

2

Written Communication

Written communication is verbal communication that helps in establishing good relationship between one person and another. It assumes various forms. In business, written communication may be in the form of letters, emails, advertisements, notices, write-ups, circulars carrying information, and memos.

When we think of written communication, we think of the various stages of writing. Writing has its gradual steps through which we ascend maintaining the spontaneity and coherence of all that we intend to express. The various stages are the framing of ideas, putting them in words, selection of apt words, arranging them by adhering to the rules of grammar, and then giving it a final touch for adornment that we call style.

A unique characteristic about written communication is that it serves as a valid document as far as business transaction is concerned. Written communication has certain advantages over oral communication in the world of enterprise. An entrepreneur can execute his task proficiently with the help of written communication. To be able to write well, calls for rigorous practice of grammar and writing. Writing includes various stages. They are thoughts, expressions, style,

You need to remember the past form of the verbs to be able to speak or write correctly.

4. In the future tense, the verb is preceded by 'will' or 'shall'.

For example,

The girls **will go** to the church tomorrow.

I **shall not eat** today.

We use present perfect tense to imply an action that is over but the effect is still there. For example, we say:

They have come.

We mean the action is over. That is, their coming is over. But they are still there. They have not yet left.

Similarly, we use the past perfect tense when we denote two actions done in the past but in sequence of order when one precedes the other. One action preceding the other action will be in the past perfect tense.

For example, **The postman had left the post office before John reached there.**

Here, the first one is in the past perfect tense, the second one is in the simple past tense.

In sequence, the action John's reaching the Post Office took place later than the postman's leaving the post office. Hence, the previous action is denoted by the past perfect tense and the later action is denoted by the past tense.

For future tense also we need to remember that when two actions are mentioned that will take place in the future and one is conditioned by the other, then the verb stating the condition assumes the present form of the verb.

For example, we say:

If it does not rain I will go to college.

Here, my going to college is conditioned on the fact whether it will rain or not. That is why the verb that sets the condition is in the present tense whereas the verb that denotes the action in the future is in the future tense.

Following are the work-sheets for exercise.

Fill in the blanks with the appropriate forms of the verbs given in the brackets in the following sentences:

1. The man _____ to work at 7 o'clock every day (go).
2. They _____ out the culprit (find).
3. She _____ her work sincerely (do).
4. The men _____ there tomorrow (assemble).
5. The work _____ at least three months if we start from today (take).
6. _____ You my pencil (take)?
7. They _____ just their work (finish).
8. The children _____ their homework before they _____ to play (finish, go).
9. Miracle _____ not happen so easily (do).
10. Grandma _____ to go to a movie last Sunday (decide).
11. The books _____ expensive. Do not misuse them (be).
12. Little _____ we that she would suffer so much (realize).
13. Mother _____ patiently to all that she said (listen).
14. The boys _____ to play if the weather _____ (go, improve).
15. Cars _____ more comfortable than the trains (be).
16. They _____ not go to the hostel because it was Sunday (do).
17. My result _____ published on Tuesday (be).
18. Why _____ write to them even when I asked you not to (do)?
19. They _____ just come (have).
20. They _____ just arrived when the train reached the station (have).
21. As soon as my brother came, my sister _____ him everything (tell).
22. The sun is bright today, we _____ go out (be).
23. Who _____ whether there will be any more rain (know)?
24. Mother _____ it because she will bake the cake (want).
25. The two girls who _____ their work are waiting outside the house (finish).
26. When _____ you go to office (do)?
27. They _____ uncomfortable today (feel).
28. Brother John _____ New York yesterday (leave).
29. I _____ not sleep a wink last night (do).
30. There _____ enough water in the tub (be).
31. My work _____ not yet _____ (finish).

32. The students _____ to submit their project by tomorrow (ask).
33. Let me see who _____ that _____ (be).
34. There _____ no point in making a change for it is too late (be).
35. When we reach there tomorrow at this time, they _____ their examination (finish).
36. May the choicest blessings from Heaven _____ on you (shower)!
37. Children _____ in the park every day (play).
38. I remember we _____ to take a walk along this road (use).
39. His days _____ numbered and we feel sorry for him (be).
40. _____ you interested in taking part in this game (be)?
41. They little _____ that it would be their last meeting (realize).
42. It _____ not proper for him to _____ so much of pressure on the little boy (be, put).
43. In spite of all efforts he _____ not complete the job successfully (can).
44. We _____ wealth and fame but seldom obtain them (desire).
45. Money _____ bring comfort but not happiness (can).
46. They _____ they _____ not be able to reach by yesterday (know, will).
47. Morning _____ the best time when one should do some exercise (be).
48. There _____ no scarcity of water from next month (be).
49. The police _____ just _____ now (go).
50. The nurse _____ for the baby a lot (care).
51. He _____ badly by the gangsters (hit).
52. Why _____ you _____ the cover on the lid (put)?
53. They _____ by the opponent (defeat).
54. The teacher _____ them to _____ the chapter thoroughly (ask, learn).
55. As it is raining, going to school in this weather _____ out of the question (be).
56. There _____ hardly any opportunity for him right now (be).
57. He _____ not _____ much (see).
58. How many boys _____ present in the class yesterday (be)?
59. There _____ a probability that he will come tomorrow (be).

