

SYED AMMAL ENGINEERING COLLEGE

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RAMANATHAPURAM



Communication Skills Manual

Prepared by:

DEPARTMENT OF ENGLISH

SYED AMMAL ENGINEERING COLLEGE

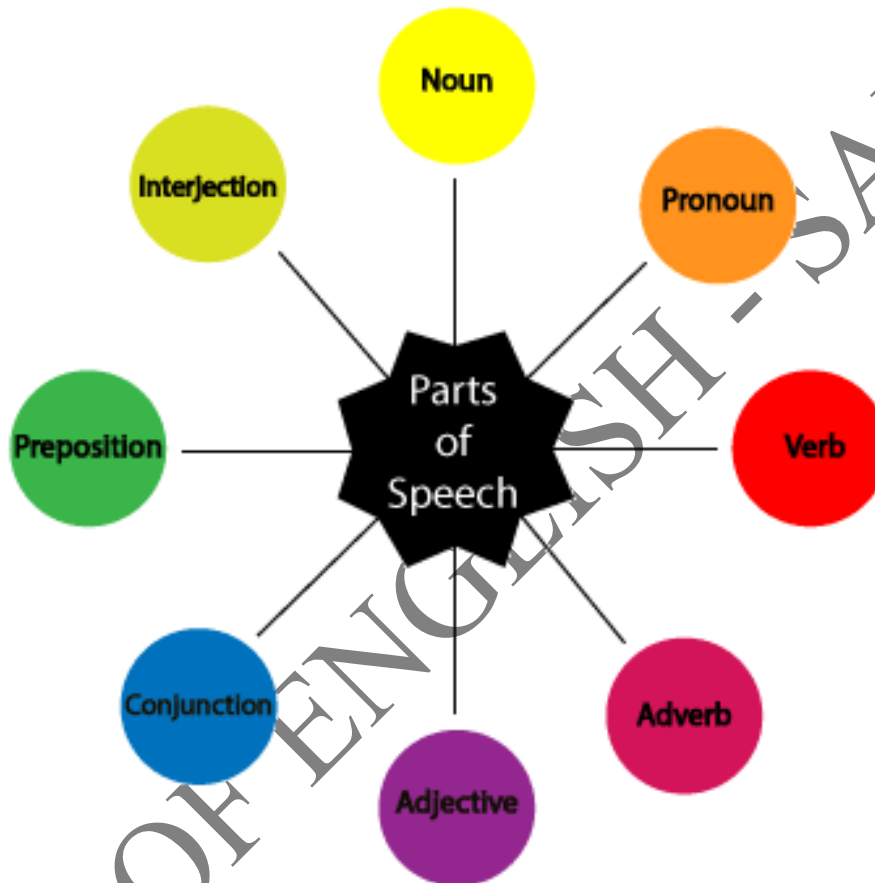
RAMANATHAPURAM

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Parts of Speech

In the English language, words can be considered as the smallest elements that have distinctive meanings. Based on their use and functions, words are categorized into several types or parts of speech. This article will offer definitions and examples for the 8 major parts of speech in English grammar: noun, pronoun, verb, adverb, adjective, conjunction, preposition, and interjection.



1. Noun

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

Examples:

- *Tom Hanks* is very versatile.
- The italicized noun refers to a name of a person.
- *Dogs* can be extremely cute.
- In this example, the italicized word is considered a noun because it names an animal.
- It is my *birthday*.
- The word "birthday" is a noun which refers to an event.

There are different types of nouns namely:

- **Proper**– proper nouns always start with a capital letter and refers to specific names of persons, places, or things.
- Examples: Volkswagen Beetle, Shakey’s Pizza, Game of Thrones
- **Common**– common nouns are the opposite of proper nouns. These are just generic names of persons, things, or places.
- Examples: car, pizza parlor, TV series
- **Concrete**– this kind refers to nouns which you can perceive through your five senses.
- Examples: folder, sand, board
- **Abstract**- unlike concrete nouns, abstract nouns are those which you can’t perceive through your five senses.
- Examples: happiness, grudge, bravery
- **Count**– it refers to anything that is countable, and has a singular and plural form.
- Examples: kitten, video, ball
- **Mass**– this is the opposite of count nouns. Mass nouns are also called non-countable nouns, and they need to have “counters” to quantify them.
- Examples of Counters: kilo, cup, meter
- Examples of Mass Nouns: rice, flour, garter
- **Collective**– refers to a group of persons, animals, or things.
- Example: faculty (group of teachers), class (group of students), pride (group of lions)

This great list of nouns can help you explore more nouns.

2. Pronoun

A pronoun is a part of a speech which functions as a replacement for a noun. Some examples of pronouns are: *I, it, he, she, mine, his, hers, we, they, theirs, and ours.*

Sample Sentences:

- Janice is a very stubborn child. *She* just stared at me and when I told her to stop.
- The largest slice is *mine*.
- *We* are number one.

The italicized words in the sentences above are the pronouns in the sentence.

3. Adjective

This part of a speech is used to describe a noun or a pronoun. Adjectives can specify the quality, the size, and the number of nouns or pronouns.

Use this link to get a list of adjectives.

Sample Sentences:

- The carvings are *intricate*.
- The italicized word describes the appearance of the noun “carvings.”
- I have *two* hamsters.
- The italicized word “two,” is an adjective which describes the number of the noun “hamsters.”
- Wow! That doughnut is *huge*!
- The italicized word is an adjective which describes the size of the noun “doughnut.”

4. Verb

This is the most important part of a speech, for without a verb, a sentence would not exist. Simply put, this is a word that shows an action (physical or mental) or state of being of the subject in a sentence.

Examples of “State of Being Verbs” : *am, is, was, are, and were*

Sample Sentences:

- As usual, the Stormtroopers *missed* their shot.
- The italicized word expresses the action of the subject “Stormtroopers.”
- They are always prepared in emergencies.
- The verb “are” refers to the state of being of the pronoun “they,” which is the subject in the sentence.

5. Adverb

Just like adjectives, adverbs are also used to describe words, but the difference is that adverbs describe adjectives, verbs, or another adverb.

The different types of adverbs are:

- **Adverb of Manner**– this refers to how something happens or how an action is done.
- Example: Annie *danced* gracefully.
- The word “gracefully” tells how Annie *danced*.
- **Adverb of Time**- this states “when” something happens or “when” it is done.

- Example: She came *yesterday*.
- The italicized word tells when she “came.”
- **Adverb of Place**– this tells something about “where” something happens or “where” something is done.
- Example: Of course, I looked everywhere!
- The adverb “everywhere” tells where I “looked.”
- **Adverb of Degree**– this states the intensity or the degree to which a specific thing happens or is done.
- Example: The child is *very* talented.
- The italicized adverb answers the question, “To what degree is the child talented?”

6. Preposition

This part of a speech basically refers to words that specify location or a location in time.

Examples of Prepositions: *above, below, throughout, outside, before, near, and since*

Sample Sentences:

- Micah is hiding *under* the bed.
- The italicized preposition introduces the prepositional phrase “under the bed,” and tells **where** Micah is hiding.
- *During* the game, the audience never stopped cheering for their team.
- The italicized preposition introduces the prepositional phrase “during the game,” and tells **when** the audience cheered.

7. Conjunction

The conjunction is a part of a speech which joins words, phrases, or clauses together.

Examples of Conjunctions: *and, yet, but, for, nor, or, and so*

Sample Sentences:

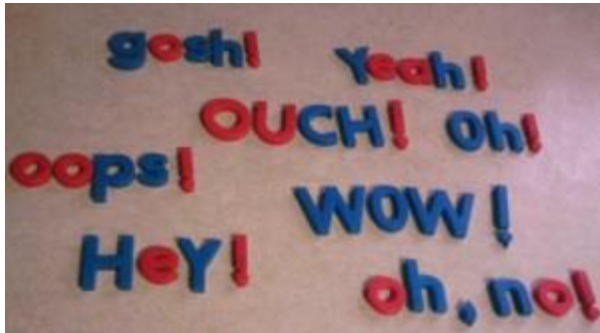
- This cup of tea is delicious *and* very soothing.
- Kiyoko has to start all over again *because* she didn’t follow the professor’s instructions.
- Homer always wanted to join the play, *but* he didn’t have the guts to audition.

The italicized words in the sentences above are some examples of conjunctions.

8. Interjection

This part of a speech refers to words which express emotions. Since interjections are commonly used to convey strong emotions, they are usually followed by an exclamation point.

Examples of Interjections:



Sample Sentences:

- **Ouch!** That must have hurt.
- **Hurray,** we won!
- **Hey!** I said enough!

The bold words attached to the main sentences above are some examples of interjections.

Exercises:

Find out the correct part of speech of the following underlined words.

1. Steve can play the trumpet.
2. Do you like dogs?
3. They listen to music every day.
4. She is an old lady.
5. The group went climbing in the mountains.
6. This is a fast car.
7. He did well in the test.
8. My father drives carefully.
9. Has your father ever been to Australia?
10. The play was fantastic.

I. Noun Forms Exercise

Fill in the blanks with a noun form.

1. *Your that I lied is untrue.*

accuse

accusative

accusation

2. *The butler received the uninvited callers with*

acerbic

acerb

acerbity

3. Man's first walk on the moon was a stunning technological

achieve

achievement

achieving

4. His that he stole the jewels cleared his sister of blame.

acknowledge

acknowledging

acknowledgment

5. The painting is the museum's most recent

acquire

acquisition

acquirement

6. Speaking Spanish is one of her

acquisitions

acquirements

7. The election campaign led to bitter between the candidates.

acrimany

acrimony

acrimonious

8. Put more glue on the stamp to increase its

adhesive

adherent

adherence

9. from abroad indicates that war is about to begin.

Advice

Advise

10. Susan B Anthony was famed for her of equal rights for women.

advocacy

advocate

advocative

11. Her finishing school accent is just an

affect

effect

affectation

12. I am proud to pledge to the flag and to my country.

allege

allegation

allegiance

Nouns and Pronouns Exercise

Fill in the blanks with an appropriate pronoun or verb that agrees with the subject in number and person.

1. This is one of the best novels that appeared this year.

has

have

2. The boy I trusted proved worthy of my confidence.

who

which

whom

3. Ambition is one of those passions that never satisfied.

is

are

4. This is the same man we saw yesterday.

that

as

Either could be used here

5. He has an impudence carry him through anything.

would

which would

Either could be used here

6. *You and are invited to tea this morning.*

I

me

Either could be used here

7. *Are they better qualified than to judge?*

we

us

Either could be used here

8. Neither of them invited to the party.

was

were

9. The athlete, you spoke so highly of, has failed to qualify for the race.

who

which

whom

10. When you have examined these documents please return to us.

same

them

the same

11. They know it as well as do.

I

me

12. He is as good a bowler as

me

I am

Either could be used here

TENSES

Tenses denote the time of action. They show when the work is done. They are:

(1) Present Tense

(2) Past Tense

(3) Future Tense

They are further divided into:

(1) **Simple Present**- It is used to denote scientific facts, universal truths and work done on daily basis.

ASSERTIVE RULE --- sub + V1 + s/es + object

Example – She writes a letter.

NEGATIVE RULE --- sub + does not + v1 + s/es + object

Example – She does not write a letter.

INTERROGATIVE RULE --- Does + sub + v1 + s/es + object

Example – Does she write a letter?

INTERROGATIVE NEGATIVE ASSERTIVE --- Does + sub + not + v1 + s/es + object

Example – Does she not write a letter?

(2) **Present Continuous**– It is used to express an action taking place at the time of speaking.

ASSERTIVE RULE --- sub + is/am/are + v1 + ing + object

Example – she is writing a letter.

NEGATIVE RULE --- sub + is/am/are + not + v1 + ing + object

Example – She is not writing a letter.

INTERROGATIVE RULE --- is/am/are + sub + v1 + ing + object

Example – Is she writing a letter?

INTERROGATIVE NEGATIVE RULE --- is/am/are + sub + not + v1 + ing + object

Example – Is she not writing a letter?

(3) **Present Perfect**– It is used to show an action that started in the past and has just finished.

ASSERTIVE RULE --- sub + has/have + v3 + object

Example- She has written a letter.

NEGATIVE RULE --- sub + has/have + not + v3 + object

Example – She has not written a letter.

INTERROGATIVE RULE --- has/have + sub + v3 + object

Example- Has she written a letter?

INTERROGATIVE NEGATIVE RULE ---has/have + sub + not + v3 + object

Example– Has she not written a letter?

(4) **Present Perfect Continuous**– This tense shows the action which started in the past and is still continuing.

ASSERTIVE RULE --- sub + has/have + been + v1 + ing + object

Example – She has been writing a letter

NEGATIVE RULE --- sub + has/have + not been + v1 + ing + object

Example– She has not been writing a letter.

INTERROGATIVE RULE ---has/have + sub + been + v1 + ing + object

Example – Has she been writing a letter?

INTERROGATIVE NEGATIVE RULE --- has/have + she + not + been + v1 + ing + object

Example – Has she not been writing a letter?

PAST TENSE

Tense symbolizes the ever moving, non-stop wheel of time which is forever busy

gathering moments of future and throwing them into the dustbin of past

Simple Past

Used to indicate an action completed in the past. It often occurs with adverb of time. Sometimes it is used without an adverb of time.

Used for past habits.

Eg. I played football when I was a child. Rule: **Subject + V2**

Eg She wrote a letter

1. Assertive Sentences – **Subject + V2 + Object + (.)** She wrote a letter.

2. Negative Sentences-

Subject + didn't + V1 + Object + (.)

She didn't write a letter.

3. Interrogative Sentences-

Did + Subject + V1 + Object + (?)

Did she write a letter?

4. Interrogative Negative Sentences-

Did + Subject + not + V1 + Object + (?)

Did she not write a letter?

Past Continuous Tense

Used to denote an action going on at some time in the past.
e.g. I was driving a car.

Rule: was/were + ing

1. Assertive Sentences –

Subject + was/were + V1 + ing + Object + (.)

She was writing a letter.

2. Negative Sentences-

Subject + was/were + not + ing + Object + (.)

She was not writing a letter.

3. Interrogative Sentences-

Was/were + Subject + ing+ Object + (?)

Was she writing a letter?

4. Interrogative Negative Sentences-

Was/were + Subject + not + ing+ Object + (?)

Was she not writing a letter?

Past Perfect Tense

Used to describe an action completed before a certain moment in the past, usually a long time ago. If two actions happened in the past, past perfect is used to show the action that took place earlier.

e.g. The patient had died before the doctor came.

1. Assertive Sentences –

Subject + had + V3 + Object + (.)

She had written a letter.

2. Negative Sentences-

Subject + had + not + Object + (.)

She had not written a letter.

3. Interrogative Sentences-

Had + Subject + V3 + Object + (?)

Had she written a letter?

4. Interrogative Negative Sentences-

Had + Subject + not + V3 + Object + (?)

Had she not written a letter?

Past Perfect Continuous Tense

Used to denote an action that began before a certain point in the past and continued up to some time in past.

e.g. I had been learning English in this school for 20 days.

1. Assertive Sentences –

Subject + had been +V1 + ing + Object + (.)

She had been writing a letter.

2. Negative Sentences-

Subject + had + not been + V1+ ing + Object + (.)

She had not been writing a letter.

3. Interrogative Sentences-

Had + Subject+ been+ V1 + ing + Object + (?)

Had she been writing a letter?

4. Interrogative Negative Sentences-

Had + Subject +not + been + V1 + ing + Object + (?)

Had she not been writing a letter?

FUTURE TENSE

Time and tide wait for no man. So, a period of time following the moment of speaking or writing is called as future tense.

For e.g- She will write a letter.

Simple Future

This tense tells us about an action which has not occurred yet and will occur after saying or in future

Rule – **Will/Shall + Verb (Ist form)**

In Future Tense helping verb 'Shall' is used with 'I' and 'We'. Helping verb 'Will' is used with all others. When you are to make a commitment or warn someone or emphasize something, use of 'will/shall' is reversed. 'Will' is used with 'I' & 'We' and 'shall' is used with others in general speaking there is hardly any difference between 'shall & will' and

normally 'Will' is used with all.

Now, let us use this rule in various forms of sentences;

1. Positive / Affirmative Sentences –

Subject + Will/Shall + Verb (Ist form) + Object + (.)

She will write a letter.

2. Negative Sentences-

Subject + Will/Shall + Not + Verb (Ist form) + Object + (.)

She will not write a letter.

3. Interrogative Sentences-

Will/Shall + Subject + Verb (Ist form) + Object + (?)

Will she write a letter?

4. Interrogative Negative Sentences-

Will/Shall + Subject + Not + Verb (Ist form) + Object + (?)

Will she not write a letter?

Future Continuous Tense

It is used to express an ongoing or continued action in future.

e.g. He will be distributing sweets in temple tomorrow at 12 o'clock.

In the example, the action will start in future (tomorrow) and action is thought to be continued till sometime in future.

We use the future continuous to talk about something that will be in progress at or around a time in the future.

Rule: **Will/Shall + Be + Verb (Ist form) + Ing**

Now, let us use this rule in various forms of sentences;

1. Positive / Affirmative Sentences –

Subject + Will/Shall + Be + Verb (Ist form) + Ing + Object + (.)

She will be writing a letter.

2. Negative Sentences-

Subject + Will/Shall + Not + Be + Verb (Ist form) + Ing + Object + (.)

She will not be writing a letter.

3. Interrogative Sentences-

Will/Shall + Subject + Be + Verb (Ist form) + Ing + Object + (?)

Will she be writing a letter?

4. Interrogative Negative Sentences-

Will/Shall + Subject + Not + Be + Verb (Ist form) + Ing + Object + (?)

Will she not be writing a letter?

Future Perfect Tense

It is used to express an action which will happen/occur in future and will be completed by a certain time in future.

We use the future perfect to say that something will be finished by a particular time in the future.

e.g. They will have shifted the house by Sunday morning.

Rule: **Will/Shall + Have + Verb (3rd form)**

Now, let us use this rule in various forms of sentences;

1. Positive / Affirmative Sentences –

Subject + Will/Shall + Have + Verb (3rd form) + Object + (.)

She will have written a letter.

2. Negative Sentences-

Subject + Will/Shall + Not + Have + Verb (3rd form) + Object + (.)

She will not have written a letter.

3. Interrogative Sentences-

Will/Shall + Subject + Have + Verb (3rd form) + Object + (?)

Will she have written a letter?

4. Interrogative Negative Sentences-

Will/Shall + Subject + Not + Have + Verb (3rd form) + Object + (?)

Will she not have written a letter?

Future Perfect Continuous Tense

It is used to talk about actions that will commence at a fix time in future and will continue for some time in future.

If there is no time reference, then it is not a Future perfect continuous tense. Without continued time reference, such sentences are Future Continuous Tense. Continued time reference only differentiates between Future Continuous Tense and Future Perfect Continuous Tense.

The future perfect progressive emphasize the duration of an activity that will be in progress before another time or event in the future.

e.g. This time tomorrow, I will be enjoying the cricket match in the stadium. It

is also used to talk about planned actions or actions expected to happen. e.g.

They will be staying for a week's

The future perfect progressive emphasize the duration of an activity that will be in progress before another time or event in the future.

Rule: **Will/Shall + Have been + Verb (1st form) + Ing**

Now, let us use this rule in various forms of sentences;

1. Positive / Affirmative Sentences –

Subject + Will/Shall + Have been + Verb (Ist form) + Ing + Object + (.)

She will have been writing a letter.

2. Negative Sentences-

Subject + Will/Shall + Not + Have been + Verb (Ist form) + Ing + Object+ (.)

She will not have been writing a letter.

3. Interrogative Sentences-

Will/Shall + Subject + Have been + Verb (Ist form) + Ing + Object + (?)

Will she have been writing a letter?

4. Interrogative Negative Sentences-

Will/Shall + Subject + Not + Have been + Verb (Ist form) + Ing + Object + (?)

Will she not have been writing a letter?

DEPT. OF ENGLISH - SAEC

Tenses Exercises

Put the verbs into the correct tense (simple present or present progressive)

1. Look! Sara (go) to the movies.
2. On her right hand, Sara (carry) her handbag.
3. The handbag (be) very beautiful.
4. Sara usually (put) on black shoes but now she (wear) white trainers.
5. And look, she (take) an umbrella because it (rain) .

Put the verbs into the correct tense (simple past or past perfect)

1. When he (wake up) , his mother (already /prepare) breakfast
2. We (go) to London because our friends (invite) us
3. He (hear) the news, (go) to the telephone and (call) a friend.
4. When she (start) learning English she (already /learn) French.
5. Jane (already / type) three pages when her computer (crash) .
6. By the time the doctor (arrive) at the house the patient (die) .
7. Before that day we (never / think) of traveling to Japan.
8. I (know) him a long time before I (meet) his family.
9. They (not / know) where to meet because nobody (tell) them.
10. It (be) cloudy for days before it (begin) to rain.

Put the verbs into the correct tense (simple past or present perfect).

