctor.

He had not slept.

Interrogative sentences

Had they visited a doctor?

Had he slept?

Past Perfect Continuous Tense

It is used to express a continued or ongoing action that started in past and continued until sometime in past (Remember, an ongoing action in past which continued till some time in past). There will be a time reference, such as 'since 1980, for three hours etc' from which the action had started. A sense of time reference is found in these sentences which shows that an action had started in the past and continued till some time in past. Such time reference or sense of reference is the identity of Present perfect continuous tense because it tells that action has started from a particular time in past or for some time period. For example, 'He had been studying in this school since 2005', so that means that he had started his education in this school in 2005 and he studied in this school till sometime in past.

NOTE

If there is no time reference or sense of time reference, then it is not Past perfect continuous tense because there is no hint about the time of action when it started in past or continued for some time period, so it seems just an ongoing action in past which resembles 'past continuous tense'. So, the reference of time differentiates between Past perfect continuous tense and Past continuous tense.

Rules: An auxiliary verb 'had been' is used in sentence. 1st form of verb (base verb) + ing (present participle) is used as main verb in sentence. 'Since' or 'for' is used before the 'time reference' in sentence. If the time reference is exactly known such as 1995, 4 O'clock then 'since' is used before the time in sentence. If the time reference is not exactly known, such as, three hours, six years, four days, then 'for' is used before the time in sentence. Time reference such as 3 hours or 5 days is not exactly known because we don't know about which three hours a day is told in sentence or about which 5 days in a month is told in sentence. While the 1995 is exactly known time.

Positive Sentence

- ☞ Subject + Auxiliary verb + main verb (Present participle) + Object + Time reference
- ☞ Subject + had been + (1st form of verb or base verb + ing) + object + time reference

Example: I had been waiting for him for one hour.

She had been playing chess since 7 O'clock.

Negative Sentence

- ☞ Subject +Not between the Auxiliary verbs + main verb (present participle) + Object + Time reference
- ☞ Subject + had not been + (1st form of verb or base verb + ing) + object + time reference

To make negative sentence, the word 'not' is added inside auxiliary verb, so it becomes 'had not been'.

Example: I had not been waiting for him for one hour.

She had not been playing chess since 7 O'clock.

Interrogative Sentence

- ☞ Auxiliary verb+ Subject + Auxiliary verb + main verb (present participle) + object + time reference
- ☞ Had + Subject + been + (1st form of verb or base verb+ing) + object + time reference

Interrogative sentence starts with auxiliary verb 'had' and auxiliary verb 'been' is used after subject in sentence.

Example: Had I been waiting for him for one hour?

Had she been playing chess 7 O'clock?

Future Simple Tense

It is used to express an action which has not occurred yet and will occur after saying or in future. For example, 'I will go to zoo tomorrow.' In this sentence, the person intends for tomorrow's visit to zoo. In short, these sentences express actions which will be done in future.

Rules: Auxiliary verb 'will' is used in sentence. 1st form of verb or base form is used as main verb in sentence.

Positive Sentence

- ☞ Subject + auxiliary verb + main verb (present participle) + object
- ☞ Subject + will + (1st form of verb or base form + ing) + object

Example: I will buy a computer tomorrow.

They will come here.

Negative Sentence

☞ Subject + auxiliary verb + not + main verb (present participle) + object

☞ Subject + will + not + (1st form of verb or base form +ing) + object

To make negative sentence, 'not' is written after auxiliary verb in sentence.

Example: I will not buy a computer tomorrow.

They will not come here.

Interrogative Sentence

☞ Auxiliary verb + subject + main verb (present participle) + object

☞ Will + subject + (1st form of verb or base form +ing) + object

Interrogative sentence starts with auxiliary verb 'will'

Example: Will I buy a computer tomorrow?

Will they come here?

Future Continuous Tense

It is used to express a continued or an ongoing action in future. For example, 'I will be waiting for you tomorrow'; it conveys ongoing nature of an action (waiting) which will occur in future.

Rules: Auxiliary verb 'will be' is used in sentence. 1st form of verb + ing (present participle) is used as main verb in sentence.

Positive Sentence

☞ Subject + auxiliary verb + main verb (present participle) + object

☞ Subject + will be + 1st form of verb or base form +ing (present participle) + object

Example: I will be waiting for you.

You will be feeling well tomorrow.

Negative Sentence

☞ Subject + not between auxiliary verbs + main verb (present participle) + object

☞ Subject + will not be + 1st form of verb or base form +ing (present participle) + object

To make negative sentence, 'not' is written between auxiliary verbs 'will and be' in sentence.

Example: I will not be waiting for you.

You will not be feeling well tomorrow.

Interrogative Sentence

☞ Auxiliary verb + subject + auxiliary verb + main verb (present participle) + object

☞ Will + subject + be + 1st form of verb or base form +ing (present participle) + object

Interrogative sentence starts with auxiliary verb "will" and auxiliary verb "be" comes after subject in interrogative sentence

Example: Will I be waiting for you?

Will you be feeling well tomorrow?

Future Perfect Tense

It is used to express an action which will occur in future and is thought to be completed in future. It expresses a sense of completion of an action which will occur in future.

Example: 'John will have gone tomorrow'. It shows a sense of completion of an action (go) which will occur in future (tomorrow).

Rules: Auxiliary verb 'will have' is used in sentence. 3rd form of verb or past participle form of verb is used as main verb in sentence.

Positive Sentence

- ☞ Subject + auxiliary verb + main verb (past participle) + object
- ☞ Subject + will have + 3rd form of verb or past participle + object

Example: She will have finished the work by Wednesday.
I will have left for home by the time he gets up.
You will have started a job.

Negative Sentence

- ☞ Subject + Not between auxiliary verbs + main verb (past participle) + object
- ☞ Subject + will not have + 3rd form of verb or past participle + object

Example: She will not have finished the work by Wednesday.
I will not have left for home by the time he gets up.
You will not have started a job.

Interrogative Sentence

- ☞ Auxiliary verb + Subject + auxiliary verb + main verb (past participle) + object
- ☞ Will + Subject + have + 3rd form of verb or past participle + object

Example: Will she have finished the work by Wednesday?
Will I have left for home by the time he gets up?
Will you have started a job?

Future Perfect Continuous Tense

It is used to express a continued or ongoing action that will start in future and is thought to be continued till sometime in future. (Remember, an ongoing action in future which will continue till some time in future). There will be a time reference, such as 'since 2015, for three hours' from which the action will start in future and will continue. A sense of time reference is found which gives an idea that action will start at some time in future and will continue for some time. Such time reference or sense of time reference is the identity of Future perfect continuous tense because it tells that action will start at a particular time in future. For example, 'He will have been studying in this school since 2015', so that means that he will start studying in this school in 2015 and will study in this school till sometime in future.

NOTE

If there is no time reference or sense of time reference, then it is not future perfect continuous tense because there is no hint about the time of action when it will start in future and it seems just an ongoing action in future which resembles 'future continuous tense.' So the reference of time differentiates between Future perfect continuous tense between future continuous tense.

Rules: An auxiliary verb 'will have been' is used in sentence. 1st form of verb (base verb) +ing (present participle) is used as main verb in sentence. 'Since' or 'for' is used before the 'time reference' in sentence. If the time reference is exactly known such as 2015, 4 O'clock then 'since' is used before the time in sentence. If the time reference is not exactly known such as three hours, six years, four days, then 'for' is used before the time in sentence. Time reference such as 3 hours or 5 days is not exactly known because we don't know about which three hours a day is told in the sentence or about which 5 days in a month is told in the sentence while the 2015 is exactly known time.

Positive Sentence

- ☞ Subject + Auxiliary verb + main verb (Present participle) + Object + Time reference
- ☞ Subject + will have been + (1st form of verb or base verb + ing) + object + time reference

Example: I will have been waiting for him for one hour.

She will have been playing football since 2015.

Negative Sentence

- ☞ Subject + Not inside Auxiliary verbs + main verb (present participle) + Object + Time reference
- ☞ Subject + will not have been + (1st form of verb or base verb + ing) + object + Time reference

To make negative sentence, the word 'not' is added inside auxiliary verb, so it becomes 'will not have been'.

Example: I will not have been waiting for him for one hour.

She will not have been playing football since 2015.

Interrogative Sentence

- ☞ Auxiliary verb + Subject + auxiliary verb + main verb (present participle) + object + time reference
- ☞ Will + Subject + have been + (1st form of verb or base verb+ing) + object + time reference

Interrogative sentence starts with auxiliary verb "will" and auxiliary verb "have been" is used after subject in sentence.

Example: Will I have been waiting for him for one hour?

Will she have been playing football since 2015?

Practice Exercises

I. Choose the correct option to complete the following sentences.

1. I _____ for them for an hour now. I can't wait any longer.
(a) wait (b) am waiting
(c) have been waiting (d) none of these
2. I hope _____ some interesting reading in the new bookshop.
(a) to find (b) find
(c) found (d) none of these
3. Jane _____ TV for hours; that's why her eyes are red.
(a) is watching
(b) watch
(c) has been watching
(d) none of these
4. Unless John _____ harder, he won't get this job.
(a) tried (b) will try
(c) tries (d) none of these
5. Stop _____ that terrible noise.
(a) making (b) make
(c) made (d) none of these
6. He will see you as soon as Mr Brown _____.
(a) leaves (b) will leave
(c) left (d) none of these
7. I realized that my parents _____ me and my brother.
(a) have adopted (b) had adopted
8. No one _____ text to me like that.
(a) has ever spoken
(b) ever spoke
9. We normally live with our parents but for these two months we _____ in our aunt's flat.
(a) live (b) are living
10. We _____ to the theatre tonight.
(a) go (b) are going
11. _____ this evening?
(a) What do you do
(b) What are you doing
12. Don't shout unless you _____ to be arrested.
(a) want (b) will want
13. I _____ asleep when somebody broke the glass in our front door.
(a) fell (b) was falling
(c) had fallen (d) none of these
14. Jim ought _____ languages if he wants to get a job with an international company.
(a) to learn (b) learn
15. Look! It's Tom! I _____ him for ages.
(a) haven't seen (b) saw

II. Fill in the blanks with the correct tense form of the verbs provided within brackets.

1. Next week we into our new house. (move)
2. He was sure that he that man before. (see)
3. What have for breakfast? (you, have)
4. She a bath when the telephone (have, ring).
5. She the piano for eight years. (play)
6. He never on time. (be)
7. You look terrible. (you, drink)?
8. He realized that he his keys. (lose)
9. I very angry with you if you do not stop smoking. (be)
10. They for her for some time when she finally (wait, arrive).
11. I all the postcards now. (write)

12. Where is John? He out.
 (just, go)

III. Choose the most suitable option to fill in the blanks.

1. Two children and one adult ... in a fire last night.
 (a) died (b) have died
 (c) are dying (d) will die
2. Sam ... the marathon for the first time in 2009.
 (a) has run (b) runs
 (c) ran (d) is running
3. I ... English tea. Is it good?
 (a) drink (b) 've never drunk
 (c) have drunk (d) am drinking
4. We ... Mrs Stewart when we were in California.
 (a) will meet (b) are meeting
 (c) met (d) have met
5. He's not happy because his brother ... his computer.
 (a) doesn't use (b) using
 (c) has used (d) will use
6. If it's sunny tomorrow, maybe we ... go to the beach.
 (a) went (b) will go
 (c) don't go (d) go
7. I ... my exercise because I didn't understand the questions.
 (a) didn't do (b) will do
 (c) did (d) won't do
8. She ... the piano very well.
 (a) play (b) playing
 (c) will play (d) plays
9. My brother ... football in the same club as me.
 (a) play (b) plays
 (c) is playing (d) played
10. I ... in a first-class hotel: it's too expensive for me.
 (a) 'm going to sleep
 (b) 've never slept
 (c) sleep
 (d) am sleeping
11. He often ... to the cinema because he loves movies.
 (a) going (b) go
 (c) is going (d) goes
12. She's shocked because she ... a terrible accident.
 (a) has seen (b) is going to see
 (c) sees (d) saw
13. They ... their new car two weeks ago.
 (a) bought (b) will buy
 (c) buy (d) have bought
14. Please be quiet! The baby ...
 (a) sleeps (b) has slept
 (c) is sleeping (d) sleep
15. I ... to the cinema tonight: I've got a lot of work to finish.
 (a) went (b) 'm going
 (c) will go (d) 'm not going
16. I'm very happy: my favourite singer ... to my town next October for a big concert.
 (a) doesn't come
 (b) isn't going to come
 (c) has come
 (d) is going to come
17. Speak up! I can't hear you because your dog ... too much noise.
 (a) made (b) has made
 (c) makes (d) is making
18. My mother ... 42 years old next Saturday.
 (a) will be (b) is
 (c) was (d) will have
19. My sister ... hamburgers: she thinks they're bad for her.
 (a) is eating (b) doesn't eat
 (c) eats (d) will eat
20. For dinner last night, we ... fish and chips.
 (a) are having (b) had
 (c) have had (d) will have

Answer Key

I.	1. (c)	2. (a)	3. (c)	4. (c)	5. (a)
	6. (a)	7. (b)	8. (a)	9. (b)	10. (b)
	11. (b)	12. (a)	13. (c)	14. (a)	15. (a)
II.	1. will move	2. had seen	3. do you have	4. was having, rang	
	5. played	6. is	7. Did you drink	8. had lost	
	9. will be	10. had been waiting, arrived	11. will write		
	12. just went				
III.	1. (a)	2. (c)	3. (b)	4. (c)	5. (c)
	6. (b)	7. (a)	8. (d)	9. (b)	10. (b)
	11. (d)	12. (a)	13. (a)	14. (c)	15. (d)
	16. (d)	17. (d)	18. (a)	19. (b)	20. (b)

Voice (Active and Passive)

Voice is a grammatical category that applies to verbs. It expresses the relationship of the subject to the action.

Types of Voice

There are two ways to express an action of a subject in relation to its object.

- (i) Active voice
- (ii) Passive voice

Active Voice

- (i) In 'active voice,' subject acts upon object, while in 'passive voice' object is acted upon by subject. It can also be said, in 'active voice' subject does a work on object, while in 'passive voice' object is worked on by subject.
- (ii) The normal structure of an active voice sentence is subject + verb + object but in passive the normal structure of sentence is reversed according to certain rules and becomes like object + verb + subject.
- (iii) The real meaning of a sentence does not change if the sentence is expressed either by active voice or by passive voice. The active voice is mostly used in writing because it gives a direct and more concise meaning.

Passive Voice

Passive voice is used sometimes due to the following reasons:

- When intentionally hiding the subject of a sentence.

Example: A student who failed in exam might say, some chapters were not studied.

Another example. Women were not treated as equals

- When passive voice better explains thought of a sentence.

Example: to say, 'Cloth is sold in yards,' is more meaningful than to say, 'Shop keepers sell cloth in yards.'

- When passive voice better emphasizes the main thought of the sentence.

Example: A man who is being teased by another person might say in anger, 'You will be beaten by me.'

- When subject is not exactly known.

Example: 'His watch was stolen.' It is not known who stole his watch; the subject (thief) is not exactly known, so it is better to use passive voice for such a sentence.

Fundamental Rules

Fundamental Rules for changing from active voice to passive voice (:)

Rule 1: The places of subject and object are interchanged i.e. the object shifts to the place of subject and subject shifts to the place of object in passive voice.

Example: I write a letter. (Active voice)

A letter is written by me. (Passive voice)

Subject (I) of sentence shifted to the place of object (letter) and object (letter) shifted to the place of subject (I) in passive voice.

Rule 2: Sometimes subject of sentence is not used in passive voice. Subject of sentence can be omitted in passive voice, if without subject it can give enough meaning in passive voice.

Example: Cloth is sold in yards. (Passive voice)

Rule 3: 3rd form of verb (past participle) is always used as main verb in sentences of passive voice for all tenses. Base form of verb or present participle will be never used in passive voice.

Rule 4: The word 'by' is used before subject in sentences in passive voice.

Example: He sings a song. (Active voice)

A song is sung by him. (Passive voice)

Rule 5: The word 'by' is not always used before subject in passive voice. Sometimes words 'with, to,' etc may also be used before subject in passive voice.

Example: The water fills the tub. (Active voice)

The tub is filled with water. (Passive voice)

He knows me. (Active voice)

I am known to him. (Passive voice)

Rule 6: Auxiliary verbs are used in passive voice according to the tense of sentence.

NOTE

First 5 rules are usually same for all tenses in passive voice. Rule No. 6 is about the use of auxiliary verb in passive voice which differs for each tense. The auxiliary verbs of passive voice are used according to the tense of sentence in its active voice form.

Passive Voice for All Tenses

Present Simple Tense (Passive Voice)

Auxiliary verb in passive voice: am/is/are

Example: He sings a song. (Active voice)

A song is sung by him. (Passive voice)

He does not sing a song. (Active voice)

A song is not sung by him. (Passive voice)

Does he sing a song? (Active voice)

Is a song sung by him? (Passive voice)

Present Continuous Tense (Passive Voice)

Auxiliary verb in passive voice: am being/is being/are being

Example: I am writing a letter. (Active voice)
A letter is being written by me. (Passive voice)
I am not writing a letter. (Active voice)
A letter is not being written by me. (Passive voice)
Am I writing a letter? (Active voice)
Is a letter being written by me? (Passive voice)

Present Perfect Tense (Passive Voice)

Auxiliary verb in passive voice: has been/have been

Example: She has finished her work. (Active voice)
Her work has been finished by her. (Passive voice)
She has not finished her work. (Active voice)
Her work has not been finished by her. (Passive voice)
Has she finished her work? (Active voice)
Has her work been finished by her? (Passive voice)

Past Simple Tense (Passive Voice)

Auxiliary verb in passive voice: was/were

Example: I killed a snake. (Active voice)
A snake was killed by me. (Passive voice)
I did not kill a snake. (Active voice)
A snake was not killed by me. (Passive voice)
Did I kill a snake? (Active voice)
Was a snake killed by me? (Passive voice)

Past Continuous Tense (Passive Voice)

Auxiliary verb in passive voice: was being/were being

Example: He was driving a car. (Active voice)
A car was being driven by him. (Passive voice)
He was not driving a car. (Active voice)
A car was not being driven by him. (Passive voice)
Was he driving a car? (Active voice)
Was a car being driven by him? (Passive voice)

Past Perfect Tense (Passive Voice)

Auxiliary verb in passive voice: had been

Example: They had completed the assignment. (Active voice)
The assignment had been completed by them. (Passive voice)
They had not completed the assignment. (Active voice)
The assignment had not been completed by them. (Passive voice)
Had they completed the assignment? (Active voice)
Had the assignment been completed by them? (Passive voice)

Future Simple Tense (Passive Voice)

Auxiliary verb in passive voice: will be

- Example:** She will buy a car. (Active voice)
A car will be bought by her. (Passive voice)
She will not buy a car. (Active voice)
A car will not be bought by her. (Passive voice)
Will she buy a car? (Active voice)
Will a car be bought by her? (Passive voice)

Future Perfect Tense (Passive Voice)

Auxiliary verb in passive voice: will have been

- Example:** You will have started the job. (Active voice)
The job will have been started by you. (Passive voice)
You will have not started the job. (Active voice)
The job will not have been started by you. (Passive voice)
Will you have started the job? (Active voice)
Will the job have been started by you? (Passive voice)

NOTE

The following tenses cannot be changed into passive voice.

- (i) Present perfect continuous tense
- (ii) Past perfect continuous tense
- (iii) Future continuous tense
- (iv) Future perfect continuous tense

Passive Voice for Present/Future Modals

“CAN, MAY, MIGHT, SHOULD, MUST, OUGHT TO”

To change sentences having present/future modal into passive voice, auxiliary verb “be” is added after modal in sentence.

Passive voice for Present/Future Modals: “CAN, MAY, MIGHT, SHOULD, MUST, OUGHT TO”

Auxiliary verb in passive voice: be

Can

- Example:** She can play a violin. (Active voice)
A violin can be played by her. (Passive voice)
She cannot play a violin. (Active voice)
A violin cannot be played by her. (Passive voice)
Can she play a violin? (Active voice)
Can a violin be played by her? (Passive voice)

May

- Example:* I may buy the computer. (Active voice)
The computer may be bought by me. (Passive voice)
I may not buy the computer. (Active voice)
The computer may not be bought by me. (Passive voice)
May I buy the computer? (Active voice)
May the computer be bought by me? (Passive voice)

Might

- Example:* Guests might play chess. (Active voice)
Chess might be played by guests. (Passive voice)
Guests might not play chess. (Active voice)
Chess might not be played guests. (Passive voice)

Should

- Example:* Students should study all lessons. (Active voice)
All lessons should be studied by students. (Passive voice)
Students should not study all lessons. (Active voice)
All lessons should not be studied by students. (Passive voice)
Should students study all lessons? (Active voice)
Should all lessons be studied by students? (Passive voice)

Must

- Example:* You must learn the test-taking strategies. (Active voice)
Test-taking strategies must be learnt by you. (Passive voice)
You must not learn the test-taking strategies. (Active voice)
Test-taking strategies must not be learnt by you. (Passive voice)

Ought to

- Example:* They ought to take the examination. (Active voice)
The examination ought to be taken by them. (Passive voice)

Passive Voice for Past Modals

To change sentences having past modal into passive voice, auxiliary verb "been" is added after modal in sentence.

"MAY HAVE, MIGHT HAVE, SHOULD HAVE, MUST HAVE, OUGHT HAVE TO"

Auxiliary verb in passive voice: been

May have

- Example:* You may have availed the opportunity. (Active voice)
The opportunity may have been availed by you. (Passive voice)
You may not have availed the opportunity. (Active voice)
The opportunity may not have been availed by you. (Passive voice)

Might have

- Example:* He might have eaten meal. (Active voice)
Meal might have been eaten by him. (Passive voice)
He might not have eaten meal. (Active voice)
Meal might not have been eaten by him. (Passive voice)

Should have

- Example:* You should have studied the book. (Active voice)
The book should have been studied by you. (Passive voice)
You should not have studied the book. (Active voice)
The book should have not been studied by you. (Passive voice)

Must have

- Example:* He must have started job. (Active voice)
Job must have been started by you. (Passive voice)
He must not have started job. (Active voice)
Job must not have been started by you. (Passive voice)

Ought to have

- Example:* You ought to have helped him. (Active voice)
He ought to have been helped by you. (Passive voice)

Passive Voice of Imperative Sentences (Command and Request)

A sentence which expresses command or request or advice is called imperative sentence.

- Example:* Open the door.
Turn off the television.
Learn your lesson.

For changing these sentences in to passive voice, auxiliary verb "be" is used. The word "Let" is added before such sentences in passive voice. Auxiliary verb "be" is added after object in sentences in passive voice. Main verb (base form) of imperative sentence is changed to 3rd form of verb (past participle) in passive voice.

- Example:* Open the door. (Active voice)
Let the door be opened. (Passive voice)
Complete the work. (Active voice)
Let the worked be completed. (Passive voice)
Turn off the television. (Active voice)
Let the television be tuned off. (Passive voice)
Learn your lesson. (Active voice)
Let your lesson be learnt. (Passive voice)
Kill the snake. (Active voice)
Let the snake be killed. (Passive voice)

Punish him. (Active voice)
Let him be punished. (Passive voice)
Speak the truth. (Active voice)
Let the truth be spoken. (Passive voice)
Help the poor. (Active voice)
Let the poor be helped. (Passive voice)
Revise your book. (Active voice)
Let your book be revised. (Passive voice)
Clean your room. (Active voice)
Let your room be cleaned. (Passive voice)

Sentences Which Cannot be Changed into Passive Voice

☞ A verb can be either transitive or intransitive. A transitive verb needs an object (in sentence) to give complete meaning while intransitive verb does not need an object (in sentence) to give complete meaning.

Example: He sent a letter. (Transitive verb)

(Send is a transitive verb and it needs an object i.e. letter to express full meaning.)

He laughs. (Intransitive verb)

(Laugh is an intransitive verb and it does not need object for expressing full meaning.)

Sleep, go, reach, sit, die are examples of intransitive verbs.

☞ Intransitive verb cannot be changed into passive voice:

☞ The sentences having intransitive verbs (belonging to any tense) cannot be changed into passive voice. The reason is that there is not any object in such sentences and without object of sentence passive voice is not possible.

☞ A sentence can be changed into passive voice if it has subject and object. Sometimes subject may not be written in passive voice but it does not mean that it has no subject. Such sentences have subject but the subject is so common or familiar or known that if even it is not written in passive voice, it gives full meaning.

Example: Cloth is sold in yards.

Practice Exercises

I. Fill in the blanks with suitable active and passive verb forms.

1. This house _____ in 1970 by my grandfather.
(a) Built (b) Was built
(c) Was build (d) Has built
2. The robbers _____ by the police.
(a) Have arrested
(b) Have been arrested
(c) Was arrested
(d) Had arrested
3. We _____ for the examination.
(a) Have preparing
(b) Are preparing
(c) Had preparing
(d) Have been prepared
4. It _____ since yesterday.
(a) Is raining
(b) Has been raining
(c) Have been raining
(d) Was raining
5. I _____ for five hours.
(a) Have been working
(b) Has been working
(c) Was working
(d) Am working
6. The students _____ to submit their reports by the end of this week.
(a) Have asked (b) Are asked
(c) Has asked (d) Are asking
7. She _____ for a while.
(a) Are ailing
(b) Is ailing
(c) Has been ailing
(d) Have been ailing
8. The teacher _____ the student for lying.
(a) Has been punished
(b) Punished
(a) Is punished
(a) Was punished
9. I _____ to become a successful writer.
(a) Have always wanted
(b) Am always wanted
(c) Was always wanted
(d) Am always wanting
10. The inmates of the juvenile home _____ well by their caretakers.
(a) Were not being treated
(a) Were not treating
(a) Have not being treated
(a) Was not being treated
11. As the patient could not walk he _____ home in a wheel chair.
(a) Has carried (b) Has been carried
(c) Was carried (d) Was carrying
12. The injured _____ to the hospital in an ambulance.
(a) Were taking (b) Was taking
(c) Were taken (d) Have taken

II. From the given alternatives, choose the one which best expresses the given sentence in Passive/Active voice.

1. They have built a perfect dam across the river.
(a) Across the river a perfect dam was built.
(b) A perfect dam has been built by them across the river.
(c) A perfect dam should have been built by them.
(d) Across the river was a perfect dam.