60. When _____ you meet him regarding this (be)?
61. The majority of them _____ absent today (be).
62. The children always _____ up when the teacher _____ the classroom (stand, enter).
63. The guidance of my teacher _____ to be beneficial to me indeed (prove).
64. His blessings _____ always with me (be).
65. On Sundays, I _____ out of the house (not go).
66. My program _____ next Monday (telecast).
67. There _____ no supply of water since yesterday (be).
68. The best mode of traveling _____ car (be).
69. He _____ best whether he is doing the right thing or not (know).
70. Neither the girl nor her mother _____ where to pay the fees (know).
71. I _____ able to do the work if I have time (be).
72. An umbrella _____ more than a raincoat (cost).
73. As the weather cleared we _____ to _____ to market (decide, go).
74. Such _____ the kind of regrets that we failed to convince him (be).
75. The delightful experience, the fabulous gift, and the joy of meeting her parents can scarcely be _____ (describe).
76. They often _____ by this way and I happen to meet them (go).
77. One _____ then the other _____ (go, come).
78. Either Anne or John _____ to do the work right now (has).
79. Both of them _____ present now (be).
80. Who can _____ the future (predict).

Preposition

Preposition are also important because one needs to know the preposition that should follow a verb for constructing sentences correctly. Often a verb followed by a preposition denotes a meaning that may not be the same when the same verb is followed by another preposition. So you need to know the prepositions along with the verbs to speak and write correctly. This will enhance your skill in communication.

You will find the following worksheet beneficial when you attempt to fill in the blanks with appropriate prepositions.

1. The ruler is kept _____ the table.
2. He abstained _____ alcohol.
3. The careless boy is negligent _____ his work.
4. The fans of the singer backed her _____ .
5. The students could not make _____ what he said.
6. I prevailed _____ him to change his opinion but he remained obdurate.
7. He has studied the whole day and is now done _____ .
8. The employees are disgusted _____ the management.
9. What she is _____ is quite a mystery.
10. What is it _____ you if he does not go?
11. The match will be _____ by 6 o'clock.
12. The ambience is conducive _____ study.
13. The higher authority is not accessible _____ the employees.
14. They want a feedback _____ the students.
15. It is 6 o'clock _____ my watch.
16. The bus leaves the station _____ 8.30 in the morning.
17. He is not at all proud _____ his achievements.
18. There may be few people _____ the end of the session.
19. Hunters are not afraid _____ tigers.
20. The honest person goes _____ norms.
21. Scarcity _____ food was the reason behind this agitation.
22. The exigency _____ the situation called _____ such a decision.
23. They hardly expected this answer _____ him.
24. We were taken _____ by his behavior.
25. That chapter has been reduced _____ length.
26. Our summer vacation has been reduced _____ fifteen days.
27. The money has been distributed _____ the beggars.
28. He has no faith _____ God.
29. It is expected _____ you that you should adhere _____ the norm.
30. There is abundance _____ fruits.
31. He is quite competent _____ his work.

32. The scepter empowers him _____ authority and command.
33. The boy goes to school _____ foot.
34. The children go to school _____ bus.
35. Little Johnny cried _____ his lost boat.
36. They quarreled _____ a trivial issue.
37. I always prefer commuting _____ bus _____ commuting _____ train.
38. The sight was surprising _____ everyone who came.
39. After the war, the price of commodities increased _____ leaps and bounds.
40. We have to reach there _____ any means.
41. He did it _____ an impulse.
42. The fort is situated _____ the bottom _____ the hill.
43. He has been able to come out _____ the situation _____ the grace _____ God.
44. The war was over and peace dawned _____ the country.
45. Garfield was envious _____ Odie and tried to play pranks _____ him.
46. The girls walked faster even _____ bare feet.
47. He attained his fame _____ the end _____ his life.
48. It is unhealthy _____ you to remain like this.
49. Mr. Vienna spends _____ his means.
50. The expenditure was according _____ his means.
51. There is crowd all _____ the place.
52. He is endowed _____ bravery and might.
53. All alone, the little boy fought _____ courage.
54. She yelled _____ the top of her voice but no one answered.
55. Such imposition _____ restriction is useless.
56. Why do you impose such restriction _____ them?
57. Nowadays everybody depends _____ the computer.
58. They have taken possession _____ their new house.
59. You must not abuse the small boy _____ such a way.
60. The lady next door is a woman _____ mean understanding.
61. He waited _____ hopes _____ an answer.
62. The gentleman answered _____ his discomposure.
63. They had no intention _____ going there.

64. My uncle was very warm and received me _____ utmost happiness.
65. We had a walk _____ about half a mile.
66. We expect that _____ time he may regain his earlier strength.
67. The letter was written _____ hurry.
68. I am sick _____ his folly.
69. The ball was tossed _____ the fence.
70. He was allowed _____ talk _____ without interruption.
71. I am obliged _____ you for all that you have done.
72. I am _____ earnest and you must take this seriously.
73. He was laughed _____ because of his ignorance.
74. He prepared himself _____ this.
75. You must prepare this project _____ your own.
76. The teacher assured him _____ success.
77. Are you _____ doubt about this?
78. He is known _____ his sincerity.
79. We were surprised _____ the duplicity of the man.
80. His achievement generated surprise _____ all.

ANSWERS

Following are the correct options of the verbs:

- | | |
|----------------------|-------------------|
| 1. goes | 9. Are |
| 2. Found /will find | 10. Did |
| 3. Does /did | 11. Will be |
| 4. Will assemble | 12. Did |
| 5. Will take | 13. Have |
| 6. Have taken | 14. Had |
| 1. Have finished | 15. Told |
| 2. Had finished/went | 16. Will |
| 3. Does | 17. Knows |
| 4. Decided | 18. Wants |
| 5. Are | 19. Have finished |
| 6. Did we | 20. Do |
| 7. Listened | 21. Feel |
| 8. Will go, improves | 22. Left |

