

CA
PAKISTAN



The Institute of
Chartered Accountants
of Pakistan

2015

FUNCTIONAL ENGLISH

STUDY TEXT

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Study
Text

ICAP

P

Functional English



The Institute of
Chartered Accountants
of Pakistan

CA
PAKISTAN

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Syllabus objective and learning outcomes

ASSESSMENT OF FUNDAMENTAL COMPETENCIES

FUNCTIONAL ENGLISH

Objective

To ensure that candidates can communicate effectively in the English language.

Learning Outcome

On the successful completion of this paper candidates will be able to:

- | | |
|---|--|
| 1 | use vocabulary correctly |
| 2 | construct sentences using correct grammar |
| 3 | write meaningful essays and précis and comprehend written English. |

Grid	Weighting
English	
Vocabulary	15-20
Practical use of Grammar	25-35
Composition and Comprehension (General)	45-50
Total	100

Syllabus Ref	Contents	Level	Learning Outcome
	English		
A	Vocabulary		
1	Meanings and application of vocabulary listed on: a: "The Oxford 3000-Seventh Edition", and b: Any other list provided by the Institute".	3	LO1.1.1: Identify the correct meaning of the word and use synonyms or antonyms for the given words in a sentence LO1.1.2: Construct meaningful sentences using the prescribed word list.
B	Practical use of Grammar		
1	Rules of sentences	3	LO2.1.1: Understand and construct declarative, interrogative, imperative, exclamatory and optative sentences LO2.1.2: Understand and construct simple, compound, complex, multiple and conditional sentences.
2	Phrases and idioms	3	LO2.2.1: Construct meaningful sentences using commonly used phrases and idioms.
3	Tenses	3	LO2.3.1: Understand and apply rules of tenses in sentences.
4	Direct and indirect speech	3	LO2.4.1: Change sentences from direct to indirect and from indirect to direct speech.
5	Active and passive voice	3	LO2.5.1: Change the active voice to passive voice and passive voice to active voice.
C	Composition and Comprehension (General)		
1	Essay Writing	3	LO3.1.1: Write essays on topics of general interest.
2	Précis Writing	3	LO3.2.1: Write meaningful and effective précis.
3	Comprehension and speed reading	3	LO3.3.1: Comprehend a brief write up and answer questions based on that write up LO3.3.2: Assimilate the contents of a lengthy write up and answer questions based on that write up.

Introduction to English

Contents

- 1 The English language – An introduction
- 2 Introduction to grammar
3. Self-test

INTRODUCTION

Learning outcomes

This chapter is introductory in nature. It does not support any specific learning outcome or outcomes.

It is a relatively straightforward exercise to link learning outcomes to chapters in most subjects. This is not so for Functional English. The learning outcomes in this subject leak into each other. For example, learning outcome one refers to the effective use of vocabulary, learning outcome two refers to the construction of sentences using correct grammar, and learning outcome three refers to writing meaningful essays and précis and comprehension of written English. It is difficult to imagine how you can achieve learning outcome two without one or learning outcome three without two. Furthermore, the chapters that address the specific components of grammar often include significant elements of vocabulary.

Comment

The name of this paper is “Functional English”. You will be examined on the practical use of English rather than on English language theory. However, a theoretical background is necessary in order to understand the explanations of how to use the language correctly. This chapter introduces this theoretical background. Later chapters build on it in order to explain the correct construction of sentences.

It may interest you to know that English grammar is not taught formally in schools in the UK. Instead, children are meant to learn grammar from using the language.

On completion of this course your technical knowledge of English grammar should be far stronger than that of a typical UK graduate.

Recommendation

As well as using the ICAP learning materials there are other things that you can do to help you become proficient at English.

- Listen to BBC programmes on the radio. BBC broadcasters all speak English very well. Listen in particular to the pronunciation and try to imitate it.
- If you have access watch TV programmes on BBC World.
- Read a good quality English language newspaper or news feeds on the internet.
- Read English language novels.
- Make use of the internet. There are many excellent websites that cover English grammar (a list of these is given next) but, avoid forum based websites where a student asks a question that is answered by someone else on the web. These often contain incorrect information.

Recommended websites

www.Englishclub.com

www.writingcentre.uottawa.ca

<http://grammar.about.com>

<http://learnenglish.britishcouncil.org>

<http://www.bbc.co.uk/worldservice/learningenglish/>

1 THE ENGLISH LANGUAGE – AN INTRODUCTION

Section overview

- The English language
- Which version?
- Closing comments

1.1 The English language

Introduction

English is the third most common native language in the world (after Mandarin Chinese and Spanish) but it has the most widespread use of any language.

- It is the first language of the majority populations of many countries (including the United Kingdom, the United States, Canada, Australia, Ireland, New Zealand, many Caribbean countries and a number of Pacific states);
- it is an official language of many commonwealth countries, the European Union and the United Nations; and
- it is widely learned as a second language (the numbers of people in Pakistan who speak English and people in China who are learning English are both greater than the population of the UK).

English in many cases is the required international language of communication, science, information technology, business, seafaring, and aviation.

Why is English so widespread?

Great Britain's colonial activities established English in many parts of the world, and the emergence of Great Britain as a global economic superpower in the nineteenth century, reinforced its importance.

The twentieth century saw the decline of British influence but the rise of American influence and this has accelerated the spread of the language across the planet resulting in English becoming the *lingua franca* of the modern era.



Definition: Lingua franca

A language used as a common language between speakers whose native languages are different.



Illustration

A large percentage of the adult population of non-English-speaking EU countries claim to be able to speak English, including 85% in Sweden, 83% in Denmark, and 79% in the Netherlands.

1.2 Which version?

“British English” or “American English”?

English taken to different parts of the world has sometimes evolved in slightly different ways. For example, there are slight differences between spelling in the UK and spelling in the USA and, in some cases, different words are used. This text will always use British English spelling and English words. However, that is not to say that American spelling is wrong; it is just different in some cases.

The word processing software most commonly used in the world is Microsoft Word. The software includes a function to check spelling and grammar that is based on “American English”. This can be changed to “British English” if desired.

Either spellings can be used but should be used consistently. In other words documents should either always use American constructions or always use British constructions. They should not be mixed. Common differences will be listed in the vocabulary section of this book.

Spoken or written?

All languages begin in the spoken form. In the course of time, speakers of some languages develop a set of signs and symbols that can be used to represent the language in the written form.

The rules of the English language apply whether it is spoken or written. However, the rules are applied less formally in spoken English. For example, phrases are often contracted in spoken English. Such contractions should not be used in written English (unless reporting speech). Common contractions will be shown later in this text as appropriate.



Example: Contraction

“I will” is often contracted to “I’ll” in spoken English.

English is a forgiving language. It can be twisted and misused in the spoken form but meaning can usually be understood from the context of a sentence. However, written English should always be in the proper form. A native English speaker is far less forgiving of mistakes in written English than he would be of mistakes in spoken English.

1.3 Closing comment

Languages change over time. The English spoken in the UK in 16th century differs from that spoken today though a modern speaker can understand it. This applies to the spoken language and to the rules of written English.

A person might write a sentence or phrase that is perfectly acceptable today but would have been thought of as poor English 50 years ago. In other words, you may sometimes see constructions in modern writing that differ from those in older writing. Generally speaking, either could be used.

2 INTRODUCTION TO GRAMMAR

Section overview

- Parts of speech
- Sentences – an introduction
- More about sentences

2.1 Parts of speech



Definition: Grammar

The whole system and structure of a language.

A set of prescriptive notions about correct use of a language

The rules in grammar cover the selection and ordering of words to create sentences.

Every word belongs to one of a number of classes depending on how it is used in a sentence. These different classes are called “parts of speech”. A part of speech does not explain what a word is rather than how it is used. The same word might be a different part of speech in different sentences depending on the context of its use.

Traditionally there are eight such parts but some modern writers separate out other classes in addition to these. The eight traditional classes are:

Part of speech	Comment
Verb	Used to describe an action, state or occurrence. The term “verb phrase” is used to describe a verb with other words to indicate tense, mood or person.
Adverb	Used to modify the meaning of a verb, adjective or another adverb.
Noun	Used to identify any of a class of people, places or things (common noun) or to name a particular one of these (proper noun).
Pronoun	Used instead of a noun to indicate something or someone already mentioned (e.g. him, her, it).
Adjective	Used to provide extra information about a noun. Includes “determiners” – see below.
Preposition	Used with a noun to provide information about position or movement (e.g. on, at, over).
Conjunction	Used to join two words or clauses (e.g. and, but).
Interjection	Used as an exclamation (e.g. Oh! Stop!).

Some texts separate out the determiners from the other adjectives as a separate part of speech. A determiner is used to provide extra information about a noun. It is said to “mark” a noun.

Determiner	Examples
Articles	the, a, an
Possessive adjectives	my, your, his, her, its, our, and their.
Demonstrative adjectives	this, that, these, and those
Interrogative adjectives	what, which, and whose
Quantifiers	many, few, half, etc. Cardinal numbers – one, two, three etc. Ordinal numbers – first, second, third etc.

These will be covered in more detail in chapter 4.

2.2 Sentences – an introduction

This section provides an introduction to the construction of sentences. Subsequent chapters will expand on the contents of this section.



Definitions

Sentence: A set of words that is complete in itself (expresses a complete idea), conveying a statement, question, exclamation or command and typically containing a subject and predicate.

Predicate: The part of a sentence or clause containing a verb and stating something about the subject.

A predicate may or may not include an object.

Sentences perform one of a series of different functions. These are described as the mood of the sentence.

Functions of a sentence	Mood	Illustrations
To make a statement	Declarative	This is a declarative sentence.
To ask a question	Interrogative	Is this an interrogative sentence?
To make a command or issue an instruction	Imperative	Learn these terms.
To express surprise, shock or disbelief	Exclamatory	These terms are impossible!
To express a wish or desire	Optative	I wish these terms were easier to remember.

Constructing sentences

There are some very easy basic rules in constructing sentences:

- they always begin with a capital letter;
- they always end with a full stop, question mark or exclamation mark; and
- a sentence can contain any number of words but longer sentences need more skill in their construction.

Parts of the sentence

Sentences consist of a series of standard components (**parts of the sentence**). Each *part of the sentence* is built from the **parts of speech** that were described previously. These standard components are as follows:

Part of sentence	Explanation
Subject	A noun, pronoun or noun phrase (a group of words that performs the function of a noun). The subject either indicates what the sentence is about or who or what is performing an action.
Verb	Verb phrase is a wider term than verb and this will be used in the rest of this text. This part of the sentence identifies an action or state of being. The verb phrase is also known as the predicate of the sentence.
Object	A noun, pronoun or noun phrase (a group of words that perform the function of a noun). The object indicates who or what is receiving an action.
Adverbial	A single word or group of words that functions as an adverb. Also known as an adjunct.
Complement	A word or phrase that takes the place of an object with certain verbs (for example, be, seems, tastes). A complement usually provides more information about the subject of the sentence. (There are also complements to the object but these are quite rare). A complement is usually an adjective or a noun.

Further explanation requires knowledge of a few more terms.



Definitions

Phrase: A group of words.

Clause: A group of words containing a verb, a subject and perhaps an object.

Subordinate clause: A clause that contains extra information about the main clause.

A main clause can stand alone as a sentence whereas a subordinate clause would not do so in the context of the sentence.

Types of sentence

Type of sentence	Explanation	Illustrations
Simple sentence	A sentence that consists of one clause.	I hit the ball.
Compound sentence	A sentence that consists of two main clauses joined together by a conjunction such as <i>and</i> , <i>but</i> , <i>or</i> .	Anwar hit the ball and it flew out of the ground.
Complex sentence	A sentence that consists of a main clause supported by a subordinate clause joined together by a conjunction such as <i>because</i> , <i>if</i> , <i>that</i> , <i>when</i> etc.	We will play cricket when Iqbal brings the ball.

The above illustration of a compound sentence could be written as two separate sentences:

- ❑ **Anwar hit the ball.** – A complete sentence
- ❑ **It flew out of the ground.** – A complete sentence

The above illustration of a complex sentence contains one clause which could form an independent sentence and one that could not.

- ❑ **We will play cricket.** – A complete sentence
- ❑ **When Iqbal brings the ball.** – This clause is an incomplete sentence in the context in which it is used. In other words, it is a subordinate clause. (Note that this same clause would be a complete sentence if it were answering the question *When will we play cricket?*)

2.3 More about sentences

This section will use simple, declarative sentences as a foundation for the explanation of further terms and the role of word order.

A simple sentence is a sentence that consists of a single clause.

A clause, and therefore the sentence, may or may not have an object.



Example: Object and no object

Subject	Verb	Object
She	is reading	a book.
She	is reading.	

A verb with an object is called a transitive verb whereas one without an object is called an intransitive verb.

Many verbs may be either transitive or intransitive.

The order of words in sentences (syntax) is very important in English. Changing word order can change the whole meaning of a sentence.



Example: Word order

Subject	Verb	Object
The man	is chasing.	the dog
The dog	is chasing.	the man

Different moods are often achieved by changing the order of the parts of the sentence.



Example: Mood

	Subject	Verb
Declarative	I	am walking.
	Verb	Subject
Interrogative	Am	I walking?

The following examples are given to illustrate other parts of a sentence.



Example: Adverbial and complement

Complements:	The meal was <i>delicious</i>
	The man was <i>very tall</i> .
Adverbials:	It snowed <i>heavily in the winter</i>

3 SELF-TEST

1 Identify the underlined parts of speech:

- (a) Where there is smoke, there is fire.
- (b) Noman travels to Dubai frequently.
- (c) It has been years since I saw you last.
- (d) The local train to Landhi always runs late on Sundays.
- (e) The birds' calls blend into a sweet song.
- (f) Have you heard anything new?
- (g) Please give me the pair of scissors.
- (h) Where have you placed the new cupboard? (04)

2 Indicate the part of speech the word **fast** performs in each of the following sentences:

- (a) One of the aims of a fast is to think of poor people who do not have sufficient food to eat.
- (b) Imran is a fast runner.
- (c) Shoaib can run fast.
- (d) In Ramzan, Muslims are expected to fast from dawn to sunset. (04)

The verb phrase

Contents

- 1 Introduction to verbs
- 2 Auxiliary verbs
- 3 Tenses
4. Self-test

INTRODUCTION

Learning outcomes

The overall objective of the syllabus is to ensure that candidates can communicate effectively in the English language.

Practical use of grammar

LO 2 **On the successful completion of this paper, candidates will be able to construct sentences using correct grammar.**

LO 2.3.1 Tenses: Understand and apply rules of tenses in sentences.

Composition and comprehension

LO 3 **On the successful completion of this paper, candidates will be able to write meaningful essays and précis and comprehend written English.**

1 INTRODUCTION TO VERBS

Section overview

- What is a verb?
- Introduction to tenses
- Person
- Forms of verbs

There is a lot to know about verbs. This section will explain some areas of the use of verbs and introduce others, which will then be expanded on in later sections.

1.1 What is a verb?



Definition: Verb

A verb is a word that describes activities, processes, states of being, and states of mind.

A verb can be a single word or a group of associated words (verb phrase).

Verbs are classified according to how they are used in a clause as either:

- main verbs; or
- auxiliary verbs.

A simple verb consists of a single word.

A compound verb is made by combining an auxiliary verb and a main verb.

Main verbs

A main verb is sometimes called a 'doing word'. Most verbs are main verbs and they are used to indicate actions or states.

Main verbs can be classified in several ways:

- Into verbs that refer to states and verbs that refer to actions.
- Into verbs that are followed by an object (transitive verbs) and those that are not (intransitive verbs).
- Into regular and irregular verbs according to how the forms of the verb are constructed.

Only the regular/irregular classification will be explained further (in a later section). You will not need knowledge of the other two for this exam.

Auxiliary verbs

These verbs are combined with main verbs in order to describe:

- different times or periods of time;
- different degrees of completion; and
- degrees of certainty or doubt.

1.2 Introduction to tenses

A verb is a word that describes activities, processes, states of being, and states of mind.



Definitions

Tense: A set of forms taken by a verb to indicate the time (and sometimes the continuance or completeness) of the action.

Aspect: A form of a verb which expresses a feature of the action related to time, such as completion or duration.

Tenses are used to describe when the action or state occurs or occurred.

Aspect is about whether actions or states are completed (perfect) or continuing (progressive).

- Perfect tenses show that an action is completed.
- Progressive tenses show duration or continuity.

The progressive aspect is also described as imperfect or continuous.

All main verbs have two simple tenses which are used without auxiliary verbs:

- simple present tense; and
- simple past tense

Other tenses are formed using auxiliary verbs (for example, **be**, **have** or **will**).

Later sections will explain the following tenses in more detail.

Past	Present	Future
Simple past	Simple present	Simple future
Past perfect	Present perfect	Future perfect
Past progressive	Present progressive	Future progressive
Past perfect progressive	Present perfect progressive	Future perfect progressive

1.3 Person



Definition: Person

A category used in the classification of pronouns, possessive determiners and verb forms, according to whether they indicate the speaker (first person), the addressee (second person) or a third party (third person).

First person refers to the speaker himself or a group that includes the speaker. The first person of a verb is from the speaker's point of view and uses pronouns such as **I**, **me**, **we** and **us**.

Second person refers to the speaker's audience. It is directed at the reader and uses the pronoun **you**.

Third person refers to everybody or everything else and uses pronouns such as **he**, **him**, **she**, **her**, **it**, **they** and **them**.

1.4 Forms of verbs

The base form of the verb is the word that is normally found in a dictionary.

Main verbs have up to five main forms, the base form and four other forms which are derived from the base form.

The base form can be combined with the word **to** (for example, to jump, to walk etc.) to form the infinitive. The infinitive is constructed from a verb but acts as another part of speech. For example, in the sentence “*I like to read*” the phrase “*to read*” (the infinitive) is acting as a noun.

Regular verbs

Most verbs are regular. This means that the different forms of the verb are all formed in the same way from the base form.

The following table shows the five forms of the verb (including the base form). Note how each of the other forms is derived from the base.



Example

Deriving forms of regular verbs from the base form.

Base form	3 rd person singular	Present participle	Simple past tense	Past participle
jump	jump <u>s</u>	jump <u>ing</u>	jump <u>ed</u>	jump <u>ed</u>
walk	walk <u>s</u>	walk <u>ing</u>	walk <u>ed</u>	walk <u>ed</u>

In the present tense the base form is used in every person except third person singular:

I jump, you jump, he jumps, we jump, you jump, they jump.

The simple past tense is used in every person:

I jumped, you jumped, he jumped, we jumped, you jumped, they jumped.

The third person singular is formed by adding the letter **-s** to the base form.

As a slight modification to this the third person singular of any verb ending in **-ch**, **-o**, **-sh**, **-ss**, **-x**, **-z** or **-zz** is formed by adding **-es** to the base form.

**Example**

Deriving forms of regular verbs ending in *-ch, -o, -sh, -ss, -x, -z* or *-zz* from the base form.

Base form	3 rd person singular	Present participle	Simple past tense	Past participle
push	push <u>e</u> s	pushing	pushed	pushed
miss	miss <u>e</u> s	missing	missed	missed

Also note that the third person singular of any verb (regular or irregular) ending in *-y* is formed by changing the *-y* to *-i* and adding *-es*. (For example, *fly* becomes *flies*).

Another modification to the basic approach concerns verbs ending in a short vowel in front of a consonant. In such cases the consonant is doubled when forming the participles and the simple past tense.

**Example:**

Deriving forms of regular verbs ending in a short vowel before a consonant.

Base form	3 rd person singular	Present participle	Simple past tense	Past participle
sob	sob <u>s</u>	sob <u>bb</u> ing	sob <u>bb</u> ed	sob <u>bb</u> ed

Questions are formed using **do (does)** and the base form of the verb.

Negatives using **do (does) not** and the base form of the verb.

**Example:**

Questions and negatives of regular verbs.

Statement: I jump. / He jumps.

Question : Do I jump? / Does he jump?

Negative: I do not jump. / He does not jump.

Participles



Definitions

Participle: A word formed from a verb and used as an adjective or a noun. Participles are also used to make compound verb forms.

Past participle: The form of a verb (typically ending in **-ed**), which is used in forming perfect and passive tenses and sometimes as an adjective.

Irregular verbs

Irregular verbs have different relationships between the other forms and the base form. These differences are mostly found in the formation of the present participle, the simple past tense and the past participle.

The degree of irregularity varies. Unfortunately there are no rules to describe this; each verb has to be learnt.

In the following table, the irregular forms of each verb are highlighted.



Example:

Base form	3 rd person singular	Present participle	Simple past tense	Past participle
put	puts	putting	put	put
buy	buys	buying	bought	bought
go	goes	going	went	gone

Some verbs have more than five forms. For example, the irregular verb **be** has eight forms.

A list of common irregular verbs is given on the next page

Common irregular verbs

Base form	3rd person singular	Past	Past participle
arise	arises	arose	arisen
be	is	was/were	been
bear	bears	bore	borne
begin	begins	began	begun
bite	bites	bit	bitten/bit
blow	blows	blew	blown
break	breaks	broke	broken
bring	brings	brought	brought
buy	buys	bought	bought
catch	catches	caught	caught
choose	chooses	chose	chosen
come	comes	came	come
creep	creeps	crept	crept
dive	dives	dived/dove	dived
do	does	did	done
drag	drags	dragged	dragged
draw	draws	drew	drawn
dream	dreams	dreamed/dreamt	dreamt
drink	drinks	drank	drunk
drive	drives	drove	driven
drown	drowns	drowned	drowned
eat	eats	ate	eaten
fall	falls	fell	fallen
fight	fight	fought	fought
fly	flies	flew	flown
forget	forgets	forgot	forgotten
forgive	forgives	forgave	forgiven
freeze	freezes	froze	frozen
get	gets	got	got/gotten
give	gives	gave	given
go	goes	went	gone
grow	grows	grew	grown
hang	hangs	hung	hung
hide	hides	hid	hidden
know	knows	knew	known
lay	lays	laid	laid
lead	leads	led	led

Base form	3rd person singular	Past	Past participle
lie	lies	lay	lain
light	lights	lit	lit
lose	loses	lost	lost
prove	proves	proved	proved/proven
ride	rides	rode	ridden
ring	rings	rang	rung
rise	rises	rose	risen
run	runs	ran	run
see	sees	saw	seen
seek	seeks	sought	sought
set	sets	set	set
shake	shakes	shook	shaken
sing	sings	sang	sung
sink	sinks	sank	sunk
sit	sits	sat	sat
speak	speaks	spoke	spoken
spring	springs	sprang	sprung
steal	steals	stole	stolen
sting	stings	stung	stung
strike	strikes	struck	struck
swear	swears	swore	sworn
swim	swims	swam	swum
swing	swings	swung	swung
take	takes	took	taken
tear	tears	tore	torn
throw	throws	threw	thrown
uses	used	used	used
wake	wakes	woke/waked	woken/waked/ woke
wear	wears	wore	worn
write	writes	wrote	written

2 AUXILIARY VERBS

Section overview

- Introduction to auxiliary verbs
- Primary auxiliary verbs – Be
- Primary auxiliary verbs – Have
- The verb do
- Modal auxiliary verbs

2.1 Introduction to auxiliary verbs

Auxiliary verbs are also known as helping verbs. They are used with a main verb to expand its meaning.

There are various ways to classify auxiliary verbs. One such classification categorises them as:

- primary auxiliaries (those used to construct compound tenses)
 - **be** (used to make the progressive tenses and the passive voice); and
 - **have** (used to make the perfect tenses).
- modal auxiliaries
 - **can** and **could**;
 - **may** and **might**;
 - **must**;
 - **shall** and **will**;
 - **should**;
 - **would**; and
 - others (**ought**, **dare**, **need**, **used to**)

Do is another important auxiliary. It is sometimes called a supporting auxiliary.

The use of the contracted forms of auxiliary verbs is very common in spoken English but full forms should be used in written English.

2.2 Primary auxiliary verbs – Be

Be can be used as a main verb or as an auxiliary verb.

It is an irregular verb with more changes in the simple present and simple past tenses than found in other verbs, resulting in eight forms (**be, am, are, is, being, was, were, been**).

The negative of any form can usually be constructed by adding **not** immediately after it.

Simple present tense forms and simple past tense negative forms are frequently contracted in spoken English. These contractions should not be used in formal writing.

Present tense	Verb (contraction)	Negative (contraction)
First person singular	I am (I'm)	I am not (I'm not)
Second person singular	You are (You're)	You are not (You're not or you aren't)
Third person singular	He, she, it is (He's, she's, it's)	He, she, it is not (He's not or he isn't)
First person plural	We are (We're)	We are not (We're not or we aren't)
Second person plural	You are (You're)	You are not (you're not or you aren't)
Third person plural	They are (They're)	They are not (They're not or they aren't)
Participle	Being	Not applicable

Past tense	Verb (contraction)	Negative (contraction)
First person singular	I was	I was not (I wasn't)
Second person singular	You were	You were not (you weren't)
Third person singular	He, she, it was	He, she, it was not (he, she, it wasn't)
First person plural	We were	We were not (we weren't)
Second person plural	You were	You were not (you weren't)
Third person plural	They were	They were not (they weren't)
Participle	Been	Not applicable

Questions are formed for the verb **be** by putting the appropriate form of **be** before the subject. For example, **I was talking** becomes **Was I talking?**

The same happens in the contracted form, for example **I wasn't** becomes **Wasn't I?**

"I am not late" becomes **"Am I not late?"** but the phrase **"Aren't I late?"** is used in the contracted form.

"Be" as a main verb

Role as a main verb	Components	Illustrations
To describe feelings and states	Simple tense with an adjective.	<u>I am</u> happy.
To describe people's behaviour.	Progressive tense with an adjective.	<u>You are being</u> silly.
To refer to future time.	be with an infinitive.	Management announced that they <u>are to hold</u> a meeting with the workers.
To describe time, distance, etc.	Simple tense with a noun phrase	<u>It is</u> 400 kilometers to Lahore.

Role as a main verb	Components	Illustrations
To refer to the existence of something	There with is or are and a noun	<u>There is</u> a dog in the house. <u>There are</u> cats in the house.

“Be” as an auxiliary verb

As an auxiliary verb **be** is used to form:

- the present and past progressive tenses of main verbs; and
- the passive voice of a main verb.

Each of these is explained later (in section 3 of this chapter).

“Be” as both a main verb and an auxiliary verb.

A sentence might contain forms of **be** performing both functions, for example, “You are being silly”.

2.3 Primary auxiliary verbs – Have

Have can be used as a main verb or as an auxiliary verb.

Base form	3 rd person singular	Present participle	Simple past tense	Past participle
have	has	having	had	had

The negative of any form can usually be constructed by adding **not** or another negative immediately after it.

Forms are frequently contracted in spoken English and the contraction can sometimes be one of two forms. Contractions should not be used in formal writing.

Present tense	Verb (contraction)	Negative (contraction)
Third person singular	He, she, it has (He's, she's, it's)	He, she, it has not (He's not or he hasn't; she's not or she hasn't etc.)
Other persons	I, you, we, they, have (I've, you've etc.)	I, you, we, they, have not (I've not or I haven't; you've not or you haven't etc.)

Past tense	Verb (contraction)	Negative (contraction)
All persons	I, you, he, she, it, we, they, had (I'd, he'd etc.)	I, you, he, she, it, we, they, had not (I'd not or I hadn't, you'd not or you hadn't)

“Have” as a main verb

Have can be used:

- ❑ to describe possession (the verb **own** could be used to give the same meanings);
- ❑ to describe action; or
- ❑ to express obligation (the verb **must** could be used to give the same meanings).

Role as a main verb	Illustrations
<p>To describe possession</p> <p>Commentary:</p> <p>The verb is often used with the word got especially in spoken English.</p> <p>The negative can sometimes be formed by putting a negative word after have but not always.</p> <p>The negative can always be formed by using a form of do and the word not to support the verb.</p> <p>Questions can be constructed by placing the verb before the subject but it is more common to construct questions using the word do.</p>	<p>I have a shower at home.</p> <p>I have got a shower at home.</p> <p>I have none. – OK</p> <p>I have not got a shower at home – OK</p> <p>I have not a shower – Incorrect.</p> <p>I do not have a shower at home</p> <p>Have I a shower at home?</p> <p>Have I got a shower at home?</p> <p>Do I have a shower at home?</p>
<p>To describe action</p> <p>Commentary:</p> <p>The word got is never used.</p> <p>The negative is always formed by using a form of do and the word not to support the verb.</p> <p>Questions are constructed using a form of the word do.</p>	<p>I have a shower every day.</p> <p>I do not have a shower every day</p> <p>Do you have a shower every day?</p>
<p>To express obligation:</p> <p>Commentary:</p> <p>Statement</p> <p>Negative</p> <p>Question</p>	<p>I have to go to see my mother.</p> <p>I do not have to go to see my mother.</p> <p>Do I have to go and see my mother?</p>

“Have” as an auxiliary verb

As an auxiliary verb **have** is used to form the present and past perfect tenses of main verbs.

These are explained later (in section 3 of this chapter).

“Have” as both a main verb and an auxiliary verb.

A sentence might contain forms of **have** performing both functions, for example, “I have had enough”.

2.4 The verb do

Do can be used as a main verb or as an auxiliary verb.

Base form	3 rd person singular	Present participle	Simple past tense	Past participle
do	does	doing	did	done

The negative of any form can usually be constructed by adding **not** or another negative immediately after it.

Only negative forms can be contracted:

- Do not** to **don't**
- Does not** to **doesn't**
- Did not** to **didn't**

“Do” as a main verb

Do as a main verb can be used with modal verbs.

Do is used as a main verb to mean performing or carrying out a task, for example, “I am doing the ironing”.

Do forms negatives and questions like all other main verbs. For example:

- I am not doing the ironing.
- Am I doing the ironing?

“Do” as an auxiliary verb.

Do as an auxiliary is not used with modal verbs.

Only simple present tense and simple past tenses are used as an auxiliary verb.

The main uses of do as an auxiliary verb are as follows:

Role as an auxiliary verb	Illustrations
To form the negative in simple tenses	I watch television. – I do not watch television. I painted the wall. – I did not paint the wall.
To form questions	Do you watch television? Did you paint the wall?
To form negative commands	Do not watch television.
To allow emphasis	I did paint the wall.

“Do” as both a main verb and an auxiliary verb.

A sentence might contain forms of **do** performing both functions, for example, “Did you do that?”

2.5 Modal auxiliary verbs

Introduction

Modality allows speakers to attach expressions of belief, attitude and obligation to statements. Modal verbs are used to indicate, likelihood, ability, permission, and obligation.

Modal verbs have no meaning by themselves; they enhance the meaning of other verbs.

Facts about modal verbs:

- ❑ Modal verbs are used in compound tenses and not in simple tenses.
- ❑ Modal verbs are not used with **do** when it is used as an auxiliary.
- ❑ Modal verbs have a single form (for example, they do not have participle forms).
- ❑ Modal verbs come before any other auxiliary verb or main verb in the verb phrase.
 - If a sentence has no other auxiliary verb the modal verb is followed by the base form of the verb.
 - If a sentence contains one of the auxiliary verbs **have** or **be** the order is modal verb then the other auxiliary then the appropriate present or past participle form of the main verb.
- ❑ Negatives are formed by adding **not** after the modal verb.
- ❑ Questions are formed by putting the modal verb before the subject.

Compound tenses are explained in more detail later (in section 3 of this chapter). The following examples are given to illustrate the above information about word order.



Example:

Modal verbs and word order

Sentence with no other auxiliary:	I will go to the match.
Sentence with be :	I will be going to the match.
Negative:	I will not go to the match.
Question :	Will I go to the match?

Shall and will

These verbs are used to form future tenses.

Use of will	Illustrations (contractions)	
To refer to future action	I will (I'll) arrive on Tuesday.	I will not (I won't) arrive on Tuesday.
To make a promise	I will (I'll) sort that out.	I will not (I won't) let you down.

In the past, **shall** was always used for statements in the first person and **will** for statements in the second or third person. This is no longer common practice. However, **shall** is still considered to be the correct verb for asking questions in the first person (with **I** or **we**).

Use of shall	Illustrations (contractions)	
To refer to future action	I shall (I'll) arrive on Tuesday.	I shall not (I shan't) arrive on Tuesday.
To make a suggestion or an offer	Shall we begin?	No negative form in this use.
<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> "Shall we not begin?" has the same meaning as "Shall we begin?" </div>		
To make a promise	I shall (I'll) sort that out.	I shall not (I shan't) let you down.

In practice, **will** can almost always be used instead of **shall**. **Shall** is not used much in modern English.

Both **shall** and **will** can be used to refer to a future action. **Shall** is used as a stronger word than **will**. Its use implies a greater degree of certainty that something will occur or a stronger intention to do something.

A point of interest:

In the future you will study International Financial Reporting Standards (IFRS). These set out the rules to be followed by companies in drafting financial statements. Rules in IFRS are always expressed as "an entity shall" do something. In this context **shall** is being used as meaning **must**.

Can

Use of can	Illustrations (contractions)	
To indicate ability	I can swim.	I cannot (can't) swim.
To express opportunity	I can see you now.	I cannot (can't) see you now.
To express permission	Fahad said that I can stay at his house tonight.	Fahad said that I cannot stay at his house tonight.
To make a request	Can I borrow your pen please?	Can I not borrow your pen? (Can't I borrow your pen?).
	<p>Could I borrow your pen? would be a more likely way of asking the question. Could in this sense is more tentative than can.</p> <p>May I borrow your pen? would be a better choice. May is more polite, and is what an educated person would say.</p>	
To refer to possibility	Anybody can be successful as long as they work hard.	It cannot take longer than an hour to do that.
	<p>Anybody could be successful..... would be a more likely way of making this statement. Could is used to indicate a conditional relationship. In other words, to say that being successful is conditional on hard work.</p>	

Could

Use of could	Illustrations (contractions)	
To refer to possibility	I could go tonight.	I could not (couldn't) go tonight.
To indicate ability in the past (could is the past form of can in this use)	I could run very quickly when I was younger.	I could not (couldn't) get into my school cricket team.
To make a suggestion	You could hold the meeting in Karachi.	<i>No negative form in this use.</i>
To make a request	Could we come next Monday?	Could we not (couldn't we) come next Monday?
To make a conditional statement (could is the conditional form of can)	We could come to you next week if we have finished our work here.	We could not come to you next week even if we have finished our work here.

May

Use of may	Illustrations	
To refer to possibility	I may be able to see you next week.	I may not be able to see you next week.
To ask permission	May I come to see you next week?	<i>No negative form</i>
To give (or refuse) permission	Yes, you may come to see me next week.	No, you may not come to see me next week.

Often **may** and **can** are used with the same meaning when asking permission. However, **can** refers to ability and **may** refers to permission.

- Can I do that?** could be restated to **Am I able to do that?**
- May I do that?** could be restated to **Am I allowed to do that?**

If a person asks “Can I ride my bike down this path?” they probably are asking permission and should more correctly say “May I ride my bike down this path?”

Might

Might is used in requests and in expressions of possibility for the present and future in the same way as **may**.

Use of might	Illustrations	
To refer to possibility	I might be able to see you next week.	I might not be able to see you next week.
To make a conditional statement	We might come to you next week if we have finished our work here.	We might not come to you next week even if we have finished our work here.
To make a suggestion	You might like to try the cake.	You might not like the cake as it is too sweet.
To make a request	Might I have a word with you?	<i>No negative form in this use.</i>

Must

Must can only be used for present and future tenses.

Use of must	Illustrations	
To express obligation	I must visit my family this weekend.	<i>No negative form in this use.</i>
To express certainty	This must be the right place.	This must not be the right place.
To express necessity	I must study hard if I am to pass this exam.	I must not miss classes if I am to pass this exam.
To forbid	You must not do that.	<i>No negative form in this use.</i>
To make a strong recommendation	You must go to see that movie.	You must not go to see that movie.

Should

Use of should	Illustrations (contractions)	
To make a recommendation	You should go to see that film.	You should not (shouldn't) go to see that film.
To express an obligation	You should phone your parents every day.	You should not (shouldn't) miss an opportunity to visit your family.
To express regret	I should have gone to that lecture.	I should not (shouldn't) have eaten so much.
To express expectation	I should be there sometime after lunch.	I should not (shouldn't) be there until after lunch

Would

Use of would	Illustrations (contractions)	
As the past tense of will	I said that I would do that.	I said that I would not (wouldn't) do that.
To refer to past actions	I would often climb trees when I was a child.	I would not (wouldn't) often climb trees when I was a child.
To make a conditional statement	I would go to Sukkur if I had the time.	I would not (wouldn't) say no if you offered me another pastry.

Ought to

Use of ought to	Illustrations (contraction)	
To make a recommendation	You ought to exercise more.	You <u>ought</u> not (oughtn't) <u>to</u> exercise so much.
To express expectation	My son ought to have received the case by now.	My son <u>ought</u> not <u>to</u> have received the case by now.
To express probability	My son ought to receive the case tomorrow.	My son <u>ought</u> not <u>to</u> expect to receive the case tomorrow.
To express regret for not doing something	I ought to have sent the case sooner.	I <u>ought</u> not <u>to</u> have sent the case so soon.

Need

Need has characteristics of a modal verb and a main verb.

As a main verb:

- need is a regular verb used to mean **require** or **must have**;
- negatives are formed using **do not** or **does not**;
- questions are formed using **do** or **does**.



Example:

Need as a main verb

Statement	I need a drink. / He needs a drink.
Negative:	I do not need a drink. / He does not need a drink.
Question :	Do you need a drink? / Does he need a drink?

As a modal verb, need is used to form questions and negatives.

All modal verbs have a single form.



Example:

Need as a modal verb.

Negative:	I need not do that. / He need not do that.
Question :	Need I do that? / Need he do that?

Used to

This phrase is used in three different ways:

- To mean accustomed to (for example, “I am not used to this heat”).
- In its literal form (for example, “This knife is used to cut meat”).
- As a modal verb.

As a modal verb it is only found in the past tense.

- It is used to describe actions that happened or states that existed in the past but which no longer do.
- Negatives are formed using **did not**.
- Questions are formed using **did**.

**Example:****Used to as a modal verb**

Statement	You used to play hockey.	He used to go to college in Karachi.
Negative:	You did not used to play hockey.	He did not used to go to college in Karachi.
Question :	Did you used to play hockey?	Did he used to go to college in Karachi?

3 TENSES

Section overview

- Simple tenses
- Compound tenses introduced
- Perfect tenses
- Progressive tenses
- Perfect progressive tenses
- Future tenses
- Exceptions

3.1 Simple tenses

In order to make things easier, this section refers only to present and past compound tenses. Future tenses are covered later.

Tenses are used to describe when an action or state occurs or occurred.

All main verbs have two simple tenses which are used without auxiliary verbs (except for forming questions and negatives):

- simple present tense; and
- simple past tense.

Simple tenses do not have aspect.

Compound tenses have aspect and consist of a main verb plus one or more auxiliary verbs.

Simple present tense

The simple present tense of regular verbs uses the base form of the verb in all persons except third person singular where an **-s** is added to the verb.

- negatives are formed using **do not** or **does not**,
- questions are formed using **do** or **does**.

The simple present tense of most irregular verbs is constructed in the same way as for regular verbs in most cases.

Use of the simple present tense	Illustrations
To state a fact	I like music but my sister does not. My sister does not like music.
To express that something occurs on a regular basis	I play hockey every week. Do you play?
To refer to events in the near future	The bus arrives in two hours.
For dramatic effect, for example, in sports commentary.	“There are people on the pitch. They think its all over. It is now” <i>Famous sporting commentary as England scored the last goal in their World Cup victory in 1966.</i>

Simple past tense

The simple past tense of regular verbs uses the base form of the verb with **–ed** added in all persons.

- ❑ negatives are formed using **did not** and the base form of the verb.
- ❑ questions are formed using **did** and the base form of the verb.

Irregular verbs make the past tense in a number of different ways.

Use of the simple past tense	Illustrations
To refer to a completed action in the past	I played hockey. I did not play hockey. Did you play hockey?
To refer to a series of completed actions in the past	I played hockey every week.
To refer to events in the past at a specific time	I played hockey last Tuesday but I did not play on Thursday.
To refer to duration of states in the past	I played hockey for the university for 3 years.

3.2 Compound tenses introduced

In order to make things easier, this section refers only to present and past compound tenses. Future tenses are covered later.

The aspect of a verb refers to whether actions or states are completed (perfect) or continuing (imperfect, continuous, progressive).

- ❑ Tenses with a perfect aspect show that an action is completed.
- ❑ Tenses with a progressive aspect show duration or continuity.

The compound tenses have aspect and consist of a main verb plus one or more auxiliary verbs.

Compound tenses are a combination of present or past tense with progressive or perfect aspect.

- ❑ The tense of a compound verb is determined by the tense of the auxiliary verb;
- ❑ The aspect of a compound verb is determined by the combination of the auxiliary and the participle of the main verb.
 - A form of **have** and the **past participle** results in a **perfect aspect**.
 - A form of **be** and the **present participle** results in a **progressive aspect**.

Compound tense	Tense of auxiliary	Participle of main verb
Present perfect	Present of have	Past participle
Past perfect	Past of have	Past participle
Present progressive	Present of be	Present participle
Past progressive	Past of be	Present participle

**Example:**

Perfect and progressive tenses of the verb **to jump** in the first person (singular).

Compound tense	Tense of auxiliary	Participle of main verb
Present perfect	I have	jumped.
Past perfect	I had	jumped.
Present progressive	I am	jumping.
Past progressive	I was	jumping.

A compound verb can also combine both the progressive and perfect aspects, using two auxiliary verbs and a main verb.

Compound tense	Tense of have	Participle of be	Participle of main verb
Present perfect progressive	Present = have	Past = been	Present participle
Past perfect progressive	Past = had	Past = been	Present participle

**Example:**

Perfect progressive tenses of the verb **to jump** in the first person (singular).

Compound tense	Tense of have	Participle of be	Participle of main verb
Present perfect progressive	I have	been	jumping
Past perfect progressive	I had	been	jumping

Not all verbs can be used in progressive forms. These are called non-continuous verbs and are usually verbs about mental states, feelings, possession, etc.

As a general rule, the progressive tense is only available for actions that you can see somebody doing. For example, you can see a person looking at something, but you cannot see a person seeing something (you do not know if that person can see it or not). Therefore, progressive tenses of **look** are possible but not of **see**.

A list of the main non-continuous verbs is given in the next section.

Non-continuous verbs

Mental and emotional verbs	Sense verbs	Communication	Abstract verbs	Possession verbs
believe	appear	agree	be	belong
dislike	hear	astonish	concern	own
doubt	see	deny	consist	possess
imagine	smell	disagree	contain	
know	sound	impress	depend	
like	taste	mean	deserve	
love		please	exist	
hate		promise	fit	
prefer		satisfy	include	
realize		surprise	involve	
recognise			lack	
remember			matter	
suppose			need	
understand			owe	
want			seem	
wish				

3.3 Perfect tenses**Present perfect tense**

Constructed with:

Present of have	with	the past participle of the main verb
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**Example:**

Present perfect tense using the verb *to walk*.

I have walked	I have not walked	Have I walked?
He has walked	He has not walked	Has he walked?

The present perfect tense is used to refer to events that have happened in the past at an *unspecified time*.

- ❑ It is not used with expressions that specify the time when the action took place (for example yesterday, last week); but
- ❑ it is used with expressions that refer to an unspecified time (for example, lately, recently, never).

A good way to think of this tense is that it describes an experience (I have walked) rather than a specific instance of that experience.
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The word **yet** can be used in negative statements and in questions to refer to an action that has not happened already.

The word **just** can be used to indicate that the action has been completed very recently.

Use of the present perfect tense	Illustrations
To describe or inquire about an experience.	I have walked to work. I have walked to work recently (but not “I have walked to work yesterday.” The proper form of that would be the simple past tense “I walked to work yesterday.”) Have you finished yet? Have you ever walked to work? I have just walked to work.
To refer to an action that took place over an unspecified time period.	I have studied to be an accountant. Have you ever learnt to play a musical instrument?
To refer to an unfinished action that should have been finished.	Ahmed has not completed his studies yet. Ahmed has not yet completed his studies. I have worked on this problem for most of the day but I still have not finished it.

Past perfect tense

Constructed with:

Past of have	with	the past participle of the main verb
--------------	-------------	--------------------------------------



Example:

Past perfect tense using the verb *to walk*.

I had walked

I had not walked

Had I walked?

The present perfect tense is used to refer to events that have happened in the past before another action or specified time. It emphasises that fact of the action and not the duration.

Use of the past perfect tense	Illustrations
To refer to an action that took place before another action.	I had been to Amsterdam before I went to Paris. I did not want lunch because I had eaten a big breakfast. I had only flown once before I flew to America.
To refer to an action completed at a specific time.	I had been to Moscow once in 2006 and returned in 2008 to work there.
To refer to a period of time before an action took place.	I had lived in London for three years before moving into a new apartment in Canary Wharf.

3.4 Progressive tenses

Present progressive tense

Constructed with:

Present of be	with	the present participle of the main verb
---------------	-------------	---



Example:

Present progressive tense using the verb *to walk*.

I am walking	I am not walking	Am I walking?
He is walking	He is not walking	Is he walking?

The present progressive tense is used to refer to actions that are happening now or are not happening now.

Use of the present progressive tense

Illustrations

To refer to an action that is taking place at the time of speaking.

I am hurrying to get ready for work.

To refer to an action that is taking place on an ongoing basis.

I am studying accountancy.
I am standing for parliament.
He is always arriving late!

To refer to a temporary situation.

My brother is living with me until he can find his own place.

To refer to a *future* event when used with an expression that specifies time.

I am flying to Australia in the summer.

Past progressive tense

Constructed with:

Past of be	with	the present participle of the main verb
------------	-------------	---



Example:

Past progressive tense using the verb *to walk*.

I was walking	I was not walking	Was I walking?
You were walking	You were not walking	Were you walking?

The past progressive tense is used to refer to an action that was taking place in the past.

Use of the past progressive tense	Illustrations
To refer to an action that occurred at a specific time.	Last week, at this time, we were sitting on a beach. I was still travelling at midnight last night.
To refer to an action that was interrupted by another action.	I was eating dinner when the phone rang. He was not paying attention when I asked him to ring Daniel.
To refer to two actions which were taking place at the same time.	When we heard the news, I was driving and my wife was playing with our children in the back of the car. We were swimming in the ocean when the sun was rising.
To refer to an action that happened persistently in the past.	The government was always promising to reduce taxes but they never did. He was always taking time off work!

3.5 Perfect progressive tenses

Present perfect progressive tense

Constructed with:

Present of have	with	past participle of be	with	present participle of the main verb
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Example:

Present perfect progressive tense using the verb *to walk*.

I have been walking	I have not been walking	Have I been walking?
He has been walking	He has not been walking	Has he been walking?

The present perfect progressive tense is used to refer to actions that started in the past and have continued to the present time or have only just finished. It is also used to talk about repeated actions.

Use of the present perfect progressive tense	Illustrations
To refer to actions that started in the past and continued to the present time.	I have been waiting for you.
To refer to the duration of a continuing action.	I have been waiting for you for two hours!
To refer to repeated actions.	We have been coming here on our vacation for several years.

Past perfect progressive tense

Constructed with:

Past of have	with	past participle of be	with	present participle of the main verb
--------------	-------------	-----------------------	-------------	-------------------------------------



Example:

Past perfect progressive tense using the verb *to walk*.

I had been walking	I had not been walking	Had I been walking?
He had been walking	He had not been walking	Had he been walking?

The past perfect progressive tense is used to refer to an action completed in the past. It is often used in the main clause of a complex sentence, to set the scene for the next clause.

Use of the past perfect progressive	Illustrations
To refer to an action continued up to the time of a second action.	They had been waiting for two hours before the train arrived. I had been running for about an hour before I felt a pain in my leg.
To refer to an action completed before a second action.	I had been studying Russian before I moved to Moscow.
To refer to a repeated action.	He had been trying to reach his sister all afternoon.

3.6 Future tenses

Simple future

Constructed with:

	Will (shall)	with	base form of the main verb
Present of be	with	going to	with base form of the main verb

Older text books say that **shall** should be used instead of **will** in the first person. However, in modern practice, **will** is used with all persons. Shall is still used to ask questions in the first person and sometimes as a way of stating a stronger intention to do something.

Will is a more neutral expression than **going to**. The use of **going to** implies a stronger intention than the use of **will**.



Example:

Simple future tense using the verb *to walk*.

I will walk	I will not walk	Shall I walk?
I am going to walk	I am not going to walk	Am I going to walk?

The simple future tense is used to refer to future actions.

Use of the simple future tense	Illustrations
To refer to an event in the future.	I will come by car. I am going to go to the cinema tomorrow. I will come with you. Shall I come with you?
To express intention.	We are going to Australia in the summer. I am going to be an accountant in a few years. I am going to go to the cinema tomorrow. I am busy but I shall (emphasis) come with you.
To make a prediction.	Pakistan is going to win the cricket world cup next time.

Future perfect

Constructed with:

		Will	with	base form of have	with	past participle of the main verb
Present of be	with	going to	with	base form of have	with	past participle of the main verb

There is no difference in the meaning of the above forms; they are interchangeable.



Example:

Future perfect tense using the verb *to walk*.

I will have walked

I will not have walked

Will I have walked?

I am going to have walked.

I am not going to have walked.

Am I going to have walked?

The future perfect tense is used to refer to events that will have finished by some point in the future.

Use of the future perfect tense	Illustrations
To refer to an action that will be completed before another action in the future.	I will have passed many exams before I qualify as a Chartered Accountant. I will have learned Russian by the time I leave to live in Moscow. This work will have been finished before I go home.
To refer to duration before a future event.	I will have studied Russian for 6 months before I leave to live in Moscow. I will have been studying at universtiy in Lahore for three years before I return home.

Future progressive

Constructed with:

		Will	with	base form of be	with	present participle of the main verb
Present of be	with	going to	with	base form of be	with	present participle of the main verb

There is no difference in the meaning of the above forms; they are interchangeable.

**Example:****Future progressive tense using the verb to walk.**

I will be walking

I will not be walking

Will I be walking?

I am going to be
walkingI am not going to be
walking

Am I going to be walking?

The future perfect progressive tense is used to refer to an action that will be ongoing in the future (at least for a period of time).

Use of the future progressive tense**Illustrations**

To refer to interruption of an action in the future.

I will be studying when you arrive.

To refer to an action at a specific time or period in the future

I am going to be eating my dinner at 6.30pm.
This time tomorrow we will be flying to Lahore.

To refer to an action at an unspecified time in the future.

You will be hearing from me.

Future perfect progressive

Constructed with:

		Will	with	base form of have	with	past participle of be	with	present participle of the main verb
Present of be	with	going to	with	base form of have	with	past participle of be	with	present participle of the main verb

There is no difference in the meaning of the above forms; they are interchangeable.



Example:

Future perfect progressive tense using the verb *to walk*.

I will have been walking	I will not have been walking	Will I have been walking?
I am going to have been walking	I am not going to have been walking	Am I going to have been walking?

The future perfect progressive tense is used to refer to an action that will be ongoing in the future up to a point in time or a future event.

Use of the future perfect progressive tense	Illustrations
To refer to an action which will continue up to a specified point in time.	On 14 th July I will have been working for the company for 12 months.
To refer to an action which will continue up to a specified event.	I will have been running for four hours before I complete the marathon.
To refer to cause and effect.	I will be very tired when I finish the race because I will have been running for four hours.

3.7 Exceptions

Sometimes a tense has a different form or is used with a different meaning. This section covers these quickly but **they will be explained in more detail in a later chapter (Chapter 7)**.

Conditional sentences

A sentence might express a condition and a consequence. In such cases a tense might be used with a different meaning than usual.



Example: Conditional sentences

If you come to my party you will receive a gift.

The verb **you come** is in the present tense but it is used to refer to the future in this case

Subjunctive mood

In chapter 1 it was explained that sentences have different functions and these are described as the mood of the sentence. The moods mentioned included the declaratory mood for making statements, the interrogative mood for asking questions and so on.

The subjunctive mood can be used to emphasise urgency or talk about things that might happen or are hypothetical. It is not used much in modern British English but is used more in American English.

Verbs taking the subjunctive mood have a simplified form which might differ from the way a verb is used in other moods. For example, the first person singular of the past tense of the verb be is I was. In the subjunctive mood it is I were.

**Example: Subjunctive mood**

I would not do that if I were you. (Instead of “I would not do that if I was you”).

4 SELF-TEST

1 Select the correct verb from the words in brackets, in each of the following sentences:

- (a) Neither the manager nor his employees _____ present at the meeting.
(**was, would, were**)
- (b) Either of the two suggested proposals _____ workable to me. (**sounds, sounding, sound**)
- (c) None of the tenants _____ paid their rent.
(**have, has, has been**)
- (d) The audience _____ returning to their seats after the interval.
(**had been, is, are**)
- (e) The senior judge said that my book "My Most Interesting Judgments" _____ recommended reading for all would-be judges.
(**should, are, is**)
- (f) Two windows and a door _____ to be repaired.
(**needs, needing, need**)
- (g) Shamim is one of the employees who often _____ at home. (**works, working, work**) (07)

2 Insert the correct tenses of the verbs in the brackets in the following sentences:

- (a) Moazzam _____ simple and _____ easily _____. (is, can, trick)
- (b) My guests _____ before I _____. (go, return)
- (c) When he _____ out of cinema house, the rain _____. (come, stop)
- (d) The train _____ before he _____ the station. (leave, reach)
- (e) Jamal _____ ill yesterday, so he _____ not _____. the school.
(is, can, attend) (07)

- 3** Insert the correct tenses of the verbs in the brackets in the following sentences:
- (a) I _____ (go) to Paris on holiday last year, it's a beautiful city.
 - (b) I _____ (think) of buying the latest version of the cell phone for the last six months.
 - (c) He _____ (have) his lunch when I reached his home.
 - (d) My son _____ (see) this cartoon so many times that he knows all the rhymes by heart now.
 - (e) Mrs. Ikram is extremely conscious about her fitness and only _____ (eat) organic food.
 - (f) Six months ago no one _____ (hear) about Natasha, but today she is the most popular TV artist in the country.
 - (g) I _____ (work) on the essay for the last two days but I still have not finished it.
 - (h) At the time of the incident, only a few customers _____ (shop) in the supermarket.
 - (i) The bus _____ very fast when the driver lost control and it overturned in the mountainous region. (travel)
 - (j) The recent widespread floods _____ in loss of valuable human lives in the low lying areas. (result)
 - (k) He _____ prize-winning Ratool variety of mangoes for the past several years. (grow)
 - (l) You can call me in my office at 8 a.m. tomorrow. I _____ the office by then (reach).
 - (m) My brother has passed his driving test today and an international driving license _____ to him within the next four working days. (issue)
 - (n) Look at the dark clouds! Most probably it _____ to rain. (go)
 - (o) I _____ in my office all day tomorrow. (work)
 - (p) The accident on the motorway _____ three weeks ago. (happen)
 - (q) If wishes were horses, everyone _____ them. (ride)
 - (r) This time last Thursday, I _____ in the examination hall. (sit) **(09)**

4 Fill in the past tense or past participle of the verb given:

- (a) He has not yet (begin) to exercise.
- (b) He (stop) and (ring) the bell.
- (c) She has often (sing) that song.
- (d) The treasurer (sink) to the bottom and was (lose).
- (e) The river has (overflow) its banks.
- (f) The cart (load) with hay, went slowly along.
- (g) He (remove) his coat and (hang) it on a nail.
- (h) He was (hang) early this morning.

(04)

5 Put each of the following phrasal verbs in its correct place in the sentences below:

bring up / let down / put forward / get over / come into / do away with / turn up / fall through / break down / come up

- (a) The growing use of credit cards may ultimately _____ the use of cash altogether.
- (b) The subject of higher salaries will probably _____ at the next meeting.
- (c) I don't think he will ever completely _____ his wife's death. He will always miss her.
- (d) Would you like to _____ any other matter before the meeting closes?
- (e) She is not a very strong person. I'm afraid she might _____ when she hears the news.
- (f) I waited nearly an hour for them, but they didn't _____.
- (g) I'm depending on you to pay me back the money on Monday. Please don't _____ me _____.
- (h) I'd like to _____ a proposal. I suggest we start production in May.
- (i) He expects to _____ a lot of money in his grandfather's will.
- (j) After all the trouble you've taken, I hope your plans don't _____ . **(10)**

The noun phrase

Contents

- 1 Nouns
- 2 Pronouns
3. Self-test

INTRODUCTION

Learning outcomes

The overall objective of the syllabus is to ensure that candidates can communicate effectively in the English language.

Vocabulary

LO 1 **On the successful completion of this paper, candidates will be able to use vocabulary correctly.**

Practical use of grammar

LO 2 **On the successful completion of this paper, candidates will be able to construct sentences using correct grammar.**

1 NOUNS

Section overview

- Nouns
- Common nouns
- Countable and uncountable nouns
- Other types of noun
- Gender of nouns
- Forming plurals
- The possessive case

1.1 Nouns

A noun is a naming word. It is a word used to name a person, place, thing, animal or abstract concept.

Nouns, noun phrases and pronouns function as subjects and objects of sentences.

A pronoun is a word that can be used in place of a noun or noun phrase.

A noun phrase is a noun modified by other words. These words may come before or after the noun.

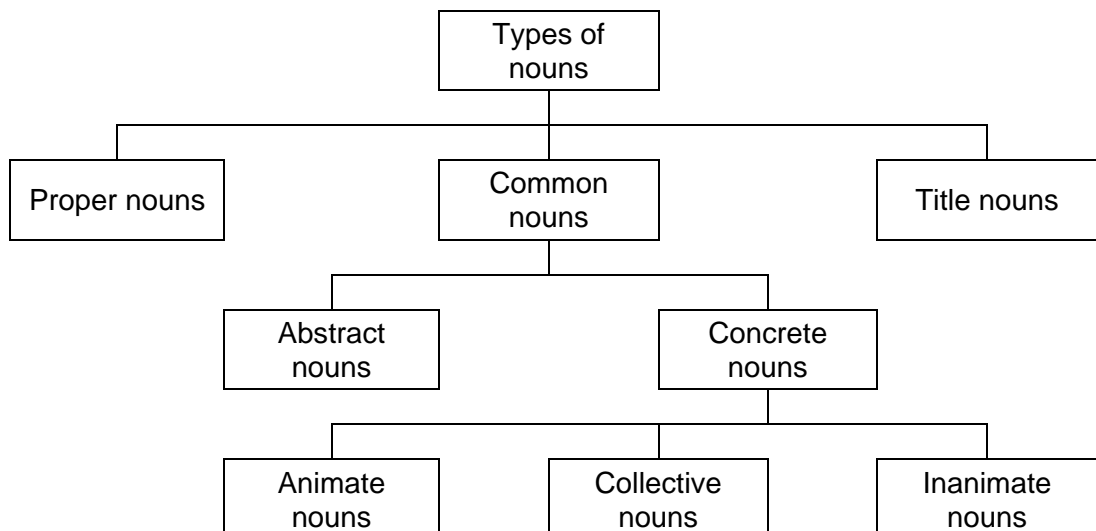
- Premodifiers come before the noun
- Post modifiers come after the noun

A pronoun might appear in place of a noun in a noun phrase but personal pronouns are rarely modified.

A noun, noun phrase or pronoun can also function as a complement in a sentence.

Classification of nouns

Nouns are classified by what they refer to.



Proper nouns

A proper noun is word (or name) used to refer to a specific person, organisation, place, religious festival, day of the week, month or other thing specific in nature.

There are special rules that relate to proper nouns:

- They always start with a capital letter.
- They are never preceded by the definite (**the**) or indefinite (**a, an**) articles.



Examples: Proper nouns

Imran Khan
 United Nations, Coca Cola
 Lahore, Pakistan
 Ramadan, Eid
 Monday, July
 Jupiter

Title nouns

Title nouns are labels given to or earned by people. The same word might be used as a title and in a generic sense (to refer to one of a group).



Example: Title nouns

Given – Mr (Mister), Mrs (married woman), Miss (unmarried woman)
 Earned – Professor, President

They always start with a capital letter when used as a title but not otherwise.



Example: Title nouns

Doctor Barazani came to see me.
 A doctor came to see me.

1.2 Common nouns

Common nouns refer to all other things including inanimate objects, living organisms, ideas and concepts.

Concrete nouns

This is the largest category of nouns and refers to things that can be experienced with the five senses. In other words, a concrete noun refers to something that can be seen, heard, smelled, tasted or touched.

Concrete nouns have physical substance and include inanimate objects and animate entities (living organisms).

**Example: Concrete nouns**

Inanimate – bat, ball, book etc. etc.

Animate – bird, insect, tree

Abstract nouns

These are common nouns that refer to things that are intangible (cannot be touched) including ideas, qualities and concepts.

**Examples: Abstract nouns**

anger,

bravery, brilliance,

courage, compassion, childhood, charity, calm,

deceit, delight, despair,

faith, friendship, freedom

honesty, hate, hope

integrity, intelligence, intellect

justice, joy

knowledge, kindness

love, loyalty, liberty

patriotism, peace, pride, pleasure

trust, truth

reality

wisdom, wonder

Collective nouns

This is a class of nouns that describe groups (collections) of one type of person, animal or thing. Each collective noun is spoken of as a single entity but is made up of a number of similar persons, animals or things.

**Example: Collective nouns – living things**

an army of ants	a flight of doves, swallows	a pride of lions
a band of musicians	a flock of birds, sheep	a school of whales, fish
a board of directors	a gaggle of geese	a shoal of herring, fish
a brood of chickens	a gang of labourers, thieves	a staff of servants, teachers
a choir of singers	a group of friends	a stud of horses
a class of students	a herd of buffaloes, cattle, antelope	a swarm of bees, insects
a company of actors	a host of angels	a team of horses

a crew of sailors	a litter of cubs, pups	a team of oxen, players
a culture of bacteria	a nest of rabbits, mice	a troop of monkeys
a drove of cattle	a pack of rascals, wolves	a troupe of dancers
a field of runners	a plague of insects, locusts	



Example: Collective nouns – Inanimate things

a bale of cotton, wool	a collection of pictures	a rope of pearls
a batch of bread	a crate of fruit	a set of china, clubs, tools
a bouquet of flowers	a fleet of cars, ships	a sheaf of corn
a bunch of grapes, bananas	a flight of aeroplanes, steps	a stack of hay
a bundle of rags	a forest of trees	a string of beads, pearls
a chest of drawers	a hail of fire	a suit of clothes
a clump of trees	a hedge of bushes	a suite of furniture, rooms
a cluster of diamonds, stars	a library of books	a tuft of grass
a clutch of eggs	a pack of cards	

1.3 Countable and uncountable nouns

Countable nouns (count nouns) describe things that can be counted and exist in both singular and plural forms.

They can be modified by a number or by determiners that refer to quantity such as **every, each, several**, etc.

Uncountable nouns

Uncountable nouns describe things that cannot be counted. They refer to substances, qualities etc. that cannot be divided into separate elements.



Example: Uncountable nouns

Substances – butter, milk, rice, sugar, water

Qualities – happiness, imagination, skill

Other – art, electricity, furniture, gas, information, knowledge, music

They are not used with an indefinite article (**a, an**) and are usually treated as singular, taking the singular form of a verb.

**Example: Uncountable nouns**

Electricity is very dangerous.
That news was very interesting.
The furniture is very expensive.

Mass nouns

A mass noun is a type of uncountable noun which refers to substances that can be divided or measured but not counted.

Mass noun cannot be modified by a number nor can they be used with determiners that refer to quantity such as **every, each, several**, etc. However, they can be used with determiners that refer to amount such as **some, all**.

Mass nouns may also be used with a partitive noun. A partitive noun is one that refers to a part of a mass noun and is usually followed by the preposition **of**.

**Example: Mass nouns**

Mass nouns – butter, electricity, milk, rice, sugar, water
Mass nouns with amount modifiers – some butter, all water
Mass nouns with partitive nouns – a piece of furniture, some of the people, a slice of meat, a spoonful of sugar

Both countable and uncountable

Some nouns can be used as both countable and uncountable nouns but usually the noun has a very different meaning in each case.

**Example: Nouns that can be both countable and uncountable**

Noun	Countable	Uncountable
Time	I have seen Iqbal four times today	Time passes slowly when you are waiting for something.
Light	There are four lights in that room.	It is not very light in here.
Room	My house has eight rooms.	There is not enough room to do that.
Noise	Did you hear a noise?	There is too much noise to concentrate.

1.4 Other types of noun**Verbal nouns**

A verbal noun is a noun formed from a verb. Most verbal nouns are either:

- The present participle (a verb ending in **-ing**) also known as the gerund; and
- The infinitive (the base form of the verb preceded by **to**)



Example: Verbal nouns

Gerund – I like fishing.

The infinitive – I like to fish

Another way of forming a noun from verb is to add –er to the verb to identify the doer of an action. Verbs ending in –n are converted to the doer by adding –ner.



Example: Verbal nouns

Jump – jumper, run – runner, sin – sinner, murder – murderer

Nouns may also be formed from verbs in other ways. Unfortunately these are all irregular. There is no rule that can be used to learn these; each must be learned separately.



Example: Other ways of creating a noun from a verb

Method	Verb	Noun
By adding a suffix	discover	discovery
	enlighten	enlightenment
	inform	information
	recognise	recognition
Simple (conversion)	love	love
	hate	hate
	laugh	laugh

Compound nouns

Compound nouns are formed from two or more words. Some compound nouns are written as one word, others as a hyphenated word and others as two words. Sometimes there is no single correct form. (Note that the use of hyphenation is becoming less popular in English).



Example: Compound nouns

Method	Example
Noun + noun	Fireman, bedroom, football
Verb + noun	Breakfast; play thing
Adjective + noun	Full moon, blackmail
Preposition + noun	Afternoon, overstatement

Occasionally the form used can influence the meaning of a phrase.



Example: Form and meaning

Form	Meaning
Overtime	Extra hours a shift worker might work in a factory.
Over time	A change that happens over a period.

1.5 Gender of nouns

In many languages different nouns have different grammatical gender. This is not the case for English. However, English grammar does reflect biological gender.

Gender is important in using the correct personal pronouns and possessive pronouns. Often the pronoun might be the only signal of gender in a sentence.



Examples

The doctor came in to the room and sat at her desk.

The lecturer put his brief case on the desk.

Pronouns are discussed in a later section and possessive pronouns in a later session.

Some nouns are gender specific.

Most nouns that describe jobs are not gender specific but in some cases the feminine form is made by adding **-ess**.



Examples

Man / woman

Brother / sister

Husband / wife

Actor / actress, manager / manageress / waiter / waitress

The use of the **-ess** form has fallen in importance. Often the base form of the noun is used especially in professional circles.