2. Do you imitate others?
 - (a) Are others being imitated by you?
 - (b) Are others imitated by you?
 - (c) Have others being imitated by you?
 - (d) Were others being imitated by you?
3. You need to clean your shoes properly.
 - (a) Your shoes are needed to clean properly.
 - (b) You are needed to clean your shoes properly.
 - (c) Your shoes need to be cleaned properly.
 - (d) Your shoes are needed by you to clean properly.
4. He is said to be very rich.
 - (a) He said he is very rich.
 - (b) People say he is very rich.
 - (c) He said it is very rich.
 - (d) People say it is very rich.
5. The invigilator was reading out the instructions.
 - (a) The instructions were read by the invigilator.
 - (b) The instructions were being read out by the invigilator.
 - (c) The instructions had been read out by the invigilator.
 - (a) The instructions had been read by the invigilator.
4. The gold _____ in a cave near the top of the mountain.
 - (a) was discovered (b) discovered
5. Archaeologists _____ the gold in a cave near the top of the mountain.
 - (a) were discovered
 - (b) was discovered
 - (b) discovered
 - (d) none of these
6. The meeting _____ until the end of the month.
 - (a) has postponed
 - (b) has been postponed
 - (c) is been postponed
 - (d) none of these
7. We have _____ the meeting until the end of the month.
 - (a) been postponed
 - (b) postponed
8. VW cars _____ in Germany and the Czech Republic.
 - (a) making (b) made
 - (c) are made (d) make
9. In Hong Kong, many shops _____ at around nine in the morning.
 - (a) open (b) are opened
10. Your letter _____ yesterday morning.
 - (a) was arrived (b) has arrived
 - (c) arrived (d) none of these

III. Choose the best option to fill in the blanks.

1. Over a million dollars in cash _____ from the Bank of East Asia in Central.
 - (a) have stolen (b) have been stolen
2. Thieves _____ over a million dollars in cash from the Bank of East Asia in Central.
 - (a) stolen (b) were stolen
 - (c) have stolen (d) was been stolen
3. I'll have to come by bus as my car _____
 - (a) is repairing (b) is being repaired
11. Helmets must _____ past this point.
 - (a) wear (b) are worn
 - (c) be worn (d) none of these
12. Any vehicles found parked in front of these gates will _____.
 - (a) removing (b) remove
 - (c) be removed (d) are removed
13. We will _____ any vehicles found parked in front of these gates.
 - (a) removing (b) be removed
 - (c) remove (d) have removed

14. A number of people _____ following a demonstration in the Serbian capital, Belgrade.
(a) have arrested
(b) have been arrested
15. Police _____ a number of people following a demonstration in the Serbian capital, Belgrade.
(a) have arrested
(b) have been arrested
16. It _____ that the painting is fake.
(a) is now believed (b) believed now
(c) is believing (d) none of these
17. Experts _____ that the painting is fake.
(a) now believe (b) is now believed
18. It _____ if you could reply as soon as possible.
(a) appreciate
(b) is appreciated
(c) would be appreciated
(d) none of these
19. I would very much _____ it if you could reply as soon as possible.
(a) be appreciated (b) appreciate
20. All bills must _____ promptly.
(a) settle (a) be settled
21. Two men _____ following a robbery in Mong Kok this afternoon.
(a) are questioning
(b) are being questioned
22. Police _____ two men following a robbery in Mong Kok this afternoon.
(a) are being questioned
(b) are questioning

Answer Key

I.	1.	(b)	2.	(b)	3.	(b)	4.	(b)	5.	(a)
	6.	(b)	7.	(c)	8.	(b)	9.	(a)	10.	(a)
	11.	(c)	12.	(c)						
II.	1.	(b)	2.	(b)	3.	(c)	4.	(b)	5.	(b)
III.	1.	(b)	2.	(c)	3.	(b)	4.	(a)	5.	
	6.	(b)	7.	(b)	8.	(c)	9.	(a)	10.	(c)
	11.	(c)	12.	(c)	13.	(c)	14.	(b)	15.	(a)
	16.	(a)	17.	(a)	18.	(c)	19.	(b)	20.	(a)
	21.	(b)	22.	(b)						

Narration (Direct and Indirect)

There are two ways to convey a message of a person, or the words spoken by a person to another person:

- (i) Direct speech
- (ii) Indirect speech

Suppose your friend whose name is John tells you in school, "I will give you a pen". You come back home and you want to tell your brother what your friend told you. There are two ways to tell him.

Example: John said, "I will give you a pen". (Direct speech)

John said that he would give me a pen. (Indirect speech)

In direct speech, the original words of the speaker are narrated (no change is made) and are enclosed in quotation marks. While in indirect speech some changes are made in original words of the person because these words have been uttered in past so the tense will change accordingly and pronoun may also be changed accordingly. In indirect speech, the statement of the person is not enclosed in quotation marks, the word "that" may be used before the statement to show that it is indirect speech. Indirect speech is also called reported speech because reported speech refers to the second part of indirect speech in which something has been told by a person.

Reporting verb: The verb first part of sentence (i.e. he said, she said, he says, they said, she says) before the statement of a person in sentence is called reporting verb.

Example: In all of the following examples, the reporting verb is 'said':

He said, "I work in a factory". (Direct speech)

He said that he worked in a factory. (Indirect speech)

They said, "we are going to cinema". (Direct speech)

They said that they were going to cinema. (Indirect speech)

Reported Speech. The second part of indirect speech in which something has been told by a person (which is enclosed in quotation marks in direct speech) is called reported speech. For example, a sentence of indirect speech is: He said that he worked in a factory. In this sentence, the second part "he worked in a factory" is called reported speech and that is why the indirect speech as a whole can also be called reported speech.

Fundamental Rules for Indirect Speech

- ☞ Reported speech is not enclosed in quotation marks.
- ☞ Use of word 'that': The word 'that' is used as a conjunction between the reporting verb and reported speech.
- ☞ Change in pronoun: The pronoun (subject) of the reported speech is changed according to the pronoun of reporting verb or object (person) of reporting verb (first part of sentence). Sometimes the pronoun may not change. In the following example, the pronoun of reported speech is 'I' which will be changed in indirect speech into the pronoun (Subject) of reporting verb that is 'he'.

Example: He said, "I am happy" (Direct speech)
 He said that he was happy. (Indirect Speech)
 I said to him, "You are intelligent" (Direct speech)
 I told him that he was intelligent. (Indirect speech)
 ('You' changed to 'he' the person of object of reporting verb)

- ☞ Change in time: Time is changed according to certain rules like
 now to then
 today to that day
 tomorrow to next day
 yesterday to previous day

Example: He said, "I am happy today" (Direct speech)
 He said that he was happy that day. (Indirect speech)

- ☞ Change in the tense of reported speech: If the first part of sentence (reporting verb part) belongs to past tense, the tense of reported speech will change. If the first part of sentence (reporting verb part) belongs to present or future tense, the tense of reported speech will not change.

Example: He said, "I am happy" (Direct speech)
 He said that he was happy. (Indirect speech) (Tense of reported speech changed)
 He says, "I am happy" (Direct speech)
 He said that he is happy. (Indirect speech) (Tense of reported speech didn't change)

Rules for change in tense of reported speech for all Tenses.

Tense Change - in - Indirect Speech

Tense (Direct Speech)	Tense (Indirect Speech)
Present simple tense	Past simple
Present Continuous tense	Past continuous
Present Perfect tense	Past perfect
Present Perfect Continuous	Past perfect continuous
Past simple	Past Perfect
Past Continuous	Past Perfect Continuous
Past Perfect	Past Perfect
Future simple, will	would
Future Continuous, will be	would be
Future Perfect, will have	would have

I. Present Simple Changes into Past Simple

Example: She said, "He goes to school daily" (Direct speech)
 He said that she went to school daily. (Indirect speech)
 They said, "We love our country" (Direct speech)
 They said that they loved their country. (Indirect speech)

II. Present Continuous Changes into Past Continuous

Example: He said, "He is listening to the music" (Direct speech)
He said that he was listening to the music. (Indirect speech)
They said, "We are enjoying the weather" (Direct speech)
They said that they were not enjoying the weather. (Indirect speech)

III. Present Perfect Changes Into Past Perfect

Example: She said, "He has finished his work" (Direct speech)
I said, "She has eaten the meal" (Indirect speech)
She said that he had finished his work. (Direct speech)
I said that she had eaten the meal. (Indirect speech)

IV. Present Perfect Continuous Changes into Past Perfect Continuous

Example: He said, "I have been studying since 3 O'clock" (Direct speech)
He said that he had been studying since 3 O'clock. (Indirect speech)
She said, "It has been raining for three days." (Direct speech)
She said that it been raining for three days. (Indirect speech)
I said, "She has been working in this office since 2007" (Direct speech)
I said that she had been working in this office since 2007. (Indirect speech)

V. Past Simple Changes into Past Perfect

Example: He said to me, "You answered correctly." (Direct speech)
He said to me that I had answered correctly. (Indirect speech)
She said, "I didn't buy a car" (Direct speech)
She said that she had not bought a car. (Indirect speech)

VI. Past Continuous Changes into Past Perfect Continuous

Example: They said, "We were enjoying the weather" (Direct speech)
They said that they had been enjoying the weather. (Indirect speech)
He said to me, "I was waiting for you" (Direct speech)
He said to me that he had been waiting for me. (Indirect speech)

VII. Past Perfect Changes into Past Perfect (Tense Does Not Change)

Example: She said, "She had visited a doctor." (Direct speech)
She said that she had visited a doctor. (Indirect speech)
He said, "I had started a business." (Direct speech)
He said that he had started a business. (Indirect speech)
They said, "We had not gone to New York." (Direct speech)
They said they had not gone to New York. (Indirect speech)

VIII. Future Simple Tense

WILL changes into WOULD

- Example:* He said, "I will study the book." (Direct speech)
He said that he would study the book. (Indirect speech)
She said, "I will buy a computer." (Direct speech)
She said that she would buy a computer. (Indirect speech)
They said to me, "We will send you gifts." (Direct speech)
They said to me that they would send me gifts. (Indirect speech)

IX. Future Continuous Tense

WILL BE changes into WOULD BE

- Example:* I said to him, "I will be waiting for him." (Direct speech)
He said, "I will be working hard." (Indirect speech)
I said to him that I would be waiting for him. (Direct speech)
He said that he would be working hard. (Indirect speech)

X. Future Perfect Tense

WILL HAVE changes into WOULD HAVE

- Example:* He said, "I will have finished the work." (Direct speech)
He said that he would have finished the work. (Indirect speech)
She said, "They will have passed the examination." (Direct speech)
She said that they would have passed the examination. (Indirect speech)
He said, "I will have gone." (Direct speech)
He said that he would have gone. (Indirect speech)

NOTE

The tense of reported speech may not change if reported speech is a universal truth though its reporting verb belongs to past tense.

- Example:* He said, "Mathematics is a science." (Direct speech)
He said that mathematics is a science. (Indirect speech)
He said, "Sun rises in east." (Direct speech)
He said that sun rises in east. (Indirect speech)
(Tense didn't change because reported speech is a universal truth though its reporting verb belongs to past tense)

Indirect Speech for Interrogative (Question Sentence)

For changing interrogative (question) sentence into indirect speech, we have to observe the nature of question and then change it into indirect speech according to the rules for indirect speech. A question can be of two types: One type which can be answered in only YES or NO and other type which needs a little bit explanation for its answer and cannot be answered in only YES or NO.

Example: Do you like music? (It can be answered in YES or NO)

How are you? (It cannot be answered in YES or NO but it needs a little bit explanation, i.e, I am fine.)

Questions Which Can be Answered in YES/NO

To change questions (which can be answered in yes or no) into indirect speech, word “if” or “whether” is used before the question in indirect speech. Rules for change in tense of question sentences are same as for change in normal tenses in indirect speech but sentence will not start with the auxiliary verb of the tense. The word “that” is not used between reporting verb and reported speech as conjunction in indirect speech for question sentence. Question mark is not used in indirect speech.

Example: He said to me, “Do you like music?” (Direct speech)

He asked me if I liked music. (Not, did I like music) (Indirect Speech)

He asked me whether I liked music. (or Indirect Speech)

She said, “Will he participate in the quiz competition?” (Direct speech)

She asked me if he would participate in the quiz competition. (Indirect Speech)

I said to him, “Are you feeling well?” (Direct speech)

I asked him if he was feeling well. (Indirect Speech)

Question Which Cannot be Answered in YES/NO

To change such questions into indirect speech, the words “if” or “whether” is not used. The tense of the question is changed according to the rules for change in normal tenses in indirect speech but sentence will not start with the auxiliary verb of the tense. The word “that” is not used between reporting verb and reported speech as conjunction in indirect speech for question sentence. Question mark is not used in indirect speech.

Example: He said to me, “How are you?” (Direct speech)

He asked me how I was. (Not, how was I) (Indirect Speech)

She said to him, “Why did you come late?” (Direct speech)

She asked him why he had come late. (Indirect Speech)

She asked her son, “Why are you crying?” (Direct speech)

She asked her son why he was crying. (Indirect Speech)

Indirect Speech for Modals

☞ CAN changes into COULD

Example: He said, “I can drive a car.” (Direct speech)

He said that he could drive a car. (Indirect Speech)

She said, “He can play a violin.” (Direct speech)

She said that he could play a violin. (Indirect Speech)

☞ MAY changes into MIGHT

Example: He said, “I may buy a computer.” (Direct speech)

He said that he might buy a computer. (Indirect Speech)

She said, “He may visit a doctor.” (Direct speech)

She said that he might visit a doctor. (Indirect Speech)

☛ **MUST** changes into **HAD TO**

- Example:* She said, "They must carry on their work." (Direct Speech)
She said that they had to carry on their work. (Indirect Speech)
I said to him, "You must learn the test-taking strategies." (Direct Speech)
I said to him that he had to learn the test-taking strategies. (Indirect Speech)

Would

- Example:* They said, "We would apply for a visa." (Direct Speech)
They said that they would apply for visa. (Indirect Speech)
He said, "I would start a business. (Direct Speech)
He said that he would start a business. (Indirect Speech)
She said, "I would appear in the exam." (Direct Speech)
She said that she would appear in the exam. (Indirect Speech)

Could

- Example:* She said, "She could play a piano." (Direct Speech)
She said that she could play a piano. (Indirect Speech)
They said, "We couldn't learn the lesson." (Direct Speech)
They said they couldn't learn the lesson. (Indirect Speech)
He said, "I could run faster." (Direct Speech)
He said that he could run faster. (Indirect Speech)

Might

- Example:* He said, "Guests might come." (Direct Speech)
He said that guest might come. (Indirect Speech)
She said, "It might rain." (Direct Speech)
She said that it might rain. (Indirect Speech)
John said, "I might meet him." (Direct Speech)
John said that he might meet him. (Indirect Speech)

Should

- Example:* He said, "I should avail the opportunity." (Direct Speech)
He said that he should avail the opportunity. (Indirect Speech)
She said, "I should help him." (Direct Speech)
She said that she should help him. (Indirect Speech)
They said, "We should take the exam." (Direct Speech)
They said that they should take the exam. (Indirect Speech)

Ought to

- Example:* He said to me, "You ought to wait for him." (Direct Speech)
He said to me that I ought to wait for him. (Indirect Speech)

She said, "I ought to learn method of study." (Direct Speech)

She said that she ought to learn method of study. (Indirect Speech)

They said, "We ought to attend our classes." (Direct Speech)

They said that they ought to attend their classes. (Indirect Speech)

Indirect Speech for Exclamatory and Imperative Sentences

Indirect Speech of Imperative Sentence

A sentence which expresses command, request, advice or suggestion is called imperative sentence.

Example: Open the door.

Please help me.

Learn your lesson.

☞ To change such sentences into indirect speech, the word "ordered" or "requested" or "advised" or "suggested" or "forbade" or "not to do" is added to reporting verb depending upon nature of imperative sentence in reported speech.

Example: He said to me, "Please help me." (Direct Speech)

He requested me to help him. (Indirect Speech)

She said to him, "You should work hard for exam" (Direct Speech)

He suggested him to work hard for exam. (Indirect Speech)

They said to him, "Do not tell a lie" (Direct Speech)

They said to him not to tell a lie. (Indirect Speech)

He said, "Open the door." (Direct Speech)

He ordered to open the door. (Indirect Speech)

The teacher said to student, "Do not waste time." (Direct Speech)

The teacher advised the students not to waste time. (Indirect Speech)

He said, "Please give me a glass of water." (Direct Speech)

He requested to give him a glass of water. (Indirect Speech)

Doctor said to me, "Do not smoke." (Direct Speech)

Doctor advised me not to smoke. (Indirect Speech)

The teacher said to him, "Get out." (Direct Speech)

he teacher ordered him to get out. (Indirect Speech)

Indirect Speech of Exclamatory Sentences

Sentence which expresses state of joy or sorrow or wonder is called exclamatory sentence.

Example: Hurrah! We won the match.

Alas! I failed the test.

Wow! What a nice shirt it is.

☞ To change such sentences, the words "exclaimed with joy" or "exclaimed with sorrow" or "exclaimed with wonder" is added in the reporting verb depending upon the nature of exclamatory sentence in indirect speech.

- Example:** He said, "Hurrah! I won a prize." (Direct Speech)
 He exclaimed with joy that he had won a prize. (Indirect Speech)
 She said, "Alas! I failed in the exam." (Direct Speech)
 She exclaimed with sorrow that she failed in the exam. (Indirect Speech)
 John said, "Wow! What a nice shirt it is." (Direct Speech)
 John exclaimed with wonder that it was a nice shirt. (Indirect Speech)
 She said, "Hurrah! I am selected for the job." (Direct Speech)
 She exclaimed with joy that she was selected for the job. (Indirect Speech)
 He said, "Oh no! I missed the train." (Direct Speech)
 He exclaimed with sorrow that he had missed the train. (Indirect Speech)
 They said, "Wow! What a pleasant weather it is." (Direct Speech)
 They exclaimed with wonder that it was a pleasant weather. (Indirect Speech)

Changes in Pronoun in Indirect Speech

The pronoun (subject) of the reported speech is changed according to the pronoun of reporting verb or object (person) of reporting verb (first part of sentence). Sometimes the pronoun may not change.

- ☞ First person pronoun in reported speech i.e. I, we, me, us, mine, or our is changed according to the pronoun of reporting verb if pronoun in reporting verb is third person pronoun i.e. he, she, it, they, him, his, her, them or their.

Example: He said, "I live in New York." (Direct Speech)
 He said that he lived in New York. (Indirect Speech)
 They said, "We love our country." (Direct Speech)
 They said that they loved their country. (Indirect Speech)

- ☞ First person pronoun in reported speech i.e. I, we, me, us, mine, or our is not changed if the pronoun (Subject) of reporting is also first person pronoun i.e. I or we.

Example: I said, "I write a letter" (Direct Speech)
 I said that I wrote a letter. (Indirect Speech)
 We said, "We completed our work" (Direct Speech)
 We said that we completed our work. (Indirect Speech)

- ☞ Second person pronoun in reported speech i.e. you, yours is changed according to the person of object of reporting verb.

Example: She said to him, "You are intelligent." (Direct Speech)
 She said to him that he was intelligent. (Indirect Speech)
 He said to me, "You are late for the party." (Direct Speech)
 He said to me that I was late for the party. (Indirect Speech)

- ☞ Third person pronoun in reported speech i.e. he, she, it, they, him, his, her, them or their is not changed in indirect speech.

Example: Direct speech: They said, "He will come." (Direct Speech)
 Indirect speech: They said that he would come. (Indirect Speech)
 Direct speech: You said, "They are waiting for the bus." (Direct Speech)
 Indirect speech: You said that they were waiting for the bus. (Indirect Speech)

Changes in Time and Adverbs in Indirect Speech

- Example:* He said, "I will buy a book tomorrow." (Direct Speech)
He said that he would buy a book the next day. (Indirect Speech)
She said, "I am happy now." (Direct Speech)
She said that she was happy then. (Indirect Speech)
He said, "I like this book." (Direct Speech)
He said that he liked that book. (Indirect Speech)

Common Rules

- Today changes to that day/the same day
- Tomorrow changes to the next day/the following day
- Yesterday changes to the day before/the previous day
- Next week/month/year changes to the following week/month/year
- Last week/month/year changes to the previous week/month/year
- Now/just changes to then
- Ago changes to before
- Here changes to there
- This changes to that

Practice Exercises

I. Choose the correct option from the choices given below.

- Mary: "I love chocolate."
Jill: "Mary said (that) she ___ chocolate."
(a) loved (b) loves
(c) loving (d) none of these
- Mary: "I went skiing."
Jill: "Mary said (that) she ___ skiing."
(a) went (b) had gone
(c) have gone (d) none of these
- Mary: "I will eat steak for dinner."
Jill: "Mary said (that) she ___ eat steak for dinner."
(a) willing (b) will
(c) would (d) none of these
- Mary: "I have been to Sydney."
Jill: "Mary said (that) she ___ to Sydney."
(a) had been (b) has been
(c) was being (d) none of these
- Mary: "I have had three cars."
Jill: "Mary said (that) she ___ three cars."
(a) has (b) has had
(c) had had (d) none of these
- Mary: "I'm going to go to Long Beach."
Jill: "Mary said (that) she ___ going to go to Long Beach."
(a) is (b) was
(c) went (d) none of these
- Mary: "I don't like spinach."
Jill: "Mary said (that) she ___ like spinach."
(a) doesn't (b) don't
(c) didn't (d) none of these
- Mary: "I have never been to London."
Jill: "Mary said (that) she ___ never been to London."
(a) had (b) has
(c) have (d) none of these

- Mary: "I was swimming."
Jill: "Mary said (that) she ___ swimming."
(a) has been (b) had been
(c) have been (d) none of these
- Mary: "I had a cat."
Jill: "Mary said (that) she had ___ a cat."
(a) have (b) has
(c) had (d) none of these

II. Select the most appropriate option to fill in the blanks.

- I told him ___ do it.
(a) to not (b) to don't
(c) not to (d) don't
- He asked us ___ show our passports.
(a) if (b) to
(c) for (d) that
- She asked us if we ___ finished the work on Monday.
(a) have (b) had
(c) Either could be used here.
- She asked us ___ on time.
(a) to be (a) for being
- She asked if she ___ leave early.
(a) can (b) could
- They asked me ___ going to the party.
(a) that I was (b) if I was
- He told me ___ my father.
(a) phone (b) to phone
- She said that no one ___ to the meeting last week.
(a) has come (b) had come
- She told me ___ she wasn't going to come.
(a) that (b) if
(c) Either could be used here.

10. He asked me what I _____ if I failed to get the job.
(a) would do (b) would have done
 11. He told me he _____ be here by three o'clock at the latest and it's half past already.
(a) will (b) would
(c) Either could be used here.
 12. She promised she _____ do it by the end of the week and then let me down.
(a) will (b) would
(c) Either could be used here.
 13. She said it _____ raining when she got here.
(a) already started
(b) had already started
(c) Either could be used here.
 14. She explained how _____ do it.
(a) to
(b) I should
(c) Either could be used here.
 15. He said he _____ her before.
(a) didn't meet
(b) hadn't met
(c) Either could be used here.
3. Dhruv said that he was sick and tired of working for that company.
(a) Dhruv said, "I am sick and tired of working for this company."
(b) Dhruv said, "He was tired of that company."
(c) Dhruv said to me, "I am sick and tired of working for this company."
(d) Dhruv said, "I will be tired of working for that company."
 4. "Are you alone, my son?" asked a soft voice close behind me.
(a) A soft voice asked that what I was doing there alone.
(b) A soft voice said to me are you alone son.
(c) A soft voice from my back asked If I was alone.
(d) A soft voice behind me asked If I was alone.
 5. She said to him, "Why don't you go today?"
(a) She asked him why he did not go that day.
(b) She said to him why he don't go that day.
(c) She asked him not to go that day.
(d) She asked him why he did not go today.

III. From the given alternatives, choose the one which best expresses the given sentence in Indirect/Direct speech.

1. The boy said, "Who dare call you a thief?"
(a) The boy enquired who dared call him a thief.
(b) The boy asked who called him a thief.
(c) The boy told that who dared call him a thief.
(d) The boy wondered who dared call a thief.
2. She exclaimed with sorrow that was a very miserable plight.
(a) She said with sorrow, "What a pity it is."
(b) She said, "What a mystery it is."
(c) She said, "What a miserable sight it is."
(d) She said, "What a miserable plight it is."

IV. From the given alternatives, choose the one which best expresses the given sentence in Indirect/Direct speech.

1. He exclaimed with joy that India had won the Sahara Cup.
(a) He said, "India has won the Sahara Cup"
(b) He said, "India won the Sahara Cup"
(c) He said, "How! India will win the Sahara Cup"
(d) He said, "Hurrah! India has won the Sahara Cup"

2. The little girl said to her mother, "Did the sun rise in the East?"
 - (a) The little girl said to her mother that the sun rose in the East.
 - (b) The little girl asked her mother if the sun rose in the East.
 - (c) The little girl said to her mother if the sun rises in the East.
 - (d) The little girl asked her mother if the sun is in the East.
3. The man said, "No, I refused to confess guilt."
 - (a) The man emphatically refused to confess guilt.
 - (b) The man refused to confess his guilt.
 - (c) The man told that he did not confess guilt.
 - (d) The man was stubborn enough to confess guilt.
4. Nita ordered her servant to bring her cup of tea.
 - (a) Nita told her servant, "Bring a cup of tea."
 - (b) Nita said, "Bring me a cup of tea."
 - (c) Nita said to her servant, "Bring me a cup of tea."
 - (d) Nita told her servant, "Bring her that cup of tea."
5. My cousin said, "My room-mate had snored throughout the night."
 - (a) My cousin said that her room-mate snored throughout the night.
 - (b) My cousin told me that her room-mate snored throughout the night.
 - (c) My cousin complained to me that her room-mate is snoring throughout the night.
 - (d) My cousin felt that her room-mate may be snoring throughout the night.
6. "Please don't go away", she said.
 - (a) She said to please her and not go away.
 - (b) She told me to go away.
 - (c) She begged me not to go away.
 - (d) She begged that I not go away.
7. She said to her friend, "I know where is everyone"
 - (a) She told that she knew where was everyone.
 - (b) She told her friend that she knew where everyone was.
 - (c) She told her friend that she knew where is everyone.
 - (d) She told her friend that she knows where was everyone.

Answer Key

I.	1.	(a)	2.	(a)	3.	(c)	4.	(a)	5.	(c)
	6.	(b)	7.	(c)	8.	(a)	9.	(b)	10.	(c)
II.	1.	(c)	2.	(b)	3.	(b)	4.	(a)	5.	(b)
	6.	(b)	7.	(b)	8.	(b)	9.	(a)	10.	(a)
	11.	(b)	12.	(b)	13.	(b)	14.	(c)	15.	(b)
III.	1.	(a)	2.	(d)	3.	(a)	4.	(d)	5.	(a)
	6.	(c)	7.	(b)	8.	(c)	9.	(a)	10.	(a)
IV.	1.	(d)	2.	(b)	3.	(a)	4.	(c)	5.	(a)
	6.	(c)	7.	(b)	8.	(c)	9.	(a)	10.	(a)

Spelling

Some people think if they learn a spelling rule, they'll be able to spell. Unfortunately, the trouble with rules is you have to remember the rule along with which words work with the rule and the words that don't.

But some people like learning rules, get a buzz out of finding out how to use them. It's always good to know why spelling is the way it is, and knowing spelling rules is one of many strategies to help you spell well. So even if you forget the rule, maybe you'll remember the spelling pattern, and at least you hopefully will know why a spelling is the way it is.

Rules of Spellings

☞ The "i before e except after c" rule

'believe' – 'receive'

As a basic rule this is great, but there are exceptions, such as, 'ancient,' 'leisure,' 'neighbour/neighbor'

We have a longer version of the rule:

i before e except after a long c but not when c is a "sh" sound and not when sounded like 'a' as in 'neighbour' or 'weigh.'

Example: (i before e rule) 'believe,' 'achieve,' (except after c), 'receive,' 'ceiling' (but not when c is sounded like sh) 'ancient,' 'proficient'

(not when sounded like 'a') 'eight,' 'beige'

But there are always exceptions so watch out for them.

☞ Changing "y" to "ies"

You might not know the spelling rule but you might know the spelling pattern.

When the word ends in a vowel + y just add 's'

Example: key — keys
 delay — delays
 trolley — trolleys

(because we can't have three vowels in a row, such as, 'delaies')

If the word has a consonant before the 'y', take off the 'y' and add 'ies':

Example: baby — babies
 company — companies
 difficulty — difficulties

☞ Adding -es to words ending in -s, -ss, -z -ch -sh -x

This was added centuries ago to stop the plural 's' clashing with these letters and it softens the 's' sound to a 'z' sound.