- | | |
|------------------------|---|
| 23. Did | 50. Is |
| 24. Is | 51. Not seen, did not |
| 25. Is not finished | 52. Were |
| 26. Have been asked | 53. Is |
| 27. Is | 54. Will / sometimes 'do' depending on the sense that is conveyed in the question |
| 28. Is | 55. Is |
| 29. Will have finished | 56. Stand, enters |
| 30. Be showered | 57. Proved |
| 31. Play | 58. Will be |
| 32. Used | 59. Do not |
| 33. Are | 60. Will be telecast |
| 34. Are | 61. Has been |
| 35. Realized | 62. Is |
| 36. Is, put | 63. Knows |
| 37. Could | 64. Knows |
| 38. Desire | 65. Would have been |
| 39. Can | 66. Costs |
| 40. Knew, would | 67. Decided, go |
| 41. Is | 68. Were |
| 42. Will be | 69. Are /were |
| 43. Have gone | 70. Go |
| 44. Cares | 71. Goes, comes |
| 45. Was hit | 72. Has |
| 46. Did put | 73. Are |
| 47. Were defeated | 74. Predict |
| 48. Asked, learn | |
| 49. Is | |
-

Following are the Correct Prepositions

- | | |
|---------|----------|
| 1. On | 6. On |
| 2. From | 7. Up |
| 3. Of | 8. With |
| 4. Up | 9. Up to |
| 5. Out | 10. To |

-
- | | |
|----------------|------------|
| 11. Over | 46. In |
| 12. To | 47. At, of |
| 13. To | 48. Of |
| 14. From | 49. Beyond |
| 15. By | 50. To |
| 16. At | 51. Over |
| 17. Of | 52. With |
| 18. At | 53. With |
| 19. Of | 54. At |
| 20. By | 55. Of |
| 21. Of | 56. On |
| 22. Of, for | 57. On |
| 23. From | 58. Of |
| 24. In | 59. In |
| 25. In | 60. Of |
| 26. To | 61. In, of |
| 27. Among | 62. With |
| 28. In | 63. Of |
| 29. Of, to | 64. With |
| 30. Of | 65. Of |
| 31. In | 66. In |
| 32. With | 67. In |
| 33. On | 68. Of |
| 34. By | 69. Over |
| 35. For, over | 70. To, on |
| 36. Over | 71. To |
| 37. By, to, by | 72. In |
| 38. To | 73. At |
| 39. By | 74. For |
| 40. By | 75. On |
| 41. On | 76. Of |
| 42. At | 77. In |
| 43. Of, by, of | 78. For |
| 44. Upon | 79. At |
| 45. Of, on | 80. In |
-

Expressing in Style

The medium of communication as you know is language. Language is just a mere tool to express ourselves. To be able to communicate properly and successfully, we need to learn and master the language in which we wish to communicate. We must remember an important point. Communication is an art. Precision, style, lucidity, aptness of expression, clarity of thought and right intonation make communication effective and fruitful. Not all of us can communicate properly, meaningfully and successfully. To express ourselves in style, we need to acquire the art of communication. This is especially so in the corporate world where entrepreneurship depends on communication besides other things. In the corporate world, trade and entrepreneurship play the pivotal role and comprise an integral part of the corporate ethos. Hence, communication is not restricted to a close confined world. Its realm has extended far and it bears an international flavor since globalization has ushered in a new era in human history.

Language has two important aspects: Diction and melody. While using language for communication, you have to be attentive to both.

Adopting the right style of communication in professional world of entrepreneurship is imperative, for much depends on one's interaction. A company's goodwill, reputation, profit and prosperity depend largely on interactive strategies that the company adopts. Hence, lies the importance of etiquette that forms an important component of communication. All successful entrepreneurs are particular about etiquettes, manners and ethics. You need to uphold high moral values and adhere to proper decorum and business etiquette. Body language too is important in oral communication. How you gesticulate, how you speak, and your mannerisms are very significant in any kind of formal communication. In conclusion, we may say that your expression will be stylish when you are endowed with all the adequate qualifications attributed to a successful entrepreneur.

Style, Punctuation, Using Simple Words

Style is a comprehensive term that merits lots of attention. Both in oral and written communication, we depend on style. In written

communication, we depend on the style of writing and in oral communication, we depend on style of conversation and style of speech. We adopt the style of writing by reading, by listening to good speeches and by practicing writing. The current trend is simple and lucid style of writing. Hence, it is absolutely essential for a writer to be simple, clear and precise in his approach.

As a writer you must do away with circumlocution or flowery language for it may impede the simple flow of language. Moreover, the poetic style of writing is excellent and has its own appeal for a reader who enjoys reading for the pursuit of pleasure. A columnist who writes for the newspaper or a philosopher who writes to share his in-depth perception of an essential aspect of life with his reader, may indulge in the luxuries of words and phrases. To convey a single idea, the writer then may use a paragraph or more. However, the writer who is involved in writing business letter has to adhere to certain norms and structured style of writing.

However, when you write business letters or prepare a project report as a professional in a corporate house, then the adornment with flowery expressions are not necessary. What you require is a simple and straightforward style of writing that will communicate your thoughts clearly and precisely. You need not render your thoughts in poetic style. You must avoid using such words that are often misleading. Ambiguity leads to difficulty in clarification. If a term is used has more than one meaning, it is advisable to substitute it with a simple word that may help in understanding and analyzing the thoughts and ideas conveyed in the sentence. Moreover, the structure of the sentences needs to be simple. Use of simple sentences instead of complex and compound sentences is better because simple sentences make communication more effective and easy. Communication lays stress on sharing the information between the sender and the receiver. Hence, it is essential for both the sender and the receiver to be conscious of this fact. Communication is successful and has the desired effect when one adopts the simple style of communication and do not go by the cryptic method of flowery expression that may defeat the purpose of communication.