Examples

She is an actress (older use but still acceptable)

She is an actor (modern use)

She is an audit manager (modern use)

In the last example above “She is an audit manageress” would be deemed offensive as the distinction of gender is irrelevant in terms of indicating professional expertise.

Most nouns that describe jobs or professions have no gender (they are neuter). Gender can be indicated using man, woman or a similar word as an adjective.


Examples

Woman doctor

Lady engineer

Female audit partner

1.6 Forming plurals

Some nouns have the same forms for both singular and plural but most have different singular and plural forms.

- Most count nouns have both singular and plural forms.
- Uncountable nouns and mass nouns do not normally have a plural form.

There are several ways of forming a plural. The most common of these is to add **-s** to the end of the noun but plurals of nouns ending in certain letters might be formed by adding **-s, -es -ies or -ves**.


Example:

Forming plurals by adding s, -es -ies or -ves to the noun

		Examples	
Singular ending	Plural ending	Singular	Plural
-s, -ss, -ch, -x, -zz	-es	bus waitress scratch box buzz	buses waitresses scratches boxes buzzes
consonant + -o	s or -es	hero potato echo <i>kimono</i> <i>piano</i>	heroes potatoes echoes <i>kimonos</i> <i>pianos</i>
<i>except for nouns of foreign origin form the plural by adding -s.</i>			
consonant + -y	lose the y and add -ies	lady baby city	ladies babies cities
-f	-s or -ves	chief thief half	chiefs thieves halves
-fe	-ves	knife	knives

Note that words ending in a **vowel + o** or a **vowel + y** form the plural by adding an **-s**.

**Examples:**

radio/radios

toy/toys, day/days

Other ways of forming a plural (irregular ways) are as follows:

**Example:**

Irregular plurals

Method	Singular	Plural
Changing a vowel	tooth	teeth
	man	men
	woman	women
Adding en or ren (there are few of these)	ox	oxen
	child	children
Others	penny	pence or pennies
	die	dice

Compound nouns

The plural of compound nouns is normally formed by using the plural form of the last word of the compound, but there are exceptions.

**Examples:**

fire fighter / fire fighters

spaceman / spacemen

Mother-in-law / Mothers-in-law

Plural phrase with singular meaning

There are a small number of cases where a plural phrase is used to refer to a singular item. These are usually items consisting of two equal parts joined together.

Any verb that refers to such nouns must take a plural form.

**Examples:**

Pair of trousers

Pair of pliers

Where are my pliers?

Are those my trousers?

The plural form of these nouns is made by using **pairs of**.

**Examples**

I went shopping yesterday and bought three pairs of trousers.

Plurals of words derived from other languages

English has many words which derive from other languages. Plurals of such words are formed in several ways:

- by using the normal rules for forming a plural; or
- by using the original plural form from the foreign language;
- using either

The foreign plural is usually kept for scientific or specialized use

No plural forms

Some count nouns have no plural form.



Examples

One fish / ten fish (fishes is also possible)

One sheep / ten sheep.

Number nouns

Number nouns (e.g. one, two hundred, thousand) have no plural form when used as numbers.

However, they do take a plural form when used in an indefinite sense.



Examples:

Two sheep / They returned in ones and twos.

Six hundred men / Hundreds of men

1.7 The possessive case

Case is the form given to a noun to show its relation to other words in a sentence.

Case	Use
Nominative case	The noun used as a subject.
Possessive (genitive) case	The noun shown as possessing something.
Dative case	The noun used as an indirect object.
Objective case	The noun used as a direct object.
Vocative case	The noun is being addressed.

In many languages different cases are reflected in different spelling (the noun is said to be inflected).

There is only one inflection of the base form in English. This is to form the possessive case. The other cases use the base form of the noun with its relationship to other words being derived from the structure of the sentence. In fact the terms nominative, dative objective and vocative are not important in learning English.

Forming the possessive case

The possessive case of most singular nouns is formed by adding an apostrophe + **s** ('**s**) to the singular form.

However, the possessive case of a singular noun ending in **s** can be formed either by adding an apostrophe + **s** ('**s**) in the usual way or by adding a lone apostrophe ('). Both ways are acceptable.



Examples:

The boy's bicycle
my uncle's party (a party for an uncle)
the waitress's belt or the waitress' belt

The possessive case of plurals ending in **-s** is formed by adding an apostrophe (') to the plural form.



Examples:

the boys' bicycles
my uncles' party (a party for more than one uncle)

The possessive case of plurals that do not end in **-s** is formed by adding an apostrophe + **s** ('**s**) to the singular form.



Examples:

the children's playground
the women's meeting

The possessive case of compound nouns is formed by adding an apostrophe + **s** ('**s**) lone apostrophe (') at the end of the compound noun.



Examples:

My mother-in-law's house
The fire fighters' suits
The spacemen's helmets

An important exception

The apostrophe is also used to replace letters dropped in the contracted form of verbs.

- It's** is the contracted form of **it is**.
- Its** is the possessive form of **it**.



Examples:

The dog cannot find its bone. It's looking everywhere!

The “of” possessive

Another way to form a possessive is to name the item possessed followed by **of** and then the possessor.

The **of** possessive is not a straight substitute for the apostrophe + s possessive in all cases.

It is difficult to generalise when the **of** possessive should be used but it is usually used to indicate possession of inanimate things and abstract ideas (but not exclusively).



Examples:

Right of way – “way’s right” would never be used

the end of the book – “book’s end” would rarely be used

at the start of the day.

The power of learning cannot be underestimated.

“I follow Nadeem’s career with interest” or “I follow the career of Nadeem with interest” are both acceptable.

2 PRONOUNS

Section overview

- Introduction
- Personal pronouns
- Possessive pronouns
- Reflexive pronouns
- Reciprocal pronouns
- Demonstrative pronouns
- Relative pronouns
- Interrogatives (including interrogative pronouns)
- Indefinite pronouns

2.1 Introduction

Pronouns are used in place of nouns.

The main use of pronouns is to refer to something that has been mentioned previously (when it is said to have an antecedent).



Example: Pronouns with antecedent

“I bought a book but I left the book on the bus.”

The book in the second sentence above can be replaced by a pronoun:

I bought a book but left it on the bus.

I bought a book which I left on the bus.

Pronouns can also be used when the name of what is being talked about is not known.



Example: Pronouns with no antecedent.

Who is making that noise?

There are different types of pronoun classified according to their meaning and use:

- Personal pronouns
- Possessive pronouns
- Reflexive pronouns
- Reciprocal pronouns
- Demonstrative pronouns
- Relative pronouns
- Interrogative pronouns
- Indefinite pronouns

2.2 Personal pronouns

Personal pronouns refer to people.

An earlier section explained that English nouns take the same form in all cases except for the possessive.

Personal pronouns have different forms depending on whether the pronoun is the subject or object of a sentence, as well as for the possessive.

Personal pronouns also have different forms to reflect person and gender in a sentence.

Person	Singular:		Plural:	
	subject	object	subject	object
1 st	I	me	we	us
2 nd	you	you	you	you
3 rd masculine	he	him	they	them
3 rd feminine	she	her	they	them
3 rd neutral	it	it	they	them



Example: Personal pronouns

I (subject) gave it to him (object). – “Me gave it to he” is nonsense.

He (subject) gave it to me (object)

We (subject) gave it to them (object).

They (subject) gave it to us (object).

Sometimes the speaker in a sentence is joined to another by a conjunction. **I** or **me** must be used as appropriate depending on whether the phrase linking the speaker and the other person is acting as subject or object.



Example: Personal pronouns

My friend and I (subject) gave it to them (object).

They (subject) gave it to my friend and me (object).

When a personal pronoun is connected by a conjunction to another noun or pronoun, its case does not change.

2.3 Possessive pronouns

Possessive pronouns are used to indicate ownership of, or association with an item.

Possessive pronouns have different forms to reflect person and gender in a sentence.

Do not be confused by the difference between possessive pronouns and possessive determiners.

They both allow a speaker to indicate possession but in a different way.

- A possessive pronoun takes the place of a noun.
- A possessive determiner modifies a noun.

Possessive determiners are covered in the next session but are shown in the table below for the sake of completeness.

Person	Possessive pronouns		Possessive determiners	
	Singular	Plural	Singular	Plural
1 st	mine	ours	my	our
2 nd	yours	yours	your	your
3 rd masculine	his	theirs	his	their
3 rd feminine	hers	theirs	her	their
3 rd neutral	its	theirs	its	their



Example: Possessive pronouns (and possessive determiners)

Pronoun – That bike is mine (“mine” replaces the noun phrase “my bike”)

Determiner – That is my bike (“my” modifies the noun “bike”)

2.4 Reflexive pronouns

Reflexive pronouns are used when the subject of a sentence receives the action of the verb. The pronoun reflects the action back onto the subject.

They are formed by adding –self or –selves for the plural form to a personal or possessive pronoun.



Example:

If you do not stop doing that you will hurt yourself.

2.5 Reciprocal pronouns

These are the phrases **each other** and **one another**.

These pronouns are used when two (or more subjects) are involved in an action.



Example:

Seema gave a book to Farah. Farah gave a book to Seema.

This can be restated to “Seema and Farah gave books to each other” or “Seema and Farah gave each other books”

One another is used when more than two people are involved.



Example:

The family gave books to one another.

Reciprocal pronouns have possessive forms which are made by adding apostrophe +s to the pronoun.



Example:

They used each other’s bikes.

2.6 Demonstrative pronouns

Demonstrative pronouns point out what is being talked about. They are used to indicate location of an object and, to a lesser extent, how recently something happened.

Location	Singular	Plural
near	this	these
far	that	those



Example: Demonstrative pronouns

This is my ball / These are my shoes

That is my ball / Those are my shoes

I will never forget this (referring to a recent experience)

I will never forget that (referring to something in the further past)

The same words are also used as demonstrative determiners. They allow a speaker to indicate the same sort of relationship in a slightly different way.

- A demonstrative pronoun takes the place of a noun.
- A demonstrative determiner modifies a noun.



Example: Demonstrative pronouns (and demonstrative determiners)

Pronoun – This is mine (“this” replaces the noun phrase “my bike”)

Determiner – This bike is mine (“this” modifies the noun “bike”)

2.7 Relative pronouns

These are the words **who**, **whom**, **whose**, **which**, and **that**.

(**Who**, **whom**, **whose** and **which** are also used as interrogative pronouns).

Relative pronouns are used in sentences containing more than one clause. They link a subordinate clause (the relative clause) to a main clause. They **relate** the subordinate clause back to a noun phrase (the antecedent) in the main clause.

- Who** and **whom** refer only to people
- Whose** and **that** can refer to people, animals and things
- Which** is used to refer to animals and things.



Example:

He is the man who played cricket for Pakistan.

There is the dog that bit my sister.

“Who” or “whom”?

Who is used as the subject of a verb and **whom** as the object.

**Example:**

Do you know who did this? (“who” is the subject of the verb “did”)

He is the man who played cricket for Pakistan. (“who” is the subject of the verb “played”)

You gave it to whom? (“whom” is the object of the verb “gave”)

Whom is not used much in everyday English with many people using **who** (incorrectly) as subject or object.

There is an easy way to tell which should be used.

- he** and **she** can be used as a substitute for **who**; and
- him** and **her** can be used as a substitute for **whom**.

This test always works.

**Example:**

He ~~who~~ played cricket for Pakistan.

You gave it to him ~~whom~~?

“Which” or “that”?

A relative pronoun links a relative clause to a main clause.

There are two types of relative clause:

- restricting (defining) relative clause;
- non-restricting (non-defining) relative clause

A restricting relative clause is essential to the meaning of the sentence and can be introduced using either **that** or **which** with no need for a comma.

A restricting relative clause cannot be removed from a sentence without affecting its basic meaning.

**Example:**

They have lost the i-pod which I lent them.

They have lost the i-pod that I lent them.

The clause “that I lent them” is vital to the meaning of the sentence. The speaker is not so concerned that they have lost an i-pod so much as he is concerned that they have lost his i-pod.

**Example:**

The thing that impresses me most about him is the effort that he puts into studying.

The clause “that he puts into studying” is vital to the meaning of the sentence.

A non-restricting relative clause provides extra information that is not essential to the meaning of the sentence. It must be introduced using by **which** with a pair of commas or **which** preceded by a comma.

A non-restricting relative clause can be removed from a sentence without affecting its basic meaning.



Example:

My new shoes, which cost me more than 3,000 PKR, fell apart after they were soaked in the storm.

My new shoes, ~~which cost me more than 3,000 PKR~~, fell apart after they were soaked in the storm.

The main story here is the shoes fell apart after becoming wet.

The difference between the two types of clause can be very subtle.



Example:

My car that has alloy wheels needs a new engine. (Main message: the person owns more than one car but it is the one with alloy wheels that needs the engine.)

My car, which has alloy wheels, needs a new engine. (Main message: the person's car needs a new engine but there is some extra information about its wheels.)

2.8 Interrogatives

There are interrogative pronouns, interrogative determiners and interrogative adverbs.

All of these are used to ask questions.

Although this chapter covers pronouns it is convenient to say something about all three types of interrogatives at this stage.



Quotation

“I keep six honest serving-men (they taught me all I knew);

Their names are what and why and when and how and where and who”.

Rudyard Kipling

As Kipling's poem implies these words are used to ask questions. By adding a few more words to the above list we can produce a full set of interrogatives.

Interrogative	Pronoun	Determiner	Adverb
What	What	What	
Why			Why
When			When
How			How
Where			Where
Who	Who		
Whom	Whom		
Whose	Whose	Whose	
Which	Which	Which	

Interrogative pronouns

These are the words **who**, **whom**, **whose**, **which**, and **what**?

Interrogative pronouns are used to ask a question about whatever the pronoun refers to.

Who, **whom** and **whose** are used to ask questions about people.

Each of these words takes a different role in a sentence.

Subject	Object	Possessive
Who	Whom	Whose



Examples:

Who is coming with me? Who is that?

To whom did you give the letter? (“whom” is the object in this sentence).

Whose books are these?

Whom is not used very often in everyday spoken English. Most people would ask for the above information by saying “Who did you give the letter to?” This is grammatically incorrect but is what most people would say. (The language is evolving to remove the subject/object distinction in this case).

Which and **what** can be used to ask questions about things and people. The words are used in the same form as subjects and as objects.



Examples:

Which of these is mine?

What did you say to her?

Which and **what** are only used to ask questions about people in limited circumstances.

- which** can be used to select a person from a group; and
- what** can be used to ask about the occupation of a person.



Examples:

Which of you are coming with me?

What does your father do?

Remember the difference between the use of the words as pronouns and determiners.

- An interrogative pronoun takes the place of a noun.
- An interrogative determiner modifies a noun.



Example: Demonstrative pronouns (and demonstrative determiners)

Pronoun – Which is your favourite film? (“which” replaces the name of the film)

Determiner – Which film is your favourite? (“which” modifies the noun “film”)

2.9 Indefinite pronouns

Indefinite pronouns do not replace a specific noun. They are used to refer to one or more unspecified, people, places or things.

The indefinite pronouns include those that refer to undefined people, groups or things.

- anyone/anybody/anything
- everyone/everybody/everything
- no one/nobody/nothing
- someone/somebody/something

All of the above are singular nouns. "Everybody" sounds as if it is a plural but it is not. It is a singular noun that refers to a group of people.



Example:

Is everybody accounted for? (note the singular form "is")
Is there anybody out there?

Gender and number in a sentence or clause must be applied correctly. When an indefinite pronoun refers to a person or several persons the rest of the sentence must reflect the correct gender and number. This can lead to problems for groups of mixed gender. Strictly speaking the singular form should be used but increasingly the plural form is used instead.



Example:

Has everybody handed in his and her assignment? (correct but awkward)
Has everybody handed in their assignment? (used in practice)

Indefinite pronouns also include:

- those that refer to a choice of alternatives (either and neither); and
- those that refer to general amounts and quantities (all, another, any, both, each, enough, few, half, less, little, many, more, most, none, several, some).



Example:

I explained this to Hasan and Parvaiz but neither understood what I said.
Both passed the exam.
Many have said the same thing before.
Little is known about his early life.
Please do not eat anything before your blood test.

Many of the above words used as pronouns are also used as determiners or partitives (as explained in an earlier section).

3 SELF-TEST

1 What are the noun forms of the following words?

- (a) foolish
- (b) inform
- (c) deductible
- (d) wealthy
- (e) file
- (f) deepen
- (g) enjoy
- (h) swimming
- (i) create
- (j) dangerous
- (k) beautiful
- (l) affluent

(05)

2 Write the abstract nouns for each of the following words:

- (a) sell
- (b) famous
- (c) absent
- (d) anxious
- (e) choose
- (f) just
- (g) strong
- (h) think

(04)

3 Fill in the blanks with the most appropriate word given below:

bunch, team, class, flight, pack, bundle, library, swarm, fleet, crate

- (a) a _____ of grapes
- (b) a _____ of books
- (c) a _____ of bees
- (d) a _____ of players
- (e) a _____ of wolves
- (f) a _____ of cars
- (g) a _____ of stairs
- (h) a _____ of rags
- (i) a _____ of students
- (j) a _____ of fruit

(05)

4 Fill in the blanks with the most appropriate collective noun given below.

culture, hail, troupe, field bouquet, stack, host, stud, clump, chest

- (a) a _____ of horses
- (b) a _____ of runners
- (c) a _____ of flowers
- (d) a _____ of bacteria
- (e) a _____ of hay
- (f) a _____ of fire
- (g) a _____ of trees
- (h) a _____ of angels
- (i) a _____ of drawers
- (j) a _____ of dancers

(05)

5 Fill in the blanks with the most appropriate collective noun given below.

board, plague, forest, pride, clutch, troop, string, pack, sheaf, gaggle

- (a) a _____ of corn.
- (b) a _____ of locusts.
- (c) a _____ of directors.
- (d) a _____ of lions.
- (e) a _____ of eggs.
- (f) a _____ of monkeys.
- (g) a _____ of pearls.
- (h) a _____ of geese.
- (i) a _____ of cards.
- (j) a _____ of trees.

(05)

- 6** Fill in the blanks with the most appropriate living or inanimate thing given below.
clothes, oxen, doves, cubs, grass, sailors, fish, diamonds, rooms, buffaloes

- (a) a drove of _____.
- (b) a flight of _____.
- (c) a tuft of _____.
- (d) a crew of _____.
- (e) a cluster of _____.
- (f) a school of _____.
- (g) a suite of _____.
- (h) a litter of _____.
- (i) a herd of _____.
- (j) a suit of _____.

(05)

- 7** Convert the following adjectives into nouns:

- (a) long
- (b) deep
- (c) vacant
- (d) wise
- (e) poor
- (f) able

(03)

- 8** Change the following verbs into nouns :

- (a) explode
- (b) agree
- (c) explain
- (d) know
- (e) enclose
- (f) behave

(06)

9 Make nouns from the following words:

- (a) wise
- (b) correct
- (c) true
- (d) able
- (e) exclaim
- (f) decide
- (g) approve
- (h) happy
- (i) please
- (j) create
- (k) invade
- (l) agree

(06)

10 Give the correct plural forms of the following nouns.

- (a) poultry
- (b) potato
- (c) tooth
- (d) wife
- (e) baby
- (f) peach
- (g) handkerchief
- (h) photo
- (i) knife
- (j) furniture
- (k) radio
- (l) stimulus
- (m) cemetery
- (n) piano
- (o) basis
- (p) cupful
- (q) trade-in
- (r) journey

(05)

11 Give the plural forms of the following words:

- (a) calf
- (b) information
- (c) sister-in-law
- (d) story
- (e) sheep
- (f) history
- (g) mouse
- (h) furniture
- (i) crisis
- (j) radius
- (k) navy
- (l) criterion
- (m) memorandum
- (n) medium

(07)

12 Complete the following sentences with a suitable reflexive / personal pronoun:

- (a) He rewarded _____ with an ice-cream.
- (b) They agreed amongst _____ that they would not tell anyone.
- (c) My uncle works in a factory, _____ and says _____ is a noisy place.
- (d) _____ can swim because _____ has webbed feet.
- (e) When the dog chased Murad, _____ ran as fast as _____ could. **(04)**

13 Fill in the blanks with appropriate pronouns.

- (a) Nobody else is going to help us, so we will have to do it _____.
- (b) Mona slipped on the wet floor and hurt _____ badly.
- (c) The computer _____ was purchased recently does not fully meet our requirements.
- (d) I met your brother _____ informed me of your achievement in the final examination.
- (e) _____ bright idea was it to go mountain walking in this cold weather?
- (f) All the children were enjoying themselves at the party. _____ was having a wonderful time. **(03)**

14 Fill in the blanks with appropriate pronouns.

- (a) Aisha did all the cooking _____.
- (b) You always take _____ too seriously.
- (c) _____ are my favourite pair of shoes.
- (d) The shopkeeper from _____ I bought the suitcase has closed his business.
- (e) Tenants _____ rents have been increased unfairly can file an appeal to the rent controller.
- (f) The chair on _____ I was standing slipped and I fell down.
- (g) It was your friend in Dubai _____ told me of your accident.
- (h) The house _____ is rather small, but the garden is really spacious. **(04)**

15 Complete the given passage by using **who, which, whom, whose, where** or **why**.

The town of Keswick (a) _____ lies at the heart of Lake District, is the perfect place for a holiday and the Derwent Hotel (b) _____ overlooks the town, is the perfect place to stay. Robin and Wendy Jackson (c) _____ bought this small hotel three years ago, have already won an excellent reputation. Robin, (d) _____ cooking is one of the reasons (e) _____ the Derwent is so popular, was once Young Chef of the Year. The comfort of the guests (f) _____ the owners treat as members of the family always comes first. And the Lake District, (g) _____ has so much wonderful scenery and (h) _____ the poet Wordsworth lived will not disappoint you. **(04)**

16 Use the correct form of pronouns given in the brackets.

- (a) Did he want _____ to take _____ bags to the bus? (We)
- (b) Who knows where _____ put _____ bicycles? (They)
- (c) The book you found on the table is _____. (I)
- (d) The problem is really _____ to solve. (You)
- (e) I know about his sister. I don't know about _____. (He) **(05)**

17 Replace the underlined phrases with the possessive form:

- (a) Cheerful sounds of people filled the circus tent.
- (b) The laughter of the audience was loud as clowns did their tricks.
- (c) The costumes of the acrobats were amazing.
- (d) The tricks of the animals were fun to watch.
- (e) Some people covered their eyes during the performance of the tightrope walker. **(05)**

Other parts of speech

Contents

- 1 Determiners
- 2 Complements
- 3 Adjectives
- 4 Adverbs
- 5 Prepositions
- 6 Conjunctions
- 7 Self-test

INTRODUCTION

Learning outcomes

The overall objective of the syllabus is to ensure that candidates can communicate effectively in the English language.

Vocabulary

LO 1 **On the successful completion of this paper, candidates will be able to use vocabulary correctly.**

Practical use of grammar

LO 2 **On the successful completion of this paper, candidates will be able to construct sentences using correct grammar.**

1 DETERMINERS

Section overview

- Introduction
- Indefinite article
- Definite article
- Demonstratives
- Possessives
- Quantifiers
- Numbers
- Distributives
- Interrogatives
- Order of determiners

1.1 Introduction

The previous section explained that a noun phrase is a noun modified by other words. These words may come before or after the noun.

- Premodifiers come before the noun
- Post modifiers come after the noun

Premodifiers	Post modifiers
Determiners	A prepositional phrase
Adjectives	Adjectives (only rarely)
A noun	A subordinate clause
A participle of a verb	

This chapter covers determiners and adjectives.

Determiners

Determiners are words placed in front of a noun to make it clear what the noun refers to. They make the meaning of the noun phrase more specific.



Example:

Using the word “house” provides some information. Preceding it with a determiner adds more.

My house – not any house but mine.

My first house – I have had more than one house but I am talking about the first of these.

My first large house – I have had several houses and in fact I have had several large houses. I am talking not about my first house but about my first large house.

The determiners used in each of the above examples give more information about the thing being referred to.

Classes of determiners

There are several classes of determiners:

- Indefinite and definite articles
- Demonstratives
- Possessives
- Quantifiers
- Numbers
- Distributives
- Interrogatives

1.2 Indefinite article

The indefinite article is **a** or **an**.

The word **an** is used before nouns that start with a vowel sound.

- The word **a** is used before words that start with a vowel but sound as if they start with a consonant.
- The word **an** is used before words that start with a consonant but sound as if they start with a vowel.



Example:

A unique experience – Unique starts with a vowel but this is sounded as a “y” so “a” is used.

An honest man. – Honest starts with the consonant “h” but this is not sounded (the “h” is a silent letter).

In the above example **an** was used in front of a word starting with a silent **h**. An is often used before words starting with an h even when it is not silent.



Example:

An historical monument (note that this is not compulsory. “A historical monument” is also correct but is more awkward to say.)

The indefinite article is used as follows:

Use	Illustrations
To refer to something for the first time.	I bought a book on the way to college.
To refer to one of a type.	I saw an elephant today. Ashim is a doctor. I have a violin. (but “I play the violin”)
When it is not possible to be more specific (perhaps due to lack of information).	I saw a juggler at the market today. A friend of yours rang for you when you were out.

The indefinite article is used extensively in English. There are other uses than those above. Only the most important have been mentioned.

1.3 Definite article

This is the word **the**. It is the word found most frequently in English.

The definite article is used in front of a noun when writer (or speaker) believes that the reader (or listener) knows what is being referred to.

This might be for a number of reasons why this should be the case.

Why the reader or listener should know what is being referred to	Illustrations
Something that has been mentioned previously is being mentioned again.	I bought <u>a book</u> on the way to college. My friend rang me on my mobile phone and I was so distracted by the conversation that I left <u>the book</u> on the bus.
The thing being referred to is unique.	The president made a statement last night. The Pacific Ocean The Himalayas The United Nations
The thing being referred to is unique in the context of a sentence.	Look at <u>the</u> bird with the red feathers. He is <u>the</u> fastest boy in the team.

The definite article is also used in other circumstances.

Use	Illustrations
To refer to a general class when an adjective is used as a noun.	The poor The rich The voters The British
To refer to skill with musical instrument.	He can play the guitar. She plays the violin.

As stated above, the definite article is the most frequently used word in English. There are other uses than those above. Only the most important have been mentioned.

1.4 Demonstratives

Demonstrative determiners point out what is being talked about. They are used to indicate location of an object in relation to the speaker.

Location	Singular	Plural
near	this	these
far	that	those



Example: Demonstrative pronouns

This ball is mine. / These shoes are mine.

That ball is mine. / Those shoes are mine.

The same words are also used as demonstrative pronouns. In each case they allow the speaker to provide the same sort of information but in a different way.

- A demonstrative pronoun takes the place of a noun.
- A demonstrative determiner modifies a noun.



Example: Demonstrative pronouns (and demonstrative determiners)

Determiner – This bike is mine (“this” modifies the noun “bike”)

Pronoun – This is mine (“this” replaces the noun phrase “my bike”)

1.5 Possessives

Possessive determiners are used to indicate ownership of, or association with an item.

Do not be confused by the difference between possessive pronouns and possessive determiners.

They both allow a speaker to indicate possession but in a different way.

- A possessive pronoun takes the place of a noun.
- A possessive determiner modifies a noun.

Possessive pronouns were covered in the last session but are shown in the table below for the sake of completeness.

Person	Possessive pronouns		Possessive determiners	
	Singular	Plural	Singular	Plural
1 st	mine	ours	my	our
2 nd	yours	yours	your	your
3 rd masculine	his	theirs	his	their
3 rd feminine	hers	theirs	her	their
3 rd neutral	its	theirs	its	their



Example: Possessive determiners (and possessive pronouns)

Determiner – That is my bike (“my” modifies the noun “bike”)

Pronoun – That bike is mine (“mine” replaces the noun phrase “my bike”)

1.6 Quantifiers

Quantifiers are words used to give an approximation of an amount of something. There are several classes of quantifiers.

Quantifier	Use	Illustrations
a lot of, all, any, double, enough, half, less, more, most, much, no, some	With countable nouns and uncountable nouns	We went to a lot of trouble to do that. I only want half a peach please. I had no trouble completing the assignment but Iqbal had some. I have spent all of my money. All of the students were late.
both, each, either, every	With countable nouns only	Both were late. Each student passed the exam. Every student passed the exam. (Both of the above mean the same as "All students passed the exam").
a little, not much	With uncountable nouns only	I would like just a little sugar please. Not much rice for me please.

Note that numbers can sometimes be used as quantifiers. This is where a large number is used to give an approximation.



Example:

Thousands of people lined the streets to welcome the team home.

1.7 Numbers

There are two sorts of numbers:

Type of number	Purpose	Illustrations
Cardinal numbers	Count to an exact total	One, two, three, four etc.
Ordinal numbers	Indicate position in a sequence	First, second, third, fourth

Ordinal numbers are formed from cardinal numbers by adding – *th* to the number except for one (first), two (second) and three (third) and any number containing them.

**Example:**

The first three athletes win a medal. / He came third so won a medal.

There are eleven people in a hockey team. / He came eleventh in the race.

Two thousand / two thousandth

Two thousand and one / Two thousand and first

The word **last** functions as an ordinal number but has no cardinal equivalent.

**Example:**

He came last in the race.

1.8 Distributives

Distributive determiners are used to talk about how a group of people or things is divided or shared.

Distributive	Meaning	Illustrations
all	Every person or thing in a group of three or more.	He is attempting all three papers.
every	All members of a group of three or more.	We argue every time that I see him. Every apple is rotten.
everyone	All people in a group	Everyone stood to applaud the performance.
everything	All things in a group	Smoke from the fire had damaged everything.
both	Every person or thing in a group of two.	I like both brothers.
either	One item or person but not the other in a group of two.	I would be happy to go and see either film. I do not want see either of them.
neither	Not one item or person nor the other of a group of two.	Neither film suits me. I have read neither <i>Les Miserables</i> nor <i>The Three Musketeers</i> .
each	All items or persons in a group referred to separately.	You must enter your candidate number on each sheet of paper. Each student must bring a calculator. (This is the same as "All students must bring a calculator").

Either and **or** are used with a negative verb to have a negative meaning.

Neither and **nor** are used with a positive verb to have a negative meaning.



Example: either/neither

The following sentences mean the same thing:

I have not read either *Les Miserables* or *The Three Musketeers*.

I have read neither *Les Miserables* nor *The Three Musketeers*.

1.9 Interrogatives

Interrogative determiners are used to gather more information about the noun in question.

Interrogative	Meaning	Illustrations
Which	Used to ask a question about a specific group.	Which food do you prefer? Which regions of Pakistan have you visited? Which cinema shall we go to?
What	Used to ask a question in general.	What university did you attend? What time will you arrive?
Whose	Used to ask about possession or association.	Whose brother is that? Whose keys are these?

Remember the difference between the use of the words as pronouns and determiners.

They both allow a speaker to seek information but in a different way.

- An interrogative pronoun takes the place of a noun.
- An interrogative determiner modifies a noun.



Example: Demonstrative pronouns (and demonstrative determiners)

Determiner – Which film is your favourite? (“which” modifies the noun “film”)

Pronoun – Which is your favourite film? (“which” replaces the name of the film)

1.10 Order of determiners

Some nouns might be modified by more than one determiner.

Determiners are divided into groups for determining correct order.

Use first (pre-determiners)	Use second (central determiners)	Use third (post-determiners)
Some quantifiers (all, both, half, double, twice)	Articles (the, a, an) Demonstratives (this, these, that, those) Possessives (my, your, her, his, their).	Distributive (every) Some quantifiers (many, several, few, little, much, more, most, less) Ordinal numbers (first, second, third etc.)



Example:

Half my age.

This little bottle.

All my many friends

Some determiners followed by the preposition **of** can be used before the central determiners. These include another, any, each, enough, either, (a) few, (a) little, neither, more, most none and some.



Example:

Neither of the plans was a good one.

Few of my many friends were able to come.

2 COMPLEMENTS

Section overview

- Introduction
- Subject complements
- Object complements

2.1 Introduction

The term complement was referred to in Chapter 1.

This chapter is called “Other parts of speech”. Complements are not a “part of speech” but a part of a sentence. However, this is a convenient point to cover them in more detail.

2.2 Subject complements

Simple sentences consist of one clause. Many simple sentences contain a subject (the doer of the action) a verb (the action) and an object (the receiver of an action or the person or thing upon which an action falls).

Some sentences do not have an object but a complement. The complement replaces the object and tells us something about the subject.

A subject complement might be a noun or an adjective.

Adjectives are often used as complements with verbs like appear, be, feel, look, taste, smell etc. These are known as **link verbs**.



Example:

He is a doctor. (noun)

The meal is delicious. (adjective) / This meal tastes delicious.

That smells nice.

2.3 Object complements

These are quite rare. An object complement tells us something more about the object. An object complement follows the object and is found with verbs like make and call.



Example:

He called me mad! (“me” is the object and mad is the “complement”)

That makes me angry. (“me” is the object and angry is the “complement”)

3 ADJECTIVES

Section overview

- Introduction to adjectives
- Forming adjectives
- Comparison
- Intensifiers and mitigators
- Order

3.1 Introduction to adjectives

Adjectives are describing words. They are used to modify (qualify or add meaning to) a noun.

The noun 'bear' means any animal of that group but could be any one of a number of species.

The phrase “big, black bear” gives more information. It describes two of the characteristics of the animal under discussion.

The phrase “Asiatic black bear” gives specific information about the species of bear under discussion.

Types of adjective

Determiners make specific reference to the noun being referred to but adjectives tell you more about it. However, some authors classify some words as adjectives and others classify them as determiners. It does not really matter what a word is called as long as it is used properly.

You will see below that several categories of “adjectives” have already been covered as “determiners”.

Category	Function:	Illustration
Adjectives of quality	Answers the question “of what kind?”	Big, small, red, frightening
Adjectives of quantity	Answers the question “how much?”	All, any, few, some etc.
Adjectives of number	Answers the question “how many?”	One two, three etc.
Demonstrative adjectives	Answers the question “which”?	This, that, these, those
Interrogative adjectives	Asks questions about the noun.	What, which , whose

Operation

Adjectives work to modify nouns in two main ways:

- ❑ An adjective can go before a noun. (An adjective in this position is described as being **attributive** or being in the **attributive position**);
- ❑ An adjective can go after a verb to form a subject complement or an object complement. (An adjective in this position is described as being **predicative** or as being in the **predicative position** and the verb is described as a **link verb**).

Most adjectives can freely occur in either position but a small number are restricted to one position only.

The adjectives like **countless** and **main** can only occur in the attributive position.



Example:

The main reason that I went was to see my friends.

Countless people were celebrating on the streets.

The adjectives like **afraid, alike, alive, alone, ashamed, asleep, awake, content, glad, ready, sure** and **well** can only be used with a link verb (predicatively).



Example:

The two brothers are alike.

A run at the start of the day makes me feel alive.

The child was afraid.

Are you awake?

Exceptions

A small number of adjectives can also follow a noun. In this case they might have a different meaning to when they are used before the noun.

This applies to only a small number of adjectives including **absent, concerned, involved** and **present**.



Example:

The present president of the USA is Barack Obama.

Present used to mean at this time.

All students present were given a certificate

Present used to mean in attendance.

There were a large number of concerned people at the meeting.

Concerned used to refer to those with an interest.

The people concerned were very angry.

Concerned used to refer to a specific group.

Adjectives of general opinion

Some adjectives reflect the opinion of the speaker. Others may not agree with his assessment. Adjectives which give a general opinion can be used to describe almost any noun.

These include words like **awful, bad, beautiful, brilliant, excellent, important, good, lovely, nasty, nice, pretty, strange, and wonderful.**

3.2 Forming adjectives

Adjectives formed from verbs

Many adjectives are formed by adding **-ing, -d** or **-ed** to a verb. (This may involve other small changes to the verb).

Adjectives formed by adding **-d** or **-ed** are usually used before nouns.

Adjectives formed by adding **-ing** are often used with link verbs.

Verb	-ing adjectives	-ed adjectives
annoy	annoying	annoyed
amuse	amusing	amused
bore	boring	bored
disappoint	disappointing	disappointed
excite	exciting	excited
frighten	frightening	frightened
interest	interesting	interested
shock	shocking	shocked
surprise	surprising	surprised
terrify	terrifying	terrified
tire	tiring	tired
worry	worrying	worried

Adjectives formed from nouns

There are many ways of forming adjectives from nouns by adding an ending (and often changing, adding or losing one or more letters).

By adding:	Noun	Adjective
-al	topic	topical
	nation	national
-able	comfort	comfortable
	value	valuable
-ant	distance	distant
-ese	China	Chinese
	Japan	Japanese
-ful	success	successful
	pity	pitiful
	truth	truthful

By adding:	Noun	Adjective
-iful	beauty	beautiful
	duty	dutiful
-ish	child	childish
	fever	feverish
	fool	foolish
-ous	adventure	adventurous
	danger	dangerous
	poison	poisonous
-some	quarrel	quarrelsome
	trouble	troublesome
-y	star	starry
	hunger	hungry
	stone	stony

The above list contains the more common of the methods. There are others too as well as a large number of irregular derivations.



Example:

Day/daily; hero/heroic; poverty/poor; pride/proud; responsibility/responsible; wisdom/wise; science/scientific

3.3 Comparison

Comparatives

The comparative and superlative forms of adjectives are used to compare and contrast people and things from other people and things.

The comparative form of an adjective is used to compare a person or thing with another person or thing. It identifies which of the two has more or less of a stated quality or characteristic than the other. The comparative is often followed by the word **than**.



Example:

Abid is taller than Khushal.

Faisalabad is bigger than Rawalpindi.

Nadeem is the quicker of the two.

My car is more comfortable than yours.

The superlative form of an adjective is used to compare a person or thing with more than one other person or thing. It identifies which of the two has the most or least of a stated quality or characteristic than the other. The superlative form is usually preceded by the word **the**.



Example:
 Abid is the tallest in the class.
 Karachi is the biggest city in Pakistan.
 There are number of ways we could make the journey but flying would be quickest.

Forming comparatives and superlatives

The comparative and superlative forms of adjectives are constructed in different ways.

The two regular methods of construction are as follows.

	Forming the comparative	Forming the superlative
Adjectives with one syllable	add -er to the adjective	add -est to the adjective
	If the adjective ends in -e , only -r and -st are added. If the adjective ends in -y , the -y changes to -i before adding the ending.	
Adjectives with three or more syllables	Use the word more before the adjective	Use the word most before the adjective
Adjectives with two syllables.	Can follow either or both patterns. When in doubt use more .	Can follow either or both patterns. When in doubt use most .



Example: Forming comparatives and superlatives

Adjectives with one syllable (e.g. tall)	I am taller than you.	He is the tallest.
Adjectives with three or more syllables (e.g. fortunate)	I am more fortunate than most people.	I am the most fortunate person that I know.
Adjectives with two syllables. (e.g. tasty, polite)	Mangoes are tastier than apples. Mangoes are more tasty than apples. Your brother is politer than you. Your brother is more polite than you. <u>(This sounds better)</u>	Mangoes are the tastiest fruit. Mangoes are the most tasty fruit. Your brother is the politest person that I know. Your brother is the most polite person that I know. <u>(This sounds better)</u>

An adjective preceded by less (comparative) or least (superlative) is used to indicate the opposite of the above.



Example: Less and least

Adjectives with one syllable	I am less tall than you.	He is the least tall in the class.
Adjectives with three or more syllables	I am less fortunate than most people.	I am the least fortunate person that I know.
Adjectives with two syllables.	Mangoes are less tasty than apples. Your brother is less polite than you.	Mangoes are least tasty fruit. Your brother is the least polite person I know.

Irregular adjectives

A small but important group of irregular adjectives form the comparative and superlative by having different words that do not follow the above pattern.

Adjective	Comparative	Superlative
good	better	best
well	better	best
bad	worse	worst
far (place)	farther	farthest
far (place and time)	further	furthest
late (time)	later	latest
late (order)	latter	last
little (amount)	less	least
near (place)	nearer	nearest
near (order)	nearer	next
many	more	most
much	more	most
old	older	oldest / eldest
some	more	most

3.4 Intensifiers and mitigators

An intensifier is a word used to emphasise another word or phrase. They can be used to strengthen or weaken the effect of adjectives.

Intensifiers

Intensifiers strengthen the effect of adjectives.

Common intensifiers are **very** and **really**.



Example:

Usain Bolt is a very fast runner.

It is really cold today.

Some intensifiers are used with particular adjectives.

For example we use the intensifier **highly** with the adjectives **successful**, **intelligent**, **likely** and **unlikely**.

Intensifier	Use
highly	highly successful / highly intelligent / highly likely / highly unlikely:
bitterly	bitterly disappointed / bitterly unhappy / bitterly cold

Other intensifiers include adverbs like **amazingly**, **extremely**, **exceptionally**, **incredibly**, **particularly** and **remarkably**.

Try to limit your use of these words as intensifiers as overuse can make writing seem clumsy.

Strong adjectives:

A strong adjective already includes the concept of **very**. For example, “enormous” and “huge” mean “very big”.

Strong adjectives do not need to be intensified. For example, you cannot write “very huge”.

Words like **absolutely**, **exceptionally**, **particularly**, **quite** and **really** might be used to intensify strong adjectives.



Example:

Russia is an absolutely enormous country.

Albert Einstein did not do well at all subjects at school but he was absolutely brilliant at mathematics.

Mitigators

Mitigators are the opposite of intensifiers. They weaken the effect of adjectives. Common mitigators include ***fairly***, ***rather*** and ***quite***.



Example:

I am rather tired.

That landing was quite worrying.

3.5 Order

A noun could be modified by any number of adjectives but, in practice, it is unusual to see more than three adjectives before a single noun.

Unfortunately there is no rule about which order different adjectives should be placed in.

Order	Type of adjective	Illustration
1	General opinion	beautiful, ugly, easy, fast, interesting
2	Specific opinion	tasty, comfortable
3	Size	small, tall, short, big
4	Age	young, old, new
5	Shape	square, rectangular, round
6	Colour	red, black, green, purple
7	Nationality	American, British, Pakistani
8	Material	wooden, metallic, plastic
9	Purpose or Qualifier	fishing (boat), racing (car)



Example:

beautiful, comfortable, big, old chair

new, black and red Italian racing car

round, red, wooden box

Note that the adjectives before a noun are not separated by the word ***and*** unless they are colours.

4 ADVERBS

Section overview

- Types of adverbs
- Adverb formation
- Possible adverbs for common verbs
- Comparison of adverbs

4.1 Types of adverb

An adverb is a word which modifies or adds to the meaning of a verb.

Adverbs may be divided into different classes according to their use.

Adverbs of:	Examples	Illustration of use
time	afterwards, already, always, before, immediately, last week, now, since, seldom, soon, then, tomorrow, yesterday.	We have met <u>before</u> .
place	above, below, everywhere, here, nowhere, on top of, over there, there, under, underneath.	They came <u>here</u> yesterday.
number	once, twice etc.	They ran <u>twice</u> round the park.
manner	badly, easily, happily, quickly, sadly, slowly, well	The tall boy won <u>easily</u> .
degree	almost, much, nearly, only, quite, rather, really, so, too, very	She has <u>nearly</u> finished the report. The old lady walked <u>very</u> slowly.
frequency	again, almost, always, ever, frequently, generally, hardly ever, nearly always, never, occasionally, often, rarely, seldom, sometimes, twice, usually, and weekly.	I <u>always</u> visit my family in November. She <u>never</u> returns her calls.
probability	certainly, definitely, maybe, possibly, clearly, obviously, perhaps, probably	<u>Perhaps</u> I will come later. I will <u>certainly</u> come to the meeting. He will <u>possibly</u> be late.
reasoning	therefore, hence	"I think, <u>therefore</u> I am". (<i>Rene' Decartes</i>)
affirmation	yes, certainly, surely, absolutely	She can <u>certainly</u> swim.
negation	never, no, not	I have <u>not</u> read the book.

Adverbs can also modify adjectives and other adverbs.



Example:

Modifying an adjective - I am exceptionally tired today. / Hasan is extremely clever.

Modifying an adverb - I am quite seriously annoyed about this. / The day passed incredibly quickly.

4.2 Adverb formation

Most adverbs are formed from corresponding adjectives in a number of ways.

Rule	Adjective	Adverb
Adverbs are usually formed by adding -ly to an adjective	quiet	quietly
	careful	carefully
	careless	carelessly
Adjectives ending in -le change it to -ly .	possible	possibly
	probable	probably
	incredible	incredibly
Adjectives ending in -y change it to -ily .	lucky	luckily
	happy	happily
	angry	angrily
Adjectives ending in -ic change to -ically	basic	basically
	ironic	ironically
	scientific	scientifically

There are some irregular adverbs.

For example, the most common irregular adverbs are: good - well, hard - hard, fast -fast

Adjective	Adverb	Adjective	Adverb
good	well	early	early
fast	fast	daily	daily
hard	hard	wrong	wrong / wrongly
late	late		

4.3 Possible adverbs for common verbs

Verb	Possible adverbs
accept	gratefully, reluctantly
achieve	quickly, fortunately
act	quickly, suddenly, warily
answer	correctly, immediately, angrily
eat	greedily, hungrily quickly, slowly
behave	badly, shamefully
cry	bitterly, tearfully
decide	carefully, eventually, immediately
explain	briefly, clearly, concisely
fall	heavily, quickly, suddenly
fight	bravely, furiously gamely
injure	accidentally, fatally, seriously, slightly
leave	hurriedly, quietly, suddenly
listen	anxiously, attentively, carefully
lose	badly, heavily sportingly
pull	hastily, strongly, vigorously
run	hurriedly, quickly, rapidly, slowly
remember	clearly, distinctly faintly, slightly
sit	quietly, impatiently
shout	frantically, joyfully, jubilantly, loudly, suddenly
sleep	fitfully lightly, soundly broadly,
smile	happily; ruefully insolently, impudently
spend	foolishly, freely, recklessly, sparingly
speak	clearly, distinctly, earnestly, loudly plainly, slowly
wait	patiently, anxiously
walk	quickly, slowly purposefully
whisper	audibly, quietly, softly
work	tirelessly, endlessly

4.4 Comparison of adverbs

Adverbs are compared in the same way as adjectives.

Most adverbs have two syllables or more so they usually form the comparative and superlative by adding **more** and **most** to the adverb.

Regular

Positive	Comparative	Superlative
early	earlier	earliest
fast	faster	fastest
long	longer	longest
soon	sooner	soonest

Positive	Comparative	Superlative
bitterly	more bitterly	most bitterly
bravely	more bravely	most bravely
briefly	more briefly	most briefly
carefully	more carefully	most carefully
clearly	more clearly	most clearly
cruelly	more cruelly	most cruelly
easily	more easily	most easily
freely	more freely	most freely
greedily	more greedily	most greedily
happily	more happily	most happily
loudly	more loudly	most loudly
quickly	more quickly	most quickly
slowly	more slowly	most slowly
willingly	more willingly	most willingly

Irregular

Positive	Comparative	Superlative
badly	worse	worst
far	farther	farthest
forth	further	furthest
ill	worse	worst
late	later	last
much	more	most
well	better	best

5 PREPOSITIONS

Section overview

- Introduction to prepositions
- Complex prepositions
- Verb preposition combinations

5.1 Introduction to prepositions

Prepositions are always followed by a noun or pronoun phrase. The preposition indicates the relationship of the noun or pronoun to the rest of the sentence.

- Simple prepositions consist of one word.
- A group of words that functions like a preposition is called a complex preposition.

Prepositions are used to express relationships that are mostly to do with place and time.

Relationship	Preposition
Direction in which something is moving in relation to another person or thing	from, off, into, to, towards
Location of a person or thing	about, above, across, along, against, amid, at, among, amongst, around, behind, below, beneath, beside, between by, beyond, down, in, inside, near, of, on, outside, over, under, underneath, up, upon, with, within.
A point in time	at, on, in.
A period before or after a point in time	before, after, since, until.
Duration	during, for, through, throughout
Other (general relationship)	by, for, of



Example:

He left towards the mosque.

It is against the wall / in the box / outside the room / underneath the stairs

My birthday is on 14th July.

I need to talk to you after the meeting. / You are before me.

He was not paying attention during the presentation.

This is for you.

5.2 Complex prepositions

These consist of more than one word. Examples include **due to**, **in spite of**, **on top of**, **out of** and **together with** and many others



Example:

The match was cancelled **due to** the storm.

I managed to do a lot of work **in spite of** the power failure.

He has fallen **out of** the window.

I'd like lamb **please, together with** rice.

5.3 Verb/preposition combinations

Prepositions often occupy a position between a verb and a noun or pronoun.

Many verbs must be followed by specific preposition. When there is a choice of preposition the meaning of the phrase might change.

The following list shows common verb/preposition relationships.

Verb with correct preposition		
agree to (something)	differ with (somebody)	opposite to
agree with (somebody)	disagree with	part from (somebody)
aim at	disappointed in (something)	part with (something)
angry at (something)	disappointed with (somebody)	protest against
angry with (somebody)	disgusted at (something)	pursuit of
ashamed of	disgusted with (somebody)	regard for
blame for	dislike for	rely on
change for (something)	divide among (many)	similar to
change with (somebody)	divide between (two)	suffer from
comment on	equal to	speak to
check for	filled with	speak about
check on	full of	talk to
check over	give to	talk with
compared with	good for	tired of (something)
complain of	guilty of	tired with (action)
confer with	in defiance of	thirst for (or after)
conscious of	indignant at (something)	wait for (person, thing)
despair of	indignant with (somebody)	wait upon (somebody)
die of	inspired by	write about (something)
differ from (opinion)	interfere with	write to (somebody)

6 CONJUNCTIONS

Section overview

- Introduction
- Coordinating conjunctions
- Subordinating conjunctions
- Correlative conjunctions

6.1 Introduction

A conjunction is a joining word (or words).

Conjunctions are used to join two parts of a sentence. These parts might be words, phrases, or clauses.

There are three types of conjunction:

- Coordinating conjunctions;
- Subordinating conjunctions; and
- Correlative conjunctions.

6.2 Coordinating conjunctions

The coordinating conjunctions are the words **and**, **but**, **or**, **nor**, **for**, **so**, and **yet**.

Coordinating conjunctions are used to join two parts of a sentence that are grammatically equal. The two parts may be individual words, phrases, or independent clauses.



Definition: Independent clause

An independent clause (or main clause) is a clause that can stand by itself, also known as a simple sentence.

An independent clause makes sense by itself.

Coordinating conjunctions always come between the words or clauses that they join.



Example:

When I was at school, I played hockey, cricket and squash.

He likes Coca Cola and Pepsi Cola.

I like Coca Cola but my brother likes Pepsi Cola.

I want my family to be proud of me, so I am studying hard to pass my accountancy exams.

6.3 Subordinating conjunctions

A subordinating conjunction introduces a dependent clause and indicates the nature of the relationship between the two clauses.



Definition: Dependent clause

A dependent clause (or a subordinate clause) is a clause that supplies additional information about an independent clause.

A dependent clause cannot stand alone as a sentence.

There are many subordinating conjunctions. The most common are **after**, **although**, **as**, **because**, **before**, **how**, **if**, **once**, **since**, **than**, **that**, **though**, **till**, **until**, **when**, **where**, **whether**, and **while**.

Subordinating conjunctions come at the beginning of the subordinate clause.



Example: Subordinating conjunction

Independent clause	Subordinating conjunction	Dependent clause
Khalid had to start the report again	after	his computer crashed.

Subordinating conjunctions come at the beginning of the subordinate clause but the subordinate clause can come before the independent clause.



Example: Subordinating conjunction

Subordinating conjunction	Dependent clause	Independent clause
After	his computer crashed	Khalid had to start the report again.

6.4 Correlative conjunctions

Correlative conjunctions always appear in pairs which are used to link phrases, words or clauses in a sentence.

Common correlative conjunctions are set out below.

Correlative conjunction	Table title
Both/and	<u>Both</u> my grandfather <u>and</u> my uncle were killed in an accident in a steel works.
Either/or	I could <u>either</u> have a mango <u>or</u> a pear.
Neither/nor	He had <u>neither</u> mangoes <u>nor</u> pears to sell.
Not only/but also	<u>Not only</u> is it cold <u>but</u> it is <u>also</u> raining.
Rather/than	I would <u>rather</u> go out today <u>than</u> stay at home.
Whether/or	It is your decision whether you study tonight <u>or</u> not.

7 SELF-TEST

Articles

- 1** Insert the appropriate articles in each of the following sentences:
- (a) There is _____ box of chocolates on _____ table for you.
 - (b) Immediately after we reached her home, she went to _____ kitchen to prepare dinner.
 - (c) Shahid's father is employed as _____ electrician in _____ textile mill.
 - (d) He is _____ right man for this challenging assignment. **(03)**
- 2** Insert the appropriate articles in each of the following sentences:
- (a) _____ Pakistani, _____ Indian, _____ Sri Lankan and _____ Englishman went together to see the One Day Cricket match in Dubai.
 - (b) _____ tiger is _____ ferocious animal.
 - (c) _____ rich should help _____ poor.
 - (d) _____ bird in hand is worth two in _____ bush.
 - (e) _____ girl in _____ pink dress is _____ student of mine.
 - (f) _____ black car and _____ red motorcycle both belong to the gentleman who lives across the street.
 - (g) Would you like to have sugar in your tea? Yes, _____ little please. **(04)**
- 3** State whether the underlined words in the following sentences are adjectives, adverbs or none of these.
- (a) The French town has an interesting history.
 - (b) Akram said that he was sincerely sorry for misusing the tax fund.
 - (c) He ran fast.
 - (d) This is a fast car.
 - (e) You don't look well today.
 - (f) She performed well.
 - (g) Our mission was to save the human race.
 - (h) We sometimes get confused.
 - (i) She rarely eats a big breakfast.
 - (j) This is an easy exercise. **(05)**

Adjectives and adverbs

4 State whether the following words are nouns, adjectives, or adverbs.

- (a) beak
- (b) curly
- (c) agreement
- (d) fairly
- (e) genuine
- (f) author
- (g) actively
- (h) careless
- (i) hilly
- (j) friendly
- (k) bitterly
- (l) costly
- (m) carefully
- (n) fever

(07)

5 Identify whether the underlined word in the following sentences is an adverb, a verb or an adjective:

- (a) I have almost finished my term report.
- (b) You must not hurt your mother's feelings.
- (c) Her ill health does not allow her to leave her apartment.
- (d) We regularly visit our grandparents.
- (e) This is the shortest way to the grocery market.
- (f) I wish I was a star batsman.
- (g) This house in the village seems haunted.
- (h) I usually don't interfere in my brother's business affairs.
- (i) She was not dependable, although she was highly intelligent.
- (j) The mischievous child in that class is giving the teacher a tough time. **(05)**

6 Change the following nouns into adjectives:

- (a) elegance
- (b) gold
- (c) space
- (d) strength
- (e) youth
- (f) courage

(03)

7 Make adjectives from the following nouns:

- (a) play
- (b) trouble
- (c) man
- (d) courage
- (e) silk
- (f) laugh
- (g) king
- (h) gift

(04)

8 Write the superlative forms of the following:

- (a) bad
- (b) late
- (c) near
- (d) ugly
- (e) good
- (f) old
- (g) sleepy
- (h) easy
- (i) some
- (j) late
- (k) little
- (l) far
- (m) bored
- (n) much

(07)

9 Write the superlative form of the following:

- (a) healthy
- (b) blind
- (c) many
- (d) horizontal
- (e) top
- (f) dirty
- (g) spicy
- (h) interesting
- (i) northern
- (j) annoying
- (k) far
- (l) wet
- (m) little
- (n) vertical

(07)

10 Write the appropriate comparative or superlative forms of the words listed below to complete the following sentences. Each word should be used only once:

cheap, beautiful, sad, difficult, modern, far, busy, late, pretty, young

- (a) Holding your new-born baby in your hands is without doubt the _____ experience in the world.
- (b) The dress looked _____ after she wore it.
- (c) He usually does not have much work to do, but pretends as if he is the _____ person in the office.
- (d) Many people believe that regular exercise is _____ than dieting.
- (e) My father's death was the _____ day of my life.
- (f) Have you read the _____ edition of Mrs. Khan's book "Culinary Delights?"
- (g) This laboratory has recently been equipped with the _____ diagnostic facilities in the city.
- (h) Marhaba Estates are located at the _____ end of this road.
- (i) Zahid is the _____ child in the family.
- (j) This pair of shoes is more comfortable, although it is _____ than the one I purchased last year.

(05)

- 11** Complete the given sentences with the most appropriate comparative/superlative forms of the words listed below. Each word should be used once:

fast, keen, quiet, low, dry, handsome, serious, early, clever

- (a) Our company has won this year's award for offering the _____ tariff rates in the telecommunication business.
- (b) I'll try to reach home _____ than usual, so that we can go to the exhibition on time.
- (c) The hero of this movie appears to be _____ than the one in the previous film of this series.
- (d) This is the _____ corner of the park. I love to come and read here once in a while.
- (e) "His condition is _____ than we had anticipated, he must undergo surgery immediately." The doctor said.
- (f) I have heard so much about Mr. Zahid's financial skills that I was the _____ to join his company as a summer intern.
- (g) I think Shaista is not only a helpful person; she is also the _____ girl in our class.
- (h) Shoaib Akhtar is the _____ bowler in the Pakistan team.
- (i) The Gobi Desert is the _____ desert in the world. **(05)**

- 12** Each of the following sentences contains an adverb and an adjective.

Underline the adverb and circle the adjective.

- (a) Palaeontologists look for highly interesting plants and animal fossils.
- (b) Palaeontology is specially associated with the study of prehistoric life forms.
- (c) The word dinosaur means a "fearfully great lizard".
- (d) Dinosaurs became immensely popular after the release of the movie "Jurassic Park". **(04)**

- 13** Change the underlined adjectives to adverbs to complete the second sentence.

- (a) Natasha is a good violinist.
She plays the violin very _____.
- (b) I had a bad night.
I slept _____ last night.
- (c) They came on the fast train.
The train went quite _____.
- (d) Sanam wears expensive clothes.
She dresses _____.
- (04)**

14 Decide if each underlined word is an ADJECTIVE or an ADVERB.

- (a) Do you have to play that music so loud?
- (b) Back already! That was quick.
- (c) Very young children travel free.
- (d) How are you? Very well, thank you.

(04)

Prepositions

15 Insert the correct preposition in each of the following sentences:

- (a) My employer has promised an increase in salary, but I haven't got it _____ writing as yet.
- (b) Sajid's mobile phone was stolen while he was away _____ a business trip to Lahore.
- (c) Is being a nuclear power a good idea _____ your opinion?
- (d) Can I pay this bill _____ credit card?
- (e) Don't run too fast. I can't keep _____ with you.
- (f) All the participants left in a hurry _____ the end of the seminar.
- (g) Rashid worked _____ an apprentice in the factory during the summer holidays.
- (h) I did not do it _____ purpose.
- (i) I hope to see you on Thursday _____ 10.30 a.m.
- (j) The graduating doctors were advised _____ abide by the code of ethics.

(05)

16 Insert the correct preposition in each of the following sentences:

- (a) How many _____ the members will join the trip?
- (b) We had to climb slowly _____ the hill.
- (c) Don't lean that ladder _____ the wall.
- (d) Even the new drug could not cure him _____ his illness.
- (e) The cat likes to rub its head _____ my legs.
- (f) If you go _____ a river you go towards its source.
- (g) There is only one bridge _____ this river.
- (h) Many of us eat _____ fork and spoon.
- (i) The referee ordered two players _____ the field.
- (j) We have not met _____ early last year.

(05)

- 17** Insert the correct preposition in each of the following sentences:
- (a) Ali was just _____ time to join us for the dinner.
 - (b) I don't get _____ very well with my neighbour; she is such a show-off.
 - (c) I did not wear any warm clothing _____ it was quite chilly.
 - (d) I have not met him _____ his marriage in June last year.
 - (e) What is your opinion _____ the recent political turmoil in Egypt?
 - (f) The horse jumped gracefully _____ the fence.
 - (g) All the five members of the group must reach consensus _____ themselves for the selection of the project topic.
 - (h) The departmental store is situated right _____ the street and I can see it from my bedroom window.
 - (i) Some people believe that ghosts can walk _____ concrete walls.
 - (j) Please bring the cough medicine _____ the chemist's shop.
 - (k) These finely stitched suits are made from virgin wool and are available only _____ our retail outlets.
 - (l) Please do not disclose details of the investigation report to anyone; it's just _____ you and me.
 - (m) Do not throw litter in the room. There is a dust bin _____ the writing table.
 - (n) Mr. Alam lives _____ the fifth floor of the newly constructed residential building situated on the main road. **(07)**

Conjunctions

18 Fill in the blanks with the most appropriate conjunctions from those given below:

whereas, or, because, although, even though, unless, so, after, when, while

- (a) _____ it was raining, I didn't get wet.
- (b) Sara got the job _____ she had no experience.
- (c) I saw him leaving an hour _____ two ago.
- (d) _____ my wife likes to travel abroad, I prefer to stay at home for my vacations.
- (e) I will be late today, _____ my car has broken down.
- (f) You cannot be a lawyer _____ you have a law degree.
- (g) Use damp strings _____ tying up parcels.
- (h) I often listen to music _____ working.
- (i) We were getting tired _____ we stopped for a rest.
- (j) Put this on _____ shaving and you will smell wonderful. **(05)**

19 Put the correct conjunctions from the list given below into their appropriate places in the text:

although, and, and, and, because, when, because, before, so, until, although

Saeed wasn't a bright student at school, (a)_____ he left (b)_____ he was sixteen (c)_____ took a job in a travel agency. He did not stay there very long, (d)_____ he liked the work. He decided to move (e)_____ the pay was very low (f)_____ the hours were too long. His next job was at an import-export company. He liked that much better, (g)_____ he travelled frequently to distant countries (h)_____ the work was financially rewarding. He worked there for three years, (i)_____ he really learnt the ropes of the business; then he started his own company. Now he is doing very well, (j)_____ the work is sometimes very demanding. He says he wants to earn enough money to retire (k)_____ he reaches fifty years. **(05)**

20 Insert suitable conjunctions in the blank spaces.

- (a) Mary works hard _____ her brother is very lazy.
- (b) Shall I write him a letter _____ would you prefer to phone him?
- (c) I didn't go to work today _____ I haven't been feeling well.
- (d) I wouldn't do that _____ I were you.
- (e) The sun was shining _____ it was still raining.
- (f) They were so poor _____ they could hardly feed their children. **(03)**

Vocabulary

Contents

- 1 A working vocabulary
- 2 Prefixes and suffixes
- 3 Synonyms and antonyms
- 4 Word confusion
- 5 British English and American English
- 6 Self-test

INTRODUCTION

The overall objective of the syllabus is to ensure that candidates can communicate effectively in the English language.

Vocabulary

LO 1 **On the successful completion of this paper, candidates will be able to use vocabulary correctly.**

LO 1.1.1 Identify the correct meaning of the word and use synonyms or antonyms for the given words in a sentence.

LO 1.1.2 Construct meaningful sentences using the prescribed word list.

1 A WORKING VOCABULARY

Section overview

- Oxford 3000 wordlist
- Word building
- Groups of words from the wordlist

1.1 Oxford 3000 wordlist

It is estimated that the 85% of common speech uses only about 1000 of the most commonly used words and 95% of common speech uses only about 3000.

In order to achieve a basic level of fluency in a language you need to achieve this 95% level.

The ICAP examiners have recognised this and have specified the words set out in the **Oxford 3000** word list. This is contained in the **Oxford Advanced Learner's Dictionary** by **S Hornby**.

The list is reproduced as an appendix to this chapter but without definitions as this would make the text too big.

This is the list that you need to be able to use. It contains the vocabulary upon which you will be examined.

1.2 Word building

You have already seen that many words in English can perform more than one function depending on the context of the way in which they are used.

The participles of a verb might be used as a noun, an adjective or an adverb.



Example: Multiple roles

Run is a verb (I run every day) but can be used as a noun (I am going on a run tonight).

The present participle of run (running) is used to make the progressive tenses (I am running) but can also be used as an adjective (I can hear running water).

Many words in English are derived from other words. A base word might be adjusted to produce another type of word. This might be done by the addition of letters before (known as a prefix) or after (known as a suffix) the word.

This is explained in more detail in the following section.

This section continues with a table showing groups of words that are linked to each other. Each of the following groups contains words that appear on the Oxford 3000 wordlist. We have taken the opportunity to add words to some groups in order to expand your vocabulary further. Words that do not appear on the Oxford 3000 wordlist are in *italics*.

