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# BUSINESS WRITING AND COMPREHENSION SKILLS

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# THE WRITING PROCESS

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## AT A GLANCE

The writing process includes preparation, drafting as well as review of the message. Amongst the preparatory steps of writing knowing about the purpose, audience (the reader) and the content are essential. We discussed these components in detail in the earlier chapter.

In this chapter, the process of writing from planning, idea generation to drafting and reviewing will be covered. In identifying and selecting an appropriate content for the message, various idea generation techniques and information sources can be used. Amongst them, brainstorming, mind maps, fishbone and affinity diagrams are some of the ways to structure the content. In addition, primary or secondary, formal or informal sources may be used in planning and drafting necessary content.

This information constitutes the main body of the communication which need to be structured appropriately for the intended audience. The draft is then reviewed for clarity and appropriateness.

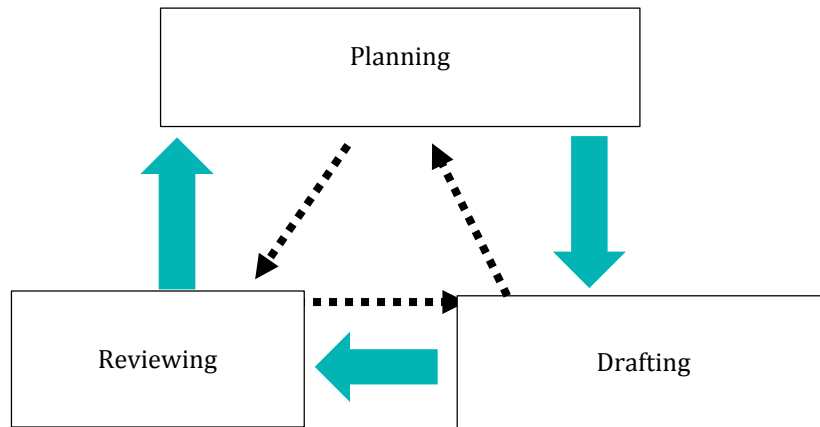
## 1 INTRODUCTION

The writing process generally comprises of three steps.

1. Planning
2. Writing or drafting
3. Reviewing

From simple to complex writing tasks, time and effort invested in each of the above steps may vary, but without these steps writing is not possible. Sometimes, the process is simultaneous. For example, when one begins to review the already written message, he realizes that the information collected at planning stage was not enough for the task. He would then need to plan for further improvement while writing or drafting the message.

► *Illustration:*



Where there is a linear flow from planning to gathering information to drafting and reviewing (shared arrows), dotted arrows shows simultaneous activity for written communication.

## 2 PLANNING

The first stage of any written communication is to plan and have clarity why, what and how something is to be shared via written communication. The earlier chapter discusses the PRCM matrix where determining purpose, recipient, content and medium for any intended piece of writing is critical. The planning process involves spending sometime in determining these elements and then actually drafting a message. The clearer these elements would be, the written message would be more relevant and context appropriate.

The key is to ask right questions to narrow down these elements and only choose to write when the purpose, audience, content pushes for it. Otherwise, choose other forms of communication over written communication.

### Purpose

Definite purpose and goals usually drive business correspondence. Knowing why writing in business is required, helps direct the content.

Written communication will always have at least one primary objective but may also include a number of secondary objectives. A message can be carefully planned by way of knowing its purpose or by considering the following:

- Checking that each element of the message is relevant and suitable to the audience.
- Providing all the points that are needed and are in a logical order.
- Reviewing to make sure message is complete and achieves its objective.

► *Example:*

#### Communicating with colleagues

There are numerous reasons why work colleagues communicate with each other, such as:

- For Enjoyment
- To ascertain if ideas are understood and valued
- To share and obtain information
- To demonstrate competence and trust
- To show respect and build rapport

#### Advertising a chocolate bar

The primary objective is to persuade consumers to purchase a company's chocolate bar. However, the secondary objectives can include:

- A. to convince consumers that they need a chocolate bar; and
- B. to convince consumers that a particular brand is the one they should buy.

Each of these objectives could be broken down further as follows:

- A. The consumer is hungry and lacks energy; and buying a chocolate bar would boost energy and satisfy the hunger.
- B. Demonstrate that the advertiser has experience in judging taste – e.g. share results of a laboratory test or a consumer 'taste test'; and associate that the chocolate bar is worth for the money.

### Audience

Audience means target recipients of the message. Recipient profile may influence the structure, language and content of written communication. This is because relationship between sender and recipient would determine the overall approach of the message. In doing so, consider:

- Size and composition: Whom the message is for – one person, a team, all customers or international partner?
- Level of understanding: Are the target audience group of scientists or elderly or of some other demographic group?

- Expectations and response: Would the message generate an action when shared with details or simple request would do?
- Relationship – are you a known and trusted colleague or is the relationship more distant and formal?
- Work environment – specialists are likely to respond better to the use of technical jargon. Also consider where in the reporting hierarchy the recipient sits.
- Education – consider level of education of the recipient. It is suggested to avoid patronizing a well-educated recipient.
- Attitudes and interests – consider the recipient’s general outlook and interests including culture and religion.
- Age – remember that people’s attitudes vary with age and experience.

► *For Example:*

A boss may want a business plan to be covering trivial details together with the overarching strategy. Any communication to him should not miss out on the required information otherwise, it is expected to be disapproved.

An invite shared with an external supplier of raw materials for the diplomatic event at the workplace should be vary of the governmental and diplomatic sensitivities involved that may hinder their protocols. Choice of words should be unbiased and with a neutral tone.

In order to gather votes, a nominee plans for multiple ways to interact with voters. For elderly, he plans a social gathering, for students, he opens up a scholarship fund, and for business, he invites proposals for investment in the country. All these intended messages would then be shared with separate messages.

A message would require a professional tone when communicating with a new client, whereas, an informal tone can be used with a known client.

New Client	Old Client
<p>Dear Mr. Naveed,</p> <p>The information you requested regarding our product is enclosed for your reference. The product you are interested in is available within your region with complete after sale services.</p> <p>Our customer service representative will be in touch with you over the week for your assistance.</p> <p>Thank you for choosing us as your supplier.</p> <p>Sincerely,</p> <p>Sami Babar</p>	<p>Dear Ghani,</p> <p>Hope you are in good health. I have just shared the information you requested earlier. I hope this will suffice for the services you are interested in.</p> <p>Please let us know when you will be available, I will send our service representative at your address who will surely take care of the installation.</p> <p>Feel free to get back for any further queries or concerns.</p> <p>Take care</p> <p>Sami Babar</p>

**Content**

Content refers to the information that is added in the communication. It may be a persuasive message, response to an inquiry, details or facts for decision making or any other information that a sender wants to share with the receiver. The content, therefore, would be shaped by:

- what constitutes a message (information to be shared)
- how it should be organized((structure and style).



## Message

A message is the actual object of communication – the communication that contains information, advice, news, or a request. It could be an underlying idea or theme in an advert (e.g. a notice or announcement promoting a product, service or event or publicizing a job vacancy), or the central (or primary) content or information that passes from a sender to a receiver.

► *Example:*

In business terms the message might be:

- An answer to a question.
- Information that the recipient should remember for future reference (commonly referred to as “For-Your-Information” (FYI).
- A feedback to a message or an acknowledgement to a query received.
- A call to action – i.e. asking the recipient to do something

## Structure

Structuring a message involves deciding how you say what is required to be said.

Key considerations include:

- **Volume:** Refers to the length of the content. Although there is no particular limit to the number of words in a sentence or a paragraph but sometimes word length or volume of the content is specified in organizational communication.

► *For Example:*

A report would include frequent headings and summaries compared to a resume which would be headings with rather shorter information pointers.

- **Relevance:** The primary message for the communication should directly further the objective of the communication and must fulfill the purpose intended. Therefore, paragraphs must be to-the-point, avoid irrelevant information and linked with subsequent paragraphs.

Paragraphs within a heading must remain restricted to the topic. Within the same heading, ideas must be classified and grouped into logical sub-categories if required.

► *For Example:*

A report detailing reasons for decline in sales must group together evidences and data for each reason in a separate head or paragraph.

- **Order:** Ideas presented in the message must be arranged in logical order. Logical progression of ideas provides balance for the readers and help them understand the main points. Messages may be ordered by way of:
  - **Importance** – order with respect to importance suggests where a writer wants to put the important information; the very first or the very last.
    - Descending order: This has the benefit of getting the primary message out and grabbing the recipient’s attention.
    - Ascending order: This approach has the benefit of building suspense and constructing a persuasive argument through its conclusion whilst making the most important (and memorable) point at last.
  - **Chronology** – ideas arranged according to time period of their occurrence or sequence of its occurrence. The writer may choose to present ideas from first to last occurred or from last to earlier occasions or time.

- Complexity – either start with the simplest ideas first and build complexity, or alternatively start with the most familiar areas first (to build trust and confidence) before introducing new concepts.
- Causality – describe a chain of events or causes leading to the other.

**Style**

Communication style can be described as using the right words and the tone.

Components of style include:

- **Tone** – the overall effect that is created. Tone may elucidate either professional (formal) or informal attitude and therefore must be chosen wisely. One should consciously aim for a warm and friendly yet firm and honest tone for communication in businesses.

► For example:

Tones	Either	Or
Approach	We are out of stock (negative)	We will be getting new stock by tomorrow (positive)
Mood	Write the report (firm)	Will you write the report, please? (request)
Personal or impersonal	You will receive a 3% pay raise (personal)	It has been agreed by the board that employees will receive a 3% pay raise (impersonal)
Emphasis	The meeting is today.	The meeting is scheduled to be today.

- **Vocabulary** – the phrases and words selected. Appropriate vocabulary means that the words included must be familiar and understandable, clear and specific, factual and objective. Avoid words that could be unfamiliar, vague, ambiguous, emotional and subjective.
- **Interest and personality** – evidences that can be persuasive. Incorporating elements of interest and personality can assist in conveying the message in an impactful and persuasive manner. Some of the tactics you could use include:
  - Understatement
  - Statistics
  - Questions
  - Metaphors
  - Examples
  - Facts
  - Humor
  - Curiosity
  - Analogy
  - Anecdote

Choosing the right word or tone means keeping it simple, concise and having a conversational tone. Whether written message is directed to a senior staff or an unknown recipient, sincerity in any message may be reflected through the choice of words, positive tone and a direct structure.

This is the reason that content for written communication must be planned carefully by way of:

- **Flexibility** – constantly seek and receive feedback in order to read the signals from the reader. This is particularly important in sales.
- **Tact** – be careful with how disagreements are framed, particularly when dealing with customers who may default to the “customer is always right” premise; and
- **Accuracy** – credibility and authenticity in any information means presenting it accurately as received from reliable sources. Any inaccurate content means losing readability or confidence of the reader.

**Medium**

The communication medium or channel is the route by which the message is transmitted from the sender to the recipient or the feedback is provided from a recipient to a sender. Whereas, think of medium being the message itself rather than how it is sent.

► *Example:*

If we take a letter (the medium) as an example, this could be transmitted as follows:

- Telecommunications: The letter could be read out on a telephone call.
- Internet: The letter could be emailed.
- Post: The letter could be printed and then sent in the post.
- Notice board: The letter could be printed then posted on a staff notice-board by the coffee machine

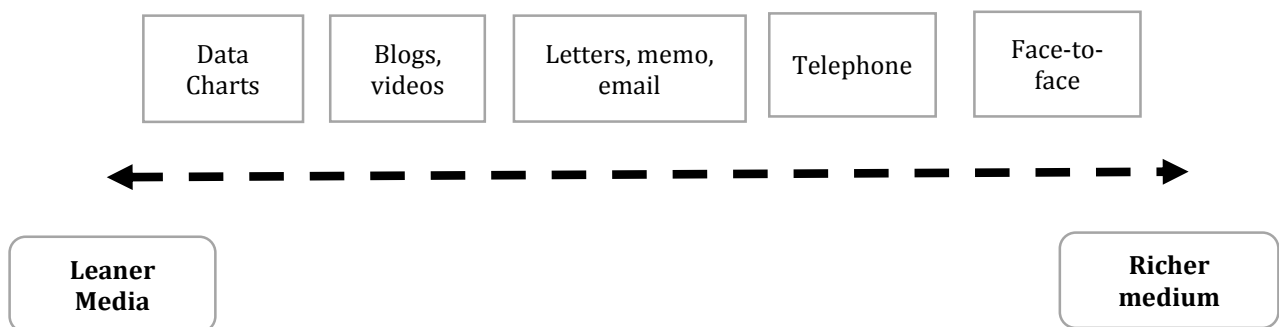
For a sale of publication, a newspaper ad would do but for a death or birth announcement, family members must immediately know therefore a text message would be appropriate.

Whether to choose electronic media, newspaper ad or letter makes a big difference if communicating the same message in all three mediums. Each medium has its own advantages and disadvantages and each of the medium would be taken differently by different audience. In planning for written communication, thinking about the right medium for the target audience would help achieve the purpose.

In selecting medium, what matters are:

Factor	Considerations
Time	Urgency and time available to prepare and transmit
Complexity	Use of diagrams and combination of media
Written record	Consider the need for an audit trail
Sensitivity	How would a letter be received compared to face-to-face discussion, particularly when delivering bad news
Cost	Employee time is expensive
Interaction	Is there a need for instant feedback and spontaneity?

► *Communication media:*



Organizations may employ a broad range of written communication media; the most common of which are explained below:

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Media	Explanation
Reports	Formal communication medium that is often used to convey complex and substantial information.
Memos	A brief letter used for internal purposes is sent via e-mail in the modern business environment. A memo could be used to simply confirm the telephone call once decisions have been made.
Letters	More formal than memos and therefore more frequently used for external communication where an audit trail is required. Letters might be sent via post or when more urgent via courier.
Staff handbook / organisation manual	This important document (required by law in many jurisdictions) forms part of an employees contract of employment and is a very useful point of reference. Organisations must be cautious to keep the document up to date.
In-house newsletter / journal / magazine	Typically, used within larger companies as a useful tool to inform employees about topics ranging from company results, customer feedback and staff retirements to sports, social and philanthropic activities.
Notice board	Notice boards are used to communicate various types of information to a substantial number of people quickly and cheaply. Organisations are moving towards electronic notice boards rather than physical notice-boards.
Standard forms	Many organisation, even the smallest, will likely use standardised forms. Examples include invoices, purchase orders, sickness forms, holiday application, expense claims, timesheets and appraisal forms. Some of the key benefits are the standardisation and any subsequent familiarity with standard forms by users.

### 3 IDEA GENERATION

In planning stage of the writing process, an individual may use idea-generating techniques for content and structure of business communication. These techniques, although are mostly used for problem solving and creative writing, but can be ideal for gathering and providing information for written messages.

Idea generation is described as the process of creating, developing and determining content and structure for written messages. This can include abstract, concrete or visual concepts that constitute the message. A writer may employ certain idea generation techniques that can provide creative and novel ways to persuade the reader by opting for authentic and current information at planning stage. The techniques may be individual as well as group and from requiring a minimum of time to taking much of the planning period.

Some of the idea generation techniques are provided below:

#### Brainstorming:

Brainstorming typically involves generating all the tentative solutions to a problem that one can think of, while postponing evaluation of viability of any of the solutions until after all ideas have been recorded. Brainstorming is amongst the ways to gather your thoughts for the intended message.

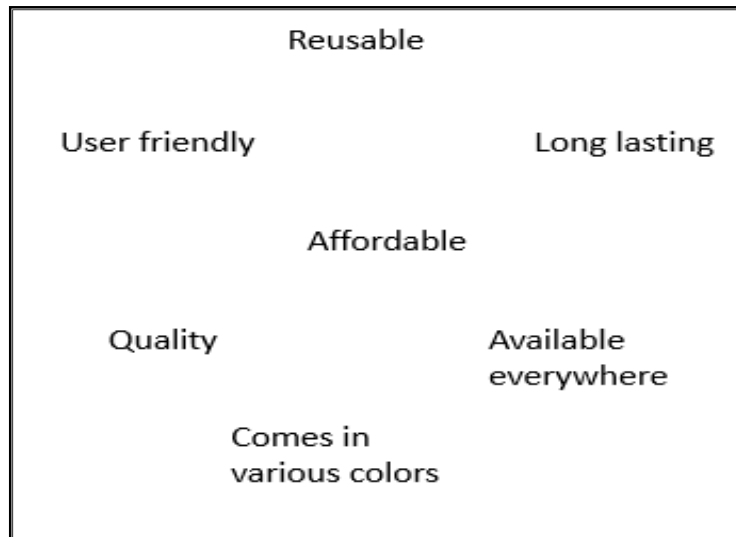
Brainstorming helps in breaking the routine cycle to look for creative ways to present the business solution or developing unique content for a business model. Following rules are helpful in brainstorming:

- Rule 1: Record all ideas (without filter, judgements or critique)
- Rule 2: Focus on quantity (the greater the number of ideas, the better)
- Rule 3: Set a time period (a definite duration)
- Rule 4: Improve ideas (once all ideas are recorded, filter or build upon the ideas)

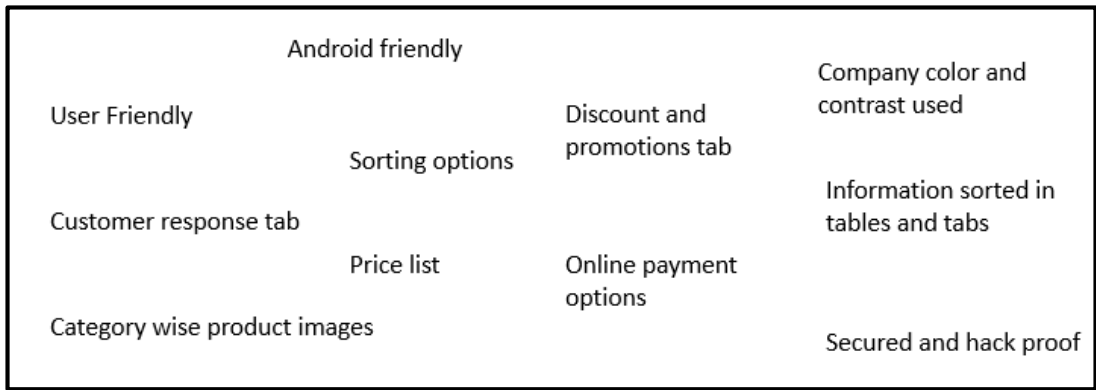
When brainstorming is used in a group, a facilitator would help in consolidating the viewpoints and avoid repetition. There is no one way to use brainstorming for idea generation.

► *Illustration:*

Product Manager calls a team meeting to discuss a product’s Unique Selling Proposition (USP). The USP will then be shared with the marketing and sales team for communication about the product.



An entrepreneur is development a website for sale of manufactured goods online. In determining website content and design, he lists down following ideas



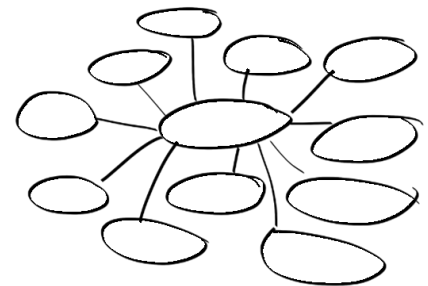
**Mind Maps:**

A mind map is a diagram that connects information around a central subject. It usually looks like branches of trees or flowcharts connecting one thought with the other. There may be various online tools available for making mind-maps, however paper-based maps are most common where ideas are put in a circle and connected via arrows or lines.

Mind mapping utilizes the concept of “radiant thinking.” This means thoughts radiate (branch out) in different directions from a single idea. The branches may move forward and backward, to and from the main (central) idea.

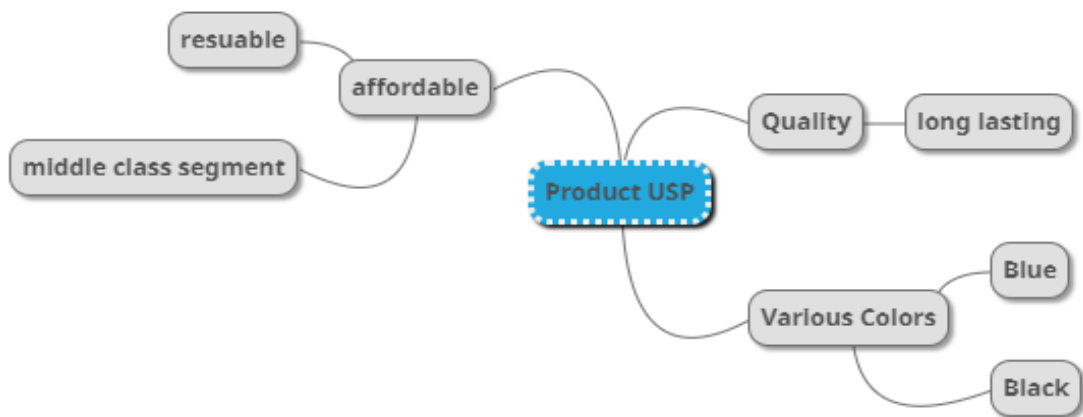
Essential features of mind maps are as follows:

- There is a single idea in the middle.
- The associated ideas or themes radiate out from the center into various branches.
- Each branch has to carry a single idea.
- Each branch will be connected with an idea in the form of a node at the end.

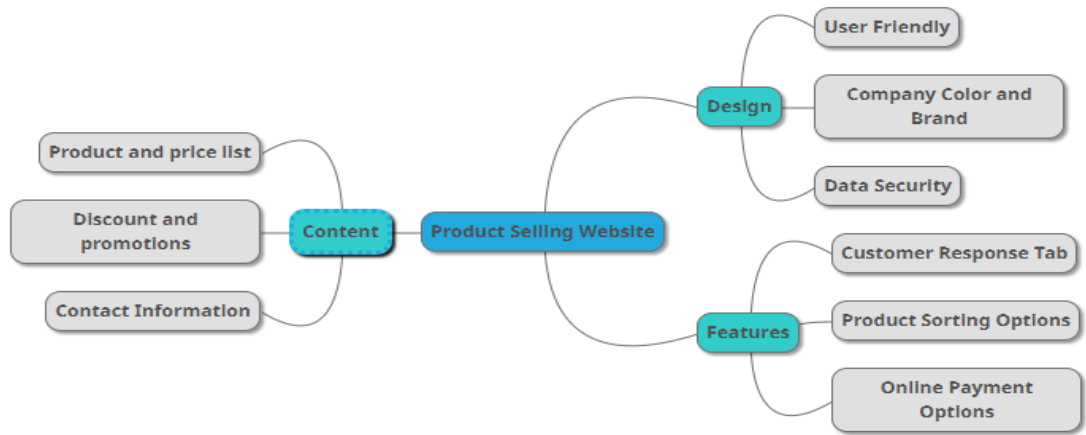


► *Illustration:*

Product Manager calls a team meeting to discuss the product Unique Selling Proposition (USP). The USP will then be shared with the marketing and sales team for communication about the product.



An entrepreneur is developing a website for sale of manufactured goods online. In determining website content and design, he lists down following ideas:



**Affinity Diagrams:**

Affinity diagrams or charts help organize random ideas into groups, themes or categories. This is used as one of the critical thinking exercises that helps you to think about ideas that are common or have similar context.

Affinity charts or diagrams involve either looking at random ideas for any recognized patterns and grouped themes; or it may also start with the headers followed by the listing of ideas. This means that ideas within each header, category or theme would be identified and then relevant pointers would be listed without any interference. The outcome of this exercise would be different from the diagram where ideas are generated first as discussed earlier.

Essential features of the affinity diagrams are as follows:

- List of ideas that comes to the mind without any interference.
- Identifying patterns within the ideas generated.
- Keeping similar ideas together in a header.

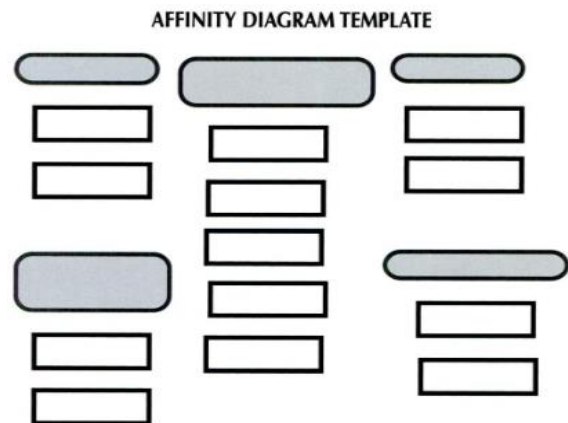
OR

- Identifying headers, themes or categories
- List of ideas that comes to the mind within each category.
- Sort headers or similar ideas together in a header as and when appropriate.

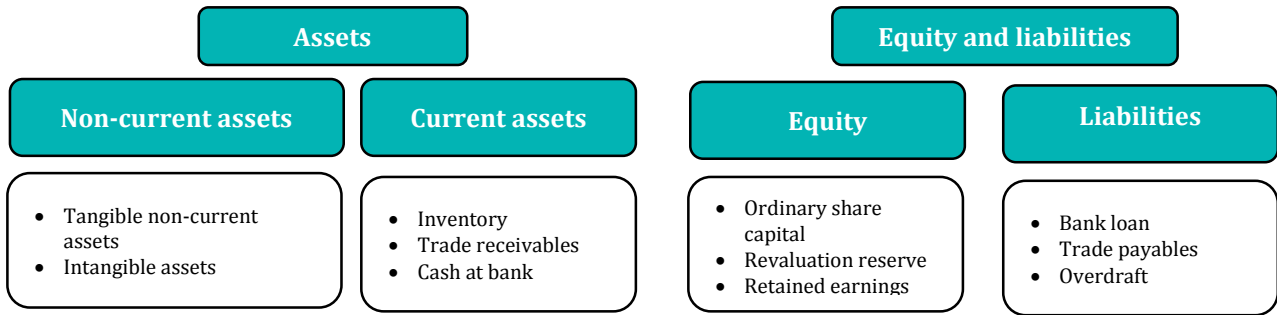
► *For example:*

A brainstorming activity has identified the following line items from a simple Statement of Financial Position:

- Bank loan
- Ordinary share capital
- Inventory
- Tangible non-current assets
- Revaluation reserve
- Trade payables
- Trade receivables
- Overdraft
- Retained earnings
- Intangible assets
- Cash at bank



The above items would be much better structured into sub-groups as follows:



**Fishbone Diagrams:**

For cause and effect association, fishbone diagrams are used as brainstorming technique. It is called fishbone because ideas are presented as the fish skeleton. Fishbone diagram is essentially used to outreach the root cause of the problem and various factors that can be thought of as leading towards the problem.

The factors identified are then linked to the main spine of the problem with further branches within each factor that are often in a cause and effect relationship.

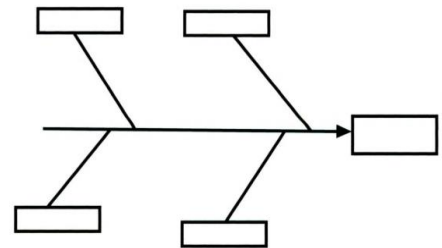
► *For Example:*

For written business messages, fishbone diagrams are used to brainstorm or organize all possible causes of a business problem.

In persuasive or argumentative writing, the fishbone diagram supports argumentative statements and provides supporting ideas to the thesis statement. (This will be discussed in detail in later chapter).

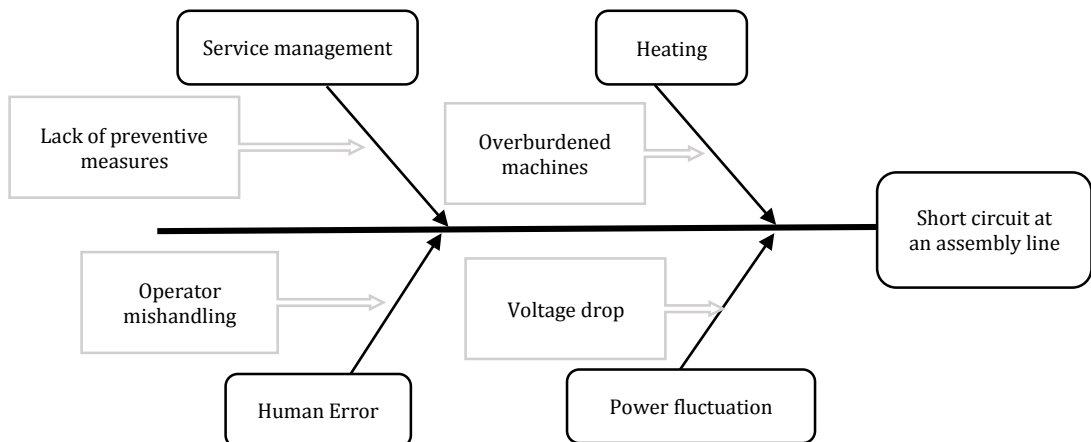
Essential features of Fishbone diagrams are as follows:

- A problem statement on the extreme side (either left or right) as the head of the fish diagram.
- A horizontal center skeleton line moving towards the head.
- Various factors or causes that can be thought of as leading towards the problem. These causes would be connected to the central line as branches.
- Causes or ideas supporting the factors are added to the branches.



► *Illustration:*

For writing a detailed report on a recent health and safety hazard at a chocolate factory, causes can be identified using fishbone





## 4 DRAFTING OR WRITING

Composition or drafting a right message can begin after or while planning for the content and identifying relevant information. Written messages must be targeted for an identified audience and therefore, organization and outline are amongst the significant steps. Although, there is no one way to send the message across, but written messages must be coherent, relevant and easy to follow through.

Drafting a message, therefore, would involve organizing and structuring information into meaningful content.

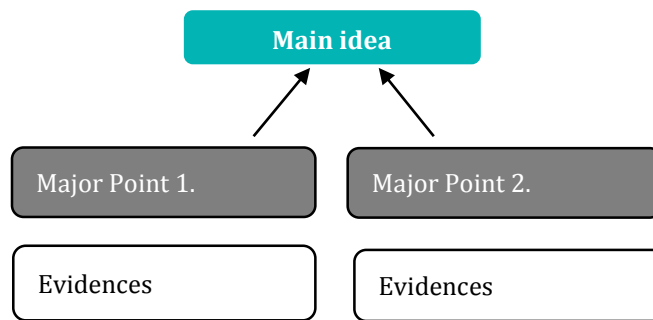
### Organization:

A well-organized message is when all of the pieces fit together in a logical pattern. When messages are not organized, it can lead to misunderstanding, misinterpretation and often results in breaking business associations.

To organize the message:

**Focus on the main idea:** All the messages must be within the defined scope. Audience would need to draw their attention towards the main idea rather than towards irrelevant information. Therefore, all subsequent pointers must contribute towards the main idea.

► *Illustration*



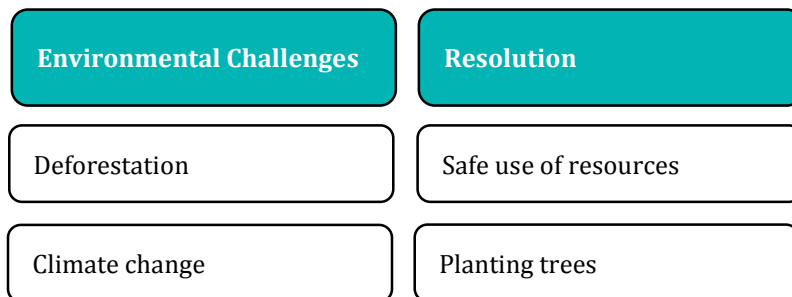
**Group relevant points together:** In constructing content for the message, group all relevant points together, filter repetitive pointers and consolidate ideas into organized paragraphs so that text is easy to follow through.

► *Illustration*

For the theme of sustainable ecosystem, following pointers can be grouped.



Thematic areas:



**Approach (direct or indirect):** Depending on audience and the purpose, direct or indirect approach to send the message across can be chosen. In direct approach, conclusion comes first, followed by the evidences; whereas in indirect approach, evidences come first and then the conclusion.

► *Illustration*

Message type	Approach	Suggestions for drafting a message
<b>Routine Messages</b>	Direct	Give necessary details of what is required.
<b>Bad news</b>	Indirect	Reasons and context of the decision. Discuss way forward and support available.
<b>Convincing messages</b>	Indirect	Begin with some interesting facts to grasp audience attention. Request action.

**Use of tables and charts.** Data must be organized into appropriate charts, tables or other graphical representations that make sense to the reader. This means that scales, medium or data values must be in sync.

► *Example:*

Unorganized tables	Period	Number	Availability
	2000 – 2010	56	Yes
	1990 – 2000	32	✓
	2020 – 2030	12	×

**Formal or informal format.** Formal tone and structure uses a pre-defined, standard, medium or organization of the content. It is rather professional in disseminating information without crossing the boundaries between the author and the reader. Informal communication does not seem to follow any pre-defined format and process, to and for, freely. Reliability and credibility of some of the informal communication are difficult to determine, however it can pertain to audience reception and comfort level with the reader.

► *For example:*

Informal communication would include: Calling an operational meeting using a common intranet dashboard or sharing an appreciation for employee work through personal email.

Formal communication would include: Policy disclosure documents or an employee’s rejection letter.

Within an organization, formal or informal communication needs to be vary of sender-receiver relations. For both of the style of communication would mean the use of distinct vocabulary, sentence structure, style or tone. Written text must be edited to achieve the required level of formality and informality within the written communication.

Following are some of the indicators for formality of informality of the communication.

Aspects	Formal	Informal
<b>Contractions</b>	You should not argue with the Manager.	You shouldn’t argue with the boss.
	The company’s profits will not improve.	The company profits won’t get any better.
<b>Phrasal verbs</b>	All the results were confusing.	All the results were messed up.
	She was pleasantly surprised by the offered salary.	She was blown away by the offered salary.

Aspects	Formal	Informal
<b>Slang/Colloquialism</b>	Please proceed towards the meeting, we are already late.	Guys, hurry up we are late for the meeting.
	The proposal required less of my efforts.	The proposal was a piece of cake for me.
<b>Active/Passive</b>	Recruitment is restricted.	We cannot hire new staff.
	Competitor’s perspective was kept in mind to review the proposal.	I reviewed this proposal from the competitor’s perspective.

**Outline:**

Outline helps organize thoughts and ideas into a structure that will eventually help construct the business message. As the name suggests, a list of ideas in order of importance or preferred sequence is created using bullets. The sequential listing of ideas is usually followed by the actual draft or composition of the message.

The outline can be detailed as well as consisting of broader topic or headings. Various advantages for developing an outline would involve:

- A logical sequence of items to be presented in the text.
- Structured organization of the information to be presented.
- Ideas clubbed together within the main point.
- A conceptual design of the overall organization of the written message.
- An opportunity to think through the draft before commencing the actual message.

Essential points to consider for outlining include:

- List the main ideas or pointers and rank them.
- Broadly distribute the outline into introduction, body and conclusion.
- Put thesis or topic sentences in a logical sequence as sub-bullet pointers.
- Add supporting ideas within each sub-bullet.

Topic: \_\_\_\_\_

I. \_\_\_\_\_

    A. \_\_\_\_\_

        1. \_\_\_\_\_

        2. \_\_\_\_\_

    B. \_\_\_\_\_

        1. \_\_\_\_\_

        2. \_\_\_\_\_

II. \_\_\_\_\_

    A. \_\_\_\_\_

        1. \_\_\_\_\_

        2. \_\_\_\_\_

    B. \_\_\_\_\_

        1. \_\_\_\_\_

        2. \_\_\_\_\_

► *Illustration:*

A report regarding sustainable ecosystem, would be outlined as follows:

1. Introduction
  - a. Rise in concerns over climate change and havoc it brings for our environment and sustainable living.
  - b. Factors contribute towards environment and ecosystem of the earth.
  - c. A need for required conscious effort towards sustainable ecosystem.
2. Body
  - a. Environmental Challenges
    - i. State of environmental impacts within the country today.
    - ii. Evolution of degradation of environment over the years.
    - iii. Role of technology, human population on use of resources.
  - b. Resolution
    - i. Efforts that are being taken by government to curb the impact of climate change.
    - ii. What has worked and not worked over the years for making our environment safe for living.
    - iii. How individuals can put in conscious efforts to use resources efficiently.
3. Conclusion
  - a. Climate change is a threat to environment.
  - b. Our country needs consistent efforts as individual as well as nation to curb the impacts.

## 5 REVIEWING

Most of the written communication requires review and revision as the final step. This can be from simple re-reading of the text for clarity to a more detailed technical review for removing redundancy or changing content requirements.

Imagine using the same business proposals for various stakeholders or failing to compile an annual report without including complete departmental targets. All drafted texts, therefore, must be reviewed for any possible revision required. Review and re-reading of written communication helps to:

- Identify and correct errors
- Reduce redundancies
- Improve or update information or content
- Keep clarity and structure
- Avoid miscommunication
- Avoid misquoting information

### Responsibility for review

It is not always practicable to have the written content reviewed by an external reader. Usually, the writer him or herself reads and re-reads the content for efficient content. At other times, a supervisor reviews all messages shared with the external audience once it reaches his desk from the concerned employee. Occasionally, information is evaluated at several stages prior to printing or communication - self, then supervisor and then other senior staff; each fine-tuning the content at every level. All these processes are essential because the company's stake depends on how effective the communication is or how elaborative the business plan is for the investors.

In this respect, it may be said that responsibility of the review is by various stakeholders depending upon the nature of task and depth of the communication required.

**Self-review:** When a sender himself acts as a final reviewer. Sender engages in self-review once the first draft is ready or as and when message is being written.

**Supervisor:** A supervisor may need to review the written message submitted by a subordinate before final dissemination. As a reviewer of the written content, he/she is responsible for thorough reading of the text for any nuances or incorporation of the necessary information.

**Professional:** Certain professionals or hired reviewers are also available as freelancers to carry out reviews specifically for external communication or marketing. These professionals have required technical or language expertise that can assist businesses in providing well-written communication that would otherwise be impossible.

**Web or software-based:** There are also various software tools or web-based tools available that can assist in reviewing the content in a specified format. Businesses rely on automated formats or templates that aid in their internal or external communication.

Review the report from the perspective of the reader to ensure it:

- delivers audience or reader-centered content; and
- achieves the original objective of writing the report.
- Uses appropriate language and tone.

For the review of written communication, one or more of the tools listed above, or a combination of all of them, can be employed. Given what evaluating text entails for the audience, comprehension and content modification, the sender would need to seek out and use the tools described above as and when the sender feels appropriate.

Written business messages can be edited for clarity, conciseness and meaning-making. Following are some of the aspects to look while reviewing the written content:

**A compelling opening and closing:**

Beginning and closing of any written piece grasps attention and lead readers towards the desired action. A message that manages to grasp the reader’s attention and follows through the main idea is most likely to motivate them for an action. This is possible through a compelling opening and focused closing such that there remain no questions or ambiguity in the reader’s mind. All drafted messages or communication must be edited for keeping opening and closing paragraphs as impactful as possible.

► *Example:*

Instead of	Message can be
<p>An email to all appraisers:</p> <p>Performance appraisal has still not been received even after passing the deadline. Since it was due previous week, all are requested to submit their reports to their respective heads, effective immediately.</p> <p>Much awaited.</p> <p>HR department</p>	<p>An email to all appraisers:</p> <p>An updated record of submitted appraisal reports shows that 40% of the reports are still pending. In order to avoid further delays, all appraisers are requested to complete their relevant reports by the end of the day and submit to respective heads. For your assistance, an HR officer will be there to facilitate if there are any unanswered queries.</p> <p>Hopeful for your cooperation.</p> <p>Sincerely,</p> <p>Mr. Luis</p> <p>HR Manager</p>

**Value Addition with specifications – Statistics**

One of the ways to bring in specifications and add value to written content is through addition of facts or statistical evidence. Adding numbers make a powerful impact and provide formality and seriousness towards the claim or message being communicated.

► *Example:*

Instead of	Use
<p>Your payment is overdue. Kindly follow up with the Accounts.</p>	<p>Your payment is ten days overdue. Kindly follow up with Mr. Kabir in the Accounts Section.</p>
<p>The survey suggests that employees are satisfied with the HR processes.</p>	<p>The Survey 2019 findings show that 85% of employees are satisfied with the current HR practices.</p>

As you finish the writing process, an important step is review the entire content and edit it, where required. A useful checklist for editing include:

Consideration	Things to look for
Look at the draft as a whole	<ul style="list-style-type: none"> <li>• Appropriate layout?</li> <li>• Well presented?</li> </ul>
Title, introduction and conclusion	<ul style="list-style-type: none"> <li>• Are they consistent?</li> <li>• Do they emphasise the correct points?</li> </ul>
Text	<ul style="list-style-type: none"> <li>• Short words, sentences and paragraphs, leaving out unnecessary words?</li> <li>• Definite and supported by facts?</li> <li>• No jargon and cliches?</li> <li>• Appropriate tone?</li> </ul>
Read the text out aloud	<ul style="list-style-type: none"> <li>• Does it flow?</li> <li>• Are any words, phrases or points repeated unnecessarily?</li> <li>• Does all the information pass the 'need to have rather than nice to have' test?</li> </ul>

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## STICKY NOTES

Preparation for writing include understanding of the very purpose of communication, audience profile as well as selection of the right medium to share the message across.

The communication process starts from idea generation and passes from sender to receiver through encoding and decoding of the message and appropriate feedback.

Brainstorming techniques are used to generate ideas that can be used to present information. Some of these techniques are mind maps, affinity or fishbone diagrams

Outlining or organizing the information into meaningful order is a key step before jumping on to the actual writing task. It includes listing the main points into logical order that work as a design for writing task at hand.

## SELF-TEST

- 1.1.** While planning a business message what should be the key considerations? Choose as many as applicable.
- A Purpose of the communication should be clear
  - B Anticipate the answer of the audience while planning
  - C Focus on content, order and emphasize the right points
  - D Cater the message according to the audience and use appropriate style

- 1.2.** Which of the following phrases provides the most clarity?

- A We will speak immediately after the meeting
- B The raison d'être is hitherto unknown
- C A statement of payment will be sent shortly
- D Remuneration is expected to be circa market rate

- 1.3.** Identify purpose and primary audience of the following communication.

Attention all Employees,

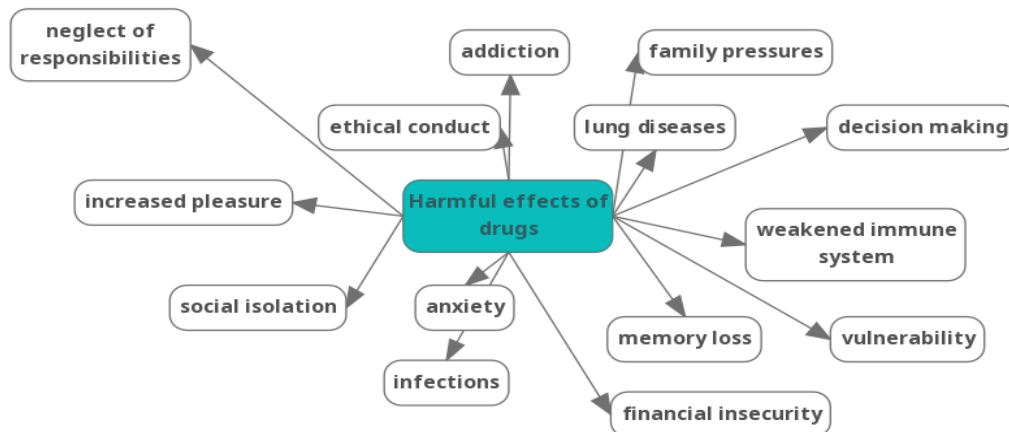
A fire safety drill is scheduled for Wednesday September 26, 2021 at 10:30 am. Our volunteers will guide you the proceedings and standard protocols to follow during the drill. To all those supervisors, it is mandatory to attend office during that day.

Purpose: \_\_\_\_\_

Primary Audience: \_\_\_\_\_

- 1.4.** Ali bought a new Entertainment set online. The company shipped the item within the timelines. However, within two days of installation the DVD player and the speakers malfunctioned and caused a short circuit in his room. Ali was very livid and decided to sue the company. Prior to that, he wanted to write them a letter. Choose the correct objectives from the following:
- A Inform the company of the fault and the damage.
  - B Appreciate the timely delivery of the set.
  - C Threaten them of suing if not replaced or reimbursed.
  - D Request for the replacement and persuade them of the claim.
- 1.5.** Ali bought a new Entertainment set online. The company shipped the item within the timelines. However, within two days of installation the DVD player and the speakers malfunctioned and caused a short circuit in his room. Ali was very livid and decided to sue the company, prior to that he wanted to write them a letter. Who should Ali be addressing to in order to make his communication more effective?
- A Managing Director of the shipping company.
  - B Managing director of the manufacturer.
  - C The Head of the online site where he booked the order.
  - D Customer Relations / Head of the manufacturing.

- 1.6. Ali bought a new Entertainment set online. The company shipped the item within the timelines. However, within two days of installation the DVD player and the speakers malfunctioned and caused a short circuit in his room. Ali was very livid and decided to sue the company, prior to that he wanted to write them a letter. What considerations should Ali make while structuring the message?
- A Detailed account of how much he wanted the set and how disappointed he is with the company.
  - B Include all the relevant details like the order number, the receipt number and the response of the local call center when complained in chronological order.
  - C Accurate account of the damage caused by the short circuit.
  - D Request for replacement after making a case of the damage.
- 1.7. Ali bought a new Entertainment set online. The company shipped the item within the timelines. However, within two days of installation the DVD player and the speakers malfunctioned and caused a short circuit in his room. Ali was very livid and decided to sue the company, prior to that he wanted to write them a letter. What style should he use?
- A Write in an angry tone using caps lock to emphasize the message.
  - B Use colourful language to get the point across.
  - C Emphasise appropriately using a polite tone for requesting the replacement.
  - D Show tact and be open to feedback.
- 1.8. It is a well acknowledged fact that all forms of External and Internal Written Business Communications have an inherently formal and impersonal style which does not necessarily reflect the personal characteristics/ traits of the individuals responsible for the communication. What are reasons for that?
- A Upholding of Authority and Impartiality
  - B Corporate Image and Effectiveness
  - C Business Regulations and Appropriate Record-keeping
  - D All of the above
- 1.9. Which of the following is not idea generation?
- A continue with old ways of doing things
  - B identifying ways to resolve conflict
  - C coming up with the best solution
  - D putting all inputs into a paper
- 1.10. Using the mind map for the topic “harmful effects of drugs” prepare an outline for a possible written content:



- 1.11.** Outlining a business message means:
- a) A sequence of ideas that does not matter.
  - b) Unstructured organization of the information to be presented.
  - c) Organized the list of main ideas in order of importance.
  - d) None of the above.
- 1.12.** What should be involved while brainstorming?
- a) Have no clear objectives
  - b) Allow early criticism.
  - c) Gather all the solutions without filter.
  - d) Settle for a few ideas.
- 1.13.** An opinion can be recognized by the words such as:
- a) Confirms
  - b) According to
  - c) The study found that
  - d) It is claimed that

**ANSWERS TO SELF-TEST**

1.1	1.2	1.3		1.4
A, C and D	A	Purpose: invitation to Safety Drill Primary Audience: All employees		D
1.5	1.6	1.7	1.8	1.9
D	B	D	D	A
<b>1.10</b>				
<p>One of the many outlines possible for the written communication can involve paragraphs arranged according to themes</p> <p>PS: there may be other ways of answering this question.</p> <p>Harmful effects of Drugs</p> <ol style="list-style-type: none"> <li>1. Health concerns                             <ol style="list-style-type: none"> <li>a. Lung diseases</li> <li>b. Infections</li> <li>c. Weakened immune system</li> </ol> </li> <li>2. Psychological concerns                             <ol style="list-style-type: none"> <li>a. Anxiety</li> <li>b. Memory loss</li> <li>c. Addiction</li> <li>d. Vulnerability</li> </ol> </li> <li>3. Social concerns                             <ol style="list-style-type: none"> <li>a. Neglect of responsibilities</li> <li>b. Financial insecurity</li> <li>c. Isolations</li> <li>d. Pressures</li> </ol> </li> </ol>				
1.11	1.12	1.13		
C	C	B		

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# BUSINESS MESSAGES & CORRESPONDENCE

## IN THIS CHAPTER

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2. Letters
3. circulars
4. Memos
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## AT A GLANCE

Written communication is different from spoken by way of formality, spontaneity and other structural and style-based factors. This is the reason that many organizations, generally use a suite of standardized templates for their correspondence in business. However, there will still be circumstances when employees need to use significant judgment when creating truly original business communications. Such correspondence requires an understanding of some of the formats, structures and forms of written communication.

Business letters and circulars are being used for communication with external audiences. These are directed to a reader or a recipient for information, relationship building or request for input. Where letters address individuals, circulars, are more general in nature and for a large number of audiences.

Memos are used for internal communication with employees or within departments. With the rise of the internet as means to share the message across, most of the communication takes place through emails including office memos, letters and circulars.

Moreover, meetings in business organizations are formalized means for discussions and decision-making. Agendas and minutes of the meetings are circulated amongst members as structured forms of communication to inform members about what is to be discussed and what were the conclusions respectively.

## 1 BUSINESS MESSAGES AND CORRESPONDENCE

Business messages and correspondence in businesses are distinguishable from social communications between friends through a number of characteristics including:

- Lack of spontaneity (deliberation)
- Impersonality
- Formality
- Brevity (short)

Business messages may seem unfriendly and aggressive to those unfamiliar with communicating in business. However, there are several key drivers for this style of writing:

- Authority – the formal tone demonstrates the respect for superiors and acknowledges the reporting hierarchy within an organization;
- Objectivity – the organization must appear impartial, particularly when dealing with sensitive issues.
- Regulation – organizations often need to formally word and carefully plan communications to avoid misunderstanding as they are constrained by legal and regulatory requirements such as when contracting with customers or employees;
- Effectiveness – to convey the message effectively, business messages must be targeted and brief rather than detailed or irrelevant;
- Efficiency – concise and focused messages avoid wastage of time for both sender and receiver;
- Public relations – it is important for organizations to maintain an appropriate corporate image and communicate externally in a business-like, respectful, impersonal (where necessary) and consistent style.

