

CHAPTER - I

MASTER GRAMMAR

Introduction :

One cannot be a fine cobbler without the ability to identify the finest leather, so too not to understand the structure of a sentence is an overwhelming obstacle in the way of mastering the language. Many people detest to hear the term 'Grammar' as it reminds them of the classroom. However understanding grammar will in some ways free you from its grip, making you the master of words rather than keeping you as their slave. So make an attempt to know and master the fundamentals of English grammar. This chapter on 'MASTERING GRAMMAR' is an attempt to help students to gain mastery over English Grammar.

FUNDAMENTALS OF GRAMMAR :

Words are classified according to their 'parts of speech' - that is, the part they play in a sentence. Most modern grammarians list the following nine parts of speech :

- | | | |
|---------------|---|---|
| nouns | - | cow, milk, honesty, Monday, Ruth. |
| verbs | - | play, meditate, be, must. |
| adjectives | - | sweet, bright, asleep. |
| adverbs | - | happily, soon, very, however, hard |
| pronouns | - | I, he, everyone, ourselves. |
| determiners | - | a, the, my, every, any |
| prepositions | - | in, of, opposite, regarding, according to, in spire of. |
| conjunctions | - | but, or, while, if, that |
| interjections | - | oh! well!, Alas! |

Before we proceed any further let us go through an aptitude test. If you can score 36 or above you may not read this chapter further, on **MASTERING GRAMMAR**.

GRAMMAR QUIZ I

Which is the preferable form in each of the sentences below? (For the answers, turn to Page - 24)

1. There were fewer/less candidates than expected.
2. The results of this complicated quiz remain/remains to be seen.
3. The city of Hiroshima which/that was virtually destroyed during the war, now flourishes again.
4. I don't suppose that either of them care/cares one way or the other.
5. That is one of those instructions that really is/are acceptable.
6. The official, together with his two young daughters has/have come to the party.
7. The cabinet has/have all been sworn to secrecy.
8. The patient is comparatively well/better today.
9. I told her to learn the alphabets/alphabet.
10. These cattles/cattle are mine.
11. I called in/at his house and gave him the book.
12. All those/Every one present should sign their documents.
13. Every man, woman and child was/were seated.
14. Neither poverty nor famine is/are to deter him.
15. The audience gave his wife and he/him a standing ovation.
16. The mayor dismissed the councillors, who/whom he found corrupt.

17. Who/Whom do you think is going to win?
18. Who/Whom do you consider most likely to win?
19. I hope you don't mind my/me dropping in like this.
20. It is unfair to expect us/we public figures to know all the answers.
21. Isn't that the same man as/that she was dancing with last evening?
22. Ruth Ellis was the last woman hanged/hung in Britain.
23. They have gone/went out last week.
24. Workmen lay/laid the tarpaulin down on the grass.
25. She shrank/shrunk back in horror.
26. Nobody dare/dares to stand up to her.
27. If I were/was young I would go back to college again.
28. If I had had/had the money, I would have purchased a car.
29. She asked me if I was/were prepared to reconsider my decision.
30. Aunt will likely/probably visit us again on Monday.
31. The water has frozen solidly/solid during the night.
32. It is one of the most unusual/unique game parks in India.
33. You can/may phone to any part of the world now.
34. You can phone direct/directly to any part of the world now.
35. Regrettably/Regretfully, your application has been refused.
36. We prefer our old class room than/to the new one.

37. I would appreciate if you come/ came back soon.
38. Nobody could cure him from/ of his illness.
39. He was too/ very glad to see me.
40. One must do one's / his duty.

WHEN NOUNS ARE USED LIKE ADJECTIVES

Sometimes nouns are used to describe other nouns rather than like adjectives. In the sentence, 'THE PUNJAB CHILD LABOUR INQUIRY REPORT WAS PUBLISHED TODAY', the four nouns "Punjab, child, labour and inquiry" do the work of an adjective to describe 'Report'. Similarly, in the phrases EASTER EGG, LOVE AFFAIR, HISTORY BOOK, the first word is a noun each time. So adjectives and nouns share the property of being able to appear in the attributive position before nouns. [Compare FAST CAR ('Fast' is adjective) and Sports CAR ('Sports' is noun)]

USEFUL TERMS THAT GO WITH VERBS

Verbs are the most complex and varied part of speech.

The following terms describe different types and parts of verbs and their various functions.

- (1) **Finite / NON-FINITE.** A *finite* verb is one used in the normal way, usually with a subject and a tense. For example, write and writes in I write, she writes. When a verb lacks tense, it is a *non-finite*. The non-finite forms are the -ing form (sinking), the past participle (sunk) and the infinitive (sink in It will sink, or to sink, in It seems to sink)
- (2) **Impersonal VERBS.** These are verbs that do not take true subjects, as in It rained. Many verbs can be used both personally and impersonally as seems in Jack seems to be here and It seems Jack is here.
- (3) **THE - ING FORM** This can be used like an adjective (writing paper) and in progressive tenses (She is/ was writing): in both of these cases it is called the

present participle. It can also carry out noun-like function (**Writing is fun, smoking is injurious to health**), in which case it is called a 'gerund'.

(4) **PASSIVE/ACTIVE VOICE.** Generally a verb or sentence in the passive voice is one in which the action of the verb is done to the subject : **The man was suspended. They were brought home yesterday.** A verb or sentence in the active voice is one in which the subject does the action : **The manager suspended him ; Father brought them home yesterday.**

(5) **THE PAST PARTICIPLE.** This is the part of a verb, such as **spoken** or **responded**, used to make perfect tenses - as in **I have spoken but he hasn't responded** and in passive, as in **It was spoken in style.**

(6) **PERFECT FORMS.** These are the verb forms consisting of **have/has** plus the participle : **They have written to us; The doctor had come** (present perfect & past perfect)

(7) **PHRASAL VERBS.** There are 'verbs' made up of a true verb plus one or more small words that change the meaning considerably. Just consider the difference between **He looked at me** and **He looked down upon me**; 'look down upon' is phrasal verb.

(8) **Reflexive VERBS.** These verbs are whose subject and object are the same person or thing, and so have **myself, itself, or the like** as an element. Some verbs are always reflexive : we may **pride our-selves** on something, but we cannot **pride** anything else.

(9) **Strong/WEAK VERBS.** Weak verbs make their past tense and past participle by adding (e) d to the basis form, as in **I play, I played, I have played.** By contrast the strong verbs change their inner form, as in **I speak, I spoke, I have spoken.**

- (10) **SUBJUNCTIVE / INDICATIVE MOODS.** Many languages have two parallel sets of tenses distinguished as the indicative and subjunctive moods. The indicative is used for discussing events and facts. The subjunctive is used in certain grammatical patterns to discuss non-factual situations.

Present Subjunctive : This uses the infinitive (minus to) Examples : It is imperative that doctors be aware of these rules. He suggested that she take the next flight home, Present subjunctive is also used in certain fixed phrases such as : God save the queen. Far be it from me.

Past Subjunctive : In spite of its name this is used to talk about something hypothetical in the present or future. Its best-known use is the form **were**. For example, If I were you..... I wish I were older.

- (11) **TRANSITIVE / INTRANSITIVE.** Transitive verbs take direct objects or occur in the passive - She hit me; I was hit - where as Intransitive verbs take no direct object She vanished without a trace. Some verbs are fully transitive. You cannot just say - He scrutinised or He used - one has to scrutinise or use something. But many verbs can be used transitively or intransitively. Compare : She always argues with me (intransitive) She argues her cases very effectively (transitive)

PREPOSITION OR ADVERB ?

Prepositions are sometimes confused with adverbs. The word in is a preposition in I was in the house; it comes front of the phrase the house. But in is an adverb in I was in; here it modifies the verb.

The words up and down can similarly be used as prepositions and adverbs : Jack went up (adverb) Jack

went up the hill (Preposition) The ball rolled down the hill (preposition) The ball rolled down (Adverb).

THAT OR WHICH ?

Consider these two sentences :

- 1) The town that / which has beautiful parks and building will always attract tourists.
- 2) The town, which is a popular tourist centre, is famous for its beautiful parks and buildings.

In the first sentence, either that or which is suitable. The relative clause here is a 'restrictive clause' - that is, it defines the noun 'town' specifying the kind of town in question. The clause usually has no commas before or after.

In the second sentence, only which is suitable. The relative clause is here a 'non-restrictive' clause - it simply gives some incidental information about the noun **town**. It is usually cordned off by commas.

The Preference for that,

1. In clauses relating to the pronouns anything, everything, nothing and something - that is preferred.

Ex : Can you think of something **that** can change his mood?

Is there anything **that** I can do for you ?

- 2) In clauses following a superlative : the most beautiful park **that** I have ever visited.

SINGULAR OR PLURAL

This section deals with questions like Should one talk about fewer police or less police ?

SUBJECT - VERB AGREEMENT

Problems can arise when the subject of a sentence is a long phrase or stands at some distance from its verb.

Which verb form should you use in the following sentences?

1. The smell of garlic and onions was overpowering.
2. The glamour of power, money and success has gone to her head.
3. Everything except the gifts are ready.
4. The results of all this delay were unforeseen.
5. The result of his foolish actions was dangerous.