Example: bus — buses ; business — businesses
 watch — watches ; box — boxes
 quiz — quizzes

☞ Doubling up rule:

Example: put — putting ; big — bigger
 quiz — quizzes ; swim — swimming ...

When a word has one syllable + 1 vowel next to 1 consonant, we double up the final consonant with a vowel suffix:

Example: sit — sitter ; big — biggest
 tap — tapping ; shop — shopper/shopping
 fat — fatten, fattening, fatter, fattest...

This happens in longer words when the stress is on the final syllable:

begin (beGIN) — beginner, beginning
 refer (reFER) — referring, referred
 occur (ocCUR) — occurring, occurred, occurrence

☞ Drop the 'e' rule

We usually drop the final silent "e" when we add vowel suffix endings.

Example: write + ing = writing ; hope + ed = hoped
 excite + able = excitable ; arge - largish
 close - closing ; sense + ible = sensible
 opposite + ion = opposition ; imagine + ation = imagination

We keep the 'e' if the word ends in -CE or -GE to keep a soft sound, with able/ous

Example: courage + ous = courageous ; outrage + ous = outrageous
 notice + able = noticeable ; manage + able = manageable

☞ Changing the "y" to "i" when adding suffix endings.

If a word ends in a consonant + Y, the Y changes to i (unless adding endings with "i" -ing -ish, which already begins with an i)

Example: beauty + ful > beauti + ful = beautiful, beautify, beautician
 happy + ness = happiness, happily, happier, happiest
 angry + er = angrier, angriest, angrily
 pretty : prettier, prettiest but prettyish
 ready : readily, readiness
 dry : dried, BUT drying, dryish
 defy : defies, defied, but defying
 apply : applies, applied but applying

☞ "-f" to "-ves" or "-s"

Most words ending in "-f" or "-fe" change their plurals to "-ves"

Example: calf — calves ; half — halves
 knife — knives ; leaf — leaves

loaf	—	loaves ;	life	—	lives
wife	—	wives ;	shelf	—	shelves
thief	—	thieves ;	yourself	—	yourselves

Some words can have both endings -ves or -s:

Example:

scarf	—	scarfs/scarves
dwarf	—	dwarfs/dwarves
wharf	—	wharfs/wharves
handkerchief	—	handkerchiefs/handkerchieves

For words ending in -ff, you just add -s to make the plural.

Example:

cliff	—	cliffs ;	toff	—	toffs
scuff	—	scuffs ;	sniff	—	sniffs

For some words ending in -f, add -s:

Nouns, which end in two vowels plus -f, usually form plurals in the normal way, with just an -s

Example:

chief	—	chiefs ;	spooft	—	spoofts
roof	—	roofs ;	chief	—	chiefs
oaf - oafs					

EXCEPTIONS:

thief	—	thieves ;	leaf	—	leaves
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☞ Words ending in -ful

The suffix -FUL is always spelt with one L.

Example: grate + ful = grateful ; faith + ful = faithful ; hope + ful = hopeful ; careful, helpful, useful ; beautiful (notice the "y" becomes "i")

☞ Adding -ly

When we add -ly to words ending in -ful, then we have double letters:

Example: gratefully, faithfully, hopefully

We also add -ly to words ending in 'e'

Example:

love + ly = lovely ;	like + ly = likely
live + ly = lively ;	complete + ly = completely
definite + ly = definitely	

BUT not truly (true + ly) This is a common misspelled word.

The 'e' at the end changes to 'y' in these -le words

Example: gentle > gently ; idle > idly ; subtle > subtly

☞ When we add "all" to the beginning of words we drop the l:

Example: all + so = also ; all + most = almost ; although, always, almighty, already
alright ('all right' as two words is used in more formal English)

altogether (Note that 'altogether' and 'all together' do not mean the same thing. 'Altogether' means 'in total', as in there are six bedrooms altogether, whereas 'all together' means 'all in one place' or 'all at once', as in it was good to have a group of friends all together; they came in all together.)

Practice Exercises

I. Choose the word which is correctly spelled.

1.
 - (a) Adulation
 - (b) Adlation
 - (c) Aduletion
 - (d) Addulation
2.
 - (a) Adulterate
 - (b) Adeldurate
 - (c) Adulterat
 - (d) Adultarate
3.
 - (a) Adventitious
 - (b) Adventitous
 - (c) Adventitus
 - (d) Adventituos
4.
 - (a) Adversity
 - (b) Advercety
 - (c) Adversity
 - (d) Advercity
5.
 - (a) Affedevit
 - (b) Afidevit
 - (c) Affidavit
 - (d) Affidavit
6.
 - (a) Agglomeration
 - (b) Agglomeration
 - (c) Agglomeraration
 - (d) Aglomeraration
7.
 - (a) Agrandize
 - (b) Aggrandize
 - (c) Aggranndice
 - (d) Aggradise
8.
 - (a) Aberant
 - (b) Abbarant
 - (c) Aberrant
 - (d) Abberant
9.
 - (a) Abeyense
 - (b) Abayance
 - (c) Abeyence
 - (d) Abeyance
10.
 - (a) Abstemiis
 - (b) Abstemaus
 - (c) Abstemious
 - (d) Abstemous
11.
 - (a) Cacophone
 - (b) Cacophoney
 - (c) Cacophoni
 - (d) Cacophony
12.
 - (a) Capricious
 - (b) Cappricious
 - (c) Caprisious
 - (d) Carisuous
13.
 - (a) Centrefuge
 - (b) Centrifuse
 - (c) Centifuse
 - (d) Centrifuge
14.
 - (a) Chauvinist
 - (b) Chaubinist
 - (c) Chauviniste
 - (d) Chaubenist
15.
 - (a) Compendioum
 - (b) Compendium
 - (c) Compandium
 - (d) Commppendium
16.
 - (a) Connillatory
 - (b) Concilletry
 - (c) Conciliatory
 - (d) Concilletry
17.
 - (a) Deference
 - (b) Defferance
 - (c) Defference
 - (d) Defference
18.
 - (a) Delineate
 - (b) Deleneat
 - (c) Dileneate
 - (d) Deleneate
19.
 - (a) Deppricate
 - (b) Dapricate
 - (c) Depricate
 - (d) Deprecate
20.
 - (a) Desiccate
 - (b) Desicate
 - (c) Descicate
 - (d) Deccicate
21.
 - (a) Dicotomy
 - (b) Dicotemy
 - (c) Dichotomy
 - (d) Dechotomy
22.
 - (a) Embelis
 - (b) Embelesh
 - (c) Embellish
 - (d) Embelish
23.
 - (a) livelihood
 - (b) livelyhood
 - (c) livlihood
 - (d) livelyhud

24. (a) foyere (b) foayer
(c) foyer (d) fouyer

25. (a) lassivious (b) lacivoius
(c) lascivious (d) lasivious

II. Choose the word which is correctly spelled.

1. (a) Itinary (b) Itinerary
(c) Itenary (d) Itinarary
2. (a) Survaillance (b) Surveillance
(c) Survellance (d) Surveilance
3. (a) Sepulchrul (b) Sepilchrle
(c) Sepalchrul (d) Sepalchrl
4. (a) Acommodation
(b) Accomodaton
(c) Accommodation
(d) Acomodation
5. (a) Faithfully (b) Sincerely
(c) Truely (d) Affectionatly
6. (a) Klaptomania (b) Klepptomania
(c) Kleptemania (d) Kleptomania
7. (a) Schedulle (b) Schedeule
(c) Schdule (d) Schedule
8. (a) Skillful (b) Skillfull
(c) Skilfull (d) Skilpull
9. (a) Judicious (b) Cancious
(c) Dilicous (d) Gracous
10. (a) Gaurantee (b) Guarantee
(c) Garuntee (d) Guaruntee

11. (a) Friming (b) Burnning
(c) Running (d) Fryng

12. (a) Dammage (b) Damaige
(c) Dammege (d) Damage

13. (a) Accomplish (b) Acomplush
(c) Ackmplesh (d) Accompalish

14. (a) Puerrile (b) Puerrille
(c) Purrile (d) Puerile

15. (a) Satelite (b) Sattelite
(c) Satellite (d) Sattellite

16. (a) Inoculation (b) Innoculation
(c) Inoculation (d) Inoculation

17. (a) Velnerable (b) Vulnarable
(c) Vulnerable (d) Valnerable

18. (a) Simpall (b) Bannar
(c) Pattren (d) Modern

19. (a) Scripher (b) Scripture
(c) Skripture (d) Scriptur

20. (a) Comitte (b) Commitee
(c) Committee (d) Comiittee

21. (a) Exaggerate (b) Exeggrate
(c) Exagerate (d) Exadgerate

22. (a) Asspersion (b) Voluptuous
(c) Voguei (d) Equestrain

23. (a) Hindrance (b) Hinderrance
(c) Hindrence (d) Hinderence

24. (a) Paralleled (b) Parralleled
(c) Paralleed (d) Paraleled
25. (a) Lckadaisicle (b) Lackdaisical
(c) Lackadisical (d) Lackadaisical
26. (a) Equanimity (b) Equannimity
(c) Equanimmity (d) Equinimity
27. (a) Occured (b) Occurad
(c) Ocurrred (d) Occurred
28. (a) Swelte (b) Filpant
(c) Licentious (d) Puessile
29. (a) Grief (b) Breif
(c) Recieve (d) Diceive
30. (a) Furnituer (b) Exampel
(c) Medicine (d) Sampal
31. (a) Eflorescence (b) Efllorescence
(c) Efflorescence (d) Efflorascence
32. (a) Exterminatte (b) Inexpliccable
(c) Offspring (d) Reffere
33. (a) Occasion (b) Occassion
(c) Ocasion (d) Ocassion
34. (a) Entrepreneur (b) Entrapreneur
(c) Entrepraneur (d) Enterprenuer

Answer Key

I.	1.	(a)	2.	(a)	3.	(a)	4.	(c)	5.	(d)
	6.	(a)	7.	(b)	8.	(c)	9.	(d)	10.	(c)
	11.	(d)	12.	(a)	13.	(d)	14.	(a)	15.	(b)
	16.	(c)	17.	(a)	18.	(a)	19.	(d)	20.	(a)
	21.	(c)	22.	(c)	23.	(a)	24.	(c)	25.	(c)
II.	1.	(b)	2.	(b)	3.	(a)	4.	(c)	5.	(b)
	6.	(d)	7.	(d)	8.	(a)	9.	(a)	10.	(b)
	11.	(c)	12.	(d)	13.	(a)	14.	(d)	15.	(c)
	16.	(a)	17.	(c)	18.	(d)	19.	(b)	20.	(c)
	21.	(a)	22.	(b)	23.	(a)	24.	(c)	25.	(d)
	26.	(a)	27.	(d)	28.	(c)	29.	(a)	30.	(c)
	31.	(c)	32.	(c)	33.	(a)	34.	(a)		

Analogy

An analogy (dog is to puppy as cat is to kitten, or, as it commonly appears on standardized tests, especially in higher grades: dog : puppy :: cat : kitten) is a comparison between two things that are usually thought to be different from each other, but have some similarities. They help us understand things by making connections and seeing relationships between them based on knowledge we already possess.

Analogies are a ubiquitous staple of standardized tests. This type of comparison plays a significant role not only in improving problem solving and decision making skills, but also in perception and memory, as well as communication and reasoning skills. Learning analogies can help with reading and building vocabulary.

Types of Analogies

- ☞ Synonym
Example: happy : joyful :: sad : depressed
- ☞ Antonym
Example: inflation : deflation :: frail : strong
- ☞ Characteristic
Example: tropical : hot :: polar : cold
- ☞ Part/Whole
Example: finger : hand :: petal : flower
- ☞ Degree
Example: mist : fog :: drizzle : tropical storm
- ☞ Type
Example: (golden retriever : dog :: salmon : fish)
- ☞ Tool/Worker
Example: pen : writer :: voice : singer
- ☞ Action/Object
Example: fly : airplane :: drive : car
- ☞ Item/Purpose
Example: knife : cut :: ruler : measure
- ☞ Product/Worker
Example: poet : poem :: baker : pie

Analogy vs. Metaphor

An analogy is a parallel comparison between two different things, whereas a metaphor is more of a direct comparison between two things, often with one word being used to symbolically represent another. "All the world's a stage. And all the men and women merely players." is an example of a famous metaphor. William Shakespeare is directly comparing the world to a stage, with the people playing "roles" as they go about their daily lives. A comparable analogy would be "Players are to stage as figure skaters are to ice rink."

Analogyes at a glance

☞ Elementary School Analogy Words

Example: big, snow, hand, pencil, apple, cat, happy, milk, ruler, eye

☞ Middle School Analogy Words

Example: gigantic, anxious, blustery, thermometer, chameleon, barren, staff, drizzle, fiction, digestion

☞ High School Analogy Words

Example: carnivore, abhor, placid, laceration, adulation, hone, democracy, confederacy, milliliter, philanthropist

Practice Exercises

I. Choose the analogy that best matches the example provided.

1. Drip : Gush
 - (a) Cry : Laugh
 - (b) Curl : Roll
 - (c) Stream : Tributary
 - (d) Dent : Destroy
2. Walk : Legs
 - (a) Gleam : Eyes
 - (b) Chew : Mouth
 - (c) Dress : Hem
 - (d) Cover : Book
3. Enfranchise : Slavery
 - (a) Equation : mathematics
 - (b) Liberate : confine
 - (c) Bondage : subjugation
 - (d) Appeasement : Unreasonable
4. Union jack : Vexillology
 - (a) Toad : Ornithology
 - (b) Turtle : Microbiology
 - (c) Gymnosperms : Botany
 - (d) Friend : home Economics
5. Topaz : Yellow
 - (a) Diamond : Carat
 - (b) Jeweler : Clarity
 - (c) Sapphire : Red
 - (d) Amethyst : Purple
6. Lumen : Brightness
 - (a) Candle : Light
 - (b) Density : Darkness
 - (c) Nickel : Metal
 - (d) Inches : Length
7. Maceration : Liquid
 - (a) Sublimation : Gas
 - (b) Evaporation : Humidity
 - (c) Trail : Path
 - (d) Erosion : Weather
8. Clumsy : Botch
 - (a) Wicked : Insinuate
 - (b) Strict : pamper
 - (c) Willful : Heed
 - (d) Lazy : Shirk
9. Fugitive : Flee
 - (a) Parasite : Foster
 - (b) Braggart : Boast
 - (c) Sage : Stifle
 - (d) Bystander : Procure
10. Chronological : Time
 - (a) Virtual : Truth
 - (b) Abnormal : Value
 - (c) Marginal : Knowledge
 - (d) Ordinal : Place
11. Soot : Grimy
 - (a) Frost : Transparent
 - (b) Sunshine : Fruitless
 - (c) Rain : Sodden
 - (d) Pall : Gaudy
12. Morbid : Unfavorable
 - (a) Reputable : Favorable
 - (b) Maternal : Unfavorable
 - (c) Disputatious : Favorable
 - (d) Vigilant : Unfavorable
13. Sullen : Brood
 - (a) Lethargic : Cavort
 - (b) Regal : Cringe
 - (c) Docile : Obey
 - (d) Poised : Blunder
14. Author : Literate
 - (a) Cynic : Gullible
 - (b) Hothead : Prudent
 - (c) Saint : Notorious
 - (d) Judge : Impartial

15. Massive : Bulk
 (a) Ultimate : Magnitude
 (b) Trivial : Importance
 (c) Anonymous : Luster
 (d) Gigantic : Size
16. Entice : Repel
 (a) Germinate : Sprout
 (b) Flourish : Fade
 (c) Officiate : Preside
 (d) Lubricate : Grease
17. Humdrum : Bore
 (a) Grim : Amuse
 (b) Nutritious : Sicken
 (c) Stodgy : Excite
 (d) Heartrending : Move
18. Hospitable : Courtesy
 (a) Morbid : Cheerfulness
 (b) Vindictive : Spite
 (c) Leisurely : Haste
 (d) Infamous : Honor
19. Reinforce : Stronger
 (a) Abound : Lesser
 (b) Dismantle : Longer
 (c) Wilt : Higher
 (d) Erode : Weaker
20. Braggart : Modesty
 (a) Fledgling : Experience
 (b) Embezzler : Greed
 (c) Wallflower : Timidity
 (d) Invalid : Malady
- II. In each of the following questions find out the alternative which will replace the question mark.**
1. Cup : Lip :: Bird : ?
 (a) Bush (b) Grass
 (c) Forest (d) Beak
2. Flow : River :: Stagnant : ?
 (a) Rain (b) Stream
 (c) Pool (d) Canal
3. Paw : Cat :: Hoof : ?
 (a) Lamb (b) Elephant
 (c) Lion (d) Horse
4. Ornithologist : Bird :: Archeologist : ?
 (a) Islands (b) Mediators
 (c) Archeology (d) Aquatic
5. Peacock : India :: Bear : ?
 (a) Australia (b) America
 (c) Russia (d) England
6. Reason : Sebtpo :: Think : ?
 (a) Sghmj (b) Uijol
 (c) Uhnki (d) Ujkpm
7. Carbon : Diamond :: Corundum : ?
 (a) Garnet (b) Ruby
 (c) Pukhraj (d) Pearl
8. Nation : Antino :: Hungry : ?
 (a) Hnugry (b) Uhngr
 (c) Yrnguh (d) Unhgyr
9. Architect : Building :: Sculptor : ?
 (a) Museum (b) Stone
 (c) Chisel (d) Statue
10. Eye : Myopia :: Teeth : ?
 (a) Pyorrhoea (b) Cataract
 (c) Trachoma (d) Eczema
11. Conference : Chairman :: Newspaper : ?
 (a) Reporter (b) Distributor
 (c) Printer (d) Editor
12. Safe : Secure :: Protect : ?
 (a) Lock (b) Sure
 (c) Guard (d) Conserve
13. Master : Ocuvgt :: Labour : ?
 (a) Ncdqwt (b) Nderwt
 (c) Nberwt (d) Nedrwt
14. Microphone : Loud :: Microscope : ?
 (a) Elongate (b) Investigate
 (c) Magnify (d) Examine
15. Melt : Liquid :: Freeze : ?
 (a) Ice (b) Condense
 (c) Solid (d) Force

16. College : Student :: Hospital : ?
(a) Nurse (b) Doctor
(c) Treatment (d) Patient
17. Tree : Forest :: Grass : ?
(a) Lawn (b) Garden
(c) Park (d) Field
18. South : North-West :: West : ?
(a) North (b) South-West
(c) North-East (d) East
19. Cloth : Mill :: Newspaper : ?
(a) Editor (b) Reader
(c) Paper (d) Press
20. Country : President :: State : ?
(a) Governor (b) M.P
(c) Legislator (d) Minister
21. Race : Fatigue :: Fast : ?
(a) Food (b) Laziness
(c) Hunger (d) Race
22. Peace : Chaos :: Creation : ?
(a) Build (b) Construction
(c) Destruction (d) Manufacture
23. Tiger : Forest :: Otter : ?
(a) Cage (b) Sky
(c) Nest (d) Water
24. Poles : Magnet :: ? : Battery
(a) Cells (b) Power
(c) Terminals (d) Energy
25. Cassock : Priest :: ? : Graduate
(a) Cap (b) Tie
(c) Coat (d) Gown

Answer Key

I.	1.	(d)	2.	(b)	3.	(b)	4.	(c)	5.	(d)
	6.	(d)	7.	(d)	8.	(d)	9.	(b)	10.	(d)
	11.	(c)	12.	(a)	13.	(c)	14.	(d)	15.	(d)
	16.	(b)	17.	(d)	18.	(b)	19.	(d)	20.	(a)
	21.	(c)	22.	(c)	23.	(d)	24.	(c)	25.	(d)
II.	1.	(d)	2.	(c)	3.	(d)	4.	(c)	5.	(c)
	6.	(b)	7.	(b)	8.	(b)	9.	(d)	10.	(a)
	11.	(d)	12.	(c)	13.	(a)	14.	(c)	15.	(c)
	16.	(d)	17.	(a)	18.	(c)	19.	(d)	20.	(a)
	21.	(c)	22.	(c)	23.	(d)	24.	(c)	25.	(d)

Collocation

The meaning of “collocation,” according to Cambridge dictionary, is:

1. “A word or phrase that is often used with another word or phrase, in a way that sounds correct to people who have spoken the language all their lives, but might not be expected from the meaning.”
2. “The combination of words formed when two or more words are often used together in a way that sound correct.”

Importance of Collocation

Knowing collocation will improve your English speaking and writing skill because:

- ☞ Using wrong collocation is an error.
- ☞ Using correct collocation will show the level of your English; the better you use collocation, the better your English will be.
- ☞ Using correct collocation makes your English more like a native speaker.

Tips to Learn Collocation

- ☞ Read newspaper, magazine or even story in English.
- ☞ As you read, connect the keywords and make a line between them.
- ☞ Use different highlighters for every type of collocation.
- ☞ Write down the example which you find from the article onto your notebook.
- ☞ Organize your collocation list into its pattern, as shown below:

Types of Collocation

There are six main types of collocation, they are:

1. Adjective + noun

There are many adjectives, which can gather with noun, but I will write some adjectives to give you obvious example. Here are the examples of collocation ‘adjective + noun’

- ☞ He has been a ‘heavy smoker’ and drinker all his adult life.
- ☞ She speaks English quite well but with strong ‘French accent.’
- ☞ They have a ‘hard life’ and worked through a ‘hard time.’ We don’t have ‘hard evidence’ that they had used ‘hard drugs.’
- ☞ The doctor ordered him to take ‘regular exercise.’
- ☞ The Titanic sank on its ‘maiden voyage.’

2. **Noun + noun (such as collective noun)**

- ☞ I would like to buy two 'bars of soaps.'
- ☞ There is a 'glass of water' on the table.
- ☞ Would you like to have a 'cup of coffee'?
- ☞ He will give a 'bar of chocolate' to his girlfriend on Valentine's Day.
- ☞ Her 'bouquet of flower' is the best of all

3. **Verb + noun**

- ☞ I always try to 'do my homework' in the morning after 'making my bed.'
- ☞ Do you think the bank would 'forgive a debt'?
- ☞ We are going to 'have lunch' together, would you like to join??
- ☞ Every day, I 'take a shower' at 6 o'clock.

4. **Adverb + adjective**

- ☞ This test is 'ridiculously easy'! I didn't even study, but I will get high score.
- ☞ Janet is a 'highly successful' businesswoman. She owns several restaurants and hotels around the country.
- ☞ That is 'utterly ridiculous.' She didn't steal your favorite book. She wasn't even in the office yesterday.
- ☞ Roger is 'strongly opposed' to anything bad for health. He doesn't eat junk food at all.
- ☞ Are you okay? I am 'deeply concerned' about you. You have been desperate since you lost your job.

5. **Verbs + prepositional phrase (phrasal verb)**

- ☞ Their behavior was enough to 'drive anybody to crime.'
- ☞ We had to return home because we had 'run out of money.'
- ☞ I am going to 'look up the meaning' in the dictionary
- ☞ She is going to 'dress up for her first date' with him.
- ☞ You have to 'make up your mind' before doing something.

6. **Verb + adverb**

- ☞ Mary 'whispered softly' in John's ear.
- ☞ The boy 'speaks politely,' and is very well-behaved.
- ☞ The accident happened because he was 'driving dangerously.'
- ☞ After 2 years in London, he 'speaks English fluently.'
- ☞ I 'waited patiently,' but she never came.

Common Collocations

On this page you can find a few short lists of common collocations to give you more of an idea about them. Many good learner's dictionaries show collocations associated with specific words. There are also dictionaries of collocations, though they are more difficult to find.

Verb collocations:

have a bath
 have a drink
 have a good time
 have a haircut
 have a holiday
 have a problem
 have a relationship
 have a rest
 have lunch
 have sympathy
 do business
 do nothing
 do someone a favour
 do the cooking
 do the housework
 do the shopping
 do the washing up
 do your best
 do your hair
 do your homework
 make a difference
 make a mess
 make a mistake
 make a noise
 make an effort
 make furniture
 make money
 make progress
 make room
 make trouble
 take a break
 take a chance
 take a look
 take a rest
 take a seat
 take a taxi
 take an exam
 take notes

take someone's place
 take someone's temperature
 break a habit
 break a leg
 break a promise
 break a record
 break a window
 break someone's heart
 break the ice
 break the law
 break the news to someone
 break the rules
 catch a ball
 catch a bus
 catch a chill
 catch a cold
 catch a thief
 catch fire
 catch sight of
 catch someone's attention
 catch someone's eye
 catch the flu
 pay a fine
 pay attention
 pay by credit card
 pay cash
 pay interest
 pay someone a compliment
 pay someone a visit
 pay the bill
 pay the price
 pay your respects
 save electricity
 save energy
 save money
 save one's strength
 save someone a seat
 save someone's life

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save something to a disk
 save space
 save time
 save yourself the trouble
 keep a diary
 keep a promise
 keep a secret
 keep an appointment
 keep calm
 keep control
 keep in touch
 keep quiet
 keep someone's place
 keep the change
 come close
 come complete with
 come direct
 come early
 come first
 come into view
 come last
 come late
 come on time
 come prepared
 come right back
 come second
 come to a compromise
 come to a decision
 come to an agreement
 come to an end
 come to a standstill
 come to terms with
 come to a total of
 come under attack
 go abroad
 go astray

go bad
go bald
go bankrupt
go blind
go crazy
go dark
go deaf
go fishing
go mad
go missing
go on foot
go online
go out of business

go overseas
go quiet
go sailing
go to war
go yellow
get a job
get a shock
get angry
get divorced
get drunk
get frightened
get home
get lost

get married
get nowhere
get permission
get pregnant
get ready
get started
get the impression
get the message
get the sack
get upset
get wet
get worried

Miscellaneous collocations:

bang on time
dead on time
early 12th century
free time
from dawn till dusk
great deal of time
late 20th century
make time for
next few days
past few weeks
right on time
run out of time
save time
spare time
spend some time
take your time

tell someone the time
time goes by
time passes
waste time
annual turnover
bear in mind
break off negotiations
cease trading
chair a meeting
close a deal
close a meeting
come to the point
dismiss an offer
draw a conclusion
draw your attention to
launch a new product

lay off staff
go bankrupt
go into partnership
make a loss
make a profit
market forces
sales figures
take on staff
a ball of string
a bar of chocolate
a bottle of water
a bunch of carrots
a cube of sugar
a pack of cards
a pad of pap

Practice Exercises

I. Choose the correct collocation to fill in the blanks:

- I hope to _____ my own business one day.
(a) do (b) have
(c) make (d) has
- I don't _____ many hobbies.
(a) do (b) have
(c) make (d) has
- My wife usually _____ the bed, rather than me.
(a) does (b) has
(c) makes (d) have
- Many countries _____ problems with obesity.
(a) do (b) have
(c) make (d) has
- I _____ a mistake in my IELTS reading last time I took the test.
(a) did (b) had
(c) made (d) has
- I _____ my break at work at 3.15.
(a) do (b) have
(c) make (d) has
- Reading a lot _____ a real difference to your IELTS score.
(a) does (b) has
(c) makes (d) have
- I'm planning to _____ a holiday in June or July.
(a) do (b) have
(c) make (d) has
- I _____ my shopping at the weekends.
do
(a) have (a) make
(c) has (d) made

- I don't _____ much sympathy with students who fail because they did not study.

