



VOCABULARY



GOALS

1. Provide students with skills and opportunities to learn words independently.
2. To teach students the meaning of specific words.
3. Nurture a love and appreciation of words and their use.
4. To help students build word power and vocabulary for better communication.

LEARNING OBJECTIVES

The learners will:

- ◆ Learn the meaning of new vocabulary words.
- ◆ Use the new words learnt while speaking and writing.
- ◆ Understand words in a variety of contexts from a variety of roots (Greek, Latin, etc.).
- ◆ Determine word meaning by analysing the textual content.
- ◆ Use their knowledge of a word's roots to determine its meaning.



INTRODUCTION

The term 'vocabulary' is defined as 'the body of words used in a particular language'. It is also called 'wordstock', 'lexicon', and 'lexis'. Vocabulary consists of the words we understand when we hear or read them and words we speak or write. However, it is 'more than words'; it is a measure of all that a person has learnt, experienced or felt. Vocabulary knowledge requires not only knowledge of word meaning, but it requires the usage of words in the appropriate context and in a natural way.

Vocabulary is developed with age and serves as a fundamental tool for communication, and acquiring knowledge. We build vocabulary by picking up words that we read or hear and through direct instruction from teachers or other professionals. The more words we know, the more we will be able to understand what we hear and read. In turn, the

better we will be able to say what we want to while speaking or writing. Therefore, it can be said that learning vocabulary is an important part of learning language.

Why is a rich vocabulary important?

Vocabulary knowledge is the heart of a language comprehension and use.

A good vocabulary helps us understand what other people are saying and what we are reading. Unfamiliar words become holes in the text, preventing us from completely understanding what we have read. To comprehend a text successfully we need to have sufficient word knowledge. A writer's message can only be understood if the meaning of most of the words used in a text is known by the reader. So, having a large amount of vocabulary knowledge is essential to language comprehension.

It gives us the ability to articulate clearly what we mean. Vocabulary helps us with language production. The more words we know the more precisely we can express the exact meaning we want to. Therefore, we have to overcome the lack of vocabulary knowledge in order to communicate effectively.

Vocabulary knowledge boosts our ability to grasp ideas and think more logically. The greater number of words we know, the more we can interpret ideas from others, and express our own ideas.

Having a rich vocabulary helps us communicate in a more engaging way. Relying on one or two words to describe an idea will be repetitive and not as persuasive, as relying on a vocabulary of 10-15 similarly descriptive terms.

It helps us make a good impression on others. How we articulate our thoughts in words, constitutes a big part of the impression we make on others.

Which Words to Learn

As we grow older, we come across thousands of words. However, not all words have equal importance in our lives. Then, how do we decide which words to learn? Since vocabulary knowledge is not something that can be fully mastered, we must concentrate on learning words that are of more use to us than others. Here are some suggestions:

- Words that are important to the subjects we are studying.
- Words that we read or hear repeatedly.
- Words we know we will want to use regularly.

Based on this we can say that there are three types of vocabulary words that we need to learn - **basic vocabulary, high frequency / multiple meaning vocabulary, and subject related vocabulary.**

A word's frequency of use, complexity, and meaning determines which type it will fall into.

Those with mature vocabularies and age-appropriate literacy skills understand and use words from all three categories.

Types of Vocabulary

The term 'vocabulary' has a wide range of meanings and thus it can be divided in many different ways. Word knowledge is often divided into the following four types: listening, speaking, reading and writing.

1. **Listening Vocabulary** - This type of vocabulary refers to the words we hear and comprehend. Most adults can identify and comprehend almost 50000 words.

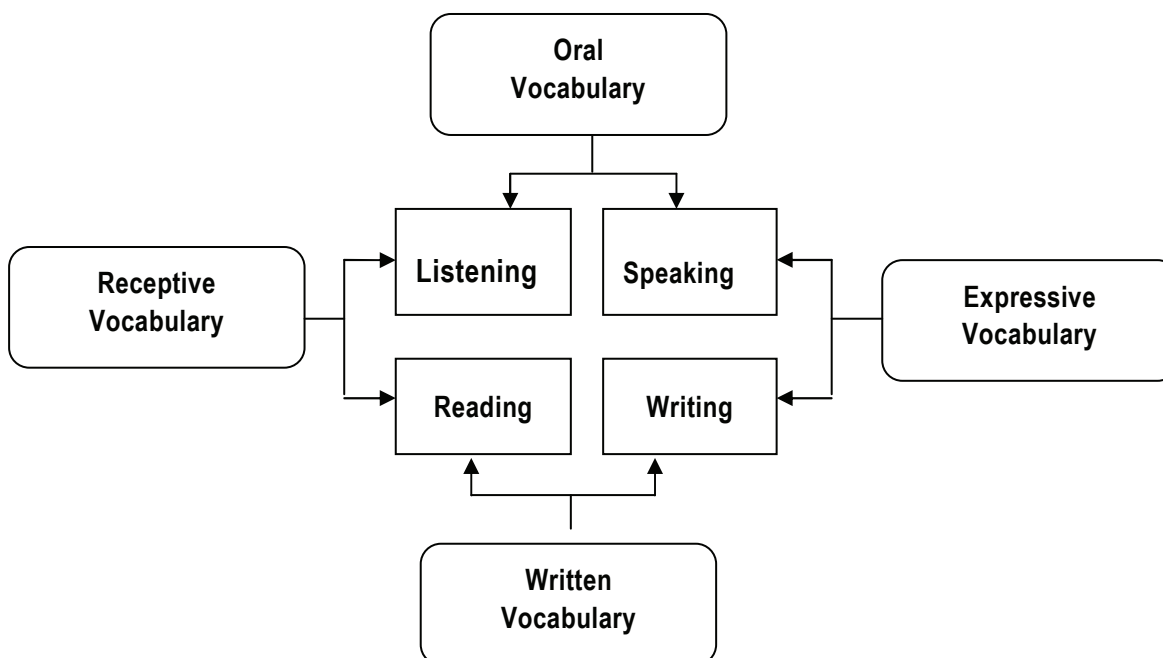
2. **Speaking Vocabulary** - This type of vocabulary refers to the words we speak. We use barely 10000 words for communication. The number of words used during speaking is far less than listening. The reason behind this is the level of comfort in usage.
3. **Reading Vocabulary** - Reading vocabulary refers to the words we recognise when we read any text. If a person is a reader then this type of vocabulary happens to be the second largest vocabulary. Needless to say, vocabulary grows with reading.
4. **Writing Vocabulary** - This type of vocabulary represents those words which we use while writing to express ourselves. Our writing vocabulary is intensely affected by the words we can spell.

These types of vocabulary can further be categorised in two ways. The first is **expressive and receptive** vocabulary. And the second is **oral (or meaning) and written (or literate)** vocabulary.

Depending on how we 'use' or 'understand' vocabulary, we can categorise word knowledge into expressive or receptive vocabulary.

- The words that we use for 'speaking' and 'writing' are termed **expressive vocabulary** as these are vocabularies that we use to express our thoughts and feelings.
- The words that we need to know to understand what we read or listen to are termed as **receptive vocabulary** and refers to listening and reading vocabularies.

Alternatively, vocabulary can be divided into **oral vocabulary** and **written vocabulary**. Speaking and listening vocabularies constitute oral vocabulary and reading and writing vocabularies constitute written vocabulary.



It has been noted that our receptive vocabulary is normally larger than our expressive vocabulary. For Example: a child who cannot speak, write or sign can follow quite a number of instructions given in language which he or she is used to.