### Different forms of written business communication

The following table explains the different forms of business communications that are commonly used in organizations.

Classification	Explanation
Sales letter	Sent from an organisation to a potential customer to prompt them into ordering goods or services.
Order letter	Sent by a customer to an organisation to order goods or services.
Complaint letter	Generally sent by a customer to a vendor to complain about a product or service.
Adjustment letter	Usually sent in response to a claim or complaint and includes the final outcome.
Inquiry letter	Asks a question or elicits information from the recipient.
Follow-up letter	Sent after some type of initial communication. For example, a sales department thanking a customer for an order, or a job-seeker enquiring about the status of their application. A follow-up letter seeks to promote the effectiveness of the previous correspondence.
Letter of recommendation (reference letter)	Sent by a previous employer or other referee to support some kind of application. Normally refers to a job application but could be submitted as a part of other applications such as an application for bank loan.
Acknowledgment letters	A business sends a simple receipt to let others know that they have received a communication and either have dealt or will deal with the prior communication in due course.
Cover letter	Accompanies something such as a package or a report. It describes the enclosed and why it is being sent.



Classification	Explanation
Letter of resignation	A formal record that an employee wishes to leave his/her job, or a firm wish to withdraw from an engagement.
Circular letter	Used to share information with a large audience for instance, letter issued for the appointment of new director, or clarify policies (following a number of violations). Circular letters tend to be general in nature given their large audience.
Memorandum (Memo)	A note, document or other communication that records or reminds about events and observations. Typically used to communicate messages related to day-to-day activities such as conveying telephone messages or reminding someone of an appointment.
Agenda	A list of items of business to be considered and discussed at a meeting.
Minutes	A summarized record of the proceedings of a meeting.
Report	An account is given on a particular matter in the form of an official document. For example a due diligence report that presents analysis of a target company, or a business plan.

In addition to various forms of written communication, clarified above, communication can be categorized into

### Routine and Targeted messages

Most of the business messages are routine for instance, taking orders, sharing policies, updating product information and other recruitment formalities. Such messages usually do not require much planning, are direct and help in performing to day-to-day operations. Whereas targeted messages may require detailed planning, are periodic or less frequent in nature. Such messages may be required after an event, for submitting a sudden report upon request.

► *For Example:*

Memo sent to suppliers for sharing invoice for the saw material received may be just on a mouse click, pre-formatted template. Whereas,

Acknowledgement letters shared with clients for placing an order may differ from client to client for different product.

### Inter cultural and intra group messages.

Certain messages are intended for audience that is known or in close relationship with the audience, while some communication are directed towards unknown receiver(s). In either of the audiences, messages even for the same purpose require different organization, choice of words and presentation.

► *For Example:*

An Employee requesting an admin support for the event via email would include specific details for the event and expected protocols required. Whereas, if the same event is being outsourced and organized in some other region, then the expected action and event outcomes would be much detailed and formalized.

### Web and print messages

Traditional message may be quite different from the messages for web. Although, there are some common elements in both the media, however, readers on the web are diverse and require immediate attention towards specific information. Web messages are also interactive and non-linear. Therefore, in drafting messages for the web need to have certain information organized in a direct and concise manner to keep audience's attention.

► *For Example:*

A hotel chain when advertising their open house via web would be direct in sharing rates, services and availability. An email sharing the same details with loyal clients would be interactive and audience centered.

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## 2 LETTERS

Letters are frequently used for communication with parties outside the organization.

Larger organizations typically define standard layouts for letters. This has the benefit of saving thinking time and also means that the organization will issue consistently branded and styled letters. However, with the advancement and widespread availability of email systems, letters, with particular formats or in general are normally used for internal written messages and increasingly for informal correspondence with external parties.

Letters may be drafted according to the purpose and targeted readers that dictate style and tone. Amongst letter formats that are used in businesses, this chapter discusses Block format. This is the most simple and common letter format where content is left justified and single spaced except for a double space between paragraphs. All business letters comprise of following segments:

### 1. Header

Letters should be printed on official letterhead which normally includes the organization's logo and name in the header. Many organizations also incorporate an address, contact details and company number (if applicable), often in the footer in the letter head.

### 2. Date

It is conventional for business letters to exclude the 'th', 'st', 'rd' and 'nd' from the day number beneath the header.

The date should be written as day number, month and year (DD-MM-YYYY)

This may differ in other jurisdictions such as USA and Canada (MM-DD-YYYY).

► *For example:*

12 September 20XX

May 3, 20XX

### 3. Letter reference

Letter references help both the sender and receiver to identify the letter.

Many organizations use specific case or file reference formats.

► *Example:*

ICAP/2021/BWCXXXX

### 4. Receiver's name and address

Below the date and reference tab, receiver name and address is marked. The guidance is:

- If you know the recipient's name, then always use it to make the letter personalized.
- Where possible, use the receiver's job title.
- Where possible, confine the address to three or maximum four lines. This helps avoid starting the page too far down.
- If relevant, enter PRIVATE & CONFIDENTIAL immediately before the name.
- Addressing men.
  - Across the Commonwealth it is usual to use: Initials + surname + Esq

E.g., D B Dawood Esq

*Note: "Esq" is short for "Esquire" which historically was used to denote a person of a certain social status. Nowadays it is technically meaningless although is still used by some convention in business letters*

- For USA and Canada male recipients the convention is normally Mr. + first name + initials + surname  
E.g., Mr. Arnold B., Chapman
- For other countries use the format specific to that country  
E.g., Herr (Germany)  
E.g., M. (Monsieur) (France)
- Addressing women
  - If you know they are married:
    - In Commonwealth countries use Mrs. + initial + surname E.g., Mrs. M. Lee.
    - For USA and Canada use Mrs. +first name + initial + surname E.g., Mrs. Mary S. Lee.
    - For other countries use the local format specific to that country
  - If you know they are unmarried adopt the same convention as for married females but use 'Miss' instead of 'Mrs.'.
  - If you are unsure whether they are married or not use 'Ms.' which essentially covers both options
- Do not forget to include any relevant designations after a recipient's name if known and applicable. E.g., ACA, CPA, Dr., Prof., etc.
- For limited companies, use their registered name. For example: 'XYZ Ltd.', 'XYZ Ltd', 'XYZ Limited', 'PLC', 'Public Limited Company'.
- For relevant titles for government, religious or professions, use designated initials for e.g., Royal Highness, Pope, etc.

### 5. Subject heading

The subject heading is a useful component as it identifies the subject immediately and aids subsequent reference. The heading should:

- be in bold;
- not be underlined.

### 6. Salutation

The salutation is the formal greeting at the opening of the letter. It is critical that letter do not offend the receiver at this early stage, for example with an inappropriate salutation or misspelt name.

The conventions followed include:

- When writing to a company formally:
  - Dear Sir/Sirs; or
  - Dear Sir/Madam; or
  - Dear Madam/Mesdames.
- When the name of the recipient is known- use 'Dear' + Mr./Mrs./Miss/Ms. + surname. E.g.
  - Dear Mr. Younis.
  - Dear Ms. Akram.
- Letters where you are very familiar with the recipient – use 'Dear' + forename. E.g.
  - Dear Faisal.

Note that it would be highly unusual to use both the forename and surname in the salutation as this would cause confusion between formality and familiarity.

## 7. Body

Central message of the letter is in the body. For contents of the text in the body:

- Use clear and correct language with appropriate punctuation and grammar;
- Never indent the first sentence of each paragraph – paragraphs should always start against the left-hand margin;
- Use either left-aligned or justified text;
- For letters more than two pages long (which are therefore arguably too long and should be converted into a small report with a covering letter) you should include paragraph numbers. For letters less than two pages long paragraph, numbering is non-mandatory and much less common; and
- When referring to numbers in the text:
  - write numbers one to nine in words.
  - write numbers 10 upwards in numerals.
  - write the terms thousand, million, billion rather than k, mm or bb.

## 8. Close

Many recipients are sensitive to the closure (also called ‘signing off’) of a letter. As with the salutation, it is important to get it right. In fact, type of close is directly linked to the type of salutation that was used.

Salutation	Appropriate sign-off	Comment
Dear Mrs. Collins	Yours sincerely	If you use their name then say ‘Yours sincerely’
Dear Nawaz	Yours sincerely	If you use their name then say ‘Yours sincerely’
Dear Sir	Yours faithfully	If you use a formal greeting without using their name then close with ‘Yours faithfully’
Dear Faisal (for example)	Kind regards	Used when you are familiar with the recipient and both parties would address each other using first names

## 9. Signature

Sender name closes the letter. For signature:

- Type the name underneath the actual signature.
- Use full name rather than initial + surname is friendlier (e.g., Shafiq Akram rather than S Akram) – use judgment as to which is appropriate.
- Professional organizations such as accountants and lawyers often have internal rules on who is permitted to sign letters. This is because of the potential for litigation claims against the firm and the need to ensure that an appropriately senior person has reviewed the contents of letters before they are sent.

## 10. Enclosures

A brief list towards the end can include all the enclosed documents.

► *For Example:*

Enclosed:


1. Resume
2. Letter of reference

The most common error with business letters is that they are too long. The general rule is that they should be no more than two pages long; otherwise, a report format would be more appropriate. Remember though, that a report should be accompanied by a brief covering letter explaining what the report is and why it has been sent.

Some of the businesses use

- Modified Block – where body of the letter and the sender's and recipient's addresses are left justified and single-spaced. However, for the date and closing, tab to the center point and begin to type or Semi-block letter formats. And
- Semi-Block – where all segments are similar to Block Format except that paragraphs are indented instead of left justified.

► *Sample business letter (Block Format)*

 APCI Lahore Ltd.  
PRIVATE & CONFIDENTIAL

31 March 20XX  
Reference: HRY265/ICP38

D B Dawood Esq  
Finance Director  
Islamabad Metals Limited  
Address 1  
Address 2  
Postcode

**Inventory controls review**

Dear Mr. Dawood,

Further to our meeting on 25 March 20XX, please find attached appendices detailing the issues arising from the inventory control review. The agreed action points are also attached for full resolution of the matter together with a document outlining the tax impact of the associated provisions and write-downs.

As we discussed, you have agreed to contact me. You must have received a demand from the Government Tax Authority to carry out an inspection prior to the completion of our work.

Please do not hesitate to call if any of these points require clarification.

Yours sincerely  
signature

Shafiq Akram

Enclosures  
1: Controls issues  
2: Action points

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## Types of letters:

### Persuasive letters:

In business correspondence, persuasive letters are used to convince readers for action. A fundamental driver of persuasion is credibility. Seeking attention or establishing credibility are often the purposes of persuasive business letters.

In framing argument, establishing position, balancing appeals and dealing with resistance are some of the considerations to be mindful of while writing for the body content.

For Persuasive letters, following elements are important

- **Attention:** Get the reader's attention by mentioning the benefits of the message to the reader.
- **Interest:** Build the reader's interest by emphasising the relevance of the message to the reader.
- **Desire:** Increase the reader's desire by supporting the viewpoints stated in the message with relevant evidence. Attempt to convince the reader to make changes as suggested in the message.
- **Action:** Motivate the reader to take action and state the positive result of the action. The action should have clarity and be easy to adopt.
- Emotional and logical appeals can be used to convince audience by presenting facts and evidence for complex ideas and recommendations.
- Reinforce the proposal or request by providing additional evidence of benefits of the message.
- Establish credibility in presenting the message.
- Anticipate objections from the reader and be prepared to offer convincing replies with the necessary pros and cons of the original message.

► *For example:*

September 18, 2021

Vice President  
XYZ Air

Subject: Extending air operation to south region

Respected sir,

The XYZ Air has been flying domestic and international jets throughout the north region for more than 25 years. The years of successful flying and customer service experience has enabled us to reach to a market share of more than 10% within this region and overall 0.2% in the world.

Recently, our company carried out an extensive survey and market analysis to extend our reach to South region as well. Based on the evaluation, flight operation team has proposed to extend operation and flight schedule for south region for its profitability. Following details can be helpful for your decision:

1. 60% increase in expected profit.
2. Over 80% expansion in customer base.
3. Use of underutilized air-jets during off-peak hours.

A complete feasibility report is enclosed for your indepth analysis and we propose to have the extension be in place from new year 2022.

Sincerely,  
General Manager  
Flight Operations

**Letters of enquiry:**

By definition, a letter of enquiry represents a request for further information. To increase the likelihood of the recipient replying with all the relevant information, it is needed to explain the problem clearly and specifically.

- Opening paragraph: Explain the general background of the enquiry so that the reader is lucid what the letter is about.
- Body: Provide specific details about the enquiry and list questions in a logical order.
- Close: Close should contain the 'call to action'. State clearly what the reader should do and exactly when by.

▶ *Example:*

September 14, 20XX

Team manager  
Human Resource

Subject: Request for update on submitted CV.

Dear Concern,

This is with reference to a CV submitted for the position of Procurement Manager at your organization. As per the advertisement, I submitted my CV at your portal and have received an acknowledgement for an interview last week. However, I am still waiting for a schedule.

Since, I am travelling next week for personal reasons, your response for an interview at earliest would be helpful.

Hope to hear from you soon.

Sincerely,

A. Mudassir

Applicant ID: 9870

**Follow-up letters:**

Follow-up letters are sent to promote or monitor a previous communication. For example, a letter, a meeting, interview or sales order which has not been answered yet, feedback on effectiveness of some kind of activity or service and so on.

For follow up letters do not

- be too demanding – be reasonable with requests and deadlines;
- use negative sounding words such as 'your claim' or 'your failure'; and
- blame the reader.

► *For Example:*

The below is an extract from a follow-up letter:

‘At our meeting on 16 August 20XX, you agreed to provide me with information to enable us to lodge the official company report. We have not yet received this.

Please let us have the necessary information by 3 September 20XX. This will ensure you will be able to meet the deadline comfortably and avoid incurring late filing penalties.’

The extract:

- Refers to the previous communication – meeting on 16 August 20XX.
- States what was agreed and has not happened – sending of information for the official company report.
- Includes a ‘call to action’ – send the information by 3 September 20XX.
- Explains the benefit to the recipient – avoid penalties.

**Covering letters:**

A covering letter (‘cover letter’ in short) is a letter sent with, and explaining the contents of, another document or a consignment of goods.

► *For Example*

Cover letter for a business report

Cover letter for survey findings.

Uses of covering letters in business include:

- To accompany a report describing why the report has been sent. The cover letter would also list all the accompanying documents such as sales order confirmations, bank support letters and market reports that form an integral part of the business communication.
- To be attached with a consignment of damaged stock that is being returned to the supplier. The cover letter would explain which specific order number the goods relate to, the date they were originally delivered and details of the damage identified. The cover letter would also describe the contents and specify the quantity of each type of good that is included in the consignment.
- To be attached with Curriculum Vitae (CV) sent in response to a work opportunity. The cover letter would provide additional information on education, skills and experience and explain which job application the CV specifically relates to.



► *Illustration:*

31 March 20XX

D B Dawood Esq  
Finance Director  
Islamabad Metals Limited  
Address 1  
Postcode / Zip

Proposal for implementation of the new accounting system

Dear Mr. Dawood,

Following receipt of your invitation to tender dated 14 March 20XX, please find herewith our proposal for implementing your new accounting system.

The key benefits to you of accepting our proposal include:

- Access to the most experienced implementation team in the industry.
- Extremely competitive pricing without compromising quality.
- Implementation guaranteed in advance of your new product launch.

We look forward to discussing the proposal with you in more detail at the meeting on 5 April 20XX.

Yours sincerely

<Signature>

Shafiq Akram

Enclosures

1. Proposal for implementation of the new accounting system

**Application letters:**

The job application letter would accompany a CV sent in response to a job opportunity. While CVs (also called resumes) provide details of a person's experience and other qualifications; covering letters explain why the CV has been shared. The job application letter would provide additional information on skills and experience and explain which job is particularly referred to. It also explains why the CV has been sent.

The CV and application letters are used to generate initial interest in the applicant and elicit a call for the interview.

Covering letter preceding the accompanied CV would need to:

- Highlight the applicant's distinct talents and background that will benefit the prospective employer;
- Demonstrate that the applicant can make a positive contribution towards the company's business objectives;
- Use an easy-to-read style without cluttered presentation;
- Insert bullet points or boxes to indicate separate points;
- Proof-read to ensure the final draft is error-free and uses appropriate vocabulary and style.

In sending cover letters online (via email) or submitting it via portals, make sure it is precise and focused. Provide reasons for applying to the position, position applied for and all the necessary enclosures. Be mindful not to repeat information already appearing in the CV.

► *Illustration:*

10 March 20XX

D B Dawood  
Human resources manager  
Islamabad Metals Limited  
Address 1  
Postcode / zip

**Job application: Credit Controller**

Dear Mr. Dawood,

I am writing in response to your advert for the position of credit controller at your organization published on February 10, 20XX. My CV comprising of complete qualifications details and competences is enclosed for your reference.

My journey started with a local engineering firm but over the years my experience have broadened with work at diverse companies. My last assignment was a fixed-term contract where I managed to reduce the company's outstanding trade receivables by over 80%, improving their short-term liquidity.

Not only that, I work diligently with all the clientele and have the ability to adapt in challenging situations yet never compromising on the company's profitability.

I believe that, if considered for the position, I will be able to add value to the organization.

I look forward to your consideration and hopeful to hear from you soon.

Yours sincerely

<Signature>

Shafiq Akram

### 3 CIRCULARS:

Circulars or circular letter provides information to a large group of people. Circular letters should get straight to the point and not bury news amongst lots of other points which would run the risk of readers losing interest and missing the main point.

The usual three-part approach applies with circulars:

- Open: Grasp attention by stating the purpose.
- Body: Main idea first, followed by extra explanatory information as necessary. One topic per paragraph.
- Close: End positively including offers of help (with contact details) for more information, if needed.

► *Illustration:*



5 March 20XX

Reference: 8357240/DL

All employees  
Finance division  
EMEA region

#### **Annual promotions**

Dear colleagues,

It is a great pleasure to be able to announce the annual promotion of employees to manager grade with immediate effect.

These promotions reflect the sustained high standards of work achieved in what has been a challenging year for the company.

The employees who are promoted to manager are:

- Employee 1
- Employee 2
- Employee 3
- Employee 4

Please join me in congratulating these employees and wishing them all a successful career with APCI.

Kind regards

<Signature>

Chief Operating Officer

### Drafting Letters/Circulars:

Following steps provide a logical and thorough approach to construct a persuasive business letter or circular in business communication.

#### Identify the purpose, audience and content:

- What is the objective of the message?
  - To share information
  - To give advice
  - To agree to something
  - To seek agreement on something
  - To confirm a meeting
- To whom are you writing?
  - Who is the key person e.g., the decision maker?
  - Remember that the most important person is the reader - convey the feeling that the letter is for the reader's benefit (and therefore worth their time investing in reading it).
  - Adopt the 'you' approach.
- What are you actually planning to write about?
  - The most effective letters are those that deal with one main topic per letter. Tactics for dealing with situations when you have several unconnected topics to address include:
    - Use headings.
    - Separate technical and other issues then send multiple letters.
    - Tackle the key topic by letter then address minor issues by following up on the telephone or in a meeting.

#### Locating the information:

- Make a list of all the points that need to include in the letter.
- Rank or categorize the points to identify the key points and those that are less important.
- Search for any other information required.
- Re-order the points into a logical order.

#### Make an outline:

- Make an outline for the initial assessment of flow, impact and balance.
- Review your work after taking a short break in order to focus and clear the mind.

#### Structure and write your letter:

A well-structured letter contains three main sections:

- Opening paragraph
  - Telling the reader why you are writing.
  - Thanking them for previous communication, whether a telephone call, meeting, letter or memo.
  - Introducing the subject.
  - Updating the reader on the latest developments.

- Body
  - Informing the reader about the critical matter under discussion that need actions.
  - Listing of main points in logical flow using bullets or paragraphs.
  - Expanding or providing explanation wherever required.
  - Each paragraph should contain only one main point.
- Close
  - Calling for an action' (sometimes referred to as an 'action point'). This tells the reader what you want them to do.
  - Summarizing the key point of the letter to add emphasis in the closing paragraph.
  - Including a friendly closing statement.

## 4 MEMOS

Memo (a short form for ‘memorandum’) is a document that is used to communicate information within an organisation. Before the widespread use of computers, memos were informally written and were paper based messages exchanged between colleagues within an organization. Now most memos are circulated via electronic media and are standardized as per the organization needs.

### When to use a memo:

Common situations include:

- Provide a written record of instructions, directions and responsibilities;
- Confirm oral discussions;
- Ask others for their ideas and opinions;
- Thank several people for their assistance;
- Report progress; and
- Circulate information to several colleagues at once.
- Request for permissions or approvals.

### Writing a memo

A memo would include:

- Title MEMO or Inter-Office Correspondence centered at the top of the page.
- Sender, receiver, date and subject lines at the top to clearly situate the purpose of the memo.
- The problem – remember to present it in a way that will engage and make it personal to the reader;
- Possible solution – state what is needed from the reader. If it is a persuasive memo, then stress the benefits of the solution providing the strongest arguments first;
- Request for action – be specific when a reply is required, plus explain clearly what you want the reader to do; and
- Initials – unlike letters, memos do not necessarily have a compliment at the end. However, a sender can sign at the bottom or at the top for any correspondence involving endorsement, sharing or financial or confidential information.

#### ► Illustration

MEMO	
Date:	3 February 20XX 16:42
To:	Nadeem Shan
CC:	Parvez Ibrahim
From:	Sabir Udal
Subject:	Revised credit period for Barker’s Ltd.

Please note that the revised credit period for Barker’s Ltd is 30 days.

You and your team are requested to apply the new credit period to all of Barker’s invoicing and credit control procedures with immediate effect. Thanks.

## 5 EMAIL MESSAGES

E-mails messages have replaced hardbound letters shared for internal as well as external purposes. As with all business correspondence writing email must be aligned with the organizational objective as well as context in which it is to be shared. This medium is being used to communicate formal as well as informal messages.

Most of the time, organizational templates are used for correspondence with external stakeholders. Whereas for internal communication between employees, personalized email messages are drafted to share task and assignments.

While drafting emails:

- Use informative subject line to capture recipient attention.
- Address the recipient using appropriate salutations.
- Add appropriate signature for closing.
- Refer to enclosed attachments

► *For Example:*

*From:* [study-packs@icap.org.pk](mailto:study-packs@icap.org.pk)  
*To* [students\\_all@icap.org.pk](mailto:students_all@icap.org.pk)  
*CC*  
*Subject:* Receipt of Request of Study material


Dear student X,

Your request for online delivery of ICAP's study material has been received. The ticket number is ICAPCAF123356.

The request will now be transferred to our dispatch department for delivery at your given communication address.

For any concerns, do not hesitate to write back to us.

Regards  
 ICAP

*From:* [student\\_x@icap.org.pk](mailto:student_x@icap.org.pk)  
*To* [study-packs@icap.org.pk](mailto:study-packs@icap.org.pk)  
*Subject:* Study Material Query – TN: ICAPCAF123356  
*Attach:* 

Dear Concern,

I have submitted my request for online delivery of study material on Oct 1, 2020 and my ticket number was ICAPCAF123356. Enclosed is the copy of receipt.

However, it is requested to change my communication address to "Flat #: 123, Club Housing Society, FB Area, Karachi, 78500".

Kindly update the address for delivery.

Hopeful for your acknowledgement, please.

Sincerely,  
 X

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## STICKY NOTES

Business correspondence include messages that are impersonal, formal and relatively concise in structure and content. The messages are shared within organization or between organization and external stakeholders.

Some of the forms of business correspondence include letters and circulars, memos and minutes.

Although various types of letters may be used for exchanging different information, most of the segments of the letters remain same. Main body of the letter, however depends on the intended message and the receiver.

Writing for business, be it letter, memo, email messages need to be concise, accurate, clear, structured, formal, complete and always written with the purpose and recipient in mind.

## SELF-TEST

- 2.1.** What is the purpose of a follow-up letter?
- A To provide information to a large group of people.
  - B To explain the contents of another document or consignment of goods which the letter accompanies.
  - C To promote or monitor a previous communication or to illicit feedback.
  - D To request further information.
- 2.2.** Shahida Noor has written a formal business letter. Which of the following is the correct way to sign off?
- A Shahida Noor
  - B Shahida Noor (Miss)
  - C Shahida Noor (Mrs.)
  - D Any of the above can be used.
- 2.3.** Which of the following sentences, when used at the start of a letter, is acceptable for modern business communication?
- (a) "Please find attached the contracts you requested."
  - (b) "We are providing you the contracts you requested in response to your request."
  - (c) "I am enclosing your contracts herewith."
  - (d) "Please find the contracts you requested enclosed."
- 2.4.** In email messages, enclosing a document means:
- (a) Sharing a snapshot of the document in the body of the email
  - (b) Using the attachment function to share files/folders
  - (c) Updating the contact list
  - (d) Saving files on cloud

**Note: The exam may also ask students to write the following on various business situations and context; Letters, CVs and cover letters, Memos, Agendas, or Minutes of the meeting**

### Sample Questions

- Write a letter of recommendation for a retiring employee sharing his/her strengths and weaknesses
- Write a circular to all shareholders for delay in sharing of dividends this term
- XYZ company is experiencing a loss in its last financial quarter. It shows an increase in bad debts due to which company has to issue a letter to all supplier for delay in payments.
- A supplier of yours never delivers you on time. This delay in receipt of raw materials are the major cause of production delay. Explain to your sales head that the company is trying to find alternate supplier for the required material and will catch up on the production in the following month.

**ANSWERS TO SELF-TEST**

2.1	2.2	2.3	2.4
C	D	C	B

AT A GLANCE

SPOTLIGHT

STICKY NOTES

# BUSINESS REPORTS

## IN THIS CHAPTER

### AT A GLANCE

### SPOTLIGHT

1. Introduction to Business Reports
2. Components of a Report
3. Writing a Report

### BIBLIOGRAPHY

### STICKY NOTES

### SELF-TEST

## AT A GLANCE

A business report is a type of formal document that provides facts and communicates specific findings. It is sometimes used to provide evidence for the underlying business idea, enlighten stakeholders or even provide summary for management about key business operations.

A typical business report includes consideration of the intended reader in order to fulfil the purpose. Writing a report, therefore, requires analysis of ideas or information in a manner that is easy to comprehend and is concise for reader's understanding.

Writing a report includes drafting each section of the report one by one or simultaneously in a logical manner. Sometimes, reports also include visuals, charts, graphs and tabulations to add value to the text.

## 1. INTRODUCTION TO BUSINESS REPORTS

Business reports provide an account of a particular matter, especially in the form of an official document, after thorough investigation or consideration by an appointed person. It communicates factual information on a specific subject and presents them in an orderly and formal manner.

Objectives of business reports in large businesses include:

- Presenting an analysis to management on a specific issue or incident or on the ongoing state of affairs within the business.
- Providing evidence of regulatory compliance to regulatory authorities, shareholders, creditors, employees or some other stakeholder.
- Providing product or service information to stakeholders such as customers and employees.
- Summarizing and formally presenting information and opinions that originate from external professionals in a comprehensive form – for example an audit report.

Business report, thus, is a communication of information or advice from one party to another who has requested the report for any of the specific purpose.

### Features of a report

The task of writing a report can be daunting, leaving author with a helpless feeling of where to start. The basic consideration for a business report would include reader, the purpose, content, and medium like any other written communication.

The primary objective of a report is to provide a basis for decision and action to the reader. This indicates that functions for writing a report would include:

- To inform;
- To record; and
- To recommend.

A report is effective when:

- It is entirely based on observation, investigation and analysis.
- It gives an account of some specific situation.
- It talks about a particular problem in detail.
- It is argued to be fact-finding and not fault-finding.
- It is ought to be prepared in an unbiased manner. The writers of the report should be independent in their outlook and approach.

Each report ultimately aids decision-making; because it is simpler to make a decision, if all the information is available in an easily understood form and presented in a logical order.

### Types of business reports – General classification

**Voluntary reports:** These are prepared on one's own initiative without someone else's demand. These are detailed reports with enough discussion dedicated to the background of the subject with careful expression of the purpose.

► *For Example:*

An internee sharing monthly task report to the assigned manager

**Internal reports:** Internal reports are meant for organisation's internal purposes. They might follow the memo format with to, from, date and subject at the top, followed by internal headings and if appropriate, supported by visual aids. They are comparatively longer than standard memos with introduction.

► *For Example:*

A committee report for project progress.

**External reports:** External reports, as the name suggest, are meant for external purposes, and are prepared to meet the communication needs with people outside the organisation. They are prepared in the letter format or in manuscript format.

► *For Example:*

A board implementation report for shareholders.

**Formal reports:** A formal report is the one which is drafted in a prearranged form and is submitted according to an established procedure to a prescribed authority.

► *For Example:*

A post-training report by an employee to HR personnel with details of travel, boarding and lodging details, learning outcomes.

**Informal reports:** An informal report is usually in the form of a person-to-person communication. It may range from a short, almost incomplete statement of facts on a single page, to a more organised presentation taking several pages.

► *For Example:*

A sales associate sharing market insight to his manager.

**Statutory reports:** A report prepared and presented according to the form and procedure laid down by law is called a statutory report. The structure and contents of these reports are determined by the related authorities. These reports are required by law and being unable to submit them to respected authorities would end up in legal consequences.

► *For Example:*

An audit Report.

**Periodic reports:** Periodic/ routine reports discuss the performance of a department or division during a particular time period. The purpose of these reports is to keep managers informed and updated about the ongoing performance so that they may take remedial action if necessary. These are prepared and submitted at regular, prescribed intervals. They may be submitted annually, semi-annually, quarterly, monthly, fortnightly, weekly or even daily. They are organised in a standard predefined way.

► *For Example:*

A quarterly departmental progress report for CEO.

**Special reports:** Special reports target a specific problem or specific facts,. Special reports are prepared once for each individual task. These provide much more flexibility due to their individuality. However, that in itself generally makes them more difficult to write due to their potentially free form.

► *For Example:*

A due diligence report.

A fraud investigation report

**Informative report:** Informational report focuses on facts and are organised around subtopics. These reports present information without any personal biases of the person creating them. These reports emphasize upon facts but do not offer any type of recommendations.

► *For Example:*

A Tax Compliance report.

**Analytical report:** It analyses the facts, draws conclusions and makes recommendations. These reports are generally organised around logical arguments and conclusions. These reports contain analytical information in narrative form.

► *For Example:*

A research proposal for approval of budget.

**Research reports:** These reports are based on research carried out by internal or external team. They are prepared and submitted after the research is over and comprise of conclusions, suggestions and other significant information. These reports are usually demanded by the strategic management and made by developing teams of the corporation.

► *For Example:*

A research progress report for product development

Some of the specific report types may include:

**Project progress report:** Outlines the progress of tasks in a project, including work completed, work remaining, costs incurred, remaining cost to complete the project and schedule of the original and anticipated time for completion of the project.

**Performance appraisal report:** Documents the quality of an employee's work performance for a particular period with identification of the individual's strengths and weaknesses. Their training, development needs and career planning. Some appraisal reports may include recommendations of salary increments/promotions although the two themes can be kept separate.

**Feasibility report:** A feasibility report presents the benefits and viability of the proposed idea or undertaking after evaluating its technical, commercial and economic standpoints. The report would examine how the proposal or idea will yield with details of its initial capital costs, implementation schedule, recurring operating costs and returns over the useful life of the undertaking.

**Sales and marketing report:** A sales and marketing report provides data of actual sales of various products classified by their quantities, territories, sales teams and distributors for a specific period. The report displays the variance between sales achieved versus the budget. The report might also include recommendations for pursuing specific marketing policies.

**Chairman's annual report:** The Chairman's annual report presents a summarized description of the historical financial performance of the organisation, its achievements and problems experienced during the period under review. The report provides information about future expectations and plans to obtain the desired results. The report also informs the stakeholders, primarily existing and prospective shareholders, creditors and analysts of the achievements and future expectations of the organisation including both profit and cash flow.

**Operating report:** An operating report summarizes the operational activity for a particular time period. A type of periodic report that can be used by the management to obtain a quick summary of how the company is performing. Management use operating reports to identify areas that are performing well and areas that requires improvement.

There is no limit to the types and styles of reports that could be produced given every business is dynamic and has different needs. Overall reports are classified based on its function, frequency, subject matter, level of formality and reader-writer relationship.

### Delivering reports

A written business report may be delivered in a number of ways, including but not limited to:

- Hold a meeting to discuss the issues then write a report.
- Send a written report then follow it up with a meeting to discuss the report.
- Deliver the report in the form of a presentation.

Irrespective of the method of delivery, the approach and structure remains the same and serve as the foundation for the rest of this chapter.



### Ethical Considerations

In writing a business report, the writer is ethically bound to present authentic, credible and accurate information to readers. A report must not:

- Use manipulative language
- Give false impression
- Use imprecise language
- Have missing information
- Suppress important information
- Present false or incorrect information

► *For Example:*

Report	Instead of	Actual feature	Say this
Play Centre Report for parents	There were free passes available for children	Only for children aged 3 years and below.	“Children under three years were given free passes”
Hotel promotion report	Rooms face scenic views	There are only two such rooms.	Our two rooms with scenic views were fully booked throughout the year.
Sale Discount report	50% product discounts is available	Only certain products are on sale.	Limited discounts (upto 50%) are available.
An annual profit report	The Company increased its customer base by 20%.	The company offered buy-one-get-one-free promotion	20% Increase in customer base was due to our promotion.

## 2. COMPONENTS OF A REPORT

The key components of a business report include:

- Title page
- Table of contents
- Executive summary
- Introduction
- Background/rationale
- Body (descriptions / findings / discussions)
- Conclusion
- Recommendation
- References
- Appendices

These components are described as follows:

### Title page

The title page is there to attract the reader to the report and assist them in finding the report at a later date. You would typically include:

- Title (and any sub-titles) – this should distinguish the report and ensure it is easily identifiable from others
- Author (internal reports only)
- Your organization's name (external reports only)
- Any reference numbers
- Degree of confidentiality
- Date

You might also include some kind of unobtrusive artwork such as logos (your organization and the client) plus a simple graphic that relates to the report subject.

### Table of contents

A table of contents is a list of all the sections that are included in the report (in the same order in which they appear) plus relevant page numbers.

### Executive summary

The benefit of including an executive summary is that, for senior people with little time it is the one section they will read. Therefore, a laconic, clear and well-written executive summary should always reach the reader.

The executive summary should include:

- What the report is about
- What the problems are
- The conclusions you arrived at
- What you recommend

The skill in writing an executive summary is to give the overall picture without including too much detail. One useful by-product of writing the executive summary is that by going through the writing process you will be able to check that the report itself is logical.

## Introduction

The introduction prepares the reader for the report itself by reminding them of what they already know, i.e. why the report has been written and the question that the report answers.

The introduction should address the following:

- Make the subject of the report clear
- State the purpose of the report
- Briefly explain the methods used to get the information

## Background / Rationale

Background or rationale defines what is the basis of the report. It lays down foundations as for how this report begins, the purpose and objectives of the report presented as well as any background information that readers need to be vary of. This section also goes into the underpinning assumptions, sponsoring bodies as well as overall benefit that this report would bring forward.

## Body of the report

The body of the report explains all the necessary details. It can include descriptions, findings, technical evaluations, data analysis as well as summary of discussions.

The body should be split into sections with logical headings and sub-headings. These will likely reflect the groupings and sub-groupings that are subjected to the various purposes of the report. This, however, needs detailed planning and structuring phase.

The headings are essentially 'signposts' that allow reader to navigate the relevant details in a logical fashion to further investigate something they have read in the executive summary.

Typical components would include:

- Business description, which briefly explains:
  - Overall mission and objectives
  - History and ownership
  - Products and services
- Business environment analysis
  - Industry background
    - PEST analysis: A PEST analysis describes the political (P), economic (E), social (S) and technological (T) factors that impact the business.
    - SWOT analysis: A SWOT analysis describes a business's strengths (S), weaknesses (W), opportunities (O) and threats (T).
  - Competitor analysis
    - Who are the main competitors?
  - Market analysis
    - Size, segmentation, growth/decline
- Operating plans
  - Marketing plan
  - Operations plan
- Management summary
  - Who the key management personnel are and their backgrounds
  - Organization chart (summary only – can include more detail as an appendix)
- Financial plan
  - Summarized financial information – income statement, balance sheet and cash flow statement

### Conclusions and recommendations

The conclusions and recommendations must follow logically from the rest of the report. When writing the conclusions and recommendations section, consider the following:

- Do the conclusions and recommendations follow logically from the rest of the report?
  - Draw out the main point(s) of the report and present a considered judgement of them.
  - Only draw conclusions that are justified by the evidence and facts contained in the body of the report.
  - Make recommendations that are based only on discussion and conclusions.
  - Never introduce a new line of argument or material in the conclusions and recommendations section.
- Check the conclusions and recommendations against the original objective of the report.
- Make sure to have answered the reader's key question.
- Conclude with the impactful final impression.

### References

This section includes a list of all the cited or referred material or sources of information. All the secondary sources of information within a report must be references, both within the text as well as at the end of the report. Visuals or tables used as well as data sources must be cited from authentic sources and added to the list of references at the end of the report.

There may be various formats that can be used for reference including Harvard, MLA or Chicago style references. Learning to refer is beyond the scope of this examination, however, original text sources must be always cited to avoid plagiarized content within the report.

### Appendices

The appendices should include detailed information that the reader can essentially do without in order to make sense of the main body of the report. For example: calculations, examples, questionnaires and CVs. They are effectively the bottom level of the logical pyramids you constructed during the structuring phase.

In summary, appendices should be:

- Included only if absolutely necessary.
- Non-essential for understanding the main arguments.
- Referred to somewhere in the body of the text i.e. there must be a link.
- Mentioned as the final item in the table of contents.

An alternative approach is to exclude appendices and instead urge readers to contact the author if they wish to see a copy of the detail. However, as a minimum most business plans would include the following two appendices:

- Detailed financial information – more detail than in the financial plan in the main body.
- CVs of key management – certainly board members but also include for other key management personnel.

### 3. WRITING THE REPORT

Writing a report requires information to be collected, data collated and organized, research conducted and then using the same to argue logically and reach conclusions or recommendations.

Following are the questions which all need answering in order to effectively plan for writing reports:

- What are the core objectives?
- What is the report meant to be about?
- Where will you find the necessary information?
- Who is going to read the report?
- How long should the report be?
- How long will it take to write?
- What do I already know?

These questions are critical because, if there is ambiguity at the initial report commissioning stage, then the client is likely to reject the report as not meeting their expectations, regardless of how good the report might be!

The process of writing a report will initiate with asking relevant questions that will eventually prompt other related thoughts creating a snowball effect.

#### Identify purpose, audience and context:

Defining a purpose, audience and context means determining the desired outcome to be performed by target primary or secondary audience under what circumstances.

► *For Example:*

Report	Purpose	Audience	Context
Sale Discount report	Production: routine periodic and standardized report	Sales Manager	Seasonal promotion in a particular locality where approval is sought from the manager.
Employee wellbeing report	Goodwill	Potential employees	An HR intervention to attract potential employees
Whistle blowing policy	Innovation	Board of Directors	Justifying an organizational Change by presenting a policy for all employees

#### Idea Generation:

Generate ideas and content to be included in the report that fulfils the purpose through brainstorming and prioritizing data. Derive relevant information by summarizing main points and evidences to support claims and proposed actions.

► *For example:*

There are many sources that can be used for researching the report. These include:

- Primary sources (i.e. generating original information)
  - Colleagues - particularly those with relevant experience.
  - Brainstorming meetings.
- Secondary sources (i.e. researching existing information)
  - The Internet - with increasingly easy access and free search engines such as Google and Bing a great place to start your research online.
  - Other reports, handbooks or reference books – for example an IFRS manual, or a company’s most recent published annual report. Note that many of these can also be found online.

**Organize content:**

Organizing the information means giving report a proper structure that will constitute the report.

The structure of a report describes the pattern in which the information is organized. The structure is critical because the reader will use it to get an overview of the information it entails. In many cases, readers will not look at all the details mentioned in a report but rather, they would read the headings and dip into just those areas where they need further clarification.

Furthermore, in communicating the information, providing similar content within a group is recommended. It is to ensure that your reader understands the links between the groups of ideas and then understanding how the information flows. Remember that the reader will not have experienced the same research and grouping thought process that as an author might have and will therefore not be as familiar with the report content as the author. Therefore, never assume that the reader knows the links within the report or groups of ideas. Explain all the relevant concepts clearly that together build the full picture. Appropriate ordering for presentation in the report, could be based on one of the following:

- Ranking – either descending or ascending in terms of importance
- Spatial – order the groups as you would visualise them being created into a diagram of chart
- Chronological – order the groups in order of time in which they occur – e.g. steps in a process
- Argument – the order builds the argument with logical flow between the various groups culminating in the conclusion or recommendation
- Problem-Solution – the order where issues and challenges are discussed together with possible solutions.
- Direct-indirect – bottom-up or top-down approach where key ideas are provided as and when appropriate.
- Topical – information is organized around common themes.

► *For Example:*

Objective: To increase customer base	
Content Example	Structure
All customers are offered buy-one-get-one-free promotional offered on our products.  Cost and marketing impact of this promotion over estimated number of customers are provided in the annexure.  This gesture will help penetrate to larger number of our target market and would build in brand image.	Direct
In order to penetrate to a larger segment of the target market and build up brand image, our team has carried out detailed analysis of cost and market impact (see Annexure)  We therefore recommend approval of buy-one-get-one-free promotional offered on our products this quarter.	Indirect
The company has observed smaller market share over the past two years. this has significantly affected our customer market share. The potential increase in sales is required to break-even cost this quarter.  We therefore recommend approval of buy-one-get-one-free promotional offered on our products this quarter.	Problem-Solution

**Outline:**

Outlining reports involve listing information and main points in logical sequence. Outlines can be formal (using structured numbering) or informal (shorter phrasal pointers in sequence).

Following steps can be helpful

1. Make a list of all the pointers to be included in the report.
2. Review and update list to include necessary details under each topic or groups of topic.
3. Arrange list or topics into logical structure as appropriate for the reader and action.

► *For example:*

Objective: Product Quality Review Report

1. Background:
  - i. Product and company information.
  - ii. Vision and mission.
  - iii. Review team credentials.
2. Scope:
  - i. Nature of quality review.
  - ii. Period
  - iii. Areas of concerns
  - iv. Review criteria
  - v. Performance indicators
3. Findings / Observations
  - i. performance and review score against each indicator
  - ii. Inferences and context of review score
4. Recommendations and overall conclusions
  - i. Identified areas of improvements
  - ii. Structural suggested changes
  - iii. Product ruling (continued/discontinued)

**Add visuals and graphics:**

Business reports would also involve identifying where diagrams, tables and illustrations are needed. Appropriate placement of required graphics will add value to the report, which otherwise clutter the presented information.

In deciding how and what to include as graphics or illustrations within a report, following are the key considerations:

- Use appropriate labelling.
- Place at the direct spot or description.
- Cite or refer to graphics, tables or illustrations within text.
- Present clear and concise data,
- Use simple colour, style, font or chart tools.
- Add value with the selected graphics rather than repeat what is already there.

## BIBLIOGRAPHY

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Bowden, J. 2003. The Things that really matter about Writing Good Reports. Viva Books Private Limited.



**STICKY NOTES**

Business Reports communicates information from one party to another. It includes evaluation of all the information compiled, recommendation for management as well as any description on services provided or progress achieved.

Components of a business report include title page, table of contents, executive summary, introduction, background or rationale, discussion, conclusion and recommendation followed by references and annexures.

Writing a report include, like any other written communication, consideration of reader, intended purpose as well as detailed content.

Based on the purpose, reader and content required, report writer may need to generate ideas, collect relevant information, structure and organize it into groups and sections and finally prepare an outline for the first draft.

Amongst various types of report, business reports would include progress report, periodic reports, annual reports, analytical or research reports. each report, although would follow the general components, but would have specific details.

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STICKY NOTES

**SELF-TEST**

- 3.1** Which of the below is the best description of a feasibility report?
- A Provides data of actual sales of various products classified by their quantities, territories, sales teams and distributors for a specific period
  - B Summarises the operational activity for a particular time period
  - C A report that examines the viability of the proposed undertaking from its technical, commercial and economic standpoints
  - D Outlines the progress of the tasks in a project, including work completed, work remaining, costs incurred, remaining cost to complete the project and schedule of original and anticipated time for completion of the project
- 3.2** The correct ordering of the listed components in a business plan is:
- A Business description, financial plan, executive summary
  - B Executive summary, financial plan, business description
  - C Business description, executive summary, financial plan
  - D Executive summary, business description, financial plan
- 3.3** The most important component to consider when writing a business report is:
- A The subject and the reader
  - B The reader, objective and the author
  - C The objective
  - D both A and B
  - E All of the above
- 3.4** You have been asked to draw up a report on the opportunities available to your corporation if it was to grow into another geographical market. What type of report would this be?
- A An analytical report.
  - B An informational report
  - C A short report
  - D A periodic report
- 3.5** The appendix of a report contains \_\_\_\_\_.
- A The technical details and analysis of report
  - B The names and contacts of persons to whom the report will be circulated
  - C The material related to but not vital to report content
  - D None of the above

- 3.6** A monthly report on occupational health and safety incidents on your workplace site would be which type of report?
- A A justification report
  - B A progress report
  - C A periodic report
  - D A research report
- 3.7** Your manager needs a report on the present state of development of a short-term project that you have been managing. What type of report will you write?
- A A progress report
  - B A periodic report
  - C An incident report
  - D A statutory report
- 3.8** Which of the following are examples of analytical reports?
- A Obtaining new business or funding
  - B Those for justifying a project or course of action
  - C Those for solving problems.
  - D All the above are examples of analytical reports.
- 3.9** Business research gives information to guide:
- A Stockholders
  - B Brokers
  - C Scholars
  - D Business decisions
- 3.10** Which of the following correctly describes a Research report?
- A Reports based on research carried out by some internal or external team
  - B Report that focuses on facts
  - C Report that analyses the facts, draws conclusions and makes recommendations
  - D Report that are prepared at regular intervals.
- 3.11** What is one of the ways used for written business reports to be delivered?
- A Follow it up with a meeting
  - B Record it using audio
  - C Summarize it using the content
  - D Noting the chapter heads

**3.12** A top-downward approach to write a report means:

- A Reader knows what you are writing
- B Constructing information in a way that summarizes key points
- C Starting with the key idea and explaining it subsequently
- D Starting with explanations and then make a unique conclusion

**3.13** A Performance appraisal report \_\_\_\_\_

- A Outlines the progress of the task in a project
- B Displays variance between sales achieved versus the budget
- C Presents benefit of an idea with details of costs and returns
- D Documents employee strengths and weaknesses for a particular period.

**3.14** Which of the following is not one of the most essential criteria in using visuals in a report or proposal?

- A Necessity
- B Style
- C Documentation
- D Accuracy

**3.15** Describe the situation in which a report is often used:

- A To disseminate the same knowledge to a broad group of people.
- B To keep track of or recall events and observations.
- C Compile a summary of the meeting's proceedings.
- D To produce an official document with an account of a certain subject.

**ANSWERS TO SELF-TEST**

<b>3.1</b>	<b>3.2</b>	<b>3.3</b>	<b>3.4</b>	<b>3.5</b>	<b>3.6</b>
C	D	D	A	C	C
<b>3.7</b>	<b>3.8</b>	<b>3.9</b>	<b>3.10</b>	<b>3.11</b>	<b>3.12</b>
A	D	D	A	A	C
<b>3.13</b>	<b>3.14</b>	<b>3.15</b>			
D	B	D			

**Note:** The exam may also ask students to write a report.

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STICKY NOTES

# VOCABULARY AND PHRASES

## IN THIS CHAPTER

### AT A GLANCE

### SPOTLIGHT

- 1 Vocabulary
- 2 British English and American English
- 3 Phrases and idioms

### STICKY NOTES

### SELF-TEST

## AT A GLANCE

It is estimated that the 85% of common speech uses only about 1000 of the most commonly used words and 95% of common speech uses only about 3000.

Choice of words in written communication should be wise and appropriate with the purpose. There are various word choices, idioms, phrases or foreign words that when used, either simplify or complicate meanings within the text. In drafting as well as in reviewing content, choice of appropriate and relevant vocabulary is important to achieve the outcome. It is up to the sender or the writer to consider words or phrases that can create greater impact or those which are just jargons.

## 1 VOCABULARY

Many words in English are derived from other words. A base word might be adjusted to produce another type of word. This might be done by the addition of letters before (known as a prefix) or after (known as a suffix) the word.

