A person's vocabulary is the set of [words](http://en.wikipedia.org/wiki/Words) within a [language](http://en.wikipedia.org/wiki/Language) that are familiar to that person. A vocabulary usually develops with age, and serves as a useful and fundamental tool for [communication](http://en.wikipedia.org/wiki/Communication) and [acquiring knowledge](http://en.wikipedia.org/wiki/Learning). Acquiring an extensive vocabulary is one of the largest challenges in learning a [second language](http://en.wikipedia.org/wiki/Second_language).

Vocabulary is commonly defined as "all the words known and used by a particular person".[[1]](http://en.wikipedia.org/wiki/Vocabulary#cite_note-1) Knowing a word, however, is not as simple as simply being able to recognize or use it. There are several aspects of word knowledge which are used to measure word knowledge.

The differing degrees of word knowledge imply a greater depth of knowledge, but the process is more complex than that. There are many facets to knowing a word, some of which are not hierarchical so their acquisition does not necessarily follow a linear progression suggested by degree of knowledge. Several frameworks of word knowledge have been proposed to better operationalise this concept. One such framework includes nine facets:

1. [orthography](http://en.wikipedia.org/wiki/Orthography) - written form
2. [phonology](http://en.wikipedia.org/wiki/Phonology) - spoken form
3. [reference](http://en.wikipedia.org/wiki/Referent) - meaning
4. [semantics](http://en.wikipedia.org/wiki/Semantics) - concept and reference
5. [register](http://en.wikipedia.org/wiki/Register_(sociolinguistics)) - appropriacy of use
6. [collocation](http://en.wikipedia.org/wiki/Collocation) - lexical neighbours
7. [word associations](http://en.wikipedia.org/wiki/Word_association)
8. [syntax](http://en.wikipedia.org/wiki/Syntax) - grammatical function
9. [morphology](http://en.wikipedia.org/wiki/Morphology_(linguistics)) - word parts