If you are not sure how to decide, prune down the sentence leaving only the main subject noun and its verb. It is then easy to see what the correct verb form should be:

1. The smell was
2. The glamour has
3. Everything is
4. The results' were
5. The result was

ONE OF

One common error is to use singular verb after phrases like **one of the men who.....**

He is one of those boys who **never listens** to reason (X)

That's one of the few schools that **brings** excellent result (X)

Here the subjects of the verbs **listen** and **bring** are **who** and **that**. These relative pronouns refer not to **one** but to those boys and few schools. So the correct verb should be:

He is one of those boys who never listen to reason.

That's one of the few schools that bring excellent result.

CLAUSES AS SUBJECTS

Clauses can act as Subjects of verbs. They usually take a singular verb :

Examples :

- 1) That such things should occur is surprising.
- 2) To treat 18-year-olds as children is patronising.
- 3) Caring for all aspects of home and family takes a lot of time.

What - clauses are different, however. Here agreement depends on whether a clause refers to a thing or several things :

What was their garden is now a carpark.

What seemed good reasons at that time now look unconvincing (That is, the reason now look unconvincing.)

Sometimes you can choose, especially when the complement of the main verb is plural, though the singular form remains preferable :

What we need is/are donations,

What I saw, was/were two huge elephants.

COLLECTIVE NOUNS - INDIA ARE WINNING

Collective nouns are singular nouns that refer to a group of people or things, for example, **audience, committee, class, family the government, the team.** In American and Australian English these words are treated as singulars ; that is they take singular verbs, and are referred to as **it.** British English, however, is more flexible :

The audience was/were more enthusiastic than it/they expected to be.

Scotland has/have won the cup.

The difference often lies in how you view the subject. If the subject is regarded as a single unit, you are likely to use a singular verb. For example,

The company has outperformed itself this year.

The Cabinet have long been fighting among themselves.

The jury was unanimous in its decision.

A pair of those shoes costs Rs. 1200.

The pair were sitting in a corner.

A BOUQUET OF FLOWERS HAS/HAVE

Generally, a subject consisting of a singular noun plus a prepositional phrase takes a singular verb :

A flock of sheep was on the hillside.

A fleet of ships has arrived.

A bouquet of flowers has been sent.

EVERYONE.....AND HIS/HER..... THEIR ?

Which is the correct usage - singular or plural - after indefinite pronouns such as **anybody**, **someone**, **no one**, and **everybody** ? And after singular nouns referring to people but not specific as to sex, such as **teacher** and **child** ? The following sentences do not cause any trouble.

1. Everybody knows the earth is round.

2. Anyone who thinks otherwise is daft.

But how would you fill in these ?

1. If anybody calls, tell Sham. I'm not at home.

2. Nobody wants to be ill, do they ?

3. Has everyone taken _____ things with _____ ?

4. A teacher should be responsible for _____ students' progress.

Traditionalists would fill in the above blanks with singular masculine pronouns :

1., tell **him**.....
2., ill, **Does he** ?
3. taken **their** things with **them** ?
4. for **his** students'

This formal approach cannot be accepted today in contexts that include women.

There is no satisfactory solution to the above problem but one wide spread solution is to use **they** and **them** following the precedent set by great authors :

Now leaden slumber with life's strength both fight,

Any **everyone** to rest **themselves** betake.....
(Shakespeare, The rape of Lucrece)

There is another solution to the above problem. Avoid such problems by re-wording such sentences :

1. If anybody calls, say I'm not at home.
2. Nobody wants to be ill, surely ?
3. Would you all please take your things with you ?
4. Teachers should be responsible for their students' progress.

EACH, EVERY

These words are singular, and so the verb they go with should be singular as well - even when the subject includes **and** :

Every item is numbered,

Each man, woman and child was given food packets.

Each of the boys has decided to join the course. However, when **each** comes after a plural subject, the verb too must be plural :

The children were each given food-packets.
The members have each, decided to contribute.

EITHER, NEITHER

These are singular and strictly speaking require a singular verb :

Neither of the boys pays any attention. Either Edward or his friend has done this.

When two plural subjects are joined by *either...or...* or *neither...nor...*, the verb has to be plural :

Neither the French nor the Germans were pleased to hear about the American attack. Either the students from class IX or the students from class XI have put up this.

The problems start when different parts of the subject require different verb forms. Which should it be ?

Either my daughters or my wife cook/cooks the breakfast.

Neither you nor she have/has informed her about it.

There is no straight forward answer here, but the common practice is to match the verb to the nearest noun.

Either my daughters or my wife cooks the breakfast.

The best policy however is to avoid the problem by rewording :

Either my daughters cook the breakfast, or my wife does.

FEWER, MORE THAN, LESS

It is not correct to say or write : Less candidates applied for the post than I expected.

In strict grammar fewer, like few and fewest goes with plural nouns; and less, like little and least with mass or uncountable nouns. So it should be :

Fewer candidates

Fewer oranges

Less information

Less interest

Many a, more than one, none. These constructions are usually treated singular :

Many a young man **has** applied for this job. More than one school **has** come up in this area.

None of us **is** going to the party.

Exceptions : There **are** none so blind as those who will not see
I'd like some apples, but there **are** none in here.

PRONOUNS AND CASE

The following statements are widely used even through the users of it might have come under correction :

I and my friend are going out X

It will be settled between you and I X

The correction :

My friend and I.....

..... between you and me.

Read the following constructions :

X Let you and I play

X Let Mary and I give you a lift home.

The news came as a great relief to my husband and I. X

They must be cursing you and I for the delay. X

If you are not convinced that the above sentences are wrong, try the pronoun on its own :

Let I play

Let I give you a lift. If the pronoun is wrong on its own, it is wrong in combination. So the correct form :

Let you and me play

Let Mary and me give you a lift

The news came as a great relief to my husband and me
They must be cursing you and me.

IT'S ME OR I?

Modern English remains undecided about whether it's me or It's I, but the fact is that it is accepted so say It's me and Was that her?

If you are a traditionalist and purist you may say, It's I and

WHO OR WHOM?

Should you write **who** or **whom**? **whoever** or **whomever**?

In questions: In the following sentences, which interrogative pronouns is correct?

Who/Whom do you prefer?

Who/whom were you scolding just now?

Do you know who/whom to trust?

Who/whom do you think is the best speaker?

To decide whether **whom** is possible, try to construct the sentence. **Who do you want see?** is related to, you want to see him/her/them - object. You won't say, 'you want to see he/she/they'; so, word in the first three examples above **whom** is the correct according to strict grammar:

Whom do you prefer? (you prefer him/her/them.)

Whom were you scolding just now? (you were scolding him/her/them.)

Do you know whom to trust? (you trust him/her/them)

Contrast:

Who do you think is the best speaker? (I think he/she is)

NB: The rules that apply to **who** and **whom** also apply to **whoever** and **whomever**.

PROB

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PROBLEMS WITH VERBS

I WILL AND I SHALL

When do you say **shall** and when do you say **will**? The Choice between the two was complex one but not any more. In Scotland and Ireland and probably in North America the distinctions were never widely acknowledged. And even in England little attention is now paid to them. Further more **shall** and **will** have other functions and meanings, as in :

The fine **shall** not exceed Rs. 500.

You **shall** complete the work within an hour.

According to section 142, I **shall** be only answerable to the Board.

In such legal phraseology, **shall** is often used to indicate obligation, in all three persons.

And **will**, can often, especially in British English, indicate inference or assumption -

That **will** be mum ringing

That **will** have been my mum - and repeated or habitual action :

We **will** chat for hours.

Boys **will** be boys.

Will also tends to be used in indirect commands especially military commands, rather than the emphatic **shall** :

You **will** assemble at 9.30 a.m.

The fourth brigade **will** advance.

Today most people use the contraction 'll in informal usage - both in written and spoken English. Even in formal English people tend to use alternative expressions such as : **must**, **is going to**, **is determined to**, and the like.

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For example :

We are going to meet at 9.00 p.m.

I am determined to take her out.

We must have a day out.

However in the following cases **shall** and **will** find the right places :

(i) Questions that seek advice or information, or make suggestion :

Use **shall** before I or We

What shall I/We do ?

Shall we go for a walk ?

Use **should** before he, she, it, you, they, the cat, Mary and so on :

Should Maria cook the meal instead ?

Should I help you ?

(ii) Questions that put forward a request : Use **will** you..... ? or **Would** you ? Will you close the windows before you go ? Would you come forward a little ? Would you move the chair a little please ?

(iii) Questions that seek information about the future :

If you are seeking the information that does not depend on the speaker or the subject of the sentence, use **will** -

What will I/we get ?

Will they listen to us ?

Will I pass the interview ?

If the information you seek depends partly on either the speaker or the subject of the sentence, use **shall** for I and

we. When shall we book the ticket ? What shall I tell him tomorrow ? Use will for he, she, it, Tom, the horse, they and you -

Why will he do that ?

How will you convince her ?

SHOULD / WOULD

Both 'should and would' have several special uses that do not come under any rule.

should, for example, can be used to express :

(i) duty. necessity or strong probability.

