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# The Essence of Effective Writing

**Vol. 1**

*Read, think, write*

Basic Practice in Written English  
For Intermediate and Higher levels





## **Dedication**

*To my mother and my father,  
To my wife and my children  
To all those who have chosen to impart  
Knowledge as part of their teaching  
Profession*



## **Foreword**

We feel much bound to the learners' needs in the writing skill, so we thought to issue the present booklet that answers some of the most common difficulties encountered by learners at a basic level.

To this intent, the first aiming target of the book is to ensure to cover the widest scopes of constraints learners meet in their day to day encounter.

The material chosen is devised and thought of to be available for any level. The best learner who goes through the contents with an utter mastery, bearing in mind the very featuring of its layout, moving from one chapter to another, will undoubtedly make sure of acquiring something.

*The Writer TB*



## **Part one**

### **Aim and objective**

#### **To the teachers**

The goal of the first part is to ensure that students can produce a good sentence in English.





## Introduction

*“If all the crowns of Europe were placed at my disposal on condition that I abandon my books and studies, I should spurn the crown away and stand by my books.”*

Fenelon

### What is good English?

Certainly, what is meant by this question is that great focus on the importance of books and education on the general learners' behaviour. But what is the core of such an education? To have a satisfying answer, we must assume the liability to enter upon the world of civilization where the best policy remains in the adequate procedure and accompaniment of books.

The arousing passion depends solely on how to acquire the sense of any piece of literature. Good English, a sweet word to utter, but what is meant by good English?

Good English is the formal language spoken by educated people and written by the most outstanding poets, literary men, prominent writers and pamphleteers. This language is vivid among any community and it is under the train of circumstances: it undergoes changes as the other languages do. But how to acquire the good style?

The acceptable procedure regarding the acquisition of the good style is to master the general rules and patterns of the English grammar, read the best samples of prominent literary figures, hammer the latent data by experiencing on a slip of paper the knowledge and the desire to write through intense practice and finally think alone about what to do whenever

you want to write. Think of yourself and let your words be your own words and never be biased by others' sayings; for there is no pleasure in sucking the others' sweat. It is better then to imitate and whet your style at first hand and acknowledge of that than to borrow others' words, chew them up, deny their sweetness and at last pretend them your own.

*The author TB*

# **Grammar**

## **Sentence structure**

Speaking of a sentence structure necessitates, on a wide scale, the ability to develop the sentence main constituents. The sentence, regarded as a unit of composition, is mainly used to represent a distinct object presented in a form of related words, not set apart but well put to convey a meaningful message.

**What makes a good sentence/:**

### ***1. Unity:***

By unity we mean that the sentence should deal with one object and one idea at a time and all the components of any sentence structure should work upon this thought or idea. By unity, the words found in one sentence should show a logical ordering where every word should make sense syntactically and semantically.

### ***2. Coherence:***

The sentence should be coherent and logically ordered in the sense that all its parts should deal with one idea and contribute to the same meaning. The misuse of unity and coherence will make your sentence confused and meaningless. The reader will soon find at fault of any violation through his skim to the message you want to convey.

e.g. – Mohamed is a lazy person, he never does his work on time. (the second part of the sentence is useless though it expresses the idea contained in the first part.)

**SENTENCE COMPOSITES: The sentence is composed of/:**

**Subject+ verb +Complement**

**OR**

**Subject +Verb + Object-----) Affirmative Sentence**

The prior ordering is set on a syntactic level. The three items are related together so that they give a clear meaning to the sentence. **The subject** conveys an idea about the doer. **The verb**, the motor of the sentence, will transfer the idea to **the object** and the meaning is at last apparent and complete. This syntactic level relationship may be illustrated as: –

**S + V + Object (complement) (Syntactic relation at an Horizontal Level)**

As opposed to the syntactic level-words linked horizontally-, there exists a paradigmatic level where words seen at an horizontal level can be replaced by other equivalents of the same nature but on a vertical scale.

**Here is an example of the two relations/:**

**S+V+Object (Syntactic/Horizontal)**

**S1 + V1 + Obj 1**

**S2 + V2 + Obj.2 (Paradigmatic (vertical)**

**S3 + V3 + Obj.3**

**EXAMPLES/**

**1. Syntactical/: I went to the cinema yesterday.**

The main components of this sentence are: –

<b>Subject/</b>	+	<b>Verb/</b>	+	<b>Place/</b>	+	<b>Time</b>
(Who?)		<u>Action)</u>		<u>(Where?)</u>		<u>(When?)</u>

<b>2. <u>Paradigmatic/:</u> I</b>	<u>went</u>	<u>to the cinema</u>	<u>yesterday.</u>
<u>He</u>	went	to the cinema	yesterday
<u>She</u>	<u>travelled</u>	<u>to Algiers</u>	<u>five days ago.</u>

## Types of sentences/

**A. Concerning the form:** Only the first three types of constructions are treated here.

1. Simple statement
2. Compound statement
3. Complex statement
4. Compound Complex Statement

### ***1. Simple statement/:***

A statement, generally, tells us about **something**. It informs us about a certain simple action. Any statement in itself bears one idea and therefore tells us about ONE THING.

A simple statement is generally composed of six parts:

<b>When</b>	<b>Who? Which? What?</b>	<b>Action</b>	<b>Who? Which? What?</b>	<b>How?</b>	<b>Where?</b>	<b>When,</b>
1	2	3	4	5	6	1

**NB/WHEN** indicating the **TIME**, when can be placed at the beginning or at the end.

E.G. **Yesterday**, I wrote a letter or I wrote a letter **yesterday**.

### ***2. The Compound Statement/:***

It is a sentence that contains two or more main clauses. The simple statements are joined together to form compound statements. The joining words in interference are called **COORDINATING CONJUNCTIONS**. These are: **and, but, yet, so, both...and, not only... but... as well, either...or, neither...nor...**

### **EXAMPLES/:**

1. He finished lunch. He went into the garden. (and)  
He finished lunch and went into the garden.

2. I saw him yesterday. He refused to greet me. (but)  
I saw him yesterday but he refused to see me.
3. He teaches English. I teach English. (both...and)  
Both he and I teach English.

**3. The complex statement/:**

It is a sentence that has one main clause and at least one subordinate clause. Simple statements are joined together to form complex statements. The joining words used are called SUBORDINATING CONJUNCTIONS. These are (**when, until, after, before, as, as soon as, while, because, since, to (purpose), in order to, although, who, which, that, if, etc...**)

**Main sentence + Sub-Con junction + Subordinate Clause**

**Examples/:**

1. He missed the train. He did not arrive on time.  
He missed the train because he did not arrive on time.
2. I was tired. I went to bed immediately. (so...that...)  
I was so tired that I went to bed immediately.
3. I went into the garden. I wanted to pick some flowers. (to)  
I went into the garden to pick some flowers.

**B. Concerning the LENGTH/:**

1. The short Sentence
2. The Long Sentence.

**A) THE SHORT SENTENCE/:**

As it is called, a short sentence is naturally short. It runs with a few words and bears a simple meaning. Consider the following examples: –

1. “It is not by books alone, or by hooks chiefly that a man becomes in all points a man. Study to do whatsoever thing in your actual situation. There and now, you find either expressly or tacitly laid to your charge. That is your post, stand in it like a true soldier. A man perfects himself by work much more than by reading.” – **Thomas Carlyle/**

2. “Summer-summer-summer! the soundless footsteps on the grass.”  
– **John Galsworthy**/

### **B). THE LONG SENTENCE/:**

The long sentence is another aspect of the short sentence. As we use the short sentence for simple, direct commands and narration, the long sentence; however, is used when the nature of the subject requires a long running breath, where a short or a medium length sentence cannot do. But it is far appreciated to let your sentences be short and to the point to avoid repetition and tautology. So, be brief in your writing for “Brevity is the soul of wit.” Shakespeare/

#### **Example/:**

“Let me, therefore, most earnestly recommend to you to hoard up, while you can, a great stock of knowledge: for though, during the dissipation of your youth, you may not have occasions to spend much of it, yet you may depend upon it that a time will come when you will want it to maintain you. Public granaries are filled in plentiful years: not that it is known that the next, or the second, or third year will prove a scarce one, but because it is known that sooner or later such a year will come, in which the grain will be wanted.”

– **Lord Chesterfield to his Son/:**

#### **General Recommendations**

1. Master the different parts of speech: –

**A:**

1. **Verbs:** regular and irregular-transitive and intransitive verb phrases.
2. **Nouns:** ordinal, cardinal numbers, singular and plural formations, proper, common, countable, uncountable, mass nouns...
3. **Pronouns:** possessive, demonstrative, relative, reflexive, personal, reciprocal.
4. **Adjectives:** various types (quantity, degree, number, distributive...)
5. **Adverbs:** manner, frequency, time.
6. **Prepositions:** place, movement, direction, prepositional phrases.

7. **Conjunctions:** coordinating, subordinating, logical connectors.
8. **Interjections.**
9. **Articles:** Definite and indefinite

### **B) Learn to Recognize/:**

1. Phrases:
2. Subordinate clauses.
3. Loose and Periodic sentences.

### **NOTE/:**

The sentence is the core of any piece of writing. The more your sentences are brief, contracted and condensed and explicitly stated, the best your writing is. So be concise and precise and let your sentences be short and balanced. It is, therefore, fairly recommended to:

1. Use short sentences than longer ones.
2. Make every word count-don't waste your words.
3. Avoid indirect narration and never beat about the bush. Let your sentences be effective and exact.
4. Use simple sentences than complex.
5. Use the active voice instead of the passive to give your sentences more strength and validity.

### **3. CASE/AGREEMENT/Tense and Mood/**

#### **1. CASE/:**

Case is the change in form to indicate function:

1. **I** is in the subjective nominative case.
2. **Me** is in the objective case.
3. **My/Mine** is in the possessive case.

#### **A. Appositives/:**

“Apposition is a Latin word composed of (ad +positum) ‘placed along side of’. The placing of one noun or noun-equivalent beside or against one another in the sentence, to add description or explanation. The nouns or noun equivalents in apposition are in the same case, are equal in function; and bear the same relation to the rest of the sentence.” (*An ABC of English language*, H.A.Treble and G.H.Vallins.)



### Examples/:

1. We-Mohamed and I (not me) are responsible for the accident. I is in the subjective case because it is in apposition with the subject we.
2. Let us-you and me – sing together. (me and us are in the same case.)
3. My sister and I (not me) travel together. (I is subject of of the verb travel.)

### **B. Pronoun following THAN/AS:**

1. When the pronoun follows than or as, it assumes a function of subjective or objective case according to the situation the pronoun is in, a subject or an object.

e.g. He is older than I (am).

She is as intelligent as they (are).

My mother likes you better than (she likes) me.

### **Use the Objective Case for the Subject/:**

e.g. They begged me to help them (me is the subject and them is the object of the infinitive to beg.) (me to help them is the object of the verb to beg.)

Consider the following model to ensure the adequate use of the subjective case for the complement of the verb to be:

<b>Pattern: Subject</b>	<b>Linking verb Be</b>	<b>+ complement</b>
That	may be	He
It	was	She

## **2. AGREEMENT/:**

### **1. Subject and Verb/:**

The verb agrees with its subject in number and person. When the subject consists of two nouns: or noun equivalents-double or multiple (consisting of more than two nouns or noun equivalents) is always plural.

**Note/:** Singular subjects need singular verbs; plural subject-need plural verbs,

e.g. The work they are doing seems dangerous.

(sing. Subject-----Singular Verb)

The cars they are repairing, are ours.

2. **Two nouns connected by and not, as well as, with, together with, no less than, including, besides, in addition to, are followed by a singular verb when the first noun is singular.**

- e.g. 1. Rachid, **as well as** his sisters, **is** absent.  
 2. The father, **with** his small daughters, was killed.  
 3. Samia, **as well as** Fatiha, likes apples.  
 4. Mohamed, **like** his two brothers, is a great gambler.  
 5. Samir, **together with** his mother, was down with Flu.

**3. Subjects joined by AND are always plural/:**

- e.g. The farmer **and** his son are going to the field.  
 Mohamed, Rachid **and** I were very busy all the day long.

**Exception/:**

When a compound subject refers to a single person, or to two or more things regarded as one unit, it is singular.

e.g. My best companion and assistant was dead. (A single individual was both companion and assistant.)

**4. When the article (definite and indefinite) is repeated before the nouns, where different persons or things are meant, the verb is plural.**

- e.g. 1. The father and the brother were present at the meeting.  
 2. A table and a wardrobe were bought secondhand.

**5. When not only...but also joins two nouns or pronouns, the verb agrees with the Second (noun or pronoun).**

- e.g. 1. Not only the bride but also relatives were missing.  
 2. Not only the bride but also her mother was missing.

**6. Singular subjects joined by or, nor, either...or, neither...nor, are usually followed by a single verb: –**

- e.g. 1. Neither the driver nor the dog was hurt.  
 2. Either the teachers or the pupils are wrong.  
 3. Neither the teacher nor the pupil has come.  
 4. Either the boy or the girl has done it.

**NOTE/:**

**7. If one subject is singular and one plural, the verb usually agrees with the nearer.**

- e.g. 1. Neither the husband nor his wife is invited.

2. Neither the father nor his daughters are invited.
  3. Neither he nor we are angry.
8. **Each and every preceding singular subjects joined by and or not joined by and take singular verbs:**
- e.g. 1. Each dog is barking.
  2. Every boy is working.
  3. Every boy and each girl has to present a report.
9. **Collective nouns (nouns that combine to form one idea) take a singular verb.**
- e.g. 1. The whole family is not interested in the play, (family is considered as a unit.)
  2. Bread and butter is considered as a wholesome food.
  3. The number of injuries is small.
10. **Each, either, neither, another, anyone, anybody, anything, someone, somebody, something, one, everyone, everybody, everything, nobody, none (no one), and nothing when they are subjects, they usually take a singular verb.**
- e.g. 1. Everyone has his turn on mounting the horse.
  2. Everybody is responsible for his own deeds.
  3. Everyone has his own point of view.
11. **Certain number of nouns in English which are plural in form but singular in meaning such as NEWS, WAGES, MEANS take singular verbs.**
- e.g. 1. The wages of the miner is insufficient.
  2. The only means to destroy the bridge is to blow it up.

### **C. TENSE AND MOOD/:**

**Unlike the other parts of speech, verbs have more inflections: – All verbs have at least three forms: –**

1. The form found in any dictionary.
2. The 'S form' (singular third person)
3. The -ing form (progressive form)

## HINTS ON THE APPROPRIATE USE OF THE VERB FORMS/

There are two sorts of verbs: – **Regular** or **weak** verbs that have endings in d, – ed, or-t.

These sorts of verbs have four forms: –

**e.g.** Repeat, repeats, repeating, repeated.

travel, travels, travelling, travelled.

Irregular verbs are those that change their forms. They usually have three inflections.

(**The infinitive, the preterit and the past participle.**)

\*\*For more consideration, please go to the list of irregular verbs at the end of the book.

## TENSE WITH RELATION TO THE TIME FLOW/:

It is very important to know the origin of verb usage but it is equally important to know which verb to use in the appropriate time. The time flows according to **three known periods.**

X1

X2

X3

**Past**

**Present**

**Future**

Let us now cast an eye to the verb to read and see its different tenses.

1. **Present Simple:** to read (infinitive) This verb is used in the same form for all the persons except with the third person singular.  
**e.g.** I read, we read, they read but HE READS, SHE READS.
2. **Present continuous:** Iam/is/are reading.
- 3 **Present perfect simple:** Has/Have read.
4. **Present perfect Continuous:** Has/Have been reading.
5. **Simple Past:** Yesterday I **read** an article.
6. **Past continuous:** was/were reading.
7. **Past perfect simple:** Had read.
8. **Past Perfect continuous:** Had been reading.
9. **Future Simple:** Shall/will read.
10. **Future Continuous:** Shall/will be reading.
11. **Future Perfect:** shall/will have read.
12. **Future perfect continuous:** shall/will have been reading.  
(this tense is rarely or never used in English])

13. **Conditional:** should/could/would read.  
 14. **Conditional continuous:** could/would/should be reading.  
 15. **Conditional perfect:** should/would have read.

A) **Past Participle:** read.

B) **Present Participle/:** reading.

C) **Imperative:**

1. **Affirmative:**

- Read.
- Let me read.

2. **Negative:**

- Don't read.
- Don't let me read.

**D) The Different Forms/**

1. **Affirmative:** I read.

2. **Negative:**

- **Present:** I don't read. He does not read.
- **Past:** I did not read.

3. **Interrogative:**

- **Present:** Do you read? Does he read?
- **Past:** Did he read?

4. **Interro-Negative:**

- **Present:** Don't you read? Doesn't he read?
- **Past:** Didn't you read?

E) **THE DIFFERENT AUXILIARIES/**Shall, will, ought to, should, would.

F) **THE DEFECTIVE VERBS/:** Must, can, dare, may and need.

**Hint on the USE OF SOME IRREGULAR VERBS/:** Be careful when using the following list of irregular verbs.

<b>Infinitive</b>	<b>Past</b>	<b>Past Participle</b>	<b>Present Participle</b>
To lie	Lay	Lain	Lying
To lay	Laid	Laid	Laying
To sit	Sat	Sat	Sitting

To set	Set	Set	Setting
To feel	Felt	Felt	Feeling
To fall	Fell	Fallen	Falling
To fly	Flew	Flown	Flying
To flee	Fled	Fled	Fleeing
To find	found	found	finding

### RECOMMENDATIONS/:

1. Never use the auxiliary will, shall, would, would have after IF in conditional clauses.

**e.g. Incorrect:** If he would have worked hard, he would have passed the test.

**Correct:** If he had worked hard, he would have passed the test.

2. Use logical tense forms in sequence by making the verb of the subordinate clause related to the verb of the main clause.

**e.g.** The students rose as the headmaster entered. (The past entered has the same form as the verb rose.)

3. Avoid needless shift in tense and mood:

**e.g. Incorrect:** He went to Algiers and pays a visit to his uncle.

**Correct:** He went to Algiers and paid a visit to his uncle.

### 3)-MECHANICS/:

#### 1. *Manuscript:*

The presentation of any piece of writing is very important for the reader as well as for the writer.

#### **Hints/:**

1. Arrange your writing so that it will appear in a clear cut form.
2. Leave a small margin at the left side of the page and each time you start a new paragraph.
3. Indent your paragraphs (leave a short space before you start writing)
4. Don't put quotation marks around titles, or underline them except when they are titles of books. Capitalise the first and the last word of a title. Don't capitalise articles and prepositions.
5. Respect punctuation.

6. Don't divide a word except between its syllables. In this case, use a hyphen to show that the word is cut. If you are not sure about the syllables, check a standard dictionary.
7. Read and revise your manuscript many times to make it clear and legible.
8. Correct your own errors and see about your lapses.
9. Be sure to state your central idea and make sure that all your sentences are effective in their contribution to the building up of the whole gist.

## 2. CAPITAL LETTERS/:

When to Use Capitals:

1. At the beginning of a sentence.
2. At the beginning of a passage or a sentence used in direct speech.  
e.g. He said, "Tell him to come."
3. At the beginning of each line or verse in poetry.
4. In titles of books, music, plays, poems –  
e.g. *The Return of the Native* by Thomas Hardy.
5. In Personified Words.  
There honour comes, a pilgrim grey.  
To bless the turf that wraps their clay,  
And freedom shall awhile repair.  
To dwell; a weeping hermit, there.  
(*An ABC of English Usage*, H.A Treble and G.H. Vallins p.40)
6. Capitalise proper names, names of specific persons, places, things, organizations, institutions, events and historical periods.  
e.g. George, Street, Mohamed, Algeria, the UNO, the Second World War.
7. Capitalise adjectives of nationalities (derivatives) – e.g. Algerian, American, English.
8. Capitalise members of national, political and religious groups.  
e.g. George Washington, the Prophet, Negroes.
9. Capitalise the pronoun **I** and the interjection **O**
10. Capitalise abbreviated words.  
e.g. the FBI, YMCA.

11. Capitalise specific sections, courses, months and days.

**When To Avoid Capitals/:**

1. Names of classes of persons, animals and things (a village, a lion, tables)
2. General subjects and courses.
3. Directions – to go west, to come from the east.
4. Seasons – summer, winter, fall {Amer.} = Autumn (Br. Eng.)

**3. ITALICS/:**

1. Underline titles of books, foreign words, titles of works of art, names of boats, trains and films, love stories,  
e.g. The Titanic, Focus on Britain – By M.V. Kitchin.
2. Underline titles of publications, magazines, newspapers,  
e.g. The Herald Tribune, The Time, Newsweek.

**4. ABBREVIATIONS AND NUMBERS/:**

A) –

1. Spell out all the titles except for the salutation of letters:  
Mr., Messrs., Mrs., Mmes, Dr.
2. Spell out names of states, countries, months and days.  
July, Algeria, Wednesday.
3. Spell out Road, Street, Company.  
An A Road, Ben Boulaid Street. Sonelec (Algerian Electronic firm)
4. Spell out the first name, volume and pages.  
John Smith, the Ancylopoedia.

**Where to Abbreviate/:**

1. Degrees PhD; MA.
2. Dates A.D. B.C (Before Christ).
3. Names of Organization: OAU, NASA.

B) NUMBERS/:

1. Use figures for dates: June 2, 1983
2. Use figures for street numbers, pages and components of books.  
Then the hours of the day when followed by AM or PM and the percentage.



### **E.G.**

- The citation is extracted from page 99
- The manager gets 10\$ of the shares.
- They travelled at 5:50 P.M.

### **3. For series of numbers:**

1. The book is composed of 200 pages.
2. The bridge is 65 meters long.

## **5)-PUNCTUATION/**

### **Note/:**

“All marks of punctuation except the full stop, which indicates the end of the sentence and is therefore indispensable to composition and syntax, are used for convenience in reading. Their main business is two fold:

- (a) ‘to phrase’ the sentence, showing at a glance the relationship of its various parts;
- (b) to indicate artificially the inflexion of the voice (e.g. in exclamation and question and the inclusion of outside matter into the basic narrative (e.g. parenthesis, quotation, direct speech.)

### **The stops used in**

- (a) are the comma, the semicolon, and in a less degree the colon;
- (b) the exclamation mark, the question mark, brackets and the dash, quotation marks.”

(*An ABC of English Language*, H.A. treble, G.H. Vallins p.150)

Punctuation is an art, and the great mastery of this art depends solely on how to divide literary composition by means of points or marks. Punctuation helps the meaning of any piece of writing to get its clear form and lucid meaning. The stops help to some extent, the reader to pause and express continuously his thoughts, pitch his voice or slow it apace. The sound of any spoken sentence as it is uttered can serve as guidance to the punctuation of any written piece.

The common marks may be stated as follows:

1. The full stop (at the level of oral) and the period (at the level of written) (.)



**e.g.**

1. Live or die, sink or swim, survive or perish, I shall support him.  
(*New College Composition*, M.j. dave; I.M. Verma. P.193)
2. Justice stands upon power, or there is no justice. – **William S.White/**
3. To serve as a mark to a noun or a phrase in apposition: –  
**e.g.** 1. Shakespeare, the sweet swan of Avon, was the greatest dramatist of the Elizabethan age.
2. Charlie Chaplin, the famous actor, is regarded as the best comic movie actor of his era.
4. **It is used for phrases or clauses separated from a word set for definition to avoid ambiguity.**

**e.g.**

1. 'Humour, is the ancient dramatic language, signified some peculiar or fantastic bias or habit of mind in an individual. (**Sir Walter Scott**-note to Dryden's Works, XV, 352)
2. 'Labour, wide as the Earth, has its summit in heaven.  
*'Laborare est Orare, Thomas Carlyle, Past an'Present, Book III, Chapt.12*
5. **It is used to indicate that a word is missing in a sentence namely verbs.**

**E.g.**

Histories make men wise; poets witty, the mathematics subtle; natural philosophy deep; moral grave; logic and rhetoric, able to contend. – **Francis Bacon/**

6. It is used after an introductory verb in direct speech (short quotati on)  
e.g. – He said to his son, Work hard to succeed.
7. **The comma is used when the relative pronouns (who, whose, whom, which and that) introduce parenthetical; coordinate or subordinate clause that give additional information or explanation. These are preceded by a comma.**

**e.g.** Rachid, who is the most diligent student in the form, receives a noble prize gift.

**NOTE/:** The comma is not used when the main clauses are short; that is, it is often unnecessary before **and** or **or**.

**e.g.** The brilliant lights and sooty shades which struggled upon the skin and clothes of the persons standing round caused their lineaments and general cantours to be drawn with Duresque vigour and dash. – **Thomas Hardy**, *Book I, chap.2 and3*

## 2. THE SEMI-COLON

According to the *ABC of English Language*, the semicolon is the ‘three-quarter’ stop, ranking, that is between the full stop and the comma. In general, it stands between two relative clauses of a sentence that are not actually joined by a conjunction. Thus, it is commonly used before a clause beginning with a conjunctive adverb like therefore, then, however. So it often acts as a kind of ‘rest’ stop, especially in a long sentence where the last clause (following the semi-colon) is a summary of what has gone before.

**1. The semi-colon is used between two main clauses not joined by coordinating conjunctions (And, but, so, yet)**

<b>Pattern/:</b> MAIN CLAUSE; MAIN CLAUSE
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**e.g. 1.** “The delight of tragedy proceeds from our consciousness of fiction; if we thought murders and treasons real, they would please no more.” (**Samuel Johnson**, from the Preface to the Edition of Shakespeare 1.316, (*La Literature Anglaise par les Textes*))

**2.** “I had a great high shapeless cap, made of a goat’s skin, with a flap hanging down to behind, as well to keep the sun from me as to shoot the rain off from running into my neck; nothing being so heartful in these climates as the rain upon the flesh, under the clothes.” (**Daniel Defoe**, *Robinson Crusoe* gives a description of himself.)

**2. The semi-colon is used with the following conjunctive adverbs and transitional phrases such as: besides, consequently, furthermore, also, accordingly, hence, however, anyhow, indeed, instead, moreover, nevertheless, still, then, thus, therefore, for instance, for example, on the contrary, in other words, on the other hand.**

**e.g.** Work hard; otherwise you fail in your exam.

**PATTERN/: Main Clause +Transitional expression + Main Clause**  
**(Con junctive Adverb)**

3. **It is used to separate a series of equal elements within a sentence that contains commas – especially with words and phrases indicating an exemplification or an explanation or details of an enumeration such as: – namely, that is...**

In the “Night among the Pines”, **Stevenson** portrayed the picture of the night. Here is a perfect extract description that is often hard to comment on.

Night is a dead monotonous period under a roof; but in the open world it passes lightly, with its stars and dews and perfumes, and the hours are marked by changes in the face of Nature. What seems a kind of temporal death to people choked between walls and curtains, is only a light and living slumber to the man who sleeps afield. All night long he can hear nature breathing deeply and freely; even as – she takes her rest, she turns and smiles; and there one... stirring hour unknown to those who dwell in houses, when a wakeful influence goes abroad over the sleeping hemisphere, and all the outdoor world are on their feet. It is then that the cock first crows, not this time to announce the dawn, but like a cheerful watchman speeding the course of night. Cattle awake on the meadows; sheep break their fast on dewy hill-sides, and change to a new lair among the ferns; and houseless men, who have lain down with the fowls, open their dim eyes and behold the beauty of the night.

4. **The semi-colon is used to separate parts of equal rank: –**  
e.g. The boy finished revising his lessons; he started watering the garden.

### **3. THE COLON (:)**

1. **The colon is used to introduce a direct statement especially after the introductory verb TO SAY:**  
e.g. People say: “If wealth is lost, nothing is lost, if health is lost, something is lost but if character is lost, all is lost.”
2. **It is used as an introduction to a list or an enumeration of a detail.**  
e.g. – Longfellow’s longer poems are Evangeline, Hiawatha, the

### Courtship of Miles Standish.

3. It is used to separate two main clauses at the time the seco explains the first one.

e.g. “While most communities were still trying to figure out what to do with noisome (illsmelling) mountains of trash, a few were taking steps toward a logical solution: putting back into circulation the partially consumed resources found in the typical garbage pail.

(Gary A. Scucie, ‘Turning Garbage into Gold,’  
*Nature/Science Annual. Time Life Edition 1974. P.59*)

4. **The colon is used to indicate hours and minutes: –**

e.g. I shall come back at 5:30

5. **It is used after salutation in a Business Letter: –**

e.g. Dear Sir: (American English)

6. **It is used between a title and its components: the subtitles.**

e.g. *Gulliver’s Travels: Diversions of the Court Lilliput.*

4. **THE PERIOD (.)**

The period ends a sentence and it is always followed by a capital letter.

1. **The full stop is used as “a symbol for abbreviations: –**

e.g. Jan. (January), Feb. (February), Geo. (Geography)

2. **The Period is used after the imperative sentences, (commands) –**

e.g. – Mend the strap.

– Pack your things.

3. **The full stop is used when the sentence is in indirect speech.**

e.g. – She asked if they would help her.

4. **It is used for the elipsis mark (...) (Three spaced periods) to show an omission of one or more words in a quoted passage.)**

e.g. “Not the poet only, but the artist of every type, is born; not made. What we assert is, that innate faculty cannot dispense with the aid of organised knowledge... Only when genius is married to science can the highest results he produced.”

**Herbert Spencer, *Science and Poetry/***

**N.B/:** When the omission ends the quotation, use four spaced periods

(one to mark the end of the sentence and the three others show or indicate the omission.)

## 5. THE QUESTION MARK (?)

The question mark is used: –

### 1. At the end of a direct question –

e.g. – How are you?

– Did he come yesterday?

### 2. It is used after a date (set in figures) to indicate the uncertainty of the narrator/writer.

e.g. Charles Dickens was born in 1812?

### 3. It is used after each separate question within a range of questions.

‘...Is this a reality? or is your religion a romance? Is your profession a dream? No, I am sure that your religion is not a romance, and I am equally sure that your profession is not a dream.’

– John Bright

## 6. THE EXCLAMATION POINT (!)

The exclamation point is used: –

### 1. After the vocative Case: (calling by name, designating the case of one directly addressed.)

e.g. But Heart! heart! heart!

0 the bleeding drops of red,

where on the deck my captain lies, Fallen cold and dead.

(Walt **Whitman**, 0 Captain! My Captain! memories of President Lincoln.

### 2. It is used after the interjections and the exclamatory statements.

e.g. 0 lift me as a wave, a leaf, a cloud!

I fall upon the thorns of life! I bleed, – **Shelley**:

### 3. It is used after a sentence, a phrase, or a clause to express a high degree of surprise.

e.g. What a fantastic car! or what a fantastic car it is!

**NOTE/:** When the interjection 0 is used, the exclamation point is placed

after the noun or at the end of the sentence,

**e.g. 1.** “Alas! (thought I, and my heart beat loud)

How fast she nears and rears!

Are those her sails that glanee in the sun,

Like restless gossameres?

(**Coleridge**, *the Rime of The Ancient Mariner, Part II*)

**2.** ‘O happy living things! no tongue their beauty might declare:

A spring of love gushed from my heart,

And I blessed them unaware.

(**Coleridge**, *The Rime of the Ancient Mariner, Part II*)

## **7. THE DASH (—)**

### **1. The dash is used to mark a sudden unexpected break in thought.**

**e.g. 1.** “In a little while – so it seems to me now – we were employing travellers and opening up Great Britain at the rate of a hundred square miles a day.”

(**H.G. Wells**; *Tono-Bungay*)

### **2. It is used as a summary of a multiple subject: –**

Consider the following two examples from **Charlotte Bronte**, an evening party at Thornfield Hall: –

**1.** ‘She had, likewise, a fierce and a hard eye; it re-minded me of Mrs. Reeds; she mouthed her words in speaking; her voice was deep, its inflections very dogmatical, – “very intolerable, in short.”

**2.** ‘Blanche and Mary were of equal stature – straight and tall as poplars.

### **3. It is used as an indication to an enumeration: –**

**e.g.** Everything was lost – thousands of cattles, countless figures of prominent persons, health, happiness and confidence. (see order of climax and ant i-climax)

### **4. The dash is used in dialogues to replace the colon: –**

**e.g.**

**Shop-Assistant:**-Good Afternoon Miss, what can I do for you?

**Customer:**-I want two pair of shoes for my s mall sister.



**Shop-Assistant:**-Here is a pair of walking shoes and another one for sports.

### 8. INVERTED COMMAS/QUOTATION MARKS ( ‘ ’ or “ ”)/or Speech Marks

1. **The speech marks are used to represent the exact words uttered by a speaker: –**

e.g. He asked, “Are you tired?”

2. **Use single marks to enclose a quotation within quotation (American Style)**

“Jack London was its most penetrating voice. It was a call of the wild, ‘a prophet cry in the soft decade before the German deluge: ‘Man is today (said London) the same man that drank from his enemy’s skull in the dark German forests, that sacked cities and stole his women from neighboring clans like any howling aborigine. The raw animal crouching within him is like the earthquake monster pent in the crust of the earth. “

Fred Louis Pattee, *The New American. Literature (1890-1930*

3. **The quotation mark is used for short titles of essays, one act plays, short stories, short poems, songs, headlines, (articles) of magazines, subdivisions of books, volumes and films.)**

e.g. – ‘Sonnet on First Looking into Chapman’s Homer.’ – **John Keats.**

– “The old familiar faces” – **Charles Lamb.**

– One of the best short stories Jack London has ever produced is “To Build a Fire”

– Last summer, I read ‘Lala Rookh’ by **Thomas Moore**, a short poem, ‘« To Autumn » – **John Keats** and parts from “Salut au Monde” –

**Walt Whitman.**

4. **Essential words (words of certain emphasis and importance are placed within quotation marks.)**

**Examples:**

1. The first colonists of London Company arrived, at James Town, Virginia, in 1607, and The “Pilgrim Fathers” at Plymouth, Massachusetts in 1620.
2. “Young men and young Women”, writes Mr. A.C. WARD, “Looked

back upon this Victorian Age with a sceptical lifting of the eyebrows and ironical grin. They regarded that age as dully hypocritical and 'stuffy'

(A.C. ward. *Twentieth Century Literature*)

#### NOTE/

1. The period and the comma are always within quotation marks.
2. The colon and the semi-colon are always outside the quotation marks.
3. The dash, the exclamation point, the question mark used within quotation when they pertain to the quoted matter only; but are used outside when they pertain to the whole sentence.
4. Only short quotations from other writers will be put within quotation marks when writing a project or any other serious library paper. In case of long quoted material, use citations instead.

#### 9. THE HYPHEN (-)

The hyphen is a shorter line than the dash. Its symbol is a small stroke (-).

1. **The hyphen is used to form compound words: –**  
e. g. living-room, dining-room, brother-in-law.
2. **It is also used to divide a word into parts when it occurs at the end of an unfinished line in a text.**
3. **The hyphen is used in compound numbers from twenty one to ninety nine.**  
e.g. Thirty-two, forty-six, sixty-nine.
4. **The hyphen is used to give clarity to the sentence (to avoid ambiguity).**  
e.g. They re-covered the roof of their huts.

We can use the same verb in another sense: Thus we say-They recovered from their illness. (The verb in the second example is put together.)

5. **The hyphen is used with certain prefixes** such as: – ex – (ancient) as in: Ex-president (former president)  
Self-sufficient  
All-English  
Self-apraisal.

## 10. THE PARENTHESIS:

It is a round bracket (...) used to mark off a parenthesis. It is used: –

1. **To include numbers: – e.g There are many aspects of teaching,**
  - (a) To impart knowledge.
  - (b) To adapt oneself to the different learning processes.
  - (c) To ensure a stimulus response to any situation/environment.
2. **The parenthesis is used to set off parenthetical matters/illustrative information, extra notions.**

e.g. Mohamed Ali (the prominent boxer is certainly the predominant figure of the ring at his age) gained more popularity than his elders.

## 11. THE APOSTROPHE/

It is a mark represented in writing by a raised comma to indicate the omission of a letter or letters from any word. Thus, it is used: –

1. **In contracted forms (spoken English (abbreviated form.))**

e.g. I can't = I can not.  
It was n't = It was not.
  2. **It is used in the genitive case (possessive case)**

e.g. 1. Singular noun + 's/:  
\* This is Mohamed's car.  
2. Plural noun + 's (when the noun does not end with S in the~plural.  
\* Children's games. (Irregular plural formation)
  3. **Names ending in S (take or don't take an S)**

e.g. It is James 'or James's car.
  4. **With the plural of certain words as:**
    - Mind your P's and Q's or.
    - to dot the I's.
  5. **It is used with compounds or nouns of common joint possession which indicate the possessive case for the last word only.**
- NOTE/: If there is a separation between these words, each one takes the possessive form.

e.g. My sister-in law's cottage.  
Rachid and Mohamed's partnership.

Samir's and Samira's private books are torn. (individual possession)

## 5. SPELLING/

Hint **TO THE SPELLING RULES/:**

An outstanding composition is basically a result of a good usage of spelling as well as punctuation. Illiterate people often fail in any attempt because of their misspelling of the different words. To be attentive to one's own difficulties remains the best solution to this individualized problem. The best remedy for this literary evil habit is the incessant reading of novels and books. To correct oneself and adapt the logical usage of any specific item found at any level, it is better; however, for the diligent student, who through an intense consecration wants to improve his spelling, must not with careful seriousness neglect the following points: –

1. If you are not quite sure of the spelling of any word, it is better to consult a good dictionary.  
The ear and the eye are the two sole faculties that help you memorize the spelling of any word.
2. Adapt yourself to the misspelled words (practise them on a separate list, orally first then written). Pronounce the word many times to train your ears.
3. Note how the words themselves are presented and formed. Here comes the function of the eye. Look carefully at the word as it is used or written in the dictionary to assure yourself of its correct usage, then copy it down correctly in your individual list. (Memorise the word so that you will visualize it in the future to come.)

### **NOTE/:**

Going through all these points will give the diligent student-with much practice – an effective basis in improving spelling and the natural flow of any spelt word. Thus, the amount of practice depends not solely on the active mastery of the learner to the random range of words but to his casting eye to the different rules set up for this purpose.

**RULE ONE/:** Words of one syllable ending in “L” with a double vowel take one “L” e.g. Fail, nail, and pail.

**RULE TWO/**: Words of one syllable (monosyllables) ending in “L” with a single vowel before, takes double “L” as in Tell, sell.

**RULE THREE/**: Words of one syllable ending in “L” when compounded takes one “L” each as in Fulfil, skilful.

**RULE FOUR/**: All derivatives from words ending in “L” have one “L” only:  
e.g. equal, equality – except with words ending in – er or-ly as in Killer and kill.

**RULE FIVE/**: All participles whose endings are in “E” drop the final “E”  
e.g. give – giving – live, living but if the verbs end with double “EE” both “EE” are retained.  
E.G. See – seeing.

**RULE SIX/**: Adverbs derived from adjectives retain the “E” of their original form.  
E.G. brave – bravely.

**RULE SEVEN/**: Nouns ending in – ment retain the “E” of the original word.  
e.g. Confine – confinement.

**RULE EIGHT/**: Words of more than one syllable ending in a consonant stressed on the last syllable, double this consonant in the derivatives –  
– e.g. Commit –< committee.

**NOTE/**: To ensure oneself of the correct use of spelling, one must pay a glance at the following points.

- 1. Distinguish between words of similar sound in spelling.**
- 2. Distinguish between the main components of a word. The prefix-the base (the root/the stem).**

**Be careful of the use of any prefix when it is of the same nature as the beginning of the root.**

e.g. Un (prefix) + usual (root) = unusual.

Un (prefix) + necessary (root) = unnecessary,

mis + (prefix) + represent (root) = misrepresent.

Dis (prefix)+ appear (root) = disappear.

3. Be careful when applying the rules for suffixes.

A) When the suffix begins with a vowel, the final “E” which precedes it is dropped, but retained when the suffix begins with a consonant.

e.g. Combine +-at ion (suffix) combination.

Fame + ous (suffix) = famous.

Prime + ary (suffix) = primary.

**Consequence/:** “E” is dropped before a vowel. (1)

Care + ful (suffix) = careful.

Complete + ly (suffix) = completely.

arrange + ment (suf fi x) = arrangement.

**Consequence/:** “E” is retained before a consonant. (2)

**Exceptions//:** Some few words are not adapted to these rules.

True-----truly.

Courage----courageous.

B) The final “Y” is always changed into “i” except before – ing.

e.g. happy + ly = happily.

but

happy + ness = happiness.

modify + ing = modifying.

4. Verbs ending in “Y” form their present third person singular and their past participle-without dropping the “y”

e g: Array – arrays – arrayed.

**Except with certain verbs the “Y” is dropped.**

e.g. say says said.

pay pays paid.