1. I (just / finish) my homework.
2. Mary (already / write) five letters.
3. Tom (move) to his home town in 1994.
4. My friend (be) in Canada two years ago.
5. I (not / be) to Canada so far.
6. But I (already / travel) to London a couple of times.
7. Last week, Mary and Paul (go) to the cinema.
8. I can't take any pictures because I (not / buy) a new film yet.
9. (they / spend) their holidays in Paris last summer?
10. (you / ever / see) a whale?

Put the verbs into the correct tense (Simple Past or Past Progressive).

1. The receptionist (welcome) the guests and (ask) them to fill in the form
2. The car (break) down and we (have) to walk home.
3. The boys (swim) while the girls (sunbath) .
4. My father (come) in, (look) and (tell) me to tidy up my room.
5. While one group (prepare) dinner the others (collect) wood for the campfire.
6. While the parents (have) breakfast the children (run) about.
7. Martha (turn) off the light and (go) to bed.

Put the verbs into the correct tense (simple future or future perfect)

1. Tomorrow I think I (start) my new project.
2. I (finish) it by the end of this month.
3. The teacher (probably/assign) a test to his students next Monday.

4. He (correct) it by the end of next week.
5. My friend (certainly/get) a good mark.
6. By 9 o'clock, we (finish) our homework.
7. They (leave) the classroom by the end of the hour.
8. I think I (start) my trip tomorrow

Put the verbs into the correct tense (simple present or present progressive)

1. Look! Sara (go) **is going** to the movies.
2. On her right hand, Sara (carry) **is carrying** her handbag.
3. The handbag (be) **is** very beautiful.
4. Sara usually (put) **puts** on black shoes but now she (wear) **is wearing** white trainers.
5. And look, she (take) **is taking** an umbrella because it (rain) **is raining**

Put the verbs into the correct tense (simple past or past perfect)

1. When he (wake up) **woke up** , his mother (already /prepare) **had already prepared** breakfast
2. We (go) **went** to London because our friends (invite) **had invited** us
3. He (hear) **heard** the news, (go) **went** to the telephone and (call) **called** a friend.
4. When she (start) **started** learning English she (already /learn) **had already learned** French.
5. Jane (already / type) **had already typed** three pages when her computer (crash) **crashed** .
6. By the time the doctor (arrive) **arrived** at the house the patient (die) **had died** .
7. Before that day we (never / think) **had never thought** of traveling to Japan.
8. I (know) **had known** him a long time before I (meet) **met** his family.
9. They (not / know) **did not know** where to meet because nobody (tell) **had told** them.
10. It (be) **had been / 'd been** cloudy for days before it (begin) **began** to rain.

Put the verbs into the correct tense (simple past or present perfect).

1. I (just / finish) **have just finished** my homework.
2. Mary (already / write) **has already written** five letters.
3. Tom (move) **moved** to his home town in 1994.
4. My friend (be) **was** in Canada two years ago.

5. I (not / be) **have not been** to Canada so far.
6. But I (already / travel) **have already traveled** to London a couple of times.
7. Last week, Mary and Paul (go) **went** to the cinema.
8. I can't take any pictures because I (not /buy) **have not bought** a new film yet.
9. (they / spend) **Did they spend** their holidays in Paris last summer?
10. (you / ever / see) **Have you ever seen** a whale?

Put the verbs into the correct tense (Simple Past or Past Progressive).

1. The receptionist (welcome) **welcomed** the guests and (ask) **asked** them to fill in the form.
2. The car (break) **broke** down and we (have) **had** to walk home.
3. The boys (swim) **were swimming** while the girls (sunbath) **were sunbathing**.
4. My father (come) **came** in, (look) **looked** and (tell) **told** me to tidy up my room.
5. While one group (prepare) **was preparing** dinner the others (collect) **were collecting** wood for the campfire.
6. While the parents (have) **were having** breakfast the children (run) **were running** about.
7. Martha (turn) **turned** off the light and (go) **went** to bed.

Put the verbs into the correct tense (simple future or future perfect)

1. Tomorrow I think I (start) **will start** my new project.
2. I (finish) **will have finished** it by the end of this month.
3. The teacher (probably/assign) **will probably assign** a test to his students next Monday.
4. He (correct) **will have corrected** it by the end of next week.
5. My friend (certainly/get) **will certainly get** a good mark.
6. By 9 o'clock, we (finish) **will have finished** our homework.
7. They (leave) **will have left** the classroom by the end of the hour.
8. I think I (start) **will start** my trip tomorrow

Fill the gaps with the correct tenses.

1. I (learn) English for seven years now.
2. But last year I (not / work) hard enough for English, that's why my marks (not / be) really that good then.
3. As I (pass / want) my English exam successfully next year, I (study) harder this term.
4. During my last summer holidays, my parents (send) me on a language course to London.
5. It (be) great and I (think) I (learn) a lot.
6. Before I (go) to London, I (not / enjoy) learning English.
7. But while I (do) the language course, I (meet) lots of young people from all over the world.
8. There I (notice) how important it (be) to speak foreign languages nowadays.
9. Now I (have) much more fun learning English than I (have) before the course.
10. At the moment I (revise) English grammar.
11. And I (begin / already) to read the texts in my English textbooks again.
12. I (think) I (do) one unit every week.
13. My exam (be) on 15 May, so there (not / be) any time to be lost.
14. If I (pass) my exams successfully, I (start) an apprenticeship in September.
15. And after my apprenticeship, maybe I (go) back to London to work there for a while.
16. As you (see / can) , I (become) a real London fan already.

Answers:

1. I have been learning English for seven years now.
2. But last year I was not working hard enough for English, that's why my marks were not really that good then.
3. As I want to pass my English exam successfully next year, I am going to study harder this term.
4. During my last summer holidays, my parents sent me on a language course to London.
5. It was great and I think I have learned a lot.
6. Before I went to London, I had not enjoyed learning English.
7. But while I was doing the language course, I met lots of young people from all over the world.
8. There I noticed how important it is to speak foreign languages nowadays.
9. Now I have much more fun learning English than I had before the course.
10. At the moment I am revising English grammar.
11. And I have already begun to read the texts in my English textbooks again.
12. I think I will do one unit every week.
13. My exam is on 15 May, so there is not any time to be lost.
14. If I pass my exams successfully, I will start an apprenticeship in September.
15. And after my apprenticeship, maybe I will go back to London to work there for a while.
16. As you can see, I have become a real London fan already.

DIRECT SPEECH INTO INDIRECT SPEECH

Direct Speech

Quoting the exact words of the speaker is called “The Direct Speech”.

David said, “I am writing a letter now”.

Indirect Speech

Reporting of what a speaker said without quoting his exact words is called ‘Indirect Speech’.

David said that he was writing a letter then.

Rules For changing Direct Speech into Indirect Speech.

Rule :1.

The adverbs of nearness should be put into those of distance.

Direct Speech	-	Indirect Speech
now	-	then
here	-	there
here after	-	there after
this	-	that
these	-	those
ago	-	before
thus	-	so
to-day	-	that day
to-night	-	that night
last night	-	the previous night
yesterday	-	the day before (or) the previous day
tomorrow	-	the next day (or) the following day
last week	-	the week before (or) the previous week
next week	-	the week after (or)

		the following week
last month	-	the month before (or) the previous month
next month	-	a month after
hither	-	thither
hence	-	thence

Rule :2.

Tenses.

- If the reporting verb is in the Present or Future tense (e.g., say, will say) there is no change in the tense of the verb in the Indirect speech.
Antony says, "I eat a mango". (D.S.)
Antony says, that he eats a mango". (I.S.)
- If Reporting Verb is in the Past Tense. the tense of the verbs in the reported speech or Indirect Speech must be generally changed.

1. Present Tense in the Direct becomes past tense.

Johnsi said, "I write a letter". (D.S)

Johnsi said that she wrote a letter. (I.S)

2. Past Tense in the direct becomes past perfect or remains unchanged.

Angel said, "I brought a pen yesterday". (D.S)

Angel said that she had bought a pen the day before. (I.S)

3. Present Continuous in the direct becomes past continuous.

John said, "I am going to church". (D.S)

John said that he was going to church. (I.S)

4. Past Continuous in the direct becomes past perfect continuous.

Nelson said, "I was playing cricket". (D.S)

Nelson said that he had been playing cricket. (I.S)

5. Present Perfect in the direct becomes past perfect.

Kamal said, "I have done my home work". (D.S)

Nelson said that he had done his home work. (I.S)

6. Present Perfect Continuous in the direct becomes past perfect continuous.

He said, "I have been reading a novel". (D.S)

He said that he had been reading a novel. (I.S)

7. 'Will' and 'Shall' are changed to 'would'.

He said, "I will go to London tomorrow". (D.S)

He said that he would go to London the next day. (I.S)

8. Johnsi said, "I must go now". (D.S)
Johnsi said that she must (or) had to go then. (I.S)

Exception to the above rule:

If the direct speech contains the Universal Truth, the tense of the direct speech remains unchanged even if the reporting verb is in the past.

The teacher said, "The sun rises in the East". (D.S)
The teacher said that the sun rises in the East. (I.S)

Statement (or) Assertive Sentence

Rules :

- Remove the quotation marks in the statement
- Use the conjunction 'that'
- Change the reporting verb 'say to' into 'tell'
- Change the reporting verb 'said to' into 'told'

Note :

- He said that (correct)
- He told me that (correct)
- He told that (Incorrect)

1. **"I will work hard to get first class" said Lazar (D.S.)**
Lazar said he would work hard to get first class. (I.S.)

2. **"You can do this work" said Nelson to Johnsi (D.S.)**
Nelson told Johnsi that he could do that work. (I.S.)

3. **He says, "I am glad to be here this evening"(D.S.)**
He says that he is glad to be there that evening. (I.S.)

4. **"I'm going to the library now" said David (D.S.)**
David said that he was going to the library then. (I.S.)

Imperative Sentence (Order or Request)

Rules :

- Remove the quotation mark in an Imperative sentence.
- Use 'to' if it is an affirmative sentence. (without don't)
- Use 'not to' if the sentence begins without Don't.
- Don't use 'that'
- Omit the word 'please'. Use the word 'request' instead of 'say'.

- If the direct speech contains a request or a command, the reporting verb (say, said) change to tell, request, order, command etc. In its correct tense.

1. **“Don’t talk in the class” said the teacher to the boys. (D.S.)**

The teacher advised the boys not to talk in the class. (I.S.)

2. **“Please give me something to eat. I am hungry” the old man said to them. (D.S.)**

The old man requested them to give him something to eat and said that he was hungry (I.S.)

3. **“Be careful” said he to her. (D.S.)**

He ordered her to be careful. (I.S.)

4. **“Bring me a cup of tea” said Nelson to Andriya. (D.S.)**

Nelson asked Andriya to bring him a cup of tea. (I.S.)

Interrogative Sentence (Questions)

Rules :

- Remove the quotation marks and question mark in the interrogative sentence.
- Use ‘if’ or ‘whether’ if the sentence inside the quotation marks begins with a helping verb (Auxiliary verb).
- Use the given interrogative word (what, when, where, why, who, whom, whose, which, now etc.) if it does not begin with the helping verb.
- Don’t use ‘that’
- Changing the reporting verb (say, said) into ‘ask’ or ‘enquire’ in its correct tense.
- Omit helping verb like ‘do, does, did’. But don’t omit them when they are with ‘not’.

1. **“Won’t you help me to carry this box?” said I to my friend. (D.S.)**

I asked my friend if he would not help me to carry that box. (I.S.)

2. **Mohan said to Stalin, “Why did not you attend the meeting yesterday?” (D.S.)**

Mohan asked Stalin why he had not attended the meeting the day before. (I.S.)

3. **“How often do you go to the theatre?” said David to John. (D.S.)**

David asked John how often he went to the theatre. (I.S.)

4. **Mohamed said to Sultan, “Do you like mangoes?” (D.S.)**

Mohamed asked Sultan if he liked mangoes. (I.S.)

Exclamatory Sentence

Rules :

- Change the exclamatory sentence into statement or Assertive
- Remove the quotation marks and exclamatory mark.
- Use the conjunction ‘that’
- Omit the interjections such as Oh, O, Alas, how, what, hurrah.

- Add the word ‘very’ to the adjective or adverb if necessary.
- If the verb is not given, use ‘Be’ form verb (is, was, are, were, am) in its correct tense according to the subject.
- Change the reporting verb (say, said) to ‘exclaim joyfully’
- Use ‘exclaim’ sorrowfully for sorrowful incidents.

1. **“O, what a beautiful flower that is!” said she. (D.S.)**

She exclaimed joyfully that that was a very beautiful flower. (I.S.)

2. **“What a horrible sight!” we all exclaimed. (D.S.)**

We all exclaimed that it was a very horrible sight. (I.S.)

3. **“Alas! I have broken my brother’s watch” said he.**

He exclaimed sorrowfully that he had broken his brothers watch. (I.S.)

4. **“How beautiful she is!” said Boon. (D.S.)**

Boon exclaimed joyfully that she was very beautiful. (I.S.)

GRAMMAR AND USAGE

REPORTED SPEECH

I. Reported Speech

There are two ways of relating what a person has said: direct and indirect.

In direct speech we repeat the original speaker’s exact words:

He said, “I have written the exercise”.

The direct speech is found in conversations in books, in plays and quotations.

In Indirect speech we give the exact meaning of a remark in speech, without necessarily using the speaker’s exact words.

II. Look at the following examples of Direct and Indirect Speech:

1. **He said, “John will be in London on Tuesday.”.**

He said that John would be in London on Tuesday.

2. **“I never eat meat”, he explained.**

He explained that he never ate meat.

3. **He said, “I wish I knew.”.**

He said that He wished he knew.

4. **She says, “I shall be there.”.**

She said that she will be there.

5. **He said, “She is coming this week.”.**

He said that she was coming that week.

6. **He said, “I bought this pearl for my mother.”.**

He said that he had bought that pearl for his mother.

7. He said, “Where is she going?”.

He asked where she was going.

8. He said, “Lucy, when is the next bus.”.

He asked Lucy when the next bus was.

9. ”Is anyone there?” she asked.

She asked if anyone was there.

10. The mother said, “Lie down, David.”.

The mother asked David to lie down.

11. He said, “Don’t move, boys.”

He asked the boys not to move.

12. He said, “Please say nothing about this.”.

He asked her to say nothing about that.

III. Reported Speech - Mixed Type

1. “I don’t know the way. Do you?” he asked.

He said that he didn’t know the way and asked her if she did.

2. She said, “Oh! It’s a snake. Don’t go near it, children.”

She exclaimed with disgust that it was a snake and told the children not to go near it.

3. “I the floods get any worse we must leave the house”, he said.

(must = will have to)

He said that if the floods got any worse they would have to leave the house.

4. “I have just received a letter”, he said; “I must go home at once”.

He said that he had just received a letter and would have to go home at once.

(i) In all these sentences the reported part has more than one clause and tense. So both the parts need attention to be converted into the Indirect speech from the Direct. This type of sentence is called Mixed Type.

(ii) When statements and questions are mixed, each section must be introduced by an appropriate verb, viz. tell, say, explain, remark etc., for statements and ask, enquire, want to know, wonder etc., for questions. A useful connective device for plus statement is ”adding that”...

eg. **“I’m off to the pictures. Where are you going?”**

He said that he was off to the pictures and wanted to know where I was going.

Reported Speech - Statement - Rules

Whatever may be the tense of the Reporting Sentence, if the Reported Sentence tells a universal fact, no change is made in the tense of the Reported Sentence.

Example No. 1:

Direct Speech:

the mother is saying to the child, “The third day of the week is Tuesday.”.

Step 1: The Reported Sentence is: “The third Tuesday.”

- Step 2:* It is a Statement and a universal fact.
Step 3: So, the conjunction word is -- "that".
Step 4: 'is saying to' changes into 'is telling'.
Step 5: No change of pronoun.
Step 6: It is a universal fact. So, no change of tense is necessary.
Step 7: No change of extension.

Now, the Indirect Speech is:

The mother is telling the child that the third day of the week is Tuesday.

Example No. 2:

Direct Speech:

The History teacher says, "Megellan was the first navigator to come around the world."

Step 1: The Reported Sentence is: "Megellan world."

Step 2: It is a statement.

Step 3: The conjunction word is -- "that".

Step 4: 'Says' does not change. Use it as it is.

Step 5: There are no pronoun to get changed.

Step 6: No change of tense is made.

Step 7: No extensive word to get changed.

Now, the Indirect Speech is:

The History teacher says that Megellan was the first navigator to come around the world.

The following models have been answered for you:

1. The teacher has said to the pupils, "Sea-water is different from the river water."

The teacher has told the pupils that sea-water is different from river water.

2. David answered, "The Mines are under the ground".

David answered that the Mines are under the ground.

3. John said to his brother, "The U.N.O. is a world organisation".

John told his brother that the U.N.O. is a world organisation.

4. The Science teacher told the class, "Ice floats on water."

The Science teacher told the class that ice floats on water.

Definitions for Interrogative Sentences

Here, we do not consider the changes under all the rules separately. We will consider them under two divisions.

You know the two types of Interrogative Sentences:

- Inverted questions requiring 'Yes' or 'No' answers -- 1st type.
- Questions that begin with interrogative words -- 2nd type

At first we shall deal with the First type:

Take an Example No. 1:

Direct Speech: The boy said to the fruit-seller, "Are all these mangoes sweet?"

Step 1: Identify the Reported Sentence.

Step 2: Know what kind of sentence the Reported Sentence is.

Step 3: Look for the correct Conjunction.
(The Conjunction of the First type is “If or Whether”)

Step 4: Change of ‘said to’ -- Since it is an interrogative sentence ‘said to’ changes into ‘asked’.

Step 5: Look for the change of pronouns.

Step 6: Look for the change of tenses.

The Reported Sentence is in past tense. The Reported Sentences is in present tense. So, the Reported Sentence should be changed into past tense, corresponding to the tense, of the Reporting Sentence.

The verb is ‘are’ -- Its past tense is ‘were’.

Step 7: Look for the change of extension words.
‘These’ changes into ‘those’.

The Indirect Speech is:

The boy asked the fruit-seller if all those mangoes were sweet.

Example No 2:

Direct Speech : The grandfather said to his grandsons, “Did you not like my story yesterday?”

Step 1: The Reported Sentence is: “Did you ... day?”

Step 2: It is an Interrogative Sentences. It is of the First type.

Step 3: So its conjunction word is: If or Whether.

Step 4: So ‘said to’ changes into ‘asked’.

Step 5: Look for the pronouns.

(i) The first one is: ‘You’ (subject)

‘You’ -- refers to grandsons. They are in the third person plural number.

So the third person of ‘You’ (subject, plural)

It is -- ‘they’. ‘You’ changes into ‘they’.

‘You’ -- grandsons.

‘You’ -- they.

(ii) The next on is ‘My’.

‘My’ -- refers to ‘the grandfather’ -- in the third person.

So, take the third person of ‘My’ - -It is ‘His’.

‘My’ changes into ‘His’.

Step 6: Look for the change of tenses.

Step 7: Extensive word ‘Yesterday’ changes into ‘the day before’. Now, the Indirect Speech is-

EXERCISES: DIRECT AND INDIRECT SPEECH

Turn the following sentences into indirect speech.

1. 'What do you want?' she asked him.
2. 'Are you coming with us?' he asked me.
3. He asked, 'When do you intend to make the payment?'
4. 'Do you come from India?' said the prince to the girl.
5. The poor man exclaimed, 'Will none of you help me?'
6. 'Which way should I go?' asked the little girl.
7. Alladin said to the magician, 'What have I done to deserve so severe a punishment?'
8. 'Don't you know the way home?' I said to her.
9. 'Do you write a good hand?' the teacher said to the student.
10. 'Have you anything to say on behalf of the accused?' said the judge finally.
11. 'Have you anything to tell me, little bird?' asked Ulysses.
12. 'Who are you, sir, and what do you want?' they asked.
13. The king was impressed with the magician and asked, 'What can I do for you?'
14. She asked, 'What is it that makes you stronger and braver than other men?'
15. 'Can you solve this problem?' he asked me.

ACTIVE VOICE AND PASSIVE VOICE

Active Voice

When using the active voice, the subjects are the ones performing the action.

God loves all men.

Birds build nests.

Dog eats bones.

In these three sentences the subject does the action. Hence they are in the active voice.

Passive Voice

In the passive voice, the verb takes an object.

All men are loved by God.

Nests are built by birds.

Bones are eaten by dog.

These sentences are in passive voice. The Passive voice is used in English

(a) **To stress the action done rather than the doer of the action**

(b) **If the doer is unknown**

(c) **When it is more convenient.**

How to convert active voice sentences into passive voice:

First move the object in the active voice to the subject position. Use the appropriate 'be' verb

(is/am/are/was/were/has been/have been/shall be/will be)

To learn more about 'Be' Verbs [Click here](#).