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in extent, size etc. | | | |  |  |  |  | | Anachronism | Comparing modern persons with ancient persons | | | |  |  |  |  | | Anachronism | Something out of its proper time. | | | |  |  |  |  | | Anachronistic | A word which can be interpreted in any way. | | | |  |  |  |  | | Anachronistic | Set in wrong time or period. | | | |  |  |  |  | | Anaesthetics | Drugs causing unconciousness such as chloroform. | | | |  |  |  |  | | Anaesthetist | One who gives chloroform to a patient. | | | |  |  |  |  | | Analogy | Relation - Relationship | | | |  |  |  |  | | Anarchist | One who is out to destroy government | | | |  |  |  |  | | Anarchist | One who provokes disorder in a state. | | | |  |  |  |  | | Anatomist | One who describes the parts of the human body. | | | |  |  |  |  | | Anatomy | Study of sciences relating to the bodily structure of human. | | | |  |  |  |  | | Anile | Like a weak old woman. | | | |  |  |  |  | | Animometer | Instrument used for measuring the force and velocity of winds. | | | |  |  |  |  | | Annihilate | Destroy utterely | | | |  |  |  |  | | Annuity | Yearly grant - beings - animals and plants by way of disection. | | | | Annular | Ring shaped | | | | Anodyne | Pain reliever | | | | Anonymus | That which is written without name. | | | | Antagonist | Enemy - Antagonism | | | | Anthropologist | One who studies history relating to the development of man from premetive ages. | | | | Antibiotics | Drugs which completely destroys bacteria. | | | | Antiquarian | A person who is interested in antiquities. | | | | Aphelion | The point in a planet's orbit that tis farthest from the sun. | | | | Apiary | a bee house (Contains several hives). | | | | Apirigee | A point as above that is nearest to earth. | | | | Apologist | One who says sorry (Sorrow) for his mistakes. | | | | Aporhtegm | Words spoken by great men. | | | | Apostasy | To renounce one's faith or religion. | | | | Apostate | One who deserts his religion or principles. | | | | Aqauntie | Relating to water | | | | Aquarium | A thing where fishes are kept. | | | | Aquatic | Living in water | | | | Arbitrator | One who is appointed by two parties & decide their difference. | | | | Arboreal | Living in trees | | | | Arboriculture | Cultivation of trees and vegetables. | | | | Archaeologist | One who studies human antiquities. | | | | Archaism | Using ancient Languages. | | | | Archeologist | One who make a scientific study of human antiquities. | | | | Archipeloge | See which has number of small islands. | | | | Archive | That what is not in current use. | | | | Aristocracy | The rule by nobels. | | | | Arsenal | A place where weapons are manufactured and stored. | | | | Articulate | To pronounce Clearly. | | | | Astronomy | Study of heavenly bodies. | | | | Atheist | One who has no belief in god. | | | | Atmosphere | The air surrounding the earths. | | | | Audible | That which can be heard. | | | | Audiometer | Instrument used for measuring the intensity of sound. | | | | Audiophone | Instrument used for improving imperfect sense of hearing. | | | | Aurora Australis | Southern lights | | | | Aurura Borealis | Northern lights. | | | | Autocracy | Absolute rule by one person. | | | | Autocrat | Who exercises absolute power. | | | | Avairy | A building for keeping - rearing and breeding of birds. | | | | Avalanche | A heavy mass of snow falling down a hill with great noise. | | | | Avarice | Greed - Inordinate desire to gain and hoard wealth. | | | |  |  |  |  |      |  |  |  |  | | --- | --- | --- | --- | | One Word Substitution : B | | | | | One Word | Sentence | | | | Ballad | A short narrative poem - adopted for writing and sighning. | | | | Ballistics | Science dealing with the motion of projectile like rockets bombs & shells. | | | | Balmaccan | A type of man's overcoat. | | | | Barbarism | Mixed Language | | | | Barometer | An apparatus used for measuring the atmospheric pressure. | | | | Bellicose | Ready to fight. | | | | Benefactor | Kindly helper. One who makes a request or endowment. | | | | Benevolent | Kind hearted | | | | Bevy | Group of girls or women larks. Flocks of quail. | | | | Bibliographer | One who writes big books. | | | | Bibliography | A list of books with details of authorship, editions, subject etc. | | | | Bibliophile | A lover book | | | | Biblophile | One who loves the study of books. | | | | Bifurcate | Divided into two branches. | | | | Bigamy | The crime of having two life partners at a time. | | | | Bilingual | Spoken or written in two languages. | | | | Biography | Life of a person written by somebody. | | | | Biologist | One who studies the science of animals and plants. | | | | Biota | Animal and plant life of a religion or period. | | | | Black Box | An apparatus which records the fight data of an aeroplane and is also a voice recorder. | | | | Blackbinding | Kidnapping for selling into slavery. | | | |  |  |  |  | | Blasphemer | One who speakes evil - Impcous one - irrevirent one. | | | |  |  |  |  | | Blood Transfusion | The process the transfusing blood of one person into blood stream of another person. | | | |  |  |  |  | |  |  |  |  | | Boat Wrighter | Wagon maker | | | |  |  |  |  | | Bolo | Large single - adged military knife - Machete | | | |  |  |  |  | | Botanist | One who studies the science of plants | | | |  |  |  |  | | Boycott | To obstain from buying or using | | | | Boycott | Unite to punish a person from association. | | | | Brettle | Easily broken | | | | Buccal | Of the check of the sides of the mouth. | | | | Bureaucracy | A gout in which the whole power is vested in officials. | | | | Butcher | One whose business to a slaughter cattle for food. | | | | Bygamist | One who has two wives. | | | |  |  |  |  | |  |  |  |  |      |  |  |  |  | | --- | --- | --- | --- | | One Word Substitution : C | | | | | One Word | Sentence | | | | Cacophonous | Harsh or discordant sound. | | | | Cadaver | Dead body | | | | Caduceus | Emblem of medical profession and US army medical corps. | | | | Caliber | Diameter of bore of gun - degree of merit. | | | | Calligraphy | Beautiful writing | | | | Calorimeter | An instrument used for measuring quantities of heat. | | | | Canon | Church law body of principles. | | | | Carburator | An apparatus used in an internal combustion engine for charging air with petrol | | | | Cardiac | Pertaining to the heart | | | | Cardinal | Of prime importance | | | | Cardiograph | A medical instrument for tracing heat movements. | | | | Caries | Dental decay | | | | Carniology | Describe the habits, merits and demerits of a man by seeing his skull carniologist. | | | | Carnivore | Flesh eater - dogs - cats - lions etc | | | | Carnivorous | An animal tht eats human flesh. | | | | Carrion | Dead and putrifying flesh | | | | Catastrophe | Denotes the last stage of a tradegy. | | | | Celibate | One who resolved not to marry. | | | | Centipede | An insect with many legs. | | | | Cervine | Of deers or the deer family - Deerlike. | | | | Chagrien | Vexation from humiliation or disappointment. | | | | Chandlier | Candle maker - Merchant - Dealer in supplies and provisions. | | | | Chemotherapy | Controls of infections by chemicals. | | | | Chiarascuro | Distribution of light and shade in a picture. | | | |  |  |  |  | | Chiromanchy | Fortune telling through palm reading - palmistry. | | | | Choronology | Arrangements of events according to dates or times of occurance. | | | | Chronologer | One who writes the details of transactions which made in a country. | | | | Chronometer | An instrument kept on boardship for measuring accurate time. | | | | Cinematograph | It contains a series of lenses arranged to throw on screen an enlarged image of photography | | | | Circumlocution | A round about way of speaking. | | | | Clarify | Make clear. | | | | Classic | That which is acclaimed as an excellent work. | | | | Clio | Greek muse of history. | | | | Coalesce | Grow into one - Blend - unite - fuse. | | | | Coercion | Intimidation by threat or duress - forceful - compulsion. | | | | Coeval | Of the same age or duration - Contemporary with. | | | | Cognomen | Surname or nickname. | | | | Collegues | Those who work in the same department. | | | | Colleiny | Complete with buildings and work - Caolmines. | | | | Comatose | In a coma - Lacking energy - Lethargic. | | | | Comely | Pleasing in appearance - fair - pretty. | | | | Commutator | Device for reversing direction of electrical current. | | | | Compensation | Money given for requisitioned property. | | | | Concatinate | Linked together | | | | Concetric | Having the same centre. | | | | Conflagrative | Combustible - flammable - inflammable | | | | Connisseur | Me who is well versed in any subject a critical judge of any art particularly fine arts. | | | | Connoisseur | Expert in art - the fine arts. | | | | Contagious Disease | A disease which spreads by contact. | | | | Contemporary | A man living in the same age with another. | | | | Contemporary | One who lives at the same time of another | | | | Continent | Restrained in regard to desires or passion - especially to sexual desires. | | | | Convalescence | The gradual recovery from illness. | | | | Converge | To meet in a point (Rays & illness). | | | | Cooper | Maker of casks or barrels. | | | | Copy-right | Exclusive right to publish a book. | | | |  |  |  |  | | Coral reef | A chain of rocks laying at or near the sea. | | | |  |  |  |  | | Cosmopolitan | One who is free from national limitations. | | | |  |  |  |  | |  |  |  |  | | Costegate | Correct by punishing. | | | |  |  |  |  | | Creditor | One to whom a debt is owing. | | | |  |  |  |  | | Credulity | Trust without proper evidence readiness to believe. | | | |  |  |  |  | | Credulous | A person who readily believes others. | | | | Credulous | Too ready to believe | | | | Crescograph | Instrument used for measuring the growth of plants. | | | | Cresendo | Gradual increase in force - volume - loudness. | | | | Crisis | Turning point of danger or disease. | | | | Cryogenies | Branch of physics dealing with very low temparature. | | | | Cryptograph | Secret writing. | | | | Crystallography | Science of crystallization. | | | | Cul-De-Sac | Dead end | | | | Cygnet | Young swan. | | | | Cynosore | Centre of interest - something that strongly attracts attention by its brilliance. | | | | Cytogenetics | Cell formation. | | | | Cytology | Dealing with cells. | | | |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | One Word Substitution : D | | | | | One Word | Sentence | | | | Debacle | Sudden collapse - general break-up - violent rush. | | | | Debtor | One who owes money to another. | | | | Decalogue | Ten commandments. | | | | Decelerate | Slow down. | | | | Defendant | One who is sued by the plaintiff. | | | | Deism | Got birth and followed principles in a particular caste but telling, he is not god. | | | | Deist | One who believes in the existence of god. | | | | Delettante | An admirer by the people | | | | Deliquisic | Become liquide by absorbing moisture from the air - Melt away. | | | | Delittante | One who takes up an art - dabbler - a lover of fine arts. | | | | Deluge | Anything that overwhelms like a flood - great flood - rain. | | | | Democracy | The gout formed by the people. | | | | Demography | Science of vital and social statistics. | | | | Demonology | Ralating to devils - ghost and other terror things. | | | | Depilate | Remove hair from. | | | | Dermotologist | One who treates skin diseases. | | | | Desiceate | Dry throughly - Remove moisture from. | | | | Despondent | High - Spirited - Overflowing with enthusiasm - boiling up. | | | | Despotism | Is a form of government in which a single entity rules with absolute power. | | | | Detenu | One who detained in custody. | | | | Dislectical (s) | Logical argumentation. | | | | Dialysis | The process for flood purification when the kidneys malfunction. | | | |  |  |  |  | | Dilemna | A state of a person, who is asked to choose one of the two infavourable things. | | | | Dilemna | Situation requiring a choice between equally undesirable alternatives - perplexing problem. | | | | Diminish | Make or become smaller. | | | | Diminuendo | Gradual increase in force. | | | | Dipsomania | Irristible craving for alcoholic drinks. | | | | Dissuade | Persuade not to do something. | | | | Dividend | Sum payable as profit to an individual by a joint stock company. | | | | Domicile | A place where one lives permanently. | | | | Dorsal | Situated on bank. | | | | Drinker's apparatus | Instrument used to help breathing in infantile paralysis. | | | | Dynamo | The origin of electricity in a dynamo is the transformation of machanical energy into energy. | | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | One Word Substitution : E | | | | | One Word | Sentence | | | | Earth's Atmosphere | Is covering of air which surrounds of earth. | | | | Ebullient | Situated on the abdominal side. | | | | Eccentric | That which is not placed centrally. | | | | Ecclisiologist | One who studies the science relating to the church. | | | | Eclectric | Persons with unusual or odd personality. | | | | Eclogue | A pastoral poem. | | | | Ecology | Study of plants or of animal or of people or of institutions in relation to environment. | | | | Edible | That which is fit to be eaten. | | | | Effiminate | A person who is a womanish in his habit. | | | | Effiminate | One who possess the quantities of woman. | | | | Egoeism | Selfishness - opposed to altruism. | | | | Egoism | Speaking too much of one self. | | | | Egoist | One who speaks using I and me always. | | | | Elastic | One which rescemes its normal shape and size after the stress is releases. | | | | Electrometer | Instrument used for measuring electricity. | | | | Elegiac | Expressing sorrow or lamentation. | | | | Elegy | A lament for the dead. | | | | Elixir | Not clerical. | | | | Ellipsis | The ommission from a sentence of a work or words that would comple the construction. | | | | Elymology | Science relating to the formation and development of words. | | | | Elymology | Which discribes the birth of a particular word. | | | | Embeyyle | Divert money fraudulently to one's own use. | | | | Emeritus | Honourably discharged from service. | | | | Emetic | Inducing vomiting - something that induces vomiting. | | | | Emollient | Soothing to living tissue. | | | | Empericism | Belief based on experience or observation. | | | | Encomuim | Formal expression of high praise - eulogy. | | | | Encroach | Make inroads on others property. | | | | Endemic | A disease which becomes prevalent in a particular area on account of its surroundings conditions. | | | | Enduring | Long lasting. | | | | Enjoin | Direct or order someone to do something. | | | | Enthologist | One who studies the science of the variatees of human race. | | | | Entomologist | One who studies about insects. | | | | Ephemeral | Transitory - short lived - lasting a very short time. | | | | Epicentre | (Of Earch Quack) is the point at which earthquake breakout. | | | | Epicure | A person who is very fond of sensous enjoyments. | | | |  |  |  |  | | Epicure | One who prefers sensual pleasures. | | | | Epidemic | A disease which attackes many people in a particular area in one time. | | | | Epilogue | A poem of speech at the end of the play. | | | | Epilogue | A short speech at the end. | | | | Epiphangi | An appearance or manifestation. | | | | Equanimity | Evenness of mind or temper. | | | | Equigravisphere | A point in space where the gravity is constant. | | | | Equine | Of horses - horselike - a horse. | | | | Equinox | When days and nights are equal (March21 - September). | | | | Esoteric | Known only a few - Reconcile. | | | | Estivate | Spend a hot or dry period in a prolonged state of torpor or dormancy. | | | | Estuary | A broad channel formed by joining of the sea and river water. | | | | Ethologist | One who studies the science of character. | | | | Etiology | Study of causation. The study of the cause of disease. | | | | Etymologist | One who studies derivations of words - history of linguistic change. | | | | Eulogy | Speech or writing that praises - High praise - Encomium. | | | | Euphimism | Soften expression. | | | | Euphony | Melodious Music | | | | Euphony | Pleasant sound. | | | | Euthanasia | Mercy killing painless death to relieve suffering. | | | | Euthenics | Science of improving the environment. | | | | Exaggerate | Describe a thing beyond limits of truth. | | | | Exasphere | This is a outer most zone of the atmosphere and beings at about 40 miles above earth. | | | | Exbiology | Science dealing with life or possibilities of life existing beyond the earth. | | | | Exegesis | Critical explanation or interpretation. | | | | Exemplary | Fit to be | | | | Exercism | Slogan to derive or get out of the dragon. | | | | Exodus | Departure - Emigration (Usually of a large number of people). | | | | Exonerate | Free from blame - Exculpate. | | | | Explicit | Fully and clearly expressed. | | | | Extempore | Speech delivered without any preparation. | | | | Extinguish | To put an end to. | | | | Eymologist | One who studies the science and origin of words. | | | |  |  |  |  | |  |  |  |  |      |  |  |  |  | | --- | --- | --- | --- | | One Word Substitution : F | | | | | One Word | Sentence | | | | Fanatic | One who passes interest in religion. | | | | Fatalism | Religion that which believes that god is everything. | | | | Fathom | Understand fully - unit of length equal to six feet. | | | | Fathometer | Instrument used for measuring the depth of the ocean. | | | | Fauna | Animals of a given region or period. | | | | Fealthy | Sworn allegance to a lord. | | | | Feduciary | Of the relationship between a trustee and his principal. | | | | Fertile | That which is productive. | | | | Fetish | Amulet object believed to have magic power. | | | | Filly | A young female horse. | | | | Fission | Cleaving or splitting into parts. | | | | Flock | Animals such as birds, sheep and goats keeping together in large number. | | | | Flora | Plants of a particular region or period. | | | | Flotsom | The thing which comes out from sea (Cannot stay in water). | | | | Fluctuating | Moving to & fro. | | | | Flux | Continuous change - instability - fusion. | | | | Footedpad | Robber, who goes on foot. | | | | Formidable | That which is heard tobe resisted. | | | | Fortissimo | Very loud. | | | | Fragile | That which can be easily broken. | | | | Funambulist | A rope dancer - who walks on thread. | | | | Funge | A class of plants which have no chlorophyll. | | | | Fussion | Uniting by metting together. | | | |  |  |  |  | |  |  |  |  | |  |  |  |  |      |  |  |  |  | | --- | --- | --- | --- | | One Word Substitution : G | | | | | One Word | Sentence | | | | Galvanize | Startle into sudden activity - to coat with zinc. | | | | Galvanometer | A glass tube for measuring volume changes in chemical reactions between glasses. | | | | Gambrel | Type of roof. | | | | Gastronomy | Relating to taste (Food taste). | | | | Gender | Male goose | | | | Genealogist | One who traces the history of the descent of families. | | | | Geneology | Heredity, Hereditary | | | | Genocide | international distriuction of racial groups. | | | | Genuine | Authentic - free from pretense. | | | | Geologist | One who studies the internal structure of the earth (crust). | | | | Germicide | Medicine that kills germs. | | | |  |  |  |  | | Geysers | There are natural hot water springs. | | | | Glacier | A huge mass of snow moving slowly down the valley and stopes. | | | | Glaciers | Mass of lic. Formed by snow on mountains moving slowly along valley. | | | | Gnosticism | A type of yoga (Gymnastics). | | | | Government | Connoisseur of choice food. | | | | Graminuiorous | Animals that feed on grass.Animals that feed on grass. | | | | Gregarious | Animals living in flocks. | | | | Gynaecologist | One who treates femal diseases | | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | One Word Substitution : H | | | | | One Word | Sentence | | | | Haemorrhage | Escape of blood to the ruptures of blood vessels inside the body. | | | | Hagiology | Relating to kings Hagiographic. | | | | Herbivore | Plant eater - hoofed mammals. | | | | Herbivorous | Animals eating herbs. | | | | Hedonist | One who devotes himself to pleasure. | | | | Hiatus | Gap - Missing part - Break in continuity - lacuna. | | | | Hibernate | To spend the winter in a dormant state. | | | | Hibernation | Condition of sleep during certain parts of the year. | | | | Hierarchy | Any system of persons or things passed on to other. | | | | Hieroglyphic | Pictographic script. | | | | Histrionics | Acting - Artificial behaviour or speech done for effect. | | | | Hodge-Podge | Heterogeneous mixture - Jumble. | | | |  |  |  |  | | Holocaust | A sacrifice totally concerned by fire - Devastation. | | | | Holography | Making of true - three dimensional photographs by use of laser beams. | | | | Homely | Not beautiful - unattractive - plain. | | | | Homogenous | Things which are of the same kind and of the same dimensions. | | | | Homologous | Corresponding having same or similar relation. | | | | Homophone | Word pronounced the same as, but different in meaning spelled the same wayhood. | | | | Horologist | One who studies the art of clock making. | | | | Horticulture | An art of garden cultivation. | | | | Hostage | Persons given to another as pledge. | | | | Hullabaloo | Clamorous noise or disturbance - Uproar. | | | | Hybrid | Anything derived from heterogeneous sources. | | | | Hydraulics | Study of water or other liquid in Motion. | | | | Hydrographer | One who knows the positions of lands and draws the maps. | | | | Hydrography | Description of oceans and lands and the oceans. | | | | Hydrometer | Instrument used for measuring the specific gravity of liquids. | | | | Hydrophobia | It is usually caused by the bite of mad dog. | | | | Hydrophobia | Rabies disease (Dog's bite) disease of water. | | | | Hydrophone | Instrument used for recording sound under water. | | | | Hydroponics | Culture of plants without soil, with the help of chemical solutions containing nutrients. | | | | Hydrostatics | Relating to water. | | | | Hydrotropic | Turning towards or away from moisture. | | | | Hygrometer | Instrument used for measuring humidity in air. | | | | Hymn | Song in praise of god. | | | | Hyperbola | Curve with two distinct and similar branches. | | | | Hypercriticism | Deep criticism. | | | |  |  |  |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | | One Word Substitution : I | | | | | One Word | Sentence | | | | Ichthyologist | An expert in fishes. | | | | Ichthyology | Study of fishes. | | | | Iconoclast | Destroyer of images attached on traditions. | | | | Iconography | Teaching by pictures and models. | | | | Iconolater | Worshipper of idols or images. | | | | Idol | Favorite - Any person or thing devotedly or excessively admired. | | | | Igloo | Eskimo home shaped hut or native house. | | | | Igneous | Of or about fire produced under intense heat. | | | | Ill-o·mened | Ill fated - Unlucky | | | | Illegible | That which is incapable of being read. | | | | Illicit | Unlicensed - unlawful | | | | Imago | an insect in its sexually mature adult state | | | |  |  |  |  | | Immiscible | Incapable of being mined. | | | | Immutable | Unchangeable - unalterable - changeless. | | | | Implicit | Not fully and clearly expressed implied. | | | | Imply | Indicate without express statement. | | | | Impregnable | That which cannot be taken by force. | | | | Improbable | That which is not likely to happen. | | | | Impromptu | Made or done without previous preparation - Extemporaneous. | | | | Impenetrable | impossible to pass through or enter. | | | | Inattentive | Not giving proper attention. | | | | Inaudible | That which cannot be heard. | | | | Incarcerate | imprison or confine. | | | | Incarnadine | Blood red - crimson - flesh coloured - pale pink. | | | | Incinerate | Burn - Reduce to ashes. | | | | Incognito | Travelling under a name other than one's own. | | | | Incombustible | Not inflammable | | | | Incompatible | Persons who cannot work or live together in harmony. | | | | Incomprehensible | That which cannot be understood. | | | | Iconoclast | A destroyer of images. | | | | Incorrigible | Incapable of being corrected. | | | | Incorruptible | very honest : incapable of being corrupted | | | | Incredible | That which cannot be believed. | | | | Incriminate | Change with a crime or fault. | | | | Incumbent | Holding of an office - obligatory. | | | | Indescribable | That which is impossible to describe adequately. | | | | Inescapable | That which cannot escaped from. | | | | Inevitable | Sometimes which cannot fail to come to pass. | | | | Inexplicable | That which cannot be explained. | | | | Infallible | Incable of making mistakes | | | | Infanticide | Murder or infants. | | | | Infections | That (disease) which is liable to spread. | | | | Inflammable | That which sets on fire easily. | | | | Inimitable | That which cannot be. | | | | Insolation | The sun's energy | | | | Insoluble | That which cannot be dissolved in liquid. | | | | Insomnia | Loss of sleep. | | | | Inhalation | taking air into lungs - stimulus. | | | | Insurmountable | too great to be overcome. | | | | Interdiction | Prohibition prevention from participation in certain sacred acts. | | | | Interjection | A word exclamation | | | | Internist | Medical student receiving training in a hospital. | | | | Intractable | That which cannot be controlled easily. | | | | Invertebrate | Without a backbone - without strength of characters. | | | | Invincible | That which cannot be defeated. | | | | Invulnerable | Incapable of being wounded. | | | | Ionosphere | The layer of the earth's atmosphere which contains a high concentration of ions and free electrons. | | | | Irrevocable | A decision on which one cannot go back. | | | | Isobel | Is a contour lines of equal rainfall. | | | | Isohyets | A line on a map connecting points having the same amount of rainfall in a given period. | | | | Isthmus | A narrow strip of land connecting two larger land masses. | | | | Itinerate | One who journeys from place to place. | | | |  |  |  |  |   Bottom of Form | |  |