1.3 Groups of words from the wordlist

Verbs	Nouns	Adjectives	Adverbs
	ability	able	<i>ably</i>
		absolute	absolutely
accept		acceptable	<i>acceptably</i>
	accident	accidental	accidentally
achieve	achievement		
acknowledge	<i>acknowledgment</i>		
act	action, activity	active	actively
		actual	actually
add	addition	additional	additionally
	<i>adequacy</i>	adequate	adequately
admire	admiration	<i>admirable</i>	
	<i>adventure</i>	<i>adventurous</i>	<i>adventurously</i>
advise	advice		
agree	agreement	<i>agreeable</i>	<i>agreeably</i>
ally	ally, alliance	allied	
	alphabet	alphabetical	alphabetically
	alternative	alternative	alternatively
amaze	<i>amazement</i>	amazing, amazed	<i>amazingly</i>
amuse	<i>amusement</i>	amusing, amused	<i>amusingly</i>
<i>anger</i>	anger	angry	angrily
annoy	annoyance	annoying, annoyed	<i>annoyingly</i>
		annual	annually
	anxiety	anxious	anxiously
appear	appearance	apparent	apparently
apply	application	<i>applicable</i>	
appoint	appointment	<i>appointed</i>	
approve	approval	approving	
	proximity	approximate	approximately
argue	argument	<i>argumentative</i>	
arrange	arrangement	<i>arranged</i>	
arrive	arrival		
		artificial	artificially
assist	assistance	<i>assisted</i>	
associate	association, <i>associate</i>	<i>associated</i>	
attach	<i>attachment</i>	attached	

Verbs	Nouns	Adjectives	Adverbs
attract	attraction	attractive	attractively
automate		automatic	automatically
		awful	awfully
base	base, basis	basic	basically
	beauty	beautiful	beautifully
begin	beginning		
behave	behaviour		
believe	belief	believable	<i>believably</i>
		bitter	bitterly
		blank	blankly
boil		<i>boiling</i>	
bore	<i>boredom</i>	boring, bored	
	<i>bravery</i>	brave	<i>bravely</i>
		brief	briefly
<i>brighten</i>	<i>brightness</i>	bright	brightly
	<i>brilliance</i>	brilliant	brilliantly
<i>broaden</i>	<i>breadth</i>	broad	broadly
buy	buyer		
	calmness	calm	calmly
care	care	careful	carefully
	caution	cautious	cautiously
celebrate	celebration	<i>celebratory</i>	
	<i>certainty</i>	certain	certainly
<i>cheapen</i>	<i>cheapness</i>	cheap	cheaply
	child	childish	childishly
choose	choice	choosy	choosily
	cold	cold	coldly
collect	collection	collective	collectively
colour	colour	coloured, colourful	colourfully
comfort	comfort	comfortable	comfortably
communicate	communication		
compare	comparison	<i>comparative</i>	<i>comparatively</i>
compete	competition	competitive	<i>competitively</i>
<i>complete</i>	<i>completion</i>	complete	completely
concern	concern	concerned	
conclude	conclusion	concluded, conclusive	
confide	confidence	confident	confidently

Verbs	Nouns	Adjectives	Adverbs
confuse	confusion	confusing, confused	<i>confusingly</i>
consider	<i>consideration</i>	considerable constant	considerably constantly
construct	construction	<i>constructive</i>	<i>constructively</i>
continue	<i>continuance, continuity</i>	continuous	continually
contrast	contrast	contrasting	<i>contrastingly</i>
contribute	contribution		
correct	<i>correction</i>	correct	correctly
crack	crack	cracked	
criticise	<i>critic, criticism</i> <i>curiosity</i>	critical curious	<i>critically</i> curiously
endanger	danger	dangerous	dangerously
decorate	decoration	decorative	<i>decoratively</i>
define	definition	definite	definitely
<i>deliberate</i>	<i>deliberation</i>	deliberate	deliberately
delight	delight	<i>delighted, delightful</i>	<i>delightfully</i>
deliver	delivery	<i>deliverable</i>	
demand	demand	<i>demanding</i>	<i>demandingly</i>
describe	description	<i>descriptive</i>	<i>descriptively</i>
depress	<i>depression</i>	depressing, depressed	<i>depressingly</i>
describe	description	<i>descriptive</i>	descriptively
desert	desert	deserted	
<i>despair</i>	<i>desperation</i>	desperate	desperately
<i>detail</i>	detail	detailed	
determine	determination	determined	<i>determinedly</i>
devote	<i>devotion</i>	devoted	<i>devotedly</i>
differ	difference	different	differently
direct	direction	direct	directly
disappoint	disappointment	disappointing	disappointingly
disapprove	disapproval	disapproving	<i>disapprovingly</i>
discover	discovery	<i>discovered</i>	
discuss	discussion	<i>discursive</i>	
disgust	disgust	disgusting, disgusted	disgustingly
disturb	<i>disturbance</i>	disturbing, disturbed	<i>disturbingly</i>

Verbs	Nouns	Adjectives	Adverbs
<i>dramatize</i>	drama	dramatic	dramatically
dress	dress	dressed	
ease	ease	easy	easily
	east	eastern	<i>easterly</i>
<i>economise</i>	economy	economic	<i>economically</i>
educate	education	educated	
affect	effect	effective	effectively
<i>electrify</i>	electricity	electric, electrical, electronic, <i>electrifying</i>	<i>electrically,</i> <i>electronically,</i> <i>electrifyingly</i>
	elegance	elegant	<i>elegantly</i>
embarrass	embarrassment	embarrassing, embarrassed	<i>embarrassingly</i>
employ	employee, employer, employment	<i>employed</i>	
encourage	encouragement	<i>encouraging</i>	<i>encouragingly</i>
engage	<i>engagement</i>	engaged	
enjoy	enjoyment	enjoyable	<i>enjoyably</i>
entertain	entertainer, entertainment	entertaining	<i>entertainingly</i>
enthuse	enthusiasm	enthusiastic	<i>enthusiastically</i>
	entirety	entire	entirely
	environment	environmental	<i>environmentally</i>
equal	equal	equal	equally
	<i>essence</i>	essential	essentially
	<i>exactness</i>	exact	exactly
exaggerate	<i>exaggeration</i>	exaggerated	<i>exaggeratedly</i>
excite	excitement	exciting, excited	<i>excitingly,</i> <i>excitedly</i>
expect	<i>expectation</i>	expected	<i>expectedly</i>
experience	experience	experienced	
explain	explanation	<i>explanative</i>	
express	expression	<i>expressive</i>	<i>expressively</i>
extend	extension	extensive	<i>extensively</i>
	extreme	extreme	extremely
	faith	faithful	faithfully
	fame	famous	<i>famously</i>
	fashion	fashionable	<i>fashionably</i>

Verbs	Nouns	Adjectives	Adverbs
	final	final	finally
finance	finance	financial	<i>financially</i>
finish	finish	finished, <i>final</i>	
	firm	firm	firm, firmly
fly	fly, flying, <i>flight</i>	flying	
follow	follow, following	following	
forget		forgetful	forgetfully
form	form	formal	formally
	fortune	fortunate	fortunately
free	<i>freedom</i>	free	freely
frighten	<i>fright</i>	frightening	<i>frighteningly</i>
	<i>generosity</i>	generous	generously
	<i>gentleness</i>	gentle	gently
	gold	gold, golden	
grade	grade	gradual	gradually
	<i>gratitude</i>	grateful	<i>gratefully</i>
	<i>happiness</i>	happy	happily
harm	harm	harmful	harmfully
hate	hate, hatred	<i>hateful</i>	<i>hatefully</i>
help	help	helpful	<i>helpfully</i>
	history	historical	<i>historically</i>
	<i>honesty</i>	honest	honestly
hope	hope	<i>hopeful</i>	<i>hopefully</i>
	humour	humorous	humorously
	ideal	ideal	ideally
	<i>illegality</i>	illegal	illegally
imagine	image, imagination	imaginary	
	importance	important	importantly
impress	impression	impressive, impressed	<i>impressively</i>
increase	increase		increasingly
	independence	independent	independently
infect	infection	infected	infectious
	initial	initial	initially
<i>insult</i>	insult	insulting	insulting
	intelligence	intelligent	<i>intelligently</i>
<i>intend</i>	intention	intended	<i>intentionally</i>

Verbs	Nouns	Adjectives	Adverbs
interest	interest	interested, interesting	<i>interestingly</i>
irritate	<i>irritation</i>	irritating, irritated	<i>irritatingly</i>
	<i>jealousy</i>	jealous	<i>jealously</i>
	joint	joint	jointly
justify	justice	just	justly
	kind, kindness	kind	kindly
knit	knitting	knitted	
lead	lead	leading	
<i>legalise</i>	<i>legality</i>	legal	legally
license	licence	<i>licenced</i>	
limit	limit	limited	
live	<i>life</i>	living	lively
<i>localise</i>	<i>locality</i>	local	locally
locate	location	located	
	logic	logical	<i>logically</i>
	luck	lucky	<i>luckily</i>
match	match	matching	
miss	miss	missing	
mistake	mistake	mistaken	<i>mistakenly</i>
mix	mixture	mixed	
move	move, movement	moving	
	music	musical	<i>musically</i>
	mystery	mysterious	<i>mysteriously</i>
	<i>nature</i>	natural	naturally
	<i>necessity</i>	necessary	necessarily
	nerve	nervous	nervously
	noise	noisy	noisily
	normal	normal	normally
	north	north, northern	<i>north, northerly</i>
	notice	notice	noticeable
object	object, objective	objective	<i>objectively</i>
	occasion	<i>occasional</i>	occasionally
occupy		occupied	
offend	offence	offensive	<i>offensively</i>
	pain	painful	<i>painfully</i>
	peace	peaceful	<i>peacefully</i>

Verbs	Nouns	Adjectives	Adverbs
<i>perfect</i>	<i>perfection</i>	perfect	perfectly
please	<i>pleasure</i>	pleasant, pleasing, pleased	pleasantly
point	point	pointed	
poison	poison	poisonous	
	possibility	possible	possibly
	potential	potential	potentially
present	present	present	
	pride	<i>proud</i>	<i>proudly</i>
	profession	professional	<i>professionally</i>
qualify	qualification	qualified	
		rare	rarely
	reason	reasonable	reasonably
<i>regionalise</i>	region	regional	<i>regionally</i>
		regular	regularly
remark	remark	remarkable	remarkably
rent	rent	rented	
repeat		repeated	repeatedly
	responsibility	responsible	<i>responsibly</i>
restrict	restriction	restricted	
retire	retirement	retired	
ruin	ruin	ruined	
	sadness	sad	sadly
satisfy	satisfaction	satisfied, satisfying	<i>satisfyingly</i>
scare	scare	scared	
	science	scientific	<i>scientifically</i>
	secret	secret	secretly
	sense	sensible	<i>sensibly</i>
separate	<i>separation</i>	separate, separated	separately
	<i>severity</i>	severe	severely
shock	shock	shocked, shocking	<i>shockingly</i>
<i>signify</i>	<i>significance</i>	significant	significantly
	<i>similarity</i>	similar	similarly
	<i>sincerity</i>	sincere	sincerely
	skill	skilful, skilled	skilfully
	south	southern	<i>southerly</i>

Verbs	Nouns	Adjectives	Adverbs
	specialist	special	especially
<i>specify</i>		specific	specifically
	stranger	strange	strangely
<i>strengthen</i>	<i>strength</i>	strong	strongly
	substance	substantial	substantially
succeed	success	successful	successfully
surprise	surprise	surprised, surprising	surprisingly
suspect	suspect	suspicious	<i>suspiciously</i>
<i>sweeten</i>	sweet	sweet	<i>sweetly</i>
<i>sympathise</i>	sympathy	sympathetic	<i>sympathetically</i>
<i>thicken</i>	thickness	thick	thickly
threaten	threat	threatening	
<i>tighten</i>	<i>tightness</i>	tight	tightly
	total, <i>totality</i>	total	totally
	tradition	traditional	traditionally
type	type	typical	typically
		usual	usually
	violence	violent	violently
waste	waste	waste	
welcome	welcome	welcome	
	west	western	<i>westerly</i>
	wisdom	wise	wisely
worry	worry	worried, worrying	<i>worryingly</i>
wound	wound	wounded	
write	writing	written	

2 PREFIXES AND SUFFIXES

Section overview

- Prefixes
- Suffixes

2.1 Prefixes

Prefixes consist of one or several letters placed at the beginning of a word (usually a noun, verb or adjective) in order to adjust or qualify its meaning.

Sometimes it is difficult to see what the original form of the word was before the prefix was added to it. However it is useful to know common prefixes in order to help understand words seen for the first time.

Other prefixes are a useful tool for changing one word to another (often opposites).

The following table set out lists of common prefixes where it is not easy to see the base word because it might have fallen out of use. Another reason might be that the word is drawn from another language.

The thing to remember is that the prefix will always give you an indication of the meaning of a word.

Prefix	Meaning	Base word	New word
a-, ab-, abs-	away, from	avert, absolve, abstract	
circum-	round	circumference, circuit, circumspect	
com	together	comparison, competition, companion	
contra-	against	contrary, contradiction	
ex-	out of	exhale, export, extract	
im-, in-	in, into	import, include	
inter-	between	international, interrupt, interval	
mis-	wrong	mistake	
post-	after	postpone, postscript, post-war	
pre-, pro-	before, forward	predict, prepare, pre-war, proceed, produce	
re-	do again	retake, return, retrace	
sub-	under	submarine, subway	
trans-	across	transfer, transport,	

The following table shows common prefixes where it is easier to see the prefix in action.

Prefix	Meaning	Base word	New word
a-	without	moral	ammoral
anti-	against	war	anti-war
co	with	pilot, defendant	co-pilot , co-defendant
dis-	not	agree, appear	disagree, disappear
il-	not	legal	illegal
im	not	moral	immoral
in	not	considerate	inconsiderate
ir-	not	responsible	irresponsible
macro-	large scale	economics	macroeconomics
micro-	small scale	economics	microeconomics
mis-	wrong	deed, judge	misdeed, misjudge
un-	not	safe	unsafe

2.2 Suffixes

Suffixes consist of one or several letters placed at the end of a word in order to adjust or qualify its meaning.

Different suffixes create nouns, adjectives and verbs from a base word. Some change one type of noun or adjective into another type.

The following lists are arranged to show suffixes that create nouns from a base word, those that create verbs and those that create adjectives.

The suffix **-ly**, used to change adjectives into adverbs was discussed in the last chapter and will not be covered again.

Verb suffixes

Suffixes	Meaning	Base word	Verb
-en	become	tight <i>adj.</i>	tighten
-ify, -fy	make or become	Terror <i>n.</i>	terrify
-fy	to make	simple <i>adj.</i>	simplify
-ize, -ise	become	drama <i>n.</i>	dramatise

Noun suffixes

Suffixes	Meaning	Base word	Noun
-acy	state or quality	private <i>adj.</i>	privacy
-al	act or process of	refuse <i>v.</i>	refusal
-ance, -ence	state or quality of	maintain <i>v.</i> differ <i>v.</i>	maintenance, difference
-ant	one who	account <i>n.</i> serve <i>v.</i>	accountant, servant
-er, -or	one who	train <i>v.</i> instruct <i>v.</i>	trainer, Instructor
-ess	female	waiter <i>n.</i>	waitress
-ity, -ty	quality of	electric <i>adj.</i>	electricity
-ment	state of being	disappoint <i>v.</i>	disappointment
-ness	state of being	calm <i>adj.</i>	calmness
-sion, -tion	state of being	discuss <i>v.</i> imagine <i>v.</i>	discussion, imagination

Adjective suffixes

Suffixes	Meaning	Base word	Adjective
-able, -ible	capable of being	consider <i>v.</i>	considerable
-al	pertaining to	region <i>n.</i>	regional
-ful	notable for	delight <i>n.</i>	delightful
-ic, -ical	pertaining to	music <i>n.</i>	musical
-ious, -ous	having the qualities of, full of	infect <i>v.</i> continue <i>v.</i>	infectious continuous
-ish	having the quality of	child	childish
-ive	having the nature of	construct <i>v.</i>	constructive
-less	without	care	careless

3 SYNONYMS AND ANTONYMS

Section overview

- Synonyms
- Antonyms

3.1 Synonyms



Definition: Synonym (Adjective = synonymous)

A word or phrase that means the same as another word or phrase in the same language.

This section is simply a list of common synonyms. The list is built so that each synonym is presented in a mirrored fashion. Thus if **big – large** appears you will also see **large – big**.

Synonyms – A

abandon	leave	agile	nimble
abandon	desert	aid	help
about	approximately	aim	Ambition, objective
abroad	overseas	alarm	warning
absent	away	ally	friend
abstract	summary	almost	nearly
abundant	plentiful	amazement	wonder
accomplish	achieve	ambition	aim
accumulate	build up	amount	quantity
accused	blamed	ancient	old
achieve	accomplish	anger	irritation, wrath
act	behave	annoy	bother, irritate
additional	extra	annually	yearly
adhere	stick	anonymous	nameless
administer	manage	answer	reply
admit	confess	anyway	besides
advantage	virtue	apart from	except
affect	impact	apparent	obvious
affection	love	appealing	attractive
affluent	prosperous	appear	seem
after	later	applicable	relevant

Synonyms - A

appoint	nominate	assess	evaluate
appreciable	considerable	assignment	job
approach	near	association	organization
approximately	about	assume	imagine
arise	occur	assure	guarantee
aroma	fragrance, smell, odour	astonish	surprise
arrive	reach	attractive	appealing
artificial	manmade	away	absent
assemble	gather	awful	terrible
assembly	meeting		

Synonyms - B

ballot	poll	bother	annoy
bare	naked	branch	department
beat	defeat	brave	courageous
beautiful	pretty	bravery	courage
begin	commence, start	break down	collapse
behave	Act	bright	shining
believable	plausible	brilliant	fantastic
bendy	flexible	bring sth. back	reintroduce
beneficial	favourable	bring sth. on	cause
besides	anyway	broad	wide
bid	tender	build up	accumulate
bizarre	weird	business	commerce
blamed	accused	business	trade
blameless	innocent	buy	purchase
blow up	explode		

Synonyms – C

calamity	disaster	comment	remark
candy	sweet	commerce	business
care	caution	committed	dedicated
casual	informal	communicate	convey
catastrophe	disaster	complete	total
categorise	classify	complete	finish
cause	bring sth. on	completely	totally
caution	care	compliment	praise
certain	sure	comply	conform
charter	constitution	comprehend	understand
cheat	deceive	comprehensible	understandable
chiefly	mainly	compulsory	obligatory
choice	option	conceal	hide
choice	selection	conceited	immodest
choose	select	condemn	sentence
choosy	picky	confess	admit
chop	cut	confident	self-assured
circular	round	confine	restrict
citation	quotation	conflict	clash
cite	quote	conform	comply
clarify	illuminate	confuse	mix up
clash	conflict	connect	join
class	lesson	considerable	appreciable
classify	categorise	considerably	substantially
clear	transparent	considerate	thoughtful
clear	obvious	consolation	comfort
clear	lucid	constant	fixed
clever	intelligent	constitution	charter
close	shut	consult	refer to
coarse	rough	contaminate	infect
coax	persuade	contemporary	modern
collapse	break down	continual	continuous
collect	gather	continuous	continual, non-stop
come across	encounter	contrary	opposite
comfort	consolation	control	curb
citation	quotation	conversation	talk

Synonyms - C

convert	transform	courageous	brave
convey	communicate	criminal	crook
convinced	satisfied	crook	criminal
cope	manage	cruel	merciless
copy	imitate	curb	control
correct	Right	cure	remedy
corridor	Hall	custom	habit
courage	bravery	cut	chop

Synonyms - D

damp	moist	detest	hate
dawn	daybreak	dicy	risky
dawn	sunrise	differ	vary
daybreak	Dawn	differentiate	distinguish
deadly	Lethal	difficult	hard, tough
deceive	Cheat	diminish	decrease
deceptive	misleading	directions	instructions
decoration	ornament	dirty	soiled
decrease	diminish	disadvantaged	deprived
dedicated	committed	disagreeable	unpleasant
deduce	Infer	disappear	vanish
defeat	Beat	disaster	catastrophe
defective	Faulty	disclose	reveal
degree	measure	discount	reduction
deliberate	planned	disgrace	shame
deliberately	intentionally	disgusting	revolting
deliberately	knowingly	disregard	ignore
delicate	Fragile	distinguish	differentiate
delight	Joy	distress	misery
demonstrate	illustrate	distribute	hand out
demonstrate	protest	distrust	mistrust
denims	Jeans	domestic	home
department	branch	doubtful	dubious
dependable	reliable	drift	float
depressing	miserable	drop	fall
deprived	disadvantaged	dubious	doubtful
desert	abandon	dumb	mute
destiny	Fate	dusk	nightfall
detachable	removable	dwelling	residence

Synonyms - E

eager	Keen	essential	necessary
earth	Soil	establish	set up
edge	margin	eternal	everlasting
elude	escape	evaluate	assess
empty	vacant	everlasting	eternal
encounter	come across	exactly	precisely
enemy	Foe	exaggerate	magnify
enlarged	extended	examine	inspect
enormous	huge, immense, gigantic, vast	except	apart from
enquire	investigate	excessive	immoderate
envious	jealous	expire	run out
environment	surroundings	explode	blow up
equity	fairness	extended	enlarged
escape	Elude	exterior	outside
especially	particularly	external	outside
essential	fundamental	extra	additional

Synonyms - F

fabric	material	film	movie
fabricate	manufacture	final	last, ultimate
fair	reasonable	finish	complete
fairness	Equity	fixed	constant
fall	Drop	flexible	bendy
famed	famous	float	drift
famous	Famed	foe	enemy
famous	well known	foolish	silly
famous	Noted	foolish	silly
famous	Noted	forbid	prohibit
fantastic	Great	foretell	predict
fantastic	brilliant	formerly	previously
fast	Quick	fortunate	lucky
fate	destiny	fortunately	happily
fatigued	Tired	fragile	delicate
faulty	defective	fragrance	aroma, perfume
favourable	beneficial	freedom	liberty
fear	Terror	friend	ally
feather	Plume	function	operate
feeble	Weak	function	operate
feel	Grope	fundamental	essential

Synonyms - G

gain	Profit	glitter	sparkle
gap	Hole	good-looking	handsome
garbage	rubbish	grab	seize
gather	collect	grasping	greedy
gather	assemble	great	fantastic
generally	usually	greedy	grasping
gentle	Mild	greeted	saluted
get	receive	grope	feel
gigantic	enormous	guarantee	assure
give up	renounce	guard	protect
glance	Look		

Synonyms - H

habit	custom	help	aid
halfway	midway	heroic	brave
hall	corridor	hide	conceal
halt	Stop	high	tall
hand out	distribute	hoax	trick
handsome	good-looking	hole	gap
hang	suspend	home	domestic
happily	fortunately	homicide	murder
hard	tough, difficult	honest	sincere
harmless	innocent	huge	enormous, vast
hate	detest	hunger	starvation
heighten	intensify	hurry	rush

Synonyms - I

if	provided, whether	impact	affect
ignore	disregard	impartial	neutral
illegal	unlawful	impediment	obstacle
illuminate	clarify, light up	imperative	vital
illustrate	demonstrate	impolite	rude
imagine	suppose, assume, visualise	in addition	moreover
imitate	copy, mimic	inadequate	insufficient
immediate	instant, prompt	incidentally	by the way
immense	enormous	inconsiderate	thoughtless
immobile	motionless	increasingly	more and more
immoderate	excessive	indeniable	indisputable
immodest	conceited	indisputable	undeniable

Synonyms - I

indistinct	Vague	instructions	directions
infect	contaminate	insufficient	inadequate
infer	deduce	intellect	mind
inflexible	Rigid	intelligent	clever
inform	Notify	intend	mean
informal	casual	intensify	heighten
infrequent	Rare	intention	purpose
innocent	harmless	intentionally	deliberately
innocent	blameless	interior	inside
inside	interior	intuition	instinct
insight	perception	investigate	enquire
insolent	Rude	irritate	annoy
inspect	examine	irritation	anger
instant	immediate	isolated	lonely
instinct	intuition		

Synonyms - J /K

jest	Joke	joy	delight
job	task, assignment	keen	eager
join	connect, unite	knowingly	deliberately
joke	Jest		

Synonyms - L

lacking	missing	lethal	deadly
landing	touchdown	liberty	freedom
last	Final	light up	illuminate
later	After	little	small
leading	Main	local	native
lean	Thin	lonely	isolated
learn	memorize	look	glance
least	minimum	lost	missing
leave	abandon	love	affection
legal	legitimate	lucid	clear
legitimate	legal, valid	lucky	fortunate
lesson	Class		

Synonyms - M

magnify	exaggerate	mild	gentle
main	leading	mimic	imitate
mainly	chiefly	mind	intellect
maintain	preserve	mindless	senseless
manage	administer	minimise	play down
manage	Cope	minimum	least
manmade	artificial	Mirror	reflect
manufacture	fabricate	misconceive	misunderstand
many	numerous	miserable	depressing, wretched
margin	edge	Misery	distress
material	fabric	misleading	deceptive
matters	things	Miss	overlook
maximum	most	Missing	lost, lacking
maybe	perhaps	misunderstand	misconceive
maybe	possibly	mix up	confuse
mean	intend	moderately	reasonably
meaningful	significant	Modern	contemporary, new
meantime (in the)	meanwhile	Moist	damp
meanwhile	meantime (in the)	Mood	temper
measure	degree	more and more	increasingly
meeting	assembly	moreover	in addition
memorise	learn	Most	maximum
memory	reminiscence	motionless	immobile
merciless	cruel	Movie	film
midday	noon	Murder	homicide
midway	halfway	Mute	dumb

Synonyms - N

naked	bare	Nimble	agile
nameless	anonymous	No	yes
narrative	story	nominate	appoint
native	local	nonsense	rubbish
near	approach	non-stop	continuous
nearly	almost	Noon	midday
necessary	essential	Normal	usual
need	want	normally	usually
neglected	uncared for	Noted	famous
neutral	impartial	Noted	famous
new	modern	Notify	inform
nightfall	dusk	numerous	many

Synonyms – O

object	thing	opposite	contrary
objective	aim	Option	choice
obligatory	compulsory	Ordour	smell
obsolete	out of date	organization	association
obstacle	impediment	ornament	decoration
obstinate	stubborn	out of date	obsolete
obvious	apparent	Outlive	survive
obvious	transparent	Outside	external
obvious	clear	Outside	exterior
occur	arise	overhaul	overtake
old	ancient	overlook	miss
operate	function	overseas	abroad
operate	function	oversee	supervise
opportunity	possibility	overtake	overhaul

Synonyms – P

painting	portray	Poll	ballot
particular	specific	Portray	painting
particularly	especially	Position	rank
peaceable	peaceful	possibility	opportunity
peaceful	quiet, tranquil	possibly	maybe
peaceful	peaceable	powerful	strong
peculiar	unusual	practically	virtually
peculiar	strange	Praise	compliment
perception	insight	precedence	priority
perfume	fragrance	precedence	priority
perhaps	maybe	preceding	previous
persuade	coax	Precis	summary
picky	choosy	precisely	exactly
planned	deliberate	Predict	foretell
plausible	believable	premature	untimely
play down	minimize	preserve	maintain
plentiful	abundant	pressing	urgent
plume	feather	Pretty	beautiful
poisonous	toxic	previous	preceding
polite	well mannered	previously	formerly

Synonyms - P

priority	precedence	Protest	demonstrate
priority	precedence	Provide	supply
profit	gain	provided	if, whether
prohibit	forbid	Puny	weak
prompt	immediate	purchase	buy
propose	suggest	purpose	intention
prosperous	affluent	Pushed	thrust
protect	guard		

Synonyms - Q

quantity	amount	Quite	fairly
quick	fast	quotation	citation
quiet	peaceful, tranquil	Quote	cite

Synonyms - R

rank	position	renounce	give up
rare	infrequent	Reply	answer, answer
raw	uncooked	represent	symbolize
reach	arrive	residence	dwelling
reasonable	fair	Resist	withstand
reasonably	moderately	respond	reply
receive	get	rest (the)	remainder
reduction	discount	Restrict	confine
refer to	consult	Resume	renew
reflect	mirror	Retire	withdraw
regret	sorrow, remorse	Reveal	disclose
regular	steady	Reveal	show
reintroduce	bring sth. back	revolting	disgusting
relevant	applicable	Riches	wealth
reliable	dependable	Right	correct
reliable	trustworthy	Rigid	inflexible
remainder	rest (the)	Risky	dicy
remark	comment	Roam	wander
remedy	cure	Rough	coarse
reminiscence	memory	Round	circular
remorse	regret	Rubbish	garbage, nonsense
remoted	isolated	Rude	impolite, insolent
removable	detachable	run out	expire
renew	resume	Rush	hurry

Synonyms – S

saluted	greeted	Sparkle	glitter
satisfied	convinced	Specific	particular
scarcity	shortage	Stable	steady
scene	sight	Start	begin
seem	appear	starvation	hunger
seize	grab	stationary	still
select	choose	Steady	regular, stable
selection	choice	Stick	adhere
self-assured	confident	Still	stationary
senseless	mindless	Stop	halt
sensitive	touchy	Story	narrative
sentence	condemn	Strange	unusual
set up	establish	Strange	peculiar
shame	disgrace	Strong	sturdy
shining	bright	Strong	powerful
shortage	scarcity	stubborn	obstinate
show	reveal	Stupid	silly
shut	close	Sturdy	strong
sight	scene	substantially	considerably
sign	signal	suggest	propose
signal	sign	summary	abstract
significant	meaningful	summary	precis
silly	foolish	sundown	sunset
silly	stupid	Sunrise	dawn
sincere	honest	Sunset	sundown
sinful	wicked	supervise	oversee
single	unmarried	Supply	provide
sleek	smooth	suppose	imagine
slender	slim	Sure	certain
slim	slender	surprise	astonish
small	little	surrender	yield
smell	aroma, ordour, fragrance	surroundings	environment
smooth	sleek	Survive	outlive
soil	earth	suspend	hang
soiled	dirty	Sweet	candy
sorrow	regret	symbolize	represent

Synonyms - T

talk	conversation	Total	complete
tall	high	Totally	completely
task	job	touchdown	landing
temper	mood	Touchy	sensitive
tender	bid	Tough	difficult, hard
terrible	awful	Toxic	poisonous
terror	fear	Trade	business
thin	lean	Tranquil	peaceful, quiet
thing	object	transform	to convert
things	matters	transparent	obvious
thoughtful	considerate	transparent	clear
thoughtless	inconsiderate	Trick	hoax
thrust	pushed	trustworthy	reliable
tired	fatigued, weary		

Synonyms - U

ultimate	final	Unite	join
uncared for	neglected	unlawful	illegal
uncommon	unusual	Unlucky	unfortunate
uncooked	raw	unmarried	single
undeniable	indisputable	unpleasant	disagreeable
understand	comprehend	unspoken	unstated
understandable	comprehensible	unstated	unspoken
unexpected	unforeseen	untimely	premature
unfaithful	untrue	Untrue	unfaithful
unforeseen	unexpected	unusual	peculiar, strange, uncommon
unfortunate	unlucky	Urgent	pressing
unharmed	unhurt	Usual	normal
unhurt	unharmed	Usually	generally
unhurt	uninjured	Usually	normally
uninjured	unhurt		

Synonyms - V

vacant	empty	Vast	huge, enormous
vague	indistinct	Virtually	practically
valid	legitimate	Virtue	advantage
valueless	worthless	visualize	imagine
vanish	disappear	Vital	imperative
vary	differ		

Synonyms - W

wander	roam	whether	if, provided
want	need	Wicked	sinful
warning	alarm	Wide	broad
weak	puny	withdraw	retire
weak	feeble	withstand	resist
wealth	riches	Wonder	amazement
weary	tired	worthless	valueless
weird	bizarre	Wrath	anger
well known	famous	wretched	miserable
well mannered	polite		

Synonyms - Y

yearly	annually	Yield	surrender
yes	no		

3.2 Antonyms


Definition: Antonym

A word opposite in meaning to another

Antonyms

abroad	home	Confirm	deny
absence	presence	Confuse	explain
accept	refuse	contract	expand
adult	child	Correct	incorrect
alive	dead	Damp	dry
ancient	modern	Dark	light/fair
answer	question	Day	night
arrive	depart	Deep	shallow
asleep	awake	Defeat	victory
attack	defence	defence	attack
back	front	Deny	admit
backward	forward	Depart	arrive
bad	good	Depth	height
barren	fertile	Die	live
beautiful	ugly	Difficult	easy
bent	straight	Dirty	clean
better	worse	disperse	gather
big	small	Divide	multiply
bitter	sweet	Down	up
black	white	Drunk	sober
bottom	top	Dry	wet
bright	dull	Dull	bright
broad	narrow	Early	late
buy	sell	East	west
captive	free	Easy	difficult
catch	throw	Empty	full
cheap	expensive/dear	Enemy	friend/ally
clean	dirty	entrance	exit
clever	stupid	Evening	morning
cold	hot	Ever	never
come	go	everywhere	nowhere
conceal	reveal	Exit	entrance
combine	separate	Expand	contract
confined	free	Explain	confuse

Antonyms

failure	success	Hot	cold
faint	bold	Humble	proud
fair	unfair/dark	ignorant	knowledgeable
false	true	immense	minute, tiny
familiar	unfamiliar	inferior	superior
famous	unknown	innocent	guilty
fancy	simple/plain	join	separate
far	near	junior	senior
fat	thin	child	adult
feeble	strong	land	sea
few	many	last	first
first	last	late	early
foolish	wise	light	heavy/dark
foreign	native	live	dead/die
found	lost	long	short
free	confined	lost	found
friend	enemy	loud	soft
front	back	love	hate
frown	smile	low	high
full	empty	maximum	minimum
future	past	minimum	maximum
generous	mean	minority	majority
gather	disperse	miserable	happy
go	come	modern	ancient
good	bad	morning	evening
guilty	innocent	mountain	valley
hard	soft	moving	stationary
hate	love	multiply	divide
heavy	light	narrow	wide
height	depth	native	foreigner
here	there	near	far
hide	reveal	never	always
high	low	new	old
hollow	solid	night	day
home	abroad	no	yes
honest	dishonest	noise	silence

Antonyms

none	all	sell	buy
north	south	senior	junior
nowhere	everywhere	shallow	deep
numerous	few	short	long
often	seldom	show	hide
old	new	shut	open
open	closed, shut	singular	plural
out	in	slow	fast
past	future	small	large
peace	war	smooth	rough
permanent	temporary	sober	drunk
plural	singular	soft	hard
polite	rude, impolite	solid	hollow
poor	rich	sour	sweet
poverty	wealth	south	north
powerful	powerless, helpless	stale	fresh
praise	condemn	stationary	mobile
present	absent	steep	gradual
private	public	straight	crooked
prosperity	poverty	strong	weak
proud	humble	stupid	clever
purchase	sell	success	failure
question	answer	summer	winter
quiet	noisy	superior	inferior
rapid	slow	sweet	bitter
refuse	accept	take	give
retire	advance	tall	short
retreat	advance	tame	wild
reveal	conceal	temporary	permanent
rich	poor	there	here
right	wrong/left	these	those
rough	smooth	those	these
rude	polite/courteous	throw	catch
sad	happy	tiny	enormous
safety	danger	top	bottom
seldom	often	truth	untruth

Antonyms

ugly	beautiful	wet	dry
unite	separate	white	black
vague	clear	wild	tame
valley	mountain/hill	wise	unwise
victory	defeat	worse	better
war	peace	wrong	right
weak	strong	yes	no
wealth	poverty	young	old
west	east		

Antonyms (by adding the prefix un-)

able	unable	kind	unkind
acceptable	unacceptable	known	unknown
aware	unaware	load	unload
certain	uncertain	likely	unlikely
comfortable	uncomfortable	lucky	unlucky
common	uncommon	necessary	unnecessary
conscious	unconscious	pleasant	unpleasant
controlled	uncontrolled	reasonable	unreasonable
do (verb)	undo (verb)	safe	unsafe
educated	uneducated	screw	unscrew
employed	unemployed	selfish	unselfish
employment	unemployment	steady	unsteady
expected	unexpected	successful	unsuccessful
fair	unfair	tidy	untidy
fashionable	unfashionable	usual	unusual
happy	unhappy	usually	unusually
just	unjust	willing	unwilling
lock	unlock	wise	unwise

Antonyms (by adding the prefix dis-)

advantage	disadvantage	loyal	disloyal
approve	disapprove	obey	disobey
connect	disconnect	order	disorder
content	discontent	pleasure	displeasure
like	dislike		

Antonyms (by adding the prefix in-)

convenient	inconvenient	famous	infamous
correct	incorrect	human	inhuman
direct	indirect	audible	inaudible
essential	inessential	visible	invisible

Antonyms (by adding the prefix im-)

mortal	immortal	polite	impolite
modest	immodest	possible	impossible
moral	immoral	proper	improper
patient	impatient	pure	impure
perfect	imperfect		

Antonyms (by adding other prefixes-)

legal	illegal	behave	misbehave
legible	illegible	trust	mistrust
regular	irregular	normal	abnormal
sense	nonsense		

Antonyms (by adding a suffix)

careful	careless	pitiful	pitiless
cheerful	cheerless	pitiless	pitiless
joyful	joyless	useful	useless
merciful	merciless		

Antonyms (by changing a prefix)

ascend	descend	external	internal
encourage	discourage	increase	decrease
export	import	inside	outside
exterior	interior		

4 WORD CONFUSION

Section overview

- Homonyms
- Further homonyms (list)

4.1 Homonyms



Definition: Homonym (Homophone)

Each of two or more words having the same spelling or pronunciation but different meanings and origins.

Homonyms are words (phrases) that sound alike but have very different meanings. They are a source of great confusion. Some of these cause persistent problems even for those who have English as their first language.

This section lists and explains some of the more problematic examples which seem to cause the biggest problems.

The next section provides a list of further examples. We recommend that you work through the list with a dictionary so that you can understand the differences in meaning.

Word pair	Meanings	Illustration
access	way in	I need <u>access</u> to your office next week.
excess	too much	I am carrying a little <u>excess</u> weight.
advise	verb	I <u>advise</u> you to study this carefully.
advice	noun	I would like to give you a piece of <u>advice</u> .
affect (verb)	to influence or alter	How will the new tax rules <u>affect</u> us?
effect (noun)	result	What <u>effect</u> will the new tax rules have on us?
already	previously	I have done that already.
all ready	everyone ready	Are you all ready to leave?
altogether	completely	He had an <u>altogether</u> different view of things. There were 20 people injured <u>altogether</u> .
all together	everyone together	The accounting staff met <u>all together</u> in the office.

Word pair	Meanings	Illustration
between	two things only	The fee from the World Bank was divided <u>between</u> the company and its advisers.
	or when talking about distinct items or people even if there are more than two.	The contract was <u>between</u> the seller, the purchaser and the bank. The fee was divided <u>between</u> the company, its auditor and its lawyer.
among	three or more	The fee was split <u>among</u> the other parties to the contract.
amount	quantity of uncountable things	A large <u>amount</u> of sand blocked the path.
number	total of countable things	A large number of bricks blocked the path. (Not an amount of bricks).
anyone	any person, no specific person in particular	<u>Anyone</u> can pass these exams as long as they are intelligent and industrious.
any one	refers to specific but unidentified items or persons	<u>Any one</u> of the audit staff might have made the same mistake as you.
ascent	way up, rising gradient	The plane took off and continued its <u>ascent</u> in a northerly direction.
assent	agreement	Our parents have given their <u>assent</u> to the marriage.
accept	to receive	I am pleased to accept your offer of employment.
except	to leave out	I can meet with you on any day next week except Thursday.
beside	next to	I sat <u>beside</u> Ali on the bus.
besides	in addition to	Who was on the bus <u>besides</u> Ali?
biannually	two times a year	The exam is set <u>biannually</u> in march and September.
biennially	every two years	The oil industry conference is held <u>biennially</u> . There is one in 2013 so the next one is in 2015.
can	be able to	I <u>can</u> see you next Wednesday. Is that convenient?
may	has permission to	<u>May</u> I see you next Wednesday?
choose	present tense	You must <u>choose</u> between law or accountancy. Which is it to be?
chose	past tense	I <u>chose</u> accountancy and I have no regrets.

Word pair	Meanings	Illustration
sight	vision	I caught my first <u>sight</u> of New York as my plane flew overhead. I have perfect <u>sight</u> .
cite	quote	My manager <u>cited</u> a rule from recent tax legislation when he explained the computation to me.
site	position	Our new factory is being built on a <u>site</u> just outside Gujranwala.
compliment	flattery or praise	I would like to <u>compliment</u> you on the way that you handled that meeting. He paid me a <u>compliment</u> about the way that I had handled things.
complement	supplement complete	The new software update <u>complements</u> the existing system. I have the full <u>complement</u> of skills that are necessary to do this job.
comprehensible	understandable	The new tax legislation is completely <u>incomprehensible</u> .
comprehensive	thorough	The government carried out a <u>comprehensive</u> review before issuing the new rules.
confidant	person to confide in	My brother is my closest <u>confidant</u> . I can ask him for advice on any matter.
confident	positive, sure	I am <u>confident</u> that my brother can advise me on this issue.
continual	following closely	The <u>continual</u> interruptions to the power supply have caused problems over the past two years.
continuous	without interruption	The <u>continuous</u> noise from the street prevented me from sleeping last night.
council (noun)	assembly of persons	The <u>council</u> of the Institute of Chartered Accountants in Pakistan meets on a regular basis to discuss the business of the institute.
counsel (verb)	to give advice	I would <u>counsel</u> you to avoid travelling on Friday.
credible	believable	The newspaper editor said that he was sure that the story was correct as the facts had been checked with a number of <u>credible</u> sources.
creditable	praiseworthy	The English cricket team gave a <u>creditable</u> performance on the last day of the match, preventing New Zealand from winning the series.

Word pair	Meanings	Illustration
currant	fruit	This cake contains <u>currants</u> .
current	flow (water, electricity)	The strong <u>current</u> in the river means that it is not safe to swim.
	up-to-date	The <u>current</u> river levels are very high because of the recent heavy rain.
dependent	depending, relying (adjective)	I was completely <u>dependent</u> on my family when I was at university. Whether I need an operation or not is dependent on the results of my tests.
dependant	one who depends on another for support (noun)	The embassy staff and their <u>dependants</u> have been advised to leave the country as soon as possible.
disinterested	unbiased, neutral	A judge must be interested in the facts of the case and must listen to them with complete <u>disinterest</u> .
uninterested	not interested	I am <u>uninterested</u> in classical music.
disorganised	no longer organised	These files were fine when I gave them to you but now they are completely disorganised.
unorganised	not organised (yet)	I have completed a lot of work but my papers are still unorganised.
farther	literal distance	We drove <u>farther</u> on our last holiday than we had ever driven before.
further	in addition (figurative distance)	Our last holiday drove us <u>further</u> into debt.
formally	in a formal manner	I have never studied music <u>formally</u> .
formerly	previously	I preferred art <u>formerly</u> , but now I prefer music.
eminent	outstanding, prominent	An <u>eminent</u> professor is coming to lecture to the faculty.
imminent	very near, coming soon	His arrival is <u>imminent</u> .
imply	hint	Are you <u>implying</u> that I will be unable to take next week as holiday as arranged?
infer	draw a conclusion from	I <u>infer</u> , from what you are saying that I will be unable to take next week as holiday as arranged.
its	the possessive singular form of 'it'	The tiger is guarding <u>its</u> cub.
it's	a contraction of 'it is'	<u>It's</u> a lovely day.
less	smaller quantity (e.g. water)	I would like a little <u>less</u> rice please.
fewer	smaller number (e.g. glasses of water)	I would like <u>fewer</u> potatoes please. (not less potatoes)

Word pair	Meanings	Illustration
licence	noun	I have <u>licence</u> to operate.
license	verb	The government department has <u>licensed</u> me to operate in this industry.
lay	to put something down (verb with an object)	Chickens <u>lay</u> eggs. Hamid would you lay the book on the table please? Hamid <u>laid</u> (past tense) the book on the table.
lie	to recline (verb with no object)	Go and <u>lie</u> down for a while.

Tricky bit!

For a statement in the present tense, "I lay in bed" is incorrect; it should be "I lie in bed".

However "I lay in bed all day yesterday", is correct because **lay** is the past tense of **lie** as well as being a verb in its own right.

loose	adjective	The ball bounced up and hit me in the face and one of my teeth feels a little <u>loose</u> .
lose	verb	I hope that I do not <u>lose</u> it.
maybe	perhaps (adverb)	<u>Maybe</u> I will pass this exam.
may be	indicates possibility (verb)	My brother <u>may be</u> arriving tomorrow.
moral	principle	I live my life by a strict code of <u>morals</u> .
morale	state of mind	<u>Morale</u> is very high due to the recent success of the business.
personal	individual	The CEO always travels with a <u>personal</u> assistant.
personnel	staff	The <u>personal</u> assistant joined his <u>personnel</u> two months ago.
practice	noun	With <u>practice</u> , you will pass this exam.
practise	verb	It is very important that you <u>practise</u> questions in order to pass these exams.
presently	soon	It is expected to rain <u>presently</u> .
currently	at the moment	<u>Currently</u> , the sun is shining.

Word pair	Meanings	Illustration
principal	major (adjective)	The recession is the <u>principal</u> cause of the country's current economic problems.
	sum of money (noun)	When a person borrows cash to buy a property in England the early payments are mostly interest with little effect on the <u>principal</u> borrowed.
	chief person (noun)	My father is the <u>principal</u> of the local technical college.
principle	rule	The ethical guidelines of the institute set out a series of <u>principles</u> that we must apply.
rise	increase in salary (noun)	I was given a very generous pay <u>rise</u> last week.
	to move upwards (verb with no object)	The sun <u>rises</u> every day.
raise	to move upwards (verb with an object)	<u>Raise</u> your hand if you would like to ask a question.
stationary	not moving	The train remained <u>stationary</u> for several hours.
stationery	paper etc.	Our firm uses very attractive headed <u>stationery</u> .
their	belonging to them	Where is <u>their</u> car?
there	in that place	Over <u>there</u> .
they're	short for 'they are'	<u>They're</u> coming back for it later.
to	towards	I am going <u>to</u> Lahore.
	to identify a recipient	Ashim gave it <u>to</u> his mother.
too	excessively	It is <u>too</u> hot for sport.
	also	I will go <u>too</u> .
who's	short for 'who is'	<u>Who's</u> coming out tonight?
whose	belonging to who	<u>Whose</u> books are these?
your	belonging to you	Are these <u>your</u> books?
you're	short for 'you are'	<u>You're</u> looking a little hot.

4.2 Further homonyms (list)

air	heir	gait	gate
aisle	isle, I'll	gamble	gambol
allowed	aloud	gilt	guilt
ate	eight	grate	great
bail	bale	groan	grown
ball	bawl	hail	hale
bare	bear	hair	hare
beach	beech	hear	here
bell	belle	heard	herd
blew	blue	higher	hire
boar	bore	him	hymn
board	bored	hoard	horde
bough	bow	hole	whole
boy	buoy	holy	wholly
buy	by, bye	hour	our
ceiling	sealing	key	quay
cellar	seller	knew	new
cereal	serial	knight	night
cheap	cheep	knot	not
check	cheque	knows	nose
coarse	course	leak	leek
core	corps	lightening	lightning
council	counsel	loan	lone
crews	cruise	loot	lute
currant	current	made	maid
dear	deer	mail	male
die	dye	main	mane
draft	draught	mare	mayor
ewe	you, vew	meat	meet
faint	feint	medal	meddle
fair	fare	missed	mist
feat	flue	muscle	mussel
flew	flue	oar	ore
flour	flower	pail	pale
foul	fowl	pain	pane

Homonyms (homophones)

pair	pare, pear	seam	seem
pause	paws	sew	so, sow
peace	piece	sight	site
peal	peel	soar	sore
peer	pier	sole	soul
place	plaice	son	sun
plain	plane	stair	stare
plum	plumb	stake	steak
pores	pours	stationary	stationery
practice	practise	steal	steel
praise	prays, preys	stile	style
principal	principle	tail	tale
profit	prophet	tears	tiers
rains	reigns, reins	their	there
raise	rays, raze	threw	through
read	reed	throne	thrown
real	reel	tide	tied
right, rite	wright, write	time	thyme
ring	wring	to	too, two
road	rode, rowed	told	tolled
root	route	vain	vane, vein
rose	rows	vale	veil
rye	wry	waist	waste
sail	sale	wait	weight
scene	seen	weak	week
scent	sent, cent	wood	would
sea	see		

5 BRITISH ENGLISH AND AMERICAN ENGLISH

Section overview

- Different spelling
- Different words

5.1 Different spelling

Over the years American spelling has evolved slightly from British spelling. Often these changes lead to a more logical spelling of the words involved than in British English.

We should stress again that the different spellings are perfectly acceptable. Both forms are correct. The British spelling is correct in the UK and the American spelling is correct in America.

British English words ending in **-re**

These usually end in **-er** in American English.



Example: British English and American English spelling

British English	American English
centre	center
fibre	fiber
litre	liter
theatre	theater

British English words ending in **-our**

These usually end in **-or** in American English.



Example: British English and American English spelling

British English	American English
colour	color
flavour	flavor
humour	humor
labour	labor
neighbour	neighbor

British English words ending in -ize or -ise

Some verbs in British English can end in either **-ize** or **-ise**.

These are always spelled with **-ize** at the end in American English.

**Example: British English and American English spelling**

British English	American English
apologize or apologise	apologize
organize or organise	organize
recognize or recognise	recognize

British English words ending in -yse

These are always spelled with **-yze** at the end in American English.

**Example: British English and American English spelling**

British English	American English
analyse	analyze
breathalyse	breathalyze

British English nouns ending with -ence

Some of these are spelled ending in **-ense** in American English.

**Example: British English and American English spelling**

British English	American English
defence	defense
licence	license
offence	offense
pretence	pretense

British English words ending in a vowel plus l

When the participle and words with other endings are formed the final l is doubled. This does not happen in American English.

**Example: British English and American English spelling**

British English	American English
travel	travel
travelled, travelling, traveller	travelled, traveling, traveler
fuel, fuelled, fuelling	fuel, fueled, fueling

5.2 Different words

There are not only differences in spelling but in vocabulary too.

British English	American English	British English	American English
aluminium	aluminum	garden	yard; lawn
biscuit	cookie; cracker	gearing (finance)	leverage
bonnet (of a car)	hood	ground floor	first floor
boot (of a car)	trunk	lift	elevator
chemist	drugstore	lorry	truck
chips	French fries	nappy	diaper
cinema	movie theater	ordinary share	common stock
cot	crib	petrol	gas; gasoline
courgette	zucchini	postcode	zip code
crisps	chips; potato chips	pram, pushchair	baby carriage; stroller
current account	checking account	programme	program
dustbin	garbage can	queue	line
earth (electrical)	ground	trousers	pants
flat	apartment		

The above list sets out just a few of the differences in order to provide a flavour of the issue.

It must be stressed that the fact the British and Americans use different words in some cases causes no difficulty. Most British people are very familiar with American terms from watching American TV programmes and films.

6 SELF-TEST

1 Match the words given below with their nearest meanings:

- | | |
|----------------|---|
| (a) reckon | (i) in a hurry |
| (b) decade | (ii) relates to home |
| (c) procedure | (iii) take in |
| (d) zone | (iv) an established order of doing something |
| (e) editor | (v) running alongside |
| (f) parallel | (vi) ten year period |
| (g) absorb | (vii) a person who decides on content of publications |
| (h) equivalent | (viii) to work out a problem |
| (i) domestic | (ix) of the same value |
| (j) impatient | (x) an area |

(05)

2 Match the words given below with their nearest meanings:

- | | |
|----------------|--------------------------------|
| (a) exclude | (i) to move away |
| (b) gradual | (ii) energy producing material |
| (c) unique | (iii) point out |
| (d) fuel | (iv) choice |
| (e) temporary | (v) slow change |
| (f) anticipate | (vi) not permanent |
| (g) indicate | (vii) question and argue |
| (h) option | (viii) one of a kind |
| (i) wander | (ix) look ahead to |
| (j) debate | (x) leave out |

(05)

3 Select the correct word in each of the following sentences:

- Your action had little (**affect/effect**) on the decision.
- My father's visit is (**eminent/imminent**).
- I was flattered by his (**compliments/complements**).
- Your agenda is different (**from/than**) mine.
- The (**principle/principal**) advantage of word processor is the ability to reproduce material easily.
- There are (**fewer/less**) mistakes in this transcription.

(03)

- 4** Change the following adjectives into verbs:
- (a) simple
 - (b) admirable
 - (c) destructive
 - (d) dangerous
 - (e) separate
 - (f) movable
- (03)**

- 5** Select the correct word/phrase from the brackets to complete each of the following sentences:
- (a) The government is making serious effort to help (poor, the poor, the poors, the poor ones).
 - (b) What's the weather like in Nathia gali? How often (it snow, does it snows, it snows, does it snow) there during the winters?
 - (c) The trainee driver (saw not, did not see, no saw, did not saw) the red light.
 - (d) All the employees at the meeting shook hands with (each other, one other, one the other, themselves).
 - (e) If the bus to the airport hadn't been so late, we (caught, had caught, would catch, would have caught) the plane.
 - (f) The accident was seen by most of the people (waited, waiting, were waiting, who waiting) at the bus stop.
 - (g) It was too cold (the guests sleeping, for the guests to sleep, that the guests should sleep, that the guests sleep) outside on the veranda.
 - (h) The museum was housed in (a nice red brick, a nice brick red, a brick red nice, a red nice brick) building near the river.
- (06)**

- 6** Complete the following sentences with the appropriate words:
- (a) Your child has made no _____ progress in his performance at school.
notice noticeable noticeably noticed
 - (b) I am grateful to you for your _____ assistance.
value valuation valuable valueless
 - (c) Do not consider that he is your friend; assess his performance _____.
object objective objection objectively
 - (d) The _____ of the wanted dacoit has been published in all the important newspapers.
describe describing description descriptive
 - (e) He does not have any _____ of finance.
know knowing knowledge known
 - (f) Smoking is not _____ in the new office premises.
permit permitted permissive permission
- (06)**

- 7** Complete the following sentences with suitable homophones of the words in bold letters.
- (a) It is not **fair** of the transport companies to increase the _____ thrice in one year.
- (b) Sara **knew** that her daughter would like the _____ painting she had bought for her room.
- (c) All the _____ of the prestigious Law Colleges who attended the symposium were considered to be authorities on **principles** of Human Rights.
- (d) The right u-turn immediately after the signal crossing is the **root** cause of serious accidents on this busy _____.
- (e) Different varieties of the newly packaged _____ were displayed in a **serial** order.
- (f) The boat on **sale** had a beautiful sky-blue _____ with the word 'Winner' written on it. **(03)**

- 8** Complete the following sentences with the appropriate words / phrases:
- (a) _____ who look for trouble, usually find it.
anyone these those them
- (b) By my fiftieth birthday, I _____ in my current profession for over twenty years.
will be / will have been / would be / would have been
- (c) I cannot understand my neighbour's accent. I wish she would _____.
speak clearer / speaks clearly / more clearly speak /speak more clearly
- (d) Until last year, it was the largest ship that _____.
was ever built / has ever built / has ever been built / had ever been built
- (e) _____ are you speaking? I didn't catch the name.
who / whom / of who / of whom
- (f) This organization _____ twenty-five years ago.
found / founded / was found / was founded
- (g) I had _____ finding my way around Karachi when I first arrived.
quite time / a quite time / a time quite / quite a time **(07)**

9 Complete the following group of sentences by using appropriate form of the underlined words.

(a) **Witty**

Ali was known for his great _____.

He speaks _____ about many subjects.

(b) **Act**

He _____ participates in charitable works.

He takes _____ whenever the need arises.

(c) **Busily**

Akbar's father remained a _____ man throughout his life.

He worked _____ all his life.

(d) **Rude**

The children were punished for their _____.

They spoke extremely _____.

(e) **Please**

People love her for her _____ personality.

It always gives _____ to meet such people.

(05)

10 Select the most appropriate word to complete each of the sentences given below:

- (a) Sadia's _____ personality helps her in being a successful media professional; she always knows what to say and how to say it without offending others.
- (i) dominant
 - (ii) attentive
 - (iii) polite
 - (iv) serious
- (b) "Your Honour, I have substantial evidence that the statement submitted by the defendant is _____." The prosecutor pleaded.
- (i) anonymous
 - (ii) mysterious
 - (iii) misleading
 - (iv) destructive
- (c) "Do not worry Mr Bashir, the accident has caused no harm to your daughter; her injuries are _____ and will heal very soon." The doctor said.
- (i) artificial
 - (ii) disabling
 - (iii) critical
 - (iv) slight
- (d) After boarding the bus, the elderly man gave a _____ glance inside to find a vacant seat.
- (i) awkward
 - (ii) quick
 - (iii) dramatic
 - (iv) complete
- (e) Development in medical science has made significant _____ towards eradication of polio in most of the developing countries.
- (i) efforts
 - (ii) contributions
 - (iii) advances
 - (iv) reductions

- 11** (a) Match the words on the left with their correct antonyms on the right.

Words	Antonyms
bitter	expensive
cheap	hill
multiply	practice
confined	purchase
strong	free
refuse	height
depth	polite
valley	sweet
rude	accept
sell	weak

- (b) Match the words on the left with their correct synonyms on the right.

Words	Synonyms
Intention	brave
anonymous	virtually
magnify	mimic
imitate	precedence
courageous	exaggerate
practically	relevant
ballot	purpose
priority	clear
applicable	poll
transparent	nameless

(5)

- 12** Replace the underlined words in the following sentences with the correct synonym:

- There are many small pieces in the yard.
(a) provisions (b) edibles (c) bits (d) products
- Naeem gave a plausible excuse for losing all his money.
(a) believable (b) unbelievable (c) problematic (d) costly
- They tend to evade the issues skilfully.
(a) conquer (b) explore (c) profit (d) avoid
- Raza came out of the boss's office with an angry expression on his face.
(a) cheerful (b) sarcastic (c) serious (d) irritated (4)

13 Replace the underlined words / phrases in the following sentences with the correct synonyms:

Visualise, mobile, collapsed, differentiate, impediments, essential, astonishment,

- (a) The president will find it difficult to persuade the people of this because there are many obstacles to success.
- (b) Haisam was in bed for a few weeks with an injured leg but now he is able to move around easily again.
- (c) The teacher was filled with the emotional impact of overwhelming surprise by her student's ingenuity.
- (d) Control of the country's debt is fundamental to our economic future.
- (e) Sadly, it is difficult to imagine a world in which there is no more conflict.
- (f) They were so far away that it was difficult to distinguish one from the other.
- (g) Hasan tried so hard during the race that he broke down after he crossed the finishing line.

(04)

14 Match the words given below with the correct antonyms.

- | | |
|----------------|--------------|
| (a) prosperity | (i) rude |
| (b) minute | (ii) fancy |
| (c) simple | (iii) solid |
| (d) failure | (iv) poverty |
| (e) hollow | (v) immense |
| (f) courteous | (vi) success |

(03)

15 Match the words given below with their nearest meanings.

- | | |
|-----------------|--------------------|
| (a) artificial | (i) untrue |
| (b) derive | (ii) result |
| (c) predict | (iii) target |
| (d) false | (iv) enthusiastic |
| (e) engage | (v) decide |
| (f) consequence | (vi) calculate |
| (g) resolve | (vii) employ |
| (h) inevitable | (viii) not natural |
| (i) keen | (ix) certain |
| (j) goal | (x) forecast |

(05)

16 Insert the correct prefix in front of the following to create a word with the opposite meaning:

- (a) successful
- (b) legal
- (c) patient
- (d) probable
- (e) pleasant
- (f) consistent
- (g) agree
- (h) moral
- (i) satisfaction
- (j) Qualified

(04)

Oxford 3000 wordlist

It is estimated that 85% of common speech uses only about 1,000 of the most commonly used words and 95% of common speech uses only about 3,000.

In order to achieve a basic level of fluency in a language you need to achieve this 95% level.

The ICAP examiners have recognised this and have specified the words set out in the **Oxford 3000** word list. This is contained in the **Oxford Advanced Learner's Dictionary** by **S Hornby**.

The list is reproduced in this text but without definitions as this would make the text too big. This is the list that you need to be able to use. It contains the vocabulary upon which you will be examined.