5. The plural is formed by adding an “S” to the singular noun, but adding-es when this plural makes an extra syllable (unusual addition)

e.g. 1. toy – toys 2. match – matches (plural extra syllable)

**NOTE/:** 1. When the “Y” ends a noun preceded by a consonant, the “Y” changes into – ies,

e.g. sky-----skies.

Tragedy-----tragedies.

**But when preceded by a vowel the “Y” is not dropped.**

e.g. toy toys.  
boy boys.

**2. When the nouns end in – fe this “FE” changes into VES.**

e.g. Wife wives.  
wolf wolves.  
half halves.

**3. Few words form their plural by-es when the singular noun ends with 0**

e.g. tomato----tomatoes.  
Negro-----negroes.

**4. The principal word of a compound takes an “S” as a plural marker.**

e.g. Father-in law – Fathers-in law.

**5. Be careful of the words written in ei and ie.**

e.g. **ei:** conceit, eight, height, seize, foreign, freight.  
**ie:** chief, grief, relief, field, pierce.

## GENERAL SPELLING

### LIST/words commonly mis-spelt)

abandon	advertisement	acute
acceleration	abeyance	aesthetics
acquiesce	accessible	abolish
advise	across	accommodate
abbey	aery	additional
accent	abhor	affectionate
acquire	accident	abolition
advisable	actually	accompany
abbreviate	aeronaut	address
acceptance	abhorrent	affiliate
acquisition	accidentally	abominable
aerial	actuality	accompaniment
abduct	aeroplane	addressee
access	abject	affirmation
acquit	aclamation	absence

accomplice  
adequate  
affix  
absorb  
accomplish  
adequacy  
afflict  
absorption  
accord  
adhere  
affluence.  
abstain  
accordance  
adherent  
affray  
abstemious  
accredited  
adjourn  
afraid  
abstinence  
abstract  
absurd  
absurdity  
abundance  
abundant  
abyss  
academic  
academy  
accede  
agri culture  
alcohol  
alert  
alien  
alienate  
allege

allegory  
alliance  
alliteration  
allot  
allowance  
allude  
allusion  
almighty  
aloud  
almost  
alms  
aloof  
already  
altar  
all together  
altogether  
amass  
amateur  
amount  
ambassador  
among  
ambiguity  
ambitious  
amenity  
amiable  
ammunition  
analysis  
anarchy  
ancestor  
anchor  
ancient  
anecdote  
angelic  
angle  
anger

angry  
anguish  
annihilate  
announce  
annual  
accrue  
accumulate  
accurate  
accused  
accuse  
accusation  
accustomed  
achieve  
acknowledge  
acquaint  
apparatus  
apparent  
appearance  
appellation  
appetite  
appreciate  
apprentice  
approach  
approve  
appropriate  
approval  
approximate  
aptitude  
aquatic  
architecture  
ascertain  
assemblage  
assent  
assignation  
attendance



audience	adversary	christmas
autobiography	bureaucracy	chronicle
autumn	business	cipher
avenue	butcher	circular
awe	cadence	circumstance
balcony	cadre	coalition
balloon	café	coffee
balm	calendar	coincide
banana	calibre	collaborate
bankruptcy	callous	collapse
banquet	calumny	colleague
barbarous	candour	commemorate
barrier	canoe	against
beauty	canonize	agency
beautify	cantonment	aggravate
beauteous	canvas	aggression
behaviour	capacious	agrieved
believe	caprice	agitator
benediction	career	agony
beneficent	carriage	agree
beneficial	carcass	agreeable
bequeath	caricature	agreement
bestow	casualty	contemptible
bewitch	catalogue	correspondence
bias	caterpillar	countenance
bicycle	celebrate	creature
admirable	celestial	curiosity
administrator	cemetery	cylinder
admission	censure	cypress
adopt	centenary	daffodil
adapt	ceremony	dams
adulterate	ceremonial	daunt
advantageous	certain	dearth
adventure	champion	deceased
adventurous	character	deceit

deceive	antidote	exhilarate
decency	antiquity	explanation
decision	antiseptic	explosion
declaration	antique	extinguish
deficiency	antithesis	extravagance
defiance	anxious	extraordinary
defy	anxiety	fashion
deity	apology	fascinate
deliberate	apologize	feature
delirious	apostle	feign
deliverance	elapse	felicitous
demoniac	elegance	February
demarrage	elementary	feud
dependent	eligible	feudal
dependence	emancipation	fever
derision	embarrassed	fibre
depression	embroidery	field
descend	emperor	fierce
despot	enamel	friend
develop	enamour	binoculars
devour	endeavour	bi ography
diagnosis	endow	biscuit
dictionary	endure	bizarre
difference	enfranchise	blasphemy
diffident	enthusiasm	bosom
digression	entreaty	bough
dilemma	envisage	bounteous
discern	equilibrium	bouquet
discipline	ethereal	breath
disguise	evaporate	brunette
dissect	exaltation	bungalow
dissolution	exasperate	fourteen
donor	excellence	fraud
annually –	exception	freight
anonymous	exclamation	fruition

fulfil	hypocrisy	inquisitor
fullness	hygiene	insurrection
furlough	hysterical	irresistible
galloping	ideal	itch
gardener	idiom	itinerant
gaudy	commission	jealous
genius	committee	jeopardise
genealogy	communication	j ovi al
gorgeous	competition	judge
goddess	complement	juice
good-bye	compliment	jungle
grieve	complacent	juri diction
grammar	comprehension	key
guarantee	condolence	kitchen
guardian	conference	knack
guild	conscious	kneel
guise	consecutive	knot
gymnasium	impostor	knowledge
hammock	impoverish	laboratory
handkerchief	inaccessible	laborious
harass	inadequate	labyrinth
hasten	inalienable	language
heroes	inappropriate	languid
heroine	inclement	doughty
hereditary	inconvenient	drudgery
heterogeneous	incredulous	dubious
hideous	indefatigable	dwelling
hindrance	Indigenous	dynasty
holiday	indiscretion	earnest
horde	endomitabile infallible	eccentric
horizon	influential	ecstasy
humorous	ingenuity	eczema
humorist	ingratiating	effeminate
hurricane	ingredient	efficacious
hypocrite	inoculation	eighty

liquefy	misjudgement	patronage
literary	modified	notable
litigious	modifying	pavilion
livelihood	moisten	noticeable
lottery	monitor	peak
lovable	monologue	notified
luxurious	fiery	peasant
magnificent	idolatry	notifying
magnify	figure	peculiar
maintenable	ignominy	novice
majority	flourish	pecuniary
manageable	illiterate	noxious
manifesto	foible	pedestrian
manœuvre	illusion	nuisance
mantleshelf	forbid	penitent
manufactory	immeasurable	nutriment
manufacturer	forecast	penitence
market	immediate	nutrition
marriage	forgo	penury
martial	imminent	oasis
marvelous	foreign	pepper
masterpiece	immovable	obedience
mattress	foretell	perceptible
meager	impassable	oblique
medicinal	forever	permanence
mediocre	impartial	obscure
memorandum	forfeit	permissible
mercenary	inpenetrable	observance
meteo	forward	persecute
meteorite	impiety	occasion
millenium	forty	personal
millionaire	pasture	perspire
miniature	neighbour	persuasion
miscellaneous	patriot	odour
mischief	niece	offence

phantom	helming	restaurant
pharmacy	pitiful	negro
omission	owner	resumption
omniscient	plausible	night
onomatopoeia	pacify	retraceable
physicist	plea	separate
opium	paddle	retractable
opportunity	pleasant	separable
picturesque	palace	retrievable
pier	pledge	sepulchre
opulent	league	retrieve
pillage	mortal* –	serviceable
original	legitimate	reveal
pique	mosquito	several
ounce	leopard	revenue
piquant	mountainous	sewer
Palatal	lever	reverie
palmy	moustache	shabiness
psalm	liaison	reversible
paltry	movable	sheriff
pamphlet	liberate	revival
pantaloon	muscular	shoeing
parade	library	rhetoric
parrallel	musician	shriek
paralyse	licence	rheumatism
paralysis	myriad	shyly
parliament	lieutenant	rhyme
paroxys	mystery	shyness
partition	lineament	rhythm
passionate	navigable	siege
pastoral	liquefy	ribald
pastry	necessary	sieve
outcast	resurrection	ridiculous
pistol	negfc	signature
overview	elate	righteous

silk	saucer	suffrage
rigorous	somersault	suicide
similar	sausage	summary
rogue	sorcery	symptuous
similarly	savior	superfluous
roguery	souvenir	superintendent
simultaneous	sceptic	supersede
routine	spasm	superstition
sincere	schedule	supervisor
ruling	specify	suppressor
sincerity	scheme	supremacy
rumour	spectre	surname
sinecure	Palatal	surveyor
sacrament	palmy	survivor
siphon	psalm	suspender
sacrifice	paltry	suspense
siren	pamphlet	suspensor
sacri ficial	pantaloons	swerving
sixtieth	parade	syllable
sacrilege	parrallel	symbol
sizable	paralyse	symmetrical
sacrilegious	paralysis	symphony
skilful	parliament	symptom
sagacious	paroxysm	synonymous
slyly	partition	synopsis
sagacity	passionate	syntax
smoky	pastoral	syrup
saleable	pastry	tamable
smoulder	subterranean	tambourine
salutary	subtle	tangible
solecism	succeed	tariff
satchel	successful	tattoo
solemnize	succumb	politician
satellite	sufferer	pollute
soliloquy	sufficient	populace

portray	tremendous	usable
position	trenulous	useful
pneumonia	trespass	usurp
predicament	tributary	utilitarian
premium	tricycle	utterance
prior	trifling	vacancy
prohibit	trousers	vaccillate
proprietor	tuition	vacuum
provisional	tuberculosis	valedictory
theatre	turbulence	valiant
thermometer	twelfth	valley
thief	twentieth	valuable
thigh	tyrant	vaseline
thistle	scholar	vegetable
thorough	school	vehement
threatening	science	veiled
threshold	scientific	veneer
through	scintillate	vengeance
tiring	scissors	venomous
toilet	scythe	ventilator
tolerance	secrecy	venturesome
tomato	sedantary	veracious
tongue	seize	veracity
tortuous	seizure	verandah
tournament	sensibility	verrify
traceable	sensitive	vestige
tragedy	unitary	veteran
traitorous	unmistakeable	veterinary
tranquility	unnatural	vicinity
transcend	unsavoury	vicissitude
transfer	unspeakable	virtuals
transgressor	unthinkable	vigour
treasure	until	vigorous
treasurer	unwieldly	splendour
treatise	upbraid	sponge

spontaneous	tenable	villainous
squalid	tendency	vinegar
squeak	tenor	visible
stalwart	tenuity	visitor
statutory	terrestrial	vivacity
stillness	tertiary	vivify
stratagem	testament	volley-Ball
strategy	testimonial	withhold
stupefy	ulterior	witty
stylish	umbrella	witticism
subdue	umpire	worship
subsistence	unalloyed	worshipped
subterranean	unanimous	wreak
teachable	unassuming	wrought
technique	undersigned	yacht
tedious	undoubtedly	yield
telegram	unfledged	zodiac
telephone	ungrudging	zoology
telescope	unintelligible	zebra
temperament	unique	zele
temperance	unisson	zero.
temperance	village	
temporary	villain	

### **Spelling/**

#### **WORDS OFTEN CONFUSED AND MISUSED**

Similarities of sound often leads to a great extent to a great confusion in the use of words. So, an extreme care is needed to distinguish between the various letters found at any level. The failure to assume this distinction will undoubtedly lead to slipshod incorrect constructions of faulty sense.

Generally, the foreign language learners are not quite adept to handle and tackle such faulty writing; therefore, we issue the following list which we hope will help them improve their spelling especially with items that have the same sound effect.



## **1. ACCEPT, EXCEPT**

To accept is to be in accordance with, to receive with approbation, favour, consent, resignation or passivity. To except is the non-inclusion, i.e. the exclusion from – e.g. He accepted the present offered to him. All the students are present except Rachid. (A part from Raehid, all the other students are present.)

## **2. ACCESS, EXCESS/**

Access is the possibility to enter upon an establishment, a temptation or an institution. It is a means of approach or admission. Excess is superfluity, a state of being more or too much; immoderate indulgence of the appetites, e.g. A detective has an access to all the institutions. My friend drinks to excess. (He drinks too much; more than what he is normally apt to.)

## **3. ACCEPTATION, ACCEPTANCE/:**

Acceptance is the act of accepting; an approval-to accept something offered. She has received hia acceptance to the invitation. Acceptation: is a kind reception, the sense in which a word or a formula is understood, accepted by people of common rank and file. e.g. This is the general acceptance of this rule; i.e.everyone has accepted this rule.

## **4. ADAPT/ADOPT, ADEPT/**

To adapt: is to make fit and suitable, to alter to fit. Adopt: To make or receive as his own. While adapt and adopt are respectively verbs, adept is always an adjective which bears the meaning of proficient and skilled in the subject matter. And the noun denotes the person who has these qualities, e.g. This text is adapted from Oliver Twist, Charles Dickens. This strange person is adapted to getting up early.

Adopt implies a general sense of receiving or embracing. e.g. His father will adopt this kitten. – When his mother died, the baby was not adopted; so he died in his bloom.

**5. ADMITTANCE, ADMISSION/:** Admission: The access to, the act of entering or admitting someone to or being allowed or permitted to enter. It is an acknowledgement or confession that something is true.

It means also admitted to enter a society of persons or any other social milieu. e.g. He is admitted to sit for the next exam. His admission to

the cinema caused a great agitation among his friends. The admission to the theatre is through tickets. Admittance; it generally refers to a physical entrance. ...

e.g. My friend gets an admittance to the « building ».

## **6. ADVICE, ADVISE/.**

Advice (noun) expresses an opinion, a point of view (slant point/stand point) ie, it is a counsel. Advise; (verb) to give advice to, to give a piece of one's mind, e.g. He advised his sister to revise her lessons, but she did not listen to him; so at last she failed.

## **7. AFFECT. EFFECT/:**

To affect (verb) means to influence, to exert a certain influence on. e.g. His father's death affected him. Many people were affected by the Second World War. Effects (can be both a noun and a verb). As a noun, it means the result, the consequence or the aftermath: The effects of strike is that most of the factories stopped their products –

The effects of war-: countless houses were demolished. As a verb, effect implies an idea of to accomplish, produce, carry out, bring to pass, complete or finish a task entrusted to, to execute on time. e.g. She has effected a good work. Nobody expected the workers to effect such a good product.

## **8. AFFECTATION. AFFECTION/:**

Affectation: is a conscious fallacy practised by a conscious person to deceive an object. It is a pretence or an artificiality of manner; forced imitation, unsincere (feigned pretence). Pretensions to qualities not actually possessed. Affection is love, emotion, a disposition, good will, loving, warm-hearted – e.g. He loves Nadia very much so there is no affectation about his love. There is no doubt or artificiality about his love ; his love is pure and sincere.

## **9. AFFLICT. INFLICT, INFLECT/**

As a verb to afflict means to distress with mental or bodily pain. As an Idiom, it means to afflict a person with a thing (to humble a person, to distress grievously, to harass, to vex)... Rachid is afflicted with disease. To inflict: is to lay on, to impose on someone (as a punishment – e.g. Six years imprisonment were inflicted on him as a punishment for his

misbehaviour. To inflect: means to bend in, to turn from a direct line or course, to modulate as for voice, to vary in the terminations as in grammar. This rule is inflexible (that cannot be “bent; it is rigid, unyielding, unbending.)

#### **10. ALLREADY. ALREADY/**

**Already** means “by this or that time. I’ve already finished writing – this letter. **Allready**: means quite ready, prepared, disposed to. e.g. We are all ready. for the exam. Rachid has packed his baggage and now he is ready for departure.

#### **11. ALTAR. ALTER/:**

**Altar** is a structure, as a block of stone or a table at which religious rites are performed. It means also a communion table. – e.g. All the crew sat around the altar to celebrate the captain’s anniversary. **To alter** means to change, to cause to vary, to modify. e.g. He took a firm decision that none could alter.

#### **12. AMI ABLE, AMI CABLE/:**

**Amiable** (adj.1) exhibiting friendliness, pleasing, lovable, friendly, kindly. It is used for persons and implies good nature and disposition. e.g. Mohamed is an amiable person. **Amicable**: (Adj.) Peaceable, harmonious (in temperament; i.e. aiming at good relationships or arrangements between persons.) e.g. The characteristics of amiable persons are: to devise amicable arrangements and to settle disputes between persons peacefully.

#### **13. ASCEND, ASSENT/**

**Ascend**: is going up in an upward direction. The opposite is descend. **Assent**: means to be in agreement with-(to agree with), to express agreement or approval, to concur, e.g. The diligent student ascends to higher virtues of success, e.g. The headmaster refused to give his assent to his staff about collecting alms for orphans.

#### **14. ASSURE, INSURE. ENSUES/:**

**To assure** is to make sure or certain, to make secure or stable (to assure life or the future to someone, to assure someone of something, to assure someone about an asking for, or fact. **To ensure** is to make sure or

certain to occur, come or be. To ensure a person from a danger or against risks. To ensure the occurrence of something, to ensure the arrival of the hostages sound and safe. **To insure** is to assure, to issue or obtain insurance on. It is a commercial version of to ensure. It is generally used for institutions and establishments. To ensure a person or a house from fire, burglary, theft, flood, to pay a certain sum of money as a guarantee/to get a house ensured against risks or fire.

#### **15. ATTENUATE, EXTENUATE/:**

**Attenuate:** is to make thin or lean, to break down into 'finer parts, to reduce in density, strength, force and value. e.g. The catties are attenuated this year, (diminished in number). Famine coupled with earthquake have greatly attenuated the town, (numberless figures are –. lost.) **Extenuate:** means to lessen (to render less and less), to underrate, to weaken, to enfeeble, to palliate-e.g « Nothing can extenuate our father's anger. »

#### **16. AUGHT / OUGHT/**

**Aught** means anything, whatever, in any respect, at all. **Ought to:** expresses duty, short coming advisability – e.g. you ought to visit your parents, you ought to stop chatting. Ought to can be used, as a synonym to SHOULD when they express moral obligation.

#### **17. REVENGE, AVENGE/:**

**To avenge** is always used as a verb which means the exact satisfaction or vengeance for or on behalf of an oppressed, weak or innocent. e.g. God avenges the oppressed persons. **Revenge:** is both a verb and a noun. It means to inflict punishment because of a wrong doing. As a noun, it means a retaliation of wrong – e.g. They took revenge on the teacher who had killed their child.

#### **18. VOCATION, AVOCATION/;**

**Vocation** is a particular profession, business or occupation (a career). He has lost his vocation as an artist. (He used to be a good artist; but he failed to pursue it.) He showed a great passion to fishing; so fishing is his great avocation (actual pastime), a leisure, a pleasure but not for the sake of money.

### **19. WAIT, WAIT/:**

**To await** is followed by a noun, pronoun and gerund but never the infinitive. Wait may have an infinitive construction and an intransitive form with the preposition **FOR**, (To wait for) e.g. I have been waiting for him since 8 o'clock.

I am waiting for you to repair my shoes. I await my shoes to be repaired (mended). He found his girlfriend waiting for him.

### **20. Bad (adj) – and BADE –**

**Bad** means low in rank, inferior, wicked, awkward, vicious, not good, defective, not valid, hurtful, noxious (gas), unfavourable, unfortunate, sick. **Bade** (past of to bid) means command, invite, offer a price to make an offer. e.g. The teacher bade the student get out. He bade farewell to his companion. He is very bad at English-This boy is bad tempered.

### **21. BARE, BEAR/**

**Bare** (Adj.) it means naked (without clothes or covering, nude), without usual furniture or equipment, bald, unadorned, open to view, not concealed, scarcely or just sufficient, uncovered,

He walked bare feet (without shoes). He is bare back = without a saddle (horse mounting). He is bare faced = shameless (bold faced) –

**To bear** (verb) to support, endure, to sustain, to hold up, to carry, to convey, to put up with, to accept, to bring forward, to render, to possess, to show, to exercise, to give birth to, to produce by natural growth. E.g. “He could not bear living in the desert, (it is too hot for him to live there) – As a **noun**, **bear** denotes a kind of animal that lives in the coldest regions of the North and the South Poles. **A bear** is a wild animal known by/famous for its skin and fur collected by trappers and sold at high prices. It is useful in making hats and coats...In **Constellation**: two distinct forms of the bear: the Great and the Little. These are stars in the form of a bear. The bear is used as a symbol of innocence, gentleness. It was used in many literary forms by different writers as well as poets. For instance, John Osborne, the famous English playwright used it in his famous play, **Look Back in Anger**.

## **22. BENEFICIAL, BENEFICENT/:**

**Beneficial** (adj.) = helpful, profitable, pertaining to a benefit; advantageous, useful. E.g. His friend's advice proved to be very beneficial for my success. (It was sound and of proven records) –

**Beneficent:** – It **confers** benefit, charitable, kind. A beneficent act receives much praise from people, a beneficent advice is that which renders people dream of the state of providence. (welfare state)

## **23. BIRTH, BERTH/:**

**Birth** (noun) denotes the act of being born. The bringing forth of the offspring. Birthday is the day one is born on (date, day, month, year) in (place) – His birth was like a wink of an eye. The future of a nation was destined by the birth of this outstanding revolutionary leader. **Berth:** (n.) is a sleeping compartment, bunk, a sleeping place in the train or aboard a ship. A storage space, a dock. – e.g. Please book tickets before taking your berths.

## **24. BESIDE, BESIDES/**

**Beside** means near to, by, or very close to, in the vicinity of, In the nearby. e.g. I am sitting beside the desk. **Besides** (adv.) denotes an idea of addition. Moreover, furthermore, more than that etc. e.g. Besides this collection of stamps, I have another one of books.

## **25. BETWEEN, AMONG-/:**

**Between** is used when the question: matter deals only with two persons, things and animals. e.g. The baby is sleeping between my father and my mother. The photos are between the pages. **Among:** is used for more than two – e.g. They divided the tart among them. Take this packet of sweets, take half and give the rest to your sister. – (equal division between two or for more than two, divide these sweets among you. (A whole class is included and share sweets)

## **26. BLUE, BLEW/:**

**Blue** (colour) – The sky is blue. Blew (past of to blow) – **To blow** is to produce a current of air; give out sound; or to force air through or into. To inflate – e.g. He blows in his balloons. The wind blows with a great force in winter.

### 27. BORNE, BORN, BOURN, BOURNE/

**Borne** (Past participle of to bear;) **Born**: given birth to~ e.g. He was born in Setif. “**bourne** (bourn) a boundary, a limit, a goal, a destination. The bourne set up by the colonizers is now under study for a possible shift or change.

### 28. BREAK, BRAKE/

**To break** is to come apart, to shatter violently, to destroy the continuity of, to separate into component parts – e.g. The thief broke the shop windows and helped himself with many valuable things.

**Brake**: is a device for allowing or stopping a vehicle or machine. There are two sorts of brakes: Hand brake and pedal brake. e.g’If the driver had not applied the brakes on time, he would have killed the child.

29. BRIDAL, BRIDLE: **Bridal** pertains to the bride (that deals with marriage or wedding) – Bridal implies the bride’s intendants too. **Bridle** is the head part of a harness for a horse, a restraint, a bridle path = a road reserved for horseback riders. A horse is controlled by means of a bridle or a rein. Wild horses need strong bridles.

### 30. CALENDAR, CALENDER/:

**A calendar**: is an almach; a system of division, a table of days, weeks and months. It is a list, a register or a catalogue; a list of cases to be tried out in a court, e.g. Every new year, bookshops devise new calendars.

**Calender**: is a machine with rollers for finishing the surface of cloth or paper. (moisture, heat and pressure are used) – e.g. She bought a new calender and hang it on the wall, e.g. The tailor took the pieces of garments and ready made trousers to the calender to have them calendered.

### 31. CANNON, CANON/:

**Cannon**; is a mounted gun used for mass destruction. It is used in wars. **Canon**: any rule, law or body of law, genuine books, a church officer. To canonize is to designate or to appoint as a saint.\*. e.g. My brother is the canon of this village.

### **32. CANVAS, CONVISS/:**

**Canvas:** is a heavy cloth of hemp or flax. Something made of canvas such as a sail, a tent, or an oil painting (a strong coarse cloth) Tents are made of canvas. **To convass** (verb) is to cross out; to traverse; to go through a place for the purpose of questioning or solliciting. To examine and discuss, to sollicit votes or opinlons. **Convass** as a noun) is a campaign of solliciting votes, opinions, examinations, investigations, discussions. – e.g. The headmaster gathered his teachers to convass about examinations.

### **33. CAPABLE, CAPACIOUS/:**

**Capable** (adj.)(with/of) – having the ability, The “‘capacity’ and” the inclination. A capable person is a competent and efficient person. **Capacious:** which has the capacity of – (spacious) – capable of holding much; roomy – A capable leader: A leader whose capability is great. A capacious living-room Is a large wide room,

### **34. CELLAR, SELLER/:**

A **cellar** is an underground room; a cave. e.g. They were living in a cellar like a mouse. **A seller:** (noun) – is a person who sells items. e.g. My father is a meat seller{ (a butcher).

### **35. CENSER. CENSOR., CENSURE/:**

**Censer:** a vessel or a pan in which incense is burned. **Censorene** empowered to judge the fitness of manuscripts, communications, for publication. One who censures; a fault finder. The verb is **to censor:** To judge critically; to examine for fitness; to delete as unsuitable. Censordhip of films when they prove dangerous or wicked in contents. **Censure** (verb) means to reprove, to express disapproval, to blame, to criticize unfavourably. e.g. The stockbrokers censured the bill.

### **36. CEREAL, SERIAL/:**

**Cereal** edible grains such as wheat, maize, corn, barley. **Serial:** a story or a film published in parts or in installments; divided and projected in parts; in units or in chapters. e.g. The Mediterranean countries consume a lot of cereal. This film is very long; it will be shown in installments.



### 37. CESSION, SESSION/:

**Cession:** is the transfer or shift from one place to another, or it is a change of territory; the transfer of rights and property. **The cession** of the Brazilian capital was very beneficial. **Session** is a meeting, the sitting of a court, council or a period in~series. e.g. Everybody enjoys the English session (period)

### 38... CHECK, CHEQUE/:

**To check:** is to impede to stop, to test, to verify, to investigate, to make a check mark (V) upon as the case of a custom house. **A check** (n.) – a hindrance, an obstruction, stop, a verification of accounts, an examination or an investigation. **Cheque:** (n.) – It is an order to pay drawn on a bank, e.g. The taxi-driver checked the water pressure. If you want to draw money from the bank, you have to fill up this cheque.

### 40. CHORD, CORD/:

**Chord** is a string of a musical instrument. esp. a guitar. **Cord:** it is a rope.

### 41. COMA, COMMA/

**Coma:** is a state of prolonged stupor caused by injury, a disease or poison. **Comma.** is a punctuation mark (,) used to indicate a brief or a minor pause.

### 42. COMPENSATION, REMUNERATION/

**Compensation:** – is the act or the result of compensating things or money received as an equivalent for a loss (or an injury). Regular payments given Instead of wages, to a worker injured on the job, (workman\*s compensation) – **Remuneration:** is a pay given to any person for any service, a loss” or expense, a reward or a recompense. The worker was a hard-worker; so he received a remuneration for his work.

### 43. COMPLIMENT, COMPLEMENT/

**Compliment:** is an expression of praise or admiration “used” in formal greetings. e.g. She paid the headmaster a compliment. **Complement:** That which fills up or completes.

### 45. CONSCIOUS. CONSCIENTIOUS/:

**Conscious:** to be aware of, to have a knowledge about e.g...He is quite conscious of what he does. (He has not been absent minded at the time

he has done it.) Conscientious: (**Adj**) – Scrupulous, something done according to conscience, to act according to one's mind.

#### **46. CONTEMPTIBLE, CONTEMPTUOUS/:**

**Contemptible:** that merits scorn, disdain and blame: something despicable. e.g. She has a contemptible behaviour. **Contemptious:** expressing disdain and scorn. e.g. Everybody scorns him for his contemptuous demeanour.

#### **47. CONTINUAL, CONTINUOUS/:**

**Continual:** continuous actions done at interval, breaks or at short let ups. e.g. Yesterday, there was a continual rain. (It was raining at breaks.) – **Continuous:** without stopping (with no break in between from the~beginning to the end.)

#### **48. COUNCIL, COUNSEL., CONCEAL/:**

**Council:** it is a body of representatives, a deliberative assembly. The noun is **councillor**, **counsel:** It is an interchange of opinions between two or more. **To Conceal:** is to hide (a secret for instance), the opposite of to show or to reveal.

#### **49. CUE, QUEUE/:**

**Cue:** is a guiding suggestion, the spoken words that give the signal to the next speech or action in a play, or a signal to turn on the stage. **Queue:** A waiting line-French: It could mean a hair braided and worn as a pigtail.) e.g. Wait a minute, it is his cue, he will appear on the stage. A large crowd is queuing at the stadium.

#### **50. CURRANT, CURRENT/**

**Currant:** A small seedless raisin, a shrub bearing red acid berries. **Current:** That goes with the present time, of daily life, of day to day activities, of the living present; something widely circulated, belonging to the immediate present. **Current** may denote a moving stream of water or air or a general course; as of events or opinions.

#### **51. CYMBAL f SYMBOL/**

**Cymbal:** is a musical instrument: one of a pair of metal concave plates that ring when strung together, (n.a cymbalist) – **Symbol:** is an object standing for or representing something else; an emblem: it may be a

letter, a figure or a character. The cymbalist plays on the cymbal – Symbols are the typical use of modern paintings.

#### 52. DEDUCE, DEDUCT/

**Deduce** (verb) “to infer the meaning from, to derive or to draw conclusions from, to conclude by reasoning. The adj. is deducible.–. e.g. No idea can be deduced from his speech. **Deduct** (verb. = To reduce from, to take away or subtract. The adj is deductible.

#### 53. DEFINITE, DEFINITIVE/:

**Definite**; means exact. precise, righteous, having fixed. and clear limits.

**Definitive**: final, conclusive, fixed. e.g. If you are not sure of what to say about the meaning of this word, do check its definite meaning in-the dictionary. His decision to leave the town is definitive and there is no doubt about it.

#### 54. DELIVERANCE, DELIVERY/

**Deliverance**: is delivery from any restraints ‘rescue’) – e. g. He delivers his friend from the danger. **Delivery**: The act of delivering; transport of goods; to deliver letters: to distribute them to their owners, e.g. You must pay him for the delivery of goods.

#### 55. DEPRECIATE. DEPRECATE/

**Depreciate**: is to become worthless; to lessen the value of; to decrease in value (to devaluate) **Deprecate**: To lay waste, to lunder, to express disapproval towards an action. The noxin is depradation – e.g. His great efforts were finally depreciated (lowered in value) – Her behaviour was not accepted, it was entirely deprecated.

#### 56. DESERT, TO DESERT, DESSERT/:

**Desert**: is a dry sandy wasteland (a wilderness) – a barren land. AS a verb; it has the meaning of to abandon someone, to maroon or to forsake.

**Deserts**: are the merits, the virtues someone deserves. **Dessert**: A sweet served at the last course of a meal. Another synonym for desserts could be assorted appetizers. e.g. He lives on a desert island. She got her deserts, at last. Get up now, the lunch is finished: there is no dessert left.

### **57. DEVICE, DEVISE/:**

**Device:** A contrivance, a gadget, a scheme, a heraldic aescigh as on a coat of armies: a tool, an instrument, e.g. Any sharp device can open this tin.

**Devise:** as a verb, has the meaning of to plan, to bequeath, to think out, to concoct (a conspiracy), to scheme, to transmit the property by will. The noun is deviser, devisor, devisee, e.g. He devised a nice book.

### **58. DUE/, Dews/:**

**Dew** is moisture; small drops (droplets) of moisture condensed from the atmosphere on the leaves/stems at night. **Due:** owed, payable, attributable; that which is owed or required, ascribable to. This afternoon, it will be a dewy night. (see the dewpoint) – Give the doer his proper due. (merit)

### **59. DIE, DYE/**

**To die:** to cease to live or to exist; to exist no more. **To dye:** to change the colour of. As a noun it means the liquid or any other matters used to change the colour of something. e.g. He dyed his coat from black to brown. He died at the age of sixty years old.

### **60. DISCOVER. INVENT. CREATE**

**To discover** is to gain the first sight of something or to get first first hand knowledge about something hitherto unknown. e.g. Christopher Columbus discovered the West Indies in 1492. **To invent:** is to originate or be the first to devise, fabricate a story or create something new. e.g. He invents a dialogue when he was asked to perform something on the stage. **To create:** To bring into being; to cause to exist; to give birth or rise to. e.g. God creates the earth. The student has the sense of creativity.

### **61. DISPLACE., REPLACE/**

**To displace:** is to place in the wrong order. To put out of The usual order. To remove from office (the case of a displaced person) is the scene of that – person driven from his house by war. **To replace:** is to put back, to restore, to return, to take the place of, to substitute for. e.g. He replaced his father in the shop. (his father was very ill).

## **62. DIVERSE, DIVERS/:**

**Diverse** means several, many, various, of a different sorts and types (it is the same as diverse.) e.g. **Divers** gentlemen are gathered near the building: they are trying to work out the scheme of the new road. **Diverse**: different, unlike one another. e.g. I don't agree with them because they have diverse points of view.

## **63 DRAFT, DRAUGHT, DROUGHT/**

**Draft** is the first sketch, an outline, or a "written" order for payments; it is a kind of rough paper, e.g. He makes a draft for his new book. **Draught**: a draft, a current of air (between door vs window) – e.g. VWhat a nice draught it is! it invigorates the soul of a dead person. **Drought**: it is a long continued dry weather; it is due to the lack of rain. e.g. Sahel Regions suffered drought for many years.

## **64. ECONOMIC, ECONOMICAL**

**Economic** denotes utilitarian fit pertains "to the world of economy. **Economic** is the science of production' and distribution of goods and services. **Economical** is a thrifty, mean, frugal person. It is an Adj. given to a person who never shows up his money. The opposite is to be extravagant. e.g. An economic matter (a matter with relation to economics.) – He is an economical person He does not like spending his money.

## **65. EFFECTIVE, EFFICIENT, EFFICACIOUS/:**

**Effective**: that which has a high degree of effect'./e.g. His speech was very effective. (it is influential) – **Efficacious**: means having power adequate to an intended purpose (effectual) – **Efficient**: Adequate in performance or operation, capable, competent, productive of effect. e.g. He is an efficient doctor. The medicine prescribed was very efficacious.

## **66. ELIGIBLE, ILLEGIBLE**

**Eligible**: is fit to be chosen, worthy or "dereserving of choice. e.g. Legally qualified, available and desirable-as a husband he was proved to be eligible for the post. **Illegible** means impossible or hard to read. e.g. your handwriting is illegible.

### **67. EMIGRANT, IMMIGRANT/:**

**Emigrant** is one who emigrates. The verb is to emigrate, to leave a country or a region to settle elsewhere. e.g. Rachid is an Algerian Worker who emigrated to France. So for the French, he is an immigrant. **To migrate**: to go from one place to another as the case of migratory birds. In Algeria, in winter, the birds migrate from the north to the south.

### **68. EMINENT, IMMINENT/;**

**Imminent**: which is likely to occur soon; impending. **Eminent**: High in rank or office (conspicuous and trustworthy.), of high repute: – e.g. He is an eminent teacher.

### **69. EMPTY, VACANT/:**

**Empty**: is the opposite of full-An empty bottle is that which has nothing in or that consists of a void. **Vacant**: A vacant room is a room not occupied by any person. The bus is empty: There is none on it. This post is vacant: not occupied by anyone.

### **70. ESPECIALLY, SPECIALLY/:**

**Especially** is mainly, exceptionally; distinguished from others (of the same kind)~ e.g. Setif is very cold especially in winter. **Specially**: of a particular reason, cause, kind or purpose (being a particular one) – e.g. He made a special visit to the town. He came from Spain specially to marry her.

### **71. FAIR, FARE/:**

**Fair**: is good to look upon, beautiful, blond, light, coloured “spotless, clear, uncloudy (sky); bright and not stormy, e.g. She has got a fair hair. Today the weather is fair. **A fair play** means a play without violence (a non-violent play). **Fare**: As a verb it means to proceed, to go, or to travel. This verb also has the sense of to eat and to drink. As a noun fare means the amount charged for passage, any charge or rate, e.g. The passenger has to pay for his railway fare.

### **72. FETCH. BRING/:**

**To fetch** is to go after something and bring it back. To go and bring. e.g. Go and fetch me a glass of water from the kitchen. **To bring**: is to take

with, to come to a place with something in the hands. e.g. Please bring in me my books when you come.

### 73. FRAGRANT, FLAGRANT/:

**Flagrant** reveals or bears the sense of covertly outrageous, glaring and scandalous. We speak of a flagrant theft or murder. **Fragrant**: sweet scented flowers.

### 74. GENTLE, GENTEEL/

**Gentle**: means docile (animals), calm, quiet, noiseless (person). e.g. Everybody loves this child because he is very gentle. **Genteel**: Affectedly refined or well-educated (well-brought up, of good breeding nature. It means, also fashionable and well-bred. e.g. My friend is a – noteworthy person: his demeanour reflects the genteel social stratum.

### 75. GAOL, GOAL/:

**Gaol**: means a prison and jail (American) – e.g. The criminal was sent to the gaol because he did not tell the truth. **Goal** denotes a target, an aim, an end to reach in this life, a project, a future prospect or an object in view, e.g. His goal in this life is to make a name for himself.

### 76. GOOD, GOODLY/:

**Good** has the meaning of pleasant, acceptable, favourable, possessing, having desirable, pleasant, and attractive qualities. e.g He is a very good person at heart. **Goodly** means large in number, adequate in quality. e.g. He is a goodly person. A goodly number of students are gathered around the school.

### 77. GRATE, GREAT, GREET/:

**To greet** someone is to salute him/her. To pass a salutation as good morning, good afternoon, Hello. **Great** has the sense of big, huge, enormous, gigantic, tremendous, noteworthy, of high personality or character – e.g. He is a great person (very noble). This boat is great. Grate: it is the place where fire is lit. (a fireplace, a hearth) e.g. Put these pieces of log in the grate and wait for me to come back.

### 78. HAIL, HAUL/

**Hail** is a verb; it means to welcome, to greet, to pass salutations, to cheer, to

cry or call to attract attention. As a noun the word has the meaning of a pellet of ice falling in showers; frozen rain drops – **Haul**: As a verb means to drag forcibly, to haul, to pull. As an Adjective, it bears the meaning of robust, or in good health.

### **79. HANGED, HUNG/:**

**Hanged** (reg.verb.) = to suspend by the neck until death. To let dangle, to let bend or droop downward; to execute by hanging. e.g. The criminal was hanged yesterday. **Hang**{hung, hung) is to support from above and not from below – to suspend. It also means to hold fast, to attach as a wallpaper, to fix, to cling clothes. e.g. He hung the picture upside down.

### **80. HEW, HUE/**

**Hue**: means the colour in general. e.g. This door is painted in a brown hue.

**Hew**: (hewed, hewn) = to cut with an ax, or a sword, ...To cut down, to chop. e.g. He hewed the tree to set a fire.

### **81. HUMAN, HUMANE**

**Human**: belonging to humanity in general. e.g. He is a human being.

**Humane**: inclined to treat others and animals with kindness, benevolent, compassionate. e.g. His humane behaviour makes from him a noble person.

### **82. INCIDENT, ACCIDENT/**

**Accident**: an event, an occurrence of something unexpected or unforeseen. e.g. The accident that took one of his best sons was a great shock for him. Incident is an event, a casual happening. e.g. The president's death was an important incident in the history of the country.

### **83. INDICT, INDITE/**

**To indict**: is to accuse, to charge with an offence (n.'), an indictment, a suspect. e.g. My friend is indicted with a murder. The barrister checked up the indictment. **To indite** is to put into verbal form, to write or compose – e.g. The singer indited the lyrics of the new song.

### **84. INTELLIGENT, INTELLIGIBLE/**

**Intelligent** means quick to understand, marked by or indicating intelligence. e.g. This person is very intelligent. (He reveals a good sense of reasoning.) – The student made an **intelligible**



sentence/example (The example shows a certain degree of intellectual ability.) (i.e. The sentence is very clear and understandable, easily grasped by the hearer and well thought of by the producer.)

### **85. IRRUPTION, ERUPTION/:**

**Irruption:** A violent creaking, a burst in, a sudden invasion. e.g. The Iranian irrupted the Iraqui. During the Gulf War, The Iraquis were irrupted by the Allies parachutists. **Eruption:** A bursting forth, the verb is to burst forth violently and suddenly like a volcano or a disease, e.g. When the volcano erupts, all the inhabitants will run away seeking shelters.

