

COMMUNICATIVE ENGLISH

LECTURE NOTE

Based on New syllabus (2018-19) circulated by SCTE&VT, Odisha for 1st and 2nd Semester Diploma Engineering courses approved by AICTE, New Delhi

CONTENTS:

1. Communication
2. Grammar Of Fundamentals
3. Kinesics Body Movements
4. Language Of Signs And Symbol
5. Proxemics
6. Synonyms And Antonyms
7. Writing Section

PREPARED BY

Hirendra Kumbhar

Lecturer (English), Department of Mathematics & Science

Govt. Polytechnic Kalahandi

COMMUNICATIVE ENGLISH

LECTURE NOTE PART-1

Based on New syllabus (2018-19) circulated by SCTE&VT, Odisha for 1st and 2nd Semester Diploma Engineering courses approved by AICTE, New Delhi

CONTENTS:

1. Communication
2. Grammar Of Fundamentals
3. Kinesics Body Movements
4. Language Of Signs And Symbol
5. Proxemics

PREPARED BY

Hirendra Kumbhar

Lecturer (English), Department of Mathematics & Science

Govt. Polytechnic Kalahandi

1.COMMUNICATION

Communication is the process of transmitting information from one person to another. It is the act of sharing of ideas, facts, opinions, thoughts, messages or emotions to other people, in and out the organisation, with the use of the channel to create mutual understanding and confidence.

It is not tied to words, i.e. whether an individual speaks or not, the message is automatically conveyed to the other party. Besides words, communication can take place through symbols, letters, actions, expressions, etc.

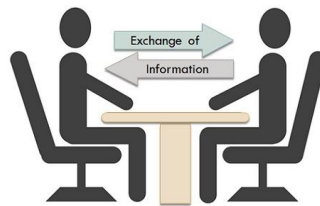


Fig.1

Characteristics of communication are given below:

(1) Two or More Persons:

The first important characteristic of communication is that there must be a minimum number of two persons because no single individual can have an exchange of ideas with himself. A listener is necessary to receive one's ideas. Therefore, there must be at least two persons-the sender of information and the receiver.

(2) Exchange of Ideas:

Communication cannot be thought of in the absence of exchange of ideas. In order to complete the process of communication there must be an exchange of ideas, orders, feelings, etc., among two or more than two persons.

(3) Mutual Understanding:

Mutual understanding means that the receiver should receive the information in the same spirit with which it is being given. In the process of communication, it is more important to understand the information rather than carry it out.

(4) Direct and Indirect Communication:

It is not necessary in communication that the receiver and giver of information should be face-to-face with each other. Communication can be both direct and indirect. Direct communication means face-to-face conversation, while indirect communication is through other means.

(5) Continuous Process:

Communication is an endless process, as is the case with business where the manager continuously assigns work to his subordinates, tries to know the progress of the work and gives directions.

(6) Use of Words as well as Symbols:

There can be many means of communication, like the written, the oral and symbolic. The examples of symbolic communication are the ringing of bell for closing a school or a college, saying something by the movement of the neck, showing anger or disapproval through eyes, giving some decision by the raising of a finger in cricket, etc.

Elements of Communication:

Communication is a two way process, wherein interchange of message connects the sender and receiver, towards an agreed direction, consisting seven elements:

1.Sender: Otherwise known as a source, it is the person who has something to pass on, to another individual.

2.Encoding: The sender of the message, selects appropriate words or non-verbal techniques to convert the idea into the message, which is called as encoding.

3.Message: Message implies something that the sender wants to communicate, to the receiver. Without a message, no communication is possible.

4.Medium: Medium alludes to the channel or mode, through which message is communicated to the receiver, i.e. it can be sent by way of electronic word processing system, graphic, symbol, etc.

5.Receiver: The one to whom the message is directed, is called receiver. He/she notices and conveys some meaning to the message.

6.Decoding: The act of interpreting a message by the receiver is termed as decoding. The receiver's outlook, experience, and attitude play a vital role in decoding the message.

7.Feedback: The process of communication can never be completed, if the response of the receiver is missing. It enables the communicator of a message to know whether the message has been received and interpreted in the same manner as directed.

All the seven elements of communication have a great role to play in the entire process.

What is Good Communication?

Good communication is more subtle than bad communication. We often feel like a conversation went well but we don't necessarily know why or, really, we don't care; we're just happy it did.

1.Validating – This is the act of acknowledging what your partner is saying by nodding, making soothing sounds or saying things like “I can see why you feel

that way” or “You really have a good point.”

2. Making requests/not complaints – While complaints aren’t necessarily bad, complaining isn’t the most effective communication. It is more direct and clear to make a request rather than just complain. Instead of saying something like, “I hate it when you don’t clean off the stove when you clean the kitchen!” say: “Honey, can you also wipe off the stove when you’re cleaning up?” It’s clearer and gives the person something they can take action on.

3. Listening to understand – Listening to understand is often what we naturally do with a good friend or even a stranger.

Somehow after a few years with our partners, we stop listening to understand and start half listening while rehearsing what we want to say in the back of our minds.

Listening to understand means quieting your mind, being present and seeking to really hear what your partner is trying to tell you.

It means suspending your judgment for a moment and listening as if what they’re saying is not personal to you. Yes, this is difficult.

4. Correcting miscommunication– We aren’t perfect human beings. We say the wrong things; we say hurtful things; we aren’t clear at times. Correcting or repairing miscommunication is a powerful way to connect, build mutual trust and try again.

Good communication includes matching your partner’s emotional space by expressing empathy, comfort and attention.

Voice tone – Am I scared by this voice tone? Does this voice tone remind me of my mother/father or does it just annoy me?

Time – Either time of day or how much time you have?

Mood – Are you in a good mood/bad mood at the time of communication?

Noise and distractions – Loud noises or crying babies tend to prevent good communication

Body language and gestures – Do you feel threatened by angry gestures or when someone isn't looking directly at you when you're talking? Does it remind you of something negative in the past?

Values and Beliefs – If someone is talking about something that is in contrast your values and beliefs, this often prevents you from hearing what they're actually saying.

Physical sensations (tired, hungry or in pain/discomfort)—People often have difficulty communicating effectively when feeling any of these things.

What is Bad Communication?

We all know when it's bad. The miscommunications pile up and we feel more and more frustrated. Bad communication sets us up for hurt feelings. Bad communication contains some of the following:

1. Resistance – The act of resisting most things your partner is trying to tell you, ask of you or suggest to you (especially around areas of health, finances, family matters, or self destructive behaviors).

2. Defensiveness – The same as resistance but adding either blame, return criticism or avoiding the issue.

3. Stonewalling – Actively ignoring your partner when they're talking to you either by leaving the room or turning head or eyes away (more than just distraction; an obvious act of rejection).

4. Arguing – Arguing isn't effective communication. It isn't necessarily bad or even a predictor of divorce; it's just not good communication. It's usually laced

with defensiveness and criticism.

5. Listening through filters – We all have filters (intoxication, being too tired, emotionally triggered, etc.). The problem is when we don't recognize or acknowledge them. Once acknowledged, we have a choice on how to respond.

6. Being indirect/unclear – Human beings can get into the bad habit of being really unclear when they communicate. We drop a hint and hope our partners pick up on it. If you want something done or heard, be very clear and specific.

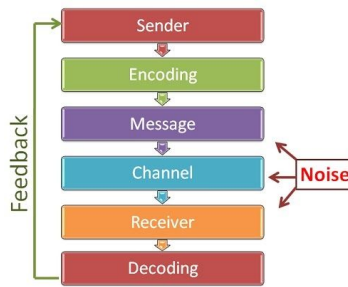
An effective communication is a communication between two or more persons wherein the intended message is successfully delivered, received and understood.

In other words, the communication is said to be effective when all the parties (sender and receiver) in the communication, assign similar meanings to the message and listen carefully to what all have been said and make the sender feel heard and understood. In the business context, the communication is effective if the information shared among the company employees contributes towards the organization's commercial success.

The effective communication includes not just the way you use the words but also covers several other skills such as, non-verbal communication, ability to understand your own emotions as well as of the other person with whom you are communicating, engaged listening, ability to speak assertively, etc.

Communication Process

The communication is a dynamic process that begins with the conceptualizing of ideas by the sender who then transmits the message through a channel to the receiver, who in turn gives the feedback in the form of some message or signal within the given time frame. Thus, there are Seven major elements of communication process:



(communication process)

1.Sender: The sender or the communicator is the person who initiates the conversation and has conceptualized the idea that he intends to convey it to others.

2.Encoding: The sender begins with the encoding process wherein he uses certain words or non-verbal methods such as symbols, signs, body gestures, etc. to translate the information into a message. The sender's knowledge, skills, perception, background, competencies, etc. have a great impact on the success of the message.

3.Message: Once the encoding is finished, the sender gets the message that he intends to convey. The message can be written, oral, symbolic or non-verbal such as body gestures, silence, sighs, sounds, etc. or any other signal that triggers the response of a receiver.

4.Communication Channel: The Sender chooses the medium through which he wants to convey his message to the recipient. It must be selected carefully in order to make the message effective and correctly interpreted by the recipient. The choice of medium depends on the interpersonal relationships between the sender and the receiver and also on the urgency of the message being sent. Oral, virtual, written, sound, gesture, etc. are some of the commonly used communication mediums.

5.Receiver: The receiver is the person for whom the message is intended or targeted. He tries to comprehend it in the best possible manner such that the

communication objective is attained. The degree to which the receiver decodes the message depends on his knowledge of the subject matter, experience, trust and relationship with the sender.

6.Decoding: Here, the receiver interprets the sender's message and tries to understand it in the best possible manner. An effective communication occurs only if the receiver understands the message in exactly the same way as it was intended by the sender.

7.Feedback: The Feedback is the final step of the process that ensures the receiver has received the message and interpreted it correctly as it was intended by the sender. It increases the effectiveness of the communication as it permits the sender to know the efficacy of his message. The response of the receiver can be verbal or non-verbal.

Note: The Noise shows the barriers in communications. There are chances when the message sent by the sender is not received by the recipient.

One-way Communication Model

A one-way communication is where there is no facility and/or expectation of a reply or feedback. An advertisement or notice on a board is an example. Its advantages are that it is simple, quick and cheap. However, it allows no clarification or opportunity to correct inaccuracies and this may cause frustration in the receiver. It is often associated with authoritarian leadership and downward channels of communication.

Two-way Communication Model

Two-way communication occurs when the receiver sends response or feedback to the sender's message. In a two-way communication process, the sender first transmits the message to the receiver. After receiving a message, the receiver decodes it and then sends back his or her reaction to the sender.

In two-way communication, information flows in two-ways: information from sender to receiver and response from receiver to sender. So it is regarded as the complete communication process.

By nature, face-to-face and telephonic conversations are examples of two-way communication. In the case of written communication, two-way flow of information will occur when the receiver sends feedback. In fine, it can be said that the communication process having provision for feedback is termed as two-way communication.

Two-way communication is the complete communication process. In this communication, information flows from sender to receiver and response of the receiver goes back to the sender. In achieving the organizational goals and facing personal problems, we need to rely on two-way communication.

Types of Communication

The Communication is a two-way process wherein the information, ideas, opinions, thoughts, feelings, etc. are transmitted between the individuals through the use of mutually understood symbols and semiotic rules (signs and symbols)

Communication is the important factor for the commercial success of any business. The organizational hierarchy also decides the type of channel through which the communication passes. On the basis of the status of individuals involved in the communication process and the urgency of the message to be sent, the communication channels can be categorized as:

1. Formal Communication

2. Informal Communication

What is Formal Communication?

Formal communication refers to the flow of official information through proper, predefined channels and routes. The flow of information is controlled and needs deliberate effort to be properly communicated. Formal communication follows a hierarchical structure and chain of command. The structure is typically top down,

from leaders in various departments and senior staff in the organization, which flows down to lower level employees. Employees are bound to follow formal communication channels while performing their duties.

Formal communication is considered effective as it is a timely and systematic flow of communication.

The main advantages of formal communication are given below:

Increase overall efficiency: This type of communication is used by following the predetermined rules. so it increases the overall efficiency of the organization.

Easy communication system: The top level management communicates with their employees by using a formal downward communication system. Again the employees communicate with their higher authority to use this system. It is very much easy to communicate with each other.

Permanent record: The copy of formal communication is always preserved in the file and it is used as reference. As a result, it is easy to seek the copy of it if necessary.

Quick accomplishment of work: Sometimes the rapid communication is to be needed with the employees. To use the formal downward communication system it is possible to communicate with the employees quickly. So the work may be done timely.

Maintenance of discipline: Under the formal communication system the workers are bound to be careful to their own duty. So ultimately it makes discipline in the organization.

Ease of cooperation and coordination: Cooperation and coordination is very much essential to carry out the business activity smoothly. Formal communication is a part of coordination. So, coordinated activities can be done properly and easily through formal communication.

Use as reference: Documents of formal communication is recorded by the organization. So, these recorded documents are used as a source of the employees.

Ease of delegation of authority: Authority is delegated by the superiors to the subordinates through the help of this communication.

Free from mistakes: Since formal communication has well-defined rules and regulations. So, there is a little chance of mistakes in exchanging information within the employees.

Others: Increasing attention, reliability, accuracy, smooth communication system, free from distortion, easy to understand, increasing company goodwill, etc.

The disadvantages of formal communication are given below:

Wastage of time: Top-level management communicates with their employees by maintaining the board of succession, not by-passing any executive or any level. That is why it takes a lot of time and it wastages much time of the concerned person.

Inflexibility: Ordinarily the formal communication is inflexible. If somebody out of the channel intends to change his views it is not possible. Even when it is needed to change, it is very much difficult.

Lack of initiative: Under this communication system everybody does their duty by following a specific predetermined system. So it prevents the creativity of the employee.

Authoritarian attitude: In this system the sender is higher authority and the receiver is lower staff. Generally the superior's order cannot be disobeyed. It creates an authoritarian culture in the organization.

Lack of cordiality: In the formal communication system the subordinate staff strictly follow the order of superior authority. So the implementer of the order does not obey their duty properly.

Costly: In this system the organization policy and rules are obeyed properly. Sometimes it creates crucial situations and it is a time being factor. For these, the cost of formal communication system is higher than those of others.

Others: Lack of personal relation, delay in decision making, not suitable for motivation, creates misunderstanding, create mental distance.

Formal communication can sound complex but generally formal communication is governed by a chain of command and follows organizational convention. Within the organizational set-up, formal communication can make up any of these forms:

1. Downward Communication

Downward communication represents the most stereotypical form of formal communication. Information flows from management level down to lower levels. It is the most common form of formal communication. Downward communication includes orders and instructions represented in oral or written format. Reports, emails, letters and manual communication are commonly used downward communication tools.

Advantages or merits of downward communication

Downward communication benefits the organization in many different ways. Through this communication, superior provides necessary information and directives to the subordinates. The major advantages of downward communication are highlighted below:

Delegating authority and responsibility: Delegation means entrusting the subordinates with some responsibilities along with due authority. It is essential to

make the subordinates capable in performing their jobs. Since downward communication starts from higher level, it helps managers in delegating authority and responsibility to the right persons.

Maintaining discipline: Downward communication occurs in conformity with officially recognized rules and regulations. So it helps in establishing official discipline in the organization.

Increasing efficiency: Downward communication provides necessary guidance, orders, instructions and explanations of various complex issues to the subordinates that ultimately increase the efficiency of the employees.

Informing organizational plans and procedures: In an organization, the top-level executives develop the plans, policies, strategies, procedures etc. downward communication plays a significant role in communicating those plans, policies, strategies' and procedures to the lower levels of the organization.

Explaining the complex issues: Sometimes subordinates need explanation of organizational policies and procedures. In such situations, managers rely on downward communication to provide necessary explanations and analysis.

Issuing orders and instructions: Downward communication is the only means to circulate various orders, instructions, guidance, and advices to the subordinates. Without downward communication, organization is like a boat without boatman.

Avoiding by-passing of hierarchy: Downward communication takes place by following the established chain of command of the organization. Thus, it reduces the chance of sending message to someone through by-passing the immediate subordinate.

Maintaining good labor-management relationship: Downward communication helps to create and maintain good labor-management relationships in the organization. When top-level executives communicate with their subordinates sincerely and courteously, it develops good interpersonal and inter-group

relationships between management and works. In turn, this will motivate the employees and ensure good labor-management relation in the organization.

In conclusion we can say that downward communication ties together the entire organization and ensures the achievement of organizational goals.

Disadvantages or demerits of downward communication

Though downward communication provides many advantages to the organization, it is not free from limitations. Its main limitations or disadvantages are discussed below:

Time-consuming: Downward communication is a delayed process. In this communication, information flows through different levels of hierarchy. As a result, when information reaches to the lower level workers, it may have lost its significance or utility.

Distortion of information: Downward communication also suffers form problem of distortion of message. People have a tendency to modify or manipulate information. Therefore, information is passed from one individual to another or form one level to another, authenticity of information is lost.

Lack of explanation: In most cases, downward communication contains messages without necessary explanation and clarification. For this reason, subordinates fail to understand the message accurately.

Deterioration of relationship: Heavy reliance on downward communication also deteriorates the labor-management relationships. Because it does not provide any scope of direct communication between them.

Lack of feedback: Absence of feedback is another major drawback of downward communication. The top-level executives usually place little or no importance to the messages received from subordinates. Superiors hardly seek feedback from the subordinates. Due to negligence of the superiors,

subordinates also seldom send feedback. As a result, communication becomes ineffective.

Lack of enthusiasm: Managers send orders instructions and advice to the subordinates through downward communication. This form of communication energizes and activates the employees. Therefore, delay in the downward flow of information adversely affects the enthusiasm of the employees.

Creation of frustration: Downward communication is directive in nature. This type of communication hardly allows the subordinates to discuss any matter with their superiors. Moreover, the subordinates are compelled to follow the orders and instructions of the superiors. Such coercion creates frustration in the mind of the employees.

From the above discussion, it appears that downward communication is not always effective and successful. Therefore, along with downward communication, managers should use other forms of communication.

2. Upward Communication

Upward communication contains information which passes from subordinate levels up to management and senior levels. Common forms of upward communication include (from employees to managers and above) reports, suggestions, requests, instructions and complaints.

Advantages of upward communication

Development of plan: The information received from subordinate plays important role to help development of planning of the organization.

Providing suggestions and opinions: By upward communication system, subordinate takes necessary suggestions and opinions from superiors about the work-related issues of the organization.

Motivating to employees: Upward communication system allows lower level

staff to express their attitude or opinion to upper-level staff. As a result, sub-ordinates are influenced to work more towards fulfillment to target.

Providing constructive suggestions: All employees are supplied with constructive and important messages that can help to implement the goals or objectives.

Good labor-management relationship: Upward communication is participative in nature. Here, information is invited from lower level executives and employees and on the basis of this information top executive makes a decision. So, good relation between subordinates and bosses should create for the betterment of the organization.

Providing feedback: The subordinate's reaction is returned to the superior in this communication system. So, top level management can decide what to do and what not to do clearly and follow.

Creating a favorable environment: Upward communication helps to develop a favorable working situation in an organization by creating a good relation among all employees.

Promote harmony: Upward communication creates a friendly environment in the organization which leads to a peaceful and harmonious relationship among the subordinates and superiors.

Decision making: Top level executives or superiors needed much information before taking a decision on a particular issue. Subordinates supply this information through the help of upward communication.

Developing creative and innovative ideas: Upward communication facilitates easy access of the employees or subordinate to the superiors in providing necessary constructive suggestions and opinions about the work-related issues of the organization.

Facilitating collective decision: Since upward communication is participative in nature. Its communication allows the subordinates to convey their feelings,

constructive suggestions and opinions and the work-related in the decision making process.

Disadvantages of Upward Communication

In spite of having many advantages in upward communication, it is not free from limitations of disadvantages. The main disadvantages of upward communication are as follows:

Changes of information: In upward communication subordinates may change their accurate information. So, the top executive cannot take an accurate decision.

Unwillingness: Sometimes subordinates don't send the information to their superior willingly. So, the communication system may be disrupted.

Fear of inefficiency: The main problem of upward communication is fear to superiors. Generally, superiors make a question about the employees work position and efficiency. Many employees fear to communicate and share their ideas, constructive suggestions and opinions with the superiors.

Indiscipline: Sometimes employees communicate directly to superior by avoiding proper channel or chain of command. Here disciplines are not properly maintained.

Bypassing: In the process of upward communication, sometimes workers directly approach the topmost authority with their suggestions or bypassing their immediate boss. This is harmful to any organization.

Flattery: In order to convince the superior bosses, subordinates can take the help of flattery and for this reason, subordinates may conceal the true and provide incomplete information to top level.

Lack of initiative: Generally subordinate is reluctant to take the initiative to upward communication for a different reason.

Risk of distortion of messages: In upward communication, subordinates willingly distort the message because they fear if they tell the original fact to their bosses, they may face some problems.

Delay: It is an important limitation of upward communication is the long and slow movement of information to the higher authority.

Supervisor's negligence: Sometimes top-level executives discourage the upward flow of information and neglect the constructive suggestions and opinions about the work-related issues of the organization.

3. Horizontal Communication

Horizontal communication refers to communication between individuals who are at the same or similar levels within an organization but have different areas of responsibility. Horizontal communication is slightly more fluid and dependent on cross-individual communication. Typical examples exist as communication between managers of different departments (HR, Marketing, Sales, etc.).

Advantages of Horizontal Communication

Horizontal communication is essential for smooth functioning of organizational activities and for interdepartmental coordination. This type of communication is especially important for larger-scale enterprise. The following are the main benefits that can be derived from horizontal communication.

Coordination: Organizational activities are divided into various departments or groups. Horizontal communication facilitates coordination of various departmental activities so that organization can reach its ultimate goal.

Reducing Misunderstanding: Misunderstanding and conflict among the managers and staff are very common in organizational life. Horizontal communication helps to reduce possible misunderstanding and conflict through meeting, discussion, face to face conversation etc.

Strengthening group efforts: Group efforts and teamwork are essential prerequisites for organizational success. Horizontal communication helps in reducing conflicts, controversies, and differences in opinions and thus establishes consensus among the managers and workers concerned. This consensus strengthens group efforts and team spirit in the organization.

Performing interdepartmental communication: Horizontal communication occurs between people at the same level in various departments. Therefore interdepartmental communication occurs smoothly.

Gaining benefits of informal communication: Though horizontal communication is formal in nature, it enjoys some degree of informality in exchanging information as the senders and the receivers hold same position, status and honor.

Distortion-free communication: Horizontal communication is usually free from distortion. Since the sender and the receiver of horizontal communication can exchange information directly, there is no possibility of distortion of message.

Bringing dynamism in the workplace: Horizontal communication helps to overcome misunderstanding and conflicts among the managers. It creates an environment of cooperation, teamwork and team spirit. This brings dynamism in performing organizational activities.

In conclusion, we can say that flow of information through horizontal communication channels is inevitable for organizational success. In the present complex business world, efficient functioning of a large business organization mostly depends on effective horizontal communication.

Disadvantages of Horizontal Communication

Though horizontal communication is essential for smooth functioning of an organization, it is not completely free from defects or flaws. Followings are the possible drawbacks of horizontal communication.

Rivaling attitude: Horizontal communication occurs between the people at the same rank and position. If there exists any hostility or rivalry between them, they will not exchange information spontaneously. Moreover, they will conceal their information intentionally to deprive someone from the real news.

Interdepartmental conflict: The success of horizontal communication depends on good relationship between sender and receiver. If there is any conflict, distrust or suspicion between them, horizontal communication will be ineffective.

Discouraging attitude of top management: In some cases, top managers discourage horizontal communication thinking that workers may become friendly with one another and may create threat for the management.

Ignoring vertical communication: More concentration on horizontal communication may work as a substitute for upward and downward communication. In that case upward and downward communications are ignored.

At last, we can conclude that the above stated factors can diminish the utility of horizontal communication. So the persons concerned should be well aware of those factors when they communicate horizontally.

What is Informal Communication?

In comparison, informal communication refers to communication which is multidimensional. Informal communication moves freely within the organization and is not bound by pre-defined channels and communication routes. Informal communication is particularly quick. Informal communication is far more relational than formal communication and is by nature, a very natural form of communication as people interact with each other freely and can talk about a diverse range of topics, often extending outside of their work duties. Due to the inherent nature of informal communication, it moves a lot faster and does not have a paper trail.

Informal communication in the workplace is often called the 'grapevine' as it can move from any direction to any direction and generally begins with employees through social relations. In many cases informal communications can turn to formal communication if they are added into the formal communication information flow of a company.

Informal communication is considered effective as employees can discuss work-related issues which saves the organization time and money. It also helps to build more productive and healthy relationships in the workforce.

Advantages of grapevine or informal communication

The advantages of informal communication are given below:

Interpret: The information is given by the top-level management under the formal system. It is easy for the employees to take the explanation by informal system. So this system plays a vital role to complete the work properly.

Present grievance: Under the informal system the employees disclose their needs, sentiment and their emotions to others authority without feeling any hesitation.

Alternate system: The management sometimes does not able to reach all information by formal system. Informal system covers the gap or familiarity of formal system.

Improved relationship: Any problem between the workers and the management can be solved by informal system. So it makes good relationships among the employees and the management.

Increase efficiency: Under the informal system, the employees discuss their problems openly and they can solve it. For this, the work is done properly and it develops the efficiency of the employee.

Providing recommendation: In this system the employees inform their superior

about their demands, problem and the way to develop the implementation system of the work. As a result it creates an opportunity to send the recommendation to their management.

Flexibility: Informal communication is more flexible than formal communication because it is free from all types of formalities.

Rapid communication: Informal communication transmits very fast. Especially miss-information or rumor spread rapidly to others in the organization.

Improve interpersonal relationship: Cooperation and coordination in informal communication leads to improve interpersonal relationship which is very much essential to carry out the business activity smoothly.

Others: Improve labor-management relationships. Free flow of information. Remove mental distance. Evaluation of employees. Obtain immediate feedback. Reliving frustration. Increasing efficiency. Solution of problems and helping decision-making. Enhance mutual trust etc.

Disadvantages of grapevine or informal communication

The disadvantages of informal communication are as follows:

Distort meaning: Something the meaning and the subject matter of the information is distorted in this system.

Spread rumor: In this system, the miss-information or rumor spread rapidly. The original information may be transformed to wrong information.

Misunderstanding: Under this system, generally, the employees do not obey the formal authorization system. So it creates the opportunity to develop misunderstanding.

Maintaining secrecy is impossible: In informal communication system maximum communication is made by open discussion. So it is impossible to maintain the secrecy of the information.

Difficulty in controlling: Under informal communication system no established rules or policy is obeyed. So it is very much difficult to control the information.

Non-cooperation: Informal communication system sometimes develops the adversary culture among the employees. So they are not to be cooperative with each other and their efficiency may be reduced.

Others: Providing partial information. Not reliable. No documentary evidence. Damaging discipline. Contradicting to formal information etc.

Communication in short

Formal Communication: Alternatively known as official communication, it passes through predefined channels which all the members of the organisation are bound to follow. In every organisation, a corporate ladder is established, through which communication flows, which can be:

Downward: Superior to subordinate

Upward: Subordinate to superior

Horizontal: Between employees of the same level, but different areas of responsibility (department).

Diagonal: Between employees of different levels and department.

Informal Communication: The form of communication which grows spontaneously out of personal or social needs, among members of the organization, called as grapevine or informal communication. It is a secondary network of information in an organisation, which can be:

Single strand chain

Gossip chain

Probability chain

Cluster chain

Informal communication is the fastest form of communication, that rapidly transmits information to various members of the organisation. Further, the response of the members can also be obtained quickly.

Other Modes of Communication

Verbal Communication: Communication, in which words (spoken or written) are used to transmit information is called verbal communication. It can be done in two ways:

Oral communication: E.g. Face to face conversation, telephonic conversation, lectures, speeches, conferences, etc.

Written communication: E.g. Letters, emails, newsletters, SMS, etc.

Non-verbal Communication: The communication between parties in which words are not used as a means for interchanging messages, i.e. except words, other means are used like sounds, symbols, actions and expressions. Communication takes place nonverbally through:

Body language, E.g. Gestures, postures, body movements, etc.

Paralanguage, E.g. Pitch variation, tone, speaking speed, word stress, etc.

Sign language E.g. Hand movement, facial expressions, etc.

Time language E.g. time used to communicate our message.

Space language, E.g. Space maintained between the parties to communication, during the conversation.

Key Differences Between Intrapersonal and Interpersonal Communication

The difference between intrapersonal and interpersonal communication, can be drawn clearly on the following grounds:

The communication that we have with ourselves, i.e. the communication that occurs in our mind, is known as intrapersonal communication. The communication between two or more person, through verbal or non-verbal messages, is called interpersonal communication.

The intrapersonal communication is the communication with oneself, and so only

one person is involved in it. On the contrary, interpersonal communication is always between two or more persons.

Intrapersonal communication occurs continuously because it is the human tendency to think, analyse and interpret things. Conversely, Interpersonal Communication occurs regularly on a personal and professional level.

In intrapersonal communication, only an individual's internal senses are involved. As against this, interpersonal communication requires media, i.e. to pass on the message to the other party.

Intrapersonal communication is based on thinking and analysis while interpersonal communication is concerned with the exchange of ideas, information, opinions, feelings and so on.

ENGLISH GRAMMAR

COUNTABLE AND UNCOUNTABLE NOUN

Noun

A word that refers to a person, place, thing, event, substance or quality; can be either countable or uncountable.

Countable nouns have singular and plural forms while uncountable nouns can be used only in the singular form.

In English grammar, words that refer to people, places or things are called nouns. There are several ways to classify nouns. One way is whether they are countable (also known as count) or uncountable (also known as non-count) nouns. Countable nouns, as the term suggests, refer to things that can be counted.

They have singular and plural forms.

E.g.

table, tables; month, months; pen, pens.

A countable noun becomes plural by adding s at the end of the word. Of course, there are exceptions –

E.g.

man, men; child, children; goose, geese.

In contrast, uncountable nouns cannot be counted. They have a singular form and do not have a plural form – you can't add an s to it. E.g., dirt, rice, information and hair. Some uncountable nouns are abstract nouns such as advice and knowledge.

E.g.

Her jewellery is designed by a well-known celebrity.

I needed some advice, so I went to see the counsellor.

Some nouns can be countable or uncountable depending on the context or situation.

E.g.

We'll have two coffees (countable).

I don't like coffee (uncountable).

Articles

You cannot refer to a singular countable noun on its own. It is usually used preceded by an article. Articles refer to indefinite articles – a, an – and the definite article the.

Indefinite Article

When the countable noun is mentioned for the first time, you use an indefinite article a for words beginning with a consonant sound or an if the noun begins with a vowel sound. However, when a countable noun is mentioned for the second time, it is usually preceded by the definite article the.

E.g.

I saw a (indefinite article) cat yesterday. The (definite article) cat was grey with black stripes.

The girl was wearing a (indefinite article preceding word with a consonant sound "you") uniform but it looked faded.

Sometimes when uncountable nouns are treated as countable nouns, you can use the indefinite article.

E.g.

Please select a wine that you like.

Definite Article

The indefinite article is not used with uncountable nouns. Instead, the definite article the can be used with uncountable nouns when referring to specific items.

E.g.

I found the luggage that I had lost.

I appreciated the honesty of the salesman.

You can use "the" with countable nouns when there is only one such thing or person in existence.

E.g.

The baby stared at the moon in fascination.
Please take me to the doctor near the market. I'm not feeling well.

Tricky Uncountable Nouns

The noun "fruit" is usually considered as an uncountable noun.

E.g.

Fruit is good for your health.
When referring to a single piece of fruit, you would say,
She has only a piece of fruit for lunch!
However, when referring to different kinds of fruit, you may use fruit as a countable noun.

E.g.

I love to shop at that supermarket – they have a wide variety of tropical fruits.
Similarly, you may use an indefinite article for uncountable nouns when you are referring to a single item.

E.g.

a piece of furniture, a bottle of water, a grain of rice.

Quantifiers

Countable and uncountable nouns may also be used with quantifiers. These are words that express amount or quantity. Common examples are some, any, more, few, little, several.

However, there are some quantifiers that can be used with only countable nouns: many, few, a few, fewer, several.

E.g.

The citizens came to the meeting with many suggestions on how to improve their neighbourhood.

Fewer tourists visited that area as it was known to be unsafe.

Some other quantifiers can be used with only uncountable nouns: much, little, a little bit of, some.

E.g.

Would you like some tea? There's very little dessert left.

Some quantifiers may be used with both countable and uncountable nouns:

E.g.

all, some, any, lots of, plenty of, enough.

E.g.

He has enough courage to face the bullies.

We have some plates for the party tonight. Tracy will bring more.

Subject-Verb Agreement

Countable nouns may take singular or plural verbs.

E.g.,

Our neighbour is singing at the competition tonight.

Our neighbours are singing at the competition tonight.

However, uncountable nouns are considered singular and may take only singular verbs.

Nouns such as luggage, furniture and jewellery are uncountable nouns and take singular verbs.

E.g.,

The furniture in this house needs to be replaced.

The apparatus for the next experiment has been set up. My luggage has been checked in.

Uncountable nouns ending with s may pose a problem to users of English.

These nouns have the plural endings, but they take a singular verb.

E.g.,

The news is not good.

Mathematics is a very important subject.

All uncountable nouns associated with clothes are plural uncountables. They cannot be used in the singular form or with numbers. We cannot say for example a shorts or two shorts. Instead we should say:

Can you lend me a pair of shorts? I didn't bring mine.

COUNTABLE NOUNS

Countable nouns are for things we can count using numbers. They have a singular and a plural form. The singular form can use the determiner "a" or "an". If you want to ask about the quantity of a countable noun, you ask "How many?" combined with the plural countable noun.

Singular	Plural
one dog	two dogs
one horse	two horses
one man	two men
one idea	two ideas
one shop	two shops

EXAMPLES

She has three dogs.

I own a house.

I would like two books please.

How many friends do you have?

UNCOUNTABLE NOUNS

Uncountable nouns are for the things that we cannot count with numbers. They may be the names for abstract ideas or qualities or for physical objects that are too small or too amorphous to be counted (liquids, powders, gases, etc.). Uncountable nouns are used with a singular verb. They usually do not have a plural form.

EXAMPLES

tea

sugar

water

air

rice

knowledge

beauty

anger

fear

love

money

research

safety

evidence

We cannot use a/an with these nouns. To express a quantity of an uncountable noun, use a word or expression like some, a lot of, much, a bit of, a great deal of, or else use an exact

measurement like a cup of, a bag of, 1kg of, 1L of, a handful of, a pinch of, an hour of, a day of.
If you want to ask about the quantity of an uncountable noun, you ask "How much?"

EXAMPLES

There has been a lot of research into the causes of this disease.

He gave me a great deal of advice before my interview.

Can you give me some information about uncountable nouns?

He did not have much sugar left.

Measure 1 cup of water, 300g of flour, and 1 teaspoon of salt.

How much rice do you want?

TRICKY SPOTS

Some nouns are countable in other languages but uncountable in English. They must follow the rules for uncountable nouns. The most common ones are:

accommodation, advice, baggage, behavior, bread, furniture, information, luggage, news, progress, traffic, travel, trouble, weather, work

EXAMPLES

I would like to give you some advice.

How much bread should I bring?

I didn't make much progress today.

This looks like a lot of trouble to me.

We did an hour of work yesterday.

Be careful with the noun hair which is normally uncountable in English, so it is not used in the plural. It can be countable only when referring to individual hairs.

EXAMPLES

She has long blond hair.

The child's hair was curly.

I washed my hair yesterday.

My father is getting a few grey hairs now. (refers to individual hairs)

I found a hair in my soup! (refers to a single strand of hair) up

Countable vs. Uncountable Nouns English Grammar Rules

A) Most nouns have singular and plural forms. They are countable nouns.

e.g. One letter, two letters

There is a letter on the table for you. (singular)

There are letters on the table for you. (plural)

B) Some nouns only have one form. They are uncountable nouns.

e.g. Money

There is no money in my bank account. we
There is a lot of money in my bank account.

C) Many uncountable nouns refer to substances:

e.g. Chocolate, water, coffee, milk, sugar, salt, cheese, bread, rice, wood, glass, plastic, soap, toothpaste.

Do you have any chocolate?
The milk is sour - let's make cheese.
Rice is only edible when it has been cooked.

D) Many uncountable nouns refer to abstract ideas or emotions.

e.g. love, sadness, happiness, education, knowledge, and grammar.

Money can't buy love.
We like to experience happiness.
This education is priceless.

E) You can use a/an with singular countable nouns.

e.g. an umbrella, a wheel, a mistake.

It's raining so I need an umbrella.
I made a mistake.
This is a job for superman.

F) You can use plural countable nouns alone.

e.g. apples, bees, clouds.

There are clouds in the sky today.
There are bees making honey.
We eat apples for breakfast.

G) You can't use an article with an uncountable noun.

e.g. time, sand, electricity.

We need electricity to use our heater.
I lost track of time and we stayed up very late.
The beaches in Brazil have very nice sand.

H) It is very common in English to use some / any with plural nouns and uncountable nouns (Refer to grammar notes on Some Any for more details).

e.g. They don't listen to any advice.

We don't have any toys for the children.
There are many lessons in life, this is just one more.
It is important to have some knowledge of grammar.

I) There are a range of nouns that are uncountable in English but are countable in other languages.

These include: accommodation, advice, baggage, behaviour, bread, chaos, damage, furniture, information, luck, luggage, news, permission, progress, scenery, traffic, weather and work.

J) For comparison purposes, look at these sentences:

Countable	Uncountable
I'm looking for a job.	I'm looking for work.
What a beautiful view!	What beautiful scenery!
It's a nice day today.	It's nice weather today.
We had a lot of bags and suitcases.	We had a lot of luggage.
These chairs are mine.	This furniture is mine.
It was a good suggestion.	It was good advice.

ARTICLE

What is an article?

An article is a word that modifies or describes the Noun. It is used before the noun to show whether it refers to something specific or not.

So, in a way, articles can also be described as a type of adjectives as they also tell us something about the nouns, like adjectives.

Types of Articles

There are two types of Articles in the English language. They are as follows:

Definite article: Definite means to be clear, exact or obvious about something. It is called definite because it is used in relation to a particular thing or person. "The" is the definite article in English, which is used to refer to particular nouns, the identities of which are known. The definite article indicates that the noun is specific. The speaker talks about a particular thing. For example:

The cat sat on the couch.

The dog attacked me and ran away.

Notice how the reference is not left indefinite in both the sentences. It is clear that a particular cat sat on the couch in the first sentence and a specific dog that attacked the speaker is being spoken about in the second example.

Indefinite articles: Indefinite means something which is not clear, obvious or exact. They are called indefinite because the identity of the thing or person being spoken about is left unclear or indefinite. The indefinite article indicates that the noun is not someone or something in particular. The speaker talks about any one of that type of things. The indefinite articles in English are "a" and "an." For example:

Do you have a pencil?

I want to have an apple.

Notice how the speaker is not asking for a particular pencil or apple, but any pencil or apple in the above sentences.

Difference between "A" and "An"

Indefinite articles 'a/an' are used as follows:

'A' is used before a word beginning with a consonant sound. Consonant letters in the English alphabet are B,C,D,F,G,H,J,K,L,M,N,P,Q,R,S,T,V,W,X,Y,Z.

For example: A boy, a cat, a dog, a fight, a gym, a horse, a joke, a kite, a lion, a mirror, a noise, a pin, a quilt, etc.

'An' is used before a word beginning with a vowel sound. Vowel letters in the English alphabet are A, E, I, O, U.

For example: An apple, an elephant, an idiot, an orange, an umbrella, etc.

Note here that the usage is on the basis of sound and not only the letter the word starts with.

For example:

“An hour”

“An honest man”

“A one eyed dog”

Do these seem wrong to you?

They're not and the reason is that the 'usage is on the basis of sound'. The words 'hour' and 'honest' both begin with a vowel sound, as the consonant 'h' is not pronounced. Similarly, the word 'one' begins with the consonant sound of 'w' and hence is written as 'a one eyed dog', not 'an one eyed dog'.

Also, remember that we use "a" and "an" only before a singular noun. We can't use "a" and "an" before a plural noun. For example:

A book - correct

A books - incorrect

An egg - correct

An eggs – incorrect

Tips to remember the differences in a nutshell

Ø a + singular noun beginning with a consonant : a bag;a pen, etc.

Ø an + singular noun beginning with a vowel: an egg; an orphan, etc.

Ø a + singular noun beginning with a consonant sound:auser(sounds like 'yoo-zer,' i.e., gives a 'y' sound, so 'a' is used); a university; a European, etc.

Ø an + nouns starting with silent "h":an hour; an honest man, etc.

NOTE:

These rules also apply in Acronyms.

For example:

He is a DU (Delhi University) student.

He is an IIT (Indian Institute of Technology) graduate.

The rule also applies when acronyms start with consonant letters but have vowel sounds.

For example:

She is an MBA (Master of Business Administration).

When/If the noun is modified by an adjective, the choice between a and an depends on the initial sound of the adjective that immediately follows the article.

For example:

a beautiful umbrella

an unusual situation

a European country (pronounced as 'yer-o-pi-an,' i.e., sounds like consonant 'y')

A/An is used to indicate membership in a group.

For example:

I am a journalist. (I am a member of a large group of professionals known as journalists.)

She is an Indian. (She is a member of the people from India, known as Indians.)

Difference between "A" and "The"

"The", as mentioned earlier, is used to give information about particular or known nouns. These are usually things that have been mentioned before or that the listener is familiar with. On the other hand, "A" or "an" is used to talk about things which are not particular. Usually, these are things that haven't been mentioned before or that the listener is unfamiliar with.

For example, study these sentences:

I went to see a tattoo artist.

The tattoo artist has given me an appointment next week.

It is clear that in the first sentence, the speaker did not go to see a particular tattoo artist. He/she went to see any tattoo artist and was speaking to a friend about the same. The tattoo artist in this case has either not been mentioned before or is not that important, and therefore their identity is unknown.

Whereas in the second sentence, the speaker refers to the tattoo artist that had already been mentioned before. The identity is already known, therefore, "the" has been used to refer the tattoo artist.

Usage of 'the'

Let's study the different cases where 'the' can or cannot be used.

Count and Noncount Nouns

The can either be used with noncount nouns or the article can be omitted entirely. For example:

She liked to sail over the water. Here, some specific body of water is being talked about.

She liked to sail over water. Here, no particular water is being talked about. It can refer to any water.

'A'/'An' can be used only with single count nouns.

I need a bottle of juice.

I need an eraser.

Use of 'the' in case of geography

There are some specific rules for using 'the' with geographical nouns.

Do not use 'the' before:

Ø names of most countries/territories: India, Brazil, Canada; however, the Netherlands, the Dominican Republic, the Philippines, the United States

Ø names of cities, towns, or states: Toronto, Delhi, Sao Paolo

Ø names of streets: Callowhill Drive, Park Avenue

Ø names of lakes and bays: Lake Michigan, Lake Ontario; except while referring to a group of lakes - the Great Lakes

Ø names of mountains: Mount Everest, Mount Fuji except with ranges of mountains like the Andes or the Rockies or unusual names like the Matterhorn

Ø names of continents: Asia, Europe

Ø names of islands (Easter Island, Maui, Key West) except with island chains like the Andaman Islands, the Canary Islands

Use 'the' before:

Ø names of rivers, oceans and seas: the Ganga, the India Ocean

Ø points on the globe: the Equator, the South Pole

Ø geographical areas: the South East, the Asia Pacific

Ø deserts, forests, gulfs, and peninsulas: the Kalahari, the Sunderbans

Where articles are not used?

The usage of articles is one of the most confusing things to remember for many English learners. It is not always necessary to use articles everywhere. Our tip is to remember the cases where articles should not be used.

Do not use articles:

Ø When you talk about things in general.

For example: I like birds.

Here, the speaker wants to imply that he/she likes any bird in general, and not a specific type of a bird.

Ø When talking about plural count nouns.

For example: Dogs make great pets.

Here, you are not talking about one specific dog or one specific pet; you are talking about all dogs in general.

Ø When talking about non-count nouns.

For example: I love music.

Here, the speaker is saying that he enjoys music, in general – not any specific kind of music or song.

∅ When talking about specific days or holidays, geography, companies, languages.

For example: I have bought candles for Diwali.

Here, the speaker is talking about the candles he has bought to use on the day of Diwali.

∅ When talking about Geography.

Articles are not used before countries, states, cities, towns, continents, single lakes, single mountains, etc.

For example: I live in Canada.

Mt. Rosa is part of the Alps mountain range.

Here, Mt. Rosa is one mountain, whereas The Alps refer to a group of mountains.

NOTE:

The United Arab Emirates, The Russian Federation", The People's Republic of China, The United Kingdom of Great Britain and Northern Ireland, The Dominion of Canada, etc., all contain articles because of the usage of common nouns such as kingdom, republic, states, united, dominion, emirates, etc.

The Netherlands, the Philippines, The Bahamas, The Maldives, etc. have 'the' before them due to the plural nature of the names of the countries.

The Ukraine, the Sudan, etc. are exceptions to all of these rules. It is perhaps, due to common use, or at least previous common use. There have been historical uses of articles before names of countries that don't fit into either category.

∅ When you talk about companies.

For example: Steve Jobs founded Apple.

I use Facebook every day.

Here, the speaker is referring to companies like Apple and Facebook.

∅ When you talk about languages.

For example: I speak Hindi.

Here, the speaker is talking about the language Hindi.

Ø When you talk about places, locations, streets.

For example: My house is located on Callowhill Drive.

I left my pen at home.

Here, a street called Callowhill Drive and speaker's home are being talked about.

However, there are specific places that do need the use an article. For example: the bank, the hospital, the post office, the airport, the train station, the bus stop, etc.

Ø When you talk about sports and physical activities.

For example: I love to play cricket.

She enjoys dancing.

Here, cricket and dancing is being talked about.

Ø When there is a noun + number

For example: She is staying at the Hilton hotel in room 127.

The train to Montreal leaves from platform 9.

Here, the nouns are followed by numbers; hence, no article is used.

Ø When talking about academic subjects.

For example: I hate attending Mathematics classes.

Here, the mathematic classes are being discussed.

A table to remember when or when not to use Articles

Different cases

Examples

'A' 'An' is used

When mentioning something for the first time.

I went for a movie.

When talking about something which belongs to a set of the same thing.

This is a pen.

When talking about someone who belongs to a certain group.

She is an engineer.

When talking about a certain kind of a thing.

I've have made a great movie.

When wanting to say that someone is a certain kind of person.

She is a shy girl.

'The' is used

When talking about a particular thing.

The movie that I went for was fantastic.

When talking about something that you are sure of.

I cleared the interview.

When there is only one such thing.

I don't like to go out in the sun.

No article is used

When talking about
something in general.

Swimming is a great physical activity.

When talking about cities,

countries, streets, sports, etc.

We visited France.

We watched soccer together.

DETERMINERS

Determiners are a kind of noun modifier; they precede and are necessarily followed by nouns. While adjectives perform a similar function, the term 'determiner' refers to a relatively limited set of well-established words that can be said to 'mark' nouns.

The function of determiners is to 'express reference'; i.e. they clarify what a noun is referring to. For example when one says 'that box', the listener knows which box is being referred to.

There are many types of determiners:

1. Articles

There are three articles: a, an, and the.

Indefinite Articles

A and an are indefinite articles that serve the same purpose, but they cannot be used interchangeably, because 'a' is only used before words that begin with consonants, and 'an' is used only before words that begin with vowels. (Note: 'an' before 'h' when it is silent, as in 'hour' and 'honour'; 'a' before 'u' and 'eu' when they sound like 'you', as in 'European' and 'university'.

The uses of the indefinite article are as follows:

To refer to some member of a group, class or category. For example He is a doctor (profession)/an Indian (nationality)/a Hindu (religion).

To refer to a kind of, or example of something. For example He has a large nose/a thick beard/a strange aunt.

Preceding singular nouns, with the words 'what' and 'such'. For example What a car! Oh, that's such a shame!

To mean 'one' object, whether a person or thing. For example The thieves stole a necklace and a portrait.

To refer to something that is being mentioned for the first time. For example There was a chill in the air.

Note:

We usually say a hundred, a thousand, a million, etc. 'A' is not indiscriminately used to refer to singular objects; 'one' is used when emphasis is required. For example There is only one way out of this mess.

Definite Article

'The' is known as the definite article in English. Its uses are as follows:

When something is being referred to that has already been mentioned. For example I saw a pretty girl at the mall today. The pretty girl did not, however, see me.

When both parties involved in the conversation are aware of what is being discussed. For example Where is the restroom?

To refer to unique objects. For example the sun, the moon, the Earth, the Taj Mahal.

With superlatives and ordinal numbers (numbers used to rank a set of objects). For example Mt Everest is the tallest mountain on earth, Neil Armstrong was the first man on the moon.

To refer to groups of people, geographical areas and oceans, and with decades or groups of years. For example the Americans, the Sahara/Pacific, the fifties/sixties/seventies/eighties.

2. Quantifiers

Quantifiers form a sub-class under determiners. They are adjectives or phrases that serve to answer two possible questions:

1. How many?

2. and How much?

For example: a few, a little, much, many, most, some, any, enough, etc., are quantifiers.

Quantifiers that describe quantity

Words and phrases that describe quantity include a little, none, a few, etc. Some of these are used only with:

Countable nouns - These are the nouns that answer the question How many? For example: a few, a number of, several, etc.

Uncountable nouns - These are the nouns that answer the question How much? For example: a little, a bit of, etc.)

Some of them are also used with both. These are the ones that answer both questions. For example: such as no/none, some, a lot of, etc.

Quantifiers that express attitude

The words few, little and the phrases - a few and a little serve to describe the speaker's attitude to the quantity being described.

The first two carry negative suggestions, whereas the last two carry positive suggestions. For example:

The phrase I have little time means that the speaker hardly has time, whereas the phrase I have a little time means that while the speaker may not have all the time in the world, but s/he has enough for the purpose at hand.

'Enough'

Enough is used to indicate the necessary amount or quantity; it is placed before nouns. For example: There is enough time, You have enough money, Is there enough food?, etc.

Comparative quantifiers

There are ten comparative or grade quantifiers: much, many, more, most, few, fewer, fewest, little, less, and least.

Much, many, more and most describe (in ascending order) increase; much is used only with uncountable nouns, many only with plural countable nouns, and more and most with both.

I have much time. < I have more time. < I have the most time.

I have many apples. < I have more apples. < I have the most apples.

Few, fewer, fewest, little, less and least chart decrease. The first three (in descending order) are used only with countable plural nouns.

The last three (in descending order) are used only with uncountable nouns.

He has few friends. > He has fewer friends. > He has the fewest friends.

He has little time. > He has less time. > He has the least time.

3. Demonstratives

This, that, these and those are known as demonstratives; they describe the position of an object, seen from the speaker's viewpoint.

This and these (used for singular and plural nouns respectively) refer to objects that close by. For example Whose car is this?
Whose cars are these?

That and those (used for singular and plural nouns respectively) refer to objects that are further away. The closeness can be physical or psychological. For example Who lives in that house?

4. Numbers

Numbers are cardinal (one, two, three, etc) and ordinal (first, second, third, etc). Cardinal numbers are adjectives that indicate quantity (There are five apples on the table), and ordinal numbers indicate rank or order (This is the first time for me on a plane).

The words all, both, half, each, every, either and neither are known as distributives.

All, Both, Half

These three words can be used in the following ways:

All +

uncountable noun

Don Bradman is the greatest batsman of all time.

'the' + uncountable noun/countable noun in plural form

We have all the time in the world.

All the people in the hall went quiet.

'my', 'your', etc + uncountable noun/countable noun in plural form

All my life I have been waiting for this moment.

All you friends have been invited to the party.

'this', 'that' + uncountable noun/'these', 'those' + countable noun in plural form

Look at all this dust!

I do not have time for all these formalities.

Both +

'the' /'my', 'your', etc/'these', 'those' + countable noun in plural form (note: used only when two objects are being referred to)

Both the dogs have passed away.

Both my ankles have been hurting since I jumped from the balcony.

Both these books must be returned within the week.

Half +

'a' + uncountable noun

We bought half a kilo of rice.

'the'/'my', 'your', etc/'this', 'that', 'these', 'those' + noun

Half the village perished in the floods.

I spent half my inheritance on travelling the world.

You may have half (of) this cake.

Only half (of) those points are relevant.

Each, Every, Either, Neither

5. Possessives

Possessive pronouns and adjectives indicate who an object belongs to.

The pronouns are

mine (first person: This car is mine = I own this car)

yours (second person: This car is yours = You own this car)

his, hers, and its (third person: This cars is his/hers = He/she owns this car).

The corresponding adjectives are

my

your

his, her, and it

Difference words

Other and another are 'difference words'; they refer to something different, or remaining, or more. Other is used with singular and plural nouns, while another is used strictly with singular nouns.

What other colours can I get this in?

Is there another colour that this is available in?

Defining words

Which and whose are 'defining words'; they indicate which thing or person is being referred to.