(a) do (b) have
(c) make (d) did

II. Fill in the blanks with the correct option:

- I'm an _____ admirer of your work.
(a) ardent (b) triumphant
(c) stale (d) considerable
- This new process is a _____ advance in technology.
(a) ardent (b) significant
(c) stale (d) considerable
- He knows the interviewer already and that will give him an _____ advantage over me.
(a) ardent (b) significant
(c) unfair (d) considerable
- I wouldn't upset him. He can be a _____ adversary.
(a) ardent (b) significant
(c) unfair (d) dangerous
- He gave me some _____ advice and I took it.
(a) ardent (b) significant
(c) unfair (d) blunt
- We know very little about this. We need to bring in an _____ adviser to help us.
(a) outside (b) significant
(c) unfair (d) dangerous
- I don't like this at all. It's a really _____ affair.
(a) outside (b) ugly
(c) unfair (d) dangerous
- It's not a very challenging job. I only have to deal with _____ affairs.
(a) outside (b) ugly
(c) everyday (d) dangerous

9. They don't always agree but I think there is a bond of _____ affection between them.
(a) outside (b) ugly
(c) everyday (d) deep
10. It seems no time at all since I started work and here I am at _____ age.
(a) outside (b) ugly
(c) everyday (d) retirement
11. That type of behaviour was possible in a _____ age but we are more tightly regulated these days.
(a) bygone (b) ugly
(c) everyday (d) deep
12. I don't trust him. I think he has a _____ agenda.
(a) bygone (b) hidden
(c) everyday (d) deep
13. We cannot tolerate this sort of _____ aggression from a competitor in one of our key markets.
(a) bygone (b) hidden
(c) naked (d) deep
14. We have a _____ agreement with them and we must respect it.
(a) bygone (b) hidden
(c) naked (d) binding
15. I think they must be providing them with some kind of _____ aid. But I don't know what.
(a) bygone (b) hidden
(c) naked (d) covert
16. I agree with the _____ aims of what you are trying to do but not with some of the details.
(a) broad (b) hidden
(c) naked (d) binding
17. I'm sure he's got the job. He's walking around with a _____ air.
(a) broad (b) triumphant
(c) naked (d) binding
18. You need to open the windows and get rid of the _____ air in here.
(a) broad (b) triumphant
(c) stale (d) binding
19. The problems in Tokyo have caused _____ alarm on Wall Street.
(a) broad (b) triumphant
(c) stale (d) considerable
20. He definitely wasn't there. He has a _____ alibi.
(a) broad (b) triumphant
(c) stale (d) cast-iron

Answer Key

I.	1.	(b)	2.	(b)	3.	(c)	4.	(b)	5.	(c)
	6.	(b)	7.	(c)	8.	(b)	9.	(a)	10.	(b)
II.	1.	(a)	2.	(b)	3.	(c)	4.	(d)	5.	(d)
	6.	(a)	7.	(b)	8.	(c)	9.	(d)	10.	(d)
	11.	(a)	12.	(b)	13.	(c)	14.	(d)	15.	(d)
	16.	(a)	17.	(b)	18.	(c)	19.	(d)	20.	(d)

Synonyms and Antonyms

Synonym

Synonym is a word or phrase that means exactly or nearly the same as another word or phrase in the same language, for example, 'shut' is a synonym of 'close.'

Words with Synonyms

The following is a list of synonyms, arranged alphabetically, that can help you build your vocabulary and add variety to your writing.

Word	Synonyms
A	
Abandon	desert, forsake.
Abase	debase, degrade, humble, humiliate, disgrace.
Abettor	accessory, accomplice, confederate, conspirator.
Abolish	repeal, rescind, revoke, abrogate, annul, nullify, cancel.
Acknowledge	admit, confess, own, avow.
Acquit	exculpate, exonerate, absolve.
Active	agile, nimble, brisk, sprightly, spry, bustling.
Advise	counsel, admonish, caution, warn.
Affecting	moving, touching, pathetic.
Affront	insult, indignity.
Afraid	fearful, frightened, alarmed, scared, aghast, terrified, timid.
Agitate	abash, mortify, chagrin, humiliate.
Agnostic	skeptic, infidel, unbeliever, disbeliever.
Allay	alleviate, mitigate, assuage, mollify, relieve.
Allow	permit, suffer, tolerate.
Amuse	entertain, divert.
Announce	proclaim, promulgate, report, advertise, publish, bruit, blazon, trumpet, herald.
Answer	reply, response, rejoinder, retort, repartee.
Antipathy	aversion, repugnance, disgust, loathing.
Artifice	ruse, trick, dodge, maneuver, wile, stratagem, subterfuge, finesse.
Ascend	mount, climb, scale.
Ascribe	attribute, impute.

Ask	inquire, question, interrogate, interpolate, query, quiz, catechize, request, beg, solicit, entreat, beseech, crave, implore.
Assault	onslaught, brawl, melee, tournament, battle, conflict, strife.
Asseverate	allege, assert, avouch, avow, maintain, claim, depose, augur, prognosticate.
Associate	colleague, partner, helper, collaborator, coadjutor, companion, helpmate, mate, teammate, comrade: chum, crony, consort, accomplice, confederate.
Attach	affix, annex, append, subjoin.
Attack	assail, assault, invade, beset, besiege, bombard, cannonade, storm.
Awkward	clumsy, ungainly, gawky, lanky.
B	
Begin	commence, inaugurate, initiate, institute, originate, start, found.
Belief	faith, persuasion, conviction, tenet, creed.
Belittle	decry, depreciate, disparage.
Benevolent	charitable, gracious, humane, sympathetic.
Bind	secure, fetter, shackle.
Bit	jot, mite, particle, grain, atom, speck, mote, whit, iota, tittle, scintilla.
Bite	nibble, gnaw, chew, masticate, champ.
Blemish	stain, discoloration, speck, mark, smudge, flaw, defect, blot.
Bluff	blunt, outspoken, downright, brusque, curt, crusty.
Boast	brag, vaunt, vapour, gasconade.
Body	corpse, remains, relics, carcass, cadaver, corpus.
Bombastic	sophomoric, turgid, tumid, grandiose, grandiloquent, magniloquent.
Boorish	churlish, loutish, clownish, rustic, ill-bred.
Booty	plunder, loot, spoil.
Break	crack, fracture, sever, rend, burst, smash, shatter, shiver.
Brittle	frangible, friable, fragile, crisp.
Building	edifice, structure, house.
Burly	pudgy, chubby.
Burn	scorch, singe, sear, parch, char, incinerate, cremate.
Busy	industrious, diligent, assiduous, sedulous.
C	
Call	clamour, roar, scream, shout, shriek, vociferate, yell, halloo, whoop.
Calm	still, motionless, tranquil, serene, placid.
Care	concern, solicitude, anxiety.
Careful	cautious, wary, circumspect, canny.
Celebrate	commemorate, observe.
Charm	amulet, talisman.

Charm	enchant, fascinate, captivate, enrapture, bewitch, infatuate, enamour.
Cheat	defraud, swindle, dupe.
Chirrup	trill, pipe, quaver, peep, cheep, twitter.
Choke	strangle, suffocate, stifle, throttle.
Choose	pick, select, cull, elect.
Clash	collision, contest, skirmish, encounter, brush, bout, set-to.
Cleft	chasm, fissure, gap, opening, interstice, burrow, crater, eyelet.
Coax	wheedle, cajole, tweedle, persuade, inveigle.
Color	hue, shade, tint, tinge, tincture.
Combine	unite, consolidate, merge, amalgamate, weld, incorporate, confederate.
Comfort	console, solace.
Complain	grumble, growl, murmur, repine, whine, croak.
Complaint	disorder, distemper, infirmity, malady.
Concise	terse, succinct, compendious, compact, sententious, pithy.
Condescend	deign, vouchsafe.
Confirm	corroborate, substantiate, verify.
Confirmed	habitual, inveterate, chronic.
Connect	join, link, couple, attach, unite.
Consternation	panic, terror, horror, misgiving, anxiety, scare, tremor, coruscate.
Continual	continuous, unceasing, incessant, endless, uninterrupted, unremitting, constant, perpetual, perennial.
Contract	agreement, bargain, compact, covenant, stipulation.
Copy	duplicate, counterpart, likeness, reproduction, replica, facsimile.
Corrupt	depraved, perverted, vitiated.
Costly	expensive, dear.
Coterie	clique, cabal, circle, set, faction, party.
Courage	bravery, resolution, dauntlessness, gallantry, boldness.
Critical	judicial, impartial, carping, caviling, captious, censorious.
Crooked	awry, askew.
Cross	fretful, peevish, petulant, pettish, irritable, irascible, angry.
Crowd	throng, horde, host, mass, multitude, press, jam, concourse.
Cruel	brutal, ferocious, fierce, savage, barbarous, truculent.
Crusty	cynical, misanthropic, saturnine, splenetic.
Cry	weep, sob, snivel, whimper, blubber, bawl, squall, howl, wail.
Curious	inquisitive, prying, meddling.
Cut	cleave, hack, haggie, notch, slash, gash, split, chop, hew, lop.

D	
Dainty	delicate, exquisite, choice, rare.
Danger	peril, jeopardy, hazard, risk.
Darken	obscure, bedim, obfuscate.
Dead	lifeless, inanimate, deceased, defunct, extinct.
Deadly	mortal, fatal, lethal.
Death	decease, demise.
Decay	decompose, putrefy, rot, spoil.
Deceit	deception, double-dealing, duplicity, chicanery, guile, treachery.
Deceptive	deceitful, misleading, fallacious, fraudulent.
Decorate	adorn, ornament, embellish, deck, bedeck, garnish, bedizen, beautify.
Decorous	demure, sedate, sober, staid, prim, proper.
Deface	disfigure, mar, mutilate.
Defeat	subdue, conquer, overcome, vanquish, subjugate, suppress.
Defect	fault, imperfection, disfigurement, blemish, flaw.
Delay	defer, postpone, procrastinate.
Demoralize	deprave, debase, corrupt, vitiate.
Deny	contravene, controvert, refute, confute.
Deportment	demeanor, bearing, port, mien.
Deprive	divest, dispossess, strip, despoil.
Despise	contemn, scorn, disdain.
Despondency	despair, desperation.
Destroy	demolish, raze, annihilate, exterminate, eradicate, extirpate.
Detach	separate, sunder, sever, disconnect, disjoin, disunite.
Determined	persistent, dogged.
Devout	religious, pious, godly, saintly.
Die	expire, perish, decease, succumb.
Difficulty	hindrance, obstacle, impediment, encumbrance, handicap.
Difficulty	predicament, perplexity, plight, quandary, dilemma, strait.
Dip	douse, duck, plunge, immerse, submerge, sink, dive.
Dirty	filthy, foul, nasty, squalid.
Discernment	perception, penetration, insight, acumen.
Disease	sickness, illness, indisposition, ailment, affection.
Disgraceful	dishonorable, shameful, disreputable, ignominious.
Disgusting	sickening, repulsive, revolting, loathsome, repugnant, abhorrent, noisome, fulsome.
Dishonor	disgrace, ignominy, infamy, obloquy, opprobrium.

Disloyal	false, unfaithful, faithless, treacherous, treasonable.
Dispel	disperse, dissipate, scatter.
Dissatisfied	discontented, displeased, malcontent, disgruntled.
Divide	distribute, apportion, allot, allocate, partition.
Do	perform, execute, accomplish, achieve, effect.
Doctrine	dogma, tenet, precept.
Dream	reverie, vision, fantasy.
Dress	clothes, clothing, garments, apparel, raiment, habiliments.
Drink	imbibe, sip, sup, swallow, quaff, tipple, tope, guzzle.
Drip	dribble, trickle.
Drunk	drunken, intoxicated, inebriated.
Dry	arid, parched, desiccated.
E	
Early	primitive, primeval, primordial, primal, pristine, aboriginal.
Eat	bolt, gulp, gorge, devour.
Element	component, constituent, ingredient, share, lot, allotment.
Elicit	extract, exact, extort.
Embarrass	disconcert, discompose, discomfit, confuse, confound.
Enclose	surround, encircle, circumscribe, encompass.
Encroach	infringe, entrench, trench, intrude, invade, trespass.
Encumber	forestall, suppress, repress, prevent.
End	conclude, terminate, finish, discontinue, close.
Enemy	foe, adversary, opponent, antagonist, rival.
Enough	adequate, sufficient.
Entice	inveigle, allure, lure, decoy, seduce.
Erase	expunge, cancel, efface, obliterate.
Error	mistake, blunder, slip.
Estimate	value, appreciate.
Eternal	everlasting, endless, deathless, imperishable, immortal.
Examination	inquiry, inquisition, investigation, inspection, scrutiny, research, review, audit, inquest, autopsy.
Example	sample, specimen, instance.
Exceed	excel, surpass, transcend, outdo.
Excuse	pardon, forgive, condone.
Expand	dilate, distend, inflate.
Expel	banish, exile, proscribe, ostracize.

Experiment	trial, test.
Explain	expound, interpret, elucidate.
Explicit	exact, precise, definite.
F	
Face	countenance, features, visage, physiognomy.
Faculty	gift, endowment, aptitude, attribute, talent, predilection, bent.
Failing	shortcoming, defect, fault, foible, infirmity.
Fame	honor, renown, glory, distinction, reputation, repute, celebrity.
Famous	renowned, celebrated, noted, distinguished, eminent, illustrious.
Fashion	mode, style, vogue, rage, fad.
Fast	rapid, swift, quick, fleet, speedy, hasty, celeritous, expeditious, instantaneous.
Fasten	tie, hitch, moor, tether.
Fat	fleshy, stout, plump, buxom, corpulent, obese, portly, porsy.
Fate	destiny, lot, doom.
Fawn	truckle, cringe, crouch.
Fear	dread, fright, apprehension, affright, alarm, dismay, timidity,
Feign	pretend, dissemble, simulate, counterfeit, affect, assume.
Feminine	female, womanly, womanlike, womanish, effeminate,
Fertile	fecund, fruitful, prolific.
Fiendish	devilish, diabolical, demoniacal, demonic, satanic.
Fight	combat, struggle, scuffle, fray, affray, attack, engagement,
Financial	monetary, pecuniary, fiscal.
Fit	suitable, appropriate, proper.
Flame	blaze, flare, glare, glow.
Flat	level, even, plane, smooth, horizontal.
Flatter	blandish, beguile, compliment, praise.
Flee	abscond, decamp.
Fleeting	transient, transitory, ephemeral, evanescent.
Flexible	pliable, pliant, supple, limber, lithe, lissome.
Flit	flutter, flicker, hover.
Flock	herd, bevy, covey, drove, pack, brood, litter, school.
Flog	maul, drub, switch, spank, bastinado.
Flow	pour, stream, gush, spout.
Follow	pursue, chase.
Follower	adherent, disciple, partisan, henchman.
Fond	loving, doting, devoted, amorous, enamored.

Force	compulsion, coercion, constraint, restraint.
Force	strength, power, energy, vigor, might, potency, cogency, efficacy.
Foretell	predict, prophesy, forecast, presage, forebode, portend.
Frank	candid, open, artless, guileless, ingenuous, unsophisticated.
Free	liberate, emancipate, manumit, release, disengage, disentangle, disembar-rass, disencumber, extricate.
Freshen	refresh, revive, renovate, renew.
Friendly	amicable, companionable, hearty, cordial, neighbourly, sociable.
Frighten	affright, alarm, terrify, terrorize, dismay, appall, daunt, scare.
Frolicsome	merry, jolly, sportive, jovial, jocular, jocose, jocund.
Frown	scowl, glower, lower.
Frugal	sparing, saving, economical, chary, thrifty, provident, prudent.
Frustrate	foil, thwart, counteract, circumvent, balk, baffle, genial, complaisant, af-fable.
G	
Game	play, amusement, pastime, diversion, fun, sport, entertainment.
Gather	accumulate, amass, collect, levy, muster, hoard.
Get	acquire, obtain, procure, attain, gain, win, earn.
Ghost	spirit, specter, phantom, apparition, shade, phantasm.
Gift	present, donation, grant, gratuity, bequest, boon, bounty, largess, fee, bribe.
Give	bestow, grant, confer, present, furnish, supply.
Glad	happy, cheerful, mirthful, joyful, joyous, blithe, gay.
Glower	lower, peek, peep, gape, con, pore, ogle, leer, view, survey.
Grand	magnificent, gorgeous, splendid, superb, sublime.
Greet	hail, salute, address, accost.
Grief	sorrow, distress, affliction, trouble, tribulation, woe.
Grieve	lament, mourn, bemoan, bewail, deplore, rue.
Guard	defend, protect, shield, shelter, screen, preserve.
H	
Habit	custom, usage, practice, wont.
Habitation	abode, dwelling, residence, domicile, home.
Hang	electrocute, guillotine, lynch, dispatch, decimate, crucify.
Harass	annoy, irritate, vex, fret, worry, plague, torment, molest.
Harmful	injurious, detrimental, pernicious, deleterious, baneful, noxious.
Haste	celerity, speed, hurry, expedition, dispatch.
Hate	detest, abhor, loathe, abominate, despise.
Hatred	hate, animosity, ill-will, enmity, hostility, bitterness.

Have	possess, own, hold.
Headstrong	wayward, willful, perverse, forward.
Healthful	wholesome, salutary, salubrious, sanitary, hygienic.
Heavy	weighty, burdensome, onerous.
Help (noun)	aid, assistance, succour.
Help (verb)	assist, aid, succour, abet, second, support, befriend.
Hesitate	falter, vacillate, waver.
Hide	conceal, secrete.
High	tall, lofty, elevated, towering.
Hinder	restrain, obstruct, impede, hamper, retard, check, curb, clog,
Hint	intimate, insinuate.
Hole	cavity, excavation, pit, cache, cave, cavern, hollow, depression,
Holy	sacred, hallowed, sanctified, consecrated, godly, pious, saintly, blessed.
Hopeful	expectant, sanguine, optimistic, confident.
Hopeless	despairing, disconsolate, desperate.
I	
Idle	inert, lazy, indolent, sluggish, slothful.
Ignorant	illiterate, uninformed, uneducated, untutored, unlettered.
Immemorial	elderly, aged, hoary, decrepit, senile, superannuated.
Impolite	discourteous, inurbane, uncivil, rude, disrespectful, pert, saucy, impertinent, impudent, insolent.
Importance	consequence, moment.
Impostor	pretender, charlatan, masquerader, mountebank, deceiver.
Imprison	incarcerate, immure.
Improper	indecent, indecorous, unseemly, unbecoming, indelicate.
Impure	tainted, contaminated, polluted, defiled, vitiated.
Inborn	innate, inbred, congenital.
Incite	instigate, stimulate, impel, arouse, goad, spur, promote.
Incline	tip, lean, cant, slant, slope, tilt, list, careen, dip.
Increase	grow, enlarge, magnify, amplify, swell, augment.
Indecent	indelicate, immodest, shameless, ribald, lewd, lustful, lascivious, libidinous, obscene.
Insane	demented, deranged, crazy, mad.
Insanity	dementia, derangement, craziness, madness, lunacy, mania, frenzy, hallucination.
Inspid	tasteless, flat, vapid.

Insulting	scornful, imperious, contumelious, impudent, impertinent.
Intention	intent, purpose, plan, design, aim, object, end.
Interpose	intervene, intercede, interfere, mediate.
Intrepidity	daring, valour, prowess, fortitude, heroism.
Irreligious	ungodly, impious, godless, sacrilegious, blasphemous, profane.
Irritate	exasperate, nettle, incense.
J	
Join	connect, unite, couple, combine, link, annex, append.
Journey	voyage, tour, pilgrimage, trip, jaunt, excursion, junket.
K	
Kill	slay, slaughter, massacre, butcher, murder, assassinate, execute.
Kind	compassionate, merciful, lenient, benignant, benign, clement.
Kindle	ignite, inflame, rouse.
L	
Lack	want, need, deficiency, dearth, paucity, scarcity, deficit.
Lame	crippled, halt, deformed, maimed, disabled.
Large	great, big, huge, immense, colossal, gigantic, extensive, vast, massive, unwieldy, bulky.
Laugh	giggle, snicker, titter, chuckle, guffaw, cachinnate, chortle, roar.
Laughable	comical, comic, farcical, ludicrous, ridiculous, funny, droll.
Lead	guide, conduct, escort, convoy.
Lecture	preach, harangue, rant, roar, spout, thunder, declaim, harp.
Lengthen	prolong, protract, extend.
Lessen	decrease, diminish, reduce, abate, curtail, moderate, mitigate, palliate.
Liberal	generous, bountiful, munificent.
Lie (noun)	untruth, falsehood, falsity, fiction, fabrication, mendacity, canard, fib, story.
Lie (verb)	prevaricate, falsify, equivocate, quibble, shuffle, dodge, fence, fib.
Likeness	resemblance, similitude, similarity, semblance, analogy.
Limpv	flaccid, flabby, flimsy.
List	roll, catalogue, register, roster, schedule, inventory.
Look	glance, gaze, stare, peer, scan, scrutinize, gloat, glare.
Loud	resonant, clarion, stentorian, sonorous.
Love	affection, attachment, fondness, infatuation, devotion.
Low	base, abject, servile, slavish, menial.
Loyal	faithful, true, constant, staunch, unwavering, steadfast.
Lurk	skulk, slink, sneak, prowl.

M	
Make	create, frame, fashion, mold, shape, form, forge, fabricate, invent, construct, manufacture, concoct.
Malice	malevolence, malignity, rancour, resentment, dudgeon, grudge.
Manifest	plain, obvious, clear, apparent, patent, evident, perceptible, noticeable, open, overt, palpable, tangible, indubitable, unmistakable.
Many	various, numerous, divers, manifold, multitudinous, myriad, countless, innumerable.
Margin	edge, limit, border, boundary, bound, bourn, brim, rim, brink.
Masculine	male, manly, manlike, manful, mannish, virile.
Matrimonial	conjugal, connubial, nuptial, marital.
Meaning	significance, signification, import, purport.
Meet	encounter, collide, confront, converge.
Meeting	assembly, assemblage, congregation, convention, conference, concourse, gathering, mustering.
Melt	thaw, fuse, dissolve, liquefy.
Memory	remembrance, recollection, reminiscence, retrospection.
Merciless	unmerciful, pitiless, ruthless, fell.
Mercy	clemency, lenity, leniency, lenience, forbearance.
Misrepresent	misinterpret, falsify, distort, warp.
Mix	compound, amalgamate, weld, combine, blend, concoct.
Model	pattern, prototype, criterion, standard, exemplar, paragon, archetype, ideal.
Motive	incentive, inducement, desire, purpose.
Move	actuate, impel, prompt, incite.
N	
Name	appellation, designation, denomination, title, alias, cognomen, patronymic, nom.
Near	nigh, close, neighboring, adjacent, contiguous.
Neat	tidy, orderly, spruce, trim, prim.
Needful	necessary, requisite, essential, indispensable.
Negligence	neglect, inattention, inattentiveness, inadvertence, remissness, oversight.
New	novel, fresh, recent, modern, late, innovative, unprecedented.
Nice	fastidious, dainty, finical, squeamish.
Noisy	clamorous, boisterous, hilarious, turbulent, riotous, obstreperous, uproarious, vociferous, blatant, brawling.
Noticeable	prominent, conspicuous, salient, signal.
O	
Occupation	employment, calling, pursuit, vocation, avocation.

Old	ancient, olden, antique, antiquated, archaic, obsolete, venerable.
Order (noun)	command, mandate, behest, injunction, decree.
Order (verb)	command, enjoin, direct, instruct.
Oversight	supervision, direction, superintendence, surveillance.
P	
Pacify	appease, placate, propitiate, conciliate, mollify.
Pale	pallid, wan, colorless, blanched, ghastly, ashen, cadaverous.
Part	piece, portion, section, subdivision, fraction, installment.
Patience	forbearance, resignation, longsuffering.
Pay	compensate, recompense, remunerate, requite, reimburse.
Pay	hire, salary, wages, fee, stipend, honorarium.
Penetrate	pierce, perforate.
Perforation	puncture, rent, slit, crack, chink, crevice, cranny, breach.
Pirate	corsair, raider, burglar, footpad, highwayman, depredator.
Pity	sympathy, compassion, commiseration, condolence.
Place	office, post, position, situation, appointment.
Plan	design, project, scheme, plot.
Playful	mischievous, roguish, prankish, sportive, arch.
Plentiful	plenteous, abundant, bounteous, copious, profuse, exuberant, luxuriant.
Plunder	rifle, loot, sack, pillage, devastate, despoil.
Polite	civil, obliging, courteous, courtly, urbane, affable.
Poverty	want, need, destitution, indigence, penury.
Pretty	beautiful, comely, handsome, fair.
Profitable	remunerative, lucrative, gainful.
Promenade	prowl, hobble, limp, perambulate.
Prompt	punctual, ready, expeditious.
Proud	arrogant, presumptuous, haughty, supercilious, insolent.
Prune	reap, mow, clip, shear, trim, dock, crop, shave, whittle, slice.
Pull	draw, drag, haul, tug, tow.
Punish	chastise, chasten, castigate, scourge.
Push	shove, thrust.
Puzzle	perplex, mystify, bewilder.
Q	
Quarrel	altercation, disagreement, contention, controversy, breach.
Queer	odd, curious, quaint, ridiculous, singular, unique, bizarre, fantastic, grotesque.

R	
Raise	lift, heave, hoist, erect, rear, elevate, exalt, enhance.
Rash	incautious, reckless, foolhardy, adventurous, venturesome, venturesome.
Rebellion	insurrection, revolt, mutiny, riot, revolution, sedition.
Recover	regain, retrieve, recoup, rally, recuperate.
Reflect	deliberate, ponder, muse, meditate, ruminate.
Relate	recount, recite, narrate, tell.
Relinquish	waive, renounce, surrender, forego, resign, abdicate.
Renounce	abjure, forswear, recant, retract, repudiate.
Replace	supersede, supplant, succeed.
Reprove	rebuke, reprimand, admonish, chide, upbraid, reproach, scold.
Repulsive	unsightly, loathsome, hideous, gruesome.
Requital	retaliation, reprisal, revenge, vengeance, retribution.
Responsible	answerable, accountable, amenable, liable.
Reveal	disclose, divulge, manifest, show, betray.
Reverence	veneration, awe, adoration, worship.
Rich	wealthy, affluent, opulent.
Ridicule	deride, mock, taunt, flout, twit, tease.
Ripe	mature, mellow.
Rise	arise, mount, ascend.
Robber	bandit, brigand, desperado, buccaneer, freebooter.
Rogue	knave, rascal, miscreant, scamp, sharper, villain.
Round	circular, rotund, spherical, globular, orbicular.
Rub	polish, burnish, furbish, scour.
Rumpus	ruction, spat, tiff, fuss, jar, feud.
Run	scamper; scurry, scuttle, scud, scour, pace, gallop, trot, lope.
Rupture	dispute, dissension, bickering, wrangle, broil, squabble, row.
Rural	rustic, pastoral, bucolic.
S	
Sad	grave, sober, moody, doleful, downcast, dreary, woeful, somber, unhappy, weebegone, mournful, depressed, despondent, gloomy, melancholy, heavy-spirited, sorrowful; dismal, dejected, disconsolate, miserable, lugubrious.
Satiate	sate, surfeit, cloy, glut, gorge.
Say	utter, pronounce, announce, state, declare, affirm, aver.
Scoff	jeer, gibe, flier, sneer, mock, taunt.
Secret	covert, surreptitious, furtive, clandestine, underhand, stealthy.
See	perceive, descry, distinguish, espy, discern, note, notice, watch.