Effective Ways to Build Vocabulary

Building vocabulary is a powerful way to enhance your life and career. It can be pleasurable and profitable investment of both your time and effort. If you spend a few minutes a day on a regular basis to study words or to attempt vocabulary building exercises, there will surely be a rapid enhancement in your vocabulary skills. This in turn will help improve your communication skills.

Needless to say, you already have an extensive vocabulary, and that with each passing day more words will be added to it whether you work on it or not. However, you need to work consistently and with dedication if you desire to enhance the speed of your learning. There are no short cuts or magical ways to improve your vocabulary; but the larger your vocabulary bank, the easier it will become for you to make associations and links between new words and the vocabulary you already possess; making it easier to remember the word and its meaning. Thus, as your vocabulary grows, so will the pace of your learning.

As you try to learn new words, it will benefit you if you are aware of the kinds of vocabulary you will encounter. Generally speaking, you will encounter the following types:

1. **Synonyms:** words that have similar meanings
2. **Foreign Words:** words that have been borrowed from other languages
3. **Connotations:** words that invoke an idea or a feeling when read or heard
4. **Antonyms:** words that mean the opposite of other words
5. **Collocations:** words that are used together or form fixed relationships
6. **Idioms:** a group of words that have a meaning different from their literal meaning
7. **Phrasal Verbs:** multi- word verbs

Here are some **points to remember** in your quest to boost of a better vocabulary:

- **Be aware of words.** Do not avoid words that are foreign or new to you. Instead examine them closely. Even before you look up the meaning of the word, you should attempt to deduce its meaning from the context. Later, you may also check the dictionary meaning of the word to verify whether your deduction was correct. Do not be afraid if it slows down your reading initially; eventually, due to your improved understanding and vocabulary, it will speed up your learning of other words.
- **Read voraciously.** Choose books, articles, etc. of your interest and read regularly. Reading is crucial for vocabulary enhancement since it helps in finding most of the words that are important for comprehension and expression and must be learnt.
- **Use a dictionary.** The dictionary is an important tool for one who desires to improve vocabulary. Whenever you consult a dictionary, you should circle the word you are looking up. You must also examine the entire entry about the word. This is because the word may have more than one meaning. Reading all the meanings will help in understanding how to use the word in different ways.
- **Maintain a journal.** If you note down all the new words you encounter, you can refer to the list later, study the words and slowly include these words in your active vocabulary.
- **Use new words.** The more you use these words in your writing and conversations, the sooner they will become a part of your active vocabulary.

- **Engage in conversations.** Simply engaging in conversations with other people can help you learn and discover new words.
- **Study new words regularly.** Vocabulary building is a simple process. It involves the reviewing of words regularly until they are fixed in one's memory. The best way to do this is by fixing a specific amount of time in our daily schedule for vocabulary study. During this time, you can study new words i.e. look up their meanings, find their synonyms, or even find their root words. You must also set a goal for the number of words you want to learn every day.
- **Go back to the roots.** One of the most powerful tools for learning new words and for deciphering their meaning is studying their Latin and Greek roots. Latin and Greek elements (prefixes, roots and suffixes) are a significant part of the English language and a great tool for learning new words.
- **Attempt word puzzles and play word games.** If you wish to expand your vocabulary, then playing board games and attempting word puzzles will help you achieve your goals. Apart from improving your critical thinking skills, they also strengthen your word knowledge.



CONNOTATIONS

Connotation is defined as '*the suggesting of a meaning by a word apart from the thing it explicitly names or describes*'. The strict, dictionary definition of a word is called its "denotation," and the feelings or emotions associated with it are described as its "connotations".

Example: **Both 'fat' and 'chubby' have a common denotation.** Both words mean 'being overweight', however, most people would rather be chubby, because chubby has more positive connotations and less negative connotations than fat does.

Let us examine another example– **home and house**. Both words have a common denotation- a building / place meant for human habitation. *However*, the word 'home' connotes warmth, family, love and affection, whereas the word 'house' connotes only a structure of cement and concernment for inhabitation.

Importance of connotation

Connotation gives us an indication of the emotions or associations that surround a word. A word's connotations can be either positive or negative and will depend on the context in which it is used, and to some degree, on the reader or hearer. Therefore, understanding a word's literal and suggestive meaning is of extreme importance to every speaker and writer. On some occasions, you may want to use a word that carries a negative connotation on purpose. However, there are times you want to ensure that you do not mistakenly use a word that carries a misleading connotation.

It is of utmost importance that we choose our words with care. The choice of words can change the meaning of the sentence significantly. For example: Describing a woman who is thin as "scrawny" carries a negative connotation; whereas describing her as "slender" carries a positive connotation.

Let us examine connotations a little more closely by studying the groups of words given below:

Group	Word	Tone/Undertone	Meaning /Connotation
1	Verbose	Negative	Containing more words than necessary
	Eloquent	Positive	Vividly or movingly expressive
2	Stench	Negative	A bad odour or scent
	Aroma	Positive	A pleasant or savoury smell
3	Cheap	Negative	A person who hates to spend money.
	Thrifty	Positive	A person who is very careful with money.
4	Young	Neutral	A person who is of a young age.
	Youthful	Positive	A person who may not be young, but has all the good qualities of youth.
	Childish	Negative	A person who behaves like a child in a negative way.
5	Proud	Neutral	To have self-respect
	Confident	Positive	To believe in your own abilities
	Conceited	Negative	To be too proud of your abilities. To view yourself too highly.
6	Headstrong	Negative	Willful and determined; not easily restrained: impatient when given advice or suggestions
	Determined	Positive	Possessing or displaying a firm resolve.
7	Scrawny	Negative	Exceptionally thin and meager in body or size.
	Slender	Positive	Gracefully thin or slight.
8	Crippled	Negative	Flawed or imperfect
	Disabled	Neutral	Impaired or limited by a physical, mental, cognitive, or developmental condition

You must have noticed that the words in each group have similar denotations; however, each word has a different connotation.



PRACTICE EXERCISE

Q1. *Categories the words from each group of words (and phrases) given below positive, negative or neutral. The first one is done for you as an example.*

1. gaze, look steadily, stare
2. brainwash, persuade, influence one way or another
3. delayed, not on time, tardy

4. somewhat interested, nosy, curious
5. lazily, without haste, leisurely
6. ask of someone, demand, request
7. gathering, a large group, mob
8. discuss with others, debate, argue
9. observe, watch, spy
10. assertive, firmly confident, pushy

	Positive Connotation	Denotation	Negative Connotation
1	<i>gaze</i>	<i>look steadily</i>	<i>Stare</i>
2			
3			
4			
5			
6			
7			
8			
9			
10			

Q2. In each of the following sentences, the italicised word has a fairly neutral connotation. For each word in italics, list two synonyms (words with similar denotations): one with a negative connotation and the other with a positive connotation.

1. I recognised the familiar *smell* of my mother's cooking.
2. Siddharth's interest in painting has turned into a *hobby*.
3. Vasco was an *adventurous* traveller.
4. My *old* laptop has finally died.
5. Sneha was mildly intimidated by Gautam's *assertive* behavior.

Q3. Read each of the following sentences. Decide from the context whether the speaker is showing approval or disapproval of the topic. Then identify the word that most suits the context.

1. This refrigerator is (expensive / overpriced) but Soham did not mind paying extra because of the numerous useful features it has.
2. Shiv Tomar and his (cronies / employees) have controlled the management in this company for over fourteen years now. I wish Arindham Chatterjee is elected President this time.
3. Hopefully I won't have to share office space with Mrs. Singh. She can be very (curious / nosy).