Punctuation

Punctuation is an important aspect of language and communication. While speaking or communicating orally or when we write we make

use of punctuations. Punctuation is used more in the form of expression in oral communication to bring out the meaning. It is used to convey the meaning of the sentence in written communication so that the reader understands it.

Full stop is used at the end of a sentence. We complete a thought and we decide to end it and use a full stop. Thus, one idea or a single thought is expressed in one sentence. We then begin another. Thus, full stop denotes the end of a sentence. For example,

The table is made of wood.

A comma is used when we want to pause. Suppose we need to say something about the subject or the object of a sentence, then we use comma in the sentence to denote the pause that we intend to give after the subject or the object. A comma implies a pause but not an end. Hence, a comma needs to be used properly to clearly bring out the sense and make the syntax of the sentence correct. Here is an example:

The money, sent by the church, was used to refurbish the hall.

A question mark is used when a question is asked. A question will never be followed by a full stop. Just as statement of fact is followed by a full stop similarly question is followed by question mark. For example,

What is the day today?

A mark of exclamation is used when one expresses wonder or surprise at anything. When we exclaim about something in utter amazement or admiration we use a mark of exclamation. Whether it is surprise or appreciation the punctuation used in such a case is the same. It is mark of exclamation. For example we say:

Oh! What a beautiful flower! (Here we have an expression of wonder and admiration)

Again when we say:

How ghastly the sight was! (This is a case of surprise and terror)

The application of inverted commas becomes necessary when one uses direct form of speech. When one uses conversation in the written form one uses inverted commas. We use inverted commas thus:

John says, "I will not go to school today."

5. Bear: (endure)—It was impossible to bear the heat during the summer months in Nigeria.
6. Bear: (animal)—The bear became ferocious as the hunter aimed at him.
7. Barn (a large farm building for storing grain)—The surplus wheat was kept in the barn.
8. Burn (set on fire)—The infuriated mob was about to burn the camps of the refugees.
9. Borrow (acquire temporarily with promise of returning)—When I purchased the flat I had to borrow some money from my friend.
10. Burrow (hole dug by rabbit)—A rabbit darted towards his burrow seeing the dog chasing him.
11. Brunt (chief or initial impact of attack)—It was too much for him to bear the brunt of humiliation.
12. Burnt (past tense of the verb burn)—He burnt his fingers while playing with fireworks and crackers.
13. Bait (temptation to provoke)—He knew this was a bait to entrap him in the plot.
14. Bet (risking sum of money)—They put a bet on the outcome of match.
15. Current (body of water, air moving in definite direction)—The current of the river swept away the small boat that was anchored to the bank.
16. Currency (money in use in one country)—The currency of one's country is generally not in use in other countries.
17. Current (that which belongs to the present time)—The current value of gold has increased incredibly.
18. Contrary: (opposed in nature)—Contrary to my instructions, he went there and invited trouble for himself.
19. Contradictory (variance in conflict of facts or statements)—The notion that he holds is contradictory to what he does.
20. Canvass (solicit votes)—There was no scope for anyone to canvass for his selection.
21. Canvas (strong coarse clothe)—The canvas is kept in the studio exclusively for the purpose of drawing.
22. Drought (prolonged spell without rain)—The drought destroyed the harvest and there was scarcity of crops last year.

23. Draught (current of air in room etc.)—The sudden draught of wind made the ailing child shiver in cold.
24. Draft (rough preliminary outline)—The committee received the bank draft sent through post a day later.
25. Décor (furnishing or decoration of a room or a stage)—Pip spent a good sum of money for the décor to beautify his room.
26. Decorum (behavior or usage conforming with decency or politeness)—It is essential for everyone to maintain proper decorum in the workplace.
27. Fiction (invented idea or statement)—Some events at times indeed seem to be stranger than fiction.
28. Friction (rubbing of one object against another)—The rubber has become flat due to constant friction.
29. Fail (unsuccessful)—He did not fail to do his duty even for a single day.
30. Fell (past tense of the verb fall)—The child fell down from the stairs and got hurt.
31. Fury (anger)—He stormed into the room in fury and scolded them for such misconduct.
32. Furry (made of fur)—The furry little cat loves to play with ball.
33. Haunt (visit regularly)—They wanted to see themselves whether the spirits haunt the old abandoned cottage.
34. Hunt (pursue with hostility for sport or food)—He has a strong desire to hunt a tiger.
35. Hospitality (friendly reception)—The hostess extended her hospitality to everybody.
36. Hospitalize (send or admit to hospital)—The patient was so severely ill that he had to be hospitalized.
37. Industrious (hard working)—He achieved unprecedented success because he was industrious and sincere in his work.
38. Industrial (engaged in or for use in industries)—The industrial waste and smoke create pollution.
39. Jest (fun, prank)—He gave him a false version of the story in jest.
40. Zest (enthusiasm)—They worked together with zest for the coming election.
41. Kindred (blood relationship)—He shows his love and concern to all his kindred.