Active Voice	Passive Voice
Columbus discovered America.	America was discovered by Columbus
Who did this work?	By whom was this work done?
Open the window	Let the window be opened
He is writing a letter	A letter is being written by him
The work will be finished by me	I will finish the work
Somebody cleaned the room yesterday	The room was cleaned yesterday.

How to form passive forms of verbs?

Tense	Active	Passive
Present Tense	go, goes	is gone (Singular) are gone (Plural)
Past Tense	went	was gone (Singular) were gone (Plural)
Future Tense	will / can / may / must => go	will / can etc. => be gone
Present Continuous Tense	am going is going	is being gone (Singular) are being gone (Plural)
Past Continuous Tense	are going was going were eating	was being gone (Singular) were being gone (Plural)
Future Continuous Tense	will be going shall be going	No Passive Voice
Present Perfect Tense	have gone has gone	have been gone (Plural) has been gone (Singular)
Past Perfect Tense	had gone	had been gone
Future Perfect Tense	shall have gone	will have been gone

	will have gone	
Present Perfect Continuous Tense	has been going have been going	No Passive Voice
Past Perfect Continuous Tense	had been going	No Passive Voice
Future Perfect Continuous Tense	shall have been going will have been going	No Passive Voice

Changes of Pronouns:

Active Voice	Passive Voice
I	me
we	us
you	you
he	him
she	her
it	it
they	them

Rules for changing Active Voice into Passive Voice:

- Identify the subject, the verb and the object: SVO
- Change the object into subject
- Put the suitable helping verb or auxiliary verb. In case helping verb is given, use the same. But note that the helping verb given agrees with the object.
- Change the verb into past participle of the verb.
- Add the preposition "by"
- Change the subject into object.

Active Voice	Passive Voice
I write a letter	A letter is written by me
We must keep the rule	The rule must be kept by us
You bought a book	A book have been bought by you

He closed the window	The window was closed by him
She was writing letters	Letters were being written by her
I had posted a letter	A letter had been posted by me
I do not drink tea	Tea is not drunk by me
She does not eat a mango	A mango is not eaten by her
He will have finished his work	The work will have been finished by him
They are digging a well	A well is being dug by them

Imperative Sentence :

If the given sentence in the active voice is in the imperative, to get the passive voice use 'Let'. Hence

Passive Voice = Let + Object + be + Past Participle

Active Voice	Passive Voice
Help me	Let me be helped
Sing a song	Let a song be sing
Open the door	Let the door be opened
Don't eat this fruit	Let not this fruit be eaten

Questions in the Passive :

If the question in the Active Voice begins with a Helping verb the Passive voice must also begin with a suitable helping verb. Supposing the question begins with 'Wh or How' form (what, when, how ...) the Passive Voice must begin with the same.

Active Voice	Passive Voice
Are you writing a letter?	Is a letter being written by you?
Is she beating the child?	Is the child beaten by her?
Will you accept the position?	Will the position be accepted by you?
Who broke the window?	By whom was the window broken?
Why did you write such a letter?	Why was such a letter written by you?
Where can you hide this box?	Where can this box be hidden by you?

Sentences with two objects

If a sentence contains two objects namely Indirect Object and Direct Object in the Active Voice, two forms of Passive Voice can be formed.

- She brought me a cup of coffee. (AV)
I was brought a cup of coffee by her. (PV) (or)
A cup of coffee was brought [to] me by her. (PV)
- The teacher teaches us grammar. (AV)
We are taught grammar by the teacher. (PV) (or)
Grammar is taught [to] us by the teacher. (PV)

Beware of Complement

- They made him king. (AV)
He was made king by them. (PV)

Infinitive and Gerund :

- I want to shoot the tiger. (AV)
I want the tiger to be shot. (PV)
- I remember my father taking me to the theatre. (AV)
I remember being taken to the theatre by my father. (PV)

Passive Voice into Active Voice

While changing Passive Voice into Active Voice, we must keep in mind all the rules of the Active Voice in the reverse order. We come across sentences in the Passive Voice without subject or agent. In this case, supply the appropriate subject.

To decide whether the given passive voice sentence is in passive voice, any one of the following constructions should be present.

- 1. is, was ,are, were, am + past participle
- 2. be + past participle
- 3. being + past participle
- 4. been + past participle
- 5. Let ...be + past participle

Changing Passive Voice to Active Voice.

Passive Voice	Active Voice
The thief was finally arrested	The police finally arrested the thief
We were taught grammar	The teacher taught us grammar
My purse has been stolen	Somebody has stolen my purse

The patients were looked after	The doctor looked after the patients
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PASSIVE VOICE

/ IMPERSONAL PASSIVE

Differences between passive voice with 'by' -phrase and impersonal passive:

Compare these two sentences:

- Last year, the Green-India scheme was announced by the Government.
- Rare plants are found in Silent Valley.

In the first sentence, the doer/agent is explicitly mentioned because the doer is important in that sentence. But in the second sentence it is not so, because either the agent or doer of the action is too obvious or unknown.

The passive construction is quite common in scientific / technical / business writing. In these types of objective writing the emphasis is usually on the action or process or thing that is described. So the 'by' phrase is generally omitted in these writings. It is called **Impersonal Passive**.

Converting the following sentences into imperative passive.

- They say that might is right.
It is said that might is right.
- One finds mosquitoes everywhere.
Mosquitoes are found everywhere.
- He gave us a cheque.
A cheque was given to us.

Active and passive voice exercise

Change the following active sentences into passive voice.

1. I did not beat her.

She is not beaten by me.

She has not been beaten by me.

She was not beaten by me.

2. I will never forget this experience.

This experience is not forgotten by me.

This experience would never be forgotten by me.

This experience will never be forgotten by me.

3. Mother made a cake yesterday.

A cake made by mother yesterday.

A cake is made by mother yesterday.

A cake was made by mother yesterday.

4. The boy teased the girl.

The girl was teased by the boy.

The girl had teased by the boy.

5. Did she do her duty?

Was she done her duty?

Was her duty done by her?

Had her duty done by her?

6. The tiger was chasing the deer.

The deer was chased by the tiger.

The deer was being chased by the tiger.

The deer had chased by the tiger.

7. She has written a novel.

A novel has written by her.

A novel has been written by her.

A novel had written by her.

8. She has learned her lessons.

Her lessons has learned by her.

Her lessons have been learned by her.

Her lessons had been learned by her.

9. Have you finished the report?

Has the report finished by you?

Has the report been finished by you?

Had the report been finished by you?

10. The police have caught the thief.

The thief has been caught by the police.

The thief was caught by the police.

The thief had been caught by the police.

Passive Voice into Active Voice

1. A novel is being read by Mary

2. A stone was being thrown by the kid

3. A car has been bought by him

4. The door had been knocked at by someone.

5. Yam is eaten by people in my country

6. The jackpot will be won by her

7. The mother tongue would be taught to him by her.

8. The fish is eaten by the cat

9. A book was offered to them by her

10. A letter was written to him by her

GRE General Vocabulary Word List

This is not a common vocabulary -- GRE General Vocabulary is the list of the actual words that have appeared frequently on the verbal section of the GRE General, that is why

The definition is not full, e.g. "caustic" means "able to burn or destroy by chemical action" but on the test this word has another (figurative) meaning - "biting, sarcastic".
e.g. - caustic remark

- misprints are possible

Word	Explanation
abacus	frame with balls for calculating
abate	to lessen, to subside
abdication	giving up control, authority
abdomen	stomach and bowels
aberration	straying away from what is normal
abeyance	suspended action
abhor	to hate, to detest
abide	be faithful to; endure
abjure	promise or swear to give up
abraded	rubbed off, worn away by friction
abrasion	rubbing, scraping, wearing off
abrogate	repeal or annul by authority
abscond	to go away suddenly (to avoid arrest)
abstruse	difficult to comprehend; obscure
abundant	plentiful
abut	border on
abysmal	bottomless, extreme

acarpous	effete, no longer fertile, worn out
accentuate	give more force or attention to
acclaimed	welcomed with shouts and approval
accolade	praise, approval
accretion	the growing of separate things into one
acquiesce in	agree (without protest)
acquisition	something acquired, acquiring
adamant	kind of stone; inflexible
adhere	remain faithful, stick fast to
adhesion	adhering, support
adjacent	lying near, next
admonitory	containing warning
adorn	add beauty, decorate
adulteration	making unpure, poorer in quality
affinity	close connection, relationship
aggravate	make worse; irritate
agile	active, quick-moving
ail	trouble; be ill
alacrity	eager and cheerful readiness
alienate	estrangle
allegiance	duty, support, loyalty
alleviate	make (pain) easier to bear
alloy	to debase by mixing with something inferior

aloof	reserved, indifferent
amalgamate	mix, combine, unite societies
ambidextrous	able to use the left hand or the right equally well
ambiguous	doubtful, uncertain
ambivalent	having both of two contrary meanings
ameliorate	improve, make better
amendment	improving
amicable	friendly
amortize	end (a debt) by setting aside money
amplify	make large or fuller, increase the strength
animosity	strong dislike
annul	put an end to
anticlimax	sudden fall
antidote	medicine used against a poison or a disease
antithetical	direct opposing
apartheid	brutal racial discrimination
apathetic	indifference
aplomb	self-confidence
apostate	one who abandons long-held religious or political convictions
apotheosis	deification, glorification to godliness
appease	make quiet or calm
apprehensive	grasping, understanding; fear, unhappy feeling about future
apprise	give notice to, inform

approbation	approval
appropriate	take for one's own use, acquire, set aside
apropos	appropriate to the situation; apt
apt	well-suited, quick-witted
arabesque	a complex, ornate design
arabesque	whimsical
arbitrate	decide by arbitration
arboreal	of connected with trees
ardently	with full of ardor
ardor	enthusiasm
arduous	steep, difficult ascent; laborious
argot	jargon, slang
arrant	in the highest degree
arrogance	proud, superior manner of behaviour
articulate	speak distinctly, connect by joints
ascend	go or come up
ascent	the act of ascending
ascertain	get to know
ascetic	practicing self-denial, austere, stark
ascribe	consider to be the origin of or belonging to
asperity	roughness, harshness, ill temper, irritability
aspersion	slander
assail with	attack violently

asset	valuable quality, something that has money value
assiduous	diligent, hard-working, sedulous
assuage	make something (pain, desire) less
assumption	something supposed but not proved
asterisk	the mark * (e.g.. omitted letters)
astringent	substance that shrinks
astute	clever; quick at seeing to get an advantage
atonement	repayment; death of Jesus
attenuate	make thin. weaken, enervate
audacious	daring, foolishly bold, impudent
augury	omen, sign
august	majestic, venerable
auspice	protection or support, patronage
auspicious	favorable, successful, prosperous
austere	severely moral and strict; simple and plain
auxiliary	helping, supporting
aver	affirm, assert, prove, justify
aversion	strong dislike
avid	eager, greedy
avow	admit. Declare openly
baleful	harmful, ominous, causing evil
balk	obstacle; purposely to get on the way of
balloon	swell out like balloon

balm	sweet-smelling oil; consolation
banal	uninteresting
band	flat, thin strip of material; range of frequencies
bane	cause of injury, poison, source of harm
baneful	causing harm or ruin, pernicious, destructive
barrage	artificial obstacle built across a river
barren	not good enough, unable to have young ones, without value
bask in	enjoy warmth and light
bazaar	market
be irreconcilable	cannot be brought into harmony
beatify	to bless, make happy, or ascribe a virtue to
bedizen	to adorn, especially in a cheap, showy manner
belie	contradict, give a false impression
belittle	cause to seem unimportant
bellicose	belligerent, pugnacious, warlike
belligerent	(person, nation) waging war
belligerently	waging war
bend	cause something to be out of a straight line
benefactor	person who has given help
benevolence	wish or activity in doing good
benign	kind and gentle; mild (climate)
bequest	arrangement to give something at death
berate	scold sharply

bereft	rob or dispossess of something (material)
bewilder	puzzle, confuse
biased	prejudice
bigot	stubborn, narrow-minded person
bilge	bulge, the protuberance of a cask
blandishment	flattery, coaxing
blandness	polite manner, comforting, uninteresting
blatant	noisy and rough
blithe	cheerful, casual, carefree
blithe	gay and joyous
blueprint	plan, scheme, photographic print
blunt	plain, not troubling to be polite
boggle	be alarmed, hesitate, amazed
bogus	sham, counterfeit, not genuine
boisterous	loud, noisy, rough, lacking restraint
bolster	give greatly needed support
boorish	crude, offensive, rude
braid	strands of hair woven together, something edging sloth
brash	hasty, rush; cheeky, saucy
brass	yellow metal (mixing copper and zinc)
brazen	made of brass
breach	opening, broken place, breaking
brisk	active, lively

brisket	breast of an animal
brittle	easily broken
broach	bring up, announce, begin to talk about
brook	to tolerate, endure
buoyant	able to float; light-hearted
burgeon	grow forth, send out buds
burnish	to polish, rub to a shine
bust	run out of money
cabal	a scheme or plot, a group of plotters
cadge	to beg, to get by begging
calipers	metal supports attached to the legs, measuring instrument
calumniate	to slander, present false accusation
calumny	slander, aspersion
candid	frank, straight-forward
canvass	discuss thoroughly; sort of touting
capricious	fickle, whimsical, given to change, unpredictable
castigate	to chastise, correct by punishing
castigation	severe punishment
casual	happening by chance, careless
catalyst	substance that causes speeding up
caustic	biting, sarcastic
censure	expression of blame or disapproval; a rebuke
census	official counting of the population

centurion	leader of a unit of 100 soldiers
chary	cautious, wary
chastened	corrected, punished
chastisement	punishment
chauvinist	a blindly devoted patriot
chisel	steel tool for shaping materials
churl	bad-tempered person
cite	give as an example
clamor	shout, complain with a lot of noise
cleans	make pure, thoroughly clean
cling to	resist separation
clot	half-solid lump formed from liquid
cloture	closing, device (in Parliament) to end a debate by voting
coalescing	coming together and uniting into one substance
coax	get somebody to do something by kindness
coddle	treat with care and tenderness
coerce	compel, to force to make obedient
coeval	of the same period, coexisting
cogent	strong, convincing
cogitate	think deeply, mediate
cognition	knowing, awareness (emotionless)
cognizant	being fully aware of
coherent	sticking together

colander	bowl-shaped vessel with many holes used to drain off water
collaborate	work in partnership
collusion	secret agreement for a deceitful purpose
combustion	process of burning
commemorate	keep the memory of
commend	praise
commendable	worthy of praise
commingle	mingle together
commuter	person who travels regularly
complacently	with self-satisfaction
complaisance	tending to comply, obliging, willingness to please
comply	act in accordance
compound	mix or combine
comprise	be composed of
compunction	feeling of regret for one's action
conceal	hide, keep secret
conceit	over-high opinion of, too much pride
conciliatory	reconciling, soothing, comforting, mollifying
concord	agreement or harmony
concur	agree in opinion, happen together
condense	increase in density, strength, make laconic
condone	forgive
congeal	make or become stiff and solid

conjoin	to join together
connoisseur	a person with good judgement (e.g.. in art)
connotation	suggestion in addition to
consent	give agreement or permission
consequential	pompous, self important
consolation	consoling or being consoled
console	give comfort or sympathy to
conspicuous	easily seen; remarkable
consternation	surprise and fear, dismay
constrict	make tight or smaller
consume	get to the end of
contemn	to scorn or despise
contentious	argumentative, pugnacious, combative, quarrelsome
contiguous	touching, neighboring, near
contrite	filled with deep sorrow for wrongdoing
contumacious	insubordinate, rebellious
conundrum	a riddle, dilemma, enigma
conviction	convincing; firm belief
convoke	call together, summon
convoluted	complicated; coiled, twisted
cord	twisted strands
cordial	warm and sincere
cordon	line (of police acting as a guard)

corporeal	physical; of or for the body
correlate	have a mutual relation
corroboration	additional, strengthening evidence
countenance	to favor or approve of
counterfeit	forgery
countervail	counterbalance
covert	disguised
covetous	eagerly desirous
cower	crouch; shrink back
craven	cowardly
crease	line made by crushing; white line on the ground in cricket
credulity	too great a readiness to believe things
credulous	ready to believe things
crush	press, lose shape, subdue, overwhelm
cryptic	secret, with a hidden meaning
cumbersome	burdensome, heavy and awkward to carry
curmudgeon	bad-tempered person
curriculum	course of study
cursory	quick, hurried
curtail	make shorter than was planned
cynic	person who see no good in anything
dart	quick movement; missile in darts
daunt	intimidate, make fearful

dawdler	person who is slow; waste of time
dearth	shortage
debacle	a breakup, overthrow, sudden disaster
decorous	polite, decent
decorum	propriety, properness
decree	order given by authority
decry	disapprove of
defer	postpone; give way (to show respect)
deference	respect
deferential	showing respect
defiance	open disobedience or resistance
deflect	turn aside
defy	resist openly
degrade	reduce in rank or status
delineate	to portray, depict, sketch out
deluge	great flood, heavy rush of water
demagogue	person appealing not to reasons
demur	to hesitate, raise objections
denigrate	blacken, belittle, sully, defame
denouement	an outcome or solution; the unraveling of a plot
denounce	give information against
dent	hollow, depression made by a blow
deplete	use until none remains

deposition	dethronement, depositing
deprave	make morally bad; corrupt
deprecate	protest against, express disapproval of
dereliction	deserting and leaving to fall into ruins
derision	ridicule, mockery, deriding
derivative	derived, not original or primitive
derivative	unoriginal, obtained from another source
derogatory	insulting; tending to damage
descry	catch sight of, see something in the distance
desiccant	substance used to absorb moisture
desiccate	to dry up, dehydrate
desuetude	cessation of use; disuse
desultory	aimless, haphazard, digressing at random
detach	separate
deter	discourage, hinder
detract	slandering, verbal attack, aspersion
tumescence	diminishing or lessening of swelling
deviance	being different in moral standards (from normal)
dexterity	skill (esp. in handling)
dexterous	clever, skillful with hands
diaphanous	transparent, gauzy
diatribe	bitter and violent attack in words
dictate	order

diffidence	shyness
diffident	lacking in self-confidence
dilate	speak comprehensively, become wider, large
dilatory	causing delay, procrastinating
disabuse	to undeceive, correct a false impression
disallow	refuse to allow or accept as a correct
discern	see with an effort but clearly
discomfit	confuse, embarrass
discomfit	to defeat, put down
disconcert	upset the self-possession of
discountenance	refuse to approve of
discourse	speech, lecture,
discredit	refuse to believe
disdain	look on with contempt
disencumber	free from encumbrance
disheveled	untidy
disingenuous	sophisticated, artful, trying to deceive, cunning
disinter	dig up from the earth
dislodge	move, force from the place occupied
dismal	sad, gloomy, miserable
disparate	essentially different
dispassionate	free from passion
dissemble	speak or behave so as to hide something (in mind)

disseminate	distribute (esp. ideas)
dissent	have a different opinion, refuse to assent
dissipation	going away, dispersing
dissolution	disintegration, looseness in morals
distinct	easily heard, seen, understood, clearly marked
distorted	pulled out of the usual shape, give a false account of
distraught	distracted, violently upset in mind
distress	great pain; cause discomfort
divergence	getting farther apart from a point
diverse	of different kinds
divestiture	taking off, getting rid of, giving up
divulge	make known something secret
doggerel	trivial, poorly constructed verse
dogmatic	positive, certain, arbitrary, without room for discussion
dogmatism	being dogmatic
dolt	stupid fellow
dormant	in a state of inactivity but awaiting development
dote	show much fondness, center one's attention
drone	male bee, person who isn't self-employed
drowsiness	feeling sleepy, half asleep
dubious	feeling doubt
dud	no use person, something that fails
dulcet	melodious, harmonious

dupe	cheat, make a fool of
duplicity	deliberate deception
duress	threats to compel somebody
dwarf	person or somebody much below the usual size
dynamo	a generator, something that produces electric current
earthenware	dishes made of baked clay
ebullience	exuberance, outburst of feeling
ebullient	overflowing with enthusiasm; showing excitement
ecumenical	representing the whole Christian world
edacious	voracious, devouring
eddy	circular or spiral movement (e.g., of wind)
effete	infertile, worn out, weak
efficacy	production of a desired result
effluvia	outflow in a stream of particles; a noxious odor or vapor
effrontery	boldness, impudence, arrogance
egress	way out, exit
elaborate	worked out with much care in great detail
elate	stimulate
elation	high-spirits
electorate	all the electors
elegy	a lament, a melancholy composition
elicit	draw out
eloquence	fluent speaking; skillful use of language