This is the house which I used to live in as a child.

This is the man whose window you broke.

MODAL VERBS

A modal is a type of auxiliary (helping) verb that is used to express: ability, possibility, permission or obligation. Modal phrases (or semi-modals) are used to express the same things as modals, but are a combination of auxiliary verbs and the preposition to. The modals and semi-modals in English are:

Can/could/be able to

May/might

Shall/should

Must/have to

Will/would etc.

Can, Could, Be Able To

Can, could and be able to are used to express a variety of ideas in English:

Ability/Lack of Ability

Present and Future:

can/can't + base form of the verb

Tom can write poetry very well.

I can help you with that next week.

Lisa can't speak French.

am / is / are / will be + able to + base form of the verb

am not/ isn't / aren't/ won't be + able to + base form of the verb

Mike is able to solve complicated math equations

The support team will be able to help you in about ten minutes.

I won't be able to visit you next summer.

Past:

could / couldn't + base form of the verb

When I was a child I could climb trees.

was / were + able to + base form of the verb

wasn't / weren't + able to + base form of the verb

hasn't / haven't + been able to + base form of the verb

I wasn't able to visit her in the hospital.

He hasn't been able to get in touch with the client yet.

Note: Can and could do not take an infinitive (to verb) and do not take the future auxiliary will.

Incorrect: I can to help you this afternoon.

Correct: I can help you this afternoon.

Correct: I will (I'll) be able to help you this afternoon.

Possibility / Impossibility

can / can't + base form of the verb

You can catch that train at 10:43.

He can't see you right now. He's in surgery.

could + base form of the verb

I could fly via Amsterdam if I leave the day before.

Ask Permission / Give Permission

Can + Subject + base form of the verb (informal)

Can you lend me ten dollars?

Can + base form of the verb (informal)

You can borrow my car.

Could + subject + base form of the verb (polite)

Could I have your number?

Could I talk to your supervisor please?

Make a suggestion – To make a suggestion use:

Could + base form of the verb (informal)

You could take the tour of the castle tomorrow.

Exercises: Can, Could, Be able to

Fill in the correct form of can, could or be able to as in the examples.

Ben could not help his little brother with his homework yesterday.

Can I call you later tonight?

1. _____ Tony run long distances when he was a boy?

2. _____ you please call a tow truck for me? My car broke down. (polite)

3. The students _____ to buy their textbooks today. The bookstore is all out of them.

4. _____ you teach me how to fix my computer? You're so good at it.

5. _____ you _____ reach the customer if you call him at 4:00 his time?

Answers:

Could

Could
aren't able
Can
Will/be able to

May, Might
Formal Permission / Formal Prohibition
may / may not + base form of the verb

You may start your exam now.
You may not wear sandals to work.
Polite Request
May + subject + base form of the verb

May I help you?
Possibility / Negative Possibility
may/ might + base form of the verb

We may go out for dinner tonight. Do you want to join us?
Our company might get the order if the client agrees to the price.
may not / might not + base form of the verb

Adam and Sue may not buy that house. It's very expensive.
They might not buy a house at all.
To Make a Suggestion (when there is no better alternative)
may as well / might as well + base form of the verb

You may as well come inside. John will be home soon.
We might as well take Friday off. There's no work to be done anyway.
Polite Suggestion
might + base form of the verb

You might like to try the salmon fillet. It's our special today.

Exercises: May / Might

Fill in the correct form of may or might as in the example.

May I sit here?

1.They _____ finish the project on time. The main engineer is ill.

2.You _____ want to stop by the museum gift shop on your way out.

3. _____ I have your autograph?

4. He _____ visit the Louvre. He's in Paris anyway.

5. You _____ park your car here. It's reserved for guests of the hotel only.

Answers:

might not

might

May

may as well

may not

Shall, Should, Ought to

To Offer of Assistance or Polite Suggestion (When you are quite sure of a positive answer)

Shall + subject + base form of the verb

Shall we go for a walk?

Note: Shall is only used with I or we. It is used instead of will only in formal English.

To Offer of Assistance or Polite Suggestion (When you are not sure of a positive answer)

Should + subject + base form of the verb

Should I call a doctor?

A Prediction or Expectation that Something Will Happen

should/shouldn't + base form of the verb

The proposal should be finished on time.

I shouldn't be late. The train usually arrives on time.

To Give Advice

should / ought to + base form of the verb

You should check that document before you send it out.

You ought to have your car serviced before the winter.

To Give Advice (about something you think wrong or unacceptable)

shouldn't + base form of the verb

James shouldn't teach him words like those.

Exercises: Should, Shouldn't, Ought To

Fill in should, shouldn't or ought in the following sentences as in the example.

He shouldn't encourage such bad behavior.

1. You _____ get your teeth cleaned at least once a year.
2. The house _____ be ready to move into by next month. It's almost finished.
3. Ron _____ to improve his attitude. If he doesn't, he might get fired.
4. _____ I get your jacket? It's cold in here.
5. You _____ put your feet on the table. It's not polite.

Answers:

should
should
ought
shall
shouldn't

Must, Have to, Need to, Don't have to, Needn't
Necessity or Requirement

Present and Future:

must / have to / need to + base form of the verb

You must have a passport to cross the border.
Elisabeth has to apply for her visa by March 10th.
I need to drop by his room to pick up a book.

Past:

had to / needed to + base form of the verb

I had to work late last night.
I needed to drink a few cups of coffee in order to stay awake.

Note: have to and need to are often used in the same context, but many times, need to is used to express something that is less urgent, something in which you have a choice.

Almost 100% Certain

must + base form of the verb

Thomas has lived in Paris for years. His French must be very good.

To Persuade

must / have to + base form of the verb

You must try this wine. It's excellent.
You have to visit us while you're in town.

Prohibited or Forbidden

must not / mustn't + base form of the verb

You must not drive over the speed limit.

You mustn't leave medicines where children can get to them.

Lack of Necessity

don't /doesn't /didn't + have to + base form of the verb

You don't have to park the car. The hotel valet will do it for you.

Tim doesn't have to go to school today. It's a holiday.

You didn't have to shout. Everyone could hear you.

needn't + base form of the verb

You needn't worry about me. I'll be fine.

Exercises: Must, Have to, Need to, Don't Have to, Needn't

Fill in the blanks with one of these modals:

must, must not, have to, has to, don't have to, doesn't have to, needn't as in the examples.

There may be more than one correct answer.

Shira doesn't have to drive to the airport. She's going by taxi.

You must speak politely to the customers.

1.You _____ tell Anna about the party tomorrow night. It's a surprise! (must not, need to, doesn't have to)

2.Tina _____ register for her classes on Monday, otherwise she won't get a place in them. (doesn't have to, mustn't, has to)

3.You _____ send that fax. I've already sent it. (must, will have to, don't have to)

4.A dog _____ get special training in order to be a guide dog. (must, need to, don't have to)

5.Jeremy _____ get up early tomorrow. His class was cancelled. (mustn't, doesn't have to, don't need to)

Answers:

must not

has to

don't have to

must

doesn't have to

Modals: Will / Would

will / won't + base form of the verb

John will pick you up at 7:00am.

Beth won't be happy with the results of the exam.

Polite Request or Statement

Will / Would + base form of the verb

Will you please take the trash out?

Would you mind if I sat here?

I'd (I would) like to sign up for your workshop.

Habitual Past Action

Would/Wouldn't + base form of the verb

When I was a child, I would spend hours playing with my train set.

Peter wouldn't eat broccoli when he was a kid. He loves it now.

Exercises: will, would

Fill in the blanks with one of the following words: will, won't, would, wouldn't.

Will you please help me lift this box?

1. I _____ like to order the onion soup please.

2. The manager _____ be pleased to hear that a customer slipped on the wet floor.

3. _____ it be okay if I slept here tonight?

4. When Igor lived in Russia, he _____ call his mother as often as he does now.

5. I can assure you sir, the order _____ be shipped out tonight.

Answers:

would

won't

would

wouldn't

will

Exercises – All Modals

Fill in the blanks with the correct form of the following modals:

can, could, be able to, may, might, shall, should, must, have to, don't have to, need to

– You may have to make the modals negative according to the context of the sentence.

– There may be more than one possibility.

He has to take his car to be serviced. The brakes are squeaking.

Would you please save me a seat at the dinner event.

1. If you are sick, you _____ go to work. You'll infect everyone there.

2. Drivers _____ stop at red lights.

3. You _____ finish the proposal today. You can finish it tomorrow.

4. She _____ hear much better with her new hearing aids.

5. _____ I order us a bottle of wine?

6. Sam _____ pick his daughter up from school. She's taking the bus home.

7. You _____ smoke here. It's a smoke-free building.

8. You _____ eat so many sweets. They are bad for you.
9. _____ you mind walking a little faster? We're going to be late.
10. I'm sorry. I _____ help you. I don't know how to do it.

Answers:

shouldn't
must
don't have to
can
shall
needn't
mustn't
shouldn't
would
can't

THE TENSES

The change of verb forms on the basis of time is called tense.

PRESENT TENSE

Simple Present Tense

Structure: Base verb (+ es/es for third person):

Example: 1) I play a game every day. 2) He studies in school.

Present Continuous Tense

Structure: is/am/are + present participle:

Example: 1) I am playing the game. 2) He is studying in college.

Present Perfect Tense

Structure: Has/have + past participle:

Example: I have finished my homework.

Present Perfect Continuous Tense

Structure: Has/have + been + present participle:

Example: 1) I have been finishing my homework for the last two hours.

2) He has been studying in the school since his childhood.

PAST TENSE

Simple Past Tense

Structure: Verb+ed or irregular verb:

Example: 1) You played the game. 2) He read the newspaper.

Past Continuous Tense

Structure: Was/were + present participle:

Example: 1) I was reading a newspaper. 2) He was going to Karachi.

Past Perfect Tense

Structure: Had + past participle:

Example: 1) I had finished my homework. 2) He had completed his task.

Past Perfect Continuous Tense

Structure: Had + been + past participle:

Example: 1) I had been finishing my homework for 50 minutes.

2) He had been playing the game since morning.

FUTURE TENSE

Simple Future Tense

Structure: Will/shall+verb

Example: 1) I shall go to my home town. 2) He will complete his task.

Future Continuous Tense

Structure: Will be + present participle

Am/is/are + going to be + present participle:

Example: I will be watching the news at 9 pm. / I am going to be watching the news at 9 pm.

Future Perfect Tense

Structure: Will have + past participle

Am/is/are + going to have + past participle

Example: I will have played the game. / I am going to have played the game.

Future Perfect Continuous Tense

Structure: Will have been + present participle

Am/is/are + going to have been + present participle:

Example: I will have been watching the news for over ten minutes before you join me. / I am going to have been watching the news for over ten minutes before you join me.

THE USE OF TENSES

Present Simple Tense

The present simple is used for established facts and things in general. "A banana is never quite straight."

"Malaysia exports rubber."

It is also used for habitual activities or routines. "The President gets up at five and starts work at seven."

The simple tenses are generally used with verbs of perception: sound, seem, appear, smell, taste, look and feel (note, however, that look and feel can also be used with the continuous tenses).

"Going to Fiji sounds just great because the beaches appear less crowded and the prices seem quite reasonable."

"This French bread smells quite fresh, tastes delicious, feels very soft, and looks just great."

COMPARE: "I am not feeling very well today" and "You are looking wonderful in that new dress, my dear, but what happened to the curtains?"

The present simple is used with hear, and with see (except when it means "to meet"). "I hear footsteps. Quick, someone's coming!"

"I see you don't understand what I mean."

COMPARE: "She is seeing the dentist tomorrow."

The simple tenses are always used with so called state (or stative) verbs, such as: agree, approve of, believe, belong to, consider (hold an opinion), consist of, contain, cost, depend, disagree, gather (understand), hate, have (own), know, like, loathe, love, mean, own, need, possess, prefer, realize, regret, remember, resemble, suppose, think (hold an opinion), understand, want, wish, etc. "Some people believe in UFOs, but I think they're misguided."

"Henry regrets what he did and wishes to make amends."

"Although, of course, I don't normally approve of gossip, I do like her new autobiography. It contains a number of shocking revelations about the world of showbiz."

The present simple is usually used with so called performative verbs (i.e. utterances that actually constitute an action), such as: accept, acknowledge, admit, advise, apologize, assume, deny, guarantee, hope, inform, predict, promise, recommend, suggest, warn, etc. "He admits he made a big mistake, acknowledges full responsibility, accepts the consequences, apologizes from the bottom of his heart, and promises not to do it again."

It is used for schedules drawn up by others. "His ship sails at dawn."

"The next train leaves at half-past six."

It is often employed when telling jokes or funny stories. "A man wanders into a restaurant and says he can eat a horse. The waiter tells him he's come to the wrong place."

The present simple is favored by live sports commentators for word economy, and to convey a sense of excitement and directness. "Federer leads four games to one in the first set."

"The crowd roars as Tyson takes a huge bite out of Holyfield's ear."

The present simple is also preferred in newspaper headlines for succinctness where space is at a premium. "Iraq Invades Kuwait"

"Man Steals Clock, Faces Time"

"Fake Cardiologist Breaks Woman's Heart"

Present Continuous Tense

The present continuous is used for temporary actions or events going on at or around the time of speaking. "The electrician is mending a fuse."

"It's snowing."

"In London, John is staying at the Savoy."

It is used for self-made schedules, generally for the not too distant future. "Lucia's leaving for Milan after lunch."

"Dan and Crystal are getting married in June."

It is also used for longer-term enterprises. "He's studying hard to become a doctor."

"Mitt Romney's running for President."

Used with adverbs of (high) frequency to express disapproval of annoying habits. "He is always complaining."

"She's forever losing her keys."

The present continuous also used to set the scene for jokes or funny stories told in the present simple. "This guy is sitting all by himself in a bar looking pretty inebriated, so the barman refuses to serve him another drink."

The present continuous of to be is used to react to behavior perceived as uncharacteristic for someone. "He really is being stupid" (meaning this person is normally more sensible).

COMPARE: "He really is stupid" (meaning he is stupid all the time).

The present continuous must be used with have when it is an action verb. "She is having another baby / filet steak for dinner / a shower / a heart attack / etc."

Present Perfect Tense

The present perfect connects the recent past with the present. It explains the impact of a recent activity or occurrence on present circumstances. "Someone has eaten my sandwiches (which explains why now the plate is empty and I'll have to go hungry)."

"I've lost my passport (hence I can't leave the country)."

American English prefers the simple past tense to convey personal news. It thereby loses the subtlety of British English to clearly distinguish between recent and not so recent events.

"I lost my passport." (Today? Last week? Last year?)

It is used for breaking news headlines or when wishing to emphasize that something has occurred rather than exactly when it occurred. "Two lions have escaped from Chessington Zoo."

"Powerful tornadoes have hit Mississippi, Louisiana and Arkansas"

The present perfect is used with already, just and yet. "Samantha has already left, but Cindy has just arrived, so I guess the party hasn't finished yet."

Note that American English often uses the simple past tense with already, just and yet.

"Samantha already left, but Cindy just arrived, so I guess the party didn't finish yet."

It is used to refer to a person's entire life experience since they were born. "Dan has traveled a great deal, but he has never been to Greenland."

It is used with ever to question a person's entire life experience of something in particular.

"Have you ever seen a straight banana?"

"Has Chuck ever done an honest day's work in his life?"

American English, on the other hand, prefers the simple past tense with ever. "Did you ever see a straight banana?"

"Did Chuck ever do an honest day's work in his life?"

The present perfect is also used to quantify something done, or progress made so far. "Harry has driven 200 miles since breakfast."

"Meg has saved \$8,000 towards her new BMW."

Present Perfect Continuous Tense

Used to emphasize activities that were in progress right up to or shortly before the time of speaking and so have a direct influence on the current situation. "She has been using a computer all day (so her eyes are now bloodshot)."

"Someone has been eating my sandwiches (so half of them are missing)."

Used with for or since to say how long an ongoing or continuing activity has been in progress.

"Harry has been driving for three hours."

"Meg has been saving for her BMW since last summer."

In many other cases the present perfect continuous can be exchanged for the present perfect simple, although when the latter is chosen one tends to feel that change might be in the offing.

"I've been living here for ten years (in other words, I feel almost like a native)."

"I have lived here for ten years (so perhaps it's about time I moved on to pastures greener)."

Past Simple Tense

The past simple is used for activities or events completed at a specific time in the past (which is either understood or indicated by a time expression). "Manchester United thrashed Chelsea 4:1."

"The ice sculptures attracted many visitors."

"Most of the bars closed at midnight."

It is used for two or more completed past activities or events that occurred in sequence rather than in parallel. "I went into town at ten, booked my summer holiday at the travel agent's, ate lunch at Pizza Hut, saw the new Bond film at the Odeon cinema, did my shopping for the weekend, and arrived home in time for tea at four."

The past simple corresponds to the foreground in a painting. It is used for the action in a story for which the past continuous sets the scene. "The rock group were performing when the earthquake struck. Nobody noticed."

It is used with adverbs of frequency to talk about repeated actions or events in the past; would and used to are also used to talk about past habits and routines. "Former British Prime Minister Margaret Thatcher often slept only four hours a night. She would go to bed at one in the

morning and get up at five to read the morning papers. The first thing she used to check was what they were saying about her."

It is used with verbs of perception: sound, seem, appear, smell, taste, look and feel (note that look and feel can also be used with the continuous tenses). "The bread smelt fresh, tasted delicious, felt very soft and looked just great."

COMPARE: "Max wasn't feeling at all well today. He really was looking under the weather."

The simple tenses are always used for so called state verbs such as agree, approve of, believe, belong to, consider (hold an opinion), consist, contain, cost, depend, disagree, gather (understand), hate, have (own), know, like, loathe, love, mean, own, need, possess, prefer, realize, regret, remember, resemble, suppose, think (hold an opinion), understand, want, wish, etc. "The minister was agreeing agreed to resign, even though he wasn't thinking didn't think he was needing needed to."

The past simple is usually preferred with so called performative verbs (i.e. utterances which actually constitute an action) such as: accept, acknowledge, admit, advise, apologize, assume, bet, deny, guarantee, hope, inform, predict, promise, recommend, suggest, warn, etc.

"Although the rich oil sheik promised (was promising) the Hollywood actress ten million dollars in cash, a brand new Mercedes, and a house in Palm Beach, her lawyer advised her not to marry him."

Past Continuous Tense

The past continuous corresponds to the background in a painting. It sets the scene for all the action reported in the past simple. "I was leaning back in my armchair staring up at the night sky. The moon was beaming brightly. All the stars were twinkling. Then it came to me: I would have to get the roof fixed."

It is used for temporary actions or events that were going on at or around a particular time in the past when something of shorter duration occurred. "While I was waiting for the ferry, I ate lunch in a sushi bar. And while I was wolfing down my sushi, one piece of fish started moving."

It is also used for two activities of similar duration that were going on in parallel. "I was washing the car while my wife was cleaning the house."

Past Perfect Tense

This tense is used to talk about the pre-past, i.e. activities or events completed before (but relevant to) subsequent activities or events referred to in the past simple. "I had just prepared a candlelight dinner for two when the Jehovah's Witnesses called."

"Rosalind, who had climbed ten flights of stairs, was now quite breathless."

"Mandy had studied Finnish for 3 years before she emigrated to Finland."

If, however, the second action is a direct result of the first, then the past simple is used for both.

"When the artist had finally appeared on stage, everyone applauded."

The past perfect tense is used to report on past intentions that were sadly never realized.

"The boss had hoped to slip off to the golf course for the rest of the afternoon, but head office wanted to speak to him about disappointing sales figures."

Past Perfect Continuous Tense

The past perfect continuous is used to report on an activity of interest or direct relevance that was still in progress up until or immediately prior to a subsequent event in the past. "When the chemistry teacher returned to the lab, he sniffed and stopped smiling. Someone had been making a stink bomb."

"Police arrested the chief executive whose chain of restaurants had been cooking the books."

Future Simple Tense

WILL: used to express pure futurity

(i.e. without any element of willpower). "The sun will rise tomorrow morning."

WILL: used when making predictions based upon one's knowledge of a person's character.

"Linda will help you, I'm sure."

WILL: used for plain, informal requests, as well as orders given to subordinates. "Darling, will you post this letter for me?"

"Sally, will you show Mr. Anderson to the accounts department, please?"

WILL: used with emphasis to express irritation over the bad habits of others. "My husband will always invite his friends round for a drink just as I'm trying to put the kids to bed!"

WILL/SHALL: used for spontaneous offers or plans made at the time of speaking, or to agree to something. "If you do decide to buy this car model, sir, we'll include this sophisticated satellite navigation system."

"Okay, I'll talk to my bank manager about a loan."

WILL/SHALL: used for promises. "Don't worry, I won't / shan't tell a soul!"

SHALL: sometimes used instead of WILL in the first person singular and plural in more formal style to express futurity, especially in cases where the element of willpower is involved. "I shall (will) be late this evening."

"We shan't (won't) go to that nightclub anymore; their prices are exorbitant."

"We shall overcome!"

"I shall succeed!"

SHALL: used when seeking others' approval of offers or suggestions. "Shall I buy you a watch for your birthday?"

"Shall we all go out to dinner?"

SHALL: used to elicit more information. "Which restaurant shall we go to?"

GOING TO: used to talk about plans already made before the time of speaking. "I'm going to buy a new digital camera. My old one doesn't seem to produce sharp enough pictures."

GOING TO: used when forecasting what is likely or inevitable because all the signs are there.

"Look over there. That crazy driver's lost control. He's going to crash!"

"I feel awful after that raw fish. I think I'm going to throw up."

PRESENT CONTINUOUS: often used instead of GOING TO for self-made plans and voluntary schedules, especially for the not too distant future. "We're having a party on Friday night."

"She's leaving home right after breakfast and driving all the way up to Tallahassee in her grandma's old car."

PRESENT CONTINUOUS: usually preferred to the GOING TO future with GO and COME.

"He is going to go to New York after he leaves Washington."

"The Smiths are going to come home from Canada next spring."

PRESENT SIMPLE: used for schedules decided by others. "He flies to Cairo on business at noon tomorrow."

Future Continuous Tense

Used for actions or events forecast to be in progress at or around a particular time in the future.

"The kids will be sleeping when I get home."

"Some Japanese schoolboys will, no doubt, still be donning 19th century black Prussian military uniforms in a hundred years' time."

Used for future events that are the result of previous arrangements or decisions. "As you know, I'll be working overtime this evening."

"Nancy will be staying at her parents' home over Christmas (she always does)."

The future continuous tense can be used instead of the present continuous with future meaning.

"She'll be leaving home after breakfast."

It is also used to make extra polite enquiries about someone's future plans. "Will you be needing your laptop at work today?"

Future Perfect Tense

Used for activities or events forecast to be completed by a particular time in the future. "No matter what their academic performance, many students at Japan's most prestigious universities will have found a job one whole year before they graduate."

Used to quantify progress forecast to have been made at a given time in the future. "He smokes 20 a day, so by this time next year he will have puffed his way merrily through a further 584 meters of cigarette."

Future Perfect Continuous Tense

Used for activities forecast still to be in progress at some time in the future. "By the end of 2023, we will have been flying in planes for 120 years."

VOICE CHANGE

Voice is the form of a verb which shows whether the subject of the verb acts or is acted upon.

Voice - Active voice and Passive voice.

When the subject acts itself then the verb is of active voice and when the priority of the object prevails upon the subject it is passive voice.

Active- He caught a bird.

Passive- A bird was caught by him.

Active- I do it.

Passive- It is done by me.

Common rules for changing voice (changing voice from active to passive in all the tenses.)

Active- We buy the novels.

Passive- The novels are bought by us.

i. The object in the active voice becomes the subject in the passive voice. (the novels has become subject in the passive voice)

ii. Preposition by is used before the object in the passive voice. (by has been used before us)

iii. The verb is always in the past participle form in the passive voice and auxiliary verb is used before the verb according to the tense of the verb. (bought is the past participle form of buy)

Changing voice from active to passive in the interrogative sentence:

Active- Do I play football ?

Passive- Is football played by me?

Changing of Voice of Present Indefinite Tense

Structure: Subject (Object of active voice becomes the subject in the passive voice) + am/is/are + past participle form of verb + by + Object (subject of active voice becomes the object in the passive voice)

Active- I read a book.

Passive- A book is read by me.

Active- You see a bird.

Passive- A bird is seen by you.

Active- He catches birds.

Passive- Birds are caught by him.

Active- Do I eat rice?

Passive- Is rice eaten by me ?

Active- Does he love you?

Passive- Are you loved by him ?

Active- We do not play football.

Passive- Football is not played by us.

Active- What do you want ?

Passive- What is wanted by you ?

When there are two objects in an active voice , any object can be taken as subject in the passive voice and the non-taken object is called a retained object.

Active: He gives me a book.

Passive: A book is given to me by him . (here me is retained object)

or, I am given a book by him.

Here me is indirect object and a book is direct object, to is used before indirect object in the passive voice.

subject - object

I - me

we - us

he - him

she - her

you - you

they - them

it - it

David - David

Active- Very few of us appreciate the value of time.

Passive- The value of time is appreciated by very few of us.

Active- A brave man does his duty.

Passive- His duty is done by a brave man.

Active- I see him come.

Passive- He is seen to come by me.

Active- He minds his own business and fears nobody.

Passive- His own business is minded and nobody is feared by him

Sometimes by + object is not expressed, it is to be understood.

Active- We observe it.

Passive- It is observed.

Changing of Voice of Present Continuous Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + am/is/are +being + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- I am eating some mangoes.

Passive- Some mangoes are being eaten by me.

Active- Is he catching a fish?

Passive- Is a fish being caught by him?

Active- Are you not writing a letter?

Passive- Is not a letter being written by you?

Active- They are reading the book with great attention.

Passive- The book is being read with great attention by them.

Active- We are giving the beggar alms.

Passive- The beggar is being given alms by us.

Active- He is making tea-

Passive- Tea is being made by him.

Changing of Voice of Present Perfect Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + have been/has been + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- God has created the earth

Passive- The earth has been created by God.
Active- I have not seen the moon.
Passive- The moon has not been seen by me.
Active- Has he killed the tiger ?
Passive- Has the tiger been killed by him ?
Active- Have you not read the letter?
Passive- Has not the letter been read by you ?
Active- Worms have eaten into the book .
Passive- The book has been eaten into by worms.
Active- Reading has made him a learned man.
Passive- He has been made a learned man by reading.

Changing of Voice of Present Perfect Continuous Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + have been being/ has been being + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active - I have been writing this post for two hours.
Passive- This post has been being written by me for two hours.
Active- They have been building the wall for two months.
Passive- The wall has been being built by them for two months.

Changing of Voice of Past Indefinite Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + was/were + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- I wrote a letter.
Passive- A letter was written by me.
Active- He caught a bird.
Passive- A bird was caught by him.
Active- They competed for the prize.
Passive- The prize was competed for by them.
Active- They did not make him king.
Passive- He was not made king by them.
Active- Did I lose my pen ?
Passive- Was my pen lost (by me) ?
Active- Did they not give me the book ?
Passive- Was not the book given me by them ?
Active- Who taught you Bangla ?
Passive- By whom were you taught Bangla ? or, By whom was Bangla taught to you ?

Active- Whom did he look for ?

Passive- Who was looked for by him ?

Active- Why did your brother write such a letter ?

Passive- Why was such a letter written by your brother ?

Changing of Voice of Past Continuous Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + was/were + being + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- They were making him a prisoner.

Passive- He was being made a prisoner by them.

Active- The boys were not playing cards.

Passive- Cards were not being played by the boys.

Active- Was Karim flying a kite ?

Passive Was a kite being flown by Kanm ?

Active- Were they putting the things right ?

Passive- Were the things being put right by them ' ?

Changing of Voice of Past Perfect Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + had been + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- He had sold milk.

Passive- Milk had been sold by him

Active- They had not done the work.

Passive- The work had not been done by them.

Active- Had the thieves taken away everything ?

Passive- Had everything been taken away by the thieves ?

Active- Had I not worked out the sum ?

Passive- Had not the sum been worked out by me ?

Changing of Voice of Past Perfect Continuous Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + had been being + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- I had been doing the work for four days.

Passive- The work had been being done by me for four days.

Active- They had been writing some letters.

Passive- Some letters had been being written by them.

Changing of Voice of Future Indefinite Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + will/shall+ be + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- Will they not catch the

Passive- Will not the fish be caught by them ?

Changing of Voice of Future Continuous Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + will be/shall be + being + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- He will be selling milk.

Passive- Milk will be being sold by him. .

Active- I shall not be doing this task

Passive- This task will not be being done by me.

Active- Will they be flying a kite ?

Passive- Will a kite be being flown by them ?

Active-Will not the teacher be teaching the student ?

Passive- Will not the student be being taught by the teacher ?

Changing of Voice of Future Perfect Tense

Structure: Subject (Object of active voice becomes subject in passive voice) + will/shall + have been + past participle form of verb + by + Object (subject of active voice becomes object in passive voice)

Active- He will have sold milk by this time .

Passive- Milk will have been sold by this time by him.

Cognate object: Sometimes an intransitive verb takes a noun of same kind for its object and this object is called Cognate object.

Changing voice of cognate object will be in the following manners:

Active- He ran a race.

Passive- A race was run by him.

Active- He fought a good fight.

Passive- A good fight was fought by him.

Active- He lived a pure life.

Passive- A pure life was lived by him.

Imperative Sentence and Sentence starting with Let:

Normally object is placed immediately after Let and then be but in the negative sentences, not is used.

Structure: Let + object + be + past participle form of verb. (affirmative sentence)

but in the negative sentence , Let + not + object

Active- Do not shut the door.

Passive- Let not the door be shut.

Active- Do it.

Passive- Let it be done (by you)

Active- Post the letter.

Passive- Let the letter be posted (by you) .

Active- Send for the man.

Passive- Let the man be sent for (by you).

Active- Tell him to go. .

Passive- Let him be told to go (by you).

Active- Let him read the book.

Passive- Let the book be read by him.

Changing of voice of complex sentence:

Active- We understand that he did the work.

Passive- It is understood by us that the work was done by him.

Active- Everybody says that they know it.

Passive- It is said that it is known to them .

Active- We must endure what we cannot cure.

Passive- What cannot be cured must be endured.

Quasi-passive with complement

Active - Honey tastes sweet.

Passive- Honey is sweet when it is tasted.

Active- The book reads well.

Passive- The book is well when it is read.

Active- The pen writes well.

Passive- The pen is well when it is written.

Active- These books read well.

Passive- These books are well when they are read.

Active- The rose smells sweet.

Passive- The rose is sweet when it is smelt.

Active- Rice sells cheap.

Passive- Rice is cheap when it is sold.

(Verbs without a Complement):

Active- The house is building.

Passive- The house is being built.

Active- The book is printing.

Passive- The book is being printed.

Active- The cows are milking.

Passive- The cows are being milked.

Sometimes by is not used before the object in the passive voice rather at, to, with etc. are used in stead of by.

Active- I know him.

Passive- He is known to me. (not by me)

Active- His conduct surprised me.

Passive- I was surprised at his conduct.

Active- Dilu has pleased Laila .

Passive- Laila has been pleased with Dilu.

Active- He dispensed with my services.

Passive- My services were dispensed with him.

Changing voice in case of Reflexive Object:

Active- He killed himself .

Passive- He was killed by himself.

Active- He hurt himself.

Passive- He was hurt by himself.

If in any active voice there are it is, it was etc. and infinitive to is used after it , infinitive verb should be made passive and should is used after the changed subject.

Active- It is time to take decision.

Passive- It is time that decision should be taken.

Active- It is time to do mathematics.

Passive- It is time that mathematics should be done.

Modals

The rule will be - subject + can/could/may/might etc. + be + past participle form of verb +

Active- I can see you.

Passive- You can be seen by me.

Active- We can feel the sorrow of the poor.

Passive- The sorrow of the poor can be felt by us.

Factitive Object

(factitive verbs include elect, appoint, make, assign, name, select, judge etc)

Active - We made him captain.

Passive- He was made captain by us. (not captain was made him by us)

Active- People elected him an MP.

Passive- He was elected an MP by people.

AGREEMENT OF VERB WITH THE SUBJECT (CONCORD)

➤ Rule 1: The noun having ics at its end will take singular verb .

Physics is my favourite subject.

Optics is an important subject.

➤ Rule 2: A verb must agree with its subject in person and number . Most verbs change forms to indicate agreement only in the present tense : -s or -es is added at the end of the base form of verb for a third person singular subject .

The linking verb be , however , changes form in both present and past tense.

Singular : She reads . It was right.

Plural : They read. They were right .

When be , have and do are used as auxiliaries in verb phrases , their form changes to show agreement with third person subject .

Singular : She is singing . He has gone away. Rana does work here .

Plural :They are singing . They have gone away. They do work here.

But -

We do not mistake a word in a prepositional phrase for the subject of a sentence .We never confuse the subject with a prepositional phrase that follows . We must be sure that the verb agrees with the actual subject of the sentence and not with subject of a preposition .

Example -

The author of the stories uses a pen name .

(here the subject author is singular , so it agrees with the verb uses . Note that of the stories is a prepositional phrase .)

A letter with many mistakes does not make a good impression .

(the subject letter is singular , with many mistakes is a prepositional phrase . therefore , the verb does agrees with the singular subject letter.)

➤ Rule 3: Plural verb is used after the phrase a number and after the number singular verb is used .

A number of persons were killed in the accident .

The number of students in this class is 50.

➤ Rule 4: Although the name of a book is plural in form , a singular verb will be used for it.

Gulliver's Travels is a famous book.

Great Expectations was written by Dickens .

➤ Rule 5: The nouns which indicate group of persons /animals/things will take either singular or plural verb. (normally in British English , plural verb is used and in American English singular verb is used.)

The government has introduced compulsory primary education.

The government have introduced compulsory primary education.

The academic committee was annoyed with the chairman .

The academic committee were annoyed with the chairman .

➤ Rule 6: In an inverted sentence (a sentence in which subject follows the verb , that is, a subject is placed after the verb), we must take care in locating the simple subject , and make sure that the verb agrees with the subject.

Example-

Singular : From the branch sings a bird .

Plural : From the branch sing two birds.

Some inverted sentences begin with the word here and there . here , there is almost never the subject of a sentence.

Singular : There goes the trainer.

Plural: There go the two trainers.

A verb must agree with its subject in person and number

➤ Rule 1: Do not mistake a word in a prepositional phrase for the subject of sentence.

Never confuse the subject with a prepositional phrase that follows. Be sure that the verb agrees with the actual subject of the sentence and not with the object of a preposition. -

Example

The author of the stories uses a pen name.

(Here the subject author is singular, so it agrees with the verb uses. Note that of the stories is a prepositional phrase.)

A letter with many mistakes does not make a good impression.

(The subject letter is singular, with many mistakes is a prepositional phrase. Therefore the verb does agrees with the singular subject letter.)

The books on that shelf are novels.

(The subject books is plural; on that shelf is a prepositional phrase; therefore, the verb are is plural.)

Beams of coloured light have passed through the prism.

(The subject, beams, is plural; of coloured light is prepositional Phrase; therefore, the auxiliary verb have is plural.)

➤ Rule 2: It is the subject that determines the verb, not the modifier.

My friend from Tokyo who has lots of dogs and cats is/are a computer genius.

What is the subject? My friend from Tokyo.

Is Myb friend from Tokyo singular or plural? It is singular. Therefore, use is.

There are words between the subject and the verb (in this case it is an adjective clause), but that doesn't matter. The rule still stands: It is the subject that determines the verb.

We will present some other common (and confusing) mistakes.

➤ Rule 3: Do not be confused by a predicate nominative that is different in number from the subject. Only the subject affects the number of linking verb.

Examples

Movie tickets were the first prize in the essay contest.

(The plural verb, were, agrees with the plural subject, tickets, not with the predicate nominative prize.)

One problem of the players was unexpected threats of injury.

(The singular verb, was agrees with the singular subject, problem, not with the predicate nominative threats.)

Traffic jams in the parking area were one difficulty for the visitors.

(The plural verb, were, agrees with the plural subject, jams, not with the predicate nominative, difficulty.)

➤ Rule 4: When an interrogative sentence contains an auxiliary verb, the auxiliary usually precedes the subject, and the main verb follows the subject.

SINGULAR: Does the dolphin recognize hand signals?

PLURAL : Do those dolphins recognise hand signals?

➤ Rule 5: Use a singular verb after each, neither, everyone, everybody, nobody, and someone.

Nobody is here.

Everybody helps when there is a crisis.

Somebody wants to speak to you.

➤ Rule 6: If you use either/or, look at the subject closest to the verb. If the subject closest to the verb is singular, use a singular verb; likewise, if the subject is plural, use a plural verb. .

Either Miss Brown or Jane writes on the blackboard.

Either the teacher or the students write on the blackboard.

Note: more about neither nor

This also applies to not only...but also, and neither...nor. The subject closest to the verb determines whether the verb is singular or plural.

Not only Julie but also George wants to visit grandma.

Not only Julie but also all of the grandchildren want to visit grandma.

➤ Rule 7: When using as well as, except, in addition to, no less than, and with, the noun before these phrases determines the number.

My problem with you is you don't listen.

The students in addition to the teacher are all receiving special recognition for their excellent research.

➤ Rule 8: Measurements of money, time, and distance usually require a

singular verb.

One hundred dollars is a lot of money for a bottle of wine.

Two hours is a long time to wait to see a doctor.

93,000,000 miles is the distance from the sun to the earth.

➤ Rule 9: The following words almost always use the plural form of verbs: all, both, few, many, several, and some.

Some people in my office are very annoying.

Few mountain climbers have successfully reached the peak of Mt. Everest.

➤ Rule 10: The word none needs special attention. Sometimes it uses a singular verb, and at other times, it uses a plural verb. When none means no one or not one, use the singular form of the verb.

None of them is able to do that job.

when none means or suggests more than one thing or person, use the plural the verb.

None are helpless because they can always try.

➤ Rule 11: Here and there cannot be subjects. Therefore, if a sentence begins with here and there,

look for the subject and write the correct form of the verb.

Here is my jacket. (jacket is singular)

Here are my shoes. (shoes are plural)

More Rules on Concord

Rule 1. A subject will come before a phrase beginning with of. This is a key rule for understanding subjects. The word of is the culprit in many, perhaps most, subject-verb mistakes.

Hasty writers, speakers, readers, and listeners might miss the all-too-common mistake in the following sentence:

Incorrect: A bouquet of yellow roses lend color and fragrance to the room.

Correct: A bouquet of yellow roses lends . . . (bouquet lends, not roses lend)

Rule 2. Two singular subjects connected by or, either/or, or neither/nor require a singular verb.

Examples:

My aunt or my uncle is arriving by train today.

Neither Juan nor Carmen is available.

Either Kiana or Casey is helping today with stage decorations.

Rule 3. The verb in an or, either/or, or neither/nor sentence agrees with the noun or pronoun closest to it.

Examples:

Neither the plates nor the serving bowl goes on that shelf.

Neither the serving bowl nor the plates go on that shelf.

This rule can lead to bumps in the road. For example, if I is one of two (or more) subjects, it could lead to this odd sentence:

Awkward: Neither she, my friends, nor I am going to the festival.

If possible, it's best to reword such grammatically correct but awkward sentences.

Better:

Neither she, I, nor my friends are going to the festival. OR

She, my friends, and I are not going to the festival.

Rule 4. As a general rule, use a plural verb with two or more subjects when they are connected by and.

Example: A car and a bike are my means of transportation.

But note these exceptions:

Exceptions:

Breaking and entering is against the law.

The bed and breakfast was charming.

In those sentences, breaking and entering and bed and breakfast are compound nouns.

Rule 5a. Sometimes the subject is separated from the verb by such words as along with, as well as, besides, not, etc. These words and phrases are not part of the subject. Ignore them and use a singular verb when the subject is singular.

Examples:

The politician, along with the newsmen, is expected shortly.

Excitement, as well as nervousness, is the cause of her shaking.

Rule 5b. Parentheses are not part of the subject.

Example: Joe (and his trusty mutt) was always welcome.

If this seems awkward, try rewriting the sentence.

Rule 6. In sentences beginning with here or there, the true subject follows the verb.

Examples:

There are four hurdles to jump.

There is a high hurdle to jump.

Here are the keys.

NOTE:

The word there's, a contraction of there is, leads to bad habits in informal sentences like There's a lot of people here today, because it's easier to say "there's" than "there are." Take care never to use there's with a plural subject.

Rule 7. Use a singular verb with distances, periods of time, sums of money, etc., when considered as a unit.

Examples:

Three miles is too far to walk.

Five years is the maximum sentence for that offense.

Ten dollars is a high price to pay. BUT

Ten dollars (i.e., dollar bills) were scattered on the floor.

Rule 8. With words that indicate portions—e.g., a lot, a majority, some, all—Rule 1 given earlier in this section is reversed, and we are guided by the noun after of. If the noun after of is singular, use a singular verb. If it is plural, use a plural verb.

Examples:

A lot of the pie has disappeared.

A lot of the pies have disappeared.

A third of the city is unemployed.

A third of the people are unemployed.

All of the pie is gone.

All of the pies are gone.

Some of the pie is missing.

Some of the pies are missing.

NOTE

In recent years, the SAT testing service has considered none to be strictly singular. However, according to Merriam-Webster's Dictionary of English Usage: "Clearly none has been both singular and plural since Old English and still is. The notion that it is singular only is a myth of unknown origin that appears to have arisen in the 19th century. If in context it seems like a singular to you, use a singular verb; if it seems like a plural, use a plural verb. Both are acceptable beyond serious criticism." When none is clearly intended to mean "not one," it is followed by a singular verb.

Rule 9. With collective nouns such as group, jury, family, audience, population, the verb might be singular or plural, depending on the writer's intent.

Examples:

All of my family has arrived OR have arrived.

Most of the jury is here OR are here.

A third of the population was not in favor OR were not in favor of the bill.

NOTE

Anyone who uses a plural verb with a collective noun must take care to be accurate—and also consistent. It must not be done carelessly. The following is the sort of flawed sentence one sees and hears a lot these days:

The staff is deciding how they want to vote.

Careful speakers and writers would avoid assigning the singular is and the plural they to staff in the same sentence.

Consistent: The staff are deciding how they want to vote.

Rewriting such sentences is recommended whenever possible. The preceding sentence would read even better as:

The staff members are deciding how they want to vote.

Rule 10. The word were replaces was in sentences that express a wish or are contrary to fact:

Example: If Joe were here, you'd be sorry.

Shouldn't Joe be followed by was, notwere, given that Joe is singular? But Joe isn't actually here, so we say were, notwas. The sentence demonstrates the subjunctive mood, which is used to express things that are hypothetical, wishful, imaginary, or factually contradictory. The subjunctive mood pairs singular subjects with what we usually think of as plural verbs.

Examples:

I wish it were Friday.

She requested that he raise his hand.

In the first example, a wishful statement, not a fact, is being expressed; therefore, were, which we usually think of as a plural verb, is used with the singular it. (Technically, it is the singular subject of the object clause in the subjunctive mood: it were Friday.)

The word kinesics comes from the root word *kinesis*, which means “movement,” and refers to the study of hand, arm, body, and face movements.



Kinesics is the interpretation of **body** motion communication such as facial expressions and gestures, non-verbal behaviour related to the **movement** of any part of the **body** or the **body** as a whole.

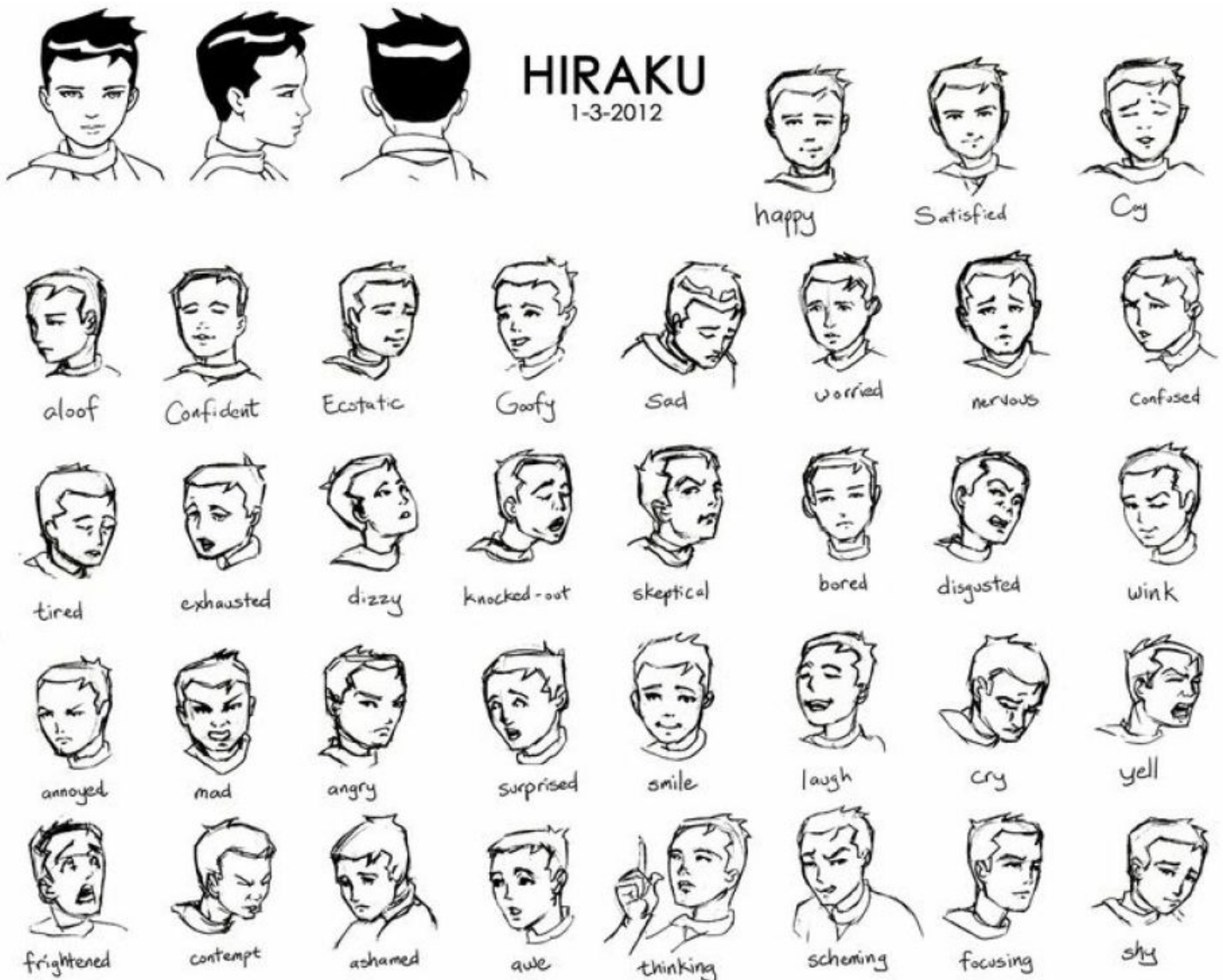
Table of Contents

- Body Movements
- Facial Expressions
- Posture
- Eye Contact

Body Movements

Why not start this section with a quick video

Facial Expressions



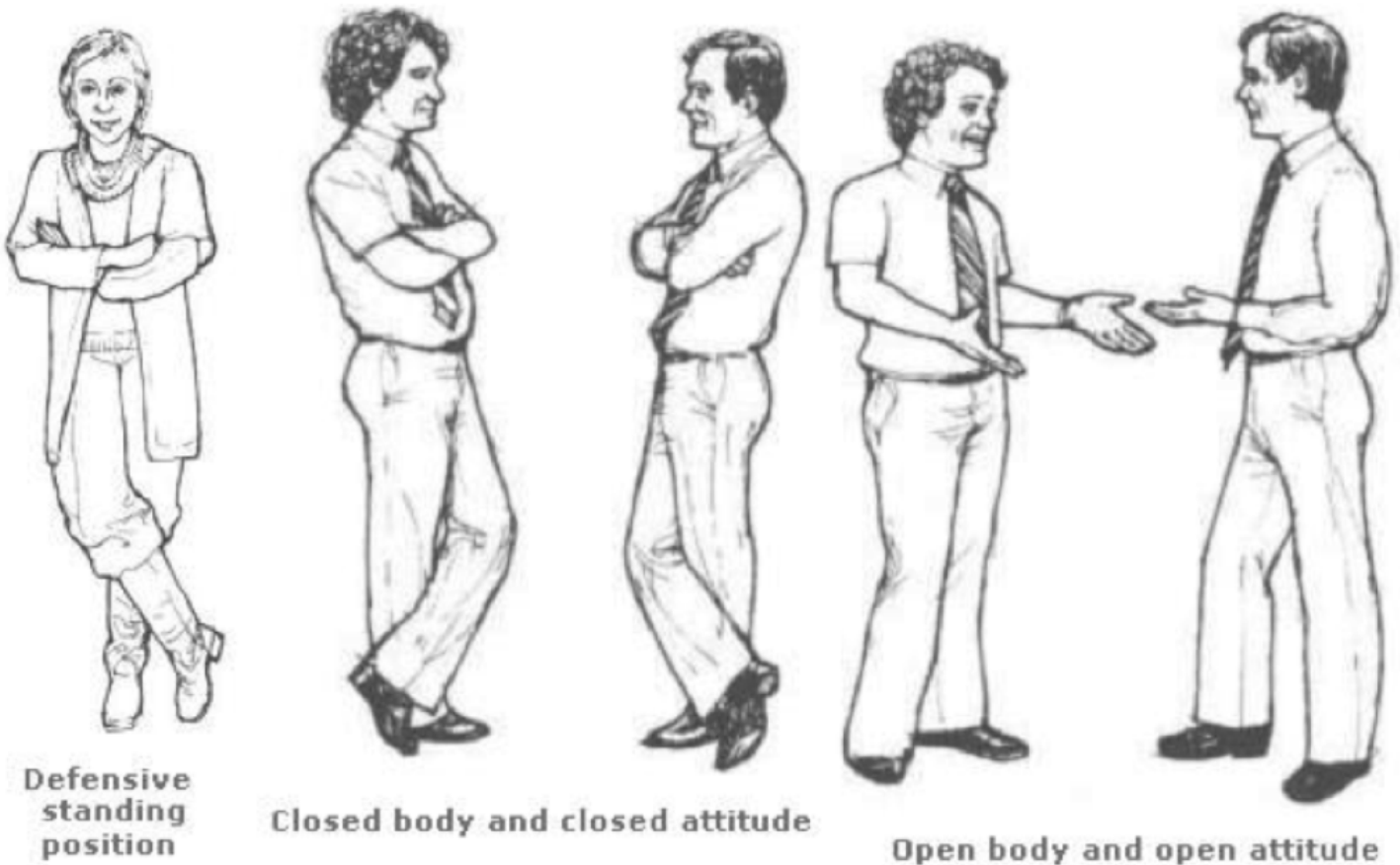
Our faces are the most expressive part of our bodies. Think of how photos are often intended to capture a particular expression “in a flash” to preserve for later viewing. Even though a photo is a snapshot in time, we can still interpret much meaning from a human face caught in a moment of expression, and basic facial expressions are recognizable by humans all over the world. Much research has supported the universality of a core group of facial expressions: happiness, sadness, fear, anger, and disgust. The first four are especially identifiable across cultures. Our faces are the most expressive part of our body and can communicate an array of different emotions. When delivering something light-hearted or humorous, a smile, bright eyes, and slightly raised eyebrows will nonverbally enhance our verbal message. When delivering something serious or sombre, a furrowed brow, a tighter mouth, and even a slight head nod can enhance that message.

Posture

The way that the body is held can communicate many different messages.

An open body that takes up a lot of space can indicate comfort and domination, whilst a closed-in body that makes itself small can signal inferiority.

Copying of the other person's body shows agreement, trust and liking.



Eye Contact

The face and eyes are the main points of focus during communication, and along with our ears, our eyes take in most of the communicative information around us.



The saying “The eyes are the window to the soul” is actually accurate in terms of where people typically think others are “located,” which is right behind the eyes.

Eye contact serves several communicative functions ranging from regulating interaction to monitoring interaction to conveying information, to establishing interpersonal connections. In terms of regulating communication, we use eye contact to signal to others that we are ready to speak or we use it to cue others to speak. I’m sure we’ve all been in that awkward situation where a teacher asks a question, no one else offers a response, and he or she looks directly at us as if to say, “What do you think?” In that case, the teacher’s eye contact is used to cue us to respond. During an interaction, eye contact also changes as we shift from speaker to listener. Our eyes bring in the visual information we need to interpret people’s movements, gestures, and eye contact. A speaker can use his or her eye contact to determine if an audience is engaged, confused, or bored and then adapt his or her message accordingly. Our eyes also send information to others. Making eye contact with others also communicates that we are paying attention and are interested in what another person is saying. Eye contact can also be used to intimidate others.

Personal Note:- Body Language is one of the most interesting topics to explore, here a great book, "*Body Language: How to read other's thoughts by their gestures*" from world's renowned body language expert, *Allan Pease* you may consider reading.