### Groups of words from the wordlist

Verbs	Nouns	Adjectives	Adverbs
	ability	able	<i>ably</i>
		absolute	absolutely
accept		acceptable	<i>acceptably</i>
	accident	accidental	accidentally
achieve	achievement		
acknowledge	<i>acknowledgment</i>		
act	action, activity	active	actively
		actual	actually
add	addition	additional	additionally
	<i>adequacy</i>	adequate	adequately
admire	admiration	<i>admirable</i>	
	<i>adventure</i>	<i>adventurous</i>	<i>adventurously</i>
advise	advice		
agree	agreement	<i>agreeable</i>	<i>agreeably</i>
ally	ally, alliance	allied	
	alphabet	alphabetical	alphabetically
	alternative	alternative	alternatively
amaze	<i>amazement</i>	amazing, amazed	<i>amazingly</i>
amuse	<i>amusement</i>	amusing, amused	<i>amusingly</i>
<i>anger</i>	anger	angry	angrily
annoy	annoyance	annoying, annoyed	<i>annoyingly</i>
		annual	annually
	anxiety	anxious	anxiously
appear	appearance	apparent	apparently
apply	application	<i>applicable</i>	
appoint	appointment	<i>appointed</i>	
approve	approval	approving	
	proximity	approximate	approximately
argue	argument	<i>argumentative</i>	



Verbs	Nouns	Adjectives	Adverbs
arrange	arrangement	<i>arranged</i>	
arrive	arrival		
		artificial	artificially
assist	assistance	<i>assisted</i>	
associate	association, <i>associate</i>	<i>associated</i>	
attach	<i>attachment</i>	attached	
attract	attraction	attractive	attractively
automate		automatic	automatically
		awful	awfully
base	base, basis	basic	basically
	beauty	beautiful	beautifully
begin	beginning		
behave	behaviour		
believe	belief	believable	<i>believably</i>
		bitter	bitterly
		blank	blankly
boil		<i>boiling</i>	
bore	<i>boredom</i>	boring, bored	
	<i>bravery</i>	brave	<i>bravely</i>
		brief	briefly
<i>brighten</i>	<i>brightness</i>	bright	brightly
	<i>brilliance</i>	brilliant	brilliantly
<i>broaden</i>	<i>breadth</i>	broad	broadly
buy	buyer		
	calmness	calm	calmly
care	care	careful	carefully
	caution	cautious	cautiously
celebrate	celebration	<i>celebratory</i>	
	<i>certainty</i>	certain	certainly
<i>cheapen</i>	<i>cheapness</i>	cheap	cheaply
	child	childish	childishly
choose	choice	choosy	choosily
	cold	cold	coldly
collect	collection	collective	collectively

Verbs	Nouns	Adjectives	Adverbs
colour	colour	coloured, colourful	colourfully
comfort	comfort	comfortable	comfortably
communicate	communication		
compare	comparison	<i>comparative</i>	<i>comparatively</i>
compete	competition	competitive	<i>competitively</i>
<i>complete</i>	<i>completion</i>	complete	completely
concern	concern	concerned	
conclude	conclusion	concluded, conclusive	
confide	confidence	confident	confidently
confuse	confusion	confusing, confused	<i>confusingly</i>
consider	<i>consideration</i>	considerable	considerably
		constant	constantly
construct	construction	<i>constructive</i>	<i>constructively</i>
continue	<i>continuance, continuity</i>	continuous	continually
contrast	contrast	contrasting	<i>contrastingly</i>
contribute	contribution		
correct	<i>correction</i>	correct	correctly
crack	crack	cracked	
criticise	<i>critic, criticism</i>	critical	<i>critically</i>
	<i>curiosity</i>	curious	curiously
endanger	danger	dangerous	dangerously
decorate	decoration	decorative	<i>decoratively</i>
define	definition	definite	definitely
<i>deliberate</i>	<i>deliberation</i>	deliberate	deliberately
delight	delight	<i>delighted, delightful</i>	<i>delightfully</i>
deliver	delivery	<i>deliverable</i>	
demand	demand	<i>demanding</i>	<i>demandingly</i>
describe	description	<i>descriptive</i>	<i>descriptively</i>
depress	<i>depression</i>	depressing, depressed	<i>depressingly</i>
describe	description	<i>descriptive</i>	descriptively
desert	desert	deserted	
<i>despair</i>	<i>desperation</i>	desperate	desperately
<i>detail</i>	detail	detailed	
determine	determination	determined	<i>determinedly</i>

Verbs	Nouns	Adjectives	Adverbs
devote	<i>devotion</i>	devoted	<i>devotedly</i>
differ	difference	different	differently
direct	direction	direct	directly
disappoint	disappointment	disappointing	disappointingly
disapprove	disapproval	disapproving	<i>disapprovingly</i>
discover	discovery	<i>discovered</i>	
discuss	discussion	<i>discursive</i>	
disgust	disgust	disgusting, disgusted	disgustingly
disturb	<i>disturbance</i>	disturbing, disturbed	<i>disturbingly</i>
<i>dramatize</i>	drama	dramatic	dramatically
dress	dress	dressed	
ease	ease	easy	easily
	east	eastern	<i>easterly</i>
<i>economise</i>	economy	economic	<i>economically</i>
educate	education	educated	
affect	effect	effective	effectively
<i>electrify</i>	electricity	electric,	
		electrical,	<i>electrically,</i>
		electronic,	<i>electronically,</i>
		<i>electrifying</i>	<i>electrifyingly</i>
	elegance	elegant	<i>elegantly</i>
embarrass	embarrassment	embarrassing, embarrassed	<i>embarrassingly</i>
employ	employee, employer, employment	<i>employed</i>	
encourage	encouragement	<i>encouraging</i>	<i>encouragingly</i>
engage	<i>engagement</i>	engaged	
enjoy	enjoyment	enjoyable	<i>enjoyably</i>
entertain	entertainer, entertainment	entertaining	<i>entertainingly</i>
enthuse	enthusiasm	enthusiastic	<i>enthusiastically</i>
	entirety	entire	entirely
	environment	environmental	<i>environmentally</i>
equal	equal	equal	equally
	<i>essence</i>	essential	essentially

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STICKY NOTES

Verbs	Nouns	Adjectives	Adverbs
	<i>exactness</i>	exact	exactly
exaggerate	<i>exaggeration</i>	exaggerated	<i>exaggeratedly</i>
excite	excitement	exciting, excited	<i>excitingly, excitedly</i>
expect	<i>expectation</i>	expected	<i>expectedly</i>
experience	experience	experienced	
explain	explanation	<i>explanative</i>	
express	expression	<i>expressive</i>	<i>expressively</i>
extend	extension	extensive	<i>extensively</i>
	extreme	extreme	extremely
	faith	faithful	faithfully
	fame	famous	<i>famously</i>
	fashion	fashionable	<i>fashionably</i>
	final	final	finally
finance	finance	financial	<i>financially</i>
finish	finish	finished, <i>final</i>	
	firm	firm	firm, firmly
fly	fly, flying, <i>flight</i>	flying	
follow	follow, following	following	
forget		forgetful	forgetfully
form	form	formal	formally
	fortune	fortunate	fortunately
free	<i>freedom</i>	free	freely
frighten	<i>fright</i>	frightening	<i>frighteningly</i>
	<i>generosity</i>	generous	generously
	<i>gentleness</i>	gentle	gently
	gold	gold, golden	
grade	grade	gradual	gradually
	<i>gratitude</i>	grateful	<i>gratefully</i>
	<i>happiness</i>	happy	happily
harm	harm	harmful	harmfully
hate	hate, hatred	<i>hateful</i>	<i>hatefully</i>
help	help	helpful	<i>helpfully</i>
	history	historical	<i>historically</i>
	<i>honesty</i>	honest	honestly

Verbs	Nouns	Adjectives	Adverbs
hope	hope	<i>hopeful</i>	<i>hopefully</i>
	humour	humorous	humorously
	ideal	ideal	ideally
	<i>illegality</i>	illegal	illegally
imagine	image, imagination	imaginary	
	importance	important	importantly
impress	impression	impressive, impressed	<i>impressively</i>
increase	increase		increasingly
	independence	independent	independently
infect	infection	infected	infectious
	initial	initial	initially
<i>insult</i>	insult	insulting	insulting
	intelligence	intelligent	<i>intelligently</i>
<i>intend</i>	intention	intended	<i>intentionally</i>
interest	interest	interested, interesting	<i>interestingly</i>
irritate	<i>irritation</i>	irritating, irritated	<i>irritatingly</i>
	<i>jealousy</i>	jealous	<i>jealously</i>
	joint	joint	jointly
justify	justice	just	justly
	kind, kindness	kind	kindly
knit	knitting	knitted	
lead	lead	leading	
<i>legalise</i>	<i>legality</i>	legal	legally
license	licence	<i>licenced</i>	
limit	limit	limited	
live	<i>life</i>	living	lively
<i>localise</i>	<i>locality</i>	local	locally
locate	location	located	
	logic	logical	<i>logically</i>
	luck	lucky	<i>luckily</i>
match	match	matching	
miss	miss	missing	
mistake	mistake	mistaken	<i>mistakenly</i>
mix	mixture	mixed	

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Verbs	Nouns	Adjectives	Adverbs
move	move, movement	moving	
	music	musical	<i>musically</i>
	mystery	mysterious	<i>mysteriously</i>
	<i>nature</i>	natural	naturally
	<i>necessity</i>	necessary	necessarily
	nerve	nervous	nervously
	noise	noisy	noisily
	normal	normal	normally
	north	north, northern	<i>north, northerly</i>
notice	notice	noticeable	<i>noticeably</i>
object	object, objective	objective	<i>objectively</i>
	occasion	<i>occasional</i>	occasionally
occupy		occupied	
offend	offence	offensive	<i>offensively</i>
	pain	painful	<i>painfully</i>
	peace	peaceful	<i>peacefully</i>
<i>perfect</i>	<i>perfection</i>	perfect	perfectly
please	<i>pleasure</i>	pleasant, pleasing, pleased	pleasantly
point	point	pointed	
poison	poison	poisonous	
	possibility	possible	possibly
	potential	potential	potentially
present	present	present	
	pride	<i>proud</i>	<i>proudly</i>
	profession	professional	<i>professionally</i>
qualify	qualification	qualified	
		rare	rarely
	reason	reasonable	reasonably
<i>regionalise</i>	region	regional	<i>regionally</i>
		regular	regularly
remark	remark	remarkable	remarkably
rent	rent	rented	
repeat		repeated	repeatedly

Verbs	Nouns	Adjectives	Adverbs
	responsibility	responsible	<i>responsibly</i>
restrict	restriction	restricted	
retire	retirement	retired	
ruin	ruin	ruined	
	sadness	sad	sadly
satisfy	satisfaction	satisfied, satisfying	<i>satisfyingly</i>
scare	scare	scared	
	science	scientific	<i>scientifically</i>
	secret	secret	secretly
	sense	sensible	<i>sensibly</i>
separate	<i>separation</i>	separate, separated	separately
	<i>severity</i>	severe	severely
shock	shock	shocked, shocking	<i>shockingly</i>
<i>signify</i>	<i>significance</i>	significant	significantly
	<i>similarity</i>	similar	similarly
	<i>sincerity</i>	sincere	sincerely
	skill	skilful, skilled	skilfully
	south	southern	<i>southerly</i>
	specialist	special	specially
<i>specify</i>		specific	specifically
	stranger	strange	strangely
<i>strengthen</i>	<i>strength</i>	strong	strongly
	substance	substantial	substantially
succeed	success	successful	successfully
surprise	surprise	surprised, surprising	surprisingly
suspect	suspect	suspicious	<i>suspiciously</i>
<i>sweeten</i>	sweet	sweet	<i>sweetly</i>
<i>sympathise</i>	sympathy	sympathetic	<i>sympathetically</i>
<i>thicken</i>	thickness	thick	thickly
threaten	threat	threatening	
<i>tighten</i>	<i>tightness</i>	tight	tightly
	total, <i>totality</i>	total	totally
	tradition	traditional	traditionally
type	type	typical	typically

Verbs	Nouns	Adjectives	Adverbs
		usual	usually
	violence	violent	violently
waste	waste	waste	
welcome	welcome	welcome	
	west	western	<i>westerly</i>
	wisdom	wise	wisely
worry	worry	worried, worrying	<i>worryingly</i>
wound	wound	wounded	
write	writing	written	



### Prefixes

Prefixes consist of one or several letters placed at the beginning of a word (usually a noun, verb or adjective) in order to adjust or qualify its meaning.

Sometimes it is difficult to see what the original form of the word was before the prefix was added to it. However, it is useful to know common prefixes in order to help understand words seen for the first time.

Other prefixes are a useful tool for changing one word to another (often opposites).

The following table set out lists of common prefixes where it is not easy to see the base word because it might have fallen out of use. Another reason might be that the word is drawn from another language.

Prefix	Meaning	Base word	New word
a-, ab-, abs-	away, from	avert, absolve, abstract	
circum-	round	circumference, circuit, circumspect	
com	together	comparison, competition, companion	
contra-	against	contrary, contradiction	
ex-	out of	exhale, export, extract	
im-, in-	in, into	import, include	
inter-	between	international, interrupt, interval	
mis-	wrong	mistake	
post-	after	postpone, postscript, post-war	
pre-, pro-	before, forward	predict, prepare, pre-war, proceed, produce	
re-	do again	retake, return, retrace	
sub-	under	submarine, subway	
trans-	across	transfer, transport,	
a-	without	moral	ammoral
anti-	against	war	anti-war
co	with	pilot, defendant	co-pilot, co-defendant
dis-	not	agree, appear	disagree, disappear
il-	not	legal	illegal
im	not	moral	immoral
in	not	considerate	inconsiderate
ir-	not	responsible	irresponsible
macro-	large scale	economics	macroeconomics
micro-	small scale	economics	microeconomics
mis-	wrong	deed, judge	misdeed, misjudge
un-	not	safe	unsafe

## Suffixes

Suffixes consist of one or several letters placed at the end of a word in order to adjust or qualify its meaning.

Different suffixes create nouns, adjectives and verbs from a base word. Some change one type of noun or adjective into another type.

The following lists are arranged to show suffixes that create nouns from a base word, those that create verbs and those that create adjectives.

Suffixes	Meaning	Base word	Verb
-en	become	tight <i>adj.</i>	tighten
-ify, -fy	make or become	Terror <i>n.</i>	terrify
-fy	to make	simple <i>adj.</i>	simplify
-ize, -ise	become	drama <i>n.</i>	dramatise
-acy	state or quality	private <i>adj.</i>	privacy
-al	act or process of	refuse <i>v.</i>	refusal
-ance, -ence	state or quality of	maintain <i>v.</i> differ <i>v.</i>	maintenance, difference
-ant	one who	account <i>n.</i> serve <i>v.</i>	accountant, servant
-er, -or	one who	train <i>v.</i> instruct <i>v.</i>	trainer, Instructor
-ess	female	waiter <i>n.</i>	waitress
-ity, -ty	quality of	electric <i>adj.</i>	electricity
-ment	state of being	disappoint <i>v.</i>	disappointment
-ness	state of being	calm <i>adj.</i>	calmness
-sion, -tion	state of being	discuss <i>v.</i> imagine <i>v.</i>	discussion, imagination
-able, -ible	capable of being	consider <i>v.</i>	considerable
-al	pertaining to	region <i>n.</i>	regional
-ful	notable for	delight <i>n.</i>	delightful
-ic, -ical	pertaining to	music <i>n.</i>	musical
-ious, -ous	having the qualities of, full of	infect <i>v.</i> continue <i>v.</i>	infectious continuous
-ish	having the quality of	child	childish
-ive	having the nature of	construct <i>v.</i>	constructive
-less	without	care	careless

### Synonyms

A word or phrase that means the same as another word or phrase in the same language.

The list of synonyms are provided below

Word	Synonym	Word	synonym
<b>Synonyms – A</b>			
abandon	leave	agile	nimble
abandon	desert	aid	help
about	approximately	aim	Ambition, objective
abroad	overseas	alarm	warning
absent	away	ally	friend
abstract	summary	almost	nearly
abundant	plentiful	amazement	wonder
accomplish	achieve	ambition	aim
accumulate	build up	amount	quantity
accused	blamed	ancient	old
achieve	accomplish	anger	irritation, wrath
act	behave	annoy	bother, irritate
additional	extra	annually	yearly
adhere	stick	anonymous	nameless
administer	manage	answer	reply
admit	confess	anyway	besides
advantage	virtue	apart from	except
affect	impact	apparent	obvious
affection	love	appealing	attractive
affluent	prosperous	appear	seem
after	later	applicable	relevant
appoint	nominate	assess	evaluate
appreciable	considerable	assignment	job
approach	near	association	organization
approximately	about	assume	imagine
arise	occur	assure	guarantee
aroma	fragrance, smell, ordour	astonish	surprise
arrive	reach	attractive	appealing
artificial	manmade	away	absent
assemble	gather	awful	terrible

Word	Synonym	Word	synonym
assembly	meeting		

**Synonyms - B**

ballot	poll	bother	annoy
bare	naked	branch	department
beat	defeat	brave	courageous
beautiful	pretty	bravery	courage
begin	commence, start	break down	collapse
behave	Act	bright	shining
believable	plausible	brilliant	fantastic
bendy	flexible	bring sth. back	reintroduce
beneficial	favourable	bring sth. on	cause
besides	anyway	broad	wide
bid	tender	build up	accumulate
bizarre	weird	business	commerce
blamed	accused	business	trade
blameless	innocent	buy	purchase
blow up	explode		

**Synonyms - C**

calamity	disaster	comment	remark
candy	sweet	commerce	business
care	caution	committed	dedicated
casual	informal	communicate	convey
catastrophe	disaster	complete	total
categorise	classify	complete	finish
cause	bring sth. on	completely	totally
caution	care	compliment	praise
certain	sure	comply	conform
charter	constitution	comprehend	understand
cheat	deceive	comprehensible	understandable
chiefly	mainly	compulsory	obligatory
choice	option	conceal	hide
choice	selection	conceited	immodest
choose	select	condemn	sentence

Word	Synonym	Word	synonym
choosy	picky	confess	admit
chop	cut	confident	self-assured
circular	round	confine	restrict
citation	quotation	conflict	clash
cite	quote	conform	comply
clarify	illuminate	confuse	mix up
clash	conflict	connect	join
class	lesson	considerable	appreciable
classify	categorise	considerably	substantially
clear	transparent	considerate	thoughtful
clear	obvious	consolation	comfort
clear	lucid	constant	fixed
clever	intelligent	constitution	charter
close	shut	consult	refer to
coarse	rough	contaminate	infect
coax	persuade	contemporary	modern
collapse	break down	continual	continuous
collect	gather	continuous	continual, non-stop
come across	encounter	contrary	opposite
comfort	consolation	control	curb
citation	quotation	conversation	talk
convert	transform	courageous	brave
convey	communicate	criminal	crook
convinced	satisfied	crook	criminal
cope	manage	cruel	merciless
copy	imitate	curb	control
correct	Right	cure	remedy
corridor	Hall	custom	habit
courage	bravery	cut	chop

**Synonyms - D**

damp	moist	detest	hate
dawn	daybreak	dicy	risky
dawn	sunrise	differ	vary
daybreak	Dawn	differentiate	distinguish

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Word	Synonym	Word	synonym
deadly	Lethal	difficult	hard, tough
deceive	Cheat	diminish	decrease
deceptive	misleading	directions	instructions
decoration	ornament	dirty	soiled
decrease	diminish	disadvantaged	deprived
dedicated	committed	disagreeable	unpleasant
deduce	Infer	disappear	vanish
defeat	Beat	disaster	catastrophe
defective	Faulty	disclose	reveal
degree	measure	discount	reduction
deliberate	planned	disgrace	shame
deliberately	intentionally	disgusting	revolting
deliberately	knowingly	disregard	ignore
delicate	Fragile	distinguish	differentiate
delight	Joy	distress	misery
demonstrate	illustrate	distribute	hand out
demonstrate	protest	distrust	mistrust
denims	Jeans	domestic	home
department	branch	doubtful	dubious
dependable	reliable	drift	float
depressing	miserable	drop	fall
deprived	disadvantaged	dubious	doubtful
desert	abandon	dumb	mute
destiny	Fate	dusk	nightfall
detachable	removable	dwelling	Residence

### Synonyms – E

eager	Keen	essential	necessary
earth	Soil	establish	set up
edge	margin	eternal	everlasting
elude	escape	evaluate	assess
empty	vacant	everlasting	eternal
encounter	come across	exactly	precisely
enemy	Foe	exaggerate	magnify

Word	Synonym	Word	synonym
enlarged	extended	examine	inspect
enormous	huge, immense, gigantic, vast	except	apart from
enquire	investigate	excessive	immoderate
envious	jealous	expire	run out
environment	surroundings	explode	blow up
equity	fairness	extended	enlarged
escape	Elude	exterior	outside
especially	particularly	external	outside
essential	fundamental	extra	additional

**Synonyms – F**

fabric	material	film	movie
fabricate	manufacture	final	last, ultimate
fair	reasonable	finish	complete
fairness	Equity	fixed	constant
fall	Drop	flexible	bendy
famed	famous	float	drift
famous	Famed	foe	enemy
famous	well known	foolish	silly
famous	Noted	foolish	silly
famous	Noted	forbid	prohibit
fantastic	Great	foretell	predict
fantastic	brilliant	formerly	previously
fast	Quick	fortunate	lucky
fate	destiny	fortunately	happily
fatigued	Tired	fragile	delicate
faulty	defective	fragrance	aroma, perfume
favourable	beneficial	freedom	liberty
fear	Terror	friend	ally
feather	Plume	function	operate
feeble	Weak	function	operate
feel	Grope	fundamental	essential

Word	Synonym	Word	synonym
<b>Synonyms – G</b>			
gain	Profit	glitter	sparkle
gap	Hole	good-looking	handsome
garbage	rubbish	grab	seize
gather	collect	grasping	greedy
gather	assemble	great	fantastic
generally	usually	greedy	grasping
gentle	Mild	greeted	saluted
get	receive	grope	feel
gigantic	enormous	guarantee	assure
give up	renounce	guard	protect
glance	Look		
<b>Synonyms – H</b>			
habit	custom	help	aid
halfway	midway	heroic	brave
hall	corridor	hide	conceal
halt	Stop	high	tall
hand out	distribute	hoax	trick
handsome	good-looking	hole	gap
hang	suspend	home	domestic
happily	fortunately	homicide	murder
hard	tough, difficult	honest	sincere
harmless	innocent	huge	enormous, vast
hate	detest	hunger	starvation
heighten	intensify	hurry	rush
<b>Synonyms – I</b>			
if	provided, whether	impact	affect
ignore	disregard	impartial	neutral
illegal	unlawful	impediment	obstacle
illuminate	clarify, light up	imperative	vital
illustrate	demonstrate	impolite	rude
imagine	suppose, assume, visualise	in addition	moreover



Word	Synonym	Word	synonym
imitate	copy, mimic	inadequate	insufficient
immediate	instant, prompt	incidentally	by the way
immense	enormous	inconsiderate	thoughtless
immobile	motionless	increasingly	more and more
immoderate	excessive	indeniable	indisputable
immodest	conceited	indisputable	undeniable
indistinct	Vague	instructions	directions
infect	contaminate	insufficient	inadequate
infer	deduce	intellect	mind
inflexible	Rigid	intelligent	clever
inform	Notify	intend	mean
informal	casual	intensify	heighten
infrequent	Rare	intention	purpose
innocent	harmless	intentionally	deliberately
innocent	blameless	interior	inside
inside	interior	intuition	instinct
insight	perception	investigate	enquire
insolent	Rude	irritate	annoy
inspect	examine	irritation	anger
instant	immediate	isolated	lonely
instinct	intuition		

**Synonyms – J/K**

jest	Joke	joy	delight
job	task, assignment	keen	eager
join	connect, unite	knowingly	deliberately
joke	Jest		

**Synonyms – L**

lacking	missing	lethal	deadly
landing	touchdown	liberty	freedom
last	Final	light up	illuminate
later	After	little	small
leading	Main	local	native
lean	Thin	lonely	isolated
learn	memorize	look	glance

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Word	Synonym	Word	synonym
least	minimum	lost	missing
leave	abandon	love	affection
legal	legitimate	lucid	clear
legitimate	legal, valid	lucky	fortunate
lesson	Class		

**Synonyms – M**

magnify	exaggerate	mild	gentle
main	leading	mimic	imitate
mainly	chiefly	mind	intellect
maintain	preserve	mindless	senseless
manage	administer	minimise	play down
manage	Cope	minimum	least
manmade	artificial	Mirror	reflect
manufacture	fabricate	misconceive	misunderstand
many	numerous	miserable	depressing, wretched
margin	edge	Misery	distress
material	fabric	misleading	deceptive
matters	things	Miss	overlook
maximum	most	Missing	lost, lacking
maybe	perhaps	misunderstand	misconceive
maybe	possibly	mix up	confuse
mean	intend	moderately	reasonably
meaningful	significant	Modern	contemporary, new
meantime (in the)	meanwhile	Moist	damp
meanwhile	meantime (in the)	Mood	temper
measure	degree	more and more	increasingly
meeting	assembly	moreover	in addition
memorise	learn	Most	maximum
memory	reminiscence	motionless	immobile
merciless	cruel	Movie	film
midday	noon	Murder	homicide
midway	halfway	Mute	dumb

Word	Synonym	Word	synonym
<b>Synonyms – N</b>			
naked	bare	Nimble	agile
nameless	anonymous	No	yes
narrative	story	nominate	appoint
native	local	nonsense	rubbish
near	approach	non-stop	continuous
nearly	almost	Noon	midday
necessary	essential	Normal	usual
need	want	normally	usually
neglected	uncared for	Noted	famous
neutral	impartial	Noted	famous
new	modern	Notify	inform
nightfall	dusk	numerous	many

**Synonyms – O**

object	thing	opposite	contrary
objective	aim	Option	choice
obligatory	compulsory	Ordour	smell
obsolete	out of date	organization	association
obstacle	impediment	ornament	decoration
obstinate	stubborn	out of date	obsolete
obvious	apparent	Outlive	survive
obvious	transparent	Outside	external
obvious	clear	Outside	exterior
occur	arise	overhaul	overtake
old	ancient	overlook	miss
operate	function	overseas	abroad
operate	function	oversee	supervise
opportunity	possibility	overtake	overhaul

**Synonyms – P**

painting	portray	Poll	ballot
particular	specific	Portray	painting
particularly	especially	Position	rank
peaceable	peaceful	possibility	opportunity
peaceful	quiet, tranquil	possibly	maybe

Word	Synonym	Word	synonym
peaceful	peaceable	powerful	strong
peculiar	unusual	practically	virtually
peculiar	strange	Praise	compliment
perception	insight	precedence	priority
perfume	fragrance	precedence	priority
perhaps	maybe	preceding	previous
persuade	coax	Precis	summary
picky	choosy	precisely	exactly
planned	deliberate	Predict	foretell
plausible	believable	premature	untimely
play down	minimize	preserve	maintain
plentiful	abundant	pressing	urgent
plume	feather	Pretty	beautiful
poisonous	toxic	previous	preceding
polite	well mannered	previously	formerly
priority	precedence	Protest	demonstrate
priority	precedence	Provide	supply
profit	gain	provided	if, whether
prohibit	forbid	Puny	weak
prompt	immediate	purchase	buy
propose	suggest	purpose	intention
prosperous	affluent	Pushed	thrust
protect	guard		

**Synonyms - Q**

quantity	amount	Quite	fairly
quick	fast	quotation	citation
quiet	peaceful, tranquil	Quote	cite

**Synonyms - R**

rank	position	renounce	give up
rare	infrequent	Reply	answer, answer
raw	uncooked	represent	symbolize
reach	arrive	residence	dwelling
reasonable	fair	Resist	withstand
reasonably	moderately	respond	reply

Word	Synonym	Word	synonym
receive	get	rest (the)	remainder
reduction	discount	Restrict	confine
refer to	consult	Resume	renew
reflect	mirror	Retire	withdraw
regret	sorrow, remorse	Reveal	disclose
regular	steady	Reveal	show
reintroduce	bring sth. back	revolting	disgusting
relevant	applicable	Riches	wealth
reliable	dependable	Right	correct
reliable	trustworthy	Rigid	inflexible
remainder	rest (the)	Risky	dicy
remark	comment	Roam	wander
remedy	cure	Rough	coarse
reminiscence	memory	Round	circular
remorse	regret	Rubbish	garbage, nonsense
remoted	isolated	Rude	impolite, insolent
removable	detachable	run out	expire
renew	resume	Rush	hurry

**Synonyms - S**

saluted	greeted	Sparkle	glitter
satisfied	convinced	Specific	particular
scarcity	shortage	Stable	steady
scene	sight	Start	begin
seem	appear	starvation	hunger
seize	grab	stationary	still
select	choose	Steady	regular, stable
selection	choice	Stick	adhere
self-assured	confident	Still	stationary
senseless	mindless	Stop	halt
sensitive	touchy	Story	narrative
sentence	condemn	Strange	unusual
set up	establish	Strange	peculiar
shame	disgrace	Strong	sturdy
shining	bright	Strong	powerful

Word	Synonym	Word	synonym
shortage	scarcity	stubborn	obstinate
show	reveal	Stupid	silly
shut	close	Sturdy	strong
sight	scene	substantially	considerably
sign	signal	suggest	propose
signal	sign	summary	abstract
significant	meaningful	summary	precis
silly	foolish	sundown	sunset
silly	stupid	Sunrise	dawn
sincere	honest	Sunset	sundown
sinful	wicked	supervise	oversee
single	unmarried	Supply	provide
sleek	smooth	suppose	imagine
slender	slim	Sure	certain
slim	slender	surprise	astonish
small	little	surrender	yield
smell	aroma, ordour, fragrance	surroundings	environment
smooth	sleek	Survive	outlive
soil	earth	suspend	hang
soiled	dirty	Sweet	candy
sorrow	regret	symbolize	represent

**Synonyms - T**

talk	conversation	Total	complete
tall	high	Totally	completely
task	job	touchdown	landing
temper	mood	Touchy	sensitive
tender	bid	Tough	difficult, hard
terrible	awful	Toxic	poisonous
terror	fear	Trade	business
thin	lean	Tranquil	peaceful, quiet
thing	object	transform	to convert
things	matters	transparent	obvious
thoughtful	considerate	transparent	clear
thoughtless	inconsiderate	Trick	hoax

Word	Synonym	Word	synonym
thrust	pushed	trustworthy	reliable
tired	fatigued, weary		

**Synonyms - U**

ultimate	final	Unite	join
uncared for	neglected	unlawful	illegal
uncommon	unusual	Unlucky	unfortunate
uncooked	raw	unmarried	single
undeniable	indisputable	unpleasant	disagreeable
understand	comprehend	unspoken	unstated
understandable	comprehensible	unstated	unspoken
unexpected	unforeseen	untimely	premature
unfaithful	untrue	Untrue	unfaithful
unforeseen	unexpected	unusual	peculiar, strange, uncommon
unfortunate	unlucky	Urgent	pressing
unharmed	unhurt	Usual	normal
unhurt	unharmed	Usually	generally
unhurt	uninjured	Usually	normally
uninjured	unhurt		

**Synonyms - V**

vacant	empty	Vast	huge, enormous
vague	indistinct	Virtually	practically
valid	legitimate	Virtue	advantage
valueless	worthless	visualize	imagine
vanish	disappear	Vital	imperative
vary	differ		

**Synonyms - W**

wander	roam	whether	if, provided
want	need	Wicked	sinful
warning	alarm	Wide	broad
weak	puny	withdraw	retire
weak	feeble	withstand	resist
wealth	riches	Wonder	amazement
weary	tired	worthless	valueless

Word	Synonym	Word	synonym
weird	bizarre	Wrath	anger
well known	famous	wretched	miserable
well mannered	polite		

**Synonyms - Y**

yearly	annually	Yield	surrender
yes	no		



### Antonym

A word opposite in meaning to another.

Word	Antonym	Word	Antonym
abroad	home	defence	attack
absence	presence	Deny	admit
accept	refuse	Depart	arrive
adult	child	Depth	height
alive	dead	Die	live
ancient	modern	Difficult	easy
answer	question	Dirty	clean
arrive	depart	disperse	gather
asleep	awake	Divide	multiply
attack	defence	Down	up
back	front	Drunk	sober
backward	forward	Dry	wet
bad	good	Dull	bright
barren	fertile	Early	late
beautiful	ugly	East	west
bent	straight	Easy	difficult
better	worse	Empty	full
big	small	Enemy	friend/ally
bitter	sweet	entrance	exit
black	white	Evening	morning
bottom	top	Ever	never
bright	dull	everywhere	nowhere
broad	narrow	Exit	entrance
buy	sell	Expand	contract
captive	free	Explain	Confuse
catch	throw	failure	success
cheap	expensive/dear	faint	bold
clean	dirty	fair	unfair/dark
clever	stupid	false	true
cold	hot	familiar	unfamiliar
come	go	famous	unknown
conceal	reveal	fancy	simple/plain

Word	Antonym	Word	Antonym
combine	separate	far	near
confined	free	fat	thin
Confirm	deny	feeble	strong
Confuse	explain	few	many
contract	expand	first	last
Correct	incorrect	foolish	wise
Damp	dry	foreign	native
Dark	light/fair	found	lost
Day	night	free	confined
Deep	shallow	friend	enemy
Defeat	victory	front	back
frown	smile	native	foreigner
full	empty	near	far
future	past	never	always
generous	mean	new	old
gather	disperse	night	day
go	come	no	yes
good	bad	noise	Silence
guilty	innocent	none	all
hard	soft	north	south
hate	love	nowhere	everywhere
heavy	light	numerous	few
height	depth	often	seldom
here	there	old	new
hide	reveal	open	closed, shut
high	low	out	in
hollow	solid	past	future
home	abroad	peace	war
honest	dishonest	permanent	temporary
Hot	cold	plural	singular
Humble	proud	polite	rude, impolite
ignorant	knowledgeable	poor	rich
immense	minute, tiny	poverty	wealth
inferior	superior	powerful	powerless, helpless

Word	Antonym	Word	Antonym
innocent	guilty	praise	condemn
join	separate	present	absent
junior	senior	private	public
child	adult	prosperity	poverty
land	sea	proud	humble
last	first	purchase	sell
late	early	question	answer
light	heavy/dark	quiet	noisy
live	dead/die	rapid	slow
long	short	refuse	accept
lost	found	retire	advance
loud	soft	retreat	advance
love	hate	reveal	conceal
low	high	rich	poor
maximum	minimum	right	wrong/left
minimum	maximum	rough	smooth
minority	majority	rude	polite/courteous
miserable	happy	sad	happy
modern	ancient	safety	danger
morning	evening	seldom	often
mountain	valley	sell	buy
moving	stationary	senior	junior
multiply	divide	shallow	deep
narrow	wide	short	long
show	hide	there	here
shut	open	these	those
singular	plural	throw	catch
slow	fast	tiny	enormous
small	large	top	bottom
smooth	rough	truth	untruth
sober	drunk	those	these
soft	hard	ugly	beautiful
solid	hollow	unite	separate
sour	sweet	vague	clear

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Word	Antonym	Word	Antonym
south	north	valley	mountain/hill
stale	fresh	victory	defeat
stationary	mobile	war	peace
steep	gradual	weak	strong
straight	crooked	wealth	poverty
strong	weak	west	east
stupid	clever	wet	dry
success	failure	white	black
summer	winter	wild	tame
superior	inferior	wise	unwise
sweet	bitter	worse	better
take	give	wrong	right
tall	short	yes	no
tame	wild	young	old
temporary	permanent		
able	unable	kind	unkind
acceptable	unacceptable	known	unknown
aware	unaware	load	unload
certain	uncertain	likely	unlikely
comfortable	uncomfortable	lucky	unlucky
common	uncommon	necessary	unnecessary
conscious	unconscious	pleasant	unpleasant
controlled	uncontrolled	reasonable	unreasonable
do (verb)	undo (verb)	safe	unsafe
educated	uneducated	screw	unscrew
employed	unemployed	selfish	unselfish
employment	unemployment	steady	unsteady
expected	unexpected	successful	unsuccessful
fair	unfair	tidy	untidy
fashionable	unfashionable	usual	unusual
happy	unhappy	usually	unusually
just	unjust	willing	unwilling
lock	unlock	wise	unwise
advantage	disadvantage	loyal	disloyal

Word	Antonym	Word	Antonym
approve	disapprove	obey	disobey
connect	disconnect	order	disorder
content	discontent	pleasure	displeasure
like	dislike		
convenient	inconvenient	famous	infamous
correct	incorrect	human	inhuman
direct	indirect	audible	inaudible
essential	inessential	visible	invisible
mortal	immortal	polite	impolite
modest	immodest	possible	impossible
moral	immoral	proper	improper
patient	impatient	pure	impure
perfect	imperfect		
legal	illegal	behave	misbehave
legible	illegible	trust	mistrust
regular	irregular	normal	abnormal
sense	nonsense		
careful	careless	pitiful	pitiless
cheerful	cheerless	pitiless	pitiless
joyful	joyless	useful	useless
merciful	merciless		
ascend	descend	external	internal
encourage	discourage	increase	decrease
export	import	inside	outside
exterior	interior		

AT A GLANCE

SPOTLIGHT

STICKY NOTES

## Homonyms

Homonyms are words (phrases) that sound alike but have very different meanings. They are a source of great confusion. Some of these cause persistent problems even for those who have English as their first language.

This section lists and explains some of the more problematic examples which seem to cause the biggest problems.

Word pair	Meanings	Illustration
access	way in	I need <u>access</u> to your office next week.
excess	too much	I am carrying a little <u>excess</u> weight.
advise	verb	I <u>advise</u> you to study this carefully.
advice	noun	I would like to give you a piece of <u>advice</u> .
affect (verb)	to influence or alter	How will the new tax rules <u>affect</u> us?
effect (noun)	result	What <u>effect</u> will the new tax rules have on us?
already	previously	I have done that already.
all ready	everyone ready	Are you all ready to leave?
altogether	completely	He had an <u>altogether</u> different view of things. There were 20 people injured <u>altogether</u> .
all together	everyone together	The accounting staff met <u>all together</u> in the office.
between	two things only  or when talking about distinct items or people even if there are more than two.	The fee from the World Bank was divided between the company and its advisers.  The contract was <u>between</u> the seller, the purchaser and the bank. The fee was divided <u>between</u> the company, its auditor and its lawyer.
among	three or more	The fee was split <u>among</u> the other parties to the contract.
amount	quantity of uncountable things	A large <u>amount</u> of sand blocked the path.
number	total of countable things	A large number of bricks blocked the path. (Not an amount of bricks).
anyone	any person, no specific person in particular	<u>Anyone</u> can pass these exams as long as they are intelligent and industrious.
any one	refers to specific but unidentified items or persons	<u>Any one</u> of the audit staff might have made the same mistake as you.
ascent	way up, rising gradient	The plane took off and continued its <u>ascent</u> in a northerly direction.
assent	agreement	Our parents have given their <u>assent</u> to the marriage.
accept	to receive	I am pleased to accept your offer of employment.
except	to leave out	I can meet with you on any day next week except Thursday.
beside	next to	I sat <u>beside</u> Ali on the bus.
besides	in addition to	Who was on the bus <u>besides</u> Ali?

Word pair	Meanings	Illustration
biannually	two times a year	The exam is set <u>biannually</u> in march and September.
biennially	every two years	The oil industry conference is held <u>biennially</u> . There is one in 2013 so the next one is in 2015.
can	be able to	I <u>can</u> see you next Wednesday. Is that convenient?
may	has permission to	<u>May</u> I see you next Wednesday?
choose	present tense	You must <u>choose</u> between law or accountancy. Which is it to be?
chose	past tense	I <u>chose</u> accountancy and I have no regrets.
sight	vision	I caught my first <u>sight</u> of New York as my plane flew overhead. I have perfect <u>sight</u> .
cite	quote	My manager <u>cited</u> a rule from recent tax legislation when he explained the computation to me.
site	position	Our new factory is being built on a <u>site</u> just outside Gujranwala.
compliment	flattery or praise	I would like to <u>compliment</u> you on the way that you handled that meeting. He paid me a <u>compliment</u> about the way that I had handled things.
complement	supplement complete	The new software update <u>complements</u> the existing system. I have the full <u>complement</u> of skills that are necessary to do this job.
comprehensible	understandable	The new tax legislation is completely <u>incomprehensible</u> .
comprehensive	thorough	The government carried out a <u>comprehensive</u> review before issuing the new rules.
confidant	person to confide in	My brother is my closest <u>confidant</u> . I can ask him for advice on any matter.
confident	positive, sure	I am <u>confident</u> that my brother can advise me on this issue.
continual	following closely	The <u>continual</u> interruptions to the power supply have caused problems over the past two years.
continuous	without interruption	The <u>continuous</u> noise from the street prevented me from sleeping last night.
council (noun)	assembly of persons	The <u>council</u> of the Institute of Chartered Accountants in Pakistan meets on a regular basis to discuss the business of the institute.
counsel (verb)	to give advice	I would <u>counsel</u> you to avoid travelling on Friday.
credible	believable	The newspaper editor said that he was sure that the story was correct as the facts had been checked with a number of <u>credible</u> sources.

Word pair	Meanings	Illustration
creditable	praiseworthy	The English cricket team gave a <u>creditable</u> performance on the last day of the match, preventing New Zealand from winning the series.
currant	fruit	This cake contains <u>currants</u> .
current	flow (water, electricity)	The strong <u>current</u> in the river means that it is not safe to swim.
	up-to-date	The <u>current</u> river levels are very high because of the recent heavy rain.
dependent	depending, relying (adjective)	I was completely <u>dependent</u> on my family when I was at university. Whether I need an operation or not is dependent on the results of my tests.
dependant	one who depends on another for support (noun)	The embassy staff and their <u>dependants</u> have been advised to leave the country as soon as possible.
disinterested	unbiased, neutral	A judge must be interested in the facts of the case and must listen to them with complete <u>disinterest</u> .
uninterested	not interested	I am <u>uninterested</u> in classical music.
disorganised	no longer organised	These files were fine when I gave them to you but now they are completely disorganised.
unorganised	not organised (yet)	I have completed a lot of work but my papers are still unorganised.
farther	literal distance	We drove <u>farther</u> on our last holiday than we had ever driven before.
further	in addition (figurative distance)	Our last holiday drove us <u>further</u> into debt.
formally	in a formal manner	I have never studied music <u>formally</u> .
formerly	previously	I preferred art <u>formerly</u> , but now I prefer music.
eminent	outstanding, prominent	An <u>eminent</u> professor is coming to lecture to the faculty.
imminent	very near, coming soon	His arrival is <u>imminent</u> .
imply	hint	Are you <u>implying</u> that I will be unable to take next week as holiday as arranged?
infer	draw a conclusion from	I <u>infer</u> , from what you are saying that I will be unable to take next week as holiday as arranged.
its	the possessive singular form of 'it'	The tiger is guarding <u>its</u> cub.
it's	a contraction of 'it is'	<u>It's</u> a lovely day.
less	smaller quantity (e.g. water)	I would like a little <u>less</u> rice please.
fewer	smaller number (e.g. glasses of water)	I would like <u>fewer</u> potatoes please. (not less potatoes)
licence	noun	I have <u>licence</u> to operate.



Word pair	Meanings	Illustration
license	verb	The government department has <u>licensed</u> me to operate in this industry.
lay	to put something down (verb with an object)	Chickens <u>lay</u> eggs. Hamid would you lay the book on the table please? Hamid <u>laid</u> (past tense) the book on the table.
lie	to recline (verb with no object)	Go and <u>lie</u> down for a while.
loose	adjective	The ball bounced up and hit me in the face and one of my teeth feels a little <u>loose</u> .
lose	verb	I hope that I do not <u>lose</u> it.
maybe	perhaps (adverb)	<u>Maybe</u> I will pass this exam.
may be	indicates possibility (verb)	My brother <u>may be</u> arriving tomorrow.
moral	principle	I live my life by a strict code of <u>morals</u> .
morale	state of mind	<u>Morale</u> is very high due to the recent success of the business.
personal	individual	The CEO always travels with a <u>personal</u> assistant.
personnel	staff	The <u>personal</u> assistant joined his <u>personnel</u> two months ago.
practice	noun	With <u>practice</u> , you will pass this exam.
practise	verb	It is very important that you <u>practise</u> questions in order to pass these exams.
presently	soon	It is expected to rain <u>presently</u> .
currently	at the moment	<u>Currently</u> , the sun is shining.
principal	major (adjective)	The recession is the <u>principal</u> cause of the country's current economic problems.
	sum of money (noun)	When a person borrows cash to buy a property in England the early payments are mostly interest with little effect on the <u>principal</u> borrowed.
	chief person (noun)	My father is the <u>principal</u> of the local technical college.
principle	rule	The ethical guidelines of the institute set out a series of <u>principles</u> that we must apply.
rise	increase in salary (noun)	I was given a very generous pay <u>rise</u> last week.
	to move upwards (verb with no object)	The sun <u>rises</u> every day.
raise	to move upwards (verb with an object)	<u>Raise</u> your hand if you would like to ask a question.
stationary	not moving	The train remained <u>stationary</u> for several hours.
stationery	paper etc.	Our firm uses very attractive headed <u>stationery</u> .
their	belonging to them	Where is <u>their</u> car?

Word pair	Meanings	Illustration
there	in that place	Over <u>there</u> .
they're	short for 'they are'	<u>They're</u> coming back for it later.
to	towards	I am going <u>to</u> Lahore.
	to identify a recipient	Ashim gave it <u>to</u> his mother.
too	excessively	It is <u>too</u> hot for sport.
	also	I will go <u>too</u> .
who's	short for 'who is'	<u>Who's</u> coming out tonight?
whose	belonging to who	<u>Whose</u> books are these?
your	belonging to you	Are these <u>your</u> books?
you're	short for 'you are'	<u>You're</u> looking a little hot.

### Abbreviations or Acronyms

Acronyms, abbreviations or technical jargons used within the message are often complexed for those who are unaware of the specific details or might not be from the same background. This is the reason that use of acronyms or technical jargons is recommended only for those having prior knowledge.

Abbreviations are shortened or contracted versions of phrases or nouns that are used when one does not want to repeat the complete phrase or word repeatedly. Acronyms are abbreviations usually formed from the first letters of the words or phrases and being pronounced together.

It is suggested when acronyms or abbreviations are likely to be used, then the same should be explained for the first time and then continued with the use in rest of the message.

Use of multiple abbreviations is also not recommended. Imagine shorter syntax used multiple times in a paragraph making it highly informal for an email message.

► *Example:*

Sentence	Revised
Plz be informed that u r required to attend workshop b/w your lunch hours. Plz be there ASAP.	Please attend the workshop during lunch hour between 1:00-2:00 PM. Hope to see all of you in time.
One of the EFL training requirements is to practice speaking. Learning EFL is never without practice.	Learning English as a Foreign Language (EFL) requires practicing speaking skills. Learning EFL is never without practice.

## 2 BRITISH ENGLISH AND AMERICAN ENGLISH

Over the years American spelling has evolved slightly from British spelling. Often these changes lead to a more logical spelling of the words involved than in British English.

We should stress again that the different spellings are perfectly acceptable. Both forms are correct. The British spelling is correct in the UK and the American spelling is correct in America.

### British English words ending in -re

These usually end in -er in American English

► *For Example:*

British English	American English	British English	American English
centre	center	litre	liter
fibre	fiber	theatre	theater

### British English words ending in -our

These usually end in -or in American English

► *For Example:*

British English	American English	British English	American English
colour	color	labour	labor
flavour	flavor	neighbour	neighbor
humour	humor		

### British English words ending in -ize or -ise

Some verbs in British English can end in either -ize or -ise.

These are always spelled with -ize at the end in American English

► *For Example:*

British English	American English
apologize or apologise	apologize
organize or organise	organize
recognize or recognise	recognize

### British English words ending in -yse

These are always spelled with -yze at the end in American English

► *For Example:*

British English	American English
analyse	analyze
breathalyse	breathalyze

### British English nouns ending with -ence

Some of these are spelled ending in -ense in American English

► *For Example:*

British English	American English	British English	American English
defence	defense	offence	offense
licence	license	pretence	pretense

### British English words ending in a vowel plus l

When the participle and words with other endings are formed the final l is doubled. This does not happen in American English

► *For Example:*

British English	American English
travel	travel
travelled, travelling, traveller	travelled, traveling, traveler
fuel, fuelled, fuelling	fuel, fueled, fueling

### Different words

There are not only differences in spelling but in vocabulary too.

► *For Example:*

British English	American English	British English	American English
aluminium	aluminum	garden	yard; lawn
biscuit	cookie; cracker	gearing (finance)	leverage
bonnet (of a car)	hood	ground floor	first floor
boot (of a car)	trunk	lift	elevator
chemist	drugstore	lorry	truck
chips	French fries	nappy	diaper
cinema	movie theater	ordinary share	common stock
cot	crib	petrol	gas; gasoline
courgette	zucchini	postcode	zip code
crisps	chips; potato chips	pram, pushchair	baby carriage; stroller
current account	checking account	programme	program
dustbin	garbage can	queue	line
earth (electrical)	ground	trousers	pants
flat	apartment		

### 3 PHRASES AND IDIOMS

Words used in a literal sense have their exact meaning. Words used in a figurative sense mean something other than their exact meaning.

#### Figures of speech

A figure of speech is a word or words that are not being used in the literal sense. The word or phrase is used to mean something more than could be guessed from a literal reading of the words

► *Example:*

A fish out of water.

Literal sense	Figurative sense
We can see a fish and it is not in the water.	The phrase refers to a person who is uncomfortable because he is out of his natural environment or trying to do something for which he does not have the skills.

There are about twenty categories of figures of speech in English. A phrase might be classified in more than one category, including:

- Idiom
- Simile
- Metaphor
- Hyperbole
- Litotes
- Oxymoron
- Understatement
- Irony

In addition to the above there are a large number of phrases in use that derive from other languages.

#### Hyperbole

This refers to the use of an extravagant statement or exaggerated terms in order to emphasise or heighten the effect of the words.

► *Example:*

Sentence:	Meaning:
I am starving	I am very hungry.
My suitcase weighs a ton.	My suitcase is very heavy
I must have walked a million miles today.	I have walked a lot today

#### Litotes

Where an answer is given by negating its opposite.

► *Example:*

Sentences:	Meaning:
What is the weather like?	
It is not warm.	Meaning it is cold.

### Understatement

Where a speaker deliberately understates a response with the aim of exaggerating it.

► *Example:*

Sentences:	Meaning:
What is the weather like?	
It is a little breezy.	The wind is very strong.

### Irony

This is the use of words to convey the opposite of their literal meaning.

The speaker says one thing but wants you to understand the opposite.

Irony is very common in English and used in humour often among friends

► *Example:*

Scenario:	Might say:
A person arrives back late to his apartment to find his flat mate relaxing watching TV.	I can see that you are working hard.
You visit a friend who answers the door in paint stained old clothes.	I can see that you have dressed up for me.