### **86. LAY, LIE/:**

**To lay:** to put (laid, laid) is a transitive verb (take an object or a completion.) – It means also to bring into existence, e.g. The hen lays eggs. Please lay this table before the guests arrive. **To lie:** (lay, lain) intransitive verb: (no need to an object) – e.g. The swimmer lay on the sandy beach.

### **87. LEA, LEE/:**

**Lea:** is a meadow or a land or an estate-Eg: He put his tent in the middle of a lea. **Lee:** has the meaning of a shelter or the side of the ship away from the wind. e.g. The captain is very tired; so he takes a nap on the lee.

### **88 LEAST., LENT/**

**Leant** is the past participle of the verb to lean. (lean, leant, leant) – It is very dangerous to lean your heads out of this compartment. **Lent** is an unusual period of fasting, a penitence in the Christian ritual. It has also the meaning of to give something to someone temporarily. It is the past and the past participle of to lend (lent, lent) – the opposite **of to borrow**.

### **89. LIVELONG, LIFELONG/:**

**Lifelong** is enduring throughout one's life, or' during the course of one's life. This illness is life-long (it is incurable): it goes on with a person until his death. A lifelong friendship will remain between the couple. **Livelong:** (adj.) – it means the whole, entire. e.g. The livelong night (the whole night) –

### **90. LOOSE, LOSS/**

**Loose** is unfixed, untight, unattached, slack, relaxed and vague. e.g. This screw has become loose; so you have to tighten it He wears a loose pair of trousers. (it is his father's pair.)

**To lose:** (lost, lost) = to waste; to lose one's money in gambling, to lose one's way, to squander, to fritter one's money (to be an extravagant) – to lose one's vane = to be lost in the clouds or to be at a loss, All these expressions suggest a self loss. – e.g. He lost a lot of money in drinking.

### **91. LOVELY, LOVABLE/:**

**lovely:** beautiful, prepossessing, attractive, delightful e.g. He is a lovely child. **Lovable:** deserving love, affection and tenderness. e.g. His manners are lovable.

### **92. LOWLY, LOW/:**

**Low:** is the opposite of high; it means inferior in rank or position. e.g. I can't hear you because you are speaking in a low voice. **Lowly:** adj. Humble, meek, modest, very simple – The noun is lowliness – e.g. Lowly persons are lovable.

### **93. MAIN, MANE, MEAD**

**Main** means chief, very important, principal, essential – e, g. He drove on the main road on an A Road) – The assembly tackled the main points of the problem. **Mane** is the long hair on the neck of an animal like a lion or a horse. e.g. The lion's mane is very dense, **MEAD:** is a meadow, a lea, a land...It has also the meaning of a fermented liquor of honey and yeast, eg. The horses are grazing in the mead. Meed; is a reward or a recompense. The best student received his meed after his remarkable success in the exam.

### **94. MINER, MINOR/**

A **miner** is a worker in the mine. (e.g. The job of a miner is very difficult and risky.) – **Minor** means of lesser degree, not very important, inferior; it is the opposite of major e.g. He is still a minor; he can't draw money from the bank.

### **95. MOAT, MOTE/:**

**Moat** is a hole in the ground, or a ditch or a hole used "by soldiers to hide

themselves at times of war: this serves as a shelter against bombings-It can also be used as a trap against any enemy. **Mote:** A small unit or particle of dust. e.g. What a windy day it is! You should put on your glasses to prevent motes from impairing your sight.

#### **96. MOMENTOUS, MOMENTARY/**

**Momentary;** lasting only for moments; just taking up a short period of time-ephemeral – e.g. His anger lasts but for a moment. (his anger is not everlasting.) –

**Momentous:** of a great consequence; of an extreme importance – e.g. He is very slow in taking up decisions; but once in a particular situation, his decision comes momentous, (or of momentous importance.) –

#### **97. NAUGHT, NOUGHT/:**

**Naught:** has the meaning of nothing, **Nought:** has the meaning of zero, nil and cipher.

#### **98. NOTABLE, NOTICEABLE**

**Notable:** that which is worthy of note, remarkable, eminent~e.g A notable person is a prominent person and of high importance: A VIP (A very important person.) **Noticeable:** that which can be seen or observed, that we can notice. – e.g. He makes a noticeable mistake.

#### **99. OFFICIAL, OFFICIOUS/:**

**Official:** pertaining to an office, that is “related to” an office, that which is related to the discharge of the duties of an office. As a noun-it means a person holding an office. – e.g. he receives an official letter. **Officious;** acting in unduly important manner, too forward in offering unwanted services, intermeddling and obtrusive way of welcome. e.g. This person always gives us an officious welcome.

#### **100. ORDINANCE, ORDNANCE/;**

**Ordinance:** is an order given by a superior in the array. It is an authorized order, a law or a decree e.g. Capital punishment was a drastic ordinance set forth by some governments. **Ordnance:** is a heavy artillery as weapons of all kinds and admonitions. e.g. When the soldiers received the ordinance to attack the villagers, they started sending their ordnance to the places to be bombed.

### 102. PEAL, PEEL/

**Peal:** is the loud ringing of a bell, of thunder or laughter. **Peel:** To~ strip the skin of as to peel potatoes, bananas or oranges.

### 103. PAIR, COUPLE/

**Pair** is a matched set of two things (of the same sort, two cards of the same nature.) (a pair of gloves, of trousers, glasses, of shoes, binoculars, scissors... **Couple** is used only for persons of opposed **sex** (feminine+masculine) – **a couple**. A couple is related by certain bounds, conditions as marital bounds, It can also mean a period of two days, months, years, weeks... **e.g.** I saw my friend a couple of weeks ago. (**two** weeks ago.)

### 104. PAIR, PARE, PAR/

**Par** is a set of two, a group of two. **Pare:** (Verb = to **cut** or shave off the skin or the edge of something. It has also the sense of to reduce. **Par:** That which is full of nominal value of money, stock (An accepted standard or level of something.) – e.g. Don't pare that tree (Don't cut it) I bought a new pair of sun glasses-If you want to keep up to par you have to work very hard.

### 105. PLATE, PALETTE. PALLET, PALATE and PELLET/:

**Plate** is a shallow dish used for food – its contents) – **Pallet** is a bed of straw or rags. **Palette** is The thin board on which an artist **mixes** his colours. **Pelet** is a woolen ball used in knitting.

**Palate.** is the roof of the mouth. (see the soft palate and the hard palate in articulatory Phonetics.)

### 106. PENDANT, PENDENT/

**Pendant:** is a hanging ornament for the ear like an **earlace**. **Pendent:** a hanging, and a pending. The verb is to pend (or to hang someone as if he/she is **in a** balancing position) – The criminal pends his wife in the midnight. She has a nice pendant on her ear.

### 107. PERSECUTE, PROSECUTE/;

To **persecute:** is to make suffer for divergent principles, to harass or to annoy by repeated attacks. It **has** also the sense of to persist on doing something so as to give annoyance to others/to cause to pester. The

policeman persecuted the innocent thief. **To prosecute:** is to institute legal proceedings against-To pursue studies or other objects, to chase, to follow, to prosecute someone for theft, crime, forgery, traffic, bribe, fraudulent imitation of a signature, document or feigned money minting. (illegally.)

#### **108. PERSONATE. PERSONIFY/:**

**To personate**, to impersonate, to pretend to be, to assume the character of, to play the role of – e.g. He tries to personate his father but he could not. **To personify:** to attribute human qualities to an inanimate object or thing, to exemplify or to typify (it is used in poetry under the name of personification).

#### **109. PLANE, PLAIN/:**

**To plane** as a verb means to level. As a noun it is a flat “or of level surface. It means also a tool for smoothing wood, a type of tree, an aeroplane. **Plain;** means flat, level, unobstructed, open, easily understood, plain figure (not handsome or fancy), a plain answer: a simple and frank answer; the plain truth: the absolute truth-he explains the matter plainly: openly and without any constraints.

#### **110. PHYSIQUE. PHYSIC, PHYSICS/:**

**Physique.** is the structure and development of the body **Physic:** A medicine specifically a cathartic (a. Catharsis: Purgation) – **Physics:** The science that deals with the properties of matter and energy. He must go to his doctor to get little physic to restore to his physique. This teacher is very keen on physics.

#### **111. POLE, POLL/:**

**Pole is:** either end of the axis of a sphere. (north pole or south pole) – Either end of a terminal of electric cell. **Poll:** The voting of an election. The number of votes cast. It is a place of voting; a survey of opinion (French: Sondage d\*opinion) – Eg/. Tomorrow, the presidential elections will take place; so every citizen will take his/her way to the polls.

#### **112. POPULAR, POPULOUS/:**

**Popular:** is a synonym for famous; celebrated, well-known. **Populous:** dense

with population; greatly inhabited – e.g. Elvis Presley is a popular rock singer. To be popular is to get wind, to make a name for one self. The opposite is to be disreputed (not reputed), unknown, unfamous. e.g. Setif is a populous town. China is the most populous country in the world.

### **113. PRACTICE, PRACTISE/:**

**Practise:** (verb) (Engl.) Practice (Americ.) to perform, to carry out, to do habitually, to exercise as a profession. e.g. He practises football.

**Practice:** (noun. J- an action, performance, actual doing, proceeding. This teacher is always working in the laboratory; he must have the sense of practice.

### **114. PRAY, PREY/:**

**To pray:** to give as an offer, or to offer a prayer to, to worship God. The Muslims pray five times a day. **Prey:** is an animal killed by another (a predator) for the purpose of food or as a result of hunger or starvation. It also suggests any victim caught by a more powerful body. (The bird of prey) – The lion devours his prey.

### **115. PRECEDE, PROCEED/:**

**Precede:** that comes before, e.g. The children precede their fathers in the tunnel. **To Proceed:** To go on, to move apace, to move forward, to come forth. e.g. If you want to finish your project on time, you should proceed on it right now.

### **116. PRESCRIBE, PROSCRIBE/:**

**To prescribe:** is to give as a prescription; to list or to issue a medical prescription for a specific course of medicine. e.g. **To prescribe** a diet to an ill person, to give directions to a disabled person to recover from his illness:: The doctor prescribed a long list of medicaments to the soldier because he was seriously injured. **To Proscribe:** is to condemn, to prohibit, to banish. e.g. Tolstoy proscribed the war as a deadly evil.

### **117. PRINCIPLE, PRINCIPAL/:**

**Principle** is the general law of conduct e.g. He set all the principles his friend should proceed on.

**Principal:** is the head of a school; it means also the main, the most important and the essential. This is the “principal street (the main road) –

### **118. BROACH, BROOCH/:**

**Brooch** is a tool for piercing, to open and start using. **Brooch** is an ornament such as a pin used to attach or fix a strand of hair. The chairman is waiting for someone **to broach** the discussion (or to break the ice.) To speak first in a plenary session.) – e.g. Yesterday, she bought a very nice brooch for her curly hair.

### **DICTION**

Diction is a broad subject that embraces the most common features of good writing. This of course depends on the good usage, exactness, wordiness, repetition, tautology verbosity, inexact phraseology, pleonasm and redundancy,

#### ***A) Good usage/***

What we mean by good usage is the systematic selection and fresh but not worn out words. The adequacy of a good word when properly chosen necessitates a perfect mastery and concentration on the part of the producer, who presumably will hammer to produce well and coherent sentences by means of his careful instinct as well as an upto date dictionary. Thus, it is fairly recommended to acknowledge the accuracy of certain contents as the *Oxford Dictionary, Webster's New International Dictionary' or Chambers Twentieth Century Dictionary.*

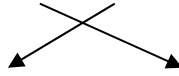
A good explorer should use all the possibilities of any scheme to help provide with his sharpened wits in making words count as a unit bringing the meaning to an offhand ease. To achieve tautology and wordiness, the explorer should be exact.

#### ***B) Exactness/***

Exactness is the appropriate use of any word according to its function and the value it brings to the production of a correct and coherent sentence.

1. To be exact in what you say and what you write, you should master the different parts of speech and their appropriate function.

## Parts of Speech



Function Words  
(Syntax)

Lexical items  
(Semantics)

2. When you are not sure of any word, it is better for you to consult a good dictionary.
3. Choose fresh and upto date vocabulary items and try by far to avoid worn out words or archaic language.
4. Master the art of speaking and writing and convey your thoughts directly to the reader without using far-fetched words and obsolete language.
4. Have a go at any initiative (enterprise) of improving your written ability by avoiding repetition, tautology and – wordiness. Help yourself to be concise and pithy in the presentation.
5. of your ideas. Remember Shakespeare’s saying “Brevlty is the soul of wit.” Express your thoughts in a few words but to the point. Let your words be direct, sound, natural and effective.
6. Choose simple words, think them over then use them with precision and care. Make every word count in your sentences. Avoid useless repetition and omit words that add nothing to the meaning.
7. Avoid using **newly coined words** because they should find no room in your writing. As language is in a constant change, archaic words should play no part: they ought to be left out and replaced by fresh new items.
8. Avoid excessive detail as this spoils your writing. Hence, be concise and precise. Have your words conveyed your ideas? Have you provided enough information to your reader? Are the detailed knowledge useful in your writing? These are some instances of the questions one may ask himself to avoid clumsiness and awkwardness in thoughts.
9. Don’t write in technical terms except when you are dealing with a technical branch as engineering industry, commerce or Business matters of general interest.



10. Don't write using foreign words and phrases, or part of a specific dialect because this\* "renders your style clumsy and tasteless for your readers' interests.
11. Avoid **pedantry**; the art of playing upon words (a pan of words): Don't stretch your muscles and go overboard by expressing your ideas through difficult words to show up your mental faculties while you know that simple words suffice to convey the meaning. There is no pleasure and no boasting over such a writing. The best writer is that who masters the art of choice, the selection of items in an offhand simplicity.
12. Omit or **avoid inexact phraseology**: the common mistake that the learners of any foreign language generally make is the illogical ordering of their words. They just jot down anything that comes to their mind ignoring how much awkward their writings will influence their readers. Thus, it is advisable to avoid misplacement of words and misuse of information. The meaning of any sentence depends on the syntactic relation of words in a given context and any failure to observe this, incoherence may rise leading to faulty and incongruous constructions. It is quite noticeable to note that unclear, obscure and ambiguous writing will be regarded as meaningless.
13. Avoid **hackneyed expressions or " clichés"**. Try to innovate. and vary the tone of your writing.

#### EXAMPLES/

1. **Pedantry**: Don't use:
  - a) Minify: ...for diminish, reduce or slow down,
  - b) Locality:., ...for place.
2. **Inexact Phraseology**: e.g. Reading novels is a good means to enrich one's vocabulary. (reading novels is not a means.)
3. **Tautology**/: It is another form for repetition. Avoid Repetition in such examples: – We both Mohamed and I travel to Algiers.
4. **Redundancy**: (pleonasm): The use of unnecessary words: –  
eg. **Inappropriate**: She returned back (the word back should be omitted)

– Rachid and Amar continue helping each other mutually,

**Appropriate:** Rachid and Amar help each other or Both Rachid and Amar have a mutual help.

**5. REPETITION/e.g.** The book that Mohamed has lent me that day is a nice book that I have ever seen. – She is one of the best student in the form this year as she has won one prize as the most outstanding student in the class actually.

**6. VERBOSITY/it** is the use of a lot of words without any significance. it can be a synonym for wordiness from a wordy (or a verbose) style. Any performer longing for perfection and mastery of his future occupation, should sharpen his wits in whatever domain his hand could reach, to give a fre lance to his hand for any manual work and to his tongue for any conversation that arouses passion. It is through practice that one can learn: Practice makes perfect as the maxim suggests-We must venture until one gets his proper way of shaping things.

### **7. OLD AND ARCHAIC WORDS/:**

Old words cannot have a place in the common use of any language.

e.g. Avoid: – 1. Spouse-----for wife.

2. Methinks for I think.

3. Folk – for people.

### **8. NEWLY COINED WORDS (NEOLOGISM/:**

As old fashioned words disappear, so new words will replace them. Be careful of their use. – Avoid using:

e.g. correctitude-----for correctness.

insuccess----•----for failure.

trepidous-----for timid –.

**9. FOREIGN WORDS AND PHRASES/:** These are some samples of foreign words that should be avoided in your writing,

e.g. 1. Raison d'être-----The right or reason for existence.

2. Status Quo-----An existing state of affairs.

3... Bonafide-----In good faith, faithful.

4. Literateur-----a man of letter.

## **10. DIALECTAL WORDS/:** localisms/Provincialism/slang.

These types of words should be carefully used: –

1. To chop yarns: To tell stories.
2. Hen party: a party of ladies.
3. To chum up with: to live peacefully with.
4. To settle one's hostilities: To kill him/her.
5. To feel very fit: to feel in good health.
6. To have one's belly pinched: To be very hungry.
7. Okay: All right.

## **11. VERNACULARISMS/;**

Foreign language learners very often make mistakes when translating their thoughts directly from their mother tongue languages into English; thus falling in the trap of interference. The common mistakes they generally make are misplacement of prepositions, and other parts of speech.

- e.g. 1. Are you going where?      Where are you going?  
2. What you are doing?      What are you doing?

## **12. HACKNEYED EXPRESSIONS/:** Such examples are: –

- He is weighed in the balance and found wanting.
- To burn the midnight oil.
- A bolt from the blue.
- To hasten to add.
- Fit audience though few.
- Thereby hangs a tale.

## **13. NOTE WORTHY (EFFECTIVE) WRITING-/**

The fundamental qualities of effective prose are coherence, logical thinking, unity of thought, point of view, emphasis and variety.

### **HINT//:**

When we want to express ourselves for different purposes, the best way to do it is to use words that convey the sense. As the sentence is the smallest unit of thought, one should upkeep its construction. When we are able to produce it, we shall grow in an inner feeling of mental processing for writing any other piece regardless its length and form. The misplacements of words in any sentence will bring about incoherence. Hence, it would be advisable for any

writer, aiming at improving his style, to cast an eye on his logical ordering of thoughts. The incoherence is related to: ~

### **Misplacement of the various parts of the sentence.**

- There is no respect to the rules of proximity (immediate nearness in time, place and relationship.)
- The misplacement of correlatives.
- Misplacement of adverbs.
- Dangling participial phrases and phrases containing the gerund.
- The use of “squinting formations.”

**NOTE/:** These are some instances encountered during my teaching career. They can serve as an emphasis to the previously mentioned information and good examples to model on.

### **1. MISPLACEMENT OF THE VARIOUS PARTS OF A SENTENCE/:**

As any organised body, the elements or the components necessary to build up a structure necessitates accuracy and balance. Similarly, the components of the sentence require much balance and attentive choice. The words we put in any sentence must not be put here and there or at random; but a special care should be taken when formulating any type of sentence.

1. e.g Amel is sitting the garden in now. (**inappropriate**.)
2. Amel is sitting in the garden now. (**appropriate**)
3. Amar is eating cake nice. (**inappropriate**)
4. Amar is eating a nice cake. (**appropriate**)
5. For whom are you waiting? (**inappropriate**)
6. Whom are you waiting for? (**appropriate**)

### **2. THERE IS NO RESPECT TO THE RULES of PROXIMITY/:**

We are taught to place words which are closely related in thoughts near each other.

- A.) (faulty): the Relative pronoun, should be placed near its antecedent.  
e.g The “person speaking to me is my friend (correct): The person who is speaking to me is my friend.
- B) Qualifying clauses or phrases should be placed near to the words they qualify.

e.g (**Incorrect**): The boy attempted to finish his exercises on time, he is very diligent.

(**Correct**): The boy who attempted to finish his exercises on time is very diligent.

C) Make an adverbial phrase come closer to the word it modifies.

e.g. She asked me to immediately go to the doctor. (**inappropriate**)

She asked me to go immediately to the doctor. (**appropriate**)

D) A prepositional phrase should be placed immediately after the word to which it is an adjunct.

e.g. A speech had been delivered by the president. (**Inappropriate**)

A speech by the president had been delivered (**appropriate**)

E) Nouns and prepositions that have a connection in the meaning must be placed near each other.

e.g. (**inappropriate.**) Abdelhakim is a teacher of philosophy, he is the son of a prominent man of letter.

**Better**/: Abdelhakim, the son of a prominent man of letter, is a philosophy teacher.

**3. MISPLACEMENT OF CORRELATIVES**/: Correlatives are very important in giving the sentence its effectiveness and strength. It is therefore, of paramount importance to give them their appropriate places to ensure the transition of the message.

1. **Inappropriate**: He both insulted me and my father.

**Appropriate**: He insulted both my friend and me.

2. **Inappropriate**: They neither helped her nor her sister.

**Appropriate**: They helped neither her nor her sister.

**4. MISPLACEMENT OF ADVERBS**

In formal English, adverbs such as just, even, hardly, nearly, and only are generally placed immediately after the words they modify.

(this is generally related to the sense.)

E.G. –

1. This car costs only £2000.

This car only costs £2000. (better)

2. Anything nearly makes him nervous.

Nearly anything makes him nervous. (better)

3. He did not even do the-exercise. He even did not do the exercise.

### **5. DANGLING PARTICIPIAL PHRASES/:**

e.g. Entering the stadium, the match began, (**inappropriate**)

- Entering (or having entered) the stadium, we watch the match starting. (**appropriate.**)

### **6. DANGLING PHRASES THAT CONTAIN A GERUND/:**

e.g. **Dangling.:** When reading a lot of books, your mental faculties will develop.

**Better/:** When you read a lot of books, you can develop your mental faculties. (balanced sentence) (see parallelism)

### **7. AVOID SQUINTING FORMATIONS/:**

e.g. (dangling): She promised tomorrow to visit me.

(improved.): She promised to visit me tomorrow.

## **8. NOTEWORTHY WRITING/**

### **a) UNITY AND LOGICAL THINKING/**

**Recommendations/:** Avoid the following points: –

1. Avoid clumsiness of thoughts.
2. Avoid mixed, obscure and illogical ideas’.
3. Avoid uncongruous constructions.
4. Avoid using the double negative.
5. Avoid the illogical relationships between one part and the others.
6. Avoid excessive details.

### **UNITY AND LOGICAL THINKING:**

“Unity is strength” as the maxim says; so what is meant by unity is the interweaving of the different ideas and thoughts. When we want to write a paragraph, we should always care about the central idea. We should make sure that all our sentences flow in a logical order so that coherence will be secured. Our ideas should revolve around one idea which will therefore stand as the backbone of our paragraph. All our work should take into account:

### **1. The Introduction – 2. The Development – 3. The Conclusion**

## 1. AVOID CLUMSINESS OF THOUGHTS/

Thoughts must be related together so as to avoid any clumsiness in the flow of our ideas.

e.g. 1. **Awkward/**: I am not interested in learning English; but I don't understand it good.

**Improved/**: I am not interested in learning English because it is difficult and I can't understand it.

2. **Awkward/**: The woman is important in the society, if she has not a role in it, it will be incomplete.

**Better/**: The woman plays an important role in the society.

## 2. AVOID MIXED, OBSCURE AND ILLOGICAL IDEAS/

**Don't mix up your sentences; but let them be logical and meaningful.**

e.g. **Awkward/**: We make excursions to the mountainous regions. There we play, we catch birds and there is a very nice river that where we swim and hunt, and there is not a lot of people.

**Better/**: We often organise excursions to the mountains. There, we play games, catch birds, hunt animals and swim in the river alone.

3. **AVOID UNCONGRUOUS CONSTRUCTIONS/**: Students often commit erroneous mistakes when attempting to write very short sentences with a minimum string of words.

**Incorrect/**: All her clothes were torn and her future lost.

**Correct/**: All her clothes were torn and her future was lost.

**Incorrect/**: She sold much coffee and bought apples.

**Correct/**: She sold much coffee and bought many apples/.

4. **AVOID USING THE DOUBLE NEGATIVE/**

**Inappropriate/**: I haven't seen none. (no one)

**Appropriate/**: I haven't seen any.

5. **AVOID THE ILLOGICAL RELATIONS BETWEEN ONE PART and THE OTHERS**

**Awkward/**: In our time; all the pupils prefer living in villages and countrysides and I was like them I prefer living in a little village.

**Correct/**: Nowadays, a lot of people prefer living in the countryside and in villages.

## **6. AVOID EXCESSIVE DETAIL/:**

Pertinent sentences that add something to the meaning are fairly accepted; but excessive detail make your writing loose. So, try to omit tedious repetitions.

- **Awkward/:** I was very surprised because I received your letter-last week. But at this time, lam writing to you this letter for describing my home town and tell you about an important battle that took place near my house.
- **Improved/:** How surprising it was for me when I last received your letter! So, it was very nice of you to remind me by this time. At the moment, I am busy writing this reply, describing my hometown and the important battle it embraced during the Algerian Liberation War.

### **Let's Sum It Up/:**

As a summary to unity and logical thinking, one may assert that the great assumption to the main points stated previously, will bring your writing to a fine delight and make your sentences as strong, solid and effective as mortar on a building layer. So, every sentence you lay should count as a brick, a cornerstone in your imaginary wall. Hence, make your writing deal with one thing at a time, then have it get the form of short meaningful sentences, contributing all to the central idea resulting in one coherent paragraph of good English.

Every paragraph should hold a separate idea, which in fact constitutes, no more than, a continuity of thoughts of the preceding paragraph. So, focus on the central idea – this is the pivot and the backbone on which every idea revolves.

C) **POINT OF VIEW/**-Point of view is very important in securing coherence to the whole paragraph. So, study the following recommendations and avoid: –

1. Shift in tense.
2. Shift in mood.
3. Shift in person.
4. Shift in subject or voice.
5. Shift in number.
6. Shift from indirect to direct speech.



1/. **Do not move or shift from one part to another. Keep a steady tense throughout your writing.**

- **Awkward/**: In my opinion, journalism was the best school because it provides journalists with many advantages for writing.
- **Improved/**: In my opinion, journalism is the best school that provides the journalists with many advantages in writing.

2/. **Keep as close as possible to one mood throughout your writing.**

- **Awkward/**: Help yourself with this and later you would come with more.,
- **Better/**: Help yourself with this and later you will come with more.
- **Awkward/**: First explain the lesson and then we should do the exercises.
- **Better/**: First explain the lesson and then we do the exercises, (keep the imperative form)

3/. **Don't change persons within the same relationships in any sentence.**

**Awkward:** We are rowing in the same boat so one must share the common responsibility.

**Better:** we are rowing the same boat so we must share the common responsibility, (We must be kept, ...)

4/. **Don't change/shift in the voice or subject/: Omit obscure shifting from one subject to another. –**

- **Awkward:** 1. Mohamed loves Rachida and he is loved by her.
- **Better:** 2. Both Mohamed and Rachida love each other.

5/. **Avoid the shift in number/:**

- **Awkward/**: The hoy has to keep their eyes open when they cross the street.
- **Improved/**: The boy has to keep his eyes open when crossing the street. Or the boy has to keep his eyes open when he is crossing the street.

6. **Keep to One Form: Don't jump over from – Indirect to direct speech.**

- **Awkward/**: The picture that he described was reported missing and the child said that the thief had stolen it at the time the teacher was drawing another one.

- **Improved/**: The picture (that) he described was reported missing and the child said that it had been stolen by the thief at the time another one was being drawn by the teacher.

#### D) **EMPHASIS/**:

The words found in any sentence are not of equal importance; so we should emphasise the most important words through their concrete use. To emphasise, vary the position of your words from one aspect to another and know how to use certain rules regarding any variation you choose. Some of the important rules you should observe are: –

1. By giving words their right positions according to how they occur at the beginning or at the end of the sentence.
2. By changing loose sentences into periodic.
3. By changing the ideas according to the order of climax.
4. By repeating the important words that really count.
5. By inverting the ordinary/normal flow of words.
6. By underlining or printing in italics.
7. By using the active rather than the passive.
8. By using parallel and balanced constructions.
9. By reducing the sentence length.
10. By placing your words AT THE BEGINNING OR AT THE END OF THE Sentence.
11. Place the less important words in the middle of the sentence and leave the important ones at the beginning or at the end.

**Unemphatic/**: Philosophy is a branch that embraces all the other sciences, is regarded as eminent.

**Emphatic/**: Philosophy, that eminent branch, embraces all the sciences.

#### 1. **CHANGE LOOSE SENTENCES INTO PERIODIC/**

1. **The Periodic Sentence/**: it is a sentence that contains a full meaning which renders it impossible to be cut **by** a full stop.

e.g. Love is both blind and heartless.

Though he is ill he works very hard.

Despite his age, he does not want to retire.

2. **The Loose Sentence/**: The loose sentence is one in which the principle

of suspension does not exist and where at least its adjuncts can be omitted. –

e.g. The true bearer of life is that who has gone through it, tasted its sweetness and bitterness, and at last has known how to deal with it forever.

## 2. BRING YOUR IDEAS TO AN EFFECTIVE CLIMAX/:

The climax is the highest pitch/peak of a sentence or a story. The words or phrases/clauses are arranged in an ascending order of importance starting from the weakest in effects and ending with the strongest ones.

e.g. People despise his manners, blame his conduct, pity his helplessness and weep his demise. (The ‘word demise has a strong effect; it is left to the end of the sentence on purpose to emphasise the idea.)

## REPEAT THE IMPORTANT WORDS THAT ARE REALLY EFFECTIVE AND DESERVE TO BE REPEATED/:

Study the following examples/:

- Arm! Arm! it is, the cannon’s opening roar. – **Lord Byron.**
- Toll for the brave!  
The brave that are no more. – **Cowper.**
- Rich the treasure. Sweet the pleasure.  
Sweet is pleasure after pain. – **John Dryden.**

**Unemphatic/:** The desire of reading is tasty and sweet.

**Emphatic/:** Sweet and tasty is the desire of reading.

**Unemphatic/:** They carried the lost baggage home.

**Emphatic/:** Home they carried the lost baggage,

## 6. BY UNDERLINING THE IMPORTANT WORDS or WRITING IN ITALICS/:

This way of writing is less forceful and less useful in our modern time. See the following example: –

e.g. A guaranteed annual wage is money paid by an employer to people for all or some part of a year in which they are not making products. The payments are parts of the manufacturer’s cost and hence part of the consumer’s cost. If the manufacturer has ten employees but work for only eight, he must nevertheless recover in the price he gets for his

product the payments he makes to his employees for hours they did not work, or he must go out of business.

– Leland Hasard/

7. Emphasis is gained by the effective use of the active or the passive/:

Examples/:

- **Unemphatic:** The trenches were dug by navvies, the windows were made by carpenters, the walls were built by the masons, the whole project was undertaken by a contractor.
- **Emphatic/:** Navvies dug the trenches, carpenters made the windows, the masons built the walls and a contractor undertook the whole project.

8. USE CONSTRUCTIONS OF EQUAL RANK/

A balanced sentence usually makes equal parts appear similar or at least bears identical grammatical structures.

Unbalanced/: Laziness suggests idleness while hard work results in success; for the former brings in despair whereas the latter implies hope.

Balanced/: Laziness denotes idleness; success requires hard work. The former brings about despair, the latter implies hope.

9. BY REDUCING THE SENTENCE LENGTH/:

- **Unemphatic/:** We suffer from certain complexities of modern life for the years we have spent at school have been no more than a strange experience that shakes the long run of our shabby life.
- **Emphatic/:** We suffer from certain complexities of our modern life; for the years we have spent at school have been a strange experience in our shabby life.

**VARIETY**

The first aiming target of variety is to please the reader with the different opinions and to offer him a wide range of choice from the various stylistic aspects that differ from one writer to another. Variety in its broad sense denotes changes: it stands against boredom, routine and repetition held by certain writers all through whole pages of prosaic literature.

To get variety, one should pace his work with the following recommendations: –

1. Vary the tone of your writing as the case of an oral teaching to interest your hearer.
2. Don't run over whole pages writing in the same way; but change your structures; vary your tenses, use negative statements, ask questions, answer questions (in short/long answers), repeat a word, stress a clause; quote someone to illustrate, change the voice and vary your moods.
3. Don't waste your time running after long sentences to mean but a few. Know how to master the language by condensing words. Make your sentences short, effective and to the point.

### EXERCISES

#### READ CHAPTER ONE ALL THROUGH THEN ANSWER THE QUESTIONS BELOW/:

1. How do you acquire the perfect mastery of the written word?
2. What are the different parts of a simple statement?  
Concerning the form, how many types of "sentences do we have?"
3. Concerning the length, what are the different sorts of sentences?
4. What are the different parts of speech?
5. Classify the following words as lexical or function words: – a rope, now, large, the, since, every, day, fair.
6. Give two examples of paradigmatic and syntagmatic relations.
7. Is unity an effective point in improving our writing skill?
8. State some of the coordinating conjunctions then use three in meaningful sentences.
9. How many articles are there?-Name them.
10. Classify the adverbs and use each one in an example.
11. State the semi-vowels in meaningful illustrative examples.
12. Is apposition used to add description or explanation of a noun equivalent?-Give examples.
13. What are the different types of comparisons?
14. Are comparisons regular or irregular?-Give concrete examples to support your answers.

15. What is the name you give to a meaningless sentence?
16. Does agreement help complete the meaning?
17. Do subordinating conjunctions join two main parts of a sentence?
18. Are capital letters unnecessary in dialogues?
19. Capitalize the following excerpts. Supply punctuation mark.  
algeria is a broad country that is situated in the northern part of africa on the north the mediterranean sea serves as a good source for fish and enables ships to cross it to europe every year tourists come to algeria and read some books about this fascinating country as *the fire* by mohamed dib and *the forgotten hill* by mouloud 'ammeri, respectively, *L'incendie et la "Colline Oubliee* – the algerian people are muslims by faith and they enjoy helping the needy people of asia, africa and latino-america.
20. Is it appropriate to write Mister in full when writing 'a letter?
21. Can names of countries, months and days be abbreviated?
22. What is the importance of using figures for dates?
23. Is it extremely necessary to abbreviate a series of numbers?
24. Is the period and the full-stop the same?
25. Punctuate the following excerpt (supply capitals where necessary) –  
The best way to abolish selfishness is to teach people how to get out of their backward views and prejudices it is relevant to pinpoint the whole matter and give it its proper due to overtake such follies one should not think only of himself and run after his private ends but one should devote himself to the service of others because they are parts of him and therefore he is a part of them and through this mutual relation that people know to evaluate the aid and the help when everyone has to hand his hand as charity begins at home.
26. Use the following words in meaningful sentences-loose, excerpt, except, coined, illusion, setting, patrol, offence, humour, layers.
27. Is emphasis gained through repetition?
28. Is the logical ordering of events and sequences very important in coherent writing? Say how?
29. What is the function of a dictionary and how to proceed with it with an aim of good use?.
30. What is the difference between USE and USAGE?

31. The ideas are the best tribute we can give. State briefly how to gain logical thinking?
32. Can the central idea help us in securing the unity of thoughts?
33. What is the influence of point of view on the style?
34. Tell in brief about the different shifts.
35. Is variety another form of style?
36. What are the effects of variety on both learners and teachers?
37. What is the difference between Coherence and Cohesion?
38. What do you understand by passive and active vocabulary?
39. Can a subordinate clause stand alone?
40. According to you, what is the purpose behind looking at the spelling list?
41. One of the techniques used to gain emphasis is the use of words in an ascending order called order of climax. Is it possible to have a reverse order?-How is it called?-Give an example.
42. Prepare 10 simple statements, 10 compound and 10 complex statements then compare between them in the form. Analyse their contents.
43. State briefly what you have learnt in Chapter One. Have a self-evaluation in a note form or in the form of a short paragraph.

Read the text then **do** the exercises –

**ENVIRONMENT/:** What Happened at Bhopal, India?

After poisonous vapors spewed from a Union Carbide pesticide plant **in** Bhopal, India, last December, killing some 2, 000 people and injuring another 200, 000, Chairman Warren Anderson flew halfway around the world\_ to make **a** dramatic appearance **at** the site, promising to find out what had gone wrong. Last week, **at** a press briefing **near** the company's: Danbury, Conn., headquarters, he made good his promise. The world's worst industrial accident **had been** caused, he said, by "**gross** violations of established safety procedures, "That plant, Anderson declared, should not have been operating?"

Union Carbide's investigation in Bhopal focused **on** a partially hurled tank holding more than **10, 000** gallons of methyl isocyanate (MIG), **a** highly toxic chemical used in the manufacture of Sevin, Temik and other

pesticides. The sealed tank was designed to keep the deadly MIC refrigerated **and** isolated from the environment. but on the night of Dec. 2, a series of runaway chemical reactions heated the interior of the tank to 400 ° F, causing an escape valve to burst open and release a lethal cloud of vapor over the slums of Bhopal.

What triggered the reaction? Analyzing residue from the bottom of the tank, Union Carbide Investigators determined that the culprit “with high probability “was water. Either by accident or design, they said, a large quantity of water had been poured into the holding tank, reacting with the MIC to produce enough heat and pressure to pop the valve. One possible source; a **utility** station where a pipe marked “water” is located next to one marked “nitrogen” (used to pressurize the tank). Most likely, the investigators suggested, someone connected the wrong pipe to the tank, allowing as much as 240 gal. of water to mix with the MIC.

Even then, tragedy might have been averted were it not for an extraordinary series of mishaps and oversights. A refrigeration unit that might have kept temperatures in the tank at a manageable level had broken down more than five months earlier and never been repaired. A temperature alarm, which would have alerted workers to the trouble, had not been properly set. A flare tower that could have destroyed some of the escaping gas was out of commission. And a” scrubber/’designed to neutralize toxic vapors, was not turned **on** until after the reaction had raced out of control.

These, said Anderson, were the real cause of the tragedy. The company had provided the necessary safeguards, he insisted if the Indians neglected **to** put them in effect, then they must be held accountable.

“Safety is the responsibility of the people who operate our plants, “said Anderson, can’t be there day in and day out.” – (**Extracted from Times**)

**READING/:** “...**It was like Breathing Fire, ...**”

**Activity One/:** Read the text (scanning) then sort out main ideas/the gist for each paragraph.

This concerns TEXT TWO What Happened at Bhopal?

Paragraph One: \_\_\_\_\_



Paragraph Two: \_\_\_\_\_

Paragraph Three: \_\_\_\_\_

Paragraph Four: \_\_\_\_\_

Paragraph Five: \_\_\_\_\_

**Activity Two/:** WORDS OFTEN CONFUSED AND MISUSED/-. Read the following set of words then try to distinguish between –

- A) Pesticide; herbicide; insecticide.
- B) site; sight.
- C) investigation; speculation.
- D) designed; designated.
- E) resin; reside; residue.
- F) Averted; diverted; converted.

**Activity Three:** Read the text then match list A with list B.

LIST A/

LIST B/

- |             |   |
|-------------|---|
| 1. spewed   | a) machinery and fixtures of an industrial undertaking. |
| 2. Plant    | b) a short talk.  |
| 3. Briefing | c) deadly; fatal; causing death.                        |
| 4. Gross    | d) guilty person; offender.                             |
| 5. Lethal   | e) caused to flow in a continuous stream. ‘             |
| 6. Culprit  | f) bad and unlucky accident                             |
| 7. Poured   | G) came out of; appeared.                               |
| 8. mishaps. | h) unfair; glaring.                                     |
| 9. Flare    | i) slight mistakes; lips of memory.                     |
| 10 Lapses   | j) a bright unsteady – light; <u>outburstof flame.</u>  |

**Acti vity Four/:** Skim the text then find out instances of ideas expressing –

- |                  |                      |
|------------------|----------------------|
| a) time sequence | d) contrast          |
| b) purpose       | e) cause/consequence |
| c) obligation    | f) Probability       |

**Activity Five/:** E g. opinion

Explain the following expressions (Guessing/Predicting)

- A. He made good his promise:.....
- B. causing an escape valve to burst open = .....
- C. What triggered the reaction .....

- D. The reaction had raced out of control:.....
- E. You can't be there day in and day out = .....

TEXT:

Today we live in a global consumer society. People across the world purchase, use and dispose of a huge variety of products which make our lives easier and more comfortable. However, the result of this is massive damage to our environment. What can one individual do to protect the environment? Very little, it may seem, especially compared to the power of governments and huge industrial companies. However, working together with dozens, hundreds, or millions of other people, we can influence and change policies which are destroying our environment. The world is an Increasingly Interlinked place where huge multinational corporations trade across the planet. Countries are joining together in vast economic zones and creating enormous markets. These powerful corporations and groups increase trade and movement and have the capacity to dominate global politics and economy. The only way **to** protect the environment is for individuals to take responsibility for their own lifestyle and to force their governments to implement good environmental policies.

1 **Give a title** to the text:

2. **Ask** four questions on the text

- 1..... ?
- 2..... ?
- 3..... ?
- 4..... ?