Signs and symbols

Both signs and symbols are graphical presentations but people often use them interchangeably. The main difference between the two is that a sign is a language on its own and it is used to communicate something to people. It is broader term and symbol comes under it.

Main Characteristics of a Sign

A sign is language in its own right and its meaning universally shared by people belonging to a specific geographical location. For instance, a sign is mainly used to give warning to people, inform them or to regulate their conduct in certain instances. A sign is mandatory to follow since it is communicating vital information with you. For example, when driving a red traffic light tells you to stop or DO NOT ENTER sign or DO NOT PARK or HANDICAP parking etc.

Difference between Sign and Symbol

A sign is descriptive in nature and it stands for something. In most cases, when a sign is erected somewhere, it is directly communicating with the targeted audiences and they must follow what it means. Many signs often have a universal meaning that is shared by people from various backgrounds.

Main Characteristics of a Symbol

A symbol is a something that is accepted by certain group of people or general population. It can be interpreted differently by people from different backgrounds. A cross is an example of symbol that has been universally accepted as representing Christianity.

Summary of the Differences Between a Sign and Symbol

A sign is a form of language in its own right and it is specifically meant to communicate certain information. Signs are usually informative, regulatory, warning or prohibitory. A sign is ought to be followed as it is.

Symbol is a form of a sign that may have deep meaning. It can be interpreted in different ways since its meaning may not be universally shared by different people.

A sign is a form of language that is descriptive in nature. ex. Road signs (DO NOT ENTER)

A symbol represents something that are accepted by certain subjective areas. Example of a symbol could be a letter or letters standing for a chemical element or a character in musical notation. Symbol for a religious cults or groups.

A sign could stand for something and it may be mandatory to be followed. May only target certain group of people. May be interpreted differently by different people.

Conclusion

Over and above, it can be observed that both a sign and a symbol are not synonymous. The main difference between the two is that a sign is a form of language that directly communicates with the targeted audiences.

Examples

Religious Symbols

This means do not overreach the maximum speed limit

60 kilometres per hour.

.

Road signs

This means stop your vehicle at this point.

Unlike the previous sign , you must always obey this sign.

The meaning of a symbol

Religious Symbols

Islam-This is the Crescent Moon and Star. The crescent moon represents the new moon. The five points of the star represents

the five pillars of Islam. Muslims say that Islam guides your life just as the moon and star guide your journey at night. This symbol on a country's flag says that it is a Muslim state.

Religious Symbol

Christianity-This is the cross. It was the Roman method. of execution. Jesus Christ died on the Cross. Christians believe that , through his death on the cross and his resurrection afterwards, Jesus showed his power over sin , suffering and death.As a result , the cross has become a symbol of faith, hope and love for Christians.

Religious Symbols

Buddhism-This is the Eight-Spoked Wheel. Its shape reminds Buddhists of the continuous cycle of birth, death and rebirth. The eight spokes represent the eightfold path to enlightenment Buddhists must follow to achieve nirvana.

Judaism-This is the Menorah. This symbol is found in every synagogue. It recalls the seven-branched candlestick that stood in the Temple in Jerusalem in ancient times. The central branch represents the Sabbath i.e. the day on which God rested after creating the world.

Religious Symbols

Hinduism - This is the written form of the sacred sound 'Aum' (sometimes spelled 'Om'). This sound represents Brahma (i.e. the creator god). Every Hindu prayer begins with this sound.

What are Religious Symbols?The purpose of symbols in the major religious.

Communication

For a Christian a Lighted candle symbolises (i.e. represents) the belief that Jesus Christ is the light and the hope of the world.

Symbols , such as a lighted candle, can act as a visible, tangible link between the believer and the invisible, intangible God.

Symbols, such as a lighted candle used in a ritual, can help to communicate ideas in a way that words could never fully express.

Identity

Symbols can be used to clearly establish your religious identity.

A national flag is of great importance to every country. It stands for many different things. For example: the land itself, its people and all the things they believe are important and worthwhile. For this reason, you expect your national flag to be treated with respect.

The flag of the Republic of Ireland is known as the

Tricolour. The Tricolour was designed by Thomas Francis Meagher.

Notice how each of the flags three coloured segments are

Equal width:

The green segment represents the Nationalist tradition.

The orange segment represents the Unionist tradition

The white segment represents peace existing between these two

Traditions.

The national flag of every country is a symbol.

Language refers to the different ways in which we communicate with one another. We communicate through speech, gestures, images and writing.

Notice how each way of communicating involves the use of our senses. For Example:

Words are spoken to be heard

Images are made to be seen

Handshakes are gestures made to be felt

This is how it has to be, because we get all our knowledge of the world around us through our senses. So, when we want to communicate our ideas to others, we need to use things that can be seen, heard or touched to get our message across.

The meaning of sign

Traffic Lights

Each colour means only one thing.

The red colour means stop

The amber colour means prepare to stop

The green colour means to proceed ahead if the way is clear.

Remember

A sign is any image, word or gesture that communicates one-and only one- idea

Remember

A symbol is any image, word or gesture that communicates more than one idea.

Proxemics is the study of how humans use space when we're communicating. How close we stand to someone, whether we touch them, and how comfortable we feel are all part of the study of proxemics.

- Table of Contents
- Definition of Proxemics
- Personal Territory
- Physical Territory
- Geographic Territory
- Summary

Definition of Proxemics

Do you feel uncomfortable when someone stands too close to you? Do very bright colours in a room make you feel distracted? These questions are important to the study of **proxemics**.

Basically, proxemics is the study of space and how we use it, how it makes us feel more or less comfortable, and how we arrange objects and ourselves in relation to space. The term was coined by the anthropologist Edward Hall. Hall was interested in understanding how humans use space in communication.

Personal Territory

In order to understand more about proxemics, we need to discuss different kinds of spaces. There are four kinds of distance that people generally use in communication. This can vary by place, and different cultures have different standards. These are known as realms of personal territory. Let's talk about these now.

Public space is the space that characterizes how close we sit or stand to someone, like a public figure or public speaker. So, if you are at an event listening to a professor give a lecture, you are probably about 12 - 25 feet away.

Social space means we're getting a little closer, about 4 - 12 feet away. This is the kind of space you're probably in if you're talking to a colleague or a customer at work.

Personal space is even closer. In this case, you're probably about 1 - 4 feet away from someone. This is reserved for talking to friends or family.

Intimate space is for people who you are very close to. In this case, you're probably less than a

foot away and you might even be touching the other person. This is the space you're in with a romantic partner, for example.

It's important to note that this can vary culturally. These are the standards we generally find in the United States. But this might not be the case everywhere.

For example, it might be considered rude to stand too close to someone in one place but not another. It might be very common to touch someone's arm or shoulder while talking in one place, but this could be considered rude in other places. In one country, you might greet someone with a kiss on the cheek, and in other places, this might be considered too intimate.

Physical Territory

Next, let's talk about **physical territory**. This is a little bit different than personal territory. It's more about the ways that we arrange objects in space. For example, you probably have your bed set up so that you face the centre of your bedroom, instead of the wall.

Another example of the physical territory might be the colour of the walls in a room. Very bright colours have been shown to be distracting. So, a person designing an office building probably would not choose to use bright orange or red paint on the walls, as it might be jarring to employees or students.

Geographic Territory

Finally, proxemics also involves the study of **geographic territory**. This is a lot like what it sounds like! It refers to how we act depending on the kind of geographic space we're in. There are a few types of geographic territory:

First, a person's **primary territory** refers to the space that is most comfortable, such as inside one's house.

Secondary territory is also space where you feel comfortable, but it's a little less private than your own home. This might be a friend's house or a coffee shop you like to frequent.

Public territory is what we call a neutral space. This means it's not our own space, but it's something like a park or a city street. Depending on the space, we could feel comfortable or uncomfortable here.

Summary

Proxemics is the study of space and how we use it, and how it makes us feel more or less comfortable. How close you stand next to someone, for example, depends on the relationship you have with that person. If you're talking to a colleague at work, you'll probably stand a bit farther away than if you're talking to a close friend.

These are the different kinds of space that determine how we interact with people:

Public space: an impersonal interaction, about 12 – 25 feet away

Social space: an interpersonal interaction, about 4 – 12 feet away

Personal space: close up, about 1 – 4 feet away from someone

Intimate space: very close, usually within one foot and sometimes touching

These can vary culturally and might change in different places. **Proxemics** also refers to how we arrange objects in space, known as physical territory, such as furniture and the colours we use in that space.

Geographic territory is similar, broken up into three levels:

Primary territory: our homes or bedrooms

Secondary territory: also space where we feel comfortable but a little less private than your own home

Public territory: a neutral space everyone shares, like a park or street

Proxemics is related ultimately to communication and how we communicate differently when we're in different spaces. The type of communication we're engaged in also dictates the kind of social space it takes place in, and vice versa. You'll interact in space much differently with your oldest childhood friend than a stranger on the bus!

Examples of some Synonyms and Antonyms:

Word-Gain

Synonyms-Acquire, obtain, receive >>><<< Antonym-Lose

Gallant

Chivalrous, stately >>><<< Ungentlemanly

Gather

Collect, accumulate, compile >>><<< Scatter, disperse

Gaunt

Scrawny, skinny, thin >>><<< Overweight, plump

Generous

Giving, selfless, big-hearted >>><<< Selfish, stingy

Gentle

Tender, mild >>><<< Rough, harsh

Genuine

Real, authentic, sincere >>><<< Fake, phony

Gigantic

Immense, colossal, enormous >>><<< Tiny, minute

Give

Donate, present, offer >>><<< Take, receive

Glad

Happy, pleased, delighted >>><<< Sad, unhappy

Gloomy

Dark, dismal, depressing >>><<< Cheery, bright

Glorious

Splendid, magnificent, superb >>><<< Terrible, awful

Good

Nice, fine, well-behaved >>><<< Bad, awful

Gorgeous

Ravishing, dazzling, stunning >>><<< Hideous, unattractive

Gratitude

Thankfulness, appreciation >>><<< Ungratefulness

Great

Outstanding, remarkable >>><<< Insignificant, unimportant

Forbid

Prohibit, ban, bar >>><<< Lead, precede

Forgive

Pardon, excuse, absolve >>><< Encourage

Former

Previous, earlier >>><<< Latter

Fraction

Part, portion, segment >>><<< Whole

Frank

Candid, straightforward, blunt >>><<< Evasive

Frenzy

Fury, rage >>><<< Serenity, calmness

Fresh

Unused, new >>><<< Old, stale

Friend

Comrade, buddy >>><<< Enemy

Frigid

Freezing, frosty >>><<< Warm, hot

Frivolous

Trivial, unimportant, silly >>><<< Important, serious

Front

Fore >>><<< Back

Full

Packed, stuffed >>><<< Empty

Furious

Angry, enraged, infuriated >>><<< Calm, placid

Future
Coming, tomorrow >>><<< Past

Demolish
Destroy, wreck >>><<< Restore

Denounce
Blame, censure, indict >>><<< Commend

Dense
Thick, heavy, compressed >>><<< Sparse, empty

Depart
Leave, exit >>><<< Arrive

Deposit
Store, place >>><<< Withdraw

Desolate
Barren, forsaken >>><<< Dense, verdant

Despise
Hate, detest, loathe >>><<< Love

Destitute
Poor, penniless >>><<< Wealthy

Destroy
Ruin, wreck, devastate >>><<< Restore

Detach
Separate, unfasten, remove >>><<< Attach

Deter
Hinder, prevent >>><<< Encourage

Determined
Sure, convinced, resolute >>><<< Doubtful

Fig.1

LIST OF SYNONYMS AND ANTONYMS

Words	Synonyms	Antonyms
Gain	Acquire, obtain, receive	Lose
Gallant	Chivalrous, stately	Ungentlemanly
Gather	Collect, accumulate, compile	Scatter, disperse
Gaunt	Scrawny, skinny, thin	Overweight, plump
Generous	Giving, selfless, big-hearted	Selfish, stingy
Gentle	Tender, mild	Rough, harsh
Genuine	Real, authentic, sincere	Fake, phony
Gigantic	Immense, colossal, enormous	Tiny, minute
Give	Donate, present, offer	Take, receive
Glad	Happy, pleased, delighted	Sad, unhappy
Gloomy	Dark, dismal, depressing	Cheery, bright
Glorious	Splendid, magnificent, superb	Terrible, awful
Good	Nice, fine, well-behaved	Bad, awful
Gorgeous	Ravishing, dazzling, stunning	Hideous, unattractive
Gratitude	Thankfulness, appreciation	Ungratefulness
Great	Outstanding, remarkable	Insignificant, unimportant

LIST OF SYNONYMS AND ANTONYMS

Words	Synonyms	Antonyms
Forbid	Prohibit, ban, bar	Lead, precede
Forgive	Pardon, excuse, absolve	Encourage
Former	Previous, earlier	Latter
Fraction	Part, portion, segment	Whole
Frank	Candid, straightforward, blunt	Evasive
Frenzy	Fury, rage	Serenity, calmness
Fresh	Unused, new	Old, stale
Friend	Comrade, buddy	Enemy
Frigid	Freezing, frosty	Warm, hot
Frivolous	Trivial, unimportant, silly	Important, serious
Front	Fore	Back
Full	Packed, stuffed	Empty
Furious	Angry, enraged, infuriated	Calm, placid
Future	Coming, tomorrow	past
Demolish	Destroy, wreck	Restore
Denounce	Blame, censure, indict	Commend
Dense	Thick, heavy, compressed	Sparse, empty
Depart	Leave, exit	Arrive
Deposit	Store, place	Withdraw
Desolate	Barren, forsaken	Dense, verdant
Despise	Hate, detest, loathe	Love

2.

Synonyms List (A-Z):

Learn the list of common synonyms that start with A with synonyms examples.

Abandon — Forsake

People often simply abandon their pets when they go abroad
He had made it clear to his wife that he would never forsake her.

Able — Capable

You must be able to speak French for this job.
You are capable of better work than this.

Accomplish — Achieve

Easy enough to say, but sometimes hard to accomplish!
They could not achieve their target of less than 3% inflation.

Accurate — Precise

Scientists have found a more accurate way of dating cave paintings.
I can be reasonably precise about the time of the incident.
Active — Athletic

She's over 80, but is still very active.
He can play any sport, he's naturally athletic.
Admit — Confess

Don't be afraid to admit to your mistakes.
We persuaded her to confess her crime.
Agree — Consent

I agree with her analysis of the situation.
I rarely consent to do interviews.
Aim — Goal/ Purpose

Our main aim is to increase sales in Europe.
Your goal as a parent is to help your child become an independent adult.
The purpose of the book is to provide a complete guide to the university.
Alike — Same

My mother and I are alike in many ways.
She was born on the same day as me.
All — Every

The boys played video games all day.
I enjoyed every minute of the film.
Allow — Permit

My parents wouldn't allow me to go to the party
We were not permitted any contact with each other.
Amiable — Friendly

Her parents seemed very amiable.
Everyone was very friendly towards me.
Amount — Quantity

We've had an enormous amount of help from people.
The police also found a quantity of ammunition in the flat.
Angry — Mad/ Irritated

Her behavior really made me angry.
He's always been mad about kids.
She was getting more and more irritated at his comments.

Arrive — Reach

They arrived at the airport at 10.30.
You should reach there around 9.45 a.m.
Ask — Enquire

We'll have to ask someone the way to the station.
I called the station to enquire about train times.
Assist — Help

Anyone willing to assist can contact this number.
This charity aims to help people to help themselves.
Assure — Guarantee

We were assured that everything possible was being done.
We cannot guarantee our flights will never be delayed.
Attire — Dress

Their attire was a mixture of the sombre and seaside wear.
I am wearing the long white dress.
Away — Absent

There were ten children away yesterday.
Today, he is absent from work.
Awful — Terrible/ Bad

The weather last summer was awful.
That's a terrible thing to say!
I'm having a really bad day.
Synonyms (B)
Learn list of synonyms that start with B with synonyms examples.

Bargain — Deal

The car was a bargain at that price.
We did a deal with the management on overtime.
Begin — Start

He always begins his lessons with a warmup exercise.
I only started this book yesterday.
Beginner — Novice/ Amateur

She's in the beginners' class.
I'm a complete novice at skiing.

The tournament is open to both amateurs and professionals.
Behave — Act

The doctor behaved very unprofessionally.
John's been acting very strangely lately.
Belly — Stomach

They crawled along on their bellies.
You shouldn't exercise on a full stomach.
Below — Under

He dived below the surface of the water.
The dog squeezed under the gate and ran into the road.
Big — Vast/ Large

It's the world's biggest computer company.
His business empire was vast.
Brazil is the world's largest producer of coffee.
Blank — Empty

Sign your name in the blank space below.
It's not good to drink alcohol on an empty stomach.
Blend — Mix

Blend together the eggs, sugar and flour.
Mix all the ingredients together in a bowl.
Bother — Annoy

I don't want to bother her with my problems at the moment.
His constant joking was beginning to annoy her.
Brave — Courageous

I wasn't brave enough to tell her what I thought of her.
I hope people will be courageous enough to speak out against this injustice.
Broad — Wide

He is tall, broad and muscular.
Her face broke into a wide grin.
Brute — Rough/ Violent

His father was a drunken brute.
This watch is not designed for rough treatment.
Her husband was a violent man.
Bucket — Pail

They were playing on the beach with their buckets and spades.
It was a community that drank out of the beer pail and ate out of the lunch bucket.
Bunny — Rabbit

A little bunny seemed harmless enough.
I want to have a rabbit.
Business — Trade

It's been a pleasure to do business with you.
Trade between the two countries has increased.
Buy — Purchase

If you're thinking of getting a new car, now is a good time to buy.
The equipment can be purchased from your local supplier.
Common Synonyms (C)
Learn synonyms list that start with C with synonyms examples.

Center — Middle

There was an enormous oak table in the center of the room.
He was standing in the middle of the room.
Chiefly — Mainly

We are chiefly concerned with improving educational standards.
They eat mainly fruit and nuts.
Child — Kid

I lived in London as a child.
She's a bright kid.
Choose — Select/ Pick

We have to choose a new manager from a shortlist of five candidates.
She was selected as the parliamentary candidate for Bath.
She picked the best cake for herself.
Chop — Cut

He was chopping logs for firewood.
You need a powerful saw to cut through metal.
Close — Shut

I closed my eyes against the bright light.
Philip went into his room and shut the door behind him.
Coat — Jacket

I have a long winter coat.
I have to wear a jacket and tie to work.
Cold — Chilly/ Freezing

Today, it is very cold.
I was feeling chilly.
My hands are freezing!
Competent — Capable

He's very competent in his work.
You are capable of better work than this.
Complete — Finish

The project should be completed within a year.
She finished law school last year.
Complex — Complicated

That's a complex problem.
The story is extremely complicated.
Connect — Join

The towns are connected by train and bus services.
The island is joined to the mainland by a bridge.
Cope — Manage

He wasn't able to cope with the stresses and strains of the job.
She's 82 and can't manage on her own any more.
Couch — Sofa

Tom offered to sleep on the couch.
I took my shoe off and lay down on the sofa.
Coarse — Rough

He is wearing a jacket of coarse wool.
The skin on her hands was hard and rough.
Crash — Accident

A girl was killed yesterday in a crash involving a stolen car.
He was killed in an accident.
Crook — Criminal

The film portrays a world of smalltime crooks, petty crime and drinking clubs.
Lawyers are not allowed to comment on current criminal cases.

Cry — Weep

It's all right. Don't cry.

She started to weep uncontrollably.

Cunning — Clever

It was a cunning piece of detective work.

He's clever with his hands.

List of Common Synonyms in English – Image 2

Common Synonyms List in EnglishPin

Synonyms (D)

Learn list of synonyms that start with D with synonyms examples.

Danger — Harm

Children's lives are in danger every time they cross this road.

He would never frighten anyone or cause them any harm.

Daybreak — Dawn/ Sunrise

We left before daybreak.

They start work at dawn.

We left before sunrise.

Dear — Expensive

Everything's so dear now, isn't it?

I can't afford it, it's too expensive.

Defective — Faulty

Her hearing was found to be slightly defective.

Ask for a refund if the goods are faulty.

Delicious — Yummy

This dish is delicious with cream.

These biscuits are yummy.

Demolish — Destroy/ Wreck

The factory is due to be demolished next year.

The building was completely destroyed by fire.

The house was a wreck when we bought it.

Demonstrate — Protest

They are demonstrating in favor of free higher education.

Students took to the streets to protest against the decision.
Denounce — Blame/ Indict

Amnesty International denounced the failure by the authorities to take action.
The report blames poor safety standards for the accident.
They were indicted on a number of corruption charges.
Dense — Thick/ Heavy

A narrow track wound steeply up through dense forest.
This breed of cattle has a very thick coat.
The air was heavy with the scent of flowers.
Depart — Leave

The train departed Amritsar at 6.15 p.m.
The plane leaves for Dallas at 12.35.
Despise — Hate/ Detest/ Loathe

She thoroughly despised him for his weakness.
He hates violence in any form.
They detested each other on sight.
I loathe modern art.
Destiny — Fate

I believe there's some force guiding us—call it God, destiny or fate.
By a strange twist of fate, Andy and I were on the same plane.
Destitute — Poor/ Penniless

When he died, his family was left completely destitute.
They were too poor to buy shoes for the kids.
Uncle Charlie was jobless and penniless.
Detach — Remove

The skis should detach from the boot if you fall.
Three children were removed from the school for persistent bad behavior.
Deter — Hinder

The high price of the service could deter people from seeking advice.
Some teachers felt hindered by a lack of resources.
Determined — Sure/ Convinced

I'm determined to succeed.
You don't sound very sure.
I am convinced of her innocence.
Different — Diverse

They are sold in many different colors.

My interests are very diverse.

Difficult — Hard

Your writing is really difficult to read.

It was one of the hardest things I ever did.

Diminish — Decrease

The world's resources are rapidly diminishing.

The number of new students decreased from 210 to 160 this year.

Disappear — Vanish

The plane disappeared behind a cloud.

The magician vanished in a puff of smoke.

Disclose — Reveal

The spokesman refused to disclose details of the takeover to the press.

The doctors did not reveal the truth to him.

Down — Below

The stone rolled down the hill.

He dived below the surface of the water.

Synonyms List (E)

Learn synonym words that start with E with synonyms examples.

Earth — Ground

After a week at sea, it was good to feel the earth beneath our feet again.

I found her lying on the ground.

Easy — Simple

It's easy for you to tell me to keep calm, but you're not in my position.

The answer is really quite simple.

Encourage — Urge

My parents have always encouraged me in my choice of career.

The report urged that all children be taught to swim.

End — Finish/ Conclude

They decided to end their relationship.

She finished law school last year.

She concluded her speech with a quotation from Shakespeare.

Enlarge — Magnify

There are plans to enlarge the recreation area.
The picture shows the insect's head magnified ten times.
Enormous — Huge

The problems facing the President are enormous.
He gazed up at her with huge brown eyes.
Enquire — Investigate

I called the station to enquire about train times.
The FBI has been called in to investigate.
Evaluate — Assess

Our research attempts to evaluate the effectiveness of the different drugs.
Damage to the building was assessed at £40 000.
Everlasting — Eternal

To his everlasting credit, he never told anyone what I'd done.
She's an eternal optimist.
Extra — Additional

Breakfast is provided at no extra charge.
The government provided an additional £25 million to expand the service.
Synonyms (F)
Learn list of common synonyms that start with F with synonyms examples.

Faithful — Loyal/ Devoted

I have been a faithful reader of your newspaper for many years.
She has always remained loyal to her political principles.
They are devoted to their children.
Fall — Drop

September had come and the leaves were starting to fall.
The climber slipped and dropped to his death.
False — Untrue

He used a false name to get the job.
These accusations are totally untrue.
Famous — Renowned

He became internationally famous for his novels.
She is renowned for her patience.
Fantastic — Great

The weather was absolutely fantastic.
This represents a great achievement.
Fast — Quick

He's one of the fastest runners in the world.
She walked with short, quick steps.
Father — Dad

He was a wonderful father to both his natural and adopted children.
That's my dad over there.
Find — Discover

Can you find my bag for me?
Police discovered a large stash of drugs while searching the house.
Fix — Repair/ Mend

I've fixed the problem.
The human body has an amazing capacity to repair itself.
Could you mend my bike for me?
Fool — Idiot

He told me he was an actor and I was fool enough to believe him.
When I lost my passport, I felt such an idiot.
Forbid — Prohibit/ Ban

My doctor has forbidden me sugar.
The policy prohibits smoking on school grounds.
Chemical weapons are banned internationally.
Forgive — Pardon

I'll never forgive her for what she did.
She was pardoned after serving ten years of a life sentence.
Former — Previous

Nelson Mandela is a former South African president.
She is his daughter from a previous marriage.
Fraction — Part/ Portion/ Segment

She hesitated for the merest fraction of a second.
We spent part of the time in the museum.
The central portion of the bridge collapsed.
She cleaned a small segment of the painting.
Fragrance — Perfume

They are about to launch their first fragrance for men.
She was wearing too much perfume.
Frank — Candid

He was very frank about his relationship with the actress.
I felt she was being less than candid with me.
Freedom — Liberty

People here like their freedom and privacy.
The concept of individual liberty is enshrined in the constitution.
Frenzy — Fury/ Rage

The speaker worked the crowd up into a frenzy.
Her eyes blazed with fury.
His face was dark with rage.
Fresh — Unused/ New

Let me write it down while it's still fresh in my mind.
The house was left unused for most of the year.
Have you read her new novel?
Fun — Enjoyment

We had a lot of fun at Sarah's party.
I get a lot of enjoyment from music.
Funny — Amusing/ Entertaining

It's not funny! Someone could have been hurt.
It's a very amusing game to play.
It was a very entertaining evening.
Furious — Angry

She was absolutely furious at having been deceived.
Her behavior really made me angry.
Common Synonyms List (G)
Learn list of synonyms that start with G with synonyms examples.

Gain — Acquire/ Obtain

The country gained its independence ten years ago.
She has acquired a good knowledge of English.
I finally managed to obtain a copy of the report.
Gallant — Chivalrous

That wasn't very gallant of you.
I was only trying to be chivalrous.
Garbage — Trash/ Rubbish

Don't forget to take out the garbage.
Will someone take out the trash?
The streets were littered with rubbish.
Gather — Collect

His supporters gathered in the main square.
The company collects information about consumer trends.
Gaunt — Scrawny/ Skinny/ Thin

She looked gaunt and exhausted.
He had long scrawny fingers.
She had wild hair and long skinny arms.
He was tall and thin, with dark hair.
Gentle — Tender

He lived in a gentler age than ours.
What he needs now is a lot of tender loving care.
Gift — Present

The watch was a gift from my mother.
What can I get him for a birthday present?
Glad — Happy/ Pleased/ Delighted/ Cheerful/ Joyful/ Merry

She was glad when the meeting was over.
You don't look very happy today.
She was very pleased with her exam results.
I was delighted that you could stay.
He felt bright and cheerful and full of energy.
It was a joyful reunion of all the family.
He's a lovely man with merry eyes and a wide smile.
Good — Excellent

The piano was in good condition.
She speaks excellent French.
Great — Grand

People were arriving in great numbers.
It's not a very grand house.
Synonyms (H)
Learn synonyms list that start with H with synonyms examples.

Hat — Cap

I'm wearing two hats tonight—parent and teacher.

He is wearing a baseball cap.

Have — Own/ Possess

I have a new car and a boat.

I don't own anything of any value.

I'm afraid this is the only suitcase I possess.

Help — Assist

He always helps with the housework.

We will assist you in finding somewhere to live.

Hot — Boiling

It was hot and getting hotter.

You must be boiling in that sweater!

House — Home

He went into the house.

We are not far from my home now.

Synonyms List (I)

Learn list of synonyms that start with I with synonyms examples.

Idea — Thought

I like the idea of living on a boat.

I don't like the thought of you walking home alone.

Important — Significant

Money played an important role in his life.

Your work has shown a significant improvement.

Infant — Baby

She was seriously ill as an infant.

My sister's expecting a baby.

Inspect — Examine

The plants are regularly inspected for disease.

The doctor examined her but could find nothing wrong.

Interesting — Exciting

It would be interesting to know what he really believed.

They waited and waited for something exciting to happen.

Synonyms (J)

Learn synonyms list that start with J with synonyms examples.

Job — Occupation/ Work/ Career

He's trying to get a job.

Please state your name, age and occupation below.

It's very difficult to find work at the moment.

He had a very distinguished career in the Foreign Office.

Jungle — Forest

The area was covered in dense jungle.

Thousands of hectares of forest are destroyed each year.

List of Synonyms with Examples (K)

Learn synonym words that start with K with synonyms examples.

Keep — Hold

She keeps the blue bear as a souvenir.

The girl holds her father's hand tightly.

Kind — Helpful

She's a very kind and generous person.

She's one of the most helpful people I know.

Synonyms (L)

Learn list of synonyms that start with L with synonyms examples.

Last — Final/ Ultimate

I wouldn't marry you if you were the last person on earth!

They find each other in the final chapter of the book.

We will accept ultimate responsibility for whatever happens.

Late — Tardy

She's late for work every day.

The law is often tardy in reacting to changing attitudes.

Laugh — Giggle

She always makes me laugh.

The girls giggled at the joke.

Learn — Study

She's very keen to learn about Japanese culture.
My brother studied at the Royal College of Art.
Like — Love/ Enjoy/ Prefer

I don't like the way he's looking at me.
If you love each other, why not get married?
Thanks for a great evening. I really enjoyed it.
I prefer my coffee black.
Listen — Hear

I listened carefully to her story.
He could hear a dog barking.
Long — Endless

There was a long silence before she spoke.
The journey seemed endless.
Look — Glance/ See/ Watch/ View

If you look carefully you can just see our house from here.
She glanced at her watch.
I hate to see you unhappy.
She watched the kids playing in the yard.
People came from all over the world to view her work.
Loud — Noisy

She spoke in a very loud voice.
The streets were very noisy throughout the night.
Lucky — Fortunate

His friend was killed and he knows he is lucky to be alive.
I have been fortunate enough to visit many parts of the world as a lecturer.
Synonyms List with Examples (M)
Learn synonyms list that start with M with synonyms examples.

Many — Numerous

There are too many mistakes in this essay.
He has been late on numerous occasions.
Misery — Distress/ Hardship

Fame brought her nothing but misery.
The charity aims to relieve poverty and distress caused by natural disasters.
People suffered many hardships during that long winter.
Mistake — Error

It would be a mistake to ignore his opinion.
I think you have made an error in calculating the total.
Mix — Stir/ Mingle/ Blend

Oil does not mix with water.
The vegetables are stirred into the rice while it is hot.
He felt a kind of happiness mingled with regret.
Blend the flour with the milk to make a smooth paste.
Mother — Mom

I want to buy a present for my mother and father.
My mom says I have to stay home tonight.
Synonyms (N)
Learn list of common synonyms that start with N with synonyms examples.

Naughty — Mischievous

He is a naughty boy.
She looked slightly mischievous.
Nearly — Almost

The bottle's nearly empty.
The story is almost certainly false.
Neat — Tidy

She was wearing a neat black suit.
She keeps her flat very tidy.
Synonyms List (O)
Learn list of synonyms that start with O with synonyms examples.

Occur — Happen

When exactly did the incident occur?
You'll never guess what's happened!
Odd — Strange/ Queer/ Weird

The odd thing was that he didn't recognize me.
A strange thing happened this morning.
She had a queer feeling that she was being watched.
It's really weird seeing yourself on television.
Old — Ancient

He always gives the same old excuses.

That's an ancient oak tree!
Opportunity — Chance

You'll have the opportunity to ask any questions at the end.
Please give me a chance to explain.
Outside — Exterior

You can't open the door from the outside.
The exterior of the house needs painting.
Common Synonyms List in English – Image 3

Common Synonyms List in EnglishPin

Synonyms (P)
Learn common synonyms list that start with P with synonyms examples.

Page — Sheet

Someone has torn a page out of this book.
Start each answer on a fresh sheet.
Particular — Specific

There is one particular patient I'd like you to see.
The money was collected for a specific purpose.
Pastime — Hobby

Watching television now seems to be the most popular national pastime.
I only play jazz as a hobby.
Pause — Hesitate

Anita paused for a moment, then said: 'All right'.
He seemed to hesitate a second.
Perform — Act/ Carry out

She performs an important role in our organization.
Can you act as interpreter?
Extensive tests have been carried out on the patient.
Place — Put

He placed his hand on her shoulder.
Did you put sugar in my coffee?
Play — Frolic

You'll have to play inside today.

Lambs frolicked in the next field.
Polite — Courteous

Please be polite to our guests.
The hotel staffs are friendly and courteous.
Popular — Favorite

This is one of our most popular designs.
It's one of my favorite movies.
Precarious — Uncertain/ Insecure

The museum is in a financially precarious position.
They're both uncertain about what to do.
Insecure doors and windows make life easy for burglars.
Pretty — Beautiful

She is a pretty girl.
She looked stunningly beautiful that night.
Prompt — Immediate/ Instant

Prompt payment of the invoice would be appreciated.
Our immediate response to the attack was sheer horror.
This account gives you instant access to your money.
Pull — Tug

Pull the chair nearer the table.
She tried to escape but he tugged her back.
Push — Shove

She pushed at the door but it wouldn't budge.
The door wouldn't open no matter how hard she shoved.
Synonym Words (Q)
Learn list of synonyms that start with Q with synonyms examples.

Quake — Tremble

They are quaking in their boots at the prospect of tomorrow's game.
He opened the letter with trembling hands.
Quiet — Peaceful

I was looking forward to a quiet evening at home.
He had a peaceful life.
Quiet — Silent

“Be quiet,” said the teacher.

“Keep silent, please!”

Quite — Fairly/ Pretty

He plays quite well.

I know him fairly well, but I wouldn't say we were really close friends.

I'm pretty sure I'll be going.

Synonym Word List (R)

Learn list of common synonyms that start with R with synonyms examples.

Raise — Lift

She raised the gun and fired.

I lifted the lid of the box and peered in.

Real — Genuine/ True

Are those real flowers?

Is the painting a genuine Picasso?

The novel is based on a true story.

Receive — Get

He received an award for bravery from the police service.

I got a letter from Dave this morning.

Regret — Remorse

She expressed her regret at the decision.

She felt no remorse at leaving them without notice.

Reject — Deny/ Refuse

The prime minister rejected any idea of reforming the system.

She denied all knowledge of the incident.

I politely refused their invitation.

Reliable — Dependable/ Trustworthy

We are looking for someone who is reliable and hardworking.

She is a dependable man.

If you want your mom to trust you, you have to be a trustworthy person.

Remark — Comment

The judges remarked on the high standard of entries for the competition.

I don't feel I can comment on their decision.

Renew — Resume

The army renewed its assault on the capital.

She resumed her career after an interval of six years.

Rescue — Save

He rescued a child from drowning.

Doctors were unable to save her.

Respect — Honor

I have the greatest respect for your brother.

They stood in silence as a mark of honor to her.

Respond — Reply/ Answer

I asked him his name, but he didn't respond.

He never replied to any of my letters.

I repeated the question, but she didn't answer.

Rest — Relax

The doctor told me to rest.

Just relax and enjoy the movie.

Right — Correct/ Proper/ True

You were quite right to criticize him.

Please check that these details are correct.

We should have had a proper discussion before voting.

I think it would be true to say that the show was a success.

Rich — Wealthy

Nobody gets rich from writing nowadays.

They live in a wealthy suburb of Chicago.

Round — Circular

The child was watching it all with big round eyes.

The crater was two miles across and roughly circular.

Rug — Carpet

There were several brightly colored rugs scattered around.

My bedroom carpet is green.

Rule — Law

The 1972 act imposed direct rule from Westminster.

The reforms have recently become law.

Synonyms (S)

Learn synonyms list that start with S with synonyms examples.

Sack — Bag

We need about a sack of rice.
She is holding a plastic bag.
Sad — Unhappy

We are very sad to hear that you are leaving.
I was unhappy that she had to go.
Say — Tell/ Talk/ Speak

Be quiet, I have something to say.
Tell me where you live.
Stop talking and listen!
The President refused to speak to the waiting journalists.
Scared — Terrified/ Frightened/ Afraid

She is scared of going out alone.
I'm terrified of losing you.
I'm frightened of walking home alone in the dark.
I started to feel afraid of going out alone at night.
Shop — Store

There's a little gift shop around the corner.
She worked in a grocery store before going to college.
Shout — Scream/ Yell

I shouted for help but nobody came.
He screamed at me to stop.
She yelled at the child to get down from the wall.
Shy — Bashful/ Timid/ Embarrassed

She was too shy to ask anyone for help.
She looked bashful when he asked her what she wanted.
He stopped in the doorway, too timid to go in.
He felt embarrassed at being the centre of attention.
Sick — Ill

Her mother's very sick.
Her father is seriously ill in St Luke's hospital.
Sincere — Honest

He seemed sincere enough when he said he wanted to help.
Give me your honest opinion.
Slim — Slender/ Thin

She was tall and slim.
She is slender and stylish.
She was looking pale and thin.
Small — Little/ Tiny/ Diminutive

They're having a relatively small wedding.
She gave a little laugh.
Only a tiny minority hold such extreme views.
She was a diminutive figure beside her husband.
Smart — Brilliant/ Intelligent/ Clever/ Bright

She's smarter than her brother.
She has one of the most brilliant minds in the country.
She asked a lot of intelligent questions.
He's too clever by half, if you ask me.
She's probably the brightest student in the class.
Smile — Grin

He smiled with relief.
They grinned with delight when they heard our news.
Sniff — Smell

The dog sniffed at my shoes.
I could smell alcohol on his breath.
Sordid — Dirty

These were the urban poor, living in the sordid back streets and alleys of prosperous Victorian cities.
She circled the bedroom, picking up dirty clothes.
Speech — Lecture

He made the announcement in a speech on television.
He regularly gives lectures on modern French literature.
Split — Divide

She split the class into groups of four.
A sentence can be divided up into meaningful segments.
Spooky — Scary/ Creepy

It got a bit spooky when James started telling ghost stories.
It was a really scary moment.
It's kind of creepy down in the cellar!
Sprint — Run

Three runners sprinted past.
I had to run to catch the bus.
Stone — Rock

The floors are made of stone.
To build the tunnel, they had to cut through 500 feet of solid rock.
Story — Tale

He read the children a story.
His latest book is a delightful children's tale about talking animals.
Street — Highway

The bank is just across the street.
He took highway 314 heading north.
Suggest — Propose

May I suggest a white wine with this dish, Sir?
The government proposed changes to the voting system.
Sundown — Sunset

The celebration begins at sundown.
Every evening at sunset the flag was lowered.
Sure — Certain

You don't sound very sure.
She looks certain to win an Oscar.
Synonym Words (T)
Learn synonyms list that start with T with synonyms examples.

Talkative — Communicative

She was in a talkative mood.
He wasn't very communicative and kept things to himself.
Taxi — Cab

We'd better take a taxi.
I took a cab to the airport.
Temper — Mood

He must learn to control his temper.
He's always in a bad mood.
Thankful — Grateful

I was thankful to see they'd all arrived safely.

I am extremely grateful to all the teachers for their help.
Think — Ponder/ Consider

I didn't think you liked sports.
The senator pondered the question for a moment.
She considered her options.
Toss — Throw

She tossed her jacket onto the bed.
Some kids were throwing stones at the window.
Total — Entire/ Whole

This brought the total number of accidents so far this year to 113.
The entire village was destroyed.
He spent the whole day writing.
Transform — Convert

The photochemical reactions transform the light into electrical impulses.
The hotel is going to be converted into a nursing home.
Trip — Journey

We went on a trip to the mountains.
They went on a long train journey across India.
Trust — Believe

You can trust me not to tell anyone.
I believed his lies for years.
Try — Attempt

I don't know if I can come but I'll try.
I will attempt to answer all your questions.
Trivial — Unimportant

I know it sounds trivial, but I'm worried about it.
I was just a young girl from a small town and I felt very unimportant.
Synonym Word List (U)
Learn list of synonyms that start with U with synonyms examples.

Uncommon — Unusual

Side effects from the drug are uncommon.
She has a very unusual name.
Uncooked — Raw

The steak was uncooked in the middle.
These fish are often eaten raw.
Uneasy — Restless/ Concerned/ Nervous/ Anxious

His presence made her feel uneasy.
After five years in the job, he was beginning to feel restless.
The President is deeply concerned about this issue.
I felt really nervous before the interview.
He seemed anxious about the meeting.
Unfortunate — Unlucky

He was unfortunate to lose in the final round.
He was very unlucky not to win.
Unlawful — Illegal

The jury returned a verdict of unlawful killing.
It's illegal to drive through a red light.
Unmarried — Single

She was sent away to a home for unmarried mothers.
The apartments are ideal for single people living alone.
Usually — Generally

I'm usually home by 6 o'clock.
I generally get up at six.
Synonyms (V)
Learn list of common synonyms that start with V with synonyms examples.

Value — Worth

The winner will receive a prize to the value of £1 000.
He has a personal net worth of \$10 million.
Very — Extremely

The new building has been very much admired.
This issue is extremely complicated.
English Synonyms (W-Y)
Learn list of synonyms that start with W,Y with synonyms examples.

Walk — Stroll

He walked slowly away from her.
People were strolling along the beach.
Want — Desire

She's always wanted a large family.
We all desire health and happiness.
Weak — Feeble

She is still weak after her illness.
The heartbeat was feeble and irregular.
Winner — Victor

The winners of the competition will be announced next month.
There are no victors in a divorce.
Woman — Lady

I prefer to see a woman doctor.
He was with an attractive young lady.
Wonderful — Amazing

It's wonderful what you can do when you have to.
It's amazing the difference a few polite words make.
Word — Expression

Could I have a quick word with you?
Her writing is full of colorful expressions.
Write — Record

Write your name at the top of the paper.
The band is back in the US recording their new album.
Writer — Author

She's one of my favorite writers.
He was the author of two books on China.
Wrong — Incorrect

He was driving on the wrong side of the road
His version of what happened is incorrect.
Yearly — Annually

The magazine is issued twice yearly.
The exhibition is held annually.

ANTONYMS:

Opposites (from A-Z)
Antonyms List | Opposite Words (A)

List of opposites that start with A with examples.

A lot — A little

We've spent a lot on the children's education.

Fortunately I had a little time to spare.

Abate — Increase

Steps are to be taken to abate pollution.

The population has increased from 1.2 million to 1.8 million.

Able — Unable

You must be able to speak French for this job.

She was unable to hide her excitement.

Abortive — Successful

During the war of 1770 the Greeks had risen in an abortive rebellion, promptly crushed by the Turks.

They were successful in winning the contract.

Above — Below

I heard a strange noise coming from the room above.

I could hear voices in the courtyard below my window.

Abridge — Expand

Antonyms examples:

She has been asked to abridge the novel for radio.

The waist expands to fit all sizes.

Absent — Present

Students who are regularly absent from school.

The gases present in the Earth's atmosphere.

Abundant — Scarce

Fish are abundant in the lake.

Food was often scarce in the winter.

Accept — Decline

Rick accepted her offer of coffee.

His school reports said that he never declines a challenge.

Accept — Refuse

Opposites examples:

He accepted the invitation to stay with us.
The chairman refused to answer any more questions.
Accurate — Inaccurate

The brochure tries to give a fair and accurate description of each hotel.
A lot of what has been written about him is inaccurate.
Achieve — Fail

He had finally achieved success.
She failed to get into art college.
Add — Subtract

If you add all these amounts together you get a huge figure.
If you subtract 6 from 9, you get 3.
Adjacent — Distant

We stayed in adjacent rooms.
Stars are distant from our galaxy.
Admire — Detest

Antonyms examples:

I really admire your enthusiasm.
The two men detested each other.
Admit — Deny

A quarter of all workers admit to taking time off when they are not ill.
The department denies responsibility for what occurred.
Admit — Reject

She admits to being strict with her children.
The prime minister rejected any idea of reforming the system.
Adore — Hate

She adores working with children.
I hate to see you unhappy.
Advance — Retreat

Opposites examples:

The troops were finally given the order to advance.
The army was forced to retreat after suffering heavy losses.
Advantage — Disadvantage

Her experience meant that she had a big advantage over her opponent.
The disadvantage of the material is that it fades in strong sunlight.
Against — For

Mr. Howard has declared that he is against all forms of racism.
Everybody is always for peace.
Agree — Disagree

Opposite words examples:

If she felt he was right, she would agree with him.
He is tolerant of those who disagree with him.
Alive — Dead

It was a bad accident – they're lucky to be alive.
Two men were shot dead by terrorists.
All — None

Have you done all your homework?
We saw several houses but none we really liked.
Allow — Forbid

My parents wouldn't allow me to go to the party.
He was forbidden to leave the house, as a punishment.
Ally — Enemy

Antonyms examples:

Ridley was one of the Queen's closest allies.
He was accused of collaboration with the enemy.
Alone — Together

She lives alone.
We've very much enjoyed working together.
Always — Never

I've always wanted to go to Paris.
He's never been to Australia.
Amateur — Professional

Mickelson won his first major golf tournament while still an amateur.
You need a professional to sort out your finances.
Amuse — Bore

Opposites examples:

He made funny faces to amuse the children.

His blue eyes seemed to bore into her.

Ancient — Modern

So according to history it has been found from the most ancient times, and so it is to our own day.

They are the youngest children in modern times to face murder charges.

Annoy — Soothe

She annoyed him with her stupid questions.

She made a cup of tea to soothe her nerves.

Answer — Question

Opposite words examples:

The short answer is that it can't be done.

They asked me quite a lot of difficult questions about my job.

Apparent — Obscure

The difference in quality was immediately apparent.

I found her lecture very obscure.

Arrive — Leave

He arrived late as usual.

My baby gets upset when I leave the room.

Arrive — Depart

Opposites examples:

What time does the plane arrive in New York?

Flights by Air Europe depart Gatwick on Tuesdays.

Arrogant — Humble

He was unbearably arrogant.

Taylor's students describe him as a humble and modest man.

Ascend — Descend

Antonyms examples:

The plane ascended rapidly.

Our plane started to descend.

Ask — Answer

We'll have to ask someone the way to the station.

I repeated the question, but she didn't answer.

Ask — Tell

I asked him where he lived.

Jack had to go, but he didn't tell me why.

Attack — Defend

There have been several attacks on foreigners recently.

We need to defend against military aggression.

Attractive — Repulsive

She is an attractive woman.

What a repulsive man!

Awake — Asleep

Opposites examples:

She was still only half awake when I brought her a cup of coffee.

Kelly was asleep on the sofa.

Awkward — Graceful

She may appear stiff and perhaps awkward.

Her father was a quiet man with graceful manners.

Antonyms | Opposites (B)

List of opposite words that start with B with examples.

Back — Front

I found some old photos at the back of the drawer.

There's a garden at the front of the house.

Bad — Good

I have some bad news for you.

The train service is not very good.

Bare — Covered

The room was completely bare except for a bed against the wall.

The walls were covered with pictures.

Beautiful — Ugly

Opposites examples:

The bride looked beautiful in that dress.
He was short, nearsighted, ugly and exceptionally awkward.
Before — After

I saw her a few days before she died.
I go swimming every day after work.
Begin — End

Antonyms examples:

In the third year, students begin the study of classical Chinese.
The speaker ended by suggesting some topics for discussion.
Beginning — Conclusion

There's a short poem at the beginning of every chapter.
At the conclusion of the meeting, little progress had been made.
Behind — In front of

I turned to speak to the person standing behind me.
She spends all day sitting in front of her computer.
Best — Worst

He won the best actor award.
This is the worst recession for fifty years.
Better — Worse

Opposites examples:

There must be a better way to do this.
The violence was worse than we expected.
Big — Little

They belong to the rich man who lives in the big white house there among the trees.
He was quite an old little man and his head was long and entirely bald.
Birth — Death

What's your date of birth?
Cancer is the leading cause of death in women.
Bitter — Sweet

Black coffee leaves a bitter taste in the mouth.

This tea is too sweet.
Black — White

Matthew had thick black hair, but Natalie's was blonde.
His face is white, and he seems very weak.
Blame — Praise

Marie still blames herself for Patrick's death.
The mayor praised the rescue teams for their courage.
Bless — Curse

Antonyms examples:

God bless you!
Elsa cursed herself for believing his lies.
Blunt — Sharp

Sharpen all your blunt knives.
Make sure you use a good sharp knife.
Body — Soul

Your body temperature is higher in the daytime than at night.
There was a feeling of restlessness deep in her soul.
Bold — Timid

My aunt was a bold determined woman.
I was a timid child.
Boring — Interesting

I trudged through a boring day, knowing I'd return to an empty apartment as Betsy was off to Los Angeles for the entire week.
Dr. Bell told me many interesting things about his work.
Bottom — Top

Opposites examples:

I waited for them at the bottom of the hill.
She was standing at the top of the stairs.
Boundless — Limited

Today, the opportunities for leaders are boundless, but so are the challenges.
My knowledge of the business is limited.
Boy — Girl

The boys wanted to play football.
I've known Mollie ever since I was a little girl.
Brave — Cowardly

It was brave of you to speak in front of all those people.
He was very cowardly because he did not tell that truth.
Break — Repair

I had to break a window to get into the house.
It was too late to repair the damage done to their relationship.
Brief — Long

We stopped by Alice's house for a brief visit.
He's been gone a long time.
Bright — Dull

Antonyms examples:

The weather was bright and sunny.
Outside the weather was hazy and dull.
Brighten — Fade

The morning sunshine brightened up the room.
The sun had faded the curtains.
Bring — Remove

Robert asked the waiter to bring him the check.
Reference books may not be removed from the library.
Brother — Sister

My younger brother is a doctor.
My older sister is a nurse.
Busy — Idle

Opposite words examples:

Mr. Haynes is busy with a customer at the moment.
The workers have been idle for the last six months.
Buy — Sell

The money will be used to buy equipment for the school.
If you offer him another hundred, I think he'll sell.
Antonyms List | Opposites (C)
List of opposite words that start with C with examples.

Calm — Windy

It is a calm day.

It's too windy for a picnic.

Capable — Incapable

All the staff at the nursing home seemed very capable.

He seemed incapable of understanding how she felt.

Captive — Free

His son had been taken captive during the raid.

He knew he could be free in as little as three years.

Capture — Release

The robbery was captured on police video cameras.

Police arrested several men, who were later released.

Careful — Careless

He was being very careful with the coffee so as not to spill it.

He's careless with his glasses and has lost three pairs.

Cautious — Careless

Antonyms examples:

Keller is cautious about making predictions for the success of the program.

It was careless of him to leave the door unlocked.

Center — Edge

His goal is to turn Stanford into a center for environmental policy.

Billy sat on the edge of the bed.

Change — Remain

Susan has changed a lot since I last saw her.

Despite the job losses, Parker remained as manager.

Cheap — Expensive

Opposites examples:

Property is cheaper in Spain than here.

Petrol is becoming more and more expensive.

Cheerful — Sad

She's feeling more cheerful today.

I was sad about the friends I was leaving behind.

Child — Adult

Antonyms examples:

I was very happy as a child.

Some children find it difficult to talk to adults.

Chilly — Warm

Despite the chilly autumn afternoon, she was wearing a thin cotton dress.

I hope we get some warm weather soon.

Clean — Dirty

As usual, she left her room clean and tidy before going to school.

She circled the bedroom, picking up dirty clothes.

Clever — Stupid

Lucy is quite clever and does well at school.

That was a stupid thing to say.

Clever — Foolish

She is a clever girl.

I was young and foolish at the time.

Close — Open

Opposites examples:

Would you mind if I closed the window?

Mr. Chen opened the car door for his wife.

Cold — Hot

Let's get in out of this cold wind.

In dry gourds, they were served a hot tea made from the ground leaves of something Bordeaux called the lip fern.

Combine — Separate

Antonyms examples:

A number of factors have combined to create this difficult situation.

Those suffering from infectious diseases were separated from the other patients.

Comfort — Discomfort

All our sports shoes are designed for comfort and performance.

There can be no question of her discomfort.

Complete — Incomplete

Work on the new building is nearly complete.

Unfortunately, I do not have the information because our records are incomplete.

Complex — Simple

Opposite words examples:

It was a very complex relationship between two complex people.

I'm sure there's a perfectly simple explanation.

Compliment — Insult

Being compared to Abba is a great compliment.

His comments were seen as an insult to the president.

Conceal — Reveal

Opposites examples:

She tried to conceal the fact that she was pregnant.

He may be prosecuted for revealing secrets about the security agency.

Continue — Interrupt

Sheila continued to work after she had her baby.

My studies were interrupted by the war.

Cool — Warm

The evening air was cool.

I hope we get some warm weather soon.

Copy — Original

Antonyms examples:

We have six copies of the movie to give away.

He copied paintings of famous artists and passed them off as originals.

Correct — Incorrect

If my calculations are correct, we're about ten miles from Exeter.

The information you gave us was incorrect.

Correct — Wrong

You are correct, the Missouri is the longest river in the US.

Your calculations must be wrong.