Key:

abbr. abbreviation

adj. adjective

adv. adverb

conj. conjunction

det determiner

n. noun

pron pronoun

prep. preposition

v. verb

OED 3000 wordlist – A (1)

A	A	A	A
a, an <i>indefinite article</i>	achieve <i>v.</i>	advance <i>n., v.</i>	aid <i>n., v.</i>
abandon <i>v.</i>	achievement <i>n.</i>	advanced <i>adj.</i>	aim <i>n., v.</i>
abandoned <i>adj.</i>	acid <i>n.</i>	in advance	air <i>n.</i>
ability <i>n.</i>	acknowledge <i>v.</i>	advantage <i>n.</i>	aircraft <i>n.</i>
able <i>adj.</i>	acquire <i>v.</i>	take advantage of	airport <i>n.</i>
about <i>adv., prep.</i>	across <i>adv., prep.</i>	adventure <i>n.</i>	alarm <i>n., v.</i>
above <i>prep., adv.</i>	act <i>n., v.</i>	advertise <i>v.</i>	alarming <i>adj.</i>
abroad <i>adv.</i>	action <i>n.</i>	advertising <i>n.</i>	alarmed <i>adj.</i>
absence <i>n.</i>	take action	advertisement (also ad, advert) <i>n.</i>	alcohol <i>n.</i>
absent <i>adj.</i>	active <i>adj.</i>	advice <i>n.</i>	alcoholic <i>adj., n.</i>
absolute <i>adj.</i>	actively <i>adv.</i>	advise <i>v.</i>	alive <i>adj.</i>
absolutely <i>adv.</i>	activity <i>n.</i>	affair <i>n.</i>	all <i>det., pron, adv.</i>
absorb <i>v.</i>	actor, actress <i>n.</i>	affect <i>v.</i>	allow <i>v.</i>
abuse <i>n., v.</i>	actual <i>adj.</i>	affection <i>n.</i>	all right! <i>adj., adv., exclamation</i>
academic <i>adj.</i>	actually <i>adv.</i>	afford <i>v.</i>	ally <i>n., v.</i>
accent <i>n.</i>	ad advertisement	afraid <i>adj.</i>	allied <i>adj.</i>
accept <i>v.</i>	adapt <i>v.</i>	after <i>prep., conj., adv.</i>	almost <i>adv.</i>
acceptable <i>adj.</i>	add <i>v.</i>	afternoon <i>n.</i>	alone <i>adj., adv.</i>
access <i>n.</i>	addition <i>n.</i>	afterwards (US usually afterward) <i>adv.</i>	along <i>prep., adv.</i>
accident <i>n.</i>	in addition (to)	again <i>adv.</i>	alongside <i>prep., adv.</i>
by accident	additional <i>adj.</i>	against <i>prep.</i>	aloud <i>adv.</i>
accidental <i>adj.</i>	address <i>n., v.</i>	age <i>n.</i>	alphabet <i>n.</i>
accidentally <i>adv.</i>	adequate <i>adj.</i>	aged <i>adj.</i>	alphabetical <i>adj.</i>
accommodation <i>n.</i>	adequately <i>adv.</i>	agency <i>n.</i>	alphabetically <i>adv.</i>
accompany <i>v.</i>	adjust <i>v.</i>	agent <i>n.</i>	already <i>adv.</i>
according to <i>prep.</i>	admiration <i>n.</i>	aggressive <i>adj.</i>	also <i>adv.</i>
account <i>n., v.</i>	admire <i>v.</i>	ago <i>adv.</i>	alter <i>v.</i>
accurate <i>adj.</i>	admit <i>v.</i>	agree <i>v.</i>	alternative <i>n., adj.</i>
accurately <i>adv.</i>	adopt <i>v.</i>	agreement <i>n.</i>	alternatively <i>adv.</i>
accuse <i>v.</i>	adult <i>n., adj.</i>	ahead <i>adv.</i>	although <i>conj.</i>

OED 3000 wordlist – A (2)

A	A	A	A
altogether <i>adv.</i>	annually <i>adv.</i>	approval <i>n.</i>	ask <i>v.</i>
always <i>adv.</i>	another <i>det., pron</i>	approve (of) <i>v.</i>	asleep <i>adj.</i>
a.m. <i>abbr.</i>	answer <i>n., v.</i>	approving <i>adj.</i>	fall asleep
amaze <i>v.</i>	anti- prefix	approximate <i>adj.</i>	aspect <i>n.</i>
amazing <i>adj.</i>	anticipate <i>v.</i>	approximately <i>adv.</i>	assist <i>v.</i>
amazed <i>adj.</i>	anxiety <i>n.</i>	April <i>n. (abbr. Apr.)</i>	assistance <i>n.</i>
ambition <i>n.</i>	anxious <i>adj.</i>	area <i>n.</i>	assistant <i>n., adj.</i>
ambulance <i>n.</i>	anxiously <i>adv.</i>	argue <i>v.</i>	associate <i>v.</i>
among (also amongst) <i>prep.</i>	any <i>det., pron, adv.</i>	argument <i>n.</i>	associated with
amount <i>n., v.</i>	anyone (also anybody) <i>pron</i>	arise <i>v.</i>	association <i>n.</i>
amuse <i>v.</i>	anything <i>pron</i>	arm <i>n., v.</i>	assume <i>v.</i>
amusing <i>adj.</i>	anyway <i>adv.</i>	arms <i>n.</i>	assure <i>v.</i>
amused <i>adj.</i>	anywhere <i>adv.</i>	armed <i>adj.</i>	at <i>prep.</i>
an a, an	apart <i>adv.</i>	army <i>n.</i>	atmosphere <i>n.</i>
analyse (US = analyze) <i>v.</i>	apart from (also aside from especially in US) <i>prep.</i>	around <i>adv., prep.</i>	atom <i>n.</i>
analysis <i>n.</i>	apartment <i>n. (especially US)</i>	arrange <i>v.</i>	attach <i>v.</i>
ancient <i>adj.</i>	apologise (US = apologize) <i>v.</i>	arrangement <i>n.</i>	attached <i>adj.</i>
and <i>conj.</i>	apparent <i>adj.</i>	arrest <i>v., n.</i>	attack <i>n., v.</i>
anger <i>n.</i>	apparently <i>adv.</i>	arrival <i>n.</i>	attempt <i>n., v.</i>
angle <i>n.</i>	appeal <i>n., v.</i>	arrive <i>v.</i>	attempted <i>adj.</i>
angry <i>adj.</i>	appear <i>v.</i>	arrow <i>n.</i>	attend <i>v.</i>
angrily <i>adv.</i>	appearance <i>n.</i>	art <i>n.</i>	attention <i>n. (pay attention)</i>
animal <i>n.</i>	apple <i>n.</i>	article <i>n.</i>	attitude <i>n.</i>
ankle <i>n.</i>	application <i>n.</i>	artificial <i>adj.</i>	attorney <i>n. (especially US)</i>
anniversary <i>n.</i>	apply <i>v.</i>	artificially <i>adv.</i>	attract <i>v.</i>
announce <i>v.</i>	appoint <i>v.</i>	artist <i>n.</i>	attraction <i>n.</i>
annoy <i>v.</i>	appointment <i>n.</i>	artistic <i>adj.</i>	attractive <i>adj.</i>
annoying <i>adj.</i>	appreciate <i>v.</i>	as <i>prep., adv., conj.</i>	audience <i>n.</i>
annoyed <i>adj.</i>	approach <i>v., n.</i>	ashamed <i>adj.</i>	August <i>n. (abbr. Aug.)</i>
annual <i>adj.</i>	appropriate <i>adj.</i>	aside <i>adv.</i>	aunt <i>n.</i>

OED 3000 wordlist – A/B

A	B	B	B
author <i>n.</i>	baby <i>n.</i>	battle <i>n.</i>	belt <i>n.</i>
authority <i>n.</i>	back <i>n., adj., adv., v.</i>	bay <i>n.</i>	bend <i>v., n.</i>
automatic <i>adj.</i>	background <i>n.</i>	be <i>v., auxiliary v.</i>	bent <i>adj.</i>
automatically <i>adv.</i>	backwards (also backward especially in US) <i>adv.</i>	beach <i>n.</i>	beneath <i>prep., adv.</i>
autumn <i>n.</i>	backward <i>adj.</i>	beak <i>n.</i>	benefit <i>n., v.</i>
available <i>adj.</i>	bacteria <i>n.</i>	bear <i>v.</i>	beside <i>prep.</i>
average <i>adj., n.</i>	bad <i>adj.</i>	beard <i>n.</i>	bet <i>v., n.</i>
avoid <i>v.</i>	go bad	beat <i>n., v.</i>	betting <i>n.</i>
awake <i>adj.</i>	badly <i>adv.</i>	beautiful <i>adj.</i>	better, best good, well
award <i>n., v.</i>	bad-tempered <i>adj.</i>	beautifully <i>adv.</i>	between <i>prep., adv.</i>
aware <i>adj.</i>	bag <i>n.</i>	beauty <i>n.</i>	beyond <i>prep., adv.</i>
away <i>adv.</i>	baggage <i>n.</i>	because <i>conj.</i>	bicycle (also bike) <i>n.</i>
awful <i>adj.</i>	bake <i>v.</i>	because of <i>prep.</i>	bid <i>v., n.</i>
awfully <i>adv.</i>	balance <i>n., v.</i>	become <i>v.</i>	big <i>adj.</i>
awkward <i>adj.</i>	ball <i>n.</i>	bed <i>n.</i>	bill <i>n.</i>
awkwardly <i>adv.</i>	ban <i>v., n.</i>	bedroom <i>n.</i>	bin <i>n.</i>
	band <i>n.</i>	beef <i>n.</i>	biology <i>n.</i>
	bandage <i>n., v.</i>	beer <i>n.</i>	bird <i>n.</i>
	bank <i>n.</i>	before <i>prep., conj., adv.</i>	birth <i>n.</i>
	bar <i>n.</i>	begin <i>v.</i>	give birth (to)
	bargain <i>n.</i>	beginning <i>n.</i>	birthday <i>n.</i>
	barrier <i>n.</i>	behalf <i>n.</i> : on behalf of somebody (US in behalf of)	biscuit <i>n.</i> (US = cookie)
	base <i>n., v.</i>	behave <i>v.</i>	bit <i>n.</i>
	based on	behaviour (US = behavior) <i>n.</i>	a bit
	basic <i>adj.</i>	behind <i>prep., adv.</i>	bite <i>v., n.</i>
	basically <i>adv.</i>	belief <i>n.</i>	bitter <i>adj.</i>
	basis <i>n.</i>	believe <i>v.</i>	bitterly <i>adv.</i>
	bath <i>n.</i>	bell <i>n.</i>	black <i>adj., n.</i>
	bathroom <i>n.</i>	belong <i>v.</i>	blade <i>n.</i>
	battery <i>n.</i>	below <i>prep., adv.</i>	blame <i>v., n.</i>

OED 3000 wordlist – B/C

B	B	B	C
blank <i>adj.</i> , <i>n.</i>	box <i>n.</i>	brush <i>n.</i> , <i>v.</i>	c <i>abbr.</i> cent
blankly <i>adv.</i>	boy <i>n.</i>	bubble <i>n.</i>	cabinet <i>n.</i>
blind <i>adj.</i>	boyfriend <i>n.</i>	budget <i>n.</i>	cable <i>n.</i>
block <i>n.</i> , <i>v.</i>	brain <i>n.</i>	build <i>v.</i>	cake <i>n.</i>
blonde <i>adj.</i> , <i>n.</i> , blond <i>adj.</i>	branch <i>n.</i>	building <i>n.</i>	calculate <i>v.</i>
blood <i>n.</i>	brand <i>n.</i>	bullet <i>n.</i>	calculation <i>n.</i>
blow <i>v.</i> , <i>n.</i>	brave <i>adj.</i>	bunch <i>n.</i>	call <i>v.</i> , <i>n.</i>
blue <i>adj.</i> , <i>n.</i>	bread <i>n.</i>	burn <i>v.</i>	be called
board <i>n.</i> , <i>v.</i>	break <i>v.</i> , <i>n.</i>	burnt <i>adj.</i>	calm <i>adj.</i> , <i>v.</i> , <i>n.</i>
on board	broken <i>adj.</i>	burst <i>v.</i>	calmly <i>adv.</i>
boat <i>n.</i>	breakfast <i>n.</i>	bury <i>v.</i>	camera <i>n.</i>
body <i>n.</i>	breast <i>n.</i>	bus <i>n.</i>	camp <i>n.</i> , <i>v.</i>
boil <i>v.</i>	breath <i>n.</i>	bush <i>n.</i>	camping <i>n.</i>
bomb <i>n.</i> , <i>v.</i>	breathe <i>v.</i>	business <i>n.</i>	campaign <i>n.</i>
bone <i>n.</i>	breathing <i>n.</i>	businessman, businesswoman <i>n.</i>	can modal <i>v.</i> , <i>n.</i>
book <i>n.</i> , <i>v.</i>	breed <i>v.</i> , <i>n.</i>	busy <i>adj.</i>	cannot
boot <i>n.</i>	brick <i>n.</i>	but <i>conj.</i>	could modal <i>v.</i>
border <i>n.</i>	bridge <i>n.</i>	butter <i>n.</i>	cancel <i>v.</i>
bore <i>v.</i>	brief <i>adj.</i>	button <i>n.</i>	cancer <i>n.</i>
boring <i>adj.</i>	briefly <i>adv.</i>	buy <i>v.</i>	candidate <i>n.</i>
bored <i>adj.</i>	bright <i>adj.</i>	buyer <i>n.</i>	candy <i>n.</i> (US)
born: be born <i>v.</i>	brightly <i>adv.</i>	by <i>prep.</i> , <i>adv.</i>	cap <i>n.</i>
borrow <i>v.</i>	brilliant <i>adj.</i>	bye <i>exclamation</i>	capable (of) <i>adj.</i>
boss <i>n.</i>	bring <i>v.</i>		capacity <i>n.</i>
both <i>det.</i> , <i>pron</i>	broad <i>adj.</i>		capital <i>n.</i> , <i>adj.</i>
bother <i>v.</i>	broadly <i>adv.</i>		captain <i>n.</i>
bottle <i>n.</i>	broadcast <i>v.</i> , <i>n.</i>		capture <i>v.</i> , <i>n.</i>
bottom <i>n.</i> , <i>adj.</i>	broken break		car <i>n.</i>
bound <i>adj.</i> : bound to	brother <i>n.</i>		card <i>n.</i>
bowl <i>n.</i>	brown <i>adj.</i> , <i>n.</i>		cardboard <i>n.</i>

OED 3000 wordlist – C

C	C	C	C
care <i>n., v.</i>	centre (US= center) <i>n.</i>	cheese <i>n.</i>	clear <i>adj., v.</i>
take care (of)	century <i>n.</i>	chemical <i>adj., n.</i>	clearly <i>adv.</i>
care for	ceremony <i>n.</i>	chemist <i>n.</i>	clerk <i>n.</i>
career <i>n.</i>	certain <i>adj., pron</i>	chemistry <i>n.</i>	clever <i>adj.</i>
careful <i>adj.</i>	certainly <i>adv.</i>	cheque <i>n.</i> (US =check)	click <i>v., n.</i>
carefully <i>adv.</i>	certificate <i>n.</i>	chest <i>n.</i>	client <i>n.</i>
careless <i>adj.</i>	chain <i>n., v.</i>	chew <i>v.</i>	climate <i>n.</i>
carelessly <i>adv.</i>	chair <i>n.</i>	chicken <i>n.</i>	climb <i>v.</i>
carpet <i>n.</i>	chairman, chairwoman <i>n.</i>	chief <i>adj., n.</i>	climbing <i>n.</i>
carrot <i>n.</i>	challenge <i>n., v.</i>	child <i>n.</i>	clock <i>n.</i>
carry <i>v.</i>	chamber <i>n.</i>	chin <i>n.</i>	close <i>adj.</i>
case <i>n.</i>	chance <i>n.</i>	chip <i>n.</i>	closely <i>adv.</i>
in case (of)	change <i>v., n.</i>	chocolate <i>n.</i>	close <i>v.</i>
cash <i>n.</i>	channel <i>n.</i>	choice <i>n.</i>	closed <i>adj.</i>
cast <i>v., n.</i>	chapter <i>n.</i>	choose <i>v.</i>	closet <i>n.</i> (especially US)
castle <i>n.</i>	character <i>n.</i>	chop <i>v.</i>	cloth <i>n.</i>
cat <i>n.</i>	characteristic <i>adj., n.</i>	church <i>n.</i>	clothes <i>n.</i>
catch <i>v.</i>	charge <i>n., v.</i>	cigarette <i>n.</i>	clothing <i>n.</i>
category <i>n.</i>	in charge of	cinema <i>n.</i>	cloud <i>n.</i>
cause <i>n., v.</i>	charity <i>n.</i>	circle <i>n.</i>	club <i>n.</i>
CD <i>n.</i>	chart <i>n., v.</i>	circumstance <i>n.</i>	cm <i>abbr.</i> centimetre
cease <i>v.</i>	chase <i>v., n.</i>	citizen <i>n.</i>	coach <i>n.</i>
ceiling <i>n.</i>	chat <i>v., n.</i>	city <i>n.</i>	coal <i>n.</i>
celebrate <i>v.</i>	cheap <i>adj.</i>	civil <i>adj.</i>	coast <i>n.</i>
celebration <i>n.</i>	cheaply <i>adv.</i>	claim <i>v., n.</i>	coat <i>n.</i>
cell <i>n.</i>	cheat <i>v., n.</i>	clap <i>v., n.</i>	code <i>n.</i>
cellphone (also cellular phone) <i>n.</i> (especially US)	check <i>v., n.</i>	class <i>n.</i>	coffee <i>n.</i>
cent <i>n.</i> (<i>abbr.</i> c)	cheek <i>n.</i>	classic <i>adj., n.</i>	coin <i>n.</i>
centimetre (US = centimeter) <i>n.</i> (<i>abbr.</i> cm)	cheerful <i>adj.</i>	classroom <i>n.</i>	cold <i>adj., n.</i>
central <i>adj.</i>	cheerfully <i>adv.</i>	clean <i>adj., v.</i>	coldly <i>adv.</i>

OED 3000 wordlist – C

C	C	C	C
collapse <i>v., n.</i>	comparison <i>n.</i>	confirm <i>v.</i>	contest <i>n.</i>
colleague <i>n.</i>	compete <i>v.</i>	conflict <i>n., v.</i>	context <i>n.</i>
collect <i>v.</i>	competition <i>n.</i>	confront <i>v.</i>	continent <i>n.</i>
collection <i>n.</i>	competitive <i>adj.</i>	confuse <i>v.</i>	continue <i>v.</i>
college <i>n.</i>	complain <i>v.</i>	confusing <i>adj.</i>	continuous <i>adj.</i>
colour (US = color) <i>n., v.</i>	complaint <i>n.</i>	confused <i>adj.</i>	continuously <i>adv.</i>
coloured (US = colored) <i>adj.</i>	complete <i>adj., v.</i>	confusion <i>n.</i>	contract <i>n., v.</i>
column <i>n.</i>	completely <i>adv.</i>	congratulations <i>n.</i>	contrast <i>n., v.</i>
combination <i>n.</i>	complex <i>adj.</i>	Congress <i>n.</i>	contrasting <i>adj.</i>
combine <i>v.</i>	complicate <i>v.</i>	connect <i>v.</i>	contribute <i>v.</i>
come <i>v.</i>	complicated <i>adj.</i>	connection <i>n.</i>	contribution <i>n.</i>
comedy <i>n.</i>	computer <i>n.</i>	conscious <i>adj.</i>	control <i>n., v.</i>
comfort <i>n., v.</i>	concentrate <i>v.</i>	consequence <i>n.</i>	in control (of)
comfortable <i>adj.</i>	concentration <i>n.</i>	conservative <i>adj.</i>	under control
comfortably <i>adv.</i>	concept <i>n.</i>	consider <i>v.</i>	controlled <i>adj.</i>
command <i>v., n.</i>	concern <i>v., n.</i>	considerable <i>adj.</i>	convenient <i>adj.</i>
comment <i>n., v.</i>	concerned <i>adj.</i>	considerably <i>adv.</i>	convention <i>n.</i>
commercial <i>adj.</i>	concerning <i>prep.</i>	consideration <i>n.</i>	conventional <i>adj.</i>
commission <i>n., v.</i>	concert <i>n.</i>	consist of <i>v.</i>	conversation <i>n.</i>
commit <i>v.</i>	conclude <i>v.</i>	constant <i>adj.</i>	convert <i>v.</i>
commitment <i>n.</i>	conclusion <i>n.</i>	constantly <i>adv.</i>	convince <i>v.</i>
committee <i>n.</i>	concrete <i>adj., n.</i>	construct <i>v.</i>	cook <i>v., n.</i>
common <i>adj.</i>	condition <i>n.</i>	construction <i>n.</i>	cooking <i>n.</i>
in common	conduct <i>v., n.</i>	consult <i>v.</i>	cooker <i>n.</i>
commonly <i>adv.</i>	conference <i>n.</i>	consumer <i>n.</i>	cookie <i>n.</i> (especially US)
communicate <i>v.</i>	confidence <i>n.</i>	contact <i>n., v.</i>	cool <i>adj., v.</i>
communication <i>n.</i>	confident <i>adj.</i>	contain <i>v.</i>	cope (with) <i>v.</i>
community <i>n.</i>	confidently <i>adv.</i>	container <i>n.</i>	copy <i>n., v.</i>
company <i>n.</i>	confine <i>v.</i>	contemporary <i>adj.</i>	core <i>n.</i>
compare <i>v.</i>	confined <i>adj.</i>	content <i>n.</i>	corner <i>n.</i>

OED 3000 wordlist – C/D

C	C	C	D
correct <i>adj.</i> , <i>v.</i>	cream <i>n.</i> , <i>adj.</i>	curiously <i>adv.</i>	dad <i>n.</i>
correctly <i>adv.</i>	create <i>v.</i>	curl <i>v.</i> , <i>n.</i>	daily <i>adj.</i>
cost <i>n.</i> , <i>v.</i>	creature <i>n.</i>	curly <i>adj.</i>	damage <i>n.</i> , <i>v.</i>
cottage <i>n.</i>	credit <i>n.</i>	current <i>adj.</i> , <i>n.</i>	damp <i>adj.</i>
cotton <i>n.</i>	credit card <i>n.</i>	currently <i>adv.</i>	dance <i>n.</i> , <i>v.</i>
cough <i>v.</i> , <i>n.</i>	crime <i>n.</i>	curtain <i>n.</i>	dancing <i>n.</i>
coughing <i>n.</i>	criminal <i>adj.</i> , <i>n.</i>	curve <i>n.</i> , <i>v.</i>	dancer <i>n.</i>
could can	crisis <i>n.</i>	curved <i>adj.</i>	danger <i>n.</i>
council <i>n.</i>	crisp <i>adj.</i>	custom <i>n.</i>	dangerous <i>adj.</i>
count <i>v.</i>	criterion <i>n.</i>	customer <i>n.</i>	dare <i>v.</i>
counter <i>n.</i>	critical <i>adj.</i>	customs <i>n.</i>	dark <i>adj.</i> , <i>n.</i>
country <i>n.</i>	criticism <i>n.</i>	cut <i>v.</i> , <i>n.</i>	data <i>n.</i>
countryside <i>n.</i>	criticise (US = criticize) <i>v.</i>	cycle <i>n.</i> , <i>v.</i>	date <i>n.</i> , <i>v.</i>
county <i>n.</i>	crop <i>n.</i>	cycling <i>n.</i>	daughter <i>n.</i>
couple <i>n.</i>	cross <i>n.</i> , <i>v.</i>		day <i>n.</i>
a couple	crowd <i>n.</i>		dead <i>adj.</i>
courage <i>n.</i>	crowded <i>adj.</i>		deaf <i>adj.</i>
course <i>n.</i>	crown <i>n.</i>		deal <i>v.</i> , <i>n.</i>
of course	crucial <i>adj.</i>		deal with
court <i>n.</i>	cruel <i>adj.</i>		dear <i>adj.</i>
cousin <i>n.</i>	crush <i>v.</i>		death <i>n.</i>
cover <i>v.</i> , <i>n.</i>	cry <i>v.</i> , <i>n.</i>		debate <i>n.</i> , <i>v.</i>
covered <i>adj.</i>	ct <i>abbr.</i> cent		debt <i>n.</i>
covering <i>n.</i>	cultural <i>adj.</i>		decade <i>n.</i>
cow <i>n.</i>	culture <i>n.</i>		decay <i>n.</i> , <i>v.</i>
crack <i>n.</i> , <i>v.</i>	cup <i>n.</i>		December <i>n.</i> (<i>abbr.</i> Dec.)
cracked <i>adj.</i>	cupboard <i>n.</i>		decide <i>v.</i>
craft <i>n.</i>	curb <i>v.</i>		decision <i>n.</i>
crash <i>n.</i> , <i>v.</i>	cure <i>v.</i> , <i>n.</i>		declare <i>v.</i>
crazy <i>adj.</i>	curious <i>adj.</i>		decline <i>n.</i> , <i>v.</i>

OED 3000 wordlist – D

D	D	D	D
decorate <i>v.</i>	depress <i>v.</i>	diamond <i>n.</i>	disapproving <i>adj.</i>
decoration <i>n.</i>	depressing <i>adj.</i>	diary <i>n.</i>	disaster <i>n.</i>
decorative <i>adj.</i>	depressed <i>adj.</i>	dictionary <i>n.</i>	disc (also disk, especially in US) <i>n.</i>
decrease <i>v., n.</i>	depth <i>n.</i>	die <i>v.</i>	discipline <i>n.</i>
deep <i>adj., adv.</i>	derive <i>v.</i>	dying <i>adj.</i>	discount <i>n.</i>
deeply <i>adv.</i>	describe <i>v.</i>	diet <i>n.</i>	discover <i>v.</i>
defeat <i>v., n.</i>	description <i>n.</i>	difference <i>n.</i>	discovery <i>n.</i>
defence (US =defense) <i>n.</i>	desert <i>n., v.</i>	different <i>adj.</i>	discuss <i>v.</i>
defend <i>v.</i>	deserted <i>adj.</i>	differently <i>adv.</i>	discussion <i>n.</i>
define <i>v.</i>	deserve <i>v.</i>	difficult <i>adj.</i>	disease <i>n.</i>
definite <i>adj.</i>	design <i>n., v.</i>	difficulty <i>n.</i>	disgust <i>v., n.</i>
definitely <i>adv.</i>	desire <i>n., v.</i>	dig <i>v.</i>	disgusting <i>adj.</i>
definition <i>n.</i>	desk <i>n.</i>	dinner <i>n.</i>	disgusted <i>adj.</i>
degree <i>n.</i>	desperate <i>adj.</i>	direct <i>adj., v.</i>	dish <i>n.</i>
delay <i>n., v.</i>	desperately <i>adv.</i>	directly <i>adv.</i>	dishonest <i>adj.</i>
deliberate <i>adj.</i>	despite <i>prep.</i>	direction <i>n.</i>	dishonestly <i>adv.</i>
deliberately <i>adv.</i>	destroy <i>v.</i>	director <i>n.</i>	disk <i>n.</i>
delicate <i>adj.</i>	destruction <i>n.</i>	dirt <i>n.</i>	dislike <i>v., n.</i>
delight <i>n., v.</i>	detail <i>n.</i>	dirty <i>adj.</i>	dismiss <i>v.</i>
delighted <i>adj.</i>	in detail	disabled <i>adj.</i>	display <i>v., n.</i>
deliver <i>v.</i>	detailed <i>adj.</i>	disadvantage <i>n.</i>	dissolve <i>v.</i>
delivery <i>n.</i>	determination <i>n.</i>	disagree <i>v.</i>	distance <i>n.</i>
demand <i>n., v.</i>	determine <i>v.</i>	disagreement <i>n.</i>	distinguish <i>v.</i>
demonstrate <i>v.</i>	determined <i>adj.</i>	disappear <i>v.</i>	distribute <i>v.</i>
dentist <i>n.</i>	develop <i>v.</i>	disappoint <i>v.</i>	distribution <i>n.</i>
deny <i>v.</i>	development <i>n.</i>	disappointing <i>adj.</i>	district <i>n.</i>
department <i>n.</i>	device <i>n.</i>	disappointed <i>adj.</i>	disturb <i>v.</i>
departure <i>n.</i>	devote <i>v.</i>	disappointment <i>n.</i>	disturbing <i>adj.</i>
depend (on) <i>v.</i>	devoted <i>adj.</i>	disapproval <i>n.</i>	divide <i>v.</i>
deposit <i>n., v.</i>	diagram <i>n.</i>	disapprove (of) <i>v.</i>	division <i>n.</i>

OED 3000 wordlist – D/E

D	D	E	E
divorce <i>n., v.</i>	drink <i>n., v.</i>	each <i>det., pron</i>	elderly <i>adj.</i>
divorced <i>adj.</i>	drive <i>v., n.</i>	each other (also one another) <i>pron</i>	elect <i>v.</i>
do <i>v., auxiliary v.</i>	driving <i>n.</i>	ear <i>n.</i>	election <i>n.</i>
doctor <i>n. (abbr. Dr, US Dr.)</i>	driver <i>n.</i>	early <i>adj., adv.</i>	electric <i>adj.</i>
document <i>n.</i>	drop <i>v., n.</i>	earn <i>v.</i>	electrical <i>adj.</i>
dog <i>n.</i>	drug <i>n.</i>	earth <i>n.</i>	electricity <i>n.</i>
dollar <i>n.</i>	drugstore <i>n. (US)</i>	ease <i>n., v.</i>	electronic <i>adj.</i>
domestic <i>adj.</i>	drum <i>n.</i>	east <i>n., adj., adv.</i>	elegant <i>adj.</i>
dominate <i>v.</i>	drunk <i>adj.</i>	eastern <i>adj.</i>	element <i>n.</i>
door <i>n.</i>	dry <i>adj., v.</i>	easy <i>adj.</i>	elevator <i>n. (US)</i>
dot <i>n.</i>	due <i>adj.</i>	easily <i>adv.</i>	else <i>adv.</i>
double <i>adj., det., adv., n., v.</i>	due to	eat <i>v.</i>	elsewhere <i>adv.</i>
doubt <i>n., v.</i>	dull <i>adj.</i>	economic <i>adj.</i>	email (also e-mail) <i>n., v.</i>
down <i>adv., prep.</i>	dump <i>v., n.</i>	economy <i>n.</i>	embarrass <i>v.</i>
downstairs <i>adv., adj., n.</i>	during <i>prep.</i>	edge <i>n.</i>	embarrassing <i>adj.</i>
downwards (also downward in US) <i>adv.</i>	dust <i>n., v.</i>	edition <i>n.</i>	embarrassed <i>adj.</i>
downward <i>adj.</i>	duty <i>n.</i>	editor <i>n.</i>	embarrassment <i>n.</i>
dozen <i>n., det.</i>	DVD <i>n.</i>	educate <i>v.</i>	emerge <i>v.</i>
Dr <i>abbr. doctor</i>		educated <i>adj.</i>	emergency <i>n.</i>
draft <i>n., adj., v.</i>		education <i>n.</i>	emotion <i>n.</i>
drag <i>v.</i>		effect <i>n.</i>	emotional <i>adj.</i>
drama <i>n.</i>		effective <i>adj.</i>	emotionally <i>adv.</i>
dramatic <i>adj.</i>		effectively <i>adv.</i>	emphasis <i>n.</i>
dramatically <i>adv.</i>		efficient <i>adj.</i>	emphasise (US = emphasize) <i>v.</i>
draw <i>v.</i>		efficiently <i>adv.</i>	empire <i>n.</i>
drawing <i>n.</i>		effort <i>n.</i>	employ <i>v.</i>
drawer <i>n.</i>		e.g. <i>abbr.</i>	employed <i>adj.</i>
dream <i>n., v.</i>		egg <i>n.</i>	employee <i>n.</i>
dress <i>n., v.</i>		either <i>det., pron, adv.</i>	employer <i>n.</i>
dressed <i>adj.</i>		elbow <i>n.</i>	employment <i>n.</i>

OED 3000 wordlist – E

E	E	E	E
empty <i>adj.</i> , <i>v.</i>	entirely <i>adv.</i>	everywhere <i>adv.</i>	exit <i>n.</i>
enable <i>v.</i>	entitle <i>v.</i>	evidence <i>n.</i>	expand <i>v.</i>
encounter <i>v.</i> , <i>n.</i>	entrance <i>n.</i>	evil <i>adj.</i> , <i>n.</i>	expect <i>v.</i>
encourage <i>v.</i>	entry <i>n.</i>	ex- prefix	expected <i>adj.</i>
encouragement <i>n.</i>	envelope <i>n.</i>	exact <i>adj.</i>	expectation <i>n.</i>
end <i>n.</i> , <i>v.</i>	environment <i>n.</i>	exactly <i>adv.</i>	expense <i>n.</i>
in the end	environmental <i>adj.</i>	exaggerate <i>v.</i>	expensive <i>adj.</i>
ending <i>n.</i>	equal <i>adj.</i> , <i>n.</i> , <i>v.</i>	exaggerated <i>adj.</i>	experience <i>n.</i> , <i>v.</i>
enemy <i>n.</i>	equally <i>adv.</i>	exam <i>n.</i>	experienced <i>adj.</i>
energy <i>n.</i>	equipment <i>n.</i>	examination <i>n.</i>	experiment <i>n.</i> , <i>v.</i>
engage <i>v.</i>	equivalent <i>adj.</i> , <i>n.</i>	examine <i>v.</i>	expert <i>n.</i> , <i>adj.</i>
engaged <i>adj.</i>	error <i>n.</i>	example <i>n.</i>	explain <i>v.</i>
engine <i>n.</i>	escape <i>v.</i> , <i>n.</i>	excellent <i>adj.</i>	explanation <i>n.</i>
engineer <i>n.</i>	especially <i>adv.</i>	except <i>prep.</i> , <i>conj.</i>	explode <i>v.</i>
engineering <i>n.</i>	essay <i>n.</i>	exception <i>n.</i>	explore <i>v.</i>
enjoy <i>v.</i>	essential <i>adj.</i> , <i>n.</i>	exchange <i>v.</i> , <i>n.</i>	explosion <i>n.</i>
enjoyable <i>adj.</i>	essentially <i>adv.</i>	in exchange (for)	export <i>v.</i> , <i>n.</i>
enjoyment <i>n.</i>	establish <i>v.</i>	excite <i>v.</i>	expose <i>v.</i>
enormous <i>adj.</i>	estate <i>n.</i>	exciting <i>adj.</i>	express <i>v.</i> , <i>adj.</i>
enough <i>det.</i> , <i>pron.</i> , <i>adv.</i>	estimate <i>n.</i> , <i>v.</i>	excited <i>adj.</i>	expression <i>n.</i>
enquiry (also inquiry especially in US) <i>n.</i>	etc. (full form et cetera)	excitement <i>n.</i>	extend <i>v.</i>
ensure <i>v.</i>	euro <i>n.</i>	exclude <i>v.</i>	extension <i>n.</i>
enter <i>v.</i>	even <i>adv.</i> , <i>adj.</i>	excluding <i>prep.</i>	extensive <i>adj.</i>
entertain <i>v.</i>	evening <i>n.</i>	excuse <i>n.</i> , <i>v.</i>	extent <i>n.</i>
entertaining <i>adj.</i>	event <i>n.</i>	executive <i>n.</i> , <i>adj.</i>	extra <i>adj.</i> , <i>n.</i> , <i>adv.</i>
entertainer <i>n.</i>	eventually <i>adv.</i>	exercise <i>n.</i> , <i>v.</i>	extraordinary <i>adj.</i>
entertainment <i>n.</i>	ever <i>adv.</i>	exhibit <i>v.</i> , <i>n.</i>	extreme <i>adj.</i> , <i>n.</i>
enthusiasm <i>n.</i>	every <i>det.</i>	exhibition <i>n.</i>	extremely <i>adv.</i>
enthusiastic <i>adj.</i>	everyone (also everybody) <i>pron</i>	exist <i>v.</i>	eye <i>n.</i>
entire <i>adj.</i>	everything <i>pron</i>	existence <i>n.</i>	

OED 3000 wordlist – F

F	F	F	F
face <i>n., v.</i>	farmer <i>n.</i>	field <i>n.</i>	flame <i>n.</i>
facility <i>n.</i>	farther, farthest far	fight <i>v., n.</i>	flash <i>v., n.</i>
fact <i>n.</i>	fashion <i>n.</i>	fighting <i>n.</i>	flat <i>adj., n.</i>
factor <i>n.</i>	fashionable <i>adj.</i>	figure <i>n., v.</i>	flavour (US = flavor) <i>n., v.</i>
factory <i>n.</i>	fast <i>adj., adv.</i>	file <i>n.</i>	flesh <i>n.</i>
fail <i>v.</i>	fasten <i>v.</i>	fill <i>v.</i>	flight <i>n.</i>
failure <i>n.</i>	fat <i>adj., n.</i>	film <i>n., v.</i>	float <i>v.</i>
faint <i>adj.</i>	father <i>n.</i>	final <i>adj., n.</i>	flood <i>n., v.</i>
faintly <i>adv.</i>	faucet <i>n.</i> (US)	finally <i>adv.</i>	floor <i>n.</i>
fair <i>adj.</i>	fault <i>n.</i>	finance <i>n., v.</i>	flour <i>n.</i>
fairly <i>adv.</i>	favour (US = favor) <i>n.</i>	financial <i>adj.</i>	flow <i>n., v.</i>
unfair <i>adj.</i>	in favour/favor (of)	find <i>v.</i>	flower <i>n.</i>
unfairly <i>adv.</i>	favourite (US = favorite) <i>adj., n.</i>	find out sth	flu <i>n.</i>
faith <i>n.</i>	fear <i>n., v.</i>	fine <i>adj.</i>	fly <i>v., n.</i>
faithful <i>adj.</i>	feather <i>n.</i>	finely <i>adv.</i>	flying <i>adj., n.</i>
faithfully <i>adv.</i>	feature <i>n., v.</i>	finger <i>n.</i>	focus <i>v., n.</i>
Yours faithfully	February <i>n.</i> (<i>abbr.</i> Feb.)	finish <i>v., n.</i>	fold <i>v., n.</i>
fall <i>v., n.</i>	federal <i>adj.</i>	finished <i>adj.</i>	folding <i>adj.</i>
fall over	fee <i>n.</i>	fire <i>n., v.</i>	follow <i>v.</i>
false <i>adj.</i>	feed <i>v.</i>	set fire to	following <i>adj., n., prep.</i>
fame <i>n.</i>	feel <i>v.</i>	firm <i>n., adj., adv.</i>	food <i>n.</i>
familiar <i>adj.</i>	feeling <i>n.</i>	firmly <i>adv.</i>	foot <i>n.</i>
family <i>n., adj.</i>	fellow <i>n., adj.</i>	first <i>det., ordinal number, adv., n.</i>	football <i>n.</i>
famous <i>adj.</i>	female <i>adj., n.</i>	at first	for <i>prep.</i>
fan <i>n.</i>	fence <i>n.</i>	fish <i>n., v.</i>	force <i>n., v.</i>
fancy <i>v., adj.</i>	festival <i>n.</i>	fishing <i>n.</i>	forecast <i>n., v.</i>
far <i>adv., adj.</i>	fetch <i>v.</i>	fit <i>v., adj.</i>	foreign <i>adj.</i>
further <i>adj.</i>	fever <i>n.</i>	fix <i>v.</i>	forest <i>n.</i>
farm <i>n.</i>	few <i>det., adj., pron</i>	fixed <i>adj.</i>	forever (also for ever) <i>adv.</i>
farming <i>n.</i>	a few	flag <i>n.</i>	forget <i>v.</i>

OED 3000 wordlist – F/G

F	F	G	G
forgive <i>v.</i>	frighten <i>v.</i>	g <i>abbr.</i> gram	giant <i>n., adj.</i>
fork <i>n.</i>	frightening <i>adj.</i>	gain <i>v., n.</i>	gift <i>n.</i>
form <i>n., v.</i>	frightened <i>adj.</i>	gallon <i>n.</i>	girl <i>n.</i>
formal <i>adj.</i>	from <i>prep.</i>	gamble <i>v., n.</i>	girlfriend <i>n.</i>
formally <i>adv.</i>	front <i>n., adj.</i>	gambling <i>n.</i>	give <i>v.</i>
former <i>adj.</i>	in front (of)	game <i>n.</i>	give something away
formerly <i>adv.</i>	frozen freeze	gap <i>n.</i>	give sth out
formula <i>n.</i>	fruit <i>n.</i>	garage <i>n.</i>	give (sth) up
fortune <i>n.</i>	fry <i>v., n.</i>	garbage <i>n.</i> (especially US)	glad <i>adj.</i>
forward (also forwards) <i>adv.</i>	fuel <i>n.</i>	garden <i>n.</i>	glass <i>n.</i>
forward <i>adj.</i>	full <i>adj.</i>	gas <i>n.</i>	glasses <i>n.</i>
found <i>v.</i>	fully <i>adv.</i>	gate <i>n.</i>	global <i>adj.</i>
foundation <i>n.</i>	fun <i>n., adj.</i>	gather <i>v.</i>	glove <i>n.</i>
frame <i>n., v.</i>	make fun of	gear <i>n.</i>	glue <i>n., v.</i>
free <i>adj., v., adv.</i>	function <i>n., v.</i>	general <i>adj.</i>	gm <i>abbr.</i> gram
freely <i>adv.</i>	fund <i>n., v.</i>	generally <i>adv.</i>	go <i>v.</i>
freedom <i>n.</i>	fundamental <i>adj.</i>	in general	go down
freeze <i>v.</i>	funeral <i>n.</i>	generate <i>v.</i>	go up
frozen <i>adj.</i>	funny <i>adj.</i>	generation <i>n.</i>	be going to
frequent <i>adj.</i>	fur <i>n.</i>	generous <i>adj.</i>	goal <i>n.</i>
frequently <i>adv.</i>	furniture <i>n.</i>	generously <i>adv.</i>	god <i>n.</i>
fresh <i>adj.</i>	further, furthest far	gentle <i>adj.</i>	gold <i>n., adj.</i>
freshly <i>adv.</i>	future <i>n., adj.</i>	gently <i>adv.</i>	good <i>adj., n.</i>
Friday <i>n.</i> (<i>abbr.</i> Fri.)		gentleman <i>n.</i>	good at
fridge <i>n.</i>		genuine <i>adj.</i>	good for
friend <i>n.</i>		genuinely <i>adv.</i>	goodbye <i>exclamation, n.</i>
make friends (with)		geography <i>n.</i>	goods <i>n.</i>
friendly <i>adj.</i>		get <i>v.</i>	govern <i>v.</i>
unfriendly <i>adj.</i>		get on, get off	government <i>n.</i>
friendship <i>n.</i>		giant <i>n., adj.</i>	governor <i>n.</i>

OED 3000 wordlist – G/H

G	G	H	H
grab <i>v.</i>	guard <i>n., v.</i>	habit <i>n.</i>	healthy <i>adj.</i>
grade <i>n., v.</i>	guess <i>v., n.</i>	hair <i>n.</i>	hear <i>v.</i>
gradual <i>adj.</i>	guest <i>n.</i>	hairdresser <i>n.</i>	hearing <i>n.</i>
gradually <i>adv.</i>	guide <i>n., v.</i>	half <i>n., det., pron., adv.</i>	heart <i>n.</i>
grain <i>n.</i>	guilty <i>adj.</i>	hall <i>n.</i>	heat <i>n., v.</i>
gram (also gramme) <i>n. (abbr. g, gm)</i>	gun <i>n.</i>	hammer <i>n.</i>	heating <i>n.</i>
grammar <i>n.</i>	guy <i>n.</i>	hand <i>n., v.</i>	heaven <i>n.</i>
grand <i>adj.</i>		handle <i>v., n.</i>	heavy <i>adj.</i>
grandchild <i>n.</i>		hang <i>v.</i>	heavily <i>adv.</i>
granddaughter <i>n.</i>		happen <i>v.</i>	heel <i>n.</i>
grandfather <i>n.</i>		happiness <i>n.</i>	height <i>n.</i>
grandmother <i>n.</i>		unhappiness <i>n.</i>	hell <i>n.</i>
grandparent <i>n.</i>		happy <i>adj.</i>	hello <i>exclamation, n.</i>
grandson <i>n.</i>		happily <i>adv.</i>	help <i>v., n.</i>
grant <i>v., n.</i>		unhappy <i>adj.</i>	helpful <i>adj.</i>
grass <i>n.</i>		hard <i>adj., adv.</i>	hence <i>adv.</i>
grateful <i>adj.</i>		hardly <i>adv.</i>	her <i>pron, det.</i>
grave <i>n., adj.</i>		harm <i>n., v.</i>	hers <i>pron</i>
great <i>adj.</i>		harmful <i>adj.</i>	here <i>adv.</i>
greatly <i>adv.</i>		harmless <i>adj.</i>	hero <i>n.</i>
green <i>adj., n.</i>		hat <i>n.</i>	herself <i>pron</i>
grey (US usually gray) <i>adj., n.</i>		hate <i>v., n.</i>	hesitate <i>v.</i>
grocery (US usually grocery store) <i>n.</i>		hatred <i>n.</i>	hi <i>exclamation</i>
groceries <i>n.</i>		have <i>v., auxiliary v.</i>	hide <i>v.</i>
ground <i>n.</i>		have to modal <i>v.</i>	high <i>adj., adv.</i>
group <i>n.</i>		he <i>pron</i>	highly <i>adv.</i>
grow <i>v.</i>		head <i>n., v.</i>	highlight <i>v., n.</i>
grow up		headache <i>n.</i>	highway <i>n. (especially US)</i>
growth <i>n.</i>		heal <i>v.</i>	hill <i>n.</i>
guarantee <i>n., v.</i>		health <i>n.</i>	him <i>pron</i>

OED 3000 wordlist – H/I

H	H	I	I
himself <i>pron</i>	house <i>n.</i>	I <i>pron</i>	important <i>adj.</i>
hip <i>n.</i>	housing <i>n.</i>	ice <i>n.</i>	importantly <i>adv.</i>
hire <i>v., n.</i>	household <i>n., adj.</i>	ice cream <i>n.</i>	unimportant <i>adj.</i>
his <i>det., pron</i>	how <i>adv.</i>	idea <i>n.</i>	impose <i>v.</i>
historical <i>adj.</i>	however <i>adv.</i>	ideal <i>adj., n.</i>	impossible <i>adj.</i>
history <i>n.</i>	huge <i>adj.</i>	ideally <i>adv.</i>	impress <i>v.</i>
hit <i>v., n.</i>	human <i>adj., n.</i>	identify <i>v.</i>	impressed <i>adj.</i>
hobby <i>n.</i>	humorous <i>adj.</i>	identity <i>n.</i>	impression <i>n.</i>
hold <i>v., n.</i>	humour (US = humor) <i>n.</i>	i.e. <i>abbr.</i>	impressive <i>adj.</i>
hole <i>n.</i>	hungry <i>adj.</i>	if <i>conj.</i>	improve <i>v.</i>
holiday <i>n.</i>	hunt <i>v.</i>	ignore <i>v.</i>	improvement <i>n.</i>
hollow <i>adj.</i>	hunting <i>n.</i>	ill <i>adj.</i> (especially UK)	in <i>prep., adv.</i>
holy <i>adj.</i>	hurry <i>v., n.</i>	illegal <i>adj.</i>	inability <i>n.</i>
home <i>n., adv.</i>	in a hurry	illegally <i>adv.</i>	inch <i>n.</i>
homework <i>n.</i>	hurt <i>v.</i>	illness <i>n.</i>	incident <i>n.</i>
honest <i>adj.</i>	husband <i>n.</i>	illustrate <i>v.</i>	include <i>v.</i>
honestly <i>adv.</i>		image <i>n.</i>	including <i>prep.</i>
honour (US = honor) <i>n.</i>		imaginary <i>adj.</i>	income <i>n.</i>
in honour/honor of		imagination <i>n.</i>	increase <i>v., n.</i>
hook <i>n.</i>		imagine <i>v.</i>	increasingly <i>adv.</i>
hope <i>v., n.</i>		immediate <i>adj.</i>	indeed <i>adv.</i>
horizontal <i>adj.</i>		immediately <i>adv.</i>	independence <i>n.</i>
horn <i>n.</i>		immoral <i>adj.</i>	independent <i>adj.</i>
horror <i>n.</i>		impact <i>n.</i>	independently <i>adv.</i>
horse <i>n.</i>		impatient <i>adj.</i>	index <i>n.</i>
hospital <i>n.</i>		impatiently <i>adv.</i>	indicate <i>v.</i>
host <i>n., v.</i>		implication <i>n.</i>	indication <i>n.</i>
hot <i>adj.</i>		imply <i>v.</i>	indirect <i>adj.</i>
hotel <i>n.</i>		import <i>n., v.</i>	indirectly <i>adv.</i>
hour <i>n.</i>		importance <i>n.</i>	individual <i>adj., n.</i>

OED 3000 wordlist – I/J

I	I	I	J
indoors <i>adv.</i>	instance <i>n.</i>	introduce <i>v.</i>	jacket <i>n.</i>
indoor <i>adj.</i>	for instance	introduction <i>n.</i>	jam <i>n.</i>
industrial <i>adj.</i>	instead <i>adv.</i>	invent <i>v.</i>	January <i>n.</i> (<i>abbr.</i> Jan.)
industry <i>n.</i>	instead of	invention <i>n.</i>	jealous <i>adj.</i>
inevitable <i>adj.</i>	institute <i>n.</i>	invest <i>v.</i>	jeans <i>n.</i>
inevitably <i>adv.</i>	institution <i>n.</i>	investigate <i>v.</i>	jelly <i>n.</i>
infect <i>v.</i>	instruction <i>n.</i>	investigation <i>n.</i>	jewellery (US = jewelry) <i>n.</i>
infected <i>adj.</i>	instrument <i>n.</i>	investment <i>n.</i>	job <i>n.</i>
infection <i>n.</i>	insult <i>v., n.</i>	invitation <i>n.</i>	join <i>v.</i>
infectious <i>adj.</i>	insulting <i>adj.</i>	invite <i>v.</i>	joint <i>adj., n.</i>
influence <i>n., v.</i>	insurance <i>n.</i>	involve <i>v.</i>	jointly <i>adv.</i>
inform <i>v.</i>	intelligence <i>n.</i>	involved in	joke <i>n., v.</i>
informal <i>adj.</i>	intelligent <i>adj.</i>	involvement <i>n.</i>	journalist <i>n.</i>
information <i>n.</i>	intend <i>v.</i>	iron <i>n., v.</i>	journey <i>n.</i>
ingredient <i>n.</i>	intended <i>adj.</i>	irritate <i>v.</i>	joy <i>n.</i>
initial <i>adj., n.</i>	intention <i>n.</i>	irritating <i>adj.</i>	judge <i>n., v.</i>
initially <i>adv.</i>	interest <i>n., v.</i>	irritated <i>adj.</i>	judgement (also judgment especially in US) <i>n.</i>
initiative <i>n.</i>	interesting <i>adj.</i>	-ish suffix	juice <i>n.</i>
injure <i>v.</i>	interested <i>adj.</i>	island <i>n.</i>	July <i>n.</i> (<i>abbr.</i> Jul.)
injured <i>adj.</i>	interior <i>n., adj.</i>	issue <i>n., v.</i>	jump <i>v., n.</i>
injury <i>n.</i>	internal <i>adj.</i>	it <i>pron, det.</i>	June <i>n.</i> (<i>abbr.</i> Jun.)
ink <i>n.</i>	international <i>adj.</i>	its <i>det.</i>	junior <i>adj., n.</i>
inner <i>adj.</i>	Internet <i>n.</i>	item <i>n.</i>	just <i>adv.</i>
innocent <i>adj.</i>	interpret <i>v.</i>	itself <i>pron</i>	justice <i>n.</i>
inquiry enquiry	interpretation <i>n.</i>		justify <i>v.</i>
insect <i>n.</i>	interrupt <i>v.</i>		justified <i>adj.</i>
insert <i>v.</i>	interruption <i>n.</i>		
inside <i>prep., adv., n., adj.</i>	interval <i>n.</i>		
insist (on) <i>v.</i>	interview <i>n., v.</i>		
install <i>v.</i>	into <i>prep.</i>		

OED 3000 wordlist – K/L

K	L	L	L
k <i>abbr.</i> kilometre	l <i>abbr.</i> litre	leaf <i>n.</i>	lightly <i>adv.</i>
keen <i>adj.</i>	label <i>n., v.</i>	league <i>n.</i>	like <i>prep., v., conj.</i>
keen on	laboratory, lab <i>n.</i>	lean <i>v.</i>	unlike <i>prep., adj.</i>
keep <i>v.</i>	labour (US = labor) <i>n.</i>	learn <i>v.</i>	likely <i>adj., adv.</i>
key <i>n., adj.</i>	lack <i>n., v.</i>	least <i>det., pron, adv.</i>	unlikely <i>adj.</i>
keyboard <i>n.</i>	lacking <i>adj.</i>	at least	limit <i>n., v.</i>
kick <i>v., n.</i>	lady <i>n.</i>	leather <i>n.</i>	limited <i>adj.</i>
kid <i>n.</i>	lake <i>n.</i>	leave <i>v.</i>	line <i>n.</i>
kill <i>v.</i>	lamp <i>n.</i>	leave out	link <i>n., v.</i>
killing <i>n.</i>	land <i>n., v.</i>	lecture <i>n.</i>	lip <i>n.</i>
kilogram(me) (also kilo) <i>n.</i> (<i>abbr.</i> kg)	landscape <i>n.</i>	left <i>adj., adv., n.</i>	liquid <i>n., adj.</i>
kilometre (US = kilometer) <i>n.</i> (<i>abbr.</i> k, km)	lane <i>n.</i>	leg <i>n.</i>	list <i>n., v.</i>
kind <i>n., adj.</i>	language <i>n.</i>	legal <i>adj.</i>	listen (to) <i>v.</i>
kindly <i>adv.</i>	large <i>adj.</i>	legally <i>adv.</i>	literature <i>n.</i>
unkind <i>adj.</i>	largely <i>adv.</i>	lemon <i>n.</i>	litre (US = liter) <i>n.</i> (<i>abbr.</i> l)
kindness <i>n.</i>	last <i>det., adv., n., v.</i>	lend <i>v.</i>	little <i>adj., det., pron, adv.</i>
king <i>n.</i>	late <i>adj., adv.</i>	length <i>n.</i>	a little <i>det., pron</i>
kiss <i>v., n.</i>	later <i>adv., adj.</i>	less <i>det., pron, adv.</i>	live <i>v, adj., adv.</i>
kitchen <i>n.</i>	latest <i>adj., n.</i>	lesson <i>n.</i>	living <i>adj.</i>
km <i>abbr.</i> kilometre	latter <i>adj., n.</i>	let <i>v.</i>	lively <i>adj.</i>
knee <i>n.</i>	laugh <i>v., n.</i>	letter <i>n.</i>	load <i>n., v.</i>
knife <i>n.</i>	launch <i>v., n.</i>	level <i>n., adj.</i>	unload <i>v.</i>
knit <i>v.</i>	law <i>n.</i>	library <i>n.</i>	loan <i>n.</i>
knitted <i>adj.</i>	lawyer <i>n.</i>	licence (US = license) <i>n.</i>	local <i>adj.</i>
knitting <i>n.</i>	lay <i>v.</i>	license <i>v.</i>	locally <i>adv.</i>
knock <i>v., n.</i>	layer <i>n.</i>	lid <i>n.</i>	locate <i>v.</i>
knot <i>n.</i>	lazy <i>adj.</i>	lie <i>v., n.</i>	located <i>adj.</i>
know <i>v.</i>	lead <i>v., n.</i>	life <i>n.</i>	location <i>n.</i>
known <i>adj.</i>	leading <i>adj.</i>	lift <i>v., n.</i>	lock <i>v., n.</i>
knowledge <i>n.</i>	leader <i>n.</i>	light <i>n., adj., v.</i>	logic <i>n.</i>

OED 3000 wordlist – L/M

L	M	M	M
logical <i>adj.</i>	machine <i>n.</i>	marketing <i>n.</i>	medicine <i>n.</i>
lonely <i>adj.</i>	machinery <i>n.</i>	marriage <i>n.</i>	medium <i>adj., n.</i>
long <i>adj., adv.</i>	mad <i>adj.</i>	marry <i>v.</i>	meet <i>v.</i>
look <i>v., n.</i>	magazine <i>n.</i>	married <i>adj.</i>	meeting <i>n.</i>
look after	magic <i>n., adj.</i>	mass <i>n., adj.</i>	melt <i>v.</i>
look at	mail <i>n., v.</i>	massive <i>adj.</i>	member <i>n.</i>
look for	main <i>adj.</i>	master <i>n.</i>	membership <i>n.</i>
look forward to	mainly <i>adv.</i>	match <i>n., v.</i>	memory <i>n.</i>
loose <i>adj.</i>	maintain <i>v.</i>	matching <i>adj.</i>	in memory of
loosely <i>adv.</i>	major <i>adj.</i>	mate <i>n., v.</i>	mental <i>adj.</i>
lord <i>n.</i>	majority <i>n.</i>	material <i>n., adj.</i>	mentally <i>adv.</i>
lorry <i>n.</i>	make <i>v., n.</i>	mathematics (also maths (US = math) <i>n.</i>	mention <i>v.</i>
lose <i>v.</i>	make sth up	matter <i>n., v.</i>	menu <i>n.</i>
lost <i>adj.</i>	make-up <i>n.</i>	maximum <i>adj., n.</i>	mere <i>adj.</i>
loss <i>n.</i>	male <i>adj., n.</i>	may modal <i>v.</i>	merely <i>adv.</i>
lot: a lot (of) (also lots (of)) <i>pron,</i> <i>det., adv.</i>	mall <i>n.</i> (especially US)	May <i>n.</i>	mess <i>n.</i>
loud <i>adj., adv.</i>	man <i>n.</i>	maybe <i>adv.</i>	message <i>n.</i>
loudly <i>adv.</i>	manage <i>v.</i>	mayor <i>n.</i>	metal <i>n.</i>
love <i>n., v.</i>	management <i>n.</i>	me <i>pron</i>	method <i>n.</i>
lovely <i>adj.</i>	manager <i>n.</i>	meal <i>n.</i>	metre (US = meter) <i>n.</i>
lover <i>n.</i>	manner <i>n.</i>	mean <i>v.</i>	mg <i>abbr.</i> milligram
low <i>adj., adv.</i>	manufacture <i>v., n.</i>	meaning <i>n.</i>	mid- combining form
loyal <i>adj.</i>	manufacturing <i>n.</i>	means <i>n.</i>	midday <i>n.</i>
luck <i>n.</i>	manufacturer <i>n.</i>	by means of	middle <i>n., adj.</i>
lucky <i>adj.</i>	many <i>det., pron</i>	meanwhile <i>adv.</i>	midnight <i>n.</i>
unlucky <i>adj.</i>	map <i>n.</i>	measure <i>v., n.</i>	might modal <i>v.</i>
luggage <i>n.</i> (US = baggage)	March <i>n.</i> (<i>abbr.</i> Mar.)	measurement <i>n.</i>	mild <i>adj.</i>
lump <i>n.</i>	march <i>v., n.</i>	meat <i>n.</i>	mile <i>n.</i>
lunch <i>n.</i>	mark <i>n., v.</i>	media <i>n.</i>	military <i>adj.</i>
lung <i>n.</i>	market <i>n.</i>	medical <i>adj.</i>	milk <i>n.</i>

OED 3000 wordlist – M/N

M	M	M	N
milligram(me) <i>n.</i> (<i>abbr.</i> mg)	moon <i>n.</i>	museum <i>n.</i>	nail <i>n.</i>
millimetre (US = millimeter) <i>n.</i> (<i>abbr.</i> mm)	moral <i>adj.</i>	music <i>n.</i>	naked <i>adj.</i>
mind <i>n., v.</i>	morally <i>adv.</i>	musical <i>adj.</i>	name <i>n., v.</i>
mine <i>pron, n.</i>	more <i>det., pron,</i> <i>adv.</i>	musician <i>n.</i>	narrow <i>adj.</i>
mineral <i>n., adj.</i>	moreover <i>adv.</i>	must modal <i>v.</i>	nation <i>n.</i>
minimum <i>adj., n.</i>	morning <i>n.</i>	my <i>det.</i>	national <i>adj.</i>
minister <i>n.</i>	most <i>det., pron,</i> <i>adv.</i>	myself <i>pron</i>	natural <i>adj.</i>
ministry <i>n.</i>	mostly <i>adv.</i>	mysterious <i>adj.</i>	naturally <i>adv.</i>
minor <i>adj.</i>	mother <i>n.</i>	mystery <i>n.</i>	nature <i>n.</i>
minority <i>n.</i>	motion <i>n.</i>		navy <i>n.</i>
minute <i>n.</i>	motor <i>n.</i>		near <i>adj., adv., prep</i>
mirror <i>n.</i>	motorcycle (bike) <i>n.</i>		nearby <i>adj., adv.</i>
miss <i>v., n.</i>	mount <i>v., n.</i>		nearly <i>adv.</i>
Miss <i>n.</i>	mountain <i>n.</i>		neat <i>adj.</i>
missing <i>adj.</i>	mouse <i>n.</i>		neatly <i>adv.</i>
mistake <i>n., v.</i>	mouth <i>n.</i>		necessary <i>adj.</i>
mistaken <i>adj.</i>	move <i>v., n.</i>		necessarily <i>adv.</i>
mix <i>v., n.</i>	moving <i>adj.</i>		unnecessary <i>adj.</i>
mixed <i>adj.</i>	movement <i>n.</i>		neck <i>n.</i>
mixture <i>n.</i>	movie <i>n.</i> (esp. US)		need <i>v., modal v., r</i>
mobile <i>adj.</i>	movie theater <i>n.</i>		needle <i>n.</i>
mobile phone <i>n.</i>	Mr <i>abbr.</i>		negative <i>adj.</i>
model <i>n.</i>	Mrs <i>abbr.</i>		neighbour (US = neighbor) <i>n.</i>
modern <i>adj.</i>	Ms <i>abbr.</i>		neighbourhood (US = neighborhood) <i>n.</i>
moment <i>n.</i>	much <i>det., pron, adv</i>		neither <i>det., pron,</i> <i>adv.</i>
Monday <i>n.</i> (<i>abbr.</i> Mon.)	mud <i>n.</i>		nephew <i>n.</i>
money <i>n.</i>	multiply <i>v.</i>		nerve <i>n.</i>
monitor <i>n., v.</i>	mum (US = mom) <i>n.</i>		nervous <i>adj.</i>
month <i>n.</i>	murder <i>n., v.</i>		nervously <i>adv.</i>
mood <i>n.</i>	muscle <i>n.</i>		nest <i>n., v.</i>

OED 3000 wordlist – N/O

N	N	O	O
net <i>n.</i>	not <i>adv.</i>	obey <i>v.</i>	oil <i>n.</i>
network <i>n.</i>	note <i>n., v.</i>	object <i>n., v.</i>	OK (also okay) <i>exclamation, adj., adv.</i>
never <i>adv.</i>	nothing <i>pron</i>	objective <i>n., adj.</i>	old <i>adj.</i>
nevertheless <i>adv.</i>	notice <i>n., v.</i>	observation <i>n.</i>	old-fashioned <i>adj.</i>
new <i>adj.</i>	take notice of	observe <i>v.</i>	on <i>prep., adv.</i>
newly <i>adv.</i>	noticeable <i>adj.</i>	obtain <i>v.</i>	once <i>adv., conj.</i>
news <i>n.</i>	novel <i>n.</i>	obvious <i>adj.</i>	one number, <i>det., pron</i>
newspaper <i>n.</i>	November <i>n.</i> (<i>abbr.</i> Nov.)	obviously <i>adv.</i>	one another each other
next <i>adj., adv., n.</i>	now <i>adv.</i>	occasion <i>n.</i>	onion <i>n.</i>
next to <i>prep.</i>	nowhere <i>adv.</i>	occasionally <i>adv.</i>	only <i>adj., adv.</i>
nice <i>adj.</i>	nuclear <i>adj.</i>	occupy <i>v.</i>	onto <i>prep.</i>
nicely <i>adv.</i>	number (<i>abbr.</i> No., no.) <i>n.</i>	occupied <i>adj.</i>	open <i>adj., v.</i>
niece <i>n.</i>	nurse <i>n.</i>	occur <i>v.</i>	openly <i>adv.</i>
night <i>n.</i>	nut <i>n.</i>	ocean <i>n.</i>	opening <i>n.</i>
no <i>exclamation, det.</i>		o'clock <i>adv.</i>	operate <i>v.</i>
No. (also no.) <i>abbr.</i> number		October <i>n.</i> (<i>abbr.</i> Oct.)	operation <i>n.</i>
nobody (also no one) <i>pron</i>		odd <i>adj.</i>	opinion <i>n.</i>
noise <i>n.</i>		oddly <i>adv.</i>	opponent <i>n.</i>
noisy <i>adj.</i>		of <i>prep.</i>	opportunity <i>n.</i>
noisily <i>adv.</i>		off <i>adv., prep.</i>	oppose <i>v.</i>
non- prefix		offence (US = offense) <i>n.</i>	opposing <i>adj.</i>
none <i>pron</i>		offend <i>v.</i>	opposed to
nonsense <i>n.</i>		offensive <i>adj.</i>	opposite <i>adj., adv., n., prep.</i>
no one nobody		offer <i>v., n.</i>	opposition <i>n.</i>
nor <i>conj., adv.</i>		office <i>n.</i>	option <i>n.</i>
normal <i>adj., n.</i>		officer <i>n.</i>	or <i>conj.</i>
normally <i>adv.</i>		official <i>adj., n.</i>	orange <i>n., adj.</i>
north <i>n., adj., adv.</i>		officially <i>adv.</i>	order <i>n., v.</i>
northern <i>adj.</i>		often <i>adv.</i>	in order to
nose <i>n.</i>		oh! <i>exclamation</i>	ordinary <i>adj.</i>

OED 3000 wordlist – O/P

O	P	P	P
organ <i>n.</i>	p <i>abbr.</i> page, penny	party <i>n.</i>	performance <i>n.</i>
organisation (US = organization) <i>n.</i>	pace <i>n.</i>	pass <i>v.</i>	performer <i>n.</i>
organise (US = organize) <i>v.</i>	pack <i>v., n.</i>	passing <i>n., adj.</i>	perhaps <i>adv.</i>
organised <i>adj.</i>	package <i>n., v.</i>	passage <i>n.</i>	period <i>n.</i>
origin <i>n.</i>	packaging <i>n.</i>	passenger <i>n.</i>	permanent <i>adj.</i>
original <i>adj., n.</i>	packet <i>n.</i>	passport <i>n.</i>	permanently <i>adv.</i>
originally <i>adv.</i>	page <i>n. (abbr. p)</i>	past <i>adj., n., prep., adv.</i>	permission <i>n.</i>
other <i>adj., pron</i>	pain <i>n.</i>	path <i>n.</i>	permit <i>v.</i>
otherwise <i>adv.</i>	painful <i>adj.</i>	patience <i>n.</i>	person <i>n.</i>
ought to modal <i>v.</i>	paint <i>n., v.</i>	patient <i>n., adj.</i>	personal <i>adj.</i>
our <i>det.</i>	painting <i>n.</i>	pattern <i>n.</i>	personally <i>adv.</i>
ours <i>pron</i>	painter <i>n.</i>	pause <i>v., n.</i>	personality <i>n.</i>
ourselves <i>pron</i>	pair <i>n.</i>	pay <i>v., n.</i>	persuade <i>v.</i>
out (of) <i>adv., prep.</i>	palace <i>n.</i>	payment <i>n.</i>	pet <i>n.</i>
outdoors <i>adv.</i>	pale <i>adj.</i>	peace <i>n.</i>	petrol <i>n.</i> (US = gasoline or gas)
outdoor <i>adj.</i>	pan <i>n.</i>	peaceful <i>adj.</i>	phase <i>n.</i>
outer <i>adj.</i>	panel <i>n.</i>	peak <i>n.</i>	philosophy <i>n.</i>
outline <i>v., n.</i>	pants <i>n.</i>	pen <i>n.</i>	phone telephone
output <i>n.</i>	paper <i>n.</i>	pence <i>n.</i>	photocopy <i>n., v.</i>
outside <i>n., adj., prep., adv.</i>	parallel <i>adj.</i>	penny	photograph <i>n., v.</i> (also photo <i>n.</i>)
outstanding <i>adj.</i>	parent <i>n.</i>	pencil <i>n.</i>	photographer <i>n.</i>
oven <i>n.</i>	park <i>n., v.</i>	penny <i>n. (abbr. p)</i>	photography <i>n.</i>
over <i>adv., prep.</i>	parliament <i>n.</i>	pension <i>n.</i>	phrase <i>n.</i>
overall <i>adj., adv.</i>	part <i>n.</i>	people <i>n.</i>	physical <i>adj.</i>
overcome <i>v.</i>	take part (in)	pepper <i>n.</i>	physically <i>adv.</i>
owe <i>v.</i>	particular <i>adj.</i>	per <i>prep.</i>	physics <i>n.</i>
own <i>adj., pron, v.</i>	particularly <i>adv.</i>	per cent (US usually percent) <i>n., adj., adv.</i>	piano <i>n.</i>
owner <i>n.</i>	partly <i>adv.</i>	perfect <i>adj.</i>	pick <i>v.</i>
	partner <i>n.</i>	perfectly <i>adv.</i>	pick sth up
	partnership <i>n.</i>	perform <i>v.</i>	picture <i>n.</i>

OED 3000 wordlist – P

P	P	P	P
piece <i>n.</i>	plenty <i>pron, adv., n., det.</i>	position <i>n.</i>	premises <i>n.</i>
pig <i>n.</i>	plot <i>n., v.</i>	positive <i>adj.</i>	preparation <i>n.</i>
pile <i>n., v.</i>	plug <i>n.</i>	possess <i>v.</i>	prepare <i>v.</i>
pill <i>n.</i>	plus <i>prep., n., adj., conj.</i>	possession <i>n.</i>	prepared <i>adj.</i>
pilot <i>n.</i>	p.m. <i>abbr.</i>	possibility <i>n.</i>	presence <i>n.</i>
pin <i>n., v.</i>	pocket <i>n.</i>	possible <i>adj.</i>	present <i>adj., n., v.</i>
pink <i>adj., n.</i>	poem <i>n.</i>	possibly <i>adv.</i>	presentation <i>n.</i>
pint <i>n. (abbr. pt)</i>	poetry <i>n.</i>	post <i>n., v.</i>	preserve <i>v.</i>
pipe <i>n.</i>	point <i>n., v.</i>	post office <i>n.</i>	president <i>n.</i>
pitch <i>n.</i>	pointed <i>adj.</i>	pot <i>n.</i>	press <i>n., v.</i>
pity <i>n.</i>	poison <i>n., v.</i>	potato <i>n.</i>	pressure <i>n.</i>
place <i>n., v.</i>	poisonous <i>adj.</i>	potential <i>adj., n.</i>	presumably <i>adv.</i>
take place	pole <i>n.</i>	potentially <i>adv.</i>	pretend <i>v.</i>
plain <i>adj.</i>	police <i>n.</i>	pound <i>n.</i>	pretty <i>adv., adj.</i>
plan <i>n., v.</i>	policy <i>n.</i>	pour <i>v.</i>	prevent <i>v.</i>
planning <i>n.</i>	polish <i>n., v.</i>	powder <i>n.</i>	previous <i>adj.</i>
plane <i>n.</i>	polite <i>adj.</i>	power <i>n.</i>	previously <i>adv.</i>
planet <i>n.</i>	politely <i>adv.</i>	powerful <i>adj.</i>	price <i>n.</i>
plant <i>n., v.</i>	political <i>adj.</i>	practical <i>adj.</i>	pride <i>n.</i>
plastic <i>n., adj.</i>	politically <i>adv.</i>	practically <i>adv.</i>	priest <i>n.</i>
plate <i>n.</i>	politician <i>n.</i>	practice <i>n. (US = practise)</i>	primary <i>adj.</i>
platform <i>n.</i>	politics <i>n.</i>	practise <i>v.</i>	primarily <i>adv.</i>
play <i>v., n.</i>	pollution <i>n.</i>	praise <i>n., v.</i>	prime minister <i>n.</i>
player <i>n.</i>	pool <i>n.</i>	prayer <i>n.</i>	prince <i>n.</i>
pleasant <i>adj.</i>	poor <i>adj.</i>	precise <i>adj.</i>	princess <i>n.</i>
pleasantly <i>adv.</i>	pop <i>n., v.</i>	precisely <i>adv.</i>	principle <i>n.</i>
please <i>exclamation, v.</i>	popular <i>adj.</i>	predict <i>v.</i>	print <i>v., n.</i>
pleasing <i>adj.</i>	population <i>n.</i>	prefer <i>v.</i>	printing <i>n.</i>
pleased <i>adj.</i>	port <i>n.</i>	preference <i>n.</i>	printer <i>n.</i>
pleasure <i>n.</i>	pose <i>v., n.</i>	pregnant <i>adj.</i>	prior <i>adj.</i>

OED 3000 wordlist – P/Q

priority <i>n.</i>	pronunciation <i>n.</i>	pupil <i>n.</i> (especially UK)	qualification <i>n.</i>
prison <i>n.</i>	proof <i>n.</i>	purchase <i>n., v.</i>	qualify <i>v.</i>
prisoner <i>n.</i>	proper <i>adj.</i>	pure <i>adj.</i>	qualified <i>adj.</i>
private <i>adj.</i>	properly <i>adv.</i>	purely <i>adv.</i>	quality <i>n.</i>
privately <i>adv.</i>	property <i>n.</i>	purple <i>adj., n.</i>	quantity <i>n.</i>
prize <i>n.</i>	proportion <i>n.</i>	purpose <i>n.</i>	quarter <i>n.</i>
probable <i>adj.</i>	proposal <i>n.</i>	on purpose	queen <i>n.</i>
probably <i>adv.</i>	propose <i>v.</i>	pursue <i>v.</i>	question <i>n., v.</i>
problem <i>n.</i>	prospect <i>n.</i>	push <i>v., n.</i>	quick <i>adj.</i>
procedure <i>n.</i>	protect <i>v.</i>	put <i>v.</i>	quickly <i>adv.</i>
proceed <i>v.</i>	protection <i>n.</i>	put sth on	quiet <i>adj.</i>
process <i>n., v.</i>	protest <i>n., v.</i>	put sth out	quietly <i>adv.</i>
produce <i>v.</i>	proud <i>adj.</i>		quit <i>v.</i>
producer <i>n.</i>	proudly <i>adv.</i>		quite <i>adv.</i>
product <i>n.</i>	prove <i>v.</i>		quote <i>v.</i>
production <i>n.</i>	provide <i>v.</i>		
profession <i>n.</i>	provided (also providing) <i>conj.</i>		
professional <i>adj.,</i> <i>n.</i>	pt <i>abbr.</i> pint <i>n.</i>		
professor <i>n.</i>	pub <i>n.</i>		
profit <i>n.</i>	public <i>adj., n.</i>		
program <i>n., v.</i>	in public		
programme <i>n.</i>	publicly <i>adv.</i>		
progress <i>n., v.</i>	publication <i>n.</i>		
project <i>n., v.</i>	publicity <i>n.</i>		
promise <i>v., n.</i>	publish <i>v.</i>		
promote <i>v.</i>	publishing <i>n.</i>		
promotion <i>n.</i>	pull <i>v., n.</i>		
prompt <i>adj., v.</i>	punch <i>v., n.</i>		
promptly <i>adv.</i>	punish <i>v.</i>		
pronounce <i>v.</i>	punishment <i>n.</i>		