Seep	ooze, infiltrate, percolate, transude, exude.
Sell	barter, vend, trade.
Shape	form, figure, outline, conformation, configuration, contour, profile.
Share	partake, participate, divide.
Sharp	keen, acute, cutting, trenchant, incisive.
Shine	beam, gleam, glisten, glister, glitter, glare, flare, flash.
Shore	coast, littoral, beach, strand, bank.
Shorten	abridge, abbreviate, curtail, truncate, syncopate.
Show (noun)	display, ostentation, parade, pomp, splurge.
Show	exhibit, display, expose, manifest, evince.
Shrink	flinch, wince, blench, quail.
Shun	avoid, eschew.
Shy	bashful, diffident, modest, coy, timid, shrinking.
Sign	omen, auspice, portent, prognostic, augury, foretoken, adumbration, presage, indication.
Silent	reserved, uncommunicative, reticent, taciturn.
Simple	innocent, artless, unsophisticated, naive.
Sing	chant, carol, warble, troll, yodel, croon, hum, chirp.
Skilful	skilled, expert, adept, apt, proficient, adroit, dexterous, deft, clever, ingenious.
Skin	hide, pelt, fell.
Slander	defame, asperse, calumniate, traduce, vilify, malign, libel.
Sleep	slumber, repose, nap, doze, drowse, lethargy, dormancy, coma.
Sleepy	drowsy, slumberous, somnolent, sluggish, torpid, dull, lethargic.
Slit	score, lance, carve, bisect, dissect, amputate, detruncate.
Slovenly	slatternly, dowdy, frowsy, blowzy.
Sly	crafty, cunning, subtle, wily, artful, politic, designing.
Smell	odour, savour, scent, fragrance, aroma, perfume, redolence, tang.
Smile	smirk, grin.
Sneak	shamble, amble, wander, stamp, slouch, gad, gallivant, glide, hike.
Solitary	lonely, lone, lonesome, desolate, deserted, uninhabited.
Song	ballad, ditty, lullaby, hymn, anthem, dirge, chant, paean, lay.
Sour	acid, tart, acrid, acidulous, acerbitous, astringent.
Sparkle	twinkle, dazzle, glimmer, glow, radiate, scintillate.
Speak	discourse, expatiate, descant, comment, argue, persuade, plead.

Speech	discourse, oration, address, sermon, declamation, dissertation, exhortation, disquisition, harangue, diatribe, tirade, screed, philippic, invective, rhapsody, plea.
Spend	expend, disburse, squander, waste, lavish.
Splinter	sunder, rive, crush, batter, demolish, rupture.
Spoiler	despoiler, forager, pillager, plunderer, marauder, myrmidon.
Spot	blotch, speckle, fleck, dapple, smear, smutch, brand, defacement.
Spruce	natty, dapper, smart, chic.
Stale	musty, frowzy, mildewed, fetid, rancid, rank.
Stay	tarry, linger, stop, sojourn, remain, abide, live, reside, dwell.
Steal	abstract, pilfer, filch, purloin, peculate, swindle, plagiarize.
Steep	precipitous, abrupt.
Stingy	close, miserly, niggardly, parsimonious, penurious, sordid.
Storm	tempest, whirlwind, hurricane, tornado, cyclone, typhoon.
Straight	perpendicular, vertical, plumb, erect, upright.
Strange	singular, peculiar, odd, queer, quaint, outlandish.
Strike	hit, smite, thump, beat, cuff, buffet, knock, whack, belabour.
Strong	stout, robust, sturdy, stalwart, powerful.
Stupid	dull, obtuse, stolid, doltish, sluggish, brainless, bovine.
Suave	bland, unctuous, fulsome, smug, complaisant, elegant.
Succeed	prosper, thrive, flourish, triumph.
Succession	sequence, series.
Sullen	surly, sulky, crabbed, cross, gruff, grumpy, glum, morose, dour.
Supernatural	preternatural, superhuman, miraculous.
Supplicate	importune, petition, plead, pray.
Suppose	surmise, conjecture, presume, imagine, fancy, guess, think, believe.
Surprise	astonish, amaze, astound.
Swearing	cursing, profanity, blasphemy, execration, imprecation.
T	
Talk	chat, chatter, prate, prattle, babble, gabble, jabber, tattle.
Talkative	loquacious, garrulous, fluent, voluble, glib, chattering, long-winded.
Teach	instruct, educate, train, discipline, drill, inculcate, instill, indoctrinate.
Tear	rend, rip, lacerate, mangle.
Thoughtful	contemplative, meditative, reflective, pensive, wistful.
Throw	pitch, hurl, dash, fling, cast, toss, flip, chuck, sling, heave.
Tire	weary, fatigue, exhaust, jade, fag.
Toddle	waddle, shuffle, mince, stroll, saunter, ramble, meander.

Tool	implement, instrument, utensil.
Trifle	dally, dawdle, potter.
Trim	dapper, spruce, genteel, urbane, well-bred, gracious, affable.
Trust	confidence, reliance, assurance, faith.
Try	endeavor, essay, attempt.
Turn	revolve, rotate, spin, whirl, gyrate.
Twaddle	blab, gossip, palaver, parley, converse, mumble, mutter, stammer.
U	
Ugly	homely, uncomely, hideous.
Unwilling	reluctant, disinclined, loath, averse.
V	
Vestments	attire, garb, habit, costume, uniform.
W	
Walk	plod, trudge, tread, stride, stalk, strut, tramp, march, pace.
Watchful	vigilant, alert.
Wave (noun)	billow, breaker, swell, ripple, undulation.
Wave (verb)	brandish, flourish, flaunt, wigwag.
Weak	debilitated, feeble, infirm, decrepit, impotent, enervated, languid.
Weariness	languor, lassitude, enervation, exhaustion.
Wearisome	tiresome, irksome, tedious, humdrum.
Wet (adjective)	humid, moist, damp, dank, sodden, soggy.
Wet (verb)	moisten, dampen, soak, imbrue, saturate, drench.
Whim	caprice, vagary, fancy, freak, whimsy, crotchet.
Whip	chastise, castigate, flagellate, scourge, lash, trounce, thrash.
Wicked	sinful, felonious, illegal, immoral, heinous, flagitious.
Wind	breeze, gust, blast, flaw, gale, squall, flurry.
Wind	coil, twist, twine, wreath.
Winding	tortuous, serpentine, sinuous, meandering.
Wise	learned, erudite, sagacious, sapient, sage, judicious, prudent.
Wonderful	marvelous, phenomenal, miraculous.
Work	labor, toil, drudgery.
Workman	labourer, artisan, artificer, mechanic, craftsman.
Write	inscribe, scribble, scrawl, scratch.
Y	
Young	youthful, boyish, girlish, juvenile, puerile, immature, callow, adolescent.

Antonym

An antonym is a word which means the opposite of another word. Antonyms are also called opposites. One way of mastering a language involves learning its vocabulary. Synonyms and opposites are helpful in this sense

Examples: Two opposites of "light" are "dark" and "heavy".

A		better	:	worse, worst
absent	:	present		
abundant	:	scarce		
accept	:	decline, refuse		
accurate	:	inaccurate		
admit	:	deny		
advantage	:	disadvantage		
against	:	for		
agree	:	disagree		
alive	:	dead		
all	:	none, nothing		
ally	:	enemy		
always	:	never		
ancient	:	modern		
answer	:	question		
antonym	:	synonym		
apart	:	together		
appear	:	disappear, vanish		
approve	:	disapprove		
arrive	:	depart		
artificial	:	natural		
ascend	:	descend		
attic	:	cellar		
attractive	:	repulsive		
awake	:	asleep		
B				
backward	:	forward		
bad	:	good		
beautiful	:	ugly		
before	:	after		
begin	:	end		
below	:	above		
bent	:	straight		
best	:	worst		
		big	:	little, small
		black	:	white
		blame	:	praise
		bless	:	curse
		bitter	:	sweet
		borrow	:	lend
		bottom	:	top
		boy	:	girl
		brave	:	cowardly
		build	:	destroy
		bold	:	meek, timid
		borrow	:	lend
		bound	:	unbound, free
		boundless	:	limited
		bright	:	dim, dull
		brighten	:	fade
		broad	:	narrow
		C		
		calm	:	windy, troubled
		can	:	cannot, can't
		capable	:	incapable
		captive	:	free
		careful	:	careless
		cheap	:	expensive
		cheerful	:	sad, discouraged, dreary
		clear	:	cloudy, opaque
		clever	:	stupid
		clockwise	:	counterclockwise
		close	:	far, distant
		closed	:	ajar, open
		clumsy	:	graceful
		cold	:	hot
		combine	:	separate

come : go
 comfort : discomfort
 common : rare
 conceal : reveal
 contract : expand
 cool : warm
 correct : incorrect, wrong
 courage : cowardice
 create : destroy
 crooked : straight
 cruel : kind
 compulsory : voluntary
 courteous : discourteous, rude

D

dangerous : safe
 dark : light
 day : night
 daytime : nighttime
 dead : alive
 decline : accept, increase
 decrease : increase
 deep : shallow
 definite : indefinite
 demand : supply
 despair : hope
 dim : bright
 disappear : appear
 discourage : encourage
 diseased : healthy
 down : up
 downwards : upwards
 dreary : cheerful
 dry : moist, wet
 dull : bright, shiny
 dusk : dawn

E

early : late
 east : west
 easy : hard, difficult
 empty : full

encourage : discourage
 end : begin, start
 enter : exit
 even : odd
 expand : contract
 export : import
 exterior : interior
 external : internal

F

fade : brighten
 fail : succeed
 false : true
 famous : unknown
 far : near
 fast : slow
 fat : thin
 feeble : strong, powerful
 few : many
 find : lose
 first : last
 float : sink
 foolish : wise
 fore : aft
 free : bound, captive
 fold : unfold
 forget : remember
 found : lost
 fresh : stale
 frequent : seldom
 friend : enemy
 for : against
 fortunate : unfortunate
 full : empty

G

generous : stingy
 gentle : rough
 get : give
 giant : tiny, small, dwarf
 girl : boy
 give : receive, take

glad	:	sad, sorry	inside	:	outside
gloomy	:	cheerful	intelligent	:	stupid, unintelligent
go	:	stop	interesting	:	boring
good	:	bad, evil	interior	:	exterior
grant	:	refuse	interesting	:	dull, uninteresting
great	:	tiny, small, unimportant	internal	:	external
grow	:	shrink	intentional	:	accidental
guest	:	host	J		
guilty	:	innocent	join	:	separate
H			junior	:	senior
happy	:	sad	just	:	unjust
hard	:	easy	justice	:	injustice
hard	:	soft	K		
harmful	:	harmless	knowledge	:	ignorance
harsh	:	mild	known	:	unknown
hate	:	love	L		
have	:	have-nots	landlord	:	tenant
healthy	:	diseased, ill, sick	large	:	small
heaven	:	hell	last	:	first
heavy	:	light	laugh	:	cry
help	:	hinder	lawful	:	unlawful, illegal
here	:	there	lazy	:	industrious
hero	:	coward	leader	:	follower
high	:	low	left	:	right
hill	:	valley	lend	:	borrow
hinder	:	help	lengthen	:	shorten
honest	:	dishonest	lenient	:	strict
horizontal	:	vertical	left	:	right
hot	:	cold	less	:	more
humble	:	proud	light	:	dark, heavy
I			like	:	dislike, hate
ill	:	healthy, well	likely	:	unlikely
immense	:	tiny, small	limited	:	boundless
important	:	trivial	little	:	big
in	:	out	long	:	short
include	:	exclude	loose	:	tight
increase	:	decrease	lose	:	find
inferior	:	superior	loss	:	win
inhale	:	exhale	loud	:	quiet
inner	:	outer	love	:	hate

low	:	high	outer	:	inner
loyal	:	disloyal	over	:	under
M			P		
mad	:	happy, sane	past	:	present
major	:	minor	patient	:	impatient
many	:	few	peace	:	war
mature	:	immature	permanent	:	temporary
maximum	:	minimum	plentiful	:	scarce
melt	:	freeze	plural	:	singular
merry	:	sad	poetry	:	prose
messy	:	neat	polite	:	rude, impolite
minor	:	major	possible	:	impossible
minority	:	majority	poverty	:	wealth, riches
miser	:	spendthrift	powerful	:	weak
misunderstand	:	understand	pretty	:	ugly
more	:	less	private	:	public
N			prudent	:	imprudent
nadir	:	zenith	pure	:	impure, contaminated
narrow	:	wide	push	:	pull
near	:	far, distant	Q		
neat	:	messy, untidy	qualified	:	unqualified
never	:	always	question	:	answer
new	:	old	quiet	:	loud, noisy
night	:	day	R		
nighttime	:	daytime	raise	:	lower
no	:	yes	rapid	:	slow
noisy	:	quiet	rare	:	common
none	:	some	regular	:	irregular
north	:	south	real	:	fake
O			rich	:	poor
obedient	:	disobedient	right	:	left, wrong
odd	:	even	right	:	side-up - upside-down
offer	:	refuse	rough	:	smooth
old	:	young	rude	:	courteous
old	:	new	S		
on	:	off	safe	:	unsafe
open	:	closed, shut	same	:	opposite
opposite	:	same, similar	satisfactory	:	unsatisfactory
optimist	:	pessimist	secure	:	insecure
out	:	in	scatter	:	collect

separate	:	join, together	true	:	false
serious	:	trivial	truth	:	flasehood, lie, untruth
second	:	hand - new	U		
shallow	:	deep	under	:	over
shrink	:	grow	unfold	:	fold
sick	:	healthy, ill	unknown	:	known
simple	:	complex, hard	unqualified	:	qualified
singular	:	plural	unsafe	:	safe
sink	:	float	up	:	down
slim	:	fat, thick	upside	:	down - right-side-up
slow	:	fast	upstairs	:	downstairs
sober	:	drunk	us	:	them
soft	:	hard	useful	:	useless
some	:	none	V		
sorrow	:	joy	vacant	:	occupied
sour	:	sweet	vanish	:	appear
sow	:	reap	vast	:	tiny
straight	:	crooked	victory	:	defeat
start	:	finish	virtue	:	vice
stop	:	go	visible	:	invisible
strict	:	lenient	voluntary	:	compulsory
strong	:	weak	W		
success	:	failure	war	:	peace
sunny	:	cloudy	wax	:	wane
synonym	:	antonym	weak	:	strong
sweet	:	sour	wet	:	dry
T			white	:	black
take	:	give	wide	:	narrow
tall	:	short	win	:	lose
tame	:	wild	wisdom	:	folly, stupidity
them	:	us	within	:	outside
there	:	here	wrong	:	right
thick	:	thin	Y		
tight	:	loose, slack	yes	:	no
tiny	:	big, huge	yin	:	yang
together	:	apart	young	:	old
top	:	bottom	Z		
tough	:	easy, tender	zip	:	unzip
transparent	:	opaque	zenith	:	nadir

Practice Exercises

I. In the following questions choose the word which is the SYNONYM of the given words.

1. Abandon
 - (a) Try
 - (b) Join
 - (c) Keep with
 - (d) Forsake
2. Abdicate
 - (a) Join
 - (b) Search
 - (c) Abandon
 - (d) Advance
3. Absolute
 - (a) Division
 - (b) Complete
 - (c) Small
 - (d) Half
4. Abstain
 - (a) Refrain
 - (b) Ingest
 - (c) Take in
 - (d) Consume
5. Accord
 - (a) Confer
 - (b) Refusal
 - (c) Dissension
 - (d) Opposition
6. Acquaint
 - (a) Withhold
 - (b) Conceal
 - (c) Familiarise
 - (d) Risky
7. Aggravate
 - (a) Decline
 - (b) Acquire
 - (c) Excited
 - (d) Irritate
8. Latent
 - (a) apparent
 - (b) manifest
 - (c) concealed
 - (d) obvious
10. Sporadic
 - (a) methodical
 - (b) continuous
 - (c) occasional
 - (d) constant
11. Resume
 - (a) complete
 - (b) a new start
 - (c) halt
 - (d) cease
12. Melange
 - (a) mixture of medley
 - (b) optical illusion
 - (c) desert
 - (d) household
13. Lethargy
 - (a) laxity
 - (b) vivacity
 - (c) awakening
 - (d) vitality
14. Ameliorate
 - (a) worsen
 - (b) to appease
 - (c) aggravate
 - (d) to improve
15. Emulate
 - (a) deny
 - (b) imitate
 - (c) neglect
 - (d) question
16. Hybrid
 - (a) division
 - (b) purebred
 - (c) crossbred
 - (d) unmixed
17. Amoral
 - (a) uninvolved
 - (b) immoral
 - (c) innocent
 - (d) controlled
18. Rectify
 - (a) bear
 - (b) correct
 - (c) validate
 - (d) destroy
19. Parasite
 - (a) a loss of motion
 - (b) blessing
 - (c) disease
 - (d) one that clings
20. Eulogistic
 - (a) unmannerly
 - (b) wanderer
 - (c) reproachful
 - (d) insulting
 - (e) praising
21. Nostalgic
 - (a) indolent
 - (b) diseased
 - (c) homesick
 - (d) soothing
22. Largesse
 - (a) hindrance
 - (b) unkindness
 - (c) malevolence
 - (d) liberal
23. Consummation
 - (a) ultimate completion
 - (b) act of forgiveness
 - (c) commencement
 - (d) unfulfillment

24. Privy
 (a) revealed (b) uncocealed
 (c) secretive (d) unaware
25. Emancipate
 (a) make a solemn declaration
 (b) imprison (c) correct morally
 (d) incarcerate (e) set free
26. Brazen
 (a) melodramatic (b) shamefaced
 (c) modest (d) shameless
 (e) humble
27. Cajole
 (a) discourage (b) persuade
 (c) disenchant (d) dissuade
 (e) craze
28. Rigid
 (a) unreliable (b) hard
 (c) inexact (d) voluminous
 (e) irresolute
29. Acronym
 (a) poem of sorrow
 (b) pen name used by an author
 (c) similar meaning
 (d) word formed from an abbreviation
30. Spew
 (a) take up liquids
 (b) throw in water
 (c) to come forth in a flush
 (d) split
31. Sozzled
 (a) drunk (b) moderate
 (c) cultured (d) burning
32. Rookie
 (a) expert (b) professional
 (c) a new recruit (d) an old man
33. Dissolute
 (a) repulsive (b) respectful
 (c) virtuous (d) immoral
34. Patron
 (a) venerable old man
 (b) one who gives encouragement to others
 (c) antagonist
 (d) detractor
35. Presage
 (a) to foretell (b) make ready
 (c) assume (d) consider
36. Attrition
 (a) attraction (b) happiness
 (c) strengthening (d) decline
37. Accolade
 (a) fruit (b) balcony
 (c) outer garments (d) drink
 (e) honour
38. Benign
 (a) injurious (b) gentle
 (c) malignant (d) unfriendly
 (e) favourable
39. Candid
 (a) experienced (b) frank
 (c) deceitful (d) secretive
 (e) dishonest
40. Ingenious
 (a) misleading
 (b) clever at inventing
 (c) alarm
 (d) unresourceful
 (e) dumb
- II. In the following questions choose the word which is the exact OPPOSITE of the given words.**
1. Indiscreet
 (a) Reliable (b) Honest
 (c) Prudent (d) Stupid
2. Familiar
 (a) Unpleasant (b) Dangerous
 (c) Friendly (d) Strange

- | | | |
|-------------------|------------------|---------------------|
| 3. Tangible | (a) Ethereal | (b) Concrete |
| | (c) Actual | (d) Solid |
| 4. Love | (a) Villainy | (b) Hatred |
| | (c) Compulsion | (d) Force |
| 5. Famous | (a) Disgraced | (b) Unknown |
| | (c) Evil | (d) Popular |
| 6. Absolute | (a) Deficient | (b) Faulty |
| | (c) Limited | (d) Scarce |
| 7. Frugal | (a) Copious | (b) Extravagant |
| | (c) Generous | (d) Ostentatious |
| 8. Insipid | (a) Tasty | (b) Stupid |
| | (c) Discreet | (d) Feast |
| 9. Able | (a) Disable | (b) Inable |
| | (c) Unable | (d) Misable |
| 10. Hostility | (a) Courtesy | (b) Hospitality |
| | (c) Relationship | (d) Friendliness |
| 11. Crowded | (a) Busy | (b) Congested |
| | (c) Quiet | (d) Deserted |
| 12. Comic | (a) Emotional | (b) Tragic |
| | (c) Fearful | (d) Painful |
| 13. Hapless | (a) Cheerful | (b) Consistent |
| | (c) Fortunate | (d) Shapely |
| 14. Flimsy | (a) Frail | (b) Filthy |
| | (c) Firm | (d) Flippant |
| 15. Equanimity | (a) Resentment | (b) Dubiousness |
| | (c) Duplicity | (d) Excitement |
| 16. Addition | (a) Division | (b) Enumeration |
| | (c) Subtraction | (d) Multiplication |
| 17. Zenith | (a) Acme | (b) Top |
| | (c) Nadir | (d) Pinnacle |
| 18. Doubtful | (a) Famous | (b) Certain |
| | (c) Fixed | (d) Important |
| 19. Perennial | (a) Frequent | (b) Regular |
| | (c) Lasting | (d) Rare |
| 20. Benign | (a) Malevolent | (b) Soft |
| | (c) Friendly | (d) Unwise |
| 21. Hindrance | (a) Aid | (b) Persuasion |
| | (c) Cooperation | (d) Agreement |
| 22. Extricate | (a) Manifest | (b) Palpable |
| | (c) Release | (d) Entangle |
| 23. Repress | (a) Inhibit | (b) Liberate |
| | (c) Curb | (d) Quell |
| 24. Acquitted | (a) Freed | (b) Burdened |
| | (c) Convicted | (d) Entrusted |
| 25. Provocation | (a) Vocation | (b) Pacification |
| | (c) Peace | (d) Destruction |
| 26. Subservient | (a) Aggressive | (b) Straightforward |
| | (c) Dignified | (d) Supercilious |
| 27. Lend | (a) Borrow | (b) Cheat |
| | (c) Pawn | (d) Hire |
| 28. Faint-Hearted | (a) Warm-hearted | (b) Full-blooded |
| | (c) Hot-blooded | (d) Stout-hearted |

29. Remiss
(a) Forgetful (b) Watchful
(c) Dutiful (d) Harmful
30. Transparent
(a) Semi-transparent
(b) Muddy
(c) Opaque
(d) Dark
31. Honorary
(a) Dishonorable (b) Reputed
(c) Paid (d) Official
32. Meticulous
(a) Mutual (b) Shaggy
(c) Meretricious (d) Slovenly
33. Loquacious
(a) Reticent (b) Talkative
(c) Garrulous (d) Verbose
34. Confess
(a) Deny (b) Refuse
(c) Contest (d) Contend
35. Annoy
(a) Praise (b) Rejoice
(c) Please (d) Reward
36. Repel
(a) Attend (b) Concentrate
(c) Continue (d) Attract
37. Suppress
(a) Encourage (b) Allow
(c) Praise (d) Permit
38. Niggardly
(a) Frugal (b) Thrifty
(c) Stingy (d) Generous
39. Impasse
(a) Resurgence (b) Breakthrough
(c) Continuation (d) Combination
40. Haphazard
(a) Fortuitous (b) Indifferent
(c) Deliberate (d) Accidental

Answer Key

I.	1.	(d)	2.	(c)	3.	(b)	4.	(a)	5.	(a)	
	6.	(c)	7.	(d)	8.	(c)	9.	(c)	10.	(c)	
	11.	(b)	12.	(a)	13.	(a)	14.	(d)	15.	(b)	
	16.	(c)	17.	(a)	18.	(b)	19.	(d)	20.	(e)	
	21.	(c)	22.	(d)	23.	(a)	24.	(c)	25.	(e)	
	26.	(d)	27.	(b)	28.	(b)	29.	(d)	30.	(c)	
	31.	(a)	32.	(a)	33.	(d)	34.	(b)	35.	(a)	
	36.	(d)	37.	(e)	38.	(b)	39.	(b)	40.	(b)	
	II.	1.	(c)	2.	(d)	3.	(a)	4.	(b)	5.	(b)
		6.	(c)	7.	(b)	8.	(a)	9.	(c)	10.	(d)
11.		(d)	12.	(b)	13.	(c)	14.	(c)	15.	(d)	
16.		(c)	17.	(c)	18.	(b)	19.	(d)	20.	(a)	
21.		(a)	22.	(d)	23.	(b)	24.	(c)	25.	(b)	
26.		(c)	27.	(a)	28.	(d)	29.	(c)	30.	(c)	
31.		(c)	32.	(d)	33.	(a)	34.	(a)	35.	(c)	
36.		(d)	37.	(a)	38.	(d)	39.	(b)	40.	(c)	

Homonym and Homophone

Homonym

A homonym is one of a group of words that share the same spelling and the same pronunciation but have different meanings. This usually happens as a result of the two words having different origins.

Example: Bear (animal), Bear (to take responsibility for something)

Homophone

A homophone is a word that is pronounced the same as another word but differs in meaning.

Example: The words may be spelled the same, such as rose (flower) and rose (past tense of 'rise'), or differently, such as carat, caret, and carrot, or to, two and too.

Homonyms vs Homophones

All homonyms are homophones because they sound the same. However, not all homophones are homonyms. Homophones with different spellings are not homonyms.

Examples

Aid	:	Aide	Creak	:	Creek
Affect	:	Effect	Crews	:	Cruise
Aisle	:	I'll- Isle	Dual	:	Duel
Aloud	:	Allowed	Fair	:	Fare
Altar	:	Alter	Fairy	:	Ferry
Ark	:	Arc	Feat	:	Feet
Ball	:	Bawl	Fir	:	Fur
Base	:	Bass	Flea	:	Flee
Beech	:	Beach	Gorilla	:	Guerrilla
Birth	:	Berth	Grease	:	Greece
Bore	:	Boar	Groan	:	Grown
Byte	:	Bite	Hall	:	Haul
Blew	:	Blue	Halve	:	Have
Bow	:	Bough	Holey	:	Holy - Wholly
Boy	:	Buoy	Incite	:	Insight
Bread	:	Bred	Jeans	:	Genes
Browse	:	Brows	Knead	:	Need
Cell	:	Sell	Knight	:	Night
Cereal	:	Serial	Lessen	:	Lesson
Chilly	:	Chili - Chile	Links	:	Lynx
Chord	:	Cord	Loan	:	Lone
Complement	:	Compliment	Oral	:	Aural
Counsel	:	Council	Ought	:	Aught

Oar : Or - Ore
Overdo : Overdue
Peak : Peek
Phase : Faze
Pole : Poll
Pray : Prey
Principal : Principle
Raze : Raise
Real : Reel
Ring : Wring
Role : Roll
Sew : So - Sow

Site : Sight - Cite
Soar : Sore
Sole : Soul
Toe : Tow
Vary : Very
Wail : Whale
Wait : Weight
We : Wee
Weather : Whether
Which : Witch
Whose : Who's

Practice Exercises

Fill in the blanks with the correct option.

1. I didn't ____ what she said.
(a) hear (b) here
2. They forgot to take ____ printouts.
(a) there (b) their
(c) they're
3. Venison is the meat from a ____.
(a) dear (b) deer
4. The house is by the ____.
(a) see (b) sea
5. She held the ____ in her hand.
(a) reigns (b) rains
(c) reins.
6. They tried to ____ the painting.
(a) steel (b) steal
7. He had to ____ the button on.
(a) sow
(b) sew
(c) Either could be used here.
8. I hope the ____ is fine.
(a) weather (b) whether
9. He was a medieval ____.
(a) night (b) knight
10. The building ____ is huge.
(a) site (b) sight
11. She's as mad as a March ____.
(a) hair (b) hare
12. She gave him a ____ of her mind.
(a) peace (b) piece
13. He ____ a snowball at the police officer.
(a) threw (b) through
14. It's a ____ of time.
(a) waist (b) waste
15. They didn't ____ us of the danger.
(a) warn (b) worn
16. They read the poems ____.
(a) allowed (b) aloud
17. It's made from wheat ____.
(a) flower (b) flour
18. They've got a ____ at the Ritz.
(a) suit (b) suite
(c) sweet
19. On the ____, I enjoyed it.
(a) whole (b) hole
20. It's not much ____ to go.
(a) father (b) farther
21. You're no ____ of mine!
(a) sun (b) son
22. He's the ____ to the throne.
(a) air (b) heir
23. The tea's a bit ____.
(a) weak (b) week
24. She's the ____ owner.
(a) soul (b) sole
25. The book is ____ back at the library in two weeks.
(a) dew (b) due
26. You slow a car with the ____.
(a) brake (b) break
27. The negative feeling you get when you do something wrong is ____.
(a) gilt (b) guilt
28. The cyclist was ____ very fast.
(a) peddling
(b) pedalling\pedaling
29. It was ____ madness.
(a) sheer (b) shear
30. The eagle is a bird of ____.
(a) prey (b) pray
31. Could you ____ the film for a minute?
(a) paws
(b) pause
(c) Either could be used here.