3. **Match the following words with their appropriate synonyms**

- |             |            |          |
|-------------|------------|----------|
| 1. variety  | a. control | 1. _____ |
| 2. Huge     | b. kind    | 2. _____ |
| 3. dominate | c. big     | 3. _____ |

4. **Match the following words with their appropriate opposites**

- |               |                   |          |
|---------------|-------------------|----------|
| 1. easier     | a. collective     | 1. _____ |
| 2. destroying | b. more difficult | 2. _____ |
| 3. individual | c. building       | 3. _____ |

5. Complete the following table.

Verb	/Noun	Adjective/	Noun
1. To consume.		1. massive	
2. To influence		2. Vast	
3. To destroy		3. comfortable	

7. Write a short **paragraph** giving your opinion about HOW YOU SHOULD PROTECT THE ENVIRONMENT WHERE YOU LIVE.



## **Part two**

### **To the teachers**

The goal of **Part Two** is to enlarge the learners' mental scope with the English varieties of expressive words, common phrases and idiomatic expressions, idioms, phrasal verbs and prepositions and enable them to use them appropriately with the intention to help them avoid confusion. Hence, by acquiring a good stock of lexical items, learners will certainly step further to adequate reading free from any restraints.

### **To the Learners**

Here is part two before your hands; so make profit of it by having an overview to the different inflections and the varieties English language offers. We hope that with more practice and diligence, and with more focus on what we have projected for the future to come to have a look at Part Three that will enhance you to the proper writing through paragraph, précis, expansion and paraphrasing.

*The Author*  
*Tayeb Bouazid*



## Preamble

*Language is a set of words used for communication. Any language contains a variety of expressions, proverbs, sayings and maxims that are specific to any community.*

*This mode of expression constitutes another form of culture, tradition and customs relevant to a particular user. Here are some of these expressions –*

### 1. ANIMALS, INSECTS, BIRDS and FISH

1. **To make an ass of oneself:** to make oneself ridiculous, stupid or foolish.
2. **All asses wag their ears:** People of no importance always have something to say. An empty vessel makes much noise. (Proverb)
3. **Honey is not for the ass's mouth:** A stupid person does not deserve pleasant things. Good words are ineffective when told to foolish persons.
4. **To wrangle over an ass's shadow:** to dispute over small unimportant matters; to make a fuss about something trivial: to make a mountain out of a molehill; Much ado about nothing (proverb) (see Shakespeare's play)
5. **To be as blind as a bat:** To be unable to see, to lose the sense of sight, to be like a blind.
6. **A bear** (symbolic) – It is a symbol of a bad person or ill-tempered; a person who is always irritated and angry.
7. **To have a bear in one's bonnet:** To be mentally unadjusted, unbalanced, to have some dizziness in mind.

8. **As busy as a bee:** To be active, to be full of vim and energy, pithiness, dash, enthusiasm and verve. To ramble round in continual motions; to work hard all the time, to have an unsteady position.
9. **A beehive:** A swarming place (very crowded), a place too much frequented by people or where people usually meet; get together at times of business, on their free time or on special congregations and ceremonies. e.g. Tipaza, in summer, is always swarming with tourists or holiday makers.
10. **The Sting is in the tail/end:** the unpleasant or the ill – smelling, the disgusting part always remains or lies at the end.
11. **To turn tail to someone:** To run from realities, to escape problems and be unable to face difficulties.
12. **With the tail between the legs:** An expression of suffering, pain, weariness. e.g. this dog's tail is always between his legs. (This implies that the dog got very cold.)
13. **To kill two birds with one stone:** To do two things or two activities with one effort.
14. **A Bird of ill-omen:** A person who always brings bad news, voodoo, a hink or jink; a sign or symbol of bad luck.
15. **A bird of passage:** An unsteady person or unstable; a person who shifts or moves from one place to another. A rolling stone gathers no moss (Proverb) (a shifting person does not benefit from anything)
16. **Birds of a Feather Flock together:** Similar persons or birds or animals walk, fly or graze together. Thieves work or frequent thieves; a gangster with a gangster, pigeons with pigeons, a swan with a swan. A wolf does not eat a wolf (proverb).
17. **Old Birds are not to be Caught with Chaff:** Old and experienced people are not easy to be deceived. It is difficult to pull wool in old persons' eyes.
18. **The Early Bird Catches the Worm:** The person who gets up early finishes whatever he wants on time. He will succeed to accomplish his work within the expected time. Early to bed and early to rise, makes a man healthy, wealthy and wise.
19. **A bird's eye view:** A general view seen from a high position as from an aero plane.



20. **A Bird in the Hand is worth two in the Bush:** Something gained or at hand is better than nothing. Half a loaf is better than no bread. (proverb)
21. **A cat may look at a king:** it is about unimportant persons who can't get their positions while in front of their superiors.
22. **To live a cat's and dog's life:** To live a miserable life, a life full of nuisance and quarrels.
23. **To be chicken-hearted:** To be a fearful person; to lack courage, to be not brave; to have a weak heart (a weak-hearted) like that of a chicken.
24. **To be as faithful as a dog:** To stay beside someone at times of need, emergencies and crises. To not betray or abandon someone-Remember the Beatles' Song – *Don't let me down.*
25. **A Dog in the Manger:** A person who neither enjoys his life nor leaves the others at peace; it is the opposite of (Live and let live) (proverb)
26. **To go to dogs:** To go to decay, to ruin, to go towards the red, to go towards the wall, to submit oneself to utter deterioration.
27. **Every Dog has his Day:** The unfortunate time of action will come to everyone. Life is ups and downs (proverb)
28. **Give the Dog an ill name and hang him:** When one decides to punish someone he can exert his power upon him/her at the time he suspects him or her of wrong doing.
29. **To help a lame dog over a stile:** To help or to give aid to someone in distress times/or emergencies.
30. **To wake up a sleeping dog:** To disturb someone who may cause some troubles when he wakes up. Let sleeping dogs lie (proverb)
31. **To dog someone:** To chase, to follow, to pursue someone closely and attentively.
32. **To make fish of one and flesh of another:** To be partial in one's judgment to be equal.
33. **To be like a fish out of water:** To be in a wrong position; to be out of temper, to be at a loss, to be at stake.
34. **What is sauce for the goose is sauce for the gander:** What is good for the husband is good for the wife and vice versa. (but this is not an absolute truth)
35. **To hunt with the hounds and run with the hares:** To play both ends against the middle. To be able to keep with the two sides.

36. **A Lion is in the way:** be careful a danger is ahead. If you keep on walking in the same direction you will face some problems.
37. **To have the Lion's share:** To get or to have the largest part or share.
38. **A Shark:** A symbol for a dishonest person who is very greedy in devouring all the interests, shares and others' benefits.
39. **To act like a snake in the grass:** To act secretly but effectively.
40. **A snail's Pace:** very slow, very steady and slow.

## 2. CLOTHES

1. **To hit below the belt:** To speak unfairly, to insult someone.
2. **If the cap fits, wear it:** If the charge is fair, admit it. If you have done something Wrong and you are a suspect, admit and do not deny it.
3. **A Turn-coat:** An unsteady person, a person who changes his opinion between now and then.
4. **To cut one's coat according to one's cloth:** To live according to one's benefits, to live according to one's earnings. Don't live up beyond your means to catch up with the jonnesses.
5. **To be hand in glove:** To work as intimate friends. To be in good terms with someone. To be in a good relationship with someone.
6. **To wash one's dirty linen in Public:** To reveal one's stupidity, one's great secret before strangers or foreigners.
7. **To step into another's shoes:** To take someone's place, to replace someone.
8. **No one but the wearer knows where the shoe pinches:** The pain is only felt by its bearer. Only the sufferer knows the place of his pains.
9. **To wear one's heart on one's sleeve:** To reveal one's passion or feelings to the public.

## 3. FLOWERS

1. **The Flower:** The best part of, the core of something, the very important portion of one's life.
2. **Good wine needs no bush:** things of natural beauty or attractiveness needs not to be gilded (it is the case of gilding the Lily) – A beautiful thing needs no evidence or advertisement.
3. **To Nip in the bud:** To put an end to something at an early age. To stop

something from growth/to kill in the fetus.

4. **To beat about the bush:** To hive, to turn around the pot, to turn around something but feel unable to go straight to it.
5. **The olive Branch:** the sign of peace/greenness symbolizes peace/life.
6. **To Win the Palm:** To win a prize, to be awarded a prize.
7. **To let the grass grow under someone's feet:** Do not profit from, or benefit from an opportunity, to lose or to waste an occasion.
8. **A Broken reed:** A support that ends in failure. Your friend charged you to start the project but at the end, instead of backing you up, he let you down: He proved to be just a broken reed.
9. **Foot and Branch:** Wholly, completely and entirely.
10. **To go to the root of the matter:** To give a detailed and comprehensive study or explanation to something.
11. **No Rose without a Thorn:** No positive or favorable situation without disadvantages. Every good thing embraces some evil.
12. **A Thorn in One's Side:** A disturbance, a nuisance, a pesting person, a bore. This boy was a thorn in my side, he laughed all the session and did not let me hear the debaters.

### 3. MONEY, DEBT, BUSINESS

1. **To buy and sell:** to buy goods or items from a grocer's or a shop. (To go on a business)
2. **To make profit from a business transaction:** to make money, to benefit from, to make a good bargain.
3. **To raise money:** to pass the hat around, to collect money for a specific purpose, to put buy.
4. **To go to the red:** to be at a loss, to be in debt, to waste one's money. Red symbolizes danger.
5. **To waste one's money:** to fritter one's fortune, to squander one's money or to put one's money in a drain. (to do nothing invaluable with one's possession)
6. **To economize money:** to put money aside, to put by, to lay money by, to keep something for a rainy day: proverb.
7. **To lend money to someone:** To give money temporarily to someone, to help someone overcome a financial problem. (To lend when you

have excess of)

8. **To Borrow from:** To ask others to help you temporarily. When you borrow from someone, this means you lack something; so there is a shortage in or scarcity or a dearth of.
9. A lender is the person who lends (lender.....creditor)
10. a borrower is the person who borrows (borrower.....debtor)
11. A Lender lends money but a borrower borrows: to lend **to** but to borrow **from**.
12. Goods become cheap when there is a surplus and the offer in the market is more than the demand.
13. Goods are expensive when there is a shortage and the demand is higher than the offer in the market.
14. To carry on business: to occupy oneself with a business.
15. This article/item is worth buying: it deserves to be bought.
16. Gold is a very invaluable ore (very expensive), worthy and priceless.
17. To put up goods for sale: to show and exhibit for everyone to see.
18. An Auction Sale: The act of selling goods by auctions – an auctioneer is the person who is charged to sell by auction.
19. To reason with someone to up a price of an item or an article: to bid up with someone.
20. **To do a good bargain:** to buy something at a moderate price.
21. To cause a deficit is the opposite of to make profit.
22. **the wages:** the money given to a worker at the end of the week.
23. **The salary:** the amount of money given to the worker at the end of the month.
24. **To buy for cash:** to pay money at the time of having goods.
25. **To buy on credit:** to be unable to pay at the time of the delivery of goods.
26. **To be better off:** to have a good social position (materially at ease)
27. A **middleman:** is an intermediary who distributes goods from the producer to the consumer on his own account and risk.
28. **The outlets:** the different spots related to selling and buying goods.
29. **To settle an account/a matter:** to pay a bill, to be able to solve one's debt (repay)
30. **To pay a bill by installments:** to buy something then pay it little by

little; i.e. in portions.

31. **To come to terms with someone:** To agree with (buyer and seller agree together upon a fixed price; to deposit money in a bank, then invest it in an enterprise or in a project).
32. **To make an investment:** (to invest) – to pay money for specific purposes.
33. What we spend is expenditure – we spend it after drawing it as deposit from a bank.
34. To thrift one's money is to save it up-this is the opposite of being extravagant.

#### 4. CLOCKS, WATCHES, TIME/

1. **At an earthly hour:** at an early time in the morning. or very late in the evening.
2. **In the small hours of the morning:** the period of time between midnight and dawn.
3. **In no time:** at once, immediately, quickly and without further delay.
4. **At times:** occasionally, between now and then, sometimes.
5. **Bad time:** an uncomfortable time, an unfavorable moment.
6. **High time;** without delay: it is high time to go to the movie.
7. **Till doomsday:** till death, until the last drop/breath.
8. **A month of Sundays:** a difficult and a long period that weighs too much.
9. **The short hours:** The hours that give less strikes such as one, two, and three...
10. **Long hours:** the hours that give many strikes at ten, eleven, twelve.
11. **In times gone by:** An indefinite long time in the past.
12. **In an instant:** As quickly as possible; immediately, at once.
13. **A little time ago:** a little while ago, a few times ago.
14. **For the time being:** at present, actually at this time.
15. **By and by:** after a little while.
16. **A long time ago** opposite of a little time ago; a few times ago.
17. **Time and again:** over and over, repeatedly and frequently.
18. **To be on time:** to arrive at the exact moment.
19. **Ever and anon:** time after time, a while after a while.

20. Every now and then: often, occasionally, from time to time.
21. the dead of the night: the midnight.
22. To lose time is the opposite of to gain time.
23. Something on the eve to be finished: something which is near to its end.
24. To kill time: to occupy oneself with a work or a leisure activity to pass time.
25. Spare time: free time, time off, time of leisure (leisure time)
26. In an evil hour: in a bad an unfortunate moment.
27. Times hang heavy on one's hands: we find it hard to spare (to kill) our time.
28. To work against time: to compete with time, to do a work within a limited period.
29. To be out of date: the opposite of to be updated; to be old fashioned, to be delayed or retarded.
30. To make the best use of one's time: To profit from every moment; to make every while count.
31. Take your time: to finish something at a slow speed/pace. To finish something with no hurry.
32. To have one's time come: to be near death; to be about to die.
33. To number one's days: to count one's days as if death gets nearer and nearer. It is rather an expression of pessimism in life.
34. At the eleventh hour: at the last moment, in the end.

## 5. SHIPS AND BOATS

1. An ordinary/a regular sailor: is the man before the mast, the topmast.
2. To cast anchor: to moor a ship or a boat by launching or throwing the anchor by the side of the boat.
3. The hull of a ship: the body of the ship.
4. A sailing ship with one or several masts standing in the middle.
5. We are pulling the same boat: we share the common responsibility. To be in the same boat with.
6. Trade follows the flag: This expression is said about a colony established by colonizers whose aim is to implant the flag. The new colony will depend on the new settlers and soon commerce will follow. Or it can mean the mercantile dominion is related to the power of the

flag (metonymy for the country)

7. To strike sail: to lower the sail is the opposite of to set sail.
8. To put to sea is the opposite of to set out for, to start a voyage with a boat, to leave the post for.
9. To sail close to the wind: to sail against the wind.
10. The sails are hoisted: they are made high or made low by means of rigging (rope)
11. To lie at anchor: to moor at a port, harbor or haven.
12. To take to the boats: In times of dangers or emergencies especially those related to sinking, the crew leave the boat to take to the boats: small rubber dinghies used to save the passengers on board to get to the nearest sea-shore.
13. to sail under the false colors: to pretend to be what is normally not to be-to deceive the others.
14. To make the harbor: to reach the harbor.
15. to put the ship about: to change the route, course or the normal flow of a ship (to veer)

## 6. COLOURS

1. A blue blood: an aristocrat, a well to do, a well-off, a prosperous person.
2. To put down in black and white: to jot down, to write.
3. a red tape: bureaucracy, an official formality.
4. To be blue: to be very angry (see the blues (kind of music))
5. To be done brown: to be cheated, to be insulted.
6. To go grey: to have one's hair fair/grey (white). They said who goes grey or whose hair turns grey thinks a lot about problems.
7. To do something once in a blue moon: Something that is rarely done (not very often)
8. a green room: it is a special room for the actors outside the stage.
9. To blackmail: to torture, to take out money from people through the threatening means.
10. To go into black: to lament; to weep someone's death.
11. A Blue stocking: a professional woman/An educated woman.
12. To wait for a bolt from the blue: To wait for an unexpected thing.

## 7. FRUITS/

1. **It is a hard nut to crack:** This expression is used when the question is very difficult to answer.
2. **To get through the core of something:** to examine something deeply, to investigate about something thoroughly.
3. **To be in an apple pie order:** To be in a perfect order or ship-shape.
4. There is a small chance in rotten apples: It is very difficult to choose or it is hard to select when everything is rotten or corrupt.
5. Sour grapes: an expression that symbolizes unfulfilment of expectations and disappointment.
6. The apples of one's eyes: The most valuable or the dearest person or thing one possesses.
7. Stone fruit: a fruit having a hard core (seed) as peach and plum.

## 8. PARTS OF THE BODY

1. **An able-bodied carpenter:** A skilled or qualified carpenter.
2. To back up: to help, to assist, to give an aid to.
3. An Absent-minded person: a person whose spirit or mind is roving at the time something is occurring.
4. Behind one's back: on the behalf of someone's absences, or when one is absent.
5. Bad blood: of vicious temper, bad in behaviour, low in spirit but very malicious.
6. **To have a bone to pick with someone:** to have a problem to settle with someone, to have an old matter to be squared up.
7. **to have a bad tongue:** to speak unfairly about, to abuse in speech (to speak below the belt) or foolishly.
8. **Blood is thicker than water:** your relatives are better than your friends.
9. **To speak through one's nose:** to speak unclearly.
10. **To keep a civil tongue in one's head:** to try to be polite with the common people (people of common rank and file)
11. **Someone's better half:** someone's beloved/wife/betrothal/partner in life.



12. **To follow something to the backbone:** To be completely overwhelmed by, or to be entirely devoted to a principle or to a cause as to be religious to the bone.
13. **A chicken – hearted person:** a timid and fearful person.
14. **A cold-blooded criminal:** a criminal who commits a crime deliberately (an improved crime)
15. **To pay an eye for an eye:** to take revenge.
16. **At last he has cold feet:** at the end he felt frightened.
17. **A close-fisted man:** a very miser person, a parsimonious and thrifty person.
18. **To turn one's back to someone:** to give no importance to someone.
19. **A cool-headed person:** a very quiet and calm person.
20. **To burn one's fingers:** To suffer the consequences of interfering or meddling in others' affairs. To play with something beyond your scope.
21. **A double minded person:** a turn coat, a person with no stable opinions.
22. **The weaker vessel:** it is said about the woman and for man we say the sterner sex.
23. **to be an old hand:** to be a very experienced person.
24. **Something in hand:** something under consideration or under study.
25. **To lend a hand:** to give a helping hand.
26. **A fair weather friend:** A friend, who abandons, forsakes or maroons his friends at times of need.
27. **The backbone:** the principal, the main and the most important.
28. **An iron hand:** a very harsh, strong and severe person.
29. **To have one's blood up:** to be in an extreme state of anger or about to fight.
30. **To have a jaundiced eye:** to look at things in the right side.
31. **To see eye to eye with someone:** to agree with someone.
32. **To see with half an eye:** To look at things clearly/to get a clear idea about something.
33. **To have one's foot in the grave:** to be near to death, to be about to die.
34. **A left handed compliment:** an indirect hint, congruous or ambiguous compliment: a not well stated compliment.
35. **To face a problem:** to meet it with courage and bravery.

36. **To do something in a wink of an eye:** to do something very quickly.
37. **The naked eye:** The bare, the uncovered eye (without glasses) e.g. As a virus cannot be seen with the naked eye, scientists use microscopes.
38. **To keep an eye on:** to watch over, to look out, to supervise.
39. **A slip of the tongue:** an inattentive mistake that one may commit while speaking.
40. **To give an attentive ear to:** to be all ears, to be listening, to be attentive.
41. **It goes in at one ear and out at the other:** It does not cause any impression or influence.
42. **To make eyes at:** to look attentively and lovingly at/to make a move on someone/to dredge.
43. **To let an opportunity slip through one's fingers:** to lose a good opportunity (occasion)
44. **To know something on one's fingers tip:** To know something like one's pocket/to know about something deeply.
45. **To have a finger in the pie:** To have a hand in/to share a responsibility with someone. To have a part or a share in: to take part in.
46. **To have one's hair on end:** a symbol of fear – to be very frightened. In case of a very frightful case or situation, the body trembles and the hair stands on end.
47. **To live from hand to mouth:** to consume what you gain and never think of economizing for the future.
48. **To have one's hands full:** to be occupied with work and not to be idle.
49. **To carry a good head on one's shoulders:** To be righteous in mind and spirit – to be steady in thoughts.
50. **A thick-headed person:** An ill-tempered person, a stupid person, (a hard headed)
51. **To lose one's head:** to become dizzy, to lose one's presence of mind.
52. **To do something from head to foot:** to do something completely.
53. **To make neither head nor tail of something:** To fail to grasp the meaning of/to be unable to understand,
54. **To keep one's head above the water:** to keep a good position, to be above circumstances, to be successful and far from losses.
55. **Two heads are better than one:** Two are always better than one in

taking decisions (collective work is often better than individual)

56. **To show a clean pair of heels:** to succeed in an escape/to lead people through the wrong path (to deceive people in a pursuit)
57. **To work shoulder to shoulder with:** to work together, to work hand in hand (jointly) to be united in a common/joint effort/perspective/project.

<b>9. POSITIONS, SHAPES, MEASURES and NUMBERS/:</b>
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1. **Around dozen:** nearly a dozen.
2. **To be at sixes and sevens:** To be in disagreement with.
3. **The three arms of service:** the infantry, the artillery and the cavalry.
4. **A rope of sand:** a symbol of something that is easily broken.
5. **A strait laced person:** a narrow-minded person.
6. Long clothes: Garments and clothes worn by an infant.
7. The fixed stars: the steady and unchangeable stars as opposed to planets which are movable and unstable.
8. To touch the bottom: to go to disaster, to sink as an opposite of to float; to rise to the top.
9. To cross the street: To go through the street, to cut it short.
10. To cross a cheque: To put a cross on the face of a cheque to a bank for deposit on the payee's name.
11. To cross to mind: to come to mind, to take an unexpected decision. e.g. When I was thinking about a football match, the idea of visiting my friend crosses my mind.

<b>10. HEALTH and DEATH</b>
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1. To die a natural death: to die of a natural cause.
2. To depart from the world: to die.
3. To pass away: to die.
4. To die in mass: to die collectively as the case of drowning, starvation, flood, bombing, blackmail and torture or through gas chamber.
5. **Meditation.**  
Life is hard and toilsome "No flowery path leads to fame"  
Life has got odd characters that none could stand.

Dead or divided, we shall depart.

As if we lived no more, as if we were no friends. (TB)

## 11. FIRE AND HEAT

1. **To burn something:** to set something on fire.
2. To fuel a stove with wood or charcoal.
3. To add fuel to the flame (to worsen the matter/to set it ablaze)
4. The light goes out: there is no light/it goes dark.
5. To light up a candle, to build a fire, or to kindle a fire.
6. **To fan the flame:** to elevate in the degree of heat or energy (to speed up fire)
7. **The fire dies out:** the fire goes out, it disappears gradually; the candle breaks out (it diminishes in size through intense use)  
  
*– They said teachers are like candles: they use themselves to enlighten the path to others. Or they enlighten others' darkness and perish in their own.*
8. The fire cracks or breaks out (it gives a loud noise and bursts out)
9. When burning, fire sends out sparks.
10. The flames are roaring (the increasing flames make noise similar to that of a lion at times of anger.)
11. Any burnt thing and material leave ashes behind. (The rest is called ash or residue)
12. We speak of a terrific fire that rages for several days (it continues for many days and ravages everything.)
13. To quench the fire: to pour or to shed water down a fire as if it is thirsty. (figurative sense)
14. **To be burnt to death:** to die under the influence or at the mercy of fire.

## EXERCISES

**1. Employ the following idiomatic expressions in sentences of your own. If their meanings are not quite clear, do check a good dictionary.**

- |                           |                                 |
|---------------------------|---------------------------------|
| a. To have a lion's share | b. A jaundiced eye.             |
| c. A man of straw         | d. A fair weather friend.       |
| e. a right hand man       | f. A bosom friend.              |
| g. a red tape             | h. To have a finger in the pie. |

i. a rope of sand

j. A jack of all trades.

**2. Pick up the equivalent answer from LIST B you think better match the answer in LIST A.**

**LIST A**

1. To rise to the occasion
2. To mind one's business
3. To put in black and white
4. To pay off old scores
5. To strain every nerve
6. To blow one's own trumpet
7. not worth his salt
8. To make a mountain out of a molehill

**LIST B.**

- a. to write down.
- b. not meddle in others' affairs.
- c. to make a fuss on a trifle.
- d. to profit from good occasions.
- e. to sing one's song.
- f. not deserve the reward.
- g. to settle up past problems.
- h. to give everyone his proper due.

**3. Give the meanings of the following expressions.**

a) To make both ends meet, to turn a deaf ear to someone, to hit the nail on the head, to strike the iron while it is too hot, to turn a new leaf, to bury the hatchet, to make a clean breast of, to do away with, to do something at one's wits' end, to put the cart before the horse, to build the castles in the air.

b) a snake in the grass, to be full of oneself, to be on the velvet, to be in tune, to be in someone's good books, to be in the chair, to be at a loss, to be at sixes and sevens, to be at the top of the ladder, to be in the dumps, to cut and run, to do something by fits and starts, to do something by hook or by crook, to fall foul of, to fall a prey to, to lay waste, to put one on his mettle, to put something by for a rainy day.

**2. ENGLISH IDIOMS**

**Proverbial Sayings/:**

1. **What can't be cured must be endured:** to try to remedy your pains by using effective remedies or medicine; but if you feel your problem has no cure, be patient and bear the pains.
2. **Rome was not built in a day:** Be patient in completing your work (every perfect work requires a duration of time)
3. An Englishman's house is his castle.

4. **Let sleeping dogs lie:** don't disturb busy people.
5. As you make your bed, so you must lie.
6. **Easy come, easy go:** money gained fraudulently goes away quickly.
7. Better late than never.
8. **A rolling stone gathers no moss:** an unstable person wins nothing.
9. Don't count your chickens before they are hatched.
10. Prevention is better than no cure.
11. **There are wheels within wheels:** it is said when the situation worsens than the expected.
12. **There are friends and friends:** a friend in need is a friend indeed.
13. Too many cooks spoil the broth.
14. A stitch in time saves nine.
15. A wolf in sheep's clothing.
16. Money never hurts.
17. Money is the root to all evils.
18. Waste not, want not.
19. Take care of the pence and the pounds will take care of themselves.
20. Beggars can't be choosers.
21. Don't be penny wise and pound foolish.
22. Don't send good money after bad.
23. Short reckonings make long friends.
24. Prosperity makes few real friends.
25. When poverty comes in by the door, love flies out of the window.
26. It is better to be envied than pitied.
27. Nothing succeeds like success.
28. Many a little make a mickle.
29. Money begets money.
30. Money has no smell.
31. Money is the sinew of war.
32. Silence is golden.
33. The best is cheapest in the end.
34. Contentment is better than riches.
35. Advisers run no risks.
36. Least said soonest mended.
37. The less said, the better.

38. Practice makes perfect.
39. The early bird catches the worm.
40. First come, first served.
41. Well begun is half done.
42. A good beginning is half the battle.
43. Actions speak louder than words.
44. The less one thinks the more one speaks.
45. Men who have little to say are great talkers.
46. The spoken word belongs half to him who speaks and half to him who hears.
47. Let fools talk, knowledge has its value.
48. Liars need good memories.
49. Never put off what you can do today to tomorrow.
50. The proof of the pudding is in the eating.
51. Many hands make light work.
52. Idle time is devil's time.
53. Labor and license don't mix.
54. Jack of all trades master of none.
55. A bad workman always blames his tools.
56. No flowery path leads to fame.
57. When you set a goal, you should not deviate from it.
58. One is never so well served as by oneself.
59. Nothing ventured, nothing gained.
60. Where there is a will, there is a way.
61. Help yourself and heaven will help you.
62. Never say die, don't give up the ship.
63. God helps those who help themselves.
64. A forewarned is a forearmed.
65. When in doubt, wait.
66. Look before you leap (think before you speak). To stoop to conquer.
67. A bird in the hand is worth two in the bush.
68. Who only hears a part hears nothing.
69. Two heads are better than one.
70. Save me from my friends.
71. Live and learn, time will show.

72. It is not the coat that makes the monk. You should never judge a book by its cover.
73. Grasp all, lose all.
74. Don't halloo till you are out of the wood.
75. **To fish in troubled waters:** to make personal profit out of calamities, disturbances.
76. **To pour oil on troubled water:** to calm situations down, to soothe (to appease angry passions).
77. **To travel incognito:** to travel unobserved; to travel under a borrowed name or a pseudo name so as not to be known or recognized.
78. **To swallow the bait:** to be deceived by people's vain promises.
79. **To move heaven on earth:** to do all the possibilities to accomplish something on its time; to trifle about.
80. To let lose the dogs of war: to employ all the destructive forces of war as cannons and sophisticated arms.
81. **To nip in the bud:** To kill at an early age, to kill in the fetus.
82. **To let the cart out of the bag:** To reveal a secret that should not be revealed.
83. **To let bygones be bygones:** don't remember the past, to let the past to the past (let the past bury its dead)
84. **To leave the beaten track:** to change the way that is much frequented and trodden by common people. To try to bring another fresh new thing not commonly known or previously treated.
85. All that glitters is not gold.
86. Better alone than in a bad company.
87. Evil communication corrupts good manner.
88. Desperate diseases require desperate remedies.
89. Better today than tomorrow.
90. **Waste not, want not:** If you save up money at times of prosperity, you will need it at times of austerity.
91. Money makes the mare go: money is forceful.
92. **Love me, love my dogs:** If you love me, accept my conditions.
93. **To sow the wind and reap the whirlwind.** To act foolishly and repent at the end.
94. **It never rains but it pours:** fortunate moments or things when they



come to a person, they don't flow at intervals but they fall down all at a sudden as that person was born under a lucky star.

95. Knowledge is power.
96. To kill two birds with one stone.
97. **A drowning man catches at a straw:** At times of need, a man gives more importance to Weak persons to help him.
98. Near is my shirt but nearer is my skin (blood is thicker than water (kinship is better than friendship))
99. Prosperity gains friends, adversity tries them.
100. Be slow to promise but quick to perform.
101. Prevention is better than cure.
102. **Blow hot and cold in the same breath:** to contradict oneself while speaking.
103. Praise a fair day at night.
104. It is never too late to mend.
105. Man proposes; God disposes: a man intends to do something, but sometimes he succeeds and sometimes he fails; however, God never.
106. First weigh then say.
107. **Slow and steady wins the race:** the opposite of marry in haste, repent at leisure or speed kills, haste makes waste.
108. Time and tide wait for no man.
109. Patience is a plaster for all sores.
110. **Example is better than a precept:** Actions speak louder than words.
111. **Forgiveness is the noblest revenge:** to pardon people at times of anger is the noblest virtue one should always praise.
112. To err is human, to forgive is divine.
113. **In for a penny, in for a pound:** as well be hanged for a sheep as for a lamb.
114. **Barking dogs seldom bite:** Thundering cloud seldom rains: Great talkers are rare doers.
115. **Creaking doors hang the longest:** foolish and crazy persons often live long.
116. **Every cock crows on its dunghill:** Every dog is a lion at home.
117. **Every bullet has its billet:** There is no smoke without fire.
118. Fortune favors the brave.

119. Poverty acquaints a man with strange bad fellows.
120. Early start makes easy stages.
121. No rose without a thorn: no one is perfect.
122. **Necessity has no law:** at times of need, doing things against law is not regarded prohibited.
123. **New brooms sweep clean:** new workers work seriously.
124. A wounded reputation is seldom cured.
125. **A sleeping fox catches no poultry:** an idle person does not achieve anything.
126. Beggars should not be choosers (scornful dogs eat dirty pudding)
127. First catch your hare then cook it (get the thing first then talk)
128. **Stolen waters are sweet:** Things obtained fraudulently are tasty.
129. Don't leap over the hedge before you come at the stile: haste makes waste.
130. **Speak of the devil and he will come up:** when you speak of someone and there he appears, we use this proverb: An Algerian superstitious maxim lays it out: If you speak of someone and suddenly he appears, we say the person will live long.
131. One swallow does not make summer (one hand cannot clap)
132. **Throw a lot of dirt and some will stick:** tell false things to one and the others will follow.
133. **To jump out of the frying pan into the fire:** out of God's blessing into the warm sun.
134. Safe bind, safe find: when you pack something carefully, make sure it will be secure.
135. **Hunger is the best sauce:** When you are hungry, eat everything.
136. One man's meat is another man's poison.
137. Heads I win, tails I lose.
138. All waters run to his mill.
139. **If the sky falls we shall catch larks:** when something impossible occurs, we must profit from it.
140. **Too much familiarity brings contempt:** if we love someone very much and we always remain beside him/her, a certain feeling of hatred soon grows.
141. Two and two make four (something obvious cannot be hidden)

142. **A burnt child dreads the fire:** a sufferer never be deceived again.  
(he who has been bitten by a snake dreads the rope (Algerian proverb))
143. Charity begins at home.
144. **One beats the bush, another catches the hare:** one person toils while another one comes and takes the profit.
145. Discretion is the better part of valour.
146. **The mills of God grind slowly:** God delays his offerings but he soon brings the faulty with their good deserve.
147. Those who live in glass houses should not throw stones at others.
148. Love me little, love me long.
149. **Beauty is but a skin deep:** beauty is not at the surface level but is in the core, in the heart and in character.
150. **To call a spade a spade:** you should call things by their name.
151. **To buy a pig in a poke:** To buy something without a previous check up-An Algerian proverb: to buy fish in the sea.
152. **To blow one's own trumpet:** To do what you want to do (to boast of one's own deeds)

#### IDIOMATIC EXPRESSIONS

1. **To leave one in the lurch:** to abandon someone.
2. **To live from hand to mouth:** To eat what you gain without thinking of the future.
3. **To hit the nail on the head:** to say or to do the right thing.
4. **To husband one's resources:** To be frugal and parsimonious.
5. **to dig the grave of one's reputation:** to make a mistake, a fault that is too difficult to forget.
6. **To pass one's lips:** to let a secret be revealed.
7. **To change one's quarters:** to shift from a place of residence.
8. **To clip one's wings:** To reduce, to diminish in someone's force or power; to render ineffective and powerless.
9. **To build castles in the air:** to dream up of things that never occur.
10. **To bait the trap:** to bait the hook (in angling/fishing) to prepare something for someone to make him fall in the trap as the case of catching thieves or some animals like foxes or elephants: Algerian proverb: to pull the carpet under someone's feet.

11. **To save one's bacon:** to help oneself from danger.
12. **To be on the right scent:** to be on the right way/path.
13. **Be up and doing:** To decide upon an activity or work.
14. It is the case of the last straw that breaks the camel's back.
15. **It is Greek to me:** it is unclear and difficult to grasp.
16. **To be in a fix:** not know what to do.
17. **To kick against the prick:** to withstand, to oppose violently, to stand steadfast and resolute and stouthearted.
18. **To be on the tenterhooks:** to feel anxious, depressed, irritated.
19. **To be out of pocket:** to have no money or be penniless.
20. **To have many irons on the fire:** to have many projects under study or to be considered.
21. **To talk shop:** to concentrate one's speech exclusively on one's personal affairs.
22. **To be on the horns of a dilemma:** to be in a difficult position.
23. **To get wind:** to become popular and famous.
24. **To take time by the forelock:** to profit from the golden opportunities.
25. **To spread like a wildfire:** news, rumors spread quickly from one person to another.
26. **To be true to one's salt:** to be faithful to one's boss or manager.
27. **A maiden speech:** the first speaker's speech.
28. **A Roland from an Oliver:** Tit for tat, eye for eye, a good turn deserves another.
29. **To rob Peter to pay Paul:** to take from one to pay the other.
30. **A fair field and no favor:** There is no favoritism between people; they are all equal.
31. **A drawn game:** it is a game where the two teams score equal goals or do not score at all: in this case they are nil.
32. **Few and far between:** a lot but rare-the difference is great.
33. **To be in the dark:** to be illiterate and ignorant.
34. **To do something in a jiffy:** to do it very quickly.
35. **To harp on the same string:** to work in the same routine.
36. **To turn over a new leaf:** to change onward, to progress for the better, to ameliorate.
37. **To rest on one's oars:** to take a short pause or let up or a break.

38. **To nail one's colors to the mast:** to show a firm non admittance to defeat, to refuse to surrender.
39. **To take a leaf out of one's books:** to imitate others' examples.
40. **To stick to one's guns:** to continue fighting till death.
41. **To sit on the fence:** to take a mid-position between two parties, groups or sides.
42. **to throw cold water on:** to give discouragement, to enfeeble or weaken others' enterprises.
43. **Tooth and nail:** with all the possible efforts employed.
44. **To be at sea:** to be not on a fix, not know what to do.
45. **To be at issue:** to be under debate or discussion.
46. **To burn the candle at both ends:** to spend one's energies on two sides, to be extravagant.
47. **To throw off the mask:** to reveal one's projects.
48. **Through thick and thin:** under all the circumstances and conditions.
49. **To make amends for:** to pay back, to compensate for something lost.
50. To thank one's stars.
51. **To be in a bad odor:** To lose popularity and fame. To be disrepute.
52. **To be in tune:** to feel happy.
53. **To be in the same box as/to be in the same boat as** (to share the same responsibility)
54. **To be lost in the clouds:** to be lost, to be confused.
55. **To eat one's words:** to withdraw one's words, to take back what was said.
56. **To pay off old scores:** To have a bone to pick with someone, to take revenge (to avenge)
57. **To gain ground:** to take the lead over, to show dominance, to be victorious.
58. **To be on the wane:** to be decreasing, diminishing, dwindling.
59. **To bell the cat:** to make someone forceless, to render him unable to act and less powerful.
60. **To cast pearls before a swine:** to supply someone with things he does not deserve.
61. **To cut off in the bloom:** to paralyze or to kill something in its flower (at an early age)

62. **To do something by fits and starts:** to do an activity through short break ups or let ups or intervals.
63. **To bridle one's tongue:** to hold one's tongue or to live and let live (proverb)
64. **To drive someone into a corner:** to corner someone or animal; to squeeze someone so as not to give him a chance to flee or escape.
65. **To give someone a sack:** to sack someone, to expel someone from work, to send someone out, to kick someone out, to dismiss or to give someone the axe.
66. **To play fast and loose:** To play at both ends, to play the fool or the dumb.
67. **To be worth one's sale:** a worker is worthy of his hire; everyone should be paid according to the amount of work done.
68. **To feather one's nest:** to get money fraudulently, to corrupt.
69. **To play ducks and drakes with one's money:** to squander or fritter one's money/to spend one's money extravagantly.
70. **A dead letter:** a letter that has not much power.
71. **To tremble in the balance:** to take no decision of what to do.
72. **To be in hot water:** to be in a difficult position.
73. **To end in smoke:** to come to a vain result.
74. **To give countenance to:** to give a firm support to, to back up financially.
75. **To go to the wall:** to be squeezed, to go to pressure.
76. **To leave no stone unturned:** to use the maximum of your potentialities, to do one's best or one's utmost.
77. **To keep a good table:** to give a great deal of entertainment to someone, to amuse someone.
78. **To do to others as you would be done by.**
79. **To give a doing out:** to clean something entirely.
80. **To draw in one's horns:** to stop aggression.
81. **To draw in one's claws:** (birds of prey) to give up the pouncing on, to cease attacking the others.
82. **To draw someone out of his shells:** To encourage someone to act deliberately and without complex.
83. **To draw oneself up:** To stand bold as to favor one's pride, to stand

upright – e.g. The soldier refused to tell the truth, he was sentenced to death, but he drew himself up and decided to face death bravely as his predecessors.

84. **To eat one's heart out for someone or for something:** to have a vain desire to.
85. **To enter into the spirit of something:** to have a hand or an active part in it.
86. **To fall down on a job:** to be unemployed.
87. **To fling up one's hands in horror:** to live in terror, to be horrified, to live under the tyranny of.
88. **To fly off the handle:** to become angry, to lose one's temper.
89. **To bury the hatchet:** to stop warfare and start peaceful negotiations.

### 3. IDIOMATIC USES OF TO BE

1. **To be about to:** to be going to – he is about to go to Algiers.
2. **To be above:** to be superior to.
3. **To be after:** to pursue, to be in the pursuit of, to seek, to chase. He is after reputation.
4. **To be against:** to stand against, to withstand, to be not in favor of, – he is against co-educational schools.
5. **To be dead against:** To be entirely against.
6. **To be along:** to appear to sight, to arrive to – He'll be along in 10 minutes.
7. **To be at:** to be at a place; to be occupied with work, to be busy with-He is at his work until he finishes it.
8. **To be away:** to be absent-it is used to express the departure of a person or a vehicle. He is away now, you can come later.
9. **To be away with fairies:** to be a little mad or lunatic.
10. **To be absent-minded:** to be mentally absent, to be inattentive.
11. **To be back:** to return, (be careful not to return back) – to come from. At present, my brother is out; he will be back at 3 O'clock.
12. **To be behind:** to be delayed, to cause a retard, to impede, to arrive a little bit late. He was a little bit behind the time of his work because the bus did not come on time.
13. **To be below:** is the opposite of to be above-The angler casts his fishing

line into the water-the cork is floating on the surface above the water whereas the hook is below.