4. Please ask Rohit to turn down the volume. It is difficult for me to concentrate with all that (noise / music).
5. Mr. Nair had better be wary of his new neighbor, Ms. Banerjee; she is a (crafty / clever) one.
6. I have great respect for your brother who is rather (reserved, antisocial) and dignified.
7. My friend can't stand her mother – in – law who is very (thrifty / miserly); she has a lot of money but refuses to help others.
8. The new saleswoman tends to be (enthusiastic, pushy) while dealing with customers. She is scaring them away.

You should know!

1. Jargon Words

Jargon is a term that is defined as the use of specific phrases and words in a particular situation, profession, or trade. These specialised terms are used to convey hidden meanings accepted and understood in that field. While the use of jargons is often useful or necessary for those within the group, it is usually meaningless to outsiders.

Jargon is sometimes wrongly confused with **slang**, and people often take it in the same sense but a difference is always there.

Slang is a type of informal category of language developed within a certain community, and consists of words or phrases whose literal meanings are different than the actual meanings. Hence, it is not understood by people outside of that community or circle. Slang is more common in spoken language than written.

Jargon, on the other hand, is broadly associated with a subject, occupation, or business that makes use of standard words or phrases, and frequently comprised of abbreviations, such as LOC (loss of consciousness), or TRO (temporary restraining order). However, unlike slang, its terms are developed and composed deliberately for the convenience of a specific profession, or section of society. We can see the difference in the two sentences given below.

List of Jargon Words

Jargon can be found in a variety of fields, from law to education to engineering. Some examples of jargon include:

- **Due diligence:** refers to the research that should be done before making an important business decision.
- **AWOL:** Short for "absent without leave," AWOL is military jargon used to describe a person whose whereabouts are unknown.
- **Hard copy:** a physical printout of a document (as opposed to an electronic copy).
- **Cache:** In computing, "cache" refers to a place for short-term memory storage.
- **Dek:** A journalism term for a subheading, usually one or two sentences long, that provides a brief summary of the article that follows.
- **Stat:** This is a term, usually used in a medical context, that means "immediately." (As in, "Call the doctor, stat!")
- **Phospholipid bilayer:** This is a complex term for a layer of fat molecules surrounding a cell. A simpler term is "cell membrane."

- **Detritivore:** A detritivore is an organism that feeds on detritus or dead matter. Examples of detritivores include earthworms, sea cucumbers, and millipedes.
- **Holistic:** Another word for "comprehensive" or "complete," "holistic" is often used by educational professionals in reference to curriculum that focuses on social and emotional learning in addition to traditional lessons.
- **Magic bullet:** This is a term for a simple solution that solves a complex problem.
- **Best practice:** In business, a "best practice" is one that should be adopted because it has proven effectiveness.

Business Jargons

- **Bang for the buck** - a term that means to get the most for your money
- **Best practice** - the best way to do something
- **Core competency** - basic strength of a group or company
- **Due diligence** - putting effort into research before making a business decision
- **Drill down** - to look at a problem in detail
- **Low-hanging fruit** - the easiest problems to fix
- **Scalable** - an endeavor that can be expanded without a lot of additional investment
- **Sweat equity** - getting a stake in the business instead of pay
- **The 9-to-5** - business jargon meaning a standard workday
- **Chief cook and bottle-washer** - a person who holds many responsibilities



SYNONYMS AND ANTONYMS

Words that have similar definitions or meanings are known as **synonyms**. These are words that can be used interchangeably without changing the intended meaning of the message. Look at the two sentences given below:

1. The *long* movie bored the viewers.
2. The *lengthy* movie bored the viewers.

'Lengthy' replaced the word 'long.' But the message of the sentence did not change, because 'long' and 'lengthy' are synonyms; they have similar definitions. Synonyms can generally be used interchangeably without a change in meaning of the overall message. However, it must be understood that a synonym does not always carry a meaning that is exactly the same as the word. As a matter of fact, no two words ever mean the same. There will be subtle differences in emphasis, suggestion or use.

Example: Take the words 'cost', 'charge' and 'fee'. All are used to describe 'money you pay for something'. However, all three have different connotations / nuances:

Cost is defined as 'the amount of money that you need to buy, make or do something'. (How much is spent by the buyer.) Example:

The total cost of the trip was Rs. 10,000.

You can get a new phone at the cost of Rs. 3,000.

They protest against the high cost of living.

Charge is defined as 'an amount of money that is asked in return for goods or services'. (How much is requested by the seller/provider.)

There is a monthly charge of Rs.1000 for using the lift.

There is an admission charge at the club.

Fee is defined as 'an amount of money that you have to pay for professional advice or services'. (the officially set price).

The lawyer charges a high fee for the services that he provides.

These fees do not cover accommodation or meals.

As you can see, cost, charge and fee have similar meanings, but there are slight differences present. They can be used differently. Therefore, it can be said that the words that are listed in a dictionary as synonyms cannot always be interchanged in the same context.

Antonyms are defined as pairs or groups of words that are the notionally opposite (or nearly the opposite) in meaning. Example: *Brave* is the antonym of *coward*. Like synonyms, it may be that there are numerous antonyms for a word. Example: *Evil, malicious, bad, and corrupt* are all the antonyms of *good*. There are three types of antonyms: relational, graded and complementary.

Graded antonyms are pairs of words whose meaning do not have an equal weighting. Such word pairs are called gradable antonyms as they do not hold an either- or relationship; instead, they have a more – less association. Typically, they are pairs of adjectives that can be qualified by adverbs such as very, more, etc. Example: The word 'fair' and its antonym 'dark' are gradable antonyms. Such words have grades such as '*fairer*', '*darker*' or '*less dark*'. If someone is not fair, he may still be not dark.

Complementary antonyms are pairs of words that are opposite in meaning and cannot be graded. With complementary antonyms, each word has only one antonym. For example: '*push*' is the antonym of '*pull*'.

Relational antonyms are word pairs where opposites make sense only in the context of the relationship between the two meanings. Example: borrow and lend; teacher and student.

Quite often, an antonym can be made by adding a prefix. For example:

- likely / **unlikely**
- symmetrical / **asymmetrical**
- entity / **nonentity**
- decent / **indecent**

Advantages of knowing Synonyms and Antonyms

There are numerous advantages of knowing synonyms and antonyms. The first advantage one can identify is that knowledge of synonyms and antonyms **helps us to express ideas clearly**. The selected word should express a thought or a fact precisely.

Example: A building can be described as 'dilapidated', but an automobile cannot as the word refers to buildings in particular.

Understanding and using synonyms and antonyms is important for not only precise communication, but **to avoid monotony of expression** too. Repeating the same words tends to become boring and monotonous.

You should use antonyms and synonyms **to reduce redundancy** and **to keep writing or speech interesting to the audience**. Remember the whole point of language is to express oneself or to send a message effectively.

In addition, you can develop a full understanding of an area if you learn the different synonyms and the connotations that apply to it. Similarly, knowing the antonym of a word increases your ability to understand and retain the word itself.

Given below is a list of words with their antonyms and synonyms for your reference.