emaciate	make thin and weak
embellish	make beautiful
embezzle	use in a wrong way for one's own benefit
emergence	emerging
emote	stir up, excite
empirical	relying on experiment
encapsulate	enclose in capsule
encomium	warm or glowing praise; eulogy, panegyric
encumbrance	burden; things that get on the way of
endearing	making dear or liked
endemic	epidemic
endemic	prevailing in a specific area
endorse	write one's name on the back of
enduring	lasting
enervate	weaken, deprive of strength, attenuate
engender	cause, produce, give rise to
engrave	impress deeply
engrossing	taken up all the time or attention; writing in large or formal
engulf	swallow up
enigma	that is puzzling
enmity	hatred; being an enemy
enormity	excessive wickedness; evilness
enormousness	great size

entangle	put into difficulties
entreat	ask earnestly
enzyme	catalyst
epicure	food lover, a connoisseur of food
epicurean	devoted to pleasure (sensuous enjoyment)
epistle	letter
epithet	adjective
epitome	brief summary; representative example; a typical model
equable	steady, regular
equanimity	calmness of temperament
equilibrium	state of being balanced
equipose	equal distribution of weight; equilibrium
equivocal	having a double or doubtful meaning; suspicious
equivocate	try to deceive by equivocal language
eradicate	get rid of; pull up by the roots
erasure	erasing, removing all traces
erode	wear away, eat into
erratic	irregular in behaviour or opinion
erudite	learned, scholarly
escalate	increase, develop
esoteric	abstruse; intended only for a small circle of
espouse	marry; give one's support to
eulogy	formal praise; panegyric

euphoria	elation; state of pleasant excitement
euthanasia	easy and painless death
evaluating	finding out the value
evaporate	change into vapor, disappear, die
evince	to show clearly, to indicate
evoke	call up, bring out
evolve	unfold, develop naturally and gradually
excoriate	to flay, strip off the skin; to denounce sharply
excoriation	severe criticism
exculpate	free from blame
exculpate	to clear from a charge of guilt
exert	put forth; bring into use
exertion	instance of exerting
exhaustive	complete, thorough
exigency	emergency, an urgent situation
exonerate	free; clear
exoneration	clear, free (e.g., from blame)
exorbitant	much too high or great
expatiate	to roam, wander freely
expedient	likely to be useful for a purpose
expiation	ending; expiring
exploit	brilliant achievement; develop; use selfishly
expostulate	argue earnestly to dissuade, correct, or protest

expurgate	to remove obscenity, purify, censor
excise	to cut out, cut away
exerts	thrust out, push forth
extant	still in existence
extensive	far-reaching
extenuate	reduce the strength of, lessen seriousness, partially excuse
extinct	no longer active
extirpate	to destroy, exterminate, cut out, excise
extol	praise highly
extort	obtain by threats, violence
extralegal	outside the law
extricable	that can be freed
extrovert	cheerful person
exuberance	state of growing vigorously; being full of life
facetious	humorous, funny, jocular
facile	easily done
facilitate	make easy (e.g.. a process of something)
fallacious	based on error
fallacy	false or mistaken belief
fatuous	without sense, foolish self-satisfaction
faucet	device for controlling the outflow of a liquid
fawn	young deer, try to win somebody's favor
feckless	futile, irresponsible, inefficient

feckless	lacking purpose or vitality; ineffective; careless
fecund	fertile
feint	pretend
felicitous	apt; suitably expressed, well chosen, apropos
felon	person guilty of murder
ferment	substance; become excited
ferocity	savage cruelty
ferret	discover by searching; search
fertile	producing much, full of ideas
fertilize	make fertile or productive
fervid	intense, zealous
fervid	showing earnest feeling
fervor	warmth of feelings; earnestness
fetter	to shackle, put in chains
feud	bitter quarrel over a long period of time
fidelity	loyalty, accuracy
fidget	move restlessly, make nervous
figurehead	carved image on the prow of a ship
finesse	delicate way of dealing with a situation
finical	too fussy about food, clothing, etc.
finicky	finical
finite	limited, having bounds
fission	splitting or division (esp. of cells)

fixate	stare at
flamboyant	brightly colored, florid
flammable	having tendency to burst into flames
flaunting	show off complacently
flaw	crack, lessen value
flax	pale yellow (hair); a plant
fledged	able to fly, trained, experienced
fleet	number of ships, quick-moving
fleeting	passing quickly
flexibility	easily bent without braking
flinch	draw, move back, wince
florid	very much ornamented; naturally red (e.g.. of face)
floridness	ruddiness; heavily decorated; ornateness
flout	reject, mock, to go against (as in going against tradition)
fluster	make nervous or confused
foible	defect of character (a person is wrongly proud)
foil	prevent from carrying out; contrast
foment	put something warm (to lessen the pain)
foppish	like a man who pays too much attention to his clothes
forbear	refrain from, be patient; ancestor
forbearance	patience, willingness to wait
ford	shallow place in a river (to cross)
forestall	prevent by taking action in advance, preempt

forfeit	suffer the loss of something
forge	workshop for the shaping of metal; to shape metal; lead
forgery	counterfeit
forswear	renounce, disallow, repudiate
fortify	strengthen
fortuitous	happening by chance
foster	nurture, care for
fragile	easily injured, broken or destroyed
fragrant	sweet-smelling
franchise	special right given by authority
frantic	wildly excited with joy, pain, anxiety
frenetic	frantic, frenzied
fret	worry; irritation; wear away
friction	the rubbing of one thing against another, difference of opinion
fringe	edge; ornamental border; part of hair over the forehead
froward	intractable, not willing to yield or comply, stubborn
frugal	careful, economical
fulminate	berate, vituperate, to thunder out, to explode
fulmination	bitter protest
fulsome	disgusting, offensive due to excessiveness
gainsay	to deny, declare false, to oppose
gambol	quick, playful jumping
garment	article of clothing

garner	to gather and save; to store up
garrulity	talkativeness
garrulous	too talkative
gaucherie	socially awkward, tactless behavior
germane	relevant; pertinent to
gist	the point, general sense
glean	gather facts in small quantities
glib	ready and smooth but not sincere
gloat over	look at with selfish delight
glut	supply to much, fill to excess
gnaw	waste away; bite steadily
goad	something urging a person to action
gossamer	soft, light, delicate material
gouge	tool for cutting grooves in wood
grace	favor
grave	serious, requiring consideration
gregarious	living in societies; liking the company
grievance	cause for complaint or protest
grievous	causing grief or pain; serious, dire, grave
grimace	twisted expression of a face
grind	crush, polish
grooves	long channel in the surface, habitual way of living
grovel	crawl, humble oneself

guile	deceit, cunning
guileless	straight-forward, candid
gull	cheat, deceive
gullible	easily gulled
gust	outburst of feeling; sudden rain, wind, fire, etc.
hack	cut roughly; hired horse
hallow	to make holy; consecrate
hamper	basket with a lid, prevent free movement or activity
hapless	unlucky, unfortunate
harangue	a long, passionate speech
harbinger	something or somebody that foretells the coming of
harrow	to distress, create stress or torment
harsh	rough, cruel, stern
haughty	arrogant; conceited
haven	harbor, safety place
heed	pay attention; notice
heinous	odious (of crime)
heresy	belief contrary to what is generally accepted
hermetic	sealed by fusion
heterogeneous	made up of different kinds
hew	make by hard work; cut (by striking)
hirsute	hairy, shaggy
hoax	mischievous trick played on somebody for a joke

hoi polloi	the masses; the rabble
hollow	not soled, with hole
holster	leather case for a pistol
hone	stone used for sharpening tools
hoodwink	trick, mislead
hospitable	liking to give hospitality
hubris	arrogant pride
hurdle	light frame, fence to be jumped over
husk	worthless outside part of anything
hypocrisy	falsely making oneself appear to be good
iconoclast	person who attacks popular beliefs
iconoclastic	attacking cherished beliefs
idiosyncrasy	personal mannerism
idolatrous	worshipping idols
idolatry	excessive admiration of
idyll	a carefree episode or experience
ignoble	dishonorable, common, undignified
ignominious	shameful, dishonorable, undignified, disgraceful
illicit	unlawful, forbidden
illusory	deceptive; an illusion
imbroglio	complicated and embarrassing situation
immaculate	pure, faultless
immerse	absorb; put under the surface of

imminent	likely to come or happen soon
immutable	that cannot be changed
impair	worsen, diminish in value
impaired	damaged, weakened
impassive	unmoved; feeling no sign of passion
impecunious	having little or no money
impede	hinder; get in the way of
impediment	something that hinders (e.g. stammer)
impending	imminent, being about to happen, expected
imperative	urgent, essential
imperious	commanding, haughty, arrogant
imperviousness	haughty, arrogant, commanding
impermeable	that cannot be permeated
imperturbable	calm; not capable of being excited
impervious	not allowing to pass through (of materials)
imperviousness	arrogance, commanding presence, overbearingness
impetuous	having sudden energy, impulsive, thrusting ahead, forceful
impiety	lack of reverence or dutifulness
implacable	incapable of being placated, unpleasable
implausibility	incredibility
implicate	show that somebody has a share
implicit	implied though not plainly expressed
implosion	collapse; bursting inward

imply	make a suggestion
importune	beg urgently; solicit (of a prostitute)
imprecation	an invocation of evil; a curse
impromptu	without preparation
impudence	being rash, indiscreet
impudent	rash, indiscreet
impugned	challenged, to be doubted
impute	to attribute to a cause or source, ascribe
inadvertent	not paying proper attention
inane	silly, senseless
inasmuch	since, because
incense	make angry
incessant	often repeated, continual
inchoate	not yet fully formed, rudimentary, elementary
incise	engrave, make a cut in
incite	stir up, rouse
inclined	directing the mind in a certain direction
incoherently	not consistently, unclearly
incongruous	out of place, not in harmony or agreement
incorrigibility	cannot be cured or corrected
incredulous	skeptical, unwilling to believe
inculcate	fix firmly by repetition
incumbents	official duties

incursion	a raid, a sudden attack
indefatigability	not easily exhaustible; tirelessness
indelible	that cannot be rubbed out
indelicate	immodest; lacking in refinement
indigence	poverty
indigenous	native
indistinct	not easily heard, seen, clearly marked
indolence	laziness
indomitable	not easily discouraged or subdued
indulge	gratify, give way to, satisfy; allow oneself
indulgent	inclined to indulge
ineffable	too great to be described in words
ineluctable	certain, inevitable
inept	unskillful; said or done at the wrong time
infertile	not fertile, barren
inflamm	become red, angry
inflammatory	tending to inflame
infuriate	fill with fury or rage
infuse	put, pour, fill
ingenuous	naive, young, artless, frank, honest, sincere
ingest	take in by swallowing
inherent	existing as a natural part
inhibit	hinder, restrain

inimical	harmful or friendly
inimitable	defying imitation, unmatched
innocuous	causing no harm
inscrutable	incapable of being discovered or understood
insensible	unconscious, unresponsive, unaffected
insinuate	suggest unpleasantly; make a way for something gently
insipid	without taste or flavor
insouciant	unconcerned, carefree
insularity	narrow-mindedness, isolated
insurrection	rising of people to open resistance to
interdict	prohibit, forbid
interim	as an installment
intersperse	place here and there
intervene	come between; interfere to change the result
intractable	unruly, refractory, stubborn
intransigence	unwillingness to compromise, stubbornness, intractability
intransigent	uncompromising
intrepid	fearless, brave, undaunted
introspection	examining one's own thoughts and feelings
inundate	flood; cover by overflowing
inured	accustomed to, adapted
invective	abusive language, curses
inveigh	to attack verbally, denounce, deprecate

inveterate	Deep-rooted. long-established
involute	complex
irascible	irritable, easily angered
irate	angry
ire	anger
irksome	tiresome
irrelevant	not relevant, not connected
irresolute	hesitating; undecided
irrevocable	final and unalterable
itinerary	plan for a journey, details or records of a route
itinerate	to travel from place to place, to peregrinate
jabber	talk excitedly; utter rapidly
jeopardize	put in danger
jibe	gibe, make fun of
jocular	meant as a joke
judicious	sound in judgment; wise
knit	draw together, unite firmly
labyrinthine	to entangle the state of affairs
lachrymose	causing tears, tearful
lackluster	(of eyes) dull
laconic	brief, to the point, terse
lag	go too slow
lament	show, feel great sorrow

lassitude	weariness, tiredness
latent	present but not yet active, developed or visible
laudatory	expressing or giving praise
lavish	giving or producing freely, liberally or generously
leakage	the process of leaking
legacy	something handed down from ancestors
libel	statement that damages reputation
liberality	free giving; generosity
libertine	immoral person
lien	legal claim until a debt on it is repaid
limn	paint, portray
limp	lacking strength, walking unevenly
lithe	bending, twisting
loll	rest, to sit or stand in a lazy way; hang (dog's tongue)
loquacious	talkative, garrulous
lubricant	substance that makes work easier
lubricate	put oil to make work easily
lubricious	lewd, wanton, greasy, slippery
lucubrate	write in scholarly fashion
luculent	easily understood, lucid, clear
lugubrious	mournful, excessively sad
lull	become quiet or less active
luminary	star, light-giving body

lustrous	being bright, polished
macabre	gruesome, suggesting death
machination	plot, scheme (esp. evil)
maladroit	tactless, clumsy
malapropism	misuse of a word (for one that resembles it)
malevolence	wishing to do evil
malign	injurious, speak ill of somebody, tell lie
malingering	to fake illness or injury, in order to shirk a duty
malleable	yielding; easily shaped; moldable; adapting
manacle	chains for the hands or feet
martial	brave, of associated with war
massacre	cruel killing of a large number of people
matriculation	be admitted, enter a university as a student
mature	come to full development, to a state ready for use
maudlin	sentimental in a silly or tearful way
maverick	rebel, nonconformist
mellifluous	sweetly flowing
mendacious	false
mendacity	dishonesty
mendicant	a beggar
mercurial	quick, changeable in character, fleeting
meretricious	attractive on the surface but of little value
mesmerize	hypnotize

meticulous	giving great attention to details
mettle	quality of endurance or courage
mettlesome	courageous, high-spirited
middling	fairly good but not very good
minatory	menacing, threatening
mince	pronounce or speak affectedly, euphemize
misanthrope	person who hates mankind
mischievous	harmful, causing mischief
miser	person who loves wealth and spends little
misogynist	one who hates women/females
missile	something that is thrown or shot
mitigate	make less severe or painful
moderation	quality of being limited, not extreme
mollify	make calmer or quieter
molt	moult, lose hair, feathers before new growing
morbid	diseased, unhealthy (e.g.. about ideas)
morose	ill-tempered, unsocial
mortuary	place where dead bodies are taken to be kept until burial
multifarious	varied, motley, greatly diversified
mundane	worldly as opposed to spiritual; commonplace, everyday
myriad	very great number
nadir	lowest, weakest point
nascent	coming into existence, emerging

nebulous	cloud-like; hazy; vague; indistinct
negligent	taking too little care
neophyte	person who has been converted to a belief
nexus	a connection, tie, or link
nibble	show some inclination to accept (an offer)
nice	precise, sensitive to subtleness
noisome	offensive, disgusting (smell)
nonchalant	not having interest
nonplused	greatly surprised
nostrum	a quack remedy, an untested cure
notion	nominal, token
noxious	harmful
nullify	make void and null
numb	without ability to feel or move
numbness	without ability to move a finger
obdurate	hardened and unrepenting; stubborn, inflexible
obfuscate	to darken, make obscure, muddle
oblivious	unaware, having no memory
obloquy	abusively detractive language, sharp criticism, vituperation
obsequious	too eager to obey or serve
obsolete	no longer used
obstreperous	noisy, loud
obtain	to be established, accepted, or customary

obtrusive	projecting, prominent, undesirably noticeable
obviate	to make unnecessary, get rid of
occluded	blocked up
occult	hidden, concealed, beyond comprehension
odious	repulsive, hateful
odium	contempt, dislike, aversion
odor	smell; favor; reputation
officious	too eager or ready to help, offer advice
onerous	needing effort, burdensome
opprobrious	showing scorn or reproach
ossify	to turn to bone; to settle rigidly into an idea
ostensible	seeming, appearing as such, professed
ostentation	display to obtain admiration or envy
ostentatious	fond of showing ostentation
ostracism	shut out from society, refuse to meet, talk
ostrich	fast-running bird unable to fly
outset	start
overhaul	examine thoroughly to learn about the condition
overweening	presumptuously arrogant, overbearing, immoderate, being a jerk
overwhelm	weigh down, submerge
paean	song of praise or triumph
palate	roof of the mouth; sense of taste
palatial	magnificent

palliate	lessen the severity of
palliate	to make something appear less serious, to alleviate, to gloss over
palpability	can be felt, touched, understood
palpitate	tremble, beat rapidly and irregularly
panegyric	formal praise, eulogy
paradigm	a model, example, or pattern
parenthesis	sentence within another one, something separated
pariah	an outcast, a rejected and despised person
parsimonious	too economical, miserly
partisan	one-sided, committed to a party, biased or prejudiced
patron	regular customer; person who gives support
paucity	scarcity, a lacking of
peccadillo	small sin; small weakness in one's character
pedantic	bookish, showing off learning
pedestrian	commonplace, trite, unremarkable
pellucid	transparent, easy to understand
penchant	strong inclination, a liking
penitent	feeling or showing regret
penury	extreme poverty
peregrination	traveling about, wandering
peremptory	urgent, imperative, unchallengeable, ending debate
perennial	lasting for a long time (e.g.. a year)
perfidious	treacherous, faithless

perfidy	treachery; breaking of faith
perfunctory	done as a duty without care
perilous	dangerous
peripatetic	wandering
perish	be destroyed; decay
perjury	willful false statement, unlawful act
permeate	spread into every part of
pernicious	harmful, injurious
perpetrate	be guilty; commit (a crime)
persevere	keep on steadily, continue
personable	pleasing in appearance, attractive
perspicacity	quick judging and understanding
pertain	belong as a part, have reference
pest	destructive thing or a person who is nuisance
petrified	taken away power (to think, feel, act)
petrify	to make hard, rocklike
petrous	like a rock, hard, stony
petulant	unreasonably impatient
philistine	a smug ignorant person; one who lacks knowledge
phlegmatic	calm, sluggish temperament; unemotional
picaresque	involving clever rogues or adventurers
pied	of mixed colors
pinch	be too tight, take between the thumb and finger

pious	dutiful to parents; devoted to religion
piquant	agreeably pungent, stimulating
pique	hurt the pride or self-respect, stir (curiosity)
pitfall	covered hole as a trap, unsuspected danger
pith	essential part, force, soft liquid substance
pivotal	of great importance (others depend on it)
placate	soothe, pacify, calm
plaintive	mournful, melancholy, sorrowful
plaque	flat metal on a wall as a memorial
platitude	a trite or banal statement; unoriginality
plea	request
plead	address a court of law as an advocate
plethora	glut
pliant	pliable, easily bent, shaped or twisted
plod	continue doing something without resting
pluck	pull the feathers off, pick (e.g.. flowers)
plumb	get to the root of
plummet	fall, plunge, steeply
plunge	move quickly, suddenly and with force
poignant	deeply moving; keen
poise	be ready, be balanced, self-possession
polemical	controversial, argued
ponderous	heavy, bulky, dull

portent	omen; marvelous; threatening
poseur	someone taking on airs to impress others; a phony
posture	state, attitude; adopt a vain
poverty	state of being poor
pragmatic	practical, favoring utility
precarious	uncertain, risky, dangerous
precept	moral instruction
precepts	rules establishing standards of conduct
precipitate	throw something violently down from a height
preclude	prevent, make impossible
precursory	preliminary, anticipating
predilection	special liking, mental preference
predominate	have more power than others
preempt	obtain by preemption or in advance
premature	doing or happening something before the right time
preponderance	greatness in number, strength, weight
presage	warning sign
preternatural	not normal or usual
prevalent	common
prevaricate	to equivocate, to stray from the truth
prim	neat; formal
pristine	primitive, unspoiled, pure, as in earlier times, unadulterated
probity	uprightness, incorruptibility, principle

proclivity	inclination
procrastination	keeping on putting off
prodigal	wasteful, reckless with money
prodigious	enormous, wonderful
profane	worldly, having contempt for God
profligate	wasteful, prodigal, licentious, extravagant
profundity	depth
proliferate	grow, reproduce by rapid multiplication
prolix	tiring because too long
prone	prostrate; inclined to (undesirable things)
propagation	increasing the number, spreading, extending
propinquity	nearness in time or place, affinity of nature
propitiate	do something to take away the anger of
propitiatory	conciliatory, appeasing, mitigating
propitious	auspicious, presenting favorable circumstances
prosaic	every day, mundane, commonplace, trite, pedestrian
proscribe	denounce as dangerous
protracted	prolonged
provident	frugal; looking to the future
provisional	of the present time only
provoke	make angry; vex
prudence	careful forethought
prudish	easily shocked, excessively modest