14. **To be by:** to be near, in the vicinity of – I am standing by the door (near)
15. **To be down:** to be ill on bed, to descend from a high position-When the bag is full of apples, the boy will descend the tree or he will be down the tree.
16. **To be for:** to be in favor of, to be in a place as a house-He is in at the moment.
17. **To be in for:** To be involved in, to run in troubles in case of misleading. To be committed to a disastrous consequence. She will be in for serious troubles if her husband decides to have a divorce.
18. **To be in with:** to have a friendly relation with/to be in good terms with.
19. **To be off:** a) to leave, to depart from to; to be away, to go off, to go away-They will be off in a few days. (b) to hate or to dislike-He is off drinking alcohol (c) to have gone bad, to be rotten to have an ill-smelling odor-This apple is off, don't eat it. (d) – To cancel, to postpone, to put off to another day-Because of heavy rain, the match is off.
20. **To be on:** to be put on, to be hanged on a hook, to be attached, to be attached to the body as garments-His jacket is on his shoulder.
21. **To be on to:** to be on the right way, to be conscious of, – the detective will be on the truth soon.
22. **To be out:** (a) to be out of the house, to be absent from a place-he is out at the moment (b) to be impossible, to have an impossible occurrence of an event. What his wife suggests is out of question. (c) to be shown or revealed to the public as a secret-the secret was out before he could scheme out his plans. (d) to achieve (a book from publication). He made it at last when his first book was out. (e) For plants and flowers (to bloom and blossom) – the flowers will be out at an early time of spring. (f) to go on strike, to demonstrate in the streets-the busmen went out for a high salary increase. (g) To be extinguished (as fire) – the light went out when he was busy writing.
23. **To be out for:** to seek, to go in search of, to be lustful for-she is out for



her proper private ends. (personal interests).

24. **To be out of:** to have no more of the things, to out everything-this shop has no bread, this implies that the shop is out of bread.
25. **To be out of reach:** to be far from any attempt, to be not reached by anyone, to be not biased by others' sayings; to be unlucky, to be unfortunate – Please keep this medicine out of the reach of children.
26. **To be over:** (a) to finish, to put an end to, to come to an end. He will be over his work at an early time this night. (b) to move over, to fly over (planes or birds) – The helicopters are heading over the camps (c) in sports, we say the ball is over the fence; it goes out of the limit, frontiers, borders or barriers.
27. **To be over with someone:** To kill someone, to get rid of him, to rid oneself of-It is all over with this person. The doctor has done his best, but there is no possible remedy for cure.
28. **To be through:** to be finished, to be over-as soon as he will be through, he will sing us a song.
29. **To be up:** (a) to be out of bed, to get up, to be awake (to wake up). You can see him now, he is up. (b) To raise from a lower position to a higher one. The mechanic is under the car now, he will be up as soon as he finishes repairing it. (c) Time (expiration or termination) e.g. The time is up but we have not finished our work.
30. **It is all up with you:** There is no hope for you, it is too late for you to succeed.
31. **To be up against:** to be faced with, to confront-He is up against his hard life. Now he must toil.
32. **To be up and doing:** To be active in any process-The students should be up and doing if they want to succeed in their exams.
33. **To be well:** To be in a good health, to be in a good form, mood, temper; to feel at ease – To be in the right frame of one's mind.
34. **To be oneself again:** to regain one's state of health after a recovery from an illness – His wits were completely scattered when he was down with fever, but now he he is himself again.
35. **To be well off:** to be well to do, to be rich, to be prosperous-He is well to do as he has inherited all his parents' property.

<b>ADJECTIVES RELATED TO THE VERB “TO BE”</b>
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1. **To be aware of:** to be conscious of, to know-she is not aware of the danger she is facing.
2. To be bitten: to be cheated against; to be deceived by – He was bitten when his friend attacked him openly before his best friends. It was the case of the biter being bitten.
3. **To be equal to:** to be balanced, to be equal with, to be as, to have the same, to have equal parts with.
4. **To be near to:** To be adjacent to, to be by, to be in the vicinity of, the opposite is to be far from, to be far away, to stay distant, to stay on the remote of-He is sitting near his father.
5. **To be past:** to be too late for, to be beyond recovery, mending or repair. After being examined, the doctor claimed that the patient was past recovery (he could not be cured)
6. **To be shaky:** to be irritated and agitated, to be in a tottering situation, to be trembling, to be enfeebled; These days my father is very shaky; he feels that he is in the red as he has many debts to pay back.
7. **To be sick of:** to be disgusted with, to have no pleasure in.
8. **To be not worth:** It is not worth +gerund<sup>Ⓢ</sup> (it does not deserve) – it does not merit-it is not worth spending two hours in this exercise.
9. **To be worth its weight in gold:** This expression is said when someone or something that proves to be very priceless/invaluable is considered. e.g. She is worth her weight in gold because she has saved thousands of people from the disaster.
10. **To be easy in mind:** To be happy about, to feel at ease – e.g. He settled up all his problems so he felt quite easy at mind.
11. **To be ill-at ease:** To be not in a good mood or temper, to be in a bad temper or mood, to be disturbed – e.g. The president of the club is often ill at ease when he thinks of delivering a speech to his twice bitten team.
12. **To be lost in the clouds:** To be mentally confused, to be uncertain of what to say, to be unable to express one’s thoughts clearly. The students were puzzled and felt lost in the clouds by the teacher’s philosophical explanation.

13. **To be caught red-handed:** to be caught just at the moment of committing a crime or a murder. the red color is the symbol of blood; so when you catch someone with his hands covered with blood, this means he has just killed someone.
14. **To set upon a thing:** to have a strong desire to do something. e.g. he sets upon getting married next summer.
15. **To be wide awake:** to be conscious or aware of any event. e.g. His mind is wide awake though he pretends to be absent-minded.
16. **To be all ears:** to be listening.
17. **To be no more:** to be finished, to die. He used to be a great black leader, but as he is no more, every black weeps him.
18. **To be no chicken:** to be no more young.
19. **To be a good hand at:** to have an acquainted knowledge or to have a first hand knowledge in a specific field. To be skillful at, to be clever in, to be an adept at, to have an excellent hand knowledge at, to have an acute hand. The opposite is to have a poor, wretched hand at-My friend is a good hand at repairing cars.
20. **To be master of any situation:** to have a strong decision making and a ruling power over difficult situations.
21. **To be master of one's trade:** To have a skill in a specific domain, to know fully about one's job or profession.
22. **To be a nobody:** to have less importance, to originate from a poor and shabby family.
23. **To be a slave to thing:** To be addict (generally-this has a negative sense) as to be addict to alcohol, TV or gambling.
24. **To be of age:** to become mature.
25. **To be under age:** to be less than 21 years old (minor)
26. **To be off one's head:** to be insane, mentally unhealthy.
27. **To be under a person's thumb:** to be powerless, to execute one's superior orders, to be under a ruling power (under the control of someone-The maid is under her boss's thumb).
28. **To be with:** to be in favor of, to agree with, to be in harmony with.
29. **To be down in the mouth:** To feel angry and depressed, to feel not at ease – e.g. She is down in the mouth as she fails in her driving license.
30. **To be someone's right hand:** to be of extreme importance to someone,

to be a great assistant to – Kamel is Rachid’s best right hand for the moment. He always defends him against enemies.

**IDIOMATIC USES OF THE VERB  
“TO BE”**

**TO BE AT/:**

1. **To be at one’s best:** to use and employ one’s utmost efforts and energy and power for the sake of something.
2. **To be at daggers drawn:** It is an expression used to describe the utmost enmity that grows between two opponents, foes, rivals at the extent of drawing daggers and stabbing each other as if they are at war and want to satisfy their inner wrath. e.g. these two women are always quarrelling with each other, but today they are at daggers drawn. (The intensity of the dispute is greater than ever before.)
3. **To be at death’s door:** to be about dying, to be one inch from the grave. This grandfather is nearly 100 years old, he can’t move from his place. It seems that he is at the death’s door.
4. **To be indoor:** to be at home.
5. **To be at large:** to be free from any restraint, to be at liberty-The lion is at large and no hunter could catch it.
6. **To be at a loss:** not know what to do.
7. **To be at sixes and sevens:** to be in disorder, to be out of order, to be in a mess.
8. **To be at the top of the ladder:** to be regarded or considered of a high position or personality. To be seen as a great master of every domain. Due to his knowledge in applied linguistics, he is seen at the top of the ladder.
9. **To be at one’s wits end:** to be nervous, to be agitated-When his house was set on fire, the farmer was at his wits’ end.
10. **To be at pains to do something:** to feel it hard to finish or terminate a project under study. The farmer charges his son to water the garden, but the boy is at pains to do this hard job – a new toil he does not expect.

## 2. TO BE IN

1. **To be in one's element:** to work or to live among a favorable group/membership or in company of good friends: When he is in his element, he always brings in fresh ideas.
2. **To be in a fair way to do something:** to have a great desire to do something. To have an envy to pace forward with an idea to its end. Fatiha is in a fair way to help her mother finish the work entrusted to her.
3. **To be in his flower:** to be in the flourishing part of one's life.
4. **To be in a person's good books:** to be in the same wavelength as, to be in favour of.
5. **To be in sight:** to be seen, to be observed-the opposite of to be out of sight – Proverb: out of sight, out of mind.
6. **To be in step:** To walk in similar motion or movement as-The soldiers are in step with one another; i.e. foot to foot, the right with the right and the left to the left.
7. **To be in one's teens:** to be a teenage or teenager-between 13 and 19 of age.
8. To be in time: to be at the right moment.
9. **To be in good temper:** to be in a good mood, to be in good health.
10. **To be in tune for:** to be in a good state of mind.
11. **To be in the van:** to take the lead, to be in the front part or position among the prominent men of letters. To be among the VIPs-Charlie Chaplin is always in the van among the best movie actors.
12. **To be in the wind:** to be in an open position where the wind blows upon, to be in the current of wind directed or oriented towards all the facts and fresh factual daily news emanating from the world through. e.g. What is in the wind today? = What are the news of today?
13. **To be in the wrong pathway:** to be in the wrong order: to be out of order: to be in the wrong box = to be in bad circumstances.

## 3. TO BE ON

1. **To be on the alert:** to be alerted, to be on the ready to meet or face any difficult situation – e.g. There was a dangerous criminal in the village

who attempted to kill the nurse; but unfortunately he failed because the nurse was on her alert. Similar expressions could be-To be on the alert, to be watchful, to be on the watch, to be on the look-out, to be on the guard.

2. **To be on the wane:** to be diminishing, to be reducing, to be decreasing-e.g the moon is on the wane (see wax and wane)
3. **To be on the carpet:** a matter for discussion, a problem suggested for discussion, a subject matter under focus and study. The problem of unemployment will be on the carpet this afternoon.
4. **To be on velvet:** to take a favorable position.
5. **To be on the eve of, or to be about to:** to be doing a thing, to have a tendency to do something, to be on the verge of.
6. **To be on the right side of forty:** To be under forty years old.
7. **To be on one's last legs:** To be about to collapse, to have the last breath of one's energy and enthusiasm; to be in a deteriorating situation. The farmer had no other surviving source apart his cattle. So when he was robbed of his property he seemed to be on his last legs.
8. **To be on the wrong side of fifty:** To be more than fifty years old (to be on the shady side of one's life).

#### 4. TO BE OUT

1. **To be out of the question: to be out of consideration** – We can't discuss this problem at the present meeting because it is out of question.
2. **To be out of subject:** to have no relation with the subject under focus.
3. **To be out of place:** that has no place in a particular context. The student writes a sentence about cooking when describing a trip to the outside world. The teacher underlines the sentence and writes in the margin-This is out of place (irrelevant)
4. **To be out of print (book publication):** to be sold out (they are not available on the market)
5. **To be full of oneself:** to boast of oneself, to praise oneself to extremes, to go overboard, to fill up one with vanity, to be puffed up, to be vain.
6. **To be in the order of the day:** To be actually featured, discussed; it is any scheduled subject matter to be considered. The question of Palestine Liberation is in the order of the day at the UNO.

## IDIOMATIC USES OF CERTAIN VERBS

**Idiom** (Latin: *idioma*, “special property”, f. Greek: “special feature, special phrasing”, is an expression, word, or phrase that has a figurative meaning that is comprehended in regard to a common use of that expression that is separate from the literal meaning or definition of the words of which it is made. *The Oxford Companion to the English Language* (1992) pp.495–96.

A **phrasal verb** is a combination of a verb and a preposition, a verb and an adverb, or a verb with both an adverb and a preposition, any of which are part of the syntax of the sentence, and so are a complete semantic unit. Sentences may contain direct and indirect objects in addition to the phrasal verb.<sup>[1]</sup> Phrasal verbs are particularly frequent in the English language. A phrasal verb often has a meaning which is different from the original verb.

According to Tom McArthur:

...the term ‘phrasal verb’ was first used by Logan Pearsall Smith, in “Words and Idioms” (1925), and that Editor Henry Bradley suggested the term to him.

McArthur, Tom: “The Oxford Companion to the English Language”, pp72-76, Oxford University Press, 1992

Wikipedia, the free encyclopedia last updated 3 July 2011

### 1. TO BRING

1. **To bring about: to cause**-His laziness brought about failure.
2. **To bring down:** (a) to reduce in degree, level, quantity: the supply of goods in the market brought down the price. (b) To cause to fall down: Yesterday highest wind brought down many saplings. (c) to cause defeat and upheaval: the strike might bring down the whole council ‘s efforts. (d) to cheer up: to cause an enthusiastic atmosphere-Charlie Chaplin’s sense of humor brought down the whole family to laughter.
3. **To bring forth:** (a) produce (fruit, vegetables and plants.) – Their revolution has brought forth new amendments. (b) – to produce offspring (children) – This mother is very lucky, she has brought forth ten children and she is still craving for more.
4. **To bring forward:** (a) to propose a subject for discussion-The problem

of unemployment has been brought forward in the meeting. (b) to advance in time and date) – The meeting is scheduled for next Friday, but as time does not permit, they have brought it to Sunday.

5. **To bring in:** (a)-(To initiate and introduce): his discussion with his brothers brought in many benefits. (b) To give profit to, to produce, to yield as hire or rent. This swarming hotel brings in a great profit to the manager.
6. **To bring off:** (a) To succeed: to achieve with success-He made a great effort and brought it off at the end. (b) To save (to rescue). the fireman climbed the ladder and brought off the little child sound and safe. (c) To carry: The farmer returned from the field and brought off many fresh vegetables and fruits.
7. **To bring on:** (a) to cause to start, to cause an illness-The female Tse Tse insect brings on malaria. (b) To induce: to cause to produce, to originate-The demise of her great father brings on her grief to its highest pitch.
8. **To bring out:** (a) to expose, to bring light to-His new decisions will bring out many new accidents. (b) to develop, to evaluate, to progress, to ameliorate. The teacher's job towards his best students is to try to bring out his know how and make it at their service (c) to carry: The captain ordered the crew to bring out the injured sailors off the board. (d) to publish: the government will bring out a new English book (e) To introduce (on the market) Condor Bordj Bou arreridj Headquarters will bring out many new electronic devices for the Algerian market.
9. **To bring over:** (a) to convince, to persuade, to make others change their minds-I have tried many times to bring them over about going to the theatre but I have failed. (b) To be imported (from): These books are not local; they have been brought over from England.
10. **To bring round:** (a) to help someone regain his consciousness or to revive someone to consciousness. He fainted but a drop of perfume brought him round. (b) To change someone's course (to convert) – They tried to bring him round from his religious beliefs but they could not. (c) To deliver, to supply merchandise (goods) – The goods were brought round the market yesterday.
11. **To bring up:** (a) to educate, to bring forth in good conditions – to rear



a child; also to rear a baby animal, a cub: This child is very lucky, he is very well brought up (b) to raise the question, to mention it: The student brought up the question to the meeting again. (c) To vomit: If you eat a lot, you will soon bring it up.

12. **To bring through:** To lead, to conduct safely through (without causing any accident) – Though the child is small, he brought his family through sound and safe.
13. **To bring to light:** to enlighten, to discover, to clarify.
14. **To bring to mind:** To recall, to remind someone of.

## 2. TO CALL

1. **To call at:** (a) To pay a visit to-Percy Buttons, a beggar, always calls at every house for a piece of bread and cheese. (b) to stop at: The boat will call at the harbor at six o'clock.
2. **To call back:** (a) A telephone recalling (to call and recall (redial) – I'll call back at 9 o'clock (I'll ring you back later) (b) to be summoned; to be called back-He is an eminent person in his company; so whenever a problem rises he is called back.
3. **To call down:** (a) to summon from a low position-He is standing downstairs; so he calls his mother down to receive and welcome the arriving guests. (b) To blame, to scorn, to reprove severely or harshly: Everybody called him down when he insulted his parents.
4. **To call for:** (a) to demand, to require-This troubled situation calls for a common revision to the political structure. (b) to go to meet together: He called for his friends to face the difficult situation.
5. **To call forth:** to require and to demand: This emergency calls forth considerable attention.
6. **To call in:** (a) to send for, to summon: On his birthday/anniversary, he called all his friends in (b) To call for a doctor: When my sister is down with fever, we called in the doctor immediately. (c) to ask for payment: to collect the duties, money and debts: The bank calls in its money every six months.
7. **To call off** (a) To cancel: to postpone-It was raining heavily; so the referee called off the match. (b) To avoid attacks: When the dog ran after me, I sent out an irritating sound that called the master's

attention. He called his dog off immediately and I successfully escaped from some fatal bites.

8. **To call on** (upon) (a) to pay a short visit to-When his grandfather arrived from the holly land, he called on his friends to celebrate the ceremony. (b) To pray to: What's the point of calling God when one has no confidence in his mental abilities?(c) to invite (to summon purposefully) – His eloquent speech made us call on him every time we would have a meeting.
9. **To call out** (a) He shouted to: he called out to his friends to help him but nobody wanted to (b) To summon from somewhere: The headmaster called out his teachers to study the situation at school. (c) to call for a meeting: the captain called out his officers to the assembly.
10. **To call over:** (a) to recite the names on a list: The teacher called the students' names over (he called the roll) (b) to pay a visit to: He called over to his sister in the hospital.
11. **To call round:** to pay a visit to: the doctor said he would call round at 9AM.
12. **To call up:** (a) to telephone, to ring someone up, to phone to-Don't forget to call your brother up, he works at 8O'clock. (b) to summon for military purposes-The young soldiers will be soon called up to join the battlefield.
13. **To call to order:** to ask people to give more obedience or respect. The manager called his workers to order and to work steadily within the proven institution regulations.

### 3. TO CARRY

1. **To carry away:** to move or to transport quickly-the painter was carried away by the gorgeous portrait.
2. **To carry back:** to recall the past, to be taken back to the past – e.g. This musical sound carried him back to the tunes played by his ancestors years ago.
3. **To carry forward:** to pass forward-The injured person was carried forward on an ambulance to the nearest hospital.
4. **To carry off** (a) to obtain as a reward or a prize-she is a very intelligent student; therefore, she always carries off the best prizes offered by her

school. (b) to assume (a task on the stage-theatre) The actor carried off the role successfully (c) to kill; to cause death to: Malaria has carried off the citizens to a complete disaster. (d) to capture (to seize). The thief attacked the farm and carried off all the cattle.

5. **To carry on:** (a) to continue: Carry on boys you are on the right path. (b) To be able to manage a business: they were able to carry on the business after their tutor's death. (c) to be in a love affair with: This girl is carrying on with the headmaster's son. (d) to maintain (to proceed on with) – traditions must be carried on by the young generation-(e) to misbehave: she does not approve the way I am carrying on.
6. **To carry out:** to execute; to put into practice-the soldier carried out his officers' orders.
7. **To carry over:** to carry on, to continue, to proceed-Due to the lack of space, the teacher carries the exercises over to the next page.
8. **To carry through:** (a) to accomplish: to finish successfully-the son carried all his father's expectations through. (b) To sustain and to support-Courage, hard will and perseverance will carry a person through in his life.
9. **To carry one's point:** to reach the aim, the target and to attain one's expectations-he is a good boy because he has succeeded to carry his point at last.
10. **To carry a thing too far:** To go beyond what is reasonable (to go overboard (to exaggerate) – They played together as friends but they soon carried the game too far and found themselves leading a cat and dog's life.
11. **To carry weight:** To influence, to exert a ruling power over-You must tell this wife about the theft because she is going to carry the weight with her husband.
12. **To carry coal to Newcastle:** to do, to assume and to exert an unnecessary thing. This matter has no solution; it is no point knocking your brain on-It is just a matter of carrying coal to Newcastle.
13. **To carry matters with a high hand:** to exert a ruling force over-(to be authoritative) – This father never knows a way to permissiveness; so he always carries matters with a high hand and punishes his children whenever they make mistakes.

14. **To carry into effect:** to perform, to put into action, to practice. Though his bad circumstances, he managed to carry into effect the few measures he had put forward.
15. **To carry the day:** to be victorious: He lived all his youth deprived; but he made it at the end as he carried the day by achieving new proven records.

#### 4. TO CAST

1. **To cast about for:** to be in search of, to look for, to be lustful-The miner cast about for a lost treasure.
2. **To cast aside: to discard, to reject, to throw away:** Never cast aside young people's statements and work out the old ones.
3. **To cast away: (a)** to abandon; to maroon, to forsake-a castaway is an abandoned person. Robinson Crusoe was a castaway. **(b)** to stop or to give up: a good soldier never casts away his fight.
4. **To cast back: to pay a regard to, to look back to one's past:** he cast back his memories to his childhood and repented on the best flower of his age.
5. **To cast down:** **(a)** to be depressed-He is an orphan and he is always cast down by well-off people. **(b)** to throw down at a quick motion-The thief was caught red – handed; so when he saw me he cast down his eyes because he was very embarrassed.
6. **To cast off:** **(a)** to discard, to throw away, to abandon-Beggars are given cast off clothes. – The dishonest persons are those who cast off their friends. **(b)** to finish<sup>Ⓢ</sup> a piece of knitting) – As soon as she cast off the pull over, she will offer it to her husband. **(c)** to set out<sup>Ⓢ</sup> to release the ship from the harbor) – Captain Allison cast off at 8 o'clock and made his way to Spain on board "Britannia"
7. **To cast on:** is the opposite of to cast off (begin a piece of knitting) – she is charged of casting on a scarf for her guest.
8. **To cast out:** **(a)** to expel, to dismiss, to reject, to send out, to kick out. Due to his misbehaving, the worker was cast out. **(b)** An outcast is a person who is expelled from the society after a wrong doing. (a truant, an unwanted person.)
9. **To cast up:** is the opposite of to cast down: **(a)** cast up = to look up, to

elevate, to raise one's eyes up (upward) – The vicar cast his eyes up to heaven and asked the Lord for continual blessing. (b) to vomit: the boy had eaten from the nasty pudding and he no longer cast everything up. (c) to calculate (to tabulate) – This boy is very intelligent as he cast up very complicating additions. (d) to reproach: to accuse someone of a wrong doing-It is out of your business to cast up my brother of a crime that he has no hand in.

10. **To cast oneself on:** to devote oneself fully to-to entrust oneself to, to give entire confidence to-the vicar cast himself on God's blessing and forgiveness.
11. **To cast an eye on:** to look at, to glance at-the policeman cast an eye on the driver's driving license.
12. **To cast the fishing line:** (in water) – The angler baits the hook and casts the fishing line in the water.
13. **To cast into the shade:** to reduce in degree and importance, to hide the high quality of-When the girl was alone, she was like a brightening star but when two other beauties entered upon the stage, they cast her in the shade.
14. **To cast in one's teeth:** to say something reproachfully, to insult someone openly, to speak unfairly of someone.

## 5. TO CATCH

1. **To catch at:** to try to seize, to cling at, to attempt to grasp suddenly. e.g. what an intelligent student he is! He always tries to catch at every opportunity that brings in profit.
2. **To catch on:** (a) to seize, to grab at-The lady kept on catching on the thief's coat until it was torn; so the thief ran away and left behind him the lady weeping to her mercy. (b) to be famous: this boy is a good poet and his verses will soon catch on. (c) to grasp the meaning of, to understand and comprehend: From my first hand knowledge, he seems to be very stupid; but he is very quick at catching on what people discuss or talk about.
3. **To catch out:** To discover someone while committing a wrong doing. She was caught out stealing some eggs from the market.
4. **To catch up:** (a) to succeed in reaching something-to succeed in

attaining what is lost. If she works hard she will catch up with her classmates. (b) To raise or to lift up to a certain position. The actress catches up her hair with a beautiful pin. (c) To raise or to collect immediately from the ground. (d) (to pick up) – the boy caught up the stone and threw it at the fierce dog.

5. **To catch someone's eye:** to let one's eyes meet another's eyes. When I was looking at her, she averted her eyes quickly and caught me looking at her; so she caught my eyes.
6. **To catch a train,** a bus or a taxi: to get on time, to arrive at the appropriate moment of departure. The opposite is to miss the train, the bus or the taxi-to fail to catch.
7. **To catch a tartar:** to seize a powerful person whom we owe strength and power.

## 6. TO CHANGE

1. **To change down:** To change the gear down while driving. When he comes near to the traffic lights, the driver changes down (reduces the speed)
2. **To change into:** (a) to put on, to wear: The prisoner changed into the soldier's uniform and ran away through the forest. (b) to transform, to dress oneself as – The small boy changed into a clown so as to entertain his family.
3. **To change over:** to move from one state to another: (to convert) to convert from gas to electricity or from liquid into solid.
4. **To change up:** is the opposite of to change down: When he left the town, the driver changed up to cross the highway (he changed the gear to speed up)

## 7. TO CHECK

1. **To check back:** (a) to refer to past events: the detective tried to check back the list of criminals to see if the name of Mr Benrabah figured out. (b) to contact someone again through a phone call or with the help of a messenger. – At the moment, I can't give you any determined decision but I'll check back later to give you my eventual decision.
2. **To check in:** (a) to reach a place, to arrive to, to call at-the guest checked

in at our house at 7 o'clock. (b) to give someone accommodation in a hotel; to give lodging to (to lodge) – As he has not got an extra room in his apartment, the host soon checked his guest in a hostel.

3. **To check out** (a) to die-This miserable person checked out last night. (b) to help someone in his leaving the house: Everybody checked her out in her departure last week. (c) To verify: to ensure the availability of papers and documents-Please do check out this slip of paper and tell whether my name is on or not. (d) to leave, to depart: the tourist came to finish his vacation in Ziama Mansouria, Jijel, so he checked out for Algiers last night.
4. **To check off**: to finish one's work, to be off: the workers checked off at 12 o'clock.
5. **To check over**: to examine in detail; to have an overwhelming and accurate verification. The custom officer checked over the board before he set it on.
6. **to check up**: to examine health. A health check up. The doctor gave his patient a health check up. Everyone has to have a health check up regularly.
7. **To check on**: to test, to look deeply into, to verify: The publisher checked on the different sides of the verdict before he printed it.

## 8. TO CHEW

1. **To chew away**: a) to chew a gum for a long time without stopping. The girl was chewing away the gum for hours on end. (b) to consume devastatingly as mouse and rat. The mouse chewed away the piece of plywood.
2. **To chew over**: (a) to discuss a subject matter for a long time. The president has been chewing over the problem of unemployment with his ministers for more than three years. (b) to give interest to (to regard and consider) – The writer has been chewing over his layout before he could put it in its final draft.
3. **To chew up**: (a) to cut into fine slices before swallowing a piece of meat. I chew up the pieces of meat carefully before swallowing it. (b) To waste or to spoil-At a publishing house, countless papers are chewn up.

4. **To chew on:** to consider, to think over (to meditate on). Nuclear weapons is a good topic to chew it on.

## 9. TO CHOP

1. **To chop back** (a) to save up, to economize: the shop owner has to chop back his investments and give up his mad race to catch up with joneses. (b) to cut back plants and vegetables-the farmer chops back his grass.
2. **To chop down:** to cut down trees. These branches must be chopped down as they have blocked the passage way.
3. **To chop off:** to cut with a sharp violent blow or stroke. The farmer chopped down the saplings.
4. **To chop up:** (a) to cut into small units: we need to chop up these small pieces of log to lay fire. (b) to divide – when their father died, the two brothers chopped up the property.

## 10. TO CLEAR

1. **To clear away:** (a) to remove things from, to clean a place-When the President arrived, the workers had already cleared away the roads. The mothers always clear the tables away before covering the floor.
2. **To clear off:** (a) to run away, to go away, to flee, to depart: clear off boys, it is forbidden for you to enter this place. (b) to solve one's financial problems; when his father died, the boy was not able to clear off his father's debt.
3. **To clear out:** to clean-She cleared out the tables before setting them.
4. **To clear up** (a) to ameliorate: when the sky clears up, we can take photos. (b) to find solutions to-when the criminal was caught, everything was cleared up.

## 11. TO CLOCK

1. **To clock in/on:** This idiom is used when a worker inserts his punch card in the machine at the time of his arrival to the place of his work. The delay made by any worker is checked through the perforated cards with reference to whether he had arrived **on time or not**.



2. **To clock off/out:** is the opposite of to clock in (to insert) To clock off or out is to insert the punch card again at the moment of one's leaving or departure.
3. **To clock up:** to gain, to succeed in reaching or attaining certain expectations in the future. This boy is very intelligent, everybody expects him to clock up with honorary gifts.

## 12. TO CLOSE

1. **To close down:** To close, to shut the door of-don't expect to find tickets now, the swimming – pool has already closed down.
2. **To close in:** to become shorter (for days). At the end of autumn, the days close in slowly.
3. **To close on:** to surround, to put a circle round (the hunters close on the puma and catch it at last.)
4. **To close up:** (a) to become closer to each other. It is getting colder and colder and the small boys begin closing up. (b) To fill in a void. The masons turned round the wall to close up the holes.

## 13. TO COME

1. **To come about:** to happen, to occur, to take place-When did the accident come about?
2. **To come across:** to meet by chance: When I was strolling in the street, I came across my old friend.
3. **To come by:** To gain something, e.g. by the sweat of one's brow. All the furniture he possesses is his proper come by.
4. **To come after:** to come after in a classification, to proceed after. This exercise comes after that one.
5. **To come apart:** to separate into pieces-After the explosion, the car comes apart.
6. **To come at:** (a) to arrive to, to attain-when he came at the climax of the story, he greatly felt absorbed. (b) to attack-the thug came at me with a great desire of killing.
7. **To come away:** (a) to leave, to go away-They had to come away before the bell rang. (b) to be separated from: the tyre had come apart before the driver could stop it.

8. **to come back:** (a) to return from: Don't forget to ring me up when my father comes back from the market. (b) to be part of the fashion – long trousers have come back to the market recently.
9. **To Come before:** to happen before in time-he came to school before his sister. (b) to arrive in the presence of-the awarded came before the headmaster and the teachers and bent for respect.
10. **To come by:** (a) to arrive to a place or a destination-he always comes to school by car. (b) to get, to gain and to obtain-I wonder how did she come by this invaluable watch? –
11. **to come down:** (a) to descend; the opposite of to climb; to ascend, to mount a car or a horse. The boy comes down the ladder – (b) to become cheap: the price of potatoes has come down in the market this year. (c) to destroy, to pull down-the old temples have come down. (d) To pay visit to the country-the citizens are coming down to the quiet forests. (e) to be promoted from/to graduate from a college or university: this graduate student comes down from the university of Constantine.
12. **to come down with** (a) to be affected by an illness: poor farmer, he has come down with flu.
13. **to come down on/up:** to take severe measures against-to decide to punish. the teacher decided to come down on the silly students.
14. **to come forward:** To present oneself to/to introduce oneself to: these boys have come forward as volunteers in the next summer vacations.
15. **To come from:** to derive from, to originate from-Our teacher of English comes from Setif. The word “précis” is a borrowed word which comes from the French language.
16. **to come in:** (a) to approach, to come near to-Beware boys, the waves are coming in. (b) to begin: when will spring come in this year? (c) to be classified as – during the whole academic year, this girl has come in first. (d) to become ripe (fruit) How do apples come in? (e) to receive (as a monthly income) How much does an Algerian average worker come in?
17. **to come in for:** to receive a scorn or a blame for-This man interferes in the couple's own affairs and eventually comes in for a heap of unfair words.
18. **To come into:** to inherit someone's property: after his mother's death, the orphan came into a large fortune.

19. **to come near to:** to get closer to: to be in the reach of-when she gets cold she comes nearer to her mother.
20. **To come of:** to derive from, to descend from-this girl comes of/from a well – to-do family.
21. **To come off:** (a) To be absent from sight, to disappear: a doze of benzene will help these stains come off. (b) to be separated from: this button must be fixed or tightened up because it is going to come off. (c) to fall from somewhere up (a ladder or a tree) – the boy is now down with fever because he has come off the tree. – (d) to occur (time) everybody is waiting for him to come but his arrival has never come off.
22. **to come on:** (a) to start, to set out-the wind is coming on-(b) To develop and to grow-the saplings are coming on after last week's shower-(c) to emerge on the stage (theatre) à-What an active actor he is! He came on the stage as light as a feather (d) to advance, to make a progress:: though their boats were almost destroyed, theseamen were coming on directly on their enemy forces.
23. **To come out:** (a) to be published – Many new books in phonetics are coming out to the school library. (b) to be known as a secret or truth-after the interrogation, the officer claimed that the truth about the last week murder would soon come out. (c) to emerge, to appear, to be seen-at last the sun came out of the clouds. (d) to develop (a photo or a film) – Though the film is new; my sister's photos donot come well. (e) to stop working, to go on strike: the workers have come out for an increase in their salaries and good working conditions.
24. **To come out with: to say, to connote:** He is alays absent but whenever the teacher asks him about the absences, he always comes out with an alibi.
25. **To come over:** to come from a place through water – Our teacher of French comes over from France.
26. **To come round:** (a) to pay a visit to-A good friend is the one who comes round his friends. (b) to recover from an illness, to be restored to good health-This person was down with fever for over than one week but now he has come round. (c) to revive: to return to the state of stability after a faint. To get to one's consciousness, to grow in self-awareness. The policeman fell unconscious for over three minutes; but

a sprinkle of perfume made come round. (d) to agree with: she refused to accept our proposals at the beginning; but later on she came round with our points of view.

27. **To come to:** to arrive at (as a consequence) – Their quarrels have come to serious troubles.
28. **To come through:** to survive, to live again, to maintain life-Everybody expects him to come through his accident.
29. **To come together:** To accompany one another-The two sides will come together at the corner.
30. **To come under:** to be included in a list-this story comes under different titles.
31. **To come up:** (a) to be subjected to discussion, to be under debate or discussion-The topic of famine came up before the assembly this morning. (b) top arrive (to happen) – He killed his brother and now he is preparing himself for things that come in the future. Idiom: To come up through: to win something.
32. **To come up against:** To face and to confront-the soldiers gave themselves in as they could not come up against their foes.
33. **To come up to:** to fulfil, to meet the expectations of: Though he faced many difficulties, he was able to come up to the standard of his responsibilities.
34. **To come up with:** to catch up with, to attain, to reach the same level as-Don't try to live beyond your means to come up with the neighbours. (b) to give out, to produce: the clown came up with new tricks.
35. **To come upon:** to meet by chance, to come across-The farmer was digging his garden when he suddenly came up with a gold coin.
36. **To come to close quarters:** to be in contact with, to work closely with, to work hand in hand with, to get together-When he came to close quarters with this problem of industry, he knew how valuable it was a spare part.
37. **To come true:** to happen or to become as expected: Nobody wants to believe his story that comes true at the end.
38. **To come to light:** to be known, to be famous-After a deep examination to the rules of the experiment, it eventually comes to light.
39. **To come to pass:** to occur, to happen-What will come to pass if you meet a lion on your way to school?

40. **To come to grief:** to be subject to an accident that ends in a tragic ending...they came to grief as they were driving to the seaside yesterday.
41. **To come to the front:** to take the lead; to take a front position-Martin Luther King came to the front each time the Black cause is on the boil.
42. **To come to the point:** to reach the point under discussion, to touch the hot point, to reach the culminating point of any topic. This person is quiet all the time, but once he speaks he always comes to the point.
43. **To come to hand:** to be at hand, to be received. His new literary production came at hand through my friend.
44. **To come to be:** to get to be; to become-His collection of poems comes to be known as the “ first literary Premises”.
45. **To come home to a person:** To meet someone’s interests, to touch someone’s tender spot: to satisfy someone’s needs-He came home to his brother’s needs when he helped him discover the latent data of his hard experiment.
46. **To come of age:** To be mature enough, to become adult, to enter the age of adulthood. When you come of age, you will share us our discussion.
47. **To come to a standstill:** to make a final rest, to stop motion-When the storm blew up violently, all the machines came to a standstill.
48. **To come to know:** to be informed about through messages-I have come to know that you have changed to your new house.
49. **To come out of a business with clean hands:** to get out of a hard and complicated matter with complete innocence. The criminal entered the building, killed the page and ran away. All the people suspected Ali of committing the murder, but soon when the police caught the real thug, Ali came out of the buisiness with clean hands.

<b>14. TO COUNT</b>
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1. **to count down:** to count down from zero downward-When I asked the pupil to count down, he started ten, nine, eight, seven, six, four, three, two, one, zero.
2. **To count for:** to give the meaning of, to reveal as significant-His bad answer counts for his complete stupidity.

3. **To count in:** To be involved into ; to be included into or be a part of-Everybody is counted in the list of the candidates sitting for the next exam.
4. **To count on (up)** (a) To follow a continual process in counting – to go on counting-she will count up to fifty – (b) to depend on or to rely on – At times of emergencies, you can count on me.
5. **To count out:** (a) to exclude from as opposite to to count in-This person is counted out from the list of travelers to China because he is very ill. (b) to postpone: (to delay, to cause retard) The meeting was counted out because there was no common agreement between the different parties.
6. **To count up:** (a) they counted up the guests before laying the tables- (b) To give a total sum of a calculation-The farmer counted up his cattle before loading up the lorries.

#### 15. TO COVER

1. **To cover in:** To put on a ceiling over a building., to put a cover on-When the building is ready, the carpenters will be called in to cover it in.
2. **To cover over:** to cover, to put as a cover, to protect from or against-(with the help of a cover) – During a tornado, all the small saplings and flowers are covered over.
3. **To cover up:** To be completely overwhelmed by clothes, to cover the whole body with – The doctor advised his patient to cover up for the next three nights because he was seriously affected with “flu”.

#### 16. TO CROSS

1. **To cross off:** to strike out from a list – the manager crossed some of his employees’ names off because they were all the time absent.
2. **To cross out:** to delete something so as to get it replaced-He crossed out the wrong words and wrote correct ones instead.
3. **To cross over:** (a) to get through from one side to another – to cut a street short from side to side-(b) to go to the enemy so as to reveal a secret, to get in touch with so as to transmit secret information as a traitor. e.g. He was fired just when he was crossing over to the enemy’s camp.

## 17. TO CRY

1. **To cry down:** to depreciate, to criticize: These two boys are burning in jealousy. Surely they will cry their classmates' successes down.
2. **To cry off:** to stop giving support to, to cease any back up-At the beginning, he was my right hand in times of need; but this year he cried my poverty off.
3. **to cry for:** to desire, to long for-to wish something with a strong desire-the baby was crying for his mother all the morning –
4. **To cry out:** (a) to shout loudly: when he was caught in a tragic ending story, Kurtz, the ivory seeker cried out horror! Horror! Horror!(see the 'Heart of darkness"-Figurative sense: to require, to ask for, to demand – This blackboard is crying out for an immediate repair.
5. **To cry out against:** To claim opposition to, to complain plainly against: The Black people are on the move today, they are crying out against oppression, racism and social injustice.
6. **To cry to:** to call someone loudly, to beg or to implore-The poor children are crying to their father to buy for them new clothes.
7. **To cry up:** To praise oneself; to boast of oneself-This actor is always crying up as the best movie actor.

## 18. TO CUT

1. **To cut across:** to cross something short-As the road to the town is very long, the passenger cuts across the forests to arrive on time.
2. **To cut along:** to move, to go in a quick movement: the traveler cut along to catch the bus.
3. **To cut away:** to remove, to separate by cutting: – they cut away the piece of cloth that surrounds the pattern.
4. **To cut back:** (a) to diminish the size of, the poor man must cut back his debts. (b) to come back/to return – when he got sure of the presence of the police at the entrance of the town, the thief cut back to his shelter.
5. **To cut down:** (a) to decrease, to diminish-Nuclear War first aiming target is to choke industries and cut down the progress of mankind. (b) To fell (to cut trees) – Yesterday a fierce wind cut all the trees down. The farmer cut the tree down to lay fire. (c) to kill, to cause death-

Malaria cut down a whole population last year.