Ex : You should inform when you reach.

She should have completed the work.

He should pass this year.

(ii) anticipation or assumption :

Ex : The meeting should end in half and hour.

The chief guest should be here by 10.30 a.m.

(iii) Condition or contingency :

Ex : Should he so much as move, shoot him.

(iv) Surprise or indignation :

Ex : That she should marry him !

That he should talk to me like that !

would can be used to express :

(i) habitual action :

Ex : As a boy, I would paint for hours every day.

(ii) irony :

Ex : So, I would appear to be under arrest again.

ADJECTIVES AND ADVERBS

There is a tendency to use adjectives in place of adverbs and often the users are unconscious of this. Should you write - **tired** or **more tired**? Are you **standing** or **firmly**? In this section we shall deal with this problem.

Adjectives ending in LY

Many adverbs are formed by adding - ly to an adjective. **careful / carefully** and **beautiful / beautifully**. So one tends to be careless while using a word ending in - ly. What is the wrong with the following sentence?

He walked leisurely in the park.

In the above sentence the adjective leisurely is used incorrectly as an adverb. The following adjectives are also often mistaken for adverbs. beastly, brotherly, sisterly, motherly, friendly, lovely, ghostly, heavenly, princely, scholarly, and worldly.

Some adjectives end in -ly and these are also wrongly used, such as ghastly, holy, silly and ugly.

There is also a group of -ly adjectives formed from other adjectives such as dead/deadly, elder/elderly, good/goodly, kind/kindly, lone/lonely, low/lowly, sick/sickly.

Note the word kindly. It can be an adverb from kind with two uses :

They treated him kindly.

Would you kindly remain where you are?

It is also an adjective as in a kindly old man.

It can also be used adverbially in a phrase :

He smiled at me in a kindly fashion.

Note that the group of -ly words relating to period of time,

where the adjective and adverb have the same form : hourly, daily, nightly, weekly, fortnightly, monthly, yearly :

He visits us yearly. (adverb)

We are waiting for his yearly visit (adjective)

ADJECTIVE OR ADVERB

Words like hard, fast, straight etc. are easy to use either as adjectives or as adverbs.

However with some other words, you sometimes may face a tricky choice :

The cake tastes (delicious / deliciously).

All my plans have gone (wrong/wrongly).

Liza looked (hungry/hungrily).

The water had frozen (solid/solidly).

Do you need an adjective or adverb after verbs such as these? If the verbs are 'doing verbs' they require adverbs and if they are 'being' verbs they require adjectives.

In the above four examples all the four verbs are 'being' verbs and so the adjective form is the correct one.

However, in the third example above, it would be possible to say, Liza looked hungrily at the cake. Here, it is the manner of her look, that is described, not Liza herself.

Look at the following sentence :

The train went direct / directly to Howrah.

In the above sentence both 'direct & directly' are adverbs and so both are correct. When the adverb direct is used it means that the train went to Howrah without stopping anywhere and directly means 'immediately'.

GRAMMARE QUIZ II

TEST YOUR KNOWLEDGE. Complete the sentences with correct adverb. (For the answers turn to page - 25)

1. Clean(ly) (a) I'm sorry, but it went _____ out of my head.
(b) You'll never cut _____ with that blunt knife.
2. close(ly) (a) Guard this secret _____.
(b) I don't like people who stand too _____.
3. direct(ly) (a) That bus goes _____ to Siliguri.
(b) That bus is leaving _____.
4. even(ly) (a) Apply the cement _____ over the wall.
(b) She didn't _____ try to score.
5. free(ly) (a) The child was afraid to speak _____.
(b) The children were allowed in _____.
6. hard(ly) (a) He works _____ to earn some money.
(b) I _____ have time to read a book.
7. high(ly) (a) The children speak _____ of their new teacher.
(b) I jumped as _____ as the best jumper.
8. just(ly) (a) They complained that they were not _____ treated.
(b) That's _____ what I had advised.
9. late(ly) (a) Have you seen any good films _____?
(b) The chief guest arrived _____.

10. near(ly) (a) Children are afraid to go _____ him.
(b) He _____ missed the bus.

PROBLEMS WITH PREPOSITIONS

Prepositions puzzle foreigners constantly and even those who use English as their mother tongue make mistakes. One may, speak of having a passionate interest for orchestra, which of course is wrong. This should be a passionate interest in orchestra and a passion for orchestra. One may also say wrongly, a simultaneous affection and irritation with Leo. This should be, affection for and irritation with Leo.

WHICH PREPOSITION ?

If you are fond of children, you have a fondness for them.

You may show a dislike of small dogs, but take a dislike to the neighbours.

A person acts in view of the latest developments but with a view to persevere.

Charge some one with murder, but the suspect is arrested on a charge of murder.

Often there is more than one possible choice :

Preparations might be adequate to or for a party.

To conform to or with a custom

You might replace an old hat by or with a new hat.

However when a person admits or admits to something he or she confesses it. When something admits of something, it permits it.

You connive with a person but at a wrongful action.

The secret of using correct preposition at the correct place is, constant reading and the application of what you have read.

CHAPTER - II

REPORT WRITING, FILM REVIEW BOOK REVIEW

A report writing, a book review or a film review is asked as a guide essay question. Since the guide lines are given, all one has to worry about is the correct use of language accompanied by a little fertile imagination.

1. REPORT WRITING

A report writing is a straight forward account of an event an accident, an incident or the examination of a particular problem, meant for a newspaper or a magazine.

A reporter has to keep in mind the following fundamentals while reporting :

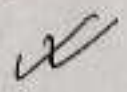
1. The language has to be **formal** and must be **precise**
2. The language used is **matter of fact**
3. The language used should **not be** overly ornamented with similes, idioms, metaphors etc.
4. While writing one has to **keep in mind the readers** for whom the report is being written.
5. A news paper report is more concerned about **facts** and there is **no room for exaggeration**.
6. A **magazine** report can be lighter and more **informal** than a news paper report.
7. A reporter has to ensure that **facts are correct and unified**.
8. A reporter meets a number of people who are either involved or connected with that particular event on which he/she is reporting. He/she has to **listen to their views and report that too**.
9. He/she should be able to give his/her **own conclusions**.

DO AS DIRECTED

Re-write the following sentences as per the instructions given in the brackets, without changing the meaning of the sentences.

1. As she continued to pray, she became calmer.
(Begin : The more.....)
2. It is not wise for anyone to hide facts from a lawyer.
(change into Affirmative sentence)
3. Are you not the one who followed him ?
(change in to Assertive sentence)
4. They did not accept any of the terms and conditions of the contract. (Begin : None and use 'acceptable' in place of 'accept'.)
5. It is probable that they will arrive tomorrow.
(Begin : In.....)
6. Nothing could describe my joy (use one word for the underlined words)
7. It was totally unexpected. (write exclamatory sentence)
8. The sun is the nearest star to the earth (change into a negative sentence)
9. Mr. Anand said, "I will take a taxi only if I am tired of walking". (Begin : Anand refused.....)
10. The medium pacer made a comeback with a second spell and claimed three wickets, (Begin : not only did.....)
11. The opening batsmen batted well to the delight of all the spectators. (use : delighted)

12. Shakuntala is the best dancer in our town (Begin : Hardly.....)
13. Some patients suffered because a few nurses did not turn up for their night duty. (Being : the sufferer of.....)
14. I think of you only when I visit this village. (Begin : I never.....)
15. "Stop smoking and drink a lot of water if you want to live longer", said the doctor (Begin : The doctor advised him.....)
16. Although a strike was called by the party, only a few joined the strike (Begin : Despite.....)
17. No matter how busy, Stephen always finds time to ring me. (Begin : Busy as.....)
18. The inspector warned the people of strict action if anyone violated the curfew order. (Begin : The inspector said,.....)
19. Besides taking him to the station, I bought him a first class ticket. (Begin : Not only.....)
20. There is no doubt that India is one of the most beautiful countries in the world. (Begin : There is no doubt that there.....)
21. I alone knew where he had hidden the treasure. (Begin : No.....)
22. Were the rooms booked at the hotel for the delegates?
(Begin : Did.....?)
23. The guardians told the principal that they had not intended to interfere. (use : intention)
24. He was kind but the staff thought that he was weak (Begin : The staff mistook.....)