prune	dried plum, silly person
pry	get something; inquire too curiously
pugnacious	fond of, in the habit of fighting
punch	strike with the fist; tool for cutting holes; alc. drink
punctilious	precise, paying attention to trivialities
pundit	pedant, authority on a subject
pungency	sharpness; stinging quality
purvey	provide, supply
pusillanimous	cowardly, craven
pyre	large pile of wood for burning
quack	person dishonestly claiming to something
quaff	drink deeply
quail	lose courage, turn frightened
qualm	feeling of doubt, temporary feeling of sickness
quell	suppress, subdue
quibble	try to avoid by sophistication
quiescent	at rest, dormant, torpid
quirk	habit or action peculiar to somebody or something
quixotic	generous, unselfish
quotidian	banal; everyday
rabble	mob, crowd; the lower classes of populace
raconteur	person who tells anecdotes
radiant	bright, shining

raffish	low, vulgar, base, tawdry
rail at	find fault, utter reproaches
ramify	to be divided or subdivided; to branch out
rancorous	feeling bitterness, spitefulness
rant	use extravagant language
rapacious	greedy (esp for money)
rarefy	to make thin, to make less dense, to purify or refine
reactionary	opposing progress
rebuff	snub
recalcitrant	disobedient
recant	take back as being false; give up
recast	cast or fashion anew
recidivism	relapse into antisocial or criminal behavior
reciprocity	granting of privileges in return for similar
recitals	a number of, performance of music
recluse	person who lives alone and avoids people
recompense	make payment to; reward, punish
reconcile	settle a quarrel; restore peace
recondite	little known; abstruse
recourse	something turned to for help
recreancy	cowardice, a cowardly giving up
recuperate	become strong after illness, loss, exhaustion
redeem	get back by payment; compensate

redemptive	serving to redeem
redoubtable	formidable, causing fear
refine	make or become pure, cultural
refractory	stubborn, unmanageable, untractable
refulgent	shining, brilliant
regale	to delight or entertain; to feast
regicide	crime of killing a king
reiterate	say or do again several times
rejuvenation	becoming young in nature or appearance
relapse	fall back again
relinquish	give up
reluctant	unwilling or disinclined
remonstrate	to protest, object
render	deliver, provide, represent
renovate	restore something to better condition
renowned	celebrated, famous
rent	regular payment for the use of something, division or split
repast	meal
repine at	be discontented with
reproach	scold, upbraid
reprobate	person hardened in sin; one devoid of decency
repudiate	disown, refuse to accept or pay
repulsive	causing a feeling of disgust

requite	repay, give in return
resigned	unresisting, submissive
resilience	quality of quickly recovering the original shape
resolve	determine
resort to	frequently visit
restive	refusing to move; reluctant to be controlled
resurrect	bring back into use
resuscitation	coming back to consciousness
retard	check, hinder
reticent	reserved, untalkative, silent, taciturn
revere	have deep respect for
rift	split, crack, dissension
rivet	fix, take up, secure; metal pin
roll call	calling of names
rope	thick strong cord made by twisting
rotund	rich and deep; plump and round
rubric	heading, title, or category
ruffian	violent, cruel man
sagacious	having sound judgment; perceptive, wise; like a sage
salacious	obscene
salient	prominent, protruding, conspicuous, highly relevant
salubrious	healthful
salutary	remedial, wholesome, causing improvement

sanctimony	self-righteousness, hypocritical, with false piety
sanction	approval (by authority); penalty
sanguine	cheerful, confident, optimistic
sanity	health of mind; soundness of judgement
sap	weaken
sate	satiate
satiate	satisfy fully
saturnine	gloomy, dark, sullen, morose
savant	person of great learning
savor	taste, flavor something
sawdust	tiny bits of wood
scabbard	sheath for the blade
scent	smell (esp pleasant)
scribble	write hastily
scurvy	mean, contemptible
seal	piece of wax, lead, etc stamped on the document
secular	material (not spiritual); living outside monasteries
sedulous	persevering
seminal	like a seed; constituting a source, originative
sententious	short and pithy, full of maxims/proverbs
sequence	succession, connected line of
serrated	having a toothed edge
serration	having a toothed edge

servile	like a slave, lacking independence
severance	severing
shaft	arrow or spear, something long and narrow
shallow	little depth; not earnest
shard	piece of broken earthenware
sheath	cover for the blade of a weapon or a tool
shove	push
shrewd	astute; showing sound judgement
shrill	sharp, piercing
shun	keep away from; avoid
shunt	send from one track to another; lay aside; evade discussion
sidestep	step to one side
sinuous	winding, undulating, serpentine
skiff	small boat
skit	short piece of humorous writing
slack	sluggish; dull; not tight
slake	to assuage, to satisfy, allay
slate	king of blue-grey stone; propose; criticize
sluggard	lazy, slow-moving person
soar	rise, fly high
sober	self-controlled
sobriety	quality or condition of being sober
sodden	soaked, saturated

soggy	heavy with water
solvent	of the power of forming a solution
somatic	of the body
soot	black powder in smoke
sophisticated	complex, subtle, refined
sophistry	fallacious reasoning, faulty logic
sophomoric	self-assured though immature, affected, bombastic, overblown
sordid	wretched, comfortless, contemptible
spear	weapon with a metal point on a long shaft
specious	illogical, of questionable truth or merit
splenetic	bad-tempered, irritable
splice	join (two ends)
sponge	porous rubber for washing; live at once expense
spurious	false, counterfeit
spurn	have nothing to do; reject or refuse
squalid	foul, filthy
squander	spend wastefully
stanch	to stop the flow of a fluid
steeply	rising or falling sharply
stentorian	extremely loud and powerful
stickler	person who insists on importance of something
stigma	mark of shame or disgrace
stigmatize	describe somebody scornfully

sting	something sharp
stingy	spending, using unwillingly
stint	to be thrifty, to set limits
stipulate	state or put forward as a necessary condition
stolid	showing no emotion; impassive
strands	something twisted together into a rope, line of development
stray	wander, lose one's way
streak	long, thin; move very fast
striated	striped, grooved, or banded
stride	walk with long steps
strut	a supporting bar
stygian	hence, dark, gloomy
stymie	to hinder, obstruct, or block
subdue	overcome, bring under control
sublime	extreme; astounding
submerge	put under water, liquid, sink out of sight
suborn	induce by bribery or something to commit perjury
subpoena	written order requiring a person to appear in a low court
subsume	include under a rule
succor	assistance, relief in time of distress
suffice	be enough
sullied	to be stained or discredited
summarily	briefly; without delay

sumptuous	magnificent
sundry	various, miscellaneous, separate
supercilious	disdainful; characterized by haughty scorn
superfluous	more than is needed or wanted
superimpose	put something on the top
supersede	take the place of
supine	lying on the back; slow to act, passive
suppliant	asking humbly, beseeching
supplicate	make a humble petition to
suppress	prevent from being known; put an end to
surfeit	satiate, feed to fulness or to excess
susceptibility	sensitiveness
sustain	keep from falling; maintain; suffer; give a decision
sycophant	person who flatter to the rich and powerful
synopsis	summary or outline
taciturn	untalkative, silent
talon	claw of a bird of prey
tamp	tap or drive down by repeated light blows
tamper	interfere with
tangential	suddenly changeable
tarnished	lost brightness
taunt	contemptuous reproach, hurtful remark
taut	tightly stretched

tautology	a repetition, a redundancy
tawdry	cheap, gaudy, showy, tacky
tease	annoy; puzzling question
tedious	tiresome
teetotal	oppose to alcohol
temerity	boldness, brashness, intrepidity
temperance	abstinence from alcohol, self-control, moderation
temperate	showing self-control
tenacity	firmness, persistency, adhesiveness, tending to hang on
tenuous	insubstantial, flimsy, weak
terse	brief and to the point
thrift	care, economy, thriving, prosperous
timid	shy, easily frightened
timorous	fearful, timid, afraid
tolerable	fairly good
tonic	something giving strength or energy
topple	be unsteady and overturn
torment	severe pain or suffering
torpid	sleeping, sluggish, lethargic, dormant
tortuous	full of twists and bends
tout	person who worries others to buy something, to use his service
touting	act as tout
toy	think not seriously, handle absent-mindedly

tractable	easily controlled or guided
transgress	break, go beyond (a limit)
transient	temporary, fleeting
transitory	brief
trenchant	forceful, effective, vigorous; extremely perceptive, incisive
trend	tendency, general direction
trepidation	alarm, excited state of mind
trifling	unimportant
trite	not new
truculence	aggressiveness, ferocity
trudge	walk heavily
turbid	muddy, having the sediment stirred up
turbulence	being uncontrolled, violent
turgid	excessively ornate; swollen or bloated
turmoil	trouble, disturbance
turpitude	wickedness, shameful
tyro	tiro, beginner
ulterior	situated beyond
umbrage	offense, resentment
uncouth	rough, awkward
underbid	make a lower bid than somebody else
undermine	weaken gradually, at the base, make something under
undulate	to move in wavelike fashion, fluctuate

unencumbered	easy-going, trifle
unfeigned	not pretended, sincere
unscathed	unharmed, unhurt
untoward	unfortunate, inconvenient
upbraid	scold, reproach
urbane	elegant, refined in manners
vacillation	being uncertain, hesitating
vagary	strange act or idea
vain	without use, result; conceited
valiant	brave
valorous	brave
vanquish	conquer
vapor	stim, mist
veer	change direction
venal	ready to do something dishonest
veneer	surface appearance covering the true nature
veneration	regard with deep respect
veracity	truth
verisimilitude	appearing true or real
veritable	real, rightly named
verve	spirit, vigor, enthusiasm
vex	annoy, distress, trouble
vigilance	watchfulness, self-appointed group who maintain order

vigilant	member of a vigilance committee
vigorous	strong, energetic
vilify	slander, say evil things
vindictive	having a desire to revenge
virago	a loud, domineering woman; a scold or nag
visceral	of the internal organs of the body
vitiate	lower the quality; weaken the strength
vituperate	curse, abuse in words
vivacious	lively, high-spirited
volatile	changeable, inconstant, fickle, unstable, explosive
volubility	fluency, verbosity, easy use of spoken language
voluble	fluent
voluminous	occupying much space
waft	scent, waving movement; carry lightly through
wag	merry person
wage	payment, carry on, engage in (war)
warmonger	person who stirs up war
warp	become bent
warrant	authority, written order, guarantee
wary	cautious
weave	make (threads) into cloth
weigh	measure how heavy something is
welter	turmoil; a bewildering jumble

wend	to go, proceed
whimsical	full of odd and fanciful ideas
wince	show bodily or mental pain
woo	try to win

DEPT. OF ENGLISH - SAEC

General English Questions & Answers |Spell Check|

In each of the following questions, find the correctly spelt word.

Q.1) 1. Reannaisance

2. **Renaissance**

3. Rennaisance

4. Renaissance

Q.2) 1. Recommandation

2. **Recommendation**

3. Recomandation

4. Recomendation

Q.3) 1. Gaurantee

2. Garuntee

3. **Guarantee**

4. Guaruntee

Q.4) 1. Hindrence

2. **Hindrance**

3. Hinderence

4. Hinderance

Q.5 Spelling test - find correct spelling :

A. Accelerate

B. Acelerate

C. **Accelerate**

D. Acellrate

Q.6 Spelling test - find correct spelling :

A. Accesary

B. Accessarry

C. Accesary

D. **Accessory**

Q.7 Spelling test - find correct spelling :

A. Accoomodate

B. **Accommodate**

C. Accomodate

D. Acommodate

Q.8 Spelling test - find correct spelling :

- A. **Bibliography**
- B. Bebliography
- C. Bebeography
- D. Bibeographe

Q.9 Spelling test - find correct spelling :

- A. Jubille
- B. Jubile
- C. **Jubilee**
- D. Jubillee

Q.33 Spelling test - find correct spelling :

- A. Campaegn
- B. Cammpaign
- C. Caampaign
- D. **Campaign**

Synonyms

Q.1 Voracious.....

- (A) tenacious
- (B) truthful
- (C) spacious
- (D) **ravenous**

Q.2 Tenacious.....

- (A) **holding fast**
- (B) collecting
- (C) fast running
- (D) intentional

Q.3 Tentative....

- (A) **mocking**

(B) wry

(C) **experimental**

(D) prevalent

Q.4 Relish....

(A) savor

(B) vindicate

(C) **avail**

(D) desire

Q.5 Plagiarism....

(A) theft of funds

(B) **theft of ideas**

(C) belief in Gods

(D) arson

Q.6 Mediocre....

(A) medieval

(B) industrial

(C) agricultural

(D) **average**

Q.7 Monetary...

(A) **fiscal**

(B) stationary

(C) scrupulous

(D) boring

Q.8 Ponderous....

(A) contemplative

(B) moist

(C) erect

(D) bulky

Q.9 Repellent....

(A) porous

(B) stiff

(C) elastic

(D) unattractive

Q.10 Tenacity.....

(A) ingratitude

(B) decimation

(C) splendor

(D) perseverance

11. Rama is always logical in his thinking.

A. correct

B. rational

C. irrational

D. illogical

12. Most of the people are loyal to their masters.

A. cordial

B. faithful

C. ungrateful

D. disloyal

13. Private enterprises are always successful in making profits.

A. generally

B. public

C. openly

D. governmenta

14. There were copious rains.

A. scanty

B. plenty

C. sufficient

D. scarcity

15. Mala looks pretty.

- A. ugly
- B. fine
- C. fairly
- D. unimpressive

16. The Pallava rule came to an abrupt end.

- A. harsh
- B. sudden
- C. **gradual**
- D. slow

17. Even in adversity we must be confident.

- A. adverse
- B. prosper
- C. **prosperity**
- D. haydays

18. Our ancient people worshipped nature.

- A. old
- B. **modern**
- C. past
- D. historical

19. After a long journey, we become weary.

- A. jaded
- B. free
- C. **fresh**
- D. wearisome

20. Sarcastic....

- (A) bitter
- (B) bereavement
- (C) estranged
- (D) **pleasant**

DEPT. OF ENGLISH - SAEC

1. Direct and Indirect Exercise for Competitive Exam

1. Ram said to me, "I am going to Jaipur."

(A) **Ram told me that he was going to Jaipur.**

(B) Ram told me that I was going to Jaipur.

(C) Ram told me that he is going to Jaipur.

(D) Ram told me that he were going to Jaipur.

2. Mohan Said to her, "You have completed your work.

(A) **Mohan told her that She had completed her work.**

(B) Mohan told her that She has completed her work.

(C) Mohan told her that She was completed her work.

(D) Mohan told her that She had completed his work.

3. Radha said to us, "You will get your salary from your office tomorrow."

(A) **Radha told us that we would get our salary from our office the next day.**

(B) Radha told us that we will get our salary from our office the next day.

(C) Radha told us that we would get our salary from your office the next day.

(D) Radha told us that we shall get our salary from our office the next day.

4. Maya Said to him, "You can do this work."

(A) **Maya told him that he could do that work.**

(B) Maya told him that he could do this work.

(C) Maya told him that he can do that work.

(D) Maya told him that he would do that work.

5. "If you don't keep quiet I shall shoot you", he said to her in a calm voice.

(A) He warned her to shoot if she didn't

(B) He said calmly that I shall shoot you if you don

(C) **He warned her calmly that he would shoot her if she didn't**

(D) Calmly he warned her that be quiet or else he will have to shoot her.

7. I told him that he was not working hard.

(A) **I said to him, "You are not working hard."**

(B) I told to him, "You are not working hard."

(C) I said, "You are not working hard."

(D) I said to him, "He is not working hard."

8. His father ordered him to go to his room and study.

(A) **His father said, "Go to your room and study."**

(B) His father said to him, "Go and study in your room."

(C) His father shouted, "Go right now to your study room"

(D) His father said firmly, "Go and study in your room."

9. He said to his father, "Please increase my pocket-money."

(A) He told his father, "Please increase the pocket-money"

(B) He pleaded his father to please increase my pocket money.

(C) **He requested his father to increase his pocket-money.**

(D) He asked his father to increase his pocket-money.

10. She said that her brother was getting married.

(A) She said, "Her brother is getting married."

(B) She told, "Her brother is getting married."

(C) **She said, "My brother is getting married."**

(D) She said, "My brother was getting married."

Common Errors in Tenses Grammar for SSC Exams

(1) When the Principal entered the class, a student..... on the blackboard.

- (a) Wrote
- (b) was writing**
- (c) writes
- (d) is writing

(2) She.....TV when her husband came.

- (a) watch
- (b) was watching**
- (c) is watching
- (d) watched

(3) He always.....to prove that the earth revolves round the sun.

- (a) tried**
- (b) tries
- (c) was trying
- (d) is trying

(4) He saw me by chance and.....the car.

- (a) stop
- (b) stopped**
- (c) stops
- (d) was stopping

(5) How many pegs of wine.....yesterday?

- (a) you have drank
- (b) were you drinking
- (c) did you drink**
- (d) do you drink

(6) I was watching TV when she.....in.

(a) comes

(b) **came**

(c) come

(d) was coming

(7) She cut her finger while she.....vegetables.

(a) **cutting**

(b) was cutting

(c) cut

(d) had cut

(8) She still remembers the day when she first.....to church.

(a) **went**

(b) was going

(c) gone

(d) going

(9) The train had left before I.....the station.

(a) reach

(b) was reaching

(c) **reached**

(d) reaches

(10) Had you worked hard, you.....passed?

(a) would

(b) will

(c) **would have**

(d) will have

11) India.....freedom in 1947.

(a) attains

(b) **attained**

(c) has attained

(d) was attained

(12) He.....out for an evening walk after he had taken my dinner.

(a) go

(b) **went**

(c) have gone

(d) will go

(13) My sister was in the bathroom when she.....the call-bell.

(a) **rang**

(b) have rang

(c) ring

(d) an ringing

(14) She....a better job next month.

(a) **will get**

(b) have got

(c) got

(d) get

(15) I went into the hostel to see what students.....

(a) cook

(b) is cooking

(c) **was cooking**

(d) has cooked

(16) I went into the hostel to see what students.....

(a) are doing

(b) did

(c) **were doing**

(d) doing

(17) While I reached the station, I found Shashi.....for me.

(a) Watered

(b) has watered

(c) **was watering**

(d) had watered

(18) When I reached the station, I found Shashi.....for me.

(a) was waiting

(b) waits

(c) waited

(d) **waiting**

(19) I opened the door and saw that it.....

(a) rained

(b) has rained

(c) **was raining**

(d) were raining

(20).....you like milk or tea ?

(a) Are

(b) Have

(c) Does

(d) **Do**

**42 TOPICS FOR IELTS SPEAKING
& SUGGESTED ANSWERS**

1. **Name**
2. **Study/major/Work**
3. **Hometown**
4. **Living place & Accommodation**
5. **Weather/Favorites Season**
6. **Punctual**
7. **TV program**
8. **Museum/gallery**
9. **Holiday/Public holiday**
10. **Film**
11. **Leisure Time**
12. **Sports**
13. **Fruits**
14. **Math**
15. **Sky**
16. **Clothes**
17. **Weekend**
18. **Reading**
19. **Sleep**
20. **Tree**
21. **Newspaper**
22. **Text message or phone calls**
23. **Memorizing**

24. **Friend**
25. **Travelling by train/car/taxi**
26. **Public Transportation**
27. **Letters VS email**
28. **Swimming**
29. **Snacks**
30. **Photography**
31. **Help**
32. **History**
33. **Handwriting**
34. **Music**
35. **Colour**
36. **Teachers**
37. **Being in a hurry**
38. **Being alone**
39. **Team work**
40. **Countryside**
41. **Social network**
42. **Hanging out with friends**

NAME

1. Who gave you your name?
2. Does your name have any particular (or special) meaning?
3. Do you like your name?
4. In your country, do people feel that their name is very important?
5. Would you like to change your name?
6. Is it easy to change your name in your country?

7. Who usually names babies in your country?
8. Do you have any special traditions about naming children?
9. What names are most common in your hometown?

My parents gave me my name, my father to be exact.

My name is Saraswathi. it denotes the Goddess of Education, . So I guess my parents wanted to tell me that being knowledgeable depends on accumulation. You see they put a lot of pressure on my shoulders with this name.

I quite like my name, and I won't change it for the world, because it is unique. I don't think that anyone else in India has the same name. It's part of my identity and it is meaningful to me.

People in my country pay great attention to their names because they believe that suitable names will bring them good fortune. Sometimes they even change their names for their business and family purpose.

In India, I believe that fathers are in the position of naming their children. Sometimes they will look through some Indian classical literatures to seek the meaningful names for their children.

Oh, there are some nicknames that are very popular in India. For example, Ganesh means that their parents hope their sons would be Smart; and Bala, indicates that their sons would be magnanimous when they are grown up

STUDY/WORK

Do you work or are you a student?

Is that a popular subject in your country? What are the most popular subjects in India? Why did you choose that university?

What are your favourite courses?

I'm currently a student at a Syed Ammal Engineering College I'm studying B.E in order to be an Expertised Engineer.

At my school we really focus on the science subjects and English. Since most students will try to exhibit their innovative ideas.

In my opinion business is probably the first choice for most students. Nearly everyone wants to be rich so they think that majoring in business would help them achieve this goal. I guess the second most prevalent subject would be computing. You know many students like to play computer games so there is no doubt that people are into that subject.