OED 3000 wordlist – R

R	R	R	R
race <i>n.</i> , <i>v.</i>	really <i>real</i>	regarding <i>prep.</i>	remember <i>v.</i>
racing <i>n.</i>	rear <i>n.</i> , <i>adj.</i>	region <i>n.</i>	remind <i>v.</i>
radio <i>n.</i>	reason <i>n.</i>	regional <i>adj.</i>	remote <i>adj.</i>
rail <i>n.</i>	reasonable <i>adj.</i>	register <i>v.</i> , <i>n.</i>	removal <i>n.</i>
railway (US = railroad) <i>n.</i>	reasonably <i>adv.</i>	regret <i>v.</i> , <i>n.</i>	remove <i>v.</i>
rain <i>n.</i> , <i>v.</i>	unreasonable <i>adj.</i>	regular <i>adj.</i>	rent <i>n.</i> , <i>v.</i>
raise <i>v.</i>	recall <i>v.</i>	regularly <i>adv.</i>	rented <i>adj.</i>
range <i>n.</i>	receipt <i>n.</i>	regulation <i>n.</i>	repair <i>v.</i> , <i>n.</i>
rank <i>n.</i> , <i>v.</i>	receive <i>v.</i>	reject <i>v.</i>	repeat <i>v.</i>
rapid <i>adj.</i>	recent <i>adj.</i>	relate <i>v.</i>	repeated <i>adj.</i>
rapidly <i>adv.</i>	recently <i>adv.</i>	related (to) <i>adj.</i>	repeatedly <i>adv.</i>
rare <i>adj.</i>	reception <i>n.</i>	relation <i>n.</i>	replace <i>v.</i>
rarely <i>adv.</i>	reckon <i>v.</i>	relationship <i>n.</i>	reply <i>n.</i> , <i>v.</i>
rate <i>n.</i> , <i>v.</i>	recognition <i>n.</i>	relative <i>adj.</i> , <i>n.</i>	report <i>v.</i> , <i>n.</i>
rather <i>adv.</i>	recognise (US = recognize) <i>v.</i>	relatively <i>adv.</i>	represent <i>v.</i>
rather than	recommend <i>v.</i>	relax <i>v.</i>	representative <i>n.</i> , <i>adj.</i>
raw <i>adj.</i>	record <i>n.</i> , <i>v.</i>	relaxed <i>adj.</i>	reproduce <i>v.</i>
re- prefix	recording <i>n.</i>	relaxing <i>adj.</i>	reputation <i>n.</i>
reach <i>v.</i>	recover <i>v.</i>	release <i>v.</i> , <i>n.</i>	request <i>n.</i> , <i>v.</i>
react <i>v.</i>	red <i>adj.</i> , <i>n.</i>	relevant <i>adj.</i>	require <i>v.</i>
reaction <i>n.</i>	reduce <i>v.</i>	relief <i>n.</i>	requirement <i>n.</i>
read <i>v.</i>	reduction <i>n.</i>	religion <i>n.</i>	rescue <i>v.</i> , <i>n.</i>
reading <i>n.</i>	refer to <i>v.</i>	religious <i>adj.</i>	research <i>n.</i>
reader <i>n.</i>	reference <i>n.</i>	rely on <i>v.</i>	reservation <i>n.</i>
ready <i>adj.</i>	reflect <i>v.</i>	remain <i>v.</i>	reserve <i>v.</i> , <i>n.</i>
real <i>adj.</i>	reform <i>v.</i> , <i>n.</i>	remaining <i>adj.</i>	resident <i>n.</i> , <i>adj.</i>
really <i>adv.</i>	refrigerator <i>n.</i>	remains <i>n.</i>	resist <i>v.</i>
realistic <i>adj.</i>	refusal <i>n.</i>	remark <i>n.</i> , <i>v.</i>	resistance <i>n.</i>
reality <i>n.</i>	refuse <i>v.</i>	remarkable <i>adj.</i>	resolve <i>v.</i>
realise (US = realize) <i>v.</i>	regard <i>v.</i> , <i>n.</i>	remarkably <i>adv.</i>	resort <i>n.</i>

OED 3000 wordlist – R/S

R	R	R	S
resource <i>n.</i>	ride <i>v., n.</i>	rubber <i>n.</i>	sack <i>n., v.</i>
respect <i>n., v.</i>	riding <i>n.</i>	rubbish <i>n.</i> (especially UK)	sad <i>adj.</i>
respond <i>v.</i>	rider <i>n.</i>	rude <i>adj.</i>	sadly <i>adv.</i>
response <i>n.</i>	ridiculous <i>adj.</i>	rudely <i>adv.</i>	sadness <i>n.</i>
responsibility <i>n.</i>	right <i>adj., adv., n.</i>	ruin <i>v., n.</i>	safe <i>adj.</i>
responsible <i>adj.</i>	rightly <i>adv.</i>	ruined <i>adj.</i>	safely <i>adv.</i>
rest <i>n., v.</i>	ring <i>n., v.</i>	rule <i>n., v.</i>	safety <i>n.</i>
the rest	rise <i>n., v.</i>	ruler <i>n.</i>	sail <i>v., n.</i>
restaurant <i>n.</i>	risk <i>n., v.</i>	rumour <i>n.</i>	sailing <i>n.</i>
restore <i>v.</i>	rival <i>n., adj.</i>	run <i>v., n.</i>	sailor <i>n.</i>
restrict <i>v.</i>	river <i>n.</i>	running <i>n.</i>	salad <i>n.</i>
restricted <i>adj.</i>	road <i>n.</i>	runner <i>n.</i>	salary <i>n.</i>
restriction <i>n.</i>	rob <i>v.</i>	rural <i>adj.</i>	sale <i>n.</i>
result <i>n., v.</i>	rock <i>n.</i>	rush <i>v., n.</i>	salt <i>n.</i>
retain <i>v.</i>	role <i>n.</i>		salty <i>adj.</i>
retire <i>v.</i>	roll <i>n., v.</i>		same <i>adj., pron</i>
retired <i>adj.</i>	romantic <i>adj.</i>		sample <i>n.</i>
retirement <i>n.</i>	roof <i>n.</i>		sand <i>n.</i>
return <i>v., n.</i>	room <i>n.</i>		satisfaction <i>n.</i>
reveal <i>v.</i>	root <i>n.</i>		satisfy <i>v.</i>
reverse <i>v., n.</i>	rope <i>n.</i>		satisfied <i>adj.</i>
review <i>n., v.</i>	rough <i>adj.</i>		satisfying <i>adj.</i>
revise <i>v.</i>	roughly <i>adv.</i>		Saturday <i>n. (abbr. Sat.)</i>
revision <i>n.</i>	round <i>adj., adv., prep., n.</i>		sauce <i>n.</i>
revolution <i>n.</i>	rounded <i>adj.</i>		save <i>v.</i>
reward <i>n., v.</i>	route <i>n.</i>		saving <i>n.</i>
rhythm <i>n.</i>	routine <i>n., adj.</i>		say <i>v.</i>
rice <i>n.</i>	row <i>n.</i>		scale <i>n.</i>
rich <i>adj.</i>	royal <i>adj.</i>		scare <i>v., n.</i>
rid <i>v.: get rid of</i>	rub <i>v.</i>		scared <i>adj.</i>

OED 3000 wordlist – S

S	S	S	S
scene <i>n.</i>	seem linking <i>v.</i>	severely <i>adv.</i>	shocking <i>adj.</i>
schedule <i>n., v.</i>	select <i>v.</i>	sew <i>v.</i>	shocked <i>adj.</i>
scheme <i>n.</i>	selection <i>n.</i>	sewing <i>n.</i>	shoe <i>n.</i>
school <i>n.</i>	self <i>n.</i>	sex <i>n.</i>	shoot <i>v.</i>
science <i>n.</i>	self- combining form	sexual <i>adj.</i>	shooting <i>n.</i>
scientific <i>adj.</i>	sell <i>v.</i>	sexually <i>adv.</i>	shop <i>n., v.</i>
scientist <i>n.</i>	senate <i>n.</i>	shade <i>n.</i>	shopping <i>n.</i>
scissors <i>n.</i>	senator <i>n.</i>	shadow <i>n.</i>	short <i>adj.</i>
score <i>n., v.</i>	send <i>v.</i>	shake <i>v., n.</i>	shortly <i>adv.</i>
scratch <i>v., n.</i>	senior <i>adj., n.</i>	shall modal <i>v.</i>	shot <i>n.</i>
scream <i>v., n.</i>	sense <i>n.</i>	shallow <i>adj.</i>	should modal <i>v.</i>
screen <i>n.</i>	sensible <i>adj.</i>	shame <i>n.</i>	shoulder <i>n.</i>
screw <i>n., v.</i>	sensitive <i>adj.</i>	shape <i>n., v.</i>	shout <i>v., n.</i>
sea <i>n.</i>	sentence <i>n.</i>	shaped <i>adj.</i>	show <i>v., n.</i>
seal <i>n., v.</i>	separate <i>adj., v.</i>	share <i>v., n.</i>	shower <i>n.</i>
search <i>n., v.</i>	separated <i>adj.</i>	sharp <i>adj.</i>	shut <i>v., adj.</i>
season <i>n.</i>	separately <i>adv.</i>	sharply <i>adv.</i>	shy <i>adj.</i>
seat <i>n.</i>	separation <i>n.</i>	shave <i>v.</i>	sick <i>adj.</i>
second <i>det., ordinal number, adv., n.</i>	September <i>n. (abbr. Sept.)</i>	she <i>pron</i>	be sick (UK)
secondary <i>adj.</i>	series <i>n.</i>	sheep <i>n.</i>	feel sick (especially UK)
secret <i>adj., n.</i>	serious <i>adj.</i>	sheet <i>n.</i>	side <i>n.</i>
secretly <i>adv.</i>	seriously <i>adv.</i>	shelf <i>n.</i>	sideways <i>adj., adv.</i>
secretary <i>n.</i>	servant <i>n.</i>	shell <i>n.</i>	sight <i>n.</i>
section <i>n.</i>	serve <i>v.</i>	shelter <i>n., v.</i>	sign <i>n., v.</i>
sector <i>n.</i>	service <i>n.</i>	shift <i>v., n.</i>	signal <i>n., v.</i>
secure <i>adj., v.</i>	session <i>n.</i>	shine <i>v.</i>	signature <i>n.</i>
security <i>n.</i>	set <i>n., v.</i>	shiny <i>adj.</i>	significant <i>adj.</i>
see <i>v.</i>	settle <i>v.</i>	ship <i>n.</i>	significantly <i>adv.</i>
seed <i>n.</i>	several <i>det., pron</i>	shirt <i>n.</i>	silence <i>n.</i>
seek <i>v.</i>	severe <i>adj.</i>	shock <i>n., v.</i>	silent <i>adj.</i>

OED 3000 wordlist – S

S	S	S	S
silk <i>n.</i>	sky <i>n.</i>	softly <i>adv.</i>	speak <i>v.</i>
silly <i>adj.</i>	sleep <i>v., n.</i>	software <i>n.</i>	spoken <i>adj.</i>
silver <i>n., adj.</i>	sleeve <i>n.</i>	soil <i>n.</i>	speaker <i>n.</i>
similar <i>adj.</i>	slice <i>n., v.</i>	soldier <i>n.</i>	special <i>adj.</i>
similarly <i>adv.</i>	slide <i>v.</i>	solid <i>adj., n.</i>	specially <i>adv.</i>
simple <i>adj.</i>	slight <i>adj.</i>	solution <i>n.</i>	specialist <i>n.</i>
simply <i>adv.</i>	slightly <i>adv.</i>	solve <i>v.</i>	specific <i>adj.</i>
since <i>prep., conj., adv.</i>	slip <i>v.</i>	some <i>det., pron</i>	specifically <i>adv.</i>
sincere <i>adj.</i>	slope <i>n., v.</i>	somebody (also someone) <i>pron</i>	speech <i>n.</i>
sincerely <i>adv.</i>	slow <i>adj.</i>	somehow <i>adv.</i>	speed <i>n.</i>
Yours sincerely	slowly <i>adv.</i>	something <i>pron</i>	spell <i>v., n.</i>
sing <i>v.</i>	small <i>adj.</i>	sometimes <i>adv.</i>	spelling <i>n.</i>
singing <i>n.</i>	smart <i>adj.</i>	somewhat <i>adv.</i>	spend <i>v.</i>
singer <i>n.</i>	smash <i>v., n.</i>	somewhere <i>adv.</i>	spice <i>n.</i>
single <i>adj.</i>	smell <i>v., n.</i>	son <i>n.</i>	spicy <i>adj.</i>
sink <i>v.</i>	smile <i>v., n.</i>	song <i>n.</i>	spider <i>n.</i>
sir <i>n.</i>	smoke <i>n., v.</i>	soon <i>adv.</i>	spin <i>v.</i>
sister <i>n.</i>	smoking <i>n.</i>	as soon as	spirit <i>n.</i>
sit <i>v.</i>	smooth <i>adj.</i>	sore <i>adj.</i>	spiritual <i>adj.</i>
sit down	smoothly <i>adv.</i>	sorry <i>adj.</i>	spite <i>n.</i> : in spite of
site <i>n.</i>	snake <i>n.</i>	sort <i>n., v.</i>	split <i>v., n.</i>
situation <i>n.</i>	snow <i>n., v.</i>	soul <i>n.</i>	spoil <i>v.</i>
size <i>n.</i>	so <i>adv., conj.</i>	sound <i>n., v.</i>	spoken speak
-sized	so that	soup <i>n.</i>	spoon <i>n.</i>
skillful (US = skillful) <i>adj.</i>	soap <i>n.</i>	sour <i>adj.</i>	sport <i>n.</i>
skillfully (US = skillfully) <i>adv.</i>	social <i>adj.</i>	source <i>n.</i>	spot <i>n.</i>
skill <i>n.</i>	socially <i>adv.</i>	south <i>n., adj., adv.</i>	spray <i>n., v.</i>
skilled <i>adj.</i>	society <i>n.</i>	southern <i>adj.</i>	spread <i>v.</i>
skin <i>n.</i>	sock <i>n.</i>	space <i>n.</i>	spring <i>n.</i>
skirt <i>n.</i>	soft <i>adj.</i>	spare <i>adj., n.</i>	square <i>adj., n.</i>

OED 3000 wordlist – S

S	S	S	S
squeeze <i>v., n.</i>	stiff <i>adj.</i>	strip <i>v., n.</i>	suffering <i>n.</i>
stable <i>adj., n.</i>	stiffly <i>adv.</i>	stripe <i>n.</i>	sufficient <i>adj.</i>
staff <i>n.</i>	still <i>adv., adj.</i>	striped <i>adj.</i>	sufficiently <i>adv.</i>
stage <i>n.</i>	sting <i>v., n.</i>	stroke <i>n., v.</i>	sugar <i>n.</i>
stair <i>n.</i>	stir <i>v.</i>	strong <i>adj.</i>	suggest <i>v.</i>
stamp <i>n., v.</i>	stock <i>n.</i>	strongly <i>adv.</i>	suggestion <i>n.</i>
stand <i>v., n.</i>	stomach <i>n.</i>	structure <i>n.</i>	suit <i>n., v.</i>
stand up	stone <i>n.</i>	struggle <i>v., n.</i>	suited <i>adj.</i>
standard <i>n., adj.</i>	stop <i>v., n.</i>	student <i>n.</i>	suitable <i>adj.</i>
star <i>n., v.</i>	store <i>n., v.</i>	studio <i>n.</i>	suitcase <i>n.</i>
stare <i>v., n.</i>	storm <i>n.</i>	study <i>n., v.</i>	sum <i>n.</i>
start <i>v., n.</i>	story <i>n.</i>	stuff <i>n.</i>	summary <i>n.</i>
state <i>n., adj., v.</i>	stove <i>n.</i>	stupid <i>adj.</i>	summer <i>n.</i>
statement <i>n.</i>	straight <i>adv., adj.</i>	style <i>n.</i>	sun <i>n.</i>
station <i>n.</i>	strain <i>n.</i>	subject <i>n.</i>	Sunday <i>n. (abbr. Sun.)</i>
statue <i>n.</i>	strange <i>adj.</i>	substance <i>n.</i>	superior <i>adj.</i>
status <i>n.</i>	strangely <i>adv.</i>	substantial <i>adj.</i>	supermarket <i>n.</i>
stay <i>v., n.</i>	stranger <i>n.</i>	substantially <i>adv.</i>	supply <i>n., v.</i>
steady <i>adj.</i>	strategy <i>n.</i>	substitute <i>n., v.</i>	support <i>n., v.</i>
steadily <i>adv.</i>	stream <i>n.</i>	succeed <i>v.</i>	supporter <i>n.</i>
steal <i>v.</i>	street <i>n.</i>	success <i>n.</i>	suppose <i>v.</i>
steam <i>n.</i>	strength <i>n.</i>	successful <i>adj.</i>	sure <i>adj., adv.</i>
steel <i>n.</i>	stress <i>n., v.</i>	successfully <i>adv.</i>	make sure
steep <i>adj.</i>	stressed <i>adj.</i>	unsuccessful <i>adj.</i>	surely <i>adv.</i>
steeply <i>adv.</i>	stretch <i>v.</i>	such <i>det., pron</i>	surface <i>n.</i>
steer <i>v.</i>	strict <i>adj.</i>	such as	surname <i>n.</i> (especially UK)
step <i>n., v.</i>	strictly <i>adv.</i>	suck <i>v.</i>	surprise <i>n., v.</i>
stick <i>v., n.</i>	strike <i>v., n.</i>	sudden <i>adj.</i>	surprising <i>adj.</i>
stick out	striking <i>adj.</i>	suddenly <i>adv.</i>	surprisingly <i>adv.</i>
sticky <i>adj.</i>	string <i>n.</i>	suffer <i>v.</i>	surprised <i>adj.</i>

OED 3000 wordlist – S/T

S	T	T	T
surround <i>v.</i>	table <i>n.</i>	temporary <i>adj.</i>	thickness <i>n.</i>
surrounding <i>adj.</i>	tablet <i>n.</i>	temporarily <i>adv.</i>	thief <i>n.</i>
surroundings <i>n.</i>	tackle <i>v., n.</i>	tend <i>v.</i>	thin <i>adj.</i>
survey <i>n., v.</i>	tail <i>n.</i>	tendency <i>n.</i>	thing <i>n.</i>
survive <i>v.</i>	take <i>v.</i>	tension <i>n.</i>	think <i>v.</i>
suspect <i>v., n.</i>	take sth off	tent <i>n.</i>	thinking <i>n.</i>
suspicion <i>n.</i>	take (sth) over	term <i>n.</i>	thirsty <i>adj.</i>
suspicious <i>adj.</i>	talk <i>v., n.</i>	terrible <i>adj.</i>	this <i>det., pron</i>
swallow <i>v.</i>	tall <i>adj.</i>	terribly <i>adv.</i>	thorough <i>adj.</i>
swear <i>v.</i>	tank <i>n.</i>	test <i>n., v.</i>	thoroughly <i>adv.</i>
swearing <i>n.</i>	tap <i>v., n.</i>	text <i>n.</i>	though <i>conj., adv.</i>
sweat <i>n., v.</i>	tape <i>n.</i>	than <i>prep., conj.</i>	thought <i>n.</i>
sweater <i>n.</i>	target <i>n.</i>	thank <i>v.</i>	thread <i>n.</i>
sweep <i>v.</i>	task <i>n.</i>	thanks <i>exclamation, n.</i>	threat <i>n.</i>
sweet <i>adj., n.</i>	taste <i>n., v.</i>	thank you <i>exclamation, n.</i>	threaten <i>v.</i>
swell <i>v.</i>	tax <i>n., v.</i>	that <i>det., pron, conj.</i>	threatening <i>adj.</i>
swelling <i>n.</i>	taxi <i>n.</i>	the <i>definite article</i>	throat <i>n.</i>
swollen <i>adj.</i>	tea <i>n.</i>	theatre (US = theater) <i>n.</i>	through <i>prep., adv.</i>
swim <i>v.</i>	teach <i>v.</i>	their <i>det.</i>	throughout <i>prep., adv.</i>
swimming <i>n.</i>	teaching <i>n.</i>	theirs <i>pron</i>	throw <i>v.</i>
swimming pool <i>n.</i>	teacher <i>n.</i>	them <i>pron</i>	throw sth away
swing <i>n., v.</i>	team <i>n.</i>	theme <i>n.</i>	thumb <i>n.</i>
switch <i>n., v.</i>	tear <i>v., n.</i>	themselves <i>pron</i>	Thursday <i>n.</i> (<i>abbr.</i> Thur., Thurs.)
switch sth off	technical <i>adj.</i>	then <i>adv.</i>	thus <i>adv.</i>
switch sth on	technique <i>n.</i>	theory <i>n.</i>	ticket <i>n.</i>
swollen swell	technology <i>n.</i>	there <i>adv.</i>	tidy <i>adj., v.</i>
symbol <i>n.</i>	telephone (also phone) <i>n., v.</i>	therefore <i>adv.</i>	untidy <i>adj.</i>
sympathetic <i>adj.</i>	television (also TV) <i>n.</i>	they <i>pron</i>	tie <i>v., n.</i>
sympathy <i>n.</i>	tell <i>v.</i>	thick <i>adj.</i>	tie something up
system <i>n.</i>	temperature <i>n.</i>	thickly <i>adv.</i>	tight <i>adj., adv.</i>

OED 3000 wordlist – T

T	T	T	T
tightly <i>adv.</i>	touch <i>v., n.</i>	treatment <i>n.</i>	tyre <i>n.</i> (US = tire)
till <i>conj.</i>	tough <i>adj.</i>	tree <i>n.</i>	
time <i>n.</i>	tour <i>n., v.</i>	trend <i>n.</i>	
timetable <i>n.</i> (especially UK)	tourist <i>n.</i>	trial <i>n.</i>	
tin <i>n.</i>	towards (also toward especially in US) <i>prep.</i>	triangle <i>n.</i>	
tiny <i>adj.</i>	towel <i>n.</i>	trick <i>n., v.</i>	
tip <i>n., v.</i>	tower <i>n.</i>	trip <i>n., v.</i>	
tire <i>v., n.</i>	town <i>n.</i>	tropical <i>adj.</i>	
tiring <i>adj.</i>	toy <i>n., adj.</i>	trouble <i>n.</i>	
tired <i>adj.</i>	trace <i>v., n.</i>	trousers <i>n.</i> (US = pants)	
title <i>n.</i>	track <i>n.</i>	truck <i>n.</i> (especially US)	
to <i>prep., infinitive marker</i>	trade <i>n., v.</i>	true <i>adj.</i>	
today <i>adv., n.</i>	trading <i>n.</i>	truly <i>adv.</i>	
toe <i>n.</i>	tradition <i>n.</i>	Yours Truly	
together <i>adv.</i>	traditional <i>adj.</i>	trust <i>n., v.</i>	
toilet <i>n.</i>	traditionally <i>adv.</i>	truth <i>n.</i>	
tomato <i>n.</i>	traffic <i>n.</i>	try <i>v.</i>	
tomorrow <i>adv., n.</i>	train <i>n., v.</i>	tube <i>n.</i>	
ton <i>n.</i>	training <i>n.</i>	Tuesday <i>n.</i> (<i>abbr.</i> Tue., Tues.)	
tone <i>n.</i>	transfer <i>v., n.</i>	tune <i>n., v.</i>	
tongue <i>n.</i>	transform <i>v.</i>	tunnel <i>n.</i>	
tonight <i>adv., n.</i>	translate <i>v.</i>	turn <i>v., n.</i>	
tonne <i>n.</i>	translation <i>n.</i>	TV television	
too <i>adv.</i>	transparent <i>adj.</i>	twice <i>adv.</i>	
tool <i>n.</i>	transport <i>n.</i> (US = transportation)	twin <i>n., adj.</i>	
tooth <i>n.</i>	transport <i>v.</i>	twist <i>v., n.</i>	
top <i>n., adj.</i>	trap <i>n., v.</i>	twisted <i>adj.</i>	
topic <i>n.</i>	travel <i>v., n.</i>	type <i>n., v.</i>	
total <i>adj., n.</i>	traveller (US = traveler) <i>n.</i>	typical <i>adj.</i>	
totally <i>adv.</i>	treat <i>v.</i>	typically <i>adv.</i>	

OED 3000 wordlist – U/V

U	U	U	V
ugly <i>adj.</i>	union <i>n.</i>	upwards (also upward especially in US) <i>adv.</i>	vacation <i>n.</i>
ultimate <i>adj.</i>	unique <i>adj.</i>	upward <i>adj.</i>	valid <i>adj.</i>
ultimately <i>adv.</i>	unit <i>n.</i>	urban <i>adj.</i>	valley <i>n.</i>
umbrella <i>n.</i>	unite <i>v.</i>	urge <i>v., n.</i>	valuable <i>adj.</i>
unable able	united <i>adj.</i>	urgent <i>adj.</i>	value <i>n., v.</i>
unacceptable	universe <i>n.</i>	us <i>pron</i>	van <i>n.</i>
uncertain	university <i>n.</i>	use <i>v., n.</i>	variation <i>n.</i>
uncle <i>n.</i>	unkind kind	used <i>adj.</i>	variety <i>n.</i>
uncomfortable	unknown know	used to modal <i>v.</i>	various <i>adj.</i>
unconscious	unless <i>conj.</i>	useful <i>adj.</i>	vary <i>v.</i>
uncontrolled	unlike like	useless <i>adj.</i>	varied <i>adj.</i>
under <i>prep., adv.</i>	unlikely likely	user <i>n.</i>	vast <i>adj.</i>
underground <i>adj., adv.</i>	unload load	usual <i>adj.</i>	vegetable <i>n.</i>
underneath <i>prep., adv.</i>	unlucky	usually <i>adv.</i>	vehicle <i>n.</i>
understand <i>v.</i>	unnecessary		venture <i>n., v.</i>
understanding <i>n.</i>	unpleasant		version <i>n.</i>
underwater <i>adj., adv.</i>	unreasonable		vertical <i>adj.</i>
underwear <i>n.</i>	unsteady		very <i>adv.</i>
undo do	unsuccessful		via <i>prep.</i>
unemployed	untidy tidy		victim <i>n.</i>
unemployment	until (also till) <i>conj., prep.</i>		victory <i>n.</i>
unexpected, unexpectedly	unusual, unusually usual		video <i>n.</i>
unfair, unfairly	unwilling, unwillingly		view <i>n., v.</i>
unfortunate <i>adj.</i>	up <i>adv., prep.</i>		village <i>n.</i>
unfortunately <i>adv.</i>	upon <i>prep.</i>		violence <i>n.</i>
unfriendly friendly	upper <i>adj.</i>		violent <i>adj.</i>
unhappiness	upset <i>v., adj.</i>		violently <i>adv.</i>
unhappy	upsetting <i>adj.</i>		virtually <i>adv.</i>
uniform <i>n., adj.</i>	upside down <i>adv.</i>		virus <i>n.</i>
unimportant	upstairs <i>adv., adj., n.</i>		visible <i>adj.</i>

OED 3000 wordlist – V/W

V	W	W	W
vision <i>n.</i>	wage <i>n.</i>	web <i>n.</i>	whistle <i>n., v.</i>
visit <i>v., n.</i>	waist <i>n.</i>	the Web <i>n.</i>	white <i>adj., n.</i>
visitor <i>n.</i>	wait <i>v.</i>	website <i>n.</i>	who <i>pron</i>
vital <i>adj.</i>	waiter, waitress <i>n.</i>	wedding <i>n.</i>	whoever <i>pron</i>
vocabulary <i>n.</i>	wake (up) <i>v.</i>	Wednesday <i>n.</i> (<i>abbr.</i> Wed., Weds.)	whole <i>adj., n.</i>
voice <i>n.</i>	walk <i>v., n.</i>	week <i>n.</i>	whom <i>pron</i>
volume <i>n.</i>	walking <i>n.</i>	weekend <i>n.</i>	whose <i>det., pron</i>
vote <i>n., v.</i>	wall <i>n.</i>	weekly <i>adj.</i>	why <i>adv.</i>
	wallet <i>n.</i>	weigh <i>v.</i>	wide <i>adj.</i>
	wander <i>v., n.</i>	weight <i>n.</i>	widely <i>adv.</i>
	want <i>v.</i>	welcome <i>v., adj., n., exclamation</i>	width <i>n.</i>
	war <i>n.</i>	well <i>adv., adj., exclamation</i>	wife <i>n.</i>
	warm <i>adj., v.</i>	as well (as)	wild <i>adj.</i>
	warmth <i>n.</i>	well known know	wildly <i>adv.</i>
	warn <i>v.</i>	west <i>n., adj., adv.</i>	will modal <i>v., n.</i>
	warning <i>n.</i>	western <i>adj.</i>	willing <i>adj.</i>
	wash <i>v.</i>	wet <i>adj.</i>	willingly <i>adv.</i>
	washing <i>n.</i>	what <i>pron, det.</i>	unwilling <i>adj.</i>
	waste <i>v., n., adj.</i>	whatever <i>det., pron</i>	unwillingly <i>adv.</i>
	watch <i>v., n.</i>	wheel <i>n.</i>	willingness <i>n.</i>
	water <i>n.</i>	when <i>adv., pron, conj.</i>	win <i>v.</i>
	wave <i>n., v.</i>	whenever <i>conj.</i>	winning <i>adj.</i>
	way <i>n.</i>	where <i>adv., conj.</i>	wind /waʔnd/ <i>v.</i>
	we <i>pron</i>	whereas <i>conj.</i>	wind sth up
	weak <i>adj.</i>	wherever <i>conj.</i>	wind /wʔnd/ <i>n.</i>
	weakness <i>n.</i>	whether <i>conj.</i>	window <i>n.</i>
	wealth <i>n.</i>	which <i>pron, det.</i>	wine <i>n.</i>
	weapon <i>n.</i>	while <i>conj., n.</i>	wing <i>n.</i>
	wear <i>v.</i>	whilst <i>conj.</i> (especially UK)	winner <i>n.</i>
	weather <i>n.</i>	whisper <i>v., n.</i>	winter <i>n.</i>

OED 3000 wordlist – W/Y/Z

W	W	Y	Z
wire <i>n.</i>	wrist <i>n.</i>	yard <i>n.</i>	zero number
wise <i>adj.</i>	write <i>v.</i>	yawn <i>v., n.</i>	zone <i>n.</i>
wish <i>v., n.</i>	writing <i>n.</i>	yeah <i>exclamation</i>	
with <i>prep.</i>	written <i>adj.</i>	year <i>n.</i>	
withdraw <i>v.</i>	writer <i>n.</i>	yellow <i>adj., n.</i>	
within <i>prep.</i>	wrong <i>adj., adv.</i>	yes <i>exclamation, n.</i>	
without <i>prep.</i>	go wrong	yesterday <i>adv., n.</i>	
witness <i>n., v.</i>	wrongly <i>adv.</i>	yet <i>adv., conj.</i>	
woman <i>n.</i>		you <i>pron</i>	
wonder <i>v.</i>		young <i>adj.</i>	
wonderful <i>adj.</i>		your <i>det.</i>	
wood <i>n.</i>		yours <i>pron</i>	
wooden <i>adj.</i>		yourself <i>pron</i>	
wool <i>n.</i>		youth <i>n.</i>	
word <i>n.</i>			
work <i>v., n.</i>			
working <i>adj.</i>			
worker <i>n.</i>			
world <i>n.</i>			
worry <i>v., n.</i>			
worrying <i>adj.</i>			
worried <i>adj.</i>			
worse, worst <i>bad</i>			
worship <i>n., v.</i>			
worth <i>adj.</i>			
would <i>modal v.</i>			
wound <i>n., v.</i>			
wounded <i>adj.</i>			
wrap <i>v.</i>			
wrapping <i>n.</i>			

Wordlist as specified by ICAP

A	A	B	C
Abet	Archives	Banner	Calamity
Abeyance	Arena	Bash	Candid
Abject	Ascent	Basking	Candour
Accolade	Assessment	Beneficiary	Captious
Accord	Assurance	Benevolent	Carnivorous
Adamant	Atrocity	Bestow	Censure
Adept	Audit	Blitz	Cerebral
Adhere	Augment	Blunder	Chaos
Adjuvant	Autocrat	Bonafide	Charisma
Admonish	Autocratic	Bonanza	Chicanery
Admonition	Autonomous	Bondage	Chronic
Adolescent	Autonomy	Breach	Cite
Adore	Avidity	Brisk	Climax
Adroit		Browse	Clone
Adulterate		Buoyant	Cognate
Affix			Coherent
Affluent			Collaboration
Aggravate			Collateral
Akin			Commensurate
Alleviate			Compatible
Alter			Compel
Altercation			Compendium
Ambiguous			Confiscate
Ambush			Conflicting
Amicable			Confounded
Amnesty			Connoisseur
Amplify			Conscription
Anarchy			Consortium
Animation			Constitutional
Apportion			Constrain
Apprehend			Consummate
Apprise			Contemporary
Appropriate			Contempt
Arbiter			Contemptuous
Arbitrary			Convention
Archaeology			Conventional

C	D	E	F
Conversant	Dearth	Efficacy	Feeble
Converse	Defalcation	Elevate	Feign
Credible	Delegation	Elicit	Fervour
Crucial	Delusion	Elite	Fiasco
Crux	Demur	Eloquent	Fidelity
Cubicle	Demurrage	Elucidate	Finicky
Culinary	Denounce	Eminent	Flair
Culminate	Deploy	Empirical	Foe
	Despair	Equivocal	Folly
	Destiny	Espionage	Foremost
	Destitute	Evade	Fortune
	Detention	Exasperate	French leave
	Detest	Exception	
	Detonate	Excessive	
	Detrimental	Exodus	
	Devoid	Exploit	
	Dignity	Exquisite	
	Dilapidated	Extinct	
	Dilemma	Extra-terrestrial	
	Diligent		
	Discrepancy		
	Disperse		
	Distress		
	Dogma		
	Dogmatic		
	Domain		
	Dormant		
	Draconian		

G	H	I	J
Gadget	Habitat	Imminent	Jeopardize
Generic	Hazily	Immunity	Jettison
Germane	Hazy	Impeach	
Glamour	Heroic	Implement	
Glib	Heterogeneous	Impound	
Gradual	Hindrance	Impregnable	
Graphic	Hoard	Imprudent	
	Hypothesis	In lieu	
	Hypothetical	Incapacitated	
		Incessant	
		Incoherent	
		Incredulous	
		Indigenous	
		Indigent	
		Inquisition	
		Insanity	
		Inspid	
		Institute	
		Integral	
		Intimate	
		Intrinsic	
		Invaluable	
		Irk	
		Itinerary	

K	L	M	N
Keep in Abeyance	Latent	Magnanimous	Naive
	Laudable	Makeshift	Narcissism
	Lax	Manifold	Native
	Lean	Manipulate	Navigate
	Legacy	Manipulation	Nebula
	Lethal	Manipulative	Nebulous
	Liaison	Meritorious	Nexus
	Lineage	Metamorphosis	Nostalgia
	Literally	Meticulous	Nostalgic
	Lynch	Mitigate	Notable
		Monopoly	Nutshell
		Mortality	
		Mutation	
		Myriad	

O	P	R	S
Oasis	Paltry	Rampant	Sadden
Obligation	Panacea	Reckless	Sagacious
Oblivious	Panorama	Rectify	Sage
Obnoxious	Panoramic	Redemption	Sanctuary
Obscure	Paradox	Redundant	Satire
Obsolete	Paragon	Refurbish	Sceptic
Obviate	Paranoia	Relentless	Scintillating
Octogenarian	Pecuniary	Remedy	Sedimentation
Onus	Penalty	Render	Segment
Opponent	Penetrate	Rendezvous	Shrewd
Opportune	Perennial	Renounce	Shrink
Opt	Peripheral	Repatriate	Siphon
Option	Perpetual	Replica	Sleazy
Orbital	Perplexity	Repugnance	Solvent
Ordnance	Persecution	Rescinded	Spineless
Ostentatious	Pertinent	Rescue	Splendid
Ozone	Pessimism	Residue	Spurious
	Plebiscite	Resilient	Stable
	Plight	Resolve	Stagnant
	Ponder	Retort	Stalemate
	Predicament	Retrieval	Stigma
	Pre-empt	Revamp	Stimulate

O	P	R	S
	Premonition	Revoke	Stipulation
	Prevalent	Ruin	Stultify
	Profound	Rustic	Subsequently
	Prohibit		Substantiate
	Proliferation		Succulent
	Prolific		Succumb
	Promulgate		Suffrage
	Prone		Superfluous
	Propensity		Supersede
	Protracted		Surge
	Puerile		Sustain
	Pundit		Swallow
	Purge		Sweat
			Swift
			Syndrome
			Synopsis

T	U	V	W
Tangle	Ultrasonic	Vertigo	Warranty
Tedious	Uncanny	Viable	Weigh
Tenacity	Undermine	Vigilance	
Theocracy	Urban	Vigilant	
To appraise		Vintage	
To exaggerate		Vitriolic	
To forsake		Voyage	
To pilfer			
Torso			
Tortuous			
Toxin			
Transcript			
Trigger			
Tycoon			

Y	Z
Yearn	Zealous

Phrases and idioms

Contents

- 1 Figures of speech
- 2 Simile and metaphor
- 3 Idioms
- 4 Foreign phrases
- 5 Self-test

INTRODUCTION

Learning outcomes

The overall objective of the syllabus is to ensure that candidates can communicate effectively in the English language.

Practical use of grammar

LO 2 **On the successful completion of this paper, candidates will be able to construct sentences using correct grammar.**

LO 2.2.1 Phrases and idioms: Construct meaningful sentences using commonly used phrases and idioms

1 FIGURES OF SPEECH

Section overview

- Introduction
- Other figures of speech

1.1 Introduction



Definitions

Literal: Using words in their usual or most basic sense.

Figurative: Departing from a literal use of words.

Words used in a literal sense have their exact meaning. Words used in a figurative sense mean something other than their exact meaning.

Figures of speech

A figure of speech is a word or words that are not being used in the literal sense. The word or phrase is used to mean something more than could be guessed from a literal reading of the words.



Example:

A fish out of water.

Literal sense

We can see a fish and it is not in the water.

Figurative sense

The phrase refers to a person who is uncomfortable because he is out of his natural environment or trying to do something for which he does not have the skills.

There are about twenty categories of figures of speech in English. A phrase might be classified in more than one category. This chapter explains the following more important categories:

- Idiom
- Simile
- Metaphor
- Hyperbole
- Litotes
- Oxymoron
- Understatement
- Irony

Idiom, simile and metaphor are covered in later sections of this chapter and the others are covered briefly in this section.

In addition to the above there are a large number of phrases in use that derive from other languages. The last section in this chapter lists some of the more common of these.

1.2 Other figures of speech

The figures of speech explained in this section are in common use in spoken English. They will not form a major element of the exam but are explained to give you some insight into how a native English speaker from the UK might use the language.

Hyperbole

This refers to the use of an extravagant statement or exaggerated terms in order to emphasise or heighten the effect of the words.



Example: Hyperbole

Sentence:

I am starving

My suitcase weighs a ton.

I must have walked a million miles today.

Meaning:

I am very hungry.

My suitcase is very heavy

I have walked a lot today

Litotes

Where an answer is given by negating its opposite.



Example: Litotes

Sentences:

What is the weather like?

It is not warm.

Meaning:

Meaning it is cold.

Understatement

Where a speaker deliberately understates a response with the aim of exaggerating it.



Example: Understatement

Sentences:

What is the weather like?

It is a little breezy.

Meaning:

The wind is very strong.

Irony

This is the use of words to convey the opposite of their literal meaning.

The speaker says one thing but wants you to understand the opposite.

Irony is very common in English and used in humour often among friends.



Example: Irony

Scenario:

A person arrives back late to his apartment to find his flat mate relaxing watching TV.

You visit a friend who answers the door in paint stained old clothes.

Might say:

I can see that you are working hard.

I can see that you have dressed up for me.

Oxymoron

An oxymoron is a figure of speech in which contradictory terms appear side by side.

Common examples include:

act naturally	alone together	deafening silence	ill health
random order	criminal justice	definite possibility	turn up missing
original copy	old news	definitely maybe	small crowd
conspicuous absence	peace force	terribly pleased	clearly misunderstood.
found missing			

2 SIMILE AND METAPHOR

Section overview

- Simile and metaphor explained
- List of similes

2.1 Simile and metaphor explained

Similes and metaphors are two of the most common types of figures of speech.

Simile



Definition: Simile

A figure of speech involving the comparison of one thing with another thing of a different kind.

Simile - A stated comparison (usually formed with "like" or "as") between two fundamentally dissimilar things that have certain qualities in common.

A simile directly compares two different things (usually by employing the words *like* or *as*) to indicate that one has something in common with another.



Example: Simile

Ali was as agile as a monkey.
Inzaman ran like a gazelle.
Azeem was as tall as a lamp post.

Metaphor



Definition: Metaphor

A figure of speech in which a word or phrase is applied to something to which it is not literally applicable.

Something regarded as symbolic of something else.

A metaphor makes an assertion that the subject is the same as an unrelated subject in some way.



Example: Metaphor

Ali was a lion in a fight.
My children light up my life.
My heart was broken.

2.2 Lists of similes

There are many standard similes in use to describe a person or thing as having a certain characteristic. However, you should remember that anyone can create a simile by saying that something is like or as something else.

This section contains a list of well-known similes.

Similes based on characteristics

as agile as a monkey	as hairy as a gorilla	as quiet as a mouse
as blind as a bat	as happy as a king, lark, sandboy	as sick as a dog
as brave as a lion	as heavy as an elephant	as slippery as an eel
as bright as a lark	as hungry as a hunter	as slow as a snail, tortoise
as busy as a bee	as hungry as a wolf	as sober as a judge
as crafty as a fox	as industrious as a beaver	as strong as a horse
as cunning as a fox	as mad as a hatter	as strong as an ox
as fast as a deer, hare	as mad as a March hare	as sure-footed as a goat
as fat as a pig	as meek as a lamb	as swift as a deer, hare, hawk
as fierce as a lion	as obstinate as a mule	as tall as a giant
as flat as a flounder	as old as Methuselah	as tenacious as a bulldog
as fleet as a gazelle	as patient as Job	as thick as thieves
as frisky as a lamb	as playful as a kitten	as timid as a mouse
as frisky as a two-year-old	as pleased as Punch	as wise as an owl
as gentle as a dove, lamb	as poor as a church mouse	as wise as Solomon
as graceful as a swan	as proud as a peacock	as white as a ghost, sheet

Similes based on qualities

as black as coal, soot	as good as gold	as smooth as glass
as bold as brass	as green as grass	as smooth as velvet
as bright as a button	as hard as nails	as soft as putty
as brown as a berry	as keen as mustard	as sound as a bell
as changeable as the weather	as large as life	as steady as a rock
as clean as a whistle	as light as a feather	as stiff as a poker
as clear as crystal, a bell	as alike as two peas in a pod	as straight as an arrow

as cold as charity, ice	as neat as a new pin	as straight as a ramrod
as cool as a cucumber	as old as the hills	as sturdy as an oak
as dead as a doornail	as pale as death	as sweet as honey
as deaf as a doorpost	as plain as a pikestaff	as thin as a rake
as drunk as a lord	as quick as lightning	as tough as old leather
as dry as a bone	as regular as the clock	as ugly as sin
as dull as dishwater	as right as rain	as warm as wool
as easy as ABC	as safe as houses	as weak as water
as fit as a fiddle	as sharp as a needle	as white as a sheet
as flat as a pancake	as sharp as a razor	as white as snow
as fresh as a daisy	as silent as the grave	

3 IDIOMS

Section overview

- Introduction
- List of idioms

3.1 Introduction



Definition: Idiom

A group of words established by usage as having a meaning not deducible from those of the individual words.

In other words, an idiom is a phrase which has a meaning that is different from the normal meaning of the words but is commonly understood by speakers of a language. It is a set of words with a figurative meaning.

Idioms occur frequently in all languages and English is no exception and is estimated to contain in the region of 25,000 idiomatic expressions.

An idiom is a type of figure of speech but the phrase figure of speech has a wider meaning.

Note that an idiom might be a simile or a metaphor.

3.2 List of idioms

The following pages contain a large list of common idiomatic expressions explaining the meaning and giving an example of each.

Term	Meaning	Example of use
Above all	Most significantly.	She loved swimming; riding and above all, she loved her family.
Above board	Everything is as it seems. It has been carried out in an honest way.	I want you to go to talk to the client to make sure that everything is above board.
Achilles' heel	A weakness.	A love of gambling was his Achilles heel.
Acid test	A sure test, giving an incontestable result.	Exposure to brilliant sunlight is the acid test for showing that this fabric won't fade.
Across the board	Applying to all.	There is to be an across-the-board pay increase of 5% for the accounting staff.
Add insult to injury	Making a bad situation worse	The nearest parking space was half a mile away, and then, to add insult to injury, when I reached the office I found that I had left my diary in the car.
After my own heart	Said of a person with interests or point of view similar to yours	She's a woman after my own heart.
All and sundry	To include everyone.	I don't want all and sundry knowing about our problems.
All ears	Paying close attention	Please start with your story. I am all ears.
All in all	Everything being taken into account.	All in all, the criticism seemed very fair.
All the same	Notwithstanding; nevertheless.	You don't have to go but nevertheless we would like you to.
Against the grain	Against one's wishes or views	It goes against the grain for him to admit that he's wrong.
All over bar the shouting	Something said say when the result of an event or situation is certain.	With over half the votes counted, the White Party is well in the lead, so it's all over bar the shouting.
Apple of one's eye	Something very precious.	Omar's daughter is the apple of his eye.
At bay	Hold back.	If we can keep the rabbits at bay, we should have a good crop of vegetables in the garden.
Back to square one	Back to the start.	The client has rejected our design so we are back to square one.
As cool as a cucumber	Very calm.	He walked in as cool as a cucumber, as if nothing had happened.

Term	Meaning	Example of use
As the crow flies	In a straight line.	The distance between the two villages is only 2 miles as the crow flies but 15 miles by road because of the mountainous location.
At a snail's pace	Very slow.	The traffic was moving at a snail's pace.
At a loose end	Having nothing to do	The children look forward to the school holidays but they are soon at a loose end.
At arm's length	Avoid a connection Keep a distance	He always had the feeling that she was keeping him at arm's length. I sold the property to my brother in an arm's length transaction. (implies true commercial terms with no special favours)
At hand	Close by; near in time or position.	We wanted to ensure that my sister had help at hand in her time of trouble, so we moved next door to her.
At large	As a whole; in general.	This group is not representative of the population at large.
At length	After some time; eventually. Fully	At length Mumtaz arrived at his office. We discussed the details at length.
At loggerheads	Engaged in a dispute.	The neighbours were at loggerheads over the position of the boundary between their two properties.
At one's beck and call	Available to comply with any wish or command.	The servants were at her beck and call. I cannot relax on Sunday because I have a young daughter and I am at her beck and call from dawn to dusk.
At one's wits end	So upset that you do not know what to do.	I'm at my wit's end with this problem.
At pains	Making an effort to do something.	She was at pains to show that the problem was not her fault.
At sixes and sevens	describes a state of confusion	I have not stopped since I woke up this morning. I am completely at sixes and sevens.
At the eleventh hour	Latest possible time	We thought that we were going to fail but then, at the eleventh hour, Zaeem saw what we needed to do.

Term	Meaning	Example of use
At the end of the day	When everything else has been taken into consideration.	At the end of the day, you will have to decide whether you want to buy the car or not.
At times	Sometimes; occasionally.	I feel quite depressed at times.
Back chat	Impudence	The teacher said that she would not accept any backchat from her and sent her from the class.
Bad blood	Ill feeling	My father has never told me but I think that there is some bad blood between him and his younger brother.
Balloon has gone up	Used to imply an impending change that will make a situation worse.	When the balloon goes up and the facts become known the scandal could bring down the government.
Banded about	Talked or gossiped about .	We are bandying about an idea of how we could change the way in which we operate.
Bank on someone	Depending on someone.	I am banking on you to finish this on time.
Barge in	Interrupt, enter uninvited.	She just barged into the room without even knocking.
Barking up the wrong tree	Making a mistake or a false assumption	She had nothing to do with the theft. The police are barking up the wrong tree and failing to look for the real culprit.
Barrack room lawyer	A person who freely offers legal and other opinions on subjects in which he is not qualified	Be quiet Hashid. I do not need advice from a barrack room lawyer like you.
Basket case	A person of a nervous disposition or who is very upset.	Yawar was a real basket case after witnessing the crash.
Basking in sunshine	Enjoying life.	Jabbar is basking in sunshine since he finished his exams.
Batting on a sticky wicket	Being in a difficult situation	You're batting on a sticky wicket by not telling the truth.
Be at large	Free; uncaptured; usually said of criminals not in custody.	The day after the crime, the thieves were still at large.
Bear the brunt	To get the larger amount or greater part of something bad.	The oldest parts of the city bore the brunt of the bad weather.
Beat one hollow	To surpass or outdo completely	Pakistan beat Australia hollow in the first one day match winning by 7 wickets..
Beat around the bush	Not getting to the point, avoiding an issue	When I asked Waheed why he had not completed the work he beat around the bush for a while before admitting that he had slept late.

Term	Meaning	Example of use
Beating a hasty retreat	Withdrawing quickly from a previously held position	When the reporter demonstrated that the minister's comments were not correct the minister beat a hasty retreat and tried to say that he had been misquoted.
Bed of roses	A luxurious state.	Sara thought that her life would be a bed of roses once she passed her exams.
Bee in the bonnet	An obsession.	My mother has a real bee in her bonnet about us keeping our rooms tidy.
Behind the scenes	out of public view, effort made without recognition.	The conference was a great success but it took a lot of work behind the scenes to achieve this.
Bell the cat	To perform a very dangerous or very difficult task.	The rescue team were forced to bell the cat by crossing the very swollen river.
Beside the point	Irrelevant; of no significance, not important.	She said that whether she can swim or not is beside the point. She still wants to buy a new swim suit.
Beside oneself	Out of one's mind with grief or anger.	My mother was beside herself when my young sister disappeared from our sight in the park.
Better half	A person's wife or husband.	Saad said that he was not sure whether he could attend on that until he could check with his better half to see if they had a prior engagement.
Between a rock and a hard place.	A choice between two unsatisfactory options.	I was trapped between a rock and a hard place because I need to work extra hours to earn more money but that would mean that I would not have so much time for study.
Between the devil and the deep blue sea.	A choice between two unsatisfactory options – In trouble whatever choice is made. (similar to the above)	I was trapped between the devil and the deep blue sea because I need to work extra hours to earn more money but that would mean that I would not have so much time for study.

Term	Meaning	Example of use
Beware of Greeks bearing gifts	Do not trust an individual who offers to do something nice for you without a valid reason.	The delegation have been treating the management team to a lot of tickets for major sporting events but they must beware of the Greeks bearing gifts. Who knows what the members of the delegation are after?
Beyond the pale	Going too far. Beyond what is acceptable	His behaviour was beyond the pale and we asked him to leave.
Bib and tucker	Formal dress	If you are attending the ICAP dinner you must wear your best bib and tucker.
Bigwig (big gun)	A very important person	We have to tidy up the office so as to create a good impression on the visiting big wig from head office.
Big brother	Refers to too much state control in daily life.	The government under Tony Blair (former UK prime minister) was accused of being a big brother government in its attempts to manage and interfere in so many aspects of society.
Bird's eye view	View from above, overview.	From a turnoff on the mountain road we had a bird's eye view of the whole city.
Bit between your teeth	To act in a very determined way.	She took the bit between her teeth and worked into the small hours (very late at night) in order to complete her essay.
Bite off more than you can chew	Take on too much.	He knew he had bitten off more than he could chew in offering to tidy up her garden when he saw how big it was.
Bite the hand that feeds you.	Treat somebody badly after they have helped you.	That company has always given us a lot of work so we should not accept their competitor's as that would be biting the hand that feeds us.
Bite the bullet	To get on with something	You are just going to have to bite the bullet and make the best of it.
Bite the dust	To fail; to give out; to die.	All of my hopes bit the dust when I saw the first question.
Bitter end	The final conclusion.	The contract is losing us money but we have to continue to the bitter end as we accepted the deal.

Term	Meaning	Example of use
Black and white	Clear.	We explained to her, in black and white, that she had to make her mind up.
Black books	Held in low opinion	I am in my mother's black books because I was late for my sister's wedding.
Black leg	One who continues working when fellow workers are on strike.	Every person in the village stopped speaking to Nadeem after he became a black leg in the strike at the factory.
Black sheep	An odd or disreputable member of a group (usually within a family). <i>Can be used jokingly</i>	He was the black sheep of the family because he didn't have a job and spent all his time with his friends. My brother is the black sheep of the family. He is a lawyer but the rest of us are accountants.
Blacklist	List of persons under suspicion or disapproval. The list may be figurative (not actually exist).	We have blacklisted that company because it has let us down too many times in the past. He did not come to my wedding. He is on my black list (in my black books)
Blind alley	Position or situation offering no hope of success	That way of thinking will only lead you up a blind alley.
Blow hot and cold	Refers to changeable opinion.	His interest for the position blows hot and cold.
Blow one's own trumpet.	Boast	The students claim that he is an excellent teacher but he would never blow his own trumpet.
Blow the gaff	To reveal a secret, to leave	They had to act quickly because Shakeel was about to blow the gaff on the deal.
Blurb	A promotional description.	The blurb on the cover gave a short account of the author's life.
Bob's your uncle	There you have it!	To make a cake you mix cream sugar, flour, eggs and butter together, put in a baking tin in the oven and then "Bob's your uncle."
Bold as brass	Act with confidence.	He walked up to me bold as brass and asked if I would give him my book.
Bolt from the blue	A sudden surprise.	The demand from the tax authority came as a bolt from the blue.

Term	Meaning	Example of use
Bone of contention	A point or area of disagreement.	The public sector spending level is a bone of contention between the two parties.
Bone to pick	Grounds for complaint.	Gulab's mother said that she had a bone to pick with her about the mess in her room.
Brass tacks	The heart of a matter	The preliminary discussions are completed and we now need to get down to brass tacks and decide how to proceed on this project.
Breadline	Poverty	The USA is one of the richest countries in the world but many of its poorer citizens are living on the breadline.
Break a leg	Good luck (originates in the theatre)	I told Khalid to break a leg when he went to his interview.
Break the ice	To start a social interchange	The group arranged to break the ice for new members by organising a dance.
Break the news	Reveal	My brother just rang to break the news that his wife has had their first child. I am an uncle!
Breathing space	Time to think	The second exam is 4 days after the first exam giving students a little breathing space.
Bright as a button	Intelligent, able to think quickly.	He was bright as a button, always asking questions.
Bring home the bacon	Earn money, support a family Achieve something notable	If Mother is going to be at home looking after the children, the father needs to bring home the bacon. Nasir's performance in the second half of the match really brought home the bacon for his team.
Bring into play	To use something	The organisation's public relations department was brought into play to respond to the adverse publicity.
Bring to book	Bring to justice	A crime has been committed and the person responsible must be brought to book.
Burn our bridges (or boats)	To make decisions or action that cannot be changed in the future.	If you drop out of college now, you may not be able to return in the future. Be careful about burning your bridges behind you.

Term	Meaning	Example of use
Burn the candle at both ends	To work very hard (late at night and early in the morning). To lead a hectic life, working hard and playing hard.	He's been burning the candle at both ends studying for his exams. He works long hours in the day and then instead of resting he goes out with his friends at night. He is really burning the candle at both ends.
Burning question	Key question.	The burning question is will the people forgive the government's handling of this affair and elect them to another term in office?
Burn the midnight oil	Work late.	He has a big exam tomorrow so he'll be burning the midnight oil tonight.
Bury the hatchet	Make peace.	Yousaf and I had an argument that lasted many weeks but we eventually buried the hatchet and now we are friends again.
Busman's holiday	A holiday involving activities similar to one's usual work.	Saad drives a coach for a living but likes to go on driving holidays. That is a real busman's holiday.
Butter would not melt in his mouth	Said of a person who looks innocent (but might not be).	When I returned to the room my drink had disappeared and my brother was sitting in the corner looking as if butter wouldn't melt in his mouth.
Buttonhole	To detain a person in conversation.	The reporter buttonholed the MP as he left the building.
By and large	For the most part; normally.	By and large, the play was a great success.
By all means	Without fail; certainly.	By all means, use my car when I am away.
By hook or by crook	An expression of determination to succeed (Literally means by any means, fair or unfair).	I will pass this exam by hook or by crook!
By return of post	By the next possible mailing.	If you send payment we will despatch the goods to you by return of post.
By the board	Ruined or lost.	She hated to see good food go by the board after the event. All of the arrangements for the visit of the president went by the board when he fell ill at the last minute.

Term	Meaning	Example of use
Call a spade a spade	Straight talking.	When discussing the options it is best to call a spade a spade to avoid confusion.
Call to mind	Recall, remember.	Your story called to mind something that happened to me several years ago.
Calm before the storm	A quiet period before a period of great activity.	Things are quiet now but this is just the calm before the storm. The busy season will soon be here.
Cannot have one's cake and eat it too	Cannot have things both ways.	He does not like working long hours but he likes the money. He cannot have his cake and eat it.
Cannot make head or tail out of it (make neither head nor tail of)	Cannot understand	I cannot make head or tail of these instructions.
Carpeted	Rebuked, told off	Parvez was carpeted by the principal for being late four times in one week.
Carried away	Over excited.	I know that you have passed your exams but do not get carried away as there is a long way to go.
Carry the can	Be blamed.	I am going to have to carry the can for that.
Carry the day	Succeed; to be successful; to win.	Kabir carried the day by scoring 150 runs.
Carry weight	To be influential.	That argument carries no weight with me.
Cat is out of the bag	A secret revealed.	He let the cat out of the bag when he told us that his wife was expecting their first child.
Catch 22	Refers to a situation where there is no possible solution because of conflicting conditions.	The government are in a catch 22 situation because they must reduce borrowing but increase spending without increasing taxation.
Caught red handed	Caught in the act of doing something wrong.	I caught her red handed stealing the sweets from the jar.
Chance one's arm	To take a risk	I believe he is going to chance his arm by asking her to marry him today.
Cheek by jowl	Side by side; close together.	The crowd was packed into the ground, cheek by jowl.

Term	Meaning	Example of use
Chew the fat	Talk	I met a friend in town and we went for a coffee so that we could chew the fat for a while.
Child's play	Easy, something very easy to do.	The exam was child's play to those who attended all of the classes.
Chip off the old block	Like his father; A son who behaves or resembles his father.	He is a good man just like his father, a real chip off the old block.
Chip on the shoulder	Perceived grievance or sense of inferiority.	That boy has a real chip on his shoulder about his height.
Clapped out	Poor condition.	His car is clapped out.
Clean as a whistle	Very clean.	His office was as clean as a whistle.
Clear off	Leave; Informal to go away.	The policeman told the youngsters to clear off away from the scene of the accident.
Clear out	Collect and dispose of unwanted things. Make space	We need to clear out the spare room if your brother is going to visit us.
Close to the bone	Offensively honest.	He said he was only joking when he called me fat, but his comments were so close to the bone they weren't funny at all.
Cloud nine	A state of great happiness.	I was on cloud nine after passing my exams.
Cold feet	Lack of courage or confidence.	He had thought that he had a very good idea but he was getting cold feet just before the presentation.
Clutching at straws	Depend on something that cannot help	She is clutching at straws when she claims that she failed the exam because of her sister's visit.
Cock and bull story	A lie.	He told me some cock-and-bull story about why he was late.
Cold blooded	Without emotion; deliberately cruel.	The police chief said that it was one of the most cold-blooded attacks that he had ever seen.
Come to an end	Finish.	All good things must come to an end.
Come up to scratch	Reach an acceptable standard or quality.	We're giving him a week to bring his work up to scratch.

Term	Meaning	Example of use
Come around	To visit.	We would love you to come around for dinner sometime.
	Agree	Aslam does not share our view at the moment but I am sure that he will come around to our way of thinking once we explain the facts to him.
	Regain consciousness	The boxer was knocked out but came around after medical attention.
Come a cropper	Fail; fall	Zia came a cropper when he slipped and fell down the stairs.
Come to blows (almost)	Fight, physical violence.	They almost came to blows over that disagreement.
Come to grief	The result of a disaster.	The company came to grief after its building burnt down.
Come (brought) to light	Become apparent	New evidence came to light at the trial.
Come to pass	To take place; to happen.	Do you think the government's plans will ever come to pass?
Crocodile tears	Insincere display of grief (false tears).	She had crocodile tears but she was not really hurt.
Crying for the moon	To make impossible demands or have expectations that cannot be met.	She's crying for the moon if she thinks that the UN will achieve peace on earth.
Crying over spilt milk	To regret something after it has happened.	He is upset over failing his exam but instead of crying over spilled milk he should be studying for his retakes.
Cry wolf	Raise a false alarm or express concerns without foundation.	He was always calling out the mechanics to deal with imaginary problems and then when his car broke down they would not come because he had cried wolf so many times in the past.
Curry favour	Try to achieve favour	The management has promised to increase coffee breaks in an attempt to curry favour with the staff.
Cut a sorry figure	Make a poor impression.	He cut a sorry figure when he showed up for his interview in jeans and a t-shirt.
Cut and run	To evade a difficult situation by leaving suddenly.	When their business started to fail, they decided to cut and run, rather than face the consequences.

Term	Meaning	Example of use
Cut to the quick	To upset someone.	Your unkind comments cut me to the quick.
Dagger's drawn	Angry and ready to fight.	Local residents are at daggers drawn the government over plans to close the ferry.
Dead beat	Very tired	I am dead beat because I worked until very late last night.
	A useless person	Zafar never tries at school. He has turned into a real dead beat.
Dark horse	A person who reveals an unexpected ability.	He was such a dark horse. No one knew that he could play chess and then he won the competition.
Dead in the water	Stalled; immobile; stationary.	The plan was dead in the water without additional funding.
Dead ringer	Almost identical.	My friend Abbas is a dead ringer for Shahid Khan Afridi. It is a shame that he cannot play like him.
Dicey	Risky	Water levels made crossing the river a very dicey undertaking.
Dickens to pay	Dire consequences	There will be dickens to pay if your mother sees that mess before you clear it up.
Digs	Accommodation; student halls.	These digs are very cheap.
Do a bad turn	An action that harms.	My colleague did me a bad turn by not voting for me in the office election.
Do a good turn	A helpful action.	My neighbour did me a good turn by lending me his car when mine broke down.
Dog's life	An unhappy existence.	It's a dog's life working outside in the wet weather.
Don't give a jot	Not caring; unconcerned.	It was evident that he did not give a jot about our chances of success.
Don't look a gift horse in the mouth.	Don't look for problems with something that is free.	I did not expect my brother to offer me his old car and I was not looking for one yet, but one shouldn't look a gift horse in the mouth.
Double Dutch	Something that cannot be understood.	It is all double Dutch to me.
Down to the wire	Until the very last moment.	If both teams play at their best, the game will go down to the wire.

Term	Meaning	Example of use
Down in the mouth	In low spirits	Irum is very down in the mouth since her grandmother died.
Down on one's luck	Going through a period of bad luck.	My father has invited his brother to stay with us for a while because he is down on his luck.
Draw the line	Set a limit.	I do not mind you talking this late but I draw the line at loud music. You must be considerate to others.
Dressed to kill	To dress in fancy or stylish clothes.	She's really dressed to kill for the movie premier.
Drop of a hat	To act on the slightest signal or urging.	Tom was always ready to help and would come to us when we called at the drop of a hat.
Dutch auction	An auction or sale that starts off with a high asking price that is then reduced until a buyer is found.	The school organised a dutch auction to raise money for a new roof.
Dutch treat	A social occasion where one pays for oneself; a self-funded event.	The group decided that a dutch treat was the best way they could all attend the holiday.
Dyed in the wool	Out-and-out, deep rooted.	My aunt was a dyed-in-the-wool communist and would never vote for any other party.
Earmark	To reserve something.	By the time we entered the cinema my friend had earmarked the best seats for us.
Ears are burning	A expression used when you think someone is talking about you.	Are your ears burning? We were just talking about you.
Eat like a horse	To have a hearty appetite.	My son is very slim and yet he eats like a horse.
Eat your heart out	A statement used to imply that others should be jealous of you.	I have passed my exams. Eat your heart out.
Eating humble pie	To make a humiliating apology	The managing director has been forced to eat humble pie after the company failed to develop the new product by the time that he had said.
Eat one's own words	To retract a statement.	My lecturer said that he expects me to fail the exam but I will make him eat his own words when I pass.
Eavesdrop	To listen to a conversation that you are not involved in.	I believe she was eavesdropping outside the door when she heard the bad news about the company.

Term	Meaning	Example of use
Egg on your face	To be embarrassed by something one has done.	I felt I had egg on my face after the dinner party failure.
End of my tether	To have no further resources.	After a day with three screaming children I'm at the end of my tether.
Equal to the occasion	Capable of handling the situation.	Although she had never before driven a van, the lady proved equal to the occasion and parked the vehicle without a problem.
Eye wash	Nonsense; rubbish; humbug.	The managing director said that the story about the company was complete eyewash.
Face the music	To accept criticism	After failing the exam, Ann had to go home and face the music from her parents.
Fair game	A reasonable target for criticism, exploitation etc.	They have approached our clients so it is fair game for us to respond by talking to theirs.
Fair play	Fair treatment.	The encounter was notably lacking in fair play.
fair to middling	Only bearably good; average.	The hotel room was fair to middling.
Fairer sex	Reference to women.	The father considered the army as an unsuitable career for the fair sex.
Fair weather friend	Someone who is only available for friendship when times are good.	As soon as we fell into difficulties we saw that she was only a fair weather friend because she stopped coming to see us.
Fall foul of	Break a rule.	Ali fell foul of the exam entry regulations when he submitted his application form too late for the next sitting.
Fall out	To happen; to result. Argue with.	The fall out as the result of the fire was devastating to the family. I have fallen out with my brother over his attitude to my parents.
Fall through	To fail; such as plans not be completed.	I hope our plans don't fall through.
Feather one's own nest.	Use a position to look after your own interests.	The mayor spent his term feathering his own nest instead of fulfilling the obligations of his office.
Feather in one's cap	A symbol of honour and achievement.	It was a real feather in his cap after he won first prize in the art competition.