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Synonyms

A [word](http://www.oxforddictionaries.com/definition/english/word) or [phrase](http://www.oxforddictionaries.com/definition/english/phrase) that [means](http://www.oxforddictionaries.com/definition/english/mean#mean) [exactly](http://www.oxforddictionaries.com/definition/english/exactly) or [nearly](http://www.oxforddictionaries.com/definition/english/nearly) the same as another [word](http://www.oxforddictionaries.com/definition/english/word) or [phrase](http://www.oxforddictionaries.com/definition/english/phrase) in the same language, [for example](http://www.oxforddictionaries.com/definition/english/example) [shut](http://www.oxforddictionaries.com/definition/english/shut) is a synonym of [close](http://www.oxforddictionaries.com/definition/english/close#close-2):‘the [East](http://www.oxforddictionaries.com/definition/english/east)’ was a **synonym for** the [Soviet](http://www.oxforddictionaries.com/definition/english/soviet) [empire](http://www.oxforddictionaries.com/definition/english/empire)‘[shut](http://www.oxforddictionaries.com/definition/english/shut)’ is a **synonym of** ‘[close](http://www.oxforddictionaries.com/definition/english/close#close)’.

# Synonyms A-F

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| Here you will find a table of words and their synonyms. We've only listed typical synonyms. We recommend using a good dictionary when looking for synonyms. |

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|  |  |
| --- | --- |
| Word | Synonym |
| A | |
| about | approximately |
| abstract | summary |
| to accomplish | to achieve |
| to accumulate | to build up |
| to administer | to manage |
| to admit | to confess |
| almost | nearly |
| animated | lively |
| to annoy | to irritate, to bother |
| to answer | to reply |
| anyway | besides |
| apparent | obvious |
| to appear | to seem |
| applicable | relevant |
| appreciable | considerable |
| ardour | passion |
| arise | occur |
| aromatic | fragrant |
| to arrive | to reach |
| artful | crafty |
| association | organization |
| to assure | to guarantee |
| attractive | appealing |
| away | absent |
| awful | terrible |
| B | |
| backbone | spine |
| backside | behind, bottom |
| bad (not good) | poor, naughty |
| ballot | poll |
| to bear on sth. | to affect |
| to beat | to defeat |
| becoming | fitting |
| to begin | to start |
| to behave | to act |
| believable | plausible |
| belly | stomach |
| bendy | flexible |
| beneficiant | generous |
| beneficial | favourable |
| bid | tender |
| bizarre | weird |
| blameless | innocent |
| bloodbath | massacre |
| bloodless | cold |
| branch | department |
| brave | courageous |
| to bring sth. back | to reintroduce |
| to bring sth. on | to cause |
| to bring sb. up | to raise |
| brow | forehead |
| bum | backside, behind, bottom |
| business | commerce, trade |
| busy (telephone) | engaged |
| C | |
| candy | sweet |
| to categorize to categorise (BE) | to classify |
| charter | constitution |
| cheesy | corny, tacky |
| chiefly | mainly |
| choosy | picky |
| to chop | to cut |
| chorus | refrain |
| citation | quotation |
| to cite | to quote |
| class | lesson, course |
| clerk | receptionist |
| clever | intelligent |
| to close | to shut |
| coiffure | hairstyle |
| to collapse | to break down |
| to collect | to gather |
| comfort | consolation |
| comic | comedian |
| commencement | graduation |
| complete | total |
| completely | totally |
| concord | harmony |
| to condemn | to sentence |
| confederate | accomplice |
| to confine | to restrict |
| conflict | clash |
| to conform | to comply |
| to confuse | to mix up |
| to connect | to associate, to put through (telephone) |
| considerate | thoughtful |
| constancy | fidelity |
| constant | fixed |
| constitution | structure |
| construction (lit.) | interpretation |
| to consult | to refer to |
| contemporary | modern |
| continuous | continual |
| contrary | opposite |
| convention | conference |
| to convey | to communicate |
| to cope | to manage |
| correct | right |
| couch | sofa |
| crook | criminal |
| crusade | campaign |
| cube | dice |
| curative | healing |
| curler | roller |
| cussed | stubborn |
| D | |
| dash | sprint |
| daybreak | dawn |
| deceptive | misleading |
| decontrol | deregulate |
| dedicated | committed |
| to deduce | to infer |
| defective | faulty |
| deliberate | planned |
| deliberately | intentionally |
| delicate | fragile |
| to demostrate | to protest |
| to denationalize to denationalise (BE) | to privatize |
| denims | jeans |
| to denote | to indicate, to represent |
| to deprave | to corrupt |
| depraved | wicked, evil |
| to desert | to abandon |
| deserted | abandoned |
| destiny | fate |
| detached | indifferent |
| devil | satan |
| dicy | risky |
| to differentiate | to distinguish |
| to diminish | to decrease |
| disadvantaged | deprived |
| disagreeable | unpleasant |
| to disappear | to vanish |
| disaster | catastrophe |
| to disclaim | to deny |
| to disclose | to reveal |
| discount | reduction |
| disgrace | shame |
| domesticate | cultivate |
| dossier | file |
| dubious | doubtful |
| dull (person) | stupid |
| E | |
| eager | keen |
| earth | soil |
| ecocnomic | profitable |
| egocentric | selfish |
| to elevate | to raise, to promote |
| to emphasise to emphasize | to stress |
| to encounter | to come across |
| enormous | huge, immense |
| to enquire | to investigate |
| equity | fairness |
| especially | particularly |
| essential | fundamental |
| to establish | to set up |
| to evaluate | to assess |
| everlasting | eternal |
| exactly | precisely |
| except | apart from |
| to expire | to run out |
| to explode | to blow up |
| extra | additional |
| F | |
| to fabricate | to manufacture |
| famous | famed, renowned |
| fanatic | enthusiast |
| fantastic | great, brilliant |
| to float | to drift |
| fool | idiot |
| foolish | silly |
| forehead | brow |
| to foretell | to predict |
| formerly | previously |
| fortunate | lucky |
| foxy | cunning |
| foyer | lobby |
| fragrance | perfume |
| French dressing | vinaigrette |
| to function | t |