I need to get a course to face TOEFL/ IELTS Exam successfully. Because it will help me to get a good job in abroad.

HOMETOWN

1. What's (the name of) your hometown ?
2. Is that a big city or a small town?
3. Please describe your hometown a little.
4. How long have you been living there?
5. Do you like your hometown?
6. Do you like living there?
7. What do you like (most) about your hometown?
8. Is there anything you dislike about it?
9. Do you think you will continue living there for a long time?

Well, my hometown is the city of Madurai, which is a big modern city with an ancient history -its a pretty nice place to live. The weather there is quite pleasant all year round, in winter the temperatures are quite mild but in summer it can be hot and humid.

I think that as a tourist destination, it should preserve its own characteristics to attract the tourists. In addition, the food here is excellent. You can taste a lot of local snacks that cannot be tasted elsewhere. In sum, I believe my hometown is definitely worth a visit.

I was born and raised there so I have lived there for about 19 years.

Well, my hometown, Madurai has a big reputation because of its long history among all other cities in India.

ACCOMMODATION

1. What kind of housing/accommodation do you live in?
2. Do you live in a house or a flat?
3. Who do you live with?
4. How long have you lived there?
5. Do you plan to live there for a long time?
6. (If you answer you haven't lived there long) what's the difference between where you are living now and where you have lived in the past?

7. Can you describe the place where you live?
8. Which room does your family spend most of the time in?
9. What do you usually do in your house/flat/room?
10. Are the transport facilities to your home very good?
11. Do you prefer living in a house or a flat?
12. Please describe the room you live in?
13. What part of your home do you like the most?

We live in a pretty spacious apartment in madurai. It is a fairly nice place. Our apartment has six rooms - one living room, one kitchen, two bathrooms and another two bedrooms. All of them are well decorated and furnished. There is a big bookshelf beside my brother's room so that my brother can easily get books to read. In addition, we have a big balcony outside so that we can enjoy eating dinner and having tea there.

My family spend most of their time in the living room. We like to sit around on a set of comfortable sofas there and chat with each other or watch TV. But when I am free, I prefer to read alone in my room.

I live with my mum and dad and my brother. Our apartment is pretty big so there is enough space for everyone. We bought the apartment four years ago. And my brother is in the school near my home, so we won't intend to move in the future.

We sometimes go out by car because it is not convenient to take a taxi in that area, and it takes nearly 30 minutes to walk to the nearest subway station. So generally speaking, it is not good to go out without a car.

WEATHER

1. What's the weather like today?
2. What kind of weather do you like? (Why?)
3. What's your favourite weather? (Why?)
4. What do you usually do during your favourite weather (or season)?
5. What's the weather (usually) like in your hometown?
6. Do you like that weather (or, that kind of climate)? (Why? /Why not?)

7. How often is the weather good in your hometown?
8. What did you do the last time the weather was good?
9. Are there any bad points about the weather in your city?
10. What is the typical weather in India like?
11. Have there been any changes in the weather over the past few years?
12. Does the weather ever affect what you do?
13. How does the weather affect people (or, you)? (If yes, how?)
14. How do you feel when the weather is cloudy?
15. Do you always pay attention to the weather forecast?
16. Can you give any examples of unusual weather?
17. Do you like snow? (Why?)
18. Would you prefer to live in a place that has just one, warm season that lasts the whole year or a place with different seasons?
19. Do people in India play the same sports in different seasons of the year?

It's really freezing (sunny, cool, breezy, chilly, warm, humid, hot) today. If I didn't have to take the IELTS exams, I would prefer to stay at home. Actually I prefer cloudy days, because then it's neither too hot nor too cold. And what's more important to me is that this weather is perfect for photography as the light is so soft. So at this time of day, I like to go out with my camera to take photos.

In my hometown the weather is quite pleasant, neither too hot nor too cold most of the time. Even in winter, the temperature is still quite mild. But the summer is often hot and humid.

The bad thing about the weather in my hometown is that it doesn't snow as heavily as does up north like. It does snow, but usually we just get a little bit.

I believe though India is a vast country, there are four distinct seasons in most places. But unfortunately in recent years, many places are becoming boiling hot in the summer. I guess the changes are primarily due to the greenhouse effect. So in this extreme weather, I will really prefer to work at home, and the air-conditioning is working all day long, and at night, I even sleep on the floor to be cooler.

Yes, Madurai is facing more and more oppressive haze; I always keep a watchful eye on the weather forecast. I installed an app in my mobile phone, and I watch the PM 2.5 indicator it has become a bit of a routine for me.

As for the unusual weather, global warming has really become a hot topic around the world. It is caused by the greenhouse effect as the sheer volume of carbon dioxide emitted into the air, prevents the atmosphere from cooling off at night. As for other unusual weather, hurricanes, which can easily flatten thousands of homes near the coast in a short period of time, are becoming more common.

Well, if I had to choose between the two, I'd probably go with the distinct seasons in each year because each season has its own merits. I think I would get bored if it was warm all year round.

No, in spring and autumn, when the temperature is neither too cold nor too hot, people in India tend to hike in the mountains, or go running. When it comes to summer, people can choose more physical activities like swimming, camping in the forests and playing balls, etc. But in winter, people believe it not suitable for outdoor exercises, so they prefer to stay at home to keep warm.

Punctual

1. Do you think its Important to be on time?
2. How do you feel when others are late?
3. Are you, yourself, late very often?
4. How do you feel when you are late?
5. How do you think you could be on time?
6. Do you wear a watch?
7. If you could go back in time, what would you do differently?

Yeah, I think it definitely is, because it's basic good manners to be on time for things. You know, I think you'd agree it's pretty rude to keep people waiting, and so it kind of gives a bad impression about that person.

Well I guess it kind of depends, because I mean, if there's a good reason for being late, you know, like getting stuck in traffic, then I will not really mind that much. But you know, if the person does not really have any excuse and it's simply because they could not be bothered to arrive on time, then I suppose I might feel a bit annoyed.

If yes:

Yeah, I am. And I know it's a bad habit, but for some reason, no matter how hard

I try, I always seem to end up being late for things!

If no:

No, I would not say I am. You know, most of the time I'm pretty good with being on time for things, because I always make a quite big effort not to be late.

I feel pretty bad, especially if I've kept the other person waiting for a long time.

So if I know I'm gonna be late, I will always try to let the person know in advance, you know, like send them a text message or something, so at least they know when to expect me.

I guess the best thing to do would be to always allow lots of time to get anywhere. So for example, if it normally takes me, say, half an hour to get to the city centre, then I should probably leave home about an hour before I need to get there.

If yes:

Yeah I do - you can see it right here! If no:

No I do not, because I do not think it's really necessary to wear a watch anymore.

You know, if I wanna know the time, I'll just look on my mobile!

Well, I think most people would agree that time moves fast when you're having fun. A prime example would be when playing computer games, cos I mean,

whenever I play online with my friends, it always seems that only an hour or two has passed, but in actual fact, it's probably been four or five hours!

And time normally goes slowly when you're bored or simply just not enjoying

yourself. For example, I remember at school, some of my classes felt like they would never end, when in fact they were just, like, 45 minutes long!

That's a good question. What would I do differently? Um ... ok well first of all, if I could go back in time, I would definitely spend more time practicing the piano, because you know, I never really practiced that much when I was younger, and I kind of regret it now, because I'd love to be able to play the piano well

TELEVISION

1. How much TV do you (usually) watch?
2. What's your favourite TV programme?
3. Did you watch much TV when you were a child? (How much?)
4. What (types of) programmes did you watch when you were a child?
5. Do you think television has changed in the past few decades?
6. (Possibly) Do you think television has changed since you were a child?
7. Has television changed your life in any way?

I seldom watch TV. I only turn on the TV to watch a football match on weekends. That is once a week. I am a big fan of football so I watch a lot of football matches. It's exciting and entertaining to see how players push their limits to win the games. I also enjoy watching movies, especially when I connect my computer to the TV screen and watch movies in High Definition from my bed; it is really enjoyable at night.

Lately I have tried to watch BBC programmes, because they are all in English and it can improve my listening for my IELTS exams.

Oh, yes, I really was a couch potato when I was younger. On weekends, when my parents went out to do other things, I was left alone at home with the TV all day long. Therefore, I became obsessed with various TV programs, including the adverts. I can still remember my favorite cartoons like Transformers, Tom and Jerry, Dragon Ball, etc., which I watched all through my childhood.

Yes, as the techniques have advanced in these years, the TV has also developed a lot. They have become thinner and clearer to be exact. I remember those old TV screens were made with a plasma panel, making the whole TV heavy and big. Then LCD technology and the LED display came out making the TV thinner and lighter so we can enjoy brighter and clearer programs.

I believe that watching TV has benefited me in some way, as well as bringing me some detrimental consequences. Watching TV programs had enabled me to broaden my horizons as I was born and raised in a small county and there were many places and things I had no opportunities to experience. But the TV had helped me to see them. But spending too much time in front of TV also made me addicted to it and unfortunately harmed my eyes. So I've had to wear glasses since middle school

MUSEUM

1. Are there many (or, any) museums in your hometown?
2. Do you think museums are useful for visitors to your hometown/country?
3. Do you often visit a museum?
4. Did you go to any museums when you were a child?
5. When was the last time you visited a museum?
6. Do you think museums are important?
7. Do you think it's suitable for museums to sell things to visitors?

There are a lot of museums in Madurai because Madurai has a central place in the history of tamilnadu. It allows the local residents to know more about their traditions and historical celebrities.

I go to the museums a lot, when I go to a new place, I'll find the local museums that have interesting features. The museum I visited last time was the thirumalai nayakkar mahal Museum located in the rural area of Madurai.

Museums are really important in protecting, preserving, propagating and researching numerous human treasures. Once the antiques are in museums, they are permanently out of circulation, which means the public can see them.

Yes, the reason is that generally, most museums are non-profit organizations, and these goods make up a large part of their income, except for the tickets of course, and also partly because these items are closely related to the theme of the museums, which cannot be bought in other bookstores or shops.

HOLIDAYS

1. What public holidays do you have in your country?
2. Do people in your country celebrate Christmas?
3. Do you like public holidays?
4. Which public holidays do you like the most?
5. What did you do during the last public holiday?

6. What do other people in your country usually do on public holidays?
7. What would you like to do during then next public holiday?
8. Do you think public holidays are important?
9. Do you think there should be more public holidays in your country?

We celebrate a lot of public festivals in my country. I am sure you know about the Pongal Festival which is the most important one. In addition, we get together with our family for that day.

Yes, there are so many people in my country, it's really hard to say, and probably most people tend to go shopping with families or friends to take advantage of the sales in the shops, but personally speaking, I am afraid we don't celebrate Christmas like the way people do in Western countries. Yes, I am fond of holidays. The main thing is that on these days, I don't have to work and have plenty of time to relax and also I will have more quality time with my family.

I believe my favourite public holiday would be National Day

It's kind of hard to say but people that I know around me tend to go shopping with their families or friends to take advantage of the sales in the shops, but maybe for others, they probably will stay at home to relax.

I believe public holidays are rather important and there should be more of them in my country. The main factor is that people really need to unwind without any distractions after tiring work and also public holidays can dramatically boost consumption, as goods in the shops will be sold at a discount during these days.

FILM

1. Do you like to watch films?
2. Do you prefer foreign films or Chinese films?
3. How often do you go to a cinema or watch a movie?
4. Do Chinese people like to go to a cinema to watch a film?
5. What kinds of movies do you like best?
6. What was the first film that you watched?

I'm really into watching films because some films are very entertaining and provoking. I sometimes go to cinema with my friends and family to enjoy our leisure time in the weekends.

Well, if I had to choose between the two, I would probably choose foreign films, especially Hollywood films because most of them are well-acted, with lots of charismatic celebrities and are often enormous box-office hits; whereas you know, Indian films are usually low-budget, so they are not as attractive as their American counterparts.

I go to cinema to watch movies from time to time. Normally if I'm not busy with my work, I'll check out the movies to see whether there are any movies that attract me; but if I have lots of things on my hands, I'll probably focus on my work.

It's kind of hard to say but people that I know tend to like watching movies in the cinema, but maybe for others, they just prefer to stay at home and watch TV programs

As for me, I like drama films the best because sometimes they just tell simple but warm and heartfelt stories with provoking and often emotional endings which touch me a lot.

The first film that I watched was the Avatar many years ago in the cinema with my parents. What I can remember now is the terrific animation and the amazing soundtrack. I particularly liked the song Can You Feel the Love Tonight. And I've learned lessons from this movie. It is about living up to our responsibilities, no matter how hard it is.

LEISURE TIME

1. What do you do in your spare time?
2. What do you do to relax?
3. How do you usually spend your evenings?
4. What do you usually do after work/after classes?
5. Do you prefer to stay at home in the evenings or do you prefer to go out?
6. Do you think modern lifestyles give people enough time for leisure?
7. Do you think people today have more time to relax than in the past?

8. Do you think it's important for people to have leisure time?
9. Do old people and young people spend their leisure time in the same way?
10. What do you think are the good points and the possible bad points about having leisure time?
11. How do people in your country spend their holidays?
12. Do you like to travel in your holidays?
13. If you had a child, what leisure places would you go to with your child?

Well, I enjoy driving around in my spare time. I always drive my car with my friends or family out to the countryside during the weekends to relax. I feel that driving not only enables me to go where I want to at any time, but I can also make my own itineraries and discover the stunning places that others may not find.

Normally, I'll hang out with my friends because I want to relax, but after being a father, I spend more time at home with my kid, telling stories to him or playing games with him.

If I had to choose between the two, I'll probably spend more time at home with my kid, telling stories to him or playing games with him, whereas, hanging out with friends will reduce my quality family time with my son.

Oh, definitely not, you know, a modern lifestyle brings people more convenience, however, in this modern fast paced society the fierce competition makes more people spend more time at work, resulting in less quality time with family and friends.

Yes, definitely. After a tiring week, people really need to relax. Apart from earning money, I still need to enjoy my family time, hang out with friends to socialise and travel around to experience different lifestyles.

Well, between the two, old people are fond of a slow-pace of life compared to young people, for example, old people enjoy walking in the garden or chatting with old friends, on the contrary, young people are fond of energetic activities such as football and hiking in the mountains.

Well, it's kind of hard to say but people that I know around me tend to hang out with friends for dinner, but maybe for others, they will probably go shopping with family in the shopping malls to enjoy themselves.

Well, I'm really into taking my kid travelling around to the natural places around here during the weekends to relax. Although travelling to other places is really time consuming, I still like going out because I believe that staying close to the nature can cultivate people's mental development

SPORTS

1. Do you like to watch sports on TV?
2. Do you play any sports?
3. Do you have a favourite sports star?
4. What's the most popular sports in India?
5. What kind of sports would you like to try in the future?
6. Have you ever tried any dangerous sports?

Yes, I'm really into watching sports on TV because it entertains me a lot. Besides, I like seeing other people do the things that I can't do and wish I could do.

Yes, I sometimes play football in the morning with my friends in the garden during the weekends to get some exercises.

My favorite sports star is a footballer called Messi who is a forward for Barcelona. He has the perfect blend of speed, strength, skill and toughness. He is also an icon in the modern football game.

I guess the most popular spectator sport in India is cricket. Many young people in India play cricket but mainly boys play it

Well, I guess what I'll try in the future is tennis because it can help me build strength and can improve my flexibility and balance. Besides, tennis is a social activity too; it's a sport I can enjoy with friends if I play regularly.

Oh, no, though my life is quite a bit boring, I'm too scared to do any extreme sports because I don't think I have enough guts to put myself in these difficult situations.

Vegetables and Fruits

1. What's your favourite vegetable and fruit?
2. How often do you eat fruits?
3. Are there any special fruits in your hometown?
4. Should we eat vegetables every day?

My top three favourite fruits and vegetables are apple, mango and grapes because all of them are both nutritious and delicious. Also, I want to give mushrooms an honourable mention as they are one of my favourite things to cook with, although they are a fungus.

I eat fruit at home on a daily basis. I always buy a lot of different types of fruit in the shopping mall at the weekends for my whole family.

Oh yes, there are guava trees everywhere in my hometown. Guava is very sweet and has lots of nutrition and is actually medicinal too.

Yes, we do. We really need to eat vegetables everyday because you simply cannot find another food group that is as perfectly matched to our everyday human needs. There are various proteins, fibre and vitamin that cannot be found in other foods such as meat.

MATHS

1. When did you start learning maths?
2. Do you like maths?
3. Who taught you maths?
4. Who's your favourite teacher so far?
5. Is maths difficult for you to learn?
6. Do you like to use a calculator?

I firstly started to learn maths when I was in the first grade in primary school. I was about seven years old then.

To be honest, I disliked maths because there were always too many abstract formulas I had to remember. You know, I was not good at memorising things, so I often used the incorrect formula in the exams, and made lots of mistakes and got low marks as a result.

My maths teacher was an elderly woman. She was very kind and patient, but she always tended to be demanding with us, she seemed to like making the simplest theory very complicated. She also likes giving us endless homework to do.

Yes, I'm afraid that I wasn't quick at figures. And I was also bored with these abstract formulas and found it hard to pick the appropriate ones to solve the maths problems in exams.

No, actually we were not allowed to use the calculator in class or exams because we were asked to calculate the results with pencil and paper. Therefore I'm not that used to using a calculator now.

SKY

1. Do you like to watch the sky?
2. What is the sky like at night in your hometown?
3. Do you like to watch stars?
4. Have you ever taken a course about stars?
5. Is it important to study stars?
6. What's your favourite star?

Yes, I am really into watching the sky especially at night to count the millions of stars above. When I was a kid, I remember I sometimes laid down on the grass for hours to watch the shining stars during the summer because I was fond of imaging my favourite folk stories about the stars.

Well, as my hometown is a popular tourist destination and there is not so much industrial pollution, the sky is always clean and clear, and I can see the stunning night sky with the countless and glittering stars and sometimes even the galaxy. But unfortunately in a metropolis like Nanjing light pollution makes the night sky invisible.

No, I have never been on any sort of courses about stars because actually there were no such courses in the schools or university. But fortunately my grandmother once sent me an encyclopaedia about nature in which there were loads of stories about stars, I got most of my knowledge about the stars from it.

Yes, I believe that astronomy has always had a significant impact on our world view as it can help us open our eyes, give context to our place in the cosmos and that can definitely reshape how we see the world.

My favourite star constellation is Orion. It's very easy to spot on winter nights. Firstly, it has a huge red giant star, which may explode any time soon. Besides, it has a massive blue star which is very young. On top of that it also has a big nebula where new stars are being born - so it has everything!

CLOTHES

1. What clothes do you usually like to wear?
2. Do/did you wear the same clothes at school and at home?
3. Will you change your clothes when you go home today?
4. Did you have any special clothes to wear when you were a child?
5. Did you like them?

Well, actually I don't have any instinct for fashion and my look says I'm a laid-back kind of guy. So I usually wear casual clothes. I'm most comfortable wearing jeans, a T-shirt and my flip-flops.

Oh, definitely not. I always wore school uniform which was a blue jacket with a white shirt. They were very simple and boring. So when I reached home, I tended to put on my favourite outfits.

Oh, yes. Formal clothes really make me nervous so when I go home, I take them off and change into my sweatshirts.

Yes, when I was a child, I needed to wear a uniform at school from primary school all the way to the very last year of high school; it is a tradition in India, so I believe my parents had to follow this tradition too.

No, I really couldn't stand the school uniform because the clothes were a bit too old-fashioned; in addition, sometimes I was reluctant to wear them because they were too large. I don't know why they couldn't be a bit more trendy and colourful like the ones in other countries, like Japan and Australia.

WEEKEND

1. How do you usually spend your weekends?
2. In your country, do men and women usually do the same kind of things on weekends?
3. When do you spend time with your family?
4. What do you usually do on weekends?
5. What did you do last weekend?
6. What do other people in your hometown usually do on weekends?
7. What are you going to do next weekend?
8. Is there anything new that you'd like to do on weekends?
9. Do you like working on weekends?
10. Do you think employees should have to work on weekends?
11. Do you feel that weekends now are more important to you than when you were a child?

Normally I'll go out to some stunning natural places to let off steam with my family or friends on weekends; but if it's not sunny, I'll stay at home for the whole weekend. Mostly I just use the Internet to kill time.

I guess some men play sports while women may just do housework. So men may probably do things for their own interest, by contrast, women spend more time for their families.

I always spend the whole weekends with my family. I barely work on weekends. Last weekend, I took my son to the Ooty Botanical Garden to go to see the various plants. We went into the greenhouse exhibition of plants which was very remarkable.

Well, there are so many people in my hometown, it's really hard to say, probably most people tend to stay at home to enjoy family time, but personally speaking, I guess there are not too many entertainments in my small hometown for people to go to.