### Oxymoron

An oxymoron is a figure of speech in which contradictory terms appear side by side.

► *Example:*

act naturally	alone together	deafening silence	ill health
random order	criminal justice	definite possibility	turn up missing
original copy	old news	definitely maybe	small crowd
conspicuous absence	peace force	terribly pleased	clearly misunderstood.
found missing			

### Simile

A figure of speech involving the comparison of one thing with another thing of a different kind.

Simile - A stated comparison (usually formed with "like" or "as") between two fundamentally dissimilar things that have certain qualities in common.

A simile directly compares two different things (usually by employing the words like or as) to indicate that one has something in common with another

► *Example:*

Ali was as agile as a monkey.

Inzaman ran like a gazelle.

Azeem was as tall as a lamp post.

## Metaphor

A figure of speech in which a word or phrase is applied to something to which it is not literally applicable. Something regarded as symbolic of something else.

A metaphor makes an assertion that the subject is the same as an unrelated subject in some way

► *Example:*

Ali was a lion in a fight.  
My children light up my life.  
My heart was broken.

## Similes based on characteristics

as agile as a monkey	as hairy as a gorilla	as quiet as a mouse
as blind as a bat	as happy as a king, lark, sandboy	as sick as a dog
as brave as a lion	as heavy as an elephant	as slippery as an eel
as bright as a lark	as hungry as a hunter	as slow as a snail, tortoise
as busy as a bee	as hungry as a wolf	as sober as a judge
as crafty as a fox	as industrious as a beaver	as strong as a horse
as cunning as a fox	as mad as a hatter	as strong as an ox
as fast as a deer, hare	as mad as a March hare	as sure-footed as a goat
as fat as a pig	as meek as a lamb	as swift as a deer, hare, hawk
as fierce as a lion	as obstinate as a mule	as tall as a giant
as flat as a flounder	as old as Methuselah	as tenacious as a bulldog
as fleet as a gazelle	as patient as Job	as thick as thieves
as frisky as a lamb	as playful as a kitten	as timid as a mouse
as frisky as a two-year-old	as pleased as Punch	as wise as an owl
as gentle as a dove, lamb	as poor as a church mouse	as wise as Solomon
as graceful as a swan	as proud as a peacock	as white as a ghost, sheet

## Similes based on qualities

as black as coal, soot	as good as gold	as smooth as glass
as bold as brass	as green as grass	as smooth as velvet
as bright as a button	as hard as nails	as soft as putty
as brown as a berry	as keen as mustard	as sound as a bell
as changeable as the weather	as large as life	as steady as a rock
as clean as a whistle	as light as a feather	as stiff as a poker
as clear as crystal, a bell	as alike as two peas in a pod	as straight as an arrow
as cold as charity, ice	as neat as a new pin	as straight as a ramrod
as cool as a cucumber	as old as the hills	as sturdy as an oak
as dead as a doornail	as pale as death	as sweet as honey
as deaf as a doorpost	as plain as a pikestaff	as thin as a rake
as drunk as a lord	as quick as lightning	as tough as old leather



as dry as a bone	as regular as the clock	as ugly as sin
as dull as dishwater	as right as rain	as warm as wool
as easy as ABC	as safe as houses	as weak as water
as fit as a fiddle	as sharp as a needle	as white as a sheet
as flat as a pancake	as sharp as a razor	as white as snow
as fresh as a daisy	as silent as the grave	

**Idiom**

A group of words established by usage as having a meaning not deducible from those of the individual words.

In other words, an idiom is a phrase which has a meaning that is different from the normal meaning of the words but is commonly understood by speakers of a language. It is a set of words with a figurative meaning.

An idiom is a type of figure of speech but the phrase figure of speech has a wider meaning.

List of idioms is provided in Annexure.

**Foreign Phrases**

English has incorporated many words and phrases from other languages.

Many of these words are integrated into the language to such an extent that a British person might not realise that they are of foreign origin. It may interest you to see the following words which are derived from Hindi and Urdu (and in turn might have come from Sanskrit or Persian)

► *Example:*

Word	Meaning in English	Word	Meaning in English
bangle	band worn around wrist	pundit	Expert on an area. Often ex-players on sports programmes.
bungalow	dwelling on one floor	pukka	slang for genuine
cot	Portable bed, baby’s bed	pyjamas	sleeping garments
cushy	Slang for comfortable	shawl	A piece of fabric wrapped around head or body
dekko	slang for a quick look	sorbet	water ice flavoured with juice
dinghy	small boat	shampoo	lotion to wash hair
jungle	thick forest in hot climate	thug	violent trouble maker
khaki	dusty colour (used by military)	typhoon	tropical storm
loot	stolen goods	veranda	porch

However, some phrases used are clearly of foreign origin. The complete list of foreign phrases is provided in Annexure.

**STICKY NOTES**

Prefixes consist of one or several letters placed at the beginning of a word (usually a noun, verb or adjective) in order to adjust or qualify its meaning. Whereas, Suffixes consist of one or several letters placed at the end of a word in order to adjust or qualify its meaning.

Synonym is a word or phrase that means the same as another word or phrase in the same language. Whereas, a word opposite in meaning to another.

Homonym (Homophone) means each of two or more words having the same spelling or pronunciation but different meanings and origins.

A figure of speech is a word or words that are not being used in the literal sense. The word or phrase is used to mean something more than could be guessed from a literal reading of the words.

There are about twenty categories of figures of speech in English. A phrase might be classified in more than one category. Including, Idiom, Simile, Metaphor, Hyperbole, Litotes, Oxymoron, Understatement, Irony.

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## SELF-TEST

### 4.1. Select most suitable synonyms of the underline words:

- i. There are many small pieces in the yard.
  - (a) provisions
  - (b) edibles
  - (c) bits
  - (d) products
- ii. Naeem gave a plausible excuse for losing all his money.
  - (a) believable
  - (b) unbelievable
  - (c) problematic
  - (d) costly
- iii. They tend to evade the issues skilfully.
  - (a) conquer
  - (b) explore
  - (c) profit
  - (d) avoid
- iv. Raza came out of the boss's office with an angry expression on his face.
  - (a) cheerful
  - (b) sarcastic
  - (c) serious
  - (d) irritated

### 4.2. Correct the following sentences.

- (i) I can't stand people **ask/to ask** me questions all the time.
- (ii) They stopped the car to **having/have** a chat with their friends.
- (iii) Their house really needs **paint/painting**.
- (iv) He stopped **driving/to drive** because he was sleepy.
- (v) Haven't you **sell/sold** your flat yet?
- (vi) Its warm because the heating has **being/been** on.
- (vii) Tuesday we were busy. We had interviews and the telephones **rung/rang** all morning.
- (viii) When the manual arrived, the cover was all **tore/torn** up.
- (ix) Last week our senior accountant **quit/quitted** his job.
- (x) Stock prices have **sank/sunk** to a new low this quarter.

4.3. Replace the underlined words / phrases in the following sentences with the correct synonyms:

(a) Visualise, (b) mobile, (c) collapsed, (d) differentiate, (e) impediments, (f) essential, (g) astonishment,

- i. The president will find it difficult to persuade the people of this because there are many obstacles to success.
- ii. Haisam was in bed for a few weeks with an injured leg but now he is able to move around easily again.
- iii. The teacher was filled with the emotional impact of overwhelming surprise by her student's ingenuity.
- iv. Control of the country's debt is fundamental to our economic future.
- v. Sadly, it is difficult to imagine a world in which there is no more conflict.
- vi. They were so far away that it was difficult to distinguish one from the other.
- vii. Hasan tried so hard during the race that he broke down after he crossed the finishing line.

4.4. Choose the most appropriate synonym of the word in bold.

- i. He **renounced** the throne for his younger brother.  
(a) relinquished (b) gave up (c) abandoned (d) refused
- ii. The company suffered **significant** losses due to his impulsive decision making.  
(a) meaningful (b) serious (c) considerable (d) important
- iii. Khalid sternly rebuked Lily warning her that inference will not be tolerated in his personal **business**.  
(a) commercial (b) trader (c) industry (d) dealing
- iv. After he broke her favourite **ornament**, he silently hid the broken pieces.  
(a) adornment (b) embellishment (c) decoration (d) pattern
- v. She cursed her **fate** as she missed the last flight to Karachi by a minute.  
(a) luck (b) destination (c) providence (d) chance
- vi. **Usually** he is punctual but today he arrived late for the meeting.  
(a) normally (b) generally (c) typically (d) habitually
- vii. The teacher even after repeated attempts failed to make the students **understand** the topic.  
(a) appreciate (b) comprehend (c) realize (d) know
- viii. After the sudden demise of their father the Khans requested media to give them time to **manage** their grief.  
(a) administer (b) cope (c) deal (d) handle

4.5. Select most appropriate words for the given meaning.

- (i) To work out a problem  
(a) break (b) reckon (c) rumour (d) delight
- (ii) Ten-year period  
(a) decide (b) façade (c) decade (d) century
- (iii) Of the same value  
(a) zone (b) grant (c) equivalent (d) moment

- (iv) Relates to home  
(a) loyal (b) domestic (c) cottage (d) chamber
- (v) To move away  
(a) combine (b) coast (c) wander (d) obtain
- (vi) Slow change  
(a) unique (b) invest (c) intend (d) gradual
- (vii) energy producing material  
(a) pour (b) iron (c) fuel (d) curve
- (viii) Question and argue  
(a) debate (b) dare (c) dissolve (d) gamble
- (ix) Look ahead to  
(a) light (b) focus (c) anticipate (d) know
- (x) Running alongside  
(a) parallel (b) near (c) movement (d) belong

**4.6.** Select the correct word in each of the following sentences:

- i. Your action had little (**affect/effect**) on the decision.
- ii. My father’s visit is (**eminent/imminent**).
- iii. I was flattered by his (**compliments/complements**).
- iv. Your agenda is different (**from/then**) mine.
- v. The (**principle/principal**) advantage of word processor is the ability to reproduce material easily.
- vi. There are (**fewer/least**) mistakes in this transcription.

**4.7.** Select the most appropriate word/phrase from the brackets to complete each of the following sentences:

- i. The government is making serious effort to help \_\_\_\_\_.  
(a) Poor (b) the poor (c) the poors (d) the poor ones.
- ii. What’s the weather like in Nathia gali? How often \_\_\_\_\_ there during the winters?  
(a) it snow (b) does it snows (c) it snows (d) does it snow
- iii. The trainee driver \_\_\_\_\_ the red light.  
(a) saw not (b) did not see (c) no saw (d) did not saw
- iv. All the employees at the meeting shook hands with \_\_\_\_\_.  
(a) each other (b) one other (c) one the other (d) themselves
- v. If the bus to the airport hadn’t been so late, we \_\_\_\_\_ the plane.  
(a) caught (b) had caught (c) would catch (d) would have caught

- vi. The accident was seen by most of the people \_\_\_\_\_ at the bus stop.  
(a) waited (b) waiting (c) were waiting (d) who waiting
- vii. It was too cold \_\_\_\_\_ outside on the veranda.  
(a) the guests sleeping (b) for the guests to sleep  
(c) that the guests should sleep (d) that the guests sleep
- viii. The museum was housed in \_\_\_\_\_ building near the river.  
(a) a nice red brick (b) a red brick nice (c) a brick nice red (d) a red nice brick

**4.8.** Complete the following sentences with the appropriate words:

- i. Your child has made no \_\_\_\_\_ progress in his performance at school.  
(a) notice (b) noticeable (c) noticeably (d) noticed
- ii. I am grateful to you for your \_\_\_\_\_ assistance.  
(a) value (b) valuation (c) valuable (d) valueless
- iii. Do not consider that he is your friend; assess his performance \_\_\_\_\_.  
(a) object (b) objective (c) objection (d) objectively
- iv. The \_\_\_\_\_ of the wanted dacoit has been published in all the important newspapers.  
(a) describe (b) describing (c) description (d) descriptives
- v. He does not have any \_\_\_\_\_ of finance.  
(a) know (b) knowing (c) knowledge (d) known
- vi. Smoking is not \_\_\_\_\_ in the new office premises.  
(a) permit (b) permitted (c) permissives (d) permission

**4.9.** Complete the following sentences with suitable homophones.

- i. It is not \_\_\_\_\_ of the transport companies to increase the \_\_\_\_\_ thrice in one year. (fair/fare)
- ii. Sara \_\_\_\_\_ that her daughter would like the \_\_\_\_\_ painting she had bought for her room. (new/knew)
- iii. All the \_\_\_\_\_ of the prestigious Law Colleges who attended the symposium were considered to be authorities on \_\_\_\_\_ of Human Rights. (principles/principals)
- iv. The right u-turn immediately after the signal crossing is the \_\_\_\_\_ cause of serious accidents on this busy \_\_\_\_\_. (route/root)
- v. Different varieties of the newly packaged \_\_\_\_\_ were displayed in a \_\_\_\_\_ order. (serial/cereal)
- vi. The boat on \_\_\_\_\_ had a beautiful sky-blue \_\_\_\_\_ with the word 'Winner' written on it. (sale/sail)

**4.10.** Complete the following sentences with the appropriate words / phrases:

- i. \_\_\_\_\_ who look for trouble, usually find it.  
(a) these (b) anyone (c) those (d) them
- ii. By my fiftieth birthday, I \_\_\_\_\_ in my current profession for over twenty years.  
(a) will been (b) will have been (c) would be (d) would have been
- iii. I cannot understand my neighbour's accent. I wish she would \_\_\_\_\_.  
(a) speak clearer (b) speaks clearly more  
(c) more clearly speak (d) speak more clearly
- iv. Until last year, it was the largest ship that \_\_\_\_\_.  
(a) was ever built (b) has ever built (c) has ever been build (d) had ever been built
- v. \_\_\_\_\_ are you speaking? I didn't catch the name.  
(a) Who (b) Whom (c) Of who (d) Of whom

**4.11.** Select the most appropriate word to complete each of the sentences given below:

- i. Sadia's \_\_\_\_\_ personality helps her in being a successful media professional; she always knows what to say and how to say it without offending others.  
(a) dominant  
(b) attentive  
(c) polite  
(d) serious
- ii. "Your Honour, I have substantial evidence that the statement submitted by the defendant is \_\_\_\_\_." The prosecutor pleaded.  
(a) anonymous  
(b) mysterious  
(c) misleading  
(d) destructive
- iii. "Do not worry Mr Bashir, the accident has caused no harm to your daughter; her injuries are \_\_\_\_\_ and will heal very soon." The doctor said.  
(a) artificial  
(b) disabling  
(c) critical  
(d) minor

- iv. After boarding the bus, the elderly man gave a \_\_\_\_\_ glance inside to find a vacant seat.
- (a) awkward  
(b) quick  
(c) dramatic  
(d) complete
- v. Development in medical science has made significant \_\_\_\_\_ towards eradication of polio in most of the developing countries.
- (a) efforts  
(b) contributions  
(c) advanced  
(d) reductions

**4.12.** Select most suitable synonyms of the underline words:

- i. There are many small pieces in the yard.  
(a) provisions (b) edibles (c) bits (d) products
- ii. Naeem gave a plausible excuse for losing all his money.  
(a) believable (b) unbelievable (c) problematic (d) costly
- iii. They tend to evade the issues skilfully.  
(a) conquer (b) explore (c) profit (d) avoid
- iv. Raza came out of the boss's office with an angry expression on his face.  
(a) cheerful (b) sarcastic (c) serious (d) irritated

**4.13.** Select from the following similes that best describes the given sentences

- (i) She was courageous. She was as  
(a) gentle as dove (b) proud as a peacock  
(c) slippery as an eel (d) brave as a lion
- (ii) Project completion was taking so much time. It was going as  
(a) tall as a giant (b) slow as a snail  
(c) playful as a kitten (d) fat as a pig
- (iii) Our new laptop was not heavy. It was as  
(a) Strong as an ox (b) old as methuselah  
(c) large as life (d) light as a feather.
- (iv) The children in the orphanage were starving. They were  
(a) as keen as mustard (b) as hungry as wolves  
(c) as fit as fiddle (d) as ugly as sin



- (v) He won a lottery. He was  
 (a) As happy as a king (b) as sober as a judge  
 (c) as white as snow (d) as warm as wool

**4.14.** Select the meaning which is closest to the idiom

- (i) A bed of roses  
 (a) a florist's delight (b) a garland of selected flowers  
 (c) a beautiful countryside (d) a state of very comfortable life
- (ii) Bird's eye-view  
 (a) a very close distance (b) a considerable distance  
 (c) a general overview (d) a scenic landscape
- (iii) Pull up your socks  
 (a) order to disgrace an enemy defeated in war  
 (b) advice given on being seriously injured in action on the battlefield  
 (c) signify commencement of renewed and determined efforts  
 (d) expression of appreciation for a well-dressed gentleman
- (iv) Play the trump card  
 (a) to show off one's knowledge of a subject  
 (b) to make ostentatious display of one's wealth  
 (c) to seek favours or obligations from friends  
 (d) to make use of one's most valuable resource
- (v) Lock, stock and barrel  
 (a) a closely guarded secret  
 (b) a place where valuable items are kept  
 (c) a cache of hidden weapons  
 (d) an action/activity in its full or complete form
- (vi) Call a spade a spade  
 (a) to treat everyone equally without any discrimination  
 (b) to dispel any misgivings or feelings of despondency  
 (c) to say a thing truthfully in straight and plain language  
 (d) to forcefully defend the rights of farmers

4.15. Select the meaning which is most close to the idiom:

- (i) At daggers drawn
  - (a) to fight with dagger
  - (b) to fight a duel
  - (c) a violent situation
  - (d) a long standing revenge
- (ii) As the crow flies
  - (a) something flying like a crow
  - (b) in a straight line
  - (c) travelling on a long route
  - (d) to measure a distance
- (iii) Hit the ceiling
  - (a) throw something on the roof
  - (b) to reach saturation point
  - (c) react extremely angrily
  - (d) to break the record
- (iv) Bury the hatchet
  - (a) to break rules
  - (b) to bury the dead
  - (c) to bring something
  - (d) to make peace
- (v) Add fuel to the fire
  - (a) to make a bad situation worse
  - (b) burn gas or oil to produce heat
  - (c) to lit the fire place
  - (d) to beat the already dead
- (vi) Gain ground
  - (a) to flourish
  - (b) to make progress
  - (c) to benefit someone
  - (d) to own a plot of land

4.16. Select the meaning which is most appropriate to the idiom:

- (i) A bone of contention
  - (a) a common trait observed in a family
  - (b) a minor discrepancy
  - (c) a cause of disagreement
  - (d) an environment of discontentment and disharmony
- (ii) To harp on the same string
  - (a) to be oblivious of the sentiments of others
  - (b) to cite a popular saying
  - (c) to refer repeatedly to the same subject
  - (d) to focus on the main issue without mincing words
- (iii) To let the cat out of the bag
  - (a) to announce bad news
  - (b) to show excessive affection towards a pet
  - (c) to disclose a well-kept secret
  - (d) to show intense resentment
- (iv) Spick and span
  - (a) neat and clean
  - (b) polite and well-mannered
  - (c) intelligent and hardworking
  - (d) smart and learned
- (v) The Lion's share
  - (a) display of excessive strength or energy
  - (b) the largest portion
  - (c) earnings obtained through unfair means
  - (d) a very demanding attitude
- (vi) Do not upset the applecart
  - (a) to have good relations with neighbours
  - (b) to try not to change the way things are done
  - (c) to go to great lengths to appease somebody
  - (d) to pursue strictly formal relationships in office
- (vii) Heads will roll
  - (a) somebody will be assassinated
  - (b) everyone will suffer
  - (c) certain individuals will have to quit their jobs
  - (d) certain individuals will assume positions

- (viii) To live from hand to mouth
- (a) to live a life of extreme affluence
  - (b) to live a life in absolute ignorance
  - (c) to live a life within a very tight budget
  - (d) to depend upon the charity of others

**4.17.** Complete the sentences with appropriate idioms.

- (i) I wish the doctor would stop \_\_\_\_\_ and tell me exactly what is wrong with me.
- (a) making a mountain of the mole hill
  - (b) telling cock and bull stories
  - (c) beating around the bush
  - (d) reading between the lines
- (ii) A large contingent of the police was called to the scene, but it was just \_\_\_\_\_ as all the strikers dispersed peacefully after registering their grievances.
- (a) the calm before the storm
  - (b) a flash in the pan
  - (c) a storm in a tea cup
  - (d) a rank and file exercise
- (iii) Rashid received \_\_\_\_\_ from the chief executive for his excellent presentation to the committee on the new power project.
- (a) flying colours
  - (b) a pat on the back
  - (c) key to success
  - (d) a feather in his cap
- (iv) The recent increase in prices of fuel was \_\_\_\_\_ for the entire nation.
- (a) bring to book policy
  - (b) a sight for sore eyes
  - (c) a bolt from the blue
  - (d) a snake in the grass policy
- (v) Sajid was sorrowful over his performance in the one-day cricket match. This was like \_\_\_\_\_.
- (a) crying wolf
  - (b) out of sorts
  - (c) crying over spilt milk
  - (d) creating bad blood

**4.18.** Complete the sentences with appropriate idioms.

- (i) I do not enjoy small talk and meaningless conversations; it is for this reason that I am usually \_\_\_\_\_ at marriage parties.
- (a) at their beck and call
  - (b) as cool as a cucumber
  - (c) always on the wanted list
  - (d) a fish out of water
- (ii) The driver \_\_\_\_\_ to justify his long leave of absence without the permission of his employer.
- (a) ate the humble pie
  - (b) went back on his words
  - (c) created a cock and bull story
  - (d) put on airs
- (iii) To preach the virtues of honesty to the scoundrel was like \_\_\_\_\_
- (a) running with the hare and hunting with the hound
  - (b) praying for the rain
  - (c) flogging a dead horse
  - (d) creating a storm in a teacup
- (iv) The health minister \_\_\_\_\_ while addressing the symposium of the visiting senior surgeons from the foreign countries.
- (a) managed to keep his body and soul together
  - (b) made a laughing stock of himself
  - (c) read the writing on the wall
  - (d) knew which side his bread was buttered
- (v) I expect Shahid, my dear friend, to stand with me \_\_\_\_\_.
- (a) like a turncoat
  - (b) through thick and thin
  - (c) and hold his tongue in his cheek
  - (d) and act as if the butter would not melt in his mouth
- (vi) The nominees of both the political parties were \_\_\_\_\_ in spite of their very close family relationships.
- (a) basking in the sunshine
  - (b) between the devil and the deep sea
  - (c) at daggers drawn
  - (d) putting the cart before the horse

4.19. Insert the most appropriate idiom from the list given below in the following sentences:

**not my cup of tea, a piece of cake, the apple of their eyes, like showing a red rag to a bull, take it with a pinch of salt, in the blink of an eye, no use crying over spilt milk, gets on my nerves**

- (i) "Oh, that advertisement to give very attractive prizes to the winners of the lottery!" I would rather \_\_\_\_\_.
- (ii) Mr. and Mrs. Sarwar have three children and everyone knows that the youngest daughter is \_\_\_\_\_.
- (iii) You should have kept your valuable necklace in the bank lockers. Now that it is stolen, there is \_\_\_\_\_.
- (iv) Painting is \_\_\_\_\_; I can hardly hold the brush straight.
- (v) \_\_\_\_\_ the seagull dived in the water and caught a beautiful yellow fish.
- (vi) My wife's constant obsession with cleanliness \_\_\_\_\_ sometimes.
- (vii) It is futile to try to hold a meaningful discussion with Zahid on the political set-up. It's \_\_\_\_\_.
- (viii) Asif completed the math assignment in just one hour; it was \_\_\_\_\_ for him.

4.20. Determine the meaning of the bolded expression. Choose the best answer.

- (i) Ayaz would have been playing ball, **until the cows came home** if it hadn't been for Sadia dragging him away to eat dinner.
  - (a) Ayaz was just about to stop playing ball.
  - (b) Ayaz didn't even want to play ball to begin with.
  - (c) Ayaz refers nature to athletics.
  - (d) Ayaz would have continued playing ball for a long time.
- (ii) Even though Sana already had a new job, she submitted her two week notice and conducted herself in a professional way at her old job because she didn't want to **burn bridges**.
  - (a) Sana didn't want to ruin her positive relationship with her old employer.
  - (b) Sana wasn't ready to start her new job.
  - (c) Sana was really going to miss her old job.
  - (d) Sana was waiting until her last day to rub it in everyone's face that she was leaving.
- (iii) Ayaz had a hard time comparing the iPhone to the Samsung phone because to him they were **apples and oranges**.
  - (a) Ayaz can hardly tell the difference between the two phones because they are so similar.
  - (b) Ayaz believes that the phones are so different from one another that they cannot be compared.
  - (c) Ayaz doesn't know anything about phones so he may as well be thinking about fruits.
  - (d) Ayaz is too hungry to think about phones at this time.

- (iv) Behram felt pretty good about getting a pair of roller-skates for his birthday, until he saw his twin brother Ryan open up his GameBox X-9000, and then Brian felt like he **got the short end of the stick**.
- (a) Behram felt like Ryan received a better gift than he.
  - (b) Behram was quite pleased with his roller skates.
  - (c) Behram wanted a long stick that he could use to support himself on hikes.
  - (d) Behram feels bad for Ryan because Ryan wanted roller-skates.

## ANSWERS TO SELF-TEST

4.1 (i)	4.1 (ii)	4.1 (iii)	4.1 (iv)	
C	A	D	D	
4.2 (i)	4.2 (ii)	4.2 (iii)	4.2 (iv)	4.2 (v)
Ask	Have	painting	driving	sold
4.2 (vi)	4.2 (vii)	4.2 (viii)	4.2 (ix)	4.2 (x)
been	Rang	torn	quit	sunk
4.3 (i)	4.3 (ii)	4.3 (iii)	4.3 (iv)	
E	B	G	F	
4.3 (v)	4.3 (vi)	4.3 (vii)		
A	D	C		
4.4 (i)	4.4 (ii)	4.4 (iii)	4.4 (iv)	
A	C	D	A	
4.4 (v)	4.4 (vi)	4.4 (vii)	4.4 (viii)	
A	A	B	B	
4.5 (i)	4.5 (ii)	4.5 (iii)	4.5 (iv)	4.5 (v)
b) reckon	c) decade	c) equivalent	b) domestic	c) wander
4.5 (vi)	4.5 (vii)	4.5 (viii)	4.5 (ix)	4.5 (x)
d) gradual	c) fuel	a) debate	c) anticipate	a) parallel
<b>4.6</b>				
(i) Your action had little <b>effect</b> on the decision.				
(ii) My father's visit is <b>imminent</b> .				
(iii) I was flattered by his <b>compliments</b> .				
(iv) Your agenda is different <b>from</b> mine.				
(v) The <b>principal</b> advantage of word processor is the ability to reproduce material easily.				
(vi) There are <b>fewer</b> mistakes in this transcription.				



<b>4.7</b>	
(i) b) the poor	(v) d) would have caught
(ii) d) does it snow	(vi) b) waiting
(iii) b) did not see	(vii) b) for the guests to sleep
(iv) a) each other	(viii) a) a nice red brick
<b>4.8</b>	
(i) b) noticeable	(iv) c) description
(ii) c) valuable	(v) c) knowledge
(iii) d) objectively	(vi) b) permitted
<b>4.9</b>	
(i)	It is not <b>fair</b> of the transport companies to increase the <b>fare</b> thrice in one year.
(ii)	Sara <b>knew</b> that her daughter would like the <b>new</b> painting she had bought for her room.
(iii)	All the <b>principals</b> of the prestigious Law Colleges who attended the symposium were considered to be authorities on <b>principles</b> of Human Rights.
(iv)	The right u-turn immediately after the signal crossing is the <b>root</b> cause of serious accidents on this busy <b>route</b> .
(v)	Different varieties of the newly packaged <b>cereal</b> were displayed in a <b>serial</b> order.
(vi)	The boat on <b>sale</b> had a beautiful sky-blue <b>sail</b> with the word 'Winner' written on it.
<b>4.10</b>	
(i) c) those	(iv) d) had ever been built
(ii) b) will have been	(v) d) of whom
(iii) d) speak more clearly	
<b>4.11</b>	
(i) c) polite	(iv) b) quick
(ii) c) misleading	(v) b) contributions
(iii) c) minor	

<b>4.12</b>	
(i) c) bits	(iii) d) avoid
(ii) a) believable	(iv) d) irritated
<b>4.13</b>	
(i) d) brave as a lion	(iv) b) as hungry as wolves
(ii) b) slow as a snail	(v) a) as happy as a king
(iii) d) light as a feather	
<b>4.14</b>	
(i) d) a state of very comfortable life	(iv) d) to make use of one's most valuable resource
(ii) c) a general overview	(v) d) an action/activity in its full or complete form
(iii) c) signify commencement of renewed and determined efforts	(vi) c) to say a thing truthfully in straight and plain language
<b>4.15</b>	
(i) c) a violent situation	(iv) d) to make peace
(ii) b) in a straight line	(v) a) to make a bad situation worse
(iii) c) react extremely angrily	(vi) b) to make progress
<b>4.16</b>	
(i) c) a cause of disagreement	(v) b) the largest portion
(ii) c) to refer repeatedly to the same subject	(vi) b) to try not to change the way things are done
(iii) c) to disclose a well-kept secret	(vii) c) certain individuals will have to quit their jobs
(iv) a) neat and clean	(viii) c) to live a life within a very tight budget
<b>4.17</b>	
(i) c) beating around the bush	(iv) c) a bolt from the blue
(ii) c) a storm in a tea cup	(v) c) crying over spilt milk
(iii) b) a pat on the back	

AT A GLANCE

SPOTLIGHT

STICKY NOTES

<b>4.18</b>			
(i)	d) a fish out of water	(iv)	b) made a laughing stock of himself
(ii)	c) created a cock and bull story	(v)	b) through thick and thin
(iii)	c) flogging a dead horse	(vi)	c) at daggers drawn
<b>4.19</b>			
(i)	Take it with pinch of salt	(v)	In the blink of an eye
(ii)	The apple of the eyes	(vi)	Gets on my nerves
(iii)	No use of crying over spilt milk	(vii)	Like showing a red rag to a bull
(iv)	Not my cup of tea	(viii)	A piece of cake
<b>4.20</b>			
(i)	d) Ayaz would have continued playing ball for a long time	(iii)	b) Ayaz believes that the phones are so different from one another that they cannot be compared
(ii)	a) Sana didn't want to ruin her positive relationship with her old employer	(iv)	a) Behram felt like Ryan received a better gift than he

AT A GLANCE

SPOTLIGHT

STICKY NOTES

# ARGUMENTATIVE WRITING

## IN THIS CHAPTER

### AT A GLANCE

### SPOTLIGHT

1. Constructing arguments
2. Writing Paragraphs
3. Argumentative writing
4. Getting into writing

### REFERENCES

### STICKY NOTES

### SELF-TEST

## AT A GLANCE

The purpose of argumentative writing is persuasive and involves presenting a point of view for or against a claim. Argumentative essays follow an academic writing style whereby there is careful consideration of all the main points that are required to be presented. A conscious effort in balancing of ideas, building up claims and providing supporting evidence is also required.

A typical argumentative essay would be divided into three parts – introduction, body and conclusion. An Introduction would start with an interesting fact or a hook followed by supporting sentences leading towards a claim that signifies the author's side.

Body of the essay would be divided into carefully structured paragraphs, each starting with a topic sentence. Paragraphs together would build up strong support for the underlying claim, each with their separate supporting, counter and rebuttal of arguments. Lastly, concluding paragraph would summarize the information presented together with any recommendations for future course of action.

Constructing arguments would also require locating appropriate information and using proper referencing where ideas are being used from secondary sources.

## 1 CONSTRUCTING ARGUMENTS

Arguments are part of everyday conversations; whether it be persuading customers, negotiating with suppliers or reasoning for a promotion. We develop arguments when such thinking is reasonable, involve evidences that appeals to the audience. The objectives are to persuade audience by way of;

- analysing an issue,
- establishing a belief,
- expressing or defending a viewpoint,
- convincing them to change or adopt a course of action.

Constructing arguments is said to be an art, presenting the point of view without being combative. Therefore, it is important to construct arguments keeping in view the following:

### A Purpose and Reader:

The purpose for argumentative writing defines ‘Why something needs to be said?’ and ‘for whom is it targeted?’ Is to establish a common ground? Persuade the reader? Or even to present facts and evidences against a believed idea? Knowing the key goal for constructing an argument and for whom, would help establish a link between audience, purpose and the topic.

► *For example:*

If the audience is defensive, writer might just want to share the viewpoint with concrete facts and evidences with choice of decision, rather than convince them for an action; Or

A scientific research study can claim certain hypothesis to be true based on some experimental findings rather than hearsay reports.

### Claim

A claim is the position towards the contested issue. A claim in an argumentative writing and may also be referred to as an argumentative statement.

A writer might want to consider taking a position based on his/her knowledge, experience, values and beliefs or assumptions. A well-written claim would need to be backed by evidences to establish credibility and common ground.

► *For example:*

Topic	Statement	Claim
Climate Change	Climate change is a recent buzz.	Reducing plastic use can help save environment by 10%.
Product price	Prices of products are increasing day by day.	Price increase is only justified when product features are enhanced.
Pay reduction	Company reduces employee pay without notice.	Pay decrease reduces employee productivity.
Airfare	I have to pay extra 4k for my flight to Islamabad.	Air-fares are directly proportional to fuel prices.
Robots	Robots to take 20 million jobs by 2030.	Our existing workforce are living in fear of losing jobs to robots in near future.

**Support or Evidence:**

Supporting sentences or verifiable evidence involve reasons that are used to back a particular claim or position taken in an argumentative writing.

► *Example:*

Claim	Support
Reducing plastic use can help save environment by 10%.	Increase in plastic, over the years, has caused loss of sea life by X%.
Price increase is only justified when product features are enhanced.	Consumers are not willing to pay additional charges for the same product.
Pay decrease reduces employee productivity.	Employees with deducted pay have remained absent from work.
Air-fares are directly proportional to fuel prices.	Fuel supply to airlines has been limited causing increase in air fare.
Our existing workforce are living in fear of losing jobs to robots in near future	North American robotics technology vendors sold 14,583 robots.

Evidence and supporting sentences provide a basis for arguable position and can also be utilised to back it up or strengthen it. There are many ways and sources to put up when justifying for a claim.

**Facts and opinions:**

In constructing arguments, facts, opinions or assumptions may be used.

A fact is something that is known with certainty or is considered universally true. Whereas, an opinion is a personal belief or judgment based on specific knowledge. The assumption is the belief without any proof or supported claim. These statements when used in arguments, must be distinctly identified as each may have a different impact or underlined meaning for the reader.

Supporting arguments or evidence based structured content usually involves segregating facts from opinions to support main ideas. Expert opinions are also used in written messages to back one’s own opinion.

► *Example:*

A fact or an opinion can be identified with indicated words as:

Facts	
A Universal Fact	1 liter of water weighs 1 kilogram.
The study found/ confirms that...	Atom consists of sub-particles
According to...	COVID-19 is a viral communicable disease.
Opinions	
In my view...	It is better to live in UK than in USA.
I think...	It is colder than yesterday.
It is claimed that...	Legal age for driving must be 15.

In building or supporting claims, fact or opinion must be weighed as per readers’ position as well as source of information.

► *For Example:*

Would it make the argument stronger or weaker?

Claim	Support 1	Fact/Opinion
Reducing plastic use can help save environment by 10%.	Increase in plastic, over the years, has caused loss of sea life by X%.	Is the fact scientifically proven? By whom?
Price increase is only justified when product features are enhanced.	Consumers are not willing to pay additional charges for the same product.	Is the opinion general or by an expert from the industry?
Pay decrease reduces employee productivity.	Employees with deducted pay have remained absent from work.	Would it make the argument stronger or weaker?
Air-fares are directly proportional to fuel prices.	Fuel supply to airlines has been limited causing increase in air fare.	Is the opinion general or by an expert from the industry?
Our existing workforce are living in fear of losing jobs to robots in near future	North American robotics technology vendors sold 14,583 robots.	Is the source authentic? Which year?

**Examples and illustrations:**

Examples or illustrations provide vivid explanations for the chosen position that elaborates the issue for the audience. It may include a personal example, a common narrative or specific instances or anecdotes related to the issue at hand. These examples, narratives or illustrations can also be used for building arguments. Specific instances or graphics are suggested to be used in addition to other sources of information, since personal examples alone may not be enough for persuading an audience.

► *Example:*

Claim	Support 2
Reducing plastic use can help save environment by 10%.	Plastic takes years to decompose than other materials.
Price increase is only justified when product features are enhanced.	Our previous trend shows that with the minor change in color, clients have paid extra.
Pay decrease reduces employee productivity.	For the past week, employees with reduced pay are not taking additional work load.
Air-fares are directly proportional to fuel prices.	In longer flights, fuel consumption increases which directly impacts the cost of flying.
Our existing workforce are living in fear of losing jobs to robots in near future	It is estimated that more than 265,000 robots are currently deployed at factories across the country.



**References and citations:**

For argumentative pieces, writers may paraphrase opinions or provide statistics or would want to provide a direct quote. In either case, referring to information sources is essential. In providing arguments, authentic and credible citations or sources would create a likely impact than those backed by general opinions.

There are proper formats for citations or using direct or paraphrased information for academic purposes. These formats may include APA, MLA or Chicago style.

► *For Example:*

Plastic takes years to decompose than other materials (WER, 2017).

It is estimated that more than 265,000 robots are currently deployed at factories across the country. (RIA, 2016)

**An appeal:**

Arguments persuade readers towards certain actions by way of appeals. Appeals may be logical (using facts and statistics); emotional (triggering emotions of fear, love or hate) and ethical (highlighting values and beliefs). The appeals may be used as per the reader. Since the audience’s preference and levels of persuasion vary, therefore, arguments should be framed around appeals that are likely to influence action.

► *For Example:*

Logical – During the first half of 2016 alone, North American Airline vendors increase their prices by 8% costing around \$817k per flight.

Emotional – Since airlines are increasing their prices, people with economic profits are avoiding travel and booking lesser flights as compare to previous years.

Ethical – As a knowledgeable expert with vast experience within aviation, it is to say that, a surge in prices is inevitable.

**Counter Arguments and Rebuttals:**

In argumentative writing, where evidence or support are provided that strengthen the claim, author frequently presents potential assertions against the very claim, which are referred for as counter-arguments. Counter arguments are then rebutted to weaken the arguments against the claim. This way author acknowledges that although there may be some positions contradictory to his own claim, his claim stands the same under rebutted grounds.

► *For Example:*

Claim	Support	Counter Argument	Rebuttal
Reducing plastic use can help save environment by 10%.	Increase in plastic, over the years, has caused loss of sea life by X%.	Humans are the major cause of pollution. It is we humans who are not disposing plastic properly.	Appropriate alternatives to plastics are to be encouraged.
Price increase is only justified when product features are enhanced.	Consumers are not willing to pay additional charges for the same product.	Certain loyal customers will choose the same brand even if prices are increased.	This means that product quality must be kept intact and there must be value for money.

Claim	Support	Counter Argument	Rebuttal
Pay decrease reduces employee productivity.	Employees with deducted pay have remained absent from work.	Absenteeism does not mean that employee is not productive in present days.	Employee absent during days of submissions often mean that the assigned task would not be delivered.
Air-fares are directly proportional to fuel prices.	Fuel supply to airlines has been limited causing increase in air fare.	Charges on domestic flights have decreased in some countries	Reduction in air fare is temporary since in-flight meals are not permitted.
Our existing workforce are living in fear of losing jobs to robots in near future	It is estimated that more than 265,000 robots are currently deployed at factories across the country.	Human centered work where innovation, inferences and creativity is implied, has not been impacted	Not all humans are trained for high order work.

## 2 WRITING PARAGRAPHS:

Sentence or group of sentences representing one thought or idea constitute a paragraph.

A well-written piece is series of interconnected paragraphs that together make sense about the theme. A typical paragraph includes a topic sentence; supporting or developing sentences and evidence. Paragraphs are building blocks of an essay.

Constituents of a paragraph, specifically drafted for argumentative writing, are discussed below:

### Topic Sentence:

Paragraphs start with the main point or the topic sentence that usually is a preamble to the following sentences. For readers, the topic sentence provides a peek into the contents of the paragraph. It usually summarizes the supporting sentences that are to follow. While reading the complete text, a reader might want to scan through the topic sentences in each paragraph to understand the overall aim of the paragraph.

Most of the time the first sentence is a topic sentence but occasionally, transitional sentences precede topic sentences and sometimes the main point comes at the very end. But each topic sentence must relate back to the main argument, claim statement.

► *Example:*

Theme	Topic sentences
Excess screen time	Children are exposed to technological devices that have increased their screen time multifold.
Robots and future jobs	Many of the redundant jobs are being replaced by robots in the manufacturing industry.
Emotional Intelligence.	Emotional intelligence means the ability to manage and control your emotions.

### Claim Statement:

A claim statement, like a topic sentence, presents the key idea; but directs the entire flow of the essay rather than just the paragraph. Within argumentative essays, claim statement;

- are disputable claims – can have contradictory viewpoints.
- provides an outline of what is coming in the subsequent paragraphs.
- are not too vague or not too specific – just a balancing opinion depicting the author’s viewpoint that may be debated.

Claim statements are often placed at the end of introductory paragraphs. It can be one sentence or two or more sentences combined.

► *Example:*

Weaker Claim statements	Suggested topic sentence
Excess to screen can be bad for growing children.	Children aged two to three with excess screen time do not meet their developmental milestones reaching at ages three and five.
Many jobs are replaced by robots.	Machine learning and robotics have a potential effect on the workplace whereby in the next ten years’ machines will replace many of the major jobs.

Weaker Claim statements	Suggested topic sentence
Emotional Intelligence is very important.	Emotional Intelligence is one of the 21st century skills that can be learned for improved leadership.
A person with cancer would have to go through many challenges.	Cancer patients are affected by either prolonged medicinal side effects or surgical procedures that change their lives forever.

**Supporting Sentences:**

Supporting sentences are related to the topic sentence. It may include examples, facts, reasoning, observations, comments or any other specific information about the topic.

Generally, it is observed that in providing support, topic sentences are reiterated or paraphrased in later sentences. This does not create effective paragraphs. Avoid repeating ideas in different words rather than provide elaborated examples or facts to support or strengthen the topic. All the sentences, in a paragraph, proceeding with the topic sentence, should add value to the topic sentence or main claim and therefore not recommended to introduce new or irrelevant ideas in the same paragraphs.

Weaker supporting sentences	Improved supporting sentence
Boby needs new office space after been promoted to editor in chief. He was promoted to a new position after the boss got retired. He deserves this position and therefore would be shifting to a new space. The new space needs renovation and expansion as his current office was a combined space.	Boby needs new office space after been promoted to editor in chief. He has been working as a sub-editor for more than ten years now and his promotion was long due. The new position requires more work and documentation and therefore his current office space would be not enough. He is likely to be shifted to a new office within three months as his boss transits for retirement.

### 3 ARGUMENTATIVE ESSAY

An essay is a group of coherent paragraphs supporting the central idea. This means that an essay is not just a collection of paragraphs but is written to inform or draw attention to a point.

An argument is a process of presenting an opinion for the purpose of persuading an audience for an action. It also convinces the readers to accept, adopt or change their opinions. However, arguments do not pertain to claiming others wrong or involve accusations. Argumentative paragraphs simply make a point by using reasonable evidence for a claim.

#### Introduction:

The opening paragraph of the essay is said to be an introduction. It usually comprises of 50-150 words. The objective of an introductory paragraph is to establish purpose, engage the reader and state the main point of the written text.

For an argumentative essay, an introductory paragraph consists of a hook or introductory sentence, supporting sentences as well as a claim statement. Introductory sentences may include a story, quotation, example, fact or statistic or even a question. A powerful introductory sentence is also referred to as the hook which immediately grasps the audience attention.

► *Example:*

Robots and jobs

- Ask a question – Are robots replacing humans?
- Share critical observation – Driverless cars, drones, automatic machines and virtual outlets do not seem now out of reality.
- Start with a quote – Whether prayers for health or healing actually work is a matter of debate. Study results have been mixed.
- An interesting fact – *Robots to take 20 million jobs by 2030.*

Proceeding hook, the topic may be introduced with some supporting sentences that provide opinion, evidence or facts. The connecting sentences elaborates the topic and provide additional information leading to the main idea.

► *Example:*

Robots to take 20 million jobs by 2030. It is imperative to think that humans will one day be replaced by these machines in almost all industries, as all the processes are now being automated.

Then, like a topic sentence, the claim statement directs the reader towards the specific scope and position of the essay. A claim statement, therefore, appears at the end of the introduction. A claim statement is recommended to be followed by the fact and state the position the writer is taking on. It must answer the question or start a debate. It should not be too narrow yet required to be focused.

► *For example:*

Robots to take 20 million jobs by 2030. It is imperative to think that humans will one day be replaced by these machines in almost all industries, as all the processes are now being automated. *In the wake of these changes, our existing workforce are living in fear of losing jobs to robots in near future.*

#### Body:

After an engaging introduction, the following paragraphs constitute the body of the essay. Body paragraphs elaborate on the claim statement, presenting arguments for and against the claims or statement.

Subsequent paragraphs within the body of the essay are generally composed of supporting arguments. Sequence of supporting arguments may vary and depends upon the position chosen for the argument; however, it is ideal to have at least one paragraph for each supporting point.

In constructing supporting paragraphs be mindful of using quotations, sourcing original texts or paraphrasing someone's thoughts. To avoid plagiarism writers are required to use proper references.

Body for argumentative may be organized into the following two ways:

**Block organization:** Where arguments for and against (arguments, counterarguments and rebuttal) are arranged in separate paragraphs.

► *For example:*

Robots to take 20 million jobs by 2030. It is imperative to think that humans will one day be replaced by these machines in almost all industries, as all the processes are now being automated. In the wake of these changes, our existing workforce are living in fear of losing jobs to robots in near future.

*Data from the Robotics Industries Association (RIA), one of the largest robotic automation advocacy organizations in North America, reveals just how prevalent robots are likely to be in the workplace of tomorrow. During the first half of 2016 alone, North American robotics technology vendors sold 14,583 robots worth \$817m to companies around the world. The RIA further estimates that more than 265,000 robots are currently deployed at factories across the country, placing the US third worldwide in terms of robotics deployments behind only China and Japan. This indicates that our workforce is quickly being replaced with robots and there remains lesser options for humans to opt for alternate earning opportunities. Therefore, much of them are willing to work for lesser pays in fear of losing their jobs to robots.*

*However, none of this is said to be impacting human-centered work. The idea that people have critical comparative advantages that must be embraced, nurtured and developed would still be the need of time. By using machines for things they can do better and bolstering the areas where we thrive, organizations are now capitalizing on both human and robots as workforce. It has not become imperative for us as workforce to focus on creative thinking and problem solving skills and applications rather than mere operational tasks. We could in fact see a new renaissance where automation unlocks more creativity and innovation in humans as people are free from repetitive tasks and rote production roles that we have been saddled with for generations. This fear now challenges humans to explore other boundaries of work in the wake of changing times.*

(Adapted from Guardian)

**Point-by-point organization:** Where argument, support and rebuttal for a particular point is provided within the same paragraph.

► *For example:*

Robots to take 20 million jobs by 2030. It is imperative to think that humans will one day be replaced by these machines in almost all industries, as all the processes are now being automated. In the wake of these changes, our existing workforce are living in fear of losing jobs to robots in near future.

*Data from the Robotics Industries Association (RIA), one of the largest robotic automation advocacy organizations in North America, reveals just how prevalent robots are likely to be in the workplace of tomorrow. During the first half of 2016 alone, North American robotics technology vendors sold 14,583 robots worth \$817m to companies around the world. However, none of this is said to be impacting human-centered work. By using machines for things they can do better and bolstering the areas where we thrive, organizations are now capitalizing on both human and robots as workforce. We could in fact see a new renaissance where automation unlocks more creativity and innovation in humans as people are free from repetitive tasks and rote production roles that we have been saddled with for generations. This fear now challenges humans to explore other boundaries of work in the wake of changing times.*

*Furthermore, RIA estimates that more than 265,000 robots are currently deployed at factories across the country, placing the US third worldwide in terms of robotics deployments behind only China and Japan. Although, it seems that this disruption will have a devastating impact on our workforce, but the idea that people have critical comparative advantages that must be embraced, nurtured and developed cannot be overlooked. It has not become imperative for us as workforce to focus on creative thinking and problem solving skills and applications rather than mere operational tasks. such a futuristic approach will help our human workforce to be better prepared and adaptive to technological revolutions.*

*(Adapted from Guardian)*

### Appropriate Transitions:

Body paragraphs are also connected using appropriate transitions. For coherence and connectivity in an essay, transitional words establish logical connections. They provide directions for readers to move along the paragraphs.

► *For Example:*

- Time – afterwards, after, recently, simultaneously, hereafter, presently, until, then, formerly, beforehand.
- Emphasis – after all, indeed, in fact, in other words, even
- Summary – in all, hence, to conclude, finally, at last, on the whole,

### Conclusion:

The last paragraph for the essay provides concluding points, recommendations or suggestions for further discussions or research. A conclusion should remind the reader of an essay to maintain the main idea without introducing any new point. It is a relatively shorter paragraph in the essay as compared to the body paragraphs.

Concluding paragraphs usually offers the reader;

- Summary of the essay
- Recommendations/Suggestions
- Future study options
- Reiterate main points
- Connect it to the introductory paragraphs

► *For Example:*

In view of recent changes and possible transitioning towards robots as workforce, human beings would be looked upon for more creative and higher order thinking jobs. This suggests that humans would no longer be part of repetitive or operational tasks which robots can do. This change is imperative and thus, for future employment opportunities, our focus of learning must be on enhancing our emotional intelligence and decision-making skills. Such are the jobs which we cannot lose to robots in near future.