Word	Synonyms	Antonyms
abhor (v)	hate, detest, loathe	love, like, admire, relish
bombastic (adj)	pompous, loud, flamboyant	dull, inactive, lack lustre
cacophony (adj)	harsh sound, disagreeable noise	euphony, pleasant sound
jovial (adj)	cheerful, lively, joyous	sad, morose, dull, unhappy
dirty (adj)	squalid, filthy, unkempt	clean, hygienic, organized
verdant (adj)	lush green, grassy, flourishing	infertile, barren, dry, parched
destitute (n/adj)	needy, poor, incapable	rich, affluent, well-off
incite (v)	instigate, arouse, stimulate	calm down, settle, relax, comfort, resolve
scanty (adj)	meagre, dearth, less	abundant, plenty, full of
palatial (adj)	grand, palace like, elegant	earthly, basic, rustic, simple
illicit (adj)	unlawful, illegal	legal, within law, normal, expected
facile (adj)	easy, simple, straightforward	difficult, complicated



PRACTICE EXERCISE

Q1. In the following questions choose the word which best expresses the meaning of the given word.

(a) Obliterate

a) Differ

b) Suffer

c) Destroy

d) Forget

(b) Myriad

a) Many

b) A disease

c) Dramatic

d) Confusion

(c) Perpetual

a) General

b) Emotional

c) Stubborn

d) Continuous

- (d) Fissure
 a) Opening b) Big c) To fetch d) Excite
- (e) Despot
 a) Tyrant b) Storage c) Hot meal d) Against
- Q2. Select a suitable antonym for the word given in question.
- 1) Remorse
 a) Split b) Jovial c) Careless d) Pity
- 2) Disparage
 a) Eulogize b) Belittle c) Alert d) Defame
- 3) Vex
 a) Wordy b) Verify c) Annoy d) Amused
- 4) Novice
 a) Beginner b) Spin c) Experienced d) Absolute
- 5) Propriety
 a) Indecency b) Charming c) Property d) Appropriate
- Q3. In each sentence below, underline the word that means the opposite of the italicised word. Then, identify meaning of the italicised word from the options given below.
1. Many people have pointed out the harmful effects that a working mother may have on the family, yet there are many *salutary* effects as well.
 a) Well-known b) Beneficial c) Hurtful
2. Trying to control everything your teens do can *impede* their growth. To advance their development, allow them to make some decisions on their own.
 a) Hamper b) Predict c) Improve
3. During their training, police officers must respond to *simulated* emergencies in preparation for dealing with real ones.
 a) Made-up b) Mild c) Actual
4. "I've seen students *surreptitiously* check answer sheets during exams," said the professor. "However, until today I never saw one openly lay out a cheat sheet on his desk."
 a) Legally b) Secretly c) Loudly
5. In formal communication, be sure to avoid *ambiguous* language. Clear language prevents confusion.
 a) Wordy b) Ineffective c) Unclear



ROOTS OF WORDS

The study of the origin of words and the way in which their meanings have changed throughout history is called etymology. It determines the basic elements, earliest known use, and changes in form and meaning of a linguistic form, tracing its transmission from one language to another. It also identifies the similarities of a linguistic form with other languages.

In English grammar, a *root* is a word or word part from which other words grow, usually through the addition of prefixes and suffixes. It is the heart of a word.

Example: The root of the word 'running' is 'run'. When you strip off the affixes from words, what is left (with slight spelling modifications) is the root.

Even though the root is the basis of a new word, it may not typically form a stand-alone word on its own. For example, the word *reject* is made up of the prefix *re-* and the Latin root *ject*, which is not a stand-alone word.

Understanding the meanings of the common word roots can help us deduce the meanings of new words that we encounter. Henceforth, by elimination technique, students can make the right selection of answer. But be careful as the root words can have more than one meaning. In addition, words that look similar may be derived from different roots. So, when you meet up with a new word, be sure to rely on a dictionary to check its definition.

If we wish to hone our vocabulary skills, then we must study roots. Knowledge of the root and its usage will improve our vocabulary exponentially. If we know one root, any word with that root would be cognizant. So typically, we do not have to sit and mug up the entire wordlist. The learning will happen itself!!

Given below is a detailed list of roots, its meaning and the possible words made of the root.

Roots	Meaning	Words	Meaning of words
Aer/o	Air	Aeroplane Aerospace Aerate aerial	Vehicle flies in air Air in the space Give way to air Air related like acts, animals
Anthrop	Man	Anthropology Philanthropy Misanthrope Anthropomorphism	Study of man Love for mankind Hater of mankind Attributing human characteristics to a God, animal, object
Arch	First, prime, ruler	Archbishop Monarch Archaeology	Head of Church Head of state/King Study of the first/origin of things

Biblio	Book	Bibliophile Bibliography Bible	Lover of books List/writings of books The book (Main book)
Bio	Life	Biology Biography Biosphere	Study of life Writings on life Life around us
Cent	Hundred	Centenary Per cent Century	100 years anniversary Per hundred (%) 100 years
Cide	To kill	Patricide Matricide Fratricide Genocide	To kill father To kill mother To kill brother To kill the whole race
Cracy	To rule	Democracy Gerontocracy Aristocracy	Rule of the people Rule by the old people Rule by the elite
Derm	Skin	Dermatology Pachyderm Epidermal	Study of the skin Tough skinned Outer layer of skin
Ego	Self	Egoist Egotist Alter-ego	Pre-occupied with oneself Feeling of superiority about oneself The other self
Eu	Good	Eulogize Euphony Euthanasia	To praise Pleasant/good music Mercy killing, to kill for good.
Acri-	Bitter	Acrimony Acrid	Feelings of hatred Bitter /foul smell
Tele	Far	Telephone Telegram Telepathy	Means of talking Means of writing Feelings felt at distance
Pathos	Emotion	Sympathy Apathy Antipathy	Similar feelings Indifferent Opposite feelings/hate

Ject	Throw out	Reject Inject Eject	Discard Throw in Bring out
Sect	Cut out	Intersect Section Dissect	Point of crossing A part Cut out
Vis	To see	Vision Visible Envision	Eye sight Can see or not See beyond
Vor	Eat, eat greedily	Voracious Carnivorous Devour Herbivorous	Greedy Flesh eating Gulp away Grass/plant eating
Sen	Old	Senior Senate Senile	Experienced due to age Council of senior members Mentally unstable due to old age

Although, important roots have been discussed, this list is only for reference as there are more roots in the English language.



PRACTICE EXERCISE

Q1. Make new words combining the root word and one of the following prefixes. Each is used twice.

de over anti pre dis

1. ___ place
2. ___ code
3. ___ vent
4. ___ social
5. ___ obey
6. ___ act
7. ___ septic
8. ___ age
9. ___ pend
10. ___ serve

Q2. Choose the correct meanings of the given root words:

1. Duo
 - a. one
 - b. two
 - c. three
 - d. four
2. Aud
 - a. light
 - b. air
 - c. sound
 - d. water
3. Biblio
 - a. vehicle
 - b. college
 - c. school
 - d. book
4. Ced
 - a. eat
 - b. go
 - c. sleep
 - d. wake
5. Ego
 - a. other
 - b. together
 - c. another
 - d. self

You should know!

Loanwords

“Loanwords” are words borrowed from another language and used “as is” so whether your audience understands the meaning of those common foreign words is up to you. Foreign phrases in English are often *italicised* so they are easier to spot. Over the centuries the English language has assimilated words and phrases from a variety of other languages.

Following is the list of common foreign words that are use consciously and subconsciously in written as well as verbal conversations.