Next week, I plan to do some shopping because as the Spring Festival is just around the corner, I need to go to the supermarket to buy food and other groceries; besides, I have to buy some new clothes for my family for the coming New Year, it's an old Indian tradition.

Yes, actually I've been thinking about going to the gym on Saturdays. I have to do some exercise, I'm so out of shape now!

Absolutely no! That's crazy. I have to relax no matter what. Weekends are not for work!!!

If I were an employee, I would think this is a horrible idea. Employees are human; we all deserve to have some off-work time.

Yes, the main factor is that after five-days of hard work, I really need some leisure time to let off steam, or travel around to experience the countryside. Whereas, when I was a kid, I had plenty of time to play; every day was almost the same.

READING

1. Do you like reading books? Why or why not?
2. What (kinds of) books do you like to read?
3. Did you read much when you were a child?
4. What (kinds of) books did you like reading when you were a child?
5. Do (young) children like reading books?
6. For children, what do you think are the benefits of reading?
7. What do you think are the benefits of reading to children?

Yes, I'm really into reading because I believe that reading can be both entertaining and educational. Reading broadens my knowledge by opening up the whole world to me. While I'm reading, I can be visiting another country or a different time period, or travelling through space. I can find out how people solved problems or think up new ideas.

Oh, it's a tough question, or it should be more of what books I don't read. I have a really open mind towards books and what genre they are. Classic literature, novels, autobiography, historical story - whatever I love reading them all.

Yes, I remember when I was a kid, I'd like to take some historical books from my father's bookshelf, and read the historical stories, which were really entertaining and educational for me. As a result, I'm very familiar with our ancient Indian history.

It's kind of hard to say but young children that I know tend to read fairy tales to cultivate their mental development, but maybe for others, they just want to watch TV and play with their toys.

I believe if you want your children to be smart, they have to acquire a love for reading, which has numerous benefits. Reading opens the door to a child's early academic success, imparts a love of learning and leads to higher grades in every subject. Besides, reading can help children improve linguistic skills in the form of a richer vocabulary, correct grammar, and more articulate oral communication. On top of that, books teach child about relationships, situations, personalities, and what is good and what is bad in the world he/she lives in.

SLEEP

1. How many hours do you sleep every day?
2. Is it necessary to take a nap every day?
3. Do old people sleep a lot? Why?
4. How to have a good sleep?
5. Do you like to get up early in the morning?
6. Can you sleep well if you are in a noisy environment?

Usually I sleep for seven to eight hours every night in order to let my body relax. But if I want to do something very important at night, I could, at a push, sleep for less than four hours.

Yes, I believe that after having lunch at noon, it's beneficial to take a nap; half an hour's snooze would be enough, to brace oneself for the tasks of the afternoon.

Yes, I guess elderly people do need to sleep more. I believe the reason is that after years of working and stress the natural process breaks down a person's body until all they want to do is sleep; consequently, their bodies take longer to recharge their batteries.

I believe you have to follow several rules to get a regular good night's sleep. Firstly, go to bed at the same time every night. Choose a time when you normally feel tired, so that you don't toss and turn. Also, make sure your bed is comfortable so that you can stretch and turn in bed. As well as that, stay away from big meals at night or try to make dinnertime earlier in the evening, and avoid heavy, rich foods before bed.

Yes, getting up early in the morning is really beneficial for our health, because we can enjoy the fresh air in the morning; besides we have plenty of time to do some physical exercises liking running and jogging. In the morning I can also prepare a good dinner for the family.

Well, I'm afraid that at night I can't fall asleep in such a noisy place what with barking dogs, loud neighbours and city traffic. This is because I used to sleep in my quiet hometown when I was a kid. So sometimes I envy people who have grown accustomed to environmental noise and can sleep well wherever they lay their head.

TREE

1. Do you like trees?
2. Are there any important trees in your country?
3. Is there a forest near your hometown?
4. Would you like to live in a place that has a lot of trees?
5. Where can one find trees in your country?
6. Do you think places with trees attract more visitors than places with few trees?
7. Did you ever climb trees when you were a child?
8. Have you ever planted a tree?
9. Do you think more people should plant trees?
10. Do you think we should plant more trees?
11. Do you think trees are important?
12. What would you say are the benefits of having trees?
13. Do you think we need to protect trees?

Yes, I am a tree lover because trees let me breath more easily, and without them I couldn't survive much longer.

There are many important trees in my country. The use of bamboo, for example, can be used for everything from furniture making to building construction. Also, weeping willow trees symbolised new hope in ancient India, therefore, there are many poems complimenting them.

Yes. It's just the world-renowned the Himalaya Mountain Ranges with various kinds of trees living there; the most famous are the pine trees.

Yes, I'm really into getting close to nature because I believe it's the most healthy and natural way of living. Although it's unreasonable to have such a polluted lifestyle in Nanjing now, I still keep hold of that dream for my future life.

I guess trees can be easily seen in my country. If you are in cities, there are always many sycamore trees along the streets and if you are in the suburb areas, you will see forests of various sizes.

Well, yes. Obviously places with lots of trees are shadier, cooler, more humid and much less windy, therefore, people feel more comfortable and more likely to get close to nature.

Yes, of course. There are many trees in my community. When I was a kid, I always climbed trees to get higher or to find birds' eggs.

Yes, once. Thinking back I remember when my middle school organized a hiking trip to a mountainous area, we planted several saplings in the forest, I guess they have grown up into big trees already.

Yes, I believe more trees should be planted both in and outside the cities because they can absorb the pollutant gases and provide more oxygen; besides, trees can save water and prevent soil erosion. Therefore, trees are critically important to keep our eco-system balanced. We are supposed to not only plant more trees, but also protect the existing ones.

NEWSPAPER

1. Do you often read newspapers?
2. Which do you prefer reading, magazines or newspapers?
3. What kinds of newspapers (or magazines) do you usually read?
4. How old were you when you first started to read newspapers?
5. Do you think it's important to read newspapers? (Why? /Why not?)
6. Why do you think people read newspapers?
7. What different types of newspapers are there in India?
8. Do you care about the news?
9. Is the news important to you?
10. What kinds of news do Chinese people read in newspapers?
11. Do you prefer to read about domestic (or local) news or international news? (Why?)
12. What are some methods that newspapers use to attract readers?
13. What influence do you think newspapers have on society?
14. Do you think the Internet is a good way to get news?

Not very often. Newspapers take time to get published so they are not updated as quickly as the news on social media sites is. Besides, I would have to go to the kiosks and spend money to buy newspapers.

Well, if I had to choose between the two, I'll probably go with reading magazines in my spare time because they are well printed and always have in-depth reporting on particular events; whereas, you know, newspapers always report the same news as the Internet, so they now seem to be not so indispensable.

I'm more interested in newspapers that write about foreign cultures. I like to learn about their religions, customs, and the foods they eat. Occasionally, foreign news interests me, too, I also really like reading scientific related news.

I got in the habit of reading newspapers when I was in high school; I was around

17 years old then. The library in my school had several kinds of newspapers and magazines so when I had free time, I'd go to read news about the latest political events, sports and fashion news.

Yes, I feel that it's very important for me and other people to know what's happened both domestically and internationally.

It's kind of hard to say but people that I know tend to read political news because they are interested in what happens domestically and abroad, but maybe for other people, they just care more about sports and fashion events.

Well, if I had to choose between the two, I'll probably go with reading domestic news because it is closer to home, and it affects me more; whereas, you know, international news sometimes have nothing to do with my daily life, so I just read the headlines.

Well, I feel that newspaper publishers always try to use bold headings, attractive advertisements, and insights in the article to get the readers' attention.

Well, I guess that newspapers have a great influence on society. Newspapers keep people informed about the economy, politics, science and education. Also, it tells us something about our society and the country. Moreover, it also helps to educate people about their rights and duties.

Yes, getting news from the Internet is popular now because it's very convenient to get news from the Internet via a mobile phone. The news apps on my mobile phone usually send me the most urgent notifications so it keeps me posted minute by minute.

Text Messages

1. Do you text someone if he doesn't answer your phone?
2. Is there any chance when texting someone is better than calling him?
3. Have you ever had difficulty replying?
4. How often do you send text messages?

Yes, when my friends can't answer my call, I will text them to let them know I called and wait for their reply.

I believe when the person I'm calling is in a conference or in a cinema, it's better to text him instead of making a telephone call.

Yes, I remember when I had to refuse some friends requests I had to think carefully for a long time about how to reply.

I send text messages almost on a daily basis. I always text my friends and family to say hello, chat and make travelling plans.

MEMORISING

1. What do you remember to do every day?
2. What helps people to remember things?
3. Why do old people forget about things easily?
4. Have you ever forgotten something important?

Well, there are many things I have to remember to do every day. For example, after getting up in the morning, I need to do simple physical exercises like crunches and push-ups. Besides, another important thing to keep in mind is to teach my son to read traditional Chinese poems in the evening.

Well, it's kind of hard to say but people I know use to-do-list apps on their mobile phones to help them remember what to do next; but maybe for other people, they might just write urgent things down in notebooks the old fashioned way with paper and pen.

Well, I guess it's quite normal that elderly people become more and more forgetful. Apart from some negative emotional factors like stress and depression, elderly people tend to forget things because of the normal ageing process.

Oh yes, I nearly forgot the birthday of a woman I liked. I had asked her what her birthday was, and told her I would send her a gift, but unbelievably I forgot it until the evening of that day. Fortunately I asked her out to dinner to celebrate and I saved the day.

FRIEND

1. How often do you like to hang out with friends?
2. Who do you usually like to hang out with?
3. Where do you like to go when you hang out with your friends?
4. Do you like to go out with a big group or just few friends?

I hang out with my friends from time to time. Normally if we have lots of time on the weekends, we will go to the cinema to watch movies to have a good time. We might also have dinner together in a restaurant if we have the time.

Usually I like to hang out with one of my close friends. Actually we live in the same community so we can meet frequently. Also, both of our kids are in the same class in kindergarten, so we like to take them to the park or playground together.

Well, that depends. We sometimes go to a restaurant to enjoy tasty food if someone knows a decent place. Also if we have plenty of time we like to plan a hike or camp in a nearby forest park to enjoy outdoor life. That would be a very memorable experience.

Well, if I had to choose between the two, I would probably go with hanging out with a big group of people because I think that I am an extrovert. I like to meet different people to know about different kinds of life and make myself more sociable; whereas, you know, with only a few people around, it would be hard to find something interesting to do, such as travelling, hiking, etc.

TRAVELLING

1. Do you like travelling?
2. In which seasons do you prefer to travel?
3. Would you say your country welcomes travellers?
4. Would you say your country is a good place for travellers to visit?

You bet! I am a big fan of travelling. I spend many months each year travelling. It's not only an indispensable part of my life, but also helps me to know and learn new things and have new experiences.

I think autumn is the best time to travel. As it is neither too hot nor too cold, people feel comfortable enough to go out. Also, the foliage of trees will turn yellow or red so you will see the beautiful colours of the trees all around you. Wherever you go, you will have a memorable trip.

Yes, Indian people are renowned for their hospitality to visitors. There are numerous tourist attractions around the country. For instance, you can visit the countryside to see the picturesque views, or you can visit historical relics to get to know about the events that have shaped India's long history, or you can just stay in the cities to experience how the local people live.

TRANSPORTATION

1. What's the most popular means of transportation in your hometown?
2. How often do you take buses?
3. Can you compare the advantages of planes and trains?
4. Is driving to work popular in your country?
5. Do you think people will drive more in the future?
6. Would you ride bikes to work in the future?
7. What will become the most popular means of transportation in India?
8. Do you prefer public transportation or private transportation?

Well, people in my hometown always seem to ride bikes to go to work or somewhere else because my hometown is a small town and it's very convenient to go out by bike.

I rarely go by bus because I have my own car now, so I always go somewhere by car.

Well, between the two, travelling by plane is relatively very fast, for example, it just takes three hours for me to go to Beijing but it is quite expensive; on the other hand, travelling by trains is an increasingly cost-effective alternative to planes, particularly if I'm going a relatively short distance.

Yes, people that I know tend to go to work by car because it's very convenient to drive, but for others without cars, they just take buses or ride a bike to work because it's cheap and effective.

Yes, I believe that as people earn more money and have a better life, they will buy cars for themselves and their families, and most will drive their cars to the office.

Oh no, it's impossible to ride a bike to work because you know, Nanjing is a big city, I live about 20 kilometers from the office, so I'll be late if I rode a bike to work.

I believe private transportation will become the most popular means of transportation in my country because as people get richer, people will tend to buy cars for their families and businesses, and obviously India has already become the biggest market for vehicles in the world.

Well, if I had to choose between the two, I'd probably go to work in my own car because it's much more comfortable than being in a crowded bus or subway.

Letters or Emails

1. Do you write many letters or emails?
2. Who do you usually write to?
3. Do you prefer to write letters by hand or to use a computer?
4. How often do you write an email or a letter?
5. What are the differences between emails and letters?
6. Is it hard to think of what to write?
7. What kinds of letter/email do you think is the hardest to write?
8. How do you feel when you receive a letter or email?
9. What sorts of letters or emails are the most difficult to reply to?
10. What kinds of emails (or letters) do you receive that make you feel excited?
11. Which do you prefer to make a phone call or write an email?
12. Do you think people will still write letters in the future?
13. How do you communicate with others at work - by emails or is it more convenient to communicate face-to-face?

Yes, I write emails as part of my job to my clients on a daily basis. There are many things I have to write, for example, I usually write end user training for my clients to teach them how to use the system, or I write a development guide for my technical staff to tell them how to code.

If I had to choose between the two, I'd probably go with writing with a computer. In this age of fast living and convenience, writing things with a computer is more efficient. Whereas, handwriting is really time consuming and hard to share.

Well, between the two, a letter is printed or handwritten on actual paper and sent through the mail while an email is typed on a computer, tablet or Smartphone and sent electronically. While emails have become a more popular way of communication for individuals and businesses, traditional letters still have a place in today's modern, tech-oriented society.

Normally part of my daily routine is to write emails to my clients about how to use the system; but if they complain to me about a poor user experience, I sometimes really find myself getting stuck in to explaining what went wrong just to comfort them.

I would be feeling both honoured and excited to receive a letter or email from someone because the sender has spent time writing it. Especially, when someone writes to me to appreciate what I've done or to compliment me about my work.

Well, if I had to choose between the two, I will probably go with writing an email because I can spend plenty of time thinking about how to express my opinions correctly and clearly, besides, the whole conversation can be tracked in the electronic mail; whereas, you know, making a telephone call usually leads to misunderstanding because sometimes it is not very clear and things get missed

I believe that as a major method of communication between people, letter writing has a long and interesting history; besides, handwritten letters are personal. They show the receiver that someone has spent time and effort in communicating with them. They are a way of connecting two people that cannot be achieved through the impersonal use of texts or instant messages. Therefore, I think that handwritten letters will still be around in the future.

Swimming

Can you swim?

Are there many places to swim near you?

Do you think everyone should learn to swim?

Yes I can. I learnt at school when I was about 7 years old. Swimming lessons were compulsory at our school, like at most schools I think.

Yes, there are a few public swimming pools. There is the main indoor one at a big sports complex in the centre of town. There are also a couple of outdoor ones, but you can only use them in summer, as it is too cold in winter. There is a big one in a park, whereas the other is much smaller.

Of course, I think it's very important to learn to swim. First, you might spend a lot of holidays by water, for example, when you go to the beach or go to a lake, so you won't be able to enjoy yourself with your friends if you can't swim. Also, for safety reasons it's very important. You often hear about accidents involving young children so it's very important.

SNACKS

1. Do you like snacks?
2. What kinds of snacks are popular in your country?
3. Do you think eating snacks is good for your health?

No, not really. I generally prefer to eat at meal times rather than graze between meals.

Yes, I do. Around mid-morning I usually have some fruit and then at about 3pm I have some biscuits or something like that.

Well, I guess that most people eat junk food like crisps, chocolate and biscuits for their snacks.

I suppose office workers mainly eat junk food like biscuits but other people sometimes eat fruit or something healthier.

I think that if you're hungry, it's perfectly fine to have some fruit but if people eat junk food between meals, then it's really unhealthy.

I think all kind of snacking between main meals is bad for your health. If people avoided snacking, they would be much healthier and less over weight.

PHOTOGRAPHY

1. Do you like to take photographs? (Why?)
2. Do you prefer to take photos yourself or to have other people take photos? (Why?)
3. How long have you liked taking photographs?
4. How (Why) did you become interested in photography?
5. How often do you take photographs?
6. In what situations do you take photographs?
7. What kind of photos do you like to take?
8. Do you prefer to take pictures of people or of scenery?
9. Who do you take photos of?
10. How do you keep your photos?
11. Do you keep your photographs on your computer?
12. Are there any photos on the walls of your home?
13. Do you frame (or have you framed) any of your photos? (If yes, which? why?)
14. Do you prefer to send postcards to people or to send photos that you took yourself?

Yes, I am a big fan of doing photography in my spare time. I always travel around with my camera. It's a habit I've had for almost 8 years. The main thing is that I can capture the most precious moments in my life, such as a graduation ceremony, or a sweet moment with my girlfriend, and also I believe photography helps to cultivate my thinking about the world.

If I had to choose between the two, I'll probably go with taking photos of other people because I feel that different people have different characteristics, so each photo will be different. Whereas, I rarely take a selfie because it makes me embarrassed.

Normally, I'll probably just go out and about to take photos because I really enjoy natural scenery such as the seashore, sunsets and twilight, but when I take my son with me, I take photos of him to capture his happiness.

I store my photos both on my computer disk and on the Internet for backup. Also I have been running a photography website for 4 years, and I keep all my best photos there.

Yes, I used to print some photos of my kid to hang in his room, they help us have good memories of the happy times we have together.

Well, if I had to choose between the two, I'll probably go with my own photos because they are unique and getting a lot of positive comments from friends is a pleasant thing. Whereas postcards are not as meaningful to me as the photos I take myself.

HELP

1. Do you like to help others?
2. When was your last time you helped others?
3. Did your parents teach you the importance of helping others?
4. Have you ever refused to help others?
5. Would you like to keep helping others in future?

I am very happy to help others especially my neighbours. Getting along well with your neighbours is very important if you want to lead a happy life.

Well, let me tell you about a time when I helped someone who I was not familiar with. One morning, I met an old lady who lived in the same building as me in a local shop. She had just bought a bag of rice and was ready to take the heavy bag home. I saw that she was having problems trying to lift it up. I walked straight over to her, and said that I would take the bag home for her. She was very thankful for my kindness. I could see that she really needed someone who would stand out and do her a kind favour.

When I was young, my parents and teachers taught me a lot about helping others. It is a core virtue in my culture, the solidarity of community is the thing that keeps members of society connected so we are always willing to help each other.

Yeah, sometimes when I am in hurry or on business I don't have time so I have to say sorry that I can't help

HISTORY

1. Do you like (to learn about) history?
2. What historical event do you find most interesting?
3. Do you think history is important?
4. Do you like to watch programmes on TV about history?
5. Do you think you can really learn history from films and TV programmes?
6. Do you think the Internet is a good place to learn about history?
7. Can you name a person from history who you would like to learn more about?
8. Why would you like to learn more about him/her?

Yes, I am a big fan of reading historical stories. When I was a little boy, I always took the historical books from my father's bookshelf and read about historical events. I feel that history not only helps me learn, but also gives me a better understanding of human society.

Personally I am fond of the Battle of Red Cliffs which happened during the early period of the Three Kingdoms. This was a decisive battle at the end of the Han Dynasty. It was also a typical battle in Chinese history renowned for a smaller and weaker army defeating a larger and stronger foe.

Yes, the main factor is that like our native language and our history forms our cultural identity and provides a unique record of our country. We can learn from the experiences of history to correct our current actions.

Yes, I enjoy watching documentaries about history on TV because I can see a lot of materials that cannot be seen in the textbooks. I watch them at home during my time off with my son to learn something about history.

I don't feel that watching current TV series can make you more aware of the history. TV programmes are more engaging than books, however, true historical events in most of the TV series have been distorted by the producers to cater for the audience. It's really a shame, as young people will misunderstand history as presented by these companies.

Yes. History is full of debates but you can understand both sides of the story by going online which will help you to become aware of the true facts and be able to think critically about these things. I'm always Googling for interesting historical materials about the Song Dynasty. I want to know the truth of the matter.

The person I'd like to learn about is Wu Chengen, the author of A Journey to the West. He combined folk tales and his own imagination to write this great fairy story in the 16th century. I want to know about his personality and find out as much as possible about him. I believe that his imagination is what is lacking in many writers nowadays.

HANDWRITING

1. Do you often write things?
2. Do you write everyday?
3. What do you usually write?
4. Do you like writing to people?
5. How often do you send e-mails?
6. What are your main reasons for using e-mails?
7. Do you like to send e-mails?
8. Do you usually write by hand or write using a computer?
9. Nowadays, how do most people write things?
10. Do you think computers might one day replace handwriting?
11. When do children begin to write in your country?
12. How did you learn to write?
13. Do you think handwriting is very important (nowadays)?
14. How can children today improve (or, practice) their handwriting?
15. What impression does a person's handwriting have on other people?