25. You are a vegetarian, aren't you? (Begin : You don't eat.....?)
26. We never imagined that she could say such a thing. (Begin : Little.....)
27. "What a useless proposal !" Said he. (Begin : He commented about.....)
28. More films are produced in India than in any other country : (Begin : The number.....)
29. She had no one else but her daughter for company. (Begin : Apart.....)
30. A number of people died in India due to an intense cold wave in December, 2002. (Begin : An intense.....)
31. Our batsmen were not in form and so they were bowled out for eighty runs. (Begin : Had.....)
32. The two sisters do not like western dances. (Begin : Neither.....)
33. The pilot did not know that his plane had been hijacked. (Begin : Little did.....)
34. Although Ramesh is very rich, he is a niggard. (Begin : Rich as.....)
35. Sumit suggested that we take a day off and go fishing. (Begin : Sumit said, ".....")
36. As soon as he heard the verdict, he collapsed. (Hardly.....)
37. You are allowed to go with your friends provided you promise to come home by 8.00 p.m. (Change into a negative sentence)
38. Had he not been weak in Chemistry, he would have come first in class. (Begin : But.....)
- 

39. Letting the child walk means, you will have
down. (Begin : If.....)
40. None of us know when this Institute
established. (Begin : None of us know how
41. The time of his departure is uncertain (Be
is.....)
42. He told his friends that he had decided to
Airforce. (Use 'of' in place of 'that')
43. I would not advise you to stand for election
: It is my.....)
44. As the student continued to bunk class
performance became worse. (The more.....)
45. The conductor said, "May I have your ticket please"
(The conductor requested the travellers.....)
46. A lot of people believe that our politicians do
serve the people but themselves. (Begin :
the.....)
47. Hardly had she uttered a word when the audience
began to clap and cheer. (Begin : No sooner)
48. Some of the boys in Raju's class are older than
(Begin : Raju is not.....)
49. He had several leaders to support and this was
great advantage. (Begin : His great.....)
50. She had the money but refused to give him. (Begin :
in to a simple sentence)
51. Jack is not interested in music or in games. (Begin :
Jack is interested.....)
52. We expected the minister to come but he sent
son (Begin : Contrary.....)
53. We had no idea then that they were going to take
to heart. (Begin : Little did.....)

54. We never expected that he would do that. (Begin : It.....)
55. I suddenly realized that I was in the women's compartment. (Begin : The Sudden.....)
56. Save for a small hut the old woman owned nothing (Begin : The old woman's.....)
57. The rose is the most beautiful flower. (Begin : Hardly.....)
58. It becomes more difficult to maintain discipline as the students' number increases (Begin : The larger.....)
59. He played basket ball, football, hockey, cricket and tennis. (Not only did.....)
60. As soon as we reached the mountain top, we began to yell with you. (Begin : Hardly did.....)
61. Despite watching all the cricket matches, Rahul did well in the examinations. (Begin : Watching.....)
62. Amit asked his friend to wait at the gate while he went and got the permission to go inside. (Begin : Amit said, ".....")
63. I was not aware of his presence then. (Change in to an affirmative sentence)
64. He wrote several times to the Board but no answer came. (Begin : Despite.....)
65. I wish I had a hot cup of tea. (End.....!)
66. He is too gentle a person to do any harm to you. (Use : So.....that)
67. His attitude often irritates me. (Begin : What.....)
68. The scout master was aware of the situation in the camp. (Write a negative sentence)

69. She did not reach in time to catch the flight. (Begin : She missed.....)
70. She knows about their coming. (Change in to interrogative sentence)
71. How did the criticism affect him ? (Begin : What.....)
72. We are sorry you could not be selected. (Begin : We are sorry about.....)
73. If you remain indoors, you will not catch a cold. (Begin : You will catch.....)
74. The principal took all possible measure against 'ragging', but it continued. (Begin : The measure taken.....)
75. I had just switched on the television to watch the cricket match when the light went off. (Begin : Hardly.....)
76. He soon found that his clerk had been cheating him. (It was not long.....)
77. Railway is the largest net work of transport system in our country. Begin : Hardly.....)
78. "Never will I steal again. Please forgive me my lord", cried the accused. (Begin : The accused begged the judge.....)
79. No city is less crowded than the other (Begin : Each.....)
80. As soon as the Prime Minister arrived at the rally, the bomb exploded. (Begin : Hardly had.....)
81. Sachin is respected and admired not merely for his talent but because he is a humble person. (Begin : Sachin's talent along.....)
82. I don't know when he will return from the office. (Begin : I don't know at.....)

83. Oh, for an increase in Salary! (Begin : I.....)
84. His complain was so silly that the police did not give attention to it. (Begin : So.....)
85. Channel, 'H.B.O.' has a better viewership than 'Star Movies'. (Begin : 'Star Movies'.....)
86. She could not answer any questions because she had not paid attention in class. (Begin : Had she.....)
87. His speech was convincing but I would like to wait for a while. (Begin : He.....)
88. If you are ready to accept these proposals I can prepare the contract. (Begin : Unless.....)
89. It was very unwise of me to have signed the contract. (End.....!)
90. Perhaps the lion didn't know that one day he would take his help. (Begin : It was.....)
91. Did you really intend to cheat in the examination ? (Begin : Was it.....)
92. "She has been staying with us for the last three years and if she desires, she can continue to stay with us," said uncle. (Begin : Uncle said.....)
93. We believe that he has been assaulted. (Begin : It is our.....)
94. Sumit and his friend do not attend school on Mondays. (Begin : Neither.....)
95. He was too distracted to understand anything what I said. (Begin : He was so.....)
96. We cannot execute your plan without being discovered. (Begin : If we.....)
97. We cannot accept your help without your parents' permission. (Begin : Only.....)

98. "Honesty is the best policy" said the teacher. (Begin : The teacher told us that)
99. She resembles her mother in many ways. (Begin : She takes.....)
100. The young people of today have little respect for the elders. (use 'respect' as a verb)
101. I admire his statesmanship very much. (Begin : I have.....)
102. He did not know how to convince his father, that he was innocent and began to cry. (Begin : He began.....)
103. As I watched Sachin's batting more and more my admiration for him began to grow. (Begin : The more.....)
104. He failed to give a satisfactory explanation to the showcause notice. (Begin : He did.....)
105. Where else but in China and India we can find so much population! (Begin : We cannot.....)
106. The prisoner was not given food for a week and he died. (Begin : The prisoner died due to.....)
107. You will not come across so much greenery in any other state. (Begin : In no.....)
108. My views are not at all similar to your views. (Begin : I do not.....)
109. Not only did we study together but also go abroad together. (Begin : Besides.....)
110. Your performance in the school auditorium was better than the one in the town hall. (Change into a negative sentence)
111. His companions told that he had locked the school gate (Begin : His companions accused him.....)

112. The fast bowler boasted that he would take all the wickets. (Begin : The fast bowler boasted of his.....)
113. It is said that Alexander had been impressed by Puru's reply and gave him back the kingdom. (Begin : I is said that Puru's.....)
114. A strong wind, thunder and heavy rain brought a half to life and activity in the city. (Begin : Life and activity.....)
115. The world will never again come across such generals like Alexander, Napoleon, Nelson and Churchil. (Begin : Hardly.....)
116. As he continued to avoid the people, they grew more suspicious of him. (Begin : The more he.....)
117. She treated him in her casual manner because she didn't know that he was her boss. (Begin : If she had.....)
118. She has been greatly shocked and depressed by the sudden demise of her father. (Begin : The sudden.....)
119. There is no doubt that Madhuri is the most attractive girl in our class. (Begin : Beyond all doubt no.....)
120. As the mountaineer climbed higher and higher he found it more difficult to breathe. (Begin : The higher.....)
121. Nothing substantial can be achieved without hardwork and perseverence. (Begin : Can.....)
122. Some of you who attended the camp have been selected. (Begin : Not.....)
123. Had it not been for Usha's common sense we would have been tricked. (Begin : Save.....) ✓

138. Whatever you do, it will follow you. (Begin "Your.....")

139. The house he took on rent was furnished. (Use : 'furniture' to rewrite)

140. Napoleon was an ordinary soldier but he fought his way to success. (Begin : Despite.....)

141. He hates people who are dishonest. (Begin : He has.....)

142. The poor farmer asked the landlord to lend him some money. (Use the noun form of 'lend' to re-write)

143. She ~~has found~~ her passport which she had lost. (Begin : She had lost.....)

144. No subject interests me as much as philosophy. (Begin : Of all.....)

145. It is not at all probable that man will find a cure for death. (write an Interrogative sentence)

146. He would not have lost his position, if he had been diplomatic and less ambitious. (Begin : Had.....)

147. It is essential that a teacher must possess both intellectual and moral honesty. (Use the adverb form of "intellectual & moral" to rewrite.)

148. Our students participated in a competition between schools. (Use a prefix to 'school' and re-write)

149. He fought like a hero and saved me from the criminals. (add suffix to 'hero' and re-write)

150. We produce electricity with the energy coming from the sun (use the adjective form of 'sun' to re-write)

151. The problem of industrial noise is that too few people care. (Begin : Industrial.....)

152. I decided to disturb him no more because he was very tired. (Begin : I decided against.....)

8. One of the most famous of these ancient dragons _____ (1) (be) the Hydra, which _____ (2) (have) nine heads. It _____ (3) (devour) many beautiful young girls before it _____ (4) (slay) by Hercules. At one time people really _____ (5) (believe) that dragons _____ (6) (exist). For example sailors _____ (7) (use) to be afraid to venture into the seas because they _____ (8) (believe) that huge dragons _____ (9) (swallow) up the ships and men. Of course, dragons never _____ (10) (exist) except in legends, myths and fairy tales.