## 4 GETTING INTO WRITING:

For argumentative writing, the overall three step process of writing is illustrated below:

Let's take an example of writing an argumentative essay on the topic *"Screen time hinders development and growth in children"*.

### Preparation:

#### Analysing the topic:

The topic or the issue at hand is screen time and development in children. The debate revolves around whether increasing screen time impacts growth amongst children or not.

It is also to understand that there is no right or wrong argument or scientific method to present arguments within the essay. However, understanding the topic in-depth will help in bringing most of the voices in the text.

Questions that one can ask include

- What is the threshold point?
- Do all devices fall into this category?
- What age group are we talking about?
- What sort of damage to development is likely to happen?

Possible answers to these questions will determine the course of writing.

#### Unfolding PRC:

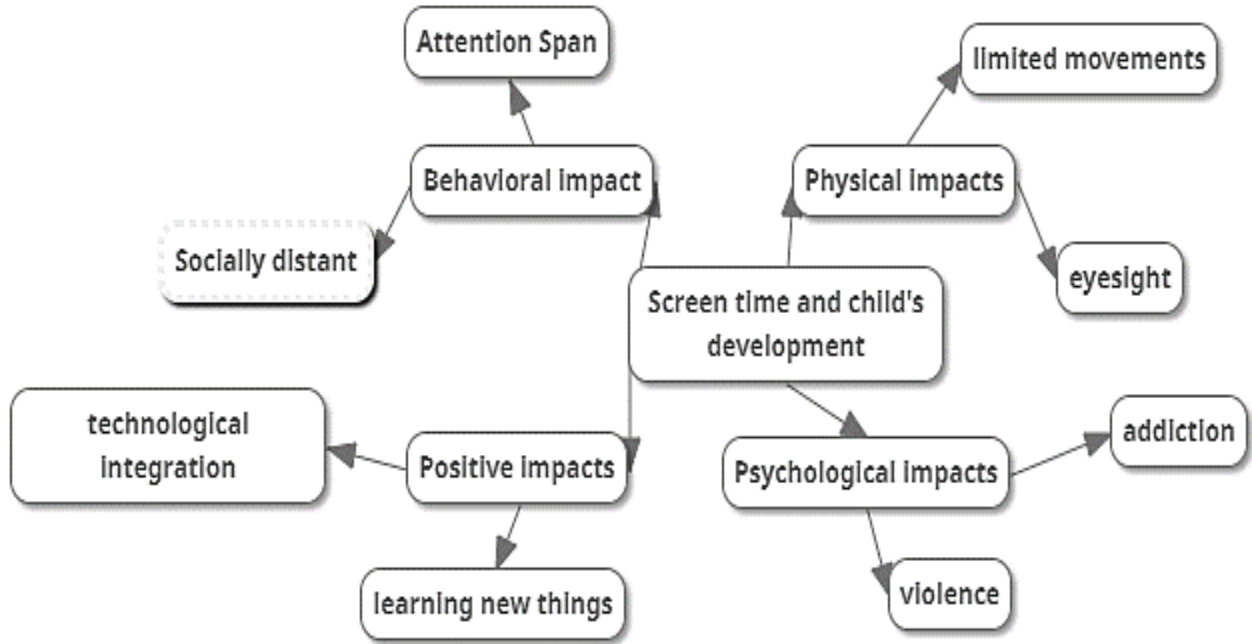
As discussed in the earlier chapter, PRC stands for understanding Purpose, Reader and Content of the written communication. For the given topic, three aspects can be understood as follows:

- Purpose: Possible purposes for writing may be;
  - To convince the reader that they should take notice of children's screen time to avoid developmental hindrances. OR
  - To make the reader aware of the potential problems caused by increased screen time for children at a certain age group.
- Reader: Potential readers or audience for the essay can be;
  - Parents of a specific age group of children
  - Teachers for a specific group of students
  - Medical practitioners interested in growth and development
- Content: Since the writing is argumentative, persuasive content would be required. The choice of style, tone and word phrases would be dependent on the reader.

#### Idea Generation

Brainstorming technique for initial scaffolding of the argumentative writing would help in identifying what is already known and what is required. For this theme, the mind-mapping technique is being used to list down various considerations that can be used for the essay.





**Sources of information**

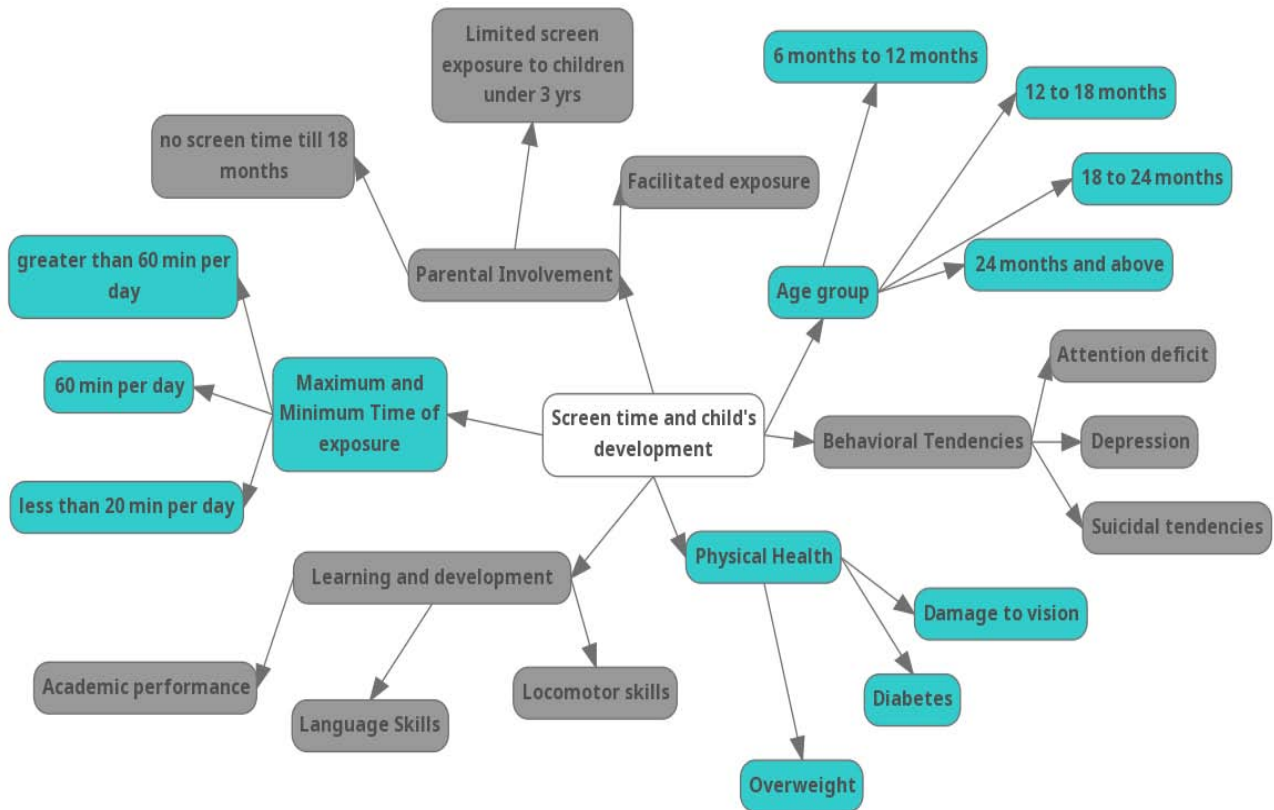
Written communication may involve writing texts on our own but it can also mean identifying and locating relevant information available in external sources. For the given topic, some of the relevant information gathered include:

- News articles:
  - Researchers say children who used screens more did worse in tests, but findings are disputed.
  - It has been shown that screen time among children aged 2 to 5 could have a serious impact on their cognitive and overall development.
  - A new study scanned the brains of children 3 to 5 years old and found those who used screens more than the recommended one hour a day without parental involvement had lower levels of development in the brain's white matter.
- Research papers
  - Television and screen media use do not have harmful effects or positive benefits to specific cultural groups, but rather the environment in which children are using screen media and the content they are exposed to plays more of a role in children’s developmental outcomes (Daw, 2016).
  - In addition to television viewing, there were many other factors that affected the development of vocabulary in young children (Alloway et al., 2014).
  - American Academy of Pediatrics, recommends less than one hour per day of screen time for children between the ages of 2 and 5 (Reichel, 2019).
  - Researchers found that over 13% of kids in the sample of the study were exposed to over two hours of screen time each day including watching TV and DVDs, playing video games or using a computer, tablet or mobile device (Reichel, 2019).
  - An increase in 30 minutes per day in mobile media device use was associated with a 2.3 times increased risk of parent-reported expressive speech delay (Reichel, 2019).
- Personal experiences
  - Children in my locality are spending more time indoors than playing outside. This is a recent trend which has changed since the time I was younger.

- o I believe that mobile gadgets and the internet are an addiction. The more children instructed to avoid using these gadgets, the more reclusive they seem to behave.

Information gathered may need to be evaluated for its appropriate use within the essay. Not all information might be helpful in presenting the argument, but the key is to know as much as possible and connect all new and previous knowledge.

With the new information, the writer may choose to re-evaluate the mind map, edit where required or add more information. This will help clear out any confusion between what was already known and what came out as a result of further research.



**Outline**

The essay outline would be as follows:

*Topic:* Screen time hinders development and growth in children.

*Purpose:* To create awareness for the potential problems caused by increased screen time for children at certain age group

*Audience:* Parents of a specific age group of children;

1. *Introduction:*

- 1.1 Hook: Some interesting fact – delayed growth in the age group 1-3 yrs.
- 1.2 Supporting sentences: Children are exposed to screens more than ever before that have been studied for various developmental and learning issues amongst children.
- 1.3 Claim: Screen time if limited to no more than 1 hour per day can avoid developmental delays amongst young children aged 1- 3 yrs.

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2. *Body:*

2.1 Topic: Physical challenges;

2.1.1 Supporting: Diabetes, Obesity, Vision damage.

2.1.2 Counter Argument: There are other causes for such physical damage.

2.1.3 Rebuttal: But resulting damage can be minimized with limited screen time for children.

2.2 Topic: Behavioral challenges

2.2.1 Supporting: Increasing anxiety, depression, attention deficit.

2.2.2 Counter Argument: Helpful in connecting people, expanding thinking horizon and helpful in physical and mental disability management.

2.2.3 Rebuttal: Facilitated screen time can be helpful.

2.3 Topic: Cognitive challenges

2.3.1 Supporting: Issues in language learning, locomotor skills, and academic performance.

2.3.2 Counter Argument: assists in students learning and development.

2.3.3 Rebuttal: credible access to information as per their developmental ages.

3. *Conclusion:*

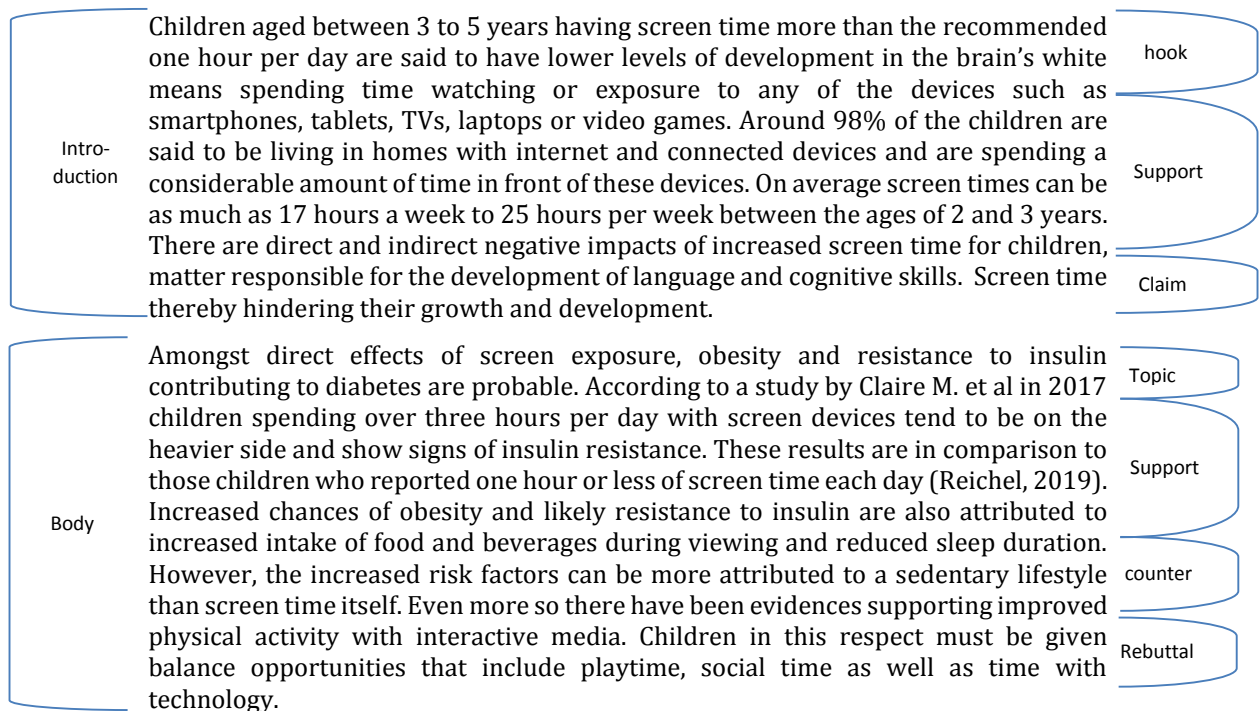
3.1 Summary of ideas presented.

3.2 Suggestions for parents: limit screen time and increase as they grow that too with facilitation.

3.3 Concluding thought: Technology can be healthy only if we make it.

**Writing Drafts:**

Based on the above pre-writing or planning stages for writing, the first draft of the argumentative essay is provided below:



Body

There are studies that attribute excessive screen time to behavioral issues as well. According to Sukhpreet K. et al, kids who were exposed to more screen time have shown increased behavior problems by the age of five years (Reichel, 2019). Attention deficit or hyperactivity are amongst the likely effects in toddlers. According to researchers, children with 2 hours of screen time per day had increased behavior problem scores compared to children who watched less than 30 minutes (Campbell, 2019). However, no exposure to devices is not advisable as well. In this age and time, technology integration is important to learn, connect and be equipped with current changes. Therefore, facilitated screen time where parents engage their children through interactive screens and help them learn have more positive impacts.

Higher screen time at age 24 months is also said to be associated with poorer performance at 36 months. Similarly, higher screen time at 36 months is associated with poorer development at 60 months (NHS). Overall, increased screen time was generally associated with poorer developmental test scores as well. For young children's cognitive and language development, human interaction may be critical which when substituted with technology may not be effective. However, their direct link was not established. This is because a child's development is likely to be influenced by a wide range of factors (NHS). In this respect, managing child activities can help in achieving developmental milestones. For example, America Academy of Pediatrics suggests no exposure to screen for children under 18 months and one hour for children aged 2-5.

Conclusion

In the wake of the increasing use of gadgets and devices at home, children as young as 1-3 yrs are exposed to screen time like never before. Excessive screen time is said to limit physical activity, thereby increasing the risk of obesity and diabetes. There is evidence that links behavioral and developmental issues amongst children with excessive screen time. Although, developmental and behavioral issues amongst children in their growing age are subject to other factors as well, but an association with increased screen time is much greater than other factors. This is the reason that engagement with technological devices is advisable under parental or adult supervision. It is recommended to let children have more than an hour a day of screen time and that too with a check on the content.

### Review:

The above essay exemplifies the first draft of an argumentative essay. Please note that there may be multiple ways to review and write the final piece of essay. However, one of the ways to improve the essay is given below:

~~Around 98% of the children are said to be living in homes with internet and connected devices and are spending a considerable amount of time on in front of these devices. Spending Children aged between 3 to 5 years having screen time more than the recommended one hour per day on screen is are said to have be responsible for lowering levels of development in the brain's white matter which affects responsible for the development of language and cognitive skills. Screen time means spending time watching or exposing to any of the electronic devices such as smartphones, tablets, TVs, laptops or video games. Around 98% of the children are said to be living in homes with internet and connected devices and are spending a considerable amount of time in front of these devices. On average screen times can be as much as 17 hours a week to 25 hours per week between the ages of 2 and 3 years. This suggest that, There are direct and indirect negative impacts of increased screen time for children, thereby hindering their growth and development.~~

~~Amongst dDirect effects of screen exposure on children include, obesity and resistance to insulin contributing to diabetes are probable. According to a study by Claire M. et al in 2017, children spending over three hours per day with screen devices tend to gain weight be on the heavier side and show signs of insulin resistance, when Children's screen time is more than three hours per day. These results are in~~

comparison to those children who reported one hour or less of screen time each day (Reichel, 2019). ~~However, increased chances of obesity and likely resistance to insulin are also attributed to~~ **sedentary lifestyle which increases** ~~increased~~ intake of food and beverages during viewing ~~and reduced sleep duration. However, the increased risk factors can be more attributed to a sedentary lifestyle than screen time itself. Even more so~~ ~~There are have been evidences in supporting of exposure to electronic devices which has~~ improved physical activity amongst children ~~with interactive media. Children in~~ this respect, ~~must be given~~ **balance opportunities must be provided to children that include meal-time**, social time as well as time with ~~technological devices.~~

~~Moreover, there are studies that attribute excessive screen time to behavioral issues as well. According to Sukhpreet K. et al, younger kids who were exposed to more screen time have shown increased behavior problems by the time they reach~~ ~~are age of five years (Reichel, 2019). Attention deficit or and hyper-activenessity are also amongst the likely effects of increased screen time in amongst toddlers. According to researchers, children with 2 hours of screen time per day had increased behavior problem scores compared to children who watched less than 30 minutes (Campbell, 2019). However, no exposure at all is problematic to devices is not advisable as well. In this age and time, technology integration is important to learn, connect and be equipped with current changes. Therefore, facilitated screen time, where parents engage their children through interactive screens and help them learn, have more positive impacts~~ **than those who spend their time alone.**

~~Furthermore, Higher screen time at age 24 months is also said to be associated with poorer performance at 36 months. Similarly, higher screen time at 36 months is associated with poorer development at 60 months, according to (NHS). Overall, increased screen time was generally associated with poorer developmental test scores as well. For young children’s cognitive and language development, human interaction may be critical, which when substituted with technology can result in delayed growth milestones may not be effective. However, their direct link was not established. This is because a child’s development is likely to be influenced by a wide range of factors (NHS) other than exposure to screen. In this respect, managing child activities can help in achieving developmental milestones can be ach. For example, America Academy of Pediatrics suggests no exposure to screen for children under 18 months and one hour for children aged 2-5 can help in achieving developmental milestones.~~

In the wake of the increasing use of gadgets and devices at home, children as young as 1-3 ~~yr~~ **years** are exposed to screen time like never before. Excessive screen time is said to limit physical activity, thereby increasing the risk of obesity and diabetes. ~~There is evidence also that links excessive screen time with behavioral and developmental issues amongst children with excessive screen time. Although, developmental and behavioral issues amongst children in their growing age are subject to other influencing factors as well, but an association with increased screen time is much greater than other factors. This is the reason that engagement with technological devices is advisable under parental or adult supervision. It is also recommended to let children have no more than an hour a day of screen time and that too with conscious choice of content. a check on the content~~

AT A GLANCE

SPOTLIGHT

STICKY NOTES

**Final Draft:**

For clarity, essay draft is provided below without review notes

Around 98% of the children are said to be living in homes with internet and connected devices and are spending a considerable amount of time on these devices. Spending more than the recommended one hour per day on screen is said to be responsible for lowering levels of brain's white matter which affects development of language and cognitive skills. Screen time means spending time watching electronic devices such as smartphones, tablets, TVs, laptops or video games. This suggest that, there are direct and indirect negative impacts of increased screen time for children, thereby hindering their growth and development.

Direct effects of screen exposure on children include, obesity and resistance to insulin. According to a study by Claire M. et al in 2017, children tend to gain weight and show signs of insulin resistance, when Children's screen time is more than three hours per day. However, obesity and likely resistance to insulin are also attributed to sedentary lifestyle which increases intake of food and beverages during viewing. There are evidences in support of exposure to electronic devices which has improved physical activity amongst children. In this respect, balance opportunities must be provided to children that include meal-time, social time as well as time with technological devices.

Moreover, there are studies that attribute excessive screen time to behavioral issues as well. According to Sukhpreet K. et al, younger kids who were exposed to more screen time have shown increased behavior problems by the time they reach five years (Reichel, 2019). Attention deficit and hyper-activeness are also amongst the likely effects of increased screen time amongst toddlers. However, no exposure at all is problematic as well. In this age and time, technology integration is important to learn, connect and be equipped with current changes. Therefore, facilitated screen time, where parents engage their children through interactive screens and help them learn, have more positive impacts than those who spend their time alone.

Furthermore, higher screen time at 36 months is associated with poorer development at 60 months, according to NHS. For young children's cognitive and language development, human interaction may be critical, which when substituted with technology can result in delayed growth milestones. However, their direct link was not established. This is because a child's development is influenced by a wide range of factors (NHS) other than exposure to screen. In this respect, no exposure to screen for children under 18 months and one hour for children aged 2-5 can help in achieving developmental milestones.

In the wake of the increasing use of gadgets and devices at home, children as young as 1-3 years are exposed to screen time like never before. Excessive screen time is said to limit physical activity, thereby increasing the risk of obesity and diabetes. Evidence also links excessive screen time with behavioral and developmental issues amongst children. Although, developmental and behavioral issues are subject to other influencing factors as well, but an association with increased screen time is much greater than other factors. This is the reason that engagement with technological devices is advisable under parental or adult supervision. It is also recommended to let children have no more than an hour a day of screen time and that too with conscious choice of content.

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**STICKY NOTES**

Arguments are debatable claims that require persuasive writing style of communication. Construction of argument involve purpose, claim, evidences and examples for support as well as consideration of reader.

Paragraphs are constituents of essay. For argumentative essay, each paragraph would be composed of topic sentence, supporting sentences, counter arguments and rebuttal. Each constructed para should align with the main claim.

Claim statement for an argumentative essay provides preview to the essay’s purpose and direction. They are debatable claims that provide a sneak peek into the side of the argument.

Like any typical essay, paragraphs within argumentative essays are divided into introduction, body and conclusions. Claim statements are part of the introductory paragraphs followed by supporting paragraphs.

Drafting an argumentative essay would require, idea generation technique (mind maps), locating more information (research) as well as organizing thoughts (outline)

AT A GLANCE

SPOTLIGHT

STICKY NOTES



## SELF-TEST

The self-test provides sample questions for practice. The answer may vary from person to person.

### 5.1 Construct claim statements for the topics below:

1. Why conservation of environment for future generations is important?
2. Pakistan is amongst the top tourist attraction.
3. Democracy is the best form of government.
4. Culture is a human construct.
5. Work-life balance is essential for contentment.

### 5.2 Prepare an outline for the essay on:

1. Learning second language helps brain development.
2. Unemployment contributes to poverty.

### 5.3 Write two paragraphs on the given outline:

1. Benefits for employees to work from home.
  - 1.1 Flexible environment.
  - 1.2 Cost saving due to commute.
  - 1.3 Encourage working mothers.
2. Drawbacks for employees when working from home.
  - 2.1 Difficulty sticking on a routine.
  - 2.2 Distractions.
  - 2.3 Lack of physical interaction and feedback.

### 5.4 Provide alternate structure/organization for the given paragraphs:

1. Permitting new technology does entail some risks. For instance, crypto currencies may lead to frauds; drones and 3D printers may be used for detrimental purposes; and GMOs may have some unintended consequences. But just because these technologies pose some risks does not mean that they should be abandoned altogether. If this were a good logic, we would have banned all weapons, chemicals and even motor vehicles. The real question to ask is if the future benefits of these technologies outweigh the risks. But unfortunately, our regulators are not asking this question, let alone answer it. Rather than taking an objective view towards breakthrough innovations and making our outdated regulatory structures more robust, they find it convenient to stay safe in their cocoons, far away from the rapidly evolving and growing world.

*Hasaan Khawar. Ministry of future. The Express Tribune, Opinion. Published: January 15, 2019*

2. Experience has reaffirmed that countries progress fast where women are educated and receive equal treatment as men. For a mother's emancipation is deliverance of the entire family. Pakistan's Constitution, as per Article 25 (2), is emphatic about giving equal rights to women. Unfortunately, despite this discrimination persists because of the failure of governance and antiquated customs. Thus, the question is not only to educate the people but also to create conditions whereby those women who are contributing in socio-economic development are encouraged and feel safe in their working environment. Apart from Pakistan being committed to meet the Millennium Development Goals (MDG) relevant to gender equality and improving maternal health, there is also a legal requirement as Pakistan is a signatory to the UN convention for "Elimination of all form of Discrimination against Women". The concept of gender equality has to be inculcated right from the school and college level because it is a question of changing the mindset. *Talat Masood / Ingrid Johansson. Empowering Women Of Pakistan. The Express Tribune, Opinion. Published: June 6, 2018*

**5.5 Write argumentative essays on:**

1. Customer attitudes towards online buying is positive.
2. Wind and water provides alternate sources of energy.
3. Is Pakistan self-sufficient in natural resources?
4. Technology is a threat to privacy.
5. Can smoking be prevented by making tobacco illegal?
6. Is a highly competitive environment good or bad for studying or working?
7. Is it true that life 100 years ago was easier?
8. Is being fired a suitable punishment for cyberbullying?
9. Are we too dependent on technologies?
10. Is covid-19 a source of global change?

**5.6 What type of evidence is used in the following sentence?**

**For example, the city buses tend to run late in the wintertime.**

- a) An anecdote
- b) A statistic
- c) An example
- d) A quotation

**5.7 Which of the following is a bad technique to attract the attention of the audience?**

- a) Use a story
- b) Use statistics
- c) Use an insult
- d) Use quotation

**5.8 How many reasons or main ideas should be in one paragraph?**

- a) Two
- b) Three
- c) Five
- d) One

**5.9 Where would you find evidence and details?**

- a) Introduction
- b) Body paragraphs
- c) Summary
- d) Conclusion

**5.10 Which of the following information, supports writer's reasoning?**

- a. Conclusion
- b. Topic
- c. Claim
- d. Evidence

**5.11 Which of these required to be addressed before beginning an argumentative essay?**

- a. Topic
- b. Type of essay
- c. Style
- d. Pattern

**5.12 Which of the following describes the topic of an argumentative essay?**

- a. Claim statement
- b. Theoretical statement
- c. Expository statement
- d. Action statement

**5.13 What is an argument?**

- a. A claim that has logic and facts.
- b. A claim that has feelings in it.
- c. A claim that tells a story.
- d. A claim that has a view point about a topic

**5.14 A topic sentence is?**

- a. The sentence that tells the main idea of the paragraph.
- b. The sentence that ends the essay.
- c. The sentence that connects the claim.
- d. The sentence that is the rebuttal.

**5.15 Peanut butter and jelly sandwiches are the best type of sandwich because they are versatile, easy to make and taste good.**

Which one of the following provides the accurate description of the statement mentioned above?

- a. Supporting sentence
- b. Critical observation
- c. Claim statement

**5.16 One of the most condemnable violations, ironically, justified by the war on terrorism, is the massive invasion of privacy by the intelligence agencies. The US categorically defends this violation as a necessary step to access personal details in order to build profiles of terror suspects by data mining. Governments across the world are already collecting and sharing much of the information related to personal domain of an individual through bilateral and multilateral agreements covering passenger name records, visa applications and border surveillance systems, to name some.**

Rephrase the above paragraph.

**5.17 Identify opinions and facts from the following.**

- A. About two-thirds of penguin species are listed as threatened, making them one of the most endangered seabirds.
- B. I like playing Baseball.
- C. The school feels that students should not wear a uniform.

- D. To my surprise, wedding costs are increasing day by day.
- E. The Canary Islands are named after dogs, not birds.
- F. Michelle Obama is the author of the book called “Becoming”
- G. Grasslands account for between 20 and 40 percent of the world's land area.
- H. Octopuses are highly intelligent.
- I. Bush was the wisest of the president
- J. There are more twins now than ever before.

**5.18** Identify opinions and facts from the following paragraph.

- A. “Studying the brain is like trying to decipher highly complex code, all while a virus is lurking, waiting to corrupt your data,” says Williamson, whose company searches for new treatments for complex brain disorders like Alzheimer’s disease, which affects about 5.5 million people in the United States and is the sixth-leading cause of death nationwide. “Even more challenging is that you can’t predict when the virus will strike or what sequence of events will trigger it.”

*Article By Maryellen Kennedy Duckett. Brain Hackers In National Geographic, Published December 2, 2019*

- B. There’s nothing like a good solar eclipse to distract the news agenda from the misery of global events. Seven million-plus people are estimated to have watched the event as it swept across the US from Oregon to South Carolina in August this year. A solar eclipse is when the moon moves between the sun and the Earth so that a shadow is cast onto Earth because the moon blocks the light of the sun. There are also three types of solar eclipse, the first of which, a total solar eclipse, is what Americans were treated to this year. Eclipses are not just simply brief spectacles for us to gaze at in awe, but important events used to study the Earth and the moon.

*Extracted from Matty Edwards. What Is A Solar Eclipse And Why Are They Important? Thursday 21 June 2018. Published in Independent UK.*

**ANSWERS TO SELF-TEST**

<b>5.6</b>	<b>5.7</b>	<b>5.8</b>	<b>5.9</b>
C	C	A	B
<b>5.10</b>	<b>5.11</b>	<b>5.12</b>	<b>5.13</b>
D	D	A	
<b>5.14</b>	<b>5.15</b>		
A	C		

<b>5.19</b>			
A. Fact	B. Opinion	C. Opinion.	D. Fact
E. Fact	F. Fact	G. Fact.	H. Fact.
I. Opinion.	J. Fact.		

**5.20**

**A. Fact:**  
 Alzheimer’s disease affects about 5.5 million people in the United States.  
 Alzheimer’s disease is the sixth-leading cause of death nationwide.

**Opinion:**  
 Studying the brain is like trying to decipher highly complex code.  
 Predicting when the Alzheimer’s virus will strike or what sequence of events will trigger it is impossible.

**B. Fact:**  
 Seven million-plus people are estimated to have watched the event  
 A solar eclipse is when the moon moves between the sun and the Earth so that a shadow is cast onto Earth.

**Opinion:**  
 There’s nothing like a good solar eclipse to distract the news agenda from the misery of global events.  
 Eclipses are not just simply brief spectacles for us to gaze at in awe, but important events used to study the Earth and the moon

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SPOTLIGHT

STICKY NOTES

# READING AND COMPREHENSION

## IN THIS CHAPTER

### AT A GLANCE

### SPOTLIGHT

- 1 Introduction
- 2 Speed Reading
- 3 Reading Comprehension

### BIBLIOGRAPHY

### STICKY NOTES

### SELF-TEST

## AT A GLANCE

Reading is more than just recognition of words. It is a conscious meaning-making exercise whereby the reader tries and understands the text for various purposes.

For comprehension, a variety of pre-, during, and post-reading techniques are being used, ranging from literal understanding to creative cognition.

Skimming and scanning are amongst the pre-reading techniques that encourage the reader to preview reading texts. During reading, a reader may choose to annotate, cross-refer or use color codes to identify main points or even mark necessary details for future references.

Paraphrasing, summarizing and reflection are certain post-reading techniques that help in reading comprehension.

## 1 INTRODUCTION

Reading refers to a number of several interactive processes between the reader and the text, in which readers utilize their knowledge to build, create, or construct meaning.

Reading is often done for pleasure but sometimes it is done for the fulfilment of certain requirements. Some people read books, articles or texts from beginning till end, while others read casually or on an ad-hoc basis.

Furthermore, various readers may have different reading speeds and motivation. Readers can construct meaning for text according to their prior knowledge and social contexts. This means that different readers may read and understand one particular text entirely different from one another.

For purposeful reading, some of the pointers to consider include:

- **Choice:** Reading must be a choice to make the most of the content read. Texts and information required to be read for academic or any other purpose make most sense when the reader chooses to and is motivated to read it. Otherwise, it would just be a formality and would not achieve any purpose.
- **Source:** Reading a credible source of information is important. Not all content is relevant and would be adding value to the body of knowledge, rather they might be distracting or even not genuine. Therefore, reading also requires careful consideration of the source and content.
- **Speed:** Reading speed can be calculated word per minute. Some readers are fast while others take time to finish reading the same text. Faster speed is a preferred skill but it may not be considered as an increased understanding of the text. It is a skill that can be learnt and readers may vary in this respect.
- **Prior knowledge:** The reader's prior knowledge will determine whether and how reading content makes sense. The vocabulary, qualification, and any other prior reading, professional or personal experience will determine how and what is understood.
- **Visualization:** Reading often triggers imagination. Some texts are descriptive and full of narratives that create an imagery in reader's mind. Visualization is a tool that can help in reading comprehension.

### Recognition and Understanding:

Recognition means the ability to identify words within text. Recognition along with the ability to decode, constitutes a meaning-making process often termed as reading for understanding. Simply recognising familiar words or the ability to pronounce certain words does not mean that the reader has understood the text. This means that understanding text is a step further than mere recognition. Scholars also argue that for effective comprehension, word recognition is the key; that is, readers who fail to recognize words take a longer time to comprehend or understand the meaning.

► *Example:*

Recognition	Reading for understanding
Phyllobates terribilis concentrates batrachotoxin.	Colombia's golden poison frog concentrates a toxin.



## 2 SPEED READING

Speed reading generally entails reading several words at a time. It involves performing many tasks at once, for instance seeing the words at one words, concentrating on what is being said and eventually making conscious effort to comprehend. This does not mean that the reader is skipping most of the words and will eventually miss out on the overall idea. There are various speed-reading techniques used for this purpose that include skimming and scanning.

### Skimming

Skimming involves getting to know main idea of the text without actually reading all the words in it. The skill requires focusing on the key words even when the other details are being focused. Skimming is required when:

- there are lengthy materials to go through
- there is time limitation
- there is too much information

► *For example:*

Skimming through the newspaper headlines to get an overall idea of what is going on around the region.

Are you able to read the following statement?

“I shuduo't maek an efrrot to uesdtannrd waht is in the reeprt.”

### Scanning:

Scanning involves looking for specific information. Here, the reader knows what is being looked for without necessarily knowing the main ideas. In scanning, reader may want to look for:

- Italics, bolds, acronyms, abbreviations
- Facts or statistical information
- Citations, quotations, references
- Specific words, vocabulary

In skimming or scanning texts, the reader's eyes move from left to right and top to down for information or main ideas. Reader may also want to flip through pages and paragraphs to look for specific targeted areas for information.

► *Example:*

Read the below passage and answer relevant questions:

Kubler-Ross referred to five stages of grief in her book "On Death And Dying" published in 1969. These stages are just as applicable to the normal range of feelings people experience when they are handling change on personal level or in the workplace.

We experience that all types of change involve loss at some level. So the "Five stages" model has been very usefully used to comprehend people's responses to change for many decades.

The five stages of grief Kubler-Ross wrote about are considered to be universal and are experienced by people from all walks of life. These are:

- i) Denial
- ii) Anger
- iii) Bargaining
- iv) Depression
- v) Acceptance

When Kubler-Ross wrote about these stages she was very cautious while explaining that these are typical normal reactions that we have towards some tragic news. In fact, she was of the opinion that these should be termed as defense mechanisms or coping mechanisms. And this is exactly how they function when we relate the model to coping with change.

Kubler-Ross was of the opinion that we do not move through the stages one at a time, in a straight, direct and step by step manner. That would be far too easy! What practically happens is that we inhabit different stages at different times and often even move back to stages we have been in before. She said the stages can last for different periods of time and will replace each other or exist at times side by side.

- Q1. How many stages of grief are referred by Kubler-Ross in her book "On Death And Dying" published in 1969?
- A. Kubler-Ross in her book "On Death And Dying" published in 1969 referred 5 stages of grief. (Para 2, line 5)
- Q2. Why Kubler-Ross suggested to term stages of grief as defense or coping mechanisms?
- A. In author's opinion, the stages should be termed as defense or coping mechanisms since they function in similar ways against tragic news. (Para 4)

Some of the skimming and scanning techniques involve previewing the text as follows:

#### Text Preview:

Text preview includes looking for the complete title, sub-title, author, publisher, date, time, language or length for any given text. By view of book or text profile, readers can get a brief idea of what type of content it is likely to be. For example, a book from an author that has already been read, gives a general idea of what kind of writing style would be in some other book by the same author.

#### ► Example:

##### Book overview:

*Title:* The monk who sold his Ferrari

*Author:* Robin Sharma

*Pages:* 200 approx.

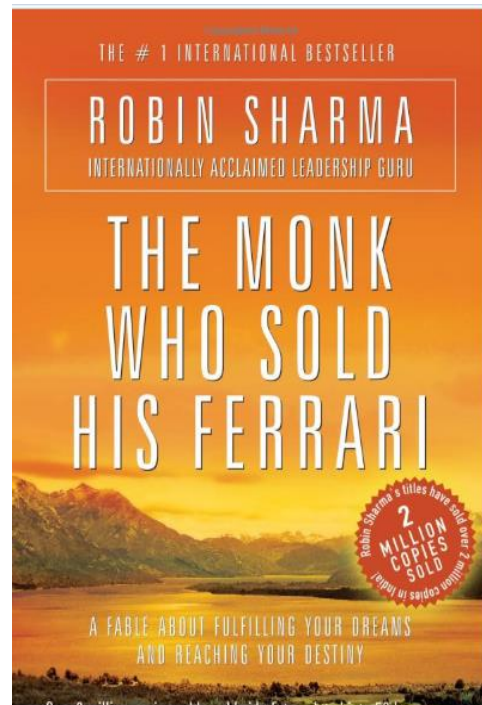
*Language:* English

*Published:* 1997

*Publisher:* Harper Collins

*Any other books by Robin Sharma:* Mega living, the 5 AM Club, leadership wisdom, the leader who had no tittle.

*Author brief:* CEO of Sharma Leadership International and one of the world's premier speakers on Leadership and Personal Mastery



**Index or table of contents:**

To read for some specific information or to find out whether the book or report has what is being looked for. Then searching for the same within the list of keywords, index or table of contents would be helpful.

► *Example:*

<p><b>Table of Contents:</b></p> <p>The book has sections pertaining to</p> <ul style="list-style-type: none"> <li>● Inner transformations, peace and journey.</li> <li>● Ancient wisdom</li> <li>● Personal change</li> <li>● Life and discipline</li> </ul>	<p>CONTENTS</p> <table border="0"> <tr><td>1</td><td>THE WAKE-UP CALL</td><td>1</td></tr> <tr><td>2</td><td>THE MYSTERIOUS VISITOR</td><td>8</td></tr> <tr><td>3</td><td>THE MIRACULOUS TRANSFORMATION OF JULIAN MANTLE</td><td>12</td></tr> <tr><td>4</td><td>A MAGICAL MEETING WITH THE SAGES OF SIVANA</td><td>24</td></tr> <tr><td>5</td><td>A SPIRITUAL STUDENT OF THE SAGES</td><td>27</td></tr> <tr><td>6</td><td>THE WISDOM OF PERSONAL CHANGE</td><td>32</td></tr> <tr><td>7</td><td>A MOST EXTRAORDINARY GARDEN</td><td>41</td></tr> <tr><td>8</td><td>KINDLING YOUR INNER FIRE</td><td>72</td></tr> <tr><td>9</td><td>THE ANCIENT ART OF SELF-LEADERSHIP</td><td>93</td></tr> <tr><td>10</td><td>THE POWER OF DISCIPLINE</td><td>144</td></tr> <tr><td>11</td><td>YOUR MOST PRECIOUS COMMODITY</td><td>159</td></tr> <tr><td>12</td><td>THE ULTIMATE PURPOSE OF LIFE</td><td>173</td></tr> <tr><td>13</td><td>THE TIMELESS SECRET OF LIFELONG HAPPINESS</td><td>181</td></tr> </table>	1	THE WAKE-UP CALL	1	2	THE MYSTERIOUS VISITOR	8	3	THE MIRACULOUS TRANSFORMATION OF JULIAN MANTLE	12	4	A MAGICAL MEETING WITH THE SAGES OF SIVANA	24	5	A SPIRITUAL STUDENT OF THE SAGES	27	6	THE WISDOM OF PERSONAL CHANGE	32	7	A MOST EXTRAORDINARY GARDEN	41	8	KINDLING YOUR INNER FIRE	72	9	THE ANCIENT ART OF SELF-LEADERSHIP	93	10	THE POWER OF DISCIPLINE	144	11	YOUR MOST PRECIOUS COMMODITY	159	12	THE ULTIMATE PURPOSE OF LIFE	173	13	THE TIMELESS SECRET OF LIFELONG HAPPINESS	181
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**Abstracts or Executive Summary:**

Abstracts and executive summaries provide an overview of all the facts, data and conclusions within the given article or report. Readers may choose which text to select or look for details by reading their abstracts or executive summaries before going through the complete text.

► *Example:*

<p><b>Abstract:</b></p> <p>Key ideas from the book include:</p> <ul style="list-style-type: none"> <li>● Power of living</li> <li>● Changing life for better</li> <li>● Power Self-discipline</li> <li>● Balanced world-view</li> </ul>	
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**First and last paragraphs:**

An introductory paragraph lays out the forthcoming details within the text while the last paragraph concludes the entire content. When first and last paragraphs seems promising enough, the reader may then opt for reading in between the text.

This can be helpful for shorter reports or articles only. For reports that are pages long; paragraphs within the introductory and concluding chapters may be skimmed through.

**Topic Sentences:**

The main idea of the paragraph is usually expressed in the first paragraph, which is referred to as topic sentence. Reading through first sentences in each paragraph, throughout the essay or report, helps keep track of all the key ideas discussed within the text.

► *Example:*

<p><b>Understanding Paragraphs:</b></p> <p>Main ideas:</p> <ul style="list-style-type: none"> <li>● Yogi Raman had some life changing wisdom for his students.</li> <li>● There are ancient principles of change leading to longer, happier and younger lives.</li> <li>● Nature is an inspiration for many from rising sun to silence of the forest.</li> </ul>	<p>“Eager to expand his knowledge of the workings of the mind, body and soul, and to attain self-mastery, Julian spent literally every waking moment under the tutelage of Yogi Raman. The sage became more like a father to Julian than a teacher, though they were separated in age by only a few years. It was clear that this man had the accumulated wisdom of many lifetimes and, most happily, he was willing to share it with Julian.</p> <p>Beginning before dawn, Yogi Raman would sit with his enthusiastic student and fill his mind with insights on the meaning of life and little-known techniques that he had mastered for living with greater vitality, creativity and fulfillment. He taught Julian ancient principles which he said anyone could use to live longer, stay younger and grow far happier. Julian also learned how the twin disciplines of personal mastery and self-responsibility would keep him from returning to the chaos of crisis that had characterized his life in the West. As the weeks slipped into months, he came to understand the treasure-trove of potential</p> <p>sleeping within his own mind, waiting to be awakened and used for higher purposes. Sometimes the teacher and his student would simply sit and watch the blazing Indian sun rising from the deep green meadows far below. Sometimes they would rest in quiet meditation, savoring the gifts that silence brings. Sometimes they would walk through the pine forest, discussing points of philosophy and enjoying the pleasures of each other's company.”</p> <p>by Robin Sharma Pg. 38-39</p>
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AT A GLANCE

SPOTLIGHT

STICKY NOTES

In order for skimming and scanning to function, the following requirements must be met:

- **Avoid Distractions:** Concentrate on what is being read and avoid internal distractions, for example thinking about something else.
- **Stop sub-vocalization:** Stop pronouncing each word in head as reading it. It is important to first be aware of any such practice and then slowly and gradually skim or scan with eyes only.
- **Pay attention:** Try taking an overall picture of the text or a book, for example by stepping back a little. See how the text is structured which might help in identifying where the potential information will be.
- **Use hands:** Where appropriate, use hands to locate specific information. It sustains attention and helps keep track of the read material.

### 3 READING FOR COMPREHENSION

Reading comprehension sometimes requires answering questions, extracting main ideas, gathering information or point of views from the given text. Some of the techniques helpful for reading comprehension are discussed below:

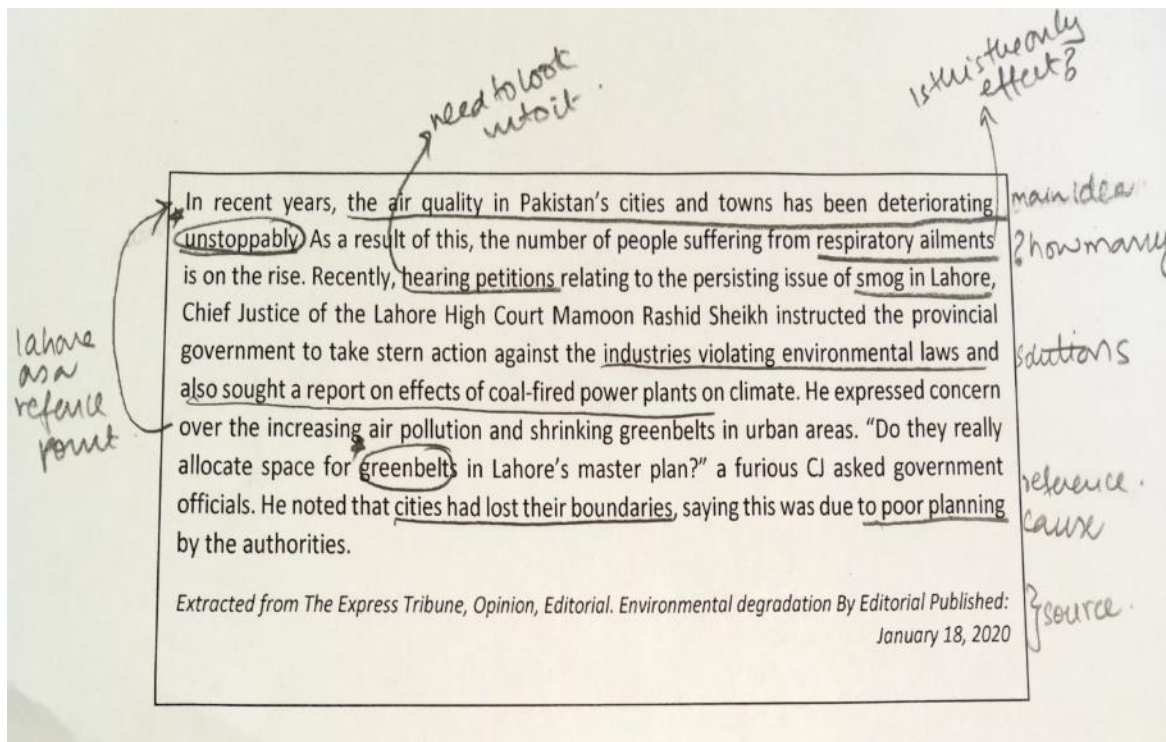
#### Annotate

Annotation involves marking for relevant lines or paragraphs using either text or graphical codes in a way that can be used for later. A critical reader can annotate for:

- Questions that arise while reading
- Difficult vocabulary to look for
- Connections within texts
- Connections with prior knowledge or experiences
- Main points or key ideas
- Facts or data sources
- Possible references for future

A reader may choose a different symbol or distinct mark for each of the identified texts. Side margins are used for such annotations and can be skimmed through later.

► *Example:*



#### Colour code

Different colours or highlighters may be used to mark relevant sentences, information or key connections. Colours make marking evident and can help looking for any specific information. Different colours may help identify difficult vocabulary, topic sentences, facts within the text, errors or any other significant item reader may want to highlight.

► Example:

In recent years, the air quality in Pakistan's cities and towns has been deteriorating unstoppably. As a result of this, the number of people suffering from respiratory ailments is on the rise. Recently, hearing petitions relating to the persisting issue of smog in Lahore, Chief Justice of the Lahore High Court Mamoon Rashid Sheikh instructed the provincial government to take stern action against the industries violating environmental laws and also sought a report on effects of coal-fired power plants on climate. He expressed concern over the increasing air pollution and shrinking greenbelts in urban areas. "Do they really allocate space for greenbelts in Lahore's master plan?" a furious CJ asked government officials. He noted that cities had lost their boundaries, saying this was due to poor planning by the authorities.

*Extracted from The Express Tribune, Opinion, Editorial. Environmental degradation By Editorial Published: January 18, 2020*

- unclear phrases / vocabulary
- main ideas / emphasis.
- connections / cause-effect.

Notes/ Lists:

Listing and note-taking can be two of the brainstorming techniques whereby the writer collects relevant information to be used. For reading comprehension, taking notes and listing main ideas are helpful tools to understand content and answer relevant questions. It can be done as and when the reader is reading or after completing it.

Listing main points or taking notes involve the use of keywords or short sentences to identify or mark important pointers from the reading text at the side spaces or on a separate sheet of paper. The reader can refer these notes later or as means to pick specific information for comprehension.

► Example:

For the above editorial piece, ideas can be listed as follows:

- a) Deteriorating Air quality
- b) Rising respiratory ailments
- c) Decreasing green areas in urban regions
- d) Allocating greenbelt areas within the city's Master plan.
- e) Taking strict actions against industries found in violation of environmental laws.

Paraphrase:

Paraphrasing helps restate information that ensures the reader has understood the text and can articulate them in his own words. What is critical in paraphrasing is to be conscious of the meaning or main ideas in the original text when using own words - the context and essence of the content should not be lost.

Moreover, paraphrasing can also be used to put ideas within written communication. Once the source is identified, then the original idea may be used for one's own written report or essay by way of paraphrasing. However, the key here is to cite or refer the original source.