6. **To cut down on:** To diminish: If you want to arrive home sound and safe, you should count down on the speed of your car.
7. **To cut in:** (a) to interrupt: to cut off: she gets a bad behavior as she always tries to cut in people when they are speaking. (b) To be included in/to take an active part in: He was cut in among the volunteers. (c) to interfere: to stop a wrong doing: These young boys are cutting all the trees down; so I cut them in (d) to enter, to go in quickly: – he cut in the house and stole many invaluable things.
8. **To cut into:** to go, to move deeply into-the saw cut into the piece of plywood easily.
9. **To cut off:** to stop the relationship with – He cut off all his relations with his old wife. (b) to kill-The king's head was cut off. They cut off the traitor's head on the day of independence. (c) to run away: the criminal called the guard and cut off down the forest. (d) to have no connection with through the telephone-When the line was cut off, I felt obliged to put on the receiver. (e) to make trifles over a will so as to leave no inheritance to – Before his death, the grandfather cut off his daughter with a shilling.
10. **To cut out:** to get in rivalry with: to succeed to suppress or to eliminate-This person is cold-blooded: he has left his foe cut him out with his girl-friend. (b) to cut out a bad habit (as smoking) or drinking alcoholic beverages-(to stop or to refrain from) – Please, cut out smoking before you get addict to (c) To get something through by cutting: The teacher is obliged to cut out the picture from the book to pin it on the board. (d) to worsen (to make it bad) – the heavy rain has cut out the match for the new players.
11. **To cut out for:** To be legally (mentally and physically apt to assume a task: to be fit for any deserved occupation or social position-Owing to his mental aptitude, he ought to be cut out for a health check up.
12. **To cut up:** a) To cut into small pieces: the butcher cuts up the piece of meat. (b) to irritate, to upset, to bring anger to, to hurt someone's feelings. His friend's demise has greatly cut him up. (c) to criticize: as he is a new writer, the critics pounce on his writings and cut them up severely.



13. **To cut one's coat according to one's cloth:** To live within one's means-To go within the property of one's means. A good future citizen is the one who always tries to cut his coat according to his clothes, and does not bother himself whatever his neighbors have gone about.
14. **To cut dead:** to avoid meeting people-To drop someone's acquaintance. He saw him crossing the street but he cut him dead.
15. **To cut one's own throat:** To kill oneself with one's proper hands. To ruin oneself unknowingly-He thought he revealed the truth to a good companion: but in fact he had talked to a traitor. Poor fellow, he had cut his own throat.
16. **To cut to the quick:** to hit very hard on a sensitive point causing pain- Though he is a good person, people always cut him to the quick. Also, to sting in the quick: Like a bee that stung the flesh.
17. **To cut the Gordian knot:** to solve a problem, a difficulty in an unfamiliar way. Two sisters went on strife with each other about their father's heritage. But the accident that cut one of them short-cut the Gordian knot and the property passed under the hands of the safe sister.
18. **To cut and run:** to act and run as quickly as possible-The thief killed the president, robbed him of his property and ran away: it is a matter of cut and run.
19. **To cut a figure:** to play, to perform as eminent part that pleases the audience. In this play, the young actor has really cut a figure.
20. **To cut off in his prime:** to ruin a good person or a thing at the best part of one's age...(while he is/it is still young.) The small pox has cut her off. (while she was in her prime.)

<b>19. TO DIE</b>
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1. **to die away:** to diminish: as the ambulance went far, its sound died away.
2. **To die down:** to decrease in power and force-Now the storm is dying down.
3. **To die off:** to be no longer living-to cease to exist-the whales are dying off slowly.
4. **To die out:** to die off/to exist no more.

## 20. TO DIG

1. **To dig away:** to dig incessantly-They have been digging their gardens since eight o'clock.
2. **To dig in:** (a) To introduce things as fertilizers into the ground through digging. The farmer dug the fertilizers in (b) to dig deep moats as a defensive line (military) – During the second world War, the German soldiers dug in through the forest to stop their enemies from creeping or advancing.
3. **To dig into:** to lead full enquiries about: the police are digging into the situation the crime was committed in to find about the criminals.
4. **To dig out:** (a) to uproot (plants) – The gardener dug out the useless plants to give a fillip to carrots to grow in in normal conditions. (b) To unearth something old or buried. The masons are digging out the old layers of the Roman Temples. (c) To get or obtain: where did you dig out this watch from? The detective has dug out all that concerns the inheritance.
5. **To dig up:** to dig out, to obtain through digging.

## 21. TO DO

1. **To do away with** (a) to suppress, to put an end to: the police have done away with the old rules (they rid themselves of)-(b) to kill: the detective has done away with the criminal.
2. **To do by:** to consider the same, to have a fair dealing with, to behave well with others. When he was spending his holidays abroad, he was well done by.
3. **To do down:** to underestimate – to disgrace or to mortify. Poor gentleman, they have at last done him away.
4. **To do for:** (a) to fit for another purpose: to serve to replace something-to assume the function of-This room is too wide, it can be done for a library. (b) To give death to: “This person, said a girl, had killed my brother when I was a girl of six; so sooner or later; I shall do for him forever.”
5. **To do in:** to ruin a person-the butcher did his cousin in yesterday.
6. **To do into:** to transform something into another form: When I get

time I'll do this long epic into a nice collection of prose.

7. **To do out:** to withhold, to prevent from possessing-As he was a small boy, they had done him out of his property. (b) To clean or to free from dirt: Two days before the party, all the ladies did the flat out.
8. **To do over:** to adorn, to decorate: the bridegroom did his room over to welcome the arrival of the bride.
9. **To do up:** (a) to pack or to fasten: To do up a parcel and send it. The shop assistant did up the blouse'. (b) To be completely tired and exhausted. He worked for over than ten hours and now he is done up.; he is seeking a short nap. (c) To give a new look at something: He changed the paint of his house and did it up to welcome the new Year.
10. **To do with:** (a) to employ or to use: He asked for a knife, I don't know what is he going to do with? (b) to get rid of/to rid oneself of-he always persists on going with me; but I don't really know what is the best way to do with him forever. (c) to do with oneself; to occupy oneself-At the present moment, I don't know what to do with my spare time. (d) To be satisfied with: don't go beyond your means: you have to go and do with what you have in your hands. (e) To have a relation with, to deal with. This subject has nothing to do with philosophy.
11. **To do without:** To manage without-to make it do with mean means. I can do without salt. He is mature enough so he can do without his father's ideas.

### THE VARIOUS MEANINGS OF TO DO.

1. To finish a work/to execute an order/To solve a problem.
  - (a) I did my work in ten minutes.
  - (b) do your homework before going to bed.
  - (c) Can you show me how to do this exercise.
2. **To do well out of/to make the utmost profit from:** The shop owner did well out of that bargain.
3. To do one's best: to put forth one's utmost efforts/To consecrate or devote oneself to fully to: e.g. He did his best to keep up with his classmates.
4. **To be well to do:** to be well off, to be rich, to be prosperous.
5. **To do something by fits and starts:** to do something steadily. – e.g. A

diligent person has not to do his work by fits and starts; but he has to roll upon his sleeves and pounce on his business and do it in earnest.

6. **To do something by hook or by crook:** To do something whatever the means used are. (whether fairly or unfairly)(through honest or dishonest means). He decided to get married by hook or by crook. She took a firm decision to get a good mark in the final exam. (she will certainly try this by hook or by crook. (even if she will cheat in the exam.)
7. To do a city: to pay a visit to the city.
8. To do good to: the opposite of to do harm to.
9. To do right: the opposite of to do wrong to.
10. To do one's duty: to do the task entrusted to.
11. To do a favour to someone.
12. To do a service to.
13. To do one's homework.
14. To do one's room.
15. To do one's hair.
16. To do one's lessons.
17. To do an exercise: an activity.
18. To do a sum or total.
19. To do one's homework.
20. To do the laundry.
21. To do the cooking.
22. To do 100kms per hour.
23. To do the washing up.
24. That will do: that will suffice, that is enough and sufficient.
25. How do you do?(how do you do? (formal greeting)
26. How is it doing?

## 22. TO DRAW

1. **To draw apart:** (a) to pull someone so as to tell him: her a secret. I did not want to tell him in front of his friends the abuses he did last week, so I drew him apart and whispered the secret to him. (b) To get divorced; to be separated from each other-the new couple had drawn apart since the beginning of this week.
2. **To draw aside:** To draw apart (to have a private discussion with)

3. **To draw away:** (a) To live isolated from-The continual gossip on the farmer made him draw away from all his fellow farmers. (b) To go away: to depart quickly-When it was time for departure, the bus drew away.
4. **To draw back:** To withdraw, to move backward: to go in the direction (back). the dog drew back as the snake moved forward. The soldiers drew back from the battlefield when their officers were shot dead. A drawback is a disadvantage –
5. **To draw down:** to cause something down, to change down with. They caused some wrong doings to the farm and now they are trying to draw the responsibilities down on us.
6. **To draw for:** to hope to win/to get a prize in tentative games such as trifles or lottery. He drew for the right number to win the prize.
7. **To draw in** (a) to be reduced in length-This week, nights are drawing in. (b) To pull aside: the dog is drawing in its tongue. (c) to attract the attention of: What a nice play! It has drawn in a large audience. (d) to inhale: I like drawing in fresh air by the first hours of dawn.
8. **To draw near:** to get nearer and nearer. As spring draws near, the daffodils begin to bloom.
9. **To draw off:** to withdraw from-the soldiers drew off from their positions to look for a shelter.
10. **To draw on:** (a) to promote, to encourage to speak: the teacher drew his student on to give him more examples (b) to get near: to approach: as the light drew on it grew dark.
11. **To draw out:** (a) to take something out from somewhere-He put his hand in the flap of his pocket and drew out an egg that he had stolen from the market. (b) to extract from: He drew out a pure juice from the lemon. (c) to get money: (from a deposit): he wanted to get married; so he drew out all his money from the bank. (d) to give encouragements to someone to encourage him to give his opinion. As he was a little bit shy, he did not want to speak; but once his wife drew him out, he started turning his tongue as if he was an eloquent orator. (e) to make known: When the soldier was caught, his enemy drew out the secret from him and soon the whole plan collapsed.
12. **To draw up:** (a) to come to stop (a vehicle) – He drew up near the

chemist's to buy some medicaments. (b) to set up, to formulate. A new engagement has been drawn up between the two parties. (c) To bring a boat or a ship to a mooring place. The crew drew up the ship to the nearest harbor.

13. **To draw a blank:** to prove unsuccessful for: In his life, he did nothing good so we say that he drew a blank in his life.
14. **To draw the line somewhere:** To limit oneself to a specific place (to confine oneself). As far as I go in my boasting, I have to draw the line somewhere.
15. **To draw a cheque:** to give one's cheque to someone to be paid back. The mechanic has repaired my car; so I draw a cheque for him bearing the sum of money I have been charged.

### 23. TO DRINK

1. **To drink away:** (a) to drink without stopping-He has been drinking milk for over than one hour. (b) to chase one's problems through imbibing alcoholic beverages. Whenever he feels very angry he drinks away his social problems to shun reality.
2. **To drink down:** to swallow something down the esophagus-The doctor urged the small boy to drink the bitter liquid down.
3. **To drink in:** to suck up easily, to take in (the soil takes in water-it absorbs it). It has rained a lot this year. The slowly it rains the more the soil drinks in.
4. **To drink off:** to drink continually from – at one breathing impulse. He did not put on the jug until he drank it off.
5. **To drink up:** To finish drinking-Drink up! We shall leave soon. We won't be off until you drink up.

### 24. TO DRIVE

1. **To drive at:** to mean, to say-I don't understand where you are driving me at.
2. **To drive back:** to push backward, to repel. The strong wind drew the cattle back.
3. **To drive in:** to force, to urge. He tried to drive his bitter ideas in his native citizens' spirits.

4. **To drive off:** to drive back, to force backward.
5. **To drive on** (a) to promote, to encourage-The stupid boy drives his friends to make noise. (b) to continue driving: they drove on through the beautiful forests till dawn.
6. **To drive out:** to sack out, to dismiss: The psychiatrist tries to drive out all his patients' prejudices.

## 25. TO DROP

1. **To drop across:** to pay a visit to: Why don't you drop across from time to time to lunch with us,
2. **To drop away:** to reduce, to dwindle and diminish in size. The number of tourists is dropping away this year.
3. **To drop back:** (a) to decrease-Malaria had dropped back the population rate. (b) To fall back: the parachutist who failed to cling to the branch dropped back to the ground at last.
4. **To drop behind:** to fall back, to drop back.
5. **To drop down:** to fail downward. In fall, the leaves drop down (they dapple over the ground)
6. **To drop in** (a) to pay a visit to-Whenever I dropped in his house he offered me the best things his hand could give.
7. **To drop into:** to get accustomed to, to have the habit of-If you live with us much longer you will drop into our customs and traditions.
8. **To drop off:** (a) to fall down from-Ripe fruits drop off trees. (b) To fall asleep: it is very dangerous to drop off while driving - (c) To lessen, to decrease, to diminish in number) - This year, the attendance to conferences has eventually dropped off. (d) to leave someone somewhere after a lift. Please drop me off here. I am quite near my destination.
9. **To drop out:** (a) to throw away out of-The criminal killed the passenger and dropped him out of the cabin. (b) to retire, to have a rest.
10. **To drop out of:** to stop acting, to withdraw from, to cease participation. The lack of confidence in his staff made the manager drop out of his work.
11. **To drop over:** to pay a visit to.

## 26. TO DRY

1. To dry down: to move out of water from, to dry entirely-Please leave your wet clothes until they are dried down.
2. To dry off: to absorb water from-I can't cover this carpet until it is dried off.
3. To dry out: to become dry-the opposite of dry off.
4. To dry up: (a) to dry plates-After a wash up, dry up. (b) to be unable to complete the flow of one's speech: to stammer-The topic of conversation was very difficult and the chairman dried up every time he was given the floor. (c) To make dry: yesterday, it rained heavily, but today the sun has dried up the soil.

## 27. TO EAT

1. To eat away: (a) to continue eating for a period of time: This greedy person has been eating away for more than half an hour. (b) To nibble slowly and steadily: to ruin progressively-The tide has been eating away the rocks.
2. To eat in: to eat at one's house, to eat at home. The opposite is to eat out (to eat in a restaurant) – I always eat in during the holidays.
3. To eat out: to eat in a restaurant-To eat outside the house. As my wife is absent today, it is better to eat out.
4. To eat up: (a) to consume everything-Eat up all your food before leaving out-(b) To use up: This lamp eats up a lot of energy (figurative). This stove eats up a lot of petrol and gas.

## 28. TO ENTER

1. To enter in: The students enter in the library or enter the library.
2. To enter into: (a) to be a part of-To be included in. This bill will enter into the future prospects. (b) to start relation with: They entered into the contest with each other.
3. She entered into the dispute with her husband about their divorce.
4. To enter up: to include something in a book. (a note book). All the missing items will enter up in the second edition of the next magazine.
5. To enter upon: to start, to initiate an activity – He is a new doctor and he will enter upon his medical check up from next week on.



## 29. TO FALL

1. To fall among: to find oneself among a group of persons by chance. When the fainted boy opened his eyes, he fell himself among the kidnappers.
2. To fall away: (a) to get lean or meager, to be slim or slender. Due to famine, all the cows have fallen away. (have lost their fat and flesh) (b) to go down: This wall has fallen down because its foundation is not solid enough at this specific place. (c) to get out of given rules-not follow set up principles or rules-To show opposition to-The workers fell away from their manager and decided to go on strike to, elect a new boss. (d) to lose one's taster for work-When the student was at the secondary school, he showed the real records of a brilliant and diligent boy in his form, but as a university student, he has fallen away.
3. To fall back: to retreat, to withdraw, to go backward. When the police started, throwing tear gaz, the demonstrators (rioters feel back looking for shelters.)
4. To fall back upon: (a) to take as a support or aid at times of need. To depend on someone to back you up at times of crises.
5. To fall behind: to be unable to stand erect, to be unable to hold a contest-The runner was a little bit ill; so he fell behind during the contest. (b) To be financially unable to cover one's debts. The widow has fallen behind her charges on electricity and gas.
6. To fall down: (a) to fall from a high position-The boy fell down from the tree. (b) to ruin, to collapse, to be unable to hold one's position. This wall is falling down gradually because it has no solid foundation. (c) a complete failure in one's projects. (a vain pursuit) – He planned to visit Paris, but all his dreams fell down at the end when he lost his passport and his money.
7. To fall for: to favor as real and true. To give acceptance to. He is a famous clown and everybody falls for his tricky jokes. (b) To show a desire to: This person seems to be a great lover as he always falls for good looking girls.
8. To fall in: (a) to fall into a place (e.g. a pond or a river) – or a deep ravin, valley or any hollowed place. Failing to cling to the branch, the

hunter fell in the deep ravin. (b) to collapse, to fall down-They refused to take shelter under the wall because they were afraid it would fall on their heads and hence they would fall in its ruins. (c) to take part in a military parade or procession-The officer asked all the new soldiers to fall in.

9. To fall in with: (a) to accept, to show agreement with-I always fall in with his ideas because he is an honest person. (b) to meet by chance (to run across) – When I was crossing the street, I fell in with an old fellow.
10. To fall into a trap: The lion fell into the hunter's trap.
11. To fall off: (a) to fall downward-The apples fell off the tree. (b) to lessen, to diminish: The number of presents has fallen off. (c) to lose fame and reputation-This weekly paper has fallen off this year.
12. To fall on/upon: to pounce on, to attack-The Indian fell upon the forty niner as he passed by a small creek. (this happened during the Gold Rush in 1849)
13. To fall out: (a) To have a quarrel with, to dispute with-Though they were good friends, they fell out with each other. (b) To happen and to occur: What a surprise! Nobody expected the accident to fall out. (c) to drop out: When the shop owner held the box upside down, a dead mouse fell out. (d) to quit the ranks of the army. When the officer reached 25 years of service, he was asked to fall out.
14. To fall through: To come to a vain ending (as the case of projects or plans). He mapped out to visit many interesting places during his summer vacations, but all his plans fell through (evaporated) when he lost his sister at last.
15. To fall over: to dapple on the ground. When the violent wind blew, the tree branches fell over.
16. To fall to: (a) to start, to initiate something-He fell to his work with a great desire to complete it before going to bed. (b) to start eating: the soldiers were very hungry; so when they saw food they fell to eating with a great avidity. (c) to assume a responsibility: to be responsible for. When the breadwinner gave out his last breath, his son fell to the responsibility-he should feed his dependents.
17. To fall under: to be under, to come under, to be listed under-This title falls under the classical English poetry.

## MISCELLANEOUS USES OF TO FALL.

1. **To fall flat:** to take a flat position, to take level surface position: When the observation plane started hovering over-all the freedom fighters fell flat so as not to be seen. (b) To show a complete failure, to fail eventually: All his plans fell flat.
2. **To fall foul of:** to come to a disagreement with: To be in bad terms with. She did not know how to behave; so she fell foul of her husband.
3. **To fall in love with:** to show a strong feeling of affection and tenderness, to feel a loving relation with-To start a love affair with-To feel emotionally attached to, to show a certain fondness towards-They fell in love with each other when they were young.
4. **To fall short:** To be in shortage of, to have a lack of, to come to a scarcity in. After his marriage, the bride fell short.
5. **To fall into abeyance:** to be no longer respected, to have no power or influence to exert. These rules are worn out, surely they will fall into abeyance.
6. **To fall a prey to:** to be a victim, to fall into the trap and bear bitter consequences. They always charge him of wrong doings: This has eventually led him to fall a prey to his own misdeeds.
7. **To fall to one's lot:** To meet one's chance in life: to fulfill one's fate or destiny. It fell to her lot to get her BA at the age of 21.

### 30. TO FEEL

1. **To feel about:** to use one's sense of TOUCH (the tactile) to explore something (like to feel something in darkness) – When the light went out, the door keeper felt about the bunch of keys.
2. **To feel for:** to have a sympathetic feeling for or towards-to share someone's anger and sorrow. When her mother died, all her classmates felt for her sorrow and grief.
3. **To feel up to:** to be in a good mood for, to be able to assume a task; to feel up to a work. I don't feel up to this task because I am very ill.

### 31. TO FIGHT

1. **To fight against:** to be in opposition to, to show resistance to-The

Indians fought against the American white settlers.

2. **To fight for:** to struggle for a cause or a principle-The Palestinians are fighting for their independence.
3. **To fight with:** To join someone or a group in a resistanc, ce-These two friends are fighting with each other under the same flag.
4. **To fight back:** to withstand, to withhold, to stand erect against-Though the soldiersn were in a difficult position, they fought back to the end and refused to give in.
5. **To fight down:** to limit/to put an end to-The vicar whispered some words to the personsd to relieve from their anger and fight down their horror.
6. **To fight together:** (a) to woprk together as friends in a battle. (b) To fight together as enemies, opponents or foes. Martin Luther Kingf said: “ We shall fight together as brothers or perish like fools.”

### 32. TO FILL

1. **To Fill in:** (a) to charge (to fill) an empty hole with – The workers are filling in the holes with sandf, stones and mortar. (b) to complete, to finish-to fill empty blanks or spaces with-The teacher asked his students to fill in the blanks with the appropriate words. (c) to give a complete and detailed information about. e.g. Can you fill me in about yesterday’s murder?
2. **To fill out:** to get fatter: When he has returned from France, he has really filled out as nobody could recognize him.
3. **To fill up:** to fill to the maximum capacity – He filled up the glass of water tro the brim. (b) to fill with petrol, benzene or gas-To fill up a bottle with gas; to fill up a car with petrol.
4. **To fill with:** the scientist filled the bottle with alcohol.

### 33. TO FISH

1. **To fish for:** to look for, to seek, to lust for: This girl whose father was killed in the 1950’s is fishing for information about her father’s murder.
2. **To fish out:** (a) (for a river that no longer contains fish) – The river will fish out if the government does not intervene in time to stop

fishing in it. (b) To take something out of somewhere (like a fish out of water) – when the boy fell in the river, he could not get out; so a good swimmer dived immediately and fished him out.

3. **To fish up:** to take something out from a low position upward. The thief plunged his hand into the butcher's bag and fished out many banknotes.

### 34. TO FIT

1. **to Fit in:** (a) to be suitable for-This pair of shoes does not fit in with what I expect. (b) to live in harmony with, to give an active hand to – (c) To familiarize oneself with-The newcomer tried to fit in with his classmates but in vain. (d) to include in-At last and after a tiresome work, he could fit in these articles on his final draft. (e) to tighten, to fix. The fisherman fitted the hook properly on the fishing line. (f) to give place for-To supply someone with a lodging/a place where to reside or spend the night. It is getting dark; so we must hurry up to fit all our guests somewhere.
2. **To Fit on:** to fix firmly on-The blacksmith fits the shoe on the horse's hoofs firmly.
3. **To fix out/up:** to provide with, to equip. To furnish with useful furniture-As the party is approaching, my mother is busy fitting out the rooms with furniture.
4. **To fit up:** to fix entirely, to install-My mother did not fit up the wardrobe up in the right place so it fell down.

### 35 TO FLING

1. **To Fling aside:** to cast away: to throw away, to throw aside something at times of anger. As he failed to fix the shoe horse, the blacksmith flung his instruments aside and decided to drop out this work.
2. **To Fling away:** to lose, to squander, to waste and discard: Foolish persons usually fling away valuable things.
3. **To Fling down:** to throw down, to discard violently-a crazy person killed a cat and threw it down near my gate.
4. **To fling off:** to throw aside: The beggar flung out all the old clothes as he received some new ones. (b) to leave a place suddenly: the thief

flung off the trial (c) to discard: Now, it is getting hotter so we must flung off all these old winter clothes.

5. **To Fling up:** to stop an activity, to quit a work: to resign from-The worker decided to fling up his plans because he did not receive any financial support.

### 36. TO FLY

1. **To fly at:** to pounce on, to attack (animal) – The lion flew at the hunter's arms when trying to shoot it straight on the head.
2. **To fly apart:** to be separated from each other under pressure or force. To be dismantled (set in spare parts). My house nearly flew apart wwhen the bomb exploded.
3. **To fly into:** to suddenly turn into another mood. When the girl read the telegram she flew into a great emotional agitation.
4. **To fly off:** to depart, to come off at a sudden: When the machine exploded all the parts flew off.
5. **To fly open:** to open suddenly: when the astronaut pressed the button, the door flew open.
6. **To fly out:** to get out-When the sound burst out, all the inhabitants flew out of their shelters.
7. **To fly past** (aeronautics) To hover over-To fly near to. The new pilots are instructed to fly past the bushes.

### 37. TO FREEZE

1. **To Freeze in:** to be caught under a freezing weather. The boat was frozen in the ice and many pirates died.
2. **To freeze off:** to refuse any helping hand. The minister offered his help to the President but the latter froze him off.
3. **To freeze out:** to deprive someone of/to pay no attention to. Although he is a good person, his friends always freeze him out.
4. **To freeze over:** to be overwhelmed by ice-When the sea froze over, it became very easy for him to fish.
5. **To freeze up:** to be completely covered with ice: There is no water today-all the water pipes have frozen.

### 38. TO GATHER

1. To gather in: to collect a quantity of, to amass, to group together-When it started raining, the farmer gathered in his cattle.
2. To gather round: to be gathered together-to fall in groups-It's high time to dish out friends, let's gather round the table.
3. To gather up: to collect in bunches or bundles (as keys) the door-keeper gathered up the keys in one bunch. The small daughter gathered up the flowers in a bunch and offered it to her mother.

### 39. TO GET: General Meaning

1. To acquire: to buy-The boy gets a very nice jacket for his birthday.
2. To become: Nowadays, pupils, in the classroom, are getting noisier and noisier.
3. To arrive at a place: as the bus did not come, the passengers would go home very late.
4. To possess, to obtain: The diligent student always gets good results in the form.
5. To fetch (to go after something and bring it back) – I am going to the kitchen to get a glass of water.
6. To receive as salary: This qualified worker is well placed, he certainly gets a high fee.

#### **EXPRESSIVE WORDS – Idiomatic Expressions.**

1. a bad time: an unfavourable moment or bad conditions.
2. A foul tongue: a sharp tongue, an ironical tongue, a tongue destined for gossip.
3. The life beyond: the hereafter-life after death.
4. Blackmail: the money taken by someone through threatening means.
5. A black sheep: a person of a bad reputation and popularity.
6. broad daylight: in the open, in the day light, flagrantly.
7. A brass farthing: a thing without any value.
8. A Bosom friend: a faithful and intimate friend.
9. To be in a brown study: to think deeply about something.
10. A burning question: a very important question that raises a high debate.
11. capital punishment: a death legally and officially inflicted in certain countries-as hanging in public.

12. Christmas eve: the night before Christmas-New Year's Eve.
13. A Close-fisted man: a parsimonious, miser and frugal person.
14. Closing hours: the usual hours shops close at.
15. A Chicken hearted fellow: a timid and fearful person.
16. To have cold feet: to be deflated, to be frightened, to have no energy or force, to be desperate.
17. Cold war: a psychologically established war-A war with words –
18. A Commanding view: An overall view, a scene seen from a high elevated place-as a bird eye view.
19. Crocodile tears: feigned grief and sorrow; deceitful tears.
20. A dog cart: a light carriage with two seats.
21. A double-minded man: a person with two faces; a person with many views; A man that changes at any moment (as a cock's tail in the wind) – A turn coat.
22. A dog-eared book: a book with pages folded in the corner-a symbol of constant use.
23. A drunken quarrel: A dispute between drunk or drunkards.
24. A dying prayer: the last prayer said by someone who is about to die.
25. The eternal city: Rome the capital of Italy.
26. A Fair hand: a good handwriting/a quite legible handwriting.
27. A field piece: A cannon.
28. The family tree: the tree that symbolizes the originating line of a family.
29. The golden Age (the gilded age): the old period characterized by its simplicity, prosperity and good conduct.
30. A Fly leaf: the first and the last blank page of a book.
31. Forty winks: a short nap during the day.
32. Free Trade: a trade where there is no imposition of taxes.
33. a fast man: an extravagant person.
34. A fair wind: a good and beneficial wind.
35. A fellow feeling: a feeling of friendship and sympathy.
36. A foregone conclusion: a known and obvious conclusion-a conclusion that reflects no reflection.
37. Fugitive Composition: An article or a piece of writing that appears on a newspaper but which does not last-it is forgotten the day it is written.
38. A VIP: a very important personality (a big hat; a big wig-(informal)



39. A Haunted House: a house inhabited or very frequented by ghosts.
40. A Happy Suggestion: a very intelligent suggestion.
41. A henpecked Husband: a cissy and an effeminate person.
42. An iron hand: a very severe person.
43. A Jack tar: a sailor or navigator.
44. Laughing Gas: a gas that affects people to laughter.
45. Lofty rooms: rooms with high ceilings.
46. Low diet: food served to an ill stomach.
47. A marriage portion: the bride's dowry (things he bought for him or for his wife)
48. An oily Tongue: a very smooth tongue that uses sweet words to get something. A smooth tongue wins favour-(proverb)
49. An open handed person: a very generous person.
50. A red letter day: a good prosperous.
51. A queer fish: a strange, eccentric and peculiar person.
52. A racy style: a neat and original style.
53. A rainy day: a day of shortage, times of scarcity and crisis – You should always keep something for the rainy day (economize)
54. A ready pen: A person with a sharp hand for writing.
55. A small talk: a gossip.
56. A sun hat: a special hat used to protect from the sun.
57. The upper ten: The well to do (rich/well off) society.
58. White heat: A very powerful and intense heat.
59. A Baker's Dozen: the number thirteen (13) a sign of bad luck (superstition) for room in a hotel.
60. a Beast of Burden: Animals that carry heavy loads as donkeys, mules and horses.
61. A Bird of Passage: An unsteady person-a person that does not keep a stable person – A rolling stone gathers no moss (proverb)
62. A bed of Thorns: an unfavourable situation.
63. The ins and outs of something: The detailed aspects of something.
64. a lion's Share: the greatest part of something.
65. A Moot point: A point open to debate or discussion.
66. The private ends: Personal interests.

## **A-COLLECTIVE NOUNS.**

1. A flight of steps or stairs.
2. A tribe of Indians.
3. A series of events.
4. A heap or a mass of ruins.
5. A heap of sand and stones.
6. A clump of trees.
7. A cluster or a galaxy of stars.
8. A brood of chickens.
9. A nest of ants.
10. a staff of teachers.
11. A crew of sailors.
12. A crowd of people.
13. A procession of people marching as soldiers.
14. An audience in a theatre, a concert or a meeting.
15. A Congregation in a mosque or a church.
16. A pack of cards or hounds.
17. A flock of sheep, birds, lambs or swines.
18. A herd of cows or horses.
19. A gang of thieves and criminals.
20. A committee of representatives.
21. A group of figures and islands.
22. A brace of pigeons.
23. A bevy of ladies.
24. a fell of hair.
25. A nursery of plants.
26. A part of people.
27. A fleet of cars or ships.
28. A council of advisors.
29. A packet of cigarettes.
30. An assembly of people.
31. Museums of art.
32. A squad of soldiers.
33. Genus of plants.

34. a mob of people at a mess.
35. A board of directors.
36. A litter of puppies, baby animals.
37. A swarm of insects.
38. A team of players.
39. A choir of singers.
40. A bunch of flowers, keys or grapes.
41. A suite of rooms, furniture and musical compositions.
42. A Posse of detectives.
43. A shower of rain, drizzle.
44. A fall of snow.
45. A regiment of soldiers, firemen.
46. A range of mountains.
47. A shoal of whales, fin, fish.
48. A stack of logs, wood.
49. A Convoy of partridge, soldiers.
50. A multitude of concourse of people.
51. A pair of shoes.
52. A bundle of hay.
53. A string of camels.
54. A box of cigars.
55. A Posy of flowers.

**B)-NOUN DENOTING SOUNDS.**

- |                     |                               |
|---------------------|-------------------------------|
| 1. Apes gibber      | 12. owls hoot                 |
| 2. Bees hum         | 13. puppies yelp or bark      |
| 3. Camels grunt     | 14. serpents hiss             |
| 4. cocks crow       | 15. turkeys gobble            |
| 5. doves coo        | 16. chatter of teeth          |
| 6. elephants trump  | 17. beating of drums          |
| 7. frogs croak      | 18. sound of footsteps        |
| 8. hawks scream     | 19. clatter of hoofs          |
| 9. hounds bay       | 20. jingling of coins         |
| 10. lambs bleat     | 21. asses bray, birds twitter |
| 11. monkeys chatter | 22. cats mew or purr          |

23. crows crow
24. ducks quack
25. flies buzz
26. geese gable
27. hens clucks/cackle
28. jackals howl
29. larks warble
30. mice squeak
31. parrots talk
32. ravens croak
33. tigers growl
34. vultures scream
35. whistling of engines
36. blare of trumpets
37. creaking of shoes
38. sighing of woods
39. rippling of water

40. bears growl
41. bulls below
42. cattle low
43. eagles scream
44. goats bleat
45. horses snort or neigh
46. kittens mew
47. lions roar
48. nightingales sing
49. pigs grunt
50. seagullsscream
51. swans cry
52. wolves howl
53. clank of chains
54. jingling of bells
55. slamming of doors
56. rustling of leaves

### C-IDIOMATIC COMPARISONS

- As bald as a badger
- As brittle as glass
- As cold as charity
- As deep as a well
- As dumb as a statute
- As fat as butter
- As fleet as a deer
- As gay as a lark
- As graceful as a swan
- As grasping as a miser
- As hard as marble
- As hoarse as a crow
- As innocent as a dove
- As like as two beans
- As loose as a rope of sand
- As mute as a fish
- As cheerful as a lark
- As cold as ice/as a stone
- As cunning as a fox
- As dry as dust
- As fair as a rose
- As firm as a lock/rock
- As fresh as a daisy
- As gaudy as a butterfly
- As greedy as a wolf
- As green as cabbage
- As harmless as a dove
- As hot as pepper
- As light as air
- As like as twins
- As merry as a cricket
- As nimble as a bee

- As old as the hills
- As playful as kitten
- As poor as a church mouse
- As quick as thought
- As red as blood/as a rose
- As ripe as a cherry
- As salty as herring
- As silent as the stars
- As slender as thread
- As smooth as oil
- As cool as cucumber
- As dead as a doornail
- As drunk as a lord
- As fierce as wind
- As free as air
- As gaudy as a peacock
- As good as a play
- As greedy as a dog
- As hard as a stone
- As hot as fire
- As light as a feather/butterfly
- As mad as a hatter
- As pale as a dead person
- As quick as lightning
- As sharp as a razor/needle
- To spread like wild fire
- As soft as butter/wax
- As stiff as a post
- As straight as an arrow
- As sweet as sugar
- As sure as death
- As tame as a hare
- As tough as leather
- As ugly as a scarecrow/toad
- As warm as wool
- As pale as a ghost
- As plentiful as blackberries
- As proud as a Lucifer
- As quiet as a mouse
- As regular as a clock work
- As round as an apple
- As silent as the dead
- As silly as a sheep
- As smooth as butter
- As cold as marble
- As dark as midnight
- As dry as a bone/stick
- As easy as water sift
- As flat as a board
- As fresh as a rose
- As gentle as a lamb
- As grave as a judge
- As happy as a king
- As heavy as lead
- As hungry as a horse
- As loud as a thunder
- As mute as mice
- As plump as a partridge
- As round as a ball
- As smooth as velvet
- To shake like an aspen leaf
- As sour as crab
- As still as a statue
- As stupid as a donkey
- As swift as an arrow
- As tall as poplar/steeple
- As thick as a hailstone
- As tricky as a monkey
- As unstable as water
- As weak as a baby/cat/kitten

- As watchful as a hawk
- As white as snow/wool
- As wise as Solomon
- She wept as a flood of tears
- As changeable as a moon
- As black as coal/as ink
- As bold as a lion
- As brown as a berry
- As black as a crow/as midnight
- As bold as brass
- As bright as silver
- As wet as a drowned rat
- As wise as a serpent
- As yellow as saffron
- As merry as the day long
- As busy as a bee
- As blind as a mole or a bat
- As bright as a day or as light
- As clear as crystal
- As bitter as gall
- As blind as a beetle

## D-SYNONYMS AND ANTONYMS

### 1. SYNONYMS:

#### A) –

**abandon:** leave, desert, forsake, maroon, quit, relinquish, give up, give in, surrender.

**Abnormal:** uncommon, eccentric, unusual, queer, odd, strange, peculiar; weird.

**Abdicate:** give up, relinquish, resign, renounce, and retreat.

**Ability:** capability, competence, skill, power, physical and mental power.

**Admittance:** admission, entrance, access.

**Absent-minded:** inattentive, forgetful, day-dreaming, pre-occupied.

**Absorb:** consume, occupy, eat up, suck up, and take in (up)

**Abstain:** stop, renounce, give up, do without.

**Abuse:** maltreat, abuse, revile, misuse, hurt, harm and injure.

**Accelerate:** go up, speed up, quicken, hasten.

**Accompany:** go with, escort, join.

**Accomplish:** complete, fulfil, finish, achieve, do successfully, assume properly.

**Accumulate:** gather, amass, collect, store up, put aside.

**Accurate:** precise, exact, well put, correct.

**Accuse:** blame, suspect, incriminate, charge.

**Acquire:** obtain, get, procure, gain, possess.

**Adapt:** suit, adjust, fit.

**Add:** put together, join, unite, combine.

**Adorn:** decorate, beautify, enhance, ornament, embellish, to gild.

**Advise:** counsel, suggest, recommend.

**Affirm:** state, declare, assert.

**Agree:** settle, harmonize, unite, concur.

**Alien:** foreigner, immigrant, stranger, non-native.

**Anguish:** pain, suffering, distress, agony, torment.

## B) –

**Bad:** evil, immoral, corrupt, sinful, wicked, rotten, spoiled, contaminated, harmful, unfavourable, inferior, defective, poor, imperfect, faulty, improper, unsuited, unsuitable, unpleasant, unfriendly, irritable, disagreeable, short-tempered.

**To beg:** to ask, request, beseech, solicit, implore, ask for charity.

**To begin:** to start, to initiate, to inaugurate, to commence.

**Believe:** accept, hold, think, trust, suppose, assume.

**Bestow:** give, present, offer, award, confer.

## C) –

**Call:** shout, call out, cry out, exclaim.

**Capacity:** physical and mental content, ability, aptitude, faculty.

**Care:** concern, trouble, attention, regard, anxiety, consideration, supervision.

**Catch:** capture, take, grasp, grab, nab, trap, succumb to, seize, entrap.

**Change:** substitute, replace, exchange, vary, modify, alter.

**Chief:** leader, governor, ruler, boss, head, commander.

**Chiefly:** mostly, principally, especially, mainly.

**Clear:** lucid, plain, understandable, distinct, obvious, bright, sunny, fair, open; free, empty, release, rid, remove.