9. Dawn _____ (1) (just break) when we _____ (2) (climb) into our boat and _____ (3) (push) off from the bank. We _____ (4) (carry) downstream by a swift current, and there _____ (5) (be) no need to row. There hours later we _____ (6) (enter) the forest where we _____ (7) (intend) to spend the next three days, "Let's _____ (8) (go) ashore and _____ (9) (make) some tea", said James, "No one _____ (10) (see) us here" "It _____ (11) (forbid) to light fire in the forest but people rarely _____ (12) (come) this way", said David. No sooner _____ (13) (do) they _____ (14) (light) the fire than they _____ (15) (hear) a roar which _____ (16) (make) them shudder.

10. When they _____ (1) (have) their cum of tea, they _____ (2) (catch) the train back to the seaside town where they _____ (3) (live). Much to their surprise an ex-neighbour of theirs, whom they _____ (4) (not, see) for years, _____ (5)

the Bible, in the Koran and in the writings of many ancient Greeks. So its use _____ (5) (go) back in history.

There _____ (6) (be) hundreds of ways in which honey _____ (7) (use) today. It _____

(8) (give) flavour to foods, fruits, sweets etc. It _____ (9) (use) in ice-cream. Honey _____

(10) (have) antiseptic properties and (11) (use) since time immemorial, in healing wounds and cuts.

13. When I _____ (1) (finish) my coffee, I _____ (2) (go) to the book stall and (3) (purchase)

a couple of magazines which _____ (4) (help) me to pass my time pleasantly. Then I _____ (5)

(go) into the waiting room and _____ (6) (make) myself comfortable in an armchair. Hardly _____

(7) (I open) one of the magazines, when some one _____ (8) (come) up and _____ (9) (put)

his hand on my shoulder. It _____ (10) (be) an old friend whom I _____ (10) (not, see) for a long time.

14. The children _____ (1) (stop) _____ (2) (chatter) as Miss Lata _____

(3) (enter) the class room. Then they _____ (4) (stand up) as one-body and _____ (5) (say) in

loud chorus : "Goodmorning Miss" Miss Lata _____ (6) (smile) and _____ (7) (say)

"Goodmorning children". Then She _____ (8) (tell) the children _____ (9) (sit) down. At a glance there _____

(11) (be) ^{about} ~~about~~ ⁽¹⁰⁾ (seem) _____ (12) (watch) her intently,

_____ (13) (wait) no doubt _____ (14)

(find out) what sort of person she _____
 "I _____ (16) (suppose) you _____ (15)
 (want) (18) (know) my name". She _____
 (say). But before she _____ (20) (can tell) _____
 name someone in the class _____ (21) (call) _____
 : "It _____ (22) (be) Miss Lata" : Everyone
 _____ (23) (laugh)

15. Miss Lata _____ (1) (glance) around the
 class and soon all the children _____ (2) (fall)
 silent. Then she said, "Let us _____ (3) (begin)
 the class. The first lesson _____ (4) (be) English."
 "Oh, please, _____ (5) (tell) us a story," begged
 one of the girls. The whole class joined in, "Please tell us
 a story". Miss Lata _____ (6) (smile) and
 _____ (7) (say), "I _____ (8) (tell) you
 a story. But first of all I _____ (9) (want) you
 _____ (10) (write) a letter to Mr. Sen. We
 _____ (11) (send) our best wishes to cheer him
 up in hospital. "The children _____ (12) (like)
 the idea and they _____ (13) (begin) the letter
 writing.

16. One monsoon afternoon the postman _____
 (1) (push) his bicycle up the hill that _____ (2)
 (lead) to the village. He _____ (3) (walk) very
 carefully as the stony path (4) (be) slippery. It
 _____ (5) (rain) lightly and a strong wind
 _____ (6) (blow). He _____ (7) (have)
 only one more letter (8) (deliver) for an oldman who
 _____ (9) (live) at the top of the hill. He
 _____ (10) (live) there all alone since his only
 son _____ (11) (migrate) to Australia.

17. The eucalyptus _____ (1) (be) a native tree

of Australia and now it _____ (2) (introduce) into Europe, Egypt India and America. It _____ (3) (require) a great amount of moisture, so it _____ (4) (often plant) in swampy regions. The tree _____ (5) (provide) man with medicine. The eucalyptus oil _____ (6) (sometimes give) to patients to be inhaled _____ (7) (clear) nasal passage.

18. One day Mr. and Mrs. Iyer _____ (1) (go) upto New Delhi's posh markets _____ (2) (do) some shopping. They _____ (3) (have) a busy day, though in the end they _____ (4) (not buy) very much. By 3 o'clock they _____ (5) (look) forward _____ (6) (have) a cup of tea. They _____ (7) (find) a little restaurant but, just before they _____ (8) (go) in, Mrs. Iyer _____ (9) (remember) that she _____ (10) (have) to buy some medicine. While she _____ (11) (be) busy _____ (12) (buy) medicine, her husband _____ (13) (notice) a book shop and _____ (14) (go) inside. He _____ (15) (come) across a few books of his liking and _____ (16) (purchase) them, when he _____ (17) (come) out, his wife _____ (18) (wait) for him. She _____ (19) (a little annoy) that he _____ (20) (take) such a long time.

19. For a week inspector Madhur _____ (1) (be) completely in the dark. A man _____ (2) (find) unconscious in the car park of a reputed hotel in the city. He _____ (3) (rob) and his car _____ (4) (steal). The police _____ (5) (have) no idea

Part CHAPTER - V
WORDS WITH SAME FORM AND
SPELLING BUT DIFFERENT IN MEANING
(HOMONYMS)

A

- accord (v) : (to give / grant) The president was accorded a warm welcome.
- accord (n) : (agreement) A new accord about sharing the Kaveri-water was signed by the Chief Ministers of Karnataka and Tamilnadu.
- act (n) : (something done). The murder of that politician was an act of revenge.
- act (v) : (to perform in a play / film) She said that she would not act any more in films.
- address (n) : (place where a person lives or an organization is situated) : Would you please tell me the address of our principal ?
- address (v) : (to deliver; to speak) : The Chief guest was invited to address the gathering.
- air (n) : (the gases around the earth) : In the evening we went out to the river side to get some fresh air.
- air (v) : (to express an opinion grievance etc.) : In a democratic country, the citizens air their views without fear.
- angle (n) : (space between two lined or surfaces that meet) : They were asked to draw an angle of 90°.

N.B. n = noun adv. = adverb v = verb adj. = adjective

- angle (v) : (a fish-hook) : One can catch fish using an angle.
- appear (v) : (present oneself formally) : He refused to appear before the court.
- appear (v) : (seem) : It appears to me that he is in some trouble.
- appropriate (adj) : (suitable, proper) : Arvind got the job the most appropriate period of his life.
- appropriate (v) : (take, esp. without authority) : Arjun was accused of appropriating the wealth of his uncle using wrong means.
- arch (n) : (a curved structure acting as support) : Arches were used to construct bridges and buildings in earlier days.
- arch (adj) : (mischievous) There is an arch smile on his face.
- arm (n) : (upper limb of human body from shoulder to arm) : My arm was broken when I fell from the stairs.
- arm (n) : (weapon) Some men were arrested for carrying illegal arms.
- ash (n) : (residue left after burning) : The ashes of Nehruji was strewed over the Himalayas.
- ash (n) : (a tree) : She has furniture made of the ash tree.
- audience (n) : (assembled listeners / viewers) : The audience listened attentively to his speech.
- audience (n) : (formal interview with a superior) : The bishop sought an audience with the Pope.

B

- bail (n) : (money pledged to release temporarily an untried prisoner) : The court rejected his application for bail.
- bail (n) : (In cricket, either of two cross pieces bridging the stumps) : The player was declared out as the bails fell off when touched with his bat.
- ball (n) : (spherical body) : The player's hand was fractured when the ball hit him during a match.
- ball (n) : (social gathering for dance) : We have just returned from a ball and would like to rest a little.
- bank (n) : (commercial concern for keeping money and valuables) : We have opened a new account in the City Bank.
- bank (n) : (edge of river) : Most of the important cities are on river banks.
- bark (n) : (outer skin of a tree) : The wood-cutter has removed the bark from the felled tree.
- bark (n) : (explosive cry of a dog) : The loud bark of a dog frightened the postman.
- barrack (n) : (housing for soldiers) : The terrorist attacked a barrack in Kashmir.
- barrack (v) : (cheer for, encourage) : Most spectators barracked for the Indian team's victory.
- barrow (n) : (two-wheeled hand cart) : The workers were given barrows to clear out the debris.
- barrow (n) : (ancient grave mound) : They have

- found a huge barrow near to the Indus river.
- base (adj) : (cowardly, despicable) : Whatever he does is with a base nature.
- base (adj) : (bottom, foundation) : The good examples set by his parents acted as a base for his success.
- bass (n) : (adult male singing voice) : The choir was started with bass and slowly went to a higher pitch.
- bass (n) : (a fish of the perch family) : The fisherman caught only a few bass after the whole day's fishing.
- bat (n) : (an implement with a handle, used for hitting balls in a game) : Sachin uses a heavier bat than the rest of the players.
- bat (n) : (a nocturnal flying mammal) : The bat cannot see and so it makes no difference to it whether day or night.
- batten (n) : (a piece of timber as used in a relay race) : They failed to win the relay race because the last runner dropped the batten.
- batten (v) : (thrive at the expense of another) : There are some people who try to batten by flattering others.
- batter (v) : (strike hard and repeatedly) : The police suspected that the dead man was battered to death.
- batter (v) : (mixture of flour, egg, milk etc. used for pancakes etc.) : The baker tasted the batter before putting in to the oven.