42. Kind (gentle or benevolent)—The lady is kind and affectionate.
43. Lay (past tense of lie; assumed horizontal position, be at rest)—He lay on the grass to enjoy the natural beauty all around.
44. Lie (intentional false statement)—One should always be truthful and must not lie in any situation.
45. Latter (second mentioned of the two)—The latter part of the story was not so interesting.
46. Later (after ward)—He called me later, though I was the first to arrive.
47. Lever (bag or tool used as lifting device)—He used a lever to haul out the sack from the pit.
48. Liver (organ in abdomen)—His liver was badly affected after his jaundice.
49. Libertine (lustful person)—The libertine was a disgrace to his family.
50. Liberty (freedom)—He enjoyed full liberty at his uncle's home.
51. Master (person having control of persons or things)—The master of the house was nowhere to be seen.
52. Muster (collect)—I mustered all my courage before I began the explanation.
53. Naval (of the navy)—The naval hospital is situated right on the sea-coast.
54. Navel (hollow in belly)—My brother complained of a pain in the navel.
55. Peer (look searchingly or with difficulty)—They peered through the drapes to see what was inside.
56. Pear (a fruit)—Pears and apples were in abundance the winter.
57. Peace (quiet)—Peace reigned once again as the war ended.
58. Piece (portion of which a thing is composed)—That piece of paper provided all the evidence.
59. Qualms (misgiving, uneasy doubt)—He has no qualms about the will that was present.
60. Calm (quiet)—The sea was serene and calm.
61. Sever (separate)—He severed all connection with his compatriots.
62. Severe (intense)—He received severe injury in his leg.
63. Shingle (pebble)—The moonbeam fell on the shingle and the sea beach looked splendid.

7. Exactly alike _____ identical
8. Not obeying any rule _____ unruly
9. Not similar _____ dissimilar
10. One who eats human flesh _____ cannibal
11. Continuous discharge of fire arms _____ fusillade
12. Deserving to be laughed at _____ ridiculous
13. A person having escaped his own country _____ refugee
14. One who offers small wares for sale _____ vendor
15. Speak in low or inaudible voice _____ mutter
16. Turn to a new faith _____ convert
17. A written direction to prepare something to eat _____ recipe
18. Wandering from place to place _____ gipsy
19. Rounded vault as roof over a building _____ dome
20. Disbelief in the existence of God _____ atheism
21. Liable to error _____ fallible
22. Absence of law or order _____ anarchy
23. Belonging to the same time _____ contemporary
24. That which decides defeat or victory _____ knock-out
25. That cannot be disputed _____ incontrovertible

Look at the list and try to write the following one-word substitution which will help you in increasing your vocabulary.

1. Performer of spectacular gymnastic _____
2. Morbid dread of open spaces _____
3. Able to use either hand equally well _____
4. In good faith _____
5. Unmarried especially for religious reasons _____
6. Woman employee to clean rooms in houses or offices _____
7. Person employed to drive a private or hired car _____
8. Exaggerated or aggressive patriotism _____
9. Excessive dread of confined places _____
10. Person in charge of museum or other collection _____
11. Logical discussion by question and answer as means of investigating truths in philosophy _____
12. Selecting ideas from various sources _____
13. Advocating equal rights for all _____
14. People attending important person _____
15. Study of insects _____

16. Origin and development of a word in form and sense _____
17. Bringing about gentle and easy death in case of incurable and painful death _____
18. Writing or drawing scribbled or scratched on wall _____
19. Abnormal anxiety about one's health _____
20. Violation of law by persons below the age of legal responsibility _____
21. Rigidly conventional, narrow minded _____
22. Of the same kind _____
23. Deceptive or false talk or behavior
24. Caretaker of a building _____
25. Concern for welfare of mankind _____
26. One who collects and studies postage stamps _____
27. Loud and powerful _____
28. Lacking or concealing emotion _____
29. Institution to which young offenders are sent to be reformed _____
30. Mental disease marked by disconnection between thought, feelings and actions _____

Answers

- | | |
|-------------------|--------------------------|
| 1. Acrobat | 16. Etymology |
| 2. Agoraphobia | 17. Euthanasia |
| 3. Ambidextrous | 18. Graffiti |
| 4. Bona fide | 19. Hypochondria |
| 5. Celibate | 20. Juvenile delinquency |
| 6. Charwoman | 21. Hidebound |
| 7. Chauffeur | 22. Homogeneous |
| 8. Chauvinism | 23. Humbug |
| 9. Claustrophobia | 24. Janitor |
| 10. Curator | 25. Philanthropy |
| 11. Dialectic | 26. Philatelist |
| 12. Eclectic | 27. Stentorian |
| 13. Egalitarian | 28. Stolid |
| 14. Entourage | 29. Reformatory |
| 15. Entomology | 30. Schizophrenia |

SENTENCE COMPLETION EXERCISE

Words have their denotation. To know them and be familiar with the meanings of the words along with their denotation help you to increase your vocabulary. Vocabulary plays an important part in communication. The following exercise will help you to contemplate and find out the most suitable word that may be taken up from the list of options to fill up the blank in the given sentences.

Most of the options given to fill up the sentences can be used. Care should be taken to ensure that only one of the options can be used correctly. This portion needs relooking into.

- 1. She received _____ from the audience for her eloquent speech.**
(a) praise (b) cheers
(c) applause (d) claps
- 2. The students showed their _____ to the teacher for her persistent effort to help them.**
(a) respect (b) deference
(c) admiration (d) appreciation
- 3. The management was too glad to announce the names of the students for their _____ in the ceremony.**
(a) contribution (b) participation
(c) joining (d) involvement
- 4 We could not continue our stay in the resort because of the _____ rain.**
(a) continuous (b) persistent
(c) increasing (d) frequent
- 5. The physician advised him to go on a pleasure trip for _____ .**
(a) recovery (b) recuperation
(c) getting well (d) improvement
- 6. There has been no report of _____ following the train accident.**
(a) mishap (b) death
(c) casualty (d) danger