32. After standing for an hour in the heat, he _____.
(a) fainted (b) fainted
(c) veined (d) vein
33. Don't tell them anything- they're not very _____.
(a) discrete (b) discreet
(c) discrete (d) discreet
34. He's very old-fashioned and _____.
(a) stayed (b) staid
(c) staid (d) stayed
35. Floating _____ are used to help boats navigate.
(a) boys (b) buoys
(c) bouys (d) buoys
36. He's very _____ and worries about his appearance all the time.
(a) vain (b) vein
(c) vein (d) vain
37. They took blood from my _____.
(a) vane (b) vein
(c) vain (d) vein
38. I am an innocent _____ in all of this.
(a) pawn (b) porn
(c) pawn (d) porn
39. That's a _____ tree.
(a) beach (b) beech
(c) beach (d) beech
40. We have to make sure the timing's right- we must be in _____.
(a) sink (b) sync
(c) sink (d) sync

Answer Key

1. (a)	2. (b)	3. (b)	4. (b)	5. (c)	6. (b)	7. (b)
8. (a)	9. (b)	10. (b)	11. (b)	12. (b)	13. (a)	14. (b)
15. (a)	16. (b)	17. (b)	18. (c)	19. (a)	20. (b)	21. (b)
22. (b)	23. (a)	24. (b)	25. (b)	26. (a)	27. (b)	28. (b)
29. (a)	30. (a)	31. (b)	32. (b)	33. (b)	34. (b)	35. (b)
36. (c)	37. (b)	38. (a)	39. (a)	40. (b)		

Idioms and Phrases

Idioms are words, phrases or expressions which are commonly used in everyday conversation by native speakers of English. They are often metaphorical and make the language more colourful. People use them to express something more vividly and often more briefly.

They serve as an image or mental picture.

Idioms beginning with A

- A big cheese: an important or a powerful person in a group or family
- A bird's eye view: a view from a very high place which allows you to see a large area
- A bone of contention: something that people argue for a long time
- A cock and a bull story: a story or an explanation which is obviously not true.
- At the crack of the dawn: very early in morning
- A cuckoo in the nest: someone in a group of people but not liked by them.
- A litmus test: a method which clearly proves something
- As the crow flies: measuring distance between two places in a straight line.
- A dead letter: an argument or law not followed by anyone.
- At the drop of the hat: to do something easily and without any preparation
- An early bird: someone who gets early in the morning
- An educated guess: a guess which was likely to get corrected
- At the eleventh hour: too late.
- A queer fish: a strange person
- A wakeup call: an event done to warn someone
- A worm's eye view: having very little knowledge about something
- A witch hunt: an attempt to find and punish those who have opinions that are believed to be dangerous
- At the heels of: to follow someone
- A dish fit for Gods: something of very high quality
- A game of two equal halves: a sudden change in circumstances
- Afraid of one's own shadow: to become easily frightened
- Against the clock: to be in a hurry to do something before a particular time
- Air one's dirty laundry: to make public something embarrassing that should be kept secret.
- All systems go: everything is ready.
- An arm and a leg: a large amount of money
- Appear out of now here: to appear suddenly without warning.
- Apple of someone's eye: someone loved very much.
- Ask for the moon: to ask for too much.

- Asleep at the switch: not to be alert on opportunity
- At sixes and sevens: to be lost and bewildered
- At someone's beck and call: to be always ready to serve
- At the bottom of the ladder: at the lowest level
- A house of cards: a poor plan
- At an arm's length: to keep at a distance
- At sixes and sevens: in disorder
- A boon in disguise: a benefit in loss
- A bull in a China shop: an awkward person
- A red letter day: an important day
- A nine days wonder: pleasure for a short time
- A bit under the weather: falling ill

Idioms beginning with B

- Bad blood: feelings of hate between two families
- Bend your ears: to talk to someone for a very long time about something boring
- Bite your tongue: to stop yourself from saying something because it would be better not to
- Black and blue: full of bruises
- Blue blood: belonging to high social class
- Be above board: to be honest and legal
- Be bouncing off the walls: excited and full of nervous energy
- Bow and scrap: try too hard to please someone in a position of authority
- Brass monkey weather: extremely cold weather
- Be tailor made: to be completely suitable for someone.
- Break the ice: to make more comfort or relaxed with a person whom you have not met earlier, to break the silence
- Be as clear as mud: to be impossible to understand
- Be on cloud nine: be very happy
- Between the devil and deep blue sea: a type of situation where you must choose between two equally unpleasant situations
- Be in the doldrums: not very successful or nothing new is taking place
- Beat the drum: to speak eagerly about something you support
- Be on the edge: to be nervous or worried about something
- Be in seventh heaven: extremely happy
- Be at each other's throat: two persons arguing angrily
- Batten down the hatches: to prepare for trouble
- Back the wrong horse: to support someone weak
- Back to square one: to reach again to the starting point
- Back to the salt mines: back to something that you don't want to do
- Ball of fire: active and energetic

- Beat one's head against the wall: to try to do something that is hopeless
- Bark up the wrong tree: to make a wrong assumption
- Batten down the hatches: prepare for difficult times
- Beat one's brain out: to work hard
- Begin to see the light: to begin to understand
- Behind closed doors: done in secret
- Bet on the wrong horse: to misread the future
- Bent on doing: to be determined to do something
- Bite off more than one can chew: to do more than one's ability
- Bite the bullet: to face a difficult situation bravely
- Bitter pill to swallow: an unpleasant fact that must be accepted
- Black sheep of the family: worst member
- Blessing in disguise: something that turns out to be good which earlier appeared to be wrong
- Blind leading the blind: someone who does not understand something but tries to explain it to other
- Blow one's own horn: to praise oneself
- Blow someone's mind: excite someone
- Bone of contention: subject matter of the fight
- Bring home the bacon: to earn money to live
- Blue in the face: exhausted and speechless
- Break the back of: reduce the power of something
- Burn a hole in one's pocket: to spend money quickly
- Burn the midnight oil: to study till late of night
- Bushman's holiday: a holiday where you spend doing same thing as you did at working days
- Button's one lip: to keep quite
- Break a leg: to wish good luck

Idioms beginning with C

- Carrot and sticks: to use both awards as well as punishments to make someone do something.
- Cloak and dragger: when people behave in a very secret manner
- Cards are stacked against: luck is against you
- Crack a book: to open book to study
- Cross a bridge before one comes to it: worry about the future in advance
- Carry coals to new castle: to take something to a place or a person that has a lot of that thing already
- Cast in the same mould: to be very similar
- Change horses in midstream: to change plans
- Cap it all: to finish
- Cried with eyes out: cried a lot
- Carry the can: If you carry the can, you take the blame for something, even though you didn't do it or are only partly at fault.

- Cast a long shadow: Something or someone that casts a long shadow has considerable influence on other people or events.
- Cat and dog life: If people lead a cat and dog life, they are always arguing.

Idioms beginning with D

- Drive a wedge between: to break relationship between the two
- Dances to the tune: to always do what someone tells you to do
- Dressed up to the nines: wearing fancy clothes
- Dragging its feet: delaying in decision, not showing enthusiasm
- Davey Jones' locker: Davey Jones' locker is the bottom of the sea or resting place of drowned sailors. ('Davy Jones' locker' is an alternative spelling.)
- Dancing on someone's grave: If you will dance on someone's grave, you will outlive or outlast them and will celebrate their demise.
- Dog in the manger: If someone acts like a dog in the manger, they don't want other people to have or enjoy things that are useless to them.
- Don't cry over spilt milk: When something bad happens and nothing can be done to help it people say, 'Don't cry over spilt milk'.
- Don't wash your dirty laundry in public: People, especially couples, who argue in front of others or involve others in their personal problems and crises, are said to be washing their dirty laundry in public; making public things that are best left private.
- Donkey work: Donkey work is any hard, boring work or task.
- Don't throw bricks when you live in a glass house: Don't call others out on actions that you, yourself do. Don't be a hypocrite.

Idioms beginning with E

- Entering the 80th orbit: celebrating the 80th birthday
- Eleventh hour decision: decision that is made at the last possible minute
- End in smoke: to bear no result
- Earth shattering: not at all surprising
- Eat humble pie: to apologize humbly
- Elephant in the room: An elephant in the room is a problem that everyone knows very well but no one talks about because it is taboo, embarrassing, etc.
- Egg on your face: If someone has egg on their face; they are made to look foolish or embarrassed.
- Eye for an eye: This is an expression for retributive justice, where the punishment equals the crime.
- Eyes are bigger than one's stomach: If someone's eyes are bigger than their stomach, they are greedy and take on more than they can consume or manage.

Idioms beginning with F

- From cradle to grave: during the whole span of your life.
- Face the music: to accept punishment for something you have done.
- Feel the pinch: to have problems with money.
- Fall on your own sword: to be cheated by someone you trust.

- Feather in one's cap: something that you achieve and proud of.
- Firing on all cylinders: work every possible way to succeed.
- French leave: absent without permission, to take French leave is to leave a gathering without saying goodbye or without permission.
- Fall on our feet: If you fall on your feet, you succeed in doing something where there was a risk of failure.
- Fall on your sword: If someone falls on their sword, they resign or accept the consequences of what they have done wrong.
- Fingers and thumbs: If you are all fingers and thumbs, you are being clumsy and not very skilled with your hands.
- Finger in the pie: If you have a finger in the pie, you have an interest in something.
- Flash in the pan: If something is a flash in the pan; it is very noticeable but doesn't last long, like most singers, who are very successful for a while, then forgotten.
- Follow your nose: When giving directions, telling someone to follow their nose means that they should go straight ahead.
- Fool's paradise: A fool's paradise is a false sense of happiness or success.
- Foot in mouth: This is used to describe someone who has just said something embarrassing, inappropriate, wrong or stupid.
- For a song: If you buy or sell something for a song, it is very cheap.
- For donkey's years: If people have done something, usually without much if any change, for an awfully long time, they can be said to have done it for donkey's years.

Idioms beginning with G

- Get off the hook: free from all obligations
- Give-up the ghost: to die
- Got the slap on the wrist: got light punishment
- Give someone a bird: make fun
- Got the wind up: to be scared
- Get a raw deal: not treated equally
- Gift of the gab: talent of speaking, if someone has the gift of the gab, they speak in a persuasive and interesting way.
- Gives cold shoulder: to ignore
- Get your wires crossed: If people get their wires cross, they misunderstand each other, especially when making arrangements. ('Get your lines crossed' is also used.)
- Give me five: If someone says this, they want to hit your open hand against theirs as a way of congratulation or greeting.
- Give me a hand: If someone gives you a hand, they help you.
- Give someone a piece of your mind: If you give someone a piece of your mind, you criticize them strongly and angrily.
- Go bananas: If you go bananas, you are wild with excitement, anxiety, or worry.

- Go tell it to birds: This is used when someone says something that is not credible or is a lie.
- Go under the hammer: If something goes under the hammer, it is sold in an auction.
- Graveyard shift: If you have to work very late at night, it is the graveyard shift.
- Grease monkey: A grease monkey is an idiomatic term for a mechanic.

Idioms beginning with H

- Have ants in your pants: not be able to keep still because you are very excited or worried about something.
- Having a whole of a time: to enjoy very much
- Hold one's horse: be patient
- Have a big mouth: one who gossips more or tells secret
- Himalayan blunder: a serious mistake
- Have a one track mind: think only of one thing
- Have clean hands: be guiltless
- Have an egg on the face: be embarrassed
- Have eyes bigger than stomach: desiring more food than one can eat
- Heart missed a beat: very excited
- Heart in the right place: good natured
- Hit the nail on the head: done the thing correctly
- Hand to mouth: Someone who's living from hand to mouth, is very poor and needs the little money they have coming in to cover their expenses.
- Have no truck with: If you have no truck with something or someone, you refuse to get involved with it or them.
- Hit the bull's-eye: If someone hits the bull's-eye, they are exactly right about something or achieve the best result possible.
- Hold water: When you say that something does or does not 'hold water', it means that the point of view or argument put forward is or is not sound, strong or logical. For e.g. 'Saying we should increase our interest rates because everyone else is doing so will not hold water'.
- Hornets' nest: A hornets' nest is a violent situation or one with a lot of dispute. (If you create the problem, you 'stir up a hornets' nest'.)

Idioms beginning with I

- In dribs and drabs: in small amounts at a time
- In black and white: to give in writing
- In the blues: low spirited
- In cahoots with: in a partnership usually for a dishonest reason
- If the shoe fits, wear it: This is used to suggest that something that has been said might apply to a person.
- In droves: When things happen in droves, a lot happen at the same time or very quickly.
- In the doghouse: If someone is in the doghouse, they are in disgrace and very unpopular at the moment.

Idioms beginning with J

- Jack Frost : If everything has frozen in winter, then Jack Frost has visited.
- Jack the lad : A confident and not very serious young man who behaves as he wants to without thinking about other people is a Jack the lad.
- Jack-of-all-trades: A jack-of-all-trades is someone that can do many different jobs.
- Jam on your face : If you say that someone has jam on their face, they appear to be caught, embarrassed or found guilty.
- Jam tomorrow : This idiom is used when people promise good things for the future that will never come.
- Jane Doe : Jane Doe is a name given to an unidentified female who may be party to legal proceedings, or to an unidentified person in hospital, or dead. John Doe is the male equivalent.
- Jekyll and Hyde : Someone who has a Jekyll and Hyde personality has a pleasant and a very unpleasant side to the character.
- Jersey justice : Jersey justice is very severe justice.
- Jet set : Very wealthy people who travel around the world to attend parties or functions are the jet set.
- Jet-black : To emphasise just how black something is, such as someone's hair, we can call it jet-black.
- Job's comforter : Someone who says they want to comfort, but actually discomforts people is a Job's comforter.
- Jobs for the boys : Where people give jobs, contracts, etc, to their friends and associates, these are jobs for the boys.
- Jockey for position : If a number of people want the same opportunity and are struggling to emerge as the most likely candidate, they are jockeying for position.
- Jog my memory: If you jog someone's memory, you say words that will help someone trying to remember a thought, event, word, phrase, experience, etc.
- John Doe: John Doe is a name given to an unidentified male who may be party to legal proceedings, or to an unidentified person in hospital, or dead. Jane Doe is the female equivalent.
- Joe Public : Joe Public is the typical, average person.
- Johnny on the spot : A person who is always available; ready, willing, and able to do what needs to be done. ('Johnny-on-the-spot' is also used.)
- Johnny-come-lately : A Johnny:come:lately is someone who has recently joined something or arrived somewhere, especially when they want to make changes that are not welcome.
- Join the club : Said when someone has expressed a desire or opinion, meaning "That viewpoint is not unique to you". It can suggest that the speaker should stop complaining since many others are in the same position. Example: "If this train doesn't come, I'll be late for work!" "Join the club!"
- Joined at the hip : If people are joined at the hip, they are very closely connected and think the same way.
- Judge, jury and executioner : If someone is said to be the judge, jury, and executioner, it means they are in charge of every decision made, and they have the power to be rid of whomever they choose.
- Juggle frogs : If you are juggling frogs, you are trying to do something very difficult.

- Jump down someone's throat** : If you jump down someone's throat, you criticise or chastise them severely.
- Jump on the bandwagon** : If people jump on the bandwagon, they get involved in something that has recently become very popular.
- Jump ship** : If you leave a company or institution for another because it is doing badly, you are jumping ship.
- Jump the broom** : To jump the broom is to marry. (Jump over the broom, jump over the broomstick, jump the broomstick are also used.)
- Jump the gun** : If you jump the gun, you start doing something before the appropriate time.
- Jump the track** : Jumping the track is suddenly changing from one plan, activity, idea, etc, to another.
- Jump through hoops** : If you are prepared to jump through hoops for someone, you are prepared to make great efforts and sacrifices for them.
- Jump to a conclusion** : If someone jumps to a conclusion, they evaluate or judge something without a sufficient examination of the facts.
- Jumping Judas!** : An expression of surprise or shock.
- Jungle out there** : If someone says that it is a jungle out there, they mean that the situation is dangerous and there are no rules.
- Jury's out** : If the jury's out on an issue, then there is no general agreement or consensus on it.
- Just around the corner**: If something is just around the corner, then it is expected to happen very soon.
- Just coming up to** : If the time is just coming up to nine o'clock, it means that it will be nine o'clock in a very few seconds. You'll hear them say it on the radio in the morning.
- Just deserts** : If a bad or evil person gets their just deserts, they get the punishment or suffer the misfortune that it is felt they deserve.
- Just for the heck of it** : When someone does something just for the heck of it, they do it without a good reason.
- Just for the record** : If something is said to be just for the record, the person is saying it so that people know but does not necessarily agree with or support it.
- Just in the nick of time** : If you do something in the nick of time, you just manage to do it just in time, with seconds to spare.
- Just off the boat** : If someone is just off the boat, they are naive and inexperienced.
- Just what the doctor ordered** : If something's just what the doctor ordered, it is precisely what is needed.
- Justice is blind** : Justice is blind means that justice is impartial and objective.

Idioms beginning with K

- Kick up a row**: to start a fight, to create disturbance
- Keep one's eye on the ball**: be ready for something
- Kangaroo court**: When people take the law into their own hands and form courts that are not legal, these are known as kangaroo court.

- Keep body and soul together: If you earn enough to cover your basic expenses, but nothing more than that, you earn enough to keep body and soul together.
- Keep your eye on the ball: If you keep your eye on the ball, you stay alert and pay close attention to what is happening.
- Know which way the wind blows: This means that you should know how things are developing and be prepared for the future.

Idioms beginning with L

- Loaves and fishes: done for material benefits
- Like a shag on a rock: completely alone.
- Let someone slide: neglect something
- Let the cat out of the bag: reveal the secret
- Let nature take its course: to allow someone to live or die naturally.
- Like a sitting duck: totally unaware
- Lion's share: a major share
- Left to your own devices: If someone is left to their own devices, they are not controlled and can do whatever they want.

Idioms beginning with M

- Make castles in the air: plans or hopes that have very little chances of happening.
- Make a bee line for: to go directly towards something.
- Make ones bed and lie on it: to be responsible for what you have done and accept the results
- Meet ones waterloo: meet ones final end
- Monkey around: to waste time here and there
- My hands are full: I am busy
- Make a dry face: show disappointment
- Make a monkey of someone: If you make a monkey of someone, you make them look foolish.
- Man of his word: A man of his word is a person who does what he says and keeps his Promises.
- Many moons ago: A very long time ago

Idioms beginning with N

- Nobody's fool: one who can take care of himself
- Not having a leg to stand for: not having proof
- Never-never land: ideal best place.
- No love lost between: dislike
- Needle in a haystack: If trying to find something is like looking for a needle in a haystack, it means that it is very difficult, if not impossible to find among everything around it.
- New brush sweeps clean: 'A new brush sweeps clean' means that someone with a new perspective can make great changes. However, the full version is 'a new brush sweeps clean, but an old brush knows the corners', which warns that experience is also a valuable thing.

- No smoke without fire: This idiom means that when people suspect something, there is normally a good reason for the suspicion, even if there is no concrete evidence. ('Where's there's smoke, there's fire' is also used.)

Idioms beginning with O

- Once in a blue moon: very rarely
- On the bandwagon: doing something because others are also doing it
- Open Pandora's box: to discover more problems
- Over the moon: being too happy
- On its last legs: in a bad condition and will not last long
- Old flames die hard: It's very difficult to forget old things.
- On pins and needles: If you are on pins and needles, you are very worried about something.
- On the carpet: When you are called to the bosses office (since supposedly, they are the only ones who have carpet) and its definitely not for a good reason, i.e., you are in trouble, something has not gone according to plan and either maybe you are responsible and/or have some explaining to do.
- On the hook: If someone is on the hook, they are responsible for something.
- Only the wearer knows where the shoe pinches: This means that it's hard to know how much someone else is suffering.

Idioms beginning with P

- Pass muster: to be approved
- Pick someone to pieces: to criticize sharply
- Paper over the cracks: to try to hide something
- Put the cart before the horse: doing things in a wrong manner
- Pull up the shocks: do things in the right manner and correctly
- Parrot fashion: If you learn something parrots fashion; you learn it word for word
- Pay on the nail: If you pay on the nail, you pay promptly in cash.
- Pen is mightier than the sword: The idiom 'the pen is mightier than the sword' means that words and communication are more powerful than wars and fighting.
- Pick someone's brains: If you pick someone's brains, you ask them for advice, suggestions and information about something they know about.
- Pieces of the same cake: Pieces of the same cake are things that have the same characteristics or qualities.
- Play fast and loose: If people play fast and loose, they behave in an irresponsible way and don't respect rules, etc.
- Poker face: Someone with a poker face doesn't show any emotion or reaction so that people don't know what they are feeling.

Idioms beginning with Q

- Quarrel with bread and butter: Bread and butter, here, indicate the means of one's living. If a subordinate in an organization is quarrelsome or if he is not patient enough to bear the reprimand he deserves, gets angry and retorts or provokes the higher-up, the top man dismisses him from the job.

So, he loses the job that gave him bread and butter. Hence we say, he quarreled with bread and butter (manager or the top man) and lost his job

- Quiet as a cat: If somebody is as quiet as a cat they make as little noise as possible and try to be unnoticeable.
- Quiet as a mouse: If someone's as quiet as a mouse, they make absolutely no noise.
- Queer fish: A strange person is a queer fish

Idioms beginning with R

- Round the twist: go crazy
- Read between the lines: read hidden meanings
- Rack and ruin: If something or someone goes to rack and ruin, they are utterly destroyed or wrecked.
- Rain on your parade: If someone rains on your parade, they ruin your pleasure or your plans.
- Rake someone over the coals: If you rake someone over the coals, you criticize or scold them severely.
- Recipe for disaster: A recipe for disaster is a mixture of people and events that could only possibly result in trouble.
- Red carpet: If you give someone the red-carpet treatment, you give them a special welcome to show that you think they are important.
- Red herring: If something is a distraction from the real issues, it is a red herring.
- Red letter day: A red letter day is a one of good luck, when something special happens to you.
- Reduce to ashes: If something is reduced to ashes, it is destroyed or made useless. His infidelities reduced their relationship to ashes.
- Round the houses: If you go round the houses, you do something in an inefficient way when there is a quicker, more convenient way.
- Rub shoulders: If you rub shoulders with people, you meet and spend time with them, especially when they are powerful or famous.
- Run into the sand: If something runs into the sand, it fails to achieve a result.

Idioms beginning with S

- Salt on the earth: fundamental good people
- Sands of time: tiny amounts of time
- Shake a leg: to go fast, hurry
- Spill the beans: to expose a secret
- Snake in the grass: a hidden army
- Salt on the earth: fundamental good people
- Sands of time: tiny amounts of time
- Shake a leg: to go fast, hurry
- Spill the beans: to expose a secret
- Snake in the grass: a hidden army
- Snake in the shoes: to be in a state of fear
- Stood to his guns: maintained to his opinion

- Showing the door: asking someone to leave
- Song and a dance: an excuse
- Salad days: Your salad days are an especially happy period of your life.
- Sail under false colours: Someone who sails under false colours is hypocritical or pretends to be something they aren't in order to deceive people.

Idioms beginning with T

- Threaded his way out: walked carefully through.
- Take the cloth: to become a priest.
- Talk turkey: to discuss a problem with a real intension to solve it.
- Tit for tat: an action done to revenge against a person who has done some wrong to you
- To crow over: to triumph over someone
- To blow a fuse: to turn someone angry
- Though thick and thin: under all conditions
- To bell the cat: to take great risks
- To look through coloured glasses: to look the things not as they are
- Taking to a brick wall: taking with a no response
- Turned a deaf ear: disregarded
- Take a back seat: choose to decrease involvement
- Tables are turned: When the tables are turned, the situation has changed giving the advantage to the party who had previously been at a disadvantage.
- Take someone under your wing: If you take someone under your wing, you look after them while they are learning something.
- Take your medicine: If you take your medicine, you accept the consequences of something you have done wrong.
- Talking to a brick wall: If you talk to someone and they do not listen to you, it is like talking to a brick wall.
- Taste of your own medicine: If you give someone a taste of their own medicine; you do something bad to someone that they have done to you to teach them a lesson.
- The apple does not fall far from the tree: Offspring grow up to be like their parents.
- Through thick and thin: If someone supports you through thick and thin, they support you during good times and bad.

Idioms beginning with U

- Upset the apple cart: to create difficulty
- Under a cloud: If someone is suspected of having done something wrong, they are under a cloud.
- Under fire: If someone is being attacked and criticized heavily, they are under fire.
- Under your nose: If something happens right in front of you, especially if it is surprising or audacious, it happens under your nose.
- Up for grabs: If something is up for grabs, it is available and whoever is first or is successful will get it.

- Up to the neck: If someone's in something up to the neck, they are very involved in it, especially when it's something wrong.
- Up a river without a paddle: If you up a river without a paddle, you are in an unfortunate situation, unprepared and with none of the resources to remedy the matter.
- Uncharted waters: If you're in uncharted waters, you are in a situation that is unfamiliar to you, that you have no experience of and don't know what might happen.
- Under lock and key: If something is under lock and key, it is stored very securely.

Idioms beginning with V

- Vale of tears: This vale of tears is the world and the suffering that life brings.
- Velvet glove : This idiom is used to describe a person who appears gentle, but is determined and inflexible underneath. ('Iron fist in a velvet glove' is the full form.)
- Vent your spleen : If someone vents their spleen, they release all their anger about something.
- Vicar of Bray : A person who changes their beliefs and principles to stay popular with people above them is a Vicar of Bray.
- Vicious circle : A vicious circle is a sequence of events that make each other worse- someone drinks because they are unhappy at work, then loses their job... 'Vicious cycle' is also used.
- Vinegar tits : A mean spirited women lacking in love or compassion.
- Virgin territory : If something is virgin territory, it hasn't been explored before.
- Voice in the wilderness : Someone who expresses an opinion that no one believes or listens to is a voice in the wilderness, especially if proved right later.
- Volte-face : If you do a volte-face on something, you make a sudden and complete change in your stance or position over an issue.
- Vultures are circling : If the vultures are circling, then something is in danger and its enemies are getting ready for the kill.

Idioms beginning with W

- Weight one's word: be careful to what one says
- Wait for a raindrop in the drought: When someone is waiting for a raindrop in the drought, they are waiting or hoping for something that is extremely unlikely to happen.
- Walking on broken glass: When a person is punished for something.
- Wet behind the ears: Someone who is wet behind the ears is either very young or inexperienced.
- Whale of a time: If you have a whale of a time, you really enjoy yourself.
- Work your fingers to the bone: If you work your fingers to the bone, you work extremely hard on something.
- Wrench in the works: If someone puts or throws a wrench, or monkey wrench, in the works, they ruin a plan.