- URBAN PARKS
- bay (v) : (broad curving inlet of the sea) The Brahmaputra river drains into the Bay of Bengal.
- bay (n) : (bark or howl loudly) : The baying of the hound woke us up just in time to look into the eyes of a tiger.
- beam (n) : (long piece of iron or timber used as support) : Some of the timber beams of our house have been replaced by iron beams.
- beam (n) : (ray of light) : The powerful beam that came from the headlight of the car blinded me and I fell down.
- bear (v) : (to carry; take; to endure) : The pain in his stomach was too severe to bear.
- bear (n) : (large heavy mammal with thick fur) : The children were happy to see a bear in the zoo.
- beetle (n) : (an insect) we took a beetle to the biology laboratory.
- beetle (n) : (heavy tool for crushing) : The old man used a beetle to crush some herbs.
- bell (n) : (hollow, cup-shaped, metal object sounding a note when struck) : The priest asked him to ring the church bell.
- bell (n) : (the cry of a stag) : The stag made a pathetic bell when it was shot.
- bend (v) : (curve, incline or stoop) she bends down to touch her toes every morning.
- bend (n) : (any of various knots) : There were several bends on the long rope for the scouts to climb easily.

- bill (n) : (statement of charges for goods or services) : I paid my hotel bill using my mastercard.
- bill (n) : (bird's beak) : The wood pecker has a long and sharp bill.
- billet (n) : (place where troops etc. are lodged) : The American missiles targeted the Iraqi billets.
- billet (n) : (small metal bar; piece of firewood) : He used a billet to break open the lock.
- blaze (n) : (bright flame or fire) : The blaze that came from the welding site blinded me for a moment.
- blaze (n) : (white mark on animal's face) : Some animals like zebra and tiger have blazes on them.
- bit (ad) : (small piece or quantity) : The patient refused to eat even a bit of food.
- bit (v) : (past of 'bite') : The criminal bit the hand of the police and fled.
- blind (adj) : (lacking the power of sight) : There is a school in our city for the blind children.
- blind (n) : (screen for a window) : She pulled down the blind to escape the rays of the sun.
- blow (v) : (direct a current of air) : He asked me to blow hard through a pipe to make the fire burn.
- blow (n) : (hard stroke) : Mr. Ali aimed a strong blow at his opponent, but he missed it.
- bluff (v) : (pretend strength, confidence) : While

- teaching him I came to know he was bluffing me.
- bluff (adj) : (blunt, frank, hearty) : All his theories are simply bluff and I enjoy them in company.
- board (n) : (a flat thin piece of sawn timber) : India exports a large quantity of board.
- board (n) : (directors of a company; official administrative body) : After the meeting one of the members of the board called a press conference.
- boil (v) : (start to bubble up and turn in to vapour) : She waited for the water to boil before putting the tea leaves.
- boil (n) : (inflamed, small sized swelling under the skin) : I cannot lift my hand because of a boil on my shoulder.
- bolt (n) : (sliding bar and socket used to fasten a door) : The thieves used an iron-bar to open the bolt.
- book (n) : (written / printed or unwritten pages bound) : She has read every book in our school library.
- book (v) : (buy / reserve something in advance) : We have booked the tickets for the night show.
- boom (n) : (deep resonant sound) : Most American adult males speak in a boom.
- boom (n) : (period of economic prosperity or activity) : There has been a boom in every sphere of production in our country for the past ten years.

- boon (n) : (advantage; blessing) : The fairy gave her three boons.
- boon (adj) : (intimate; favourite) Asha is Mohini's boon companion.
- bore (v) : (to make a hole in, hollow out) : Boring has been going on in our compound to find water.
- bore (n) : (tiresome or dull person or thing) : I avoid his company because he is a bore.
- bore (v) : (to tire or feel tired) : I was bored watching that film.
- boss (n) : (round knob, stud etc.) : The boss that you see on the centre of this shield is of pure gold.
- boss (n) : (employer; manager; supervisor) : Our boss has gone on leave.
- bottle (n) : (container esp. glass or plastic) : They pour water into bottle and keep in the refrigerator.
- bottle (v) : (to conceal or restrain) : Do not bottle up your emotions for a long time.
- bound (v) : (spring; leap) : The river came bounding down the hill.
- bound (v) : (past & past part of bind) : He is bound to call on the president.
- bow (n) : (curved instrument for shooting arrows) : Bow and arrow was the chief weapon used in the battle of Mahabharat.
- bow (v) : (incline the head or body) : We should not bow before anyone but God.

- bowl (n) : (round deep container for food or liquid) : We all relished a bowl of ice cream each before we went on with our journey.
- bowl (n) : (to throw a ball as in a cricket) : The Indian cricket bowlers bowled admirably in the world Cup 2003.
- box (n) : (container flat sided and firm) : She received a box full of chocolates on her birthday.
- box (v) : (to take part in boxing) : Mr. Ali boxed his opponent hard on his ears.
- brake (n) : (device for stopping or slowing down a vehicle) : Our driver applied brake but the car failed to slow down.
- brake (n) : (toothed instrument) : They use a brake to crush flax and hemp.
- bridge (n) : (structure across a river) : The bridge across river Hooghly, i.e., Howrah Bridge has no pillars under it.
- bridge (n) : (A card game) : We had a game of bridge before we went to bed.
- brood (n) : (young of esp. a bird born or hatched at one time) : The old couple found the brood of a sparrow in their letter box.
- brood (v) : (worry or ponder) : Do not brood over your past failures.
- brook (n) : (a small stream) : A brook gently flows by our country cottage.
- brook (v) : (tolerate) : How do you brook the bad temper of your mother-in-law?
- buffer (n) : (thing that deadens impact) : The doors

- of different vehicles have a layer of thin rubber attached as a buffer.
- buffer (n) : (silly incompetent old man) You are a fool to make his for a buffer.
- buffet (n) : (self service meal set out at once) Most people prefer the buffet system.
- buffet (v) : (strike repeatedly) : The coach asked the swimmers to buffet energetically.
- bull (n) : (uncastrated bovine animal) : The hunters were chased by a wild bull.
- bull (n) : (papal edict) : The bishop told his priests to respect the bull and ask the faithful to read and understand them.
- bully (n) : (person coercing others by fear) : It is not difficult to find some bullies in schools and colleges.
- bully (n) : (The act of striking each other's stick three time in hockey, by two opponents)
: When the referee whistled one of the players had failed to complete the bully.
- bunk (n) : (shelf like bed against a wall) : We have made some bunks in our house for the children to sleep.
- bunk (v) : (play truant) : The principal warned the students against bunking classes.
- bunting (n) : (small bird) : Have you ever seen a bunting making its nest ?
- bunting (n) : (flags and other decorations) : It took a week after the celebration to pull down the buntings.

- bust (n) : (sculpture of a person's head, shoulders and chest) : A bust of Mrs. Gandhi was erected in our town.
- bust (v) : (raid, search, break) : Last week police bust into a suspected hide out of terrorists.
- butt (v) : (push or strike with head or horns) : The two bulls approaches butting into each other.
- butt (n) : (thicker end of a tool or weapon) : The police man hit the criminal with the butt of his gun.

C

- calf (n) : (young cow or bull) : When a cow gives birth to a calf, it is licked and cleaned by the mother cow.
- calf (v) : (fleshy hind part of one's leg below the knee) : She has a severe ache in her calf and cannot walk.
- can (Aux.v) : (be able to) : That old man can climb a coconut tree.
- can (n) : (metal vessel for liquid) : Soft drinks are also sold in cans.
- cant (n) : (insincere pious or moral talks) : More and more people have begun to desert his talks as they are nothing but cant.
- cant (n) : (slanting surface) : Even concrete house have roofs with cants.
- cape (n) : (sleeveless cloak) : Priests in christian churches wear special capes on festive occasions.

- cape (n) : (headland) : The Cape of Good Hope is very famous since the ancient days.
- caper (v) : (Jump or run playfully) : The deer is an animal known for capering around.
- caper (n) : (a kind of shrub) : The buds of caper is used to make pickle.
- capital (n) : (The chief town/city of country) : The capital of our country is the centre of all political activity.
- capital (n) : (accumulated wealth; money etc. with which a business is started) : He started his business with a small capital an now it has become a global company.
- carp (n) : (fresh water fish) : We have a huge number of carps in our pond.
- carp (v) : (to find fault) : All his demands have been met and he has no reason to carp on anything.
- case (n) : (matter under investigation) : The case regarding the murder of the diplomat is still under investigation.
- case (n) : (a container) : She put all the documents in to a brief case and escaped.
- cashier (n) : (a person dealing with cash transactions) : My friend has been appointed as the cashier of that bank.
- cashier (v) : (dismiss from service esp. with disgrace) : The manager has decided to cashier his clerk as he was caught accepting bribe.
- cast (v) : (throw forcefully) : The fisherman cast his net over and over again but caught no fish.