16. **Dr. S. Bhargav, the famous _____ writes for the editorial columns in one of the leading newspapers.**
(a) journalist (b) columnist
(c) writer (d) author
17. **The telephonic message _____ him so much that he broke down.**
(a) effected (b) blew
(c) affected (d) saddened
18. **As soon as the rain ceased, we prepared to _____ our journey.**
(a) start (b) continue
(c) resume (d) discontinue
19. **The result of the examination held last week has been _____ .**
(a) announced (b) declared
(c) given (d) published
20. **Every one of us is _____ with qualities that can be followed with effort and determination.**
(a) endowed (b) possessed
(c) given (d) capable
21. **The child went on _____ for the toy.**
(a) demanding (b) asking
(c) ragging (d) pressing
22. **He bought up several thousands _____ of cotton at cheap prices.**
(a) heaps (b) bags
(c) bales (d) boxes
23. **Her ways of keeping and storing food in the larder for the rest of the year shows that she is _____ .**
(a) frugal (b) economic
(c) miserly (d) thrifty
24. **She retorted back with all the sarcasm she could _____ .**
(a) gather (b) collect
(c) muster (d) device

35. **The police _____ the mob.**
(a) drove (b) dispersed
(c) sent away (d) separated
36. **The managing committee _____ the proposal submitted by them.**
(a) refused (a) disapproved
(a) rejected (a) cancelled
37. **They _____ the authority's mercy for survival.**
(a) demanded (b) sought
(c) wanted (d) desired
38. **There they awaited _____ the arrival of the troupe.**
(a) eagerly (b) patiently
(c) continuously (d) finally
39. **The director _____ the meeting.**
(a) called (b) summoned
(c) convened (d) arranged
40. **The eminent social reformer used his pen to _____ hundreds of people.**
(a) inspire (b) influence
(c) mould (d) change
41. **They are very _____ about the issue and may turn volatile, if anything goes wrong.**
(a) sensitive (b) particular
(c) sentimental (d) continuous
42. **The sky looked _____ after the shower.**
(a) gracious (b) blue
(c) benign (d) lovely
43. **The mortar was used for _____ bricks.**
(a) fixing (b) breaking
(c) laying (d) arranging
44. **They challenged and _____ against the dictatorship inflicted on them.**
(a) rebelled (b) protested
(c) grieved (d) opposed

45. Mr. Jones was _____ with a mental agony after the demise of his wife.
 (a) attacked (b) affected
 (c) afflicted (d) pained
46. The State _____ fifty percent tax slash for IT farms.
 (a) Ponders (b) Mulls
 (c) Decides (d) Intends
47. Any one can _____ the difference that is there.
 (a) observe (b) discriminate
 (c) perceive (d) notify
48. The _____ appearance of the director created an awe-inspiring effect.
 (a) fearful (b) formidable
 (c) rude (d) ghastly
49. The _____ did not lead to any consequence.
 (a) thought (b) deliberation
 (c) consideration (d) analysis
50. Even at the critical juncture he retained his _____.
 (a) control (b) balance
 (c) equanimity (d) self-restraint

ANSWERS

1. (b)	11. (b)	21. (c)	31. (c)	41. (a)
2. (b)	12. (b)	22. (c)	32. (a)	42. (c)
3. (b)	13. (b)	23. (d)	33. (a)	43. (d)
4. (b)	14. (b)	24. (c)	34. (a)	44. (c)
5. (b)	15. (a)	25. (c)	35. (b)	45. (b)
6. (c)	16. (b)	26. (c)	36. (c)	46. (c)
7. (a)	17. (c)	27. (b)	37. (b)	47. (b)
8. (a)	18. (c)	28. (a)	38. (a)	48. (b)
9. (b)	19. (d)	29. (c)	39. (c)	49. (b)
10. (c)	20. (a)	30. (a)	40. (a)	50. (c)

15. Cry out (raise a voice against)—They cried out vehemently in protest against malpractices and corruption.
16. Cut down (lower, reduce)—Mini's father decided to cut down the expenditures on her wedding and gave some money to the Kabuliwallah.
17. Cut out (appropriate for)—He possesses all the qualities and seems to be cut out for a leader.
18. Cut up (afflicted)—The sudden crash in the stock market has cut him up badly.
19. Done up (tired, exhausted)—He is done up after a prolonged period of continuous labor.
20. Fall through (fail)—The dacoit's scheme fell through as the police were informed of their plan before hand.
21. Fall out (quarrel)—It was a disgrace that the neighbors fell out over such a petty issue.
22. Get off (escape, flee)—The robbers got off through the back door and nobody could trace them.
23. Get on (agree, on friendly terms)—The two political parties could go on well with each other.
24. Get through (clear, pass)—He got through the crisis with much difficulty.
25. Give over (dismiss)—After a long struggle they were ebbed of their energy and gave over.
26. Go upon (to depend on)—The version is irrelevant and none can go upon that.
27. Give way (surrender)—It was after lots of persuasion that he ultimately gave way.
28. Go by (judge, conclude)—We have to go by the opinion offered by the jury.
29. Go through (examine, note)—The surgeon decided to go through all the details of the report once again before performing surgery.
30. Keep up (continue)—The teacher praised him and asked him to keep up his performance.
31. Keep in (confine)—The doctor advised to keep the patient in the dormitory.

32. Lay out (invest)—Kenneth has laid out a large sum of money in the stock market.
33. Lay by (save)—He laid by some money for emergency.
34. Look down (hate)—One ought not to look down upon the under privileged and poor.
35. Look up (find)—The teacher asked us to look up the answer from the book.
36. Look up (improve)—The disturbance has lessened and the situation looks up.
37. Look into (take up for examination, consideration)—The municipality of Salt lake decided to look into the problem faced by the residents.
38. Make out (understand)—Sometimes, it is difficult to make out what he says.
39. Make up (to reconcile)—The tiff between the two has resulted in such misunderstanding that is difficult to make up.
40. Pass by (ignore)—The doting mother passes by her son's faults.
41. Passed away (died)—Our grandfather passed away leaving behind a legacy of glory and fame.
42. Pull through (spend or pass with hardship)—After the accident, the family had to pull through several problems.
43. Put on (take, assume)—The arrogant businessman puts on an air of snobbery.
44. Put out (switch off, leave, extinguish)—The party and revelry being over, we put out the bonfire.
45. Stand up for (vindicate)—The feminists showed their stance by standing up for their rights.
46. Stand by (support)—When the country confronts a critical situation, we must stand by one another.
47. Take up (occupies)—His work takes up almost the whole day.
48. Takes after (resembles)—The girl has taken after her mother.
49. Talk over (discuss)—We need to talk over this important issue before taking a final decision.
50. Turns out (produces)—The company turns out to be the most profitable organization in the country.
51. Turning a deaf ear (ignoring, not paying attention)—The attorney asked him not to interfere in the legal matter yet he turned a deaf ear to him.