# Synonyms G-L

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| Here you will find a table of words and their synonyms. We've only listed typical synonyms. We recommend using a good dictionary when looking for synonyms. |

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|  |  |
| --- | --- |
| Word | Synonym |
| G | |
| garbage | rubbish |
| garbage can (AE) | trashcan (AE) |
| gay | homosexual |
| to glitter | to sparkle |
| to grab | to seize |
| grasping | greedy |
| gratis | free of charge |
| gratuity | tip |
| gravestone | headstone |
| to grouse | to grumble |
| gut | intestine |
| H | |
| hall | corridor |
| to hand sth. out | to distribute |
| handsome | good-looking |
| hang-out | haunt |
| happily | fortunately |
| hard | tough |
| hashish | cannabis |
| to hawk | to peddle |
| to hazard | to endanger |
| hearsay | rumour |
| hermetic | airtight |
| highbrow | intellectual |
| hint | trace, tip |
| hole | gap |
| home | domestic |
| homicide | murder |
| housebreaking | burglary |
| hunger | starvation |
| to hurry | to rush |
| hypothesis | speculation |
| I | |
| idler | loafer |
| if | whether |
| to ignore | to disregard |
| illiberal | intolerant |
| to illuminate | to clarify; to light up |
| to illustrate | to demonstrate |
| to imagine | to suppose, to assume |
| to imitate | to mimic |
| immediate | instant |
| immobile | motionless |
| immoderate | excessive |
| immodest | conceited |
| to impact | to affect |
| impartial | neutral |
| impasse | deadlock |
| impassive | emotionless |
| to impeach | to question |
| impediment | obstacle |
| imperative | vital |
| impolite | rude |
| incidentally | by the way |
| inconsiderate | thoughtless |
| indisputable | indeniable |
| infamous | notorious |
| infantile | childish |
| to infect | to contaminate |
| inflexible | rigid |
| inflow | influx |
| informal | casual |
| infrequent | rare |
| inheritor | heir |
| innocent | harmless |
| insolvent | bancrupt |
| to inspect | to examine |
| instinct | intuition |
| instructions | directions |
| insufferable | unbearable |
| insufficient | inadequate |
| insupportable | intolerable |
| insurgent | rebel |
| intellectual | mental |
| to intend | to mean |
| to intensify | to heighten |
| interplay | interaction |
| inventory | stock |
| invoice | bill |
| to ivolve | to entail |
| isolated | loney |
| J | |
| jealous | envious |
| joy | delight |
| K | |
| knowingly | deliberately |
| L | |
| lacking | missing |
| last | final |
| leading | main |
| to learn | to memorize |
| legitimate | valid, lega |
| lethal | deadly |
| liveable | habitable |
| livid | furious |
| loopy | crazy |
| lousy | awful |
| lucid | clear |

# Synonyms M-R

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| Here you will find a table of words and their synonyms. We've only listed typical synonyms. We recommend using a good dictionary when looking for synonyms. |

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|  |  |
| --- | --- |
| Word | Synonym |
| M | |
| mackintosh | waterproof coat |
| madness | insanity |
| magican | conjuror |
| magistrate | Justice of the Peace |
| to magnify | to exaggerate |
| to maintain | to preserve |
| manmade | artifical |
| mannequin | model |
| material | fabric |
| matters | things |
| maybe | perhaps, possibly |
| in the meantime | meanwhile |
| measure | degree |
| meeting | assembly |
| mendacity | lying |
| merciless | cruel |
| middleman | intermediary |
| midway | halfway |
| to migrate | emigrate |
| mild | gentle |
| to mimic | to imitate |
| mind | intellect |
| mindless | senseless |
| to minimize | to play down |
| to mirror | to reflect |
| to misconceive | to misunderstand |
| miserable | depressing |
| misery | distress |
| misread | misinterpret |
| missing | lost |
| mistrust | distrust |
| mo (AE) | moment |
| moderately | reasonably |
| modern | contemporary |
| more and more | increasingly |
| moreover | in addition |
| movie | film |
| murderer | assassin |
| N | |
| naked | bare |
| nameless | anonymous |
| napkin | serviette |
| to narrate | to relate |
| a narrative | a story |
| a native | a local |
| to near | to approach |
| necessary | essential |
| nightfall | dusk |
| nobility | the Aristocracy |
| to nominate | to appoint |
| non-stop | continuous |
| noon | midday |
| noted | famous |
| to notify | to inform |
| notwithstanding | however |
| nugatory | worthless |
| numerous | many |
| O | |
| obdurate | stubborn |
| object | thing |
| obligatory | compulsory |
| oblique | indirect |
| omnipotent | all-powerful |
| obsolete | out of date |
| off-season | low season |
| to operate | to function |
| organic | biological |
| ornament | decoration |
| outside | external |
| to overhaul | to overtake |
| to overlook | to miss |
| overseas | abroad |
| to oversee | to supervise |
| P | |
| painting | portray |
| paper money | notes |
| particular | specific |
| passable | satisfactory |
| pattern | sample |
| peaceable | peaceful |
| perception | insight |
| phantasm | illusion |
| pocket book | notebook |
| poisonous | toxic |
| possibility | opportunity |
| post-mortem | autopsy |
| practically | virtually |
| praise | compliment |
| precedence | priority |
| precept | principle |
| precis | summary |
| pressing | urgent |
| previous | preceding |
| priority | precedence |
| prompt | immediate |
| prosperous | affluent |
| to provide | to supply |
| provided | if |
| to put sth. back | to postpone |
| Q | |
| to quake | to tremble |
| quite | fairly |
| R | |
| reasonable | fair |
| to receive | to get |
| refrain | chorus |
| reliable | dependable |
| religious | devout |
| remainder | the rest |
| remark | comment |
| reminiscence | memory |
| remorse | regret |
| remoted | isolated |
| removable | detachable |
| to renew | to resume |
| to renounce | to give up |
| repute | reputation |
| to respond | to reply |
| revolting | disgusting |
| rubbish | nonsense |
| rude | impolite |
| to rue | to regret |

# Synonyms S-Z

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|  |  |
| --- | --- |
| Word | Synonym |
| S | |
| sacristy | vestry |
| satisfied | convinced |
| scarcity | shortage |
| scrumptious | delicious |
| second | moment |
| to select | to choose |
| selection | choice |
| self-assured | confident |
| signal | sign |
| significant | meaningful |
| silly | foolish |
| sincere | honest |
| skull | cranium |
| soiled | dirty |
| spotlight | highlight |
| stable | steady |
| steady | regular |
| stupid | silly |
| substantially | considerably |
| suggest | propose |
| sundown | sunset |
| sunrise | dawn |
| sure | certain |
| surroundings | environment |
| to survive | to outlive |
| to symbolize | to represent |
| T | |
| tailored | tailor-made |
| temper | mood |
| terror | terrorism |
| testament | testomony |
| today | nowadays |
| torpid | lethargic |
| touchdown | landing |
| touchy | sensitive |
| to transform | to convert |
| transitority | temporary |
| transparent | obvious |
| trustworthy | reliable |
| twister | tornado |
| twosome | pair |
| U | |
| ultimate | final |
| uncared for | neglected |
| uncommon | unusual |
| uncooked | raw |
| undeniable | indisputable |
| understandable | comprehensible |
| unforeseen | unexpected |
| unfortunate | unlucky |
| unhurt | unharmed |
| uninjured | unhurt |
| unlawful | illegal |
| unmarried | single |
| unstated | unspoken |
| untimely | premature |
| untrue | unfaithful |
| unusual | strange |
| unvoiced | voiceless |
| uprising | rebellion |
| usually | generally,normally |
| V | |
| vacancy | emptiness |
| to vacuum | to hoover |
| vague | indistinct |
| vain | useless |
| valueless | worthless |
| to vanquish | to conquer |
| to vary | to differ |
| vast | huge |
| virtue | advantage |
| to visualize | to imagine |
| W | |
| warrantly | guarantee |
| well mannered | polite |
| well timed | timely |
| winery | vineyard |
| to withstand | to resist |
| Z | |
| zenith | peak |

 Antonym

a word opposite in meaning to another. Fast is an antonym of slow.