► *Example:*

Text	Paraphrase
<p>In recent years, the air quality in Pakistan’s cities and towns has been deteriorating unstopably. As a result of this, the number of people suffering from respiratory ailments is on the rise. Recently, hearing petitions relating to the persisting issue of smog in Lahore, Chief Justice of the Lahore High Court Mamoon Rashid Sheikh instructed the provincial government to take stern action against the industries violating environmental laws and also sought a report on effects of coal-fired power plants on climate. He expressed concerns over the increasing air pollution and shrinking greenbelt in urban areas. “Do they really allocate space for greenbelts in Lahore’s master plan?” a furious CJ asked government officials. He noted that cities had lost their boundaries, saying this was due to poor planning by the authorities.</p> <p>Extracted from The Express Tribune, Opinion, Editorial. Environment degradation. Published January 18, 2020.</p>	<p>Pakistan has been facing worsening air quality since last few years which has given rise to respiratory ailments amongst number of people. Due to consistent smog in Lahore, Lahore High Court has been hearing petitions. As a result of such petitions, Chief justice of Lahore high court, Mamoon Rashid Shaikh ordered provincial government to take strict actions against those industries who have been found violating environmental laws. He also asked for a comprehensive report on climate effects of coal fueled power plants. His concern was decreasing green areas in urban regions as well as increasing air pollution. According to him, due to lack of planning cities are losing their boundaries and appropriate allocation of green areas within the city’s Master plan (Tribune, 2020).</p>

**Summarize**

Summary condenses detailed information into shorter paragraphs using lesser words. Usually, the information is presented in own words, using a neutral tone and presenting only the relevant (main) points. Since summary is a reflection of the authors opinion, therefore, the original content must not be lost with biasness or misunderstanding.

Essential characteristics for writing a summary would involve:

- Refer to the original text (author, title or source)
- State author’s ideas and avoid presenting as own opinions
- Use own words as much as possible if exact quotes are referred than use quotation marks.
- Identify the main point first and use the supporting details to back the main point.
- Use words that succinct the key messages into shorter paragraphs
- Maintain a neutral tone; be objective.
- Be concise; make every word count.

► *For Example:*

Pakistan, since its inception, has faced innumerable challenges and problems. Still, the situation in past was not as bad as it is today. With time, the ever-increasing uncertain political situation coupled with flawed and redundant economic policies became an inevitable hurdle in the economic growth and development of the country.

Such a scenario has not only created long term challenges and threats but in many places, has brought the country to brink of disaster and left the economy in shambles. The last 25 years have brought about a major decline in the economic growth rates and, especially, in the last decade,



Pakistan's economic situation has lagged behind the other South Asian economies on many fronts. Factors such as unpredictable law and order situation, frail trade and foreign policy, decline in Foreign Direct Investment (FDI), widening current account deficit, crippling fiscal and trade disparity, pressure on domestic currency and resultant inflation, mounting domestic and foreign debt, lack of policy implementation and other reforms, poor governance, disruption in the democratic process, inequitable taxation system, revenue shortfall, lack of confidence of general public in the government process, non-adoption of latest technological trends and equipment on corporate levels; all of these are responsible for giving way to the deteriorating economic conditions of the country.

*Pakistan Economic Crises, by Hina Kazi, Pakistan Accountant Jan-Mar 2019, p. 28*

### Summary:

Pakistan has been facing economic and developmental challenges since its inception. Specifically, last 25 years have said to be evident of much decline in its performance. Some of the many factors that are said to be hindering Pakistan's economic situation may include: widening current account deficit, inflation, lack of governance, technological gap as well as tax policy implementation and certain other factors.

### Identify Main points

Both print and electronic sources of information may be overwhelming for readers. A wide array of information currently available requires conscious filter, narrowing the scope and content of the message as well as understanding key messages from the given text. Such that only those ideas are derived that are most relevant.

Identifying key points or main ideas may involve the following steps:

- Re-read all the gathered information or given text – What are the common threads? How this is relevant to the assigned task? What difference would that make?
- Identify keywords – What are the main ideas that should not be avoided? What cannot be missed?
- Locate relevant sources – Where the idea is coming from? Who is the author? What is the original source?
- Question the content – What is it to do with the audience? How does it make sense?
- Code the text or data – How the main idea can be differentiated from supporting ideas? Can I use color?
- First and last paragraph – What is emphasized in the first and/or last paragraph?

#### ► Example:

List down essential points from the following text:

*Politics and law have an extensive influence on business affairs, and political decisions, political stability, instability and changes in the law can affect just about any aspect of business activities. Local entrepreneurs and especially small and medium level businesses have grave impact of minor change in political and legal framework. Sometimes small and medium level businesses close down due to the instability of political system. Multinational companies have the additional problem that because they operate in many different countries, their activities may be affected by political conditions and legislation in each of the different countries.*

*Essential points:*

- Politics and law extensively influence business affairs.
- Local entrepreneurs have grave impact of minor change in political and legal framework.
- The activities of Multinational companies may be affected by political conditions and legislation in each of the different countries.

List down essential points from the following text:

*Safety needs include security and protection from physical and emotional harm, as well as assurance that physical needs will continue to be gratified. Safety needs addresses job security needs at work. Individuals want to feel safe against the risks of unemployment, and they want protection against the consequences of medical conditions or attrition in case of retirement or termination or on medical grounds. People also want fair treatment at work.*

*Essential points:*

- Safety and security needs include protection against physical and emotional harm at workplace.
- *Individuals need safety against the risks of unemployment, the consequences of medical conditions or attrition.*

### Reflect:

Reflection, in simple words, involves connecting the content with previous experiences or earlier read texts. Stepping back as a reader or writer to evaluate the text's strengths and weaknesses, suggestions for improvement, and its historical or contemporary relevance is the key for effective reflection. Reflection also involves scaffolding content for any personal relevance, call for action or link with precious experiences.

Reflection can be done prior to or after reading. It requires evaluating the contextual factors that can help relate reading content and material with real learning experiences.

► *Example:*

For the earlier editorial piece, the reflective questions would be

- How people have been living through changing climate conditions?
- What sanctions have been put on industries that can be helpful in solving future problems?
- What steps or processes can be improved to incorporate greenbelt areas in the city plan?
- What is in this for me?

### Synthesize:

A reader may want to expand his or her knowledge base from various sources rather than just one. Synthesis involves selecting sources and searching for additional information to build upon existing knowledge. Bringing together information from various angles may involve connecting it with other sources that are contradictory or in support of the text.

For comprehension exercises, although synthesising information from other sources may not be required. It would nonetheless be important when using the given passage for business analysis and answering relevant questions.

► *Example:*

For the earlier editorial piece, the synthesis may include:

- Suggesting a title for the passage.
- Arguing about the author's position in the text.

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## STICKY NOTES

Reading comprehension is a meaning-making exercise which helps in understanding the text or the message that is being communicated. Reading for understanding is a step further to recognition of words.

There is certain pre-reading, during reading as well as post reading techniques for better reading comprehension.

Skimming and scanning techniques are amongst the pre-reading tools whereby the reader previews the text or main ideas using abstracts or executive summaries, table of contents or topic sentences.

While reading the text, reader may choose to annotate or use colour codes for specific information. Taking notes, summarizing text, extracting main ideas as well as making relevant connections can also be helpful.

## SELF-TEST

### 6.1. Summarize the following text.

Pakistan is currently facing financial, economic, social and energy challenges, which indicate the crucial role of government in serving the public interest regarding the service delivery and public goods. The state structure demands renewed attention by the government towards the institutions, policies and tools that help government to deliver what the ordinary citizens and businesses need and expect. It also highlights the core areas, where the government attention is inevitable and changes may be needed. Good governance is not a thing which could be handled in isolation. In particular, Pakistan needs to realize and assess its capability that how it can improve its capacity to anticipate and manage risks, and react quickly to complex problems in changing environments in the region and in the world as well. Due to the global nature of these challenges, it is no longer feasible to act at the national level in a solitary manner, as Pakistan holds important geo-strategic position.

Extracted from Asghar, M. U., 2013. Governance Issues in Pakistan: Suggested Action Strategy ISSRA Papers

### 6.2. Extract key ideas from the following paragraphs.

- A. Your best decisions and most successful strategic initiatives are co-created by the talent within and around your organizational ecosystem. That's because when all the right people have a hand in making choices and developing strategies, you are going to get better solutions. And when people have co-created the way forward for the organization, they are far more likely to believe, align and commit to the resulting actions.

*Extracted from: David Benjamin and David Komlos Dec 17, 2019, Article on Lessons From The Impeachment Inquiry: Why You Should Pay Attention To Your Organization's Human Bedrock. Retrieved from <https://www.forbes.com/>*

- B. It's difficult to make predictions, especially about the future. But one fairly safe prediction is that data will continue eating the world in 2020 and the coming decade. The most important tech trend since the 1990s will no doubt accentuate its presence in our lives, for better or for worse. The constant increase in data processing speeds and bandwidth, the nonstop invention of new tools for creating, sharing, and consuming data, and the steady addition of new data creators and consumers around the world, ensure that data growth continues unabated. Data begets more data in a constant virtuous cycle.

*Extracted from: Gil Press. Jan 6, 2020, Article on 6 Predictions About Data In 2020 And The Coming Decade. Retrieved from <https://www.forbes.com/>*

### 6.3. While summarizing a topic, what are the certain characteristics that must be kept in mind:

- Identify the main point at last and use the supporting details to back the main point.
- Be concise; make every word count.
- Use words that clarify the key messages in longer paragraphs.
- Maintain a biased tone.

### 6.4. Choose the statement which depicts the message clearly for the given sentence.

“The trend of customized gifts and accessories due to online shopping amongst young buyers is increasing rapidly”

- The trend of customized gifts and accessories is increasing rapidly because of online shopping.
- The trend of customized gifts and accessories is increasing rapidly because of online shopping amongst young buyers.
- Customized gifts and accessories are increasing as young buyers are using online shopping.
- Young buyers are getting more customized accessories.

- 6.5. Choose the correct illustration of “Parents mostly permit their children to go for picnic in their school years.”
- A Most parents permit their children to go for school picnics.
  - B. Parents almost permit their children to for school picnic.
  - C. Parents give permission to their children for their school picnic majority of the times.
  - D. Most of the time parents permit their children to attend school picnics.

- 6.6. Read the following passage and answer the questions given below:

The pressures of being self-employed are inescapable. You may have to work long hours, and there will be times when things get on top of you. You may well get into debt in order to finance the enterprise. You will need to maintain your faith in your business, often in the face of other people’s doubts.

There will be times when you will feel lonely and frustrated. If you employ people, you will need to be positive and show leadership at all the times. There will be times when you need to be tough and be prepared to discipline difficult employees, or make difficult demands of your suppliers. You need to be polite and helpful, even when an awkward customer is giving you a hard time.

Many of those who successfully start their own business have the backing of their family. Working long hours may have adverse impacts on your family life and your family must be prepared for it. Also, you must be sure that your family can accommodate the risks that self-employment can bring, especially in terms of lower income in the initial stages, and the serious implications if the business fails. You must take time to talk to all members of your family who might be affected by your decision to be your own boss.

You need to ask yourself several questions before you intend to start your own business venture. Do you have the financial resources, and can you afford to risk them? For example, you might take a secured loan based on the security of your home; what are your plans if the business fails and you are forced to sell your house? Do you have sufficient experience and technical skills to perform the core functions of your new business? Are you knowledgeable enough with the market conditions to be able to assess its needs and adapt to its changes? Do you have the tenacity and discipline to see through hard times when cash inflows will be short and demands will be heavy from customers, bankers, staff, and, crucially, your family?

- (i) Give a suitable title to this passage.
  - a) Self-employment; A danger to family life
  - b) Planning for self-employment
  - c) The pressures of self-employment
  - d) Pros and cons of self-employment
- (ii) Types of pressures as identified in the passage, which are generally faced by individuals who choose to be self-employed vis-à-vis those who seek to work for others include:
  - a) Getting into debt, letting things get on top and competition.
  - b) Maintaining faith in the business, working for long hours and law legislative issues.
  - c) Working for long hours, getting into debt and maintaining faith in the business.
  - d) Letting things get on top, globalization and social responsibility.
- (iii) The four qualities in the context of this passage, which are vital for success of self-employed persons.
  - a) Positive attitude, leadership, polite to customers and disciplining difficult employees.
  - b) Ability to make difficult demands of suppliers, autocracy, experience and being knowledgeable.
  - c) Experience, financial strength, market gap and prejudicial treatment at workplace.
  - d) Financial strength, technical skills, competent staff and motto of self-discipline at workplace.

- (iv) How can self-employment disturb one's family life?
- If the business gets successful, exposure to a higher living style might get you too far from the nature.
  - A growing business is likely to call for legal implications.
  - Working for long hours can eat up the time to be given to the family.
  - Handling difficult workers might end up in legal suits.

**6.7** Read the following passage and answer the questions given below:

Rapidly increasing environmental pollution has created a deep sense of awareness among the masses of the urgent need to safeguard our habitat. Among the different types of pollution affecting our cities, only air and water pollution have received adequate attention of the environmentalists. The concern for noise pollution, which has reached alarming proportions in a number of important cities of the world, including Karachi, has been minimal. It is because of this apathy that the average noise-level in Karachi far exceeds the safe level of 55-60 decibels. In certain areas of the city, the noise levels during the day- time, have been recorded in excess of 100 decibels.

Empirical studies reveal that excessive noise levels pose a grave threat to human health and cause a number of complications. In a well-researched study on the impact of high noise-levels on human beings, it has been established that consistently high level of noise not only damages the ear drums, but also causes nausea, severe body pains and hypertension which lead to nervous breakdown and ulcers.

The real cost of noise-induced loss to industry is considered to be far greater than that of most other occupational hazards. Declining productivity among workers in certain industries, such as stone crushing, heavy steel and metal stamping and aeronautical engineering is attributable to high noise levels which adversely affect the mental and physical health of the workers. Workers exposed to high intensities of noise for prolonged periods are often found to be irritable and tense and prone to react violently even to minor differences or disagreements. Extended periods of eight hours of daily exposure to high levels of noise can cause life-long deafness.

With growing environmental awareness, some countries in Europe are beginning to take the problems of noise most seriously. In the Netherlands, zoning regulations prohibit the construction of housing projects in areas which have high levels of noise pollution, like main highways or airports. In addition, construction of anti-noise surface-porous asphalt roads reduces traffic noise by up to 5 decibels.

In the major cities of Pakistan, three-wheeler rickshaws and buses plying with defective silencers are the worst offenders. Besides, mechanical workshops in the residential areas also contribute to the menace of noise pollution. The citizens must take serious note of the threats posed by noise pollution and adopt measures and regulations to curb all kinds of noise pollution.

- (i) Give a suitable title to the passage.
- Environmental pollution in Pakistan.
  - Hazards of noise pollution in Karachi.
  - Environmental pollution; Pakistan vs. Foreign countries.
  - How noise pollution affects industrial workers.
- (ii) What are the three types of pollution mentioned in the above passage?
- Environmental pollution, air pollution and noise pollution.
  - Thermal pollution, water pollution and noise pollution.
  - Air pollution, water pollution and noise pollution.
  - Noise pollution, soil pollution and industrial pollution.

- (iii) Identify four types of dangers posed to human health by noise pollution as stated in the passage.
- Nausea, body pain, hypertension and damage to ear drums.
  - Life-long deafness, ulcers, body pain and cancer.
  - Damage to ear drums, nervous breakdown, body pain and lung cancer.
  - Body pain, nausea, deafness and asthma.
- (iv) Noise pollution affects industrial workers by:
- Making them grouchy, headstrong and quiet.
  - Making them violent, shrewd and relentless.
  - Making them less productive, irritable and mentally and physically ill.
  - Making them ruthless, argumentative and autonomous.
- (v) According to the passage, which types of vehicles and industries create the most noise on the roads and residential areas of Pakistan?
- Construction industry, inter-city transport and airports.
  - Industries in the residential area, heavy duty bikes and three-wheeler rickshaws.
  - Buses with defective silencers, tinted cars and CNG rickshaws.
  - Three-wheeler rickshaws, buses with defective silencers, and mechanical workshops.

**6.8** Read the following passage and answer the questions given below:

According to the estimates of World Health Organization, there are approximately 1.1 billion smokers in the world, about one-third of the global population aged 15 years and over. Given the gravity of tobacco-related diseases, this represents a massive burden on the world's healthcare systems. The figures related to the economic and social cost of tobacco abuse do not include the ill-effects suffered by passive smokers, persons inhaling the tobacco smoke from others. Surveys undertaken in Pakistan indicate that there are at least 22 million smokers in the country and countless others who use the substance in hukkas, shishas or in the form of chewing tobacco.

While the government reportedly earns Rs. 38 billion a year, from the tobacco industry, this must be offset by the drain on the country's healthcare system which is likely to be far greater. The economic costs of tobacco-related illnesses have never been fully tabulated in Pakistan yet they are virtually certain to be colossal. Tobacco use thus puts unnecessary pressure on the subsidized state healthcare system, which is already notoriously overstretched and under-funded. At the same time, tobacco use also leads to a tangible drop in the financial comfort and quality of life of the citizens. Each pack bought as well as the treatment of consequential illness, represents a burden on household incomes.

These factors combine, meanwhile, to significantly affect the productivity levels of the workforce at a time when the country faces grave economic challenges and suffers the knock-on effects of a global recession. Distressingly, the rate of tobacco abuse appears to be growing in Pakistan, even amongst the educated young who are increasingly taking to the habit while in school or college. It is imperative that stricter measures be taken to control this menace. Earlier efforts such as banning smoking on public transport and discouraging the glamorization of the habit in the media had yielded some results. More must be done, however, Tobacco use must be banned in public areas and most importantly, regulations restricting the sale of tobacco to minors must be stringently enforced. Meanwhile, the citizenry must be educated about the dangers of using the substance in any form as there is no safe way of smoking.

- (i) The paragraph that begins the passage is most likely intended to.
- convey a sense of perplexity.
  - grab the reader's attention.
  - convince the reader that smoking is a dangerous problem for society.
  - cast doubt on the dangers of smoking.



- (ii) Which generalization is best supported by information in the passage?
- The government earns 38 billion a year from tobacco industry.
  - Smoking helps you relax.
  - Smoking is healthier than suffering.
  - Smoking is a social evil.
- (iii) The main idea of the last paragraph refers to the
- ways smoking can be reduced and then eliminated gradually from the society.
  - global recession and its impacts on Pakistan's economy.
  - drain of resources for reducing smoking from the society.
  - dangers of smoking hitting the youth.
- (iv) Who is a passive smoker?
- Who breathes in the tobacco smoke of others.
  - Who uses hukka or shisha.
  - Who stays away from smoking.
  - Who is a chain smoker.

**6.9** Read the following passage and answer the questions given below:

When I was 17 years old, I had a dream. I dreamt that I was sitting inside a *masjid* and a little girl walked up to ask me a question. She asked me: "Why do people have to leave each other?" The question was a personal one, but it seemed clear to me why the question was chosen for me.

I was one to get attached.

Ever since I was a child, this temperament was clear. While other children in preschool could easily recover once their parents left, I could not. My tears, once set in motion, did not stop easily. As I grew up, I learned to become attached to everything around me. From the time I was in first grade, I needed a best friend. As I got older, any fall-out with a friend shattered me. I couldn't let go of anything. People, places, events, photographs, moments—even outcomes became objects of strong attachment. If things didn't work out the way I wanted or imagined they should, I was devastated. And disappointment for me wasn't an ordinary emotion. It was catastrophic. Once let down, I never fully recovered. I could never forget, and the break never mended. Like a glass vase that you place on the edge of a table, once broken, the pieces never quite fit again.

But the problem wasn't with the vase. Or even that the vases kept breaking. The problem was that I kept putting them on the edge of tables. Through my attachments, I was dependent on my relationships to fulfil my needs. I allowed those relationships to define my happiness or my sadness, my fulfilment or my emptiness, my security, and even my self-worth. And so, like the vase placed where it will inevitably fall, through those dependencies I set myself up for disappointment. I set myself up to be broken. And that's exactly what I found: one disappointment, one break after another.

But the people who broke me were not to blame any more than gravity can be blamed for breaking the vase. We can't blame the laws of physics when a twig snaps because we leaned on it for support. The twig was never created to carry us.

Our weight was only meant to be carried by God. We are told in the Quran:

"...whoever rejects evil and believes in God hath grasped the most trustworthy hand-hold, that never breaks. And God hears and knows all things." (Qur'an 2: 256)

There is a crucial lesson in this verse: that there is only one handhold that never breaks. There is only one place where we can lay our dependencies. There is only one relationship that should define our self-worth and only one source from which to seek our ultimate happiness, fulfilment, and security. That place is God.

But this world is all about seeking those things everywhere else. Some of us seek it in our careers, some seek it in wealth, some in status. Some, like me, seek it in our relationships. In her book, *Eat, Pray, Love*, Elizabeth Gilbert describes her own quest for happiness. She describes moving in and out of relationships, and even traveling the globe in search of this fulfilment. She seeks that fulfilment—unsuccessfully—in her relationships, in meditation, even in food.

And that's exactly where I spent much of my own life: seeking a way to fill my inner void. So it was no wonder that the little girl in my dream asked me this question. It was a question about loss, about disappointment. It was a question about being let down. A question about seeking something and coming back empty handed. It was about what happens when you try to dig in concrete with your bare hands: not only do you come back with nothing—you break your fingers in the process. And I learned this not by reading it, not by hearing it from a wise sage. I learned it by trying it again, and again, and again.

And so, the little girl's question was essentially my own question...being asked to myself.

Ultimately, the question was about the nature of the dunya as a place of fleeting moments and temporary attachments. As a place where people are with you today, and leave or die tomorrow. But this reality hurts our very being because it goes against our nature. We, as humans, are made to seek, love, and strive for what is perfect and what is permanent. We are made to seek what's eternal. We seek this because we were not made for this life. Our first and true home was Paradise: a land that is both perfect and eternal. So the yearning for that type of life is a part of our being. The problem is that we try to find that here. And so we create ageless creams and cosmetic surgery in a desperate attempt to hold on—in an attempt to mold this world into what it is not, and will never be.

And that's why if we live in dunya with our hearts, it breaks us. That's why this dunya hurts. It is because the definition of dunya, as something temporary and imperfect, goes against everything we are made to yearn for. Allah put a yearning in us that can only be fulfilled by what is eternal and perfect. By trying to find fulfilment in what is fleeting, we are running after a hologram...a mirage. We are digging into concrete with our bare hands. Seeking to turn what is by its very nature temporary into something eternal is like trying to extract from fire, water. You just get burned. Only when we stop putting our hopes in dunya, only when we stop trying to make the dunya into what it is not—and was never meant to be (jannah)—will this life finally stop breaking our hearts.

We must also realize that nothing happens without a purpose. Nothing. Not even broken hearts. Not even pain. That broken heart and that pain are lessons and signs for us. They are warnings that something is wrong. They are warnings that we need to make a change. Just like the pain of being burned is what warns us to remove our hand from the fire, emotional pain warns us that we need to make an internal change. That we need to detach. Pain is a form of forced detachment. Like the loved one who hurts you again and again and again, the more dunya hurts us, the more we inevitably detach from it. The more we inevitably stop loving it.

And pain is a pointer to our attachments. That which makes us cry, that which causes us most pain is where our false attachments lie. And it is those things which we are attached to as we should only be attached to Allah which become barriers on our path to God. But the pain itself is what makes the false attachment evident. The pain creates a condition in our life that we seek to change, and if there is anything about our condition that we don't like, there is a divine formula to change it.

God says:

“Verily never will God change the condition of a people until they change what is within themselves.” (Qur'an, 13:11)

After years of falling into the same pattern of disappointments and heartbreak, I finally began to realize something profound. I had always thought that love of dunya meant being attached to material things. And I was not attached to material things. I was attached to people. I was attached to moments. I was attached to emotions. So I thought that the love of dunya just did not apply to me. What I didn't realize was that people, moments, emotions are all a part of dunya. What I didn't realize is that all the pain I had experienced in life was due to one thing, and one thing only: love of dunya.

As soon as I began to have that realization, a veil was lifted from my eyes. I started to see what my problem was. I was expecting this life to be what it is not, and was never meant to be: perfect. And being the idealist that I am, I was struggling with every cell in my body to make it so. It had to be perfect. And I would not stop until it was. I gave my blood, sweat, and tears to this endeavour: making the dunya into jannah. This meant expecting people around me to be perfect. Expecting my relationships to be perfect. Expecting so much from those around me and from this life. Expectations. Expectations. Expectations. And if there is one recipe for unhappiness it is that: expectations. But herein lay my fatal mistake. My mistake was not in having expectations; as humans, we should never lose hope. The problem was in \*where\* I was placing those expectations and that hope. At the end of the day, my hope and expectations were not being placed in God. My hope and expectations were in people, relationships, means. Ultimately, my hope was in this dunya rather than Allah.

And so I came to realize a very deep Truth. An ayah began to cross my mind. It was an ayah I had heard before, but for the first time I realized that it was actually describing me:

“Those who rest not their hope on their meeting with Us, but are pleased and satisfied with the life of the present, and those who heed not Our Signs.” (Qur’an, 10:7)

By thinking that I can have everything here, my hope was not in my meeting with God. My hope was in dunya. But what does it mean to place your hope in dunya? How can this be avoided? It means when you have friends, don’t expect your friends to fill your emptiness. When you get married, don’t expect your spouse to fulfil your every need. When you’re an activist, don’t put your hope in the results. When you’re in trouble don’t depend on yourself. Don’t depend on people. Depend on God.

Seek the help of people—but realize that it is not the people (or even your own self) that can save you. Only Allah can do these things. The people are only tools, a means used by God. But they are not the source of help, aid, or salvation of any kind. Only God is. The people cannot even create the wing of a fly (22:73). And so, even while you interact with people externally, turn your heart towards God. Face Him alone, as Prophet Ibrahim (as) said so beautifully: “For me, I have set my face, firmly and truly, towards Him Who created the heavens and the earth, and never shall I give partners to Allah.” (Qur’an, 6:79)

But how does Prophet Ibrahim (A.S) describe his journey to that point? He studies the moon, the sun and the stars and realizes that they are not perfect. They set. They let us down.

So Prophet Ibrahim (A.S) was thereby led to face Allah alone. Like him, we need to put our full hope, trust, and dependency on God. And God alone. And if we do that, we will learn what it means to finally find peace and stability of heart. Only then will the roller coaster that once defined our lives finally come to an end. That is because if our inner state is dependent on something that is by definition inconstant, that inner state will also be inconstant. If our inner state is dependent on something changing and temporary, that inner state will be in a constant state of instability, agitation, and unrest. This means that one moment we’re happy, but as soon as that which our happiness depended upon changes, our happiness also changes. And we become sad. We remain always swinging from one extreme to another and not realizing why.

We experience this emotional roller coaster because we can never find stability and lasting peace until our attachment and dependency is on what is stable and lasting. How can we hope to find constancy if what we hold on to is inconstant and perishing? In the statement of Abu Bakr (R.A) is a deep illustration of this truth. After the Prophet Muhammad (SAW) died, the people went into shock and could not handle the news. But although no one loved the Prophet (SAW) like Abu Bakr (R.A), Abu Bakr (R.A) understood well the only place where one’s dependency should lie. He said: “If you worshiped Muhammad (SAW), know that Muhammad (SAW) is dead. But if you worshiped Allah, know that Allah never dies.”

To attain that state, don’t let your source of fulfilment be anything other than your relationship with God. Don’t let your definition of success, failure, or self-worth be anything other than your position with Him (Qur’an, 49:13). And if you do this, you become unbreakable, because your handhold is unbreakable. You become unconquerable, because your supporter can never be conquered. And you will never become empty, because your source of fulfilment is unending and never diminishes.

Looking back at the dream I had when I was 17, I wonder if that little girl was me. I wonder this because the answer I gave her was a lesson I would need to spend the next painful years of my life learning. My answer to her question of why people have to leave each other was: “because this life isn’t perfect; for if it was, what would the next be called?”

*An excerpt from Yasmeen Mogahed’s “Reclaim your heart”*

- (i) Does the writer know the girl who asked her the question that forms the base of this writing?
- Yes, she was her childhood friend.
  - No, she was an unknown person.
  - Probably yes, perhaps she herself asked this question.
  - She definitely knew her. It was the writer herself.
- (ii) What idea did the writer revolve around in her writing?
- The reasons that in her opinion are the real causes of people leaving us.
  - The fact that the world is temporary and is not perfect.
  - The idea that the expectations are the root cause of all disasters in this world.
  - Her take on her personal experiences of getting hurt due to false attachments.
- (iii) What in her opinion is the very nature of human beings?
- We are fundamentally selfish and altruistic.
  - We dwell in the shelter of expectations.
  - We are in a haste to get ahead in this world.
  - We are created to pursue and look for what is perfect, ultimate and lasting.
- (iv) According to the author why do we receive pain in life?
- Because we want the best in life, without any sacrifice and happiness requires struggle.
  - We depend upon people and when they call it quits on our relationships, it creates scars on our hearts.
  - The pain is a warning to get detached from something harmful.
  - Life is a game and receiving pain is part of it, and you cannot win if you do not play.
- (v) What is the way of finding peace as per the author?
- What we cannot change and influence should not be a concern to us. We should let go such things to earn peace.
  - We should get attached to the strongest and unbreakable handhold.
  - We should keep our hope alive, it in turn keeps us safe from getting disappointed.
  - We should live in present instead of living in past that we cannot ever change or future what we are not even sure of.

**6.10** Read the following passage and answer the questions given below:

One of heaven's best gifts to man is humour, for it adds innocent pleasure to life both in health and in sickness, and helps to promote good feeling among people in their daily interaction with one another. Sydney Smith says, "man could direct his ways by plain reason, and support his life by tasteless food; but God has given us wit and humour, and brightness and laughter and perfumes to enliven the days of man's pilgrimage, and to charm his pained steps over the burning marl." Think for a moment what life would be if there was no humour or wit in the world, no laughter, no fun. Now humour is not the same thing as wit; wit is concerned chiefly with words, while humour deals rather with situations: a man may be witty and yet not possess much humour. Humour is something much larger and more profound than wit. Nearly all our great writers have the gift of humour. But like all the pleasurable things of life, wit and humour have their dangers, and three of the commonest are those of being vulgar, unkind and profane. In other words, those who use these gifts of wit and humour must avoid vulgarity, must see that they do not hurt the feelings of others, and must beware of jesting about sacred things. The only way in which you can acquire a right taste for what is good in the world of wit and humour is for you to read good examples, and fortunately we have many in our literature. Ghalib is a mine in himself, so is Zameer Jafri.

- (i) What does humour do?
- Humour creates love for life hence creates fears of losing it.
  - Humour brings pleasure and fun.
  - Humour creates self-love.
  - Humour improves intra-personal communication.
- (ii) What, in the context of above passage, is the difference between wit and humour?
- Wit has a broader context than humour.
  - Wit makes you listen well and pass immediate remarks whereas humour does not need active listening.
  - Humour is less profound than wit.
  - Wit is concerned with words while humour deals with situations.
- (iii) As per the passage, major dangers of humour include:
- profanity, vulgarity and unkindness
  - unkindness, depression and profanity
  - boredom, vulgarity and cruelty
  - monotony, profanity and depression
- (iv) What does the writer suggest to improve humour?
- Participating in literature festivals.
  - Reading good writers.
  - Practice writing.
  - Being close to the nature.

**6.11** Read the following passage and answer the questions given below:

Most of us subscribe to the widely held belief – that “small” is synonymous with inconsequential or insignificant or immaterial or trivial. We believe that our small actions have little bearing on the achievements in our lives. We believe that it is only the big things, the big actions and the big decisions that really matter in our lives. But the lives of all great people show that they had achieved outstanding success through small decisions, small choices and small actions that they performed every day. They transformed their lives by working on their day-to-day behaviours - deliberately, steadfastly and consistently. Their transformation did not occur in one giant leap or in one single spectacular action but by adoption of a step-by-step approach. They inculcated and nurtured their good habits and overcame their weaknesses, one step at a time. It was their everyday endeavours and actions that added up to make tremendous difference in the long run. Indeed, in matters of personal growth and character building, there is no such thing as an overnight turnaround or success.

The founder of this country, Mohammad Ali Jinnah understood this and used it to his advantage. He ‘grew up’ in many small ways in his day-to-day affairs. He did not wake up one day to find himself to be the “Quaid-e-Azam”. He consciously and consistently attempted to change and reform himself and grow in some way, everyday.

Day by day, he accepted risks, explored, experimented and learned from mistakes. In seemingly small and big situations alike, he accepted rather than shirked away from challenges. Mindful of the fact that “a journey of thousand miles begins with the first step”, he seized each day as a challenge and as an opportunity and made it count.

He exhibited a level of self-mastery and discipline that was indeed extraordinary. It would, however, be wrong to assume that these things came easily to him. Many people saw him exhibit his self-mastery, but did not see the years of practice and disciplined training that went into the achievement of such great successes. Very few of his peer group were able to see from close his trials and tribulations, fears and anxieties and his inner efforts to overcome them. They saw the achievements and the final victory, but not the struggles.

Commitment, perseverance and steadfastness are the hallmarks of the lives of all great people. By exercising their choices in small ways, they are able to influence and impact their circumstances and their environment. Each of their small seemingly insignificant decisions and actions accumulate to create profound impact in the long run. By understanding this principle, we can move forward and can achieve ultimate success.

- (i) The author makes an impassionate appeal that small actions should be considered:
  - a. insignificant
  - b. of considerable consequence
  - c. immaterial
  - d. none of the above
- (ii) Mention three distinctive qualities in the lives of all great people which set them apart from the ordinary people.
  - a. Consistency, modesty and bias
  - b. Commitment, perseverance and steadfastness
  - c. Impatience, determination and inflexibility
  - d. Consistency, perseverance and boastfulness
- (iii) Mention the inner challenges which great leaders never show in public.
  - a. Efforts to overcome challenges, steadfastness
  - b. Anxieties, tribulations and determination
  - c. Tribulations, efforts to overcome challenges and commitment
  - d. Trials, anxieties, and fears
- (iv) According to the author, Quaid-e-Azam Muhammad Ali Jinnah:
  - a. Never made any mistakes
  - b. Was a risk averter
  - c. Achieved successes easily
  - d. All the above statements are false
- (v) All great leaders have achieved success:
  - a. by taking big actions
  - b. by making big decisions
  - c. by doing big things
  - d. by overcoming weaknesses step-by-step

### 6.12 Read the following passage and answer the given questions

In its widest sense, government means the framework and rules by which decisions that affect a community as a whole are arrived at and carried out. In a narrower sense, however, government is a person or body of persons giving effect to the framework or rules. There are different forms of governments depending on the manner in which a government is run such as monarchies, military dictatorships, civilian dictatorships and democracies. Monarchs, military men and civilian dictators often wield unlimited power which might result into tyranny and despotism. A democratically elected government exercises power and authority granted by the constitution and traditions

A government is good, if it aims for the good of the people. The primary objectives for which such a government comes into existence are to maintain the rule of law, look after its citizens without discrimination and fulfil their needs and work towards the establishment of welfare programs for the people. Only a government that has come into existence as an expression of the will of the people and adopts policies for the welfare of the people will have popular support. For this reason, a democratically elected government is certainly preferable to a benevolent dictatorship.

In the real world there are three important qualities which citizens look for in their governments. The first is that the government should be representative; the second, that it should provide a reasonable degree of stability; and the third that it should look after the well-being of its citizens.

The citizens of a country may sometimes demand policies that are short-sighted and disastrous in the long run. This is often seen in regard to economic policies. A good government is one that formulates and implements policies that are beneficial for the citizens and also ensure future prosperity of the country. That is to say, a good government should be expected to think for the future as well as act for the present requirements - about defence, economic development, education and employment.

A good government should rise above the narrow views of the people and take measures, however unpopular and repugnant they may be when they are taken, to solve present problems and ensure a bright future. It must be prepared to accept constructive criticism and enter into a dialogue with dissident groups with a view to making its policies and measures acceptable. It always aims at the good of the people. The men and women forming such a government are persons who have the support of the people with them in good or bad times.

To conclude, it may be said that a representative government i.e. a democratically elected government which is stable and which can act with circumspection and vision for the prosperity and welfare of its citizens as well as for the future of the nation as a whole is to be considered a good government. A good government should therefore take cognisance of what years ago Jean- Paul Rousseau wrote in his Du Contract Social about the ultimate source of authority of a good government. According to him the government is only an agent of the people in whom vests the ultimate source of authority and for whom the government is functioning.

- (i) State the main objectives that a good government should achieve at all times.
  - a. It should protect the citizens, maintain rule of law and bankrupt its populace.
  - b. It should maintain rule of law, protect the citizens, and set up programs for the well-being of people.
  - c. It should set up welfare programs, engage in aggressive warfare, and give preferential treatment to business class.
  - d. It should maintain rule of law, protect public health and create artificial borders.
- (ii) Identify the important qualities as per the passage, which citizens normally expect from their government.
  - a. It should be representative and stable.
  - b. It should offer equity to its citizens and should have narrow strategic vision.
  - c. It should be representative and should encourage non-commitment.
  - d. It should be stable and should be run like a business.
- (iii) What are the various forms of governments identified in the passage?
  - a. Anarchism, fascism, dictatorship and monarchy.
  - b. Mobocracy, aristocracy, civilian dictatorship and military dictatorship.
  - c. Military dictatorship, aristocracy, democracy and monarchy.
  - d. Democracy, civilian dictatorship, military dictatorship and monarchy.
- (iv) According to Rousseau, the ultimate source of authority vests in:
  - a. a representative government
  - b. the people
  - c. a benevolent dictator
  - d. two of the above are true

### 6.13 Read the following passage and answer the questions given below:

The world we live in is a world of mingled good and evil. Whether it is chiefly good or chiefly bad depends on how we take it. To look at the world in such a way as to emphasize the evil is the art of pessimism. To look at it in such a way as to bring out the good, and throw the evil into the background, is the art of optimism. The facts are the same in either case. It is simply a question of perspective and emphasis. Whether we shall be optimists or pessimists depends partly on temperament, but chiefly on will. If you are happy it is largely to your own credit. If you are miserable it is chiefly your own fault. I propose to show you both pessimism and optimism, give a prescription for each, and leave you to take whichever you like best: for whether you are a pessimist or an optimist doesn't depend on whether the world is wholly good or wholly bad, or whether you have a hard lot or an easy one. It depends on what you like, and what you want and what you resolve to be. Perchance you are the most fortunate and happy person among my hearers. There are thousands of people who would be miserable were they situated precisely as you are. They would make themselves miserable because that is their temperament; that is their way of looking at things. And even in your happy and enviable condition, with all your health and wealth, and hosts of friends, and abundance of interests, they would find plenty of stuff to make their misery out of. On the other hand, you may be the person of all others among my hearers who has the hardest time, who has lost dearest friends, who has the severest struggle with poverty, who has worst enemies, who meets cruellest unkindness, who seems to have least to live for. Thousands of people would be supremely happy if they were in precisely your circumstances. Life is like the ocean. It drowns one man, because he yields to it passively and blindly. It buoys up the other because he strikes it skilfully, and buffets it with lusty sinews.

There is enough that is bad in every life to make one miserable who is so inclined. We all know people who have plenty to eat, a roof over their heads, a soft bed to lie in, money in the bank to cover all probable needs for the rest of their days, plenty of friends, good social position, an unbroken family circle, good education, even the profession of some sort of religion; who yet by magnifying something that happened to them a long while ago; or something that may happen to them at some time to come; or what somebody has said about them; or the work they have to do; or the slight someone has shown them, or even without anything as definite as even these trifles, contrive to make themselves and everybody else perpetually wretched and uncomfortable. These people have acquired the art of pessimism.

Practically, anybody can be a pessimist who wants to. The art is easily acquired. Here are the rules for it.

Live in the passive voice, intent on what you can get, rather than on what you can do. In the subjunctive mood, meditate on what might be, rather than what actually is. In the past or future tense, either harp on what has been, or worry about what will be, rather than facing the facts of the present. In the third person, find fault with other people instead of setting your own affairs in order. In the plural number, follow the standards of respectability of other people rather than your own perception of what is fit and proper.

Keep these rules faithfully, always measuring the worth of life in terms of personal pleasure, rather than in terms of growth of character or service of high ends, and you will be a pessimist before you know it. For pessimism is the logical and inevitable outcome of that way of looking at life.

A sound optimism accepts with open eyes all the hard facts on which pessimism builds. Enjoyment is fleeting. Nothing can permanently satisfy us. As Browning said to an artist who complained that he was so dissatisfied with what he had done, "But think, if you were satisfied, how little you would be satisfied with!" Optimism proclaims this very incapacity of ours to be satisfied with anything finite, the glory of our nature, the promise and potency of our progress and development, the assurance of our immortality. If good is a satisfied feeling, which is to be given to us ready-made, then indeed we shall never get it, and pessimism is the ultimate truth. If good is a state of eager and enthusiastic activity of will, then this world of ours is just the best place imaginable to give field for this activity.

Having given rules for the art of pessimism, I suppose I ought to be equally explicit in regard to optimism. I will here again adopt the easily rememberable form in which the rules for pessimism were cast. Indeed, the rules for optimism are simply the inverse of the rules for pessimism.



Live in the active voice, intent on what you can do rather than on what happens to you. In the indicative mood, be concerned with facts as they are rather than as they might be. In the present tense, concentrate on the duty at hand, without regret for the past or worry about the future. In the first person, criticize yourself rather than condemning others. In the singular number, seek the approval of your own conscience rather than popularity with the many. Whoever lives the life of such unselfish devotion to the good of others and of all, and lives it in the active voice, indicative mood, present tense, first person, singular number, is bound to find his life full and rich and glad and free; is bound, in other words, to be an optimist.

*adapted from The Art of Optimism by William De Witt Hyde, LL.D.*

Perhaps the most curious and interesting phrase ever put into a public document is “the pursuit of happiness.” It is declared to be an inalienable right. It cannot be sold. It cannot be given away. It is doubtful if it can be left by will. The right of every man to be six feet high and of every woman to be five feet four was regarded as self-evident, until women asserted their undoubted right to be six feet high also, when some confusion was introduced into the interpretation of this rhetorical fragment of the eighteenth century.

The pursuit of happiness! It is not strange that men call it an illusion. But I am satisfied that it is not the thing itself, but the pursuit, that is an illusion. Instead of thinking of the pursuit, why not fix our thoughts upon the moments, the hours, perhaps the days, of this divine peace, this merriment of body and mind, that can be repeated, and perhaps indefinitely extended by the simplest of all means, namely, the disposition to make the best of whatever comes to us? Perhaps the Latin poet was right in saying that no man can count himself happy while in this life, that is, in a continuous state of happiness; but as there is for the soul no time save the conscious moment called “now,” it is quite possible to make that “now” a happy state of existence. The point I make is that we should not habitually postpone that season of happiness to the future.

Sometimes wandering in a primeval forest, in all the witchery of the woods, besought by the kindest solicitations of nature, wild flowers in the trail, the call of the squirrel, the flutter of the bird, the great world-music of the wind in the pine-tops, the flecks of sunlight on the brown carpet and on the rough bark of the immemorial trees, I find myself unconsciously postponing my enjoyment until I shall reach a hoped-for open place of full sun and boundless prospect.

The analogy cannot be pushed, for it is the common experience that these open spots in life, where leisure and space and contentment await us, are usually grown up with thickets, fuller of obstacles, to say nothing of the labours and duties and difficulties, than any part of the weary path we have trod.

The pitiful part of this inalienable right to the pursuit of happiness is, however, that most men interpret it to mean the pursuit of wealth, and strive for that always, postponing being happy until they get a fortune, and if they are lucky in that, find in the end that the happiness has somehow eluded them, that, in short, they have not cultivated that in themselves which alone can bring happiness. More than that, they have lost the power of the enjoyment of the essential pleasures of life.

*The Pursuit of Happiness by Charles Dudley Warner*

- (i) Both the excerpts given above can best be classified as:
  - a. political speeches
  - b. informal speeches
  - c. acceptance speeches
  - d. persuasive speeches
- (ii) Both Hyde and Warner seem to be advising their listeners to:
  - a. give money to charities
  - b. attend to their duties
  - c. spend time in nature
  - d. live in the present

- (iii) Hyde and Warner share the outlook that:
- the main goal of life is pleasure
  - it is easier to be happy if you are wealthy
  - individuals have the power to control the quality of their lives
  - people should ignore social conventions and do as they like
- (iv) A pessimist follows the following rules:
- Intent on what you can do rather than on what happens to you
  - Intent on what you can get, rather than on what you can do.
  - Neither in the past nor future tense, never harp on what has been but worry about what will be
  - Be concerned with facts as they are rather than as they might be.
- (v) According to Charles, the happiness:
- is an illusion.
  - is the pursuit of wealth, postponing being happy until fortune is earned.
  - is not an illusion, rather its pursuit is.
  - is a season that should be postponed to some favourable time in future.

**6.14** Read the following passage and answer the questions given below:

I'd like to tell you a story...

A certain shopkeeper sent his son to learn about the secret of happiness from the wisest man in the world.

The lad wandered through the desert for forty days, and finally came upon a beautiful castle, high atop a mountain. It was there that the wise man lived.

Rather than finding a saintly man though, our hero, on entering the main room of the castle, saw a hive of activity: tradesmen came and went, people were conversing in the corners, a small orchestra was playing soft music, and there was a table covered with platters of the most delicious food in that part of the world.

The wise man conversed with everyone, and the boy had to wait for two hours before it was his turn to be given the man's attention. The wise man listened attentively to the boy's explanation of why he had come, but told him that he didn't time just then to explain the secret of happiness.

He suggested that the boy look around the palace and return in two hours. "Meanwhile I want to ask you do something," said the wise man, handing the boy a teaspoon that held two drops of oil. 'As you wander around, carry this spoon with you without allowing the oil to spill.'

The boy began climbing and descending the many stairways of the palace, keeping his eyes fixed on the spoon. After two hours, he returned to the room where the wise man was. "Well," asked the wise man, "did you see the Persian tapestries that are hanging in my dining hall? Did you see the garden that it took the master gardener ten years to create? Did you notice the beautiful parchments in my library?"

The boy was embarrassed, and confessed that he had observed nothing. His only concern had been not to spill the oil that the wise man had entrusted to him.

"Then go back and observe the marvels of my world," said the wise man.

Relieved, the boy picked up the spoon and returned to his exploration of the palace, this time observing all of the works of art on the ceilings and the walls. He saw the gardens, the mountains all around him, the beauty of the flowers, and the tasted with which everything had been selected. Upon returning to the wise man, he related in detail everything he had seen.

“But where are the drops of oil I entrusted to you?” asked the wise man. Looking down at the spoon he held, the boy saw that the oil was gone.

“Well, there is only one piece of advice I can give you.” said the wisest of wise men. “The secret of happiness is to see all the marvels of the world, and never to forget the drops of oil on the spoon”

- *The Alchemist* by Paulo Coelho

This little story with a very big message from one of my favourite books begs the question, “Can we appreciate the beauty that surrounds us while staying focused on what is most important.”

Simplicity answers the question with a resounding “Yes!”

When life isn't simple and you have to constantly think about debt, shopping, catching up, spending, competing, appointments, health issues, falling behind, family conflict, clutter, stuff etc.

Then there is no time to appreciate the beauty or protect what is most important to you. There is no time to be happy.

Imagine dumping everything in your life that is meaningless. What would be leftover? It's time to prioritize the “leftover”. Somehow those most important things, those things (which usually aren't actual things) get shoved back behind all of the things we are “supposed” to be doing, buying, reading, worrying about.

This isn't permission to shirk your obligations, but an invitation to put the most important thing in your life today at the top of your never ending to-do list. While everyone will have a different thing at the top of the list, clearing out, or making a plan to begin clearing out clutter/debt/meaningless stuff should be close to the top until it's gone.

That said, even before you are debt free, clutter free, or free of whatever stands in the way of you and a happier life, prioritize the precious oil in your life and start living, start enjoying immediately.

There is no doubt that clearing clutter will give you the time and space you need to fully embrace life, but you don't have to wait for an empty drawer to get started. I know you think you will be happy when you are debt free, or happy when you fit into your skinny jeans, but I can tell you with great conviction that it's time to be happy right now. You can be happy anytime.

I am not suggesting that you run around with a crazy smile on your face and rainbows shooting out of your pockets, but once you believe that happiness is possible, regardless of your current circumstances, things will start to change. You will change. Your life will change. You will be happy.

The Secret to Happiness, Written by Courtney Carver

- (i) According to the "wisest of wise men," what is the secret of happiness?
  - a. The secret of happiness is to be happy for others' fortunes without bitterness.
  - b. Keep your eyes on the prize as well as on the big picture.
  - c. The secret of happiness is to be happy with what you already have.
  - d. The secret of happiness is to "bloom where you are planted."
- (ii) Does the writer attempt to say that we all have a spoon that contains drops of oil?
  - a. Yes, he is trying to say that while appreciating the beauty of life, we should not forget to keep striving for our own goals.
  - b. No, it was meant specifically for the character of the story.
  - c. Yes, because he is trying to say that the oil drops represent our goals and while achieving those goals we should not forget to appreciate the beauty of life.
  - d. No, it meant for those participating in a game where the target was to visit the palace in the given time with the oil drops on the spoon.

- (iii) Why the wisest man asked the boy to look around the palace and return in two hours?
- Because it was a tradition fulfilled by all those entering the castle.
  - Because it was a way to punish those breaking the customs of the castle.
  - Because it was his way to measure the urge of the boy.
  - Because he wanted to let the boy learn the secret with the help of an example.
- (iv) What is your opinion can be generalised on the basis of the given article?
- Happiness is not a way rather is the destination of life.
  - Happiest people have the best of everything.
  - Happiness is not something that you postpone for the future; it is something that you design for the present.
  - Happiness does not exist in acceptance neither in compromise. It must achieve self fulfilment at every cost.

**6.15** Read the following passage and answer the following questions.

From the very moment they are born, our girls are taught they are dependent upon the men in the family. As the girls become women, they grow up believing they need their fathers, brothers, husbands or sons to look after them and protect them. However, most Pakistani men are unfortunately good at depriving women of their social rights under the garb of religion or culture. Women are often denied an education or the chance to gain employment, deprived of their due share in inheritance, and even killed in the name of honour under the guise of “protection”.