Idioms beginning with X

- X factor: The dangers for people in the military that civilians do not face, for which they receive payment, are known as the X factor.
- X marks the spot: This is used to say where something is located or hidden.
- X-rated: If something is x-rated, it is not suitable for children.

List of Idioms beginning with Y

- Yah boo sucks:** Yah boo & yah boo sucks can be used to show that you have no sympathy with someone.
- Yank my chain:** If some one says this to another person (i.e. stop yanking my chain) it means for the other person to leave the person who said it alone and to stop bothering them.
- Yell bloody murder:** If someone yells bloody murder, they protest angrily and loudly, or scream in fear.
- Yellow press:** The yellow press is a term for the popular and sensationalist newspapers.
- Yellow streak:** If someone has a yellow streak, they are cowardly about something.
- Yellow-bellied:** A yellow-bellied person is a coward.
- Yen:** If you have a yen to do something, you have a desire to do it.
- Yeoman's service:** To do yeoman's service is to serve in an exemplary manner.
- Yes-man:** Someone who always agrees with people in authority is a yes-man.
- Yesterday's man or Yesterday's woman:** Someone, especially a politician or celebrity, whose career is over or on the decline is yesterday's man or woman.
- You are what you eat:** This is used to emphasise the importance of a good diet as a key to good health.
- You can catch more flies with honey than with vinegar:** This means that it is easier to persuade people if you use polite arguments and flattery than if you are confrontational.
- You can choose your friends, but you can't choose your family:** Some things you can choose, but others you cannot, so you have to try to make the best of what you have where you have no choice.
- You can lead a horse to water, but you can't make it drink:** This idiom means you can offer something to someone, like good advice, but you cannot make them take it.
- You can say that again:** If you want to agree strongly with what someone has said, you can say 'You can say that again' as a way of doing so.
- You can't fight City Hall:** This phrase is used when one is so cynical that one doesn't think one can change their representatives. The phrase must have started with frustration towards a local body of government.
- You can't have cake and the topping, too:** This idiom means that you can't have everything the way you want it, especially if your desires are contradictory.
- You can't have your cake and eat it:** This idiom means that you can't have things both ways. For example, you can't have very low taxes and a high standard of state care.
- You can't hide elephants in mouse holes:** means that some issues/problems/challenges cannot be hidden/concealed but have to be faced and dealt with.
- You can't make a silk purse out of a sow's ear:** If something isn't very good to start with, you can't do much to improve it.
- You can't make an omelette without breaking eggs:** This idiom means that in order to achieve something or make progress, there are often losers in the process.
- You can't take it with you:** Enjoy life, enjoy what you have and don't worry about not having a lot, especially money...because once you're dead, 'you can't take it with you.' For some, it means to use up all you have before you die because it's no use to you afterwards.

- You can't teach an old dog new tricks: It is difficult to make someone change the way they do something when they have been doing it the same way for a long time.
- You can't un-ring a bell: This means that once something has been done, you have to live with the consequences as it can't be undone.
- You could have knocked me down with a feather: This idiom is used to mean that the person was very shocked or surprised.
- You do not get a dog and bark yourself: If there is someone in a lower position who can or should do a task, then you shouldn't do it.
- You get what you pay for: Something that is very low in price is not usually of very good quality.
- You reap what you sow: This means that if you do bad things to people, bad things will happen to you, or good things if you do good things. It is normally used when someone has done something bad.
- You said it!: Used to say you agree completely with something just said.
- You scratch my back and I'll scratch yours: This idiom means that if you do something for me, I'll return the favour.
- You what?: This is a very colloquial way of expressing surprise or disbelief at something you have heard. It can also be used to ask someone to say something again.
- You're toast: If someone tells you that you are toast, you are in a lot of trouble.
- You've got rocks in your head: Someone who has acted with a lack of intelligence has rocks in their head.
- You've made your bed- you'll have to lie in it: This means that someone will have to live with the consequences of their own actions.
- Young blood: Young people with new ideas and fresh approaches are young blood.
- Young Turk: A Young Turk is a young person who is rebellious and difficult to control in a company, team or organisation.
- Your belly button is bigger than your stomach: If your belly button is bigger than your stomach, you take on more responsibilities than you can handle.
- Your call: If something is your call, it is up to you to make a decision on the matter.
- Your name is mud: If someone's name is mud, then they have a bad reputation.
- Your sins will find you out: This idiom means that things you do wrong will become known.

List of Idioms beginning with Z

- Zero hour: The time when something important is to begin is zero hour.
- Zero tolerance: If the police have a zero tolerance policy, they will not overlook any crime, no matter how small or trivial.
- Zigged before you zagged: If you did things in the wrong order, you zigged before you zagged.
- Zip it: This is used to tell someone to be quiet.
- Zip your lip: If someone tells you to zip your lip, they want to shut up or keep quiet about something. ('Zip it' is also used.)

Practice Exercises

- I. Choose the correct meaning of proverb/ idiom from the given options. If there is no correct meaning given, option (e) 'None of these' will be the answer.**
1. To make clean breast of
 - (a) To gain prominence
 - (b) To praise oneself
 - (c) To confess without reserve
 - (d) To destroy before it blooms
 - (e) None of these
 2. To keep one's temper
 - (a) To become hungry
 - (b) To be in good mood
 - (c) To preserve one's energy
 - (d) To be aloof from
 - (e) None of these
 3. To catch a tartar
 - (a) To trap wanted criminal with great difficulty
 - (b) To catch a dangerous person
 - (c) To meet with disaster
 - (d) To deal with a person who is more than one's match
 - (e) None of these
 4. To drive home
 - (a) To find one's roots
 - (b) To return to place of rest
 - (c) Back to original position
 - (d) To emphasise
 - (e) None of these
 5. To have an axe to grind
 - (a) A private end to serve
 - (b) To fail to arouse interest
 - (c) To have no result
 - (d) To work for both sides
 - (e) None of these
 6. To cry wolf
 - (a) To listen eagerly
 - (b) To give false alarm
 - (c) To turn pale
 - (d) To keep off starvation
 - (e) None of these
 7. To end in smoke
 - (a) To make completely understand
 - (b) To ruin oneself
 - (c) To excite great applause
 - (d) To overcome someone
 - (e) None of these
 8. To be above board
 - (a) To have a good height
 - (b) To be honest in any business deal
 - (c) They have no debts
 - (d) To try to be beautiful
 - (e) None of these
 9. To put one's hand to plough
 - (a) To take up agricultural farming
 - (b) To take a difficult task
 - (c) To get entangled into unnecessary things
 - (d) Take interest in technical work
 - (e) None of these
 10. To pick holes
 - (a) To find some reason to quarrel
 - (b) To destroy something
 - (c) To criticise someone
 - (d) To cut some part of an item
 - (e) None of these
 11. To leave someone in the lurch
 - (a) To come to compromise with someone
 - (b) Constant source of annoyance to someone
 - (c) To put someone at ease
 - (d) To desert someone in his difficulties
 - (e) None of these

12. To play second fiddle
- To be happy, cheerful and healthy
 - To reduce importance of one's senior
 - To support the role and view of another person
 - To do back seat driving
 - None of these
13. To beg the question
- To refer to
 - To take for granted
 - To raise objections
 - To be discussed
 - None of these
14. A black sheep
- An unlucky person
 - A lucky person
 - An ugly person
 - A partner who takes no share of the profits
 - None of these
15. A man of straw
- A man of no substance
 - A very active person
 - A worthy fellow
 - An unreasonable person
 - None of these
16. To smell a rat
- To see signs of plague epidemic
 - To get bad smell of a bad dead rat
 - To suspect foul dealings
 - To be in a bad mood
 - None of these
17. To hit the nail right on the head
- To do the right thing
 - To destroy one's reputation
 - To announce one's fixed views
 - To teach someone a lesson
 - None of these
18. To set one's face against
- To oppose with determination
 - To judge by appearance
 - To get out of difficulty
 - To look at one steadily
 - None of these
- II. Choose the most appropriate option which explains the given idiom/phrase.**
- Bid defiance
 - to obey
 - to ignore
 - to follow
 - none of above
 - Blow one's trumpet
 - To praise other
 - To praise leader
 - To praise oneself
 - To praise community
 - Bury the hatchet
 - to break peace
 - joint operation of killing
 - to make peace
 - none of above
 - Bring to book
 - To punish
 - To serve
 - To praise
 - To write a story
 - Blaze the trail
 - To stop a movement
 - To join a movement
 - To protect a movement
 - To start a movement
 - Broken Reed
 - Continue support
 - Support that failed
 - Support endlessly
 - None of above

7. By dint of
(a) By force of
(b) By permission of
(c) By fear of
(d) By blessing of
8. Charley horse
(a) Very rapid
(b) Very weak
(c) Stiffness
(d) Boldness
9. Cart before the horse
(a) To be ready to go
(b) To be very active
(c) To do things in reverse order
(d) To do things in right order
10. Chalk and Cheese
(a) Different from each other
(b) Having same properties
(c) Having fun together
(d) Making plans
11. Cry for the moon
(a) To wish for something impossible
(b) To wish for something accessible
(c) To try to have something by bad means
(d) None of above
12. Carry the day
(a) To have great fun
(b) To do something wrong
(c) To win a victory
(d) To lose something
13. Cloven hoof
(a) the evil intention
(b) the nice intention
(c) to do something religious
(d) to help someone silently
14. Cry over spilt milk
(a) Approve
(b) Be happy
(c) Praise
(d) Repent
15. If workers get a raw deal for long, they get frustrated.
(a) receive the same wages
(b) are unable to close their sales
(c) are not treated as well as other people
(d) get uncooked food
16. To fight tooth and nail means
(a) To fight a losing battle
(b) To oppose resolutely
(c) To have a physical fight
(d) To lodge a formal protest
17. To steer clear of means
(a) drive carefully
(b) avoid
(c) explain clearly
(d) escape
18. At last the rioters fell back.
(a) fell on the ground
(b) yielded
(c) ran back
(d) turned back
19. The chairman decided to call off the meeting.
(a) postpone
(b) advance
(c) cancel
(d) dismiss

Answer Key

I.	1.	(c)	2.	(b)	3.	(b)	4.	(d)	5.	(a)
	6.	(b)	7.	(b)	8.	(b)	9.	(b)	10.	(c)
	11.	(d)	12.	(c)	13.	(b)	14.	e	15.	(a)
	16.	(c)	17.	(a)	18.	(a)				
II.	1.	(b)	2.	(c)	3.	(c)	4.	(a)	5.	(d)
	6.	(e)	7.	(a)	8.	(c)	9.	(c)	10.	(a)
	11.	(a)	12.	(c)	13.	(a)	14.	(d)	15.	(c)
	16.	(b)	17.	(b)	18.	(d)	19.	(c)		

One Word

One word can often express the idea of a phrase or a clause and can help in writing or communicating precisely.

One Word Substitution – A

Abdurate	Unmouable - stubborn - unyeilding
Aborigines	The original inhabitants of a country
Abridge	To condense
Absolute Zero	It is the lowest temperature possible
Acceterate	Cause to move faster
Accilerate	Speed up
Acerose	Needle shaped
Acess	Means of approaching
Acoustics	Relating to sound
Acrophobia	Pathological fear of high places
Acumen	Superior mental acuteness
Adhoc	For the purpose
Adolscence	A stage of growth between boyhood and youth.
Adulation	Excessive devotion
Aerial	Living in air
Aeronautics	Science of flight of aeroplanes
Aesthetic	A love of beauty
Affidavit	A written statement given on oath
Affinity	Having a natural attention to
Aggravate	To make worse
Aglophoble	A person who hates England
Agonostic	One who thinks that everything is known through god only.
Alimony	Money giving to a woman who divorces his husband.
Allegory	Description of a subject with symbolical representation to another.
Allusive	Having reference to something
Alluvial	Sandy soil deposited by running water
Alpinism	Mountain climbing
Altimeter	Instrument used for measuring altitudes in aircraft.
Altruist	One who works for the good of others.

Amateur	One who learns a subject as a hobby.
Ammeter	Instrument used for measuring the electrical currents in amperes.
Amnesty	General pardon of the offenses against gout.
Amoyan	Strong and powerful woman.
Amphibian	Living/ Operating on land and water.
Amphibious	Animals that can be live on land and water.
Ample	Adequate or more than dequate - in extent, size etc.
Anachronism	Comparing modern persons with ancient persons
Anachronism	Something out of its proper time.
Anachronistic	A word which can be interpreted in any way.
Anachronistic	Set in wrong time or period.
Anaesthetics	Drugs causing unconciousness such as chloroform.
Anaesthetist	One who gives chloroform to a patient.
Analogy	Relation - Relationship
Anarchist	One who is out to destroy government
Anarchist	One who provokes disorder in a state.
Anatomist	One who describes the parts of the human body.
Anatomy	Study of sciences relating to the bodily structure of human.
Anile	Like a weak old woman.
Animometer	Instrument used for measuring the force and velocity of winds.
Annihilate	Destroy utterly
Annuity	Yearly grant - beings - animals and plants by way of disection.
Annular	Ring shaped
Anodyne	Pain reliever
Anonymus	That which is written without name.
Antagonist	Enemy - Antagonism
Anthropologist	One who studies history relating to the development of man from primitive ages.
Antibiotics	Drugs which completely destroys bacteria.
Antiquarian	A person who is interested in antiquities.
Aphelion	The point in a planet's orbit that tis farthest from the sun.
Apiary	a bee house (Contains several hives).
Apirigee	A point as above that is nearest to earth.
Apologist	One who says sorry (Sorrow) for his mistakes.
Aporhtegm	Words spoken by great men.
Apostasy	To renounce one's faith or religion.
Apostate	One who deserts his religion or principles.
Aquantie	Relating to water
Aquarium	A thing where fishes are kept.

Aquatic	Living in water
Arbitrator	One who is appointed by two parties & decide their difference.
Arboreal	Living in trees
Arboriculture	Cultivation of trees and vegetables.
Archaeologist	One who studies human antiquities.
Archaism	Using ancient Languages.
Archeologist	One who make a scientific study of human antiquities.
Archipeloge	See which has number of small islands.
Archive	That what is not in current use.
Aristocracy	The rule by nobels.
Arsenal	A place where weapons are manufactured and stored.
Articulate	To pronounce Clearly.
Astronomy	Study of heavenly bodies.
Atheist	One who has no belief in god.
Atmosphere	The air surrounding the earths.
Audible	That which can be heard.
Audiometer	Instrument used for measuring the intensity of sound.
Audiophone	Instrument used for improving imperfect sense of hearing.
Aurora Australis	Southern lights
Aurora Borealis	Northern lights.
Autocracy	Absolute rule by one person.
Autocrat	Who exercises absolute power.
Avairy	A building for keeping - rearing and breeding of birds.
Avalanche	A heavy mass of snow falling down a hill with great noise.
Avarice	Greed - Inordinate desire to gain and hoard wealth.

One Word Substitution - B

Ballad	A short narrative poem - adopted for writing and signing.
Ballistics	Science dealing with the motion of projectile like rockets bombs & shells.
Balmaccan	A type of man's overcoat.
Barbarism	Mixed Language
Barometer	An apparatus used for measuring the atmospheric pressure.
Bellicose	Ready to fight.
Benefactor	Kindly helper. One who makes a request or endowment.
Benevolent	Kind hearted
Bevy	Group of girls or women larks. Flocks of quail.
Bibliographer	One who writes big books.
Bibliography	A list of books with details of authorship, editions, subject etc.
Bibliophile	A lover book

Bibliophile	One who loves the study of books.
Bifurcate	Divided into two branches.
Bigamy	The crime of having two life partners at a time.
Bilingual	Spoken or written in two languages.
Biography	Life of a person written by somebody.
Biologist	One who studies the science of animals and plants.
Biota	Animal and plant life of a region or period.
Black Box	An apparatus which records the flight data of an aeroplane and is also a voice recorder.
Blackbinding	Kidnapping for selling into slavery.
Blasphemer	One who speaks evil - Impious one - irreverent one.
Blood Transfusion	The process the transfusing blood of one person into blood stream of another person.
Boat Wrighter	Wagon maker
Bolo	Large single - edged military knife - Machete
Botanist	One who studies the science of plants.
Boycott	To abstain from buying or using.
Boycott	Unite to punish a person from association.
Brette	Easily broken
Buccal	Of the cheek of the sides of the mouth.
Bureaucracy	A government in which the whole power is vested in officials.
Butcher	One whose business is to slaughter cattle for food.
Bygamist	One who has two wives.

One Word Substitution - C

Cacophonous	Harsh or discordant sound.
Cadaver	Dead body
Caduceus	Emblem of medical profession and US army medical corps.
Calibre	Diameter of bore of gun - degree of merit.
Calligraphy	Beautiful writing
Calorimeter	An instrument used for measuring quantities of heat.
Canon	Church law body of principles.
Carburator	An apparatus used in an internal combustion engine for charging air with petrol.
Cardiac	Pertaining to the heart.
Cardinal	Of prime importance.
Cardiograph	A medical instrument for tracing heart movements.
Caries	Dental decay.
Carniology	Describe the habits, merits and demerits of a man by seeing his skull carniologist.

Carnivore	Flesh eater - dogs - cats - lions etc.
Carnivorous	An animal tht eats human flesh.
Carrion	Dead and putrifying flesh.
Catastrophe	Denotes the last stage of a tragedgy.
Celibate	One who resolved not to marry.
Centipede	An insect with many legs.
Cervine	Of deers or the deer family - Deerlike.
Chagrien	Vexation from humiliation or disappointment.
Chandler	Candle maker - Merchant - Dealer in supplies and provisions.
Chemotherapy	Controls of infections by chemicals.
Chiarascuro	Distribution of light and shade in a picture.
Chiromanchy	Fortune telling through palm reading - palmistry.
Choronology	Arrangements of events according to dates or times of occurance.
Chronologer	One who writes the details of transactions which made in a country.
Chronometer	An instrument kept on boardship for measuring accurate time.
Cinematograph	It contains a series of lenses arranged to throw on screen an enlarged image of photography.
Circumlocution	A round about way of speaking.
Clarify	Make clear.
Classic	That which is acclaimed as an excellent work.
Clio	Greek muse of history.
Coalesce	Grow into one - Blend - unite - fuse.
Coercion	Intimidation by threat or duress - forceful - compulsion.
Coeval	Of the same age or duration - Contemporary with.
Cognomen	Surname or nickname.
Colleagues	Those who work in the same department.
Colleiny	Complete with buildings and work - Caolmines.
Comatose	In a coma - Lacking energy - Lethargic.
Comely	Pleasing in appearance - fair - pretty.
Commutator	Device for reversing direction of electrical current.
Compensation	Money given for requisitioned property.
Concatinate	Linked together.
Concetric	Having the same centre.
Conflagrative	Combustible - flammable - inflammable.
Connoisseur	Expert in art - the fine arts.
Contagious Disease	A disease which spreads by contact.
Contemporary	A man living in the same age with another.
Contemporary	One who lives at the same time of another
Continent	Restrained in regard to desires or passion - especially to sexual desires.

Convalescence	The gradual recovery from illness.
Converge	To meet in a point (Rays & illness).
Cooper	Maker of casks or barrels.
Copy-right	Exclusive right to publish a book.
Coral reef	A chain of rocks laying at or near the sea.
Cosmopolitan	One who is free from national limitations.
Costegate	Correct by punishing.
Creditor	One to whom a debt is owing.
Credulity	Trust without proper evidence readiness to believe.
Credulous	A person who readily believes others.
Credulous	Too ready to believe.
Crescograph	Instrument used for measuring the growth of plants.
Cresendo	Gradual increase in force - volume - loudness.
Crisis	Turning point of danger or disease.
Cryogenics	Branch of physics dealing with very low temperature.
Cryptograph	Secret writing.
Crystallography	Science of crystallization.
Cul-De-Sac	Dead end.
Cygnets	Young swan.
Cynosoure	Centre of interest - something that strongly attracts attention by its brilliance.
Cytogenetics	Cell formation.
Cytology	Dealing with cells.

One Word Substitution - D

Debacle	Sudden collapse - general break-up - violent rush.
Debtor	One who owes money to another.
Decalogue	Ten commandments.
Decelerate	Slow down.
Defendant	One who is sued by the plaintiff.
Deism	Got birth and followed principles in a particular caste but telling, he is not god.
Deist	One who believes in the existence of god.
Delectante	An admirer by the people
Deliquisic	Become liquid by absorbing moisture from the air - Melt away.
Delittante	One who takes up an art - dabbler - a lover of fine arts.
Deluge	Anything that overwhelms like a flood - great flood - rain.
Democracy	The gout formed by the people.
Demography	Science of vital and social statistics.
Demonology	Ralating to devils - ghost and other terror things.

Depilate	Remove hair from.
Dermatologist	One who treats skin diseases.
Desiccate	Dry thoroughly - Remove moisture from.
Despondent	High - Spirited - Overflowing with enthusiasm - boiling up.
Despotism	Is a form of government in which a single entity rules with absolute power.
Detenu	One who detained in custody.
Dislectical (s)	Logical argumentation.
Dialysis	The process for blood purification when the kidneys malfunction.
Dilemma	A state of a person, who is asked to choose one of the two unfavourable things.
Dilemma	Situation requiring a choice between equally undesirable alternatives - perplexing problem.
Diminish	Make or become smaller.
Diminuendo	Gradual increase in force.
Dipsomania	Irritable craving for alcoholic drinks.
Dissuade	Persuade not to do something.
Dividend	Sum payable as profit to an individual by a joint stock company.
Domicile	A place where one lives permanently.
Dorsal	Situated on back.
Drinker's apparatus	Instrument used to help breathing in infantile paralysis.
Dynamo	The origin of electricity in a dynamo is the transformation of mechanical energy into energy.

One Word Substitution - E

Earth's Atmosphere	Is covering of air which surrounds of earth.
Ebullient	Situated on the abdominal side.
Eccentric	That which is not placed centrally.
Ecclisiologist	One who studies the science relating to the church.
Eclectic	Persons with unusual or odd personality.
Eclogue	A pastoral poem.
Ecology	Study of plants or of animal or of people or of institutions in relation to environment.
Edible	That which is fit to be eaten.
Effeminate	A person who is a womanish in his habit.
Effeminate	One who possess the quantities of woman.
Egoism	Selfishness - opposed to altruism.
Egoism	Speaking too much of one self.
Egoist	One who speaks using I and me always.
Elastic	One which resumes its normal shape and size after the stress is releases.
Electrometer	Instrument used for measuring electricity.

Elegiac	Expressing sorrow or lamentation.
Elegy	A lament for the dead.
Elixir	Not clerical.
Ellipsis	The omission from a sentence of a work or words that would complete the construction.
Eymology	Science relating to the formation and development of words.
Eymology	Which describes the birth of a particular word.
Embezzle	Divert money fraudulently to one's own use.
Emeritus	Honourably discharged from service.
Emetic	Inducing vomiting - something that induces vomiting.
Emollient	Soothing to living tissue.
Empiricism	Belief based on experience or observation.
Encomium	Formal expression of high praise - eulogy.
Encroach	Make inroads on others property.
Endemic	A disease which becomes prevalent in a particular area on account of its surroundings conditions.
Enduring	Long lasting.
Enjoin	Direct or order someone to do something.
Anthologist	One who studies the science of the varieties of human race.
Entomologist	One who studies about insects.
Ephemeral	Transitory - short lived - lasting a very short time.
Epicentre	(Of earthquake) is the point at which earthquake breakout.
Epicure	A person who is very fond of sensuous enjoyments.
Epicure	One who prefers sensual pleasures.
Epidemic	A disease which attacks many people in a particular area in one time.
Epilogue	A poem of speech at the end of the play.
Epilogue	A short speech at the end.
Epiphany	An appearance or manifestation.
Equanimity	Evenness of mind or temper.
Equigravisphere	A point in space where the gravity is constant.
Equine	Of horses - horselike - a horse.
Equinox	When days and nights are equal (March 21 - September).
Esoteric	Known only a few - Reconcile.
Estivate	Spend a hot or dry period in a prolonged state of torpor or dormancy.
Estuary	A broad channel formed by joining of the sea and river water.
Ethologist	One who studies the science of character.
Etiology	Study of causation. The study of the cause of disease.
Etymologist	One who studies derivations of words - history of linguistic change.
Eulogy	Speech or writing that praises - High praise - Encomium.

Euphemism	Soften expression.
Euphony	Melodious Music.
Euphony	Pleasant sound.
Euthanasia	Mercy killing painless death to relieve suffering.
Euthenics	Science of improving the environment.
Exaggerate	Describe a thing beyond limits of truth.
Exosphere	This is a outer most zone of the atmosphere and beings at about 40 miles above earth.
Exobiology	Science dealing with life or possibilities of life existing beyond the earth.
Exegesis	Critical explanation or interpretation.
Exemplary	Fit to be.
Exercism	Slogan to derive or get out of the dragon.
Exodus	Departure - Emigration (Usually of a large number of people).
Exonerate	Free from blame - Exculpate.
Explicit	Fully and clearly expressed.
Extempore	Speech delivered without any preparation.
Extinguish	To put an end to.
Eymologist	One who studies the science and origin of words.

One Word Substitution - F

Fanatic	One who passes interest in religion.
Fatalism	Religion that which believes that god is everything.
Fathom	Understand fully - unit of length equal to six feet.
Fathometer	Instrument used for measuring the depth of the ocean.
Fauna	Animals of a given region or period.
Faithful	Sworn allegiance to a lord.
Fiduciary	Of the relationship between a trustee and his principal.
Fertile	That which is productive.
Fetish	Amulet object believed to have magic power.
Filly	A young female horse.
Fission	Cleaving or splitting into parts.
Flock	Animals such as birds, sheep and goats keeping together in large number.
Flora	Plants of a particular region or period.
Flotsom	The thing which comes out from sea (Cannot stay in water).
Fluctuating	Moving to & fro.
Flux	Continuous change - instability - fusion.
Footpad	Robber, who goes on foot.
Formidable	That which is heard to be resisted.
Fortissimo	Very loud.

Fragile	That which can be easily broken.
Funambulist	A rope dancer - who walks on thread.
Funge	A class of plants which have no chlorophyll.
Fussion	Uniting by metting together.

One Word Substitution - G

Galvanize	Startle into sudden activity - to coat with zinc.
Galvanometer	A glass tube for measuring volume changes in chemical reactions between glasses.
Gambrel	Type of roof.
Gastronomy	Relating to taste (Food taste).
Genealogist	One who traces the history of the descent of families.
Geneology	Heredity, Hereditary
Genocide	international distriuction of racial groups.
Genuine	Authentic - free from pretense.
Geologist	One who studies the internal structure of the earth (crust).
Germicide	Medicine that kills germs.
Geysers	There are natural hot water springs.
Glacier	A huge mass of snow moving slowly down the valley and stopes.
Glaciers	Mass of ice. Formed by snow on mountains moving slowly along valley.
Gnosticism	Heresay which is made up of a set of beliefs.
Gourmet	Connoisseur of choice food.
Graminiuorous	Animals that feed on grass. Animals that feed on grass.
Gregarious	Animals living in flocks.
Gynaecologist	One who treats femal diseases

One Word Substitution - H

Haemorrhage	Escape of blood to the ruptures of blood vessels inside the body.
Hagiology	Relating to kings Hagiographic.
Herbivore	Plant eater - hoofed mammals.
Herbivorous	Animals eating herbs.
Hedonist	One who devotes himself to pleasure.
Hiatus	Gap - Missing part - Break in continuity - lacuna.
Hibernate	To spend the winter in a dormant state.
Hibernation	Condition of sleep during certain parts of the year.
Hierarchy	Any system of persons or things passed on to other.
Hieroglyphic	Pictographic script.
Histrionics	Acting - Artificial behaviour or speech done for effect.
Hodge-Podge	Heterogeneous mixture - Jumble.