|  |  |
| --- | --- |
| Common Opposites - Antonyms  Vocabulary Word List | [More on Antonyms](http://www.enchantedlearning.com/themes/opposites.shtml) [More Word Banks](http://www.enchantedlearning.com/wordlist/) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A   |  |  |  | | --- | --- | --- | | absent - present abundant - scarce accept - decline, refuse accurate - inaccurate admit - deny advantage - disadvantage against - for agree - disagree | alive - dead all - none, nothing ally - enemy always - never ancient - modern answer - question antonym - synonym apart - together | appear - disappear, vanish approve - disapprove arrive - depart artificial - natural ascend - descend attic - cellar attractive - repulsive awake - asleep |   B   |  |  |  | | --- | --- | --- | | backward - forward bad - good beautiful - ugly before - after begin - end below - above bent - straight best - worst | better - worse, worst big - little, small black - white blame - praise bless - curse bitter - sweet borrow - lend bottom - top boy - girl | brave - cowardly build - destroy bold - meek, timid borrow - lend bound - unbound, free boundless - limited bright - dim, dull brighten - fade broad - narrow |   C   |  |  |  | | --- | --- | --- | | calm - windy, troubled can - cannot, can't capable - incapable captive - free careful - careless cheap - expensive cheerful - sad, discouraged, dreary clear - cloudy, opaque clever - stupid | clockwise - counterclockwise close - far, distant closed - ajar, open clumsy - graceful cold - hot combine - separate come - go comfort - discomfort common - rare | conceal - reveal contract - expand cool - warm correct - incorrect, wrong courage - cowardice create - destroy crooked - straight cruel - kind compulsory - voluntary courteous - discourteous, rude |   D   |  |  |  | | --- | --- | --- | | dangerous - safe dark - light day - night daytime - nighttime dead - alive decline - accept, increase decrease - increase | deep - shallow definite - indefinite demand - supply despair - hope dim - bright disappear - appear discourage - encourage | diseased - healthy down - up downwards - upwards dreary - cheerful dry - moist, wet dull - bright, shiny dusk - dawn |   E   |  |  |  | | --- | --- | --- | | early - late east - west easy - hard, difficult empty - full | encourage - discourage end - begin, start enter - exit even - odd | expand - contract export - import exterior - interior external - internal |   F   |  |  |  | | --- | --- | --- | | fade - brighten fail - succeed false - true famous - unknown far - near fast - slow fat - thin feeble - strong, powerful | few - many find - lose first - last float - sink foolish - wise fore - aft free - bound, captive fold - unfold | forget - remember found - lost fresh - stale frequent - seldom friend - enemy for - against fortunate - unfortunate full - empty |   G   |  |  |  | | --- | --- | --- | | generous - stingy gentle - rough get - give giant - tiny, small, dwarf girl - boy | give - receive, take glad - sad, sorry gloomy - cheerful go - stop good - bad, evil | grant - refuse great - tiny, small, unimportant grow - shrink guest - host guilty - innocent |   H   |  |  |  | | --- | --- | --- | | happy - sad hard - easy hard - soft harmful - harmless harsh - mild hate - love haves - have-nots | healthy - diseased, ill, sick heaven - hell heavy - light help - hinder here - there hero - coward high - low | hill - valley hinder - help honest - dishonest horizontal - vertical hot - cold humble - proud |   I   |  |  |  | | --- | --- | --- | | ill - healthy, well immense - tiny, small important - trivial in - out include - exclude increase - decrease | inferior - superior inhale - exhale inner - outer inside - outside intelligent - stupid, unintelligent | interesting - boring interior - exterior interesting - dull, uninteresting internal - external intentional - accidental |   J   |  |  |  | | --- | --- | --- | | join - separate | junior - senior just - unjust | justice - injustice |   K   |  |  | | --- | --- | | knowledge - ignorance | known - unknown |   L   |  |  |  | | --- | --- | --- | | landlord - tenant large - small last - first laugh - cry lawful - unlawful, illegal lazy - industrious leader - follower left - right lend -borrow | lengthen - shorten lenient - strict left - right less - more light - dark, heavy like - dislike, hate likely - unlikely limited - boundless little - big | long - short loose - tight lose - find loss - win loud - quiet love - hate low - high loyal - disloyal |   M   |  |  |  | | --- | --- | --- | | mad - happy, sane major - minor many - few mature - immature maximum - minimum | melt - freeze merry - sad messy - neat minor - major | minority - majority miser - spendthrift misunderstand - understand more - less |   N   |  |  |  | | --- | --- | --- | | nadir - zenith narrow - wide near - far, distant neat - messy, untidy | never - always new - old night - day nighttime - daytime | no - yes noisy - quiet none - some north - south |   O   |  |  |  | | --- | --- | --- | | obedient - disobedient odd - even offer - refuse old - young | old - new on - off open - closed, shut opposite- same, similar | optimist - pessimist out - in outer - inner over - under |   P   |  |  |  | | --- | --- | --- | | past - present patient - impatient peace - war permanent - temporary plentiful - scarce plural - singular | poetry - prose polite - rude, impolite possible - impossible poverty - wealth, riches powerful - weak | pretty - ugly private - public prudent - imprudent pure - impure, contaminated push - pull |   Q   |  |  |  | | --- | --- | --- | | qualified - unqualified | question - answer | quiet - loud, noisy |   R   |  |  |  | | --- | --- | --- | | raise - lower rapid - slow rare - common regular - irregular | real - fake rich - poor right - left, wrong | right-side-up - upside-down rough - smooth rude - courteous |   S   |  |  |  | | --- | --- | --- | | safe - unsafe same - opposite satisfactory - unsatisfactory secure - insecure scatter - collect separate - join, together serious - trivial second-hand - new shallow - deep shrink - grow | sick - healthy, ill simple - complex, hard singular - plural sink - float slim - fat, thick slow - fast sober - drunk soft - hard some - none sorrow - joy | sour - sweet sow -reap straight - crooked start - finish stop - go strict - lenient strong - weak success - failure sunny - cloudy synonym - antonym sweet - sour |   T   |  |  |  | | --- | --- | --- | | take - give tall - short tame - wild them - us there - here | thick - thin tight - loose, slack tiny - big, huge together - apart top - bottom | tough - easy, tender transparent - opaque true - false truth - flasehood, lie, untruth |   U   |  |  |  | | --- | --- | --- | | under - over unfold - fold unknown - known | unqualified - qualified unsafe - safe up - down upside-down - right-side-up | upstairs - downstairs us - them useful - useless |   V   |  |  |  | | --- | --- | --- | | vacant - occupied vanish - appear vast - tiny | victory - defeat virtue - vice | visible - invisible voluntary - compulsory |   W   |  |  |  | | --- | --- | --- | | war - peace wax - wane weak - strong wet - dry | white - black wide - narrow win - lose | wisdom - folly, stupidity within - outside wrong - right |   Y   |  |  |  | | --- | --- | --- | | yes - no | yin - yang | young - old |   Z   |  |  | | --- | --- | | zip - unzip | zenith - nadir | |

Idiom

 A speech form or an expression of a given language that is peculiar to itselfgrammatically or cannot be understood from the individual meanings of itselements, as in keep tabs on.

Definition 'idioms and phrases':

The common phrase 'idioms and phrases' refers to commonly used groups of words in English. Idioms are used in informal situations, whereas phrases may also be rather formal. Learning idioms and phrases is an important part of learning English as it's common to string phrases together rather than individual words. These idioms and phrases are used in specific situations and often used in an idiomatic, rather than a figurative sense. Idioms are often full sentences. Phrases, however, are usually made up of a few words and are used as a grammatical unit in a sentence. Here are some examples of common idioms and phrases.

A hot potato

Speak of an issue (mostly current) which many people are talking about and which is usually disputed

A penny for your thoughts

A way of asking what someone is thinking

Actions speak louder than words

People's intentions can be judged better by what they do than what they say.

Add insult to injury

To further a loss with mockery or indignity; to worsen an unfavorable situation.

An arm and a leg

Very expensive or costly. A large amount of money.

At the drop of a hat

Meaning: without any hesitation; instantly.

Back to the drawing board

When an attempt fails and it's time to start all over.

Ball is in your court

It is up to you to make the next decision or step

Barking up the wrong tree

Looking in the wrong place. Accusing the wrong person

Be glad to see the back of

Be happy when a person leaves.

Beat around the bush

Avoiding the main topic. Not speaking directly about the issue.

Reading Comprehension

Reading comprehension can be defined as the level of understanding of a text/message. This understanding comes from the interaction between the words that are written and how they trigger knowledge outside the text/message.

Types of Reading:-

1. Scientific Reading
2. Technical Text Reading

There are two major Techniques of Reading Comprehensions

1. ERRQ
2. SQ3R

The ERRQ stands for:-

1. Estimate

Estimate what the text will be like. Rapid reading techniques may be used for this purpose.

1. Read

Read the text carefully and thoroughly.

1. Respond

Respond the text.

1. Question

Question things about the text and analyze responses to it.

The SQ3R stands for:-

1. Survey

In order to get an understanding of the text, you should survey the chapters.

1. Question While surveying, you ask questions about the topics you have scanned, such as, "What did my teacher say about this chapter?"
2. Read The next thing is to begin reading. In a chapter book, you would read the majority of the words. In a textbook, just read quickly for the key words. These are words seen in the chapter questions,
3. Recite

After reading a portion or section of the book, recite what you have read out loud. By orally summarizing what you just read it helps to cement the content in your memory.

1. Review.

The last technique is to review what you have read again. By writing down key facts from the chapter and reviewing it, you will better understand the information.

Annotation:

The authors state that reading with questions in mind, especially their own question, gives a sense of purpose for reading.  This can be facilitated in textbook style readings by identifying section headings.  Students change the heading into a question (Using who, what, where, when, why, or how as question starters). Next, students underline details from the text that help them answer the questions.  Ideally, students should then record the question and their answer in their notes. Students can also circle new words (vocabulary) and construct definitions in the margins or their notes.

Scanning:

Scanning is a reading technique to be used when you want to find specific information quickly. In scanning you have a question in your mind and you read a passage only to find the answer, ignoring unrelated information. Scanning the text before reading provides the reader with some key information about the text that will make reading faster and more effective. Scanning techniques are useful to discover graphic information. look for references or bibliography listings, and look for notes/questions/remarks at the end of the text. Identifying non-verbal signs and other aids in the reading text make reading easier.

Tips for Scanning:

1. State the specific information you are looking for.
2. Try to anticipate how the answer will appear and what clues you might use to help you locate the answer. For example, if you were looking for a certain date, you would quickly read the paragraph looking only for numbers.
3. Use headings and any other aids that will help you identify which sections might contain the information you are looking for.
4. Selectively read and skip through sections of the passage.

Skimming :

Skimming refers to the process of reading only main ideas within a passage to get an overall impression of the content of a reading section. Skimming a technical text before detailed reading provides better comprehension and ensures a high degree of remembrance.

Tips for Skimming:-

1. Read the title.
2. Read the introduction or the first paragraph.
3. Read the first sentence of every other paragraph.
4. Read any headings and sub-headings.
5. Notice any pictures, charts, or graphs.
6. Notice any italicized or boldface words or phrases.
7. Read the summary or last paragraph.

Intensive reading

reading through every word of a text from beginning to end

SUMMARISING & PARAPHRASING

**Summarising** is generally used when you wish to refer to ideas contained in a long text. Summarising enables you to reduce the author's ideas to key points in an outline of the discussion or argument by omitting unnecessary details and examples.

Summarising is using your own words to shorten a piece of text so that it includes only the essential information. Summaries have far fewer words than the original, but they still provide a clear indication of the main points made by the author.