Term	Meaning	Example of use
Feet of clay	To be slow to act.	He still has not started. He can have real feet of clay sometimes.
Final straw	The last of a series of events that finally triggers action.	The third time he was late this week was the final straw and he was dismissed.
Fired	To lose ones job/position.	When he finally got to work his manager call him into his office and fired him on the spot.
Fit as a fiddle	To be in very good health.	The old man was as fit as a fiddle and climbed the stairs with ease.
Fish out of water	Someone who is uncomfortable in a particular situation.	After living in his village for most of his life, Farooq was like a fish out of water in the big city.
Flash in the pan	Someone or something that draws a lot of attention for a very brief time.	The new toy craze was a flash in the pan.
Flavour of the month	Temporarily popular.	The new hat was flavour of the month with the ladies at the club.
Flea in the ear	Admonishment, telling off	The boys were given a flea in their ear and told to leave the shop because they were too noisy.
Flog a dead horse	To waste time on something that will not succeed.	You're flogging a dead horse trying to persuade Mother to come on holiday with us.
Fly in the face	To challenge or go against someone or something.	The new design flew in the face of tradition.
Fly in the ointment	A drawback.	The only fly in the ointment for our luxury holiday was whether my father could take enough time off work.
Follow suit	Act in the same way as somebody else.	If we drop our prices our competitors would soon follow suit.
Foot the bill	Pay	My friends had no money on them so I had to foot the bill for the taxi.
For a rainy day	To save for when times are bad.	My car repair was very expensive but luckily I could afford it as my parents had always taught me to put something by for a rainy day.
Fork out	To pay out money.	We each had to fork out for our share of the bill.

Term	Meaning	Example of use
(Take) Forty winks	A short sleep.	My great grandfather likes to take forty winks after lunch.
Foul play	An unfair action.	We believed that foul play had occurred when the contracts were awarded to the mayor's brother.
Frog in the throat	To suffer from a sore throat; Unable to speak clearly.	Before the speech he coughed to clear the frog in this throat and smiled at the crowd.
From hand to mouth	Living with just enough money and nothing left over.	The family had to live from hand to mouth when the father lost his job.
Full blast	As loud as possible.	He played his music at full blast to the annoyance of the neighbours.
Gain ground	Make progress; Catch up with.	My friend used to be much better than I at maths but I am gaining ground on him.
Game is up	A statement that we know what someone has been doing and that he must stop.	The criminal knew the game was up when he saw the police in the doorway.
Get along with someone	Be on friendly terms with someone.	I met Ali's brother last week and we got along with each other very well.
Get into hot water	To get into trouble.	You are going to get into hot water with the bank if you continue to spend too much.
Get under one's skin.	Said of something that irritates or annoys.	The amount of money that professional sportsmen earn really gets under my skin.
Get on one's nerves	Said of something that irritates or annoys.	The noise from that light is getting on my nerves.
Get out of bed on the wrong side	To be in a bad mood.	She has got out of bed on the wrong side today because she has done nothing but complain.
Get wind of	To learn of something.	I got wind of the plan from overhearing a conversation.
Get shirty	To get angry with someone.	He got really shirty with me today just because I would not fetch him a coffee.
Get someone's goat	To irritate someone.	She was really starting to get my goat with her bad attitude.
Get the sack	To lose your job or position.	Unfortunately he got the sack today as a result of a cost cutting exercise.

Term	Meaning	Example of use
Give rise to	Results in	This cold weather will give rise to an increase in demand for heating oil.
Give somebody a break	To give someone an opportunity.	The police officer gave her a break and did not issue her with a ticket for speeding.
Give and take	Mutual concessions.	A good marriage must involve some give and take by both husband and wife.
Give the cold shoulder	Ignore or show indifference to.	Seema has been giving me the cold shoulder since I forgot her birthday.
Go back on one's word	Break a promise.	He said that he would help me but he went back on his word and failed to turn up.
Go Dutch	To split a bill into equal parts.	My friends and I went Dutch and split the bill equally.
Go the whole hog	To do something as completely as possible.	We like to go the whole hog on special occasions to show that we care.
Go through the mill.	Experience suffering.	My grandfather's illness put my family through the mill.
Go with the flow	To do what other people wish.	I am not sure that I agree with you but I will just go with the flow. We will do as you suggest.
Goes without saying	When something is so obvious that it needs not be said.	It goes without saying that when we go on holiday it has to be somewhere interesting.
Going for a song	Being sold very cheaply.	I saw that this picture was going for a song so I bought it immediately.
Golden opportunity	An excellent chance.	It was a golden opportunity so he said yes immediately.
Gone for a burton	Something that had been spoiled or ruined.	The vase of flowers went for a burton when the wind blew it off the window ledge.
Gone round the bend	Go crazy. Become angry.	She went round the bend when she found out what time they had come home.
Gone to pot	Gone to ruin.	Ismail has let his business go to pot.
Gone to the dogs	Gone to ruin.	The company went to the dogs after the Manager left.
Gone to the wall	Failed.	The company has gone to the wall as a result of the Manager leaving.

Term	Meaning	Example of use
Good for nothing	A lazy person or useless situation.	He is good for nothing on his days off. My lap top is good for nothing since the power management system developed problems.
Good health	To be well and not suffering from any illness.	My grandmother is in very good health and looks years younger than she actually is.
Good or bad egg	Good egg – someone who behaves in a good way	When my mother was ill my next door neighbour was a really good egg by looking after her when I was in work.
	Bad egg – someone who behaves in a bad way	He is always late and full of excuses. He is such a bad egg that we cannot rely on him at all.
Grasp the nettle	Deal with an unpleasant situation with determination.	When his car broke down in the storm he grasped the nettle and went to look for help.
Grey matter	Your intelligence; brain power.	Using your grey matter is the key to understanding any problem.
Had one's chips	A person's luck has run out and he is about to fail.	"You have had your chips son" said the policeman as he arrested the thief.
Hand over fist	Makes reference to spending money very fast.	They spent money hand over fist when they were first married.
Hand in hand	Holding hands; doing things together.	They walked hand in hand towards the sunset.
		Various agencies worked hand in hand to bring relief to the earthquake victims.
Hang fire	To stop; delay or be delayed.	They are going to hang fire with the meeting until they have all the facts.
Hangs by a thread	Makes reference to something that is at great risk of failure.	His promotion is hanging by a thread after a poor review this month.
Hard and fast	A rule that is strongly binding but usually used in the opposite.	There is no hard and fast rule about how old a man should be before he is married but parents might have their own view of this.
Hard (tough) nut to crack	A difficult problem or person.	Matrix algebra is a hard nut to crack. The person I played in the squash final was hard nut to crack but I won in the end.
	Something difficult to overcome.	Learning the guitar is a hard nut to crack.

Term	Meaning	Example of use
Hard of hearing	To suffer from a hearing problem; a loss of hearing.	My grandmother is hard of hearing and needs to wear a hearing aid.
Hard up	To be short of money.	I am going to be hard up until I get paid at the end of the week.
Harp on (the same string)	To keep repeating something or caring on about something.	She would harp on about how she was passed over for promotion.
Have an axe to grind	A cause of complaint.	We never ask his option, he always has an axe to grind over something and nothing.
Haul somebody over the coals	To tell someone off severely.	The manager hauled her over the coals for overspending her marketing budget.
Have a beef	To have a problem with someone; to have a grudge.	I've got nothing against the film, but I do have a beef with how much money was spent on making it.
Have one's heart in one's boots	Be very despondent.	Irum's heart has been in her boots since her grandmother died.
Have one's heart in one's mouth.	Be frightened.	My heart was in my mouth when I stumbled on the mountain path.
Have someone over a barrel	Have a person in a position of helplessness.	Our supplier had us over a barrel when they raised the price as it was too late to find an alternative source of material in such quantities.
Head and shoulders above	Clearly superior.	She stood out, head and shoulders above the other candidates.
Heads will roll	Something has happened that somebody will be punished for.	Heads will roll when I find out who damaged my car.
Heart and soul	Indicates passion and total commitment	He has put his heart and soul into the project.
Hedge our bets	Support more than one cause to avoid a poor outcome.	He has hedged his bets by making a contribution to both candidates.
Help oneself	Take without asking	My brother came into my room and helped himself to one of my shirts.
Hen pecked	To be dominated by one's wife.	The poor man was totally hen pecked; she even told him what to wear to work!

Term	Meaning	Example of use
High spirits	In a very good mood.	When I arrive at work I found my manager in very high spirits because he had just found out that we had won the contract.
Hit below the belt	Act unfairly	I had an argument with Shakir but he hit me below the belt when he falsely accused my sister of cheating just to get back at me.
Hit the ceiling	Become very angry.	My teacher hit the ceiling when I told him that I had not completed the assignment.
Hit the nail on the head	Be correct and directly to the point.	Your argument has hit the nail firmly on the head. You are absolutely right.
Hob nobbing	To mix with the rich and famous.	At the film premier we were able to hob nob with the rich and famous at the after show party.
Hobson's choice	A free choice with only one option offered.	There was a new election but the voters faced a Hobson's choice as nobody stood against the mayor.
Hoisted by one's own petard	To become a victim of your own action.	They were hoisted by their own petard when the price war which they started eventually drove them out of business.
Hold a candle (usually cannot)	When someone is equal to other (or not).	No-one will ever hold a candle to your late mother, she was a wonderful woman.
Hold the fort	To remain in charge; to be left in control.	I am going out to lunch. Could you please hold the fort when I am gone?
Hold good	Turn out to be true or correct.	It looks as if the government prediction about the inflation rate is holding good.
Hold one's tongue	Keep quiet.	If you cannot think of anything good to say about anyone then please hold your tongue.
Hook line and sinker (taken in)	Completely (taken in). Used to imply that a person has been deceived because they have incorrectly accepted an incorrect version of the facts.	The management were taken in hook line and sinker by the elaborate fraud.
Horseplay	Rough play. Fooling around	The two friends were engaging in horseplay which developed into an argument when one of them went a little too far.

Term	Meaning	Example of use
How the other half lives	Reference to others being better off than you.	Celebrity magazines have grown in popularity because there is always interest in how the other half lives.
I don't give one iota	Not caring one bit.	I don't give one iota that she came first. I did my best and obtained a good third.
If that is true I am a Dutchman	A saying used to state that something obviously not true.	If you think that England will win the next cricket world cup then I am a Dutchman.
Ignorance is bliss	It is better not to know	He does not know what his children are getting up to but I suppose that ignorance is bliss.
Ill-gotten gains	Money or other possessions acquired in a dishonest or illegal fashion	The police hope to catch the fraudster before he has time to enjoy his ill-gotten gains.
Ill-used	Treated badly	I will not lend you my car again because you returned it to me in a very ill-used state the last time.
In fits and starts	Reference to sporadic progress	The journey to Lahore proceeded in fits and starts due to the volume of traffic on the road.
In a hole	To be in a difficult or embarrassing situation.	I was in a bit of a hole so I needed to ask my father to lend me some cash for a few months.
In leaps and bounds	To move forward in large steps, at speed.	The performance of the company has improved by leaps and bounds since the new management team took over.
In a jiffy	In a second, immediately	My husband said that he would be ready in a jiffy 30 minutes ago but I am still waiting for him.
In a nutshell	Reference to a concise statement of the facts.	I was very impressed by the minister's statement as he managed to explain the issue in a nutshell.
In one's element	Refers to a person being happy and relaxed because they are doing something that they do well.	The chief executive was in his element as he explained the company's position at the meeting.
In a shambles	In a disordered state.	The room was a complete shambles after the party.
In cahoots	In conspiracy with someone; in league with someone.	The manager is in cahoots with the secretary to obtain a bigger office.
In the bag	Something certain to happen.	I believe my promotion to be in the bag.

Term	Meaning	Example of use
In the blink of an eye	Very quickly.	I was sitting with a friend in the park and then in a blink of an eye a thief snatched my camera and ran away.
In the limelight	To be the focus of attention.	The MP did everything to be in the limelight and could always be seen on discussion programmes.
In the offing	Expected to happen soon	There are signs that a decision may be in the offing.
In the same boat	To be in the same position.	When it comes to high inflation we are all in the same boat.
Irons in the fire	Interests or opportunities.	I did not mind when we failed to be awarded the contract as we have many other irons in the fire.
Ivory tower	Remoteness from practical problems.	It is easy for those in central government to issue direction from their ivory tower but they do not understand the situation in this region.
Jack of all trades	A person who is good at many things.	She prepares accounts quickly, is good at tax and a fantastic cook. She really is a jack of all trades.
Jack of all trades but master of none	A person who is good at many things but not great at anything. (Slightly critical in use).	Everything he does is OK but not exceptional. He is a jack of all trades but master of none.
Jekyll and Hyde	A person with good and bad traits or a character with two opposite aspects.	She has Jekyll and Hyde personality; one day she is very outgoing and the next she is very quiet.
Jump on the bandwagon	Join a movement after it starts to be successful.	My son jumped on the bandwagon by switching his support to Manchester United once they started winning things.
Just desserts	A just reward for an action (good or bad).	He received his just desserts when the court disqualified him from directorship after his fraudulent activity had been discovered.

Term	Meaning	Example of use
Keep a wide berth (give something a wide berth)	Keep a good distance from something.	When I am fasting I keep a wide berth from food shops and restaurants. When I could see how erratically the bus was being driven I decided to give it a wide berth.
Keep one's distance	Be aloof.	Nafisa has kept her distance from me since our argument.
Keep one's head above water	Survive financially or during times where there is a lot of work.	We have so little money that we can hardly keep our heads above water. I am very busy with this project but I am managing to keep my head above water by working on the weekends.
Keep one's powder dry.	Act carefully to be prepared.	I listened to the debate but kept my powder dry until I had heard most of the arguments.
Keep someone posted	To keep someone informed.	Please keep me posted about how the project is progressing.
Keep up with the Joneses	Try to match the lifestyle of others.	They have bought a new car but we will not as I am tired of trying to keep up with the Joneses year after year.
Keep up appearances	Maintain an outward show.	We must keep up appearances even though we have less money than before.
Key to success	Action necessary to succeed.	Hard work is the key to success.
Knee-jerk reaction	An automatic but perhaps incorrect response.	My knee-jerk reaction was to refuse but when I thought about it I realised that it would be better to accept the offer.
Kill the goose that lays the golden egg	To destroy something that is profitable to you.	Tourists used to visit the island to enjoy its quiet beauty but developers have killed the goose that laid the golden egg by building too many ugly buildings that have stopped people from coming.
Knock on the head.	Stop something.	I disagree entirely so let me knock that notion on the head immediately.
Knock the spots off	To be very much better than someone or something else.	There's a vegetarian restaurant in Karachi that knocks spots off any around here.
Knuckle down	Apply oneself.	The only way to pass these exams is to knuckle down and work hard.

Term	Meaning	Example of use
Knuckle under	Submit (reluctantly).	The board of directors resisted the takeover bid for several weeks before the knuckled under.
Larking about	Playing foolishly (messaging about)	They were larking about when the accident occurred.
Leap of faith	Acceptance of an idea without any evidence.	It took a leap of faith to accept his promise after the last time he let us down.
Left high and dry	Left helpless.	The resignation of his chief accountant left him high and dry in terms of sorting out his income tax problems.
A leopard cannot change its spots	The notion that things cannot change their innate nature.	I doubt very much that marriage will change him for the better. A leopard doesn't change its spots.
Lend a hand	To give assistance.	Could you lend a hand with this maths assignment?
Lead astray	Cause someone to behave badly.	Altaf would never have done that if he had not been led astray by poorly chosen friends.
Lead up the garden path	Deceive by hiding actual intention	The builder led us up the garden path by quoting us a low figure and then charging us later for many.
Leave in the lurch	Leave in a difficult situation.	The chief accountant left the company in the lurch by resigning just before its year end.
Leave no stone unturned	To look everywhere.	We will leave no stone unturned in looking for a suitable house.
Let the cat out of the bag	To disclose a secret.	Please remember that mum is not aware of our engagement so try not to let the cat out of the bag when she arrives.
Let the grass grow under his feet (Does not)	To do nothing; to stand still.	Mohammad doesn't let the grass grow under his feet as he is busy from dawn until dusk.
Lick something into shape	Improve	The drama coach will try to lick the actors into shape by the date of the show.
Line in the sand	A point beyond which one will proceed no further.	The company drew a line in the sand by making a take it or leave it offer of a 15% reduction in price.
Lion's share	Biggest part of something.	The lion's share of the museum's budget goes on special exhibitions.

Term	Meaning	Example of use
Living in a fool's paradise	Said of a person who is happy now but does not appreciate the reality of his position	My son is living in a fool's paradise if he thinks that I am going to let him relax for the whole of the summer.
Living the life of Riley	To live in luxury.	The treasurer fled to Mexico, where he lived the life of Riley until the police caught him.
Lock, stock and barrel	The whole thing.	When my house was burgled they took everything, lock stock and barrel.
At loggerheads	In conflict with	The twins were at loggerheads over who should take the larger room.
Long in the tooth	To be too old for something.	I am a bit long in the tooth for playing hockey but I still enjoy watching it.
Long and the short of it	The essence of a situation.	The long and the short of the matter is that I hate working with Imira so much that I'm going to resign.
Look down upon	To consider someone or something as inferior.	People from the Capital Territory seem to look down on those from elsewhere but with no reason.
Looking after number one	Said of a person who takes care of his own interests before those of others; selfish	Do not ask him to help. He is only interested in looking after number one.
Look before you leap	Check that you are clear what is ahead of you before making a decision.	You should look before you leap before you change jobs by considering all the relevant facts and circumstances before making a decision.
Look up to someone;	Respect someone	Ismail is a very good person. We all look up to him.
Loose end	The last details that need to be finished.	We just need to tie up one or two loose ends and the audit will be finished.
Lose ground	To fall behind.	Ghous is losing ground to Arif in the tournament.
Lose sight of	Literally to lose sight of something To forget to take something into account.	I lost sight of Nazeem as he walked into the fog. As a person builds a career he should not lose sight of what really matters in life: family, health and friendship.
Lost one's bottle	To lose one's nerve.	I was going to raise the issue with my boss today but I lost my bottle when the time came.

Term	Meaning	Example of use
Mad as a hatter	Crazy. Said of somebody who is eccentric.	Danish is always making jokes. He is mad as a hatter.
Make a clean breast of it	To confess.	It would be better for you in the long run if you were to make a clean breast of it.
Make amends	Refers to a person repairing damage that he caused.	I accept that it is my fault that the project has fallen behind schedule but I will try to make amends by working over the weekend.
Make both ends meet	To make enough money to live.	The family is having difficulty making both ends meet.
Make fun of	To ridicule.	Stop making fun of my clothes.
Make good	To fulfil a promise or to repay a debt.	Chandra made good on his pledge to donate 1,000 rupees to charity.
Make one's mark	To achieve distinction.	Aziz made his mark when he invented a hands free holder for a cell phone.
Make the best of things	To get as much out of something as is possible	The weather was poor and the hotel was a little basic but we made the best out of things and had a really good holiday.
Make the mouth water	Fill with anticipation.	The smell of my mother's cooking is mouth-watering. The draw in the competition has thrown up a mouth-watering contest between Pakistan and India.
Make no bones about it	Be plain and outspoken.	Our lecturer made no bones about it when he told us that he was very disappointed with our progress.
Make up one's mind	Make a decision.	I had trouble making up my mind about which coat I liked best.
Man in the street.	Typical person.	The man on the street is unlikely to agree with the government on the need for tax increases.
Mince your words (do not)	Be ambiguous (do not be)	Tell me what you think, and don't mince your words.
Mind one's ps and qs	Be on one's best behaviour.	There is delegation arriving from head office today so we all need to mind our ps and qs.
Mind one's own business	Stick to your own affairs and do not meddle in those of others.	If she would only mind her own business, she would get into a lot less trouble.

Term	Meaning	Example of use
Money for old rope	Easy way of earning money.	Babysitting is money for old rope as long as the children are well behaved.
Moving the goalposts	Changing a target.	My boss is never satisfied. Whenever I think I've done what he wants, he moves the goalposts.
More than one way to skin a cat	More than one way to do something.	If our first approach doesn't work, we'll figure out some other way. There's more than one way to skin a cat.
Movers and shakers	People in charge.	The movers and shakers in the banking sector must bear the most responsibility for the financial crisis.
Mountain out of a molehill	To exaggerate the importance of something.	I have only been late once since I joined the firm and I was told off. My boss made a mountain out of a molehill.
Mum's the word	Keep quiet - say nothing.	When you see my parents mum's the word about the surprise anniversary party we are throwing for them.
Mumbo jumbo	Nonsense	I watched a programme about physics last night but it was complete mumbo jumbo to me.
Murphy's law	What can go wrong will go wrong.	We need to check everything one more time. Remember Murphy's law.
My lips are sealed	Promise to keep a secret.	I promise not to tell anyone about it. My lips are sealed.
Name is mud	Said of a person to indicate unpopularity because of something he has done.	He had better come to my wedding or his name will be mud with my family.
Neck of the woods	Locality	I'm surprised to see you in this neck of the woods.
Nest egg	Savings; money set aside.	I have a small nest egg hidden away for emergencies.
Nick of time	Just in time; at the precise moment.	You came by just in the nick of time to save me from my sister's cooking.
Nineteen to the dozen	Very rapidly or energetically.	Whenever, my wife meets with her sisters they gossip away nineteen to the dozen.
Nip in the bud	Put a stop to something before it starts or early in its development.	The rumours will upset a lot of people if we do not nip them in the bud.

Term	Meaning	Example of use
No flies on someone.	Meant to indicate that a person is no fool. Said of a person who is intelligent and able to think quickly.	There are no flies on him. When he heard they were leaving the city he immediately offered to buy their house.
No great shakes	Not very good.	He was no great shakes at cricket but he always tried very hard.
No stone unturned	To search in all possible places.	In searching for a nice place to live, we left no stone unturned
No such thing as a free lunch	Everything costs something.	This advertisement says I can get an expensive camera for free but there's no such thing as a free lunch so there must be a catch.
Not a sausage	Nothing, zero or nil.	I cannot afford to go out tonight. I have no cash. Not a sausage!
Not cricket	Unfair.	The way he was treated was just not cricket.
Not one's cup of tea	Not someone or something that a person finds interesting or agreeable.	I went to see a play last night but it was not my cup of tea.
Now and then	Occasionally; infrequently	We do not eat meat very often but we do enjoy lamb every now and then.
Null and void	Without legal force; having no legal effect.	The contract was declared to be null and void because it had not been properly signed.
Off the cuff	Spontaneous.	Her remarks were off-the-cuff, but very sensible.
Off and on	Intermittently, from time to time	I read his column off and on.
Off form	Not as capable as usual.	I usually enjoy Mr Maqbool's lectures but he was off form today.
Off your hands	To relieve someone of the burden or bother of someone or something.	I would be happy to take your uncle off your hands for a few hours.
On a wing and a prayer	Getting by in a difficult situation.	The charity had scarcely any funding and a small staff but managed to operate on a wing and a prayer.
On the air	Broadcasting (a radio or television program).	The radio station came back on the air shortly after the storm.
On the alert	To be looking out for a problem.	Please be on the alert for any change in the weather because I have washing out to dry.

Term	Meaning	Example of use
On the cards	Likely to happen.	I think that the success of the takeover is definitely on the cards.
On the fiddle	Engaged in a fraud.	He was dismissed for being on the fiddle.
On the grapevine	Means of informal transmission of information.	I heard about your leaving on the grapevine.
On the horns of dilemma	Having to decide between equally unpleasant courses of action.	I'm not on the horns of a dilemma because, due to cutbacks, I have to dismiss either Aziz or Anwar \and they are both good employees.
On the level	Honest; correct.	Is this offer on the level?
On the nose	Exactly right	We arrived at three o'clock on the nose.
On the spur of the moment	Said of acting suddenly or spontaneously.	I had to leave town on the spur of the moment.
On the treadmill	To be working hard with no end in sight.	Work by day and study by night is like being on a treadmill.
On the warpath	Angry and intent on a confrontation.	Watch out for Imran he seems to be on the warpath today.
Once in a blue moon	Said of a very rare occurrence.	My brother only calls me once in a blue moon.
One fell swoop	All at the same time	I need to meet with whoever is in charge so that we can sort out all of the details in one fell swoop..
Open one's eyes	See what is happening around you; be aware.	You need to open your eyes to see the changes that are taking place.
Out of sorts	Not in one's usual health or state of mind.	She seems rather out of sorts today.
Out of the question	Not allowed; not permitted.	I'm sorry, but your taking my car is out of the question.
Out of the woods	Past a critical phase.	My father has been very ill but fortunately he is out of the woods now.
Over and above	More than something; in addition to something.	I need 20,000 rupees over and above the amount you have already given me.
Owing to	Because of something.	We were late owing to the heavy traffic
Part and parcel	A necessary part of an experience which cannot be avoided.	Being recognised in the street is all part and parcel of being famous.

Term	Meaning	Example of use
Parting shot	Retaliation or retort made upon departure or at the end of an argument.	She made a parting shot about my family as she walked out of the door.
Pass with flying colours	To comfortably achieve an objective.	I passed my exams with flying colours
Pat on the back	Congratulation.	Farah did a great job this month. She deserves a pat on the back for her efforts.
Payment in kind	Payment with something instead of cash.	We pay our maid partly with a weekly salary and partly by providing her with accommodation as payment in kind.
Pay on the nail	Make a prompt cash payment.	You can only buy goods at an auction if you are able to pay on the nail.
Pay through the nose	Pay an exorbitant price.	I had to pay through the nose in order to have my car repaired over the weekend.
Pear shaped	Said of something going wrong.	The business was doing very well until the recession caused everything to go pear shaped.
Pearls before swine (Do not cast)	Don't waste something valuable by giving it to someone who does not appreciate it.	Giving some people the vote is like casting pearls before swine.
Pegged out	To stop working.	I had a lot of problems with my car and it finally pegged out when I was still 30 minutes from home.
Penny dropped	Understanding something eventually.	It took me a long time to understand bookkeeping but the penny finally dropped.
A penny saved is a penny earned	A saying meaning that it is as effective to use money wisely as it is to earn more.	If you do not spend your money so frivolously you could afford to work a little less as a penny saved is a penny earned.
Pie in the sky	An empty wish or promise.	His dream of being hired as a sports editor proved to be pie in the sky.
Piece of cake	Easy	My English exam was a piece of cake!
Make a pig's ear out of it	Do something badly.	He has made a pig's ears out of this audit.
Pigeon hole	Classify.	It was unfair of the committee to pigeonhole him as a troublemaker.

Term	Meaning	Example of use
Pillar to post	Moving around in a meaningless way.	My father was in the army, and was moved from pillar to post year after year.
Pin money	Money for incidental purpose.	I work as an accountant but in the evenings I teach maths to school children for some pin money.
Piping hot	Very hot, usually referring to food.	My dinner is piping hot.
Play fast and loose	To treat something with little care.	Like many politicians he sometimes plays fast and loose with the truth.
Play it by ear	Handle a situation in an impromptu manner.	I do not have a plan for the meeting but I am going to play it by ear once I hear what he has to say.
Play one's trump card	To use one's most effective strategy.	I played my trump card by saying that I would resign unless I was placed onto the same pay scale as Ali.
Play the game	Be fair	He tried to overcharge me but I made sure that he played the game in the end.
Play second fiddle	To be in a subordinate position to someone.	I did not like playing second fiddle to Safdar when we are at our clients.
Play with fire	Do something risky.	Be careful if you are thinking about threatening to resign as you might be playing with fire.
Plum job (role)	A very good job.	I just landed a plum job as a finance director of a media company.
Point blank range	Very close.	She was shot at point blank range
Possession is nine tenths of the law	Ownership is easier to maintain if one has possession of something, and more difficult to enforce if one does not.	My uncle claims that he should have been given the house when my grandfather died but we actually live in it, and possession is nine-tenths of the law.
Power dressing	Style of dressing intended to give the impression of assertiveness and competence.	My sister likes casual clothes but power dresses for work.
Pot calling the kettle black.	Refers to a person criticising another person for something that the first person does also.	My brother complained that I borrowed his shirt without asking him but he is always borrowing my things. Talk about the pot calling the kettle black!

Term	Meaning	Example of use
Pot luck	Take a chance.	I have not booked seats for the play but will turn up and take pot luck.
Pot shot	A shot taken at an easy target.	The debate was very entertaining as there were two influential economists in the audience taking pot shots at the finance ministers claims.
Pour petrol (fuel) on a fire	Worsen an already bad situation.	Criticising Saad when he is in a bad mood is like pouring petrol on a fire.
Pound of flesh	Something owed where repayment is ruthlessly demanded in full. Used to signify excessive demands	He wants revenge and won't be satisfied until he takes his pound of flesh. My manager is a slave driver. You really have to give your pound of flesh to him.
Pull oneself together	Compose oneself; gather one's wits.	My wife was shaken up by the accident but was fine once she pulled herself together.
Pull out all the stops	Make every possible effort.	I will pull out all the stops to pass these exams.
Pull together	Work as a team.	We must all pull together if we are to win this tender.
Pull up short	Stop suddenly.	Vazir was way ahead in the race but he pulled up short because of an injury and this allowed Waheed to win.
Pull the wool over your eyes	To deceive.	When I asked for an explanation of the increase in the figure they tried to pull the wool over my eyes.
Pull through	Recover.	It is sad that Irum has lost her husband but I am sure she will pull through with the help of her family.
Pull up one's socks	Make an effort	There is no point just staring at a task. You must pull your socks up and get on with it.
Pull your finger out	Hurry up get to it.	If we do not pull our finger out we are going to miss the train.
Pulling a leg	Tricking someone.	Please don't take what I told you seriously; I was only pulling your leg.
Push the boat out	To spend generously.	I work hard all year so I always push the boat out when booking a holiday.

Term	Meaning	Example of use
Put a sock in it	Be quiet.	Please put a sock in it, I am trying to get some work done.
Put one's best foot forward	Make one's best effort.	I know that it is a difficult task but the sooner that we put our best foot forward the sooner it will be finished.
Put the cart before the horse.	Start at the wrong end; do things in the wrong order.	You must graduate before you get married otherwise you would be putting the cart before the horse.
Put the dampers on something	Make something less enjoyable or create depression.	The bad weather put the dampers on our vacation.
Putting on airs and graces	Trying to give an impression that you are better than you are or belong to a higher social class.	It's no good putting on airs and graces with me.
Put one's foot in it.	Say something that is inadvertently offensive.	I am sorry that I put my foot in it yesterday when I asked you about the party in front of Umair. I did not know that everybody had not been invited.
Putting two and two together.	Understanding something from hints or vague information.	I eventually put two and two together and realised that they did not want to invite me.
Queer street	Saying that a person is on queer street implies that they are in a difficult position such as being in debt.	The loss of my job has put me in queer street.
Queers one's pitch	Spoil someone's chances of doing something.	I was going to ask for a pay rise but Mudassar queered my pitch by telling our manager that I thought that we were paid quite generously.
Rank and file	Ordinary members of an organisation or society	The senior management were told today and the rank and file will be told tomorrow.
Raining cats and dogs	Raining very heavily.	It's raining cats and dogs out there.
Raise a person's dander (get a person's dander up)	Make a person angry.	Unfair criticism is guaranteed to raise my dander (or get my dander up).
Read between the lines	Infer a meaning which is not obvious from available information.	Reading between the lines, I think that their company is in trouble.
Read the riot act	Reprimand.	If the children continue to misbehave you must read them the riot act to them.

Term	Meaning	Example of use
Real brick	A good, helpful or trustworthy person.	Maria was a real brick in helping to solve that problem
Red carpet	Honorary treatment, lavish hospitality.	My wife's family always put out the red carpet for me when we go to visit them.
Red herring	Something that diverts attention from, and is irrelevant to, the main issue.	The fact that you were on time today is a red herring. You have been late on 12 other occasions in this month alone.
Red letter day	A special day.	It was a red letter day for the family when my brother returned home from studying overseas.
A red rag to a bull	Something that is certain to make somebody angry.	It is like a red rag to a bull when you try to justify paying women a lower salary than a man for doing the same job.
Red tape	Bureaucracy	Many businesses have complained that there is too much red tape involved in the importing and exporting goods.
Ride a high horse	Be arrogant.	I do not know why he is on such a high horse. We both went to the same school and our families live next door to each other.
Ride roughshod	Act with utter disregard of other considerations.	We will not permit the police to ride roughshod over the rights of ordinary people.
Rigmarole	A long complicated and confusing procedure.	If you have a connecting flight, you can avoid the rigmarole of checking your luggage in twice by booking it through to your final destination.
Ring of truth	Sound true.	It was an unusual story but it had a ring of truth about it.
Rise to the challenge (occasion)	To meet a challenge.	The main speaker failed to turn up but our chairman rose to the occasion and made the conference a success.
Rolling stone	A person who does not settle down for long in one place.	Raza is like a rolling stone, moving from city to city and never settling down.
Rob Peter to pay Paul	To discharge one debt by incurring another. Diverting resources from somewhere that they are already used well.	Borrowing money from one bank to pay a debt to another bank is just robbing Peter to pay Paul. Spending less time studying English in order to spend more time studying maths is simply robbing Peter to pay Paul.

Term	Meaning	Example of use
Rock the boat	Disturb a situation which is otherwise stable	I was going to ask my manager for some time off but we are very busy so I decided not to rock the boat.
Royal road	An easy or direct way of achieving something.	It would be good to walk the royal road in life but most of us have to work hard.
Rub up the wrong way	Irritate.	Unfair criticism is guaranteed to rub me up the wrong way.
Ruling the roost	Being in charge.	Who rules the roost at your house?
Run around in circles	A lot of activity without accomplishing anything	I have been running around in circles all day and do not seem to have finished anything.
Run the gauntlet	Endure a series of criticisms or harsh treatments of some kind	The minister had to run the gauntlet of cries for him to resign after the overspending of his department became known.
Run with the hare and hunt with the hounds	Supporting two sides at once.	The opposition party are trying to run with the hare and hunt with the hounds praising management for resisting pay demands but supporting workers in their strike
Safe and sound	Unharmful and whole or healthy.	It was a rough trip, but we arrived safe and sound.
Salad days	Days of youthful inexperience.	I often think back to my salad days, before marriage and children.
Saved by the bell	Saved by a last minute intervention.	It was my turn to wash the dishes but I was saved by the bell when I was called away.
Scapegoat	A person made to unfairly take the blame for something.	The managing director became a scapegoat for the oil spill and, in the end, he had to resign.
Scot free	Escaping without punishment or censure.	If you don't take out a complaint against him he will get off scot-free!
See eye to eye	Be in agreement.	We never saw eye to eye on this question.
See the light.	Understand	I used to find calculus to be very difficult but then I had an excellent teacher and I saw the light.
Seen better days	Refers to something that has been well used.	That dress she is wearing has seen better days.

Term	Meaning	Example of use
Send someone packing	Dismiss them.	There were some children making a noise on the street but my father sent them packing.
Sent to Coventry	To be ignored or ostracised.	After the strike had finished, those who continued working during the strike were sent to Coventry.
Separate the wheat from the chaff	Separate good from bad.	The managers had hoped that the new employee evaluation procedure would enable them to separate the wheat from the chaff.
Set (get, start) off on the wrong foot	To start things incorrectly.	We set off on the wrong foot by starting the plan before we had all of the necessary resources in place.
Seventh heaven	A state of great joy and satisfaction.	I was in seventh heaven when we beat India in the world cup match.
Shaggy dog story	A lengthy, improbable and pointless story, often told in an attempt at humour.	My grandfather is always telling shaggy dog stories, which nobody finds funny except him.
Shake a leg	Hurry up.	You must shake a leg or we will be late
Shipshape and Bristol fashion	In first-class order.	She went to the hotel the day before the wedding in order to ensure that everything was 'ship shape and Bristol fashion' for the reception.
Short shrift	Quick work	Ahmed made short shift of that job.
	Little regard followed by rejection.	The bank paid short shrift to my loan application.
Show a clean pair of heels	Run or act faster than someone else.	When the bell rang for the end of the class, Asif showed everyone all a clean pair of heels as he left the room in a hurry.
Show someone the door	Ask someone to leave.	When Zohair started the argument we showed him the door.
Sick of	Tired of something or someone.	I am really sick of studying!
Sight for sore eyes	A welcome sight; someone or something you are glad to see.	This meal is a sight for sore eyes!
Silver tongued	Plausible and eloquent.	I enjoyed listening to the silver tongued presenter.

Term	Meaning	Example of use
Separate the sheep from the goats	Separate the good from the bad.	I'll look through the application forms and separate the sheep from the goats.
Sit on the fence	Avoid taking sides.	I am going to sit on the fence during this election as I do not really care who wins.
Skating on thin ice	Said of a person taking a risk.	Any person who turns up at the airport only 40 minutes before their flight is skating on thin ice.
Skeleton in the cupboard	A secret source of shame.	If you want to be a successful politician, you can't afford to have too many skeletons in your cupboard.
Slap on the wrist	A light telling off.	His manager gave him a slap on the wrist for the file being untidy.
Sledgehammer to crack a nut	A disproportionate response to overcome a minor problem.	Holding a legal review to look into this problem is like using a sledgehammer to crack a nut because it affects so few people.
Sling mud.	To try to cause a low opinion about somebody.	Companies should think carefully before slinging mud at their competitors because some mud might be slung back at them.
Sling your hook	An impolite way of telling someone to go away.	If you have nothing better to do I suggest you sling your hook!
Small talk	Casual or trivial conversation, chitchat.	We stood around making small talk until the guest of honour arrived.
Smell a rat	Be suspicious	Something is not quite right here. I think that I can smell a rat.
Snake in the grass	An untrustworthy and deceitful person. (Similar to "two faced").	I thought that he was my friend but he bought an apartment after I had told him that I was buying it. What a snake in the grass!
Sold down the river	Betrayed or cheated.	The employees felt as if they had been sold down the river when they were dismissed in spite of assurances that this would not happen.
Sour grapes	Disdain for something after a person has failed to achieve it.	When I beat Omar to the position he was full of sour grapes, saying that it was not a very good job anyway.

Term	Meaning	Example of use
Spick and span	Very tidy.	This house had better be spick and span when I return.
Spill the beans	To divulge a secret.	If you don't tell them then I will have to spill the beans.
Spread like wild fire	Disseminate or circulate very quickly.	The rumour that he had left spread like wildfire.
Square peg in a round hole.	Something or someone that does not fit; Often said of a person who is not suitable in some way	Zain is like a square peg in a round hole in his new job. All of his colleagues seem so dedicated to the work, but he just wants to make a living.
Stalking horse	A decoy used to cover one's true purpose.	I do not think that they have any intention of changing their supplier. They have invited us to tender as a stalking horse to drive the price down.
Start from scratch	Begin (again) from the beginning.	The decorator did such poor work that in the end I dismissed him and we had to start from scratch.
Steal a march	Gain an advantage.	Our competitor stole a march on us by launching a new product much earlier than expected.
Steal one's thunder	Use somebody else's ideas or take credit for somebody else's efforts.	My colleague is always stealing my thunder by claiming that he wrote the book when in point of fact he begged me to give joint authorship even though he had made no contribution to the work.
Steal one's thunder	Act in a way that prevents a person receiving the credit that they might otherwise have been given.	Liebniz's publication of his work on calculus stole Newton's thunder. (There is an argument about who should be credited with the invention of this area of mathematics)
Stick to one's guns.	Keep going. Maintain a position.	Kabir is sticking to his guns on this issue in spite of all attempts to persuade him otherwise.
A stone's throw	A short distance.	Hussain lives within a stone's throw of me.
Storm in a tea cup	A fuss about nothing.	The rail chief said that the outrage over recent delays was just a storm in a teacup and that the service would soon be back to normal.

Term	Meaning	Example of use
Straight up	Honestly.	I saw your sister in town. Straight up!
Straight from the horse's mouth	From somebody who should know.	The information about exam results is straight from the horse's mouth. I talked to one of the markers.
Strain every nerve and sinew	Try very hard.	I will strain every nerve and sinew to pass these exams
Straw poll	An unofficial vote taken to obtain an indication of the general trend of opinion.	A straw poll of staff in the office indicated that very few people believed what was said on the programme.
Straw that broke the camel's back.	The last of a series of events that finally triggers action.	The third time he was late this week was the straw that broke the camel's back and he was dismissed.
Stretch a point	Said of a statement that is not completely true.	To say that everyone agrees with the proposal is stretching the point.
Strike while the iron is hot	Act decisively to take advantage of an opportunity.	House prices are very low so we should strike while the iron is hot if we want a bigger house.
Stuck up	Conceited	Javeria is stuck up because her family is the wealthiest in town but that does not make her a special person.
Sure as eggs is eggs	To be absolutely certain.	I am as sure as eggs is eggs that I saw you with Ali last night.
Sweep the board	Win everything	Students from our firm swept the board of exam prizes at the last sitting.
Swing the lead	Avoid work. Pretend to be ill.	I do not like working with Taj as he is always swinging the lead and I end up having to do his work as well.
Take a leap in the dark	Acceptance of an idea or conclusion largely on faith.	We had to make quite a leap in the dark to accept his promise after the last time he let us down.
Take a rain check	Delaying acceptance of an invitation to a later date.	I'll take a rain check on that coffee tonight, if that's all right.
Take after	To resemble.	The son takes after his father.
Take heart from something	Take courage from something.	He will be home soon so take heart.
Take in to custody;	Arrest.	Seven men were taken into custody during the police raid.

Term	Meaning	Example of use
Take the bull by the horns	Seize an opportunity or tackle a problem head on.	He was late again today so I took the bull by the horns and told him that he was letting us all down.
Take someone down a peg or two	To reduce or lower someone's high opinion of themselves.	Latif had been boasting that he found the subject to be easy but his disappointing results took him down a peg or two.
Take (someone) for a ride	To fool or trick someone	We were taken for a ride by the brochure because the hotel was nowhere near as good as the brochure implied.
Take to one's heels	Run away	When the police arrived the criminals took to their heels.
Take umbrage	Take offence.	My father took umbrage with my brother when he was rude to my mother.
Take with a pinch of salt	Do not take it seriously.	He did not mean to be unkind so you should take what he said with a pinch of salt.
Taken aback	Surprised or startled.	I was quite taken aback when she told me the news.
Talking shop	To talk about business or work matters at a social event	My wife was annoyed (took umbrage) because I was talking shop with my friends at the barbeque.
Tarred with the same brush	Claimed to share the same characteristics (usually bad ones).	Just because some sports fans cause trouble at a match does not mean that all others should be tarred with the same brush.
(On) tenterhooks	Nervously waiting for something.	We are on tenterhooks waiting for the birth of our first grandchild.
The full Monty	Complete, the whole thing.	The reporters were not expecting the actor to say much about the reason that he had resigned from the movie but he gave them the full Monty, telling them all of the details behind his decision.

Term	Meaning	Example of use
The lion's share	The biggest part of something.	The lion's share of the museum's budget goes on special exhibitions.
The real McCoy	The real thing - not a substitute.	This laptop was so cheap that I thought there might be a problem with it but it is the real McCoy.
The writing is on the wall	It is likely that something bad is going to happen.	The manager knew that the writing was on the wall after the recent poor performance so he resigned before he was dismissed.
Throw down the gauntlet	To challenge someone to an argument.	The official threw down the gauntlet to the reporter and challenged him to prove his claims of wrongdoing.
There but for the grace of god go I	Implies that the speaker could be in similar trouble if the circumstances were different.	Any person could make a simple error in adding a column of figures up so do not worry about it. There but for the grace of god go I.
Thankless task	Unpleasant work performed with lack of appreciation from others.	Sending our reminders for debts is thankless task. The debtors do not like receiving them and my boss thinks that I should have collected the cash earlier.
Thick as thieves	Very close; always together.	My friend and I were as thick as thieves before it all happened.
Think outside the box	Think creatively, unimpeded by orthodox or conventional constraints.	We need to think outside the box to deal with this situation.
Through thick and thin	Through good times and bad times.	They remained friends through thick and thin.
Throw cold water on.	Discourage.	I wanted to travel to America in the summer but my father has poured cold water on the idea as he wants me to help with our business.
Throw dust in one's eyes	Confuse	His comment about the new product was an attempt to throw dust in our eyes.
Throw the towel (cards) in	Give up.	I have decided to throw the towel in as I cannot take any more.
Tie the knot	Get married.	They are going to tie the knot tomorrow.

Term	Meaning	Example of use
Toe the line	To do what is expected.	Any minister who refused to toe the line was sacked from the cabinet by the president.
Tongue in cheek	Not meant to be taken seriously.	My comment was about your dress sense were made tongue in cheek and I am sorry if they upset you..
Tooth and nail	All available resource or with unrelenting effort.	Local residents affected by this decision have said that they will fight it tooth and nail.
Turn a deaf ear	Refuse to listen	I explained that it was not my fault that I was late but my manager turned a deaf year to my excuse.
Turn one's nose up	Look down in scorn at a person.	I do not know why she is turning up her nose at us as we have never harmed her.
Turn over a new leaf	To change one's ways.	My son was very lazy at school but he turned over a new leaf and studied hard at university.
Turn the tables	Switch from a losing to a winning position.	I was well ahead of Ali in the first year but he has turned the tables and is ahead of me in this year's exams.
Turn the tide	To change what looks like defeat into victory	I thought that I would never be able to finish this on time but I have managed to turn the tide.
Turncoat	A person who changes sides in an argument or shifts allegiance from one group to another.	Several MPs were turncoats in the vote by siding with the opposition.
Turn up for the book	An unexpected occurrence.	My brother studying instead of going out with his friends? There's a turn up for the books!
Two faced	Hypocritical; double dealing; Deceitful and insincere especially by pretending one set of feelings but acting on another.	I realised how two faced Asad was when I found out that he was saying bad things about me to others but was happy to study with me.
Two-penny's worth (tuppence worth)	A person's opinion.	I was asked for my opinion so I gave them my two-penny's worth on the new policy.
Ugly duckling	An ugly or unpromising child who grows into a beautiful or worthy person.	My sister was plain as a child, a real ugly duckling, but she is now a very pretty lady.
Under a cloud	Under suspicion of having done something wrong.	Since the money disappeared every one of us is under a cloud.

Term	Meaning	Example of use
Under the weather	Not feeling well.	I am feeling under the weather today so will not be going to work.
Ups and downs	Alternating periods of good and bad fortune.	Although Omair and I are good friends, we do have our ups and downs.
Up to date	Informed of or reflecting the latest information or changes.	My ipod software is completely up to date.
Up to the mark	To be good enough.	His work is always up to the mark.
Up sticks	To move on and live somewhere else.	Without any warning, Nasir upped sticks and went to live in the Punjab.
Up in the air	Undecided about someone or something.	I was planning on going on vacation next week but the news that my brother is visiting the city have put all of my plans up in the air.
Upper crust	The highest social class or group.	Shahid had been to a very good school and had some very upper crust friends and acquaintances.
Upper hand	A superior position.	I think that we have the upper hand in these negotiations but we must not be complacent.
Upset the applecart	Disturb the current situation; mess up something.	Vazir really upset the applecart when he told Sohaib what I had said.
Use your loaf	Use your head; think.	I need to use my loaf in order to solve this problem.
Warts and all	Something as it is without concealing the bad parts.	I know that you are still working on the report but let me see it now warts and all.
Wash one's dirty linen in public.	To discuss unpleasant private affairs in the presence.	Uzair walked out of the coffee shop when he and his wife started arguing as he refused to wash his dirty linen in public
Wash one's hands of something	To absolve oneself of responsibility or future involvement.	My father said that he would wash his hands of my brother if he did not study hard for his exams.
Washout	A failure where no effort has been made.	My colleague's attempt to write the material was a complete washout.

Term	Meaning	Example of use
Wear and tear.	Naturally occurring damage from normal use of an item.	I lent him my camera to go on holiday but when he returned it to me it had suffered damage beyond normal wear and tear.
Welcome with open arms	Welcome warmly	Imran studied in England for several years and when he returned home his family welcomed him with open arms.
Well off	Wealthy - well provided for.	Their father is a gold merchant so they are very well off.
Wet blanket	A person or thing that dampens enthusiasm or enjoyment.	Raz was a real wet blanket at the party and spoiled everybody's fun!
Wheeler dealer	An unscrupulous person with an eye for a quick profit who operates without regard for others.	You should be careful of doing business with him as he is a bit of a wheeler dealer.
Whip round	An impromptu collection of money from a group of people.	The staff at the office had a whip round to buy Talat a present for his birthday.
Whipping boy	One who is blamed for the faults of others. (Similar to scapegoat)	I am not accepting the blame for this. I am nobody's whipping boy!
Whistle for it	A statement that implies you will not give a person something that he wants.	If he expects me to help him after he insulted me he can whistle for it.
White-collar work	Office work	I am the first person in my family to have a white collar job.
White elephant	A possession for which the benefits of ownership are outweighed by the costs and problems of ownership.	The town hall is a white elephant as it is expensive to heat in the winter, expensive to cool in the summer and cannot be sold as it is in an area of the town where nobody wants land.
Wild goose chase	A hopeless quest.	Laila was angry because she was sent on a wild goose chase.
Win hands down	Win easily, with little effort.	When we play draughts I usually win hands down.
Without batting an eyelid	Act calmly without showing signs of distress when something bad happens.	Imran did not bat an eyelid when he found out how expensive the repair would be.
Wolf in sheep's clothing	A dangerous person pretending to be harmless. A person who appears to be different to the way he really is.	He gives the impression of being kind and thoughtful but be careful of him because he is a wolf in sheep's clothing.

Term	Meaning	Example of use
Wooden spoon	Said to be the prize for person or team that comes last in a competition.	We were not sorry that England got the wooden spoon this time.
Work cut out for us	Refers to there being a lot to do.	We will have our work cut out for us if we are to finish this project on time.
Worth his salt	Competent.	Do not worry about your cracked tooth. Any dentist worth his salt will be able to fix it.
Wrong end of the stick	To misinterpret a situation.	My friend saw me out with my sister last night and took hold of the wrong end of the stick by thinking that we were a couple.
Wreak havoc	To cause a lot of trouble with something; to ruin or damage something.	Your bad attitude will wreak havoc with my project.
You scratch my back and I'll scratch yours	Refers to a favour in return for a favour.	I will help you with your maths if you help me with my English, a case of if you scratch my back, I'll scratch yours.

4 FOREIGN PHRASES

Section overview

- Introduction
- Foreign phrases

4.1 Introduction

English has incorporated many words and phrases from other languages.

Many of these words are integrated into the language to such an extent that a British person might not realise that they are of foreign origin. It may interest you to see the following words which are derived from Hindi and Urdu (and in turn might have come from Sanskrit or Persian).



Example:

Words used in English derived from Hindi and Urdu.

Word	Meaning in English	Word	Meaning in English
bangle	band worn around wrist	pundit	Expert on an area. Often ex-players on sports programmes.
bungalow	dwelling on one floor	pukka	slang for genuine
cot	Portable bed, baby's bed	pyjamas	sleeping garments
cushy	Slang for comfortable	shawl	A piece of fabric wrapped around head or body
dekko	slang for a quick look	sorbet	water ice flavoured with juice
dinghy	small boat	shampoo	lotion to wash hair
jungle	thick forest in hot climate	thug	violent trouble maker
khaki	dusty colour (used by military)	typhoon	tropical storm
loot	stolen goods	veranda	porch

4.2 Foreign phrases

However, some phrases used are clearly of foreign origin. The following is a list of some of the better known of these. Note that the meaning column shows what the phrase means when used in English and is not always a literal translation of the words.

Phrase	Meaning	Illustration
ad hoc (Latin)	for this purpose	The minister created an ad hoc committee to look into the problem.
ad infinitum (Latin)	endlessly, forever	Improvements to computer specifications cannot continue ad infinitum; at some point, a plateau will be reached.
ad nauseam (Latin)	to a tiresomely excessive degree	The coverage of the royal wedding was covered ad nauseam on every news programme.
aficionado (Spanish)	a person who is very knowledgeable and enthusiastic about a subject	Parvez is a chess aficionado.
alfresco (Italian)	in the open air	It was such a lovely evening, the family decided to dine alfresco on their terrace.
angst (German)	a strong feeling of anxiety or dread	Some of the proposals have caused a great deal of angst among the workforce.
Bête noir (French)	something feared, a weakness	Matrix algebra is my bête noir.
bona fide (Latin)	good faith; genuine	We have made a bona fide offer to buy their shares. This is a bona fide Leonardo da Vinci drawing.
carpe diem (Latin)	cease the day, take your opportunity	At the start of the year, the school principal said "You have been given a great opportunity; carpe diem boys, carpe diem".
carte blanche (French)	full discretionary power to act	The minister has been given carte blanche to sort out the industrial crisis.
cause célèbre (French)	famous case, a controversial issue that attracts a great deal of public interest	The company's failure to explain the accounting errors has become something of a cause célèbre in the financial press.

Phrase	Meaning	Illustration
caveat (Latin)	warning	The minister said that the economy should continue to grow at its current rate for the next few years but, added a caveat that this may not occur if expectations of pay increases were unrealistic.
caveat emptor (Latin)	let the buyer beware	Many people have lost money on this investments but it is no fault but their own. After all caveat emptor.
cognoscenti (Italian)	people who well informed on a topic	People were surprised when the author won the award as he was known only by the literary cognoscenti.
de facto (Latin)	in fact	We own only 40% of the shares but this gives us de facto control of the company because ownership of the other 60% is shared among hundreds of investors
déjà vu (French)	an experience of thinking that a new situation had occurred previously	When I entered the building I had a strong sense of <i>déjà vu</i> . I later realised that it had reminded me of my school many years ago.
dolce vita (Italian)	sweet life	Farid is living the dolce vita since passing his exams.
e.g (exempla gratia) (Latin)	for example	The zoo has a wide collection of African animals e.g. lions, zebras and elephants.
etc. (et cetera) (Latin)	and other similar things	The zoo has a wide collection of African animals e.g. lions, zebras, elephants etc.
en masse (French)	in a mass, all together	The MPs from the party rose and left en masse.
enfant terrible (French)	a terrible child (literally), used to describe a person who behaves in an unconventional or controversial way	Waheed was the enfant terrible of the cricket club.
ex ante (Latin)	based on a forecast rather than on actual results	Economists as a profession have ex ante overestimated the cost of virtually every piece of environmental regulation ever enacted
ex post (Latin)	based on actual results rather than on a forecast	The analysis would be much more useful if carried out ex post rather than ex ante.

Phrase	Meaning	Illustration
ex post facto (Latin)	with retrospective action or force	Even though the changes in tax rates were only confirmed in August they are to be applied ex post facto to profits from the start of the year.
fait accompli (French)	a situation that has been decided or completed leaving a person no option but to accept it	We were presented with a fait accompli when our son came to stay but brought three friends with him.
faux pas (French)	a social error	I committed a faux pas when I told him that he had a very pretty daughter and it turned out that she was his wife.
i.e. (id est) (Latin)	that is to say	There is only one course of action open to you, i.e. you must explain this to him as soon as possible.
in absentia (Latin)	in absence	The criminal did not attend the hearing but was convicted in absentia.
in loco parentis (Latin)	in place of the parent	The university employees are not in loco parentis; students are responsible for their own actions.
in situ (Latin)	in the original position	The project must be completed using the resources that are in situ.
ipso facto (Latin)	by that very act or fact	His failure to respond to the charges might be considered to be an ipso facto admission of guilt.
je ne sais quoi (French)	a quality that cannot be easily identified or explained (A literal translation is "I do not know what"),	He is not handsome in the traditional sense but has a certain je ne sais quoi which gives him real presence.
lingua franca (Italian)	a language used as a common language between speakers whose native languages are different.	English is the lingua franca of the seafaring.
mea culpa (Latin)	I am to blame, my mistake.	I am afraid that I provided you with the wrong figures. Mea culpa.
non sequitur (Latin)	A statement that does not logically follow a preceding statement.	Q. What kind of day have you had? A. I am going out tonight.
N.B. (note bene) (Latin and Italian)	Note well	You will need to work really hard this year. NB Irum, that means you too.

Phrase	Meaning	Illustration
per annum (Latin)	for each year	The starting salary was Rs.480,000 per annum
per capita (Latin)	for each person	Qatar has the highest per capita GDP in the world.
per se (Latin)	by or in itself (or themselves)	Feeling ill in the Winter <i>per se</i> does not mean that you have the flu but it might do. Passing the exams does not guarantee <i>per se</i> that you will be a good accountant but they will certainly help.
persona non grata (Latin)	an unacceptable or unwelcome person	He was acquitted but for the villagers he is still persona non grata.
prima facie (Latin)	at first sight, clear and evident	The refusal of local authorities to allow African Americans to enrol at university was prima facie evidence of deep seated racism in the southern states of the USA in the early 1960s.
pro bono (Latin)	free, no charge	The firm provides its accountancy service to the charity on a pro bono basis.
que sera sera (Spanish)	whatever will be, will be (used to express that events are outside a speaker's control)	There is no point in worrying as I have finished my exams. Que sera sera.
quid pro quo (Latin)	something for something	During the negotiations we agreed to drop our asking price as long as they made earlier payment <i>quid pro quo</i> .
raison d'être (French)	the most important reason or purpose for someone or something's existence	She studies well at all of her lessons but music is her raison d'être.
schadenfreude (German)	pleasure derived from another's misfortune	It was not very kind of me but I do admit to a feeling of schadenfreude when Australia beat England 5-0 in the test series.
status quo (Latin)	existing state of affairs	The government is looking to change the <i>status quo</i> because they hold the view that just because a state of affairs has existed for a long time that does not mean the situation cannot be improved upon.

Phrase	Meaning	Illustration
terra firma (Latin)	firm ground	My cousin was very sea sick but recovered quickly once his feet were back on terra firma.
tête-a-tête (French)	head to head (literally), in private, a private conversation.	The politician was engaged in a tête-a-tête with the foreign journalist.
verbatim (Latin)	using exactly the same words; corresponding word for word	I gave a verbatim account of what my manager had said.
vis-à-vis (French)	in relation to as compared to	The ambassador sought information about American polis <i>vis-à-vis</i> the crisis in Syria. I will give you a decision soon but I am still considering the advantages <i>vis-à-vis</i> the disadvantages of your proposal.
vice versa (Latin)	or the other way around.	I will pay for the tickets to the cinema and you can buy the meal or vice versa.

5 SELF-TEST

1 Complete the following similes.

- (a) As cunning as _____.
- (b) As fierce as _____.
- (c) As gentle as _____.
- (d) As happy as _____.
- (e) As mad as _____.
- (f) As pleased as _____.
- (g) As proud as _____.
- (h) As slow as _____.
- (i) As strong as _____.
- (j) As wise as _____.

(03)

2 Complete the following similes.

- (a) As black as
- (b) As cool as
- (c) As dry as
- (d) As silent as
- (e) As fresh as
- (f) As good as
- (g) As quick as
- (h) As right as
- (i) As safe as
- (j) As smooth as

(03)

3 Identify whether the following sentence contains a metaphor or a simile.

- (a) As slippery as an eel.
- (b) Arnie was a man-mountain.
- (c) He was a lion in battle.
- (d) She is as pale as death.
- (e) The striker was a goal machine.
- (f) I dipped my toes in the crystal clear stream.
- (g) The sheet was as white as snow.

(03)

- 4** Select the meaning which is closest to the idiom:
- (a) A bed of roses **(01)**
 (i) a florist's delight
 (ii) a garland of selected flowers
 (iii) a beautiful countryside
 (iv) a state of very comfortable life
- (b) Bird's eye-view **(01)**
 (i) a very close distance
 (ii) a considerable distance
 (iii) a general overview
 (iv) a scenic landscape **(01)**
- (c) Pull up your socks
 (i) order to disgrace an enemy defeated in war
 (ii) advice given on being seriously injured in action on the battlefield
 (iii) signify commencement of renewed and determined efforts
 (iv) expression of appreciation for a well-dressed gentleman **(01)**
- (d) Play the trump card
 (i) to show off one's knowledge of a subject
 (ii) to make ostentatious display of one's wealth
 (iii) to seek favours or obligations from friends
 (iv) to make use of one's most valuable resource **(01)**
- (e) Lock, stock and barrel
 (i) a closely guarded secret
 (ii) a place where valuable items are kept
 (iii) a cache of hidden weapons
 (iv) an action/activity in its full or complete form **(01)**
- (f) Call a spade a spade
 (i) to treat everyone equally without any discrimination
 (ii) to dispel any misgivings or feelings of despondency
 (iii) to say a thing truthfully in straight and plain language
 (iv) to forcefully defend the rights of farmers **(01)**

5 Select the meaning which is most close to the idiom:

- (a) At daggers drawn
 - (i) to fight with daggers
 - (ii) to fight a duel
 - (iii) a violent situation
 - (iv) a long standing revenge
- (b) As the crow flies
 - (i) something flying like a crow
 - (ii) in a straight line
 - (iii) travelling on a long route
 - (iv) to measure a distance
- (c) Hit the ceiling
 - (i) throw something on the roof
 - (ii) to reach saturation point
 - (iii) react extremely angrily
 - (iv) to break the record
- (d) Bury the hatchet
 - (i) to break rules
 - (ii) to bury the dead
 - (iii) to forget something
 - (iv) to make peace
- (e) Add fuel to the fire
 - (i) to make a bad situation worse
 - (ii) burn gas or oil to produce heat
 - (iii) to lit the fire place
 - (iv) to beat the already dead
- (f) Gain ground
 - (i) to flourish
 - (ii) to make progress
 - (iii) to get benefit from someone
 - (iv) to own a plot of land

(03)

- 6** Select the meaning which is most appropriate to the idiom:
- (a) A bone of contention
 - (i) a common trait observed in a family
 - (ii) a minor discrepancy
 - (iii) a cause of disagreement
 - (iv) an environment of discontentment and disharmony
 - (b) To harp on the same string
 - (i) to be oblivious of the sentiments of others
 - (ii) to cite a popular saying
 - (iii) to refer repeatedly to the same subject
 - (iv) to focus on the main issue without mincing words
 - (c) To let the cat out of the bag
 - (i) to announce bad news
 - (ii) to show excessive affection towards a pet
 - (iii) to disclose a well-kept secret
 - (iv) to show intense resentment
 - (d) Spick and span
 - (i) neat and clean
 - (ii) polite and well-mannered
 - (iii) intelligent and hardworking
 - (vi) smart and learned
 - (e) The Lion's share
 - (i) display of excessive strength or energy
 - (ii) the largest portion
 - (iii) earnings obtained through unfair means
 - (iv) a very demanding attitude
 - (f) Do not upset the applecart
 - (i) to have good relations with neighbours
 - (ii) to try not to change the way things are done
 - (iii) to go to great lengths to appease somebody
 - (iv) to pursue strictly formal relationships in office
 - (g) Heads will roll
 - (i) somebody will be assassinated
 - (ii) everyone will suffer
 - (iii) certain individuals will have to quit their jobs
 - (iv) certain individuals will assume positions of lesser importance
 - (h) To live from hand to mouth
 - (i) to live a life of extreme affluence
 - (ii) to live a life in absolute ignorance
 - (iii) to live a life within a very tight budget
 - (iv) to depend upon the charity of others

(04)

- 7 Complete the sentences with appropriate idioms.
- (a) I wish the doctor would stop _____ and tell me exactly what is wrong with me.
- (i) making a mountain of the mole hill
 - (ii) telling cock and bull stories
 - (iii) beating around the bush
 - (iv) reading between the lines
- (b) A large contingent of the police was called to the scene, but it was just _____ as all the strikers dispersed peacefully after registering their grievances.
- (i) the calm before the storm
 - (ii) a flash in the pan
 - (iii) a storm in a tea cup
 - (iv) a rank and file exercise
- (c) Rashid received _____ from the chief executive for his excellent presentation to the committee on the new power project.
- (i) flying colours
 - (ii) a pat on the back
 - (iii) key to success
 - (iv) a feather in his cap
- (d) The recent increase in prices of fuel was _____ for the entire nation.
- (i) bring to book policy
 - (ii) a sight for sore eyes
 - (iii) a bolt from the blue
 - (iv) a snake in the grass policy
- (e) Sajid was sorrowful over his performance in the one-day cricket match. This was like _____.
- (i) crying wolf
 - (ii) out of sorts
 - (iii) crying over spilt milk
 - (iv) creating bad blood
- (05)**

- 8** Complete the sentences with appropriate idioms.
- (a) I do not enjoy small talk and meaningless conversations; it is for this reason that I am usually _____ at marriage parties.
- (i) at their beck and call
 - (ii) as cool as a cucumber
 - (iii) always on the wanted list
 - (iv) a fish out of water
- (b) The driver _____ to justify his long leave of absence without the permission of his employer.
- (i) ate the humble pie
 - (ii) went back on his words
 - (iii) created a cock and bull story
 - (iv) put on airs
- (c) To preach the virtues of honesty to the scoundrel was like _____.
- (i) running with the hare and hunting with the hound
 - (ii) praying for the rain
 - (iii) flogging a dead horse
 - (iv) creating a storm in a teacup
- (d) The health minister _____ while addressing the symposium of the visiting senior surgeons from the foreign countries.
- (i) managed to keep his body and soul together
 - (ii) made a laughing stock of himself
 - (iii) read the writing on the wall
 - (iv) knew which side his bread was buttered
- (e) Please do not _____ and come to the point straight away.
- (i) make a mountain of a mole hill
 - (ii) pretend to be out of sorts
 - (iii) play your trump card
 - (iv) strike while the iron is hot
- (f) I expect Shahid, my dear friend, to stand with me _____.
- (i) like a turncoat
 - (ii) through thick and thin
 - (iii) and hold his tongue in his cheek
 - (iv) and act as if the butter would not melt in his mouth
- (g) The nominees of both the political parties were _____ in spite of their very close family relationships.
- (i) basking in the sunshine
 - (ii) between the devil and the deep sea
 - (iii) at daggers drawn
 - (iv) putting the cart before the horse

(04)

- 9 Insert the most appropriate idiom from the list given below in the following sentences:
- not my cup of tea, a piece of cake, the apple of their eyes, like showing a red rag to a bull, take it with a pinch of salt, in the blink of an eye, no use crying over spilt milk, gets on my nerves**
- (a) "Oh, that advertisement to give very attractive prizes to the winners of the lottery!" I would rather _____.
- (b) Mr. and Mrs. Sarwar have three children and everyone knows that the youngest daughter is _____.
- (c) You should have kept your valuable necklace in the bank lockers. Now that it is stolen, there is _____.
- (d) Painting is _____; I can hardly hold the brush straight.
- (e) _____ the seagull dived in the water and caught a beautiful yellow fish.
- (f) My wife's constant obsession with cleanliness _____ sometimes.
- (g) It is futile to try to hold a meaningful discussion with Zahid on the political set-up. It's _____.
- (h) Asif completed the math assignment in just one hour; it was _____ for him.
- (04)**

10

Select the meaning which is closest to the idiom:

- (a) The thief took to his heels when he saw the policeman.
- (i) had some pain in his heels
 - (ii) ran away from the scene
 - (iii) could not decide what to do
 - (iv) surrendered the stolen property
- (b) You cannot have your cake and eat it too.
- (i) enjoy without payment
 - (ii) have it both ways
 - (iii) absolve yourself of guilt
 - (iv) win all the time
- (c) Their attempt to get the stolen necklace was a wild goose chase.
- (i) useless search
 - (ii) timely action
 - (iii) delayed action
 - (iv) most difficult task
- (d) The enquiry ordered by the court had brought to light some startling facts.
- (i) was held in camera
 - (ii) disclosed
 - (iii) was conducted during working hours
 - (iv) conducted transparently

(04)

Sentences

Contents

- 1 Sentences – an introduction
- 2 Types of sentence – by structure
- 3 Types of sentence – by function
- 4 Direct and indirect speech
- 5 Voice
- 6 Self-test

INTRODUCTION

Learning outcomes

The overall objective of the syllabus is to ensure that candidates can communicate effectively in the English language.