Common Foreign Word	Source Language	Meaning
Ad hoc	Latin	For a particular purpose
à la carte	French	From the menu
Alfresco	Italian	Fresh air
Alma mater	Latin	Former school
Alter ego	Latin	Second self
Avant-garde	French	Unorthodox, experimental
Bon Appetit	French	Enjoy your meal
Bona voyage	French	Have a good journey
Bona fide	French	In good faith
déjà vu	French	Sense of having already experienced something
corpus delecti	Latin	The evidence required to prove a crime has been committed.

modus operandi	Latin	Method of procedure, method of operating (commonly abbreviated to M.O.).
pro bono	Latin	Donated or done without charge.
prima facie	Latin	At first view.
status quo	Latin	Existing state or condition.

PREFIX AND SUFFIX

A **prefix** is a letter or a group of letters that appears at the **beginning** of a word and changes the word's original meaning.

A **suffix** is a letter or a group of letters that is usually added onto the **end** of words, to change the way a word fits into a sentence grammatically.

*Collectively, prefixes and suffixes are known as **affixes**.*

Prefixes and suffixes are not words in themselves. They do not make sense in a sentence if used on their own. While studying them, we put a hyphen to denote their incompleteness.

If you study prefixes and suffixes, you will become more comfortable with the language as you develop the ability to recognise words that you were not familiar with. As discussed earlier, confidence with vocabulary goes a long way in reading, writing, listening and speaking.

Moreover, English vocabulary is enormous and is growing steadily. A majority of the new words introduced to the language, and a great percentage of the words used to express abstract ideas, are complex words. These words are made up of simple word parts (affixes and roots) that have their own definitions and can be understood in context without an exact definition. By slowly and steadily studying the most prominent prefixes and suffixes, you can acquire a vocabulary that is far greater than the sum of its parts.

Given below are lists of prefixes and suffixes with their meanings and words made using them.

Prefix	Meaning	Sample words
ambi-, amphi-	both	ambiguous, ambidextrous, amphibian, amphitheatre
a-	without	atypical, apathy, aback
ante-	before	antecedents, antediluvian
bene-	good	benevolent, benediction, benign
bi-	two	bicycle, bicameral, biannual
circum-	around	circumference, circumlocution, circumspect

di-	two	dichotomy, diurnal, dilemma
dys-	faulty	dysfunctional, dyslexia
epi-	on, upon, over	epigram, epitaph, epidermal, epicene, epilogue
extra-, extro-	more than, beyond	extra-curricular, extra-terrestrial, extrovert, extravagant, extraordinary
intra-	within	intravenous, intramural, intra class
inter-	across	inter-house, interval, intermediate
macro-	big	macro economics, macrocosm, macro level
mis-	inappropriate, improper, bad	misbehave, misdemeanor, misappropriate, misnomer
mono-	one	monolith, monologue, monogamy, mono acting
multi-	many	Multi-tasking, multi facet, multilingual, multi-level
neo-	new	neo-natal, neophyte
omni-	all	omnipresent, omniscient, omnivorous
para-	related, extension, beyond	para-olympics, paragraph, paraphrase, para- gliding
poly-	many	polygamy, polygon, polythene
proto-	first of its kind, original	protozoa, prototype, protocol
re-	again, back	repeat, restate, restore, rewind, reduce
semi-	half, partly	semi-finals, semi-conscious, semi-circle
super-	over, above normal, too much	supernatural, superstar, superb
tetra-	four sides	tetra pack, tetragon, tetrachloride
trans-	across, over, beyond limit	trans- atlantic, transgender, transfusion, translate
un-	not, opposite	unwilling, unkempt, unusual

suffix	meaning	sample words
-able, -ible	can be done (verb)	capable, readable, convertible
-acy, -cy	office of, state of, condition (noun)	infancy, privacy, agency
-age	action, process (verb)	pilgrimage, bondage, pilferage
-arian	person	librarian, humanitarian, grammarian
-ation	state of (noun)	refrigeration, occupation, irritation
-ectomy	surgical removal of (verb)	hysterectomy, colectomy, polypectomy
-fic	making, doing, form of (adj)	beatific, terrific, scientific, calorific
-iferous	bearing, carrying, producing	vociferous, calciferous, lactiferous
-ism	beliefs, faith, doctrines (noun)	theism, antagonism, regionalism, fanaticism, heroism, baptism, plagiarism
-ist	person, one who believes in	racist, theist, misogynist
-ine	characterized by, pertaining to (adj)	feline, supine, serpentine
-oid	resembling to (adj)	steroid, anthropoid, ovoid
-ose	full of (adj)	jocose, verbose, lactose, maltose
-logy	science of, study of	biology, geology, zoology, psychology, astrology
-ly	in the manner of	motherly, fatherly, timely, rarely, beautifully
-ship	state of, manner (noun)	friendship, censorship, hardship
-osis	condition (noun)	neurosis, osmosis, psychosis
-ster	in the likes of (adj)	monster, youngster, prankster
-tude	state of (noun)	attitude, altitude, gratitude
-wise	by , means of	clockwise, otherwise, lengthwise



PRACTICE EXERCISE

Q1. Use a prefix to find the opposite of the given words:

- a. wrap
- b. connect
- c. behave

- d. fold
- e. spell

Q2. Complete the following sentences by using the appropriate form of the word given in the bracket. (Add a prefix or a suffix)

1. The team he supported was able to win the _____. (champion)
2. I think that you should _____ your decision. It may not be the best thing to do. (Consider)
3. The CEO has been responsible for many _____ decisions. (popular)
4. His _____ comments made him disliked by the female employees. (sex)
5. _____ of speech and belief is extremely important for the health of an individual. (free)
6. Some TV shows are completely _____ for children. They mustn't watch them. (suitable)
7. The party was _____, everything went wrong. (disaster)
8. They had to _____ the lion before they could catch it. (tranquil)
9. He needed to _____ the temperature. (regular)
10. You need a _____ of motivation, organisation and revision to learn English. (combine)



PHRASAL VERBS

A phrasal verb is a group of words that functions as a verb. It consists of a verb that is combined with a preposition or adverb or both. The meaning of a phrasal verb is different from the meaning of its separate parts. The particle (i.e. the preposition or adverb) can change the meaning of the verb completely. For example:

- pass away – die
- pass out – lose consciousness
- pass up – decline an opportunity

Phrasal verbs are used mostly in spoken English and informal texts but they are less appropriate in formal language. If you are writing a formal document or an academic essay, try to avoid using phrasal verbs and use more formal alternatives instead.

Phrasal verbs have to be learned because many of them are idiomatic, and you cannot deduce their meaning.

Advantages of knowing Phrasal Verbs

Spoken English is literally packed with phrasal verbs. So, if you want to communicate effectively, you must learn to use phrasal verbs. Moreover, phrasal verbs change the language and make it more friendly, easy-to-understand and easy flowing.

Another advantage of knowing phrasal verbs is that you can easily substitute a string of long words with a single phrasal verb. This will make the conversation natural and fluent. If you learn at least the most used phrasal verbs, you'll definitely increase your overall fluency and understanding.