- cast (n) : (actors in a play etc.) : The cast for his new play has not yet been selected.
- certain (adj.) : (convinced) : He is certain that he is not guilty.
- certain (adj.) : (that need not be specified or may not be known) : A certain Mr. Walker would like to meet you.
- chap (n) : (fellow) : That chap is generous and he helps everyone.
- chafe (v) : (develop crack or soreness esp. on skin) : The farmer showed me his palms chapped due to hard work.
- character (n) : (good reputation; moral strength) : He is a man of character.
- character (n) : (person in a novel play etc.) : In this play he has the role of a dubious character.
- charge (v) : (ask as a price) : He charged five hundred rupees for his service.
- charge (n) : (accusation) : The charge against him was rather serious.
- chop (v) : (cut or fell by the blow of an axe etc.) : He succeeded to chop down that small tree with a single blow of his axe.
- chop (v) : (vacillate) : The present government is known for its chop and change policy.
- chord (n) : (group of notes sounded together) : The chord we heard was harmonious.
- chord (n) : (string of harp) : she played on the chord of the harp for sometime.
- chuck (v) : (touch playfully esp. under the chin) :

- I chucked him gently and it was not appreciated.
- chuck (v) : (expel; get rid of) : We chucked him out from the team.
- circular (adj.) : (having the form of a circle) : In India we have circular railway system.
- circular (n) : (a letter esp. sent by authority) : The schools have received a circular from the government about the new educational policy.
- clamp (n) : (device to hold things together and strongly) : We fixed the speaker to the wall with the help of a pair of clamps.
- clamp (n) : (potatoes etc. stored under straw or earth) : When the workers removed the clamps, they found that the potatoes were intact.
- cleave (v) : (chop or break apart) : The young man attempted to cleave all the thorny bushes without success.
- cleave (v) : (stick fast; adhere) : He has decided to cleave on to his new job.
- cleft (adj) : (partly divided) : We could see what was happening outside through a cleft board.
- cleft (n) : (split; fissure) : The cleft on the wall was not very encouraging.
- clip (n) : (device for holding things together) : She used a clip to keep the sheets of paper together.
- clip (v) : (cut something light with a pair of scissors) : She clipped her hair by looking in to a mirror.

QUOTATIONS FOR ALL OCCASION

1. Life is either a daring adventure or nothing, - Helen Keller

2. If we all did the things we are capable of doing, we would literally astound ourselves. - Thomas A Edison.

3. I believe suicide is the most shameful of all crimes. It is a coward's crime. How can a man call himself brave, if he cannot bear life's ups and downs? True heroism consists in facing defeats. - Napoleon.

4. Nothing splendid has ever been achieved except by those who dared to believe that something inside of them was superior to circumstances. - Bruce Barton.

5. Hold yourself responsible for a higher standard than anybody else expects of you. - Henry Ward Beecher.

6. No man can reap good without incurring danger - Mahabharata.

7. Behold the turtle. It makes progress only when it sticks its neck out. - Anonymous.

8. Never put off till tomorrow that which you can do to day. - Benjamin Franklin.

9. For yesterday is but a dream

And tomorrow is only a vision,

But TODAY well lived makes

Every yesterday a dream of happiness

And every tomorrow a vision of hope. - (from Sanskrit)

10. Putting off an easy thing makes it hard and putting off a hard one makes it impossible. - George H. Lorimer.

Paris
1. Oh, it is excellent to have a giant's strength but it is
tyrannous to use it like a giant. - Shakespear.

2. There is none so blind as they that won't see. -
Jonathan Swift.

3. We grumble that God puts thorns with roses;
wouldn't it be better to thank God that He puts roses
with thorns? - O. S. Marder.

4. There is no trifling with nature; it is always true,
grave, severe. It is always in the right and the faults
or errors fall to our share. - Goethe.

5. The soul of India is my highest heaven, the good of
the land is my highest good. - Swami Vivekanda.

6. True courage is like a kite; contrary wind raises
higher. - J. Petit Senn.

7. Bravery has no place where it can avail nothing. -
Samuel Johnson.

8. A deep resolute mind rises above all difficulties. -
Atharva Veda.

9. Surrender has no room in my plan of life. - Mahatma
Gandhi.

10. When I die I should be ashamed to leave enough
for a monument if a friend in want was above
ground. - Alexander Pope.

11. What I spent, I had; what I gave, I have, what I kept,
I lost. - Old epitaph.

12. What you set free is yours for ever clutch at it and it
is gone. - Tagore.

13. One who eats all by himself sins all by himself. -
Rig. Veda.

14. In everything do to others as you would have them
do to you. - The Bible.

25. What is harmful to you, do not do to your fellowmen.
- The Talmund.
26. A father's goodness is, higher than the mountains;
a mother's goodness is deeper than the sea. -
Anonymous.
27. The mediocre teacher tells.
The good teacher explains.
The superior teacher demonstrates.
The great teacher inspires. - Anon
28. No race can prosper till it learns that there is much
dignity in tilling a field as in writing a poem. - Anon
29. The only way to get rid of responsibility is to
discharge them. - Walter & Robertson.
30. The difference between ordinary and extraordinary
is that little extra. - Anon
31. Hating people is like burning down your own house
to get rid of a rat. - Harry Emerson.
32. Your temper is a valuable thing. Don't lose it. - Anon
33. Great minds discuss ideas.
Average minds discuss events
Mean minds discuss people. - Anon
34. My creed is this :
Happiness is the only good;
The place to be happy is here,
The time to be happy is now,
The way to be happy is to make others so. - Robert G.
35. He who has a thousand friends has not a friend to
spare, and he who has one enemy shall meet him
everywhere. - Emerson.

Maturity is the ability to do a job whether or not you are supervised, to carry money without spending it and to bear an injustice without wanting to get even.
- Ann Landers.

Some people think that they are good if they are doing good, others often think that they are doing if they are simply good. Both are frequently mistaken.
- Alica Wellington Rollins.

A good woman inspires a man; a brilliant woman interests him; a beautiful woman fascinates him; and a sympathetic woman gets him. - Edgar D' Aurevilly.

39. The men who succeed in public life are those who take the risk of standing by their own convictions.
- James A. Garfield.

40. The superior man seeks what is right; the inferior man, what is profitable. - Confucius.

41. When a man hurts you, and you turn back to hurt him, that would not cure the first injury; it would only create in the world one more wickedness. - The Buddha.

42. Kindness in ourselves is the honey that blunts that sting of unkindness in another. - Landnor.

43. It is not happiness to live long, nor happiness to die soon; happy is he who lives long enough to die well.
- Quarles.

44. The darkest hour in any man's life is when he sits down to plan how to get money without earning it.
- Harace Greeley.

45. The most utterly lost of all the days is that in which you have not once laughed. - Chamfort.

46. I may lose a battle but I shall never lose a minute. - Napoleon.

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47. Poetry is like perfume which on evaporation leaves in our soul essence of beauty - Jean Paul Richter.
48. Do not underestimate a child, or over estimate a grown-up. - Akbarali Jetha.
50. Fortune gives too much to many enough to nobody - Martial.
51. A man that studieth revenge keeps his own wounds green. - Francis Bacon.
52. The worst prison would be a closed heart. - Pope John Paul.
53. If the camel ha'n't knelt down it couldn't have been loaded. - Greek Proverb.
54. The freedom of any society varies proportionately with the volume of its laughter. - Zero Mostel.
55. Every success is usually an admission ticket to a new set of decisions. - Henry Kissinger.
56. The day people stop bringing you their problems is the day you have stopped leading them. - Colin Powel.
57. Out of ten people who talk about us, nine says something bad, and often the one person who says something good, says it badly. - Rivarol.
58. Flowers always make people better, happier and more helpful; they are sunshine, food and medicine to the soul. - Luther Burbank.
59. If you should bend the staff of justice, do not bend it under weight of money, but under that of mercy. - Cervantes.
60. Facing it - always facing it - that's the way to get through. Face it! - Joseph Conard.

Ideals are like stars. We never reach them but, like the mariners on the sea, we chart our course by them.
- C. Schurz

62. One of the greatest sources of energy is pride in what you are doing. - National Engineer

63. When elephants fight, it's the grass that suffers. - African proverb.

64. The real secret of patience is to find something else to do in the meantime. - Anon.

65. Loneliness and the feeling of being uncared for and unwanted are the greatest poverty. - Mother Teresa

66. You never get over being a child as long as you have a mother to go to. - Sarah Orne Jewett.

67. It's better to be a lion for one day than a sheep all your life. - Sister Kenny.

68. Humour is the affectionate communication of insight.
- Leo Rosten.

69. One man cannot hold another man down in the ditch without remaining down in the ditch with him. - Booker Washington.

70. I look upon the whole world as my fatherland, and every war has to me the horror of a family feud. - Helen Keller.

71. Co-operation is doing with a smile what you have to do anyhow. - Quote Magazine.

72. A real friend never gets in your way, unless you happen to be on the way down. - Anon

73. It is better to risk saving a guilty man than to condemn an innocent one. - Voltaire.

74. Much of good manners is about knowing when to pretend that what's happening isn't happening. - Falk Feeley.

75. Hold fast to dreams
For if dreams die
Life is a broken - winged bird
That cannot fly. - L. Hughes.
76. When you see a good man, think of emulating him;
when you see a bad man, examine your own heart.
- Confucius.
77. A cage is a cage, even if its bars are gold. - Vallathol
Narayana Menon.
78. Presence is more than just being there. - M. Forbes.
79. A human being's first responsibility is to shake
hands with himself / herself. - Henry Winkler.
80. The ultimate test of a relationship is to disagree but
to hold hands. - Alexandra Penny.
81. A bad situation that drifts away always becomes
worse. - Felix Rohatyn.
82. Thunder is good; thunder is impressive. But it is
lightning that does the work. - Mark Twain.
83. Seize the day, trust the morrow as little as possible.
- Herau.
84. Every man is a train which carries his ancestors. -
Anon.
85. Self-knowledge is the beginning of self-
improvement. - Spanish Proverb.
86. Knowledge is the child of experience. - Leonardo
da vinci.
87. What force destroys, the will rebuilds. - Emillia
Maria.
88. There is no such thing as a Non-working mother. -
Hester Mindis.