Amidst all the gloom, some women in the province of Sindh have broken the glass ceiling and not only fulfilled their dreams but have also inspired other women to chase their own.

One such woman is SP Suhai Aziz Talpur, who emerged as the saviour after a foiled attack on the Chinese consulate in Karachi. Born in a village in Tando Muhammad Khan, when her father decided to enrol her into a school, he was taunted and pressurised by relatives to stop his daughter’s education. Fortunately for Pakistan, he was progressive enough to not give in to the pressure, and migrated to another district instead of compromising on his daughter’s education.

Another woman representing Sindh and making Pakistan proud is none other than Krishna Kumari Kohli. While some people accept adversity as their fate, others fight to change their circumstances, and Krishna is one of those people who strived to make the best of what life put in her way.

She was in the third grade when a powerful landlord abducted her along with her family. After remaining in captivity for three years, she was later married off at the age of 16. None of this stood in Krishna’s way, as she continued her education and spoke against bonded labour. She joined the Pakistan Peoples Party (PPP) and her determined work to benefit her community prompted her party to make her the first female Dalit Senator in Pakistan’s history.

Due to her extended efforts, Krishna is now on the BBC’s list of 100 influential and inspiring women of 2018. This list also includes women like Julia Gillard, Australia’s first female prime minister, and Stacey Cunningham, the president of the New York Stock Exchange, alongside 97 other accomplished women who are an inspiration to us all.

After facing bonded labour and a life of hardship, Krishna is aware of the problems faced by the women of Sindh as well as the Hindu and Dalit community. As a senator, her work will not only open doors for more women but will hopefully inspire them to pursue politics, which is still a man’s world in Pakistan.

A similar story is that of Meena Bheel, who was born a woman but acts as the ‘man’ of the family, quite literally. Hailing from the Badin district, she started working in the fields at a very young age and began wearing men’s clothing in order to better fit in. In a land where men are responsible for supervision and do not take orders from women, Bheel is the proud manager of the field. She even rides her motorcycle every day and drives a tractor when the job requires it, breaking all stereotypes associated with women in rural Sindh.

A different kind of impact has been achieved by Aansoo Kohli, who is working to provide education to the children in her village. Born near Umerkot, she lost one of her legs at only two-years-old, but possessed a passion for education ignited in her from a young age. Her father passed away when she was young but fulfilling his wishes, Aansoo not only became the first woman to graduate from her village but also opened a school in her house where young children could get an education. A school that started with only eight students now has hundreds, and the number is only growing.

The stories of these women and many more like them are proof that only by empowering women can we succeed as a nation, particularly in a province as deprived as Sindh. The need of the hour is to spread awareness that women are not secondary to men in any field of life, and only by adding to their numbers can they work cohesively to bring laws which can then pave the way for improving their status.

Excerpts from Tribune Blogs - Sindh may lack basic amenities but its women surely know how to break glass ceilings by Khurram Zia Khan Published: November 29, 2018

- (i) The Passage talks about how many significant women of Pakistan?
  - a. 4
  - b. 5
  - c. 3
  - d. 6
- (ii) Women's life in Pakistan are often considered as dependent. This mind set is now altering because
  - a. There are women who grew up believing in continuous support for their brothers, fathers or husbands
  - b. There is constant instillation of the fact that women are immature
  - c. There are women who are breaking the stereotypes
  - d. Glass ceiling is just a myth and can never be true in case of Pakistan.
- (iii) Fortunately, some Pakistani men are progressive enough to let women get their education despite family pressures. One such example is the father of
  - a. Krishna Kumari Kohli
  - b. Aansoo Kohli
  - c. Suhai Aziz Talpur
  - d. Meena Bheel
- (iv) Abduction and feudal lawlessness is again important concerns that have been a roadblock in women's success. But rural woman have
  - a. strived to make the best of what life put in their way.
  - b. possessed a passion for education
  - c. started vocalizing about their rights
  - d. All of the above
- (v) Ways in which our nations can benefit from women empowerment include
  - a. work cohesively to bring laws for improving women equal status
  - b. stop denying their right for education or the chance to gain employment,
  - c. encourage them to ride a motorbike and work in the fields
  - d. opening a school in respective villages for young children to get education

**6.16** Read the following passage and answer the questions given below:

The projections differ fractionally, but all outlooks on the economy show that the growth rate by the end of the fiscal year will come in at a twelve year high. Ever since the great financial crisis hit Pakistan's economy in 2008, the growth rate of the economy has languished around 2pc, climbing marginally in subsequent years, but always remaining below the crucial 6pc needed to absorb new entrants into the labour force. This is supposed to be the year when all that changes. Recent figures released by the government project growth to be 5.79pc, slightly below the target of 6pc set at the start of year, while the World Bank projected 5.5pc for this year and the IMF 5.6pc. The State Bank has forecast the most optimistic outcome, saying the target is likely to be met with growth coming in at 6pc by the end of the fiscal year.

Differences aside, the fact that all these projections show the economy approaching the minimal growth rate for an economy the size of Pakistan needs to be acknowledged. What remains to be debated, however, is the quality and sustainability of this growth, not the fact it exists. The Fund, for example, notes the improvement, but quickly adds that "continued erosion of macroeconomic resilience could put this outlook at risk". The government's own data shows that construction has played a considerable role in pushing up GDP, with major activity in cement, utility vehicles and petroleum products also contributing to a large extent. Power generation and gas supply showed improvement as well. Most of these activities that are the centres of dynamism in the new growth are consumption led, and vulnerable to the ongoing deterioration in the external account. Agriculture exceeded its growth target, but trends in this sector are responding more to the vagaries of weather and the level of demand rather than any reforms or improvements on the supply side that could be the result of government policy. Retail and wholesale trade similarly exceeded the target, but it too is dependent on imports and agriculture, so does not make for a reliable source of renewed growth. In aggregate terms the economy appears to be doing well, and this improvement is indeed visible in many places. But the quality of the growth appears fleeting and hurriedly put together, as well as standing on a weak foundation given the yawning deficits on the fiscal and external accounts.

*Growth returns – Dawn April 12, 2018*

- (i) Pakistan growth rate was expected to be \_\_\_\_ by State Bank.
  - a. 5.79pc
  - b. 6pc
  - c. 5.5pc
  - d. 5.6pc
- (ii) The growth rate has to be acknowledged because
  - a. Size of the country matters
  - b. It has remained languished below 2pc since Financial crises
  - c. quality and sustainability of this growth do not exist
  - d. None of the above
- (iii) Sectors that have contributed in the GDP increase include
  - a. Cement
  - b. Pharmaceutical
  - c. Utility
  - d. Electric current
- (iv) Trends in Agriculture sector are more vulnerable to
  - a. Government reforms
  - b. Climate change
  - c. Imports
  - d. All of the above

- (v) In aggregate terms the economy appears to be doing well, and this improvement is indeed visible in many places, but
- Foundations are weak
  - Expected deficits are increasing
  - Fiscal accounts are not of quality
  - None of the above

**6.17** Read the following passage and answer the questions given below:

Kubler-Ross referred to five stages of grief in her book "On Death And Dying" published in 1969. These stages are just as applicable to the normal range of feelings people experience when they are handling change on personal level or in the workplace.

We experience that all types of change involve loss at some level. So the "Five stages" model has been very usefully used to comprehend people's responses to change for many decades.

The five stages of grief Kubler-Ross wrote about are considered to be universal and are experienced by people from all walks of life. These are:

- Denial
- Anger
- Bargaining
- Depression
- Acceptance

When Kubler-Ross wrote about these stages she was very cautious while explaining that these are typical normal reactions that we have towards some tragic news. In fact, she was of the opinion that these should be termed as defense mechanisms or coping mechanisms. And this is exactly how they function when we relate the model to coping with change.

Kubler-Ross was of the opinion that we do not move through the stages one at a time, in a straight, direct and step by step manner. That would be far too easy! What practically happens is that we inhabit different stages at different times and often even move back to stages we have been in before. She said the stages can last for different periods of time and will replace each other or exist at times side by side.

Let's have a look at how people might react in each of these five stages.

### 1) Shock or Denial

"I can't believe it", "This can't be happening", "Not to me!", "Not again!"

Denial is typically a temporary defense that gives us time to absorb the news of change before moving on to other stages. It is the initial phase of numbness and shock. We don't want to believe at all that the change is happening. The feeling is like if we can just pretend that the change is not happening, if we keep it at a distance, then maybe it will all go away. A bit like an ostrich sticking its head in the sand.

### 2) Anger

"Why me? It's not fair!" "NO! I can't accept this! "

When we realise that the change is real and will affect us, our denial usually turns to anger. We move to second phase, now we get angry and look to blame someone or something else for making this happen to us. Reality and its pain re-emerge.

What's interesting is that our anger can be directed in many different directions. We see people annoyed with the boss, friends, colleagues, family, themselves, or even God. Sometimes even the economy or the government too is blamed. You might notice others finding fault with the smallest things even.

### 3) Bargaining

"Just let me live to see my children graduate."; "I'll do anything, can't you stretch it out? A few more years."

This is a natural reaction of those who are dying. It's an effort to delay what is inevitable and unavoidable. We often see the same sort of behaviour exhibited by people facing the reality of change.

We start bargaining in order to put off the change or find a way out of the existing state. Most of these bargains are secret deals with God, others, or life, where we say "If I promise to do this, then you make the change not happen to me".

### 4) Depression

"I'm so sad, why bother with anything?"; "What's the point of trying?"

When we realise that bargaining is not going to work, the reality of the change sets in. At this point we become aware of the losses connected with the change, and what we have to leave behind. This has the potential to move people towards a dejected state, they feel down and depressed with low energy.

People dealing with change at work may reach a point of feeling demotivated, discouraged and uncertain about their future. In such cases, one might notice employees asking why they should keep giving their best at work when they were unsure that their jobs were safe; and the organisation was obviously not committed to them.

Studies show that there is an increase in absenteeism at this time as people use sick leave and take 'mental health' days.

### 5) Acceptance

"It's going to be OK."; "I can't fight it, I may as well prepare for it."

As people realise that fighting the change is not going to make it go away they move into the stage of acceptance.

It is not a happy space though, but rather a resigned attitude towards the change, and a sense that they must get on with it. Now for the first time people might start considering their options. It may be considered as a bit like a train heading into a tunnel. "I don't know what's in there, I have to keep going on this track, I'm scared but have no option, I hope there's light at the end..."

This can be a creative space as it forces people to discover and look for new opportunities. People learn a lot about themselves, and it is always good to acknowledge the bravery that acceptance takes.

Remember, Kubler-Ross said we cycle between these stages. One day you might feel acceptance and while getting coffee at work the next morning you hear news that throws you right back to anger. This is normal!

Although she does not include Hope as one of the five stages in this model, yet she adds that hope is an important thread running through all the stages. This hope is the belief that there will be a positive end to the change and that there is some meaning that will eventually be learnt from the experience.

It's also a huge relief to know that these reactions and feelings are normal, and are not signs of weakness or that they are falling apart.

The Kubler-Ross model is also very useful to identify and understand how other people are dealing with change. People immediately get a better sense of their own reactions and why colleagues are behaving in a particular way.

One thing however should be remembered that grieving is a personal process that has no time limit, nor one right way to do it.

Live, so you do not have to look back and say: 'God, how I have wasted my life'.

*Elisabeth Kubler-Ross, (1926-2004)*



- (i) What is the general idea perceived from Kübler-Ross's stages of grief?
- The five stages of grief are linear and must happen one right after another.
  - The 'grief cycle' is actually a 'change model' for helping to understand and deal with personal reaction to trauma.
  - You must go through all of the five stages while suffering from grief.
  - You must have exactly one of those emotions in the five stages as stated above.
- (ii) During which of Kübler-Ross's five stages of grief is it suggested that the person might become silent, refuse visitors, and spend a great deal of time crying and grieving?
- denial
  - bargaining
  - depression
  - anger
- (iii) The physician tells the patient that his chest X- ray shows he has lung cancer. Based on your understanding of the work of Kübler-Ross, which of the following reactions would you most expect from this patient during the next day or two?
- acceptance
  - anger
  - depression
  - denial
- (iv) Azam has been diagnosed with incurable cancer. However, he promises to lead a reformed life dedicated to God if God will spare his life. Adam is in which of Kübler-Ross' stages of dying?
- Denial stage
  - Hope stage
  - Bargaining stage
  - Acceptance stage
- (v) According to Kübler-Ross, as an individual proceeds through the stages of grief, he or she tends to move from:
- shock to relief
  - denial to shock
  - acceptance to bargaining
  - denial to acceptance

**6.18** Read the following passage and answer the questions given below:

Christopher Nolan, now 22, is not only a spastic who cannot walk, stand, move his arms or talk; he also suffers from cerebral palsy, a disease of the brain which sometimes causes his limbs to jerk uncontrollably. Most people who suffer from such serious disorders live vegetative lives, and merely wait for the end – but not Christopher Nolan, or Christy, as he is affectionately known.

Nolan owes his creative life as an author not only to his own courage and determination but also to the initiative and care of his parents. Instead of leaving him to vegetate, they enrolled him in a special school in Dublin. To do this they had to give up their family farm and move to the city.

In the school Nolan learned to type. As he is able to move his head, he pecks at the keys with a stick attached to his head by a headband; and thereby converts his thoughts into written language. Doing this has not been easy, for often an attack of palsy sends his face crashing into the typewriter. However, these attacks were later controlled by a muscle-relaxing drug. Even then it sometimes took ten minutes for him to type a single word.

His breakthrough came after eleven years of “playing around with words”. His early poems earned him awards from the British Spastics Association, but his first real triumph came in 1981, when Weidenfeld and Nicholson published his collection ‘Dam-Burst of Dreams’, which was highly acclaimed by British critics.

Nolan then went on to publish his autobiography ‘under the Eye of the Clock’.

The publication of a biography of a person in his early twenties must be a rare occurrence, as few at that age would have much material to go into a biography. But this is not true of Christopher Nolan. Besides accounts of the courageous events of his boyhood, one reads descriptions of the idyllic Irish country-side, and, in contrast, stories of pranks such as cutting classes in school. These last episodes give the lie to the notion that spastics necessarily live sad and arid lives.

Close members of his family, his parents and his 24-year old sister Yvonne, have learned to read his body signs such as nods, winks and raised shoulders, and act as his interpreters whenever he is among company, as during his recent travels through the United States promoting his autobiography. As Nolan travels in a wheel-chair, his tour must have been a test of endurance, if not an ordeal.

In his writings Nolan does not attempt to play down his condition, nor does he use mild or vague expressions for words like ‘brain damage’, ‘cripple’ and ‘spastic’. Conversely, he is totally conscious of his own gifts as a writer, and his great good fortune in having a family which is supportive of his desire to write. He acknowledges the existence of many other victims of palsy, even some who like him may have intellectual gifts, but are shunned and unwanted, many merely because of their physical appearance.

But Nolan is not merely a man with a mission; he is frankly ambitious, and has expressed the desire to make his mark as a writer of this decade. His success, however, is dependent on the continued support of his family.

- (i) What is cerebral palsy?
  - a. It is a profound or deep state of unconsciousness.
  - b. Such patients have difficulties with social interaction, display problems with verbal and nonverbal communication, and exhibit repetitive behaviours or narrow, obsessive interests.
  - c. It is an invariably fatal neurological disease that attacks the nerve cells (neurons) responsible for controlling voluntary muscles.
  - b. It is a disease of the brain that can cause limbs to jerk uncontrollably.
- (ii) Do all spastics suffer from cerebral palsy?
  - a. Yes, we get to know from the passage that Nicholas was spastic and was also suffering from cerebral palsy.
  - b. Not all spastics suffer from that
  - c. Both of these terms represent the same disease.
  - d. All suffering from cerebral palsy are spastics too but all spastics need not suffer from cerebral palsy.
- (iii) What made Nolan famous nation-wide?
  - a. Nolan became famous due to the publication of a collection of his poems.
  - b. His biography earned him the best seller award for his persistent and intelligent hard work.
  - c. He became famous for overcoming his illness.
  - d. He became famous for his degree in the literature.
- (iv) What two factors contributed most to Nolan making a success of his life?
  - a. Government’s concern and his family’s support.
  - b. Public’s encouragement and his writing skills.
  - c. His gifts as a writer and the support of his family.
  - d. His writing skills and the love for nature.

- (v) “..... few at that age have much material to go into a biography”. What does this statement tell us of Nolan’s life?
- a. Nolan had experienced enough at a young age to justify the publication of an autobiography.
  - b. He had read a lot of books.
  - c. He had a mentor to guide him how to go about it.
  - b. His family’s support enabled him to take up this mission.

## ANSWERS TO SELF-TEST

<b>6.1</b>					
Various financial, economic and social challenges that Pakistan is facing, demand government to provide for institutional policies and tools to fulfil the individual and business expectations. Pakistan needs to put in efforts for mitigation of programs through good governance. Due to changing contexts, actions should not be in isolation but in recognition of regional strategic position.					
PS: there may be other ways of answering this question					
<b>6.2</b>					
<b>Main idea A.</b>					
Best decisions and most successful strategic initiatives are co-created.					
<b>Main idea B.</b>					
Data will continue eating the world in 2020 and the coming decade					
<b>6.3</b>	<b>6.4</b>	<b>6.5</b>	<b>6.6(i)</b>	<b>6.6(ii)</b>	<b>6.6(iii)</b>
B	B	C	C	C	A
<b>6.6(iv)</b>	<b>6.7(i)</b>	<b>6.7(ii)</b>	<b>6.7(iii)</b>	<b>6.7(iv)</b>	<b>6.7(v)</b>
C	A	C	A	C	D
<b>6.8(i)</b>	<b>6.8(ii)</b>	<b>6.8(iii)</b>	<b>6.8(iv)</b>	<b>6.9(i)</b>	<b>6.9(ii)</b>
C	D	A	A	C	A
<b>6.9(iii)</b>	<b>6.9(iv)</b>	<b>6.9(v)</b>	<b>6.10(i)</b>	<b>6.10(ii)</b>	<b>6.10(iii)</b>
D	C	D	B	D	A
<b>6.10(iv)</b>	<b>6.11(i)</b>	<b>6.11(ii)</b>	<b>6.11(iii)</b>	<b>6.11(iv)</b>	<b>6.11(v)</b>
B	B	B	D	D	D
<b>6.12(i)</b>	<b>6.12(ii)</b>	<b>6.12(iii)</b>	<b>6.12(iv)</b>	<b>6.13(i)</b>	<b>6.13(ii)</b>
B	A	D	B	D	D
<b>6.13(iii)</b>	<b>6.13(iv)</b>	<b>6.13(v)</b>	<b>6.14(i)</b>	<b>6.14(ii)</b>	<b>6.11(iii)</b>
C	B	C	B	C	D
<b>6.14(iv)</b>	<b>6.15(i)</b>	<b>6.15(ii)</b>	<b>6.15(iii)</b>	<b>6.15(iv)</b>	<b>6.15(v)</b>
C	A	C	C	D	A
<b>6.16(i)</b>	<b>6.16(ii)</b>	<b>6.16(iii)</b>	<b>6.16(iv)</b>	<b>6.16(v)</b>	<b>6.17(i)</b>
B	A	A	B	A	B
<b>6.17(ii)</b>	<b>6.17(iii)</b>	<b>6.17(iv)</b>	<b>6.17(v)</b>	<b>6.18(i)</b>	<b>6.18(ii)</b>
C	D	C	D	D	B
<b>6.18(iii)</b>	<b>6.18(iv)</b>	<b>6.18(v)</b>			
A	C	A			

## Oxford 3000 wordlist

It is estimated that 85% of common speech uses only about 1,000 of the most commonly used words and 95% of common speech uses only about 3,000.

In order to achieve a basic level of fluency in a language you need to achieve this 95% level.

The ICAP examiners have recognised this and have specified the words set out in the *Oxford 3000* word list. This is contained in the *Oxford Advanced Learner's Dictionary* by *S Hornby*.

The list is reproduced in this text but without definitions as this would make the text too big. This is the list that you need to be able to use. It contains the vocabulary upon which you will be examined.

### Key:

<i>abbr.</i>	abbreviation
<i>adj.</i>	adjective
<i>adv.</i>	adverb
<i>conj.</i>	conjunction
<i>det</i>	determiner
<i>n.</i>	noun
<i>pron</i>	pronoun
<i>prep.</i>	Preposition
<i>v.</i>	verb

OED 3000 WORDLIST – A (1)			
A	A	A	A
a, an <i>indefinite article</i>	achieve <i>v.</i>	advance <i>n., v.</i>	aid <i>n., v.</i>
abandon <i>v.</i>	achievement <i>n.</i>	advanced <i>adj.</i>	aim <i>n., v.</i>
abandoned <i>adj.</i>	acid <i>n.</i>	in advance	air <i>n.</i>
ability <i>n.</i>	acknowledge <i>v.</i>	advantage <i>n.</i>	aircraft <i>n.</i>
able <i>adj.</i>	acquire <i>v.</i>	take advantage of	airport <i>n.</i>
about <i>adv., prep.</i>	across <i>adv., prep.</i>	adventure <i>n.</i>	alarm <i>n., v.</i>
above <i>prep., adv.</i>	act <i>n., v.</i>	advertise <i>v.</i>	alarming <i>adj.</i>
abroad <i>adv.</i>	action <i>n.</i>	advertising <i>n.</i>	alarmed <i>adj.</i>
absence <i>n.</i>	take action	advertisement (also ad, advert) <i>n.</i>	alcohol <i>n.</i>
absent <i>adj.</i>	active <i>adj.</i>	advice <i>n.</i>	alcoholic <i>adj., n.</i>
absolute <i>adj.</i>	actively <i>adv.</i>	advise <i>v.</i>	alive <i>adj.</i>
absolutely <i>adv.</i>	activity <i>n.</i>	affair <i>n.</i>	all <i>det., pron, adv.</i>
absorb <i>v.</i>	actor, actress <i>n.</i>	affect <i>v.</i>	allow <i>v.</i>
abuse <i>n., v.</i>	actual <i>adj.</i>	affection <i>n.</i>	all right! <i>adj., adv., exclamation</i>
academic <i>adj.</i>	actually <i>adv.</i>	afford <i>v.</i>	ally <i>n., v.</i>
accent <i>n.</i>	ad advertisement	afraid <i>adj.</i>	allied <i>adj.</i>
accept <i>v.</i>	adapt <i>v.</i>	after <i>prep., conj., adv.</i>	almost <i>adv.</i>
acceptable <i>adj.</i>	add <i>v.</i>	afternoon <i>n.</i>	alone <i>adj., adv.</i>
access <i>n.</i>	addition <i>n.</i>	afterwards (US usually afterward) <i>adv.</i>	along <i>prep., adv.</i>
accident <i>n.</i>	in addition (to)	again <i>adv.</i>	alongside <i>prep., adv.</i>
by accident	additional <i>adj.</i>	against <i>prep.</i>	aloud <i>adv.</i>
accidental <i>adj.</i>	address <i>n., v.</i>	age <i>n.</i>	alphabet <i>n.</i>
accidentally <i>adv.</i>	adequate <i>adj.</i>	aged <i>adj.</i>	alphabetical <i>adj.</i>
accommodation <i>n.</i>	adequately <i>adv.</i>	agency <i>n.</i>	alphabetically <i>adv.</i>
accompany <i>v.</i>	adjust <i>v.</i>	agent <i>n.</i>	already <i>adv.</i>
according to <i>prep.</i>	admiration <i>n.</i>	aggressive <i>adj.</i>	also <i>adv.</i>
account <i>n., v.</i>	admire <i>v.</i>	ago <i>adv.</i>	alter <i>v.</i>
accurate <i>adj.</i>	admit <i>v.</i>	agree <i>v.</i>	alternative <i>n., adj.</i>
accurately <i>adv.</i>	adopt <i>v.</i>	agreement <i>n.</i>	alternatively <i>adv.</i>
accuse <i>v.</i>	adult <i>n., adj.</i>	ahead <i>adv.</i>	although <i>conj.</i>
altogether <i>adv.</i>	annually <i>adv.</i>	approval <i>n.</i>	ask <i>v.</i>

A	A	A	A
always <i>adv.</i>	another <i>det., pron</i>	approve (of) <i>v.</i>	asleep <i>adj.</i>
a.m. <i>abbr.</i>	answer <i>n., v.</i>	approving <i>adj.</i>	fall asleep
amaze <i>v.</i>	anti- prefix	approximate <i>adj.</i>	aspect <i>n.</i>
amazing <i>adj.</i>	anticipate <i>v.</i>	approximately <i>adv.</i>	assist <i>v.</i>
amazed <i>adj.</i>	anxiety <i>n.</i>	April <i>n. (abbr. Apr.)</i>	assistance <i>n.</i>
ambition <i>n.</i>	anxious <i>adj.</i>	area <i>n.</i>	assistant <i>n., adj.</i>
ambulance <i>n.</i>	anxiously <i>adv.</i>	argue <i>v.</i>	associate <i>v.</i>
among (also amongst) <i>prep.</i>	any <i>det., pron, adv.</i>	argument <i>n.</i>	associated with
amount <i>n., v.</i>	anyone (also anybody) <i>pron</i>	arise <i>v.</i>	association <i>n.</i>
amuse <i>v.</i>	anything <i>pron</i>	arm <i>n., v.</i>	assume <i>v.</i>
amusing <i>adj.</i>	anyway <i>adv.</i>	arms <i>n.</i>	assure <i>v.</i>
amused <i>adj.</i>	anywhere <i>adv.</i>	armed <i>adj.</i>	at <i>prep.</i>
an a, an	apart <i>adv.</i>	army <i>n.</i>	atmosphere <i>n.</i>
analyse (US = analyze) <i>v.</i>	apart from (also aside from especially in US) <i>prep.</i>	around <i>adv., prep.</i>	atom <i>n.</i>
analysis <i>n.</i>	apartment <i>n. (especially US)</i>	arrange <i>v.</i>	attach <i>v.</i>
ancient <i>adj.</i>	apologise (US = apologize) <i>v.</i>	arrangement <i>n.</i>	attached <i>adj.</i>
and <i>conj.</i>	apparent <i>adj.</i>	arrest <i>v., n.</i>	attack <i>n., v.</i>
anger <i>n.</i>	apparently <i>adv.</i>	arrival <i>n.</i>	attempt <i>n., v.</i>
angle <i>n.</i>	appeal <i>n., v.</i>	arrive <i>v.</i>	attempted <i>adj.</i>
angry <i>adj.</i>	appear <i>v.</i>	arrow <i>n.</i>	attend <i>v.</i>
angrily <i>adv.</i>	appearance <i>n.</i>	art <i>n.</i>	attention <i>n. (pay attention)</i>
animal <i>n.</i>	apple <i>n.</i>	article <i>n.</i>	attitude <i>n.</i>
ankle <i>n.</i>	application <i>n.</i>	artificial <i>adj.</i>	attorney <i>n. (especially US)</i>
anniversary <i>n.</i>	apply <i>v.</i>	artificially <i>adv.</i>	attract <i>v.</i>
announce <i>v.</i>	appoint <i>v.</i>	artist <i>n.</i>	attraction <i>n.</i>
annoy <i>v.</i>	appointment <i>n.</i>	artistic <i>adj.</i>	attractive <i>adj.</i>
annoying <i>adj.</i>	appreciate <i>v.</i>	as <i>prep., adv., conj.</i>	audience <i>n.</i>
annoyed <i>adj.</i>	approach <i>v., n.</i>	ashamed <i>adj.</i>	August <i>n. (abbr. Aug.)</i>
annual <i>adj.</i>	appropriate <i>adj.</i>	aside <i>adv.</i>	aunt <i>n.</i>

OED 3000 WORDLIST – A/B			
A	B	B	B
author <i>n.</i>	baby <i>n.</i>	battle <i>n.</i>	belt <i>n.</i>
authority <i>n.</i>	back <i>n., adj., adv., v.</i>	bay <i>n.</i>	bend <i>v., n.</i>
automatic <i>adj.</i>	background <i>n.</i>	be <i>v., auxiliary v.</i>	bent <i>adj.</i>
automatically <i>adv.</i>	backwards (also backward especially in US) <i>adv.</i>	beach <i>n.</i>	beneath <i>prep., adv.</i>
autumn <i>n.</i>	backward <i>adj.</i>	beak <i>n.</i>	benefit <i>n., v.</i>
available <i>adj.</i>	bacteria <i>n.</i>	bear <i>v.</i>	beside <i>prep.</i>
average <i>adj., n.</i>	bad <i>adj.</i>	beard <i>n.</i>	bet <i>v., n.</i>
avoid <i>v.</i>	go bad	beat <i>n., v.</i>	betting <i>n.</i>
awake <i>adj.</i>	badly <i>adv.</i>	beautiful <i>adj.</i>	better, best good, well
award <i>n., v.</i>	bad-tempered <i>adj.</i>	beautifully <i>adv.</i>	between <i>prep., adv.</i>
aware <i>adj.</i>	bag <i>n.</i>	beauty <i>n.</i>	beyond <i>prep., adv.</i>
away <i>adv.</i>	baggage <i>n.</i>	because <i>conj.</i>	bicycle (also bike) <i>n.</i>
awful <i>adj.</i>	bake <i>v.</i>	because of <i>prep.</i>	bid <i>v., n.</i>
awfully <i>adv.</i>	balance <i>n., v.</i>	become <i>v.</i>	big <i>adj.</i>
awkward <i>adj.</i>	ball <i>n.</i>	bed <i>n.</i>	bill <i>n.</i>
awkwardly <i>adv.</i>	ban <i>v., n.</i>	bedroom <i>n.</i>	bin <i>n.</i>
	band <i>n.</i>	beef <i>n.</i>	biology <i>n.</i>
	bandage <i>n., v.</i>	beer <i>n.</i>	bird <i>n.</i>
	bank <i>n.</i>	before <i>prep., conj., adv.</i>	birth <i>n.</i>
	bar <i>n.</i>	begin <i>v.</i>	give birth (to)
	bargain <i>n.</i>	beginning <i>n.</i>	birthday <i>n.</i>
	barrier <i>n.</i>	behalf <i>n.</i> : on behalf of somebody (US in behalf of)	biscuit <i>n.</i> (US = cookie)
	base <i>n., v.</i>	behave <i>v.</i>	bit <i>n.</i>
	based on	behaviour (US = behavior) <i>n.</i>	a bit
	basic <i>adj.</i>	behind <i>prep., adv.</i>	bite <i>v., n.</i>
	basically <i>adv.</i>	belief <i>n.</i>	bitter <i>adj.</i>
	basis <i>n.</i>	believe <i>v.</i>	bitterly <i>adv.</i>
	bath <i>n.</i>	bell <i>n.</i>	black <i>adj., n.</i>
	bathroom <i>n.</i>	belong <i>v.</i>	blade <i>n.</i>
	battery <i>n.</i>	below <i>prep., adv.</i>	blame <i>v., n.</i>



## OED 3000 WORDLIST – B/C

B	B	B	C
blank <i>adj., n.</i>	box <i>n.</i>	brush <i>n., v.</i>	c <i>abbr. cent</i>
blankly <i>adv.</i>	boy <i>n.</i>	bubble <i>n.</i>	cabinet <i>n.</i>
blind <i>adj.</i>	boyfriend <i>n.</i>	budget <i>n.</i>	cable <i>n.</i>
block <i>n., v.</i>	brain <i>n.</i>	build <i>v.</i>	cake <i>n.</i>
blonde <i>adj., n., blond adj.</i>	branch <i>n.</i>	building <i>n.</i>	calculate <i>v.</i>
blood <i>n.</i>	brand <i>n.</i>	bullet <i>n.</i>	calculation <i>n.</i>
blow <i>v., n.</i>	brave <i>adj.</i>	bunch <i>n.</i>	call <i>v., n.</i>
blue <i>adj., n.</i>	bread <i>n.</i>	burn <i>v.</i>	be called
board <i>n., v.</i>	break <i>v., n.</i>	burnt <i>adj.</i>	calm <i>adj., v., n.</i>
on board	broken <i>adj.</i>	burst <i>v.</i>	calmly <i>adv.</i>
boat <i>n.</i>	breakfast <i>n.</i>	bury <i>v.</i>	camera <i>n.</i>
body <i>n.</i>	breast <i>n.</i>	bus <i>n.</i>	camp <i>n., v.</i>
boil <i>v.</i>	breath <i>n.</i>	bush <i>n.</i>	camping <i>n.</i>
bomb <i>n., v.</i>	breathe <i>v.</i>	business <i>n.</i>	campaign <i>n.</i>
bone <i>n.</i>	breathing <i>n.</i>	businessman, businesswoman <i>n.</i>	can modal <i>v., n.</i>
book <i>n., v.</i>	breed <i>v., n.</i>	busy <i>adj.</i>	cannot
boot <i>n.</i>	brick <i>n.</i>	but <i>conj.</i>	could modal <i>v.</i>
border <i>n.</i>	bridge <i>n.</i>	butter <i>n.</i>	cancel <i>v.</i>
bore <i>v.</i>	brief <i>adj.</i>	button <i>n.</i>	cancer <i>n.</i>
boring <i>adj.</i>	briefly <i>adv.</i>	buy <i>v.</i>	candidate <i>n.</i>
bored <i>adj.</i>	bright <i>adj.</i>	buyer <i>n.</i>	candy <i>n. (US)</i>
born: be born <i>v.</i>	brightly <i>adv.</i>	by <i>prep., adv.</i>	cap <i>n.</i>
borrow <i>v.</i>	brilliant <i>adj.</i>	bye <i>exclamation</i>	capable (of) <i>adj.</i>
boss <i>n.</i>	bring <i>v.</i>		capacity <i>n.</i>
both <i>det., pron</i>	broad <i>adj.</i>		capital <i>n., adj.</i>
bother <i>v.</i>	broadly <i>adv.</i>		captain <i>n.</i>
bottle <i>n.</i>	broadcast <i>v., n.</i>		capture <i>v., n.</i>
bottom <i>n., adj.</i>	broken break		car <i>n.</i>
bound <i>adj.:</i> bound to	brother <i>n.</i>		card <i>n.</i>
bowl <i>n.</i>	brown <i>adj., n.</i>		cardboard <i>n.</i>

OED 3000 WORDLIST – C			
C	C	C	C
care <i>n., v.</i>	centre (US= center) <i>n.</i>	cheese <i>n.</i>	clear <i>adj., v.</i>
take care (of)	century <i>n.</i>	chemical <i>adj., n.</i>	clearly <i>adv.</i>
care for	ceremony <i>n.</i>	chemist <i>n.</i>	clerk <i>n.</i>
career <i>n.</i>	certain <i>adj., pron</i>	chemistry <i>n.</i>	clever <i>adj.</i>
careful <i>adj.</i>	certainly <i>adv.</i>	cheque <i>n.</i> (US =check)	click <i>v., n.</i>
carefully <i>adv.</i>	certificate <i>n.</i>	chest <i>n.</i>	client <i>n.</i>
careless <i>adj.</i>	chain <i>n., v.</i>	chew <i>v.</i>	climate <i>n.</i>
carelessly <i>adv.</i>	chair <i>n.</i>	chicken <i>n.</i>	climb <i>v.</i>
carpet <i>n.</i>	chairman, chairwoman <i>n.</i>	chief <i>adj., n.</i>	climbing <i>n.</i>
carrot <i>n.</i>	challenge <i>n., v.</i>	child <i>n.</i>	clock <i>n.</i>
carry <i>v.</i>	chamber <i>n.</i>	chin <i>n.</i>	close <i>adj.</i>
case <i>n.</i>	chance <i>n.</i>	chip <i>n.</i>	closely <i>adv.</i>
in case (of)	change <i>v., n.</i>	chocolate <i>n.</i>	close <i>v.</i>
cash <i>n.</i>	channel <i>n.</i>	choice <i>n.</i>	closed <i>adj.</i>
cast <i>v., n.</i>	chapter <i>n.</i>	choose <i>v.</i>	closet <i>n.</i> (especially US)
castle <i>n.</i>	character <i>n.</i>	chop <i>v.</i>	cloth <i>n.</i>
cat <i>n.</i>	characteristic <i>adj., n.</i>	church <i>n.</i>	clothes <i>n.</i>
catch <i>v.</i>	charge <i>n., v.</i>	cigarette <i>n.</i>	clothing <i>n.</i>
category <i>n.</i>	in charge of	cinema <i>n.</i>	cloud <i>n.</i>
cause <i>n., v.</i>	charity <i>n.</i>	circle <i>n.</i>	club <i>n.</i>
CD <i>n.</i>	chart <i>n., v.</i>	circumstance <i>n.</i>	cm <i>abbr.</i> centimetre
cease <i>v.</i>	chase <i>v., n.</i>	citizen <i>n.</i>	coach <i>n.</i>
ceiling <i>n.</i>	chat <i>v., n.</i>	city <i>n.</i>	coal <i>n.</i>
celebrate <i>v.</i>	cheap <i>adj.</i>	civil <i>adj.</i>	coast <i>n.</i>
celebration <i>n.</i>	cheaply <i>adv.</i>	claim <i>v., n.</i>	coat <i>n.</i>
cell <i>n.</i>	cheat <i>v., n.</i>	clap <i>v., n.</i>	code <i>n.</i>
cellphone (also cellular phone) <i>n.</i> (especially US)	check <i>v., n.</i>	class <i>n.</i>	coffee <i>n.</i>
cent <i>n.</i> ( <i>abbr.</i> c)	cheek <i>n.</i>	classic <i>adj., n.</i>	coin <i>n.</i>
centimetre (US = centimeter) <i>n.</i> ( <i>abbr.</i> cm)	cheerful <i>adj.</i>	classroom <i>n.</i>	cold <i>adj., n.</i>
central <i>adj.</i>	cheerfully <i>adv.</i>	clean <i>adj., v.</i>	coldly <i>adv.</i>

OED 3000 WORDLIST – C			
C	C	C	C
collapse <i>v., n.</i>	comparison <i>n.</i>	confirm <i>v.</i>	contest <i>n.</i>
colleague <i>n.</i>	compete <i>v.</i>	conflict <i>n., v.</i>	context <i>n.</i>
collect <i>v.</i>	competition <i>n.</i>	confront <i>v.</i>	continent <i>n.</i>
collection <i>n.</i>	competitive <i>adj.</i>	confuse <i>v.</i>	continue <i>v.</i>
college <i>n.</i>	complain <i>v.</i>	confusing <i>adj.</i>	continuous <i>adj.</i>
colour (US = color) <i>n., v.</i>	complaint <i>n.</i>	confused <i>adj.</i>	continuously <i>adv.</i>
coloured (US = colored) <i>adj.</i>	complete <i>adj., v.</i>	confusion <i>n.</i>	contract <i>n., v.</i>
column <i>n.</i>	completely <i>adv.</i>	congratulations <i>n.</i>	contrast <i>n., v.</i>
combination <i>n.</i>	complex <i>adj.</i>	congress <i>n.</i>	contrasting <i>adj.</i>
combine <i>v.</i>	complicate <i>v.</i>	connect <i>v.</i>	contribute <i>v.</i>
come <i>v.</i>	complicated <i>adj.</i>	connection <i>n.</i>	contribution <i>n.</i>
comedy <i>n.</i>	computer <i>n.</i>	conscious <i>adj.</i>	control <i>n., v.</i>
comfort <i>n., v.</i>	concentrate <i>v.</i>	consequence <i>n.</i>	in control (of)
comfortable <i>adj.</i>	concentration <i>n.</i>	conservative <i>adj.</i>	under control
comfortably <i>adv.</i>	concept <i>n.</i>	consider <i>v.</i>	controlled <i>adj.</i>
command <i>v., n.</i>	concern <i>v., n.</i>	considerable <i>adj.</i>	convenient <i>adj.</i>
comment <i>n., v.</i>	concerned <i>adj.</i>	considerably <i>adv.</i>	convention <i>n.</i>
commercial <i>adj.</i>	concerning <i>prep.</i>	consideration <i>n.</i>	conventional <i>adj.</i>
commission <i>n., v.</i>	concert <i>n.</i>	consist of <i>v.</i>	conversation <i>n.</i>
commit <i>v.</i>	conclude <i>v.</i>	constant <i>adj.</i>	convert <i>v.</i>
commitment <i>n.</i>	conclusion <i>n.</i>	constantly <i>adv.</i>	convince <i>v.</i>
committee <i>n.</i>	concrete <i>adj., n.</i>	construct <i>v.</i>	cook <i>v., n.</i>
common <i>adj.</i>	condition <i>n.</i>	construction <i>n.</i>	cooking <i>n.</i>
in common	conduct <i>v., n.</i>	consult <i>v.</i>	cooker <i>n.</i>
commonly <i>adv.</i>	conference <i>n.</i>	consumer <i>n.</i>	cookie <i>n.</i> (especially US)
communicate <i>v.</i>	confidence <i>n.</i>	contact <i>n., v.</i>	cool <i>adj., v.</i>
communication <i>n.</i>	confident <i>adj.</i>	contain <i>v.</i>	cope (with) <i>v.</i>
community <i>n.</i>	confidently <i>adv.</i>	container <i>n.</i>	copy <i>n., v.</i>
company <i>n.</i>	confine <i>v.</i>	contemporary <i>adj.</i>	core <i>n.</i>
compare <i>v.</i>	confined <i>adj.</i>	content <i>n.</i>	corner <i>n.</i>

OED 3000 WORDLIST – C/D			
C	C	C	D
correct <i>adj., v.</i>	cream <i>n., adj.</i>	curiously <i>adv.</i>	dad <i>n.</i>
correctly <i>adv.</i>	create <i>v.</i>	curl <i>v., n.</i>	daily <i>adj.</i>
cost <i>n., v.</i>	creature <i>n.</i>	curly <i>adj.</i>	damage <i>n., v.</i>
cottage <i>n.</i>	credit <i>n.</i>	current <i>adj., n.</i>	damp <i>adj.</i>
cotton <i>n.</i>	credit card <i>n.</i>	currently <i>adv.</i>	dance <i>n., v.</i>
cough <i>v., n.</i>	crime <i>n.</i>	curtain <i>n.</i>	dancing <i>n.</i>
coughing <i>n.</i>	criminal <i>adj., n.</i>	curve <i>n., v.</i>	dancer <i>n.</i>
could can	crisis <i>n.</i>	curved <i>adj.</i>	danger <i>n.</i>
council <i>n.</i>	crisp <i>adj.</i>	custom <i>n.</i>	dangerous <i>adj.</i>
count <i>v.</i>	criterion <i>n.</i>	customer <i>n.</i>	dare <i>v.</i>
counter <i>n.</i>	critical <i>adj.</i>	customs <i>n.</i>	dark <i>adj., n.</i>
country <i>n.</i>	criticism <i>n.</i>	cut <i>v., n.</i>	data <i>n.</i>
countryside <i>n.</i>	criticise (US = criticize) <i>v.</i>	cycle <i>n., v.</i>	date <i>n., v.</i>
county <i>n.</i>	crop <i>n.</i>	cycling <i>n.</i>	daughter <i>n.</i>
couple <i>n.</i>	cross <i>n., v.</i>		day <i>n.</i>
a couple	crowd <i>n.</i>		dead <i>adj.</i>
courage <i>n.</i>	crowded <i>adj.</i>		deaf <i>adj.</i>
course <i>n.</i>	crown <i>n.</i>		deal <i>v., n.</i>
of course	crucial <i>adj.</i>		deal with
court <i>n.</i>	cruel <i>adj.</i>		dear <i>adj.</i>
cousin <i>n.</i>	crush <i>v.</i>		death <i>n.</i>
cover <i>v., n.</i>	cry <i>v., n.</i>		debate <i>n., v.</i>
covered <i>adj.</i>	ct <i>abbr. cent</i>		debt <i>n.</i>
covering <i>n.</i>	cultural <i>adj.</i>		decade <i>n.</i>
cow <i>n.</i>	culture <i>n.</i>		decay <i>n., v.</i>
crack <i>n., v.</i>	cup <i>n.</i>		December <i>n. (abbr. Dec.)</i>
cracked <i>adj.</i>	cupboard <i>n.</i>		decide <i>v.</i>
craft <i>n.</i>	curb <i>v.</i>		decision <i>n.</i>
crash <i>n., v.</i>	cure <i>v., n.</i>		declare <i>v.</i>
crazy <i>adj.</i>	curious <i>adj.</i>		decline <i>n., v.</i>

OED 3000 WORDLIST – D			
D	D	D	D
decorate <i>v.</i>	depress <i>v.</i>	diamond <i>n.</i>	disapproving <i>adj.</i>
decoration <i>n.</i>	depressing <i>adj.</i>	diary <i>n.</i>	disaster <i>n.</i>
decorative <i>adj.</i>	depressed <i>adj.</i>	dictionary <i>n.</i>	disc (also disk, especially in US) <i>n.</i>
decrease <i>v., n.</i>	depth <i>n.</i>	die <i>v.</i>	discipline <i>n.</i>
deep <i>adj., adv.</i>	derive <i>v.</i>	dying <i>adj.</i>	discount <i>n.</i>
deeply <i>adv.</i>	describe <i>v.</i>	diet <i>n.</i>	discover <i>v.</i>
defeat <i>v., n.</i>	description <i>n.</i>	difference <i>n.</i>	discovery <i>n.</i>
defence (US =defense) <i>n.</i>	desert <i>n., v.</i>	different <i>adj.</i>	discuss <i>v.</i>
defend <i>v.</i>	deserted <i>adj.</i>	differently <i>adv.</i>	discussion <i>n.</i>
define <i>v.</i>	deserve <i>v.</i>	difficult <i>adj.</i>	disease <i>n.</i>
definite <i>adj.</i>	design <i>n., v.</i>	difficulty <i>n.</i>	disgust <i>v., n.</i>
definitely <i>adv.</i>	desire <i>n., v.</i>	dig <i>v.</i>	disgusting <i>adj.</i>
definition <i>n.</i>	desk <i>n.</i>	dinner <i>n.</i>	disgusted <i>adj.</i>
degree <i>n.</i>	desperate <i>adj.</i>	direct <i>adj., v.</i>	dish <i>n.</i>
delay <i>n., v.</i>	desperately <i>adv.</i>	directly <i>adv.</i>	dishonest <i>adj.</i>
deliberate <i>adj.</i>	despite <i>prep.</i>	direction <i>n.</i>	dishonestly <i>adv.</i>
deliberately <i>adv.</i>	destroy <i>v.</i>	director <i>n.</i>	disk <i>n.</i>
delicate <i>adj.</i>	destruction <i>n.</i>	dirt <i>n.</i>	dislike <i>v., n.</i>
delight <i>n., v.</i>	detail <i>n.</i>	dirty <i>adj.</i>	dismiss <i>v.</i>
delighted <i>adj.</i>	in detail	disabled <i>adj.</i>	display <i>v., n.</i>
deliver <i>v.</i>	detailed <i>adj.</i>	disadvantage <i>n.</i>	dissolve <i>v.</i>
delivery <i>n.</i>	determination <i>n.</i>	disagree <i>v.</i>	distance <i>n.</i>
demand <i>n., v.</i>	determine <i>v.</i>	disagreement <i>n.</i>	distinguish <i>v.</i>
demonstrate <i>v.</i>	determined <i>adj.</i>	disappear <i>v.</i>	distribute <i>v.</i>
dentist <i>n.</i>	develop <i>v.</i>	disappoint <i>v.</i>	distribution <i>n.</i>
deny <i>v.</i>	development <i>n.</i>	disappointing <i>adj.</i>	district <i>n.</i>
department <i>n.</i>	device <i>n.</i>	disappointed <i>adj.</i>	disturb <i>v.</i>
departure <i>n.</i>	devote <i>v.</i>	disappointment <i>n.</i>	disturbing <i>adj.</i>
depend (on) <i>v.</i>	devoted <i>adj.</i>	disapproval <i>n.</i>	divide <i>v.</i>
deposit <i>n., v.</i>	diagram <i>n.</i>	disapprove (of) <i>v.</i>	division <i>n.</i>

OED 3000 WORDLIST – D/E			
D	D	E	E
divorce <i>n., v.</i>	drink <i>n., v.</i>	each <i>det., pron</i>	elderly <i>adj.</i>
divorced <i>adj.</i>	drive <i>v., n.</i>	each other (also one another) <i>pron</i>	elect <i>v.</i>
do <i>v., auxiliary v.</i>	driving <i>n.</i>	ear <i>n.</i>	election <i>n.</i>
doctor <i>n. (abbr. Dr, US Dr.)</i>	driver <i>n.</i>	early <i>adj., adv.</i>	electric <i>adj.</i>
document <i>n.</i>	drop <i>v., n.</i>	earn <i>v.</i>	electrical <i>adj.</i>
dog <i>n.</i>	drug <i>n.</i>	earth <i>n.</i>	electricity <i>n.</i>
dollar <i>n.</i>	drugstore <i>n. (US)</i>	ease <i>n., v.</i>	electronic <i>adj.</i>
domestic <i>adj.</i>	drum <i>n.</i>	east <i>n., adj., adv.</i>	elegant <i>adj.</i>
dominate <i>v.</i>	drunk <i>adj.</i>	eastern <i>adj.</i>	element <i>n.</i>
door <i>n.</i>	dry <i>adj., v.</i>	easy <i>adj.</i>	elevator <i>n. (US)</i>
dot <i>n.</i>	due <i>adj.</i>	easily <i>adv.</i>	else <i>adv.</i>
double <i>adj., det., adv., n., v.</i>	due to	eat <i>v.</i>	elsewhere <i>adv.</i>
doubt <i>n., v.</i>	dull <i>adj.</i>	economic <i>adj.</i>	email (also e-mail) <i>n., v.</i>
down <i>adv., prep.</i>	dump <i>v., n.</i>	economy <i>n.</i>	embarrass <i>v.</i>
downstairs <i>adv., adj., n.</i>	during <i>prep.</i>	edge <i>n.</i>	embarrassing <i>adj.</i>
downwards (also downward in US) <i>adv.</i>	dust <i>n., v.</i>	edition <i>n.</i>	embarrassed <i>adj.</i>
downward <i>adj.</i>	duty <i>n.</i>	editor <i>n.</i>	embarrassment <i>n.</i>
dozen <i>n., det.</i>	DVD <i>n.</i>	educate <i>v.</i>	emerge <i>v.</i>
Dr <i>abbr. doctor</i>		educated <i>adj.</i>	emergency <i>n.</i>
draft <i>n., adj., v.</i>		education <i>n.</i>	emotion <i>n.</i>
drag <i>v.</i>		effect <i>n.</i>	emotional <i>adj.</i>
drama <i>n.</i>		effective <i>adj.</i>	emotionally <i>adv.</i>
dramatic <i>adj.</i>		effectively <i>adv.</i>	emphasis <i>n.</i>
dramatically <i>adv.</i>		efficient <i>adj.</i>	emphasise (US = emphasize) <i>v.</i>
draw <i>v.</i>		efficiently <i>adv.</i>	empire <i>n.</i>
drawing <i>n.</i>		effort <i>n.</i>	employ <i>v.</i>
drawer <i>n.</i>		e.g. <i>abbr.</i>	employed <i>adj.</i>
dream <i>n., v.</i>		egg <i>n.</i>	employee <i>n.</i>
dress <i>n., v.</i>		either <i>det., pron, adv.</i>	employer <i>n.</i>
dressed <i>adj.</i>		elbow <i>n.</i>	employment <i>n.</i>