Countryman — Foreigner

Opposites examples:

He didn't look like a farmer, yet he looked a countryman.
Tom felt that people were suspicious of him because he was a foreigner.
Courage — Cowardice

Sue showed great courage throughout her illness.
She was ashamed of her cowardice.
Crazy — Sane

The neighbors must think we're crazy.
Of course he isn't mad. He's as sane as you or I.
Create — Destroy

Antonyms examples:

The new factory is expected to create more than 400 new jobs.
The scandal destroyed Simmons and ended his political career.
Cruel — Kind

The prisoner was a hard cruel man.
She's a very kind and generous person.
Customer — Supplier

Opposite words examples:

We aim to offer good value and service to all our customers.
You will need to be able to deal with both customers and suppliers.

(D)

List of opposites that start with D with examples.

Damage — Improve

Smoking can severely damage your health.
The doctors say she is improving.
Dark — Bright

At the kitchen door she nearly ran into a dark form.
With his small frame and bright eyes, he'd always reminded her of an elf of some sort.
Dark — Light

Opposites examples:

The church was dark and quiet.
The kitchen was light and spacious.
Dawn — Sunset

It had been the hope which had kept her going through the dawn and early morning.
Lovers walked hand in hand towards the sunset.
Daytime — Midnight

I can't sleep in the daytime.
We stayed there until way after midnight.
Deep — Shallow

Opposites examples:

The castle is on an island surrounded by a deep lake.
The lake is quite shallow.
Demand — Supply

I demand to know what's going on.
An informer supplied the police with the names of those involved in the crime.
Despair — Hope

She killed herself in despair.
When I first arrived in New York, I was full of hope for the future.
Difficult — Easy

The exam was very difficult.
Finishing the task will be easy.
Dim — Bright

Opposite words examples:

Isaac was old and his eyes were dim.
Her eyes were hurting from the bright lights.
Discourage — Encourage

My father is a lawyer, and he discouraged me from entering the field.
I want to thank everyone who has encouraged and supported me.
Doctor — Patient

Antonyms examples:

She was treated by her local doctor.
St Dominic's Hospital treats about 10,000 patients a year.

Doubt — Trust

The incident raises doubts about the safety of nuclear power.

You shouldn't put your trust in a man like that.

Downwards — Upwards

Share prices continued their downward trend.

Stroke the cream onto your skin in an upward direction.

Drunk — Sober

David would get drunk and I would have to take him home and put him to bed.

He's a nice guy when he's sober.

Dry — Wet

Opposites examples:

The air was dry and hot, as if she were in a sauna.

Deidre whipped the door open, ignoring the sting of her wet hair against her shoulders.

Dusk — Dawn

The street lights go on at dusk.

The boats set off at dawn.

Antonyms | Opposites (E)

List of opposite words that start with E with examples.

Early — Late

The bus was ten minutes early.

You're half an hour late.

Earth — Sky

Antonyms examples:

They watched the kite fall back to earth.

There wasn't a cloud in the sky.

East — West

He turned and walked away towards the east.

A damp wind blew from the west.

Easy — Hard

The test was easy.

You'll have to make some hard decisions.

Effective — Ineffective

Opposites examples:

Training is often much less effective than expected.
The chemical was almost totally ineffective in killing the weeds.
Elementary — Advanced

You've made a very elementary mistake.
She is learning advanced physics.
Employer — Employee

They're very good employers.
The firm has over 500 employees.
Empty — Full

Opposite words examples:

The fuel tank's almost empty.
The kitchen was full of smoke.
Enter — Exit

Opposites examples:

Silence fell as I entered the room.
I exited through a side window.
Evening — Morning

I do most of my studying in the evening.
I'm not feeling very well this morning.
Evil — Good

Antonyms examples:

There is too much evil in the world.
I learn to see life as a titanic moral struggle between good and evil.
Excited — Bored

I'm so excited that we're going to New York.
After a while, I got bored and left.
Exhale — Inhale

He sat back and exhaled deeply.
She closed her eyes and inhaled deeply.
Expand — Contract

The last were razed in 1890, and the town was permitted to expand in this direction.
All leeches are very extensile and can contract the body to a plump, pearshaped form, or extend it to a long and wormlike shape.
Expand — Shrink

Opposite words examples:

The hotel wants to expand its business by adding a swimming pool.
The firm's staff had shrunk to only four people.
Export — Import

Italian food has been exported all over the world.
We import coffee from Colombia.
Exterior — Interior

Antonyms examples:

The dome is tiled on the exterior.
The interior of the church was dark.
External — Internal

An external auditor will verify the accounts.
Some photos contain internal evidence that may help to date them.
Antonyms List | Opposites (F)
List of opposite words that start with F with examples.

Fact — Fiction

Much of the novel is based on fact.
Anthony's first books were historical fiction.
Fake — Real

Opposites examples:

The defense said the photos were fake.
She had never seen a real live elephant before.
Fall — Rise

The rate of inflation was falling.
Sales rose by 20% over the Christmas period.
Famous — Unknown

Many famous people have stayed in the hotel.

An unknown number of people were killed.
Fashionable — Old Fashioned

He looked to be about her age and his blond hair was neatly combed into a fashionable style.
Many houses, especially in State, Danforth and Congress streets, are simple in style and oldfashioned in architecture.
Fast — Slow

Opposites examples:

I'm a fast learner.
The wound was slow to heal.
Fat — Thin

You'll get fat if you eat all that chocolate.
He was tall and thin, with short brown hair.
Fat — Skinny

He looks much fatter than in his photo.
Some supermodels are far too skinny.
Feeble — Strong

Antonyms examples:

She was too feeble to leave her room.
Laura had a strong character.
Few — Many

The team that makes the fewest mistakes usually wins.
Many people have to use a car to travel to work.
Find — Lose

"Yes. I couldn't find a better friend than Alex, could I?" she said.
I didn't want to lose you, but I didn't want you to be unhappy like mother either.
Firm — Flabby

Opposite words examples:

The sofa cushions are fairly firm.
It was that of a young man, tall but somewhat flabby muscled.
First — Last

Opposites examples:

The first time I flew on a plane I was really nervous.
I hadn't seen him since the last meeting.
Float — Sink

I wasn't sure if the raft would float.
Their motorboat struck a rock and began to sink.
Floor — Ceiling

We are located on the seventh floor of the building.
The house has two rooms with high ceilings.
Foolish — Wise

Opposites examples:

It would be foolish to ignore his advice.
I think you were wise to leave when you did.
Forget — Remember

What happened that day will never be forgotten.
I remember meeting her at a party once.
Forgivable — Unforgivable

It was an easily forgivable mistake.
Patrick had deceived her, and that was unforgivable.
Forgive — Blame

Opposites examples:

I've tried to forgive him for what he said.
The report blames poor safety standards for the accident.
Fortunate — Unfortunate

I've been fortunate to find a career that I love.
He has an unfortunate habit of repeating himself.
Forward — Backward

He leaned forward, his elbows resting on the table.
She went without a backward glance.
Free — Restricted

Opposite words examples:

The animals are allowed to run free in the park.
It's difficult trying to work in such a restricted space.

Freeze — Boil

Antonyms examples:

The water pipes have frozen.

We were advised to boil the water before drinking it.

Fresh — Stale

The beans are fresh from the garden.

French bread goes stale very quickly.

Friend — Enemy

Opposites examples:

Don't worry, you're among friends.

Cats and dogs have always been natural enemies.

Frown — Smile

She frowned as she read the letter.

Mark read the message and smiled to himself.

Funny — Sad

Do you remember any funny stories about work?

Dad looked sad and worried as he read the letter.

Antonyms (G)

List of opposite words that start with G with examples.

Generous — Stingy

She's always very generous to the kids.

She's too stingy to give money to charity.

Gentle — Rough

Opposites examples:

Arthur was a very gentle, caring person.

Rugby is a very rough sport.

Giant — Tiny

Giant cabbages grew in the garden.

You only need to use a tiny amount of salt.

Give — Receive

Opposite words examples:

I've got some old diaries that my grandmother gave me years ago.

All the children will receive a small gift.

Grow — Shrink

Antonyms examples:

Sales of new cars grew by 10% last year.

We want to expand the business, not shrink it.

Guilty — Innocent

I feel really guilty about forgetting her birthday again.

Nobody would believe that I was innocent.

Opposites (H)

List of opposite words that start with H with examples.

Harmful — Harmless

Scientists tend to agree that most diets don't work and can be harmful.

Her brother's a bit simple, but he's quite harmless.

Harsh — Mild

The Canadian winter is very harsh.

We had an exceptionally mild winter last year.

He — She

Opposite words examples:

It was he who first suggested the idea.

I saw you talking to that girl. Who is she?

Healthy — Sick

I've always been perfectly healthy until now.

Maria can't come in today because she's sick.

Heaven — Hell

Antonyms examples:

He believed that he and his wife would one day be together again in heaven.

She must have gone through hell every day, the way we teased her about her weight.

Here — There

What are you doing here?

We could go back to my cottage and have lunch there.

Hero — Coward

He had dared to speak out against injustice, and overnight he became a national hero.

Perhaps I should have turned back but I didn't want to be known as a quitter and a coward.

High — Low

Opposites examples:

The camp was surrounded by a high fence.

The sun was low in the sky.

Hungry — Full

If you get hungry, there's some cold chicken in the fridge.

I ate chocolate cakes so I was full.

Husband — Wife

Mr. Nicholls was a good husband.

One year he arrived with a young lady, then came back when she was his wife.

Antonyms List (I)

List of opposite words that start with I with examples.

Identical — Different

The sisters were identical in appearance and character.

Her appearance and character are different.

Ignite — Extinguish

The candle ignited the plastic.

Firemen were called to extinguish the blaze.

Ignorant — Educated

Antonyms examples:

He's ignorant about modern technology.

The boy came from a good home, was well educated and had every advantage.

Important — Unimportant

Happiness is more important than money.

The exact details are unimportant.

Important — Trivial

Nothing could be more important to me than my family.

We were punished for the most trivial offences.
In — Out

Antonyms examples:

He took us for a drive in his new car.
Charlotte went to the window and looked out.
Increase — Decrease

The population increased dramatically in the first half of the century.
The number of people who have the disease has decreased significantly in recent years.
Inside — Outside

Opposite words examples:

The jewels were locked away inside the safe.
I'll meet you outside the theatre at two o'clock.
Instructor — Pupil

I managed to find a very good driving instructor.
The new law reduces the number off pupils per class in the first four years of schooling.

Opposites Words (J)

List of opposites that start with J with examples.

Joy — Grief

I leaped into the air with joy.
Charles was overcome with grief.
Junior — Senior

Opposites examples:

She started work as a junior reporter on a local newspaper.
He's a senior executive at Volkswagen.
Justice — Injustice

Children have a strong sense of justice.
The movie deals with injustices suffered by Native Americans.

Opposites | Antonyms (L)

List of opposite words that start with L with examples.

Landlord — Tenant

The newspaper is negotiating with its landlord to reduce its rent.

They had evicted their tenants for nonpayment of rent.
Large — Small

Los Angeles is the second largest city in the US.
The Tshirt was too small for him.
Laugh — Cry

I laugh at her ignorance.
She began to cry, no longer able to deny what she knew deep down: she'd never get her life back.
Lawful — Unlawful

Opposites examples:

The police may not interfere in lawful demonstrations
The jury returned a verdict of unlawful killing.
Lazy — Diligent

He felt too lazy to get out of bed.
She is a diligent student.
Lazy — Industrious

He felt too lazy to get out of bed.
Most of the students I knew at college were serious and industrious.
Leave — Stay

My baby gets upset when I leave the room.
I decided to stay home.
Legal — Illegal

What the company has done is perfectly legal.
They were involved in illegal activities.
Lenient — Strict

Antonyms examples:

School examiners say that marking has become more lenient in recent years.
This company is very strict about punctuality.
Like — Dislike

I don't like it when you get angry.
I dislike being the centre of attention.
Live — Die

We used to live in London.
Her husband died suddenly last week.
Lock — Unlock

I can't get this drawer to lock.
I unlocked the door of the apartment and found that my wife was still awake.
Long — Short

Antonyms examples:

He stretched out his long legs.
I've only been in Brisbane a short time.
Long — Short

I haven't been there for a long while.
I've only been in Brisbane a short time.
Loose — Tight

I'm very uncomfortable in this loose shirt.
My shoes were so tight that I could hardly walk.
Loud — Quiet

Opposites examples:

The music was so loud that I had to shout.
We'll have to be quiet so as not to wake the baby.
Love — Hate

Every mother loves her children.
She hates making mistakes.
Loyal — Disloyal

The army has remained loyal to the government.
He felt he had been disloyal to his friends.
Opposites | Antonyms Examples (M)
List of opposite words that start with M with examples.

Major — Minor

There is a major problem with parking in London.
We have made some minor changes to the program.
Male — Female

Opposites examples:

All the attackers were male, aged between 25 and 30.

Two of the candidates must be female.

Man — Woman

He's a very kind man.

When a woman is pregnant, the levels of hormones in her body change.

Marry — Divorce

No one wanted a dying girlfriend, especially when she'd flat out refused to marry him.

She wants to divorce her husband.

Mature — Immature

Antonyms examples:

Laura is very mature for her age.

He forgave his son's immature behavior.

Maximum — Minimum

The car has a maximum speed of 120 mph.

The minimum number of students we need to run the course is fifteen.

Melt — Freeze

It was warmer now, and the snow was beginning to melt.

The lake had frozen overnight.

Merry — Sad

He marched off, whistling a merry tune.

Lilly felt sad that Christmas was over.

Miser — Spendthrift

Opposites examples:

Everyone said Mr. Henny was a miser who had thousands of pounds hidden under his bed.

She was by no means a spendthrift, but somehow all the money disappeared anyway.

Most — Least

She's one of the most experienced teachers in the district.

He's my least favorite member of staff.

Opposites (N)

List of opposite words that start with N with examples.

Nadir — Zenith

By 1932, the depression had reached its nadir.
The Roman Empire reached its zenith around the year 100.
Narrow — Broad

Antonyms examples:

The stairs were very narrow.
The room is three meter long and two meter broad.
Nasty — Nice

I went to school with him – he was nasty then and he's nasty now.
You look nice in that suit.
Nasty — Pleasant

Drivers often have a nasty habit of driving too close to cyclists.
The restaurant was large and pleasant.
Natural — Artificial

My hair soon grew back to its natural color.
A job interview is a very artificial situation.
Near — Far

Antonyms examples:

She told the children not to go near the canal.
It's not far to the beach.
Near — Distance

They moved house to be nearer the school.
The cottage is some distance from the road.
Neat — Messy

His clothes were always neat and clean.
The place is so messy, I haven't had time to clear up.
Negative — Positive

My drinking was starting to have a negative effect on my work.
She's got a really positive attitude to life.
Nephew — Niece

His nephew told him to take a walk, get lost in the crowd.
As they moved towards the next tee she nodded towards her niece.
Night — Day

Antonyms examples:

I didn't sleep too well last night.
She only leaves her house during the day.
Noisy — Quiet

Opposites examples:

The kids have been really noisy today.
I didn't know anything about it so I just kept quiet.
Noisy — Silent

The bar was very noisy.
She kept silent, forcing Buchanan to continue.
None — Some

I wish I could offer you some cake but there's none left.
Many local businesses are having difficulties, and some have even gone bankrupt.
Noon/ Midday — Midnight

We met at 12 noon (midday).
We stayed there until way after midnight.
North — South

Opposites examples:

Cheshunt is a few miles to the north of London.
Gatwick airport is a few miles to the south of London.
Notice — Ignore

He noticed a woman in a black dress sitting across from him.
You can't ignore the fact that many criminals never go to prison.
Now — Then

Until now, doctors have been able to do very little to treat this disease.
They're sending out the results next week, so we won't know anything until then.

Antonyms (O)

List of opposite words that start with O with examples.

Obedient — Disobedient

My son is an obedient child.

He is a pleasant child, but often rowdy, disobedient and rough with others.

Old — New

Some of the houses around here are very old.

They've just moved into their new home.

Old — Young

Antonyms examples:

The old man lay propped up on cushions.

You're too young to get married. young trees.

On — Off

The TV's on, but nobody seems to be watching it.

Will someone switch the radio off?

Open — Shut

Opposites examples:

He opened the drawer of the desk.

Ellen shuts the window.

Opposite — Same

I thought the medicine would make him sleep, but it had the opposite effect.

They went to the same school.

Optimistic — Pessimistic

Bankers are cautiously optimistic about the country's economic future.

He remains deeply pessimistic about the peace process.

Over — Under

She leaned over the desk to answer the phone.

Wendy had hidden the box under her bed.

Opposite Words (P)

List of opposites that start with P with examples.

Part — Whole

Part of the building was destroyed in the fire.

The whole country mourned her death.

Pass — Fail

Antonyms examples:

She passed with flying colors.
He has failed his driving test.
Patient — Impatient

You'll just have to be patient and wait till I'm off the phone.
We are growing impatient with the lack of results.
Permanent — Temporary

Opposites examples:

He gave up a permanent job in order to freelance.
You might want to consider temporary work until you decide what you want to do.
Plentiful — Scarce

During the summer tomatoes are plentiful and cheap.
Food was often scarce in the winter.
Plural — Singular

'Sheep' remains the same in the plural.
The singular of 'bacteria' is 'bacterium'.
Polite — Rude

Opposites examples:

We left the party as soon as it was polite to do so.
I didn't mean to be rude, but I had to leave early.
Polite — Impolite

It's not polite to talk with your mouth full.
It is impolite not to eat what you are served at a dinner party.
Possible — Impossible

Antonyms examples:

Computer technology makes it possible for many people to work from home.
Members with young children often found it impossible to attend evening meetings.
Poverty — Wealth

We need an effective strategy to fight poverty.
The purpose of industry is to create wealth.
Poverty — Riches

Millions of elderly people live in poverty.
He was enjoying his newfound riches.

Powerful — Weak

He was one of the most powerful men in Bohemia.

The country is in a weak position economically.

Praise — Criticism

Her teacher was full of praise for her work.

My main criticism of the scheme is that it does nothing to help families on low incomes.

Pre — Post

Opposites examples:

As usual, the government seems to have forgotten most of its preelection promises.

Its share price rocketed from its postcrash low.

Predator — Prey

Some animals have no natural predators.

The lion will often stalk its prey for hours.

Pretty — Ugly

She still looks pretty miserable.

Nick's dog is as ugly as sin.

Private — Public

There is private ownership of property in a market economy.

We do not believe he is fit for public office.

Prudent — Imprudent

Antonyms examples:

It might be prudent to get a virus detector for the network.

The banks made hundreds of imprudent loans in the 1970s.

Pure — Impure

Our beef patties are 100% pure.

Some of these drugs are highly impure.

Push — Pull

Opposites examples:

I promised to push him on the swings for as long as he wanted.

She pulled open the door and hurried inside.

Put on — Take off

He took off his uniform and put on a sweater and trousers.

Charlie was taking off his shirt when the phone rang.

Opposites | Antonyms (R)

List of opposite words that start with R with examples.

Rapid — Slow

The patient made a rapid recovery.

The car was travelling at a very slow speed.

Rare — Common

It is very rare for her to miss a day at school.

Bad dreams are fairly common among children.

Real — Fake

She had never seen a real live elephant before.

He is a fake designer clothing.

Regular — Irregular

Antonyms examples:

The company holds regular meetings with employees.

He's receiving medication for an irregular heartbeat.

Relevant — Irrelevant

We received all the relevant information.

We're focusing too much on irrelevant details.

Rich — Poor

Nobody gets rich from writing nowadays.

They were too poor to buy shoes for the kids.

Right — Left

Antonyms examples:

He had a knife in his right hand.

She held out her left hand.

Right — Wrong

I think you're right. We should have set out earlier.

Your calculations must be wrong.

Risky — Safe

Doctors say it's too risky to try and operate.

I think it's safe to say that the future is looking pretty good.

Rude — Courteous

I didn't mean to be rude, but I had to leave early.

The staffs are always courteous and helpful.

Opposites (S)

List of opposite words that start with S with examples.

Sad — Happy

I was sad about the friends I was leaving behind.

He was a happy child who rarely cried.

Safe — Dangerous

Opposites examples:

Flying is one of the safest forms of travel.

The business is in a dangerous financial position.

Satisfied — Dissatisfied

They have plenty of satisfied customers.

If you are dissatisfied with this product, please return it.

Secondhand — New

I know where he bought a secondhand bicycle.

I got a used video camera for £300 – it would have cost £1,000 if I'd bought it new.

Secure — Insecure

Antonyms examples:

We want a secure future for our children.

She felt lonely and insecure away from her family.

Seller — Buyer

They are hidden because such taxes are typically shifted by sellers to consumers through higher product prices.

We couldn't find a buyer for our house, so we weren't able to move after all.

Servant — Master

His servant hastened to make all ready, build fires and heat water for the baths and prepare food.

Bill Ritchie is now the master of these techniques, by the learnt them originally from Lawrence.

Shout — Whisper

The men on the wall lowered their weapons at her shout, and the remaining pursuer tackled her. He wanted to hear her whisper his name after they made love and flutter soft kisses with her full lips across his face, the way she had the other night.

Simple — Hard

Modern cameras are very simple to use.
You'll have to make some hard decisions.

Single — Married

The changes in tax rates will benefit single people the most.
Married men earn 70 percent more than single men.

Sit — Stand

Why don't you sit down and rest and I'll bring you a piece of pie.
I stand there and can't do anything!

Slave — Master

Opposites examples:

These areas need developing, so entrepreneurs pump in investment: capital accumulated from the slave trade, sugar and cotton.

Later that evening Heathcliff's servant Joseph arrived and asked to speak to the master.

Sleep — Wake up

I usually sleep on my back.
James usually wakes up early.

Small — Big

The Tshirt was too small for him.
The garage isn't big enough for two cars.

Smart — Stupid

Antonyms examples:

The smart kids get good grades and go off to college.
I can't believe Kate was stupid enough to get involved in this.

Smooth — Rough

Her skin felt smooth and cool.
Her hands were rough from hard work.

Sour — Sweet

The milk's turned sour.
The tea is too sweet.

Sow — Reap

The fields around had been sown with wheat.

Several predicted that they will be reap higher yields and profits while saving the soil.

Speed up — Slow down

The truck speeded up going down the hill.

Growth in sales has slowed down.

Spend — Save

Mum never spends any money on herself.

He managed to save enough to buy a small house.

Start — Finish

Opposites examples:

There's so much to do I don't know where to start.

You can't go anywhere until you've finished your homework.

Stop — Go

I was worried that the security guards would stop us at the gate.

Dinah went into the kitchen.

Straight — Crooked

Antonyms examples:

She was looking straight at me.

His lips curled into a crooked smile.

Strengthen — Weaken

The team has been strengthened by the arrival of two new players.

Changes in policy have weakened the power of the trade unions.

Stress — Relax

My headaches are caused by stress.

A hot bath should help to relax you.

Strict — Lenient

This company is very strict about punctuality.

School examiners say that marking has become more lenient in recent years.

Strong — Weak

He picked her up in his big strong arms.

She's too weak to feed herself.

Success — Failure

Opposites examples:

The experiment was a big success.

I always felt a bit of a failure at school.

Sunny — Cloudy

I hope it will be sunny tomorrow.

Tomorrow, it will be cloudy and cool.

Synonym — Antonym

“Shut” is a synonym of “closed”.

“Old” has two possible antonyms. They are “young” and “new”.

Opposites | Antonyms List (T)

List of opposite words that start with T with examples.

Tall — Short

She’s a little taller than her sister.

He’s a bit shorter than me.

Tame — Wild

The bird became so tame that it was impossible to release it back into the wild.

In my opinion, wild animals should not be kept in zoos.

Teach — Learn

Antonyms examples:

He teaches geography at the local secondary school.

I learnt to drive when I was 17.

Terrible — Wonderful

Their son had been injured in a terrible accident.

We had a wonderful time in Spain.

Thick — Thin

He was wearing thick glasses.

She’s only wearing a thin summer jacket.

Throw — Catch

He threw his shirt to someone in the crowd.

Stephen leapt up and caught the ball in one hand.

Tie — Untie

I kept all his letters tied together with a ribbon.

Peter untied his shoelaces.

Tolerant — Intolerant

Antonyms examples:

My parents were tolerant of my choice of music.

A number of patients were intolerant of the diet.

Tough — Easy

The reporters were asking a lot of tough questions.

It would have been easy for the team to lose the game.

Tough — Tender

The meat was tough and hard to chew.

Continue cooking until the meat is tender.

Transparent — Opaque

The insect's wings are almost transparent.

The windows are opaque, and the curtains you can see on the second floor are light gray.

Trap — Release

Antonyms examples:

The police trapped the terrorists at a roadblock.

They released ten political prisoners last year.

True — False

Opposites examples:

Students decide if statements are true or false.

Please decide whether the following statements are true or false.

Opposites (U)

List of opposite words that start with U with examples.

Understand — Misunderstand

I could understand what the woman was saying.

I completely misunderstand her intentions.

Unqualified — Qualified

He was unqualified for the job.

Dawn is well qualified for her new role.

Unsafe — Safe

Many people feel unsafe walking alone at night.

She feels safe in the house on her own.

Up — Down

We walked slowly up the hill.

Tears were streaming down my face.

Upstairs — Downstairs

Antonyms examples:

I went upstairs and had a shower.

Charles was downstairs in the kitchen.

Useful — Useless

A little Japanese can be really useful.

The doctor concluded that further treatment would be useless.

Antonyms (V)

List of opposite words that start with V with examples.

Vacant — Occupied

Only a few apartments were still vacant.

Only half of the rooms are occupied at the moment.

Vague — Definite

The governor gave only a vague outline of his tax plan.

It's impossible for me to give you a definite answer.

Vanish — Appear

Antonyms examples:

Public support for the prime minister has now vanished.

She didn't appear at all surprised at the news.

Vast — Tiny

The government will have to borrow vast amounts of money.

She always felt a tiny bit sad.

Vertical — Horizontal

There was a vertical drop to the ocean.

I was so tired, I just wanted to be horizontal.

Victory — Defeat

She is confident of victory in Saturday's final.
The world champion has only had two defeats in 20 fights.
Virtue — Vice

Antonyms examples:

Among her many virtues are loyalty, courage, and truthfulness.
Jealousy is a vice.
Visible — Invisible

The outline of the mountains was clearly visible.
The house was surrounded by trees, and invisible from the road.
Opposites List | Antonyms Examples (W-Y)
List of opposite words that start with W-Y with examples.

War — Peace

No one wants to start a trade war here.
The country is at peace with its neighbors for the first time in years.
Wide — Narrow

The boat was nearly as wide as the canal.
This is a long narrow road.
Win — Lose

Antonyms examples:

I think you will win the next election.
They played so badly they deserved to lose.
Within — Outside

Prisoners who died were buried within the walls of the prison.
It's outside my experience, I'm afraid.
Yes — No

"Would you like a sandwich?"
"Yes, please."
"Could you help me write this?"
"No, sorry, I haven't got time at the moment."

PARAGRAPH WRITING

Paragraphs & Topic Sentences

A paragraph is a series of sentences that are organized and coherent, and are all related to a single topic. Almost every piece of writing you do that is longer than a few sentences should be organized into paragraphs. This is because paragraphs show a reader where the subdivisions of an essay begin and end, and thus help the reader see the organization of the essay and grasp its main points.

Paragraphs can contain many different kinds of information. A paragraph could contain a series of brief examples or a single long illustration of a general point. It might describe a place, character, or process; narrate a series of events; compare or contrast two or more things; classify items into categories; or describe causes and effects. Regardless of the kind of information they contain, all paragraphs share certain characteristics. One of the most important of these is a topic sentence.

TOPIC SENTENCES

A well-organized paragraph supports or develops a single controlling idea, which is expressed in a sentence called the topic sentence. A topic sentence has several important functions: it substantiates or supports an essay's thesis statement; it unifies the content of a paragraph and directs the order of the sentences; and it advises the reader of the subject to be discussed and how the paragraph will discuss it. Readers generally look to the first few sentences in a paragraph to determine the subject and perspective of the paragraph. That's why it's often best to put the topic sentence at the very beginning of the paragraph. In some cases, however, it's more effective to place another sentence before the topic sentence—for example, a sentence linking the current paragraph to the previous one, or one providing background information.

Although most paragraphs should have a topic sentence, there are a few situations when a paragraph might not need a topic sentence. For example, you might be able to omit a topic sentence in a paragraph that narrates a series of events, if a paragraph continues developing an idea that you introduced (with a topic sentence) in the previous paragraph, or if all the sentences and details in a paragraph clearly refer—perhaps indirectly—to a main point. The vast majority of your paragraphs, however, should have a topic sentence.

PARAGRAPH STRUCTURE

Most paragraphs in an essay have a three-part structure—introduction, body, and conclusion. You can see this structure in paragraphs whether they are narrating, describing, comparing, contrasting, or analyzing information. Each part of the paragraph plays an important role in communicating your meaning to your reader.

Introduction: the first section of a paragraph; should include the topic sentence and any other sentences at the beginning of the paragraph that give background information or provide a transition.

Body: follows the introduction; discusses the controlling idea, using facts, arguments, analysis, examples, and other information.

Conclusion: the final section; summarizes the connections between the information discussed in the body of the paragraph and the paragraph's controlling idea.

Example:

The following paragraph illustrates this pattern of organization. In this paragraph the topic sentence and concluding sentence (CAPITALIZED) both help the reader keep the paragraph's main point in mind.

SCIENTISTS HAVE LEARNED TO SUPPLEMENT THE SENSE OF SIGHT IN NUMEROUS WAYS. In front of the tiny pupil of the eye they put, on Mount Palomar, a great monacle 200 inches in diameter, and with it see 2000 times farther into the depths of space. Or they look through a small pair of lenses arranged as a microscope into a drop of water or blood, and magnify by as much as 2000 diameters the living creatures there, many of which are among man's most dangerous enemies. Or, if we want to see distant happenings on earth, they use some of the previously wasted electromagnetic waves to carry television images which they re-create as light by whipping tiny crystals on a screen with electrons in a vacuum. Or they can bring happenings of long ago and far away as colored motion pictures, by arranging silver atoms and color-absorbing molecules to force light waves into the patterns of original reality. Or if we want to see into the center of a steel casting or the chest of an injured child, they send the information on a beam of penetrating short-wave X rays, and then convert it back into images we can see on a screen or photograph. **THUS ALMOST EVERY TYPE OF ELECTROMAGNETIC RADIATION YET DISCOVERED HAS BEEN USED TO EXTEND OUR SENSE OF SIGHT IN SOME WAY.**

George Harrison, "Faith and the Scientist"

COHERENCE

In a coherent paragraph, each sentence relates clearly to the topic sentence or controlling idea, but there is more to coherence than this. If a paragraph is coherent, each sentence flows smoothly into the next without obvious shifts or jumps. A coherent paragraph also highlights the ties between old information and new information to make the structure of ideas or arguments clear to the reader.

Along with the smooth flow of sentences, a paragraph's coherence may also be related to its length. If you have written a very long paragraph, one that fills a double-spaced typed page, for example, you should check it carefully to see if it should start a new paragraph where the original paragraph wanders from its controlling idea. On the other hand, if a paragraph is very short (only one or two sentences, perhaps), you may need to develop its controlling idea more thoroughly, or combine it with another paragraph.

A number of other techniques that you can use to establish coherence in paragraphs are described below.

Repeat key words or phrases. Particularly in paragraphs in which you define or identify an important idea or theory, be consistent in how you refer to it. This consistency and repetition will bind the paragraph together and help your reader understand your definition or description.

Create parallel structures. Parallel structures are created by constructing two or more phrases or sentences that have the same grammatical structure and use the same parts of speech. By creating parallel structures you make your sentences clearer and easier to read. In addition, repeating a pattern in a series of consecutive sentences helps your reader see the connections between ideas. In the paragraph above about scientists and the sense of sight, several sentences in the body of the paragraph have been constructed in a parallel way. The parallel structures (which have been emphasized) help the reader see that the paragraph is organized as a set of examples of a general statement.

Be consistent in point of view, verb tense, and number. Consistency in point of view, verb tense, and number is a subtle but important aspect of coherence. If you shift from the more personal "you" to the impersonal "one," from past to present tense, or from "a man" to "they," for example, you make your paragraph less coherent. Such inconsistencies can also confuse your reader and make your argument more difficult to follow.

Use transition words or phrases between sentences and between paragraphs. Transitional expressions emphasize the relationships between ideas, so they help readers follow your train of thought or see connections that they might otherwise miss or misunderstand. The following paragraph shows how carefully chosen transitions (CAPITALIZED) lead the reader smoothly from the introduction to the conclusion of the paragraph.

I don't wish to deny that the flattened, minuscule head of the large-bodied "stegosaurus" houses little brain from our subjective, top-heavy perspective, BUT I do wish to assert that we should not expect more of the beast. FIRST OF ALL, large animals have relatively smaller brains than related, small animals. The correlation of brain size with body size among kindred animals (all reptiles, all mammals, FOR EXAMPLE) is remarkably regular. AS we move from small to large animals, from mice to elephants or small lizards to Komodo dragons, brain size increases, BUT not so fast as body size. IN OTHER WORDS, bodies grow faster than brains, AND large animals have low ratios of brain weight to body weight. IN FACT, brains grow only about

two-thirds as fast as bodies. SINCE we have no reason to believe that large animals are consistently stupider than their smaller relatives, we must conclude that large animals require relatively less brain to do as well as smaller animals. IF we do not recognize this relationship, we are likely to underestimate the mental power of very large animals, dinosaurs in particular.

Stephen Jay Gould, "Were Dinosaurs Dumb?"

Planning Your Paragraph

(1)

Decide what the main topic of the paragraph is going to be. Before you begin writing your paragraph, you must have a clear idea of what the paragraph is going to be about. This is because a paragraph is essentially a collection of sentences that all relate to one central topic.[2] Without a definite idea of what the main topic is, your paragraph will lack focus and unity. In order to pin down the exact topic of your paragraph, you should ask yourself a number of questions:

What is the prompt I have been given? If you are writing a paragraph as a response or answer to a particular prompt, such as "You have decided to donate money to charity. Which charity do you choose and why?" or "Describe your favorite day of the week," you will need to think carefully about that prompt and make sure you are directly addressing it, rather than going off topic.

What are the main ideas or issues that I need to address? Think about the topic you are being asked or have decided to write about and consider what the most relevant ideas or issues relating to that topic are. As paragraphs are usually relatively short, it is important that you try to hit on all of the main ideas, without going off topic.

Who am I writing for? Think about who the intended readership of this paragraph or paper is going to be. What is their prior knowledge? Are they familiar with the topic at hand, or will it require a number of explanatory sentences?

If your paragraphs are part of a larger essay, writing an essay outline can help you define the major ideas or goals of each paragraph.

(2)

Write down information and ideas relating to that topic. Once you have a clearer idea of what you want to address in your paragraph, you can start organizing your thoughts by writing down your ideas on a notepad or word document. There's no need to write out full sentences just yet, just jot down some key words and phrases. Once you see everything on paper, you may get a clearer idea of which points are essential to include in your paragraph, and which points are superfluous.

At this point, you may realize that there's a gap in your knowledge and that it will be necessary to look up some facts and figures to support your argument.

It's a good idea to do this research now, so you will have all the relevant information easily at hand when it comes to the writing stage.

(3)

Figure out how you want to structure your paragraph. Now that all of your thoughts, ideas, facts and figures are laid out clearly in front of you, you can start to think about how you want to structure your paragraph. Consider each of the points you wish to address and try to arrange them in a logical order - this will make your paragraph more coherent and easier to read.

This new order may be chronological, may put the most important information first, or may just make the paragraph easier and more interesting to read - it all depends on the topic and style of the paragraph you wish to write.

Once you have decided where you want everything to go, you can rewrite your points according to this new structure - this will help to make the writing process a lot faster and more straightforward.

Writing Your Paragraph

(1)

Write a topic sentence. The first sentence of your paragraph needs to be the topic sentence. A topic sentence is an introductory line that addresses what the main idea or thesis of the paragraph is going to be. It should contain the most important and relevant point you wish to make regarding your topic, thus summarizing the paragraph as a whole.

Don't: use an obvious fact as your topic sentence.

Do: feel free to start with a vague idea if you feel stuck, and improve it once you've finished the paragraph.

Every other sentence you write should support the topic sentence and provide further detail and discussion of the issues or ideas it raises. If any sentence you write cannot be directly related to the topic sentence, it should not be included in this particular paragraph.

More experienced writers can include their topic sentence at any point in the paragraph; it doesn't necessarily need to be the first line. However, writers who are new or less comfortable with paragraph writing should stick with having the topic sentence first, as it will help to guide you throughout the rest of the paragraph.

Your topic sentence should not be too broad or too narrow. If your topic sentence is too broad you will not be able to discuss its ideas adequately in your paragraph. If it's too narrow, you won't have enough to discuss.

(2)

Fill in the supporting details. Once you have written and are happy with your topic sentence, you can start to fill in the rest of your paragraph. This is where the detailed, well-structured notes you wrote earlier will come in handy. Make sure that your paragraph is coherent, which means that it is easy to read and understand, that each sentence connects with the next and that everything flows nicely as a whole. To achieve this, try to write clear, simple sentences that express exactly what you want to say.

Link each sentence with transition words which form a bridge between one sentence and the next. Transition words can help you compare and contrast, show sequence, show cause and effect, highlight important ideas, and progress smoothly from one idea to the next. Such transition words include "furthermore", "in fact" and "in addition to". You can also use chronological transitions, such as "firstly", "secondly" and "thirdly".

The supporting sentences are the meat of your paragraph, so you should fill them with as much evidence to support your topic sentence as possible. Depending on the topic, you can use facts, figures, statistics and examples or you can use stories, anecdotes and quotes. Anything goes, as long as it is relevant.

In terms of length, three to five sentences will usually be enough to cover your main points and adequately support your topic sentence, but this will vary greatly depending on the topic and the length of the paper you are writing. There is no set length for a paragraph. It should be as long as it needs to be to adequately cover the main idea.

(3)

Write a concluding sentence. The concluding sentence of your paragraph should tie everything together. A good concluding sentence will reinforce the idea outlined in your topic sentence, but now it has all the weight of the evidence or arguments contained in your supporting sentences behind it. After reading the concluding sentence, the reader should have no doubt as to the accuracy or relevance of the paragraph as a whole.

Don't disagree with your own evidence: Despite these comments, the report was a failure.

Do qualify the conclusion if it transitions to the next paragraph: These quotes prove the report had major support, but this does not mean it led to major change.

Don't just reword the topic sentence. Your concluding sentence should acknowledge the discussion that has come before it and remind your reader of the relevance of this discussion.

For example, in a paragraph dealing with the topic "Why is Canada a great place to live?" The concluding sentence might look something like "From all the evidence provided above, such as Canada's fantastic health care provisions, its top-notch education system and its clean, safe cities, we can conclude that Canada is indeed a great place to live."

(4)

Know when to move on to a new paragraph. Sometimes it can be difficult to tell where one paragraph should end and another begin. Luckily, there are a number of guidelines you can follow which can make the decision to move on to a new paragraph an obvious one. The most basic guideline to follow is that every time you start to discuss a new idea, you should move on to a new paragraph. Paragraphs should never contain more than one central idea. If a given idea has multiple points or facets, then each individual aspect of the idea should be given its own paragraph.

A new paragraph is also used each time you are contrasting two points or presenting each side of an argument. For example, if your topic is "should civil servants receive lower salaries?" one paragraph would deal with the arguments supporting lower pay for civil servants, while the other paragraph would provide arguments against it.

Paragraphs make a piece of writing easier to comprehend and give readers a "break" between new ideas in order to digest what they have just read. If you feel that the paragraph you are writing is becoming too complex, or contains a series of complex points, you may want to think about splitting it up into individual paragraphs.

When writing a paper, the introduction and conclusion should always be given their own paragraphs. The introductory paragraph should define the aim of the paper and what it hopes to achieve, while also giving a brief outline of the ideas and issues it will go on to discuss. The concluding paragraph provides a summary of the information and arguments contained in the paper and states in clear terms what the paper has shown and/or proven. It may also introduce a new idea, one that opens the reader's mind to the questions raised by the paper.

Reviewing Your Paragraph

(1)

Check your paragraph for spelling and grammar. Once you have finished writing, it is essential that you re-read your paragraph two or three times to check it for misspelled words and poor grammar. Spelling mistakes and bad grammar can significantly impact the perceived quality of

your paragraph, even if the ideas and arguments it contains are of a high quality. It is very easy to overlook small mistakes when writing, so don't skip this step, even if you're in a rush.

Ensure that each sentence has a subject and that all proper nouns are capitalized. Also make sure that all of the subjects and verbs agree with each other and that you use the same tense across the entire paragraph.

Use a dictionary to double-check the spelling of words that you are unsure about, don't just assume that they are correct.

Check your paragraph for the proper use of punctuation, making sure that you use marks such as commas, colons, semicolons and ellipses in the correct context.

(2)

Check your paragraph for coherency and style. Not only should the technical aspects of your writing be spot on, but you should also try to achieve clarity in your writing, as well as stylistic flow. You can do this by varying the length and format of your sentences and by using transitional words and a varied vocabulary.

Don't: use long words or "thesaurus finds" for their own sake.

Do: use well-known synonyms to carry your writing rather than repeat the same word many times.

The point of view of your writing should remain consistent throughout the paragraph, and indeed, the entire paper. For example, if you are writing in the first person (e.g., "I believe that...") you should not switch to a passive voice ("it is believed that") halfway through.

However, you should also try to avoid beginning every sentence with "I think..." or "I contend that..." Try to vary the format of your sentences, as this will make the paragraph more interesting for the reader and help it to flow more naturally.

For beginner writers, it is better to stick to short, to-the-point sentences which clearly express your point. Long, rambling sentences can very quickly become incoherent or fall victim to grammatical errors, so try to avoid them until you gain more experience as a writer.

(3)

Decide if your paragraph is complete. Once you have re-read the paragraph and fixed any grammatical or stylistic errors, you should have one more glance over it to determine whether it is complete. Try to look at the paragraph objectively and decide whether it sufficiently supports

and develops your topic sentence, or whether it needs a few more details or additional evidence to back up your claims.

Don't: get bogged down in minor edits before you've finished your essay.

Do: make sure your point is crystal clear before you move on.

If you feel that the main claim of your topic sentence is sufficiently supported and well-developed by the contents of the rest of your paragraph, then your paragraph is probably complete. However, if any important aspect of the topic remains unexplored or unexplained or if the paragraph is shorter than three sentences, it probably needs a little more work.

On the other hand, you may decide that your paragraph is too long and contains superfluous or tangential content. If this is the case, you should edit the paragraph so it contains only the most relevant information.

Describing a Person

(1)

Start your paragraph with a general topic sentence that introduces the person. A succinct introduction sentence at the start of your paragraph will help catch the reader's attention and shift their focus to the person you're about to describe. Keep this first sentence clear and concise, focusing on one aspect of their appearance so you don't overwhelm your reader with too much description right away. You can also split your topic sentence into 2 sentences for clarity and flow. Start with something like:[1]

"Mr. Bixler was the tallest person I'd ever seen."

"Melanie's hair is the biggest thing about her."

"To understand John's thoughts, all you had to do was look at his hands. They never stopped moving."

(2)

Focus on the most striking part of their appearance first. To hook your readers in even more, go straight from your general introduction to the most interesting or unusual part of the person's appearance. Think of this as the thing that you notice first, or that makes the biggest impression on you when you first see it. If you're writing a more creative piece, like a narrative, you can also use this as your introductory sentence. For example, you could write:[2]

"I didn't usually notice people's skin, but Natasha's glowed. It was almost alien. Night could be falling, or we could be sitting in a dark classroom, and I'd still see her out of the corner of my eye, faintly golden."

"His arms looked too long for his body, and disproportionately muscular, like pale twin boa constrictors."

(3)

Focus on physical details that hint at the person's personality. By carefully choosing your descriptive words, your paragraph can paint a vivid picture of the person while giving the reader a sense of who they really are. Search for strong, resonant words that get across the point you want to make and create a tone that fits with the person.[3]

Showing Personality through Physical Description

Kindness or friendliness: "He had a tendency to slope his back and shoulders to smile right in my eyes."

Rudeness: "He towered over everyone else in the room, staring over everyone's heads as though looking for something more interesting."

Ambition: "She walked with energy that seemed to start in her legs, striding purposefully, and went all the way up through her hair, which swept behind her in a smooth ponytail."

(4)

Fill in any last details to give a good general picture. Make sure that your reader has a good sense for the most important parts of this person's appearance. You want to at least touch on key aspects of their body and clothing, as well as their face, since these are the parts of the person that the reader will be most interested in. Continue to use strong, descriptive words and challenge yourself to describe them in unique ways.[4]

To describe a face, for example, you could write, "Her nose and her two front teeth were just slightly crooked. She was constantly pulling her long hair forward and throwing it back again, blinking her bangs out of her eyes like she had no idea how they'd gotten there."

To describe someone's body or clothing, you might write, "He was a big guy, but carried himself like he wanted to apologize for it. He hunched his shoulders and bent his neck over his phone, and wore gray clothes so he could blend into the walls."

Even the general details you're describing should only be mentioned if they add insight into the person or character's personality or impression. For example, if their eye color doesn't hint at any deeper part of them, you don't have to include it.

(5)

Use figurative language and strong adjectives throughout your paragraph. Metaphors, similes, and striking, descriptive language will help you paint a picture of the person without losing the reader's interest. You want to evoke the spirit and appearance of the person without getting too wordy, and strong, well-chosen language and phrases are the best way to do that. Challenge yourself to include a turn of phrase you've never heard before, or use a word in a new way to bring out new dimensions of your character or person.

Using Figurative Language

Simile: a comparison between two things using “like” or “as.”

Ex. “Her baby’s ears were as tiny and delicate as seashells.”

Metaphor: using a word or phrase with an object, action or person that it can’t literally apply to.

Ex. “In class, Mrs. Sherman was an actress. She flew around the room and boomed out each story we read, using different voices and facial expression for every character.”

(6)

End the paragraph with a resonant description or conclusion. The end of your paragraph is the part that will stick in your reader’s mind. Try to make your last sentence the most interesting one, either with an unexpected final description or by summarizing the material in a unique, surprising way. You could say, for example:[5]

“I’d known Lulu for years, but I’d never seen her wear a pair of shoes. In the summer, I’d watch the soles of her feet turn black and callused from the asphalt, which baked so hot under the sun it would let off waves of steam. It had to burn, but she just rose up on her tiptoes and laughed.”

“In spite of the loud voice, the confident set of his shoulders, and the easy smile, Henry was the saddest person I’d ever met.”

Writing about an Object

(1)

Give an idea of the size and general shape of the object. The best way to set up a paragraph describing an object is to immediately give the reader a sense of the object’s position and size. How much space does it take up? Can it fit in the palm of your hand, or does it loom over you? Has it sat so long in one place that it’s gathered dust, or is it constantly in motion? Feel free to split your topic sentence into 2 sentences for clarity and flow. You could write something like:[6]

“She’d been wearing the necklace for so long, the chain seemed to blend into her skin. It was thin and the jewel was very small, sitting at the exact center beneath the dip in her collarbone.”

“The water bottle lay on its side in the dirt, just off the main path, so dented that you could barely tell what its original shape had been.”

(2)

Describe its sensory details, like color, texture, or taste. Strong sensory details can help your reader relate to an object they’ve never seen before, or cast new light on something familiar. These succinct descriptions, relating to the reader’s sense of touch, smell, taste, or sight, will make the object come alive. Talk about how heavy it is, whether it’s hot or cold, how strong it is, its smell, or even its taste. Get creative![7]

Using Sensory Details

Sight: “The lightbulb was incredibly powerful, throwing off a blaze so bright it was almost violet.”

Sound: “The bag crinkled sharply when I opened it.”

Touch: “The wood of the tree was rough, almost biting, scratching her hand when she brushed against the trunk by accident.”

Taste: “The pizza was garlicky and so salty that he finished his whole glass of soda after just one piece.”

Smell: “When they opened the box, the faded, pungent scent of old paper lifted out.”

(3)

Talk about what it’s used for to give a sense of its purpose. How do you use this object—or do you not use it at all? Why, or why not? Showing the reader the object’s purpose through strong, descriptive adjectives can help them visualize it more strongly, or even imagine what it would be like to use it themselves.[8]

For example, you could say, “It was her lucky pencil, the one she always used for tests, and she kept it in a separate section of her backpack for that reason. She sharpened it slowly with her personal handheld sharpener, then carefully swept the shavings into the trash.”

(4)

End by telling or showing how the object is significant, depending on your tone. If you’re asking your reader to read a whole paragraph just about an object, you want them to know why it’s so important. You can do this by telling the reader directly, if your tone is more concise or succinct. For a more subtle option, try showing them its significance by including relevant, telling details about the object or the way someone treats it.[9]

For example, you could show the importance by writing, “He took his watch off in the bathroom every night, cleaned it gently with a wet tissue, and placed it on a small cloth on his bedside table.”

For a more direct option, you could write, “The journal had been passed down by her grandmother to her mother and finally to Katie. It was the oldest thing she’d ever owned, and the thing she loved the most.”

Writing About a Place

(1)

Start by describing the first thing that strikes you about the place. What’s the thing that you notice first when you walk into this house, into this office, or down that street? Is it a certain

building, a sign, a window, or even a group of people? Whatever it is that makes this place interesting to you—whether real or made-up—that’s probably the thing that’ll hook your readers, too. Consider focusing on an attribute that you’ll be specifically elaborating on later in the paragraph. Feel free to split your topic sentence into multiple sentences for clarity and flow. Try writing something like:[10]

“It wasn’t just that the buildings were tall—they were, they shot straight from the ground into the clouds and seemed to go for miles—but that they were so clean, almost transparent. It was like the towers stretched up so high that they became more air than steel.”

“The beach was empty, but you could tell it usually wasn’t. There was trash everywhere, abandoned towels, tipped over coolers, even a whole umbrella, unfurled, sticking out of a hole in the ground.”

(2)

Highlight small place details to make your description interesting. Almost everyone has seen a bedroom before, or gone into a classroom or a grocery store. Focusing on specific aspects that make the room, classroom, or grocery store unique and different is what will hook your readers and help them visualize this place. You could say, for example:[11]

“The river ran so high along its banks that it sloshed over the sides of the walls, spilling brown water into the streets, but no one seemed to view this with alarm. I watched a man ride his bike just along the wall, speeding straight through the biggest puddles.”

“The neighborhood was perfectly suburban, but sat right across the two-lane road from miles of sprawling cornfields, green arms sifting through the breeze, punctured here and there by broken-down farm houses.”

(3)

Use surprising, exotic language to make the place come to life. Even the most seemingly boring of locations can become vivid and fascinating when paired with strong language. Look for words that capture the spirit of the place, whether it’s a strange old house or a teenage boy’s bedroom. Try descriptive words you normally wouldn’t use and see how they work in your paragraph—you might be surprised by the results.[12]

For example, in *The Handmaid’s Tale*, Margaret Atwood describes a room as “A chair, a table, a lamp. Above, on the white ceiling, a relief ornament in the shape of a wreath and in the centre of it a blank space, plastered over, like the place in a face where the eye has been taken out.”

(4)

Add sensory details to appeal to your sense of scent, touch, and sound. Make your readers feel exactly what it’s like to be in this place, from the wind on their face to the sound of dogs barking or cars rushing past. Can they smell anything? What are they looking at? What do they hear?[13]

For example, you could write, “He couldn’t remember the last time the house had been quiet. Someone was always flying up or down the stairs in heavy, clomping boots, peeling open the refrigerator door, blaring a baseball game on the radio or yelling to turn it off again.”

(5)

Write about how you or your character react to the place. Huge chunks of place description can get a little boring for even the most dedicated reader. To keep their attention, add a little action into the mix. Placing a person in your location, even if it’s just a general “you,” can invite the reader to step into their shoes and actually interact with the place, and can also create an interesting, unique tone. For example, you could write something like:[14]

“Standing there at the foot of the Rockies, seeing mountains for the first time, it was like the whole world was shrinking, especially me. It made me dizzy, how small I had become.”

“The rain slammed down around them, standing at the bus stop in a dim yellow circle of light. She tugged her coat closer, feeling the chill in her fingers and watched him try to talk over the sound of the water.”

(6)

Include only the most important details so you don’t bog your reader down. Keep your place description paragraph to 3-4 sentences of just the most important aspects. Don’t overload your reader with things they don’t need to know! Include only the details that give them the sharpest picture of the place, contribute to the tone of your overall piece, or end up being important later in your story or essay.

REPORT WRITING

Introduction and Essential Elements of Report Writing

Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example – report writing about a school event, report writing about a business case, etc.