S.No	Phrasal Verb with 'Look'	Meaning
1.	Look after	To take care of
2.	Look into	To find out more about something in order to improve the situation. To investigate or examine.
3.	Look out	To be careful. To avoid imminent danger.
4.	Look for	To search for something or someone.
5.	Look through	To examine something, usually quickly.
6.	Look up	To search for information (usually in a book)
7.	Look up to	To respect or admire someone.
8.	Look away	To turn your eyes away from someone or something that you were looking at.
S.No	Phrasal verb with 'Bring'	Meaning
1.	Bring about	cause it to happen
2.	Bring <i>someone</i> round	make him conscious again
3.	Bring up	a) raise a child; b) cause something to be considered; c) vomit
4.	Bring down	cause to be lower
5.	Bring off	cause to be successful; succeed in an attempt
6.	Bring on	lead to; help to produce
7.	Bring out	cause to appear clearly; publish
8.	Bring in	To introduce
S.No.	Phrasal verb with 'Put'	Meaning
1.	Put away	place an object in its proper location
2.	Put back	return an object to the location where it came from.
3.	Put down	To write on a piece of paper To criticize and humiliate
4.	Put forth/forward	To offer an idea, plan, or proposal for consideration
5.	Put off	To delay doing something, procrastinate To Make a bad impression, make somebody repulsed or disgusted

6.	Put on	To start wearing or using
7.	Put out	Extinguish Publish Inconvenience someone
8.	Put through	To transfer or connect somebody on the telephone
9.	Put <i>someone</i> up	To give somebody a place to stay at your home To encourage or persuade the person to do something
10.	Put up with	To tolerate; accept an annoying situation or behavior
S.No.	Phrasal verb with 'Take'	Meaning
1.	Take after	To resemble somebody else, usually a family member
2.	Take apart	To disassemble something
3.	Take back	To admit wrongdoing
4.	Take <i>someone</i> in	To allow someone to stay in your house
5.	Take <i>something</i> in	To observe something
6.	Take off	To leave the ground and fly To become popular or successful To leave a place quickly – colloquial
7.	Take over	To take control of something
8.	Take up	To begin a sport, hobby or a challenge
9.	Take someone on	Hire or employ somebody Fight or compete against somebody
10.	Take someone out	Go with somebody to a restaurant or movie and pay for their food or ticket
11.	Take something out	Remove something from a place
S. No	Phrasal Verb	Meaning
1.	Bear with someone	Be patient with someone
2.	Be up to something	To be involved in something strange, a prank
3.	To change hands	To go from one person to another

4.	To change colour	To turn pale (usually when caught/ guilty)
5.	To cut short	To sum it all
6.	To do away with something	To discard something
7.	To be all ears	Ready to listen
8.	To be all eyes	Ready to watch
9.	To fight tooth and nail	To fight every bit
10.	Fall apart	Break into pieces
11.	Fall back on something	Rely on something during emergency
12.	Get ahead	To move ahead, get success
13.	Get along	Compatibility
14.	To hold good	To be true, valid
15.	Hang on	Wait for sometime
16.	Hang together	Get along (two people)
17.	Knock into someone	To meet someone by chance
18.	In the long run	In the long term
19.	To leave for good	Leave for ever
20.	To mean business	To be serious in what you say
21.	Off and on	Occasionally
22.	Play around	Fiddle with things/ Be irresponsible
23.	Subject in hand	Subject of discussion
22.	Up to date	Aware of current happenings
25.	Stop over	Halt in a journey
26.	Bank on	Depend on something
27.	Get away	Escape, take a break
28.	Watch out	Be aware, be cautious
29.	Turn down	Refuse
30.	Wear out	To get tired, unstable



PRACTICE EXERCISE

Each sentence given below contains an incomplete phrasal verb. Complete the expression by supplying a suitable preposition or adverb particle. Choose your answer from the options given in the brackets.

1. All Maria's relatives are of the opinion that she takes _____ her grandmother. (after / off / in)
2. The music is too loud. Could you turn _____ the volume, please? (back / down / up)
3. Quick, get _____ the bus or you will have to walk home. (on / under / over)
4. We will take this issue when we meet next week. (up / on / over)
5. I am afraid that we have run _____ of juice. Will you drink coffee? (with, out, away)

Q2. Complete the following sentences by filling in the blanks with suitable phrasal verbs.

- (i) I thought the conference was going to be boring, but it _____ to be quite useful.
- (ii) He _____ the kitchen and made some tea.
- (iii) The police have been looking for him ever since he _____ of the prison.
- (iv) We left an hour earlier but we drove so fast that we were able to _____ with him.
- (v) The President asked the members of the Cabinet to _____ their letters of resignation.



COLLOCATIONS

A collocation is a familiar grouping of words, especially words that habitually appear together and thereby convey meaning by association. For example, we usually say 'heavy rain' and not 'strong rain' or 'big rain'. Even though they are grammatically correct, but both 'strong rain' and 'big rain' sound completely strange. If you use the normal collocation ('heavy rain') your English will sound a lot better and more natural.

Why do we need Collocations?

- Makes language interesting and natural.
- Helps adhere to a proper, pre-decided structure of language.
- Aids in giving other better forms of presentation of words.
- Enhances language skills and leads to innovation.
- To some extent beautifies the language.

Types of Collocations

- 1) Noun +Noun
Examples: tea leaf, service industry, single entry, death camp, peer group, street name
- 2) Noun + Verb
Examples: dogs bark, water flows, bears growl, pigs grunt, paper flutters, leaves rustle

- 3) Adjective + Noun
Examples: high fever, burning sensation, blurred vision, sumptuous meal, dwindling prices, critical analysis
- 4) Adverb+ Adjective
Examples: completely satisfied, infinitesimally small, meticulously studied
- 5) Verb + Adverb
Examples: performed magically, sang melodiously, read thoroughly, informed repeatedly

Business Related Collocations

Make a profit/loss	Sales figures
Security blanket	Cease to trade
Dollar diplomacy	Go bankrupt
Blank cheque	Make money
Service charge	Break the law
Trade route	Profit margin
Draw attention to	Opinion poll
Chair a meeting	Excise tax
Annual turnover	Cash flow

How to learn Collocations?

- Read extensively. While reading books, newspapers we come across use of collocations that show us the proper usage
- Try and make different collocations. Check for few combinations. You might come up with something new!!
- Always refer to a good dictionary to look for collocations
- Club words of a category. For example, collocations related to time, distance, money etc.
- Think of various collocations possible for a given word. For example, 'remember': faintly remember, vividly remember, distinctly remember, hardly remember.
- Be aware and alert; identify collocations.

**PRACTICE EXERCISE**

- 1) Try to form collocations for the given words:
- sun
 - ice
 - meeting
 - completely
 - pain

- f) -----freedom
 g) -----rule
 h) -----decision
 i) -----unit
 j) -----wind
 k) -----a presentation
 l) -----an argument
 m) ----- time
 n) -----a meeting
 o) Burst into -----



IDIOMS

An idiom is an expression that takes on a figurative meaning (when certain words are combined) which is different from the literal meaning of the individual words.

Examples: "to beat black and blue" and "a hard nut to crack". The meaning of these expressions is different from the literal meaning or definition of the words of which they are made. Their meanings are however used figuratively. They mean respectively "to beat very badly" and "to a very difficult problem or situation".

Idioms add flavor and style to the language. A right idiom used in the right place not only shows the user's knowledge but also puts forth the thought more convincingly. The important aspect is to know the idioms, their meanings and use them often in language. Article writing, presentations and even board room discussions need a good command over language which can be possible with proper use of good vocabulary, idioms and phrases.

Let us have a look at a few idioms and their meanings.

Idioms	Meaning	Usage
Black sheep	The odd one in the family	The younger son is the <i>black sheep</i> in the family.
A bed of roses	A comfortable life with all luxuries	Do not expect life to be a <i>bed of roses</i> .
To beat black and blue	To beat very badly	The public beat the thief <i>black and blue</i> .
To blow one's trumpet	To praise oneself a lot	My friend has the habit of <i>blowing his own trumpet</i> .
Kith and kin	One's relatives and friends	During times of need, <i>kith and kin</i> are the only help.
A hard nut to crack	A difficult thing or problem	The last question in the exam was a <i>hard nut to crack</i> .