68. Break new ground (new sources)—His thesis on the literary principle will break new ground.
69. Burn midnight oil (work late at night)—He burnt midnight oil to achieve his goal by securing the highest grade in the university.
70. By and large (broadly speaking)—The opinion that was sought from the employees was by and large not favorable.
71. Castles in the air (dreaming of improbable things unlikely to be achieved)—Where is the sentence for this?
72. Give color to (provide confirmation of)—He gave color to the rumor that was spread against his friend.
73. True colors (revelation of a person's true nature as contrast to what he appeared to be)—The boys began to show their true colors after a few days of obedience and punctuality.
74. Crocodile tears (hypocritical gesture of sadness)—He shed crocodile tears at the funeral.
75. Day in and day out (day after day)—He nursed his ailing mother day in and day out.
76. A fish out of water (a person in an uncomfortable situation outside his usual environment). When he went abroad he felt as though he were fish out of water.
77. At the dinner party in the midst of his seniors he was a fish out of water.
78. Get the hang of (acquire the knack of)—The boy comes from a different environment and he cannot get hang of everything.
79. Go out of one's way (take special trouble)—He is so helpful that often he would go out of his way to help others.
80. Make head or tail of it (understand it)—I could not make head or tail of it.
81. Off one's head (out of one's senses)—He has suffered such a loss that he is off his head now.
82. Leave no stone unturned (take every possible means)—In order to find out the culprit they tried their utmost and left no stone unturned.
83. Pull a person's leg (say something that befools, deceives)—Even though Brian is very fond of his brother, he often pulls his brother's leg just to tease him.
84. The sands are running out (There is not much time)—The sands are running out and we have to arrange for the wedding by next week.

85. On the shelf (no longer performing one's former activities)—She is on the shelf as is obvious from her activities.
86. Sit on the fence (in discussion refrain from committing oneself to any side)—He is quite clever and keeps sitting on the fence to avoid any dispute.
87. Sleep on the matter (allow a night to pass before reaching a decision)—I shall sleep on the matter and give him my answer tomorrow.
88. Washing one's dirty linen (discussing unpleasant private matters in public)—It is a disgrace to wash one's dirty linen in public.
89. Black and white (in writing)—I accept your terms and conditions in black and white.
90. Scratch the surface (know vaguely and superficially)—If you scratch the surface it will be difficult for you to pass and you will not qualify for the next semester.
91. The ins and outs (knowing every detail)—She knows the ins and outs of machines of her department.
92. Think twice about (think deeply about the subject before coming to a conclusion)—The job he was offered was tempting, yet he had to think twice before he took the decision.
93. Keep in touch with (maintain relationship or communication)—Two of his children have settled abroad but they keep in touch with him.
94. Waste one's breath (argue unnecessarily and unsuccessfully)—It will be unwise to waste your breath on this issue for he will not agree to this.
95. Give one the cold shoulder (to be unfriendly)—He avoided me and gave me the cold shoulder.
96. Go off the deep end (lose control over one's actions)—He did not go off the deep end even after receiving so much applause.
97. Hand in hand (together, in cooperation with other)—We did the project work hand in hand and it was a great success.
98. Keep one's word (fulfill one's promise)—You must keep your word whatever be the situation.
99. In the red (in debt)—He is now in the red having purchased his highly expensive car.
100. By all means (certainly)—I will go to the party by all means.

21. Blemish—blot, stain, flaw, defect, speck
22. Brag—boast, flaunt, vaunt, show
23. Calm—placid, tranquil, serene, imperturbable, quiet
24. Casual—accidental, chance, fortuitous, irregular
25. Charming—alluring, attractive, bewitching
26. Compel—coerce, drive, enforce, impel
27. Condemn—blame, censure, reproach, reprove, upbraid
28. Construct—build, erect, make, raise
29. Control—command, direct, dominate, manage, rule
30. Courage—boldness, bravery, fearlessness, fortitude, intrepidity
31. Damage—deface, harm, impair, injure, mar
32. Discern—descry, detect, differentiate, distinguish
33. Dismiss—banish, discard, discharge
34. Display—exhibit, manifest, show, reveal, expose, flaunt
35. Economical—frugal, niggardly, thrifty, saving
36. Fraud—cheat, duplicity, guile, deceit, deception
37. Grieve—bemoan, bewail, mourn, lament, suffer
38. Hurry—hasten, accelerate, expedite, quicken, rush, precipitate
39. Illuminate—brighten, enlighten, irradiate, inspire
40. Impede—bar, block, retard, thwart, check, clog, hamper
41. Incite—prompt, provoke, arouse, goad, stimulate, urge, induce
42. Increase—amplify, augment, enhance, expand, intensify, multiply
43. Insolent—arrogant, brazen, offensive, impertinent, impudent, rude
44. Joy—bliss, delight, ecstasy, happiness, felicity, pleasure, rapture
45. Kind—affable, compassionate, merciful, humane, sympathetic, gentle, pitiable
46. Lament—bemoan, bewail, deplore, mourn, grieve, rapine
47. Laugh—crackle, giggle, guffaw, titter
48. Lazy—idle, indolent, sluggish, slothful, inactive
49. Liberate—deliver, discharge, emancipate, free, release
50. Mad—crazy, demented, insane, lunatic, enraged
51. Manner—custom, fashion, habit, method, mode, conduct
52. Merry—blithe, cheerful, festive, gay, hilarious, jolly, jovial
53. Miserable—comfortless, disconsolate, distressed, sad, wretched
54. Neglect—disregard, ignore, omit, overlook, slight