Mechanics of Summarising:- A process of encoding information without changing the original meaning and focus of the passage.

It involves:-

1. To Identify the central idea
2. Main points.
3. Important supporting details.

Things to do:-

1. Main Vs Secondary
2. Facts/opinions. Eg.
3. Important/less Important
4. Relevant/Irrelevant
5. Key lexical items.
6. Phrases/Expressions.

Summarising Techniques:

1. Selection
2. Rejection
3. Substitution
4. Selection:- The process of choosing the information that is essential to the meaning of the passage is termed as selection.

What to select:

1. The Theme.(expressed in the main heading)
2. Main Idea.
3. Special terms & new phrases
4. Rejection: the process of removing all that is not important is termed as Rejection

What to reject:

1. Repetition
2. Examples & Illustrations
3. Redundant Expression
4. Minor Supporting Details
5. Substitution: The process of exchanging words, phrases, sentences and other elements is termed as Substitution.

How to Substitute:

1. By Synthesis
2. Substitution
3. One word Substitution.

PARAPHRASING

**Paraphrasing** is generally used when you wish to refer to sentences or phrases in the source text. It is particularly useful when you are dealing with facts and definitions. Paraphrasing involves rewriting a short section from the source text in different words whilst keeping the same meaning.

OUTLINE: ‘Paraphrasing means a general statement without details.

PARAPHRASING: ‘A Process of rewriting a passage & text in different words without changing its original meaning by synonyms, replacing sentence pattern, simplifying difficult terms & expressions

Techniques of Paraphrasing:

1. Replacement of words & phrases
2. Use of Synonyms.
3. Change of Sentence Structure
4. Change of Paragraph Structure.

Tips to Summarise And Paraphrase.

* Read the text carefully – you may need to read the text several times, and check the meaning of terms you do not understand in a dictionary.
* Identify and underline the key words and main ideas in the text, and write these ideas down.
* Consider these points as a whole and your purpose for using this information in relation to the structure of your assignment. You may be able to group the ideas under your own headings, and arrange them in a different sequence to the original text.
* Think about the attitude of the author, i.e. critical, supportive, certain, uncertain. Think about appropriate reporting verbs you could use to describe this attitude.
* Think of words or phrases which mean roughly the same as those in the original text. Remember, if the key words are specialized vocabulary for the subject, they do not need to be changed. (see Using synonyms below.)
* Using your notes from the above steps, draft your summary or paraphrase.

When you have finished your draft reread the original text and compare it to your paraphrase or summary. You can then check that you have retained the meaning and attitude of the original text.

A presentation is a means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team.

To be effective, step-by-step preparation and the method and means of presenting the information should be carefully considered.  A presentation concerns getting a message across to the listeners and may often contain a 'persuasive' element, for example a talk about the positive work of your organisation, what you could offer an employer, or why you should receive additional funding for a project.

## The Key Elements of a Presentation

Making a presentation is a way of communicating your thoughts and ideas to an audience and many of our articles on communication are also relevant here, see: [**What is Communication?**](http://www.skillsyouneed.com/general/what-is-communication.html) for more.

### Context

When and where will you deliver your presentation?  Will it be in a setting you are familiar with, or somewhere new?  Will it be within a formal work setting, or a less formal, social setting?  Will the presentation be to a small group or a large crowd?  And are you already familiar with the audience?

### Presenter

The presenter communicates with the audience and controls the presentation.

### Audience

The audience receives the presenter’s message(s).  However, this reception will be filtered through and affected by such things as the listener’s own experience, knowledge and personal sense of values.

See our page: [Barriers to Effective Communication](http://www.skillsyouneed.com/ips/barriers-communication.html) to learn why communication can fail.

### Message

The message, or messages, are delivered by the presenter to the audience.  The message is delivered not just by the spoken word ([**verbal communication**](http://www.skillsyouneed.com/ips/verbal-communication.html)) but can be augmented by techniques such as voice projection, body language, gestures, eye contact ([**non-verbal communication**](http://www.skillsyouneed.com/ips/nonverbal-communication.html)), and visual aids.

### Reaction

The audience’s reaction and success of the presentation will largely depend upon whether the presenter’s message was effectively communicated.

See our page: [**Improving Communication**](http://www.skillsyouneed.com/ips/improving-communication.html) for more information.

### Method

Presentations are usually delivered direct to an audience.  However, today there may be occasions where they are delivered from a distance over the Internet using video conferencing.

### Impediments

Many factors can influence the effectiveness of how your message is communicated to the audience, for example background noise or other distractions, an overly warm or cool room, or the time of day and state of audience alertness can all influence your audience’s level of concentration.  As presenter, you have to be prepared to cope with any such problems and try to keep your audience focussed on your message.

THE 4 P's –

PLAN,

PREPARE,

PRACTICE

AND PRESENT YOUR SPEECH

PLANNING YOUR SPEECH

1. THE PURPOSE OF THE SPEECH:

· Decide what you wish to speak about

· Decide what is the primary purpose of the speech.

Do you wish to:

(a) instruct and inform

(b) convince, persuade, influence or motivate, or

(c) amuse and entertain

· What are you trying to achieve

· What are the objectives of your speech

· Know your audience (see separate topic below)

· Know the venue (see separate topic below)

PREPARING YOUR SPEECH

2. THEME:

· In one sentence, write down the object of your speech. This sentence will become the

criterion against which all material is be judged whether to be included or not.

· If there are a number of points to be dealt with, establish a theme, a central idea or concept

which gives unity, direction and coherence to the presentation as a whole.

· List the main points to be covered and arrange them in a logical sequence.

Your speech should be structured into 3 distinct parts - Opening, Body and Conclusion

3. OPENING or INTRODUCTION:

· The introduction is most important as your audience will accept your message in the first 30 -

90 seconds, or they will switch off and ignore the rest of the speech.

· In the introduction you (a) introduce the theme (b) set the scene (c) establish a direction (d)

gain the attention of the audience and get them involved.

· The introduction should be short, positive, easy to handle, generate interest and expectancy

and you must feel comfortable with it. It should create a vivid image and possibly an image

that the audience can identify with.

· DO NOT repeat the title, read the introduction, apologize, explain, complain or make

excuses.

· Ideas for an attention gaining opening:

· Use a question related to audience need.

· Pay a sincere compliment

· Use a quotation. This reinforces your opinion. Remember to state the author.

4. BODY:

· The body should flow naturally from the introduction and lead the audience to the conclusion

you wish to accept.

· Be sure to stick to your theme.

· DO NOT try to cover too much ground - three or four main points are sufficient.

· Use stories, anecdotes, examples to keep the audience interested.

· Pause after each major point, example or illustration for effect and to allow the audience to

consider your point.

· Remember the audience likes to be entertained as well as informed, convinced or motivated.

Try to include some humour, if appropriate to the topic.

5. CONCLUSION:

The conclusion should re-state the essential message. Keep it short and simple

· Memorize the conclusion and the opening.

· Refer back to the points in the introduction to round off the speech. The conclusion should

always link back to the opening.

· DO NOT introduce any new information to round off the speech.

· DO NOT just fade off.

· DO NOT thank the audience at the end of the speech.

KNOW YOUR AUDIENCE

When speaking you need to know something about the audience and what they expect of you.

When speaking before an audience you need to know:

· General age of audience

· General gender of audience

· General educational standards

· General social status

· General interests

· General qualifications

· General expectations

You need to know:

· How you will be seen to them (i.e. an entertainer, a superior, a teacher, young, old, an

outsider, patronizing, condescending etc).

· How long will you be talking to them? What is the venue like? Is there a microphone? Is

there can overhead projector? Will you need to use visual aids?

· Fit your speech to the audience ( i.e. there is no point in speaking to a senior citizens group

about taking up boogie boarding. Teenagers are unlikely to be interested in house

maintenance.)

· Dress appropriately (i.e. teenagers will accept jeans rather than a dinner suit.) If in doubt

dress slightly better than the audience will.

· Adjust your speech to the group's interests. Use examples and anecdotes that the audience

will understand. Use jokes that the age groups will understand and appreciate.

· Limit statistics and avoid jargon. Explain unfamiliar concepts in ways the audience will

understand.

· Use vocal variety, gestures, voice, and visual aids to enhance your presentation. Be sure

you are sincere, enthusiastic and have knowledge of the subject.

· Adjust your language to the audience.

· Be sure you are punctual for any assignment.

· Check for yourself that all visual aids work.

DO NOT:

· Do not appear to be unprepared

· Apologise

· Explain

· Complain

· Ramble

· Read directly from your notes

· Exceed time limits

· Use distracting mannerisms

· Appear patronising.

KNOW THE VENUE

When planning your presentation you need to know:

· Size of the venue

· Size of the audience

· Effects of a large hall and a small audience

· Arrangements of seating - fixed or movable

· Obstacles between audience and speaker

Where will you speak:

· If speaking from platform note height above audience or distance from audience

· Note presence or absence of a lectern.

What is the lighting like:

· Is it adequate for visual aids

· Is it adequate for reading notes

· Is it easily controlled for slides/films.

What are the distractions:

· Large windows

· Traffic noise

· Air-conditioning noise

· Construction work

· Temperature of room

· Drafts (eg overhead fan could cause notes to blow off lectern)

Test the acoustics:

· Is the sound good

· Are you competing with other noises like air conditioners

· Is there a microphone and does it work properly

· Does ALL the equipment work.

What size is your audience and does the venue allow you to encourage:

· Audience participation

· Question time

· Presentation of opinions.

PRACTICE, PRACTICE, PRACTICE

Practice until you are very familiar with the speech

Practice helps to reduce nerves

Practice:

· In front of family

· To gain feedback

· Using a tape recorder

· A strong opening

· To ensure logical flow

· Credible evidence

· To identify distracting mannerisms

· To ensure your speech is within the allocated time period PRESENT YOUR SPEECH

Rely on the fundamentals:

· Own your subject

· Feel positive about your speech

Make positive first impression:

· Establish eye contact

· Confident body language

· Be relaxed and well groomed

Build rapport with your audience:

· Be sincere and be yourself

· Say "we" not "you"

· Talk in terms of your audience's interests

· Involve your audience

Hold the attention of the audience:

· Be enthusiastic

· Use vivid words

· Express yourself clearly and concisely

· Have an upbeat voice

Close your presentation to make a favourable and lasting impression

REMEMBER:

The audience is entitled to your best PREPARATION,

your PUNCTUALITY, your keeping to TIME and your SINCERITY

## Four Methods for Delivering Oral Presentations Manuscript

* The manuscript method is a form of speech delivery that involves speaking from text. With this method, a speaker will write out her speech word for word and practice how she will deliver the speech. A disadvantage of this method is a person may sound too practiced or stiff. To avoid sounding rehearsed, use eye contact, facial expressions and vocal variety to engage the audience. Use frequent glances at highlighted key points instead of reading the speech word for word.