**Confusion:** perplexity, bewilderment, uncertainty, mess, disorder, turmoil, upset, agitation.

## D) –

**Damage:** injury, harm, destruction, impairment.

**Dead:** lifeless, gone, departed, deceased, defunct.

**Deal:** cope with, distribute, deliver, treat, barter or trade.

**Debate:** argue, dispute over, discuss.

**Defeat:** vanquish, overcome, conquer, suppress, overthrow.

**Defend:** guard against, protect from, safeguard, uphold, support.

**Delete:** cross out, remove, erase, cancel, omit.

**Delicious:** tasty, delectable, delightful, appetizing, nice, pleasing.

**Devise:** invent, create, concoct, originate, plan, produce mentally.

**Discern:** distinguish, differentiate, see, perceive, know, recognize.

**Disgust:** nauseate, revolt against, offend, repulse, distaste.

**Dry:** parched, arid, waterless, dehydrated, tedious boring.

## E) –

**Effective:** efficient, productive, practical, useful, beneficent,

**Encourage:** hearten, cheer up, promote, strengthen, comfort.

**Enlighten:** inform, teach, illuminate.

**Endeavour:** attempt, try, strive, struggle.

**Energetic:** forceful, potent, vigorous, active.

**Enterprise:** venture, project, undertaking, initiative,

**Entertain:** amuse, divert, interest.

**Evil:** immoral, sinful, bad, harmful, injurious, wicked.

**Extinguish:** put out, choke, smother, quench.

**Extract:** Withdraw, draw out, pull out, remove, absorb, to suck.

**Extravagant:** lavish, excessive, wasteful.

## F) –

**Fail:** miss, fall short, founder, disappoint, fade.

**Far:** distant, remote, far away.

**Fascinate:** please too much, attract, bewitch, charm, prepossess.

**Fast:** quick, rapid, speedy, swift, in an instant.

**Favour:** kindness, service, good turn, good deed.

**Fatal:** deadly, mortal, lethal.



**Fright:** fear, terror, alarm, panic, horror.

**Fringe:** border, edge, trimming, edging, hem, extremity, limit.

**G) -**

**Giant:** colossal, gigantic, monster, very big, huge, enormous, ogre.

**Gorgeous:** splendid, dazzling, grand, fantastic, colourful.

**Gossip:** prattle, hearsay, chatter, rumour, a word of mouth.

**Graceful:** attractive, becoming, elegant, smart, aesthetic, good looking.

**Gulp down:** swallow, eat, bolt down, grasp.

**H) -**

**Habit:** disposition, custom, practice,

**Hazard:** risk, danger, peril, lethal circumstances.

**Hazy:** unclear, murky, unclear, vague, obscure.

**Heap:** stack, pile, accumulation, mound, amass.

**Heavy:** weighty, ponderous, burdensome, tiresome, inconsistent.

**Hidden:** concealed, latent, invisible, withheld, unobservable.

**Hot:** burning, fiery, roasting, spicy, sharp, blazing, sizzling.

**Hunt:** pursue, chase, dog, track, stalk, seek, search, look for.

**I) -**

**Idle:** lazy, unoccupied, jobless, workless, sluggish.

**Ignorant:** uneducated, untaught, untrained, unskilled, illiterate.

**Impatient:** anxious, irritable, restless.

**Impure:** contaminated, tainted, troubled.

**Initial:** first, primary, elementary.

**J) -**

- **Jump:** spring, bound, skip, leap, hop.

**Justify:** explain, excuse, clarify, vindicate.

**K) -**

**Keen:** interested, eager, enjoy very much.

**Keep:** retain, withhold, preserve, continue.

**Know:** understand, comprehend, discriminate.

L) –

**Lack:** dearth of, scarcity, shortage of, need.

**Lament:** cry, weep, mourn, grieve, wail.

**Lull:** calm, quieten, soothe.

M) –

**Mad:** crazy, lunatic, ill-tempered, abnormal, mentally insane, foolish, neurotic, maniac.

**Manage:** lead, guide, control, conduct, rule, supervise.

**Mean:** suggest, propose, insinuate.

**Mutual:** common, alternate, reciprocal.

N) –

**Native:** inborn, national, innate, original.

**Neglect:** ignore, disregard, miss.

**Nervous:** calmless, irritable, restless, anxious, excited, agitated.

**Notify:** announce, advise, mention, inform.

O) –

**Oath:** pledge, vow, promise.

**Oblige:** force, compel, urge, bind.

**Obstinate:** stubborn, pigheaded, inflexible, hard-headed.

**Opponent:** foe, competitor, rival, contestant.

**Overall:** complete, comprehensive, detailed, general.

P) –

**Pain:** agony, suffering, distress, ache, misery.

**Paradox:** controversy, contradiction, enigma.

**Passion:** excitement, emotion, feeling.

**Perhaps:** possibly, maybe, could be.

**Phobia:** fear, dread.

**Prejudice:** bias, partiality, favouritism.

**Q) –**

**Quest:** hunt, search, lust.

**Quit:** discontinue, stop, cease, give up.

**R) –**

**Realistic:** pragmatic, real, unfeigned, practical.

**Reconcile:** join together, unite, mediate.

**Repeal:** abolish, end, suppress, put an end to.

**Resort:** (verb): turn to go, go to, employ.

**S) –**

**Safe:** protected, secure, trustworthy.

**Scramble:** combine, join together, mix.

**Separate:** split, break up, divide, disconnect, isolate.

**Soothe:** calm, comfort, pacify, appease.

**T) –**

**Tale:** a story, an anecdote.

**Tender:** soft, fragile.

**Threaten:** menace, warn, forewarn, intimidate.

**U) –**

**Umpire:** referee, judge, arbitrator.

**Unique:** single, one, solitary.

**V) –**

**Valuable:** expensive, worthy, priceless, costly, high priced.

**W) –**

**Wail:** cry, lament, mourn.

**Ward:** district, division, orphan child – dependant.

**Weave:** interlace, knit.

**Y) –**

**Yield:** produce, supply, surrender, give in.

## B)-ANTONYMS

1. sweet \_\_\_\_\_ bitter
2. Climb \_\_\_\_\_ descend, fall
3. cheap \_\_\_\_\_ expensive, priceless
4. Long \_\_\_\_\_ Short
5. Straight (hair) \_\_\_\_\_ curly
6. Fall \_\_\_\_\_ rise
7. Clever \_\_\_\_\_ stupid
8. Clean \_\_\_\_\_ dirty
9. pick up \_\_\_\_\_ drop
10. laugh \_\_\_\_\_ cry/weep
11. Fast \_\_\_\_\_ slow
12. Shout \_\_\_\_\_ whisper
13. Peace \_\_\_\_\_ war
14. large \_\_\_\_\_ small
15. sit down \_\_\_\_\_ stand up
16. Forget \_\_\_\_\_ remember
17. Love \_\_\_\_\_ hate/dislike
18. Asleep \_\_\_\_\_ awake
19. To bury \_\_\_\_\_ to dig up
20. Narrow \_\_\_\_\_ broad, wide, vast
21. Fat \_\_\_\_\_ thin, slender, slim
22. Teach \_\_\_\_\_ learn
23. Ill/sick \_\_\_\_\_ healthy
24. dark \_\_\_\_\_ light
25. abandon \_\_\_\_\_ accompany
26. active \_\_\_\_\_ passive
27. poetic \_\_\_\_\_ prosaic
28. serious \_\_\_\_\_ trifling
29. wild \_\_\_\_\_ tame, domestic
30. brave \_\_\_\_\_ fearful, timorous
31. wise \_\_\_\_\_ foolish, stupid
32. plenty \_\_\_\_\_ shortage, lack of, scarce
33. prudent \_\_\_\_\_ reckless

34. deep \_\_\_\_\_ shallow  
 35. thrifty \_\_\_\_\_ extravagant  
 36. final \_\_\_\_\_ initial  
 37. Fluctuating \_\_\_\_\_ invariable  
 38. steadfast \_\_\_\_\_ changeable, wavering  
 39. Languid \_\_\_\_\_ vivacious, invigorating  
 40. voluntary \_\_\_\_\_ compulsory  
 41. Acquisition \_\_\_\_\_ loss  
 42. advantage \_\_\_\_\_ drawback  
 43. Coward \_\_\_\_\_ brave  
 44. Exit \_\_\_\_\_ entrance  
 45. Grateful \_\_\_\_\_ Thankless  
 46. Barbarous \_\_\_\_\_ Civilized  
 47. acceptance \_\_\_\_\_ rejection  
 48. attract \_\_\_\_\_ repel  
 49. simplify \_\_\_\_\_ complicate  
 50. to converge \_\_\_\_\_ to diverge  
 51. lenient \_\_\_\_\_ severe  
 52. moderate \_\_\_\_\_ fanatic  
 53. parsimonious \_\_\_\_\_ prodigious  
 54. summit \_\_\_\_\_ base  
 55. rear (back) \_\_\_\_\_ front  
 56. Permissive \_\_\_\_\_ authoritative  
 57. truth \_\_\_\_\_ falsehood  
 58. enrich \_\_\_\_\_ impoverish  
 59. dissatisfy \_\_\_\_\_ gratify  
 60. to darken \_\_\_\_\_ to enlighten/to illuminate

#### **E)-PLURAL DERIVATIVES and NAMES OF COUNTRIES**

Algeria	An Algerian	Algerians
Afghanistan	An Afghan	Afghans
Austria	An Austrian	Austrians
Belgium	A Belgian	Belgians
Burma	A Burmese	Burmese
Canada	A Canadian	Canadians

Ceylon	A Cinhalese	Cinhalese
China	A Chinese/Chinaman	Chinese/Chinamen
Denmark	A Danish/Dane	Danes
Egypt	An Egyptian	Egyptians
England	English	Englishmen
Finland	A finn/Finnish	Finns
France	A French (man)	French (men)
Germany	A german/Deutsh	Germans
Greece	A greek	Greeks
Holland	A Dutchman	Dutchmen
Hungary	A Hungarian	Hungarians
India	An Indian	Indians
Ireland	An irish (man)	Irish (men)
Italy	An Italian	Italians
Japan	A Japanese	Japanese
Malta	A Maltese	Maltese
Morrocco	A Moroccan (a moor)	Moroccans
Norway	A Norwegian	Norwegians
Pakistan	A Pakistani	Pakistanis
Persia	A Persian	Persians
Poland	A polish (a pole)	Poles
Portugal	A Portuguese	Portuguese
Russia	A Russian	Russians
Scotland	A scot/A Scottish	Scots/Scotsmen
Spain	A Spanish/A Spaniard	Spaniards
Sweden	A sweddish/A swede	Swedes/Sweddish
Switzerland	A swiss	Swiss
Turkey	A turk/Turkish	Turks/Turkish
Wales	A Welsh/Welshman	Welshmen

## F-DIMINUTIVES

Diminutives are short, pithy and terse forms of any word used to express smallness in shape and contents.

- Ankle      Anklet      Arm      Armlet
- Book      Booklet      Bull      Bullock

• Crown	Coronet	Duck	Duckling
• Eye	Eyelet	Lamb	Lambkin
• Man	Manikin	Owl	Owlet
• Poet	Poetaster	River	Rivulet
• Stream	Streamlet	Brook	Brooklet
• Cat	Kitten	Dear	Darling
• Eagle	Eaglet	Hill	Hillock
• Leaf	Leaflet	Nest	Nesting
• Part	Particle	Ring	Ringlet
• Shade	shadow	Tower	Turret

### G)-FOREIGN WORDS AND THEIR PLURALS

<b>SINGULAR</b>	<b>PLURAL</b>
• Addendum	Addenda
• Appendix	Appendices
• Basis	Bases
• Criterion	Criteria
• Formula	Formulas or Formulae
• Genus	Genera
• Index	Indices
• Memorandum	Memoranda
• Oasis	Oases
• Radius	Radii
• Species	Species
• Stratum	Strata
• Analysis	Analyses
• Axis	Axes
• Crisis	Crises
• Erratum	errata
• Genius	Geniuses/Genii
• Hypothesis	Hypotheses
• Index	Indexes (books)
• Nucleus	Nuclei
• Phenomenon	Phenomena
• Series	Series

- Stimulus
- Terminus

Stimuli  
Terminuses or Termini

## H)-FOREIGN WORDS

1. ab extra: from the exterior
2. Ab initio: from the beginning
3. Ad hoc: To a special purpose
4. Alma mater: a school or college
5. Ante Meridiem (A. M.) between midnight and noon
6. Acqua Pura: Pure water
7. Au fait (French); à propos: By the way
8. au revoir: Good bye
9. Bizarre: Strange, miraculous
10. Bonafide: sincere, real, genuine
11. Bonbon: sweets
12. Boulevard: broad street
13. Bourgeoisie: aristocratic class
14. Carte blanche: Fullpower of exertion
15. Chef D'œuvre: a masterpiece
16. Chic: extra, fantastic
17. Cliché: a negative film/A hackneyed expression
18. Cortège: procession
19. Coup D'état: Governmental upheaval or a military coup
20. coup de Grace: Finishing stroke
21. coup de main: A helping hand
22. Defacto: in fact, indeed
23. Denouement (narratives): highest pitch (peak)(a climax)
24. Divide et impera: Divide and be lawful
25. Edition de Luxe: Good edition
26. En Bloc: wholesale
27. en masse: in mass
28. En route: on the route, in the way
29. Esprit de Corps: sane body
30. Et Cetera: an so on...etc



31. Exempla-gratia: e.g. For example
32. fait accompli: anything finished properly and which does not need any arguments
33. Ibid: the same as
34. In statu Quo: in the same situation
35. Magnum opus: a great work
36. Nom de plume: A pseudonym
37. Notabene (N.B.) Pay attention to
38. Par excellence: By virtue of special excellence
39. Persona Grata: a wicked person
40. Post Meridiem (P.M.) afternoon
41. Post Mortem: after death (Autopsy)
42. Quasi: Almost real or true
43. Raison d'être: the reason to exist
44. Sang froid: cold blooded, coolness, boldness
45. Tête à tête: face to face
46. Vers libre: Free verse (poetry)
47. affaire de Cœur: Love affair
48. à la Mode: fashionable
49. Amour propre: Pure/true love/genuine love
50. Ars Longa, Vita brevis: art is long, life is short
51. Beau geste: a humane deed
52. Bête noire: Deadly enemy
53. Beaux esprits: wise persons
54. Bene Vobis: cheers
55. Un bon vivant: a cheerful person
56. Demi-monde: A class of women not highly reputed
57. L'état c'est moi: I am the state (metonymy)
58. Poste restante: Unassorted mail
59. Terra Incognito: The unknown land
60. Vox populi, vox dei: the voice of the people is the voice of God.

## **H)-PREFIXATION AND SUFFIXATION**

A prefix is a syllable added to the base (root or stem) to change its meaning. It usually occurs at the beginning of the word.

e.g. **MIS** +represent                      misrepresent  
**DIS**+ like                                      dislike

The different prefixes can be classified as

- 1. Reversative prefixes:** These prefixes are used to converse the meaning or the action

<b>e.g. Prefix</b>	<b>Meaning</b>	<b>Example</b>
*De-	To rid oneself of	desegregate, deforest
*Dis-	to set free	disconnect
*Un-	to release oneself of	untie, unwrap

- 2. Negative prefixes:** These prefixes exist to bring a negative sense to the word

A) In-	Not	uneasy, unexpected
Un-		
B) Non-	Not	Non-fiction
C) Ir-	Not	irregular, irresponsible
D) il-	Not	illogical
E) Im-	Not	Impossible
F) Dis-	Not	Dislike, disabled

- 3. Prefixes of Size and Degree**

These prefixes give excess to the action whether it is longer, better, higher, above the normal, to the highest extreme, lower, under the normal, too much or too little

<b>Prefix</b>	<b>Meaning</b>	<b>Example</b>
Under	below/too little	underestimate
Over	too much/more than	overcooked
Ultra	beyond	Ultra-violet
Sub	less than	sub-title
Sur	over/more than	Surnumber
Super	more than/Extra	Superman
Hyper	very special	Hypersensitive
Mini	very small	mini-bus

- 4. Prefixes denoting order and time:**

These prefixes imply before and after or former and latter

<b>Prefix</b>	<b>Meaning</b>	<b>Example</b>
<b>Pre</b>	before	prefix, prenatal
<b>Post</b>	after	post-war
<b>Ex</b>	former	Ex-minister
<b>Fore</b>	before	Foreword
<b>Re</b>	again	renew

### 5. prefixes denoting attitudes and Positions:

These prefixes suggest the intimacy with (co-, pro, for) and the enmity (counter, anti, and against)

<b>Prefix</b>	<b>Meaning</b>	<b>Example</b>
Anti/	counter against	antibody/antibiotics
Pro	for, with, in favor of	pro-American
Co	with, joint, together	Co-education, co-exist

### 6. MISCELLANEOUS

<b>Prefix</b>	<b>Meaning</b>	<b>Example</b>
Mal	bad	malnutrition
Inter	between	international
Trans	across	transglobe
Neo	new	neo-clacissism
Semi	half	semi-vowel
Auto	self	automatic
Pan	worldwide	Pan African
Proto	first hand	Proto-type

### 7. Prefixes Denoting Numbers

These prefixes denote the quantitative degree ranging from one to many

<b>Prefix</b>	<b>Meaning</b>	<b>Example</b>
Uni-/Mono	One (unique)	uniform, monologue
Di-/Bi	two (existing in two forms)	Bilingual, dialogue
Tri	three	tricycle, trilogy
Multi/Poly	many, more than	polygamy, multiple

### SUFFIXATION

A suffix is a syllable added to the root to give it another form and meaning.

e.g. Boy + **hood** = Boy **HOOD**

Friend +**ship** = friendship

<b>Meaning</b>	<b>Suffixes</b>	<b>Noun</b>
Female	ess	Actress
Diminutives	let	booklet
Occupation	er	teacher
Inhabitant	er	Londoner
Condition	dom	Kingdom
Condition	ship	Friendship
Demeanour	ery	slavery
Belonging	to	an Algerian
State of being	hood	Childhood
Denoting nationality	ese	Chinese
The quantity of	ful	spoonful
Movement, theory, principle	ism	socialism,
Passive suffix	ee	examinee
Profession	er	seller
State of being	ness	happiness
Action, state	ation	animation
Consequence	ing	reading, jumping
Denoting actions	al	national
The amount of	age	pilgrimage
The quality of	ity	fatality, enmity
For specific verbs	en	blacken, widen
Clarity, specification	ify	typify, simplicity
Adjectives		
of nationality	ish	Turkish
Has the quality of	like	cat-like, God like
Pertaining to	arian	agrarian, vegetarian
Full of/contains	y	sandy, rocky
Valuable	worthy	noteworthy
Negative (without)	less	helpless, listless
Pertaining to	ic	atomic
In relation to	ous	enormous, famous

That deal with	ive	attentive
The condition of	itive	descriptive

### Note on suffixes and prefixes

1. **the suffix – less does not always mean or bear a negative meaning**  
e.g. priceless means very expensive

2. **Be careful when dealing with clippings: This is another form of a normal word compressed so as to stand as a symbol for-The different cases of CLIPPINGS can occur:**

1. **at the beginning**

Short form	Long form
Plane	aero plane
Board	Blackboard
Phone	telephone

2. **At the end of a word**

Exam	Examination
Ad	advertisement

### EXERCISES

1. **Exercise One: explain the effect of the suffixes in the following words**

1) oldish	2) greenish	3) brotherhood
4) helpless	5) thermometer	6) toothsome
7) weaken	8) actress	9) trainee

**Exercise Two: Make as many verbs/Nouns as possible from the following clues-Work as indicated (add prefixes)**

1. plete	2. volve	3. sist	4. sume
5. tain	6. tract	7. matic	8. cedent
9. ent			

### PREPOSITIONS

A)

- Abound in, with
- Absorb from, in, into
- Abstain from

- Accede to, accident of, to
- Accommodate with, to
- Accompany to
- Accompanied by
- Accordance with
- According to
- Account to, of
- Accuse of
- Accustomed to
- Acquaintance with, acquit of, act up to: achieve in, for, with, about
- Adapt to
- Add to
- Addict to address to
- Adequate to
- Adhere to
- Adhesive to
- Adjacent to
- Admit to
- (access to) admit of (permit) to adorn = to decorate with
- Afflicted with, at, by
- Agree to, with, in upon
- Aim at
- Alien to alight from alike in, alliance with, against, between,
- Allot to,
- allude to
- allure to
- amass for, from, with, by
- amateur in
- amazed at
- amplify on
- analogy between
- angry at something, with someone
- announce to
- annoyed with
- answer to

- apparent into
- appeal to, against
- appear at, appetite for
- apply to
- appoint to
- approve of
- argue with, for, about
- arrest for
- arrive at, to, in
- ask about, after, for
- associate with
- assure of
- astonish at attached to, at, with, by
- attend to attribute to
- avail oneself of
- avenge on,
- avenge to,
- awkward in

## **B)**

- Back out, up
- Banished from
- Barrier to, against, between
- Battle of, between, for, against
- Bear up, with (be tolerant)
- Beat about, against, down, off, with, by, to, into
- Beautiful to, into
- Beg of, from
- Behavior to, towards, before, with, in
- Believe in
- Benevolence of, to, towards
- Bestow on
- Beware of
- Bind to, with, by, under, to
- Behind in, into

- Blame for
- Blind to
- Boast of
- Boundaries between, of
- Break into, out of, over, on, against (the rocks)
- Burn in, with, to, through

### C)

- Calculate in, on
- Call on, upon, out, up, over, off, in
- Care for, about, of
- Carry about, away, into, off, on, out, through
- Cast about, away, into, aside, down, in, off, on, out, up
- Catch at, up
- Cause of, for
- Caution against
- Cease from
- celebrate by, with
- cede to
- certain of
- change for, from, into, in, with
- charge with, against, for, to
- cheer up
- choose from, out of, between
- chime in, with: to agree with
- claim on, against
- cloak for,
- clean with,
- clamour for,
- clear to, of, from, away, off, out, up
- cling to
- close down, up, with
- collision of, with, between
- coincide with
- comment on



- commit to, for, without
- compact with
- complain against, of, to, for, before, about
- compare to, with
- compete with, for
- confidence in
- comply with
- conceal from
- concede to
- contemporary of
- concerned with, about, for, in
- concur in, with
- condemn to, for
- conducive to
- confer with, about, on
- conform to
- confide in, to
- confine to
- congratulate on, upon
- conscious of
- consent to
- consist of
- contempt for
- consistent with
- conspire against
- contend with
- contented with
- contrary to
- in contrast with
- contribute towards, to
- control over
- convenient to, for
- converse with, about, between, among
- convey from, to, by
- conviction for

- convince of
- correspond with, about, to, with
- crave for
- couched in
- cope with
- count on, upon, for nothing, out
- creep into
- crowd over
- cry down, for, out, against, to, up
- cure of

#### D)

- Dash against
- Dash down, in pieces, off, over, on
- Deal with, out, by (a person)
- Defence against, to
- Decide on, for, against
- Deficient in
- delight with, in, of
- Deduce from
- Defend against
- Deliver from, up, to
- Defer to
- Depend on, upon
- Deprive of
- Design for, of
- Desire of, for
- Desist from
- Despair of
- Deter from
- Deviate from
- Devolve on, upon
- Devoid of
- Devote to
- Descend from

- Die away, by, outy, from, for, in, to, of
- Differ from, in, with
- Difference between, among, in, of, with
- Different from
- Dig out, up, into
- Disagree with
- Disapprove of
- Discriminate between
- Disgrace to
- Distaste for
- Dispense with, to
- Dispute with
- Dispose of
- Dissent from
- Dissuade from
- Distasteful to
- Distinguish between, from
- Divert from
- Divest of
- Divide between, among (more than to)
- Draw aside, back, down, for, in, off, on, upon, out, to, out of, up
- Dream away, of
- Dress up
- Drive at, in, on, out
- Dwell among

#### E)

- Eager for
- Eat into, up
- Egg on
- Employ in, on, upon, about, for, at
- Eke out
- Embark in, on
- Emerge from
- Encroach on

- Engage in
- Endow with
- Enjoy in, on
- Enemy of
- Enlarge on, upon
- Enter into, upon, on
- Enraged at, with
- Entrance to, into, upon, through, within, among
- Entrust with
- Envious of, for
- Equal to
- Eminence in
- Endeavour after
- Enmity with
- Essential to
- Escape from
- Esteem for
- Excel in
- Exchange with, for
- Explain to
- Exemption from
- Exposure to

## F)

- Faint with, in
- Faithful in, of
- Fall among, in, with, on, into, to, under, through
- Familiarize with
- Familiar with
- Fasten on, to, with
- Fancy for, to
- Farewell to
- Favourable to
- Favoured with
- Feed on, upon, with

- Feel for, in
- Fight with, against
- Fill with fire away, on, with
- Fit out, up
- Flare up
- Fling aside, away, down, off, up, with
- Fond of
- Fondness for
- Fly at, away, into, off, out, open
- Founded on
- Free from, of, to, with
- Friendly to
- Formidable in, by, to
- Friendship of, for, towards, between
- Furnish to, with

## G)

- Gain on, upon, over
- Get at, over, on with, out of
- Give to, into, up, up to, out of
- Glance at, over
- Glory in
- Grapple with
- Grasp at
- Grief at, over, for
- Grateful to
- Genius for
- Grind down grieve at, for, about
- Gratitude to
- Grow from, in, out of, to, up, upon
- Guard against from
- Guarantee for
- Grumble at

## H)

- Hanker after
- Happen on, to, in, at
- Hatred for
- Heir of, to
- Happy in, with, among, at, over
- Hope for
- Hunt down, for, after, out, up
- Hear from
- Help in
- Hesitate at
- Hide from
- Hinder from, in, by
- Hush up

## I)

- Identity with
- Influence over, with
- Impart to
- Impose on, upon
- Immerse in
- Impress on
- Impute to
- Incongruous with
- Indulge with, in
- Infer from
- Inflict on
- Inform of, against
- Inquire of, about, after, into, for
- Injury by, from, of, to
- Inquisitive about
- Insensible to
- Insist upon, on
- Intercede with, for
- Intent on, upon

- Interfere between, in, with
- Intermeddle with
- Interested in
- Interpose between, in
- Intrigue with
- Introduce to, into
- Intrude into, upon, on
- Invest in, with
- Invite to
- Involve in, with
- Irrelevant to
- Issue from

## J)

- Jeer at
- Jest at
- Jog on, along
- Join in, with, to, up
- Judge by
- Jump at, to

## K)

- Keep in, within, from, out, out of, to, for
- Kick against, at
- Kill with, by, for

## L)

- Labour under
- Land at, in
- Lament for
- Laugh at, for
- Lay under, in, on, out, down, by, aside (economize)
- Lead to, on, by, away, aside, from
- Lean against, on, to
- Lecture on

- Listen to
- Live in, at, on, upon, with, by, for, on, within
- Long for, after
- Look after, at, into, for, over, through, out of
- Love of, for, to
- Lust after, for

#### M)

- Make away with, up to, out of, from, into, for, with, by
- Marriage of, between, to, with, among
- Marry to
- Marvel at
- Match with
- Meddle with
- Meditate on
- Meditate between
- Meet with
- Melt away
- Mercy of, towards, on, upon, for,
- Mourn for
- Muse upon, on

#### N)

- Necessary to, for
- Neglect of

#### O)

- Object to
- Obligated to
- Occur to
- Offend against
- Officiate for
- Originate in (a place); with

#### P)

- Pack, away, off, up



- Part with, from
- Pardon to, for
- Partake of, in
- Participate with
- Pass away, by, for, over, from, into, off, out, through, under
- Patience in, with, under, with
- Pay for, away, down, off, out
- Perish by, out, up
- Pin downne away, for
- Pitch upon
- Persist in
- Pity on, upon, for
- Plead with
- Pleasant to, with, toward, about
- Plot against, for
- Plentiful in
- Point at, to, out
- Plough in, out, up
- Ponder on, over
- Pray for
- Pluck away, down, off, out, up
- Plunge into, in
- Predestination of, to
- Pounce on, upon
- Prefer to
- Prefix to
- Prejudice against
- Prepare for
- Preside at, over
- Prevail on, against, over, with
- Prevent by, from
- Previous to
- Prey upon
- Proceed against, from, on, with
- Profit from, on, in, by

- Progress from, of, in, towards, to
- Protest against
- Prohibited by, from
- Provide against, for, with
- Provoke to
- Punish for
- Purchase at, of, from, for, with, on
- Pull down, out, through, up, to

## Q)

- Quake with
- Quarrel with, over, about
- Quote from

## R)

- Rail at, against, in
- Rake up
- Reason with, about, for, against, into, out, down, from, to, of
- Rank with
- Rebel against
- Recede from
- Refere to
- Reckon on, upon, with,
- Recompense with, for
- Reconcile to, with
- Recover from
- Reduce to
- Reflect on, upon
- Refrain from
- Rejoice at, in, over, on, on account for
- Reign over
- Relate to relieve from
- Rely on, upon
- Remind of
- Remonstrate with, for, against

- Remove from
- Repent of
- Replace by
- Reply to, in
- Reprimand for
- Reproach for
- Rescue from
- Resolve on, upon
- Responsible for
- Resort to
- Respond to
- Rest on, upon, with
- Restore to, result from
- Retire from, into, upon, on
- Revert to
- Ride at, down, out, to
- Revenge on, for
- Reward with, for,
- Rise from
- Rob one of
- Root up, out
- Rout out (to force)
- Rub down, off, on, along, up
- Rule over, in, of, out
- Run after, at, into, over, against, away, down, in, off, out, through, to, up

## S)

- Save from
- Search for, into, out,
- Send away, by, for, off, to, into
- Separate from
- Sensibility of, to
- Sentence to
- Serve out, up, about, against, apart, aside, down, in, off, on, to, for,
- Settle down, on, upon

- Sake off, out, with
- Shelter under, from, in, behind, within
- Ship off
- Show over, off, up
- Shrink from
- Shudder at
- Shut in, off, out, up
- Side with
- Sin against
- Sink beneath, under, in, into
- Skilful at, in, with
- Smile at
- Sneer at
- Sleep away, off
- Slow down
- Snap at, off, up
- Speak for, of, about, out, upto, upon, on, with
- Spin out
- Spread abroad, out, over
- Spring at, in, upon, up
- Spy out
- Stamp out
- Stand against, apart, aside, back, by, for, off, on, out, to, up, upfor

## T)

- Triumph over
- Trump up
- Try over, on, out
- Turn about, against, aside, away, away from, back, down, in, into, off, on, out, over, to, up, upon

## U)

- Unite with
- Upbraid with, for

V)

- Venture upon
- Vote against, for

W)

- Wait at, for, on
- Wake from
- Walk about, away, back, by, down, forward, in, off, on, out, over, past, through, up, up to
- Wash away, off, out, against, down, in, up
- Watch for, over
- Wear away, off, on, out, up
- Wind about, off, up
- Wink at
- Wish for
- Wipe away, off, out, up
- Withdraw from
- Wrestle with
- Work against, away, at, into, through, for, off, on, out, to, up, with

Y)

- Yearn for
- Yield to

**Note: for more detailed information, see the phrasal verbs with more appropriate examples of common use**

<b>EXERCISES ON PART TWO</b>
------------------------------

**Exercise One: Explain the following idiomatic expressions**

1. the sting is in the tail
2. All asses wag their ears
3. Time hangs heavy on one's hands
4. To wrangle over an asses's shadow
5. A bird of ill-omen

6. A thorn in one's side
7. To hunt with the hounds and run with the hares
8. To be an old hand at
9. To be like a fish out of water
10. To pay an eye for an eye
11. To dog someone
12. every dog has his day
13. A broken reed
14. To lie at anchor
15. To be hand in glove with
16. To know something on one's fingers' tip
17. To keep one's hands above water
18. To set one's shoulder to the wheel
19. To see eye to eye with someone
20. By word of mouth
21. Two heads are better than one
22. To make an investment
23. To help a lame dog over a stile
24. To settle an account
25. To act like a snake on the grass
26. To do something in a twinkle of an eye
27. To have one's time up
28. To step in another's shoes
29. To number one's days.

**Exercise two: Complete the following proverbs –**

1. Early to bed and early to rise .....
2. Waste not .....
3. A stitch in time .....
4. When poverty comes in .....
5. prosperity makes friends.....
6. Nothing succeeds .....
7. Short reckonings .....
8. First come .....
9. there are wheels.....

10. It is not the cowl.....
11. You can't judge .....
12. To move heaven.....
13. To let the cat.....
14. To make a mountain .....
15. To call a spade.....
16. To bell .....
17. Better late.....
18. Don't send good.....
19. An apple a day.....
20. What can't be cured .....
21. Don't be penny wise .....
22. Contentment is .....
23. A good beginning is .....
24. As you make your bed.....
25. Too many cooks .....
26. Don't count your chickens .....
27. Beggars can't be.....
28. There are friends and .....

**Exercise Three: Explain the following expressions**

1. From hand to mouth
2. From mouth to mouth
3. To come to the point
4. to be short of something
5. To touch the bottom
6. to cross to mind
7. Life is full of ups and downs
8. To thank one's stars
9. to devote oneself to a cause
10. to take heart
11. to lay heads together
12. to be under a person's thumb
13. to work shoulder to shoulder
14. to persuade someone

15. to leave the beaten track
16. to be at sea
17. few and far between
18. to go to the red
19. to turn over a new leaf
20. to be on tenterhooks
21. to rest on one's oars
22. to see eye to eye with
23. to get wind
24. to harp on the same string
25. to be at issues
26. to throw off the mask
27. To rob peter to pay Paul

**Exercise Four: Fill in the blanks with the appropriate word**

**TO BE: fill in the gaps**

1. She will.....ten minutes
2. He.....at his work until he works.
3. The secret.....before he could scheme out his plans.
4. At the moment.....for his private ends
5. It.....all.....withthis person. The doctor has done his best, but there is no possible remedy.
6. When he....., he will sing us a song.
7. He.....against his hard life, now he must toil.
8. He is now at the cinema. He will.....at five.
9. He.....a little bit.....the time of his work because the bus broke down.

**TO BRING: fill in the blanks**

1. He.....his lorry before it collapsed.
2. Though his mother has.....many children, she is still working.
3. The new project will..... .....a lot of profit to the manager.
4. Many trees.....by yesterday highest cyclone.
5. The best student sat for his exam and.....it.....at last.
6. The father managed to.....his sons.....at the end.
7. ....the child.....to the good way and he will not deviate from.



8. He has a strong faith. His disciples tried to.....him.....but they could not.
9. If you don't take this child immediately to a doctor, he will..... everything.....
10. His fair participation in the party.....many congratulations and encouragements.

**TO CALL: Fill in the blanks**

1. All his friends were.....to attend his birthday party.
2. The situation is critical so they must.....their elders to discuss the problem.
3. Due to the highest wind, the visit has been.....
4. The foreign minister will.....to see the new factory and the workers working at it.
5. It is high time to go to bed now. Don't forget to.....me.....at 7 o'clock.
6. All the ministers were.....to meet their president's proposals.
7. When the president.....the airport everybody clapped his hands.
8. He did respect his elders; so everyone.....him.....

**TO CARRY: Fill in the gaps:**

(1)

1. When he heard 'Blowing in the Wind' by Bob Dylan, his mind.....to his childhood.
2. The best student always... .. a prize for his hard work.
3. We are always asked to.....with our work and never give up the ship.
4. The thief broke into the house and.....the rich man.
5. The farmer's cattle was all.....by hunger.
6. The students are asked to.....their work.
7. The captain issued an order to be.....
8. The nurse.....the work entrusted to her.....successfully.
9. The nice film has..... me.....and absorbed my spirit.
10. Though his age, he has been able to.....the project to its end.

(2)

**Use the following expressions in meaningful sentencesè**

1. To carry one's profit

2. To carry matters with a high wind
3. To carry the day
4. To carry coal to Newcastle
5. To carry a thing too far.

**TO CAST: Fill in the gaps with the appropriate word (s)**

A) –

1. He decided to.....his parents' opinions and took his own decisions.
2. Since his mother's demise, the child feels that he is.....
3. He has just.....a pullover and he will finish it in two week's time.
4. Failing to support this students' noise, the teacher decided to.....them.
5. The orphan child was.....and no one wanted to adopt him.
6. Forty-niners were.....for gold during the Gold Rush of 1849
7. Let the dead past bury its dead and never.....to memories.
8. The farmers set their prayers by.....to the sky to ask Heaven for rain.
9. The child is very ill; so he.....all what he has eaten.
10. A very intelligent student can.....mathematical additions in a wink of an eye.

**B) Explain the following expressions**

1. To cast in one's teeth
2. To cast the fishing line in water
3. To cast oneself on
4. To cast pearls before swines
5. To cast into the shade
6. An outcast
7. To cast an eye on.

**TO CATCH**

**A-Explain the following expressions**

1. To catch at
2. To catch on
3. To catch out
4. To catch up
5. To catch someone's eyes
6. To catch a train

7. To catch someone red-handed
8. To catch a tartar.

**B-Fill in the blanks with the appropriate idiomatic use of CATCH**

1. A diligent person is the one who never loses an opportunity; springs up and.....every instant of time.
2. His ideas are very effective. Surely, he will be asked to.....them.....
3. Because of the high wind, the girl decided to.....her hair.....
4. When the dog charged at him, the boy.....a stone and threw it at him.
5. Though his small age, he can.....everything people talk about.
6. The police took the thief to prison because he was.....at the time he was trying to break into the rich man's house.

**C-Match list A with list B**

LIST A	List B
1. to catch at 2. to catch up 3. to catch someone's eyes 4. To catch a tartar 5. To catch out 6. To catch someone	a) to catch a powerful person b) to grasp the meaning of something c) to attempt to grasp at d) to meet one's eyes with that of another e) to hold someone by the hand f) to discover someone red-handed

**To Change: Explain the following expressions**

1. To change into
2. To change over
3. To change up
4. To change down

**To Check:**

**A-Fill in the blanks with the appropriate word**

1. If you are not sure of your knowledge, please.....your reference book.....
2. whenever I make up my mind, I'll.....it.....later with you.
3. The French Minister.....at Houari Boumediene's Airport.

4. He is a very good person. Certainly, everyone will weep him when he.....
5. 'Please, let me .....your driving licence' the policeman said.
6. He starts his work at seven o'clock and he will.....it.....at 5 O'clock.
7. The custom officer.....the suitcase.....before he allowed the passenger to pass.
8. To keep a health stability, you should see your doctor for a regular.....
9. The judge.....the problem before he deliberated the verdict.

**B-Explain the following expressions**

1. To check in
2. to check over
3. to check back
4. to check on

**TO CHEW: use the following expressions in meaningful sentences**

1. to chew over
2. to chew the cud
3. to chew up

**TO CHOP:**

**Explain the following expressions**

1. to chop off
2. to chop down
3. to chop up
4. to chop back

**TO CLEAR:**

**Say whether the following statements are TRUE or FALSE**

1. The student has cleared away the board before the teacher entered the classroom.
2. The farmer clears away his garden with flowers and grass.
3. To clear off means simply: to live with someone temporarily.
4. It is impossible for you to clear off your debts.
5. The lady cleared out the room before setting the table.
6. To clear up a problem is to set it up.
7. The weather is unfair so the sky is cleared up.

## TO CLOCK/TO CLOSE

### A-Fill in the blanks

1. It is getting dark so we must..... ..and go home
2. Every serious person will..... ..his future expectations
3. When the lion was..... ..it was easily caught.
4. Every worker has to..... ..at the main entrance of the factory.
5. Days are..... ..in winter.

### B-Choose the correct answer which has the same meaning as the ones given and put a circle round the corresponding letter.

#### 1. To close in:

- a) to get longer days
- b) to be near to
- c) to get shorter (days)

#### 2. To Clock out:

- a) to insert a card as an indication of departure
- b) to shut out
- c) to check time
- d) to have the exact time

#### 3. To Close down:

- a) to shut the doors
- b) to exhibit something
- c) to sit close to
- d) to open the doors after closing them

#### 4. To Close up:

- a) The opposite of close down
- b) to fill up holes with
- c) to hang something up
- d) to reach up

#### 5) To Close up:

- a) to remain far from each other
- b) to get closer to each other
- c) To sit in a front position
- d) Another synonyms of close down

## TO COME

### Exercise One: Explain the following expressions

1. To come before
2. To come about
3. To come by
4. To come after
5. To come back
6. To come down
7. To come down with
8. To come away
9. To come from
10. To come in

### Exercise Two: Fill in the gaps with the appropriate idiomatic expression with the verb TO COME

1. He could not remember when the crime.....
2. "Please, wake me up when my father.....from the shop." The child said to his mother.
3. When the plane crashed, it.....
4. Beware of where to put your feet when.....
5. Nobody is allowed to.....before the time is over.
6. He usually.....home.....car
7. Everybody decided to..... on silly pupils
8. When the rain.....we open our umbrellas to avoid being wet.
9. The actors.....the stage at the time they were allowed to do so.
10. Despite his increasing problems, the student.....at last.
11. I hope that my new book will.....very soon.
12. Though the sea was very rough, the boat.....towards the shore at a very slow speed.
13. Our teacher had.....from Pakistan.
14. We should always praise friendship because the best friend is the one who.....to his friends.
15. His conversation with his father has.....and effective decisions.
16. It is very easy for workers to.....with their elders.
17. What a surprise! We have never expected to.....each other in this strange place.
18. Christopher Columbus.....light the day he discovered the West Indies.
19. The students could not see the board so they asked their teacher to allow them to..... the front.
20. The title of this novel has.....different other sub-titles.

**Exercise Three: Explain the following expressions**

1. To come to grief
2. to come to pass
3. to come upon
4. to come to close quarters
5. to come off second best
6. to come to hand
7. to come to a standstill
8. to come home to a person

**TO COUNT:**

**Choose the correct answer (A, B, or C)**

**1. To count in:**

- a) to have no hands in
- b) to constitute a part of
- c) to be excluded from

**2. To count up:**

- a) to state the facts of
- b) to enumerate
- c) to state numbers

**3. To Count out:**

- a) to be not a part of
- b) to be included in
- c) to calculate

**4. To count for:**

- a) to reason
- b) to give as reasons
- c) to show the state of

**Exercise two: Fill in the blanks with the correct preposition**

1. The pupils started counting.....from ten to zero
2. His coming late to school accounts.....the lack of transport.
3. He did not pay the bill so people counted himm.....the worst persons in the town.