A cold reception	Unwelcome, indifferent	The guests felt bad when they got a <i>cold reception</i> at the party.
Lion's share	A major part	The elder son took the <i>lion's share</i> of the family wealth.
Other fish to fry	Other important work to do	Please be quick, I have <i>other fish to fry</i> .
All and sundry	One and all	The minister invited <i>all and sundry</i> to his son's wedding.
Spick and span	Clean, neat and organized	My friend's room is always <i>spick and span</i> .
A square meal	Complete meal	The poor in our country find it difficult to get a <i>square meal</i> leave alone buy luxuries.
To take French leave	To take leave uninformed	Gone are the days when employees could take a <i>French leave</i> .
Man of straw	Man of no substance	Don't believe your neighbor, he is a <i>man of straw</i> .
A bolt from the blue	An unexpected disaster	Narendra Modi's demonetisation is like a <i>bolt from the blue</i> for those dealing in black money.
A fair weather friend	A friend only in good times	I have only one true friend, the rest are all <i>fair weather friends</i> .
Beat around the bush	Digress from the main topic	The manager does not want his team members to <i>beat around the bush</i> , he wants results!
The ball is in your court	Your chance; someone else's turn to make a move	I told my boss that if he doesn't pay me more money, I will leave. Now, the ball is in his court now.
Whole nine yards	All of it; everything that is possible	The mountain trail was difficult but I wanted to go the <i>whole nine yards</i> .
Keep something at bay	To stop something that could be a problem for you from getting close or getting worse	A good way of keeping your anxieties <i>at bay</i> is to meditate.
At the drop of a hat	Immediately, instantly	Don't let Namrita watch those emotional serials; she cries at the drop of a hat.
A herculean task	A difficult job	Convincing my mother to let me go for a night stay is a <i>herculean task</i> .
Gift of gab	Speaking fluently	Our English teacher definitely has the <i>gift of gab</i> , the listeners are in awe of his speech.



PRACTICE EXERCISE

Q1. Identify the idiom in the given sentences and determine the meaning from the context.

1. I know that the fight that they had yesterday seemed serious, but that's just the tip of the iceberg.
2. I called in sick all week before the summer vacation, but now I have to face the music.
3. Tara jumped on the bandwagon and got her ear pierced after all of her classmates pierced their ears.
4. Tommy's mother didn't even lecture him after he came home late again; it was like beating a dead horse.
5. When Mrs. Banerjee told the students that she was going to share the answers, they were all ears.
6. While the boss was away, the two workers decided to shoot the breeze over a cup of coffee.
7. Dad wanted to let me off the hook, but mom said, "He made his bed. Now he has to lie in it."
8. You knew there was no answer to this problem, yet you sent me on a wild goose chase.



PRACTICE EXERCISES

Q1. Select the correct meaning of the idioms/phrases given below.

- 1) Bone of contention
 - a) Area of agreement
 - b) Of least importance
 - c) Subject of dispute
 - d) To be cautious
- 2) To rule the roost
 - a) To dominate
 - b) To like eating chicken
 - c) To be unsure
 - d) To be lazy
- 3) To grease the palm
 - a) To eat butter
 - b) To offer bribe
 - c) To swim in deep sea
 - d) To be in deep thought

- 4) Storm in a teacup
- a) Crave for something
 - b) Drink tea often
 - c) Get in to quarrels
 - d) Make a big issue out of a small thing
- 5) Long for
- a) Quarrel
 - b) Yield
 - c) Desire
 - d) Search
- 6) Pen and ink
- a) Modern day technology
 - b) Extensively
 - c) Wastage
 - d) In writing
- 7) Take after
- a) Follow someone
 - b) Resemble
 - c) Note down
 - d) Recover
- 8) A far cry
- a) Shout loudly
 - b) To break silence
 - c) Disappoint
 - d) Very different
- 9) Hobson's choice
- a) No choice at all
 - b) Lot of choices
 - c) Unanimous decision
 - d) To make eye contact

- 10) In the pink of health
- a) Prolonged suffering
 - b) Emergency situation
 - c) Best of health
 - d) Challenging situation
- Q2. Select the suitable substitute for the word in italics in the sentences given below. Ensure that the meaning of the sentence does not change.
- 1) Lack of education has *retarded* the nation's progress.
- a) degraded
 - b) improved
 - c) slackened
 - d) confined
- 2) The cream offers *blemish* free skin results.
- a) oil free
 - b) flawless
 - c) colored
 - d) smiling
- 3) The army captain was awarded the Param Vir Chakra *posthumously*.
- a) secretly
 - b) liberally
 - c) after death
 - d) formally
- 4) The magician's tricks *mesmerized* the audience.
- a) provoked
 - b) fascinated
 - c) confused
 - d) scared
- 5) Seeing the artist work with such *finesse*, the crowd cheered.
- a) Expertise
 - b) casually
 - c) authority
 - d) unwillingness
- 6) The match was a complete *fiasco* for the foreign team.
- a) Shock
 - b) Learning
 - c) Win
 - d) Failure
- 7) The *demure* actress has won the hearts of the public.
- a) bold
 - b) shy
 - c) versatile
 - d) legendary
- 8) His parents were *adamant* about not sending their son for a two-day trip.
- a) poor
 - b) inflexible
 - c) willing
 - d) unfavorable
- 9) A *sluggard* would be a misfit in the Army.
- a) cheat
 - b) old
 - c) talkative
 - d) lazy
- 10) Finishing the ten-page home work in two days is a *tedious* job.
- a) easy
 - b) common
 - c) tough
 - d) boring
- Q3. Fill in the blanks with the most suitable option.
- 1) Of the two new workers, one is experienced, while the other is a -----.
- a) renegade
 - b) novice
 - c) robust
 - d) witty

- 2) The -----data collected is not helpful in any way to reach a conclusion.
 average b) flexible c) erratic d) commendable
- 3) It was quite humorous to see the -----minister talk about health and fitness issues.
 a) rotund b) corrupt c) angular d) quarrelsome
- 4) The -----rainfall in desert regions has led to a risk of famine.
 a) worthy b) scanty c) expensive d) abundant
- 5) The sage is leading a ----- life in the mountain peaks.
 a) spiritual b) boring c) graceful d) ghostly
- 6) -----arrangements were made for the wedding.
 a) handsome b) annual c) ostentatious d) childish
- 7) The music played in the function was -----, lots of people were complaining about it.
 a) melodious b) destructive c) confusing d) boisterous
- 8) To -----a secret is no less than crime than lying.
 a) divulge b) forget c) hide d) attach
- 9) The study of coding-decoding involves various -----clues.
 a) obvious b) cryptic c) healthy d) verbose
- 10) The rich businessman has donated a -----amount from his savings.
 a) colossal b) agrarian c) ultimate d) cowardly



ANSWER KEY

Connotations

Q1.