Practical use of grammar

LO 2 **On the successful completion of this paper, candidates will be able to construct sentences using correct grammar.**

LO 2.1.1 Rules of sentences: Understand and construct declarative, interrogative, imperative, exclamatory and optative sentences.

LO 2.1.2 Rules of sentences: Understand and construct simple, compound, complex, multiple and conditional sentences.

LO 2.4.1 Direct and indirect speech: Change sentences from direct to indirect and from indirect to direct speech.

LO 2.5.1 Active and passive voice: Change the active voice to passive voice and passive voice to active voice.

Composition and comprehension

LO 3 **On the successful completion of this paper, candidates will be able to write meaningful essays and précis and comprehend written English.**

1 SENTENCES – AN INTRODUCTION

Section overview

- What is a sentence?
- Subject/verb agreement
- Double negatives
- More on clauses
- Punctuation
- Classification of sentences

1.1 What is a sentence?

Chapter 1 contained a section that introduced the construction of sentences.

Some of this material is reproduced here for convenience and is used as a foundation for providing more detail on the different types of sentence that you may need to write.



Definitions

Sentence: A set of words that is complete in itself (expresses a complete idea), conveying a statement, question, exclamation or command and typically containing a subject and predicate.

Predicate: The part of a sentence or clause containing a verb and stating something about the subject. A predicate may or may not include an object.

A sentence is a group of words containing a subject and predicate.

A single word could be a sentence. In cases like this the subject is not mentioned but understood to exist.



Example: Single word sentence

Leave! – This can be understood to mean “You leave”.

In summary, a sentence always contains a verb, expresses a complete idea and makes sense standing alone.

Constructing sentences

A sentence can contain any number of words but it takes more skill to construct longer sentences.

There are some very easy basic rules in constructing sentences:

- they always begin with a capital letter;
- they always end with a full stop, question mark or exclamation mark; and
- they must contain at least one main clause.

Parts of the sentence

Sentences consist of a series of standard components (**parts of the sentence**).

These standard components are as follows:

Part of sentence	Explanation
Subject	<p>A noun, pronoun or noun phrase (a group of words that perform the function of a noun).</p> <p>The subject either indicates what the sentence is about or who or what is performing an action.</p> <p>The noun phrase is often a noun modified by determiners and adjectives.</p>
Verb	<p>Verb phrase is a wider term than verb and this will be used in the rest of this text.</p> <p>This part of the sentence identifies an action or state of being.</p> <p>The verb phrase is also known as the predicate of the sentence.</p>
Adverbial	<p>A single word or group of words that functions as an adverb.</p> <p>Also known as an adjunct.</p>
Object	<p>A noun, pronoun or noun phrase (a group of words that perform the function of a noun).</p> <p>The object indicates who or what is receiving an action.</p> <p>The noun phrase is often a noun modified by determiners and adjectives.</p>
Complement	<p>A word or phrase that takes the place of an object with certain verbs (for example, be, seems, tastes).</p> <p>A complement usually provides more information about the subject of the sentence. (There are also complements to the object but these are quite rare).</p> <p>A complement is usually an adjective or a noun.</p>

Object

A simple sentence is a sentence that consists of a single clause.

A clause, and therefore the sentence, may or may not have an object.



Example: Object and no object

Subject	Verb	Object
She	is reading	a book.
She	is reading.	

A verb with an object is called a transitive verb whereas one without an object is called an intransitive verb. Many verbs may be either transitive or intransitive.

Some verbs have an indirect object as well as a direct object. An indirect object names for whom or to whom an action is performed.

An indirect object is required with verbs like give, where we name the thing given (the direct object) and the person to whom it is given (the indirect object).



Example: Declarative sentences

Subject	Verb	Direct object	Indirect object
I	gave	a book	to him
She	cooked	dinner	for her family
Subject	Verb	Indirect object	Direct object
I	gave	him	a book.

Some sentences contain a complement or adverbial phrase in place of an object.



Example: Adverbial and complement

Complements:	The meal was <i>delicious</i> . The man was <i>very tall</i> .
Adverbials:	It snowed <i>heavily in the winter</i> .

1.2 Subject/verb agreement

The subject and verb in a sentence (clause) must agree in number. The basic idea is that singular subjects need singular verbs and plural subjects need plural verbs.



Example: Subject verb agreement – simple example

There are three people coming to see me.
The books are in the library.

In most cases this is very straightforward but there are a number of areas that can lead to confusion.

Everyone and everybody sound like plurals but in fact they are singular pronouns that refer to all people in a group taken together.



Example: Subject verb agreement – Everybody/everyone

Everybody is late.
Has everyone handed in his or her homework?
(Not “Has everyone handed in *their* homework”).

The word **each** and collective nouns are singular. As a general rule a word followed by of cannot be a subject. Therefore the word preceding of must be.



Example: Subject verb agreement – Each / Collective nouns

A flock of birds is flying overhead.

(Even though there are many birds the subject is a single **flock**).

Each of you is responsible for completing your own work.

(Not “each of you are responsible”).

The word some might be singular or plural. If it is used to refer to a countable noun it is plural. If it is used to refer to an uncountable noun it is singular.



Example: Subject verb agreement – Some

Some books are missing from the library.

Some knowledge is difficult to acquire.

When the subject is made up of a series of things linked with the conjunction **and** the verb must be plural.

Phrases like **as well as** and **together with** look as if they mean the same as the conjunction and but they do not.



Example: Subject verb agreement – and / similar phrases

Hamid and his family are going on holiday.

(“Hamid and his family” is the subject).

Hamid, together with his family, is going on holiday.

(“Hamid” is the subject).

Neither and either are singular pronouns.

However, the situation is more complicated when these words are used with **or** or **nor** as a correlative conjunction linking a singular to a plural phrase. In this case the number of the verb depends on which phrase is closer to it.



Example: Subject verb agreement – Either and neither

Either of the two is fine as far as I am concerned.

Neither switch is working.

Either I or my brothers are going to visit my uncle.

Either my brothers or I am going to visit my uncle.

Pronoun/antecedent agreement

A pronoun is used in place of a noun.

A pronoun might refer back to a noun used earlier in a sentence. In such cases the noun referred to is known as the antecedent. A pronoun must agree with its antecedent in terms of number.

This is very similar to what has been covered above.

1.3 Double negatives

The term double negative refers to the use of two negative words in the same clause or sentence. This is very poor practice.

A double negative might be used by a less educated person with the aim of producing a negative construction, but the two negatives cancel out to result in a positive statement.

For example, in the sentence “I did not do nothing” the verb “I did not do” refers to the object “nothing”. If a person “did not do nothing” then that person must have done something.



Example: Double negatives

I did not do nothing. (This is terrible English!)

The verb “I did not do” refers to the object “nothing”.

If a person “did not do nothing” then he must have done something.

If the person was trying to deny responsibility he should say “I did nothing” or “I did not do anything”.

1.4 More on clauses

Sentences are made up of clauses. These are groups of words that express a single idea. There are two types of clauses. These are main clauses and subordinate clauses.



Definitions

Phrase: A group of words.

Clause: A group of words containing a verb, a subject and perhaps an object.

Main clause (also known as an independent clause): A group of words made up of a subject and a predicate. A main clause can stand alone as a sentence.

Subordinate clause (also known as a dependent clause): A clause that contains extra information about the main clause.

A main clause can stand alone as a sentence whereas a subordinate clause would not do so in the context of the sentence.

Main clauses are always finite, but subordinate clauses can be finite or non-finite.

Finite and non-finite clauses

In chapter 3 we explained that most verbs have five forms and take an infinitive form.

These forms are described as finite or non-finite.

Finite or non-finite		Illustration
Infinitive	non-finite	to jump
Base form	finite or non-finite	jump
3 rd person singular	finite	jumps
Present participle	non-finite	jumping
Simple past tense	finite	jumped
Past participle	non-finite	jumped

Finite forms of a verb have tense, number and person.

Non-finite forms of a verb do not have tense, number or person. Another way of saying this is that they are not limited (finite) in respect of tense, number or person.

Any clause whose main verb is a finite verb is called a finite clause.

Any clause whose main verb is a non-finite verb is called a non-finite clause.



Example: Finite or non-finite

I want to go to the cinema tonight	
<u>Main clause</u> This is a finite verb clause – it has tense, person and number	<u>Subordinate clause</u> This is a non-finite verb clause. It is not limited to a single subject
I went to the graduation that was held in July.	
<u>Main clause</u> This is a finite verb clause – it has tense, person and number	<u>Subordinate clause</u> This is a finite verb clause – it has tense, person and number

In summary:

- ❑ a main clause must be finite but a subordinate clause might be finite or non-finite; or
- ❑ a finite clause might be a main clause or a subordinate clause but a non-finite clause can only be subordinate.

This all sounds a little complicated but in practical terms it means that any sentence must contain at least one finite clause.

1.5 Punctuation



Definition: Punctuation

The marks, such as full stop, comma and brackets used in writing to separate sentences and their elements and to clarify meaning.

Punctuation is used to show when a sentence has come to an end. The type of mark used to end a sentence also indicates its function.

Punctuation is also used to provide structure within sentences by linking groups of words or separating parts of the sentence so as to aid its meaning.

The following punctuation marks are used in English.

Punctuation mark	Symbol	Use
Full stop	.	To end a statement.
Question mark	?	To end a question.
Exclamation mark	!	To end an exclamation
Comma	,	Single commas are used to signal a natural pause in a sentence. Pairs of commas are used to insert a supporting statement into the main one.
Brackets	()	To insert a supporting statement into the main one.
Semicolons	;	Used to divide sentences into longer parts so as to produce a balance between the parts of a sentence.
Colons	:	Used to divide sentences into longer parts where the meaning of the second part flows from the first. Also used to introduce lists.
Apostrophe	'	To indicate that letters are missing from a word. To construct possessives (Never to form a plural)!
Quotation marks	“x”	To indicate direct speech or in other words to indicate that what is contained between the pair of inverted commas is what a person actually said.
Hyphens	-	Used to create compound nouns by linking two words together or linking words to a prefix (an element placed at the beginning of a word to change its meaning).

Longer sentences need more punctuation.

The very long sentences often found in the classic novels of English literature written in a bygone age are much less common in modern writing.



Illustration: The following sentence is from the preface to “Bleak House” by Charles Dickens.

“A few months ago, on a public occasion, a Chancery judge had the kindness to inform me, as one of the company of some hundred and fifty men and women not labouring under any suspicions of lunacy, that the Court of Chancery, though the shining subject of much popular prejudice (at which point I thought the judge’s eye had a cast in my direction), was almost immaculate “

This sentence has 67 words and is quite long by modern standards. We will use it later to illustrate some points of punctuation. (Victor Hugo’s *Les Miserable* (written in French but translated into many languages including English) has a sentence that is 823 words long separated by 93 commas and 51 semicolons)!

Apostrophes and the use of the hyphen have been dealt with in previous chapters and quotation marks will be covered later. This chapter is about sentences and will continue to explain those elements of punctuation used to construct sentences.

The use of the full stop, question mark and exclamation mark is straightforward and will not be explained further.

Commas

Commas are used in three main ways.

- Commas are placed between items in a list.
- Single commas are used to mark natural pauses in a sentence.
- Pairs of commas are used around words inserted into the sentence as a kind of side comment.

Commas in a list

When a sentence contains a list of words a comma is inserted between each item in the list except the last two items where **and** is used.



Example: Commas in a list

**We bought books, food, bottles of water and a pen.
He was brave, fast, strong and trustworthy.**

Single commas

Single commas are inserted to mark a natural pause in a sentence. This is typically where there is a break in the flow of meaning of the sentence. However, the inclusion or omission of a comma can change the whole meaning of a sentence.

**Example: Single commas**

A panda eats shoots and leaves.

This tells us that a panda eats both shoots and leaves. The phrase **shoots and leaves** is the object of the verb **eat**.

A panda eats, shoots and leaves.

This tells us that a panda eats then shoots (presumably the panda has a gun) and then leaves the scene.

A woman, without her man is nothing.

This expresses the view that a woman is nothing if she does not have her man.

A woman, without her, man is nothing.

This expresses the view that man is nothing without a woman.

Compound sentences contain two parts joined by a conjunction (this was explained briefly in chapter 1 and is covered in more detail later in this chapter).

Sometimes a comma is used before the conjunction but not always. A comma is only used where there is a break in the flow of the meaning that would be reflected in a pause when the sentence was spoken.

No comma is required if the sentence is continuous in sense. This usually concerns sentences where the conjunction is **and**.

A comma is required when the conjunction signals a natural pause in the flow of the sentence. Often this is the case when the conjunction is **but**.

**Example: Single commas**

Sentence with a continuous sense and no break in the flow so no comma.

I opened the door and walked into the room.

Sentence with a natural pause that needs a comma.

I am going to Australia in the Summer, and I would imagine that the weather is going to be quite hot.

I am not very clever, but I am good at exams.

Different writers might disagree over whether a comma is needed or not needed at particular point. We would offer the following advice.

Speak your sentences aloud (or imagine doing so). This will often give you a good idea of the natural pauses in a sentence.

Pairs of commas

A pair of commas is used to enclose a group of words that forms a part of a sentence that is in addition to the main idea. The sentence should make sense if the words within the commas are omitted.



Example: Pairs of commas (returning to the earlier illustration)

“A few months ago, on a public occasion, a Chancery judge had the kindness to inform me, as one of the company of some hundred and fifty men and women not labouring under any suspicions of lunacy, that the Court of Chancery, though the shining subject of much popular prejudice (at which point I thought the judge’s eye had a cast in my direction), was almost immaculate “

“A few months ago, ~~on a public occasion~~, a Chancery judge had the kindness to inform me, ~~as one of the company of some hundred and fifty men and women not labouring under any suspicions of lunacy~~, that the Court of Chancery, ~~though the shining subject of much popular prejudice (at which point I thought the judge’s eye had a cast in my direction)~~, was almost immaculate “

Brackets can be used in the same way as a pair of commas.

Reminder

Chapter 3 explained whether a comma is needed when a relative pronoun is used to link a relative clause to a main clause.

There are two types of relative clause:

- restricting (defining) relative clause;
- non-restricting (non-defining) relative clauses

A restricting relative clause is essential to the meaning of the sentence and can be introduced using either **that** or **which** with no need for a comma.

A restricting relative clause cannot be removed from a sentence without affecting its basic meaning.

Examples were given in chapter 3.

Semicolons and colons

Semicolons are used to divide long sentences into parts where there is close connection between the parts of the sentence that might be lost if the sentence is split into two separate sentences.

It is difficult to tell when a semicolon should be used instead of a comma. There are no hard and fast rules but a semicolon indicates a stronger break in the flow of a sentence than the type of break that indicates the use of a comma but this is down to judgment.

A semicolon can be used between two main clauses that balance each other and are too closely linked to be made into separate sentences without losing some of the meaning of the sentence. They almost take the place of a conjunction (**and** or **but**).



Example: Imperative sentences

Yasin likes cricket; Sabir likes hockey.

This could be written as two sentences but this might lose the link between Yasin and Sabir.

Yasin likes cricket. Sabir likes hockey.

This could be written as:

Yasin likes cricket but Sabir likes hockey.

Semicolons are not used much in modern writing and it is recommended that you avoid trying to use them. When in doubt use a comma or conjunction instead.

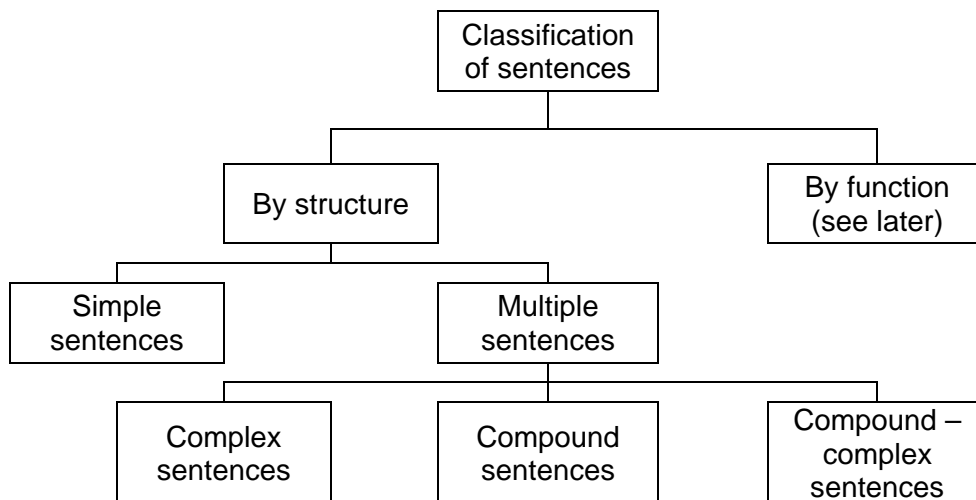
Colons

A semicolon is a break in a sentence that is stronger than a comma but not as final as a full stop but a colon is used to provide a pause before introducing related information.

Uses	Illustration
To introduce a list	For a perfect evening you need three things: good food, good company and fine weather.
To introduce a definition	Wombat: Short-legged, muscular quadrupedal marsupials, native to Australia, approximately 1 metre in length with a short, stubby tail

1.6 Classification of sentences

Sentences can be classified according to their structure or function.



Types of sentence (by structure)

Type of sentence	Explanation
Simple sentence	A sentence that consists of one clause.
Multiple sentence	A sentence that consists of more than one clause. A multiple sentence could be a compound sentence, a complex sentence or a compound complex sentence.
Compound sentence	A sentence that consists of two main clauses joined together by a conjunction such as <i>and, but, or</i> .
Complex sentence	A sentence that consists of a main clause supported by a subordinate clause joined together by a conjunction such as <i>because, if, that, when</i> etc.
Compound-complex sentence	A sentence that contains two or more independent clauses and one or more dependent clauses.
Conditional sentence	A multiple sentence that contains a dependent (subordinate) clause setting out a condition and a main clause setting out the consequence of meeting or failing to meet that condition.

2 TYPES OF SENTENCE – BY STRUCTURE

Section overview

- Simple sentences
- Compound sentences
- Complex sentences
- Compound-complex sentences
- Conditional sentences

2.1 Simple sentences

A simple sentence is a sentence with one clause (which must be a main clause). However, a simple sentence can have any number of phrases in addition to the main clause.

Simple sentences are not necessarily either short or simple in meaning.



Example: Simple sentences (with the single main clause underlined)

A team of scientists are boring a hole.

A team of scientists are boring a hole to an underwater lake.

In freezing conditions on the Antarctic plateau a team of scientists are boring a hole to an underwater lake.

In freezing conditions on the Antarctic plateau a team of scientists are boring a hole to an underwater lake with the aim of discovering information about carbon dioxide levels in ancient times.

Meaning can be added to simple sentences by adding more phrases.

2.2 Compound sentences

A compound sentence contains two or more independent clauses joined together by a coordinating conjunction (words like **and**, **but**, **or**, **nor**, **for**, **so**, and **yet**). A coordinating conjunction sits between the two clauses.

All compound sentences could be broken up into separate simple sentences.



Example: Compound sentence

I like playing the guitar and my wife likes reading.

This sentence contains two independent clauses joined by the conjunction **and**.

The sentence could be broken into two separate sentences:

I like playing the guitar.

My wife likes reading.

I like playing the guitar and my wife likes reading but my son prefers outdoor activities.

This sentence contains three independent clauses joined by the conjunctions **and** and **but**.

The sentence could be broken into three separate sentences:

I like playing the guitar.

My wife likes reading.

My son prefers outdoor activities.

2.3 Complex sentences

A complex sentence is a sentence that contains one independent clause and one or more dependent clauses.



Example: Complex sentence

I like playing the guitar but my wife does not like me playing because the noise interferes with her reading.

This sentence contains two independent clauses joined by the coordinating conjunction **but** and a subordinate clause which starts with the subordinating conjunction **because**.

The sentence could be broken into two separate sentences:

I like playing the guitar.

My wife does not like me playing because the noise interferes with her reading.

The clause “because the noise interferes with her reading” is a subordinating clause because it adds meaning to an idea expressed in a main clause and does not stand alone as a sentence.

2.4 Compound-complex sentences

A compound-complex sentence contains two or more independent clauses and one or more dependent clauses.



Example: Compound-complex sentences

I like playing the guitar when I finish work but my wife prefers to read quietly when she arrives home.

This sentence contains two independent clauses, each supported by a subordinating clause beginning with **when**.

I like playing the guitar when I finish work.

My wife prefers to read quietly when she arrives home.

The two pairs of clauses are joined by a coordinating clause.

I like playing the guitar when I finish work but my wife prefers to read quietly when she arrives home.

2.5 Conditional sentences

Conditional sentences consist of a condition clause and a consequence clause.

The condition clause specifies a condition or hypothesis and the consequence clause specifies what will result from that condition.

The condition clause is a dependent clause and is usually headed by the conjunction **if** (though other conditional propositions might be used including **unless**, **providing that**, **provided that** and **as long as**).

The consequence is contained in the main clause of the sentence and explains what will or will not happen as a result of the condition being met.

The condition and consequence clauses can come in any order in a sentence.



Example: Conditional sentences

Both of the following are equally valid.

I will give him the message if I see him.

If I see him I will give him the message.

Condition clause = *if I see him*

Consequence clause = *I will give him the message*

Conditional sentences can have a number of meanings depending on verb forms used to express the condition and the consequence and are usually classified as the following types.

- zero conditional;
- first conditional;
- second conditional; and
- third conditional

Zero conditional

A zero conditional sentence expresses a direct consequence of an action. It implies that something will definitely happen.

Both clauses can be constructed with a number of tenses but usually use the simple present tense.



Example: Conditional sentences

If you study hard you pass exams.

Ice melts if you put it in the sun.

The alarm will go off if there is a fire in the building.

First conditional

A first conditional sentence refers to an event that is likely to happen.

The condition clause is constructed using one of the present tenses, often the simple present tense but others might be used.

The consequence clause usually uses **will**, **can**, **may** or **might** with the base form of the verb.



Example: Conditional sentences

If you are still sleeping at 10.00 a.m. tomorrow I will wake you up.

If you arrive early you may get a seat at the concert.

If you do not take a coat you might be cold.

If you are here at 8.00 a.m. the doctor can see you.

Second conditional

A second conditional sentence expresses hypothetical (and usually unlikely or impossible situations) with a present or future time frame. In other words it might refer to an imaginary situation.

The condition clause is constructed using a past tense (simple past or past subjunctive – see *later*).

The consequence clause usually uses **would**, **could** or **might** with the base form of the verb.



Example: Conditional sentences

If I was 20 years younger I would run a marathon.

If I was very rich I would buy a house in the Caribbean.

If you did not smoke you would be a rich man.

Third conditional

A third conditional sentence expresses hypothetical events with a past time frame (i.e. events that did not occur). The speaker is talking about something that might have happened but did not.

The condition clause is constructed using the past perfect tense.

The consequence clause usually uses **would**, **could** or **might** with **have** and the past participle of the verb.



Example: Conditional sentences

If you had studied harder you would have passed the exam.

If I had not bought a new car last year we could have gone on holiday.

If we did not have children we would be driving big cars.

3 TYPES OF SENTENCE – BY FUNCTION

Section overview

- Mood
- Declarative sentences
- Interrogative sentences
- Imperative sentences
- Exclamatory sentences
- Optative sentences
- Subjunctive sentences

3.1 Mood

Sentences perform different functions. This is in part determined by the word order of a sentence. This is referred to as mood.

Mood	Functions of a sentence
Declarative	To make a statement
Interrogative	To ask a question
Imperative	To make a command or issue an instruction
Exclamative	To express surprise, shock or disbelief
Optative	To express a wish or desire
Subjunctive	To emphasise urgency or talk about things that might happen or are hypothetical.

Different moods are often achieved by changing the order of the parts of the sentence.



Example: Mood

Declarative	Subject I	Verb am walking.
Interrogative	Verb Am	Subject I walking?

3.2 Declarative sentences

The declarative mood is used to make statements. These may be positive or negative. Declarative sentences are statements of fact or opinion etc. that do not require a response from the reader.

Declarative sentences are the most common type of sentence. Whole reports are often written using only this type of sentence.

They are constructed in a number of ways.



Example: Declarative sentences

Subject	Verb	Direct object	Indirect object
I	am writing.		
I	am writing.	a book	
I	gave	a book	to him
Subject	Verb	Adverbial	
I	am writing	very quickly	
Subject	Verb	Complement	
I	am	very tired.	

3.3 Interrogative sentences

An interrogative sentence asks a direct question that requires a response and always ends with a question mark.

There are two categories of interrogative question.

- polar questions – those that can be answered yes or no; and
- non-polar questions – those that require a more detailed answer than yes or no.

Polar questions

These questions are formed by using a modal verb.



Example: Polar questions

Have you been waiting long?
 May I borrow that dvd?
 Would you like a cup of coffee?
 Do you mind if I sit here?
 Did you go to university?

Non-polar questions

These questions cannot be answered with **yes** or **no**. They require a more detailed response.

These questions are formed by using one of the interrogatives **what**, **why**, **when**, **how**, **where**, **who**, **whom**, **whose** and **which**.



Example: Non-polar questions

- What is that?
- Why did you study biology at university?
- When do you think you will finish your exams?
- How do you measure the determinant of a 2 by 2 matrix?
- Who won the election?
- To whom did you give the book?
- Whose car were you driving yesterday?
- Which of these do you prefer?

Rhetorical questions

A rhetorical question is a device where a speaker asks a question in order to introduce a topic rather than expecting an answer.



Example: Rhetorical questions

A teacher might say “OK so a simple sentence must contain a single finite clause. What does that mean?” as a way of introducing an explanation.

3.4 Imperative sentences

An imperative sentence is used to give a direct command or make a strong suggestion to someone.

An imperative sentence usually ends with a full stop but an exclamation mark might be used to indicate forceful instruction.

Commands

The base form of a verb is used without a subject. It is understood that the subject is the person being told to do something but the **you** is missed out).

The verb do can be used for emphasis or to show irritation.



Example: Imperative sentences

- Stop doing that.
- Stop doing that! (more forcibly)
- Please hurry up, I am waiting.
- Be careful.
- Do hurry up!

Suggestions

The verb let is used with us and the main verb to make a suggestion. This construction can also be used with a negative to suggest that a course of action is not carried out.



Example: Imperative sentences

Let us (let's) go.
Let's not eat there tonight.

3.5 Exclamatory sentences

An exclamatory sentence (exclamation) is a more forceful version of a declarative sentence. It is marked at the end with an exclamation mark.

Exclamatory sentences express surprise or indicate that the speaker might be upset or very pleased.

Some explanations can consist of a single word or a short phrase. These usually express strong emotions like shock, outrage, wonder etc.



Example: Short exclamations

Wow! Nonsense! Rubbish!
What glorious weather!

3.6 Optative sentences

The optative mood indicates a wish or hope.

English does not have a special verb form to reflect the optative mood (unlike other languages). Optative sentences are constructed using the modal verb **may** and similar.

Another method is to use the subjunctive mood.



Example: Exclamatory sentences

May the best team win!
May you have a long and happy marriage.

Using the subjunctive:

God save the queen!
If only I were taller!

3.7 Subjunctive sentences

This mood is rarely used in modern British English but it is still seen from time to time. Also note that it is more common in American English than in British English.

The subjunctive form is used to emphasise urgency or talk about things that might happen or are hypothetical.

The subjunctive form of the verb is used in subordinate clauses that follow certain verbs and set expressions including the following.

Verbs:		Set expressions	
to advise (that)	to propose (that)	it is best (that)	it is recommended (that)
to ask (that)	to recommend (that)	it is crucial (that)	it is urgent (that)
to command (that)	to request (that)	it is desirable (that)	it is vital (that)
to demand (that)	to suggest (that)	it is essential (that)	it is a good idea (that)
to desire (that)	to urge (that)	it is imperative (that)	it is a bad idea (that)
to insist (that)		it is important (that)	

The subjunctive form of the verb is always the base form of the verb except for the past tense of the verb **be**.

The subjunctive form of **be** in the past tense is **were** in all cases.

Uses	Illustration
To express urgency	I recommend that <u>she write</u> to the department immediately. The FD has asked that <u>you be</u> there too. It is crucial that <u>he be</u> present at the meeting. It is important that <u>I be</u> there as well.
To refer to hypotheticals	I would not do that if <u>I were</u> you. If <u>I were</u> a younger man I would have joined the protest. You talk as if <i>it were</i> yours.
To express a desire	I only ask that <u>he postpone</u> his visit to a later date.

4 DIRECT AND INDIRECT SPEECH

Section overview

- Reported speech
- Change in tense when indirect speech is used
- Change in modal verbs when indirect speech is used
- Questions
- Requests, commands and advice

4.1 Reported speech

Introduction

A writer may want to report what a person has said. This can be done in two ways:

- Direct speech reports the actual words spoken within quotation marks.
- Indirect speech (also known as reported speech) explains what a speaker said in the writer's own words.



Example: Direct and indirect speech

Hamid said "I am an accountant".

Hamid said that he was an accountant.

When indirect speech is used, tenses, word order and pronouns change from the original sentence.

In the above example, using direct speech the writer reported exactly what Hamid said. This was from Hamid's view so the verb is in the first person. Indirect speech is from the writer's viewpoint, reporting what he heard Hamid saying. In this case, Hamid is in the third person.

In each case, the verb **said** is in the past tense as the writer is reporting something (Hamid's statement) that occurred in the past. When Hamid made his statement he was speaking in the present tense and this is reported exactly using direct speech. When the speech is transferred to indirect speech the verb used by Hamid also changes to the past tense (**I am** becomes **he was**).

Change in tense is explained in more detail shortly.

Reporting verbs

Direct speech often requires a verb to report the statement. Indirect speech always requires a verb and this is linked to what was said by **that** or some other word. In the above the reporting verb was **said** in each case.

Common reporting verbs include **advise, agree, answer, ask, argue, claim, complain, confirm, explain, inquire, promise, refuse, say, suggest** and **tell** and **wonder**.

Direct speech

The position of the reporting verb can be before, after or between clauses of the words spoken.



Example: Direct speech – Position of reporting verb

Each of the following is acceptable:

Hamid said “I am an accountant”.

“I am an accountant,” Hamid said.

“I,” Hamid said “am an accountant”.

Indirect speech

Indirect speech does not necessarily use the actual words spoken.

Indirect speech always has two clauses. The main clause contains a reporting verb (followed by that or another linking word that performs a similar function) and a reported clause which contains the words spoken. The main clause usually comes before the reported clause.



Example: Indirect speech

Main clause	link	Reported clause
Hamid said	that	he was an accountant.
Fakhira complained	that	it was too late to go to the cinema.
Umair wondered	whether	they could go tomorrow instead.
Saad asked	if	he might come too.

Note that a question reported by direct speech is not a question when reported indirectly. The indirect version is a statement by the writer of what another person said.



Example: Indirect speech

Direct speech	Saad said “May I come too?”
Indirect speech	Saad asked if he might come too.

4.2 Change in tense when indirect speech is used

The tense of a verb usually has to change when indirect speech is used instead of direct speech. The changes are as follows:

From (direct speech tense)	To (indirect speech tense)
Simple present “ <u>I travel</u> a lot in my job” said Asif.	Simple past Asif said that <u>he travelled</u> a lot because of his work.
The tense does not have to change if what is being reported is ongoing or still true (but either would do)..	
Yasmin said “ <u>I live</u> in Multan.”	She said that <u>she lives</u> in Multan. She said that <u>she lived</u> in Multan.
Present progressive Shafiq said “I am travelling to Sukkur today.”	Past progressive Shafiq explained that he was travelling to Sukkur today.
Simple past tense “ <u>My family and I lived</u> in Islamabad before moving to Sargodha.”	Past perfect. He explained that <u>he and his family had lived</u> in Islamabad before coming to live here.
Past progressive “ <u>I was thinking</u> about calling you when you rang me.”	Past perfect progressive. He told me that <u>he had been thinking</u> about ringing me when I rang him.
Present perfect tense He said “ <u>I have seen</u> that movie five times.”	Past perfect tense. He said that <u>he had seen</u> it five times already.
Past perfect tense “ <u>They had</u> already eaten” said Mumtaz.	Past perfect tense He said <u>they had</u> already eaten.

4.3 Change in modal verbs when indirect speech is used

The form of some modal verbs change as follows when indirect speech is used instead of direct speech.

From (direct speech tense)	To (indirect speech tense)
can “ <u>I can</u> speak Chinese,” said Omar.	could Omar claimed that <u>he could</u> speak Chinese.
may “ <u>I may</u> come to see you next weekend.”	might He said that <u>he might</u> come to see us next weekend.
will (shall) “ <u>I will</u> visit your office next week.” “I’ll be working on your project for two weeks.”	would She said <u>she would</u> be here next week. He told me he would be working on the project for two weeks.

Other modal verbs do not change.

Direct speech	Indirect speech
could I could run for hours when I was younger. "You could be right."	could He said that he could run for hours when he was younger. I told him that he could be right.
would Qais said "I would like to help you but I am too busy."	would He said that he would like to help us but that he is too busy.
should "I should visit my family".	should Hajira said she should visit her family.
must "I must study on Saturday"	must He said he must study on Saturday.

4.4 Questions

The tenses change as described above.

If a question is constructed by using the auxiliary verb **do** then that verb is lost when reporting the question in indirect speech.

Non-polar questions

These are questions that cannot be answered with a simple **yes** or **no**.

The reporting verb for questions is often **ask** followed by the interrogative word (which is always retained).

Direct speech	Indirect speech
The policeman said " <u>Where do you live?</u> "	The policeman asked me <u>where</u> I lived.
"Where is Julie?"	She asked me where Julie was.
A man said to me " <u>Where is the nearest Mosque please?</u> "	He asked me <u>where</u> the nearest Mosque <u>was</u> .
The teacher said " <u>What are you doing?</u> "	The teacher asked me <u>what</u> I <u>was</u> doing.
Mr Maqbool said "When will you finish that project."	He asked when I would finish the project.

Polar questions

These are questions that can be answered with a simple **yes** or **no**.

The words **if** or **whether** are used to link the main clause to the reporting clause.

Direct speech	Indirect speech
" <u>Do you live</u> in Lahore?"	She <u>asked me if</u> I lived in Lahore.
" <u>Do you like</u> coffee?"	He <u>asked me whether</u> I liked coffee.
" <u>Did you study</u> economics at university?"	He <u>asked me whether</u> I had studied economics at university.

As explained above, a question reported indirectly is not interrogative. A direct question requires an answer from the reader but an indirect question does not. It is simply telling a person what somebody else said.

4.5 Requests, commands and advice

Orders, request and advice are often reported using the infinitive form of a verb.

Requests

The reporting verb for requests is often **ask** followed by the infinitive.

Direct speech	Indirect speech
“Could you pass the raita, please?”	He asked me to pass the raita.
“Could you send me a copy of the sales report please?”	He asked me <u>to send</u> him a copy of the sales report.
“Would you help Zubair complete the tax computation please?”	He asked me <u>to help</u> Zubair finish the tax computation.
She said “Please don't take the file home tonight”.	She asked me not <u>to take</u> the file home tonight.

Commands

A command is a direct instruction to do something. Commands are rarely used as they are often believed to be impolite (though not always). Usually an instruction is phrased as a request (Would you like to take over the audit of Lahore Transport Inc) or a statement (I would like you to take over the audit of Lahore Transport Inc).

The reporting verb for commands is often **ask** followed by the infinitive.

Direct speech	Indirect speech
“Sit down and shut up!”	The manager told me to sit down and shut up. (Very impolite)
The mother said “go to sleep!”	She told her child <u>to go</u> to sleep. (Not impolite)

Advice

Suitable reporting verbs for giving advice are **advise** or **recommend** followed by the infinitive.

Direct speech	Indirect speech
My father said “You should do more exercise.”	My father advised me <u>to do</u> more exercise.
My doctor said “You should stop smoking.”	My doctor advised me <u>to stop</u> smoking.

5 VOICE

Section overview

- Active and passive voice

5.1 Active and Passive Voice

The voice of a verb describes whether its subject acts or is acted upon.

- Active voice – the subject performs the action (and the object, if any, receives the action).
- Passive voice – the subject receives the action.

Any tense can be expressed in either voice.

- The object of an active voice sentence becomes the subject in the passive voice sentence.
- The subject of the active voice sentence could become the object in the passive voice sentence, but this is not necessarily the case. This is shown by using brackets in the following examples.

Tense	Active voice	Passive voice
Simple present	He opens the door.	The door was opened (by him).
Simple past	The cat ate the fish	The fish was eaten (by the cat).
Present perfect	Many students have attempted these exams.	These exams have been attempted (by many students).
Past perfect	Faisal had audited many companies before he became a partner.	Many companies had been audited (by Faisal before he became a partner).
Present progressive	The cat is eating the fish.	The fish is being eaten (by the cat).
Past progressive	Sohail was explaining the note.	The note was being explained (by Sohail).
Present perfect progressive	Raza has been doing the manager's job.	The manager's job has been being done (by Raza).
Past perfect progressive	Vazir had been working on the garden for two years.	The garden had been worked on for two years (by Vazir).
Simple future	Taha will finish this task today.	This task will be finished (by Taha) today.
Future perfect	They will have completed the task by Friday.	The task will have been completed (by them) by Friday.
Future progressive	At 6.00pm tonight I will be painting the wall.	At 6.00pm tonight the wall will be being painted (by me).
Future perfect progressive	Waheed will have been practicing his speech for three months before the wedding.	The speech will have been practiced (by Waheed) for three months before the wedding.

The active voice is the more common of the two. In fact, it is used most of the time.

The active voice is preferred in most cases but the passive voice is useful on occasion and can be used to great effect.

Reason	Example
Where the identity of the doer may be unimportant in the context.	A new treatment for malaria has been discovered.
To emphasise outcome rather than cause.	Thirteen people were killed.
Where the person who carried out an action is not known.	Three cars were stolen last night.
Where there is a wish not to name the person who carried out an action.	Mistakes have been made.

Note that it is very common for scientists to publish research in the passive voice as it sounds more objective (or to put this in the passive voice “Research papers are usually published using the passive voice”).

6 SELF-TEST

- 1** Define the following types of sentences and illustrate each definition with one example:
- (a) Simple Sentence
 - (b) Compound Sentence
 - (c) Complex Sentence **(06)**
- 2** Briefly describe the following:
- (a) Phrase
 - (b) Sentence
 - (c) Declarative Sentence
 - (d) Imperative Sentence
 - (e) Exclamatory Sentence **(05)**
- 3** Rewrite (reword) the following sentences making corrections (if necessary):
- (a) Amjad donated his old car to a charitable trust that no longer ran well.
 - (b) During the months of July and August last summer, I had a wonderful summer vacation.
 - (c) Leaves are dropped by trees in autumn.
 - (d) Someone robbed the bank again.
 - (e) The award was presented to the actor that was engraved with gold letters.
 - (f) Zahid wanted to finish his homework, take a walk, and to be in bed by ten o'clock.
 - (g) Afridi's batting style is certainly more aggressive than Misbah.
 - (h) Salim printed the letter, and next he signed it and left the office.
 - (i) To waste time and missing deadlines is not a desirable trait for an aspiring executive.
 - (j) Job interviews are a matter of acting confident and to stay relaxed.
 - (k) We apologise for inconveniencing you due to the repairs of the road.
 - (l) The trial was postponed and put off to a future date because of lack of sufficient evidence.
 - (m) The President, as well as his staff, were not able to attend the meeting.
 - (n) All our highly trained drivers are given instructions to drive slow.
 - (o) We are of the conviction that written communication skills are important. **(15)**

4 Punctuate the following sentences:

- (a) i wanted to buy soap tooth paste and shampoo
- (b) although saad was not feeling well he still went to the office to complete his assignment
- (c) do what you can for whom you can with what you have and where you are
- (d) how can we improve the education economic and legal situation in pakistan
- (e) the leader was loved by the rich and the poor high and low young and old because of his benevolent attitude towards his countrymen.
- (f) examinations are finally over sharmeen said happily
- (g) shama the neighbour next door told me that the exhibitions of her paintings will be held in karachi and islamabad
- (h) werent you leaving for malaysia this week saira asked
- (i) where was he born

(9)**5** Punctuate the following sentences:

- (a) the forest is on fire
- (b) look i have two tickets for the one day cricket match
- (c) this is rashids cellphone
- (d) one must put in ones best efforts if one wishes to succeed in the examinations
- (e) adnan said ajmal didnt eat the cake
- (f) welcome home uncle and aunty cheered the enthusiastic crowd
- (g) where all think alike no one thinks very much
- (h) i wish i could stay a little longer but its already too late
- (i) the tourists invariably asked if the glacier was still advancing
- (j) my neighbour who is very optimistic says we will win five gold medals

(10)**6** Punctuate the following paragraph:

patriotism in its simplest terms means love of ones country it is an innate and primitive instinct in most human beings in the early days of the human race families clung together to make themselves secure from wild animals later many families joined together to form a tribe which defended itself against other tribes from the tribes came the nation and with national self-consciousness came patriotism we show our patriotism in a variety of small and big gestures for example we wave our national flag when our team wins an international sporting event we are willing to endure considerable hardships and even willing to sacrifice our lives for the integrity and sovereignty of our nation patriotism thus combines a diverse mix of feelings such as unity oneness pride gratitude and security for achievement of common goals of nationhood

(05)

7 Punctuate the following paragraph:

smart managers recognize the needs of free agents by engaging in practices that say I'll meet your needs I expect you to meet mine Lets work together free agents want flexibility to move through organizational systems without being locked in to one department they want to be recognized and valued for the talents they bring and for results achieved they prefer teams in which they can realise a more self directed environment than they can in a single job reporting to a supervisor while rewards are important so too are responsibility respect recognition and relationships moreover because of their concern for independence and marketability they have a critical need to protect their reputation they gravitate to assignments that enhance their standing in the estimation of others **(05)**

8 Determine whether the following sentences are declarative, imperative, interrogative or exclamatory and place the appropriate punctuation mark at the end of the sentence.

- (a) What is the balance in my account
- (b) Congratulations, you fully deserve the promotion
- (c) Ask not what your country can do for you; ask what you can do for your country
- (d) The manager wanted to know who authorized the payment **(05)**

9 Determine whether the following sentences are declarative, imperative, interrogative or exclamatory and place the appropriate punctuation mark at the end of the sentence.

- (a) Look, that man has green hair
- (b) He asked me what my name was
- (c) Ask them where they are going
- (d) When was Liaquat Ali Khan prime minister
- (e) I wonder when Liaquat Ali Khan was the prime minister **(05)**

10 Change the following sentences into assertive (declarative) sentences.

- (a) Shall I ever forget those happy days?
- (b) How sweet the moonlight sleeps upon the river-bank!
- (c) If only I were young again!
- (d) When can their glory fade?
- (e) Who does not know him?
- (f) What a delicious meal! **(06)**

- 11** Change the following from direct speech to indirect speech:
- "I took the book home with me," she said.
 - "I am going shopping. Can I get you anything?" she asked.
 - He asked, "Will you repose trust in such a person?"
 - He said, "I shall leave as soon as it is possible."
 - The Chairman said, "It gives me immense pleasure to be here this evening."
- (05)**
- 12** Change the following from direct speech to indirect speech:
- Karim asked, "Where is Moin?"
 - Saeed: "How much pocket money does Raheel get?"
 - "The sun rises from the east," said my teacher.
 - "My father is a doctor. My mother is an engineer," he told us.
 - He said, "I have eaten my lunch."
 - "Shakir, do you prefer tea or coffee?" she asked.
 - She said, "I am doing a degree course at the university."
 - "Have you been shopping?" he asked us.
 - "Don't make so much noise," he said.
 - My father said to me, "Don't waste your money."
 - "Baber, stop smoking," she said.
 - My friend said to me. "Don't be late tomorrow."
 - "Meet me at the cinema," he said.
 - He asked me, "When will the train arrive?"
- (07)**
- 13** Change the following from direct speech to indirect speech:
- She said, "I've been teaching English for seven years."
 - "I saw Laila at the bank on Monday." Said Nausheen.
 - "Are you looking for something special?" Inquired the shop assistant.
 - "Is Saif still playing football with you all?" asked Johar.
 - "Can I use your phone?" I asked.
 - The gardener said, "I always sell all my flowers."
 - "I've returned the dictionary to the library". Javed told Sonia.
 - Parkash said, "My wife went with me to the show."
- (08)**

14 Change the following from direct speech to indirect speech.

- (a) "We may stay," they said.
- (b) "How did you hold on to it?" she asked me.
- (c) Mother asked, "How often does he bind his books?"
- (d) She said, "I must have a computer to teach English on line."
- (e) They said, "The lesson had already started when he arrived."
- (f) He said, "I was going to school every day."
- (g) Mubarak said, "I am very busy now."
- (h) He says, "I have passed the examination."

(08)

15 Change the following from direct to indirect speech.

- (a) "I may go to Swat again," said Roshan Khan.
- (b) Sara asked her brother, "Will you help me complete the report?"
- (c) Asad said to me, "Sonia left the town last night."
- (d) "Have you lost a diamond ring?" the waiter asked the young lady.
- (e) "Will you give me a ride to college?" I asked my father.
- (f) "I have been waiting for you for the last four hours," he told the doctor.
- (g) "I went to bed late last night", Sameer said to his teacher.
- (h) "Did Zeenat call you an hour ago?" Shahida asked Shumaila.

(08)

16 Change the following sentences from active voice to passive voice.

- (a) The president opened the games.
- (b) The whole class laughed at him.
- (c) Someone has stolen his laptop.
- (d) Omar gave me this book.
- (e) Mumtaz kept us waiting for thirty minutes.
- (f) You should always obey your father.
- (g) Uzair lent me one hundred rupees.
- (h) Who dropped the glass?
- (i) They elected him as their leader.
- (j) We made a big effort.

(10)

17 Change the following sentences from passive voice to active voice.

- (a) He was beaten by the fastest boy in the class.
- (b) Men have been ruined by gambling.
- (c) He was applauded by everyone.
- (d) By whom was this animal killed?
- (e) Many tickets were sold on the day of the concert.
- (f) The actor was welcomed to the event by the organiser.
- (g) The fire was not started by me.
- (h) I was made unwell by the heat.
- (i) I am surprised.
- (j) Why were you chased by that person?

(10)

Writing

Contents

- 1 Essay writing
- 2 Précis writing
- 3 Comprehension and speed reading
- 4 Self-test

Learning outcomes

The overall objective of the syllabus is to ensure that candidates can communicate effectively in the English language.

Composition and comprehension

- LO 3** **On the successful completion of this paper, candidates will be able to write meaningful essays and précis and comprehend written English.**
- LO 3.1.1 Essay writing: Write essays on topics of general/common interest.
- LO 3.2.1 Précis writing: Write meaningful and effective précis.
- LO 3.3.1 Comprehension and speed reading: Comprehend a brief write up and answer questions based on that write up.
- LO 3.3.2 Comprehension and speed reading: Comprehend a lengthy write up and answer questions based on that write up.

1 ESSAY WRITING

Section overview

- Introduction
- Writing an essay – Overview
- Planning your essay
- Writing your essay
- More on writing
- Studying for the essay question

1.1 Introduction

Why do you need to write?

The short answer is that you have to in order to pass this exam. However, you should not fixate on the need to write a short essay in this paper as being your final goal. The ability to communicate is a key skill for an accountant and a lot of communication is in writing. You need to be good at writing in order to be a good accountant.

The structure of the ICAP syllabus is not accidental. This paper, together with that on communication, has the aim of ensuring that you achieve a basic standard in written English. The **Fundamentals of English** is concerned with the basic writing skills and requires you to write an essay as a focus for demonstrating this skill.

Communication is concerned with, amongst other things, the application of that skill in producing formal documents such as reports and letters.

Later exams often contain a significant written element. In order to pass these exams you will need to express complex ideas concisely and clearly under significant time pressure.

You have entered a profession that requires you to possess strong writing skills. Accept this as a fact now and start to think of yourself as a writer.

This might sound a little scary but any qualified accountant that you have met has been in the same situation as you find yourself in. Writing is a skill. Just like all skills it can be learned and one's ability improves with practice.



Illustration: Professional authors

Writing a novel is a huge feat of imagination but also requires excellent writing skill.

Authors are born with imagination but they have excellent writing skills because they work hard to achieve them.

Any author who has made money from writing has earned that money through years of hard work and practice.

Building blocks

Words are the basic building blocks of any piece of writing. These are arranged into sentences in accordance with the rules of grammar.

A sentence is a group of words (always including a verb) which expresses a complete idea and makes sense standing alone. Sentences are arranged into paragraphs.

A paragraph is a collection of sentences dealing with the same idea. Paragraphs are arranged in order to produce a passage of writing for example an essay, report or a letter. Reports and letters are not examined in this paper so the rest of this section will refer to essays.

The above paragraphs talk about arranging things; words into sentences; sentences into paragraphs and paragraphs into the completed passage. The use of the verb **arrange** implies a conscious effort to put the various elements into an appropriate order.

Paragraphs

Any essay is built from a series of paragraphs. A paragraph is a collection of sentences that deal with an idea. An essay will comprise a series of separate paragraphs which ultimately address the specific task that is the subject of the essay. Paragraphs should be constructed in a logical way and then arranged to support a coherent argument to the conclusion of the essay.

Any paragraph should consist of a topic sentence and supporting sentences. A topic sentence sets out the key idea or concept covered in the paragraph. It is best to put this sentence at the start of the paragraph. The supporting sentences do just that: they support the topic sentence by developing the idea it contains in more detail.



Illustration: Look again at this paragraph

The topic sentence is underlined and the other sentences then provide information about aspects of the idea covered in the topic sentence.

Any paragraph should consist of a topic sentence and supporting sentences. A topic sentence sets out the key idea or concept covered in the paragraph. It is best to put this sentence at the start of the paragraph. The supporting sentences do just that: they support the topic sentence by developing the idea it contains in more detail.

How big should a paragraph be?

There is no single correct number of sentences in a paragraph. Each paragraph will consist of at least two and then we would recommend that most paragraphs should have between 3 to 5 sentences. This is only very broad guidance. The paragraph should contain the number of sentences needed to complete its function.

1.2 Writing an essay - Overview



Definition

An essay is a piece of writing on a particular subject.

Types of essay

Different types of essays require different types of writing.

Analytical essays	An examination of something in order to understand its nature and its essential features.
Chronological essays	Describes a sequence of events.
Compare essays	An examination of the similarities between two things.
Contrast essays	An examination of the differences between two things.
Compare and contrast essays	An examination of the similarities and differences between two things.
Descriptive essays	An account of the main characteristics of something.
Evaluation essays	An essay which comes to a judgement on something.

An essay may require you to do more than one of the above. For example, you might have to describe two things before highlighting their similarities.

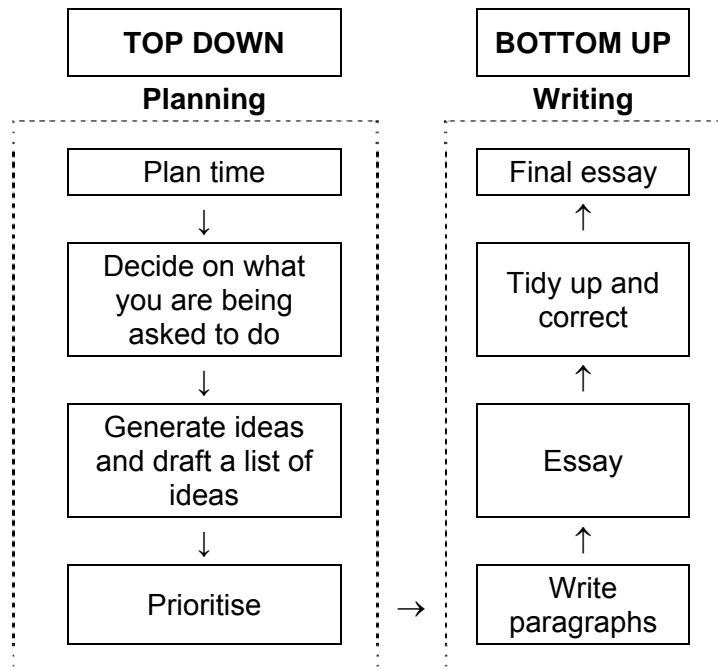
There is a lot of guidance in text books and on the internet about how to approach essay writing. This guidance is usually directed at how to deal with undergraduate assignments at university where a person might be given several weeks to generate an essay of several thousand words. Your task for this exam is very different as you will have to write 350 words on a topic in a very limited time frame.

Much of the guidance for large essays applies equally to short essays. The main difference is that you would need to go off and carry out extensive reading for a university assignment once the title had been revealed to you. Another important difference is that you would be able to carry out a more extensive proofing and redrafting exercise on a university assignment. You do not have time for this in the exam.

Approach

Essays are designed from the top down and built from the bottom up.

An essay is a large piece of work which must be planned properly. The planning is driven by the title of the essay and should result in a list of points (ideas, issues) that are used then to write the essay.



1.3 Planning your essay

You cannot choose an essay title and start writing an answer straight away. You must plan your approach.

Remember the 5Ps – Prior planning prevents poor performance.

Step 1 – Plan time

ICAP have asked for an essay of 350 words in all exams for the past 10 years. However the examiners have not always given the same amount of time in which to write the essay.

In the most recent exams the mark allocation has been 15%. The exam is three hours long. This means you have 1.8 minutes to earn each mark or 27 minutes for a 15% essay.

Some of this time must be allocated to planning, some to writing and some to tidying up and proofing.

Step 2 – Decide what you are being asked to do

The syllabus specifies that the essay topics for this exam will be “of general/common interest”. The topics are not too specific because the examiner wants to provide titles that candidates should be able to write about without any specialist knowledge.

Work out exactly what the question is asking for. Later exams will tell you what to do by including an action verb in the question for example, discuss, analyse, evaluate, etc. However, in this exam you are simply told to write an essay. This means that you must decide what you are going to do.

Analyse the title carefully and decide what it is asking for and how you should or could interpret it. You are given a lot of discretion to decide on the direction of your essay.



Illustration:

In Spring 2008 one of the topics was “My country – Pakistan”.

This topic allows for a huge number of possibilities but look at the title. It says **My country** so perhaps you should be writing about what Pakistan means to you or about your views.

For a question as wide as this it might be better to pick a theme and write about that.

For example what is Pakistan? Is it the geographical area or is it the people and culture?

What are the major issues that the country needs to address? How are these being addressed? What progress is being made?

In marking your answer to the above question the examiner is not interested in what you know about the subject so much as whether you can construct a well written essay on it.

Step 3 – Generate ideas

Students are often afraid that they will not be able to think of anything to say. This is rarely true if you approach this in the right way.

Once you have selected a topic and more importantly decided on the direction of what you would like to do the next step is to generate ideas. This is a process which you can practice.

Take a sheet of paper and write down everything that you can think of on the topic. There are several techniques which might help you do this:

Technique	Explanation
Brainstorming	Take a clean sheet of paper and quickly write all points that you can think of on the topic.
Mind maps	A more organised version of brainstorming. Write the title of the essay in the centre of the page and draw a circle around it. Then think about ways you could break the main subject down and write these around the circled main term. Draw circles around these terms and connect them to the main one with lines or arrows. Then repeat the process for this second set of terms.

If you are having trouble generating ideas you might like to use the following methods (which are very similar as each involves asking questions about the topic).

- ❑ The Five **Ws** (used to train journalists): **who**, **where**, **what**, **when** and **why**.
- ❑ Kipling's honest serving men – **what** and **why** and **when** and **how** and **where** and **who**.

After this stage you should be left with a list of things that you could write about.

Step 4 – Prioritise (and organise)

Once you have generated ideas you should then organise them into a logical sequence. At this stage you may find that you have too many things to write about. Decide which are the more important features i.e. the ones that advance your argument and reject the others.

Arrange these into a logical order. This is a plan of what you will write.

Remember you are being asked only for 350 words. You will be marked on word count. This means that you must not fall far short of 350 but also must not write too many words either. (The examiner will not expect you to write exactly 350 words so you have a small discretion to write slightly fewer or slightly more words).

1.4 Writing your essay

Step 5 – Write the essay

This involves writing paragraphs on each of the points from your list.

Each idea in your list should be the subject of a single paragraph. You should try to start each paragraph with a topic sentence and then support this with other sentences.

Any writer must always consider the reader. The writer must understand what the reader needs or wants from a piece of writing. In your case you will be writing for an examiner who is trying to decide whether to award you marks or not.

ICAP used to publish a list of matters that markers would take account of in marking the essay in this exam. These matters are as follow.

Areas for which marks are awarded	Specifically
Structure	Introduction Text (including the organisation of ideas) Conclusion
Style	Vocabulary Use of idioms and phrases Grammar (including tense consistency)
Other	Spelling Neatness (including handwriting) Word count

The above list has important implications for the organisation of your essay.

- ❑ An essay should always start with an introductory paragraph and end with a conclusion paragraph.
- ❑ The paragraphs in between represent the points that you want to make. The essay will be marked to take account of the organisation of ideas. The marker will look for coherence in the structure of the essay. This refers to whether the essay is structured logically with a flow or paragraphs to support your conclusion.

When you are writing you should keep checking back to the title to make sure that you are answering the question correctly. If you do not do this it is easy to drift away from your central theme.

The introductory paragraph does not have to be the first one that you write. People often find it difficult to start an essay so you could leave space for it and start writing the main body of the answer. It is often easier to write an introduction after seeing what is to be introduced.

Similarly the concluding paragraph does not have to be the last one that you write. You may know what your conclusion is going to be before you start writing. If this is the case your knowledge of the conclusion should drive what you write in the main body of the essay as all of the paragraphs should build to this.

Step 6 – Tidy up the essay

If you were writing a large essay over several weeks then you would write several drafts of the essay. This of course is made easier by the existence of word processing packages like Microsoft Word. This is not a situation that applies to you.

However, there are still things that you can do before finishing the question. You should read your answer through again checking spelling and punctuation and making sure that you have not missed any words out.

1.5 More on writing

Type of sentence

Chapter 7: Sentences explained that sentences could be classified according to their function into declarative sentences, interrogative sentences and so on.

The same chapter also explained that sentences could be classified according to their structure into simple sentences, complex sentences and compound sentences. A sentence of any one function could be any one of these. In other words a declarative sentence might be simple, complex or compound.

Most sentences in an essay will be declarative sentences but to make the essay more interesting these should be a mix of simple, complex and compound sentences.

Voice

Chapter 7: Sentences also explained that a sentence can be constructed using one of two voices, active or passive.

Most sources tell us that it is preferable to use the active voice in writing. However, the passive voice can be useful where a writer is more interested in the object of a sentence in the active voice than in the subject. This is because the active object becomes the passive subject.



Example: Active and passive voice

Active voice

The people of South Africa elected Nelson Mandela to be the first black president of the country in 1994.

Passive voice

Nelson Mandela was elected as the first black president of South Africa in 1994.

The writer is more interested in who was elected rather than who elected him and the passive voice allows him to emphasise this.

In summary, you should usually use the active voice but passive voice is useful on occasion.

Vocabulary

Using vocabulary well does not mean using big words but using appropriate words. An essay should be easy to read and understand. Big words used can reduce clarity. This is also the case when a more complex phrase is used instead of a simple one.



Example: Clarity

Complex

retail outlet

operative

commencement

I was subject to 6 weeks' hospitalisation.

Simple

shop

worker

start

I was in hospital for 6 weeks.

Try to avoid the repetitive use of a word or phrase. Use synonyms to make the sentence more interesting.



Example: Repetition

The first sentence is not incorrect but it is not as interesting as the second sentence.

There was an increase in the number of car accidents in 2012. This was partly due to an increase in the number of cars, an increase in the number of younger drivers and an increase in rainfall.

There was an increase in the number of car accidents in 2012. This was partly due to more cars on the road, a higher number of younger drivers and worse weather.

1.6 Studying for the essay question

Many students believe that there is nothing that they can do to prepare for a general essay question. This is not true.

Practice writing

Most people do not write very much by hand today using computers instead. You should practice hand writing. Try to write for 15 minutes at least every day. This could be simply copying something from a newspaper but better still would be to write something in your own words because then you would be practicing two skills. One thing you could do is to read a newspaper article several times and then rewrite it from memory in your own words.

Practice the approach

Practice the essay process by attempting past exam questions. Pick a topic and try to construct a list of points to write about using the brainstorming and prioritising approach referred to earlier.

Take an interest in current affairs

Essay titles in the exam are often based on some aspects of modern life in Pakistan so you should take an interest in current affairs. Read newspapers and watch documentaries to expand your knowledge of current issues. If you are lucky the question might be on something that you know about.

A list of past essay titles is provided as a section in the self-test section at the end of this chapter.

2 PRÉCIS WRITING

Section overview

- What is a précis?
- Writing a précis
- Illustration

2.1 What is a précis?



Definition: Précis (noun and verb)

Summary of a text or speech.

A précis is a brief summary of a larger piece of writing, for example a passage, article, report or book.

In the exam you will be given a passage of writing and asked to précis this passage. This means that you must rewrite the passage using fewer words. The examiner specifies the word number.

The objective of a précis

A précis should be a standalone composition that retains the main points and conclusion of the larger passage and expresses them in the same order as they occur in the original.

A précis should retain the logic, development, and argument of the original passage in a much shorter form.

A précis must be intelligible to a reader who has not seen the original passage and give that reader a good understanding of the larger work.

2.2 Writing a précis.

Précising cuts out all elaborations to leave a summary of the original passage that can stand on its own as a complete composition.

It reduces the scale of the original passage but retains the meaning of the original and expresses important concepts, key words etc. in the same order as they are found in the original.

You must not include any thing that is not in the original text.

Step 1: Read and analyse

- Read the passage carefully at least three times noting the key points in each paragraph. It may be helpful to underline these words or write them on a blank piece of paper.
- Decide on the more significant details. You cannot reproduce everything so you may have to decide which details are more important than others.
- Once you have a list of the main points of the work you are ready to write. Divide the word number that you have been asked to achieve by the number of points to see how many words that you can use on average to make each point.

Step 2: Write

- ❑ Try to write the précis from your list without referring back to the original passage as this will force you to use your own words and give you the confidence to omit sentences from the original. (Looking back at the original when you are précising can cause you to doubt and rethink your previous decisions about which points are the more important).
- ❑ You must retain the same order of the original points.

Step 3 – Check your précis against the original to ensure that it delivers the same message as the original and in the same order.

2.3 Illustration



Example: The following passage is from the Autumn 2006 exam where the requirement was to produce a précis of 180 words

Christopher Nolan, now 22, is not only a spastic who cannot walk, stand, move his arms or talk; he also suffers from cerebral palsy, a disease of the brain which sometimes causes his limbs to jerk uncontrollably. Most people who suffer from such serious disorders live vegetative lives, and merely wait for the end – but not Christopher Nolan, or Christy, as he is affectionately known.

Nolan owes his creative life as an author not only to his own courage and determination but also to the initiative and care of his parents. Instead of leaving him to vegetate, they enrolled him in a special school in Dublin. To do this they had to give up their family farm and move to the city.

In the school Nolan learned to type. As he is able to move his head, he pecks at the keys with a stick attached to his head by a headband; and thereby converts his thoughts into written language. Doing this has not been easy, for often an attack of palsy sends his face crashing into the typewriter. However, these attacks were later controlled by a muscle-relaxing drug. Even then it sometimes took ten minutes for him to type a single word.

His breakthrough came after eleven years of “playing around with words”. His early poems earned him awards from the British Spastics Association, but his first real triumph came in 1981, when Weidenfeld and Nicholson published his collection ‘Dam-Burst of Dreams’, which was highly acclaimed by British critics.

Nolan then went on to publish his autobiography ‘under the Eye of the Clock’.

The publication of a biography of a person in his early twenties must be a rare occurrence, as few at that age would have much material to go into a biography. But this is not true of Christopher Nolan. Besides accounts of the courageous events of his boyhood, one reads descriptions of the idyllic Irish country-side, and, in contrast, stories of pranks such as cutting classes in school. These last episodes give the lie to the notion that spastics necessarily live sad and arid lives.

Close members of his family, his parents and his 24-year old sister Yvonne, have learned to read his body signs such as nods, winks and raised shoulders, and act as his interpreters whenever he is among company, as during his recent travels through the United States promoting his autobiography. As Nolan travels in a wheel-chair, his tour must have been a test of endurance, if not an ordeal.

continued

Example (continued)

In his writings Nolan does not attempt to play down his condition, nor does he use mild or vague expressions for words like 'brain damage', 'cripple' and 'spastic'. Conversely, he is totally conscious of his own gifts as a writer, and his great good fortune in having a family which is supportive of his desire to write. He acknowledges the existence of many other victims of palsy, even some who like him may have intellectual gifts, but are shunned and unwanted, many merely because of their physical appearance.

But Nolan is not merely a man with a mission; he is frankly ambitious, and has expressed the desire to make his mark as a writer of this decade. His success, however, is dependent on the continued support of his family.

(Word count = 546 words)

**Example: Précis**

Christopher Nolan is a 22 year old man who has overcome severe disabilities to become an author. He has achieved this through courage and determination and the support of his family who left their farm and moved to Dublin so that Christy could attend a special school where he learned to type with a stick attached to his head.

After eleven years during which his poems earned awards from the British Spastics Association, his collection 'Dam-Burst of Dreams' was published to critical acclaim.

He has since published 'Under the Eye of the Clock', an autobiography.

His family understand his body signs and interpret for him. This was useful on his recent promotional tour through the United States.

His writings do not play down his condition but he is conscious of his own gifts and how his family have helped him to use them but acknowledges the existence of others who may not have such support.

(Word count = 178 words)

3 COMPREHENSION AND SPEED READING

Section overview

- Comprehension
- Speed reading

3.1 Comprehension

Introduction



Definition: Comprehension

The ability to understand something.

The exercise of answering questions on a set text in order to test understanding.

The first of the above definitions is how most people would define comprehension. The second of these refers to what you will face in the exam.