Introduction to Report Writing

Report Writing

Before we get into Report writing, how about we first draw a clear distinction between essays and reports. These words are sometimes used interchangeably, but there is definitely a difference of purpose for both. Let’s see some differences between essays and reports:

Essays

Presents information and opinions

Written for everyone in general

The structure is casually flowing in paragraphs

An essay has a logical flow of thoughts but no need of a summary

Essays usually have room for expression of one's opinions, need not be supported with graphical proofs

Doesn't have an appendices

Report Writing

Presents facts and information specifically, no opinions

Written for a specific audience, a report concerns itself to only a certain set of people related

The structure is very crisp and clean, using pointers and numbered headings and sub-headings

Using tables, graphs, charts to prove a point is very common

A report often needs a quick summary addressing highlighting points

Often has appendices

Both essay and report writing need formal writing, analytical thinking, solid reasoning behind every conclusion, careful reading and neat presentation, but a report-writing layout is very different from essay writing.

Essential Elements to Report Writing

From the previous section, you must have got a tiny idea of what Reports are like. Let's break it down further here extending from that point

Reports are written with much analysis. The purpose of report writing is essential to inform the reader about a topic, minus one's opinion on the topic. It's simply a portrayal of facts, as it is. Even if one gives inferences, solid analysis, charts, tables and data is provided. Mostly it is specified by the person who's asked for the report whether they'd like your take or not if that is the case. In many cases, what's required is your suggestions for a specific case after a factual report. That depends on why are you writing the report and who you are writing it for in the first

place. Knowing your audience's motive for asking for that report is very important as it sets the course of the facts focused in your report. You will know what we mean in further chapters where we actually explain this with examples.

Furthermore,

write-up flows like – introduction, body, conclusion and summary. The layout is pretty crisp with a title page, numbered subheadings, clear bulleted points, recommendations, references, appendices, dates, and timings reported exactly sometimes, and so on. This format stays consistent throughout.

All your facts and information presented in the report not only have to be bias-free, but they also have to be 100% correct. Proof-reading and fact-checking is always what you do as a thumb rule before submitting a report.

What is a report?

A report is a written account of something that one has observed, heard, done, or investigated. It is a systematic and well organised presentation of facts and findings of an event that has already taken place somewhere. Reports are used as a form of written assessment to find out what you have learned from your reading, research or experience and to give you experience of an important skill that is widely used in the work place.

A well written report must possess the following traits:

Adherence to the specifications of report brief;

Analysis of relevant information;

Structuring material in a logical and coherent order;

Presentation in a consistent manner according to the instructions of the report brief;

Making appropriate conclusions that are supported by the evidence and analysis of the report;

Format of a magazine report

Heading- A descriptive title which is expressive of the contents of the report.

By line- Name of the person writing the report. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

Opening paragraph (introduction) – It may include the '5 Ws' namely, WHAT, WHY, WHEN and WHERE along with WHO was invited as the chief guest.

Account of the event in detail- The proper sequence of events that occurred along with their description. It is the main paragraph and can be split into two short paragraphs if required.

Conclusion- This will include the description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

Format of a newspaper report

Headline- A descriptive title which is expressive of the contents of the report.

By line- Name of the person writing the report along with the designation. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

Place and date of reporting- It is generally not mentioned in a magazine report separately, but here, it is.

Opening paragraph- It includes expansion of the headline. It needs to be short as it is a general overview of the report.

Account of the event in detail- It is generally written in two parts: First, complete account of what happened in it's chronological sequence (preferably) and second, the witness remarks.

Concluding paragraph- This will include the action that has been taken so far or that will be taken. It is the last paragraph.

MAGAZINE REPORT / NEWSPAPER REPORT

Heading

Headline

By line

By line (along with the designation)

Opening paragraph

Date and place

Account of the event

Opening paragraph

Conclusion

Account of the event and witness remarks

Conclusion

Q1. MMD School, Nashik, recently organised a science symposium on the topic: 'Effect of pollution on quality of life'. You are Amit/Amita Raazdan, editor of the school magazine. Write a report on the event for your school magazine. (120 – 150 words)

Answer:

Report on Science Symposium held at MMD School, Nashik

-By Amit/ Amita Raazdan, Editor of the school magazine

A symposium was organised on 1 March 2018 in the school on the topic "Effect of Pollution on Quality of Life". All the science students were a part of the elucidative programme.

The event started with the felicitation of the guest speakers. Thereafter, the participants were espoused by Sh. Suraj Prakash. He acquainted them with the objectives and goals of the workshop. The resource person Dr. Hari Om Gupta reflected his profound knowledge on the topic and highlighted how important it is to curb the menace of pollution.

An exalting demonstration of effects of pollution on our lives galvanized the engrossed participants. After the lunch break Dr. K.K. Arora, Resource Person, exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking innovative ways.

An interactive concourse ignited the inquisitiveness of participants. They have committed themselves completely to bring about a change in the situation. The informative workshop culminated with a vote of thanks proposed by the head of the science department.

Q2. You are Karan/ Kirti of L.M. Memorial Public School, Dwarka. Your school has adopted a village as a social responsibility. Students are being taken to teach the children of that village on a regular basis. Write a report, for your school magazine, on the various other programmes organized there in 150-200 words.

Answer:

VILLAGE ADOPTION- A STEP TOWARDS BEING SOCIALLY RESPONSIBLE

-BY KARAN/ KRITI

On the occasion of World Literacy Day, L.M. Memorial Public School, Dwarka has taken an oath to embrace the village named Rajpur.

The school has taken the responsibility of educating the people residing in the village. Selected students from each standard are taken there every weekend, during school hours to impart

knowledge. The first 6 month motive is to make each and every person capable of reading and writing. Free books and stationery is being provided for quality education. Children are given time to spend with each other, play games and interact. Apart from the educational needs, special care is devoted to hygiene and sanitation. Girls are being given awareness on the importance of menstrual hygiene as well. Various talent hunts have been organised which left everyone overawed. The immense enthusiasm and zeal in the people to learn is the main driving factor.

A family kind of environment is being created. The school treats the people of the village as its own students and is unbiased. By adopting a village, the school is making its students sensitive towards the needs of the environment at a young age. It is committed towards raising the leaders of tomorrow.

Q3. Cultural Society Sunshine Public School, Nellore organised an adult literacy camp in its neighbourhood. Write a report in 150-200 words on the camp for your school newsletter. You are P.V. Sunitha, Secretary. Use the following clues: no. of volunteers – hours spent in teaching – location of the class – chairs, blackboards – no. of people attending the camp – benefit.

Answer:

ADULT LITERACY CAMP

-BY P. V. SUNITHA, SECRETARY

An adult literacy camp was organised by Cultural Society Sunshine Public School, Nellore in the school neighbourhood yesterday extending educational options to those adults, who have lost the opportunity and have crossed the age of formal education. The activities of the camp were carried out by the cultural society of the school and there were a total of 25 volunteers.

The camp began with the welcome speech for the chief guest, Mrs. Kavita Naik, a renowned social worker. 400 people were a part of the camp. They were divided into different groups in accordance with their competencies. They were taught the basics for being able to read and write. Free books and stationery is being provided for quality education. All the arrangements including desks and blackboard were done in advance. Apart from the educational needs, special care was devoted to hygiene and sanitation. They were taught basics of cleanliness like types of wastes and their management. Refreshments were also provided to the participants. The immense enthusiasm and zeal in the people to learn was the main driving factor.

The chief guest distributed the certificates of participation among the volunteers. The camp ended on a positive note. There was an atmosphere of learning and growing together.

Q4. You are Sandhya/ Sohan an active member of the Animal Lovers Club which works for the welfare of animals by preventing cruelty to them. Recently you visited Mahatma Gandhi Animal Care Home. You were pleasantly surprised to see the good treatment given to the animals. Write a report in 150-200 words on your visit.

You may use the following points: injured dogs and cats – abandoned pets – very old animals – all very well cared for – well-equipped medical room – veterinary surgeon – green surroundings.

Answer:

Visit to Mahatma Gandhi Animal Care Home

-Sandhya/Sohan

Animal Lovers Club was recently invited by the Mahatma Gandhi Animal Care Home for a visit where an opportunity to oversee the working of the organisation was given.

It is a home to abandoned pets, rescued animals and the ones injured on the streets. There were many old animals as well. It was astounding to see the quality of care the animals are being given. They have a family-like environment for them. This helps them to heal faster and stay happy. The animal home has all the facilities ranging from well- equipped medical room to a veterinary surgeon. Regular check-ups of those unwell by a team of veterinary specialists are carried out. The surroundings are animal-friendly as well. They are not being ruthlessly kept in cages. They have green surroundings with enough space for them to play and nurture.

Mahatma Gandhi Animal Care Home is doing a mind-blowing job by understanding and fulfilling the needs of those who can't speak for themselves. The experience was an overwhelming one.

Q5. Independence Day was celebrated in your school. District Magistrate, Ms. Indu Bala Sharma was the Chief Guest. Write a report on the function in 150-200 words describing all the activities that took place. You are Head boy/Head girl.

Answer:

GD Goenka School celebrated the Independence Day with great enthusiasm and patriotic fervour. On the morning of August 14, 2018, our students presented hand-made greeting cards and tri-colour flag badges to the senior management functionaries of the school.

The cultural programme at school commenced with everyone singing 'Vande Mataram' followed by flag hoisting by the chief guest, Ms. Indu Bala Sharma, the District Magistrate. The spirit of freedom and nationalism was well exhibited by the students as well as the teachers through a spectrum of patriotic poems, speeches, quiz on freedom fighter, songs and dance. Committed to the task of nation building, both faculty and student teachers pledged to serve their motherland through spreading education and serving the community. A presentation on the historical evolution of the national flag of India was shown. A documentary on the contribution of unsung heroes of Indian freedom struggle like Tirupur Kumaran, Kamla Devi Chattopadhyay and Khudiram Bose enlightened the audience. A few of them spoke on the history and significance of the Independence Day and shed light on the special highlight of celebrations this year

It ended with a speech by the principal on the topic, "What does freedom mean to me?" The celebration concluded with the inspiring words of the principal madam, followed by the National Anthem and the distribution of refreshments.

FORMAL AND INFORMAL LETTER

Personal letters or otherwise called informal letters can be divided into two broad categories, based on the intended recipient: person-to-person letters and person-to-business letters.

It is important to note that a lot of confusion exists as to what are true personal letters and what are NOT personal letters. For example, a "cover letter" used to transmit a report is NOT a personal letter - it is a business letter. On the other hand, a "cover letter" for a resume or c.v. IS a personal letter.

Letters that some people loosely define as personal letters which are NOT personal letters at all include: covering letters, employee letters, introduction letters, marketing letters, publicity letters, project letters, customer relation letters, financial and credit letters, order-related letters, sales and marketing letters, follow-up letters, announcements, fundraising letters, among others.

Person-to-Person Letters

"Person-to-person letters are letters that one individual sends to another individual that deal with personal matters, as opposed to business matters."

For example:

Character reference letter - personal friend/colleague reference.

Church letter - to parents re: child's birthday.

Condolence letter - to an acquaintance or colleague.

Friendly letter - to a colleague and sports buddy.

Goodbye letter - farewell letter to co-workers.

Love letter - to someone you've known for a while.

Letter of apology - to a neighbor or acquaintance.

Letter of complaint - water damage complaint to neighbor.

Letter of congratulations - to a friend or colleague.

Letter of personal reference - recommending a personal friend.

Letter of resignation - resign from a committee.

Letter of sympathy - to family of a friend and/or colleague.

Letter of thanks - to friends or acquaintances.

Letter of welcome - to a new community member.

Romantic love letter - after a special evening.

Teacher letter to parents - beginning of year guidelines.

Thank you letter - personal thanks to a family member.

Person-to-Business Letters

"Person-to-business letters are letters that individuals send to businesses or institutions or that deal with matters related to some type of business relationship between the two parties."

For example:

Acceptance letter - to accept a job offer.

Application letter - application for an advertised job.

Commendation letter - parent commending a teacher.

Complaint letter - customer to company about poor service.

Cover letter - for a resume, CV, and/or job application.

Financial hardship letter - to request debt restructuring.

Financial information letter - to supply requested financial info.

Hardship letter - to request short-sale of house.

Introduction letter - self-introduction to client.

Letter of application - for a medical residency position.

Letter of intent - to homeschool a child.

Letter of recommendation - to support teaching award nominee.

Letter of termination - cancellation of a contract.

Recognition letter - to recognize a volunteer worker.

Recommendation letter - recommend someone for college undergrad program.

Reference letter - refer someone for college graduate program.

Request letter - request to a company for information.

Resignation letter - when moving to another job.

Thank you letter - after a job interview.

Letter writing is an important topic in the English writing skills section for school students. Everyone must know how to write a letter. While writing a formal letter, one has to follow the format of letter writing. A formal letter can be written for various reasons. Here we have covered the format of a formal letter written for different purposes. On the other hand, an informal letter is written to one's friends, family or relatives. As an informal letter is not an official letter, one does not have to follow the format of an informal letter strictly. Here, we will discuss samples of letter writing.

Examples of some personal letters

1.

To,

Robert Mathews

A-45, second floor, Sunrise towers,

Markson Avenue, New York

USA

Date: 5th May 20XX

Subject: inviting you to the funeral of my beloved father

Dear Robert,

My heart is filled with grief as I write this letter to you to invite you to the funeral ceremony of my beloved father who passed away two days ago. As you already know, he was suffering from cancer for the last 8 months and wasn't showing any improvements in the past few weeks. He passed away in his sleep and this has created a wave of sadness among all of us. We have organized a funeral to bid him goodbye on 7th May 2014 at the Joseph Funeral spot in New York and would love for you to be a part of it.

My father was a respected and loved individual and he would have loved if all of his friends and family members came together to send him off one last time. Please be present at the location at 8 am in the morning. Your presence will be of a lot of support to me and my family.

Thanking you

Jenna Martin

2.

To,

Darwin Robin

HR Manager

Tribute Enterprises Limited

Buckingham

UK

16th May 20XX

Subject: Personal letter of recommendation

Respected Sir,

I, Steve Hayden, sales manager of Dreams Enterprises Limited, am writing this letter to personally recommend Mr. Harry Bob for the job post of sales executive at Tribute Enterprises Limited. With this letter, I would like to bring to your kind notice that I have personally known him for the last 5 years and he has worked under my immediate supervision with utmost sincerity and dedication.

Mr. Harry was always appreciated for his patience, regularity and sincerity towards his work. All through his employment at Dreams Enterprises Limited, he has worked to ensure success and growth of the sales department. He is flexible when it comes to working with the rotational shifts, has good communicational skills and problem solving abilities, and possesses demonstrative abilities to execute effective sales measures and plans.

I am confident that Mr. Harry would prove to be a positive addition to your esteemed company and I have no hesitations in recommending him for the said post. If you need any other details regarding the recommendation, please feel free to contact me on 5949594.

Thanking you.

Sincerely,

Steve Hayden

Sales Manager

Dreams Enterprises Limited

3.

To,

Greg Anderson

Owner

Spice and Chilly Restaurant

West Putney, Fredson mark

Street 5th, London

Date: 5th May 20XX

Subject: personal reference letter for manager position at your restaurant

Dear Mr. Greg

I, Peter Parker, the owner of Parker Fast Foods am writing this letter to you to give a personal reference for the position of a restaurant manager at your restaurant. I refer Mr. Bill Jones for this position with the confidence that he will do a great job.

Mr. Jones worked as a manager at my fast food restaurant for a period of 1.5 years. He was extremely hardworking and dedicated from the very beginning and was always ready to learn more each day. He possesses excellent managerial skills, communication skills and organization abilities and these are what make him an excellent choice for a managerial position of this nature.

His experience in this field also contributes to the fact that he can handle all duties of a restaurant manager with ease and without getting stressed. If you have any queries or questions, I am here to answer them all anytime.

Thanking you,

Yours sincerely,

Peter Parker

4.

To,

Greg Anderson

Head, Physics Department

Manchester University, Manchester

United Kingdom

Date: 10th April 20XX

Subject: scholarship personal reference letter

Respected Mr. Anderson

I, Jack Donalds am writing this letter to you in order to give my personal reference and recommendation for Jessica Alba who has applied for the Physics yearly scholarship at your University. I am a senior lecturer at St. Lawrence College, London and have known Miss Jessica as a student in my class.

Miss Alba has been a student of my Physics lectures for 3 years during her graduation studies in the Physics Hons course. She has always come across as a hardworking and very intelligent student who had the guts and smartness to question concepts and understand them from a deeper level. She participated in class discussions, performed well at examinations and was always enthusiastic about helping others. She is a perfect candidate for this scholarship and course at your prestigious university and I hope that you will consider her for it.

If you have any more questions or need any information about Miss Alba, please feel free to contact me at my given contact number.

Thanking you,

Sincerely,

Jack Donalds

5.

To,

Jack Brown

Sun Shine Apartments, Phase 2

Apartment no. 603, 6th floor

56 Tango Charlie Street

New York, New Jersey 4389

Dated: 5th of May 2012

Dear friend,

I realize that it has been long time since we met last time. Yesterday while cleaning my house I came across an album that had pictures of our schooldays and it reminded me of you. That is the reason for writing this letter.

We have been friends since last fifteen years. We have spent most of our schooldays and college days together. But now I realize that due to work commitments we are unable to stay in touch on a regular basis. I remember we used to have lots of fun during school and college days and I still miss those days. I was thinking that it would be great if we could catch up someday next week. I would request you to bring your wife and son along. I am thinking of organizing a get together at my place where we can also invite some of our old friends. Let us catch up and remember the old days and have fun.

Let me know your plan and then we can call other friends as well. Hope to see you soon.

Missing you,

Robert Hanks

FORMAL LETTER FORMAT

Format of a Formal Letter includes:

The following points need to be taken into consideration while writing a Formal letter-

- a. A Formal Letter strictly follows the prescribed Format for writing a Formal Letter.
- b. Use of colloquial words, abbreviations and slang language should be restricted while writing a formal letter.
- c. A Formal Letter must be precise and to the point.
- d. The Subject line is very important in a Formal Letter.

The Format of a Formal Letter is as follows –

1. Sender's address: The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
2. Date: The date is written below the sender's address after Leaving one space or line.
3. Receiver's address: The address of the recipient of the mail (the officer/principal / Editor) is written here.
4. The subject of the letter: The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. Salutation (Sir / Respected Sir / Madam)
6. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows -
Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.
Paragraph 2: Give detail of the matter.
Paragraph 3: Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).
7. Complimentary Closing
8. Sender's name, signature and designation (if any)

Format:

Sender's address
Date
Receiver's Address
Subject
Salutation
Body of the letter
Complimentary closing

Sender's Name, signature and designation

Types of Formal letter

1. Letter to the editor
2. Letter to the Government
3. Letter to the police
4. Formal Letter Format to the principal
5. Order letter
6. Complaint letter
7. Inquiry letter
8. Business letter
9. Application letter for job
10. Letter to the Bank manager
11. Invitation letter
12. Resignation letter
13. Leave Application
14. Leave Application for marriage
15. Leave Application for maternity

Sample Letters (personal and formal)

1. Write a letter to the Mayor of your city seeking a solution to the problem of waterlogging in your area. You are Raj / Rani of Dharma Colony, Ramgarh.

14 / 8, Dharma Colony

Ramgarh.

Date: 23 August 2018

The Mayor

Ramgarh

Subject: Complaint regarding the problem of waterlogging in Dharma Colony

Sir / Madam

I am Raj, a resident of Dharma Colony. The residents of the area are facing a lot of problems due to waterlogging.

Every year in the monsoon season, the area gets filled with water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents' lives have become miserable as many water-borne diseases have spread. All the houses are submerged, and we are facing a tough time.

Please consider the issue as seriously and find a solution at the earliest.

Yours Sincerely

Raj

2. You are Garima / Gaurav. Write a letter to your friend Sanjana / Sanjay, inviting her / him to your birthday party. Give details regarding the day, time, venue, etc. Add interesting details like theme, dress code, etc.

45, Jan Marg
Delhi.
33, Khan Gali
Delhi.

Date: 21 August 2018

Dear Sanjay

Hi! You are invited to my birthday party on 25th August.

The party will be at Archie's Place, Nehru Park from 4:00 to 7:00 PM. As the party is based on 'Spiderman' theme, please wear a dress in red/black color combination. It will be fun as I have arranged a Mask game, a 'Spidey' web game and a never – seen – before neon light and music show. I am very excited as I will wear a special Spidey costume designed by my sister. Please

come as it will be good to have your company.
Also, bring your brother Saurav.

Waiting for your confirmation.

Gaurav

FORMAL BUSINESS LETTER

Sales Letters

Typical sales letters start off with a very strong statement to capture the interest of the reader. Since the purpose is to get the reader to do something, these letters include strong calls to action, detail the benefit to the reader of taking the action and include information to help the reader to act, such as including a telephone number or website link.

Order Letters

Order letters are sent by consumers or businesses to a manufacturer, retailer or wholesaler to order goods or services. These letters must contain specific information such as model number, name of the product, the quantity desired and expected price. Payment is sometimes included with the letter.

Complaint Letters

The words and tone you choose to use in a letter complaining to a business may be the deciding factor on whether your complaint is satisfied. Be direct but tactful and always use a professional tone if you want the company to listen to you.

Adjustment Letters

An adjustment letter is normally sent in response to a claim or complaint. If the adjustment is in the customer's favor, begin the letter with that news. If not, keep your tone factual and let the customer know that you understand the complaint.

Inquiry Letters

Inquiry letters ask a question or elicit information from the recipient. When composing this type of letter, keep it clear and succinct and list exactly what information you need. Be sure to include your contact information so that it is easy for the reader to respond.

Follow-Up Letters

Follow-up letters are usually sent after some type of initial communication. This could be a sales department thanking a customer for an order, a businessman reviewing the outcome of a meeting or a job seeker inquiring about the status of his application. In many cases, these letters are a combination thank-you note and sales letter.

Letters of Recommendation

Prospective employers often ask job applicants for letters of recommendation before they hire them. This type of letter is usually from a previous employer or professor, and it describes the sender's relationship with and opinion of the job seeker.

Acknowledgment Letters

Acknowledgment letters act as simple receipts. Businesses send them to let others know that they have received a prior communication, but action may or may not have taken place.

Cover Letters

Cover letters usually accompany a package, report or other merchandise. They are used to describe what is enclosed, why it is being sent and what the recipient should do with it, if there is any action that needs to be taken. These types of letters are generally very short and succinct.

Letters of Resignation

When an employee plans to leave his job, a letter of resignation is usually sent to his immediate manager giving him notice and letting him know when the last day of employment will be. In many cases, the employee also will detail his reason for leaving the company.

A formal business letter format has following elements:

Name and Address of Recipient
Date
Reference
Salutation
Body

Closing

Signature

Typist initials

Enclosures

Recipient's Name and Address

The business and/or personal name of the recipient goes here. No formal business letter should be left without this information. Include the recipient's name, title, business name and address.

Date

The date refers to the actual date the letter was composed. The date should always be written out in the month, day and year format, such as January 18, 2018.

Reference

If necessary, use this section to give a simple description as to what the letter is about. For instance, if the letter is about an invoice complaint, then it would read RE: Complaint regarding invoice number 12345

Salutation

Salutations vary from business to business. Examples of salutations are Dear Sir or Madam, Dear Dr. Hempstead. The salutation should end in a colon, Dear Ms. Conner:

Body

The body of the letter is single spaced, with a double space between paragraphs. The first paragraph concerns the purpose of the letter. The following paragraphs describe the purpose in more detail. The final paragraph should reinforce the purpose of your letter, make a request for communication, and thanking the recipient for considering the letter. Always remember this is a business letter, so keep the sentences short and to the point. Avoid digressing from the topic at all costs. In business, time is money so keep the entire body short and sweet.

Closing

There are several ways to close a business letter. One of the most used is 'Sincerely'. Other closings include: Best regards, Yours truly, Yours sincerely. Capitalize the first word in the closing, using lower case for the second.

Signature

The signature made by the person whom the letter is from, not the person who typed the letter.

Typist Initials

Place the initials of who typed the letter here. If you prefer, you can place the initials of the composer and typist together. The individual who composed the letter comes first, and in caps, while the typist is second and in lower case: PT/jc.

Enclosures

This refers to any attachments you are enclosing in your letter. These may include contracts, ads, brochures, etc. This is more important than it seems, as you are alerting the recipient that the letter should contain further content which may be crucial to the correspondence.

Block Business Letter Format

Block formatting is typically used for the most formal business letters. With the Block format, all written words, from the addresses, salutation, body and closing, are all left justified and single spaced. Each block is separated by a double space.

Sender's address

Sender's phone number

Date

RE: (If necessary)

(4 lines down)

Recipients name

Recipients business name

Recipients address

(1 line down)

Attention: Individual who letter is directed to

(1 line down)

Dear Name:

(1 line down)

Body of letter: All paragraphs are to be aligned to the left, typed using single spacing with double spaces between paragraphs.

(1 line down)

Sincerely,

(4 lines down)

Signature
Name
Title
Enclosures:
cc: Name
Name

Sample Formal Business Letters

Damaris,
Supermax Jewellers,
Block 7, La Salette,
40F Manhattan,
New York 91230,
USA

20th August 2018

To:
Ryan Paul,
General Manager,
SQL Tech industries
18 Red Blvd,
New Jersey 66898
USA

Dear Mr.Paul,

We are happy to inform you that during the board of directors meeting held on 18th September, your proposal for the provision of internet services to this company in the forthcoming financial year was chosen. Everyone was satisfied with the details mentioned in the proposal. We would like to offer you this contract for one year.

We will be sending a representative from our company to you for completion of the paperwork as you receive the token amount to start with. As you had mentioned, we decided to stick to the price specified in your proposal. The entire amount will be paid in three installments. The first installment will be given on the contract date, and the remaining two within two months at separate times.

We shall rely on your services as your company is well-known for its quality services. We look forward to having a cordial relationship with your company.

Yours Sincerely,

Damaris.

Business Sales letters:

A business sales letter is like a messenger of the products and services a particular company is offering. It assists in creating an awareness about any new launch of a product or service in the market, with a purpose of bringing forth shortcomings of the highlight and brand of competitors. This affects the benefits any customer is likely to derive from the usage of the product or get availed any of the services on offer. While writing business letters, however, the ethics of businesses need to be followed. The letter is not supposed to name the competitors or even their brands. If you want to emphasize what you are offering is quite better, then you can easily state that similar services or products lack in the market, and so on. In other words, the letter has to win the confidence of as many customers and eventually persuade them that it is in their best interest to endeavor to do business with you. A business sales letter is a useful and strong tool used for promoting a business to enhance in catching hold of customers' emotions and feelings.

Sales Letter Template

Date: (Date the letter is being issued)

To,
(The company's name)
(Recipient's name)
(designation)

Dear Sir/Madam,

We are very glad to (now introduce the service/product). It is (mention important benefits and features). This (name product) has been on the market for now more than three months and we already have positive responses from most of our customers. We will actually feel glad to (now introduce your purpose).

I will be extremely proud to (you can reintroduce features of this Product). I would like you to have a practical demonstration. We look forward to having a good business relationship and you will surely reap the benefits.

From,
(name of the firm)
(your name)
(designation)

Sample Business Sales Letter

20th September 2018.

Ryan Buck
The Purchasing Manager,
ABC Co. Ltd.
Virginia, USA

Dear Sir/Madam,

We are glad to make an introduction of our new software to you. It is a user-friendly software, and have great capabilities. It will to a large extent reduce the workloads you have. This software has been on the market for more than three months now, and we have received positive responses from the majority of our customers. We will also feel glad to assist you in making tasks easier and help you reduce operational costs as well.

I will be very proud to give an introduction to you of the software's features and also provide you with a practical demonstration. This tool will be important to help you run your work in an efficient and effective manner. We look forward to doing business with you.

Thanks & regards,
XYZ Software Developers,
Texas, USA.

Business Cover Letters

A cover letter is an introduction document to the employer which summarizes key points in the resume. It illustrates how applicant's skills and experience relates to the job they are applying for. It is supposed to create the first impression and to demonstrate applicant's communication skills to the employer. A well written and formatted cover letter is therefore as important as its content. A cover letter should have the Sender and Recipient address, date, body, and a proper formal closing. The applicant should state the position they are applying for, why they are best suited for the position and finally how they will follow-up.

Cover Letter Template

[Sender's address]
[Date]
[Recipient's address]

Dear, [surname of the recipient]

I am interested in the position of [position] that you advertised in the [source of the advert].

I am self-driven, very organized and motivated professional. I have 4 years experience as [your current qualification]. I worked for [Company A] for 1 Year as a first line manager, then moved to [Company B] as a Second line manager, the position I have been holding for the last 3 years.

I am comfortable with various aspects of [position you are applying for] including concepts such as [list concepts that specifically relate to the position]. I have vast understanding of these concepts and skills which are very instrumental in delivering on the advertised position.

I have a BSc [your qualification], with a background in [other qualifications] hence fully qualified for this position.

In addition to this, I possess excellent communication and presentation skills. My good interpersonal skills will enable me build a very cohesive team where employees will discuss their concerns freely. I believe I will bring a lot of value to this role.

Also, attached is my resume. I look forward to having an opportunity for a face to face interview.

Sincerely,
[Signature]
[First name, last name]

Sample Resume Cover Letter

Michael Fine
67 Jacksonville Street,
Jacksonville, FL 00567
555-557-7566

21 August, 2018

John Brake,
Jacksonville Elementary School,
Gates Street,
Jacksonville, FL 87506

Dear Mr Brake,

I am interested in the position of a science teacher that you recently advertised in the Daily Post. I am an accomplished secondary school teacher with a strong background in skills development and communications skills.

I graduated in 2014 with a Bachelor of Education, Science degree and I have 3 years of teaching in both urban and rural schools. I am currently pursuing Masters Degree in education administration. My teaching experience and my passion to engage communities in rural setting make me an ideal teacher for your school.

I am currently teaching science in Florida Rural School and I am also the representative of education coordination committee from my school. I am keen on integrating classroom work with community service projects which presents me with a great opportunity to utilize this strength as teacher in your school.

I am looking forward to hearing from you soon.

Sincerely,
Michael Fine

Business Acknowledgement Letters

Acknowledgement letter is a formal letter confirming receipt of documents, goods or services. In situation where there was a meeting or a phone conversation, acknowledgement letter confirms points of discussion and any future actions that were agreed upon. Basically, it is a professional letter of receipt. It can be used to confirm receipt of job application file, a resignation letter, or receipt of goods or document-business acknowledgement letter. The letter should be short and mainly serving the purpose to confirm receipt of goods or documents. In general, an acknowledgement should have the following key areas:

Recipient's address.

Date when the letter was sent.

The subject should clearly state the goods or documents that were received and state in which they were received. Also indicate the exact date when the goods were received.

Finally, inform the recipient on the agreed actions such as payment, job interview date among others.

Close by using proper formal greetings.

Acknowledgement Letter Template

[Sender's address]

[Date]

[Recipient's address]

Dear [Recipient's surname],

I acknowledge receipt of £23,475, received on [date]; being payment for a house you bought from [Recipient company]. Please find attached a statement from [recipient bank name] reflecting the amount you transferred.

We will consider your request to pay the balance of £34,475 in three monthly installments starting from January, 2019. The initial agreement was for you to start paying the balance on October, 2018. You will get feedback within 7 working days on whether this has been approved by the board or not.

[Sender's name]
[Position]
[Company name]

Sample Acknowledgement Letter

James Ford,
754 Parkways,
London

21 August, 2018

Dennis Young,
Human Resource Director,
Trademark Solutions,
5th Avenue,
London.

Dear Mr Dennis Young,

This is to acknowledge that I received a job termination letter from Trademark Solutions on 19 August, 2018. I fully agree with the reasons for the termination as stated in the letter but I do not accept the termination.

I would like to appeal the termination based on the fact that my performance for Q1 and Q2 was affected by personal issue I had explained to my then direct manager, Mr John Bells. I followed the procedure as clearly stated in the Organization's SOPs. I would like to schedule a meeting with you to have more discussion about this.

I look forward to meeting you soon.

Yours Sincerely,
James Ford,
Production Manager,

Trademark Solutions.

Business Inquiry Letters

A business inquiry letter is a letter written to a business organization asking for more specific information about products, services or a job. They are mostly written to seek further clarification in response to an advertisement. Two main types of business inquiry letter are: job inquiry letter and product inquiry letter. The letter should be short, precise and specific on the required information.

Product Inquiry Letter Template

[Sender's address]

[Date]

[Recipient's address]

Dear [specific name of recipient],

My name is Dr [your name] and I am head of Surgery in [hospitals name]. I picked a brochure detailing one of your new antibiotic, [product name], during the Surgeons Conference last week at [venue of conference]. Since this is a new antibiotic, I would like to learn more about it. I would greatly appreciate if you could send me the full antibiotic prescribing information on [product name].

I would also like to request whether you can come and make a product presentation in the department of Surgery during our monthly breakfast meeting on [date].

I look forward to your response.

Yours faithfully,

[Sender's signature]

[Sender's title and designation]

Sample Inquiry Letter

David Grey
4th Kings Street
London

20 August 2018

Geomark Limited
34 Downing Street

London

Dear Kevin,

My name is David Grey, sales manager with 7 years experience. I would like to enquire whether you have a job opportunity that matches my qualifications. I am a team leader with excellent communications skills. I approach difficult tasks with energy and resilience thereby motivating a team to deliver on set goals while adhering to organization's code of conduct.

Given an opportunity, I am willing to discuss my capabilities in an interview to explain how I can lead a winning sales team. Please find enclosed my resume.

I look forward to meeting you soon.

Yours faithfully,
David Grey.

Job Appointment Letters

A job appointment letter serves two main purposes: Formally informing a candidate of their acceptance to fill a vacant position and also welcoming them into a company or organization.

It should contain a congratulatory message, the position, reasons for their selection and reporting date among others.

Below are a sample and template of a formal job appointment letter.

Sample Job Appointment Letter

Thomas Weiner,
45 Runner Street,
65074 Liveoak, FL

24th January 2018

Philip Baxter,
56 Franklin avenue,
65074 Liveoak, FL

Dear Baxter,

I wish to congratulate you on being selected as a construction manager at ABC Company. You were selected on account of your outstanding academic qualifications and previous work

experience. We are confident in your skills and abilities to help propel our company to the next level.

You are to report to work in our headquarters at Newyork on Monday 2nd September at 8.00am. On arrival, please check in with the secretary who will direct you to your assigned office. As per our agreement, your annual remuneration shall be \$200,000 plus other additional benefits. Furthermore, you shall be allocated a car and a personal chauffeur who will be at your disposal.

You will be responsible for overseeing all our projects as per the site we shall be working on. This shall include planning, scheduling, the hiring of staff, and supervision of construction works.

Again, welcome to our company, we are happy to have you on board. Further information with regards to the terms and conditions of your contract shall be conveyed once you formally accept this position in writing. Looking forward to working with you.

Yours faithfully,
Thomas Weiner,
Human Resource Manager
ABC Company.

Job Appointment Letter Template

{Your Name}
{Address}
{City, state}

{Date}

{Recipient Name}
{Recipient Address}
{City, State}

Dear {Name}

We are pleased to inform you of your success in the interview. XYZ Company would like to offer you the position of a {Name of position}

You are expected to begin on {date} at {time} in {place}. Working days shall be from {days}. The expected wear is {form of appropriate and expected clothing}. When you arrive you shall report to {concerned individual}

Your monthly salary will be {amount}. Moreover, you shall also benefit from {Include benefits if any}.

You shall be responsible for {roles and responsibilities}

Once you formally accept this position through an official letter we shall make an announcement to the entire company and introduce you.

We are thrilled to have you join our team and look forward to your contribution. In case of any inquiries, you can get in touch with me.

Sincerely,
{Signature}
{Name}
{Position}
{Company}
{Contact}
{Email}

Job Application Letters

A job application letter is usually sent together with the resume to highlight on key skills and qualifications in relation to the job being applied for. It should clearly outline why the applicant is the ideal candidate for the position. Application letter should be formatted properly and should not have errors. Errors can be a simple reason for outright disqualification. A job application letter should have the sender's and recipient's contact information, date, body, professional greetings and a closing. The body should have specific information of the company and the position being applied for. It should also emphasize why the applicant is the ideal candidate for the role. The letter should be short – not more than 4 paragraphs-with simple font such as Arial or Times New Roman. It should be single spaced with a space between each paragraph and between contact information.

Job Application Letter Template

[Applicant contact information]
[Date]
[Recipient contact information]

Dear [recipient name],

I would like to apply for the position of [position] that was advertised in Daily Mail on [date of advertisement]. Considering my education, experience and skill set, I believe I am a suitable candidate for this position.

I am a self-driven professional with great passion to develop my career in [your field of expertise]. I have a degree in [qualification], with further specialization in [specialization] which enhances my commitment to take this position.

I have 6 years experience where I have worked with 3 different companies. This has enabled me to apply my skills in diverse working environment thereby gaining extensive insight in the field of [your field of expertise]. Specifically, my key competencies include [list the key competencies in your area of expertise].

I am very interested in this position because it will offer me an opportunity to work in a challenging but rewarding environment. Please find enclosed my resume. Your consideration will be highly appreciated.

Sincerely,
[Your name]

Sample Job Application Letter

Janet Brown,
6th Avenue,
Greenville, Ohio 01706
555-756-7465

21 August, 2018

Jackson Hill,
Human Resource Manager,
Dewmark Dairy, Inc.
760 University ways
Gardens, Ohio 05443

Dear Mr. Hill,

I would like to apply for position of dairy farm manager, in reference to an advertisement on your website last week. I hold a Bachelors Degree in Dairy Science and Master of Science Degree in Dairy Production. I have 11 years of experience in farm management; 7 years as a junior manager in charge of animal production department and 4 years as overall farm manager.

I have extensive experience in leading initiatives in animal health, on-farm practices and production systems. My expertise in dairy science and overall knowledge in the dairy industry will enable me to successfully manage Dewmark Dairy, Inc to the best productivity level.

Please find enclosed my resume which give more details about my qualifications and experience in dairy farm management. I am looking forward for an opportunity to further discuss my suitability for this position in an interview.

Thank you for taking time to consider my application.

Sincerely,
Janet Brown

Resignation Letters

A resignation letter should be spot on. You should not fumble through many words; keeping it simple, clear and straight to the point is the way to go.

Here are a good example and template of a resignation letter.

Sample Resignation Letter

Margaret Simpsons,
99 Roane Avenue,
Rockville, MD 98453
5th July 2018
Annette Hudson,
Operations Manager,
XYZ Company,
54 Park Avenue,
Rockville, MD 98453

Dear Annette,

Kindly accept this letter as a formal communication of my resignation as an office assistant with Bridge ways Limited. My last reporting day will be on 6th October 2018.

Thank you for entrusting me with this position for the past 8 years. I have tremendously grown in experience and I am sure what I have learned will prove invaluable in my future career path.

Between now and my last day I will ensure to finish all my work and if necessary, train the person who will take over this position. I am also open to performing any other task that will ascertain a soft landing for you and the company.

I wish nothing but the best for the company in its future ventures.

Yours Faithfully,
Margaret Simpsons.

Resignation Letter Template

{Your Name}

{Address}

{City, State}

{Date}

Mr/Mrs/Miss/Ms {Full Name}

XYZ Company,

{Address}

{City, State}

Dear, {Concerned Person's Name}

Kindly receive this letter as an official communication of my resignation as a {position} at XYZ Company as from {effective date}.

It has been a pleasure working with you, for the organization. I have enjoyed my time here and have gathered vital skills and knowledge which will prove indispensable in my future career path.

I will use the remaining time to finish my work and also handle any other task that you will assign to ensure a smooth running of activities when I am gone.

I wish the company the best in its continual growth.

Sincerely,

{Signature}

{Name}

Recommendation Letters

A recommendation letter is a professional note written about someone to a prospective employer, college or scholarship sponsor. It helps you vouch for that person to get whatever it is they intend to; hence should only give off a positive vibe.

Below are a sample and template of a well-written recommendation letter.

Sample Employee Recommendation Letter – (To a Prospective Employer)

To whom it may Concern,

I am delighted to personally recommend Mr. Bernard as a great asset to any company. He has worked with us as a customer care assistant for over 2 years. During this time he has been nothing short of a smart, hardworking and committed employee.

He first began to work with us a call center agent where we quickly noticed his diligence at work. This led to him being promoted to a supervisor. The acquired position entailed being in charge of mentoring new employees, supervision of customer care agents and ensuring customer satisfaction. He always presented his work and reports accurately and exactly as required.

He is an excellent team player which prompted me to propose his name for another promotion during our just concluded annual reviews.

Mr. Bernard has been of great value to our company and though we are sad to let him go, we wish him the best in his future endeavors.

In case you may require more details about him, feel free to contact me through +5555-89707.

Your's Faithfully,
Peter Kyle,
Customer care Supervisor,
ABC Company.

Recommendation Letter for an Employee Template

{Date}

To whom it may Concern,

It is my utmost pleasure to recommend {Name} as a diligent and highly reliable employee. He/She has worked with me as a {position} for {number of years} His/her duties involved {Mention the specific duties}. {Name of applicant} demonstrated incredible skills and knowledge in handling all his/her tasks.

As a {position} he/she {mention an example of what made him/her stand out}. In addition {a second example} not to forget {a third example}

Moreover {name} outstanding {mention impressive character traits} contributed to him/her being an exceptional team player. It helped him/her achieve {mention an accomplishment}

I absolutely recommend {Name} and would be glad to provide any further information you may require.

Sincerely,

{Signature}
{Name}
{Position}
{Company Name}
{Phone Number}
{Email Address}

Business Follow Up Letters

You made a great first impression with your interviewer or potential business partner, what next?

There are two options involved, you can either choose to sit and wait for a response or write a follow-up letter, of which the latter is a much better choice.

Why?

A follow-up letter projects a professional image of you.

It emphasizes your interest.

It keeps you memorable.

It further strengthens the relationship between you and the other party.

You are bound to get a faster response.

However, you should be careful not to come out as irritating or desperate. Here's how to write a professional and effective follow-up letter.

Sample Business Follow Up Letter

Sophia Clays,
ABC Company,
122 Midway Road,
65574 Rogers ,AR

Date

Dear Clays,

I attended an interview last week for the position of an IT Specialist. I have not yet received any response from your end. I would like to know of your decision and where I stand in the selection process.

I was very much impressed by what you told me about your company and would like to work with you. I strongly believe my skills and abilities in web hosting; cloud hosting and configuration

are a great fit for this position. In addition, my attention to detail will prove invaluable to your company.

Your response will be highly appreciated. Thank you in advance.

Sincerely,
Signature (sign)
Sophia Clays

Business Follow-up Letter Template

{Interviewer's Name}
{Company}
{Address}

Date

Dear, {Their Last Name}

I attended an interview at {location and day} for the position of {name the position}. I wanted to thank you again for your consideration. Hearing about your company's {name something you liked} made me excited and eager to work with you. I believe I am the best choice for this position because {Highlight your qualifications and what makes you stand out}.

If there is anything else you may require from me, do not hesitate to contact me. Looking forward to hearing from you soon.

Yours sincerely,
{Signature} –for hard copy
{Name}

Business Adjustment Letters

An adjustment letter is written by a business in response to a complaint from the customer. It is essential for a business to develop a plan that will ensure that the client complains are dealt with for an increased market share. The adjustment letter is used by the seller confirms a mistake and make rectification. Adjustment letters are used to resolve disputes between the buyer and seller in the market. The letter is supposed to provide detailed information to the client regarding the material claim from the business.

Sample Adjustment Letter

Splendid Enterprises

P.O. Box 234,
Austin
(355)45678765

August 21, 2018.

Ref: Damaged products during the shipping process

Dear Mr. John,

I have received your letter dated August 17, 2018, about the damaged goods which you had bought from our company. Splendid Enterprises is focused on ensuring that there is proper service delivery to the consumers. We regret that the products shipped were damaged in the delivery process.

The purchasing manager will send an inspector to evaluate the damage and it will be paid by our company. We apologize for the inconveniences caused by the damaged products and we will ensure that the inspection process is fast. In the meantime, we will send \$150 based on your valuation of the damages. However, we will send an inspector to evaluate the damages further.

Please accept our apologies for the damaged products that you purchased from our company. Splendid Enterprises is consumer oriented and will focus to eliminate such problems in the future.

Yours Sincerely,
(Signature)
Mr. Joseph Browns
Customer Service Representative

Sample Business Order Letters

Number 401, king Street
Luhag , manchester City
UK

March 15 2018

Kelly Johnson
Manager
Bensha enterprise
Mandaue, Manchester
United kingdom

Dear sir /

I am writing this letter to place an order for goods or our continuing project. Last month I ordered few goods and I thought they would be enough but it seems they are less. Find the attached list on everything we require. We need the goods as soon as possible so that the project can continue smoothly. I will make all the payments on delivery.

Thank you
Yours faithfully
Kelly Johnson
KJ

Order Letter Sample 2

Subject: order

Dear sir/madam

I am writing this letter to place an order for the things we need to complete our on-going project. Few weeks we ordered enough goods but the quantity seems to be less. Therefore, we require more goods. find the attached list of our requirements.

I hope you will send the goods soon, so that the work can continue swiftly.

Thank you,

Yours Truthfully,
Name
Signature

Business Complaint Letters

A complaint letter is a formal letter to a business describing a negative experience you had and seeking reedier action. This letter should be clear, short, and to the point, and should be relatively formal. Although complaint letters are negative in tone, they should not be overly emotional or aggressive.

Complaint Letter Template

Dear [insert addressee name here]:

I am writing to file a formal complaint against [insert name here]. I hired them to [insert service provided here], and I did not receive the professional service I was expecting. [describe problems here] This has had a continuing negative effect on me because [insert reasons here]. I would reasonably expect that you [insert action here] to resolve the problem. I look forward to your response and will seek action with a consumer protection agency or legal professional if I don't hear back from you in [insert time here].

Sincerely,
[insert name here]

Sample Service Complaint Letter

Dear Mr. Smith,

I am writing to formally complain about your employee, Mr. Brown. I hired them to fix my washing machine a few weeks ago, on the 10th of August, and I received very poor service. Mr. Brown did not show up on time, and once he did finally arrive, he took a very long time to fix the machine and made a huge mess in my house. He was also very unprofessional in his personal appearance and conduct. Once he left, I realized that my washing machine was still not draining properly. This has been very frustrating for me and my family, because not only can we still not wash our clothes, but I had to take time out of my day to attend to him while he was here, and I had to clean up the mess he made. In my opinion, you should offer a refund for this service and reconsider your employment of Mr. Brown. I am eagerly waiting for your reply and will wait one month before taking further action.

Sincerely,
Brad Jones

JOB APPLICATION AND CV WRITING

Job Application Letter

A job application letter, also known as a cover letter, should be sent or uploaded with your resume when applying for jobs. While your resume offers a history of your work experience and an outline of your skills and accomplishments, the job application letter you send to an employer explains why you are qualified for the position and should be selected for an interview.

Writing this letter can seem like a challenging task. However, if you take it one step at a time, you'll soon be an expert at writing application letters to send with your resume.

How to Get Started

Before you begin writing your job application letter, do some groundwork. Consider what information you want to include (keeping in mind that space is limited). Remember, this letter is making a case for your candidacy for the position. But you can do better than just regurgitating your resume — instead, highlight your most relevant skills, experiences, and abilities.

To include the most convincing, relevant details in your letter, you'll need to know what the employer wants. The biggest clues are within the job advertisement, so spend some time decoding the job ad. Next, match your qualifications with the employer's wants and needs. Make a list of your relevant experience and skills. For instance, if the job ad calls for a strong leader, think of examples of when you've successfully led a team. Once you've jotted down some notes, and have a sense of what you want to highlight in your letter, you're ready to get started writing.

Application Letter Template

Contact Information

The first section of your letter should include information on how the employer can contact you. If you have contact information for the employer, include that. Otherwise, just list your information.

Your Personal Information

FirstName LastName

Street Address

City, State Zip Code

Phone Number

Email Address

Date

Employer Contact Information

Name

Title

Company

Address

City, State Zip Code

Salutation

Here is information on appropriate salutations for in a cover letter. It is the most common salutation:

Dear Mr./Ms. Last Name or Dear Hiring Manager:

Application Letter Content

Your application letter will the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph:

The first paragraph of your job application letter should include information on why you are writing. Mention the job you are applying for and where you found the position. If you have a contact at the company, mention the person's name and your connection here.

Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the company. Make strong connections between your abilities and the requirements listed in the job posting.

Mention specifically how your skills and experience match the job. Expand on the information in your resume, don't just repeat it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text, which can be difficult to read and absorb quickly.

Final Paragraph:

Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or email it.

Complimentary Close:

Sincerely,

Your Signature

Your full name typed out

Sample of Job Application

Christina Black
987 Maple Avenue, Business City, NY 12345 · 555-555-5555 · christina.black@email.com

September 1, 2018

Mary Cody
Hiring Manager
ASDF Company
777 Broadway
Business City, NY 54321

Dear Ms. Cody

I am writing in reference to the position of Front Office Assistant posted on Monster. With my skills and experience, I believe I can offer exactly the kind of support necessary in your fast-paced corporate culture.

In addition to my customer relations, communications, and technical skills, I bring the following experience:

- Proficient in Microsoft Office Suite, Word, Excel, Outlook, and PowerPoint
- Proficient in Quickbooks and Quicken
- Able to multi-task in a fast paced environment, handle multiple phone lines while maintaining customer flow
- Team player, providing superior customer service and administrative support
- Maximize office efficiency through maintaining and implementing best practices in invoicing, vendor relations, and workflow management

Thank you for your consideration as a valuable addition to your team. I look forward to meeting with you to discuss how I can bring my positive energy to your administrative staff and help your company continue to grow and succeed. I'll follow up with you next week to check on the status of my application.

Sincerely,

Christina Black (signature hard copy letter)

Christina Black

CURRICULUM VITAE (C.V)

A curriculum vitae, commonly known as a CV, is an alternative to writing a resume to apply for a job. CVs are most commonly used in academia, research, and medicine—not to mention for most jobs outside of the United States.

While a resume is typically only a page or two in length, a CV is more detailed and therefore longer, often containing more information about academic achievements than a resume

CVs vary depending on your field and experience, but there are a number of general format and style guidelines you can follow when creating a CV.

There are also certain sections most people include in their CVs, as well as optional sections.

What to Include in Your CV

Not all CVs look the same. You may choose to include only some of these sections because others do not apply to your background or your industry. Include what seems appropriate for your area of specialty. Here's an overview of what to include in a CV:1

Your CV should vary in style and content based on the position and the organization you are applying to.

Contact Information: At the top of your CV, include your name and contact information (address, phone number, email address, etc.). Outside of the US, many CVs include even more personal information, such as gender, date of birth, marital status, and even the names of children. Unless you are applying to a job outside of the United States, there's no need to include that information.

Education: This may include college and graduate studies. Include the school attended, dates of study, and degree received.

Honors and Awards: Feel free to list your dean's list standings, departmental awards, scholarships, fellowships, and membership in any honors associations.

Thesis/Dissertation: Include your thesis or dissertation title. You may also include a brief sentence or two on your paper, and/or the name of your advisor.

Research Experience: List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.

Work Experience: List relevant work experience, including non-academic work that you feel is related. List the employer, position, and dates of employment. Include a brief list of your duties and/or accomplishments.

Teaching Experience: List any teaching positions you have held. Include the school, course name, and semester. You may also include any other relevant tutoring or group leadership experience.

Skills: List any relevant skills you have not yet mentioned so far, like language skills, computer skills, administrative skills, etc.

Publications and Presentations: List any publications you have written, co-written, or contributed to. Include all necessary bibliographic information. You should also include any pieces you are currently working on. Include papers you presented at conferences and/or associations: list the name of the paper, the conference name and location, and the date.

Professional Memberships: List any professional associations to which you belong. If you are a board member of the association, list your title.

Extracurricular Activities: Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged.

You can also include any study abroad experiences here if you have not already mentioned them.

Curriculum Vitae Outline

Your Contact Information

Name

Address

Telephone

Cell Phone

Email

Optional Personal Information

This information is not included in U.S. CVs. It may be requested in other countries.

Date of Birth

Place of Birth

Citizenship

Visa Status

Gender

Marital Status

Spouse's Name

Children

Employment History

List in chronological order, include position details and dates.

Work History

Academic Positions

Research and Training

Education

Include dates, majors, and details of degrees, training, and certification.

Post-Doctoral Training

Graduate School

University

High School (Depending on the country)

Professional Qualifications

Certifications and Accreditations

Computer Skills

Awards

Publications

Books

Professional Memberships

Interests

Curriculum Vitae Example (Text Version)

EMILY WILLIAMS

42 Oak Drive, Center City, Indiana, 46278

Phone: 555-555-5555

Cell: 555-666-6666

email@email.com

EDUCATION

Ph.D., History, University of Center City, 2020

Dissertation: "Traveling West: A History of the Railroad, 1850-1900"

Dissertation Advisors: William James (first reader), Tatiana Ayole (second reader)

M.A., History, University of Center City, 2017

Dissertation: "The Golden Spike: The Role of the Railroads in the Industrial Revolution"

Dissertation Advisor: John Murray

B.A., American Studies, Rogers College, 2012

Graduated Summa Cum Laude

HONORS AND AWARDS

Best Dissertation Award, University of Center City, 2020

Received award for best dissertation in the humanities. Three awards are given each year to Ph.D. graduates in humanities, physical sciences, and social & behavioral sciences.