Holocaust	A sacrifice totally concerned by fire - Devastation.
Holography	Making of true - three dimensional photographs by use of laser beams.
Homely	Not beautiful - unattractive - plain.
Homogenous	Things which are of the same kind and of the same dimensions.
Homologous	Corresponding having same or similar relation.
Homophone	Word pronounced the same as, but different in meaning spelled the same wayhood.
Horologist	One who studies the art of clock making.
Horticulture	An art of garden cultivation.
Hostage	Persons given to another as pledge.
Hullabaloo	Clamorous noise or disturbance - Uproar.
Hybrid	Anything derived from heterogeneous sources.
Hydraulics	Study of water or other liquid in Motion.
Hydrographer	One who knows the positions of lands and draws the maps.
Hydrography	Description of oceans and lands and the oceans.
Hydrometer	Instrument used for measuring the specific gravity of liquids.
Hydrophobia	It is usually caused by the bite of mad dog.
Hydrophobia	Rabies disease (Dog's bite) disease of water.
Hydrophone	Instrument used for recording sound under water.
Hydroponics	Culture of plants without soil, with the help of chemical solutions containing nutrients.
Hydrostatics	Relating to water.
Hydrotropic	Turning towards or away from moisture.
Hygrometer	Instrument used for measuring humidity in air.
Hymn	Song in praise of god.
Hyperbola	Curve with two distinct and similar branches.
Hypercriticism	Deep criticism.

One Word Substitution - I

Ichthyologist	An expert in fishes.
Ichthyology	Study of fishes.
Iconoclast	Destroyer of images attached on traditions.
Iconography	Teaching by pictures and models.
Iconolater	Worshipper of idols or images.
Idol	Favorite - Any person or thing devotedly or excessively admired.
Igloo	Eskimo home shaped hut or native house.
Igneous	Of or about fire produced under intense heat.
Ill-omened	Ill fated - Unlucky
Illegible	That which is incapable of being read.

Illicit	Unlicensed - unlawful
Imago	an insect in its sexually mature adult state
Immiscible	Incapable of being mined.
Immutable	Unchangeable - unalterable - changeless.
Implicit	Not fully and clearly expressed implied.
Imply	Indicate without express statement.
Impregnable	That which cannot be taken by force.
Improbable	That which is not likely to happen.
Impromptu	Made or done without previous preparation - Extemporaneous.
Impenetrable	impossible to pass through or enter.
Inattentive	Not giving proper attention.
Inaudible	That which cannot be heard.
Incarcerate	imprison or confine.
Incarnadine	Blood red - crimson - flesh coloured - pale pink.
Incinerate	Burn - Reduce to ashes.
Incognito	Travelling under a name other than one's own.
Incombustible	Not inflammable
Incompatible	Persons who cannot work or live together in harmony.
Incomprehensible	That which cannot be understood.
Iconoclast	A destroyer of images.
Incorrigible	Incapable of being corrected.
Incorruptible	very honest : incapable of being corrupted
Incredible	That which cannot be believed.
Incriminate	Change with a crime or fault.
Incumbent	Holding of an office - obligatory.
Indescribable	That which is impossible to describe adequately.
Inescapable	That which cannot escaped from.
Inevitable	Sometimes which cannot fail to come to pass.
Inexplicable	That which cannot be explained.
Infallible	Incable of making mistakes
Infanticide	Murder or infants.
Infections	That (disease) which is liable to spread.
Inflammable	That which sets on fire easily.
Inimitable	That which cannot be.
Insolation	The sun's energy
Insoluble	That which cannot be dissolved in liquid.
Insomnia	Loss of sleep.
Inhalation	taking air into lungs - stimulus.
Insurmountable	too great to be overcome.

Interdiction	Prohibition prevention from participation in certain sacred acts.
Interjection	A word exclamation
Internist	Medical student receiving training in a hospital.
Intractable	That which cannot be controlled easily.
Invertebrate	Without a backbone - without strength of characters.
Invincible	That which cannot be defeated.
Invulnerable	Incapable of being wounded.
Ionosphere	The layer of the earth's atmosphere which contains a high concentration of ions and free electrons.
Irrevocable	A decision on which one cannot go back.
Isobel	Is a contour lines of equal rainfall.
Isohyets	A line on a map connecting points having the same amount of rainfall in a given period.
Isthmus	A narrow strip of land connecting two larger land masses.
Itinerate	One who journeys from place to place.

Practice Exercises

I. Choose the option which can be substituted for the given word/sentence.

1. Extreme old age when a man behaves like a fool
(a) Imbecility (b) Senility
(c) Dotage (d) Superannuation
2. That which cannot be corrected
(a) Unintelligible (b) Indelible
(c) Illegible (d) Incurable
3. The study of ancient societies
(a) Anthropology (b) Archaeology
(c) History (d) Ethnology
4. A person of good understanding knowledge and reasoning power
(a) Expert (b) Intellectual
(c) Snob (d) Literate
5. A person who insists on something
(a) Disciplinary (b) Stickler
(c) Instantaneous (d) Boaster
6. State in which the few govern the many
(a) Monarchy (b) Oligarchy
(c) Plutocracy (d) Autocracy
7. A style in which a writer makes a display of his knowledge
(a) Pedantic (b) Verbose
(c) Pompous (d) Ornate
8. Words inscribed on tomb
(a) Epitome (b) Epistle
(c) Epilogue (d) Epitaph
9. One who eats everything
(a) Omnivorous (b) Omniscient
(c) Irresistible (d) Insolvent
10. The custom or practice of having more than one husband at same time
(a) Polygyny (b) Polyphony
(c) Polyandry (d) Polychromy
11. Tending to move away from the centre or axis
(a) Centrifugal (b) Centripetal
(c) Axiomatic (d) Awry
12. A person interested in collecting, studying and selling of old things
(a) Antiquarian (b) Junk-dealer
(c) Crank (d) Archeologist
13. That which cannot be seen
(a) Insensible (b) Intangible
(c) Invisible (d) Unseen
14. To slap with a flat object
(a) Chop (b) Hew
(c) Gnaw (d) Swat
15. Habitually silent or talking little
(a) Servile (b) Unequivocal
(c) Taciturn (d) Synoptic
16. One who cannot be corrected
(a) Incurable (b) Incurable
(c) Hardened (d) Invulnerable
17. Be the embodiment or perfect example of
(a) Characterise (b) Idol
(c) Personify (d) Signify
18. A person not sure of the existence of god
(a) Cynic (b) Agnostic
(c) Atheist (d) Theist
19. A paper written by hand
(a) Handicraft (b) Manuscript
(c) Handiwork (d) Thesis
20. A place where bees are kept in called
(a) An apiary (b) A mole
(c) A hive (d) A sanctuary
21. A religious discourse
(a) Preach (b) Stanza
(c) Sanctorum (d) Sermon

22. Parts of a country behind the coast or a river's banks
(a) Isthmus (b) Archipelago
(c) Hinterland (d) Swamps
23. Study of the evolution of man as an animal
(a) Archaeology (b) Anthropology
(c) Chronology (d) Ethnology
24. A person who speaks many languages
(a) Linguist (b) Monolingual
(c) Polyglot (d) Bilingual
25. One who does not believe in existence of god
(a) Egoist (b) Atheist
(c) Stoic (d) Naive
26. Giving undue favours to one's own kith and kin
(a) Nepotism (b) Favouritism
(c) Wordliness (d) Corruption
27. Hater of learning and knowledge
(a) Misologist (b) Bibliophile
(c) Misogynist (d) Misanthropist
28. A person interested in reading books and nothing else
(a) Book-keeper (b) Scholar
(c) Book-worm (d) Student
29. A place where monks live as a secluded community
(a) Cathedral (b) Diocese
(c) Convent (d) Monastery
30. Incapable of being seen through
(a) Ductile (b) Opaque
(c) Obsolete (d) Potable
31. One who does not care for literature or art
(a) Primitive (b) Illiterate
(c) Philistine (d) Barbarian
32. A large sleeping-room with many beds
(a) Bedroom (b) Dormitory
(c) Hostel (d) Basement
33. One who dabbles in fine arts for the love of it and not for monetary gains
(a) Connoisseur (b) Amateur
(c) Professional (d) Dilettante
34. A school boy who cuts classes frequently is a
(a) Defeatist (b) Sycophant
(c) Truant (d) Martinet
35. Ready to believe
(a) Credulous (b) Credible
(c) Creditable (d) Incredible
36. Medical study of skin and its diseases
(a) Dermatology (b) Endocrinology
(c) Gynealogy (d) Orthopaedics
37. A person who tries to deceive people by claiming to be able to do wonderful things
(a) Trickster (b) Imposter
(c) Magician (d) Mountebank
38. A dramatic performance
(a) Mask (b) Mosque
(c) Masque (d) Mascot
39. One who does not marry, especially as a religious obligation
(a) Bachelor (b) Celibate
(c) Vigin (d) Recluse
40. Murder of a brother
(a) Patricide (b) Regicide
(c) Homicide (d) Fratricide
41. Having superior or intellectual interests and tastes
(a) Elite (b) Highbrow
(c) Sophisticated (d) Fastidious
42. To cause troops, et(c) to spread out in readiness for battle
(a) Disperse (b) Deploy
(c) Collocate (d) Align
43. A voice loud enough to be heard
(a) Audible (b) Applaudable
(c) Laudable (d) Oral

44. A light sailing boat built specially for racing
- (a) Canoe (b) Yacht
(c) Frigate (d) Dinghy
45. One who is in charge of museum
- (a) Curator (b) Supervisor
(c) Caretaker (d) Warden
46. A government by the nobles
- (a) Aristocracy (b) Democracy
(c) Autocracy (d) Bureaucracy
47. To issue a thunderous verbal attack
- (a) Languish (b) Animate
(c) Fulminate (d) Invigorate

Answer Key

I.	1.	(c)	2.	(d)	3.	(b)	4.	(b)	5.	(b)
	6.	(b)	7.	(a)	8.	(d)	9.	(a)	10.	(c)
	11.	(a)	12.	(a)	13.	(c)	14.	(d)	15.	(c)
	16.	(b)	17.	(c)	18.	(b)	19.	(b)	20.	(a)
	21.	(d)	22.	(c)	23.	(b)	24.	(c)	25.	(b)
	26.	(a)	27.	(a)	28.	(c)	29.	(d)	30.	(b)
	31.	(c)	32.	(b)	33.	(b)	34.	(c)	35.	(a)
	36.	(a)	37.	(a)	38.	(c)	39.	(b)	40.	(d)
	41.	(b)	42.	(b)	43.	(a)	44.	(b)	45.	(a)
	46.	(a)	47.	(c)						

Vocabulary

23

(Based on Leisure, Household Items, Social Causes, Outdoor Locations and Activities)

Free Time Activities

- Go to the cinema: to see Hollywood blockbuster movies, Bollywood movies (from India), art films, animated films. You can also say go to the movies.
- Some film categories are: Comedy, Drama, Horror, Thriller, Action, Science Fiction (Sci-Fi), Fantasy, Documentary, Musical.
- Watch TV: Different types of television programs are: The News, Soap Operas, Criminal Investigation Dramas, Medical Dramas, Reality TV, Situation Comedies (Sit-Coms), Talk Shows, Documentaries, Cartoons, Game Shows, Sports programs, Movies, Political programs, Religious programs.
- Spend time with family: You can do many things with your family. Usually, the fact that you are together is more important than the activity.
- Go out with friends: You can also do many things with your friends, like go out to a bar, go dancing at a club, have dinner at a restaurant, play a sport, sit down and talk, go out for a coffee, have a barbecue, or any other activity that you all enjoy. Or, sometimes when you don't do anything specific, you can say hang out with friends.
- Surf the internet: On the internet, you can research a topic you are interested in using a search engine, visit your favourite websites, watch music videos, create your own video and upload it for other people to see, maintain contact with your friends using a social networking site, write your thoughts in a blog, learn what is happening in the world by reading news websites, etc.
- Play video games: You can play games on your computer or on game consoles, like PlayStation, X-Box, Wii, PSP, Gameboy, etc. You can play on your own or with your friends or family.
- Play a musical instrument: Learn to play the piano, guitar, violin, cello, flute, piano accordion, mouth organ, panpipes, clarinet, saxophone, trumpet, etc. You can play on your own or with a group, such as a band or an orchestra.
- Listen to music: Turn up the volume and listen to your favourite type of music, such as, pop, rock, hip hop, rhythm & blues, blues, jazz, classical, soul, heavy metal.
- Read: Many people love to read both fiction and non-fiction books and magazines. If you like fiction, you can read novels, short stories, crime fiction, romance, etc. If you like non-fiction, you can read biographies, autobiographies, or books on history, science, philosophy, religion, or any other topic you are interested in.
- Write: Many people like to write in their diary. Another name for a diary is a journal. You can also write many other things, such as, poetry, novels, letters, short stories, etc.
- Go to the park: You can go to the park alone, with family or with friends. You can take a picnic rug and a picnic basket and have a picnic. You can read, sleep, kick a football around, climb trees or play on the children's playground.

- Go to cultural locations and events: There are many types of cultural locations and events. You can go to the museum, to an art gallery or to the zoo to see animals from around the world. You can go to concerts, plays, musicals, dance recitals and opera performances.
- Go shopping: Many people like to go to shopping malls and areas of the city that are known for shopping to buy clothes or items for their houses and gardens.
- Cook: Many people like to cook different types of food. You can make meals for breakfast, lunch and dinner. You can bake cakes, cookies, slices and pastries in the oven. Some people boast that they have a special recipe - ask them to cook it for you!
- Study something: There are many things that you can study just because you find it interesting! You can study a language; you can learn a skill, such as cooking or making furniture; or you can even study the hieroglyphs of the ancient Egyptians, if you want to!
- Art and crafts: There are many, many arts and crafts that you can learn and practice. You can paint, draw, sew, crochet, knit, sculpt, engrave, make furniture, make jewelry, or you can even create your own new art form!
- Gardening: You can plant flowers, vegetables or herbs and maintain your garden by watering it, pulling the weeds and feeding it with fertilizer.
- Exercise and play a sport: To stay fit and healthy, you can do exercise alone, such as swimming or working out at a gym, or you can play a team sport, such as football or basketball.

Furniture and Household Items

Furniture

armchair
bed
bedside table
bookcase
bookshelf
chair
chest of drawers
clock
coat stand
coffee table
cupboard
desk
double bed
dressing table
drinks cabinet
filing cabinet
mirror
piano
sideboard
single bed
sofa
sofa-bed
stool
table
wardrobe

Household Appliances

alarm clock
bathroom scales
Blu-ray player
CD player
DVD player
electric fire
games console
gas fire

hoover or vacuum cleaner
iron
lamp
radiator
radio
record player
spin dryer
stereo
telephone
TV (abbreviation of television)
washing machine

Soft Furnishings

blanket
blinds
carpet
curtains
cushion
duvet
mattress
pillow
pillowcase
rug
sheet
tablecloth
towel
wallpaper

Other Useful Words

bath
bin
broom
bucket
coat hanger
cold tap
door handle
door knob
doormat
dustbin

dustpan and brush
flannel
fuse box
hot tap
houseplant
ironing board
lampshade
light switch
mop
ornament
painting
picture
plug
plug socket or power socket
plughole
poster
sponge
tap
torch
vase
waste paper basket

Word Banks

A

airfare
airplane
airport
amusement park
automobile

B

backpack
baggage
bags
bathing suit
beach
bicycle
bike
binoculars
boat

bus

C

cab

cabin

camera

campground

camping

car

carry-on

chart

coast

cruise

cruise ship

currency

customs

D

depart

departure

destination

downtime

drive

E

embark

excursion

expedition

explore

F

ferry

flew

flight

fly

foreign

foreigner

G

garment bag

getaway

go

guide

guided tour

H

hiatus

highway

hike

holiday

hostel

hotel

I

inn

island

itinerary

J

jet

journey

K

keepsake

knapsack

L

lake

landing

leave

leisure

lodge

lodging

luggage

M

map

motel

mountains

museum

N

national park

O

ocean liner

outdoors

overnight bag

P

pack

passage

passport

photos

photographs

pictures

plane

port

postcard

R

recreation

red-eye

relax

relaxation

reservations

resort

rest

restaurant

return

room

S

sack

safari

sail

scenery

schedule

sea

seashore

ship

shore

sights

sight-seeing

ski lodge

souvenir

stand-by

state park

station

stay

subway

suitcase

sunscreen

swim
swimsuit
T
takeoff
taxi
tent
ticket
tip
tote
tour
tour bus
tour guide
tourist
tourist trap
trail
train

train station
tram
tramway
translate
transportation
travel
travel agent
travel bag
trip
trunk
U
umbrella
unpack
V
vacation
vehicle

video
video camera
visa
visit
voyage
W
walk
wander
waterfall
waterpark
weekend
Y
yacht
Z
Zoo

Places

The words below are the most important words used when talking about different places and areas such as shops, towns and the countryside.

Buildings

- apartment
- block
- apartment block
- block of flats (British English)
- bungalow
- cottage
- duplex (American English)
- flat (British English)
- floor on the ground / first / top floor
- house
- detached house (British English)
- semi-detached house (British English)
- terraced house
- story - ten / multi-story building (British English storey)

Common Buildings

- bar (American English)
- car park
- castle
- cathedral
- church
- office
- office block
- park
- post office
- pub
- restaurant
- skyscraper
- station
- bus station
- fire station
- police station
- railway station
- town hall

Stores and Shops

- baker's
- butcher's
- department store
- dry cleaner's
- fishmonger's (British English)
- fish-shop
- greengrocer's
- grocer's
- ironmonger's (British English)
- hardware store (American English)
- shop
- shopping mall (American English)
- stationer's
- sweetshop (British English)
- tobacconist's (British English)

Communities

- city
- capital city
- port
- resort
- holiday resort
- seaside resort
- ski resort
- town
- village

Parts and Areas of Communities

- area
- country area
- residential area
- rural area
- urban area
- center
- city center
- town center
- district
- outskirts
- region
- suburb
- in the suburbs

- suburban (adj)

Geographical Features

- bay
- beach
- cliff
- coast
- on the coast
- countryside
- flat (adj)
- forest
- hill
- hilly (adj)
- lake
- mountain
- mountainous (adj)
- plain (n)
- river
- sea
- seaside
- shore
- stream (n)
- valley
- wood
- woody/wooded (adj)

Sports

Common Sports

- Archery
- Badminton
- Cricket
- Cycling
- Darts
- Football
- Golf
- Horse Racing
- Snooker
- Squash
- Table
- Tennis

Contact Sports

- Boxing

- Judo
- Rugby
- Wrestling
- Water Sports

Water Sports

- Angling/Fishing
- Canoeing
- Kayaking
- rowing sailing waterski
- Rowing Sailing Water Skiing
- Winter Sports

Ice Sports

- Curling
- Ice Skating
- Skiing

Less Usual Sports

- Croquet
- Fencing
- Hockey
- Lacrosse
- Polo
- Hunting/Skeet/Shooting

How to play the following Sports?

Badminton

A racquet sport played by either two players (singles) or two pairs (doubles). Played on a court divided by a net with racquets and a shuttlecock.

Cricket

A teamgame, usually played outdoors, on a cricket pitch, with a bat, a cricket ball, and stumps. There are 11 players in each team. You play a cricket match.

Darts

Darts is played by two players. Darts are thrown at a dart board. You play a game of darts or a darts match.

Football (Footy)

A team sport, usually played outdoors, on a football pitch, with a round football, a goal, with two teams of 11 players, and a goal keeper (goalie). You play a game of football or a football match. Americans insist on calling it soccer.

Golf

Usually played by individuals, golf is played on a golf course, using several types of golf clubs and a golf ball. You play a game of golf or a round of golf.

Rugby

A team sport, played outdoors, on a rugby pitch, with an oval rugby ball, and two teams of 15 players. You play a game of rugby or a rugby match.

Tennis

A racquet sport played by either two players (singles) or two pairs (doubles). Played on a court divided by a net with racquets and a tennis ball. You play a game of tennis or a tennis match.

Requesting, Giving Information, Expressing Surprise, and Pronunciation

Conversation is the spontaneous exchange of words, ideas and thoughts between two or more people. It is an important tool of socialization. The kind of choices with words or expressions we make decides the flow and tone of our conversation. Our fluency and knowledge of words and phrases determine our ability to engage in and understand conversations based on different situations, like requesting, giving information, expressing surprise, pronunciation, etc.

Request

We use polite language when we make a request. Requests can range from asking for something, like help, directions, permission, action, an object, food, etc.

- Example:* Could you please close the box?
Can you please come here once?
Would you mind if I ask your help?
I request you to grant me leave.
Kindly allow me to talk.
I am sorry to trouble you but I need your help.
I was wondering if I could borrow your pen for a minute.
Is there any chance you could call me back at three?
Pass me the salt, please.

When we make a request, the language we use should be polite and formal. We can use the modal verbs of request, like 'can,' 'could,' 'would,' and 'will.' There are a variety of expressions in English language that can be used to sound polite while making a request. Some of them have been used in the above examples like, 'kindly allow me,' 'Do you mind,' and 'sorry to trouble you,' etc.

Remember if you are not using polite language while making a request, you may sound rude or your language may sound commanding or ordering.

Giving Information

When you are giving information, it is important that you are clear, precise and effective. Too much of information articulated in lengthy and complex sentences may confuse the listener and the purpose of the conversation (i.e., giving information) may become futile. A clear, precise and effective delivery of information ensures you hold the attention of the listener; otherwise, they may get distracted or fail to understand you.

To be able to use language for giving information to someone else, you should first understand the following things yourself.

- Example:** What is the important information I am trying to convey?
What is the most important piece of information you want to give?
What is your relationship with the person you are talking to?
What is their background of the information you want to convey to them? (For eg., Do they already know some part of it? Do they have absolutely no idea about the information you are giving them?)

The language you use in your communication will depend on all these factors mentioned above.

You might have to give information in various contexts. A few examples are discussed below.

If somebody asks you for direction, you may say, "Take the right and then turn to the second left. The last house on that lane is Mina's house."

If you are updating someone about a certain notice or circular that they have not read yet but you are aware of, you may deliver the information in the following way, "There's going to be a drawing competition next Sunday at the Parade Ground at 10 am. Please carry your own stationery; drawing sheets will be provided by the organizers."

Expressing Surprise

Surprise is expressed in English not only through our tone of speaking but also through the language we use or, more precisely, through our choice of words in speaking. In speaking, it is important to make your voice go up at the end, so there is a rising intonation in your voice when you are expressing surprise. In writing, you can use exclamation marks (What a surprise!), question marks (Really?) or interjections (Wow!) to express surprise.

- Example:** I don't believe it!
You're kidding!
Wow! That's great!
Are you sure?

Pronunciation

Pronunciation is the way a word or a language is spoken, or the manner in which someone utters a word. Pronunciation of a word may vary from region to region, native vs. non-native speakers, duration of exposure to a language, education levels, social class, ethnic group, or speech/voice disorders. In spite of all the variations brought about by these influences, it is important to pronounce a word as close as possible to what is universally accepted. For example, the only difference in the sounds of the two words 'sit' and 'seat' is the sound of the vowel in between the consonants 's' and 't.' While there is a short vowel sound between 's' and 't' in the word 'sit,' there is a long vowel sound in between 's' and 't' in the word 'seat.' The difference is minor (only the length of the vowel sound) but in case of a wrong pronunciation, it may be difficult for the listener to understand exactly what is being said.

Pronunciations in English do not always follow a specific rule and there are many exceptions. Therefore, the best ways you can improve your pronunciation are by listening to native speakers of English and referring to dictionaries.

Practice Exercises

I. Fill in the blanks below to complete the conversation.

Mishka: Hey Rene! I heard you got into IIT.

Rene: Yes, I did.

Mishka: (1)

Rene: It is, isn't it? But I studied real hard for my JEE.

Mishka: (2)

Rene: I guess next week. I've already submitted my fees there.

Mishka: (3)

Rene: Yup! I've been saving for this for a long time.

II. Fill in the blanks below to complete the conversation.

Pete: Good Morning, Ma'am.

Mrs. Dixit: (1)

Pete: I'm fine, thank you. How are you?

Mrs. Dixit: I am fine too. This is my husband Ravi. Ravi, this is Pete, my student in the Art school.

Pete: (2)

Mr. Dixit: Same here, Pete.

Pete: I'll take your leave now. It was nice meeting you both, goodbye.

Mrs. Dixit: (3)

Answer Key

- I.**
1. Wow! That's awesome!
 2. So when are you leaving?
 3. Wow! That's great! All by yourself?
- II.**
1. Good morning, Pete. How are you?
 2. Pleased to meet you, sir.
 3. Bye Pete. See you tomorrow at the school.

Model Test Paper 1

Idioms and phrases (Choose the best option that matches the Italicized Idioms/phrases)

1. Jamie was stopped by the lecturer from going out of the class and she told her that she had to *powder her nose*
 - A. Do a little refreshment
 - B. Go to toilet
 - C. Go to bath
 - D. Wash her face
2. When Jedi's father asked him to buy formal trousers, Jedi said that he would better *have his rathers*.
 - A. Disobedient
 - B. Acceptance
 - C. Doing one's own desires
 - D. Getting angry
3. Jason couldn't heed to his friend's words because he was *in his cups*
 - A. In a closely packed room
 - B. Drunk
 - C. Bathing
 - D. Not careful
4. Real men do not *Wimp out*. They stay strong
 - A. Fall down
 - B. Leave a tough situation
 - C. Blame others
 - D. Depend on others
5. Richard *Strode into* the hall way. He was shocked to see the state of his country.
 - A. Run
 - B. Crawl
 - C. Walk with long steps
 - D. Walk with small steps
6. *The fruits of his loins* made sure that he was happy throughout his life
 - A. Friends
 - B. Beneficiaries
 - C. Relatives
 - D. Children
7. The little girl got *dolled up* for the occasion
 - A. Dressed like a doll
 - B. Dressed neatly and groomed
 - C. Too much decorative
 - D. Colorful dressing
8. Marcus was injured in the battle. But he is *up and about* again.
 - A. Healed and healthy
 - B. Ready for war
 - C. Waiting for revenge
 - D. Angry

9. His mom asked him to buy some vegetables. He went out at the *drop of a hat*
 - A. Hesitantly
 - B. Immediately
 - C. Angrily
 - D. Happily
10. In the beginning, people were having some doubts over his involvement in the scandal. Now everything is *out of the woodwork*
 - A. Clear
 - B. Open-No more hidden
 - C. Awkward
 - D. Bad reputation
11. My mother *coaxed* me to do my M.B.A
 - A. Insisted
 - B. Begged
 - C. Asked
 - D. Ordered
12. When Stewart saw those Apples in the arrays, he thought that was *a steal*
 - A. Rotten
 - B. Ripe
 - C. Less costly than it's worth
 - D. Stolen
13. Bella is my *blue eyed* cute little baby
 - A. One and only
 - B. Favorite
 - C. Youngest
 - D. Eldest
14. I was not having much cash on me. So we decided to *go Dutch*.
 - A. Cancel plans
 - B. Share
 - C. Steal
 - D. Borrow money
15. I will *get my wife's goat* if I get drunk
 - A. Get punishments
 - B. Will not get food
 - C. Make angry
 - D. Get reprimanded

Answer Key:

1.(B)	2.(C)	3.(B)	4.(B)	5.(C)
6.(D)	7.(B)	8.(A)	9.(B)	10.(B)
11.(A)	12.(C)	13.(B)	14.(B)	15.(C)



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