Memorization

* The memorization method is a form of speech delivery that involves fully memorizing a speech before delivering it. This method of delivery allows a speaker to move around the stage or platform and maintain eye contact with the audience without relying on a script or notes. For speakers who deliver their speeches by memorization, add inflection to the voice and keep notes nearby to avoid forgetting an important key point.
* [Sponsored Links](https://www.google.com/url?ct=abg&q=https://www.google.com/adsense/support/bin/request.py%3Fcontact%3Dabg_afc%26url%3Dhttp://www.ehow.com/info_8321366_four-methods-delivering-oral-presentations.html%26gl%3DIN%26hl%3Den%26client%3Dca-ehow_300x250%26hideleadgen%3D1%26ai0%3DCGmawm4NgVP-vD4eguASkkIDgDJiOuuUHkMnAqHnAjbcBEAEgqYmtBmDlmumD4A6gAeDPr8MDyAEBqQKPsqM6MnlRPqgDAaoEpAFP0Asx6h9uaLobDzfDq5vz6WZjznUQuc2hD0VFjVXUXJp3kb1yt_c6khURD7r7msNhv_PskcRER-wgTwCNYgZOqvG7iETH9gXNNgd2aNNYN8bfS0yfsMF5_puNrZIOC6jwBh_ckdiQv_CZLVDS_REibFVLyRm4T5r9m9g6_SnXGSs1-cB-WTInCZ6ZQOl0OIA3vgGEQmN0Ors2zoc3jJ0r9Ha5dIgGAYAHiLDQPA&usg=AFQjCNEjxt7E7goVM6voDYW9XofgZmKKKg)
  + [Kids Pre School Gurgaon](http://www.googleadservices.com/pagead/aclk?sa=L&ai=CGmawm4NgVP-vD4eguASkkIDgDJiOuuUHkMnAqHnAjbcBEAEgqYmtBmDlmumD4A6gAeDPr8MDyAEBqQKPsqM6MnlRPqgDAaoEpAFP0Asx6h9uaLobDzfDq5vz6WZjznUQuc2hD0VFjVXUXJp3kb1yt_c6khURD7r7msNhv_PskcRER-wgTwCNYgZOqvG7iETH9gXNNgd2aNNYN8bfS0yfsMF5_puNrZIOC6jwBh_ckdiQv_CZLVDS_REibFVLyRm4T5r9m9g6_SnXGSs1-cB-WTInCZ6ZQOl0OIA3vgGEQmN0Ors2zoc3jJ0r9Ha5dIgGAYAHiLDQPA&num=1&cid=5GgOnTBqJsSnIw0fR-Qb8_p3&sig=AOD64_3DcqE5U9URztlWNJylIC4AkrrSlA&client=ca-ehow_300x250&adurl=http://www.footprintseducation.in/gurgaon/play-school/)

by IIT-IIM,tennis, skating, sandpit Cycle/Running Track,Big Play Ground

[footprintseducation.in/Play-School](http://www.googleadservices.com/pagead/aclk?sa=L&ai=CGmawm4NgVP-vD4eguASkkIDgDJiOuuUHkMnAqHnAjbcBEAEgqYmtBmDlmumD4A6gAeDPr8MDyAEBqQKPsqM6MnlRPqgDAaoEpAFP0Asx6h9uaLobDzfDq5vz6WZjznUQuc2hD0VFjVXUXJp3kb1yt_c6khURD7r7msNhv_PskcRER-wgTwCNYgZOqvG7iETH9gXNNgd2aNNYN8bfS0yfsMF5_puNrZIOC6jwBh_ckdiQv_CZLVDS_REibFVLyRm4T5r9m9g6_SnXGSs1-cB-WTInCZ6ZQOl0OIA3vgGEQmN0Ors2zoc3jJ0r9Ha5dIgGAYAHiLDQPA&num=1&cid=5GgOnTBqJsSnIw0fR-Qb8_p3&sig=AOD64_3DcqE5U9URztlWNJylIC4AkrrSlA&client=ca-ehow_300x250&adurl=http://www.footprintseducation.in/gurgaon/play-school/)

Impromptu

* The impromptu method is a form of speech delivery that involves speaking from notes. This method is ideal for a speaker needing to deliver a short speech with little preparation time. With the impromptu method, a speaker will organize his speech in outline form, create notes with the key points of the presentation and deliver the speech from the notes. This method allows a speaker to deliver a speech in a natural manner while maintaining eye contact and engaging an audience.

Extemporaneous

* The extemporaneous method is a form of speech delivery that involves combining the manuscript, memorization and impromptu methods to create a carefully prepared and planned speech. For this method, a speaker will organize a speech with an outline, write down the speech word for word and practice the delivery. A speaker may highlight key points in the speech to quote verbatim and memorize other portions of the speech to speak in a more conversational tone. The extemporaneous method of delivery allows a speaker to engage an audience and adapt to any speaking situation.

**KOPPACT (Non Verbal communication in presentation)**

**DEFING NONVERBAL COMMUNICATION**

**Nonverbal communication** is expressed through non-linguistic means. It is the actions or attributes of humans, including their appearance, use of objects, sound, time, smell and space, that have socially shared significance and simulate meaning in othes. It includes visual/kinesic cues like facial signals, eye movements, gestures and body orientation; vocal/paralinguistic cues like volume, pitch, rate and inflection; proxemin cues like space and distance; olfactory or smell cues; cues provided via artifactual communication and appearance; cues sent via color; chronemic or time cues.

**“By man’s fingernails, by his coat-sleeve, by his boots, by his trouser knees, by the calluses of his forefinger and thumb, by his expression, by his shirt-cuffs, by his movements – by each of these things a man’s calling is plainly revealed. That all united should fail to enlighten the competent enquirer in any case is almost inconceivable” -Sherlock Holmes, 1892**

**SIGNIFICANCE OF NON VERBAL COMMUNICATION**

The following are the effect that non verbal communication can have:

Ø  **Repetition** – Reinforce what is already being said

Ø  **Contradiction** – Contradict the message and make the speaker seem untruthful

Ø  **Substitution** – Can take place of words

Ø  **Complementing** – Compliment a verbal message like a pat on a back

Ø  **Accenting** – Can underline certain point in the message

**FORMS OF NON VERBAL COMMUNICATION**

**A. KINESICS : The Message Of Movement**

Kinesic communication is communicating by body movement and is perhaps the most well-known non-verbal form of communication, although it is not the only way to talk with others without words**.**

v  **Facial Signals**

It is one or more motions or positions of  the muscles beneath the skin of the face. Facial Expressions include such actions as smiling, frowning, scowling, appearing bored or interested etc. Other facial expressions might indicate  interest or excitement or even shock like opening eyes’ or mouth widely.

v  **Body Posture**It refers to the way the body is held which can coomunicate different messages. An open body which takes a lot of space can indicate comfort and domination while a closed-in body can signal inferiority.

v  **Eye Contact**It provides important social and emotional information. Eye contact is often defined as sign of confidence.

v  **Gestures**  
Agestureis a form of[non-verbal communication](http://en.wikipedia.org/wiki/Non-verbal_communication)or non-vocal communication in which visible bodily actions communicate particular messages, either in place of, or in conjunction with,[speech](http://en.wikipedia.org/wiki/Speech). It can be divided into:

Ø  **Emblems**Emblems are non verbal signals that can generally be translated directly into words like “A-OK” symbol made with the thumb and forefinger. They are quick to use and unambiguous in their meaning. Culture really plays an important part here. For instance, “A-OK” gesture can be translated as “Zero” or “None” in different part of the world.

Ø  **Illustrators**Illustrators are movements that complement verbal communication by describing/accenting/reinforcing what the speaker is saying. Peole use illustrator to indicate size of an object or draw picture in air or emphasize a key word in what they are saying.This might include pointing an object in room or pounding on the table.

Ø  **Affect Displays**They are non verbal displays of the body/face that carry an emotional meaning or display affective states. Our gait (bouncing,suggesting happiness for instance, or slouched and shuffling, suggesting depression) and our facial movements (breaking into big grin, suggesting pleasure) send a message about our feelings.

Ø  **Regulators**They are non verbal messages that accompany speech to control or regulate what the speaker is saying. This might include nodding of the head to indicate you are listening/understanding something and you are encouraging the speaker to continue. Regulators are often associated with turn-taking in conversation, influencing the pace and flow of your discussion.

Ø  **Adapters** They are form of non-verbal communication that often occur at low level of personal awareness. They can be thought of behaviors that are done to meet a personal need as one adapts to specific communication situation. This includes behavior like twisting your hair, tapping your pen, pushing your glasses up your nose. Adapters may thus serve unintentionally as clues to how other person is feeling.

**B. OCCULESICS : The Message Of Eyes**It refers to study of eye contact and pupil dilation in terms of non-verbal communication. Eye contact indicates interest, openness, arousal, aggression. Lack of eye contact also sends a message. Important aspects of eye contact are:

·         **Looking while listening**: This reciprocates the rapport established. This aspect is often used during emotional connections such as flirting.

·         **Frequency of glance**: This indicated involvement and how invested one is to the conversation.

·         **Patterns of fixation**: This provides evidence as to where the attention lies.

·         **Pupil Dilation**: This could often provide proof of interest and boredom.

·         **Looking while talking**: This establishes a rapport with the person listening.

**C. PARALINGUISTICS : The Message Of Voice**The messages that you send with your voice are known as paralanguage. Often it is not what you say but how you say it that determines an interaction’s outcome. We rely on vocal cues to help us determine the real meaning of spoken words. Such cues are especially important when we are deciding whether someone is being sarcastic. The words “Yeah, right” convey different meanings depending on whether they are spoken sincerely or sarcastically, and our interpretation of these words influences how we respond to the person who said them.