James Doe Award, University of Center City, 2019

Given to the graduate student who earned the highest GPA in their school.

Phi Beta Kappa, Invited Junior Year at Rogers College, 2011

Dean's List, Rogers College, 2009-2012

PUBLICATIONS

"The Role of the Railroad in the Development of Philadelphia, 1840-1860." *Journal of American History and Technology*. Vol. 71, no. 8 (Spring 2020): 88-101.

"Book Review: Michael Weston's *Travels through Philadelphia*." *Philadelphia History Journal*. Vol. 71, no 2 (Fall 2019): 121-123.

TEACHING EXPERIENCE

Instructor, University of Center City, 2018-Present

American History, 1865-Present

History of Technology

Teaching Assistant, University of Center City, 2016-2018

World History

Popular Culture in America

CONFERENCE PRESENTATIONS

"The Rise of the Easton Railroad Company." *History of America Conference*. Philadelphia, PA, 2020.

"The Railroad in American Literature." *American Railroad History Conference*. Trenton, NJ, 2019.

PROFESSIONAL SERVICE

President, University of Center City Graduate Student Association, 2020

Conference Organizer, Graduate History Conference, University of Center City, 2018

COMMUNITY SERVICE

Co-organizer, Center City Cares, University of Center City Outreach Program, 2017

PROFESSIONAL AFFILIATIONS

American Historians Organization

Organization of American Technology

Languages

English: Native Language
Spanish: Fluent, Advanced Reading and Writing
Mandarin: Novice Speaker

COMPUTER SKILLS

Microsoft Office, WordPress, Google Analytics, Social Media

[Example in a box](#)

CURRICULUM VITAE

EMILY WILLIAMS

42 Oak Drive, Center City, Indiana, 46278
Phone: 555-555-5555 | Cell: 555-666-6666 |
email@email.com

EDUCATION

Ph.D., History, University of Center City, 2018

Dissertation: "Traveling West: A History of the Railroad, 1850-1900"

Dissertation Advisors: William James (first reader),
Tatiana Ayole (second reader)

M.A., History, University of Center City, 2015

Dissertation: "The Golden Spike: The Role of the Railroads in the Industrial Revolution"

Dissertation Advisor: John Murray

B.A., American Studies, Rogers College, 2010

Graduated Summa Cum Laude

HONORS AND AWARDS

Best Dissertation Award, University of Center City, 2018

Received award for best dissertation in the humanities. Three awards are given each year to Ph.D. graduates in humanities, physical sciences, and social & behavioral sciences.

James Doe Award, University of Center City, 2017

Given to the graduate student who earned the highest GPA in their school.

Phi Beta Kappa, Invited Junior Year at Rogers College, 2009

Dean's List, Rogers College, 2007-2010

PUBLICATIONS

"The Role of the Railroad in the Development of Philadelphia, 1840-1860." *Journal of American History and Technology*. Vol. 71, no. 8 (Spring 2018): 88-101.

"Book Review: Michael Weston's Travels through Philadelphia." *Philadelphia History Journal*. Vol. 71, no 2 (Fall 2017): 121-123.

TEACHING EXPERIENCE

Instructor, University of Center City, 2016-2018

- American History, 1865-Present
- History of Technology

Teaching Assistant, University of Center City, 2014-2016

- World History
- Popular Culture in America

CONFERENCE PRESENTATIONS

"The Rise of the Easton Railroad Company." *History of America Conference*. Philadelphia, PA, 20XX.

“The Railroad in American Literature.” American Railroad History Conference. Trenton, NJ, 20XX.

PROFESSIONAL SERVICE

President, University of Center City Graduate Student Association, 20XX
Conference Organizer, Graduate History Conference, University of Center City, 20XX

COMMUNITY SERVICE

Co-organizer, Center City Cares, University of Center City Outreach Program, 20XX

PROFESSIONAL AFFILIATIONS

American Historians Organization
Organization of American Technology

LANGUAGES

English: Native Language
Spanish: Fluent, Advanced Reading and Writing
Mandarin: Novice Speaker

COMPUTER SKILLS

Microsoft Office, WordPress, Google Analytics, Social Media

END.....

Examples of some Synonyms and Antonyms:

Word-Gain

Synonyms-Acquire, obtain, receive >>><<< Antonym-Lose

Gallant

Chivalrous, stately >>><<< Ungentlemanly

Gather

Collect, accumulate, compile >>><<< Scatter, disperse

Gaunt

Scrawny, skinny, thin >>><<< Overweight, plump

Generous

Giving, selfless, big-hearted >>><<< Selfish, stingy

Gentle

Tender, mild >>><<< Rough, harsh

Genuine

Real, authentic, sincere >>><<< Fake, phony

Gigantic

Immense, colossal, enormous >>><<< Tiny, minute

Give

Donate, present, offer >>><<< Take, receive

Glad

Happy, pleased, delighted >>><<< Sad, unhappy

Gloomy

Dark, dismal, depressing >>><<< Cheery, bright

Glorious

Splendid, magnificent, superb >>><<< Terrible, awful

Good

Nice, fine, well-behaved >>><<< Bad, awful

Gorgeous

Ravishing, dazzling, stunning >>><<< Hideous, unattractive

Gratitude

Thankfulness, appreciation >>><<< Ungratefulness

Great

Outstanding, remarkable >>><<< Insignificant, unimportant

Forbid

Prohibit, ban, bar >>><<< Lead, precede

Forgive

Pardon, excuse, absolve >>><< Encourage

Former

Previous, earlier >>><<< Latter

Fraction

Part, portion, segment >>><<< Whole

Frank

Candid, straightforward, blunt >>><<< Evasive

Frenzy

Fury, rage >>><<< Serenity, calmness

Fresh

Unused, new >>><<< Old, stale

Friend

Comrade, buddy >>><<< Enemy

Frigid

Freezing, frosty >>><<< Warm, hot

Frivolous

Trivial, unimportant, silly >>><<< Important, serious

Front

Fore >>><<< Back

Full

Packed, stuffed >>><<< Empty

Furious

Angry, enraged, infuriated >>><<< Calm, placid

Future
Coming, tomorrow >>><<< Past

Demolish
Destroy, wreck >>><<< Restore

Denounce
Blame, censure, indict >>><<< Commend

Dense
Thick, heavy, compressed >>><<< Sparse, empty

Depart
Leave, exit >>><<< Arrive

Deposit
Store, place >>><<< Withdraw

Desolate
Barren, forsaken >>><<< Dense, verdant

Despise
Hate, detest, loathe >>><<< Love

Destitute
Poor, penniless >>><<< Wealthy

Destroy
Ruin, wreck, devastate >>><<< Restore

Detach
Separate, unfasten, remove >>><<< Attach

Deter
Hinder, prevent >>><<< Encourage

Determined
Sure, convinced, resolute >>><<< Doubtful

Fig.1

LIST OF SYNONYMS AND ANTONYMS

Words	Synonyms	Antonyms
Gain	Acquire, obtain, receive	Lose
Gallant	Chivalrous, stately	Ungentlemanly
Gather	Collect, accumulate, compile	Scatter, disperse
Gaunt	Scrawny, skinny, thin	Overweight, plump
Generous	Giving, selfless, big-hearted	Selfish, stingy
Gentle	Tender, mild	Rough, harsh
Genuine	Real, authentic, sincere	Fake, phony
Gigantic	Immense, colossal, enormous	Tiny, minute
Give	Donate, present, offer	Take, receive
Glad	Happy, pleased, delighted	Sad, unhappy
Gloomy	Dark, dismal, depressing	Cheery, bright
Glorious	Splendid, magnificent, superb	Terrible, awful
Good	Nice, fine, well-behaved	Bad, awful
Gorgeous	Ravishing, dazzling, stunning	Hideous, unattractive
Gratitude	Thankfulness, appreciation	Ungratefulness
Great	Outstanding, remarkable	Insignificant, unimportant

LIST OF SYNONYMS AND ANTONYMS

Words	Synonyms	Antonyms
Forbid	Prohibit, ban, bar	Lead, precede
Forgive	Pardon, excuse, absolve	Encourage
Former	Previous, earlier	Latter
Fraction	Part, portion, segment	Whole
Frank	Candid, straightforward, blunt	Evasive
Frenzy	Fury, rage	Serenity, calmness
Fresh	Unused, new	Old, stale
Friend	Comrade, buddy	Enemy
Frigid	Freezing, frosty	Warm, hot
Frivolous	Trivial, unimportant, silly	Important, serious
Front	Fore	Back
Full	Packed, stuffed	Empty
Furious	Angry, enraged, infuriated	Calm, placid
Future	Coming, tomorrow	past
Demolish	Destroy, wreck	Restore
Denounce	Blame, censure, indict	Commend
Dense	Thick, heavy, compressed	Sparse, empty
Depart	Leave, exit	Arrive
Deposit	Store, place	Withdraw
Desolate	Barren, forsaken	Dense, verdant
Despise	Hate, detest, loathe	Love

2.

Synonyms List (A-Z):

Learn the list of common synonyms that start with A with synonyms examples.

Abandon — Forsake

People often simply abandon their pets when they go abroad
He had made it clear to his wife that he would never forsake her.

Able — Capable

You must be able to speak French for this job.
You are capable of better work than this.

Accomplish — Achieve

Easy enough to say, but sometimes hard to accomplish!
They could not achieve their target of less than 3% inflation.

Accurate — Precise

Scientists have found a more accurate way of dating cave paintings.
I can be reasonably precise about the time of the incident.
Active — Athletic

She's over 80, but is still very active.
He can play any sport, he's naturally athletic.
Admit — Confess

Don't be afraid to admit to your mistakes.
We persuaded her to confess her crime.
Agree — Consent

I agree with her analysis of the situation.
I rarely consent to do interviews.
Aim — Goal/ Purpose

Our main aim is to increase sales in Europe.
Your goal as a parent is to help your child become an independent adult.
The purpose of the book is to provide a complete guide to the university.
Alike — Same

My mother and I are alike in many ways.
She was born on the same day as me.
All — Every

The boys played video games all day.
I enjoyed every minute of the film.
Allow — Permit

My parents wouldn't allow me to go to the party
We were not permitted any contact with each other.
Amiable — Friendly

Her parents seemed very amiable.
Everyone was very friendly towards me.
Amount — Quantity

We've had an enormous amount of help from people.
The police also found a quantity of ammunition in the flat.
Angry — Mad/ Irritated

Her behavior really made me angry.
He's always been mad about kids.
She was getting more and more irritated at his comments.

Arrive — Reach

They arrived at the airport at 10.30.
You should reach there around 9.45 a.m.
Ask — Enquire

We'll have to ask someone the way to the station.
I called the station to enquire about train times.
Assist — Help

Anyone willing to assist can contact this number.
This charity aims to help people to help themselves.
Assure — Guarantee

We were assured that everything possible was being done.
We cannot guarantee our flights will never be delayed.
Attire — Dress

Their attire was a mixture of the sombre and seaside wear.
I am wearing the long white dress.
Away — Absent

There were ten children away yesterday.
Today, he is absent from work.
Awful — Terrible/ Bad

The weather last summer was awful.
That's a terrible thing to say!
I'm having a really bad day.
Synonyms (B)
Learn list of synonyms that start with B with synonyms examples.

Bargain — Deal

The car was a bargain at that price.
We did a deal with the management on overtime.
Begin — Start

He always begins his lessons with a warmup exercise.
I only started this book yesterday.
Beginner — Novice/ Amateur

She's in the beginners' class.
I'm a complete novice at skiing.

The tournament is open to both amateurs and professionals.
Behave — Act

The doctor behaved very unprofessionally.
John's been acting very strangely lately.
Belly — Stomach

They crawled along on their bellies.
You shouldn't exercise on a full stomach.
Below — Under

He dived below the surface of the water.
The dog squeezed under the gate and ran into the road.
Big — Vast/ Large

It's the world's biggest computer company.
His business empire was vast.
Brazil is the world's largest producer of coffee.
Blank — Empty

Sign your name in the blank space below.
It's not good to drink alcohol on an empty stomach.
Blend — Mix

Blend together the eggs, sugar and flour.
Mix all the ingredients together in a bowl.
Bother — Annoy

I don't want to bother her with my problems at the moment.
His constant joking was beginning to annoy her.
Brave — Courageous

I wasn't brave enough to tell her what I thought of her.
I hope people will be courageous enough to speak out against this injustice.
Broad — Wide

He is tall, broad and muscular.
Her face broke into a wide grin.
Brute — Rough/ Violent

His father was a drunken brute.
This watch is not designed for rough treatment.
Her husband was a violent man.
Bucket — Pail

They were playing on the beach with their buckets and spades.
It was a community that drank out of the beer pail and ate out of the lunch bucket.
Bunny — Rabbit

A little bunny seemed harmless enough.
I want to have a rabbit.
Business — Trade

It's been a pleasure to do business with you.
Trade between the two countries has increased.
Buy — Purchase

If you're thinking of getting a new car, now is a good time to buy.
The equipment can be purchased from your local supplier.
Common Synonyms (C)
Learn synonyms list that start with C with synonyms examples.

Center — Middle

There was an enormous oak table in the center of the room.
He was standing in the middle of the room.
Chiefly — Mainly

We are chiefly concerned with improving educational standards.
They eat mainly fruit and nuts.
Child — Kid

I lived in London as a child.
She's a bright kid.
Choose — Select/ Pick

We have to choose a new manager from a shortlist of five candidates.
She was selected as the parliamentary candidate for Bath.
She picked the best cake for herself.
Chop — Cut

He was chopping logs for firewood.
You need a powerful saw to cut through metal.
Close — Shut

I closed my eyes against the bright light.
Philip went into his room and shut the door behind him.
Coat — Jacket

I have a long winter coat.
I have to wear a jacket and tie to work.
Cold — Chilly/ Freezing

Today, it is very cold.
I was feeling chilly.
My hands are freezing!
Competent — Capable

He's very competent in his work.
You are capable of better work than this.
Complete — Finish

The project should be completed within a year.
She finished law school last year.
Complex — Complicated

That's a complex problem.
The story is extremely complicated.
Connect — Join

The towns are connected by train and bus services.
The island is joined to the mainland by a bridge.
Cope — Manage

He wasn't able to cope with the stresses and strains of the job.
She's 82 and can't manage on her own any more.
Couch — Sofa

Tom offered to sleep on the couch.
I took my shoe off and lay down on the sofa.
Coarse — Rough

He is wearing a jacket of coarse wool.
The skin on her hands was hard and rough.
Crash — Accident

A girl was killed yesterday in a crash involving a stolen car.
He was killed in an accident.
Crook — Criminal

The film portrays a world of smalltime crooks, petty crime and drinking clubs.
Lawyers are not allowed to comment on current criminal cases.

Cry — Weep

It's all right. Don't cry.

She started to weep uncontrollably.

Cunning — Clever

It was a cunning piece of detective work.

He's clever with his hands.

List of Common Synonyms in English – Image 2

Common Synonyms List in EnglishPin

Synonyms (D)

Learn list of synonyms that start with D with synonyms examples.

Danger — Harm

Children's lives are in danger every time they cross this road.

He would never frighten anyone or cause them any harm.

Daybreak — Dawn/ Sunrise

We left before daybreak.

They start work at dawn.

We left before sunrise.

Dear — Expensive

Everything's so dear now, isn't it?

I can't afford it, it's too expensive.

Defective — Faulty

Her hearing was found to be slightly defective.

Ask for a refund if the goods are faulty.

Delicious — Yummy

This dish is delicious with cream.

These biscuits are yummy.

Demolish — Destroy/ Wreck

The factory is due to be demolished next year.

The building was completely destroyed by fire.

The house was a wreck when we bought it.

Demonstrate — Protest

They are demonstrating in favor of free higher education.

Students took to the streets to protest against the decision.
Denounce — Blame/ Indict

Amnesty International denounced the failure by the authorities to take action.
The report blames poor safety standards for the accident.
They were indicted on a number of corruption charges.
Dense — Thick/ Heavy

A narrow track wound steeply up through dense forest.
This breed of cattle has a very thick coat.
The air was heavy with the scent of flowers.
Depart — Leave

The train departed Amritsar at 6.15 p.m.
The plane leaves for Dallas at 12.35.
Despise — Hate/ Detest/ Loathe

She thoroughly despised him for his weakness.
He hates violence in any form.
They detested each other on sight.
I loathe modern art.
Destiny — Fate

I believe there's some force guiding us—call it God, destiny or fate.
By a strange twist of fate, Andy and I were on the same plane.
Destitute — Poor/ Penniless

When he died, his family was left completely destitute.
They were too poor to buy shoes for the kids.
Uncle Charlie was jobless and penniless.
Detach — Remove

The skis should detach from the boot if you fall.
Three children were removed from the school for persistent bad behavior.
Deter — Hinder

The high price of the service could deter people from seeking advice.
Some teachers felt hindered by a lack of resources.
Determined — Sure/ Convinced

I'm determined to succeed.
You don't sound very sure.
I am convinced of her innocence.
Different — Diverse

They are sold in many different colors.

My interests are very diverse.

Difficult — Hard

Your writing is really difficult to read.

It was one of the hardest things I ever did.

Diminish — Decrease

The world's resources are rapidly diminishing.

The number of new students decreased from 210 to 160 this year.

Disappear — Vanish

The plane disappeared behind a cloud.

The magician vanished in a puff of smoke.

Disclose — Reveal

The spokesman refused to disclose details of the takeover to the press.

The doctors did not reveal the truth to him.

Down — Below

The stone rolled down the hill.

He dived below the surface of the water.

Synonyms List (E)

Learn synonym words that start with E with synonyms examples.

Earth — Ground

After a week at sea, it was good to feel the earth beneath our feet again.

I found her lying on the ground.

Easy — Simple

It's easy for you to tell me to keep calm, but you're not in my position.

The answer is really quite simple.

Encourage — Urge

My parents have always encouraged me in my choice of career.

The report urged that all children be taught to swim.

End — Finish/ Conclude

They decided to end their relationship.

She finished law school last year.

She concluded her speech with a quotation from Shakespeare.

Enlarge — Magnify

There are plans to enlarge the recreation area.
The picture shows the insect's head magnified ten times.
Enormous — Huge

The problems facing the President are enormous.
He gazed up at her with huge brown eyes.
Enquire — Investigate

I called the station to enquire about train times.
The FBI has been called in to investigate.
Evaluate — Assess

Our research attempts to evaluate the effectiveness of the different drugs.
Damage to the building was assessed at £40 000.
Everlasting — Eternal

To his everlasting credit, he never told anyone what I'd done.
She's an eternal optimist.
Extra — Additional

Breakfast is provided at no extra charge.
The government provided an additional £25 million to expand the service.
Synonyms (F)
Learn list of common synonyms that start with F with synonyms examples.

Faithful — Loyal/ Devoted

I have been a faithful reader of your newspaper for many years.
She has always remained loyal to her political principles.
They are devoted to their children.
Fall — Drop

September had come and the leaves were starting to fall.
The climber slipped and dropped to his death.
False — Untrue

He used a false name to get the job.
These accusations are totally untrue.
Famous — Renowned

He became internationally famous for his novels.
She is renowned for her patience.
Fantastic — Great

The weather was absolutely fantastic.
This represents a great achievement.
Fast — Quick

He's one of the fastest runners in the world.
She walked with short, quick steps.
Father — Dad

He was a wonderful father to both his natural and adopted children.
That's my dad over there.
Find — Discover

Can you find my bag for me?
Police discovered a large stash of drugs while searching the house.
Fix — Repair/ Mend

I've fixed the problem.
The human body has an amazing capacity to repair itself.
Could you mend my bike for me?
Fool — Idiot

He told me he was an actor and I was fool enough to believe him.
When I lost my passport, I felt such an idiot.
Forbid — Prohibit/ Ban

My doctor has forbidden me sugar.
The policy prohibits smoking on school grounds.
Chemical weapons are banned internationally.
Forgive — Pardon

I'll never forgive her for what she did.
She was pardoned after serving ten years of a life sentence.
Former — Previous

Nelson Mandela is a former South African president.
She is his daughter from a previous marriage.
Fraction — Part/ Portion/ Segment

She hesitated for the merest fraction of a second.
We spent part of the time in the museum.
The central portion of the bridge collapsed.
She cleaned a small segment of the painting.
Fragrance — Perfume

They are about to launch their first fragrance for men.
She was wearing too much perfume.
Frank — Candid

He was very frank about his relationship with the actress.
I felt she was being less than candid with me.
Freedom — Liberty

People here like their freedom and privacy.
The concept of individual liberty is enshrined in the constitution.
Frenzy — Fury/ Rage

The speaker worked the crowd up into a frenzy.
Her eyes blazed with fury.
His face was dark with rage.
Fresh — Unused/ New

Let me write it down while it's still fresh in my mind.
The house was left unused for most of the year.
Have you read her new novel?
Fun — Enjoyment

We had a lot of fun at Sarah's party.
I get a lot of enjoyment from music.
Funny — Amusing/ Entertaining

It's not funny! Someone could have been hurt.
It's a very amusing game to play.
It was a very entertaining evening.
Furious — Angry

She was absolutely furious at having been deceived.
Her behavior really made me angry.
Common Synonyms List (G)
Learn list of synonyms that start with G with synonyms examples.

Gain — Acquire/ Obtain

The country gained its independence ten years ago.
She has acquired a good knowledge of English.
I finally managed to obtain a copy of the report.
Gallant — Chivalrous

That wasn't very gallant of you.
I was only trying to be chivalrous.
Garbage — Trash/ Rubbish

Don't forget to take out the garbage.
Will someone take out the trash?
The streets were littered with rubbish.
Gather — Collect

His supporters gathered in the main square.
The company collects information about consumer trends.
Gaunt — Scrawny/ Skinny/ Thin

She looked gaunt and exhausted.
He had long scrawny fingers.
She had wild hair and long skinny arms.
He was tall and thin, with dark hair.
Gentle — Tender

He lived in a gentle age than ours.
What he needs now is a lot of tender loving care.
Gift — Present

The watch was a gift from my mother.
What can I get him for a birthday present?
Glad — Happy/ Pleased/ Delighted/ Cheerful/ Joyful/ Merry

She was glad when the meeting was over.
You don't look very happy today.
She was very pleased with her exam results.
I was delighted that you could stay.
He felt bright and cheerful and full of energy.
It was a joyful reunion of all the family.
He's a lovely man with merry eyes and a wide smile.
Good — Excellent

The piano was in good condition.
She speaks excellent French.
Great — Grand

People were arriving in great numbers.
It's not a very grand house.
Synonyms (H)
Learn synonyms list that start with H with synonyms examples.

Hat — Cap

I'm wearing two hats tonight—parent and teacher.

He is wearing a baseball cap.

Have — Own/ Possess

I have a new car and a boat.

I don't own anything of any value.

I'm afraid this is the only suitcase I possess.

Help — Assist

He always helps with the housework.

We will assist you in finding somewhere to live.

Hot — Boiling

It was hot and getting hotter.

You must be boiling in that sweater!

House — Home

He went into the house.

We are not far from my home now.

Synonyms List (I)

Learn list of synonyms that start with I with synonyms examples.

Idea — Thought

I like the idea of living on a boat.

I don't like the thought of you walking home alone.

Important — Significant

Money played an important role in his life.

Your work has shown a significant improvement.

Infant — Baby

She was seriously ill as an infant.

My sister's expecting a baby.

Inspect — Examine

The plants are regularly inspected for disease.

The doctor examined her but could find nothing wrong.

Interesting — Exciting

It would be interesting to know what he really believed.

They waited and waited for something exciting to happen.

Synonyms (J)

Learn synonyms list that start with J with synonyms examples.

Job — Occupation/ Work/ Career

He's trying to get a job.

Please state your name, age and occupation below.

It's very difficult to find work at the moment.

He had a very distinguished career in the Foreign Office.

Jungle — Forest

The area was covered in dense jungle.

Thousands of hectares of forest are destroyed each year.

List of Synonyms with Examples (K)

Learn synonym words that start with K with synonyms examples.

Keep — Hold

She keeps the blue bear as a souvenir.

The girl holds her father's hand tightly.

Kind — Helpful

She's a very kind and generous person.

She's one of the most helpful people I know.

Synonyms (L)

Learn list of synonyms that start with L with synonyms examples.

Last — Final/ Ultimate

I wouldn't marry you if you were the last person on earth!

They find each other in the final chapter of the book.

We will accept ultimate responsibility for whatever happens.

Late — Tardy

She's late for work every day.

The law is often tardy in reacting to changing attitudes.

Laugh — Giggle

She always makes me laugh.

The girls giggled at the joke.

Learn — Study

She's very keen to learn about Japanese culture.
My brother studied at the Royal College of Art.
Like — Love/ Enjoy/ Prefer

I don't like the way he's looking at me.
If you love each other, why not get married?
Thanks for a great evening. I really enjoyed it.
I prefer my coffee black.
Listen — Hear

I listened carefully to her story.
He could hear a dog barking.
Long — Endless

There was a long silence before she spoke.
The journey seemed endless.
Look — Glance/ See/ Watch/ View

If you look carefully you can just see our house from here.
She glanced at her watch.
I hate to see you unhappy.
She watched the kids playing in the yard.
People came from all over the world to view her work.
Loud — Noisy

She spoke in a very loud voice.
The streets were very noisy throughout the night.
Lucky — Fortunate

His friend was killed and he knows he is lucky to be alive.
I have been fortunate enough to visit many parts of the world as a lecturer.
Synonyms List with Examples (M)
Learn synonyms list that start with M with synonyms examples.

Many — Numerous

There are too many mistakes in this essay.
He has been late on numerous occasions.
Misery — Distress/ Hardship

Fame brought her nothing but misery.
The charity aims to relieve poverty and distress caused by natural disasters.
People suffered many hardships during that long winter.
Mistake — Error

It would be a mistake to ignore his opinion.
I think you have made an error in calculating the total.
Mix — Stir/ Mingle/ Blend

Oil does not mix with water.
The vegetables are stirred into the rice while it is hot.
He felt a kind of happiness mingled with regret.
Blend the flour with the milk to make a smooth paste.
Mother — Mom

I want to buy a present for my mother and father.
My mom says I have to stay home tonight.
Synonyms (N)
Learn list of common synonyms that start with N with synonyms examples.

Naughty — Mischievous

He is a naughty boy.
She looked slightly mischievous.
Nearly — Almost

The bottle's nearly empty.
The story is almost certainly false.
Neat — Tidy

She was wearing a neat black suit.
She keeps her flat very tidy.
Synonyms List (O)
Learn list of synonyms that start with O with synonyms examples.

Occur — Happen

When exactly did the incident occur?
You'll never guess what's happened!
Odd — Strange/ Queer/ Weird

The odd thing was that he didn't recognize me.
A strange thing happened this morning.
She had a queer feeling that she was being watched.
It's really weird seeing yourself on television.
Old — Ancient

He always gives the same old excuses.

That's an ancient oak tree!
Opportunity — Chance

You'll have the opportunity to ask any questions at the end.
Please give me a chance to explain.
Outside — Exterior

You can't open the door from the outside.
The exterior of the house needs painting.
Common Synonyms List in English – Image 3

Common Synonyms List in EnglishPin

Synonyms (P)
Learn common synonyms list that start with P with synonyms examples.

Page — Sheet

Someone has torn a page out of this book.
Start each answer on a fresh sheet.
Particular — Specific

There is one particular patient I'd like you to see.
The money was collected for a specific purpose.
Pastime — Hobby

Watching television now seems to be the most popular national pastime.
I only play jazz as a hobby.
Pause — Hesitate

Anita paused for a moment, then said: 'All right'.
He seemed to hesitate a second.
Perform — Act/ Carry out

She performs an important role in our organization.
Can you act as interpreter?
Extensive tests have been carried out on the patient.
Place — Put

He placed his hand on her shoulder.
Did you put sugar in my coffee?
Play — Frolic

You'll have to play inside today.

Lambs frolicked in the next field.
Polite — Courteous

Please be polite to our guests.
The hotel staffs are friendly and courteous.
Popular — Favorite

This is one of our most popular designs.
It's one of my favorite movies.
Precarious — Uncertain/ Insecure

The museum is in a financially precarious position.
They're both uncertain about what to do.
Insecure doors and windows make life easy for burglars.
Pretty — Beautiful

She is a pretty girl.
She looked stunningly beautiful that night.
Prompt — Immediate/ Instant

Prompt payment of the invoice would be appreciated.
Our immediate response to the attack was sheer horror.
This account gives you instant access to your money.
Pull — Tug

Pull the chair nearer the table.
She tried to escape but he tugged her back.
Push — Shove

She pushed at the door but it wouldn't budge.
The door wouldn't open no matter how hard she shoved.
Synonym Words (Q)
Learn list of synonyms that start with Q with synonyms examples.

Quake — Tremble

They are quaking in their boots at the prospect of tomorrow's game.
He opened the letter with trembling hands.
Quiet — Peaceful

I was looking forward to a quiet evening at home.
He had a peaceful life.
Quiet — Silent

“Be quiet,” said the teacher.

“Keep silent, please!”

Quite — Fairly/ Pretty

He plays quite well.

I know him fairly well, but I wouldn't say we were really close friends.

I'm pretty sure I'll be going.

Synonym Word List (R)

Learn list of common synonyms that start with R with synonyms examples.

Raise — Lift

She raised the gun and fired.

I lifted the lid of the box and peered in.

Real — Genuine/ True

Are those real flowers?

Is the painting a genuine Picasso?

The novel is based on a true story.

Receive — Get

He received an award for bravery from the police service.

I got a letter from Dave this morning.

Regret — Remorse

She expressed her regret at the decision.

She felt no remorse at leaving them without notice.

Reject — Deny/ Refuse

The prime minister rejected any idea of reforming the system.

She denied all knowledge of the incident.

I politely refused their invitation.

Reliable — Dependable/ Trustworthy

We are looking for someone who is reliable and hardworking.

She is a dependable man.

If you want your mom to trust you, you have to be a trustworthy person.

Remark — Comment

The judges remarked on the high standard of entries for the competition.

I don't feel I can comment on their decision.

Renew — Resume

The army renewed its assault on the capital.

She resumed her career after an interval of six years.

Rescue — Save

He rescued a child from drowning.

Doctors were unable to save her.

Respect — Honor

I have the greatest respect for your brother.

They stood in silence as a mark of honor to her.

Respond — Reply/ Answer

I asked him his name, but he didn't respond.

He never replied to any of my letters.

I repeated the question, but she didn't answer.

Rest — Relax

The doctor told me to rest.

Just relax and enjoy the movie.

Right — Correct/ Proper/ True

You were quite right to criticize him.

Please check that these details are correct.

We should have had a proper discussion before voting.

I think it would be true to say that the show was a success.

Rich — Wealthy

Nobody gets rich from writing nowadays.

They live in a wealthy suburb of Chicago.

Round — Circular

The child was watching it all with big round eyes.

The crater was two miles across and roughly circular.

Rug — Carpet

There were several brightly colored rugs scattered around.

My bedroom carpet is green.

Rule — Law

The 1972 act imposed direct rule from Westminster.

The reforms have recently become law.

Synonyms (S)

Learn synonyms list that start with S with synonyms examples.

Sack — Bag

We need about a sack of rice.
She is holding a plastic bag.
Sad — Unhappy

We are very sad to hear that you are leaving.
I was unhappy that she had to go.
Say — Tell/ Talk/ Speak

Be quiet, I have something to say.
Tell me where you live.
Stop talking and listen!
The President refused to speak to the waiting journalists.
Scared — Terrified/ Frightened/ Afraid

She is scared of going out alone.
I'm terrified of losing you.
I'm frightened of walking home alone in the dark.
I started to feel afraid of going out alone at night.
Shop — Store

There's a little gift shop around the corner.
She worked in a grocery store before going to college.
Shout — Scream/ Yell

I shouted for help but nobody came.
He screamed at me to stop.
She yelled at the child to get down from the wall.
Shy — Bashful/ Timid/ Embarrassed

She was too shy to ask anyone for help.
She looked bashful when he asked her what she wanted.
He stopped in the doorway, too timid to go in.
He felt embarrassed at being the centre of attention.
Sick — Ill

Her mother's very sick.
Her father is seriously ill in St Luke's hospital.
Sincere — Honest

He seemed sincere enough when he said he wanted to help.
Give me your honest opinion.
Slim — Slender/ Thin

She was tall and slim.
She is slender and stylish.
She was looking pale and thin.
Small — Little/ Tiny/ Diminutive

They're having a relatively small wedding.
She gave a little laugh.
Only a tiny minority hold such extreme views.
She was a diminutive figure beside her husband.
Smart — Brilliant/ Intelligent/ Clever/ Bright

She's smarter than her brother.
She has one of the most brilliant minds in the country.
She asked a lot of intelligent questions.
He's too clever by half, if you ask me.
She's probably the brightest student in the class.
Smile — Grin

He smiled with relief.
They grinned with delight when they heard our news.
Sniff — Smell

The dog sniffed at my shoes.
I could smell alcohol on his breath.
Sordid — Dirty

These were the urban poor, living in the sordid back streets and alleys of prosperous Victorian cities.
She circled the bedroom, picking up dirty clothes.
Speech — Lecture

He made the announcement in a speech on television.
He regularly gives lectures on modern French literature.
Split — Divide

She split the class into groups of four.
A sentence can be divided up into meaningful segments.
Spooky — Scary/ Creepy

It got a bit spooky when James started telling ghost stories.
It was a really scary moment.
It's kind of creepy down in the cellar!
Sprint — Run

Three runners sprinted past.
I had to run to catch the bus.
Stone — Rock

The floors are made of stone.
To build the tunnel, they had to cut through 500 feet of solid rock.
Story — Tale

He read the children a story.
His latest book is a delightful children's tale about talking animals.
Street — Highway

The bank is just across the street.
He took highway 314 heading north.
Suggest — Propose

May I suggest a white wine with this dish, Sir?
The government proposed changes to the voting system.
Sundown — Sunset

The celebration begins at sundown.
Every evening at sunset the flag was lowered.
Sure — Certain

You don't sound very sure.
She looks certain to win an Oscar.
Synonym Words (T)
Learn synonyms list that start with T with synonyms examples.

Talkative — Communicative

She was in a talkative mood.
He wasn't very communicative and kept things to himself.
Taxi — Cab

We'd better take a taxi.
I took a cab to the airport.
Temper — Mood

He must learn to control his temper.
He's always in a bad mood.
Thankful — Grateful

I was thankful to see they'd all arrived safely.

I am extremely grateful to all the teachers for their help.
Think — Ponder/ Consider

I didn't think you liked sports.
The senator pondered the question for a moment.
She considered her options.
Toss — Throw

She tossed her jacket onto the bed.
Some kids were throwing stones at the window.
Total — Entire/ Whole

This brought the total number of accidents so far this year to 113.
The entire village was destroyed.
He spent the whole day writing.
Transform — Convert

The photochemical reactions transform the light into electrical impulses.
The hotel is going to be converted into a nursing home.
Trip — Journey

We went on a trip to the mountains.
They went on a long train journey across India.
Trust — Believe

You can trust me not to tell anyone.
I believed his lies for years.
Try — Attempt

I don't know if I can come but I'll try.
I will attempt to answer all your questions.
Trivial — Unimportant

I know it sounds trivial, but I'm worried about it.
I was just a young girl from a small town and I felt very unimportant.
Synonym Word List (U)
Learn list of synonyms that start with U with synonyms examples.

Uncommon — Unusual

Side effects from the drug are uncommon.
She has a very unusual name.
Uncooked — Raw

The steak was uncooked in the middle.
These fish are often eaten raw.
Uneasy — Restless/ Concerned/ Nervous/ Anxious

His presence made her feel uneasy.
After five years in the job, he was beginning to feel restless.
The President is deeply concerned about this issue.
I felt really nervous before the interview.
He seemed anxious about the meeting.
Unfortunate — Unlucky

He was unfortunate to lose in the final round.
He was very unlucky not to win.
Unlawful — Illegal

The jury returned a verdict of unlawful killing.
It's illegal to drive through a red light.
Unmarried — Single

She was sent away to a home for unmarried mothers.
The apartments are ideal for single people living alone.
Usually — Generally

I'm usually home by 6 o'clock.
I generally get up at six.
Synonyms (V)
Learn list of common synonyms that start with V with synonyms examples.

Value — Worth

The winner will receive a prize to the value of £1 000.
He has a personal net worth of \$10 million.
Very — Extremely

The new building has been very much admired.
This issue is extremely complicated.
English Synonyms (W-Y)
Learn list of synonyms that start with W,Y with synonyms examples.

Walk — Stroll

He walked slowly away from her.
People were strolling along the beach.
Want — Desire

She's always wanted a large family.
We all desire health and happiness.
Weak — Feeble

She is still weak after her illness.
The heartbeat was feeble and irregular.
Winner — Victor

The winners of the competition will be announced next month.
There are no victors in a divorce.
Woman — Lady

I prefer to see a woman doctor.
He was with an attractive young lady.
Wonderful — Amazing

It's wonderful what you can do when you have to.
It's amazing the difference a few polite words make.
Word — Expression

Could I have a quick word with you?
Her writing is full of colorful expressions.
Write — Record

Write your name at the top of the paper.
The band is back in the US recording their new album.
Writer — Author

She's one of my favorite writers.
He was the author of two books on China.
Wrong — Incorrect

He was driving on the wrong side of the road
His version of what happened is incorrect.
Yearly — Annually

The magazine is issued twice yearly.
The exhibition is held annually.

ANTONYMS:

Opposites (from A-Z)
Antonyms List | Opposite Words (A)

List of opposites that start with A with examples.

A lot — A little

We've spent a lot on the children's education.

Fortunately I had a little time to spare.

Abate — Increase

Steps are to be taken to abate pollution.

The population has increased from 1.2 million to 1.8 million.

Able — Unable

You must be able to speak French for this job.

She was unable to hide her excitement.

Abortive — Successful

During the war of 1770 the Greeks had risen in an abortive rebellion, promptly crushed by the Turks.

They were successful in winning the contract.

Above — Below

I heard a strange noise coming from the room above.

I could hear voices in the courtyard below my window.

Abridge — Expand

Antonyms examples:

She has been asked to abridge the novel for radio.

The waist expands to fit all sizes.

Absent — Present

Students who are regularly absent from school.

The gases present in the Earth's atmosphere.

Abundant — Scarce

Fish are abundant in the lake.

Food was often scarce in the winter.

Accept — Decline

Rick accepted her offer of coffee.

His school reports said that he never declines a challenge.

Accept — Refuse

Opposites examples:

He accepted the invitation to stay with us.
The chairman refused to answer any more questions.
Accurate — Inaccurate

The brochure tries to give a fair and accurate description of each hotel.
A lot of what has been written about him is inaccurate.
Achieve — Fail

He had finally achieved success.
She failed to get into art college.
Add — Subtract

If you add all these amounts together you get a huge figure.
If you subtract 6 from 9, you get 3.
Adjacent — Distant

We stayed in adjacent rooms.
Stars are distant from our galaxy.
Admire — Detest

Antonyms examples:

I really admire your enthusiasm.
The two men detested each other.
Admit — Deny

A quarter of all workers admit to taking time off when they are not ill.
The department denies responsibility for what occurred.
Admit — Reject

She admits to being strict with her children.
The prime minister rejected any idea of reforming the system.
Adore — Hate

She adores working with children.
I hate to see you unhappy.
Advance — Retreat

Opposites examples:

The troops were finally given the order to advance.
The army was forced to retreat after suffering heavy losses.
Advantage — Disadvantage

Her experience meant that she had a big advantage over her opponent.
The disadvantage of the material is that it fades in strong sunlight.
Against — For

Mr. Howard has declared that he is against all forms of racism.
Everybody is always for peace.
Agree — Disagree

Opposite words examples:

If she felt he was right, she would agree with him.
He is tolerant of those who disagree with him.
Alive — Dead

It was a bad accident – they're lucky to be alive.
Two men were shot dead by terrorists.
All — None

Have you done all your homework?
We saw several houses but none we really liked.
Allow — Forbid

My parents wouldn't allow me to go to the party.
He was forbidden to leave the house, as a punishment.
Ally — Enemy

Antonyms examples:

Ridley was one of the Queen's closest allies.
He was accused of collaboration with the enemy.
Alone — Together

She lives alone.
We've very much enjoyed working together.
Always — Never

I've always wanted to go to Paris.
He's never been to Australia.
Amateur — Professional

Mickelson won his first major golf tournament while still an amateur.
You need a professional to sort out your finances.
Amuse — Bore

Opposites examples:

He made funny faces to amuse the children.

His blue eyes seemed to bore into her.

Ancient — Modern

So according to history it has been found from the most ancient times, and so it is to our own day.

They are the youngest children in modern times to face murder charges.

Annoy — Soothe

She annoyed him with her stupid questions.

She made a cup of tea to soothe her nerves.

Answer — Question

Opposite words examples:

The short answer is that it can't be done.

They asked me quite a lot of difficult questions about my job.

Apparent — Obscure

The difference in quality was immediately apparent.

I found her lecture very obscure.

Arrive — Leave

He arrived late as usual.

My baby gets upset when I leave the room.

Arrive — Depart

Opposites examples:

What time does the plane arrive in New York?

Flights by Air Europe depart Gatwick on Tuesdays.

Arrogant — Humble

He was unbearably arrogant.

Taylor's students describe him as a humble and modest man.

Ascend — Descend

Antonyms examples:

The plane ascended rapidly.

Our plane started to descend.

Ask — Answer

We'll have to ask someone the way to the station.

I repeated the question, but she didn't answer.

Ask — Tell

I asked him where he lived.

Jack had to go, but he didn't tell me why.

Attack — Defend

There have been several attacks on foreigners recently.

We need to defend against military aggression.

Attractive — Repulsive

She is an attractive woman.

What a repulsive man!

Awake — Asleep

Opposites examples:

She was still only half awake when I brought her a cup of coffee.

Kelly was asleep on the sofa.

Awkward — Graceful

She may appear stiff and perhaps awkward.

Her father was a quiet man with graceful manners.

Antonyms | Opposites (B)

List of opposite words that start with B with examples.

Back — Front

I found some old photos at the back of the drawer.

There's a garden at the front of the house.

Bad — Good

I have some bad news for you.

The train service is not very good.

Bare — Covered

The room was completely bare except for a bed against the wall.

The walls were covered with pictures.

Beautiful — Ugly

Opposites examples:

The bride looked beautiful in that dress.
He was short, nearsighted, ugly and exceptionally awkward.
Before — After

I saw her a few days before she died.
I go swimming every day after work.
Begin — End

Antonyms examples:

In the third year, students begin the study of classical Chinese.
The speaker ended by suggesting some topics for discussion.
Beginning — Conclusion

There's a short poem at the beginning of every chapter.
At the conclusion of the meeting, little progress had been made.
Behind — In front of

I turned to speak to the person standing behind me.
She spends all day sitting in front of her computer.
Best — Worst

He won the best actor award.
This is the worst recession for fifty years.
Better — Worse

Opposites examples:

There must be a better way to do this.
The violence was worse than we expected.
Big — Little

They belong to the rich man who lives in the big white house there among the trees.
He was quite an old little man and his head was long and entirely bald.
Birth — Death

What's your date of birth?
Cancer is the leading cause of death in women.
Bitter — Sweet

Black coffee leaves a bitter taste in the mouth.

This tea is too sweet.
Black — White

Matthew had thick black hair, but Natalie's was blonde.
His face is white, and he seems very weak.
Blame — Praise

Marie still blames herself for Patrick's death.
The mayor praised the rescue teams for their courage.
Bless — Curse

Antonyms examples:

God bless you!
Elsa cursed herself for believing his lies.
Blunt — Sharp

Sharpen all your blunt knives.
Make sure you use a good sharp knife.
Body — Soul

Your body temperature is higher in the daytime than at night.
There was a feeling of restlessness deep in her soul.
Bold — Timid

My aunt was a bold determined woman.
I was a timid child.
Boring — Interesting

I trudged through a boring day, knowing I'd return to an empty apartment as Betsy was off to Los Angeles for the entire week.
Dr. Bell told me many interesting things about his work.
Bottom — Top

Opposites examples:

I waited for them at the bottom of the hill.
She was standing at the top of the stairs.
Boundless — Limited

Today, the opportunities for leaders are boundless, but so are the challenges.
My knowledge of the business is limited.
Boy — Girl

The boys wanted to play football.
I've known Mollie ever since I was a little girl.
Brave — Cowardly

It was brave of you to speak in front of all those people.
He was very cowardly because he did not tell that truth.
Break — Repair

I had to break a window to get into the house.
It was too late to repair the damage done to their relationship.
Brief — Long

We stopped by Alice's house for a brief visit.
He's been gone a long time.
Bright — Dull

Antonyms examples:

The weather was bright and sunny.
Outside the weather was hazy and dull.
Brighten — Fade

The morning sunshine brightened up the room.
The sun had faded the curtains.
Bring — Remove

Robert asked the waiter to bring him the check.
Reference books may not be removed from the library.
Brother — Sister

My younger brother is a doctor.
My older sister is a nurse.
Busy — Idle

Opposite words examples:

Mr. Haynes is busy with a customer at the moment.
The workers have been idle for the last six months.
Buy — Sell

The money will be used to buy equipment for the school.
If you offer him another hundred, I think he'll sell.
Antonyms List | Opposites (C)
List of opposite words that start with C with examples.

Calm — Windy

It is a calm day.

It's too windy for a picnic.

Capable — Incapable

All the staff at the nursing home seemed very capable.

He seemed incapable of understanding how she felt.

Captive — Free

His son had been taken captive during the raid.

He knew he could be free in as little as three years.

Capture — Release

The robbery was captured on police video cameras.

Police arrested several men, who were later released.

Careful — Careless

He was being very careful with the coffee so as not to spill it.

He's careless with his glasses and has lost three pairs.

Cautious — Careless

Antonyms examples:

Keller is cautious about making predictions for the success of the program.

It was careless of him to leave the door unlocked.

Center — Edge

His goal is to turn Stanford into a center for environmental policy.

Billy sat on the edge of the bed.

Change — Remain

Susan has changed a lot since I last saw her.

Despite the job losses, Parker remained as manager.

Cheap — Expensive

Opposites examples:

Property is cheaper in Spain than here.

Petrol is becoming more and more expensive.

Cheerful — Sad

She's feeling more cheerful today.

I was sad about the friends I was leaving behind.

Child — Adult

Antonyms examples:

I was very happy as a child.

Some children find it difficult to talk to adults.

Chilly — Warm

Despite the chilly autumn afternoon, she was wearing a thin cotton dress.

I hope we get some warm weather soon.

Clean — Dirty

As usual, she left her room clean and tidy before going to school.

She circled the bedroom, picking up dirty clothes.

Clever — Stupid

Lucy is quite clever and does well at school.

That was a stupid thing to say.

Clever — Foolish

She is a clever girl.

I was young and foolish at the time.

Close — Open

Opposites examples:

Would you mind if I closed the window?

Mr. Chen opened the car door for his wife.

Cold — Hot

Let's get in out of this cold wind.

In dry gourds, they were served a hot tea made from the ground leaves of something Bordeaux called the lip fern.

Combine — Separate

Antonyms examples:

A number of factors have combined to create this difficult situation.

Those suffering from infectious diseases were separated from the other patients.

Comfort — Discomfort

All our sports shoes are designed for comfort and performance.

There can be no question of her discomfort.

Complete — Incomplete

Work on the new building is nearly complete.

Unfortunately, I do not have the information because our records are incomplete.

Complex — Simple

Opposite words examples:

It was a very complex relationship between two complex people.

I'm sure there's a perfectly simple explanation.

Compliment — Insult

Being compared to Abba is a great compliment.

His comments were seen as an insult to the president.

Conceal — Reveal

Opposites examples:

She tried to conceal the fact that she was pregnant.

He may be prosecuted for revealing secrets about the security agency.

Continue — Interrupt

Sheila continued to work after she had her baby.

My studies were interrupted by the war.

Cool — Warm

The evening air was cool.

I hope we get some warm weather soon.

Copy — Original

Antonyms examples:

We have six copies of the movie to give away.

He copied paintings of famous artists and passed them off as originals.

Correct — Incorrect

If my calculations are correct, we're about ten miles from Exeter.

The information you gave us was incorrect.

Correct — Wrong

You are correct, the Missouri is the longest river in the US.

Your calculations must be wrong.

Countryman — Foreigner

Opposites examples:

He didn't look like a farmer, yet he looked a countryman.
Tom felt that people were suspicious of him because he was a foreigner.
Courage — Cowardice

Sue showed great courage throughout her illness.
She was ashamed of her cowardice.
Crazy — Sane

The neighbors must think we're crazy.
Of course he isn't mad. He's as sane as you or I.
Create — Destroy

Antonyms examples:

The new factory is expected to create more than 400 new jobs.
The scandal destroyed Simmons and ended his political career.
Cruel — Kind

The prisoner was a hard cruel man.
She's a very kind and generous person.
Customer — Supplier

Opposite words examples:

We aim to offer good value and service to all our customers.
You will need to be able to deal with both customers and suppliers.

(D)

List of opposites that start with D with examples.

Damage — Improve

Smoking can severely damage your health.
The doctors say she is improving.
Dark — Bright

At the kitchen door she nearly ran into a dark form.
With his small frame and bright eyes, he'd always reminded her of an elf of some sort.
Dark — Light

Opposites examples:

The church was dark and quiet.
The kitchen was light and spacious.
Dawn — Sunset

It had been the hope which had kept her going through the dawn and early morning.
Lovers walked hand in hand towards the sunset.
Daytime — Midnight

I can't sleep in the daytime.
We stayed there until way after midnight.
Deep — Shallow

Opposites examples:

The castle is on an island surrounded by a deep lake.
The lake is quite shallow.
Demand — Supply

I demand to know what's going on.
An informer supplied the police with the names of those involved in the crime.
Despair — Hope

She killed herself in despair.
When I first arrived in New York, I was full of hope for the future.
Difficult — Easy

The exam was very difficult.
Finishing the task will be easy.
Dim — Bright

Opposite words examples:

Isaac was old and his eyes were dim.
Her eyes were hurting from the bright lights.
Discourage — Encourage

My father is a lawyer, and he discouraged me from entering the field.
I want to thank everyone who has encouraged and supported me.
Doctor — Patient

Antonyms examples:

She was treated by her local doctor.
St Dominic's Hospital treats about 10,000 patients a year.

Doubt — Trust

The incident raises doubts about the safety of nuclear power.

You shouldn't put your trust in a man like that.

Downwards — Upwards

Share prices continued their downward trend.

Stroke the cream onto your skin in an upward direction.

Drunk — Sober

David would get drunk and I would have to take him home and put him to bed.

He's a nice guy when he's sober.

Dry — Wet

Opposites examples:

The air was dry and hot, as if she were in a sauna.

Deidre whipped the door open, ignoring the sting of her wet hair against her shoulders.

Dusk — Dawn

The street lights go on at dusk.

The boats set off at dawn.

Antonyms | Opposites (E)

List of opposite words that start with E with examples.

Early — Late

The bus was ten minutes early.

You're half an hour late.

Earth — Sky

Antonyms examples:

They watched the kite fall back to earth.

There wasn't a cloud in the sky.

East — West

He turned and walked away towards the east.

A damp wind blew from the west.

Easy — Hard

The test was easy.

You'll have to make some hard decisions.

Effective — Ineffective

Opposites examples:

Training is often much less effective than expected.
The chemical was almost totally ineffective in killing the weeds.
Elementary — Advanced

You've made a very elementary mistake.
She is learning advanced physics.
Employer — Employee

They're very good employers.
The firm has over 500 employees.
Empty — Full

Opposite words examples:

The fuel tank's almost empty.
The kitchen was full of smoke.
Enter — Exit

Opposites examples:

Silence fell as I entered the room.
I exited through a side window.
Evening — Morning

I do most of my studying in the evening.
I'm not feeling very well this morning.
Evil — Good

Antonyms examples:

There is too much evil in the world.
I learn to see life as a titanic moral struggle between good and evil.
Excited — Bored

I'm so excited that we're going to New York.
After a while, I got bored and left.
Exhale — Inhale

He sat back and exhaled deeply.
She closed her eyes and inhaled deeply.
Expand — Contract

The last were razed in 1890, and the town was permitted to expand in this direction.
All leeches are very extensile and can contract the body to a plump, pearshaped form, or extend it to a long and wormlike shape.
Expand — Shrink

Opposite words examples:

The hotel wants to expand its business by adding a swimming pool.
The firm's staff had shrunk to only four people.
Export — Import

Italian food has been exported all over the world.
We import coffee from Colombia.
Exterior — Interior

Antonyms examples:

The dome is tiled on the exterior.
The interior of the church was dark.
External — Internal

An external auditor will verify the accounts.
Some photos contain internal evidence that may help to date them.
Antonyms List | Opposites (F)
List of opposite words that start with F with examples.