- The best thing you can give children, next to good habits, are good memories. - Sydney Harris.
- When all think alike, no one thinks very much. - Walter Lippmann.
- Democracy is based upon the conviction that there are extraordinary possibilities in ordinary people. - Harry Emerson.
- Don't tell me how hard you work. Tell me how much you get done. - J. Ling.
- Life is for one generation; a good name is forever. - Japanese Proverb.
- I value the friend who for me finds time on his calender, but I cherish the friend who for me does not consult his calender. - Robert Brault.
- Hope is the gay skylarking pajamas we wear over yesterday's bruises. - Benjamin De Casseres.
- If you can put the question, "Am I or am I not responsible for my acts?" Then you are responsible. - Feodor Dostoevski.
- The most important thing a father can do for his children is to love their mother. - Theodore Hesburgh.
- Never lose sight of the fact that old age needs so little but needs that little so much. - Anon.
- You will do foolish things, but do them with enthusiasm. - Colette.
- A man can't ride your back unless it's bent. - Martin Luithar King, Jr.
- The finest inheritance you can given to a child is allow it to make its own way, completely on its own feet. - Isadora Duncan.

102. The truest expression of a people is in its dances and its music. Both never lie. - Anon.
103. He who knows other, is learned; He who knows himself, is wise. - Lao-tse.
104. When grace is joined with wrinkles, it is adorable. There is an unspeakable dawn in happy old age. - Victor Hugo.
105. Crime expands according to our willingness to put up with it. - Barry Farber.
106. The only nice thing about being imperfect is the joy it brings to others. - Dough Larson.
107. Where the press is free and every man is able to read, all is safe. - Thomas Jefferson.
108. Things turnout best for the people who make the best of the way things turn out. - Anon.
109. ~~When a marriage works, nothing can take its place. - H. G. Douglas.~~
110. An early morning walk is a blessing for the whole day. - Anon.
111. Life is not so short but that there is always time for courtesy. - R. W. Emerson.
112. The activist is not the man who says the river is dirty. The activist is the man who cleans up the river. - Ross Perot.
113. True friends are like diamonds precious and rare, false friends are like autumn leaves, found every where. - Anon.
114. There is always hope when people are willing to listen to both sides. - John Stuart Mill.
115. You may have to fight battle more than once to win it. - Margret Thatcher.

116. You may be disappointed if you fail, but you are doomed if you don't try. - Beverly Sills.
117. Might does not make right, it only makes history. - Jim Fiebig.
118. If my mind can conceive it, and my heart can believe it, I know I can achieve it. - Jesse Jackson.
119. The best gift of all : the presence of a happy family all wrapped up in one another. - Anon.
120. The world will judge you not by your religion but by your service. - Anon.
121. If everything would be permitted to me, I would feel lost in this abyss of freedom. - Igor S.
122. The lust for power is not rooted in strength but in weakness. - Erich Fromm.
123. One of the best way to measure people is to watch the way they behave when something free is offered. - Ann Landers.
124. As a general rule, the most successful man in life is the man who has the best information. - Benjamin Disrach.
125. What I do today is important because I am exchanging a day of my life for it. - Hugh Mulligan.
126. Money cannot buy happiness, but it buys the kind of misery you enjoy. - Anon.
127. Those who make the worst use of time are the first to complain of its shortness. - Jean de La Bruyere.
128. Happiness comes of the capacity to feel deeply, to enjoy simply, to think freely, to be needed. - S. Jameson.
129. When we have provided against cold, hunger and thirst, all the rest is but vanity and excess. - Seneca.

130. Use what talents you possess; the woods would be very silent if no birds sang there except those sang the best. - H. V. Dyke.
131. Stop worrying the pot holes in the road and celebrate the journey. - Anon.
132. Nothing makes a woman more beautiful than the belie that she is beautiful. - Sophia Loren.
133. The reward for work well done is the opportunity to do more. - Dr. Jonas Salk.
134. We cherish our friends not for their ability to amuse us, but for our ability to amuse them. - Evelyn Waugh.
135. The man who offers an insult writes it in sand, but for the man who receives it, it's chiselled in bronze. - Giovanni Guareschi.
136. There are many paths to the top of the mountain, but the view is always the same. - Chinese Proverb.
137. Strength does not come from physical capacity but from an indomitable will. - Bern Williams.
138. Strength does not come from physical capacity but from an indomitable will. - J. Nehru.
139. The mirror tells only the facts, never the poetry. - May Sarton.
140. All the glories of this world is not worth a good friend. - Voltaire.
141. It is a great misery not to have enough wit to speak well, nor enough judgement to keep quiet. - La Bruyere.
142. One unable to dance well, blames the unevenness of the floor. - Malay Proverb.
143. Everybody needs a hug. It changes your metabolism. - Leo Buscaglia

- Ninety-nine percent of the failures come from people who have the habit of making excuses. - G. Washington, Carrer.
145. Your worth is not measured by what you've got but by what you give. - Mauromota.
146. Every bigot was once a child free of prejudice. - Sister Mary de Lourdes.
147. If you keep on saying things are going to be bad, you have a good chance of being a prophet. - Isaac Bushevis.
148. Manners are like the zero in arithmetic; they may not be much in themselves, but they are capable of adding a great deal to the value of everything else. - F. Stark.
149. Never fear shadow. They simply mean there's a light shining somewhere nearby. - Ruth Renke.
150. What upsets me is not that you lied to me, but that from now on I am no longer believe in you. - E. Nietzsche.
151. When one is out of touch with oneself, one cannot touch others. - Ann Morrow
152. It has always seemed to me that hearty laughter is a good way to jog internally without having to go outdoors. - Norman Cousins.
153. Praise is warming and desirable. But if it is an earned thing. It has to be deserved, like a hug from a child. - Phyllis Mclyinley.
154. Parents are the bones on which children cut their teeth. - Peter Ustinov.
155. It is almost impossible to carry the torch of truth in a throng without singeing somebody's beard. - G. C. Lichtenberg.

156. A friend is a person who shows the way and walks a piece of the road with us. - Francesco Alberoni.
157. Beware of the man who says everything is fine, or the man who says nothing is good, indifferent to whether all is good or bad. - Anon.
158. Education is about the only thing lying around loose in the world, and it is the only thing a fellow can have as much as he is willing to haul away. - G. H. Lorimer.
159. There is nothing stronger in the world than gentleness. - Han Suyin.
160. In every winner's heart there is quivering spring, and behind the veil of each night there is a smiling dawn. - Kahlil Gibran.
161. If you have a garden and a library, you have everything you need. - Cicero.
162. Worry often gives a small thing a big shadow. - Swedish proverb.
163. It is absolutely safe to love the enemy. - Vinoba Bhave.
164. He who offends others rarely forgives those he offends. - Carlo Dossi.
165. Truth is the highest virtue, but higher still is truthful living. - Guru Nanak.
166. The less you talk, the more you are listened to. - Abigail van.
167. Children have never been good at listening to their elders, but they have never failed to imitate them. - James Baldwin.
168. A marriage without crisis and conflicts is almost as inconceivable as a nation without crises. - Andre Maurois.

169. Today the world does not have real heroes. The reel heroes have taken their places. - Anon.
170. A man apt to promise is apt to forget.
171. If I were to begin life again, I should want it as it was. I would only open my eyes a little more.
Louise Borgan.
172. 'HONESTY' without compassion and understanding is not honesty, but subtle hostility. - Dr. R. N. Franzblau.
173. It is difficult to win a friend in a year; It is easy to lose one in a minute. - Anon.
174. A man who studieth revenge, keeps his own wounds green. - Francis Bacon.
175. Home is the place where, when you have to go there, they have to take you in. - Frost, Robert.
176. He that would govern others, first should be the master of himself. - Herman Melville.
177. That which is not in the interests of the hive cannot be in the interest of the bee. - Aurelivs Mrcus.
178. Every parting gives a fore taste of death. - Schopenhauer.
179. The young who have not cried or wept are savages and the old who will not laugh are fools. - Santayana.
180. One can acquire everything in solitude except character. - Stendh.