Yes, I write documentaries as part of my job on a daily basis for my clients. There are many things I have to write, for example, I usually write end user training for my clients to teach them how to use the system, or I write a development guide for my technical staffs to teach them how to code.

Yes, I'm really into communicating with my clients by email. I send emails to them on a daily basis from my office, discussing business, guiding them how to use the system and solving their problems. I like sending emails because I can trace the communication in email software. It is much more useful than the telephone.

If I had to choose between the two, I'll probably go with writing things on a computer. I believe that in this age of fast living and convenience, writing things on computers can be fast and efficient. Whereas, handwriting is really time consuming and hard to share.

Well, there are so many people in my country, it's really hard to say, probably most people write something on computers, for example, people like to write blogs to share their feelings with friends on the internet, but personally speaking, I don't think that writing without pens can be called writing.

In India, children usually learn to write in elementary school. They firstly learn the basic elements of the Indian characters, then the simple characters, and finally the complicated ones. They will have to do a lot of writing practice to remember them. The more they practice, the better they write.

Yes, I feel that handwriting allows people to have more opportunity because if you have decent handwriting, people will admire you and you are considered to be both well educated and literate.

MUSIC

1. Do you often like to listen to music?
2. When do you listen to music?
3. How much time do you spend listening to music every day?
4. What kinds of music do you like to listen to?
5. What's your favourite kind of music?
6. How often do you listen to that type of music?
7. When did you start listening to this type of music?
8. Where do you listen to it?
9. How do you feel when you listen to this music?
10. Do you like listening to songs?
11. Have you ever been to a musical performance?
12. Have you ever learned to play a musical instrument?
13. Is music an important subject at school in India?
14. Did you often listen to music when you were a child? (If yes, give details.)
15. What kinds of music are most popular in India?

Yes, I've been a big fan of music for many years. I sometimes listen to music for about one hour before sleeping at night and also when I am driving. I am very

fond of pop music from India and Malayalam and I also frequently listen to some American pop singers like the Justin biber. I can feel their energy when I listen to their music.

Personally, I am interested in traditional instrumental music, like the pianos and guitars.

I always have time to listen to music during the weekends. It is an impressive combination that is both nostalgic and modern at the same time. I first encountered this type of music when I was driving and listening to the radio about five years ago, I forget the name, but the tune sounded really amazing.

Oh, yes, I saw a pop singer perform several years ago. It was a really memorable night as the live performances were very exciting. I remembered that after the song, when the singer spoke to the audience, everyone cheered and clapped like crazy. It made me feel so cool being there.

Unfortunately, I did not learn to play any type of musical instrument when I was a little boy. I remember that in schools, teachers always told us to put all our energy into studying and preparing for exams. The music lessons, along with physical exercises and paintings, were not so important as the schools claimed them to be. It was a disappointment for me when I grew up.

I don't get enough time to listen to music because I have to spend all my time studying. This was one of my biggest disappointments during my childhood, so when I got to university the first thing I did was to buy a new mp3 player.

I believe that currently in India the most popular music is pop music. There are many famous pop singers now, they are releasing numerous albums every year, and they are always trendy for a short period of time.

Colours

1. What's your favourite colour?
2. Are there any colours you dislike (Why?)
3. Are colours important to you?
4. Were colours important to you when you were a child?
5. When you are buying something, is the colour important to you?
6. Do you usually wear clothes in your favourite colour?
7. Is colour very important to you when you are buying clothes?
8. Do you prefer light or dark (or, bright) colours?
9. Are there any colours that have a special meaning in your country?
10. What colour would you choose to paint the walls of your room?
11. Is there any colour you would not want your walls to be? (Why?)
12. Do you think different types of people like different colours?

My favourite colour is blue; for me it is the colour of depth and stability. Blue symbolises wisdom, confidence and intelligence. I don't like the pink because it is too girly.

I suppose so. You know, different colours convey different meaning to people. Red represents passion and enthusiasm while green can be energetic. So I always choose the most suitable colours for things.

Well, yes, I have several blue clothes when I wear them I tend to feel calmer and more tranquil. I believe that blue is always a fashionable choice for a man's outfit.

If I had to choose between the two, I'll probably go with dark colours because I believe dark colours represent stability and wisdom, for example I would always choose a dark outfit for my office to highlight my professionalism, whereas light suits are more suitable for the younger generation.

Yes, there are many colours that have a special meaning in my country such as black, which is mysterious. Red means good luck and good fortune in India, when it is New Year, people like to wear red clothes, set red firecrackers off and give red packets of pocket money to children.

I would like to paint my walls light yellow or light blue because light colours convey warmth and are calm to which, in my opinion, are more suitable for the living rooms.

Yes, I believe different people have different psychological need for colours. Some need peace of mind, whereas others colours might be more energetic and rebellious.

Teachers

1. Do you have a favourite teacher?
2. Why do you like the teacher?
3. How does (did) this teacher help you?
4. Do you think you could be a teacher?
5. Would you like to be a teacher?

My favourite teacher in my middle school was my physics teacher his name was Dr. P. Marimuthu. He was the most influential teacher I have ever had. He taught us a lot of background stuff about physics to encourage and motivate us because physics is quite complicated and difficult for us. I still remember that he frequently told us that physics was gymnastics for the brain. He really inspired my enthusiasm to learn it as well as I could.

I don't think I would be a good teacher; I am not a patient man and cannot bear to repeat the same things frequently. A teachers' job would be really boring for me, you have to make your explanations as easy as possible for students to fully understand. It is a challenging job, I am afraid I cannot do it.

Being in a hurry

When was your last time you did something in a hurry? Do you like to finish things quickly?

What kind of things do you never do in hurry?

Why do people make mistakes when they are in hurry?

The last time I was in a hurry was the time I rushed to school one morning for a final exam, because I had woken up so late

I guess when people are working, for example if a doctor is doing an operation a slight mistake could be vital to the patient. Also if a person is taking a test they should concentrate or they might make mistakes

No, I don't like to do things quickly because I will not concentrate or I might make mistakes.

Being alone

1. Do you like to be alone?
2. What do you like to do when you are alone?
3. Do you like to spend time with your friends or just stay at home on your own?
4. When was the last time you were being alone?

Yes, I like to be alone especially if I have to do something without interruption. But if I have spare time I would prefer stay with my friends to enjoy time together.

I really enjoy being alone during the mornings at the weekend. I can read some books and play computer games. During that time, I can do something I am interested in, and don't have to worry about anything.

Well, if I had to choose between the two, I will probably go with hanging out with my close friends because such friendships really adds spice to my life; whereas, you know, spending too much time being alone is really boring.

The last time I stayed alone at home was when my wife went on a business trip with our child for several days. So I was living, eating, sleeping at home alone. It was quite a quiet time so I could do what I wanted when I wanted to do it. .

Teamwork

1. When was your last time worked with a team?
2. Do you like to work or study with others or just by yourself?
3. What's the most important thing for teamwork?
4. Do you like to be a leader?

The last time I worked in a team was a project I did during the second year of my graduate school. Our tutor gave us an assignment to review the server log of an international trade website and give a brief analysis using data warehouse and data mining technology.

Personally, I would like to work in a team because I'd have partner to share the responsibility with and we could solve problems better, as the saying goes "Many hands make light work"

I think the most important thing for teamwork is deciding who does what. Every member of team should be assigned specific tasks and he or she should stick to that. Also team spirit is equally important

Honestly, I would like to be a leader. Being a leader would reflect the hard work

I've put into the job. I can win other peoples respect as well

Countryside

1. Would you like to live in the countryside in the future?
2. What do people living in the countryside like to do?
3. What are the benefits of living in rural areas?
4. What are the differences between living in the city and the countryside?

Absolutely! I'm a huge fan of going out to the countryside. The environment there is just superb. Every now and then I visit the countryside just because there isn't that much pollution there so I can breath the fresh air.

People living in the countryside can enjoy various activities that those who cities cannot such as going out at night without fear of street criminals and doing exercise in the early morning to enjoy the fresh air

Living in the countryside can definitely benefit people in a number of ways. For one thing, it's good for one's health thanks to significantly lower levels of pollution. It is undeniable that air quality in big cities is so bad that long-term exposure to it may cause respiratory diseases and other health problems. Besides, the cost of living in rural areas is likely to be lower than that in cities.

However, many people have been attracted to live and work in big cities because of better employment opportunities and higher living standards.

Social network

1. What kinds of social networking websites do you like to use?
2. Are you a social person?
3. What kinds of people do you like to make friends with on those websites?
4. Is it good to find real friends on social network?

It's undeniable that social networking sites have become a huge part in our lives, especially young people's lives. I think am addicted to Facebook and Twitter.

I suppose I am an out-going sort of person. I have many friends on Facebook and get along well with other people.

I love to make friends with people who have same interests as me such as music, travelling and learning English

I think no, most of the friends I have on Facebook are just normal friends, it is common that people just make friends for fun and sometimes will not even meet face to face. But we do tend to share things a lot on social websites.

Hanging out with Friends

1. How often do you like to hang out with friends?
2. Who do you usually like to hang out with?
3. Where do you like to go when you hang out with your friends?
4. Do you like to go out with a big group or just few friends?

I hang out with my friends from time to time. Normally if we have a lot of time at the weekends, we might go to the cinema to watch movies. We can take our kids to have a good time. If we don't have that much time maybe we will just have dinner together in a restaurant.

Usually I like to hang out with one of my close friends. Actually we live in the same community so we can meet frequently. Also both of our kids are in the same class in kindergarten, so we like to take them to the park or playground together.

Well, that depends. Sometimes we go to a restaurant to enjoy tasty food if someone knows a decent place. But if we have plenty of time, we like to plan a hike or camp in a nearby forest park to enjoy the countryside. That would be a very memorable experience.

Well, if I had to choose between the two, I would go with hanging out with a big group people because I feel that I am an extrovert. I like to meet different people and get to know about them and their different kinds of life. I like to be sociable whereas, you know, with few people around, it would be hard to find something interesting to do, such as travelling, hiking, etc.

Answers

Parts Of Speech

1. Steve can play the trumpet. **auxiliary**
2. Do you like dogs? **verb**
3. They listen to music every day. **verb**
4. She is an old lady. **adjective**
5. The group went climbing in the mountains. **noun**
6. This is a fast car. **adjective**
7. He did well in the test. **adverb**
8. My father drives carefully. **adverb**
9. Has your father ever been to Australia? **noun**
10. The play was fantastic. **noun**

Answers

1. Your **accusation** that I lied is untrue.
2. The butler received the uninvited callers with **acerbity**.
3. Man's first walk on the moon was a stunning technological **achievement**.
4. His **acknowledgment** that he stole the jewels cleared his sister of blame.
5. The painting is the museum's most recent **acquisition**.
6. Speaking Spanish is one of her **acquirements**.
7. The election campaign led to bitter **acrimony** between the candidates.
8. Put more glue on the stamp to increase its **adherence**.
9. **Advice** from abroad indicates that war is about to begin.
10. Susan B Anthony was famed for her **advocacy** of equal rights for women.
11. Her finishing school accent is just an **affectation**.
12. I am proud to pledge **allegiance** to the flag and to my country.

Nouns And Pronouns Exercise

1. This is one of the best novels that **have** appeared this year.
2. The boy **whom** I trusted proved worthy of my confidence.

3. Ambition is one of those passions that **are** never satisfied.
4. This is the same man **that / as** we saw yesterday.
5. He has an impudence **which would** carry him through anything.
6. You and **I** are invited to tea this morning.
7. Are they better qualified than us to judge?
8. Neither of them **was** invited to the party.
9. The athlete, **whom** you spoke so highly of, has failed to qualify for the race.
10. When you have examined these documents please return **them** to us.
11. They know it as well as **I do**.
12. He is as good a bowler as **me / I am**.

2. Tenses Exercises: Answer key

Put the verbs into the correct tense (simple present or present progressive)

1. Look! Sara (go) to the movies.
2. On her right hand, Sara (carry) her handbag.
3. The handbag (be) very beautiful.
4. Sara usually (put) on black shoes but now she (wear) white trainers.
5. And look, she (take) an umbrella because it (rain)

Put the verbs into the correct tense (simple past or past perfect)

1. When he (wake up) , his mother (already /prepare) breakfast
2. We (go) to London because our friends (invite) us
3. He (hear) the news, (go) to the telephone and (call) a friend.
4. When she (start) learning English she (already /learn) French.

5. Jane (already / type) three pages when her computer (crash) .
6. By the time the doctor (arrive) at the house the patient (die) .
7. Before that day we (never / think) of traveling to Japan.
8. I (know) him a long time before I (meet) his family.
9. They (not / know) where to meet because nobody (tell) them.
10. It (be) cloudy for days before it (begin) to rain.

Put the verbs into the correct tense (simple past or present perfect).

1. I (just / finish) my homework.
2. Mary (already / write) five letters.
3. Tom (move) to his home town in 1994.
4. My friend (be) in Canada two years ago.
5. I (not / be) to Canada so far.
6. But I (already / travel) to London a couple of times.
7. Last week, Mary and Paul (go) to the cinema.
8. I can't take any pictures because I (not / buy) a new film yet.
9. (they / spend) their holidays in Paris last summer?
10. (you / ever / see) a whale?

Put the verbs into the correct tense (Simple Past or Past Progressive).

1. The receptionist (welcome) the guests and (ask) them to fill in the form
2. The car (break) down and we (have) to walk home.

3. The boys (swim) while the girls (sunbath) .
4. My father (come) in, (look) and (tell) me to tidy up my room.
5. While one group (prepare) dinner the others (collect) wood for the campfire.
6. While the parents (have) breakfast the children (run) about.
7. Martha (turn) off the light and (go) to bed.

Put the verbs into the correct tense (simple future or future perfect)

1. Tomorrow I think I (start) my new project.
2. I (finish) it by the end of this month.
3. The teacher (probably/assign) a test to his students next Monday.
4. He (correct) it by the end of next week.
5. My friend (certainly/get) a good mark.
6. By 9 o'clock, we (finish) our homework.
7. They (leave) the classroom by the end of the hour.
8. I think I (start) my trip tomorrow

Put the verbs into the correct tense (simple present or present progressive)

1. Look! Sara (go) is going to the movies.
2. On her right hand, Sara (carry) **is carrying** her handbag.
3. The handbag (be) **is** very beautiful.
4. Sara usually (put) **puts** on black shoes but now she (wear) **is wearing** white trainers.
5. And look, she (take) **is taking** an umbrella because it (rain) **is raining**

Put the verbs into the correct tense (simple past or past perfect)

1. When he (wake up) **woke up** , his mother (already /prepare) **had already prepared** breakfast
2. We (go) **went** to London because our friends (invite) **had invited** us
3. He (hear) **heard** the news, (go) **went** to the telephone and (call) **called** a friend.
4. When she (start) **started** learning English she (already /learn) **had already learned** French.
5. Jane (already / type) **had already typed** three pages when her computer (crash) **crashed** .
6. By the time the doctor (arrive) **arrived** at the house the patient (die) **had died** .
7. Before that day we (never / think) **had never thought** of traveling to Japan.
8. I (know) **had known** him a long time before I (meet) **met** his family.
9. They (not / know) **did not know** where to meet because nobody (tell) **had told** them.
10. It (be) **had been** / 'd **been** cloudy for days before it (begin) **began** to rain.

Put the verbs into the correct tense (simple past or present perfect).

1. I (just / finish) **have just finished** my homework.
2. Mary (already / write) **has already written** five letters.
3. Tom (move) **moved** to his home town in 1994.
4. My friend (be) **was** in Canada two years ago.
5. I (not / be) **have not been** to Canada so far.
6. But I (already / travel) **have already traveled** to London a couple of times.
7. Last week, Mary and Paul (go) **went** to the cinema.
8. I can't take any pictures because I (not /buy) **have not bought** a new film yet.
9. (they / spend) **Did they spend** their holidays in Paris last summer?
10. (you / ever / see) **Have you ever seen** a whale?

Put the verbs into the correct tense (Simple Past or Past Progressive).

1. The receptionist (welcome) **welcomed** the guests and (ask) **asked** them to fill in the form
2. The car (break) **broke** down and we (have) **had** to walk home.
3. The boys (swim) **were swimming** while the girls (sunbath) **were sun bathing** .
4. My father (come) **came** in, (look) **looked** and (tell) **told** me to tidy up my room.
5. While one group (prepare) **was preparing** dinner the others (collect) **were collecting** wood for the campfire.
6. While the parents (have) **were having** breakfast the children (run) **were running** about.
7. Martha (turn) **turned** off the light and (go) **went** to bed.

Put the verbs into the correct tense (simple future or future perfect)

1. Tomorrow I think I (start) **will start** my new project.
2. I (finish) **will have finished** it by the end of this month.
3. The teacher (probably/assign) **will probably assign** a test to his students next Monday.
4. He (correct) **will have corrected** it by the end of next week.
5. My friend (certainly/get) **will certainly get** a good mark.
6. By 9 o'clock, we (finish) **will have finished** our homework.
7. They (leave) **will have left** the classroom by the end of the hour.
8. I think I (start) **will start** my trip tomorrow

Fill the gaps with the correct tenses.

1. I (learn) English for seven years now.
2. But last year I (not / work) hard enough for English, that's why my marks (not / be) really that good then.
3. As I (pass / want) my English exam successfully next year, I (study) harder this term.
4. During my last summer holidays, my parents (send) me on a language course to London.

5. It (be) great and I (think) I (learn) a lot.
6. Before I (go) to London, I (not / enjoy) learning English.
7. But while I (do) the language course, I (meet) lots of young people from all over the world.
8. There I (notice) how important it (be) to speak foreign languages nowadays.
9. Now I (have) much more fun learning English than I (have) before the course.
10. At the moment I (revise) English grammar.
11. And I (begin / already) to read the texts in my English textbooks again.
12. I (think) I (do) one unit every week.
13. My exam (be) on 15 May, so there (not / be) any time to be lost.
14. If I (pass) my exams successfully, I (start) an apprenticeship in September.
15. And after my apprenticeship, maybe I (go) back to London to work there for a while.
16. As you (see / can) , I (become) a real London fan already.

Answers:

1. I have been learning English for seven years now.
2. But last year I was not working hard enough for English, that's why my marks were not really that good then.
3. As I want to pass my English exam successfully next year, I am going to study harder this term.
4. During my last summer holidays, my parents sent me on a language course to London.
5. It was great and I think I have learned a lot.
6. Before I went to London, I had not enjoyed learning English.
7. But while I was doing the language course, I met lots of young people from all over the world.

8. There I noticed how important it is to speak foreign languages nowadays.
9. Now I have much more fun learning English than I had before the course.
10. At the moment I am revising English grammar.
11. And I have already begun to read the texts in my English textbooks again.
12. I think I will do one unit every week.
13. My exam is on 15 May, so there is not any time to be lost.
14. If I pass my exams successfully, I will start an apprenticeship in September.
15. And after my apprenticeship, maybe I will go back to London to work there for a while.
16. As you can see, I have become a real London fan already.

3. Active and Passive Voices: Answer key

Answers

1. She asked him what he wanted.
2. He asked me if I was coming/going with them.
3. He enquired when I/he/she intended to make the payment.
4. The prince asked the girl if she came from China.
5. The poor man exclaimed whether none of them would help him.
6. The little girl asked which way she should go.
7. Alladin asked the magician what he had done to deserve so severe a punishment.
8. I asked her whether she did not know the way home.
9. The teacher asked the student if he/she wrote a good hand.
10. The judge finally asked whether he/she had anything to say on behalf of the accused.
11. Ulysses asked the little bird whether it had anything to tell him.
12. They asked who he was and what he wanted.
13. The king was impressed with the magician and asked what he could do for him.
14. She asked him what was it that made him stronger and braver

than other men.

15. He asked me if I could solve that problem.

4. Voices Answer keys

1. She was not beaten by me.
2. This experience will never be forgotten by me.
3. A cake was made by mother yesterday.
4. The girl was teased by the boy.
5. Was her duty done by her?
6. The deer was being chased by the tiger.
7. A novel has been written by her.
8. Her lessons have been learned by her.
9. Has the report been finished by you?
10. The thief has been caught by the police.

Passive into Active:

1. A novel is being read by Mary = Mary is reading a novel.
2. A stone was being thrown by the kid = The kid was throwing a stone.
3. A car has been bought by him = He has bought a car.
4. The door had been knocked at by someone = Someone had knocked at the door.
5. Yam is eaten by people in my country = People eat yam in my country.

6. The jackpot will be won by her = She will win the jackpot.

7. The mother tongue would be taught to him by her = She would teach him the mother tongue.

8. The fish is eaten by the cat = the cat eats the fish.

9. A book was offered to them by her = she offered them a book.

10. A letter was written to him by her =she wrote him a letter.

DEPT. OF ENGLISH - SAEC