Fact — Fiction

Much of the novel is based on fact.
Anthony's first books were historical fiction.
Fake — Real

Opposites examples:

The defense said the photos were fake.
She had never seen a real live elephant before.
Fall — Rise

The rate of inflation was falling.
Sales rose by 20% over the Christmas period.
Famous — Unknown

Many famous people have stayed in the hotel.

An unknown number of people were killed.
Fashionable — Old Fashioned

He looked to be about her age and his blond hair was neatly combed into a fashionable style.
Many houses, especially in State, Danforth and Congress streets, are simple in style and oldfashioned in architecture.
Fast — Slow

Opposites examples:

I'm a fast learner.
The wound was slow to heal.
Fat — Thin

You'll get fat if you eat all that chocolate.
He was tall and thin, with short brown hair.
Fat — Skinny

He looks much fatter than in his photo.
Some supermodels are far too skinny.
Feeble — Strong

Antonyms examples:

She was too feeble to leave her room.
Laura had a strong character.
Few — Many

The team that makes the fewest mistakes usually wins.
Many people have to use a car to travel to work.
Find — Lose

"Yes. I couldn't find a better friend than Alex, could I?" she said.
I didn't want to lose you, but I didn't want you to be unhappy like mother either.
Firm — Flabby

Opposite words examples:

The sofa cushions are fairly firm.
It was that of a young man, tall but somewhat flabby muscled.
First — Last

Opposites examples:

The first time I flew on a plane I was really nervous.
I hadn't seen him since the last meeting.
Float — Sink

I wasn't sure if the raft would float.
Their motorboat struck a rock and began to sink.
Floor — Ceiling

We are located on the seventh floor of the building.
The house has two rooms with high ceilings.
Foolish — Wise

Opposites examples:

It would be foolish to ignore his advice.
I think you were wise to leave when you did.
Forget — Remember

What happened that day will never be forgotten.
I remember meeting her at a party once.
Forgivable — Unforgivable

It was an easily forgivable mistake.
Patrick had deceived her, and that was unforgivable.
Forgive — Blame

Opposites examples:

I've tried to forgive him for what he said.
The report blames poor safety standards for the accident.
Fortunate — Unfortunate

I've been fortunate to find a career that I love.
He has an unfortunate habit of repeating himself.
Forward — Backward

He leaned forward, his elbows resting on the table.
She went without a backward glance.
Free — Restricted

Opposite words examples:

The animals are allowed to run free in the park.
It's difficult trying to work in such a restricted space.

Freeze — Boil

Antonyms examples:

The water pipes have frozen.

We were advised to boil the water before drinking it.

Fresh — Stale

The beans are fresh from the garden.

French bread goes stale very quickly.

Friend — Enemy

Opposites examples:

Don't worry, you're among friends.

Cats and dogs have always been natural enemies.

Frown — Smile

She frowned as she read the letter.

Mark read the message and smiled to himself.

Funny — Sad

Do you remember any funny stories about work?

Dad looked sad and worried as he read the letter.

Antonyms (G)

List of opposite words that start with G with examples.

Generous — Stingy

She's always very generous to the kids.

She's too stingy to give money to charity.

Gentle — Rough

Opposites examples:

Arthur was a very gentle, caring person.

Rugby is a very rough sport.

Giant — Tiny

Giant cabbages grew in the garden.

You only need to use a tiny amount of salt.

Give — Receive

Opposite words examples:

I've got some old diaries that my grandmother gave me years ago.

All the children will receive a small gift.

Grow — Shrink

Antonyms examples:

Sales of new cars grew by 10% last year.

We want to expand the business, not shrink it.

Guilty — Innocent

I feel really guilty about forgetting her birthday again.

Nobody would believe that I was innocent.

Opposites (H)

List of opposite words that start with H with examples.

Harmful — Harmless

Scientists tend to agree that most diets don't work and can be harmful.

Her brother's a bit simple, but he's quite harmless.

Harsh — Mild

The Canadian winter is very harsh.

We had an exceptionally mild winter last year.

He — She

Opposite words examples:

It was he who first suggested the idea.

I saw you talking to that girl. Who is she?

Healthy — Sick

I've always been perfectly healthy until now.

Maria can't come in today because she's sick.

Heaven — Hell

Antonyms examples:

He believed that he and his wife would one day be together again in heaven.

She must have gone through hell every day, the way we teased her about her weight.

Here — There

What are you doing here?

We could go back to my cottage and have lunch there.

Hero — Coward

He had dared to speak out against injustice, and overnight he became a national hero.

Perhaps I should have turned back but I didn't want to be known as a quitter and a coward.

High — Low

Opposites examples:

The camp was surrounded by a high fence.

The sun was low in the sky.

Hungry — Full

If you get hungry, there's some cold chicken in the fridge.

I ate chocolate cakes so I was full.

Husband — Wife

Mr. Nicholls was a good husband.

One year he arrived with a young lady, then came back when she was his wife.

Antonyms List (I)

List of opposite words that start with I with examples.

Identical — Different

The sisters were identical in appearance and character.

Her appearance and character are different.

Ignite — Extinguish

The candle ignited the plastic.

Firemen were called to extinguish the blaze.

Ignorant — Educated

Antonyms examples:

He's ignorant about modern technology.

The boy came from a good home, was well educated and had every advantage.

Important — Unimportant

Happiness is more important than money.

The exact details are unimportant.

Important — Trivial

Nothing could be more important to me than my family.

We were punished for the most trivial offences.
In — Out

Antonyms examples:

He took us for a drive in his new car.
Charlotte went to the window and looked out.
Increase — Decrease

The population increased dramatically in the first half of the century.
The number of people who have the disease has decreased significantly in recent years.
Inside — Outside

Opposite words examples:

The jewels were locked away inside the safe.
I'll meet you outside the theatre at two o'clock.
Instructor — Pupil

I managed to find a very good driving instructor.
The new law reduces the number off pupils per class in the first four years of schooling.

Opposites Words (J)

List of opposites that start with J with examples.

Joy — Grief

I leaped into the air with joy.
Charles was overcome with grief.
Junior — Senior

Opposites examples:

She started work as a junior reporter on a local newspaper.
He's a senior executive at Volkswagen.
Justice — Injustice

Children have a strong sense of justice.
The movie deals with injustices suffered by Native Americans.

Opposites | Antonyms (L)

List of opposite words that start with L with examples.

Landlord — Tenant

The newspaper is negotiating with its landlord to reduce its rent.

They had evicted their tenants for nonpayment of rent.
Large — Small

Los Angeles is the second largest city in the US.
The Tshirt was too small for him.
Laugh — Cry

I laugh at her ignorance.
She began to cry, no longer able to deny what she knew deep down: she'd never get her life back.
Lawful — Unlawful

Opposites examples:

The police may not interfere in lawful demonstrations
The jury returned a verdict of unlawful killing.
Lazy — Diligent

He felt too lazy to get out of bed.
She is a diligent student.
Lazy — Industrious

He felt too lazy to get out of bed.
Most of the students I knew at college were serious and industrious.
Leave — Stay

My baby gets upset when I leave the room.
I decided to stay home.
Legal — Illegal

What the company has done is perfectly legal.
They were involved in illegal activities.
Lenient — Strict

Antonyms examples:

School examiners say that marking has become more lenient in recent years.
This company is very strict about punctuality.
Like — Dislike

I don't like it when you get angry.
I dislike being the centre of attention.
Live — Die

We used to live in London.
Her husband died suddenly last week.
Lock — Unlock

I can't get this drawer to lock.
I unlocked the door of the apartment and found that my wife was still awake.
Long — Short

Antonyms examples:

He stretched out his long legs.
I've only been in Brisbane a short time.
Long — Short

I haven't been there for a long while.
I've only been in Brisbane a short time.
Loose — Tight

I'm very uncomfortable in this loose shirt.
My shoes were so tight that I could hardly walk.
Loud — Quiet

Opposites examples:

The music was so loud that I had to shout.
We'll have to be quiet so as not to wake the baby.
Love — Hate

Every mother loves her children.
She hates making mistakes.
Loyal — Disloyal

The army has remained loyal to the government.
He felt he had been disloyal to his friends.
Opposites | Antonyms Examples (M)
List of opposite words that start with M with examples.

Major — Minor

There is a major problem with parking in London.
We have made some minor changes to the program.
Male — Female

Opposites examples:

All the attackers were male, aged between 25 and 30.

Two of the candidates must be female.

Man — Woman

He's a very kind man.

When a woman is pregnant, the levels of hormones in her body change.

Marry — Divorce

No one wanted a dying girlfriend, especially when she'd flat out refused to marry him.

She wants to divorce her husband.

Mature — Immature

Antonyms examples:

Laura is very mature for her age.

He forgave his son's immature behavior.

Maximum — Minimum

The car has a maximum speed of 120 mph.

The minimum number of students we need to run the course is fifteen.

Melt — Freeze

It was warmer now, and the snow was beginning to melt.

The lake had frozen overnight.

Merry — Sad

He marched off, whistling a merry tune.

Lilly felt sad that Christmas was over.

Miser — Spendthrift

Opposites examples:

Everyone said Mr. Henny was a miser who had thousands of pounds hidden under his bed.

She was by no means a spendthrift, but somehow all the money disappeared anyway.

Most — Least

She's one of the most experienced teachers in the district.

He's my least favorite member of staff.

Opposites (N)

List of opposite words that start with N with examples.

Nadir — Zenith

By 1932, the depression had reached its nadir.
The Roman Empire reached its zenith around the year 100.
Narrow — Broad

Antonyms examples:

The stairs were very narrow.
The room is three meter long and two meter broad.
Nasty — Nice

I went to school with him – he was nasty then and he's nasty now.
You look nice in that suit.
Nasty — Pleasant

Drivers often have a nasty habit of driving too close to cyclists.
The restaurant was large and pleasant.
Natural — Artificial

My hair soon grew back to its natural color.
A job interview is a very artificial situation.
Near — Far

Antonyms examples:

She told the children not to go near the canal.
It's not far to the beach.
Near — Distance

They moved house to be nearer the school.
The cottage is some distance from the road.
Neat — Messy

His clothes were always neat and clean.
The place is so messy, I haven't had time to clear up.
Negative — Positive

My drinking was starting to have a negative effect on my work.
She's got a really positive attitude to life.
Nephew — Niece

His nephew told him to take a walk, get lost in the crowd.
As they moved towards the next tee she nodded towards her niece.
Night — Day

Antonyms examples:

I didn't sleep too well last night.
She only leaves her house during the day.
Noisy — Quiet

Opposites examples:

The kids have been really noisy today.
I didn't know anything about it so I just kept quiet.
Noisy — Silent

The bar was very noisy.
She kept silent, forcing Buchanan to continue.
None — Some

I wish I could offer you some cake but there's none left.
Many local businesses are having difficulties, and some have even gone bankrupt.
Noon/ Midday — Midnight

We met at 12 noon (midday).
We stayed there until way after midnight.
North — South

Opposites examples:

Cheshunt is a few miles to the north of London.
Gatwick airport is a few miles to the south of London.
Notice — Ignore

He noticed a woman in a black dress sitting across from him.
You can't ignore the fact that many criminals never go to prison.
Now — Then

Until now, doctors have been able to do very little to treat this disease.
They're sending out the results next week, so we won't know anything until then.

Antonyms (O)

List of opposite words that start with O with examples.

Obedient — Disobedient

My son is an obedient child.

He is a pleasant child, but often rowdy, disobedient and rough with others.

Old — New

Some of the houses around here are very old.

They've just moved into their new home.

Old — Young

Antonyms examples:

The old man lay propped up on cushions.

You're too young to get married. young trees.

On — Off

The TV's on, but nobody seems to be watching it.

Will someone switch the radio off?

Open — Shut

Opposites examples:

He opened the drawer of the desk.

Ellen shuts the window.

Opposite — Same

I thought the medicine would make him sleep, but it had the opposite effect.

They went to the same school.

Optimistic — Pessimistic

Bankers are cautiously optimistic about the country's economic future.

He remains deeply pessimistic about the peace process.

Over — Under

She leaned over the desk to answer the phone.

Wendy had hidden the box under her bed.

Opposite Words (P)

List of opposites that start with P with examples.

Part — Whole

Part of the building was destroyed in the fire.

The whole country mourned her death.

Pass — Fail

Antonyms examples:

She passed with flying colors.
He has failed his driving test.
Patient — Impatient

You'll just have to be patient and wait till I'm off the phone.
We are growing impatient with the lack of results.
Permanent — Temporary

Opposites examples:

He gave up a permanent job in order to freelance.
You might want to consider temporary work until you decide what you want to do.
Plentiful — Scarce

During the summer tomatoes are plentiful and cheap.
Food was often scarce in the winter.
Plural — Singular

'Sheep' remains the same in the plural.
The singular of 'bacteria' is 'bacterium'.
Polite — Rude

Opposites examples:

We left the party as soon as it was polite to do so.
I didn't mean to be rude, but I had to leave early.
Polite — Impolite

It's not polite to talk with your mouth full.
It is impolite not to eat what you are served at a dinner party.
Possible — Impossible

Antonyms examples:

Computer technology makes it possible for many people to work from home.
Members with young children often found it impossible to attend evening meetings.
Poverty — Wealth

We need an effective strategy to fight poverty.
The purpose of industry is to create wealth.
Poverty — Riches

Millions of elderly people live in poverty.
He was enjoying his newfound riches.

Powerful — Weak

He was one of the most powerful men in Bohemia.

The country is in a weak position economically.

Praise — Criticism

Her teacher was full of praise for her work.

My main criticism of the scheme is that it does nothing to help families on low incomes.

Pre — Post

Opposites examples:

As usual, the government seems to have forgotten most of its preelection promises.

Its share price rocketed from its postcrash low.

Predator — Prey

Some animals have no natural predators.

The lion will often stalk its prey for hours.

Pretty — Ugly

She still looks pretty miserable.

Nick's dog is as ugly as sin.

Private — Public

There is private ownership of property in a market economy.

We do not believe he is fit for public office.

Prudent — Imprudent

Antonyms examples:

It might be prudent to get a virus detector for the network.

The banks made hundreds of imprudent loans in the 1970s.

Pure — Impure

Our beef patties are 100% pure.

Some of these drugs are highly impure.

Push — Pull

Opposites examples:

I promised to push him on the swings for as long as he wanted.

She pulled open the door and hurried inside.

Put on — Take off

He took off his uniform and put on a sweater and trousers.

Charlie was taking off his shirt when the phone rang.

Opposites | Antonyms (R)

List of opposite words that start with R with examples.

Rapid — Slow

The patient made a rapid recovery.

The car was travelling at a very slow speed.

Rare — Common

It is very rare for her to miss a day at school.

Bad dreams are fairly common among children.

Real — Fake

She had never seen a real live elephant before.

He is a fake designer clothing.

Regular — Irregular

Antonyms examples:

The company holds regular meetings with employees.

He's receiving medication for an irregular heartbeat.

Relevant — Irrelevant

We received all the relevant information.

We're focusing too much on irrelevant details.

Rich — Poor

Nobody gets rich from writing nowadays.

They were too poor to buy shoes for the kids.

Right — Left

Antonyms examples:

He had a knife in his right hand.

She held out her left hand.

Right — Wrong

I think you're right. We should have set out earlier.

Your calculations must be wrong.

Risky — Safe

Doctors say it's too risky to try and operate.

I think it's safe to say that the future is looking pretty good.

Rude — Courteous

I didn't mean to be rude, but I had to leave early.

The staffs are always courteous and helpful.

Opposites (S)

List of opposite words that start with S with examples.

Sad — Happy

I was sad about the friends I was leaving behind.

He was a happy child who rarely cried.

Safe — Dangerous

Opposites examples:

Flying is one of the safest forms of travel.

The business is in a dangerous financial position.

Satisfied — Dissatisfied

They have plenty of satisfied customers.

If you are dissatisfied with this product, please return it.

Secondhand — New

I know where he bought a secondhand bicycle.

I got a used video camera for £300 – it would have cost £1,000 if I'd bought it new.

Secure — Insecure

Antonyms examples:

We want a secure future for our children.

She felt lonely and insecure away from her family.

Seller — Buyer

They are hidden because such taxes are typically shifted by sellers to consumers through higher product prices.

We couldn't find a buyer for our house, so we weren't able to move after all.

Servant — Master

His servant hastened to make all ready, build fires and heat water for the baths and prepare food.

Bill Ritchie is now the master of these techniques, by the learnt them originally from Lawrence.

Shout — Whisper

The men on the wall lowered their weapons at her shout, and the remaining pursuer tackled her. He wanted to hear her whisper his name after they made love and flutter soft kisses with her full lips across his face, the way she had the other night.

Simple — Hard

Modern cameras are very simple to use.
You'll have to make some hard decisions.

Single — Married

The changes in tax rates will benefit single people the most.
Married men earn 70 percent more than single men.

Sit — Stand

Why don't you sit down and rest and I'll bring you a piece of pie.
I stand there and can't do anything!

Slave — Master

Opposites examples:

These areas need developing, so entrepreneurs pump in investment: capital accumulated from the slave trade, sugar and cotton.

Later that evening Heathcliff's servant Joseph arrived and asked to speak to the master.

Sleep — Wake up

I usually sleep on my back.
James usually wakes up early.

Small — Big

The Tshirt was too small for him.
The garage isn't big enough for two cars.

Smart — Stupid

Antonyms examples:

The smart kids get good grades and go off to college.
I can't believe Kate was stupid enough to get involved in this.

Smooth — Rough

Her skin felt smooth and cool.
Her hands were rough from hard work.

Sour — Sweet

The milk's turned sour.
The tea is too sweet.

Sow — Reap

The fields around had been sown with wheat.

Several predicted that they will be reap higher yields and profits while saving the soil.

Speed up — Slow down

The truck speeded up going down the hill.

Growth in sales has slowed down.

Spend — Save

Mum never spends any money on herself.

He managed to save enough to buy a small house.

Start — Finish

Opposites examples:

There's so much to do I don't know where to start.

You can't go anywhere until you've finished your homework.

Stop — Go

I was worried that the security guards would stop us at the gate.

Dinah went into the kitchen.

Straight — Crooked

Antonyms examples:

She was looking straight at me.

His lips curled into a crooked smile.

Strengthen — Weaken

The team has been strengthened by the arrival of two new players.

Changes in policy have weakened the power of the trade unions.

Stress — Relax

My headaches are caused by stress.

A hot bath should help to relax you.

Strict — Lenient

This company is very strict about punctuality.

School examiners say that marking has become more lenient in recent years.

Strong — Weak

He picked her up in his big strong arms.

She's too weak to feed herself.

Success — Failure

Opposites examples:

The experiment was a big success.

I always felt a bit of a failure at school.

Sunny — Cloudy

I hope it will be sunny tomorrow.

Tomorrow, it will be cloudy and cool.

Synonym — Antonym

“Shut” is a synonym of “closed”.

“Old” has two possible antonyms. They are “young” and “new”.

Opposites | Antonyms List (T)

List of opposite words that start with T with examples.

Tall — Short

She’s a little taller than her sister.

He’s a bit shorter than me.

Tame — Wild

The bird became so tame that it was impossible to release it back into the wild.

In my opinion, wild animals should not be kept in zoos.

Teach — Learn

Antonyms examples:

He teaches geography at the local secondary school.

I learnt to drive when I was 17.

Terrible — Wonderful

Their son had been injured in a terrible accident.

We had a wonderful time in Spain.

Thick — Thin

He was wearing thick glasses.

She’s only wearing a thin summer jacket.

Throw — Catch

He threw his shirt to someone in the crowd.

Stephen leapt up and caught the ball in one hand.

Tie — Untie

I kept all his letters tied together with a ribbon.

Peter untied his shoelaces.

Tolerant — Intolerant

Antonyms examples:

My parents were tolerant of my choice of music.

A number of patients were intolerant of the diet.

Tough — Easy

The reporters were asking a lot of tough questions.

It would have been easy for the team to lose the game.

Tough — Tender

The meat was tough and hard to chew.

Continue cooking until the meat is tender.

Transparent — Opaque

The insect's wings are almost transparent.

The windows are opaque, and the curtains you can see on the second floor are light gray.

Trap — Release

Antonyms examples:

The police trapped the terrorists at a roadblock.

They released ten political prisoners last year.

True — False

Opposites examples:

Students decide if statements are true or false.

Please decide whether the following statements are true or false.

Opposites (U)

List of opposite words that start with U with examples.

Understand — Misunderstand

I could understand what the woman was saying.

I completely misunderstand her intentions.

Unqualified — Qualified

He was unqualified for the job.

Dawn is well qualified for her new role.

Unsafe — Safe

Many people feel unsafe walking alone at night.

She feels safe in the house on her own.

Up — Down

We walked slowly up the hill.

Tears were streaming down my face.

Upstairs — Downstairs

Antonyms examples:

I went upstairs and had a shower.

Charles was downstairs in the kitchen.

Useful — Useless

A little Japanese can be really useful.

The doctor concluded that further treatment would be useless.

Antonyms (V)

List of opposite words that start with V with examples.

Vacant — Occupied

Only a few apartments were still vacant.

Only half of the rooms are occupied at the moment.

Vague — Definite

The governor gave only a vague outline of his tax plan.

It's impossible for me to give you a definite answer.

Vanish — Appear

Antonyms examples:

Public support for the prime minister has now vanished.

She didn't appear at all surprised at the news.

Vast — Tiny

The government will have to borrow vast amounts of money.

She always felt a tiny bit sad.

Vertical — Horizontal

There was a vertical drop to the ocean.

I was so tired, I just wanted to be horizontal.

Victory — Defeat

She is confident of victory in Saturday's final.
The world champion has only had two defeats in 20 fights.
Virtue — Vice

Antonyms examples:

Among her many virtues are loyalty, courage, and truthfulness.
Jealousy is a vice.
Visible — Invisible

The outline of the mountains was clearly visible.
The house was surrounded by trees, and invisible from the road.
Opposites List | Antonyms Examples (W-Y)
List of opposite words that start with W-Y with examples.

War — Peace

No one wants to start a trade war here.
The country is at peace with its neighbors for the first time in years.
Wide — Narrow

The boat was nearly as wide as the canal.
This is a long narrow road.
Win — Lose

Antonyms examples:

I think you will win the next election.
They played so badly they deserved to lose.
Within — Outside

Prisoners who died were buried within the walls of the prison.
It's outside my experience, I'm afraid.
Yes — No

"Would you like a sandwich?"
"Yes, please."
"Could you help me write this?"
"No, sorry, I haven't got time at the moment."

PARAGRAPH WRITING

Paragraphs & Topic Sentences

A paragraph is a series of sentences that are organized and coherent, and are all related to a single topic. Almost every piece of writing you do that is longer than a few sentences should be organized into paragraphs. This is because paragraphs show a reader where the subdivisions of an essay begin and end, and thus help the reader see the organization of the essay and grasp its main points.

Paragraphs can contain many different kinds of information. A paragraph could contain a series of brief examples or a single long illustration of a general point. It might describe a place, character, or process; narrate a series of events; compare or contrast two or more things; classify items into categories; or describe causes and effects. Regardless of the kind of information they contain, all paragraphs share certain characteristics. One of the most important of these is a topic sentence.

TOPIC SENTENCES

A well-organized paragraph supports or develops a single controlling idea, which is expressed in a sentence called the topic sentence. A topic sentence has several important functions: it substantiates or supports an essay's thesis statement; it unifies the content of a paragraph and directs the order of the sentences; and it advises the reader of the subject to be discussed and how the paragraph will discuss it. Readers generally look to the first few sentences in a paragraph to determine the subject and perspective of the paragraph. That's why it's often best to put the topic sentence at the very beginning of the paragraph. In some cases, however, it's more effective to place another sentence before the topic sentence—for example, a sentence linking the current paragraph to the previous one, or one providing background information.

Although most paragraphs should have a topic sentence, there are a few situations when a paragraph might not need a topic sentence. For example, you might be able to omit a topic sentence in a paragraph that narrates a series of events, if a paragraph continues developing an idea that you introduced (with a topic sentence) in the previous paragraph, or if all the sentences and details in a paragraph clearly refer—perhaps indirectly—to a main point. The vast majority of your paragraphs, however, should have a topic sentence.

PARAGRAPH STRUCTURE

Most paragraphs in an essay have a three-part structure—introduction, body, and conclusion. You can see this structure in paragraphs whether they are narrating, describing, comparing, contrasting, or analyzing information. Each part of the paragraph plays an important role in communicating your meaning to your reader.

Introduction: the first section of a paragraph; should include the topic sentence and any other sentences at the beginning of the paragraph that give background information or provide a transition.

Body: follows the introduction; discusses the controlling idea, using facts, arguments, analysis, examples, and other information.

Conclusion: the final section; summarizes the connections between the information discussed in the body of the paragraph and the paragraph's controlling idea.

Example:

The following paragraph illustrates this pattern of organization. In this paragraph the topic sentence and concluding sentence (CAPITALIZED) both help the reader keep the paragraph's main point in mind.

SCIENTISTS HAVE LEARNED TO SUPPLEMENT THE SENSE OF SIGHT IN NUMEROUS WAYS. In front of the tiny pupil of the eye they put, on Mount Palomar, a great monacle 200 inches in diameter, and with it see 2000 times farther into the depths of space. Or they look through a small pair of lenses arranged as a microscope into a drop of water or blood, and magnify by as much as 2000 diameters the living creatures there, many of which are among man's most dangerous enemies. Or, if we want to see distant happenings on earth, they use some of the previously wasted electromagnetic waves to carry television images which they re-create as light by whipping tiny crystals on a screen with electrons in a vacuum. Or they can bring happenings of long ago and far away as colored motion pictures, by arranging silver atoms and color-absorbing molecules to force light waves into the patterns of original reality. Or if we want to see into the center of a steel casting or the chest of an injured child, they send the information on a beam of penetrating short-wave X rays, and then convert it back into images we can see on a screen or photograph. **THUS ALMOST EVERY TYPE OF ELECTROMAGNETIC RADIATION YET DISCOVERED HAS BEEN USED TO EXTEND OUR SENSE OF SIGHT IN SOME WAY.**

George Harrison, "Faith and the Scientist"

COHERENCE

In a coherent paragraph, each sentence relates clearly to the topic sentence or controlling idea, but there is more to coherence than this. If a paragraph is coherent, each sentence flows smoothly into the next without obvious shifts or jumps. A coherent paragraph also highlights the ties between old information and new information to make the structure of ideas or arguments clear to the reader.

Along with the smooth flow of sentences, a paragraph's coherence may also be related to its length. If you have written a very long paragraph, one that fills a double-spaced typed page, for example, you should check it carefully to see if it should start a new paragraph where the original paragraph wanders from its controlling idea. On the other hand, if a paragraph is very short (only one or two sentences, perhaps), you may need to develop its controlling idea more thoroughly, or combine it with another paragraph.

A number of other techniques that you can use to establish coherence in paragraphs are described below.

Repeat key words or phrases. Particularly in paragraphs in which you define or identify an important idea or theory, be consistent in how you refer to it. This consistency and repetition will bind the paragraph together and help your reader understand your definition or description.

Create parallel structures. Parallel structures are created by constructing two or more phrases or sentences that have the same grammatical structure and use the same parts of speech. By creating parallel structures you make your sentences clearer and easier to read. In addition, repeating a pattern in a series of consecutive sentences helps your reader see the connections between ideas. In the paragraph above about scientists and the sense of sight, several sentences in the body of the paragraph have been constructed in a parallel way. The parallel structures (which have been emphasized) help the reader see that the paragraph is organized as a set of examples of a general statement.

Be consistent in point of view, verb tense, and number. Consistency in point of view, verb tense, and number is a subtle but important aspect of coherence. If you shift from the more personal "you" to the impersonal "one," from past to present tense, or from "a man" to "they," for example, you make your paragraph less coherent. Such inconsistencies can also confuse your reader and make your argument more difficult to follow.

Use transition words or phrases between sentences and between paragraphs. Transitional expressions emphasize the relationships between ideas, so they help readers follow your train of thought or see connections that they might otherwise miss or misunderstand. The following paragraph shows how carefully chosen transitions (CAPITALIZED) lead the reader smoothly from the introduction to the conclusion of the paragraph.

I don't wish to deny that the flattened, minuscule head of the large-bodied "stegosaurus" houses little brain from our subjective, top-heavy perspective, BUT I do wish to assert that we should not expect more of the beast. FIRST OF ALL, large animals have relatively smaller brains than related, small animals. The correlation of brain size with body size among kindred animals (all reptiles, all mammals, FOR EXAMPLE) is remarkably regular. AS we move from small to large animals, from mice to elephants or small lizards to Komodo dragons, brain size increases, BUT not so fast as body size. IN OTHER WORDS, bodies grow faster than brains, AND large animals have low ratios of brain weight to body weight. IN FACT, brains grow only about

two-thirds as fast as bodies. SINCE we have no reason to believe that large animals are consistently stupider than their smaller relatives, we must conclude that large animals require relatively less brain to do as well as smaller animals. IF we do not recognize this relationship, we are likely to underestimate the mental power of very large animals, dinosaurs in particular.

Stephen Jay Gould, "Were Dinosaurs Dumb?"

Planning Your Paragraph

(1)

Decide what the main topic of the paragraph is going to be. Before you begin writing your paragraph, you must have a clear idea of what the paragraph is going to be about. This is because a paragraph is essentially a collection of sentences that all relate to one central topic.[2] Without a definite idea of what the main topic is, your paragraph will lack focus and unity. In order to pin down the exact topic of your paragraph, you should ask yourself a number of questions:

What is the prompt I have been given? If you are writing a paragraph as a response or answer to a particular prompt, such as "You have decided to donate money to charity. Which charity do you choose and why?" or "Describe your favorite day of the week," you will need to think carefully about that prompt and make sure you are directly addressing it, rather than going off topic.

What are the main ideas or issues that I need to address? Think about the topic you are being asked or have decided to write about and consider what the most relevant ideas or issues relating to that topic are. As paragraphs are usually relatively short, it is important that you try to hit on all of the main ideas, without going off topic.

Who am I writing for? Think about who the intended readership of this paragraph or paper is going to be. What is their prior knowledge? Are they familiar with the topic at hand, or will it require a number of explanatory sentences?

If your paragraphs are part of a larger essay, writing an essay outline can help you define the major ideas or goals of each paragraph.

(2)

Write down information and ideas relating to that topic. Once you have a clearer idea of what you want to address in your paragraph, you can start organizing your thoughts by writing down your ideas on a notepad or word document. There's no need to write out full sentences just yet, just jot down some key words and phrases. Once you see everything on paper, you may get a clearer idea of which points are essential to include in your paragraph, and which points are superfluous.

At this point, you may realize that there's a gap in your knowledge and that it will be necessary to look up some facts and figures to support your argument.

It's a good idea to do this research now, so you will have all the relevant information easily at hand when it comes to the writing stage.

(3)

Figure out how you want to structure your paragraph. Now that all of your thoughts, ideas, facts and figures are laid out clearly in front of you, you can start to think about how you want to structure your paragraph. Consider each of the points you wish to address and try to arrange them in a logical order - this will make your paragraph more coherent and easier to read.

This new order may be chronological, may put the most important information first, or may just make the paragraph easier and more interesting to read - it all depends on the topic and style of the paragraph you wish to write.

Once you have decided where you want everything to go, you can rewrite your points according to this new structure - this will help to make the writing process a lot faster and more straightforward.

Writing Your Paragraph

(1)

Write a topic sentence. The first sentence of your paragraph needs to be the topic sentence. A topic sentence is an introductory line that addresses what the main idea or thesis of the paragraph is going to be. It should contain the most important and relevant point you wish to make regarding your topic, thus summarizing the paragraph as a whole.

Don't: use an obvious fact as your topic sentence.

Do: feel free to start with a vague idea if you feel stuck, and improve it once you've finished the paragraph.

Every other sentence you write should support the topic sentence and provide further detail and discussion of the issues or ideas it raises. If any sentence you write cannot be directly related to the topic sentence, it should not be included in this particular paragraph.

More experienced writers can include their topic sentence at any point in the paragraph; it doesn't necessarily need to be the first line. However, writers who are new or less comfortable with paragraph writing should stick with having the topic sentence first, as it will help to guide you throughout the rest of the paragraph.

Your topic sentence should not be too broad or too narrow. If your topic sentence is too broad you will not be able to discuss its ideas adequately in your paragraph. If it's too narrow, you won't have enough to discuss.

(2)

Fill in the supporting details. Once you have written and are happy with your topic sentence, you can start to fill in the rest of your paragraph. This is where the detailed, well-structured notes you wrote earlier will come in handy. Make sure that your paragraph is coherent, which means that it is easy to read and understand, that each sentence connects with the next and that everything flows nicely as a whole. To achieve this, try to write clear, simple sentences that express exactly what you want to say.

Link each sentence with transition words which form a bridge between one sentence and the next. Transition words can help you compare and contrast, show sequence, show cause and effect, highlight important ideas, and progress smoothly from one idea to the next. Such transition words include "furthermore", "in fact" and "in addition to". You can also use chronological transitions, such as "firstly", "secondly" and "thirdly".

The supporting sentences are the meat of your paragraph, so you should fill them with as much evidence to support your topic sentence as possible. Depending on the topic, you can use facts, figures, statistics and examples or you can use stories, anecdotes and quotes. Anything goes, as long as it is relevant.

In terms of length, three to five sentences will usually be enough to cover your main points and adequately support your topic sentence, but this will vary greatly depending on the topic and the length of the paper you are writing. There is no set length for a paragraph. It should be as long as it needs to be to adequately cover the main idea.

(3)

Write a concluding sentence. The concluding sentence of your paragraph should tie everything together. A good concluding sentence will reinforce the idea outlined in your topic sentence, but now it has all the weight of the evidence or arguments contained in your supporting sentences behind it. After reading the concluding sentence, the reader should have no doubt as to the accuracy or relevance of the paragraph as a whole.

Don't disagree with your own evidence: Despite these comments, the report was a failure.

Do qualify the conclusion if it transitions to the next paragraph: These quotes prove the report had major support, but this does not mean it led to major change.

Don't just reword the topic sentence. Your concluding sentence should acknowledge the discussion that has come before it and remind your reader of the relevance of this discussion.

For example, in a paragraph dealing with the topic "Why is Canada a great place to live?" The concluding sentence might look something like "From all the evidence provided above, such as Canada's fantastic health care provisions, its top-notch education system and its clean, safe cities, we can conclude that Canada is indeed a great place to live."

(4)

Know when to move on to a new paragraph. Sometimes it can be difficult to tell where one paragraph should end and another begin. Luckily, there are a number of guidelines you can follow which can make the decision to move on to a new paragraph an obvious one. The most basic guideline to follow is that every time you start to discuss a new idea, you should move on to a new paragraph. Paragraphs should never contain more than one central idea. If a given idea has multiple points or facets, then each individual aspect of the idea should be given its own paragraph.

A new paragraph is also used each time you are contrasting two points or presenting each side of an argument. For example, if your topic is "should civil servants receive lower salaries?" one paragraph would deal with the arguments supporting lower pay for civil servants, while the other paragraph would provide arguments against it.

Paragraphs make a piece of writing easier to comprehend and give readers a "break" between new ideas in order to digest what they have just read. If you feel that the paragraph you are writing is becoming too complex, or contains a series of complex points, you may want to think about splitting it up into individual paragraphs.

When writing a paper, the introduction and conclusion should always be given their own paragraphs. The introductory paragraph should define the aim of the paper and what it hopes to achieve, while also giving a brief outline of the ideas and issues it will go on to discuss. The concluding paragraph provides a summary of the information and arguments contained in the paper and states in clear terms what the paper has shown and/or proven. It may also introduce a new idea, one that opens the reader's mind to the questions raised by the paper.

Reviewing Your Paragraph

(1)

Check your paragraph for spelling and grammar. Once you have finished writing, it is essential that you re-read your paragraph two or three times to check it for misspelled words and poor grammar. Spelling mistakes and bad grammar can significantly impact the perceived quality of

your paragraph, even if the ideas and arguments it contains are of a high quality. It is very easy to overlook small mistakes when writing, so don't skip this step, even if you're in a rush.

Ensure that each sentence has a subject and that all proper nouns are capitalized. Also make sure that all of the subjects and verbs agree with each other and that you use the same tense across the entire paragraph.

Use a dictionary to double-check the spelling of words that you are unsure about, don't just assume that they are correct.

Check your paragraph for the proper use of punctuation, making sure that you use marks such as commas, colons, semicolons and ellipses in the correct context.

(2)

Check your paragraph for coherency and style. Not only should the technical aspects of your writing be spot on, but you should also try to achieve clarity in your writing, as well as stylistic flow. You can do this by varying the length and format of your sentences and by using transitional words and a varied vocabulary.

Don't: use long words or "thesaurus finds" for their own sake.

Do: use well-known synonyms to carry your writing rather than repeat the same word many times.

The point of view of your writing should remain consistent throughout the paragraph, and indeed, the entire paper. For example, if you are writing in the first person (e.g., "I believe that...") you should not switch to a passive voice ("it is believed that") halfway through.

However, you should also try to avoid beginning every sentence with "I think..." or "I contend that..." Try to vary the format of your sentences, as this will make the paragraph more interesting for the reader and help it to flow more naturally.

For beginner writers, it is better to stick to short, to-the-point sentences which clearly express your point. Long, rambling sentences can very quickly become incoherent or fall victim to grammatical errors, so try to avoid them until you gain more experience as a writer.

(3)

Decide if your paragraph is complete. Once you have re-read the paragraph and fixed any grammatical or stylistic errors, you should have one more glance over it to determine whether it is complete. Try to look at the paragraph objectively and decide whether it sufficiently supports

and develops your topic sentence, or whether it needs a few more details or additional evidence to back up your claims.

Don't: get bogged down in minor edits before you've finished your essay.

Do: make sure your point is crystal clear before you move on.

If you feel that the main claim of your topic sentence is sufficiently supported and well-developed by the contents of the rest of your paragraph, then your paragraph is probably complete. However, if any important aspect of the topic remains unexplored or unexplained or if the paragraph is shorter than three sentences, it probably needs a little more work.

On the other hand, you may decide that your paragraph is too long and contains superfluous or tangential content. If this is the case, you should edit the paragraph so it contains only the most relevant information.

Describing a Person

(1)

Start your paragraph with a general topic sentence that introduces the person. A succinct introduction sentence at the start of your paragraph will help catch the reader's attention and shift their focus to the person you're about to describe. Keep this first sentence clear and concise, focusing on one aspect of their appearance so you don't overwhelm your reader with too much description right away. You can also split your topic sentence into 2 sentences for clarity and flow. Start with something like:[1]

"Mr. Bixler was the tallest person I'd ever seen."

"Melanie's hair is the biggest thing about her."

"To understand John's thoughts, all you had to do was look at his hands. They never stopped moving."

(2)

Focus on the most striking part of their appearance first. To hook your readers in even more, go straight from your general introduction to the most interesting or unusual part of the person's appearance. Think of this as the thing that you notice first, or that makes the biggest impression on you when you first see it. If you're writing a more creative piece, like a narrative, you can also use this as your introductory sentence. For example, you could write:[2]

"I didn't usually notice people's skin, but Natasha's glowed. It was almost alien. Night could be falling, or we could be sitting in a dark classroom, and I'd still see her out of the corner of my eye, faintly golden."

"His arms looked too long for his body, and disproportionately muscular, like pale twin boa constrictors."

(3)

Focus on physical details that hint at the person's personality. By carefully choosing your descriptive words, your paragraph can paint a vivid picture of the person while giving the reader a sense of who they really are. Search for strong, resonant words that get across the point you want to make and create a tone that fits with the person.[3]

Showing Personality through Physical Description

Kindness or friendliness: "He had a tendency to slope his back and shoulders to smile right in my eyes."

Rudeness: "He towered over everyone else in the room, staring over everyone's heads as though looking for something more interesting."

Ambition: "She walked with energy that seemed to start in her legs, striding purposefully, and went all the way up through her hair, which swept behind her in a smooth ponytail."

(4)

Fill in any last details to give a good general picture. Make sure that your reader has a good sense for the most important parts of this person's appearance. You want to at least touch on key aspects of their body and clothing, as well as their face, since these are the parts of the person that the reader will be most interested in. Continue to use strong, descriptive words and challenge yourself to describe them in unique ways.[4]

To describe a face, for example, you could write, "Her nose and her two front teeth were just slightly crooked. She was constantly pulling her long hair forward and throwing it back again, blinking her bangs out of her eyes like she had no idea how they'd gotten there."

To describe someone's body or clothing, you might write, "He was a big guy, but carried himself like he wanted to apologize for it. He hunched his shoulders and bent his neck over his phone, and wore gray clothes so he could blend into the walls."

Even the general details you're describing should only be mentioned if they add insight into the person or character's personality or impression. For example, if their eye color doesn't hint at any deeper part of them, you don't have to include it.

(5)

Use figurative language and strong adjectives throughout your paragraph. Metaphors, similes, and striking, descriptive language will help you paint a picture of the person without losing the reader's interest. You want to evoke the spirit and appearance of the person without getting too wordy, and strong, well-chosen language and phrases are the best way to do that. Challenge yourself to include a turn of phrase you've never heard before, or use a word in a new way to bring out new dimensions of your character or person.

Using Figurative Language

Simile: a comparison between two things using “like” or “as.”

Ex. “Her baby’s ears were as tiny and delicate as seashells.”

Metaphor: using a word or phrase with an object, action or person that it can’t literally apply to.

Ex. “In class, Mrs. Sherman was an actress. She flew around the room and boomed out each story we read, using different voices and facial expression for every character.”

(6)

End the paragraph with a resonant description or conclusion. The end of your paragraph is the part that will stick in your reader’s mind. Try to make your last sentence the most interesting one, either with an unexpected final description or by summarizing the material in a unique, surprising way. You could say, for example:[5]

“I’d known Lulu for years, but I’d never seen her wear a pair of shoes. In the summer, I’d watch the soles of her feet turn black and callused from the asphalt, which baked so hot under the sun it would let off waves of steam. It had to burn, but she just rose up on her tiptoes and laughed.”

“In spite of the loud voice, the confident set of his shoulders, and the easy smile, Henry was the saddest person I’d ever met.”

Writing about an Object

(1)

Give an idea of the size and general shape of the object. The best way to set up a paragraph describing an object is to immediately give the reader a sense of the object’s position and size. How much space does it take up? Can it fit in the palm of your hand, or does it loom over you? Has it sat so long in one place that it’s gathered dust, or is it constantly in motion? Feel free to split your topic sentence into 2 sentences for clarity and flow. You could write something like:[6]

“She’d been wearing the necklace for so long, the chain seemed to blend into her skin. It was thin and the jewel was very small, sitting at the exact center beneath the dip in her collarbone.”

“The water bottle lay on its side in the dirt, just off the main path, so dented that you could barely tell what its original shape had been.”

(2)

Describe its sensory details, like color, texture, or taste. Strong sensory details can help your reader relate to an object they’ve never seen before, or cast new light on something familiar. These succinct descriptions, relating to the reader’s sense of touch, smell, taste, or sight, will make the object come alive. Talk about how heavy it is, whether it’s hot or cold, how strong it is, its smell, or even its taste. Get creative![7]

Using Sensory Details

Sight: “The lightbulb was incredibly powerful, throwing off a blaze so bright it was almost violet.”

Sound: “The bag crinkled sharply when I opened it.”

Touch: “The wood of the tree was rough, almost biting, scratching her hand when she brushed against the trunk by accident.”

Taste: “The pizza was garlicky and so salty that he finished his whole glass of soda after just one piece.”

Smell: “When they opened the box, the faded, pungent scent of old paper lifted out.”

(3)

Talk about what it’s used for to give a sense of its purpose. How do you use this object—or do you not use it at all? Why, or why not? Showing the reader the object’s purpose through strong, descriptive adjectives can help them visualize it more strongly, or even imagine what it would be like to use it themselves.[8]

For example, you could say, “It was her lucky pencil, the one she always used for tests, and she kept it in a separate section of her backpack for that reason. She sharpened it slowly with her personal handheld sharpener, then carefully swept the shavings into the trash.”

(4)

End by telling or showing how the object is significant, depending on your tone. If you’re asking your reader to read a whole paragraph just about an object, you want them to know why it’s so important. You can do this by telling the reader directly, if your tone is more concise or succinct. For a more subtle option, try showing them its significance by including relevant, telling details about the object or the way someone treats it.[9]

For example, you could show the importance by writing, “He took his watch off in the bathroom every night, cleaned it gently with a wet tissue, and placed it on a small cloth on his bedside table.”

For a more direct option, you could write, “The journal had been passed down by her grandmother to her mother and finally to Katie. It was the oldest thing she’d ever owned, and the thing she loved the most.”

Writing About a Place

(1)

Start by describing the first thing that strikes you about the place. What’s the thing that you notice first when you walk into this house, into this office, or down that street? Is it a certain

building, a sign, a window, or even a group of people? Whatever it is that makes this place interesting to you—whether real or made-up—that’s probably the thing that’ll hook your readers, too. Consider focusing on an attribute that you’ll be specifically elaborating on later in the paragraph. Feel free to split your topic sentence into multiple sentences for clarity and flow. Try writing something like:[10]

“It wasn’t just that the buildings were tall—they were, they shot straight from the ground into the clouds and seemed to go for miles—but that they were so clean, almost transparent. It was like the towers stretched up so high that they became more air than steel.”

“The beach was empty, but you could tell it usually wasn’t. There was trash everywhere, abandoned towels, tipped over coolers, even a whole umbrella, unfurled, sticking out of a hole in the ground.”

(2)

Highlight small place details to make your description interesting. Almost everyone has seen a bedroom before, or gone into a classroom or a grocery store. Focusing on specific aspects that make the room, classroom, or grocery store unique and different is what will hook your readers and help them visualize this place. You could say, for example:[11]

“The river ran so high along its banks that it sloshed over the sides of the walls, spilling brown water into the streets, but no one seemed to view this with alarm. I watched a man ride his bike just along the wall, speeding straight through the biggest puddles.”

“The neighborhood was perfectly suburban, but sat right across the two-lane road from miles of sprawling cornfields, green arms sifting through the breeze, punctured here and there by broken-down farm houses.”

(3)

Use surprising, exotic language to make the place come to life. Even the most seemingly boring of locations can become vivid and fascinating when paired with strong language. Look for words that capture the spirit of the place, whether it’s a strange old house or a teenage boy’s bedroom. Try descriptive words you normally wouldn’t use and see how they work in your paragraph—you might be surprised by the results.[12]

For example, in *The Handmaid’s Tale*, Margaret Atwood describes a room as “A chair, a table, a lamp. Above, on the white ceiling, a relief ornament in the shape of a wreath and in the centre of it a blank space, plastered over, like the place in a face where the eye has been taken out.”

(4)

Add sensory details to appeal to your sense of scent, touch, and sound. Make your readers feel exactly what it’s like to be in this place, from the wind on their face to the sound of dogs barking or cars rushing past. Can they smell anything? What are they looking at? What do they hear?[13]

For example, you could write, “He couldn’t remember the last time the house had been quiet. Someone was always flying up or down the stairs in heavy, clomping boots, peeling open the refrigerator door, blaring a baseball game on the radio or yelling to turn it off again.”

(5)

Write about how you or your character react to the place. Huge chunks of place description can get a little boring for even the most dedicated reader. To keep their attention, add a little action into the mix. Placing a person in your location, even if it’s just a general “you,” can invite the reader to step into their shoes and actually interact with the place, and can also create an interesting, unique tone. For example, you could write something like:[14]

“Standing there at the foot of the Rockies, seeing mountains for the first time, it was like the whole world was shrinking, especially me. It made me dizzy, how small I had become.”

“The rain slammed down around them, standing at the bus stop in a dim yellow circle of light. She tugged her coat closer, feeling the chill in her fingers and watched him try to talk over the sound of the water.”

(6)

Include only the most important details so you don’t bog your reader down. Keep your place description paragraph to 3-4 sentences of just the most important aspects. Don’t overload your reader with things they don’t need to know! Include only the details that give them the sharpest picture of the place, contribute to the tone of your overall piece, or end up being important later in your story or essay.

REPORT WRITING

Introduction and Essential Elements of Report Writing

Report writing is a formal style of writing elaborately on a topic. The tone of a report is always formal. The audience it is meant for is always thought out section. For example – report writing about a school event, report writing about a business case, etc.

Introduction to Report Writing

Report Writing

Before we get into Report writing, how about we first draw a clear distinction between essays and reports. These words are sometimes used interchangeably, but there is definitely a difference of purpose for both. Let’s see some differences between essays and reports:

Essays

Presents information and opinions

Written for everyone in general

The structure is casually flowing in paragraphs

An essay has a logical flow of thoughts but no need of a summary

Essays usually have room for expression of one's opinions, need not be supported with graphical proofs

Doesn't have an appendices

Report Writing

Presents facts and information specifically, no opinions

Written for a specific audience, a report concerns itself to only a certain set of people related

The structure is very crisp and clean, using pointers and numbered headings and sub-headings

Using tables, graphs, charts to prove a point is very common

A report often needs a quick summary addressing highlighting points

Often has appendices

Both essay and report writing need formal writing, analytical thinking, solid reasoning behind every conclusion, careful reading and neat presentation, but a report-writing layout is very different from essay writing.

Essential Elements to Report Writing

From the previous section, you must have got a tiny idea of what Reports are like. Let's break it down further here extending from that point

Reports are written with much analysis. The purpose of report writing is essential to inform the reader about a topic, minus one's opinion on the topic. It's simply a portrayal of facts, as it is. Even if one gives inferences, solid analysis, charts, tables and data is provided. Mostly it is specified by the person who's asked for the report whether they'd like your take or not if that is the case. In many cases, what's required is your suggestions for a specific case after a factual report. That depends on why are you writing the report and who you are writing it for in the first

place. Knowing your audience's motive for asking for that report is very important as it sets the course of the facts focused in your report. You will know what we mean in further chapters where we actually explain this with examples.

Furthermore,

write-up flows like – introduction, body, conclusion and summary. The layout is pretty crisp with a title page, numbered subheadings, clear bulleted points, recommendations, references, appendices, dates, and timings reported exactly sometimes, and so on. This format stays consistent throughout.

All your facts and information presented in the report not only have to be bias-free, but they also have to be 100% correct. Proof-reading and fact-checking is always what you do as a thumb rule before submitting a report.

What is a report?

A report is a written account of something that one has observed, heard, done, or investigated. It is a systematic and well organised presentation of facts and findings of an event that has already taken place somewhere. Reports are used as a form of written assessment to find out what you have learned from your reading, research or experience and to give you experience of an important skill that is widely used in the work place.

A well written report must possess the following traits:

Adherence to the specifications of report brief;

Analysis of relevant information;

Structuring material in a logical and coherent order;

Presentation in a consistent manner according to the instructions of the report brief;

Making appropriate conclusions that are supported by the evidence and analysis of the report;

Format of a magazine report

Heading- A descriptive title which is expressive of the contents of the report.

By line- Name of the person writing the report. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

Opening paragraph (introduction) – It may include the '5 Ws' namely, WHAT, WHY, WHEN and WHERE along with WHO was invited as the chief guest.

Account of the event in detail- The proper sequence of events that occurred along with their description. It is the main paragraph and can be split into two short paragraphs if required.

Conclusion- This will include the description of how the event ended. It may include quote excerpts from the Chief Guest's speech or how did the event wind up.

Format of a newspaper report

Headline- A descriptive title which is expressive of the contents of the report.

By line- Name of the person writing the report along with the designation. It is generally given in the question. Remember, you are not supposed to mention your personal details in your answer.

Place and date of reporting- It is generally not mentioned in a magazine report separately, but here, it is.

Opening paragraph- It includes expansion of the headline. It needs to be short as it is a general overview of the report.

Account of the event in detail- It is generally written in two parts: First, complete account of what happened in it's chronological sequence (preferably) and second, the witness remarks.

Concluding paragraph- This will include the action that has been taken so far or that will be taken. It is the last paragraph.

MAGAZINE REPORT / NEWSPAPER REPORT

Heading

Headline

By line

By line (along with the designation)

Opening paragraph

Date and place

Account of the event

Opening paragraph

Conclusion

Account of the event and witness remarks

Conclusion

Q1. MMD School, Nashik, recently organised a science symposium on the topic: 'Effect of pollution on quality of life'. You are Amit/Amita Raazdan, editor of the school magazine. Write a report on the event for your school magazine. (120 – 150 words)

Answer:

Report on Science Symposium held at MMD School, Nashik

-By Amit/ Amita Raazdan, Editor of the school magazine

A symposium was organised on 1 March 2018 in the school on the topic "Effect of Pollution on Quality of Life". All the science students were a part of the elucidative programme.

The event started with the felicitation of the guest speakers. Thereafter, the participants were espoused by Sh. Suraj Prakash. He acquainted them with the objectives and goals of the workshop. The resource person Dr. Hari Om Gupta reflected his profound knowledge on the topic and highlighted how important it is to curb the menace of pollution.

An exalting demonstration of effects of pollution on our lives galvanized the engrossed participants. After the lunch break Dr. K.K. Arora, Resource Person, exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking innovative ways.