4. She is a serious girl so she is counted.....among those who will receive prizes
5. The policeman counted the thieves.....before setting them free.

**Exercise Three: Give synonyms to the following idiomatic phrases**

1. To count out
2. to count for
3. to count up
4. to count on
5. to count in

**TO COVER, TO CROSS, TO CRY/:**

**Exercise One: Put the following idiomatic expressions in meaningful sentences**

1. to cover over
2. to cross off
3. to cover up
4. to cry down
5. to cross out
6. to cover in
7. to cry out
8. to cry up
9. to cry to
10. to cry for

**Exercise Two/: Choose the correct alternative which best suit your correct answer**

1. **To cry down**  
 a) to praise                      b) to blame                      c) to criticize
2. **To cross out**  
 a) to strike out                      b) to strike                      c) to cut short
3. **To cross off**  
 a) to cross out                      b) to enumerate                      c) to slow down
4. **To cover over**  
 a) to protect from                      b) to help                      c) to put a cover over



5. **To cry off**  
 a) to cease to help      b) to start helping      c) to stand in between
6. **to cry out**  
 a) to speak at a low voice      b) to speak slowly  
 c) to shout loudly
7. **To cry up**  
 a) to praise people      b) to boast of oneself      c) to depreciate
8. **To cover up**  
 a) to cover the body with garments      b) to spread over  
 c) to cover the floor with
9. **to cry to**  
 a) to need      b) to implore      c) to ask for

**Exercise Three: Match list A with list B**

List A	List B
1. To cover the body with clothes	a) to strike out from a list
2. To stop giving support to	b) to cross over
3. to cry for	c) to complain plainly against
4. the result of extreme jealousy	d) to cry down
5. to cross out	e) to have a strong desire to
6. To cry out against	f) to cry off
7. To betray, to reveal a secret	g) to cover up
8. To cross off	h) to delete something to be changed by a new one

**TO CUT:**

**Exercise One: Explain the following expressions**

- |                   |                |
|-------------------|----------------|
| 1. to cut away    | 6. to cut off  |
| 2. to cut back    | 7. to cut out  |
| 3. to cut down    | 8. to cut up   |
| 4. to cut down on | 9. to cut dead |
| 5. to cut in      |                |

**Exercise Two: Explain the following expressions by antonyms**

1. to cut up

2. to cut one's own throat
3. to cut dead
4. to cut the Gordian knot
5. to cut back
6. to cut along
7. to cut away
8. to cut off one's head

**Exercise Three: use the following expressions in meaningful sentences**

1. To cut out for
2. to cut to the quick
3. to cut and run
4. to cut a figure
5. to cut off in the prime

### **TO DIE, TO DIG**

**Exercise One: Explain the following in meaningful sentences**

1. To dig up
2. to die out
3. to dig in
4. to die off
5. to die away
6. to die down
7. to dig out
8. To dig into
9. to dig out (a plant)

**Exercise Two: Give synonyms to the following**

1. to die out
2. to die away
3. to dig into
4. to dig up
5. to dig out

### **TO DO**

**Exercise One: Explain the following expressions**

1. to do down
2. to do for

3. to do over
4. to do with
5. to do without
6. to do up
7. to do in
8. to do into

**Exercise Two: answer the following questions with Yes or No**

1. Can we do a city?
2. is doing away with someone another form of Killing?
3. Is doing one's best a good expression for employing out utmost energy?
4. The expressioin WELL-TO-DO means shabby and poor.
5. Is doing something by fits and starts another synonym for working slowly but surely and Rome was not built in a day?

**Exercise Three: Choose the correct alternative (A, B or C)**

1. **To do the washing up is**
  - a) to wash clothes
  - b) to wash kitchen utensils
  - c) to bathe oneself
2. **To do something by hook or by crook**
  - a) To do something by all means
  - b) to employ everything
  - c) to do the least
3. **That will do**
  - a) that's not enough
  - b) that will suffice
  - c) that's quite right
4. **To do one well**
  - a) to do good to someone
  - b) to harm someone
  - c) to criticize
5. **To do well out of**
  - a) to profit from
  - b) to sum up
  - c) to sack someone

**TO DRAW**

**Exercise One: Explain the following expressions**

1. to draw a blank
2. to draw a cheque

3. to draw apart
4. to draw the line somewhere

**Exercise Two: say whether the following statements are TRUE or FALSE**

1. to draw off means to run away from danger
2. to encourage someone to speak is to draw him on
3. to stop a vehicle means to draw it up
4. Is to draw up another synonym for to set up and formulate?
5. Can we replace to draw out by to extract from?
6. To inhale fresh air is not an equivalent of to draw in

**Exercise Three: Fill in the blanks with the following idiomatic expressions –**

**To draw in, to draw apart, to draw out, to draw away, to draw in, drawn in**

1. I can't tell you such a thing before the public; so I must.....you.....
2. He wanted to build a new house; so he decided to.....the rest of his deposit.
3. Autumn is disappearing and winter is.....
4. He is fed up with people; so he decides to.....from them.
5. After the first washing, the piece of cloth has .....

**TO DRINK**

**Exercise One: Choose the correct alternative (A, B or C)**

1. **To Drink Away**
  - a) to drink incessantly
  - b) to drink frequently
  - c) to drink to chase sleeping
2. **To Draw Back**
  - a) to set up forth
  - b) to withdraw
  - c) to go forward
3. **To Draw For**
  - a) To set out towards
  - b) to depart from
  - c) to have a tendency to win

**Exercise Two: use the following expressions in sentences**

1. To drink away
2. To drink up

3. To drink down
4. To drink in
5. To drink off

### TO DRIVE

#### Exercise One: Fill in the gaps using the different uses of to drive

1. Where are you.....see.....me? I am at a loss to understand.
2. What a fierce wind! It has.....all
3. The teacher decides to.....his ideas.....his students' minds but he failed.
4. The horse could not cross the river because a snake.....it.....
5. The headmaster drove.....his teachers.....to continue working.
6. The worker was.....because he did not work hard.

#### Exercise Two: Choose the correct answer-Match list A with List B

List A	List B
1. to try to convince	a) to say something
2. to drive back	b) to encourage others
3. to drive on	c) to drive out
4. to force backward	d) to drive off
5. to drive at	e) to drive in
6. to dismiss a worker because of laziness	f) to push backward

### TO DROP

#### Exercise one: Give synonyms to the following expressions

1. To drop behind
2. to drop away
3. to drop off
4. to drop back
5. to drop out

#### Exercise Two: Answer by TRUE or FALSE

1. Is to drop across the same as to call to someone?
2. The leaves drop down in fall.
3. To have a rest cannot be a synonym for to drop out.





**Exercise Two: explain the following expressions**

1. To call back upon
2. To fall in with
3. To fall short
4. To fall flat
5. To fall to one's lot

**Exercise Three: Match List A and list B**

<b>List A</b>	<b>List B</b>
1. To feel a scarcity	a) To give no importance to
2. to fall downward	b) to fall for
3. to fall in with	c) to fall fool of
4. to fall away	d) to fail to attain one's aims
5. To fulfill one's expectations	e) to accept or to admit
6. To fall a prey to	f) To fall short of
7. To be in favour of	g) to be inattentive
8. To fall into obedience	h) to fall to one's lot
9. To be in quarrel with	i) to fall off
10. To fall through	j) to a victim of

**TO FEEL, TO FIGHT, TO FILL, TO FISH**

**Exercise One: Explain the following expressions**

1. To feel about
2. to feel for
3. to feel up to
4. to fight for
5. to fight down
6. to fight back
7. to fill in
8. to fill out
9. to fish for
10. to fish out
11. to fish up



**Exercise two: Fill in the blanks with the appropriate forms of the verb to feel, to fight, to fill, to fish**

1. The blind person is feeling.....his lost keys.
2. He is verty sensitive as he feels.....everyone's sorrow.
3. Whai is incurable must be fought.....through patience: it is the plaster for all sores.
4. Every patriot should fight.....his territory.
5. One should fight.....his enemy and never fall for.
6. Life is all; but a struggle: a battlefield where everyone is fighting..... a cause.
7. We can't walk on all thosde hollows unless they are filled.....with mortar, stones and sand.
8. After a long sojourn to Poland, the boy comes home very filled.....
9. What are you fishing....., I have already told you that I have not seen your papers.
10. The pickpocket slides his hand in the postman's pocket and fishes .....an important sum of money

**TO FIT, TO FLING, TO FLY**

**Exercise One: Give synonyms to the following phrasal verbs –**

1. To fit in
2. to fling aside
3. to fling away
4. to fly at
5. to fling down
6. to fly off
7. to fly out
8. to fly past
9. to fit out (up)

**Exercise Two: Fill in the blanks**

1. The teacher fits.....the board so that he could write on easily
2. You should stop flinging your money.....like that if you want to make money.
3. the prosperous person flings.....all the unnecessary things.
4. The bombers flew.....the inhabitants running for shelters.

5. The aeroplane to Paris will fly.....at 8 a.m.
6. at what time did he fly.....?
7. The swallows feel happy when flying.....our heads to and fro.
8. What a nice flat! It is all fit.....with modern upholstery.

### EXERCISES ON VARIOUS VEINS

#### Exercise One/: This is to That

1. A hat is to the head as .....are to the feet.
2. Glasses are to eyes as..... to pants or trousers.
3. Stockings are for the legs as.....are for the hips.
4. Tall is to short as.....is to slim.
5. A cane is for walking as an.....is for raining.
6. Fingers are to hands as toes are to.....

#### Exercise Two/: Parts of the body/

The human body consists of three parts: The head, the body and the feet.

#### a) read the statements below then answer by True or False

1. There are two cheeks in the human's face.
2. The forehead is the part under the jaws.
3. The throat and the neck are the same.
4. Abdomen is a synonym for stomach.
5. The ankle is near the foot.
6. The brain helps us to think.
7. The armpit is under the arm.

#### b) Read the information given then complete the anagram:

1. It helps us in times of rain.

--	--	--	--	--	--	--	--	--	--

1.

2. It is used with shoes and boots.

--	--	--	--	--	--	--

2.

3. They help us in fastening our trousers.

--	--	--	--	--	--	--

3.

4. It serves for walking

				4
--	--	--	--	---

**Exercise Three: Find Three words that end in**

- a) 1.....coat  
2.....coat  
3.....coat
- b) 1.....suit  
2.....suit  
3.....suit

**Exercise Four: Proverbs –**

**Fill in the gaps with the corresponding word from column b**

- 1 A.....man is no Judge of colour.
2. A .....man's wife needs no colour.
3. A wolf in sheep's.....
4. Who will.....the cat?
5. Cut your.....according to your cloth.
6. A wolf may lose its.....but not its habits.
7. An.....enemy is better than a foolish friend.
8. It is hard to live in.....and fight with the Pope.
9. A fair.....may hide a foul heart.
10. Handsome is that.....does.
11. If you cannot....., never show your teeth.

**Column B**

- |             |          |
|-------------|----------|
| a) Bell     | b) coat  |
| c) wise     | d) Home  |
| e) blind    | f) blind |
| g) handsome | h) bite  |
| i) clothing | j) teeth |
| k) face     |          |

**Exercise Five:** If THOUGHTFUL means thinking about others and THOUGHTLESS forgetting about them; so what do the following words mean to you?

(A)

1. Shapeless = .....
2. Treeless = .....
3. Useless = .....
4. Helpless = .....
5. Careless = .....
6. Restless = .....

(B) If the Suffix-LESS bears a negative meaning, what is the case for the following examples?

1. Listless = .....
- Priceless = .....
- Numberless = .....
- Countless = .....
- Limitless = .....

**Exercise Six/:** Study the World Map, read the information given then complete the anagram below:

Source: Plain Truth

5 4 1 2 3

8 6 7 9 10

The crossword puzzle grid consists of 10 numbered squares. The grid is as follows:


1. A north African country (7)
2. The capital city of Turkey.
3. A neighbouring country to Iran (11)
4. It is South of Algeria (5)
5. An African Country (5)
6. Its capital is Nairobi. (5)
7. It embraces Bucarest (7)
8. An African Country South of Niger (7)
9. One of the Scandinavian Countries. (6)
10. An inhabitant of Switzerland (5)
11. one of the eastern Europe nations. (8)

**Exercise Seven: How do we call a person who comes from.....?**

Pair up to practise Names and Adjectives of countries and nationalities.

P1: How do we call a person who comes from.....?

P2: We call him/her .....

- |                  |                   |                   |
|------------------|-------------------|-------------------|
| 1. Ireland:..... | 2. Germany:.....  | 3. Denmark:.....  |
| 4. Finland:..... | 5. Pakistan:..... | 6. Italy:.....    |
| 7. France:.....  | 8. India:.....    | 9. Hungaria:..... |
| 10. Turkey:..... | 11. Tunisia:..... | 12. Morocco:..... |

**Facial Expressions**

**Parts/:** Grown, complexion, earlobes, eyelashes, eye sockets, eyebrows, chin, jaw (jowls), cheeks, iris, pupils, eyelids, temples, hair line, brow, forehead, brain.

**Marks/:** sideburns, bruise, whiskers, blush, tattoo, blemish, mole, pimple, wart, birthmark, scar, wrinkle, scratch, dimple, freckles, pores.

**Adjectives/:** Almond eyes, flaring nostrils, greasy skin, fuzzy cheeks, crossed teeth, pale complexion, tanned complexion, clean-shaven face, sunken cheeks, feathery lashes, bushy eyebrows, sunken sockets.

**Exercise Eight:** – Read the Advert below then explain the following

1. Acne scars: .....
2. Freckles: .....
3. Surface Wrinkles: .....
4. Blemishes: .....
5. Pigmentation: .....

**LIFT THE VEIL OF AN IMPERFECT SKIN**

SCIENCE NOW BRINGS  
SKIN IMPROVEMENT  
IN 5 DAYS BY OUR  
ADVANCED DEEP  
PEELING TREATMENT



1. Forehead lines
2. Frown lines
- 3 Crows feet
4. Lines under the eyes
5. Facial lines – aged skin
6. Lines in the upper lip
7. Neck lines

**BIOTEQ SKIN RENEWAL**

- FRECKLES • SURFACE WRINKLES • AGED SKIN
- BLEMISHES • PIGMENTATION • ACNE SCARS

Eliminate these frustrating problems by our Exclusive therapeutic Skin Renewal Treatment after many years of research.

**Exercise Nine: Parts of Human Body/:**

**Select five or six from the list then say something about the role or function of its part**

- |           |           |            |        |        |         |
|-----------|-----------|------------|--------|--------|---------|
| Abdomen   | Ankle     | Armpit     | Brain  | cheek  |         |
| eyebrow   | eyelashes | heel       | jaw    | kidney |         |
| muscles   | navel     | nerves     | pulse  | pupil  |         |
| ribspleen | temple    |            |        |        |         |
| Thigh     | Beard     | chest      | gums   | Knee   | nostril |
| shin      | lungs     | palm       | spinal | waist  | throat  |
| Belly     | ear       | intestines | liver  | palate | skull   |
| vein      | Bowels    | elbow      | hip    | mole   | pores   |
| chord     | Calf      |            |        |        |         |

**Exercise Ten: Types of Clothes/: (+ items related to) Classify the following clothes according to masculine, feminine and objects then add other items to your classification**

gloves, a walking – shoe, a low heel, a court shoe, a high heel, stockings; safety pins, a waistcoat, a model gown, a blouse, a suit, a raincoat, trousers, underclothing, pants, a shirt, a tie, a belt, braces (suspenders), the crease, breeches, shorts, a roll-necked sweater, a pullover, a vest, a jacket, a coat hanger, slippers, boots, a pinafore, panties, a nightdress, a petticoat, a skirt, a jumper, a frock, low necked, a scarf, a mackintosh, a brooch, a bracelet, a wrist watch

**Exercise Eleven:: Read the following names of diseases then some others**

Asthma, bruise, constipation, dyspepsia, gonorrhoea, insomnia, leprosy, pimples, smallpox tuberculosis, bad cold, cancer, gout, eczema, hiccough, lockjaw, piles, spasm

Cataract, cramp, diabetes, epilepsy, indigestion, measles, plague, swelling, typhoid

Burn, bronchitis, lockjaw, piles, spasm, cataract, cramp, diabetes, epilepsy, measles plague swelling typhoid cholera colic pain diarrhoea freckles goiter inflammation, jaundice, labour pain, myopia, paralysis, pneumonia, pus, syphilis tonsillitis, whooping cough, bad cold, cancer, gout, eczema, hiccough, intermittent fever \_\_\_\_\_

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**Proverbs/idiomatic expressions/:**

**Exercise Twelve/: Find out what the following proverbs mean to you.**

1. You can never judge a book by its cover:
2. A wolf in sheep's clothing.
3. Better give the wool than the whole sheep

4. The face is the index of the mind:
5. Fine clothes do not make a fine man:
6. The wearer alone knows where the shoe pinches:
7. Health is better than wealth:

**Exercise Thirteen: Find out about the past and the past participle of the following verbs: –**

<u>Infinitive</u>	<u>Past</u>	<u>Past Participle</u>	<u>French</u>
To dress			
To wear			
To put on			
To unbutton			
To undress			
To take off			
To fit			
To try on			
To suit			
To fold up			
To brush			
To polish			
To mend			
To knit			
To thread			
To shoe			

1. A fair weather friend:
2. To be hand in glove withi
3. To be a man of parts: \_
4. To have an oily tongue:
5. To shed crocodile tears:

**DESCRIPTIVE READING PASSAGES/**

**Exercise Fifteen: read the following passages then prepare 10 questions on every text. Vary your questions to include**

**A) auxiliary questions Exercise Fourteen: Explain the following I DI OM S/IDIOMATIC EXPRESSIONS/**



1. A black sheep:
2. A good for nothing person:
3. To see eye to eye:  
To hold body and soul together

## **B) Wh and How – questions**

### **C) Modal questions**

#### **1. The Postman**

The postman is a very useful public worker. He usually carries a letter-bag full of messages and post articles and redelivers letters and post orders from door to door. He visits many districts so his job is hard. He often reads and writes letters to the villagers. His duty is never left undone.

#### **2. The Policeman**

The policeman is a very important government official. He wears a blue uniform with a cap and a black belt on which stands a revolver or a colt. He sometimes carries a thick rod in his hand.

A policeman often stands on crossings and control traffic. Cars, lorries and other vehicles stop and move on the blow of his whistle. At night he keeps watch and thieves and other misfits are afraid of him. His job is to preserve the citizens' security and protection.

A policeman should be polite, helpful, and friendly. A policeman should be well-paid to live a honest life without any bribe.

#### **3. Eccentricity or Not?**

Jimmy, a well-known stonemason in the village, is as plump as a partridge. Jimmy is predominantly a greedy diner out. He gulps down all what he is served without any discrimination. His satiety is rare. Yet, his work is never left undone. 'What a marvellous breadwinner he is! Eight children to feed. Jimmy has a tremendous flair for eating and drinking. At a recent party, he said: ' "I had eaten 14 chunks of meat, one sieve of rolled couscous and six pounds 'worth of watermelon; but when I went back home, I felt very hungry; so I got my supper-which without it I would never sleep."

All the villagers know that Jimmy is a great eater and an avid imbiber.

For this purpose, they often avoid inviting him. But this does not bother him at all, for all acquaintances, he usually goes to uninvited.

T.B –

#### **4. The life of a Factory Worker/**

The factory worker wakes up early in the morning. After taking his breakfast he starts preparing his tools to get ready for his work. He is sure that if ever he gets late he will not catch up with his fellow workers.

He works for eight hours and he stops at different breaks to have lunch or coffee. He works on machines that he has trained in for many days. When he finishes his work in the afternoon he goes home. He feels very tired so he takes a bath then he sits with his wife and children to talk about the tiresome day, to watch TV or tell stories. Then he feels asleep so he retires to his bed for a sound sleep.

#### **5. Nursing: a Womanly Profession/**

Nursing is an important profession nowadays. Both men and women are apt to be nurses. But female nurses are to be found in a greater number. This is because of the feeling that a woman can better look after the patients and serve them with a great care. A woman nurse can know how to satisfy her patients' needs for food or clothes.

### **WRITING ACTIVITIES**

**Exercise sixteen: Describe the following figures in a short paragraph:**

#### **1. An Athlete/:**

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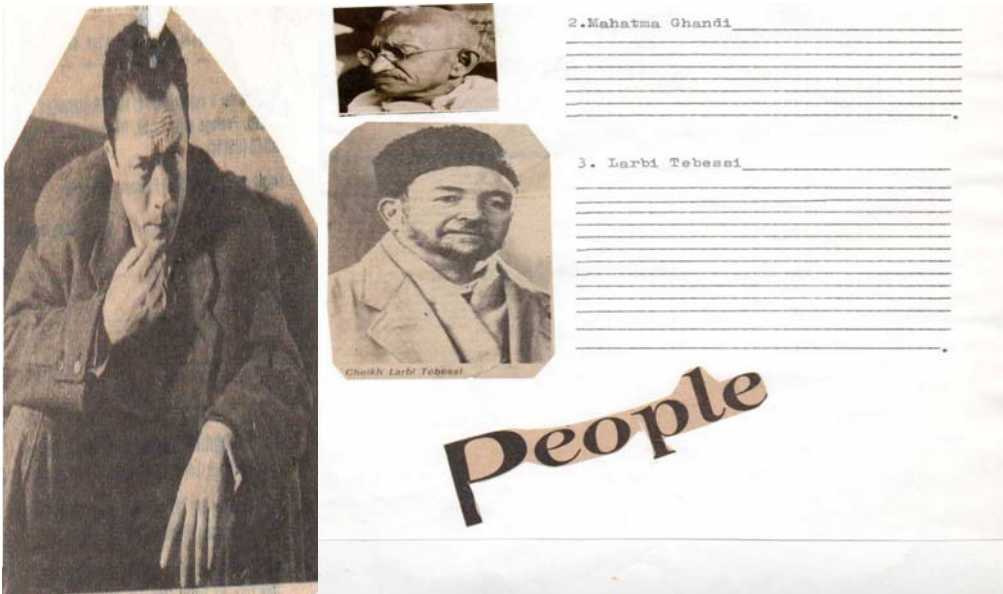
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**Exercise Seventeen: PROVERBS/: Explain the following**

1. Early to bed and early to rise, makes a man, healthy, wealthy and wise.
2. An apple a day keeps the doctor away.
3. A sleeping fox catches no poultry.
4. Never put off to tomorrow what you can do today.
5. As you sow, so shall you reap.
6. Wisdom is too high for a fool.
7. One single hour of glorious life is worth an age without a name.

**Exercise Eighteen: Write short paragraphs about Albert Camus, Larbi Tebessi, Mahatma Ghandi**



Albert Camus

**1. Albert Camus**

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- Use the descriptive style
- Respect the past and the present tenses
- Mind the dates and the events

**Exercise Nineteen: Describing People: – Arrange the following biographies in order.**

**1. MOHAMED ISSIAKHEM/:**

- Most of his paintings have profound meanings and convey messages that go straight to the beholder's heart.
- What is it exactly?
- He was a most successful painter... a born artist.
- Well, it is your own interpretation of his paintings.
- They are beguiling, entertaining, but most of all they have a sense of signifying something different.
- Something extremely important,
- Something we must gather. By – Rachid Amokrane/

**2. ALEXANDER FLEMING/:**

**(Part One) – His father was a farmer.**

- His father died when he was just seven years old.
- Alexander Fleming “was born in 1881 in Scotland in Ayrshire.
- He studied at the Darvel School until the age of 12.
- Fleming left the polytechnic at the age of 16
- At the age of 20 he got a share in a property.
- At 14 he went to London where he studied at the Regent Street Polytechnic.
- So he decided to study medicine.
- He joined St. Mary's Hospital at Paddington.
- Then he joined the staff of Inoculation Department of St. Mary's Hospital.
- He passed the finals of his medical examination in 1906

**(Part Two)**

- He tried to find some method of fighting against the germs attacking the “white cells (leucocytes) in the body.
- Fleming was now a medical officer in the army.

- Fleming worked for eight years in Wright's laboratory.
- He started working with Colonel Wright in a research laboratory (at Boulogne in France)
- At the age of 37, after the end of the first World War, Fleming discovered a natural antiseptic. - He called it Lisozyme.
- Fleming discovered a substance coming out of his nose (when he was suffering from cold) that destroyed the germs.
- Lisozyme was an antiseptic which destroyed germs, but did not harm the white cells of the blood.

### 3. CHE-GUEVARA

- Ernesto Che-Guevara 'was "born in 1928 at Rosario in Argentina.
- He left his post as Minister of Cuban Industry to fight in the Bolivian mountains where he died on Oct.7th, 1967
- He came from a well to do family.
- He abandoned his decent profession as a doctor to choose arms and fight instead.
- On Dec.2nd, 1956, he, together with Fidel Castro and 80 other volunteers from Mexico, went for a military coup against Batista Regime.

### 4. GUTENBERG -

- He was called the father of printing in Europe,
- Some of his early works were done in metal,
- Gutenberg was a German, born in Mainz about the year 1400



**Gutenberg**

- Gutenberg set up his first printing press in Mainz, the town where he was born, about 1450.
- and this work helped him when he began thinking about this new project-printing.
- Gutenberg had two assistants who helped him set up the probable first printing press in Europe.
- He died at Valladolid, in 1506

### 5. PABLO PICASSO

- He was the king of Art in his life, as artist.
- Picasso was very famous in his old age.

- He is responsible for the beginning of the 20th Century art.
- Picasso kept good health in old age.
- He died at the age of 91 in France.
- Tourists and other people came to meet him in a great number.
- There was a great display of his paintings in Paris in 1966.
- In 1957, New York held a great exhibition of his paintings.
- His paintings were sold at very high prices.

## 6. Christopher Columbus

Christopher Columbus was an Italian, born at Genoa (1446).

- Few people of Europe at these days knew about the other parts of the world.

- To start his journey, Columbus thought he would need money, ships and people.

- He tried to get help for seven days but in vain; so in August 1492, he left the port of Palos in Spain in three small ships-Santa Maria, the Nina and the Pinta.

- Columbus believed that the earth was round.

- To prove his ideas, he decided to travel and see.

- He thought that India could be reached when travelling to the West.

- After two months of hard journey, Christopher and his men, on Oct.12th, 1492, arrived to the West Indies.

- That is a part of Columbus life; Columbus the great discoverer of the world was once imprisoned in his own ship. - He died in 1506 at Valladolid.



**Columbus**

## 7. MICHAEL FARADAY:

- He at first delivered books at houses.

- Michael Faraday was a great scientist who worked on electricity.

- He was born in London in 1791 of a poor family

- In 1804, at the age of 13 he worked as a bookseller.

- Faraday wanted to know about sciences; so he made experiments.

- He met Volta and Ampere, great names in the history of electricity

- Faraday learnt about electricity, made a new kind of steel and glass and studied flying.



**Faraday**

## DESCRIBING SPATIAL ORDER/:

### Exercise Twenty:

a Fill In the gaps with **There is-There are**

b Complete the diagram as indicated below.

1.....two flower pots in the top right and the top left corners of the room.

2..... three rows of five tables each.

3..... a blackboard in the front.

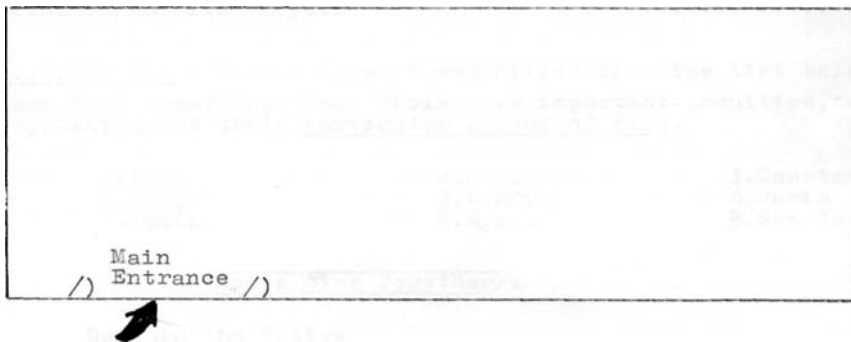
4.....two long pegs afixed to the wall-one on the left and the other on the right.

5. The desk is just near the main entrance.

6..... a wastebasket in the left corner of the room.

7..... a metal cupboard right of the desk.

Diagram



**Exercise Twenty One: Substitute the following sentences by an appropriate adjective ending in-Y.**

1. This dog is covered with a dense hair. It is a.....dog.
2. This beach is covered with sand. It is a.....beach.
3. There are a lot of unnecessary words in this paragraph. This is just an example of a.....style.
4. Today is a.....day because it has rained a lot.
5. The sun is shining and there are no clouds in the sky. Certainly, the sky is not.....
6. Yesterday it was a.....day. No one dared put a hat on his head.



# TRAVEL AND TOURISM

**Exercise Twenty Two: Choose three towns/cities from the list below then tell something about their most important amenities, their population and their particular aspect of fame.**

- I. Rome 2. Cairo 3. Constantine
- 4. Tokyo 5. London 6. Paris
- 7. Pekin 8. Syria 9. New York

Look at the pictures below then help this traveller know about TIPAZA



**1. TIPAZA:** .....

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**2. London:** .....

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**3. PARIS:** .....

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**4. New York:** .....

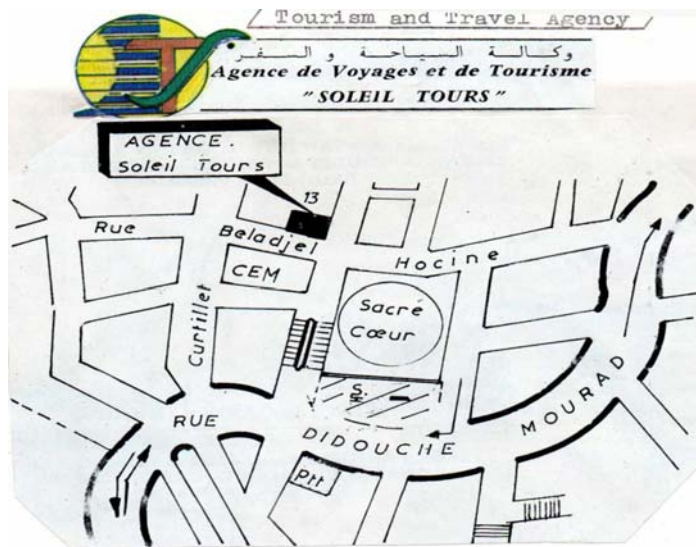
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**Exercise Twenty three:**

- a) Help or guide a visitor to visit “Agence Soleil Tours”, as indicated on the map departing from a place of your own choice

Write your instructions here: –

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- b) Draw a sketchy map of your village, town or city then pair up with your friend and exchange information about specific destinations FROM AND TO (i.e. from a given place to another.)

**WRITING/: Exercise Twenty Four**

**Arrange the following ideas into a coherent paragraph:**

**A) THEY ARE LOCATED IN THE USSR/:**

**1. TASHKENT:**

– Tashkent, the capital of Uzbekistan, is a blossoming city with wide

avenues, spacious parks and a multitude of fountains cooling the warm air.

– The city’s newly built metro system (the only one in Central Asia) provides a cheap and easy way of getting around to explore the city.

– An important cultural and economic centre, Tashkent is one of Central Asia’s most modern cities thus providing an interesting contrast with more ancient neighbouring towns.

– Tashkent is home to the “king of bazaars” – Central Asia’s largest and most colourful market places.

## 2. BUKHARA

– It is one of Uzbekistan’s most thriving cities.

– Central Asia’s tallest structure, the dominating 12th Century Kalyan Minaret or “Tower of Death” stands 46.5m high in the heart of Bukhara,

– Bukhara is the native town of Ibn-Sina.

– Bukhara is the centre of Caravan trade between Europe and Asia for many centuries. So named because, in years gone by, condemned prisoners were thrown down from its height.

### B) It is located in the USA



**Exercise Twenty Five:** What do you know about The Golden Gate Bridge, San Francisco? Describe this in a short paragraph.

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**C. They are Located in Algeria**

**Exercise twenty Six/: Prepare short descriptive paragraphs about the ancient cities and towns in Algeria.**

1. What do you know about **SITIFIS**?

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2. State something about **OLD CIRTA** (Constantine)

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3. Where is **Kalaa Beni-Hammad** located and who was its founder?

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4. what is “**BONE**” (the city) for you?

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5. Describe the richness that **JIJEL** offers with its-**CORNICHE, ZIAMA, the CLIFFS (Les Falaises), El Aouana, the Red Beach** etc...

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**IDEAS:**

State the location, inhabitants, climate, people, amenities, economy, agriculture, tourism, commerce, activities, habits, fame and others.

**Exercise Twenty Seven: Travelling through the desert**

A) Read the following paragraph then Sort out the different instructions and all the verbs.

If you plan a trip on a less frequented road, tell the local police or authorities about the places to visit. Before you depart, stock up plenty of water for drinking and for your radiator, food and fruit juice. If your car breaks down, use some distress signals, remain in your car and be patient.

**B) DESCRIBING A PLACE/: Tourism in Algeria**

There are many great natural wonders in the Algerian stretching land. Among these there stand the traditional thermal bathing public places known as "HAMMAMS". People usually go there to relax, to seek comfort, to get a natural cure or treatment in the various ranges of the riches that hot water offers.

These bathing places exist everywhere in Algeria. If you are more interested, get to know these places that attract millions of tourists and people every year.

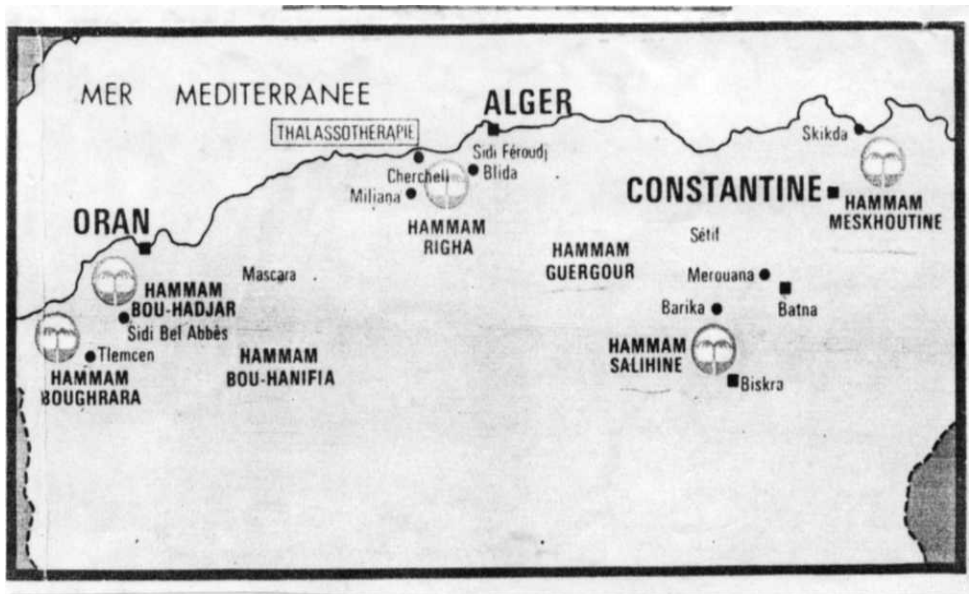
The assets of such natural sites are to offer to people a natural medical

treatment to various diseases namely those related to rheumatism, dermatology, traumatism, circulatory troubles, respiratory defects and gynecology affections.

### Activity One/:

Look at the map below then have a talk with your friend about one of the following stated public bathing places called Hammams. You know or You have ever visited. Discuss its location, fame, infrastructure and affluence.

Thermal Public Bathing places or Hammams as they are Traditionally called in Algeria.



Now, we are going to select two of the public bathing places. One in the center and the other in the eastern part of Algeria. Hammam RIGHA and Hammam MESKHOUTINE.

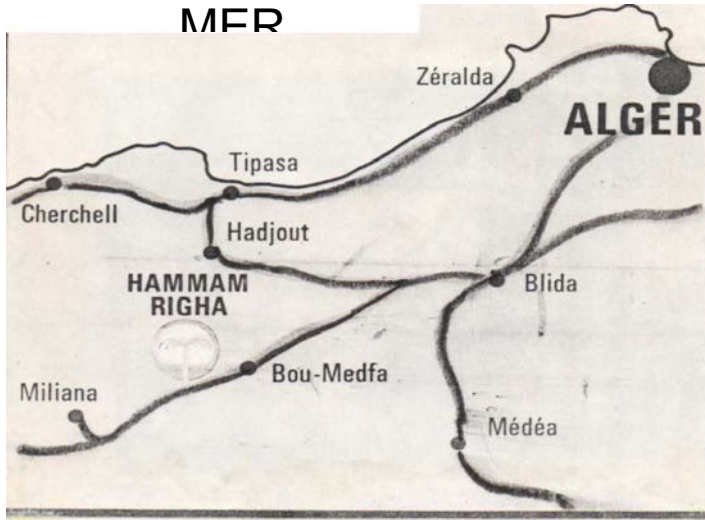
### Activity Two/:

**Describing a place: – Arrange the following ideas in order.**

- Hammam Righa is situated in the Wilaya of El-Asnam (Chief) – It stands over Oued Hammam Valley.
- It is situated at a height of 525 metres.
- It has a climate of 35°C in summer and 10°C in winter.

- It is located some 105 km north west of Algiers, 25 km of Miliana, 28km of Tipaza and 43 km of Cherchell.

Hammam Righa is situated in the Wilaya of El-Asnam (Chlef)



**Activity Three/:** Describing a place: - Arrange the following ideas in order.

- It stands over Oued Hammam Valley.
- It is situated at a height of 525 metres.
- It has a climate of 35°C in summer and 10°C in winter.
- It is located some 105 km north west of Algiers, 25 km of Miliana, 28km of Tipaza and 43 km of Cherchell.
- You can go there by bus from Algiers, Damous, Cherchell, Miliana and Hadjout.
- There is a train that stops at Bou-Medfaa some 8km from Hammam Righa.

**Activity Four/:** INSTRUCTING: - How to get there. Study the map then draw a detailed route to HAMMAM RIGHA, showing the different places to visit in the route or to stop at. Use the imperative form.

Study the following data then plan a trip of 10 days there.

**1. Places to visit** .....

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**2. Recreational Facilities**

- Tipaza and its ruins.
- green pastures of Miliana.
- Cherchell and its museums.
- Bungallows and commercial centers.
- An open air theatre, forests and ancient sites.
- Two cafeterias, the Great Thermal Hotel, a large sitting room
- The possibility to go to the Mediterranean sea. (30km)



**Activity Five/:** Study the map then the table related to Hammam Meskhoutine then set a comparative study between the two public bathing places-Your answer should appear in a form of a short paragraph.

**Hammam Meskhoutine**

**Situation:** Situated in the wilaya of Guelma

**Distance:** 96 km from Constantine and 20km from Guelma.

**Popularity:** famous for its grandiose hospitality and the nature of its cure.

**Climate:** Less than 32°C in summer and 10°C in winter.

**Methods of cure:** rubbing, inhalation, jet water treatment, reeducation in a perfected gymnasium

or thermal pool.

**Nature of water:** Rich in mineral combinations –

**Infrastructures:** Bungallows with kitchens, commercial centers, medical health check up centers, a cinema, an open air theatres, acafe, a tennis court, volley ball, handball courts, ping pong, tea-rooms, traditional thermal sites, gardens, an underground cavern for hot water some 80 metres deep.

### **Hamмам RIGHA**

**Situation:**.....

**Distance:**.....

**Popularity:** .....

**Climate:** .....

**Methods of cure:** .....

**Nature of water:** .....

**Infrastructures:** .....

**Exercise Twenty eight: INSTRUCTING: Devise instructions for the given topics:**

**A) 1. How to prepare sweets**

1. Ingredients
2. procedure

**2. How to prepare a piece of cake.**

1. Ingredients
2. procedure

**B) Think of the first Aids to the following cases: –**

A case of nose bleeding.  
Someone has fainted.

**C) Think of the first steps/measures used in the following cases: –**

1. A fire that breaks out in your house.
2. How to make a car move
3. How to change a flat/deflated wheel.
4. How to prepare homebread.
5. How to listen to a tape in a tape recorder.

**Exercise Twenty Nine/: Correct the following questions**

1. What are you going to?..... 1.....?
2. Where do you come? ..... 2.....?
3. When do you come from?..... 3.....?
4. At what time did you seen him? ..... 4.....?
5. How long will it took you to ..... 5.....?  
do the exercise? .....
6. Where do you go to? ..... 6.....?
7. How have you travelled?..... 7.....?



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