In the exam you will be given a passage of writing and asked to answer questions about the passage and perform tasks concerning the passage.

Typical requirements include:

- Suggesting a title for the passage.
- Identifying the 3 or 4 main points in the passage.
- Asking for specific detail about the content of the passage (comprehension questions).
- Explain terminology in the passage.
- Précising the passage

Title

There is always a single mark awarded for suggesting an appropriate title.

The title should capture what the passage is about. It might be based on a word or a phrase from the passage or a phrase of your choosing, which sums up what the passage is about.

For example, suitable titles for the passage in the last section might include:

- Christopher Nolan; An inspiration
- Hard work and family
- Overcoming adversity to realise an ambition

Comprehension questions

It is difficult to generalise on the other questions. Typically they will relate to some point in the passage and ask you something about it. You should usually write full sentences to answer these questions. Always repeat part of the question as the stem of your answer and use all of the information given about the topic.

The questions asked about the passage given in the previous section are typical of the kind of task you will face.



Example: Comprehension questions

Questions	Possible answers
<p>a) What is cerebral palsy? Do all spastics suffer from this? (1 mark)</p>	<p>Cerebral palsy is a disease of the brain that can cause limbs to jerk uncontrollably.</p> <p>Not all spastics suffer from this as we are told that Christopher is “not only a spastic” but “also suffers from cerebral palsy”.</p>
<p>b) Which country does Nolan come from? Was he born in a rural area or in an urban district? (2 marks)</p>	<p>Mr Nolan is from Ireland. We know this because he moved to Dublin, the capital of Ireland and his autobiography contained descriptions of the “idyllic Irish countryside”.</p>
<p>c) What made Nolan famous nationwide? (1 mark)</p>	<p>Nolan became famous nationwide in 1981 due to the publication of a collection of his poems called “Dam-burst of dreams”.</p>
<p>d) What two factors contributed most to Nolan making a success of his life? (2 marks)</p>	<p>The two factors that contributed most to Nolan’s success were his gifts as a writer and the support of his family.</p>
<p>e) “..... few at that age have much material to go into a biography”. What does this statement tell us of Nolan’s life? Do you agree with this statement? (2 marks)</p>	<p>This statement tells us that Nolan had experienced enough at a young age to justify the publication of an autobiography.</p> <p>Yes, I agree with this statement because few at this age would have enough material to justify an autobiography.</p>

The above answers are suggested solutions but they are not the only answers that could have been given.

Note how some of the answers try to repeat part of the question. You should try to do this as much as possible.



Example: Comprehension questions

Questions

- a) What is cerebral palsy?
- c) What made Nolan famous nationwide? (1 mark)
- d) What two factors contributed most to Nolan making a success of his life? (2 marks)

Possible answers

Cerebral palsy is a disease of the brain that can cause limbs to jerk uncontrollably.

Nolan became famous nationwide in 1981 due to the publication of a collection of his poems called "Dam-burst of dreams".

The two factors that contributed most to Nolan's success were his gifts as a writer and the support of his family.

3.2 Speed reading

Reading is one of our skills that we use the most. It is the most effective way of transforming information into knowledge.

Few of us can remember a time when we could not read and most of us read as well as we ever will by the age of 12 so we tend to think that we cannot improve. This is not the case. Reading ability can be improved like any other skill.

Top readers (representing 1% of people) read at speeds of above 1000 words per minute (wpm) with near 85% comprehension.

Average readers read at speeds of around 200-250 wpm with a typical comprehension of 60%.

No amount of physical training would ever make us run as fast as Usain Bolt. However, if we entered into a physical fitness regime with appropriate coaching we would run quicker.

The same is true of reading. A reader of average speed is unlikely to get into the top 1% but a period of practising speed reading techniques will improve reading speed.

What do we mean by improving reading ability?

If you suddenly start reading as fast as possible you will find that there is a trade-off between speed and comprehension and you will miss a lot of what you are reading. Improving reading means reading faster while still understanding what is being read. This requires practice.

Speed reading is a skill that can be learned. It mostly involves breaking poor habits that you may have developed since you learned to read. These techniques are explained briefly in the next two pages.

Warning

Speed reading may not always be appropriate – not everything you read lends itself to speed reading. As stated above there is a trade-off between comprehension and speed so you need to decide how fast you should go before you start reading. This depends on your objective. Speed reading is the wrong approach for reading things that must be understood completely or memorised.

Speed reading

Start by timing yourself by taking an online speed reading and comprehension test.

You then need to practice speed reading techniques and re-measure your performance on a periodic basis. It takes time to improve reading skills; do not expect an instant improvement. You should look to practice for 20 minutes every day.

You should start practising the speed reading techniques using simpler passages, moving onto more difficult passages as you improve. You could start with a novel and then later move on to a text book of some kind. Note; that we are not suggesting that you study a difficult text book with speed reading but that you could use one to practice speed reading.

Techniques to improve reading speed

- 1 Avoid distractions.
This is easier in an exam where you will work in silence but even though you might study while listening to music you will increase your reading speed if you remove this distraction.
Concentrate on what you are reading and avoid internal distractions, for example thinking about something else.

- 2 Sub-vocalization is the habit of pronouncing each word in your head as you read it.
Most people do this to a greater or lesser extent. Some people actually move their lips or say the words under their breath, while others say each word in their heads. This can be useful in helping to concentrate in noisy environment but in otherwise it slows you down because you can understand a word more quickly than you can say it.
Try to stop doing it. Firstly become conscious that you do this and then try to stop doing it. This is not an easy habit to break and it takes practice. A good tip from one website is try humming to yourself as you practise reading.

- 3 Instead of reading across and down, taking in every word (as we were taught to do when we learned to read) try to take a step back to get an overview of the passage's structure.
This could involve skimming the information or paying attention to headings and sub-headings. This will tell you what to expect in the material and how it is arranged.
A test book might explain something and then provide an example or illustration. If you understand the explanation you might skip these.

- 4 People often stop reading and return to words or sentences they have already read to ensure that they understood the meaning. Try not to do this unless it is necessary. Usually it is not.

A final tip – If you want to improve reading speed you must **PRACTICE, PRACTICE, PRACTICE.**

4 SELF-TEST

1 Read the following passage and answer the questions given below:

The pressures of being self-employed are inescapable. You may have to work long hours, and there will be times when things get on top of you. You may well get into debt in order to finance the enterprise. You will need to maintain your faith in your business, often in the face of other people's doubts.

There will be times when you will feel lonely and frustrated. If you employ people, you will need to be positive and show leadership at all the times. There will be times when you need to be tough and be prepared to discipline difficult employees, or make difficult demands of your suppliers. You need to be polite and helpful, even when an awkward customer is giving you a hard time.

Many of those who successfully start their own business have the backing of their family. Working long hours may have adverse impacts on your family life and your family must be prepared for it. Also, you must be sure that your family can accommodate the risks that self-employment can bring, especially in terms of lower income in the initial stages, and the serious implications if the business fails. You must take time to talk to all members of your family who might be affected by your decision to be your own boss.

You need to ask yourself several questions before you intend to start your own business venture. Do you have the financial resources, and can you afford to risk them? For example, you might take a secured loan based on the security of your home; what are your plans if the business fails and you are forced to sell your house? Do you have sufficient experience and technical skills to perform the core functions of your new business? Are you knowledgeable enough with the market conditions to be able to assess its needs and adapt to its changes? Do you have the tenacity and discipline to see through hard times when cash inflows will be short and demands will be heavy from customers, bankers, staff, and, crucially, your family?

- (a) Give a suitable title to this passage.
- (b) State **four** types of pressures which are generally faced by individuals who choose to be self-employed vis-à-vis those who seek to work for others.
- (c) Name any **four** qualities which are vital for success of self-employed persons.
- (d) List **four** types of queries which you must ask yourself before you seriously contemplate undertaking a self-employed business proposition.
- (e) Write a précis of 100 words in your own words of the above passage. Word count carries marks. **(14)**

- 2** Rapidly increasing environmental pollution has created a deep sense of awareness among the masses of the urgent need to safeguard our habitat. Among the different types of pollution affecting our cities, only air and water pollution have received adequate attention of the environmentalists. The concern for noise pollution, which has reached alarming proportions in a number of important cities of the world, including Karachi, has been minimal. It is because of this apathy that the average noise-level in Karachi far exceeds the safe level of 55-60 decibels. In certain areas of the city, the noise levels during the day- time, have been recorded in excess of 100 decibels.

Empirical studies reveal that excessive noise levels pose a grave threat to human health and cause a number of complications. In a well-researched study on the impact of high noise-levels on human beings, it has been established that consistently high level of noise not only damages the ear drums, but also causes nausea, severe body pains and hypertension which lead to nervous breakdown and ulcers.

The real cost of noise-induced loss to industry is considered to be far greater than that of most other occupational hazards. Declining productivity among workers in certain industries, such as stone crushing, heavy steel and metal stamping and aeronautical engineering is attributable to high noise levels which adversely affect the mental and physical health of the workers. Workers exposed to high intensities of noise for prolonged periods are often found to be irritable and tense and prone to react violently even to minor differences or disagreements. Extended periods of eight hours of daily exposure to high levels of noise can cause life-long deafness.

With growing environmental awareness, some countries in Europe are beginning to take the problems of noise most seriously. In the Netherlands, zoning regulations prohibit the construction of housing projects in areas which have high levels of noise pollution, like main highways or airports. In addition, construction of anti-noise surface-porous asphalt roads reduces traffic noise by up to 5 decibels.

In the major cities of Pakistan, three-wheeler rickshaws and buses plying with defective silencers are the worst offenders. Besides, mechanical workshops in the residential areas also contribute to the menace of noise pollution. The citizens must take serious note of the threats posed by noise pollution and adopt measures and regulations to curb all kinds of noise pollution.

- (a) Give a suitable title to the passage. **(01)**
- (b) What are the three types of pollution mentioned in the above passage? **(1.5)**
- (c) Identify four types of dangers posed to human health by noise pollution. **(02)**
- (d) How are industrial workers affected by high levels of noise? **(02)**
- (e) What types of precautionary measures have been taken in the Netherlands to avoid noise pollution? **(01)**
- (f) According to the passage, which types of vehicles and industries create the most noise on the roads and residential areas of Pakistan? **(1.5)**
- (g) Write a précis of 80 words. **(06)**

- 3** According to the estimates of World Health Organization, there are approximately 1.1 billion smokers in the world, about one-third of the global population aged 15 years and over. Given the gravity of tobacco-related diseases, this represents a massive burden on the world's healthcare systems. The figures related to the economic and social cost of tobacco abuse do not include the ill-effects suffered by passive smokers, persons inhaling the tobacco smoke from others. Surveys undertaken in Pakistan indicate that there are at least 22 million smokers in the country and countless others who use the substance in hukkas, shishas or in the form of chewing tobacco.

While the government reportedly earns Rs. 38 billion a year, from the tobacco industry, this must be offset by the drain on the country's healthcare system which is likely to be far greater. The economic costs of tobacco-related illnesses have never been fully tabulated in Pakistan yet they are virtually certain to be colossal. Tobacco use thus puts unnecessary pressure on the subsidized state healthcare system, which is already notoriously overstretched and under-funded. At the same time, tobacco use also leads to a tangible drop in the financial comfort and quality of life of the citizens. Each pack bought as well as the treatment of consequential illness, represents a burden on household incomes.

These factors combine, meanwhile, to significantly affect the productivity levels of the workforce at a time when the country faces grave economic challenges and suffers the knock-on effects of a global recession. Distressingly, the rate of tobacco abuse appears to be growing in Pakistan, even amongst the educated young who are increasingly taking to the habit while in school or college. It is imperative that stricter measures be taken to control this menace. Earlier efforts such as banning smoking on public transport and discouraging the glamorization of the habit in the media had yielded some results. More must be done, however, Tobacco use must be banned in public areas and most importantly, regulations restricting the sale of tobacco to minors must be stringently enforced. Meanwhile, the citizenry must be educated about the dangers of using the substance in any form as there is no safe way of smoking.

- (a) Give a suitable title to the passage. **(01)**
- (b) What is a passive smoker? **(01)**
- (c) State four types of measures which can be taken to control the menace of tobacco as mentioned in the above paragraph. **(02)**
- (d) How much does the government earn annually from tobacco industry? **(01)**
- (e) How is the use of tobacco affecting our citizenry and health care system? **(02)**
- (f) Write a précis of 110 - 120 words. **(08)**

- 4** Colour blindness or a colour vision deficiency, as is commonly referred to in medical world, is the inability to perceive differences between some of the colours that others can distinguish. It is most often of genetic nature, but may also occur because of eye, nerve, or brain damage, or exposure to certain chemicals.

The normal human retina contains two kinds of light cells: the rod cells (active in low light) and the cone cells (active in normal daylight). Normally, there are three kinds of cones, each containing a different pigment, which are activated when the pigments absorb light. The absorption spectra of the cones differ; one is maximally sensitive to short wavelengths, one to medium wavelengths and the third to long wavelengths, with their peak sensitivities in the blue, yellowish-green and yellow regions of the spectrum, respectively. The absorption spectra of all three systems cover much of the visible spectrum.

Many of the genes involved in colour vision are on the X chromosome. Men only have one while women have two X chromosomes, making colour blindness more common in males than in females. There are some studies which conclude that colour blind individuals are better at penetrating certain colour camouflages and it has been suggested that this may be the evolutionary explanation for the surprisingly high frequency of congenital red-green colour blindness.

The Ishihara colour test, which consists of a series of pictures of coloured spots, is the test most often used to diagnose red-green colour deficiencies. The full set of tests has a variety of figure/background colour combinations, and enable diagnosis of which particular visual defect is present. However, the Ishihara colour test is criticized for containing only numerals and thus not being useful for young children, who have not yet learned to use numerals. For this reason, alternative colour vision tests were developed using only symbols (square, circle, car).

There is generally no treatment to cure colour deficiencies. However, certain types of tinted filters and contact lenses may help an individual to better distinguish different colours.

- (a) Give a suitable title to the passage. **(01)**
- (b) What are the different causes of colour blindness? **(02)**
- (c) In what ways the absorption spectra of the cones differ? **(02)**
- (d) Why men are more prone to colour blindness than women? **(01)**
- (e) What is the reason for the criticism on Ishihara colour test in young children? **(01)**
- (f) Write a précis of 110 words. **(08)**

- 5** For thousands of years, people have been debating the meaning of happiness and how to find it.

From the ancient Greeks and Romans to current day writers and professors, this debate continues. What makes someone happy? In what parts of the world are people the happiest? Why even study happiness? Today, we explore these questions and learn about several new studies on happiness. Aristotle said that a person's highest happiness comes from the use of his or her intelligence. Religious books such as the Quran and Bible discuss faith as a form of happiness.

Economists, psychiatrists, and scientists are finding ways of understanding happiness. Positive psychology is the new term for a method of scientific study that tries to examine the things that make life worth living instead of life's problems. Traditional psychology generally studies negative situations like mental suffering and sickness. But positive psychology aims to study the strengths that allow people and communities to do well.

The historian Darrin McMahan examines the development of happiness in his book. He explains how the ancient Greeks thought happiness was linked to luck. He says it was not until the Enlightenment period in eighteenth century Europe that people began to think they had the power to find happiness themselves.

The journalist Eric Weiner travelled to various countries around the world. He also travelled to Iceland because studies show that it is one of the happiest nations. Mr. Weiner at first could not understand why a country with so little sunlight in the winter and so many alcohol drinkers could be so happy. Finally, he was able to conclude that happiness in Iceland is linked to its close community ties, natural beauty and high levels of creativity.

Dan Gilbert who teaches psychology at Harvard University, says about "Impact bias" that events we believe will bring us happiness bring us less happiness than we think. And, events we fear will make us unhappy make us less unhappy than we believe. R. Layard, a British lawmaker believes that public policy should help people by improving the things that lead to happiness such as job security and health.

- (a) Give a suitable title to the passage. **(01)**
- (b) Briefly explain the ways by which psychiatrists evaluate happiness. **(02)**
- (c) How the perception of happiness has changed over a period of time? **(02)**
- (d) What is "Impact bias"? **(02)**
- (e) Write a précis of 110 - 120 words. **(08)**

- 6 Mental illness has carried a deep feeling of stigma in most societies since a long time and mentally handicapped individuals were usually confined to their homes - hidden away from the people. The stigma was attributable to the unfounded perception that mental illness was due to some innate personal weakness which undermined the social standing of the close family members in the eyes of others. So, while medical treatment and care was readily sought for physical illnesses, psychiatric disorder was generally resented and was the reason for not seeking proper treatment and care. Also, people generally avoided proper psychiatric treatment as it was believed that such treatment was needed only for those who were insane and anyone who visited a psychiatrist would be labelled as a mad person.

The reasons for this attitude towards mental illness were illiteracy and ignorance, a perception of family disgrace and stigma associated with mental illness along with the high cost of proper treatment. Even when medical treatment was sought for mental problems, it was usually from those doctors who were not adequately trained to diagnose and treat mental illnesses. In certain illiterate quarters, there still exists a perception that marriage would help the patient to overcome the ill-effects of mental disorder, but it almost always compounds the problems and brings misery and sufferings to another normal person.

In recent times there is a sharp increase in the number of cases of individuals who are suffering from various degrees of mental illnesses and bouts of depressions due to unhealthy living conditions. Rising poverty, social pressures, physical violence and the overall deterioration in the social structure are creating fear and anxiety among the people and a considerable number of patients are undergoing depression and post-traumatic stress syndrome. Gender discrimination, bias and human rights violations are other issues which are responsible for psychological disturbances.

Unfortunately, in our society, a very large proportion of the people still do not seek treatment for mental illness. They usually attribute mental disorders to possession of the human spirit by jinns, evil eye or evil influence, black magic and witchcraft and seek help from sources such as pirs and other faith healers. These healers rely on amulets, holy water, secret potions and prescriptions, etc as their tools for 'treatment'.

However, this situation is changing gradually and people are now beginning to understand that psychiatric illnesses too have a biological basis and can be treated like any other health disorder. We still have a long way to go to overcome the many deep-rooted misconceptions and biases that people have about mental health.

- (a) Give a suitable title to the passage (01)
- (b) Identify the **four** main theme points that the author intends to convey in this passage. (03)
- (c) What are the main solutions offered by pirs for treatment of mental disorders in our society? (1.5)
- (d) List the major causes of increasing mental illness in recent times. (2.5)
- (e) Write a Précis of 110-120 words. (07)

Past essay titles

There are usually 15 marks available for essay answers.

The exam question usually offers a choice of three or four essay titles preceded by an opening paragraph which describes the requirement (as follows).

Write an essay of approximately 350 words on any ONE of the following topics. Word count carries marks.

- Tolerance and mutual understanding is vital for world peace.
- The influence of TV advertisements on our lives.
- The brain drain has caused immense loss to Pakistan.
- Impact of high food prices on poor people.
- Conserve resources and preserve the environment – Reduce, Recycle and Reuse
- Role of media in creating political awareness.
- Economic impact of shortages of electric power in Pakistan.
- Problems of public transport in major cities of Pakistan.
- Helping the homeless: charity begins at home
- Mobilization of wealth is key to economic prosperity.
- Honesty is the best policy.
- Value of discipline in a nation's life.
- Poverty is a better teacher than prosperity.
- Every man is the architect of his own fortune.
- Education is an indivisible part of the prosperity of the nation.
- Technology – A blessing or a curse
- Wealth does not necessarily bring happiness.
- Rising food prices and malnutrition among the poor segments of the population.
- An incident/event that changed my life.
- The role that religious scholars can play in creating a peaceful and harmonious civil society in Pakistan.
- Injustice anywhere is a threat to justice everywhere.
- Environmental pollution in our main cities.
- Mass advertising campaigns - their positive and negative implications
- Widespread use of cellular telephones – A blessing or a curse
- Unrestrained increase in population is responsible for our economic problems.
- A strong democracy is essential for the prosperity of the country.
- Measures to check the rising rates of traffic accidents in our major cities.



Answers to self-test questions

CHAPTER 1 – INTRODUCTION TO ENGLISH

- 1**
- (a) conjunction
 - (b) adverb
 - (c) conjunction
 - (d) preposition
 - (e) adjective
 - (f) adjective
 - (g) noun
 - (h) noun
- 2**
- (a) One of the aims of a **fast** is to think of poor people who do not have sufficient food to eat. **(noun)**
 - (b) Imran is a **fast** runner. **(adjective)**
 - (c) Shoaib can run **fast**. **(adverb)**
 - (d) In Ramzan, Muslims are expected to **fast** from dawn to sunset. **(verb)**

CHAPTER 2 – THE VERB PHRASE

- 1**
- (a) Neither the manager nor his employees **were** present at the meeting.
 - (b) Either of the two suggested proposals **sounds** workable to me.
 - (c) None of the tenants **have** paid their rent.
 - (d) The audience **are** returning to their seats after the interval.
 - (e) The senior judge said that my book “My Most Interesting Judgments” **is** recommended reading for all would-be judges.
 - (f) Two windows and a door **need** to be repaired.
 - (g) Shamim is one of the employees who often **works** at home.
- 2**
- (a) Moazzam **is** simple and **can be** easily **tricked**.
 - (b) My guests **had gone** before I **returned**.
 - (c) When he **came** out of cinema house, the rain **had stopped**.
 - (d) The train **had left** before he **reached** the station.
 - (e) Jamal **was** ill yesterday, so he **could** not **attend** the school.
- 3**
- (a) I **went** to Paris on holiday last year, it's a beautiful city.
 - (b) I **have been thinking** of buying the latest version of the cell phone for the last six months.
 - (c) He **was having (or had had)** his lunch when I reached his home.
 - (d) My son **has seen** this cartoon so many times that he knows all the rhymes by heart now.
 - (e) Mrs. Ikram is extremely conscious about her fitness and only **eats** organic food.
 - (f) Six months ago no one **had heard** about Natasha, but today she is the most popular TV artist in the country.
 - (g) I **have been working** on the essay for the last two days but I still have not finished it.
 - (h) At the time of the incident, only a few customers **were shopping** in the supermarket.
 - (i) The bus **was traveling** very fast when the driver lost control and it overturned in the mountainous region.
 - (j) The recent widespread floods **have resulted** in loss of valuable human lives in the low lying areas.
 - (k) He **has been growing** prize-winning Ratool variety of mangoes for the past several years.
 - (l) You can call me in my office at 8 a.m. tomorrow. I **shall/should/will/would have reached** the office by then.

- (m) My brother has passed his driving test today and an international driving license **will be issued** to him within the next four working days.
- (n) Look at the dark clouds! Most probably it **is going** to rain.
- (o) I **will be working/will work** in my office all day tomorrow.
- (p) The accident on the motorway **happened / had happened** three weeks ago. (happen)
- (q) If wishes were horses, everyone **would ride** them.
- (r) This time last Thursday, I **was sitting** in the examination hall.
- 4**
- (a) He has not yet **begun** to exercise.
- (b) He **stopped** and **rang** the bell.
- (c) She has often **sung** that song.
- (d) The treasurer **sank** to the bottom and was **lost**.
- (e) The river has **overflowed** its banks.
- (f) The cart **loaded** with hay, went slowly along.
- (g) He **removed** his coat and **hung** it on a nail.
- (h) He was **hung (or hanged)** early this morning.
- 5**
- (a) The growing use of credit cards may ultimately **do away with** the use of cash altogether.
- (b) The subject of higher salaries will probably **come up** at the next meeting.
- (c) I don't think he will ever completely **get over** his wife's death. He will always miss her.
- (d) Would you like to **bring up** any other matter before the meeting closes?
- (e) She is not a very strong person. I'm afraid she might **break down** when she hears the news.
- (f) I waited nearly an hour for them, but they didn't **turn up**.
- (g) I'm depending on you to pay me back the money on Monday. Please don't **let** me down.
- (h) I'd like to **put forward** a proposal. I suggest we start production in May.
- (i) He expects to **come into** a lot of money in his grandfather's will.
- (j) After all the trouble you've taken, I hope your plans don't **fall through**.

CHAPTER 3 – THE NOUN PHRASE

1

Given

- (a) foolish
- (b) inform
- (c) deductible
- (d) wealthy
- (e) file
- (f) deepen
- (g) enjoy
- (h) swimming
- (i) create
- (j) dangerous
- (k) beautiful
- (l) affluent

Noun form

- fool
- information
- deduction
- wealth
- file
- depth
- enjoyment
- swimming
- creation
- danger
- beauty
- affluence

2

Given

- (a) sell
- (b) famous
- (c) absent
- (d) anxious
- (e) choose
- (f) just
- (g) strong
- (h) think

Abstract noun

- sale
- fame
- absence / absenteeism
- anxiety
- choice
- justice
- strength
- thought

3

- (a) a **bunch** of grapes
- (b) a **pile** of books
- (c) a **swarm** of bees
- (d) a **team** of players
- (e) a **pack** of wolves
- (f) a **fleet** of cars
- (g) a **flight** of stairs
- (h) a **bundle** of rags
- (i) a **class** of students
- (j) a **bunch** of fruit

- 4
- (a) a **stud** of horses
 - (b) a **field** of runners
 - (c) a **bouquet** of flowers
 - (d) a **culture** of bacteria
 - (e) a **stack** of hay
 - (f) a **hail** of fire
 - (g) a **clump** of trees
 - (h) a **host** of angels
 - (i) a **chest** of drawers
 - (j) a **troupe** of dancers

- 5
- (a) a **sheaf** of corn
 - (b) a **plague** of locusts
 - (c) a **board** of directors
 - (d) a **pride** of lions
 - (e) a **clutch** of eggs
 - (f) a **troop** of monkeys
 - (g) a **string** of pearls
 - (h) a **gaggle** of geese
 - (i) a **pack** of cards
 - (j) a **forest** of trees

- 6
- (a) a **drove** of oxen
 - (b) a **flight** of doves
 - (c) a **tuft** of grass
 - (d) a **crew** of sailors
 - (e) a **cluster** of diamonds
 - (f) a **school** of fish
 - (g) a **suite** of rooms
 - (h) a **litter** of cubs
 - (i) a **herd** of buffaloes
 - (j) a **suit** of clothes

- 7**
- | | | |
|-----|--------|---------|
| (a) | long | length |
| (b) | deep | depth |
| (c) | vacant | vacancy |
| (d) | wise | wisdom |
| (e) | poor | poverty |
| (f) | able | ability |

- 8**
- | | | |
|-----|---------|-------------|
| (a) | explode | explosion |
| (b) | agree | agreement |
| (c) | explain | explanation |
| (d) | know | knowledge |
| (e) | enclose | enclosure |
| (f) | behave | behaviour |

- 9**
- | | Given | Noun form |
|-----|--------------|------------------|
| (a) | wise | wisdom |
| (b) | correct | correction |
| (c) | true | truth |
| (d) | able | ability |
| (e) | exclaim | exclamation |
| (f) | decide | decision |
| (g) | approve | approval |
| (h) | happy | happiness |
| (i) | please | pleasure |
| (j) | create | creation |
| (k) | invade | invasion |
| (l) | agree | agreement |

10**Singular**

- (a) poultry
- (b) potato
- (c) tooth
- (d) wife
- (e) baby
- (f) peach
- (g) handkerchief
- (h) photo
- (i) knives
- (j) furniture
- (k) radio
- (l) stimulus
- (m) cemetery
- (n) piano
- (o) base
- (p) cupful
- (q) trade-in
- (r) journey

Plural

- poultry
- potatoes
- teeth
- wives
- babies
- peaches
- handkerchiefs
- photos
- knives
- furniture
- radios
- stimuli
- cemeteries
- pianos
- bases
- cupfuls (or cupsful)
- trade-ins
- journeys

11**Singular**

- (a) calf
- (b) information
- (c) sister-in-law
- (d) story
- (e) sheep
- (f) history
- (g) mouse
- (h) furniture
- (i) crisis
- (j) radius
- (k) navy
- (l) criterion
- (m) memorandum
- (n) medium

Plural

- calves
- information
- sisters-in-law
- stories
- sheep
- history / histories
- mice
- furniture
- crises
- radii
- navies
- criteria
- memoranda
- media

- 12**
- (a) He rewarded **himself** with an ice-cream.
 - (b) They agreed amongst **themselves** that they would not tell anyone.
 - (c) My uncle works in a factory and **he** says **it** is a noisy place.
 - (d) **It** can swim because **it** has webbed feet.
 - (e) When the dog chased Murad, **he** ran as fast as **he** could.
- 13**
- (a) Nobody else is going to help us, so we will have to do it **ourselves**.
 - (b) Mona slipped on the wet floor and hurt **herself** badly.
 - (c) The computer **which** was purchased recently does not fully meet our requirements.
 - (d) I met your brother **who** informed me of your achievement in the final examination.
 - (e) **Whose** bright idea was it to go mountain walking in this cold weather?
 - (f) All the children were enjoying themselves at the party. **Everyone** was having a wonderful time.
- 14**
- (a) Aisha did all the cooking **herself**.
 - (b) You always take **yourself (or this, it, him or her)** too seriously.
 - (c) **These (or those)** are my favourite pair of shoes.
 - (d) The shopkeeper from **whom** I bought the suitcase has closed his business.
 - (e) Tenants **whose** rents have been increased unfairly can file an appeal to the rent controller.
 - (f) The chair on **which** I was standing slipped and I fell down.
 - (g) It was your friend in Dubai **who** told me of your accident.
 - (h) The house **itself** is rather small, but the garden is really spacious.
- 15**
- (a) which
 - (b) which
 - (c) who
 - (d) whose
 - (e) why
 - (f) whom
 - (g) which
 - (h) where

The completed passage should look as follows:

The town of Keswick **which** lies at the heart of Lake District, is the perfect place for a holiday and the Derwent Hotel **which** overlooks the town, is the perfect place to stay. Robin and Wendy Jackson **who** bought this small hotel three years ago, have already won an excellent reputation. Robin, **whose** cooking is one of the reasons **why** the Derwent is so popular, was once Young Chef of the Year. The comfort of the guests **whom** the owners treat as members of the family

always comes first. And the Lake District, **which** has so much wonderful scenery and **where** the poet Wordsworth lived will not disappoint you.

- 16**
- (a) Did he want **us** to take **our** bags to the bus?
 - (b) Who knows where **they** put **their** bicycles?
 - (c) The book you found on the table is **mine**.
 - (d) The problem is really **yours** to solve.
 - (e) I know about his sister. I don't know about **him**.
- 17**
- (a) **People's cheerful sounds** filled the circus tent.
 - (b) The **audience's laughter** was loud as clowns did their tricks.
 - (c) The **acrobats' costumes** were amazing.
 - (d) The **animals' tricks** were fun to watch.
 - (e) Some people covered their eyes during the **tightrope walker's performance**.

CHAPTER 4 – OTHER PARTS OF SPEECH

- 1** (a) There is **a** box of chocolates on **the** table for you.
 (b) Immediately after we reached her home, she went to **the** kitchen to prepare dinner.
 (c) Shahid's father is employed as **an** electrician in **a** textile mill.
 (d) He is **the** right man for this challenging assignment.
- 2** (a) **A** Pakistani, **an** Indian, **a** Sri Lankan and **an** Englishman went together to see the One Day Cricket match in Dubai.
 (b) **The** tiger is **a** ferocious animal.
 (c) **The** rich should help **the** poor.
 (d) **A** bird in hand is worth two in **the** bush.
 (e) **The** girl in **the** pink dress is **a** student of mine.
 (f) **The** black car and **the** red motorcycle both belong to the gentleman who lives across the street.
 (g) Would you like to have sugar in your tea? Yes, **a** little please.
- 3** (a) The French town has an interesting history. Adjective
 (b) Akram said that he was sincerely sorry for misusing the tax fund. None
 (c) He ran fast. Adverb
 (d) This is a fast car. Adjective
 (e) You don't look well today. Adjective
 (f) She performed well. Adverb
 (g) Our mission was to save the human race. None
 (h) We sometimes get confused. Adverb
 (i) She rarely eats a big breakfast. Adverb
 (j) This is an easy exercise. Adjective
- 4** (a) beak noun
 (b) curly adjective
 (c) agreement noun
 (d) fairly adverb
 (e) genuine adverb
 (f) author noun
 (g) actively adverb
 (h) careless adjective
 (i) hilly adjective
 (j) friendly adjective
 (k) bitterly adverb

- (l) costly adjective
 (m) carefully adverb
 (n) fever noun
- 5**
- (a) I have almost finished my term report. adverb
 (b) You must not hurt your mother's feelings. verb
 (c) Her ill health does not allow her to leave her apartment. adjective
 (d) We regularly visit our grandparents. adverb
 (d) This is the shortest way to the grocery market. adjective
 (e) I wish I was a star batsman. verb
 (f) This house in the village seems haunted. adjective
 (g) I usually don't interfere in my brother's business affairs. adverb
 (i) She was not dependable, although she was highly intelligent. adverb
 (j) The mischievous child in that class is giving the teacher a tough verb
 time
- 6**
- (a) elegance elegant
 (b) gold golden
 (c) space spacious / spatial
 (d) strength strong
 (e) youth young (or youthful)
 (f) courage courageous
- 7**
- (a) play playful
 (b) trouble troublesome
 (c) man manly
 (d) courage courageous
 (e) silk silky
 (f) laugh laughable
 (g) king kingly (regal)
 (h) gift given
- 8**
- (a) bad worst
 (b) late latest
 (c) near nearest
 (d) ugly ugliest
 (e) good best
 (f) old oldest

(g)	sleepy	sleepiest
(h)	easy	easiest
(i)	some	most
(j)	late	latest
(k)	little	least
(l)	far	Furthest/ farthest
(m)	bored	most bored
(n)	much	most

9	(a)	healthy	healthiest
	(b)	blind	blind
	(b)	many	most
	(c)	horizontal	horizontal
	(d)	top	top most
	(e)	dirty	dirtiest
	(e)	spicy	spiciest
	(f)	interesting	most interesting
	(g)	northern	northern most
	(h)	annoying	most annoying
	(h)	far	farthest
	(i)	wet	wettest
	(j)	little	least
	(k)	vertical	most vertical

- 10**
- (a) Holding your newborn baby in your hands is without doubt the **most beautiful** experience in the world.
- (b) The dress looked **prettier** after she wore it.
- (c) He usually does not have much work to do, but pretends as if he is the **busiest** person in the office.
- (d) Many people believe that regular exercise is **more difficult** than dieting.
- (e) My father's death was the **saddest** day of my life.
- (f) Have you read the **latest** edition of Mrs. Khan's book "Culinary Delights?"
- (g) This laboratory has recently been equipped with the **most modern** diagnostic facilities in the city.
- (h) Marhaba Estates are located at the **farthest** end of this road.
- (i) Zahid is the **youngest** child in the family.
- (j) This pair of shoes is more comfortable, although it is **cheaper** than the one I purchased last year.

- 11**
- (a) Our company has won this year's award for offering the **lowest** tariff rates in the telecommunication business.
 - (b) I'll try to reach home **earlier** than usual, so that we can go to the exhibition on time.
 - (c) The hero of this movie appears to be **more handsome** than the one in the previous film of this series.
 - (d) This is the **quietest** corner of the park. I love to come and read here once in a while.
 - (e) "His condition is **more serious** than we had anticipated, he must undergo surgery immediately." The doctor said.
 - (f) I have heard so much about Mr. Zahid's financial skills that I was the **keenest** to join his company as a summer intern.
 - (g) I think Shaista is not only a helpful person; she is also the **cleverest** girl in our class.
 - (h) Shoaib Akhtar is the **fastest** bowler in the Pakistan team.
 - (i) The Gobi Desert is the **driest** desert in the world.

- 12**
- (a) Palaeontologists look for highly interesting plants and animal fossils.
 - (b) Palaeontology is specially associated with the study of prehistoric life forms.
 - (c) The word dinosaur means a "fearfully great lizard".
 - (d) Dinosaurs became immensely popular after the release of the movie "Jurassic Park".

- 13**
- (a) Natasha is a good violinist. / She plays the violin very **well**.
 - (b) I had a bad night. / I slept **badly** last night.
 - (c) They came on the fast train. / The train went quite **fast**.
 - (d) Sanam wears expensive clothes. / She dresses **expensively**.

- 14**
- (a) Do you have to play that music so loud? (**adverb**)
 - (b) Back already! That was quick. (**adjective**)
 - (c) Very young children travel free. (**adverb**)
 - (d) How are you? Very well, thank you. (**adjective**)

- 15**
- (a) My employer has promised an increase in salary, but I haven't got it **in** writing as yet.
 - (b) Sajid's mobile phone was stolen while he was away **on** a business trip to Lahore.
 - (c) Is being a nuclear power a good idea **in** your opinion?
 - (d) Can I pay this bill **by** credit card?
 - (e) Don't run too fast. I can't keep **up** with you.
 - (f) All the participants left in a hurry **at** the end of the seminar.
 - (g) Rashid worked **as** an apprentice in the factory during the summer holidays.
 - (h) I did not do it **on** purpose.
 - (i) I hope to see you on Thursday **at** 10.30 a.m.
 - (j) The graduating doctors were advised **to** abide by the code of ethics.
- 16**
- (a) How many **of** the members will join the trip?
 - (b) We had to climb slowly **up** the hill.
 - (c) Don't lean that ladder **against** the wall.
 - (d) Even the new drug could not cure him **of** his illness.
 - (e) The cat likes to rub its head **against** my legs.
 - (f) If you go **up** a river you go towards its source.
 - (g) There is only one bridge **across** this river.
 - (h) Many of us eat **with** fork and spoon.
 - (i) The referee ordered two players **off** the field.
 - (j) We have not met **since** early last year.
- 17**
- (a) Ali was just **in** time to join us for the dinner.
 - (b) I don't get **along (or on)** very well with my neighbour; she is such a show-off.
 - (c) I did not wear any warm clothing **although** it was quite chilly.
 - (d) I have not met him **since** his marriage in June last year.
 - (e) What is your opinion **about (or on)** the recent political turmoil in Egypt?
 - (f) The horse jumped gracefully **over** the fence.
 - (g) All the five members of the group must reach consensus **among** themselves for the selection of the project topic.
 - (h) The departmental store is situated right **across** the street and I can see it from my bedroom window.
 - (i) Some people believe that ghosts can walk **through** concrete walls.
 - (j) Please bring the cough medicine **from** the chemist's shop.
 - (k) These finely stitched suits are made from virgin wool and are available only **at** our retail outlets.

- (l) Please do not disclose details of the investigation report to anyone; it's just **between** you and me.
- (m) Do not throw litter in the room. There is a dust bin **under** the writing table.
- (n) Mr. Alam lives **on** the fifth floor of the newly constructed residential building situated on the main road.

- 18**
- (a) **Although** it was raining, I didn't get wet.
 - (b) Sara got the job **even though** she had no experience.
 - (c) I saw him leaving an hour **or** two ago.
 - (d) **Whereas** my wife likes to travel abroad, I prefer to stay at home for my vacations.
 - (e) I will be late today, **because** my car has broken down.
 - (f) You cannot be a lawyer **unless** you have a law degree.
 - (g) Use damp strings **when** tying up parcels.
 - (h) I often listen to music **while** working.
 - (i) We were getting tired **so** we stopped for a rest.
 - (j) Put this on **after** shaving and you will smell wonderful.

- 19**
- (a) so
 - (b) when
 - (c) and
 - (d) although
 - (e) because
 - (f) and
 - (g) because
 - (h) and
 - (i) until
 - (j) although
 - (k) before

The completed passage should look as follows:

Saeed wasn't a bright student at school, (i) **so** he left (ii) **when** he was sixteen (iii) **and** took a job in a travel agency. He did not stay there very long, (iv) **although** he liked the work. He decided to move (v) **because** the pay was very low (vi) **and** the hours were too long. His next job was at an import-export company. He liked that much better, (vii) **because** he travelled frequently to distant countries (viii) **and** the work was financially rewarding. He worked there for three years, (ix) **until** he really learnt the ropes of the business; then he started his own company. Now he is doing very well, (x) **although** the work is sometimes very demanding. He says he wants to earn enough money to retire (xi) **before** he reaches fifty years.

- 20
- (a) Mary works hard **but** her brother is very lazy.
 - (b) Shall I write him a letter **or** would you prefer to phone him?
 - (c) I didn't go to work today **because** I haven't been feeling well.
 - (d) I wouldn't do that **if** I were you.
 - (e) The sun was shining **but** it was still raining.
 - (f) They were so poor **that** they could hardly feed their children.

CHAPTER 5 – VOCABULARY

1 Words

- (a) reckon
- (b) decade
- (c) procedure
- (d) zone
- (e) editor
- (f) parallel
- (g) absorb
- (h) equivalent
- (i) domestic
- (j) impatient

Meanings

- (viii) to work out a problem
- (vi) ten year period
- (iv) an established order of doing something
- (x) an area
- (vii) a person who decides on content of publications
- (v) running alongside
- (iii) take in
- (ix) of the same value
- (ii) relates to home
- (i) in a hurry

2 Words

- (a) exclude
- (b) gradual
- (c) unique
- (d) fuel
- (e) temporary
- (f) anticipate
- (g) indicate
- (h) option
- (i) wander
- (j) debate

Meanings

- (x) leave out
- (v) slow change
- (viii) one of a kind
- (ii) energy producing material
- (vi) not permanent
- (ix) look ahead to
- (iii) point out
- (iv) choice
- (i) to move away
- (vii) question and argue

3

- (a) Your action had little **effect** on the decision.
- (b) My father's visit is **imminent**.
- (c) I was flattered by his **compliments**.
- (d) Your agenda is different **from** mine.
- (e) The **principal** advantage of word processor is the ability to reproduce material easily.
- (f) There are **fewer** mistakes in this transcription.

4

Adjectives

- (a) simple
- (b) admirable
- (c) destructive
- (d) dangerous
- (e) separate
- (f) movable

Verbs

- simplify
- admire
- destroy
- endanger
- separate
- move

5

- (a) The government is making serious effort to help **the poor**.
- (b) What's the weather like in Nathiagali? How often **does it snow** there during the winters?
- (c) The trainee driver **did not see** the red light.
- (d) All the employees at the meeting shook hands with **each other**.
- (e) If the bus to the airport hadn't been so late, we **would have caught** the plane.
- (f) The accident was seen by most of the people **waiting** at the bus stop.
- (g) It was too cold **for the guests to sleep** outside on the veranda.
- (h) The museum was housed in **a nice red brick** building near the river.

6

- (a) Your child has made no **noticeable** progress in his performance at school.
- (b) I am grateful to you for your **valuable** assistance.
- (c) Do not consider that he is your friend; assess his performance **objectively**.
- (d) The **description** of the wanted dacoit has been published in all the important newspapers.
- (e) He does not have any **knowledge** of finance.
- (f) Smoking is not **permitted** in the new office premises.

7

- (a) It is not **fair** of the transport companies to increase the **fare** thrice in one year.
- (b) Sara **knew** that her daughter would like the **new** painting she had bought for her room.
- (c) All the **principals** of the prestigious Law Colleges who attended the symposium were considered to be authorities on **principles** of Human Rights.
- (d) The right u-turn immediately after the signal crossing is the **root** cause of serious accidents on this busy **route**.
- (e) Different varieties of the newly packaged **cereal** were displayed in a **serial** order.
- (f) The boat on **sale** had a beautiful sky-blue **sail** with the word 'Winner' written on it.

- 8
- (a) **Those** who look for trouble, usually find it.
 - (b) By my fiftieth birthday, I **will have been** in my current profession for over twenty years.
 - (c) I cannot understand my neighbour's accent. I wish she would **speak more clearly**.
 - (d) Until last year, it was the largest ship that **had ever been built**.
 - (e) **Of whom** are you speaking? I didn't catch the name.
 - (f) This organization **was founded** twenty-five years ago.
 - (g) I had **quite a time** finding my way around Karachi when I first arrived.
- 9
- (a) Ali was known for his great **wit**.
He speaks **wittily** about many subjects.
 - (b) He **actively** participates in charitable works.
He takes **action** whenever the need arises.
 - (c) Akbar's father remained a **busy** man throughout his life.
He worked **busily** all his life.
 - (d) The children were punished for their **rudeness**.
They spoke extremely **rudely**.
 - (e) People love her for her **pleasant** personality.
It always gives **pleasure** to meet such people.
- 10
- (a) Sadia's **polite** personality helps her in being a successful media professional; she always knows what to say and how to say it without offending others.
 - (b) "Your Honour, I have substantial evidence that the statement submitted by the defendant is **misleading**" The prosecutor pleaded.
 - (c) "Do not worry Mr Bashir, the accident has caused no harm to your daughter; her injuries are **slight** and will heal very soon." The doctor said.
 - (d) After boarding the bus, the elderly man gave a **quick** glance inside to find a vacant seat.
 - (e) Development in medical science has made significant **contributions** towards eradication of polio in most of the developing countries.

11 (a)

Word	Antonyms
bitter	sweet
cheap	expensive
multiply	divide
confined	free
strong	weak
refuse	accept
depth	height
valley	hill
rude	polite
sell	purchase

(b)

Word	Synonyms
Intention	purpose
anonymous	nameless
magnify	exaggerate
imitate	mimic
courageous	brave
practically	virtually
ballot	poll
priority	precedence
applicable	relevant
transparent	clear

- 12**
- (a) There are many **bits** in the yard.
 - (b) Naeem gave a **believable** excuse for losing all his money.
 - (c) They tend to **avoid** the issues skilfully.
 - (d) Raza came out of the boss's office with an **irritated** expression on his face.

- 13**
- (a) The president will find it difficult to persuade the people of this because there are many **impediments** to success.
 - (b) Haisam was in bed for a few weeks with an injured leg but now he is **mobile** again.
 - (c) The teacher was filled with the emotional impact of **astonishment** by her student's ingenuity.
 - (d) Control of the country's debt is **essential** to our economic future.
 - (e) Sadly, it is difficult to **visualise** a world in which there is no more conflict.
 - (f) They were so far away that it was difficult to **differentiate** one from the other.
 - (g) Hasan tried so hard during the race that he **collapsed** after he crossed the finishing line.

- 14**
- | | | | |
|-----|------------|-------|---------|
| (a) | prosperity | (iv) | poverty |
| (b) | minute | (v) | immense |
| (c) | simple | (ii) | fancy |
| (d) | failure | (vi) | success |
| (e) | hollow | (iii) | solid |
| (f) | courteous | (i) | rude |
- 15**
- | | | | |
|-----|-------------|--------|--------------|
| (a) | artificial | (viii) | not natural |
| (b) | derive | (vi) | calculate |
| (c) | predict | (x) | forecast |
| (d) | false | (i) | untrue |
| (e) | engage | (vii) | employ |
| (f) | consequence | (ii) | result |
| (g) | resolve | (v) | decide |
| (h) | inevitable | (ix) | certain |
| (i) | keen | (iv) | enthusiastic |
| (j) | goal | (iii) | target |
- 16**
- (a) unsuccessful
 - (b) illegal
 - (c) impatient
 - (d) improbable
 - (e) unpleasant
 - (f) inconsistent
 - (g) disagree
 - (h) immoral
 - (i) dissatisfaction
 - (j) unqualified

CHAPTER 6 – PHRASES AND IDIOMS

- 1**
- (a) as cunning as a fox
 - (b) as fierce as a lion
 - (c) as gentle as a lamb or dove
 - (d) as happy as a lark (or sandboy or king)
 - (e) as mad as a hatter
 - (f) as pleased as punch
 - (g) as proud as a peacock
 - (h) as slow as a tortoise
 - (i) as strong as an ox (or horse)
 - (j) as wise as Solomon (or an owl)
- 2**
- (a) as black as coal.
 - (b) as cool as a cucumber.
 - (c) as dry as a bone.
 - (d) as silent as the grave.
 - (e) as fresh as a daisy.
 - (f) as good as gold.
 - (g) as quick as lightning.
 - (h) as right as rain.
 - (i) as safe as houses.
 - (j) as smooth as velvet.
- 3**
- | | |
|---|----------|
| (a) As slippery as an eel. | simile |
| (b) Arnie was a man-mountain. | metaphor |
| (c) He was a lion in battle. | metaphor |
| (d) She is as pale as death. | simile |
| (e) The striker was a goal machine. | metaphor |
| (f) I dipped my toes in the crystal clear stream. | metaphor |
| (g) The sheet was as white as snow. | simile |

- 4**
- | | |
|----------------------------|---|
| (a) a bed of roses | (iv) a state of very comfortable life |
| (b) a bird's eye view | (iii) a general overview |
| (c) pull up your socks | (iii) to signify commencement of renewed and determined efforts |
| (d) play the trump card | (iv) to make use of one's most valuable resource |
| (e) lock, stock and barrel | (iv) an action/activity in its full or complete form |
| (f) call a spade a spade | (iii) to say a thing truthfully in straight and plain language |

- 5**
- | | |
|--------------------------|-----------------------------------|
| (a) at daggers drawn | (iii) a violent situation |
| (b) as the crow flies | (ii) in a straight line |
| (c) hit the ceiling | (iii) react extremely angrily |
| (d) bury the hatchet | (iv) to make peace |
| (e) add fuel to the fire | (i) to make a bad situation worse |
| (f) gain ground | (ii) to make progress |

- 6**
- | | |
|-----------------------------------|--|
| (a) a bone of contention | (iii) a cause of disagreement |
| (b) to harp on the same string | (iii) to refer repeatedly to the same subject |
| (c) to let the cat out of the bag | (iii) to disclose a well-kept secret |
| (d) spick and span | (i) neat and clean |
| (e) the lion's share | (ii) the largest portion |
| (f) do not upset the applecart | (ii) do not change the way things are done |
| (g) heads will roll | (iii) certain individuals will have to quit their jobs |
| (h) to live from hand to mouth | (iii) to live a life within a very tight budget |

- 7**
- | | |
|-----------|--|
| (a) (iii) | I wish the doctor would stop beating around the bush and tell me exactly what is wrong with me. |
| (b) (iii) | A large contingent of the police was called to the scene, but it was just a storm in a tea cup as all the strikers dispersed peacefully after registering their grievances. |
| (c) (ii) | Rashid received a pat on the back from the chief executive for his excellent presentation to the committee on the new power project. |
| (d) (iii) | The recent increase in prices of fuel was a bolt from the blue for the entire nation. |
| (e) (iii) | Sajid was sorrowful over his performance in the one-day cricket match. This was like crying over spilt milk . |

- 8**
- (a) (iv) I do not enjoy small talk and meaningless conversations; it is for this reason that I am usually **a fish out of water** at marriage parties.
 - (b) (iii) The driver **created a cock and bull story** to justify his long leave of absence without the permission of his employer.
 - (c) (iii) To preach the virtues of honesty to the scoundrel was like **flogging a dead horse**.
 - (d) (ii) The health minister **made a laughing stock of himself** while addressing the symposium of the visiting senior surgeons from the foreign countries.
 - (e) (i) Please do not **make a mountain of a mole hill** and come to the point straight away.
 - (f) (ii) I expect Shahid, my dear friend, to stand with me **through thick and thin**.
 - (g) (iii) The nominees of both the political parties were **at daggers drawn** in spite of their very close family relationships.
- 9**
- (a) "Oh, that advertisement to give very attractive prizes to the winners of the lottery!" I would rather **take it with a pinch of salt**.
 - (b) Mr. and Mrs. Sarwar have three children and everyone knows that the youngest daughter is **the apple of their eyes**.
 - (c) You should have kept your valuable necklace in the bank lockers. Now that it is stolen, there is **no use crying over spilt milk**.
 - (d) Painting is **not my cup of tea**; I can hardly hold the brush straight.
 - (e) **In the blink of an eye** the seagull dived in the water and caught a beautiful yellow fish.
 - (f) My wife's constant obsession with cleanliness **gets on my nerves** sometimes.
 - (g) It is futile to try to hold a meaningful discussion with Zahid on the political set-up. It's **like showing a red rag to a bull**.
 - (h) Asif completed the math assignment in just one hour; it was **a piece of cake** for him.
- 10**
- (a) (ii) The thief **ran away from the scene** when he saw the policeman.
 - (b) (ii) You cannot **have it both ways**.
 - (c) (i) Their attempt to get the stolen necklace was **useless search**.
 - (d) (ii) The enquiry ordered by the court had **disclosed** some startling facts.

CHAPTER 7 – SENTENCES

- 1**
- (a) **Simple Sentence:** A simple sentence is composed of one subject, one predicate and a verb.
Example: We had a wonderful time in Murree last September.
- (b) **Compound Sentence:** A compound sentence is composed of two or more independent clauses which may be connected by a coordinating conjunction.
Example: We visited Lahore in October, but my brother went to China on a business assignment.
- (c) **Complex Sentence:** A complex sentence is composed of one independent clause (the main clause) and one or more dependent clause(s).
Example: While we were shopping in the Liberty Market, we suddenly met our former neighbour Ahsan and his family.
- 2**
- (a) Phrase is a combination of words that makes some sense but not complete sense and usually does not contain a verb.
- (b) Sentence is a combination of words which makes complete sense. A Sentence contains a main idea and must have a subject, a verb and a predicate.
- (c) Declarative sentence is one which gives description of a fact whether it is in the affirmative or in the negative.
- (d) Imperative sentence should begin with a verb and convey an order or makes it obligatory for someone to perform a certain act.
- (e) Exclamatory sentence expresses or denotes a strong emotion or passion.

- 3
- (a) Amjad donated his old car, that no longer ran well, to a charitable trust.
 - (b) Last July and August, I had a wonderful vacation.
 - (c) Trees drop their leaves in autumn.
 - (d) The bank was robbed again.
 - (e) The award, presented to the actor, was engraved in/with gold letters.
 - (f) Zahid wanted to finish his homework, take a walk and be in bed by ten o'clock.
 - (g) Afridi's batting style is certainly more aggressive than Misbah's batting style.
 - (h) Salim printed the letter, signed it and left the office.
 - (i) Wasting time and missing deadlines is not a desirable trait for an aspiring executive.
 - (j) Job interviews are a matter of acting confident and staying relaxed.
 - (k) We apologize for the inconvenience caused to you due to the repairs of the road.
 - (l) The trial was postponed to a future date because of lack of sufficient evidence.
 - (m) The President, as well as his staff, was not able to attend the meeting.
 - (n) All our highly trained drivers are given instructions to drive slowly.
 - (o) We are convinced that written communication skills are important.

- 4
- (a) I wanted to buy soap, tooth paste and shampoo.
 - (b) Although Saad was not feeling well, he still went to the office to complete his assignment.
 - (c) Do what you can, for whom you can, with what you have and where you are!
 - (d) How can we improve the education, economic and legal situation in Pakistan?
 - (e) The leader was loved by the rich and the poor, high and low, young and old because of his benevolent attitude towards his countrymen.
 - (f) "Examinations are finally over!" Sharmen said happily.
 - (g) Shama, the neighbour next door, told me that the exhibitions of her paintings will be held in Karachi and Islamabad.
 - (h) "Weren't you leaving for Malaysia this week?" Saira asked.
 - (i) Where was he born?

- 5**
- (a) The forest is on fire.
 - (b) Look! I have two tickets for the one day cricket match.
 - (c) This is Rashid's cellphone.
 - (d) One must put in one's best efforts if one wishes to succeed in the examinations.
 - (e) Adnan said, "Ajmal didn't eat the cake."
 - (f) "Welcome home uncle and aunty!" Cheered the enthusiastic crowd.
 - (g) Where all think alike, no one thinks very much.
 - (h) I wish I could stay a little longer, but it's already too late.
 - (i) The tourists invariably asked if the glacier was still advancing.
 - (j) My neighbour, who is very optimistic, says we will win five gold medals.
- 6** Patriotism in its simplest terms means love of one's country. It is an innate and primitive instinct in most human beings. In the early days of the human race, families clung together to make themselves secure from wild animals. Later, many families joined together to form a tribe which defended itself against other tribes. From the tribes came the nation and with national self-consciousness came patriotism. We show our patriotism in a variety of small and big gestures. For example, we wave our national flag when our team wins an international sporting event. We are willing to endure considerable hardships and even willing to sacrifice our lives for the integrity and sovereignty of our nation. Patriotism, thus combines a diverse mix of feelings such as unity, oneness, pride, gratitude and security for achievement of common goals of nationhood.
- 7** Smart managers recognize the needs of free agents, by engaging in practices that say: 'I meet your needs; I expect you to meet mine. Let's work together!'. Free agents want flexibility to move through organizational systems without being locked in to one department. They want to be recognized and valued for the talents they bring and for results achieved. They prefer teams in which they can realize a more self-directed environment than they can in a single job reporting to a supervisor. While rewards are important, so too are responsibility, respect, recognition, and relationships. Moreover, because of their concern for independence and marketability, they have a critical need to protect their reputation; they gravitate to assignments that enhance their standing in the estimation of others.
- 8**
- | | |
|---|---------------|
| (a) What is the balance in my account? | Interrogative |
| (b) Congratulations, you fully deserve the promotion! | Exclamatory |
| (c) Ask not what your country can do for you; ask what you can do for your country. | Imperative |
| (d) The manager wanted to know who authorised the payment. | Declarative |
| (e) Someone should have asked what they think about it. | Declarative |

- 9**
- (a) Look, that man has green hair! Exclamatory
 - (b) He asked me what my name was. Declarative
 - (c) Ask them where they are going . Imperative
 - (d) When was Liaquat Ali Khan prime minister? Interrogative
 - (e) I wonder when Liaquat Ali Khan was the prime minister. Declarative
- 10**
- (a) I shall never forget those happy days.
 - (b) The moonlight sweetly sleeps upon the river-bank.
 - (c) I wish I were young again.
 - (d) Their glory can never fade.
 - (e) Everyone knows him.
 - (f) This meal is delicious.
- 11**
- (a) She said she had taken the book home with her.
 - (b) She said she was going shopping and asked if she could get me anything.
 - (c) He asked them if they would repose trust in such a person.
 - (d) He said that he would leave as soon as it was possible.
 - (e) The Chairman said that it gave him immense pleasure to be there that evening.
- 12**
- (a) Karim enquired where Moin was.
 - (b) Saeed enquired how much pocket money Raheel got.
 - (c) My teacher explained that the sun rises from the east.
 - (d) He told us that his father was a doctor and his mother was an engineer.
 - (e) He said that he had eaten his lunch.
 - (f) She asked Shakir whether he preferred tea or coffee.
 - (g) She said that she was doing a degree course at the university.
 - (h) He enquired us if we had been shopping.
 - (i) He told us not to make so much noise.
 - (j) My father told me not to waste my money.
 - (k) She told Baber to stop smoking.
 - (l) My friend told me not to be late tomorrow.
 - (m) He told me to meet him at the cinema.
 - (n) He asked me when the train would arrive.

- 13**
- (a) She said that she had been teaching English for seven years.
 - (b) Nausheen said that she had seen Laila at the bank on Monday.
 - (c) The shop assistant asked if I/he/she was looking for something special.
 - (d) Johar asked them/us if Saif was still playing football with them/us.
 - (e) I asked him/her if I could use his/her phone.
 - (f) The gardener said that he always sold all his flowers.
 - (g) Javed told Sonia that he had returned the dictionary to the library.
 - (h) Parkash said that his wife had gone with him to the show.
- 14**
- (a) They said they might stay.
 - (b) She asked me how I had held on to it.
 - (c) Mother asked how often he bound his books.
 - (d) She said she had to have a computer to teach English on line.
 - (e) They said the lesson had already started when he arrived.
 - (f) He said (that) he had been going to school every day.
 - (g) Mubarak said that he was very busy then.
 - (h) He says that he has passed the examination.
- 15**
- (a) Roshan Khan said that he might go to Swat again.
 - (b) Sara asked her brother if he would help her complete the report.
 - (c) Asad told/informed me that Sonia had left the town the night before/ last night.
 - (d) The waiter asked the young lady if she had lost a diamond ring.
 - (e) I asked my father if he would give me a ride to college.
 - (f) He told the doctor that he had been waiting for him for the last four hours.
 - (g) Sameer told his teacher that he had gone to bed late the night before/ last night.
 - (h) Shahida asked from Shumaila if Zeenat had called her an hour ago/earlier.
- 16**
- (a) The games were opened by the president.
 - (b) He was laughed at by the whole class
 - (c) His laptop has been stolen.
 - (d) This book was given to me by Omar.
 - (e) We were kept waiting by Mumtaz for thirty minutes.
 - (f) Your father should always be obeyed by you.
 - (g) One hundred rupees were lent to me by Uzair.
 - (h) By whom was the glass dropped?
 - (i) He was elected by them as their leader.
 - (j) A big effort was made by us.

- 17**
- (a) The fastest boy in the class beat him.
 - (b) Gambling can ruin men.
 - (c) Everyone applauded him.
 - (d) Who killed this animal?
 - (e) They sold many tickets on the day of the concert.
 - (f) The organiser welcomed the actor to the event.
 - (g) I did not start the fire.
 - (h) The heat made me unwell.
 - (i) You surprise me.
 - (j) Why did that person chase you?

CHAPTER 8 – WRITING

1 (a) **The pressures of self-employment**

(This is just a suggestion – other titles would be equally valid).

- (b) Four types of pressures faced by individuals who choose to be self-employed are:
- (i) working for long hours
 - (ii) letting things get on top of them
 - (iii) getting into debt
 - (iv) maintaining faith in the business often in the face of the doubts of others.
- (c) Qualities which are vital for success of self-employed persons are (four only):
- (i) a positive attitude
 - (ii) the ability to show leadership
 - (iii) an ability to be tough in order to discipline difficult employees
 - (iv) an ability to make difficult demands of suppliers
 - (v) an ability to be polite and helpful to customers even when they are being awkward.
- (d) Queries which a person should ask himself (herself) before becoming self-employed include the following (four only):
- (i) Do I have financial resources and can I afford to risk them?
 - (ii) What are my plans if the business fails and I am forced to sell my house?
 - (iii) Do I have sufficient experience and technical skills to perform the core functions of my new business?
 - (iv) Am I knowledgeable enough with the market conditions and can adapt to its changes?
 - (v) Do I have the tenacity and discipline to see through hard times?
- (e) Précis (No suggestion offered, as there can be many ways to write a précis of the given passage).

2 (a) **Environmental pollution in Pakistan**

(This is just a suggestion – other titles would be equally valid).

- (b) Three types of pollution mentioned in the passage are air pollution, water pollution and noise pollution.
- (c) Dangers posed to human health by noise pollution include (four only):
- (i) damage to the ear drums
 - (ii) nausea
 - (iii) severe body pains
 - (iv) hypertension
 - (v) life-long deafness

- (d) Noise pollution affects industrial workers by:
 - (i) causing decline in productivity
 - (ii) adversely affecting mental and physical health of workers
 - (iii) causing irritability and tension among workers
 - (iv) making them violent even to minor differences and disagreements.
- (e) In the Netherlands, zoning regulations prohibit construction of housing projects in areas close to highways or airport and construction of anti-noise surface-porous asphalt roads reduces traffic noise.
- (f) According to the passage, three-wheeler rickshaws, buses with defective silencers and mechanical workshops in residential areas create the most noise on the roads and in residential areas of Pakistan.
- (g) Précis (No suggestion offered, as there can be many ways to write a précis of the given passage).

3 (a) **Smoking: A problem for society?**

Various titles might be offered based on the theme of the passage. The passage revolves around the increasing consumption of tobacco in the society and its adverse effects. Any title focusing solely on smoking would not be correct comprehension of the passage.

- (b) A passive smoker is a person who breathes in (inhales) the tobacco smoke of others.
- (c) Measures which might be taken to control the menace of tobacco include:
 - (i) banning smoking on public transport
 - (ii) banning smoking in public places
 - (iii) the discouragement of glamorising tobacco by the media
 - (iv) educating the community about the dangers of using tobacco in any form
- (d) The government earns 38 billion a year from tobacco industry.
- (e) The increasing use of tobacco is not only increasing the medical costs incurred by the citizens themselves, but is also putting a pressure on the government due to the limited availability of funds that can be spent on the state healthcare system. The citizens are spending more on their healthcare and are thus compromising on their standards of living.
- (f) Précis (No suggestion offered, as there can be many ways to write a précis of the given passage).

4 (a) **Colour blindness: Causes and how to test for it**

(This is just a suggestion – other titles would be equally valid).

- (b) Colour blindness is usually genetic in nature, but may also occur because of eye, nerve, or brain damage, or exposure to certain chemicals.
- (c) The absorption spectra of the cones differ in a way that one is maximally sensitive to short wavelengths, other to medium wavelengths and the third to long wavelengths.

- (d) Many of the genes involved in colour vision are on the X chromosome. Men only have one while women have two X chromosomes, making color blindness more common in males than in females.
- (e) The Ishihara colour test is criticised for containing only numerals and thus not being useful for young children, who have not yet learned to use numerals.
- (f) Précis (No suggestion offered, as there can be many ways to write a précis of the given passage).

5**(a) In pursuit of happiness!**

(This is just a suggestion – other titles would be equally valid).

- (b) The psychiatrists try to examine happiness by using both a new method as well as traditional methods of psychology. Under the new method (i.e. Positive Psychology), they evaluate the strengths which allow people to do well. Instead of emphasizing life's problems, they try to examine those things which make one's life worth living. In contrast, traditional methods study happiness by examining negative situations like mental suffering and sickness.
- (c) In ancient times, Greeks believed that happiness was related to luck. However, this perception changed in eighteenth century Europe when people started believing that they themselves have the power to find happiness.
- (d) The term "impact bias" refers to the observation that events we believe will bring us happiness bring us less happiness than we think and, events we fear will make us unhappy make us less unhappy than we believe.
- (e) Précis (No suggestion offered, as there can be many ways to write a précis of the given passage).

6**(a) Mental illness: Bias and misconception**

(This is just a suggestion – other titles would be equally valid).

- (b) The main theme points that the author intends to convey in the passage are:
 - (i) Mental illness has carried a deep sense of stigma in most societies.
 - (ii) Psychiatric help is not provided for treatment of mental illness.
 - (iii) Ignorance and illiteracy have prevented the proper treatment of mental illness.
 - (iv) Mental illness is increasing due to tensions and stress in the society.
 - (v) Situation is changing and mental illness is now being increasingly treated as any other health disorder.
- (c) The solutions offered by pirs for treatment of mental disorders are:
 - (i) amulets
 - (ii) holy water
 - (iii) secret potions / prescriptions
- (d) The major causes of increasing mental illnesses in recent times are:
 - (i) increasing poverty
 - (ii) unhealthy living conditions

- (iii) social pressures
 - (iv) physical violence
 - (v) gender discrimination
- (e) Précis (No suggestion offered, as there can be many ways to write a précis of the given passage).

Essay answers

The examiner does not provide suggestion solutions to essay questions as there are many ways to write an essay on a given title.

In each case marks are awarded in the following areas.

- Introduction
- Text and organization of ideas
- Grammar
- Spelling
- Tense consistency
- Use of idioms and phrases
- Vocabulary
- Conclusion
- Word count
- Neatness/handwriting



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