An interactive concourse ignited the inquisitiveness of participants. They have committed themselves completely to bring about a change in the situation. The informative workshop culminated with a vote of thanks proposed by the head of the science department.

Q2. You are Karan/ Kirti of L.M. Memorial Public School, Dwarka. Your school has adopted a village as a social responsibility. Students are being taken to teach the children of that village on a regular basis. Write a report, for your school magazine, on the various other programmes organized there in 150-200 words.

Answer:

VILLAGE ADOPTION- A STEP TOWARDS BEING SOCIALLY RESPONSIBLE

-BY KARAN/ KRITI

On the occasion of World Literacy Day, L.M. Memorial Public School, Dwarka has taken an oath to embrace the village named Rajpur.

The school has taken the responsibility of educating the people residing in the village. Selected students from each standard are taken there every weekend, during school hours to impart

knowledge. The first 6 month motive is to make each and every person capable of reading and writing. Free books and stationery is being provided for quality education. Children are given time to spend with each other, play games and interact. Apart from the educational needs, special care is devoted to hygiene and sanitation. Girls are being given awareness on the importance of menstrual hygiene as well. Various talent hunts have been organised which left everyone overawed. The immense enthusiasm and zeal in the people to learn is the main driving factor.

A family kind of environment is being created. The school treats the people of the village as its own students and is unbiased. By adopting a village, the school is making its students sensitive towards the needs of the environment at a young age. It is committed towards raising the leaders of tomorrow.

Q3. Cultural Society Sunshine Public School, Nellore organised an adult literacy camp in its neighbourhood. Write a report in 150-200 words on the camp for your school newsletter. You are P.V. Sunitha, Secretary. Use the following clues: no. of volunteers – hours spent in teaching – location of the class – chairs, blackboards – no. of people attending the camp – benefit.

Answer:

ADULT LITERACY CAMP

-BY P. V. SUNITHA, SECRETARY

An adult literacy camp was organised by Cultural Society Sunshine Public School, Nellore in the school neighbourhood yesterday extending educational options to those adults, who have lost the opportunity and have crossed the age of formal education. The activities of the camp were carried out by the cultural society of the school and there were a total of 25 volunteers.

The camp began with the welcome speech for the chief guest, Mrs. Kavita Naik, a renowned social worker. 400 people were a part of the camp. They were divided into different groups in accordance with their competencies. They were taught the basics for being able to read and write. Free books and stationery is being provided for quality education. All the arrangements including desks and blackboard were done in advance. Apart from the educational needs, special care was devoted to hygiene and sanitation. They were taught basics of cleanliness like types of wastes and their management. Refreshments were also provided to the participants. The immense enthusiasm and zeal in the people to learn was the main driving factor.

The chief guest distributed the certificates of participation among the volunteers. The camp ended on a positive note. There was an atmosphere of learning and growing together.

Q4. You are Sandhya/ Sohan an active member of the Animal Lovers Club which works for the welfare of animals by preventing cruelty to them. Recently you visited Mahatma Gandhi Animal Care Home. You were pleasantly surprised to see the good treatment given to the animals. Write a report in 150-200 words on your visit.

You may use the following points: injured dogs and cats – abandoned pets – very old animals – all very well cared for – well-equipped medical room – veterinary surgeon – green surroundings.

Answer:

Visit to Mahatma Gandhi Animal Care Home

-Sandhya/Sohan

Animal Lovers Club was recently invited by the Mahatma Gandhi Animal Care Home for a visit where an opportunity to oversee the working of the organisation was given.

It is a home to abandoned pets, rescued animals and the ones injured on the streets. There were many old animals as well. It was astounding to see the quality of care the animals are being given. They have a family-like environment for them. This helps them to heal faster and stay happy. The animal home has all the facilities ranging from well- equipped medical room to a veterinary surgeon. Regular check-ups of those unwell by a team of veterinary specialists are carried out. The surroundings are animal-friendly as well. They are not being ruthlessly kept in cages. They have green surroundings with enough space for them to play and nurture.

Mahatma Gandhi Animal Care Home is doing a mind-blowing job by understanding and fulfilling the needs of those who can't speak for themselves. The experience was an overwhelming one.

Q5. Independence Day was celebrated in your school. District Magistrate, Ms. Indu Bala Sharma was the Chief Guest. Write a report on the function in 150-200 words describing all the activities that took place. You are Head boy/Head girl.

Answer:

GD Goenka School celebrated the Independence Day with great enthusiasm and patriotic fervour. On the morning of August 14, 2018, our students presented hand-made greeting cards and tri-colour flag badges to the senior management functionaries of the school.

The cultural programme at school commenced with everyone singing 'Vande Mataram' followed by flag hoisting by the chief guest, Ms. Indu Bala Sharma, the District Magistrate. The spirit of freedom and nationalism was well exhibited by the students as well as the teachers through a spectrum of patriotic poems, speeches, quiz on freedom fighter, songs and dance. Committed to the task of nation building, both faculty and student teachers pledged to serve their motherland through spreading education and serving the community. A presentation on the historical evolution of the national flag of India was shown. A documentary on the contribution of unsung heroes of Indian freedom struggle like Tirupur Kumaran, Kamla Devi Chattopadhyay and Khudiram Bose enlightened the audience. A few of them spoke on the history and significance of the Independence Day and shed light on the special highlight of celebrations this year

It ended with a speech by the principal on the topic, "What does freedom mean to me?" The celebration concluded with the inspiring words of the principal madam, followed by the National Anthem and the distribution of refreshments.

FORMAL AND INFORMAL LETTER

Personal letters or otherwise called informal letters can be divided into two broad categories, based on the intended recipient: person-to-person letters and person-to-business letters.

It is important to note that a lot of confusion exists as to what are true personal letters and what are NOT personal letters. For example, a "cover letter" used to transmit a report is NOT a personal letter - it is a business letter. On the other hand, a "cover letter" for a resume or c.v. IS a personal letter.

Letters that some people loosely define as personal letters which are NOT personal letters at all include: covering letters, employee letters, introduction letters, marketing letters, publicity letters, project letters, customer relation letters, financial and credit letters, order-related letters, sales and marketing letters, follow-up letters, announcements, fundraising letters, among others.

Person-to-Person Letters

"Person-to-person letters are letters that one individual sends to another individual that deal with personal matters, as opposed to business matters."

For example:

Character reference letter - personal friend/colleague reference.

Church letter - to parents re: child's birthday.

Condolence letter - to an acquaintance or colleague.

Friendly letter - to a colleague and sports buddy.

Goodbye letter - farewell letter to co-workers.

Love letter - to someone you've known for a while.

Letter of apology - to a neighbor or acquaintance.

Letter of complaint - water damage complaint to neighbor.

Letter of congratulations - to a friend or colleague.

Letter of personal reference - recommending a personal friend.

Letter of resignation - resign from a committee.

Letter of sympathy - to family of a friend and/or colleague.

Letter of thanks - to friends or acquaintances.

Letter of welcome - to a new community member.

Romantic love letter - after a special evening.

Teacher letter to parents - beginning of year guidelines.

Thank you letter - personal thanks to a family member.

Person-to-Business Letters

"Person-to-business letters are letters that individuals send to businesses or institutions or that deal with matters related to some type of business relationship between the two parties."

For example:

Acceptance letter - to accept a job offer.

Application letter - application for an advertised job.

Commendation letter - parent commending a teacher.

Complaint letter - customer to company about poor service.

Cover letter - for a resume, CV, and/or job application.

Financial hardship letter - to request debt restructuring.

Financial information letter - to supply requested financial info.

Hardship letter - to request short-sale of house.

Introduction letter - self-introduction to client.

Letter of application - for a medical residency position.

Letter of intent - to homeschool a child.

Letter of recommendation - to support teaching award nominee.

Letter of termination - cancellation of a contract.

Recognition letter - to recognize a volunteer worker.

Recommendation letter - recommend someone for college undergrad program.

Reference letter - refer someone for college graduate program.

Request letter - request to a company for information.

Resignation letter - when moving to another job.

Thank you letter - after a job interview.

Letter writing is an important topic in the English writing skills section for school students. Everyone must know how to write a letter. While writing a formal letter, one has to follow the format of letter writing. A formal letter can be written for various reasons. Here we have covered the format of a formal letter written for different purposes. On the other hand, an informal letter is written to one's friends, family or relatives. As an informal letter is not an official letter, one does not have to follow the format of an informal letter strictly. Here, we will discuss samples of letter writing.

Examples of some personal letters

1.

To,

Robert Mathews

A-45, second floor, Sunrise towers,

Markson Avenue, New York

USA

Date: 5th May 20XX

Subject: inviting you to the funeral of my beloved father

Dear Robert,

My heart is filled with grief as I write this letter to you to invite you to the funeral ceremony of my beloved father who passed away two days ago. As you already know, he was suffering from cancer for the last 8 months and wasn't showing any improvements in the past few weeks. He passed away in his sleep and this has created a wave of sadness among all of us. We have organized a funeral to bid him goodbye on 7th May 2014 at the Joseph Funeral spot in New York and would love for you to be a part of it.

My father was a respected and loved individual and he would have loved if all of his friends and family members came together to send him off one last time. Please be present at the location at 8 am in the morning. Your presence will be of a lot of support to me and my family.

Thanking you

Jenna Martin

2.

To,

Darwin Robin

HR Manager

Tribute Enterprises Limited

Buckingham

UK

16th May 20XX

Subject: Personal letter of recommendation

Respected Sir,

I, Steve Hayden, sales manager of Dreams Enterprises Limited, am writing this letter to personally recommend Mr. Harry Bob for the job post of sales executive at Tribute Enterprises Limited. With this letter, I would like to bring to your kind notice that I have personally known him for the last 5 years and he has worked under my immediate supervision with utmost sincerity and dedication.

Mr. Harry was always appreciated for his patience, regularity and sincerity towards his work. All through his employment at Dreams Enterprises Limited, he has worked to ensure success and growth of the sales department. He is flexible when it comes to working with the rotational shifts, has good communicational skills and problem solving abilities, and possesses demonstrative abilities to execute effective sales measures and plans.

I am confident that Mr. Harry would prove to be a positive addition to your esteemed company and I have no hesitations in recommending him for the said post. If you need any other details regarding the recommendation, please feel free to contact me on 5949594.

Thanking you.

Sincerely,

Steve Hayden

Sales Manager

Dreams Enterprises Limited

3.

To,

Greg Anderson

Owner

Spice and Chilly Restaurant

West Putney, Fredson mark

Street 5th, London

Date: 5th May 20XX

Subject: personal reference letter for manager position at your restaurant

Dear Mr. Greg

I, Peter Parker, the owner of Parker Fast Foods am writing this letter to you to give a personal reference for the position of a restaurant manager at your restaurant. I refer Mr. Bill Jones for this position with the confidence that he will do a great job.

Mr. Jones worked as a manager at my fast food restaurant for a period of 1.5 years. He was extremely hardworking and dedicated from the very beginning and was always ready to learn more each day. He possesses excellent managerial skills, communication skills and organization abilities and these are what make him an excellent choice for a managerial position of this nature.

His experience in this field also contributes to the fact that he can handle all duties of a restaurant manager with ease and without getting stressed. If you have any queries or questions, I am here to answer them all anytime.

Thanking you,

Yours sincerely,

Peter Parker

4.

To,

Greg Anderson

Head, Physics Department

Manchester University, Manchester

United Kingdom

Date: 10th April 20XX

Subject: scholarship personal reference letter

Respected Mr. Anderson

I, Jack Donalds am writing this letter to you in order to give my personal reference and recommendation for Jessica Alba who has applied for the Physics yearly scholarship at your University. I am a senior lecturer at St. Lawrence College, London and have known Miss Jessica as a student in my class.

Miss Alba has been a student of my Physics lectures for 3 years during her graduation studies in the Physics Hons course. She has always come across as a hardworking and very intelligent student who had the guts and smartness to question concepts and understand them from a deeper level. She participated in class discussions, performed well at examinations and was always enthusiastic about helping others. She is a perfect candidate for this scholarship and course at your prestigious university and I hope that you will consider her for it.

If you have any more questions or need any information about Miss Alba, please feel free to contact me at my given contact number.

Thanking you,

Sincerely,

Jack Donalds

5.

To,

Jack Brown

Sun Shine Apartments, Phase 2

Apartment no. 603, 6th floor

56 Tango Charlie Street

New York, New Jersey 4389

Dated: 5th of May 2012

Dear friend,

I realize that it has been long time since we met last time. Yesterday while cleaning my house I came across an album that had pictures of our schooldays and it reminded me of you. That is the reason for writing this letter.

We have been friends since last fifteen years. We have spent most of our schooldays and college days together. But now I realize that due to work commitments we are unable to stay in touch on a regular basis. I remember we used to have lots of fun during school and college days and I still miss those days. I was thinking that it would be great if we could catch up someday next week. I would request you to bring your wife and son along. I am thinking of organizing a get together at my place where we can also invite some of our old friends. Let us catch up and remember the old days and have fun.

Let me know your plan and then we can call other friends as well. Hope to see you soon.

Missing you,

Robert Hanks

FORMAL LETTER FORMAT

Format of a Formal Letter includes:

The following points need to be taken into consideration while writing a Formal letter-

- a. A Formal Letter strictly follows the prescribed Format for writing a Formal Letter.
- b. Use of colloquial words, abbreviations and slang language should be restricted while writing a formal letter.
- c. A Formal Letter must be precise and to the point.
- d. The Subject line is very important in a Formal Letter.

The Format of a Formal Letter is as follows –

1. Sender's address: The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
2. Date: The date is written below the sender's address after Leaving one space or line.
3. Receiver's address: The address of the recipient of the mail (the officer/principal / Editor) is written here.
4. The subject of the letter: The main purpose of the letterforms the subject. It must be written in one line. It must convey the matter for which the letter is written.
5. Salutation (Sir / Respected Sir / Madam)
6. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows -
Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.
Paragraph 2: Give detail of the matter.
Paragraph 3: Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).
7. Complimentary Closing
8. Sender's name, signature and designation (if any)

Format:

Sender's address
Date
Receiver's Address
Subject
Salutation
Body of the letter
Complimentary closing

Sender's Name, signature and designation

Types of Formal letter

1. Letter to the editor
2. Letter to the Government
3. Letter to the police
4. Formal Letter Format to the principal
5. Order letter
6. Complaint letter
7. Inquiry letter
8. Business letter
9. Application letter for job
10. Letter to the Bank manager
11. Invitation letter
12. Resignation letter
13. Leave Application
14. Leave Application for marriage
15. Leave Application for maternity

Sample Letters (personal and formal)

1. Write a letter to the Mayor of your city seeking a solution to the problem of waterlogging in your area. You are Raj / Rani of Dharma Colony, Ramgarh.

14 / 8, Dharma Colony

Ramgarh.

Date: 23 August 2018

The Mayor

Ramgarh

Subject: Complaint regarding the problem of waterlogging in Dharma Colony

Sir / Madam

I am Raj, a resident of Dharma Colony. The residents of the area are facing a lot of problems due to waterlogging.

Every year in the monsoon season, the area gets filled with water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents' lives have become miserable as many water-borne diseases have spread. All the houses are submerged, and we are facing a tough time.

Please consider the issue as seriously and find a solution at the earliest.

Yours Sincerely

Raj

2. You are Garima / Gaurav. Write a letter to your friend Sanjana / Sanjay, inviting her / him to your birthday party. Give details regarding the day, time, venue, etc. Add interesting details like theme, dress code, etc.

45, Jan Marg
Delhi.
33, Khan Gali
Delhi.

Date: 21 August 2018

Dear Sanjay

Hi! You are invited to my birthday party on 25th August.

The party will be at Archie's Place, Nehru Park from 4:00 to 7:00 PM. As the party is based on 'Spiderman' theme, please wear a dress in red/black color combination. It will be fun as I have arranged a Mask game, a 'Spidey' web game and a never – seen – before neon light and music show. I am very excited as I will wear a special Spidey costume designed by my sister. Please

come as it will be good to have your company.
Also, bring your brother Saurav.

Waiting for your confirmation.

Gaurav

FORMAL BUSINESS LETTER

Sales Letters

Typical sales letters start off with a very strong statement to capture the interest of the reader. Since the purpose is to get the reader to do something, these letters include strong calls to action, detail the benefit to the reader of taking the action and include information to help the reader to act, such as including a telephone number or website link.

Order Letters

Order letters are sent by consumers or businesses to a manufacturer, retailer or wholesaler to order goods or services. These letters must contain specific information such as model number, name of the product, the quantity desired and expected price. Payment is sometimes included with the letter.

Complaint Letters

The words and tone you choose to use in a letter complaining to a business may be the deciding factor on whether your complaint is satisfied. Be direct but tactful and always use a professional tone if you want the company to listen to you.

Adjustment Letters

An adjustment letter is normally sent in response to a claim or complaint. If the adjustment is in the customer's favor, begin the letter with that news. If not, keep your tone factual and let the customer know that you understand the complaint.

Inquiry Letters

Inquiry letters ask a question or elicit information from the recipient. When composing this type of letter, keep it clear and succinct and list exactly what information you need. Be sure to include your contact information so that it is easy for the reader to respond.

Follow-Up Letters

Follow-up letters are usually sent after some type of initial communication. This could be a sales department thanking a customer for an order, a businessman reviewing the outcome of a meeting or a job seeker inquiring about the status of his application. In many cases, these letters are a combination thank-you note and sales letter.

Letters of Recommendation

Prospective employers often ask job applicants for letters of recommendation before they hire them. This type of letter is usually from a previous employer or professor, and it describes the sender's relationship with and opinion of the job seeker.

Acknowledgment Letters

Acknowledgment letters act as simple receipts. Businesses send them to let others know that they have received a prior communication, but action may or may not have taken place.

Cover Letters

Cover letters usually accompany a package, report or other merchandise. They are used to describe what is enclosed, why it is being sent and what the recipient should do with it, if there is any action that needs to be taken. These types of letters are generally very short and succinct.

Letters of Resignation

When an employee plans to leave his job, a letter of resignation is usually sent to his immediate manager giving him notice and letting him know when the last day of employment will be. In many cases, the employee also will detail his reason for leaving the company.

A formal business letter format has following elements:

Name and Address of Recipient
Date
Reference
Salutation
Body

Closing

Signature

Typist initials

Enclosures

Recipient's Name and Address

The business and/or personal name of the recipient goes here. No formal business letter should be left without this information. Include the recipient's name, title, business name and address.

Date

The date refers to the actual date the letter was composed. The date should always be written out in the month, day and year format, such as January 18, 2018.

Reference

If necessary, use this section to give a simple description as to what the letter is about. For instance, if the letter is about an invoice complaint, then it would read RE: Complaint regarding invoice number 12345

Salutation

Salutations vary from business to business. Examples of salutations are Dear Sir or Madam, Dear Dr. Hempstead. The salutation should end in a colon, Dear Ms. Conner:

Body

The body of the letter is single spaced, with a double space between paragraphs. The first paragraph concerns the purpose of the letter. The following paragraphs describe the purpose in more detail. The final paragraph should reinforce the purpose of your letter, make a request for communication, and thanking the recipient for considering the letter. Always remember this is a business letter, so keep the sentences short and to the point. Avoid digressing from the topic at all costs. In business, time is money so keep the entire body short and sweet.

Closing

There are several ways to close a business letter. One of the most used is 'Sincerely'. Other closings include: Best regards, Yours truly, Yours sincerely. Capitalize the first word in the closing, using lower case for the second.

Signature

The signature made by the person whom the letter is from, not the person who typed the letter.

Typist Initials

Place the initials of who typed the letter here. If you prefer, you can place the initials of the composer and typist together. The individual who composed the letter comes first, and in caps, while the typist is second and in lower case: PT/jc.

Enclosures

This refers to any attachments you are enclosing in your letter. These may include contracts, ads, brochures, etc. This is more important than it seems, as you are alerting the recipient that the letter should contain further content which may be crucial to the correspondence.

Block Business Letter Format

Block formatting is typically used for the most formal business letters. With the Block format, all written words, from the addresses, salutation, body and closing, are all left justified and single spaced. Each block is separated by a double space.

Sender's address

Sender's phone number

Date

RE: (If necessary)

(4 lines down)

Recipients name

Recipients business name

Recipients address

(1 line down)

Attention: Individual who letter is directed to

(1 line down)

Dear Name:

(1 line down)

Body of letter: All paragraphs are to be aligned to the left, typed using single spacing with double spaces between paragraphs.

(1 line down)

Sincerely,

(4 lines down)

Signature
Name
Title
Enclosures:
cc: Name
Name

Sample Formal Business Letters

Damaris,
Supermax Jewellers,
Block 7, La Salette,
40F Manhattan,
New York 91230,
USA

20th August 2018

To:
Ryan Paul,
General Manager,
SQL Tech industries
18 Red Blvd,
New Jersey 66898
USA

Dear Mr.Paul,

We are happy to inform you that during the board of directors meeting held on 18th September, your proposal for the provision of internet services to this company in the forthcoming financial year was chosen. Everyone was satisfied with the details mentioned in the proposal. We would like to offer you this contract for one year.

We will be sending a representative from our company to you for completion of the paperwork as you receive the token amount to start with. As you had mentioned, we decided to stick to the price specified in your proposal. The entire amount will be paid in three installments. The first installment will be given on the contract date, and the remaining two within two months at separate times.

We shall rely on your services as your company is well-known for its quality services. We look forward to having a cordial relationship with your company.

Yours Sincerely,

Damaris.

Business Sales letters:

A business sales letter is like a messenger of the products and services a particular company is offering. It assists in creating an awareness about any new launch of a product or service in the market, with a purpose of bringing forth shortcomings of the highlight and brand of competitors. This affects the benefits any customer is likely to derive from the usage of the product or get availed any of the services on offer. While writing business letters, however, the ethics of businesses need to be followed. The letter is not supposed to name the competitors or even their brands. If you want to emphasize what you are offering is quite better, then you can easily state that similar services or products lack in the market, and so on. In other words, the letter has to win the confidence of as many customers and eventually persuade them that it is in their best interest to endeavor to do business with you. A business sales letter is a useful and strong tool used for promoting a business to enhance in catching hold of customers' emotions and feelings.

Sales Letter Template

Date: (Date the letter is being issued)

To,
(The company's name)
(Recipient's name)
(designation)

Dear Sir/Madam,

We are very glad to (now introduce the service/product). It is (mention important benefits and features). This (name product) has been on the market for now more than three months and we already have positive responses from most of our customers. We will actually feel glad to (now introduce your purpose).

I will be extremely proud to (you can reintroduce features of this Product). I would like you to have a practical demonstration. We look forward to having a good business relationship and you will surely reap the benefits.

From,
(name of the firm)
(your name)
(designation)

Sample Business Sales Letter

20th September 2018.

Ryan Buck
The Purchasing Manager,
ABC Co. Ltd.
Virginia, USA

Dear Sir/Madam,

We are glad to make an introduction of our new software to you. It is a user-friendly software, and have great capabilities. It will to a large extent reduce the workloads you have. This software has been on the market for more than three months now, and we have received positive responses from the majority of our customers. We will also feel glad to assist you in making tasks easier and help you reduce operational costs as well.

I will be very proud to give an introduction to you of the software's features and also provide you with a practical demonstration. This tool will be important to help you run your work in an efficient and effective manner. We look forward to doing business with you.

Thanks & regards,
XYZ Software Developers,
Texas, USA.

Business Cover Letters

A cover letter is an introduction document to the employer which summarizes key points in the resume. It illustrates how applicant's skills and experience relates to the job they are applying for. It is supposed to create the first impression and to demonstrate applicant's communication skills to the employer. A well written and formatted cover letter is therefore as important as its content. A cover letter should have the Sender and Recipient address, date, body, and a proper formal closing. The applicant should state the position they are applying for, why they are best suited for the position and finally how they will follow-up.

Cover Letter Template

[Sender's address]
[Date]
[Recipient's address]

Dear, [surname of the recipient]

I am interested in the position of [position] that you advertised in the [source of the advert].

I am self-driven, very organized and motivated professional. I have 4 years experience as [your current qualification]. I worked for [Company A] for 1 Year as a first line manager, then moved to [Company B] as a Second line manager, the position I have been holding for the last 3 years.

I am comfortable with various aspects of [position you are applying for] including concepts such as [list concepts that specifically relate to the position]. I have vast understanding of these concepts and skills which are very instrumental in delivering on the advertised position.

I have a BSc [your qualification], with a background in [other qualifications] hence fully qualified for this position.

In addition to this, I possess excellent communication and presentation skills. My good interpersonal skills will enable me build a very cohesive team where employees will discuss their concerns freely. I believe I will bring a lot of value to this role.

Also, attached is my resume. I look forward to having an opportunity for a face to face interview.

Sincerely,
[Signature]
[First name, last name]

Sample Resume Cover Letter

Michael Fine
67 Jacksonville Street,
Jacksonville, FL 00567
555-557-7566

21 August, 2018

John Brake,
Jacksonville Elementary School,
Gates Street,
Jacksonville, FL 87506

Dear Mr Brake,

I am interested in the position of a science teacher that you recently advertised in the Daily Post. I am an accomplished secondary school teacher with a strong background in skills development and communications skills.

I graduated in 2014 with a Bachelor of Education, Science degree and I have 3 years of teaching in both urban and rural schools. I am currently pursuing Masters Degree in education administration. My teaching experience and my passion to engage communities in rural setting make me an ideal teacher for your school.

I am currently teaching science in Florida Rural School and I am also the representative of education coordination committee from my school. I am keen on integrating classroom work with community service projects which presents me with a great opportunity to utilize this strength as teacher in your school.

I am looking forward to hearing from you soon.

Sincerely,
Michael Fine

Business Acknowledgement Letters

Acknowledgement letter is a formal letter confirming receipt of documents, goods or services. In situation where there was a meeting or a phone conversation, acknowledgement letter confirms points of discussion and any future actions that were agreed upon. Basically, it is a professional letter of receipt. It can be used to confirm receipt of job application file, a resignation letter, or receipt of goods or document-business acknowledgement letter. The letter should be short and mainly serving the purpose to confirm receipt of goods or documents. In general, an acknowledgement should have the following key areas:

Recipient's address.

Date when the letter was sent.

The subject should clearly state the goods or documents that were received and state in which they were received. Also indicate the exact date when the goods were received.

Finally, inform the recipient on the agreed actions such as payment, job interview date among others.

Close by using proper formal greetings.

Acknowledgement Letter Template

[Sender's address]

[Date]

[Recipient's address]

Dear [Recipient's surname],

I acknowledge receipt of £23,475, received on [date]; being payment for a house you bought from [Recipient company]. Please find attached a statement from [recipient bank name] reflecting the amount you transferred.

We will consider your request to pay the balance of £34,475 in three monthly installments starting from January, 2019. The initial agreement was for you to start paying the balance on October, 2018. You will get feedback within 7 working days on whether this has been approved by the board or not.

[Sender's name]
[Position]
[Company name]

Sample Acknowledgement Letter

James Ford,
754 Parkways,
London

21 August, 2018

Dennis Young,
Human Resource Director,
Trademark Solutions,
5th Avenue,
London.

Dear Mr Dennis Young,

This is to acknowledge that I received a job termination letter from Trademark Solutions on 19 August, 2018. I fully agree with the reasons for the termination as stated in the letter but I do not accept the termination.

I would like to appeal the termination based on the fact that my performance for Q1 and Q2 was affected by personal issue I had explained to my then direct manager, Mr John Bells. I followed the procedure as clearly stated in the Organization's SOPs. I would like to schedule a meeting with you to have more discussion about this.

I look forward to meeting you soon.

Yours Sincerely,
James Ford,
Production Manager,

Trademark Solutions.

Business Inquiry Letters

A business inquiry letter is a letter written to a business organization asking for more specific information about products, services or a job. They are mostly written to seek further clarification in response to an advertisement. Two main types of business inquiry letter are: job inquiry letter and product inquiry letter. The letter should be short, precise and specific on the required information.

Product Inquiry Letter Template

[Sender's address]

[Date]

[Recipient's address]

Dear [specific name of recipient],

My name is Dr [your name] and I am head of Surgery in [hospitals name]. I picked a brochure detailing one of your new antibiotic, [product name], during the Surgeons Conference last week at [venue of conference]. Since this is a new antibiotic, I would like to learn more about it. I would greatly appreciate if you could send me the full antibiotic prescribing information on [product name].

I would also like to request whether you can come and make a product presentation in the department of Surgery during our monthly breakfast meeting on [date].

I look forward to your response.

Yours faithfully,

[Sender's signature]

[Sender's title and designation]

Sample Inquiry Letter

David Grey
4th Kings Street
London

20 August 2018

Geomark Limited
34 Downing Street

London

Dear Kevin,

My name is David Grey, sales manager with 7 years experience. I would like to enquire whether you have a job opportunity that matches my qualifications. I am a team leader with excellent communications skills. I approach difficult tasks with energy and resilience thereby motivating a team to deliver on set goals while adhering to organization's code of conduct.

Given an opportunity, I am willing to discuss my capabilities in an interview to explain how I can lead a winning sales team. Please find enclosed my resume.

I look forward to meeting you soon.

Yours faithfully,
David Grey.

Job Appointment Letters

A job appointment letter serves two main purposes: Formally informing a candidate of their acceptance to fill a vacant position and also welcoming them into a company or organization.

It should contain a congratulatory message, the position, reasons for their selection and reporting date among others.

Below are a sample and template of a formal job appointment letter.

Sample Job Appointment Letter

Thomas Weiner,
45 Runner Street,
65074 Liveoak, FL

24th January 2018

Philip Baxter,
56 Franklin avenue,
65074 Liveoak, FL

Dear Baxter,

I wish to congratulate you on being selected as a construction manager at ABC Company. You were selected on account of your outstanding academic qualifications and previous work

experience. We are confident in your skills and abilities to help propel our company to the next level.

You are to report to work in our headquarters at Newyork on Monday 2nd September at 8.00am. On arrival, please check in with the secretary who will direct you to your assigned office. As per our agreement, your annual remuneration shall be \$200,000 plus other additional benefits. Furthermore, you shall be allocated a car and a personal chauffeur who will be at your disposal.

You will be responsible for overseeing all our projects as per the site we shall be working on. This shall include planning, scheduling, the hiring of staff, and supervision of construction works.

Again, welcome to our company, we are happy to have you on board. Further information with regards to the terms and conditions of your contract shall be conveyed once you formally accept this position in writing. Looking forward to working with you.

Yours faithfully,
Thomas Weiner,
Human Resource Manager
ABC Company.

Job Appointment Letter Template

{Your Name}
{Address}
{City, state}

{Date}

{Recipient Name}
{Recipient Address}
{City, State}

Dear {Name}

We are pleased to inform you of your success in the interview. XYZ Company would like to offer you the position of a {Name of position}

You are expected to begin on {date} at {time} in {place}. Working days shall be from {days}. The expected wear is {form of appropriate and expected clothing}. When you arrive you shall report to {concerned individual}

Your monthly salary will be {amount}. Moreover, you shall also benefit from {Include benefits if any}.

You shall be responsible for {roles and responsibilities}

Once you formally accept this position through an official letter we shall make an announcement to the entire company and introduce you.

We are thrilled to have you join our team and look forward to your contribution. In case of any inquiries, you can get in touch with me.

Sincerely,
{Signature}
{Name}
{Position}
{Company}
{Contact}
{Email}

Job Application Letters

A job application letter is usually sent together with the resume to highlight on key skills and qualifications in relation to the job being applied for. It should clearly outline why the applicant is the ideal candidate for the position. Application letter should be formatted properly and should not have errors. Errors can be a simple reason for outright disqualification. A job application letter should have the sender's and recipient's contact information, date, body, professional greetings and a closing. The body should have specific information of the company and the position being applied for. It should also emphasize why the applicant is the ideal candidate for the role. The letter should be short – not more than 4 paragraphs-with simple font such as Arial or Times New Roman. It should be single spaced with a space between each paragraph and between contact information.

Job Application Letter Template

[Applicant contact information]
[Date]
[Recipient contact information]

Dear [recipient name],

I would like to apply for the position of [position] that was advertised in Daily Mail on [date of advertisement]. Considering my education, experience and skill set, I believe I am a suitable candidate for this position.

I am a self-driven professional with great passion to develop my career in [your field of expertise]. I have a degree in [qualification], with further specialization in [specialization] which enhances my commitment to take this position.

I have 6 years experience where I have worked with 3 different companies. This has enabled me to apply my skills in diverse working environment thereby gaining extensive insight in the field of [your field of expertise]. Specifically, my key competencies include [list the key competencies in your area of expertise].

I am very interested in this position because it will offer me an opportunity to work in a challenging but rewarding environment. Please find enclosed my resume. Your consideration will be highly appreciated.

Sincerely,
[Your name]

Sample Job Application Letter

Janet Brown,
6th Avenue,
Greenville, Ohio 01706
555-756-7465

21 August, 2018

Jackson Hill,
Human Resource Manager,
Dewmark Dairy, Inc.
760 University ways
Gardens, Ohio 05443

Dear Mr. Hill,

I would like to apply for position of dairy farm manager, in reference to an advertisement on your website last week. I hold a Bachelors Degree in Dairy Science and Master of Science Degree in Dairy Production. I have 11 years of experience in farm management; 7 years as a junior manager in charge of animal production department and 4 years as overall farm manager.

I have extensive experience in leading initiatives in animal health, on-farm practices and production systems. My expertise in dairy science and overall knowledge in the dairy industry will enable me to successfully manage Dewmark Dairy, Inc to the best productivity level.

Please find enclosed my resume which give more details about my qualifications and experience in dairy farm management. I am looking forward for an opportunity to further discuss my suitability for this position in an interview.

Thank you for taking time to consider my application.

Sincerely,
Janet Brown

Resignation Letters

A resignation letter should be spot on. You should not fumble through many words; keeping it simple, clear and straight to the point is the way to go.

Here are a good example and template of a resignation letter.

Sample Resignation Letter

Margaret Simpsons,
99 Roane Avenue,
Rockville, MD 98453
5th July 2018
Annette Hudson,
Operations Manager,
XYZ Company,
54 Park Avenue,
Rockville, MD 98453

Dear Annette,

Kindly accept this letter as a formal communication of my resignation as an office assistant with Bridge ways Limited. My last reporting day will be on 6th October 2018.

Thank you for entrusting me with this position for the past 8 years. I have tremendously grown in experience and I am sure what I have learned will prove invaluable in my future career path.

Between now and my last day I will ensure to finish all my work and if necessary, train the person who will take over this position. I am also open to performing any other task that will ascertain a soft landing for you and the company.

I wish nothing but the best for the company in its future ventures.

Yours Faithfully,
Margaret Simpsons.

Resignation Letter Template

{Your Name}

{Address}

{City, State}

{Date}

Mr/Mrs/Miss/Ms {Full Name}

XYZ Company,

{Address}

{City, State}

Dear, {Concerned Person's Name}

Kindly receive this letter as an official communication of my resignation as a {position} at XYZ Company as from {effective date}.

It has been a pleasure working with you, for the organization. I have enjoyed my time here and have gathered vital skills and knowledge which will prove indispensable in my future career path.

I will use the remaining time to finish my work and also handle any other task that you will assign to ensure a smooth running of activities when I am gone.

I wish the company the best in its continual growth.

Sincerely,

{Signature}

{Name}

Recommendation Letters

A recommendation letter is a professional note written about someone to a prospective employer, college or scholarship sponsor. It helps you vouch for that person to get whatever it is they intend to; hence should only give off a positive vibe.

Below are a sample and template of a well-written recommendation letter.

Sample Employee Recommendation Letter – (To a Prospective Employer)

To whom it may Concern,

I am delighted to personally recommend Mr. Bernard as a great asset to any company. He has worked with us as a customer care assistant for over 2 years. During this time he has been nothing short of a smart, hardworking and committed employee.

He first began to work with us a call center agent where we quickly noticed his diligence at work. This led to him being promoted to a supervisor. The acquired position entailed being in charge of mentoring new employees, supervision of customer care agents and ensuring customer satisfaction. He always presented his work and reports accurately and exactly as required.

He is an excellent team player which prompted me to propose his name for another promotion during our just concluded annual reviews.

Mr. Bernard has been of great value to our company and though we are sad to let him go, we wish him the best in his future endeavors.

In case you may require more details about him, feel free to contact me through +5555-89707.

Your's Faithfully,
Peter Kyle,
Customer care Supervisor,
ABC Company.

Recommendation Letter for an Employee Template

{Date}

To whom it may Concern,

It is my utmost pleasure to recommend {Name} as a diligent and highly reliable employee. He/She has worked with me as a {position} for {number of years} His/her duties involved {Mention the specific duties}. {Name of applicant} demonstrated incredible skills and knowledge in handling all his/her tasks.

As a {position} he/she {mention an example of what made him/her stand out}. In addition {a second example} not to forget {a third example}

Moreover {name} outstanding {mention impressive character traits} contributed to him/her being an exceptional team player. It helped him/her achieve {mention an accomplishment}

I absolutely recommend {Name} and would be glad to provide any further information you may require.

Sincerely,

{Signature}
{Name}
{Position}
{Company Name}
{Phone Number}
{Email Address}

Business Follow Up Letters

You made a great first impression with your interviewer or potential business partner, what next?

There are two options involved, you can either choose to sit and wait for a response or write a follow-up letter, of which the latter is a much better choice.

Why?

A follow-up letter projects a professional image of you.

It emphasizes your interest.

It keeps you memorable.

It further strengthens the relationship between you and the other party.

You are bound to get a faster response.

However, you should be careful not to come out as irritating or desperate. Here's how to write a professional and effective follow-up letter.

Sample Business Follow Up Letter

Sophia Clays,
ABC Company,
122 Midway Road,
65574 Rogers ,AR

Date

Dear Clays,

I attended an interview last week for the position of an IT Specialist. I have not yet received any response from your end. I would like to know of your decision and where I stand in the selection process.

I was very much impressed by what you told me about your company and would like to work with you. I strongly believe my skills and abilities in web hosting; cloud hosting and configuration

are a great fit for this position. In addition, my attention to detail will prove invaluable to your company.

Your response will be highly appreciated. Thank you in advance.

Sincerely,
Signature (sign)
Sophia Clays

Business Follow-up Letter Template

{Interviewer's Name}
{Company}
{Address}

Date

Dear, {Their Last Name}

I attended an interview at {location and day} for the position of {name the position}. I wanted to thank you again for your consideration. Hearing about your company's {name something you liked} made me excited and eager to work with you. I believe I am the best choice for this position because {Highlight your qualifications and what makes you stand out}.

If there is anything else you may require from me, do not hesitate to contact me. Looking forward to hearing from you soon.

Yours sincerely,
{Signature} –for hard copy
{Name}

Business Adjustment Letters

An adjustment letter is written by a business in response to a complaint from the customer. It is essential for a business to develop a plan that will ensure that the client complains are dealt with for an increased market share. The adjustment letter is used by the seller confirms a mistake and make rectification. Adjustment letters are used to resolve disputes between the buyer and seller in the market. The letter is supposed to provide detailed information to the client regarding the material claim from the business.

Sample Adjustment Letter

Splendid Enterprises

P.O. Box 234,
Austin
(355)45678765

August 21, 2018.

Ref: Damaged products during the shipping process

Dear Mr. John,

I have received your letter dated August 17, 2018, about the damaged goods which you had bought from our company. Splendid Enterprises is focused on ensuring that there is proper service delivery to the consumers. We regret that the products shipped were damaged in the delivery process.

The purchasing manager will send an inspector to evaluate the damage and it will be paid by our company. We apologize for the inconveniences caused by the damaged products and we will ensure that the inspection process is fast. In the meantime, we will send \$150 based on your valuation of the damages. However, we will send an inspector to evaluate the damages further.

Please accept our apologies for the damaged products that you purchased from our company. Splendid Enterprises is consumer oriented and will focus to eliminate such problems in the future.

Yours Sincerely,
(Signature)
Mr. Joseph Browns
Customer Service Representative

Sample Business Order Letters

Number 401, king Street
Luhag , manchester City
UK

March 15 2018

Kelly Johnson
Manager
Bensha enterprise
Mandaue, Manchester
United kingdom

Dear sir /

I am writing this letter to place an order for goods or our continuing project. Last month I ordered few goods and I thought they would be enough but it seems they are less. Find the attached list on everything we require. We need the goods as soon as possible so that the project can continue smoothly. I will make all the payments on delivery.

Thank you
Yours faithfully
Kelly Johnson
KJ

Order Letter Sample 2

Subject: order

Dear sir/madam

I am writing this letter to place an order for the things we need to complete our on-going project. Few weeks we ordered enough goods but the quantity seems to be less. Therefore, we require more goods. find the attached list of our requirements.

I hope you will send the goods soon, so that the work can continue swiftly.

Thank you,

Yours Truthfully,
Name
Signature

Business Complaint Letters

A complaint letter is a formal letter to a business describing a negative experience you had and seeking reedier action. This letter should be clear, short, and to the point, and should be relatively formal. Although complaint letters are negative in tone, they should not be overly emotional or aggressive.

Complaint Letter Template

Dear [insert addressee name here]:

I am writing to file a formal complaint against [insert name here]. I hired them to [insert service provided here], and I did not receive the professional service I was expecting. [describe problems here] This has had a continuing negative effect on me because [insert reasons here]. I would reasonably expect that you [insert action here] to resolve the problem. I look forward to your response and will seek action with a consumer protection agency or legal professional if I don't hear back from you in [insert time here].

Sincerely,
[insert name here]

Sample Service Complaint Letter

Dear Mr. Smith,

I am writing to formally complain about your employee, Mr. Brown. I hired them to fix my washing machine a few weeks ago, on the 10th of August, and I received very poor service. Mr. Brown did not show up on time, and once he did finally arrive, he took a very long time to fix the machine and made a huge mess in my house. He was also very unprofessional in his personal appearance and conduct. Once he left, I realized that my washing machine was still not draining properly. This has been very frustrating for me and my family, because not only can we still not wash our clothes, but I had to take time out of my day to attend to him while he was here, and I had to clean up the mess he made. In my opinion, you should offer a refund for this service and reconsider your employment of Mr. Brown. I am eagerly waiting for your reply and will wait one month before taking further action.

Sincerely,
Brad Jones

JOB APPLICATION AND CV WRITING

Job Application Letter

A job application letter, also known as a cover letter, should be sent or uploaded with your resume when applying for jobs. While your resume offers a history of your work experience and an outline of your skills and accomplishments, the job application letter you send to an employer explains why you are qualified for the position and should be selected for an interview.

Writing this letter can seem like a challenging task. However, if you take it one step at a time, you'll soon be an expert at writing application letters to send with your resume.

How to Get Started

Before you begin writing your job application letter, do some groundwork. Consider what information you want to include (keeping in mind that space is limited). Remember, this letter is making a case for your candidacy for the position. But you can do better than just regurgitating your resume — instead, highlight your most relevant skills, experiences, and abilities.

To include the most convincing, relevant details in your letter, you'll need to know what the employer wants. The biggest clues are within the job advertisement, so spend some time decoding the job ad. Next, match your qualifications with the employer's wants and needs. Make a list of your relevant experience and skills. For instance, if the job ad calls for a strong leader, think of examples of when you've successfully led a team. Once you've jotted down some notes, and have a sense of what you want to highlight in your letter, you're ready to get started writing.

Application Letter Template

Contact Information

The first section of your letter should include information on how the employer can contact you. If you have contact information for the employer, include that. Otherwise, just list your information.

Your Personal Information

FirstName LastName

Street Address

City, State Zip Code

Phone Number

Email Address

Date

Employer Contact Information

Name

Title

Company

Address

City, State Zip Code

Salutation

Here is information on appropriate salutations for in a cover letter. It is the most common salutation:

Dear Mr./Ms. Last Name or Dear Hiring Manager:

Application Letter Content

Your application letter will the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph:

The first paragraph of your job application letter should include information on why you are writing. Mention the job you are applying for and where you found the position. If you have a contact at the company, mention the person's name and your connection here.

Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the company. Make strong connections between your abilities and the requirements listed in the job posting.

Mention specifically how your skills and experience match the job. Expand on the information in your resume, don't just repeat it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text, which can be difficult to read and absorb quickly.

Final Paragraph:

Conclude your application letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or email it.

Complimentary Close:

Sincerely,

Your Signature

Your full name typed out

Sample of Job Application

Christina Black
987 Maple Avenue, Business City, NY 12345 · 555-555-5555 · christina.black@email.com

September 1, 2018

Mary Cody
Hiring Manager
ASDF Company
777 Broadway
Business City, NY 54321

Dear Ms. Cody

I am writing in reference to the position of Front Office Assistant posted on Monster. With my skills and experience, I believe I can offer exactly the kind of support necessary in your fast-paced corporate culture.

In addition to my customer relations, communications, and technical skills, I bring the following experience:

- Proficient in Microsoft Office Suite, Word, Excel, Outlook, and PowerPoint
- Proficient in Quickbooks and Quicken
- Able to multi-task in a fast paced environment, handle multiple phone lines while maintaining customer flow
- Team player, providing superior customer service and administrative support
- Maximize office efficiency through maintaining and implementing best practices in invoicing, vendor relations, and workflow management

Thank you for your consideration as a valuable addition to your team. I look forward to meeting with you to discuss how I can bring my positive energy to your administrative staff and help your company continue to grow and succeed. I'll follow up with you next week to check on the status of my application.

Sincerely,

Christina Black (signature hard copy letter)

Christina Black

CURRICULUM VITAE (C.V)

A curriculum vitae, commonly known as a CV, is an alternative to writing a resume to apply for a job. CVs are most commonly used in academia, research, and medicine—not to mention for most jobs outside of the United States.

While a resume is typically only a page or two in length, a CV is more detailed and therefore longer, often containing more information about academic achievements than a resume

CVs vary depending on your field and experience, but there are a number of general format and style guidelines you can follow when creating a CV.

There are also certain sections most people include in their CVs, as well as optional sections.

What to Include in Your CV

Not all CVs look the same. You may choose to include only some of these sections because others do not apply to your background or your industry. Include what seems appropriate for your area of specialty. Here's an overview of what to include in a CV:1

Your CV should vary in style and content based on the position and the organization you are applying to.

Contact Information: At the top of your CV, include your name and contact information (address, phone number, email address, etc.). Outside of the US, many CVs include even more personal information, such as gender, date of birth, marital status, and even the names of children. Unless you are applying to a job outside of the United States, there's no need to include that information.

Education: This may include college and graduate studies. Include the school attended, dates of study, and degree received.

Honors and Awards: Feel free to list your dean's list standings, departmental awards, scholarships, fellowships, and membership in any honors associations.

Thesis/Dissertation: Include your thesis or dissertation title. You may also include a brief sentence or two on your paper, and/or the name of your advisor.

Research Experience: List any research experience you have, including where you worked, when, and with whom. Include any publications resulting from your research.

Work Experience: List relevant work experience, including non-academic work that you feel is related. List the employer, position, and dates of employment. Include a brief list of your duties and/or accomplishments.

Teaching Experience: List any teaching positions you have held. Include the school, course name, and semester. You may also include any other relevant tutoring or group leadership experience.

Skills: List any relevant skills you have not yet mentioned so far, like language skills, computer skills, administrative skills, etc.

Publications and Presentations: List any publications you have written, co-written, or contributed to. Include all necessary bibliographic information. You should also include any pieces you are currently working on. Include papers you presented at conferences and/or associations: list the name of the paper, the conference name and location, and the date.

Professional Memberships: List any professional associations to which you belong. If you are a board member of the association, list your title.

Extracurricular Activities: Include any volunteer or service work you have done, as well as any clubs or organizations to which you have belonged.

You can also include any study abroad experiences here if you have not already mentioned them.

Curriculum Vitae Outline

Your Contact Information

Name

Address

Telephone

Cell Phone

Email

Optional Personal Information

This information is not included in U.S. CVs. It may be requested in other countries.

Date of Birth

Place of Birth

Citizenship

Visa Status

Gender

Marital Status

Spouse's Name

Children

Employment History

List in chronological order, include position details and dates.

Work History

Academic Positions

Research and Training

Education

Include dates, majors, and details of degrees, training, and certification.

Post-Doctoral Training

Graduate School

University

High School (Depending on the country)

Professional Qualifications

Certifications and Accreditations

Computer Skills

Awards

Publications

Books

Professional Memberships

Interests

Curriculum Vitae Example (Text Version)

EMILY WILLIAMS

42 Oak Drive, Center City, Indiana, 46278

Phone: 555-555-5555

Cell: 555-666-6666

email@email.com

EDUCATION

Ph.D., History, University of Center City, 2020

Dissertation: "Traveling West: A History of the Railroad, 1850-1900"

Dissertation Advisors: William James (first reader), Tatiana Ayole (second reader)

M.A., History, University of Center City, 2017

Dissertation: "The Golden Spike: The Role of the Railroads in the Industrial Revolution"

Dissertation Advisor: John Murray

B.A., American Studies, Rogers College, 2012

Graduated Summa Cum Laude

HONORS AND AWARDS

Best Dissertation Award, University of Center City, 2020

Received award for best dissertation in the humanities. Three awards are given each year to Ph.D. graduates in humanities, physical sciences, and social & behavioral sciences.

James Doe Award, University of Center City, 2019

Given to the graduate student who earned the highest GPA in their school.

Phi Beta Kappa, Invited Junior Year at Rogers College, 2011

Dean's List, Rogers College, 2009-2012

PUBLICATIONS

"The Role of the Railroad in the Development of Philadelphia, 1840-1860." *Journal of American History and Technology*. Vol. 71, no. 8 (Spring 2020): 88-101.

"Book Review: Michael Weston's *Travels through Philadelphia*." *Philadelphia History Journal*. Vol. 71, no 2 (Fall 2019): 121-123.

TEACHING EXPERIENCE

Instructor, University of Center City, 2018-Present

American History, 1865-Present
History of Technology
Teaching Assistant, University of Center City, 2016-2018

World History
Popular Culture in America

CONFERENCE PRESENTATIONS

"The Rise of the Easton Railroad Company." *History of America Conference*. Philadelphia, PA, 2020.

"The Railroad in American Literature." *American Railroad History Conference*. Trenton, NJ, 2019.

PROFESSIONAL SERVICE

President, University of Center City Graduate Student Association, 2020
Conference Organizer, Graduate History Conference, University of Center City, 2018

COMMUNITY SERVICE

Co-organizer, Center City Cares, University of Center City Outreach Program, 2017

PROFESSIONAL AFFILIATIONS

American Historians Organization
Organization of American Technology

Languages

English: Native Language
Spanish: Fluent, Advanced Reading and Writing
Mandarin: Novice Speaker

COMPUTER SKILLS

Microsoft Office, WordPress, Google Analytics, Social Media

[Example in a box](#)

CURRICULUM VITAE

EMILY WILLIAMS

42 Oak Drive, Center City, Indiana, 46278
Phone: 555-555-5555 | Cell: 555-666-6666 |
email@email.com

EDUCATION

Ph.D., History, University of Center City, 2018

Dissertation: "Traveling West: A History of the Railroad, 1850-1900"

Dissertation Advisors: William James (first reader),
Tatiana Ayole (second reader)

M.A., History, University of Center City, 2015

Dissertation: "The Golden Spike: The Role of the Railroads in the Industrial Revolution"

Dissertation Advisor: John Murray

B.A., American Studies, Rogers College, 2010

Graduated Summa Cum Laude

HONORS AND AWARDS

Best Dissertation Award, University of Center City, 2018

Received award for best dissertation in the humanities. Three awards are given each year to Ph.D. graduates in humanities, physical sciences, and social & behavioral sciences.

James Doe Award, University of Center City, 2017

Given to the graduate student who earned the highest GPA in their school.

Phi Beta Kappa, Invited Junior Year at Rogers College, 2009

Dean's List, Rogers College, 2007-2010

PUBLICATIONS

"The Role of the Railroad in the Development of Philadelphia, 1840-1860." *Journal of American History and Technology*. Vol. 71, no. 8 (Spring 2018): 88-101.

"Book Review: Michael Weston's Travels through Philadelphia." *Philadelphia History Journal*. Vol. 71, no 2 (Fall 2017): 121-123.

TEACHING EXPERIENCE

Instructor, University of Center City, 2016-2018

- American History, 1865-Present
- History of Technology

Teaching Assistant, University of Center City, 2014-2016

- World History
- Popular Culture in America

CONFERENCE PRESENTATIONS

"The Rise of the Easton Railroad Company." *History of America Conference*. Philadelphia, PA, 20XX.

“The Railroad in American Literature.” American Railroad History Conference. Trenton, NJ, 20XX.

PROFESSIONAL SERVICE

President, University of Center City Graduate Student Association, 20XX
Conference Organizer, Graduate History Conference, University of Center City, 20XX

COMMUNITY SERVICE

Co-organizer, Center City Cares, University of Center City Outreach Program, 20XX

PROFESSIONAL AFFILIATIONS

American Historians Organization
Organization of American Technology

LANGUAGES

English: Native Language
Spanish: Fluent, Advanced Reading and Writing
Mandarin: Novice Speaker

COMPUTER SKILLS

Microsoft Office, WordPress, Google Analytics, Social Media

END.....