	Positive Connotation	Denotation	Negative Connotation
1	Gaze	look steadily	Stare
2	Persuade	influence one way or another	Brainwash
3	Delayed	not on time	Tardy
4	Curious	somewhat interested	Nosy
5	Leisurely	without haste	Lazily
6	Request	ask of someone	Demand
7	Gathering	a large group	Mob

8	Debate	discuss with others	Argue
9	Observe	watch	Spy
10	assertive	firmly confident	pushy

Q2. (Answers may vary) These are only sample answers

1. I recognised the familiar *smell* of my mother's cooking.
negative connotation: stench
positive connotation: aroma
2. Siddharth's interest in painting has turned into a *hobby*.
negative connotation: obsession
positive connotation: avocation
3. Vasco was an *adventurous* traveler.
negative connotation: foolhardy
positive connotation: courageous
4. My *old* laptop has finally died.
negative connotation: decrepit
positive connotation: venerable
5. Sneha was mildly intimidated by Gautam's *assertive* behavior.
negative connotation: bossy
positive connotation: confident

- Q3.**
1. This refrigerator is (expensive) but Soham did not mind paying extra because of the numerous useful features it has.
 2. Shiv Tomar and his (cronies) have controlled the management in this company for over fourteen years now. I wish Arindham Chatterjee is elected President this time.
 3. Hopefully I won't have to share office space with Mrs. Singh. She can be very (nosy).
 4. Please ask Rohit to turn down the volume. It is difficult for me to concentrate with all that (noise).
 5. Mr. Nair had better be wary of his new neighbor, Ms. Banerjee; she is a (crafty) one.
 6. I have great respect for your brother who is rather (reserved) and dignified.
 7. My friend can't stand her mother – in – law who is very (miserly); she has a lot of money but refuses to help others.
 8. The new saleswoman tends to be (pushy) while dealing with customers. She is scaring them away.

Synonyms and Antonyms

- Q1.**
- a. Obliterate
 - c) Destroy
- b. Myriad
- a) Many
- c. Perpetual
- d) Continuous
- d. Fissure
- a) Opening
- e. Despot
- a) Tyrant
- Q2.**
1. Remorse
- b) Jovial
2. Disparage
- a) Eulogize
3. Vex
- d) Amused
4. Novice
- c) Experienced
5. Propriety
- a) Indecency
- Q3.**
1. Many people have pointed out the harmful effects that a working mother may have on the family, yet there are many *salutary* effects as well.
- b. *beneficial*
2. Trying to control everything your teens do can *impede* their growth. To advance their development, allow them to make some decisions on their own.
- a. *hamper*
3. During their training, police officers must respond to *simulated* emergencies in preparation for dealing with real ones.
- a. *made-up.*
4. "I've seen students *surreptitiously* check answer sheets during exams," said the professor. "However, until today I never saw one openly lay out a cheat sheet on his desk."
- b. *secretly*

5. In formal communication, be sure to avoid *ambiguous* language. Clear language prevents confusion.

c. *unclear*

Roots of Words

- Q1.**
- a. displace
 - b. decode
 - c. prevent
 - d. antisocial
 - e. disobey
 - f. overact
 - g. antiseptic
 - h. overage
 - i. depend
 - j. preserve
- Q2.**
- 1. Duo - b. two
 - 2. Aud - c. sound
 - 3. Biblio - d. book
 - 4. Ced - b. go
 - 5. Ego - d. self

Prefixes and Suffixes

- Q1.**
- a. unwrap
 - b. disconnect
 - c. misbehave
 - d. unfold
 - e. misspell
- Q2.**
- 1. The team he supported was able to win the championship.
 - 2. I think that you should reconsider your decision. It may not be the best thing to do.
 - 3. The CEO has been responsible for many unpopular decisions.
 - 4. His sexist comments made him disliked by the female employees.
 - 5. Freedom of speech and belief is extremely important for the health of an individual.
 - 6. Some TV shows are completely unsuitable for children. They mustn't watch them.
 - 7. The party was disastrous, everything went wrong.

8. They had to tranquilise the lion before they could catch it.
9. He needed to regulate the temperature.
10. You need a combination of motivation, organisation and revision to learn English.

Phrasal Verbs

- Q1.**
1. takes after
 2. turn down
 3. get on
 4. take up
 5. run out
- Q2.**
- i. turned out
 - ii. came into
 - iii. broke out
 - iv. catch up
 - v. hand in

Collocations

- Q1. Answers may vary.**
- a) Bright Sun, Scorching Sun
 - b) Break the ice
 - c) Cordial meeting, Informal meeting
 - d) Read completely, understood completely
 - e) Unbearable pain, excruciating pain
 - f) Coveted freedom
 - g) Break the rule, Strict rules, abide by rules
 - h) Tough decision, momentous decision
 - i) Single unit, army unit
 - j) Blowing wind, fierce wind
 - k) Give a presentation
 - l) Counter an argument
 - m) Save time, spare time
 - n) Close a meeting, chair meeting
 - o) Burst into tears

Idioms

1. tip of the iceberg – only a small noticeable part of a problem, the total size of which is really much greater
2. face the music – to accept criticism or punishment for something you have done
3. jump on the bandwagon – an activity, group, movement, etc. that has become successful or fashionable and so attracts many new people
4. beat a dead horse – to waste effort on something when there is no chance of succeeding
5. to be all ears – to be waiting eagerly to hear about something
6. shoot the breeze – to spend time talking about things that are not important
7.
 - a. let somebody off the hook – to relieve someone of responsibility
 - b. make one's bed and lie in it too – suffer the consequences of one's actions
8. wild goose chase – a foolish and hopeless pursuit of something unattainable

Practice Exercises

- Q1.**
- | | | | | |
|-----|-----------------------|---|----|-----------------------------------|
| 1) | Bone of contention | – | c) | Subject of dispute |
| 2) | to rule the roost | – | a) | to dominate |
| 3) | To grease the palm | – | b) | to offer bribe |
| 4) | Storm in a teacup | – | d) | make a big issue of a small thing |
| 5) | Long for | – | c) | desire |
| 6) | Pen and ink | – | d) | in writing |
| 7) | Take after | – | b) | resemble |
| 8) | A far cry | – | d) | very different |
| 9) | Hobson's choice | – | a) | no choice at all |
| 10) | In the pink of health | – | c) | best of health |
- Q2.**
- 1) Lack of education has *retarded* the nation's progress.
 - c) slackened
 - 2) The cream offers *blemish* free skin results.
 - b) flawless
 - 3) The army captain was awarded the Param Vir Chakra *posthumously*.
 - c) after death
 - 4) The magician's tricks *mesmerized* the audience.
 - b) fascinated
 - 5) Seeing the artist work with such *finesse*, the crowd cheered.
 - a) Expertise

- 6) The match was a complete *fasco* for the foreign team.
d) Failure
- 7) The *demure* actress has won the hearts of the public.
b) shy
- 8) His parents were *adamant* about not sending their son for a two day trip.
b) inflexible
- 9) A *sluggard* would be a misfit in the Army.
d) lazy
- 10) Finishing the ten page home work in two days is a *tedious* job.
c) tough
- Q3.** 1) Of the two new workers, one is experienced, while the other is a -----
b) novice
- 2) The -----data collected is not helpful in any way to reach a conclusion
c) erratic
- 3) It was quite humorous to see the -----minister talk about health and fitness issues
a) rotund
- 4) The -----rainfall in desert regions has led to a risk of famine.
b) scanty
- 5) The sage is leading a ----- life in the mountain peaks.
a) spiritual
- 6) -----arrangements were made for the wedding
c) ostentatious
- 7) The music played in the function was -----, lots of people were complaining about it.
d) boisterous
- 8) To -----a secret is no less than crime than lying.
a) divulge
- 9) The study of coding-decoding involves various -----clues
b) cryptic
- 10) The rich businessman has donated a -----amount from his savings
a) colossal