The elements of Paralinguistics are:

ü  **Hesitations**

ü  **Pitch,**

ü  **Volume**

ü  **Rate**

ü  **Articulation**

ü  **Pronunciation**

ü  **Silence**

**D. PROXIMICS : Space And Distance Talks**Our use of space and distance also reveals how we feel about ourselves and what we think of others. As with kinesics and paralinguistics, space and distance communicate. Generally, we use physical proximity and distance to signal either desire to communicate or disinterest in communicating. The closer we stand, the greater the chances are that we like REFLECT ON THIS: Ummmmmmm. Proximity or lack of it also indicates how dominant or submissive we are in a relationship. The more dominant we feel, the more likely we are to move closer to another; in contrast, the more submissive we feel, the less likely we are to decrease our interaction distance. Perceptions of friendliness or unfriendliness and extroversion or introversion, as well as our privacy and social contact needs, are also reflected in our spatial relationships. As we study how we use space and distance to communicate, keep in mind that a gap may exist between the messages we intend to send using space and distance and the messages that others actually receive and interpret. It includes:

o   **Intimate distance** : Contact to 18 inches

o   **Personal distance** : 18 inches to 4 feet

o   **Social-consultative** : distance 4 to 12 feet

o   **Public distance** : 12 feet to the limit of sight

**E. ARTIFACTS : Appearance**  
Artifactual communication and appearance influence our reactions. In the early stages of a relationship, what we wear and how we look affect first impressions and may even lead to our being accepted or rejected. In addition, the clothing and jewelry we wear can cause others to form judgments regarding our success, character, power, and competence. Typically, we respond more positively to those we perceive to be well dressed than to those whose attire we find questionable or unacceptable.

**F. CHRONEMICS : The Communicative Value Of Time**Chronemics is the study of how we use time to communicate. Some of us are preoccupied with time, while others regularly waste it. Some of us are typically early, while others are chronically late. Some of us approach life with a sense of urgency, while others prefer a more leisurely pace. Some of us are early birds, functioning best in the morning, while others, night owls, perform best at night.We also structure time in an effort to ensure we accomplish needed tasks. How long we are willing to wait to meet with someone or for something to occur is also a reflection of our status and the value we place on what we are waiting for. Status affords us greater power to control both our own time and others’ time. The more status a person has, the longer others with less status will wait to see him or her.

**G. TACTILICS : Touch**Haptics, or touch, is usually involved in our closest relationships. Its used in the following areas:

Ø  Touch plays a role in helping us develop closer relationships and is a key ingredient in the establishment and maintenance of many of our personal relationships.

Ø  We use touch for different purposes: to communicate attitude or affect, to encourage affiliation, and to exert control or power.

Ø  Touch also helps us exert status or power in relationships.

Ø  People of higher status usually initiate touch. Thus, it is more likely you will see the CEO pat a worker on the shoulder and vice versa.

Ø  Touch also marks greetings and leave-takings. Even a handshake can be social and polite or friendly and warm.

**How Far Is The River**

**About the author :**  
Ruskin Bond is an Indian author of Biritsih descent, who has written several plays, essays, non-fiction acount and many short stories. He was born in State Of Himachal Pradesh and was very closely associated with nature and that's why his stories shows a deep love for nature and people.  
  
**Summary of the How Far Is The River :**  
How Far is The River describes irresistible desire of a young boy, who has never seen the river in his life.   
Once in a village in a mountain valley surrendered by woods lived a young boy. There was a river whic flowed through the mountains some miles away from the village. The children of the village had heard about the river.  
This young boy of 12 has a irresistible desire to see the river, because he had heard about the rocks, currents and waterfalls. He wasted to touch the flowing water. So one day when his parents we out and knew that they woun't come back home till late in the evening, he decided to go and take a look at river. He took a loaf of bread from his house and started his journey to the river. He took the steep path which went round the mountain and which was frequently used by the wood cutters, mikman, mule drivers etc. It was a lonely and deserted path on his way, he came accross a wood cutter, who was concern about the boy when he expressed his desire to walk 7 miles on his way to the river.  
Having crossed the dizzy wind path, he entered into a beautiful valley, where he came accross a grass cutter who had a long knife in her hand. She was dressed in a very traditional way. She absolutely had no idea about the distance to the river and how much time it might take to reach there, having walked for an hour when the boy was sure that he had walked half wayi he saw a boy he was driving a few goats up the path. The boy asked the shepherd or directions to the river and was told what it was just around the hill, the boy began to walk with shepherd. He shared with him the loaf of bread that he had brought with him till his companion had to go another way. He was left alone again with no river in the sight and far away from home, he was loss and discouraged. In the middle of nowhere he waked on the hard, dusty and snowy path passing mud huts and fields.  
Suddenlt the silence was broken by the roaring sound of the river. The boy was surpriesd by the sight of the river, which he had longed to see and he run into it till he was ankle deep in water and enjoyed the feel of the water flowing through his toes. Thus with a great determination he could fulfill his desire of seeing and feeling the river.

My Wood ,

by E.M. Forster is a witty essay depicting Forster's reaction to the ownership of a small estate he bought with the royalties from a novel he wrote. He cleverly discusses the effects the wood may have on him. Forster conveys a humorously negative attitude toward his experience of acquiring property through the use of biblical allusions, word choice, and the manipulation of sentences.

The use of Biblical allusions supports Forster's point, and reveals his attitude on his owning of land. "They point out what is perfectly obvious, yet is seldom realized: that if you have a lot of things you cannot move about a lot, that furniture requires dusting, dusters require servants, servants require insurance stamps, and the whole tangle makes you think twice before you accept an invitation to dinner or go for a bathe in the Jordan.  Forster is evidently indicating that while initially something may seem simple, a person should ˜think twice' before they engage in any endeavor. His attitude is rather obvious; Forster is contemplating whether the purchasing of the wood will result in dire consequences. The reference to the Jordan River is regarding to the river where John the Baptist baptized repentant sinners. Forster is concluding that a person should think before they obligate themselves to something, just as one would consider being baptized. His conscious is forcing him to realize the negative effects the wood has on him.

Forster begins the essay by explaining how he bought land, and how the purchasing of the land made him question the effect that property has on one's character. What's the effect on me of my wood?  Forster was concerned with the consequences that may result from the ownership of land, and uses droll word choice to exemplify his attitude. " In the first place, it makes me feel heavy. Property does have this effect.

I have a Dream-Martin Luther King

Martin Luther King, Jr.'s birthday was first observed as a national holiday in 1986. However, his life had become a fixed part of American mythology for years prior to this. Indeed, to many African Americans whose rights he helped expand, to many other minorities whose lives his victories touched, and to many whites who welcomed the changes his leadership brought, King's life seemed mythological even as he lived it. He is celebrated as a hero not only for the concrete legislation he enabled, but for his articulation of dreams and hopes shared by many during an era of upheaval and change.

After lengthy theological training in the North, King returned to his home region, becoming pastor of Dexter Avenue Baptist Church in Montgomery, Alabama. As a promising newcomer free from the morass of inter-church politics, King became the leader of the Montgomery Bus Boycott when it broke out in 1955. That year-long non-violent protest, which led to a Supreme Court ruling against bus segregation, brought King to the attention of the country as a whole, and led to the formation of the Southern Christian Leadership Conference, or SCLC, an alliance of black Southern churches and ministers. This group elected King their president, and began looking for other civil rights battles to fight.

The episodes immediately following met with less success, but nonetheless provided King with the opportunity to refine his protest strategies. Then, in 1963, King and the SCLC joined a campaign in Birmingham, Alabama, to end segregation there and to force downtown businesses to employ blacks. Peaceful protests were met by fire-hoses and attack-dogs wielded by local police. Images of this violence, broadcast on national news, provoked outrage, and this reaction created a political atmosphere in which strong federal civil rights legislation could gain favor and passage, and the next year President Lyndon Johnson signed into law the Civil Rights Act of 1964. Meanwhile the SCLC, under King, was repeating the tactics of Birmingham in Selma, Alabama, this time for the sake of African American voter registration. Once again, images of the police brutality directed at the protest enabled the passage of federal legislation, this time the Voting Rights Act of 1965.

The community of black activists felt that these two major victories marked the limit of what gains could be made politically, and thus after 1965 King began to focus on blacks' economic problems. His strategies and speeches concentrated increasingly on class as well as race, and addressed the United States as a whole. King had won the Nobel Peace Prize in 1964, and this recognition encouraged him to broaden his scope: by the time of his death, he was speaking out virulently against the [Vietnam War](http://www.sparknotes.com/history/american/vietnamwar/), and was organizing a Poor People's March on Washington.

When King was assassinated in 1968, the nation shook with the impact. Riots broke out in over one hundred American cities. King was almost immediately sanctified by the white-controlled media, which, however, in its coverage of his accomplishments, also neglected the radicalism of his final three years. Instead his contemporaries focused (as we continue to focus today) on the spirit and the accomplishments of the middle of King's career. For many born after his death, he is known best for the "I Have a Dream" speech, which reflects this spirit, and which he delivered in 1963 at the height of his fame. The federal holiday commemorates this King, who articulated the progressive, human hope of the early 1960s.

**Essay on "Spoken English and Broken English"**

**Introduction**

                George Bernard Shaw is a well known writer. He prepared and spoke on the topic ‘Spoken English and Broken English’ on a gramophone recording for the Linguaphone institute. In his speech the provocative ideas are couched in a simple but sparkling rhetorical style.

**Advantages in learning to speak well**

                Bernard Shaw says that when we travel in the British Commonwealth or in America or when we meet a native of these countries, we have to speak English well for enough understanding. If we speak in a provincial or cockney  dialect it may prevents us from obtaining some employment which is open to those only speak what is ‘correct English’.

**No such thing ideally correct English**

                No two British subjects speak exactly alike. Even educated persons, the Poet Laureate and trained speakers do not pronounce of some of the simplest commonest words in the English language exactly alike. Members of the committee who are selected as models of correct speech speak differently. They differ according to the country in which they were born.

**Confession of Bernard Shaw**

                Bernard Shaw confesses that he himself does not speak English in the same way. When he speaks to audience, he speaks carefully. If he were to speak carefully to his wife at home, she would think he was going mad. As a public speaker he has to take care that every word he says is heard distinctly at far end of large halls containing thousands of people. At home he speaks to his wife like mumbling. His wife also a little careless and so he sometimes has to say “What?”

**Advice to foreign students of English**

                 Do not try to speak English perfectly because native speakers of English won’t understand. In London nine hundred and ninety nine out of thousand people not only speak bad English but speak even that very badly. No foreigner can ever stress the syllables and make the voice rise and fall in questions and answer, assertion and denial, in refusal and consent, in enquiry or information, exactly as a native does. Therefore the first thing they have to do is to speak with a strong foreign accent, and speak broken English.

**Conclusion**

                Bernard Shaw criticizes that it is an insult to the native speaker of English who cannot understand his own language when it is too well spoken.