55. Obscene—coarse, dirty, filthy, gross, lewd
56. Obstacle—bar, barrier, block, check, hindrance, impediment
57. Overthrow—demolish, destroy, overturn, rout, vanquish
58. Pain—ache, pang, agony, anguish, distress
59. Panic—alarm, dread, fear, fright, horror, terror
60. Persist—abide, continue, endure, last, remain, persevere
61. Plead—appeal, beg, beseech, entreat, implore, supplicate
62. Polite—civil, courteous, genteel, well-bred, cultivated
63. Praise—acclaim, applaud, eulogize, extol, compliment
64. Predicament—difficulty, dilemma, fix, plight, trouble
65. Puzzle—bewilder, confound, confuse, nonplus, perplex
66. Quit—abandon, cease, desist, stop, give up, relinquish
67. Refrain—abstain, desist, forbear, withhold
68. Relevant—apt, appropriate, applicable, pertinent, fit, germane
69. Renounce—abandon, forego, forsake, relinquish
70. Revolve—gyrate, rotate, spin, twirl, whirl
71. Scold—admonish, berate, rebuke, reprehend, reprimand
72. Shine—beam, blaze, flash, glisten, glitter, glow, sparkle
73. Terse—brief, short, precise, focused
74. Twitch—pull, jerk, contract
75. Turbulent—violent, forceful, tumultuous, riotous
76. Veil—conceal, cover, hide, disguise
77. Vehement—intense, passionate, impetuous, ardent

Antonym

1. Abandon—defend, maintain, uphold, stay
2. Ability—disability, incapacity
3. Abolish—continue, establish, promote, restore
4. Abominable—agreeable, commendable, delightful, pleasant
5. Abundant—deficient, scant, scarce
6. Admit—deny, dismiss, reject, shun
7. Anger—conciliation, forbearance, patience, peace
8. Audacity—meekness, humility, modesty
9. Aversion—attachment, affection, devotion, love
10. Benevolence—malevolence, inhumanity, cruelty
11. Bitter—sweet, pleasant, delicious

6. Boredom

- (a) enjoyment
- (b) motive
- (c) dullness
- (d) excitement

7. Brave

- (a) gallant
- (b) forward
- (c) introvert
- (d) coward

8. Contemplate

- (a) sit
- (b) grow
- (c) think
- (d) doubt

9. Care

- (a) indifference
- (b) love
- (c) concern
- (d) botheration

10. Compel

- (a) teach
- (b) explain
- (c) judge
- (d) coerce

11. Confess

- (a) acknowledge
- (b) declare
- (c) know
- (d) affirm

12. Exasperation

- (a) complaint
- (b) grievance
- (c) anger
- (d) awkward

13. Joy

- (a) blunder
- (b) pleasure
- (c) delight
- (d) peace

14. Journey

- (a) tour
- (b) sojourn
- (c) going
- (d) return

15. Melancholy

- (a) bitter
- (b) serious
- (c) quiet
- (d) sad

16. Malice

- (a) destroy
- (b) kill
- (c) ruin
- (d) harm

4. Inquisitive

- (a) curious (b) indifferent
(c) interested (d) desirous

5. Pain

- (a) pleasure (b) sadness
(c) tragedy (d) coolness

6. Desire

- (a) wish (b) understand
(c) curiosity (d) unwillingness

7. Anger

- (a) hope (b) peace
(c) love (d) hate

8. Remedy

- (a) heal (b) aggravate
(c) lesson (d) medicine

9. Joy

- (a) laugh (b) sadness
(c) hatred (d) happy

10. Misery

- (a) grief (b) joy
(c) sufferance (d) ignorance

Answers

- | | | | |
|--------|---------|---------|---------|
| 1. (a) | 6. (c) | 11. (a) | 16. (d) |
| 2. (b) | 7. (a) | 12. (c) | 17. (b) |
| 3. (c) | 8. (c) | 13. (c) | 18. (a) |
| 4. (d) | 9. (c) | 14. (b) | 19. (b) |
| 5. (a) | 10. (d) | 15. (d) | 20. (a) |
| | | | 21. (c) |

Antonyms

1. (a) 2. (d) 3. (d) 4. (b) 5. (a) 6. (d) 7. (b) 8. (b) 9. (b) 10. (b)

7. Scorn is to hostility

That love is to _____

- (a) gladness (b) joy
(c) happiness (d) amiability

8. Language is to communication

That gesture is to _____

- (a) interaction (b) conversation
(c) speaking (d) body language

9. Argument is to dispute

That fighting is to _____

- (a) quarrel (b) misunderstanding
(c) scuffle (d) enmity

10. Chauffer is to car

That pilot is to _____

- (a) airport (b) airbus
(c) crew (d) engine

11. Treachery is to a traitor

That integrity is to a _____

- (a) patriot (b) honest
(c) student (d) servant

12. War is to peace

That envy is to _____

- (a) jealousy (b) wrath
(c) love (d) disdain

13. Journey is to road

That _____ is to sea

- (a) travel (b) water
(c) sojourn (d) voyage

14. Diurnal is to day

That _____ is to night

- (a) nocturnal (b) dusk
(c) twilight (d) midnight