## OED 3000 WORDLIST – E

E	E	E	E
empty <i>adj., v.</i>	entirely <i>adv.</i>	everywhere <i>adv.</i>	exit <i>n.</i>
enable <i>v.</i>	entitle <i>v.</i>	evidence <i>n.</i>	expand <i>v.</i>
encounter <i>v., n.</i>	entrance <i>n.</i>	evil <i>adj., n.</i>	expect <i>v.</i>
encourage <i>v.</i>	entry <i>n.</i>	ex- prefix	expected <i>adj.</i>
encouragement <i>n.</i>	envelope <i>n.</i>	exact <i>adj.</i>	expectation <i>n.</i>
end <i>n., v.</i>	environment <i>n.</i>	exactly <i>adv.</i>	expense <i>n.</i>
in the end	environmental <i>adj.</i>	exaggerate <i>v.</i>	expensive <i>adj.</i>
ending <i>n.</i>	equal <i>adj., n., v.</i>	exaggerated <i>adj.</i>	experience <i>n., v.</i>
enemy <i>n.</i>	equally <i>adv.</i>	exam <i>n.</i>	experienced <i>adj.</i>
energy <i>n.</i>	equipment <i>n.</i>	examination <i>n.</i>	experiment <i>n., v.</i>
engage <i>v.</i>	equivalent <i>adj., n.</i>	examine <i>v.</i>	expert <i>n., adj.</i>
engaged <i>adj.</i>	error <i>n.</i>	example <i>n.</i>	explain <i>v.</i>
engine <i>n.</i>	escape <i>v., n.</i>	excellent <i>adj.</i>	explanation <i>n.</i>
engineer <i>n.</i>	especially <i>adv.</i>	except <i>prep., conj.</i>	explode <i>v.</i>
engineering <i>n.</i>	essay <i>n.</i>	exception <i>n.</i>	explore <i>v.</i>
enjoy <i>v.</i>	essential <i>adj., n.</i>	exchange <i>v., n.</i>	explosion <i>n.</i>
enjoyable <i>adj.</i>	essentially <i>adv.</i>	in exchange (for)	export <i>v., n.</i>
enjoyment <i>n.</i>	establish <i>v.</i>	excite <i>v.</i>	expose <i>v.</i>
enormous <i>adj.</i>	estate <i>n.</i>	exciting <i>adj.</i>	express <i>v., adj.</i>
enough <i>det., pron, adv.</i>	estimate <i>n., v.</i>	excited <i>adj.</i>	expression <i>n.</i>
enquiry (also inquiry especially in US) <i>n.</i>	etc. (full form et cetera)	excitement <i>n.</i>	extend <i>v.</i>
ensure <i>v.</i>	euro <i>n.</i>	exclude <i>v.</i>	extension <i>n.</i>
enter <i>v.</i>	even <i>adv., adj.</i>	excluding <i>prep.</i>	extensive <i>adj.</i>
entertain <i>v.</i>	evening <i>n.</i>	excuse <i>n., v.</i>	extent <i>n.</i>
entertaining <i>adj.</i>	event <i>n.</i>	executive <i>n., adj.</i>	extra <i>adj., n., adv.</i>
entertainer <i>n.</i>	eventually <i>adv.</i>	exercise <i>n., v.</i>	extraordinary <i>adj.</i>
entertainment <i>n.</i>	ever <i>adv.</i>	exhibit <i>v., n.</i>	extreme <i>adj., n.</i>
enthusiasm <i>n.</i>	every <i>det.</i>	exhibition <i>n.</i>	extremely <i>adv.</i>
enthusiastic <i>adj.</i>	everyone (also everybody) <i>pron</i>	exist <i>v.</i>	eye <i>n.</i>
entire <i>adj.</i>	everything <i>pron</i>	existence <i>n.</i>	

## OED 3000 WORDLIST – F

F	F	F	F
face <i>n., v.</i>	farmer <i>n.</i>	field <i>n.</i>	flame <i>n.</i>
facility <i>n.</i>	farther, farthest <i>far</i>	fight <i>v., n.</i>	flash <i>v., n.</i>
fact <i>n.</i>	fashion <i>n.</i>	fighting <i>n.</i>	flat <i>adj., n.</i>
factor <i>n.</i>	fashionable <i>adj.</i>	figure <i>n., v.</i>	flavour (US = flavor) <i>n., v.</i>
factory <i>n.</i>	fast <i>adj., adv.</i>	file <i>n.</i>	flesh <i>n.</i>
fail <i>v.</i>	fasten <i>v.</i>	fill <i>v.</i>	flight <i>n.</i>
failure <i>n.</i>	fat <i>adj., n.</i>	film <i>n., v.</i>	float <i>v.</i>
faint <i>adj.</i>	father <i>n.</i>	final <i>adj., n.</i>	flood <i>n., v.</i>
faintly <i>adv.</i>	faucet <i>n.</i> (US)	finally <i>adv.</i>	floor <i>n.</i>
fair <i>adj.</i>	fault <i>n.</i>	finance <i>n., v.</i>	flour <i>n.</i>
fairly <i>adv.</i>	favour (US = favor) <i>n.</i>	financial <i>adj.</i>	flow <i>n., v.</i>
unfair <i>adj.</i>	in favour/favor (of)	find <i>v.</i>	flower <i>n.</i>
unfairly <i>adv.</i>	favourite (US = favorite) <i>adj., n.</i>	find out sth	flu <i>n.</i>
faith <i>n.</i>	fear <i>n., v.</i>	fine <i>adj.</i>	fly <i>v., n.</i>
faithful <i>adj.</i>	feather <i>n.</i>	finely <i>adv.</i>	flying <i>adj., n.</i>
faithfully <i>adv.</i>	feature <i>n., v.</i>	finger <i>n.</i>	focus <i>v., n.</i>
Yours faithfully	February <i>n.</i> ( <i>abbr.</i> Feb.)	finish <i>v., n.</i>	fold <i>v., n.</i>
fall <i>v., n.</i>	federal <i>adj.</i>	finished <i>adj.</i>	folding <i>adj.</i>
fall over	fee <i>n.</i>	fire <i>n., v.</i>	follow <i>v.</i>
false <i>adj.</i>	feed <i>v.</i>	set fire to	following <i>adj., n., prep.</i>
fame <i>n.</i>	feel <i>v.</i>	firm <i>n., adj., adv.</i>	food <i>n.</i>
familiar <i>adj.</i>	feeling <i>n.</i>	firmly <i>adv.</i>	foot <i>n.</i>
family <i>n., adj.</i>	fellow <i>n., adj.</i>	first <i>det., ordinal number, adv., n.</i>	football <i>n.</i>
famous <i>adj.</i>	female <i>adj., n.</i>	at first	for <i>prep.</i>
fan <i>n.</i>	fence <i>n.</i>	fish <i>n., v.</i>	force <i>n., v.</i>
fancy <i>v., adj.</i>	festival <i>n.</i>	fishing <i>n.</i>	forecast <i>n., v.</i>
far <i>adv., adj.</i>	fetch <i>v.</i>	fit <i>v., adj.</i>	foreign <i>adj.</i>
further <i>adj.</i>	fever <i>n.</i>	fix <i>v.</i>	forest <i>n.</i>
farm <i>n.</i>	few <i>det., adj., pron</i>	fixed <i>adj.</i>	forever (also for ever) <i>adv.</i>
farming <i>n.</i>	a few	flag <i>n.</i>	forget <i>v.</i>



## OED 3000 WORDLIST – F/G

F	F	G	G
forgive <i>v.</i>	frighten <i>v.</i>	<i>g</i> <i>abbr.</i> gram	giant <i>n., adj.</i>
fork <i>n.</i>	frightening <i>adj.</i>	gain <i>v., n.</i>	gift <i>n.</i>
form <i>n., v.</i>	frightened <i>adj.</i>	gallon <i>n.</i>	girl <i>n.</i>
formal <i>adj.</i>	from <i>prep.</i>	gamble <i>v., n.</i>	girlfriend <i>n.</i>
formally <i>adv.</i>	front <i>n., adj.</i>	gambling <i>n.</i>	give <i>v.</i>
former <i>adj.</i>	in front (of)	game <i>n.</i>	give something away
formerly <i>adv.</i>	frozen freeze	gap <i>n.</i>	give sth out
formula <i>n.</i>	fruit <i>n.</i>	garage <i>n.</i>	give (sth) up
fortune <i>n.</i>	fry <i>v., n.</i>	garbage <i>n.</i> (especially US)	glad <i>adj.</i>
forward (also forwards) <i>adv.</i>	fuel <i>n.</i>	garden <i>n.</i>	glass <i>n.</i>
forward <i>adj.</i>	full <i>adj.</i>	gas <i>n.</i>	glasses <i>n.</i>
found <i>v.</i>	fully <i>adv.</i>	gate <i>n.</i>	global <i>adj.</i>
foundation <i>n.</i>	fun <i>n., adj.</i>	gather <i>v.</i>	glove <i>n.</i>
frame <i>n., v.</i>	make fun of	gear <i>n.</i>	glue <i>n., v.</i>
free <i>adj., v., adv.</i>	function <i>n., v.</i>	general <i>adj.</i>	<i>gm</i> <i>abbr.</i> gram
freely <i>adv.</i>	fund <i>n., v.</i>	generally <i>adv.</i>	go <i>v.</i>
freedom <i>n.</i>	fundamental <i>adj.</i>	in general	go down
freeze <i>v.</i>	funeral <i>n.</i>	generate <i>v.</i>	go up
frozen <i>adj.</i>	funny <i>adj.</i>	generation <i>n.</i>	be going to
frequent <i>adj.</i>	fur <i>n.</i>	generous <i>adj.</i>	goal <i>n.</i>
frequently <i>adv.</i>	furniture <i>n.</i>	generously <i>adv.</i>	god <i>n.</i>
fresh <i>adj.</i>	further, furthest far	gentle <i>adj.</i>	gold <i>n., adj.</i>
freshly <i>adv.</i>	future <i>n., adj.</i>	gently <i>adv.</i>	good <i>adj., n.</i>
Friday <i>n.</i> ( <i>abbr.</i> Fri.)		gentleman <i>n.</i>	good at
fridge <i>n.</i>		genuine <i>adj.</i>	good for
friend <i>n.</i>		genuinely <i>adv.</i>	goodbye <i>exclamation, n.</i>
make friends (with)		geography <i>n.</i>	goods <i>n.</i>
friendly <i>adj.</i>		get <i>v.</i>	govern <i>v.</i>
unfriendly <i>adj.</i>		get on, get off	government <i>n.</i>
friendship <i>n.</i>		giant <i>n., adj.</i>	governor <i>n.</i>

OED 3000 WORDLIST – G/H			
G	G	H	H
grab <i>v.</i>	guard <i>n., v.</i>	habit <i>n.</i>	healthy <i>adj.</i>
grade <i>n., v.</i>	guess <i>v., n.</i>	hair <i>n.</i>	hear <i>v.</i>
gradual <i>adj.</i>	guest <i>n.</i>	hairdresser <i>n.</i>	hearing <i>n.</i>
gradually <i>adv.</i>	guide <i>n., v.</i>	half <i>n., det., pron, adv.</i>	heart <i>n.</i>
grain <i>n.</i>	guilty <i>adj.</i>	hall <i>n.</i>	heat <i>n., v.</i>
gram (also gramme) <i>n.</i> ( <i>abbr.</i> g, gm)	gun <i>n.</i>	hammer <i>n.</i>	heating <i>n.</i>
grammar <i>n.</i>	guy <i>n.</i>	hand <i>n., v.</i>	heaven <i>n.</i>
grand <i>adj.</i>		handle <i>v., n.</i>	heavy <i>adj.</i>
grandchild <i>n.</i>		hang <i>v.</i>	heavily <i>adv.</i>
granddaughter <i>n.</i>		happen <i>v.</i>	heel <i>n.</i>
grandfather <i>n.</i>		happiness <i>n.</i>	height <i>n.</i>
grandmother <i>n.</i>		unhappiness <i>n.</i>	hell <i>n.</i>
grandparent <i>n.</i>		happy <i>adj.</i>	hello <i>exclamation, n.</i>
grandson <i>n.</i>		happily <i>adv.</i>	help <i>v., n.</i>
grant <i>v., n.</i>		unhappy <i>adj.</i>	helpful <i>adj.</i>
grass <i>n.</i>		hard <i>adj., adv.</i>	hence <i>adv.</i>
grateful <i>adj.</i>		hardly <i>adv.</i>	her <i>pron, det.</i>
grave <i>n., adj.</i>		harm <i>n., v.</i>	hers <i>pron</i>
great <i>adj.</i>		harmful <i>adj.</i>	here <i>adv.</i>
greatly <i>adv.</i>		harmless <i>adj.</i>	hero <i>n.</i>
green <i>adj., n.</i>		hat <i>n.</i>	herself <i>pron</i>
grey (US usually gray) <i>adj., n.</i>		hate <i>v., n.</i>	hesitate <i>v.</i>
grocery (US usually grocery store) <i>n.</i>		hatred <i>n.</i>	hi <i>exclamation</i>
groceries <i>n.</i>		have <i>v., auxiliary v.</i>	hide <i>v.</i>
ground <i>n.</i>		have to modal <i>v.</i>	high <i>adj., adv.</i>
group <i>n.</i>		he <i>pron</i>	highly <i>adv.</i>
grow <i>v.</i>		head <i>n., v.</i>	highlight <i>v., n.</i>
grow up		headache <i>n.</i>	highway <i>n.</i> (especially US)
growth <i>n.</i>		heal <i>v.</i>	hill <i>n.</i>
guarantee <i>n., v.</i>		health <i>n.</i>	him <i>pron</i>

## OED 3000 WORDLIST – H/I

H	H	I	I
himself <i>pron</i>	house <i>n.</i>	I <i>pron</i>	important <i>adj.</i>
hip <i>n.</i>	housing <i>n.</i>	ice <i>n.</i>	importantly <i>adv.</i>
hire <i>v., n.</i>	household <i>n., adj.</i>	ice cream <i>n.</i>	unimportant <i>adj.</i>
his <i>det., pron</i>	how <i>adv.</i>	idea <i>n.</i>	impose <i>v.</i>
historical <i>adj.</i>	however <i>adv.</i>	ideal <i>adj., n.</i>	impossible <i>adj.</i>
history <i>n.</i>	huge <i>adj.</i>	ideally <i>adv.</i>	impress <i>v.</i>
hit <i>v., n.</i>	human <i>adj., n.</i>	identify <i>v.</i>	impressed <i>adj.</i>
hobby <i>n.</i>	humorous <i>adj.</i>	identity <i>n.</i>	impression <i>n.</i>
hold <i>v., n.</i>	humour (US = humor) <i>n.</i>	i.e. <i>abbr.</i>	impressive <i>adj.</i>
hole <i>n.</i>	hungry <i>adj.</i>	if <i>conj.</i>	improve <i>v.</i>
holiday <i>n.</i>	hunt <i>v.</i>	ignore <i>v.</i>	improvement <i>n.</i>
hollow <i>adj.</i>	hunting <i>n.</i>	ill <i>adj.</i> (especially UK)	in <i>prep., adv.</i>
holy <i>adj.</i>	hurry <i>v., n.</i>	illegal <i>adj.</i>	inability <i>n.</i>
home <i>n., adv.</i>	in a hurry	illegally <i>adv.</i>	inch <i>n.</i>
homework <i>n.</i>	hurt <i>v.</i>	illness <i>n.</i>	incident <i>n.</i>
honest <i>adj.</i>	husband <i>n.</i>	illustrate <i>v.</i>	include <i>v.</i>
honestly <i>adv.</i>		image <i>n.</i>	including <i>prep.</i>
honour (US = honor) <i>n.</i>		imaginary <i>adj.</i>	income <i>n.</i>
in honour/honor of		imagination <i>n.</i>	increase <i>v., n.</i>
hook <i>n.</i>		imagine <i>v.</i>	increasingly <i>adv.</i>
hope <i>v., n.</i>		immediate <i>adj.</i>	indeed <i>adv.</i>
horizontal <i>adj.</i>		immediately <i>adv.</i>	independence <i>n.</i>
horn <i>n.</i>		immoral <i>adj.</i>	independent <i>adj.</i>
horror <i>n.</i>		impact <i>n.</i>	independently <i>adv.</i>
horse <i>n.</i>		impatient <i>adj.</i>	index <i>n.</i>
hospital <i>n.</i>		impatiently <i>adv.</i>	indicate <i>v.</i>
host <i>n., v.</i>		implication <i>n.</i>	indication <i>n.</i>
hot <i>adj.</i>		imply <i>v.</i>	indirect <i>adj.</i>
hotel <i>n.</i>		import <i>n., v.</i>	indirectly <i>adv.</i>
hour <i>n.</i>		importance <i>n.</i>	individual <i>adj., n.</i>

OED 3000 WORDLIST – I/J			
I	I	I	J
indoors <i>adv.</i>	instance <i>n.</i>	introduce <i>v.</i>	jacket <i>n.</i>
indoor <i>adj.</i>	for instance	introduction <i>n.</i>	jam <i>n.</i>
industrial <i>adj.</i>	instead <i>adv.</i>	invent <i>v.</i>	January <i>n.</i> ( <i>abbr.</i> Jan.)
industry <i>n.</i>	instead of	invention <i>n.</i>	jealous <i>adj.</i>
inevitable <i>adj.</i>	institute <i>n.</i>	invest <i>v.</i>	jeans <i>n.</i>
inevitably <i>adv.</i>	institution <i>n.</i>	investigate <i>v.</i>	jelly <i>n.</i>
infect <i>v.</i>	instruction <i>n.</i>	investigation <i>n.</i>	jewellery (US = jewelry) <i>n.</i>
infected <i>adj.</i>	instrument <i>n.</i>	investment <i>n.</i>	job <i>n.</i>
infection <i>n.</i>	insult <i>v., n.</i>	invitation <i>n.</i>	join <i>v.</i>
infectious <i>adj.</i>	insulting <i>adj.</i>	invite <i>v.</i>	joint <i>adj., n.</i>
influence <i>n., v.</i>	insurance <i>n.</i>	involve <i>v.</i>	jointly <i>adv.</i>
inform <i>v.</i>	intelligence <i>n.</i>	involved in	joke <i>n., v.</i>
informal <i>adj.</i>	intelligent <i>adj.</i>	involvement <i>n.</i>	journalist <i>n.</i>
information <i>n.</i>	intend <i>v.</i>	iron <i>n., v.</i>	journey <i>n.</i>
ingredient <i>n.</i>	intended <i>adj.</i>	irritate <i>v.</i>	joy <i>n.</i>
initial <i>adj., n.</i>	intention <i>n.</i>	irritating <i>adj.</i>	judge <i>n., v.</i>
initially <i>adv.</i>	interest <i>n., v.</i>	irritated <i>adj.</i>	judgement (also judgment especially in US) <i>n.</i>
initiative <i>n.</i>	interesting <i>adj.</i>	-ish suffix	juice <i>n.</i>
injure <i>v.</i>	interested <i>adj.</i>	island <i>n.</i>	July <i>n.</i> ( <i>abbr.</i> Jul.)
injured <i>adj.</i>	interior <i>n., adj.</i>	issue <i>n., v.</i>	jump <i>v., n.</i>
injury <i>n.</i>	internal <i>adj.</i>	it <i>pron, det.</i>	June <i>n.</i> ( <i>abbr.</i> Jun.)
ink <i>n.</i>	international <i>adj.</i>	its <i>det.</i>	junior <i>adj., n.</i>
inner <i>adj.</i>	Internet <i>n.</i>	item <i>n.</i>	just <i>adv.</i>
innocent <i>adj.</i>	interpret <i>v.</i>	itself <i>pron</i>	justice <i>n.</i>
inquiry enquiry	interpretation <i>n.</i>		justify <i>v.</i>
insect <i>n.</i>	interrupt <i>v.</i>		justified <i>adj.</i>
insert <i>v.</i>	interruption <i>n.</i>		
inside <i>prep., adv., n., adj.</i>	interval <i>n.</i>		
insist (on) <i>v.</i>	interview <i>n., v.</i>		
install <i>v.</i>	into <i>prep.</i>		

## OED 3000 WORDLIST – K/L

K	L	L	L
k <i>abbr.</i> kilometre	l <i>abbr.</i> litre	leaf <i>n.</i>	lightly <i>adv.</i>
keen <i>adj.</i>	label <i>n., v.</i>	league <i>n.</i>	like <i>prep., v., conj.</i>
keen on	laboratory, lab <i>n.</i>	lean <i>v.</i>	unlike <i>prep., adj.</i>
keep <i>v.</i>	labour (US = labor) <i>n.</i>	learn <i>v.</i>	likely <i>adj., adv.</i>
key <i>n., adj.</i>	lack <i>n., v.</i>	least <i>det., pron, adv.</i>	unlikely <i>adj.</i>
keyboard <i>n.</i>	lacking <i>adj.</i>	at least	limit <i>n., v.</i>
kick <i>v., n.</i>	lady <i>n.</i>	leather <i>n.</i>	limited <i>adj.</i>
kid <i>n.</i>	lake <i>n.</i>	leave <i>v.</i>	line <i>n.</i>
kill <i>v.</i>	lamp <i>n.</i>	leave out	link <i>n., v.</i>
killing <i>n.</i>	land <i>n., v.</i>	lecture <i>n.</i>	lip <i>n.</i>
kilogram(me) (also kilo) <i>n. (abbr. kg)</i>	landscape <i>n.</i>	left <i>adj., adv., n.</i>	liquid <i>n., adj.</i>
kilometre (US = kilometer) <i>n. (abbr. k, km)</i>	lane <i>n.</i>	leg <i>n.</i>	list <i>n., v.</i>
kind <i>n., adj.</i>	language <i>n.</i>	legal <i>adj.</i>	listen (to) <i>v.</i>
kindly <i>adv.</i>	large <i>adj.</i>	legally <i>adv.</i>	literature <i>n.</i>
unkind <i>adj.</i>	largely <i>adv.</i>	lemon <i>n.</i>	litre (US = liter) <i>n. (abbr. l)</i>
kindness <i>n.</i>	last <i>det., adv., n., v.</i>	lend <i>v.</i>	little <i>adj., det., pron, adv.</i>
king <i>n.</i>	late <i>adj., adv.</i>	length <i>n.</i>	a little <i>det., pron</i>
kiss <i>v., n.</i>	later <i>adv., adj.</i>	less <i>det., pron, adv.</i>	live <i>v, adj., adv.</i>
kitchen <i>n.</i>	latest <i>adj., n.</i>	lesson <i>n.</i>	living <i>adj.</i>
km <i>abbr.</i> kilometre	latter <i>adj., n.</i>	let <i>v.</i>	lively <i>adj.</i>
knee <i>n.</i>	laugh <i>v., n.</i>	letter <i>n.</i>	load <i>n., v.</i>
knife <i>n.</i>	launch <i>v., n.</i>	level <i>n., adj.</i>	unload <i>v.</i>
knit <i>v.</i>	law <i>n.</i>	library <i>n.</i>	loan <i>n.</i>
knitted <i>adj.</i>	lawyer <i>n.</i>	licence (US = license) <i>n.</i>	local <i>adj.</i>
knitting <i>n.</i>	lay <i>v.</i>	license <i>v.</i>	locally <i>adv.</i>
knock <i>v., n.</i>	layer <i>n.</i>	lid <i>n.</i>	locate <i>v.</i>
knot <i>n.</i>	lazy <i>adj.</i>	lie <i>v., n.</i>	located <i>adj.</i>
know <i>v.</i>	lead <i>v., n.</i>	life <i>n.</i>	location <i>n.</i>
known <i>adj.</i>	leading <i>adj.</i>	lift <i>v., n.</i>	lock <i>v., n.</i>
knowledge <i>n..</i>	leader <i>n.</i>	light <i>n., adj., v.</i>	logic <i>n.</i>

## OED 3000 WORDLIST – L/M

L	M	M	M
logical <i>adj.</i>	machine <i>n.</i>	marketing <i>n.</i>	medicine <i>n.</i>
lonely <i>adj.</i>	machinery <i>n.</i>	marriage <i>n.</i>	medium <i>adj., n.</i>
long <i>adj., adv.</i>	mad <i>adj.</i>	marry <i>v.</i>	meet <i>v.</i>
look <i>v., n.</i>	magazine <i>n.</i>	married <i>adj.</i>	meeting <i>n.</i>
look after	magic <i>n., adj.</i>	mass <i>n., adj.</i>	melt <i>v.</i>
look at	mail <i>n., v.</i>	massive <i>adj.</i>	member <i>n.</i>
look for	main <i>adj.</i>	master <i>n.</i>	membership <i>n.</i>
look forward to	mainly <i>adv.</i>	match <i>n., v.</i>	memory <i>n.</i>
loose <i>adj.</i>	maintain <i>v.</i>	matching <i>adj.</i>	in memory of
loosely <i>adv.</i>	major <i>adj.</i>	mate <i>n., v.</i>	mental <i>adj.</i>
lord <i>n.</i>	majority <i>n.</i>	material <i>n., adj.</i>	mentally <i>adv.</i>
lorry <i>n.</i>	make <i>v., n.</i>	mathematics (also maths (US = math) <i>n.</i>	mention <i>v.</i>
lose <i>v.</i>	make sth up	matter <i>n., v.</i>	menu <i>n.</i>
lost <i>adj.</i>	make-up <i>n.</i>	maximum <i>adj., n.</i>	mere <i>adj.</i>
loss <i>n.</i>	male <i>adj., n.</i>	may modal <i>v.</i>	merely <i>adv.</i>
lot: a lot (of) (also lots (of)) <i>pron, det., adv.</i>	mall <i>n.</i> (especially US)	May <i>n.</i>	mess <i>n.</i>
loud <i>adj., adv.</i>	man <i>n.</i>	maybe <i>adv.</i>	message <i>n.</i>
loudly <i>adv.</i>	manage <i>v.</i>	mayor <i>n.</i>	metal <i>n.</i>
love <i>n., v.</i>	management <i>n.</i>	me <i>pron</i>	method <i>n.</i>
lovely <i>adj.</i>	manager <i>n.</i>	meal <i>n.</i>	metre (US = meter) <i>n.</i>
lover <i>n.</i>	manner <i>n.</i>	mean <i>v.</i>	mg <i>abbr.</i> milligram
low <i>adj., adv.</i>	manufacture <i>v., n.</i>	meaning <i>n.</i>	mid- combining form
loyal <i>adj.</i>	manufacturing <i>n.</i>	means <i>n.</i>	midday <i>n.</i>
luck <i>n.</i>	manufacturer <i>n.</i>	by means of	middle <i>n., adj.</i>
lucky <i>adj.</i>	many <i>det., pron</i>	meanwhile <i>adv.</i>	midnight <i>n.</i>
unlucky <i>adj.</i>	map <i>n.</i>	measure <i>v., n.</i>	might modal <i>v.</i>
luggage <i>n.</i> (US = baggage)	March <i>n.</i> ( <i>abbr.</i> Mar.)	measurement <i>n.</i>	mild <i>adj.</i>
lump <i>n.</i>	march <i>v., n.</i>	meat <i>n.</i>	mile <i>n.</i>
lunch <i>n.</i>	mark <i>n., v.</i>	media <i>n.</i>	military <i>adj.</i>
lung <i>n.</i>	market <i>n.</i>	medical <i>adj.</i>	milk <i>n.</i>

OED 3000 WORDLIST – M/N			
M	M	M	N
milligram(me) <i>n.</i> ( <i>abbr.</i> mg)	moon <i>n.</i>	museum <i>n.</i>	nail <i>n.</i>
millimetre (US = millimeter) <i>n.</i> ( <i>abbr.</i> mm)	moral <i>adj.</i>	music <i>n.</i>	naked <i>adj.</i>
mind <i>n., v.</i>	morally <i>adv.</i>	musical <i>adj.</i>	name <i>n., v.</i>
mine <i>pron, n.</i>	more <i>det., pron, adv.</i>	musician <i>n.</i>	narrow <i>adj.</i>
mineral <i>n., adj.</i>	moreover <i>adv.</i>	must modal <i>v.</i>	nation <i>n.</i>
minimum <i>adj., n.</i>	morning <i>n.</i>	my <i>det.</i>	national <i>adj.</i>
minister <i>n.</i>	most <i>det., pron, adv.</i>	myself <i>pron</i>	natural <i>adj.</i>
ministry <i>n.</i>	mostly <i>adv.</i>	mysterious <i>adj.</i>	naturally <i>adv.</i>
minor <i>adj.</i>	mother <i>n.</i>	mystery <i>n.</i>	nature <i>n.</i>
minority <i>n.</i>	motion <i>n.</i>		navy <i>n.</i>
minute <i>n.</i>	motor <i>n.</i>		near <i>adj., adv., prep.</i>
mirror <i>n.</i>	motorcycle (bike) <i>n.</i>		nearby <i>adj., adv.</i>
miss <i>v., n.</i>	mount <i>v., n.</i>		nearly <i>adv.</i>
Miss <i>n.</i>	mountain <i>n.</i>		neat <i>adj.</i>
missing <i>adj.</i>	mouse <i>n.</i>		neatly <i>adv.</i>
mistake <i>n., v.</i>	mouth <i>n.</i>		necessary <i>adj.</i>
mistaken <i>adj.</i>	move <i>v., n.</i>		necessarily <i>adv.</i>
mix <i>v., n.</i>	moving <i>adj.</i>		unnecessary <i>adj.</i>
mixed <i>adj.</i>	movement <i>n.</i>		neck <i>n.</i>
mixture <i>n.</i>	movie <i>n.</i> (esp. US)		need <i>v., modal v., n.</i>
mobile <i>adj.</i>	movie theater <i>n.</i>		needle <i>n.</i>
mobile phone <i>n.</i>	Mr <i>abbr.</i>		negative <i>adj.</i>
model <i>n.</i>	Mrs <i>abbr.</i>		neighbour (US = neighbor) <i>n.</i>
modern <i>adj.</i>	Ms <i>abbr.</i>		neighbourhood (US = neighborhood) <i>n.</i>
moment <i>n.</i>	much <i>det., pron, adv.</i>		neither <i>det., pron, adv.</i>
Monday <i>n.</i> ( <i>abbr.</i> Mon.)	mud <i>n.</i>		nephew <i>n.</i>
money <i>n.</i>	multiply <i>v.</i>		nerve <i>n.</i>
monitor <i>n., v.</i>	mum (US = mom) <i>n.</i>		nervous <i>adj.</i>
month <i>n.</i>	murder <i>n., v.</i>		nervously <i>adv.</i>
mood <i>n.</i>	muscle <i>n.</i>		nest <i>n., v.</i>

OED 3000 WORDLIST – N/O			
N	N	O	O
net <i>n.</i>	not <i>adv.</i>	obey <i>v.</i>	oil <i>n.</i>
network <i>n.</i>	note <i>n., v.</i>	object <i>n., v.</i>	OK (also okay) <i>exclamation, adj., adv.</i>
never <i>adv.</i>	nothing <i>pron</i>	objective <i>n., adj.</i>	old <i>adj.</i>
nevertheless <i>adv.</i>	notice <i>n., v.</i>	observation <i>n.</i>	old-fashioned <i>adj.</i>
new <i>adj.</i>	take notice of	observe <i>v.</i>	on <i>prep., adv.</i>
newly <i>adv.</i>	noticeable <i>adj.</i>	obtain <i>v.</i>	once <i>adv., conj.</i>
news <i>n.</i>	novel <i>n.</i>	obvious <i>adj.</i>	one number, <i>det., pron</i>
newspaper <i>n.</i>	November <i>n. (abbr. Nov.)</i>	obviously <i>adv.</i>	one another each other
next <i>adj., adv., n.</i>	now <i>adv.</i>	occasion <i>n.</i>	onion <i>n.</i>
next to <i>prep.</i>	nowhere <i>adv.</i>	occasionally <i>adv.</i>	only <i>adj., adv.</i>
nice <i>adj.</i>	nuclear <i>adj.</i>	occupy <i>v.</i>	onto <i>prep.</i>
nicely <i>adv.</i>	number ( <i>abbr. No., no.</i> ) <i>n.</i>	occupied <i>adj.</i>	open <i>adj., v.</i>
niece <i>n.</i>	nurse <i>n.</i>	occur <i>v.</i>	openly <i>adv.</i>
night <i>n.</i>	nut <i>n.</i>	ocean <i>n.</i>	opening <i>n.</i>
no <i>exclamation, det.</i>		o'clock <i>adv.</i>	operate <i>v.</i>
No. (also no.) <i>abbr.</i> number		October <i>n. (abbr. Oct.)</i>	operation <i>n.</i>
nobody (also no one) <i>pron</i>		odd <i>adj.</i>	opinion <i>n.</i>
noise <i>n.</i>		oddly <i>adv.</i>	opponent <i>n.</i>
noisy <i>adj.</i>		of <i>prep.</i>	opportunity <i>n.</i>
noisily <i>adv.</i>		off <i>adv., prep.</i>	oppose <i>v.</i>
non- prefix		offence (US = offense) <i>n.</i>	opposing <i>adj.</i>
none <i>pron</i>		offend <i>v.</i>	opposed to
nonsense <i>n.</i>		offensive <i>adj.</i>	opposite <i>adj., adv., n., prep.</i>
no one nobody		offer <i>v., n.</i>	opposition <i>n.</i>
nor <i>conj., adv.</i>		office <i>n.</i>	option <i>n.</i>
normal <i>adj., n.</i>		officer <i>n.</i>	or <i>conj.</i>
normally <i>adv.</i>		official <i>adj., n.</i>	orange <i>n., adj.</i>
north <i>n., adj., adv.</i>		officially <i>adv.</i>	order <i>n., v.</i>
northern <i>adj.</i>		often <i>adv.</i>	in order to
nose <i>n.</i>		oh! <i>exclamation</i>	ordinary <i>adj.</i>



OED 3000 WORDLIST – O/P			
O	P	P	P
organ <i>n.</i>	p <i>abbr.</i> page, penny	party <i>n.</i>	performance <i>n.</i>
organisation (US = organization) <i>n.</i>	pace <i>n.</i>	pass <i>v.</i>	performer <i>n.</i>
organise (US = organize) <i>v.</i>	pack <i>v., n.</i>	passing <i>n., adj.</i>	perhaps <i>adv.</i>
organised <i>adj.</i>	package <i>n., v.</i>	passage <i>n.</i>	period <i>n.</i>
origin <i>n.</i>	packaging <i>n.</i>	passenger <i>n.</i>	permanent <i>adj.</i>
original <i>adj., n.</i>	packet <i>n.</i>	passport <i>n.</i>	permanently <i>adv.</i>
originally <i>adv.</i>	page <i>n. (abbr. p)</i>	past <i>adj., n., prep., adv.</i>	permission <i>n.</i>
other <i>adj., pron</i>	pain <i>n.</i>	path <i>n.</i>	permit <i>v.</i>
otherwise <i>adv.</i>	painful <i>adj.</i>	patience <i>n.</i>	person <i>n.</i>
ought to modal <i>v.</i>	paint <i>n., v.</i>	patient <i>n., adj.</i>	personal <i>adj.</i>
our <i>det.</i>	painting <i>n.</i>	pattern <i>n.</i>	personally <i>adv.</i>
ours <i>pron</i>	painter <i>n.</i>	pause <i>v., n.</i>	personality <i>n.</i>
ourselves <i>pron</i>	pair <i>n.</i>	pay <i>v., n.</i>	persuade <i>v.</i>
out (of) <i>adv., prep.</i>	palace <i>n.</i>	payment <i>n.</i>	pet <i>n.</i>
outdoors <i>adv.</i>	pale <i>adj.</i>	peace <i>n.</i>	petrol <i>n.</i> (US = gasoline or gas)
outdoor <i>adj.</i>	pan <i>n.</i>	peaceful <i>adj.</i>	phase <i>n.</i>
outer <i>adj.</i>	panel <i>n.</i>	peak <i>n.</i>	philosophy <i>n.</i>
outline <i>v., n.</i>	pants <i>n.</i>	pen <i>n.</i>	phone telephone
output <i>n.</i>	paper <i>n.</i>	pence <i>n.</i>	photocopy <i>n., v.</i>
outside <i>n., adj., prep., adv.</i>	parallel <i>adj.</i>	penny	photograph <i>n., v.</i> (also photo <i>n.</i> )
outstanding <i>adj.</i>	parent <i>n.</i>	pencil <i>n.</i>	photographer <i>n.</i>
oven <i>n.</i>	park <i>n., v.</i>	penny <i>n. (abbr. p)</i>	photography <i>n.</i>
over <i>adv., prep.</i>	parliament <i>n.</i>	pension <i>n.</i>	phrase <i>n.</i>
overall <i>adj., adv.</i>	part <i>n.</i>	people <i>n.</i>	physical <i>adj.</i>
overcome <i>v.</i>	take part (in)	pepper <i>n.</i>	physically <i>adv.</i>
owe <i>v.</i>	particular <i>adj.</i>	per <i>prep.</i>	physics <i>n.</i>
own <i>adj., pron, v.</i>	particularly <i>adv.</i>	per cent (US usually percent) <i>n., adj., adv.</i>	piano <i>n.</i>
owner <i>n.</i>	partly <i>adv.</i>	perfect <i>adj.</i>	pick <i>v.</i>
	partner <i>n.</i>	perfectly <i>adv.</i>	pick sth up
	partnership <i>n.</i>	perform <i>v.</i>	picture <i>n.</i>

OED 3000 WORDLIST – P			
P	P	P	P
piece <i>n.</i>	plenty <i>pron, adv., n., det.</i>	position <i>n.</i>	premises <i>n.</i>
pig <i>n.</i>	plot <i>n., v.</i>	positive <i>adj.</i>	preparation <i>n.</i>
pile <i>n., v.</i>	plug <i>n.</i>	possess <i>v.</i>	prepare <i>v.</i>
pill <i>n.</i>	plus <i>prep., n., adj., conj.</i>	possession <i>n.</i>	prepared <i>adj.</i>
pilot <i>n.</i>	p.m. <i>abbr.</i>	possibility <i>n.</i>	presence <i>n.</i>
pin <i>n., v.</i>	pocket <i>n.</i>	possible <i>adj.</i>	present <i>adj., n., v.</i>
pink <i>adj., n.</i>	poem <i>n.</i>	possibly <i>adv.</i>	presentation <i>n.</i>
pint <i>n. (abbr. pt)</i>	poetry <i>n.</i>	post <i>n., v.</i>	preserve <i>v.</i>
pipe <i>n.</i>	point <i>n., v.</i>	post office <i>n.</i>	president <i>n.</i>
pitch <i>n.</i>	pointed <i>adj.</i>	pot <i>n.</i>	press <i>n., v.</i>
pity <i>n.</i>	poison <i>n., v.</i>	potato <i>n.</i>	pressure <i>n.</i>
place <i>n., v.</i>	poisonous <i>adj.</i>	potential <i>adj., n.</i>	presumably <i>adv.</i>
take place	pole <i>n.</i>	potentially <i>adv.</i>	pretend <i>v.</i>
plain <i>adj.</i>	police <i>n.</i>	pound <i>n.</i>	pretty <i>adv., adj.</i>
plan <i>n., v.</i>	policy <i>n.</i>	pour <i>v.</i>	prevent <i>v.</i>
planning <i>n.</i>	polish <i>n., v.</i>	powder <i>n.</i>	previous <i>adj.</i>
plane <i>n.</i>	polite <i>adj.</i>	power <i>n.</i>	previously <i>adv.</i>
planet <i>n.</i>	politely <i>adv.</i>	powerful <i>adj.</i>	price <i>n.</i>
plant <i>n., v.</i>	political <i>adj.</i>	practical <i>adj.</i>	pride <i>n.</i>
plastic <i>n., adj.</i>	politically <i>adv.</i>	practically <i>adv.</i>	priest <i>n.</i>
plate <i>n.</i>	politician <i>n.</i>	practice <i>n. (US = practise)</i>	primary <i>adj.</i>
platform <i>n.</i>	politics <i>n.</i>	practise <i>v.</i>	primarily <i>adv.</i>
play <i>v., n.</i>	pollution <i>n.</i>	praise <i>n., v.</i>	prime minister <i>n.</i>
player <i>n.</i>	pool <i>n.</i>	prayer <i>n.</i>	prince <i>n.</i>
pleasant <i>adj.</i>	poor <i>adj.</i>	precise <i>adj.</i>	princess <i>n.</i>
pleasantly <i>adv.</i>	pop <i>n., v.</i>	precisely <i>adv.</i>	principle <i>n.</i>
please <i>exclamation, v.</i>	popular <i>adj.</i>	predict <i>v.</i>	print <i>v., n.</i>
pleasing <i>adj.</i>	population <i>n.</i>	prefer <i>v.</i>	printing <i>n.</i>
pleased <i>adj.</i>	port <i>n.</i>	preference <i>n.</i>	printer <i>n.</i>
pleasure <i>n.</i>	pose <i>v., n.</i>	pregnant <i>adj.</i>	prior <i>adj.</i>

## OED 3000 WORDLIST – P/Q

P	P	P	Q
priority <i>n.</i>	pronunciation <i>n.</i>	pupil <i>n.</i> (especially UK)	qualification <i>n.</i>
prison <i>n.</i>	proof <i>n.</i>	purchase <i>n., v.</i>	qualify <i>v.</i>
prisoner <i>n.</i>	proper <i>adj.</i>	pure <i>adj.</i>	qualified <i>adj.</i>
private <i>adj.</i>	properly <i>adv.</i>	purely <i>adv.</i>	quality <i>n.</i>
privately <i>adv.</i>	property <i>n.</i>	purple <i>adj., n.</i>	quantity <i>n.</i>
prize <i>n.</i>	proportion <i>n.</i>	purpose <i>n.</i>	quarter <i>n.</i>
probable <i>adj.</i>	proposal <i>n.</i>	on purpose	queen <i>n.</i>
probably <i>adv.</i>	propose <i>v.</i>	pursue <i>v.</i>	question <i>n., v.</i>
problem <i>n.</i>	prospect <i>n.</i>	push <i>v., n.</i>	quick <i>adj.</i>
procedure <i>n.</i>	protect <i>v.</i>	put <i>v.</i>	quickly <i>adv.</i>
proceed <i>v.</i>	protection <i>n.</i>	put sth on	quiet <i>adj.</i>
process <i>n., v.</i>	protest <i>n., v.</i>	put sth out	quietly <i>adv.</i>
produce <i>v.</i>	proud <i>adj.</i>		quit <i>v.</i>
producer <i>n.</i>	proudly <i>adv.</i>		quite <i>adv.</i>
product <i>n.</i>	prove <i>v.</i>		quote <i>v.</i>
production <i>n.</i>	provide <i>v.</i>		
profession <i>n.</i>	provided (also providing) <i>conj.</i>		
professional <i>adj., n.</i>	pt <i>abbr.</i> pint		
professor <i>n.</i>	pub <i>n.</i>		
profit <i>n.</i>	public <i>adj., n.</i>		
program <i>n., v.</i>	in public		
programme <i>n.</i>	publicly <i>adv.</i>		
progress <i>n., v.</i>	publication <i>n.</i>		
project <i>n., v.</i>	publicity <i>n.</i>		
promise <i>v., n.</i>	publish <i>v.</i>		
promote <i>v.</i>	publishing <i>n.</i>		
promotion <i>n.</i>	pull <i>v., n.</i>		
prompt <i>adj., v.</i>	punch <i>v., n.</i>		
promptly <i>adv.</i>	punish <i>v.</i>		
pronounce <i>v.</i>	punishment <i>n.</i>		

OED 3000 WORDLIST – R			
R	R	R	R
race <i>n., v.</i>	really <i>real</i>	regarding <i>prep.</i>	remember <i>v.</i>
racing <i>n.</i>	rear <i>n., adj.</i>	region <i>n.</i>	remind <i>v.</i>
radio <i>n.</i>	reason <i>n.</i>	regional <i>adj.</i>	remote <i>adj.</i>
rail <i>n.</i>	reasonable <i>adj.</i>	register <i>v., n.</i>	removal <i>n.</i>
railway (US = railroad) <i>n.</i>	reasonably <i>adv.</i>	regret <i>v., n.</i>	remove <i>v.</i>
rain <i>n., v.</i>	unreasonable <i>adj.</i>	regular <i>adj.</i>	rent <i>n., v.</i>
raise <i>v.</i>	recall <i>v.</i>	regularly <i>adv.</i>	rented <i>adj.</i>
range <i>n.</i>	receipt <i>n.</i>	regulation <i>n.</i>	repair <i>v., n.</i>
rank <i>n., v.</i>	receive <i>v.</i>	reject <i>v.</i>	repeat <i>v.</i>
rapid <i>adj.</i>	recent <i>adj.</i>	relate <i>v.</i>	repeated <i>adj.</i>
rapidly <i>adv.</i>	recently <i>adv.</i>	related (to) <i>adj.</i>	repeatedly <i>adv.</i>
rare <i>adj.</i>	reception <i>n.</i>	relation <i>n.</i>	replace <i>v.</i>
rarely <i>adv.</i>	reckon <i>v.</i>	relationship <i>n.</i>	reply <i>n., v.</i>
rate <i>n., v.</i>	recognition <i>n.</i>	relative <i>adj., n.</i>	report <i>v., n.</i>
rather <i>adv.</i>	recognise (US = recognize) <i>v.</i>	relatively <i>adv.</i>	represent <i>v.</i>
rather than	recommend <i>v.</i>	relax <i>v.</i>	representative <i>n., adj.</i>
raw <i>adj.</i>	record <i>n., v.</i>	relaxed <i>adj.</i>	reproduce <i>v.</i>
re- prefix	recording <i>n.</i>	relaxing <i>adj.</i>	reputation <i>n.</i>
reach <i>v.</i>	recover <i>v.</i>	release <i>v., n.</i>	request <i>n., v.</i>
react <i>v.</i>	red <i>adj., n.</i>	relevant <i>adj.</i>	require <i>v.</i>
reaction <i>n.</i>	reduce <i>v.</i>	relief <i>n.</i>	requirement <i>n.</i>
read <i>v.</i>	reduction <i>n.</i>	religion <i>n.</i>	rescue <i>v., n.</i>
reading <i>n.</i>	refer to <i>v.</i>	religious <i>adj.</i>	research <i>n.</i>
reader <i>n.</i>	reference <i>n.</i>	rely on <i>v.</i>	reservation <i>n.</i>
ready <i>adj.</i>	reflect <i>v.</i>	remain <i>v.</i>	reserve <i>v., n.</i>
real <i>adj.</i>	reform <i>v., n.</i>	remaining <i>adj.</i>	resident <i>n., adj.</i>
really <i>adv.</i>	refrigerator <i>n.</i>	remains <i>n.</i>	resist <i>v.</i>
realistic <i>adj.</i>	refusal <i>n.</i>	remark <i>n., v.</i>	resistance <i>n.</i>
reality <i>n.</i>	refuse <i>v.</i>	remarkable <i>adj.</i>	resolve <i>v.</i>
realise (US = realize) <i>v.</i>	regard <i>v., n.</i>	remarkably <i>adv.</i>	resort <i>n.</i>

## OED 3000 WORDLIST – R/S

R	R	R	S
resource <i>n.</i>	ride <i>v., n.</i>	rubber <i>n.</i>	sack <i>n., v.</i>
respect <i>n., v.</i>	riding <i>n.</i>	rubbish <i>n.</i> (especially UK)	sad <i>adj.</i>
respond <i>v.</i>	rider <i>n.</i>	rude <i>adj.</i>	sadly <i>adv.</i>
response <i>n.</i>	ridiculous <i>adj.</i>	rudely <i>adv.</i>	sadness <i>n.</i>
responsibility <i>n.</i>	right <i>adj., adv., n.</i>	ruin <i>v., n.</i>	safe <i>adj.</i>
responsible <i>adj.</i>	rightly <i>adv.</i>	ruined <i>adj.</i>	safely <i>adv.</i>
rest <i>n., v.</i>	ring <i>n., v.</i>	rule <i>n., v.</i>	safety <i>n.</i>
the rest	rise <i>n., v.</i>	ruler <i>n.</i>	sail <i>v., n.</i>
restaurant <i>n.</i>	risk <i>n., v.</i>	rumour <i>n.</i>	sailing <i>n.</i>
restore <i>v.</i>	rival <i>n., adj.</i>	run <i>v., n.</i>	sailor <i>n.</i>
restrict <i>v.</i>	river <i>n.</i>	running <i>n.</i>	salad <i>n.</i>
restricted <i>adj.</i>	road <i>n.</i>	runner <i>n.</i>	salary <i>n.</i>
restriction <i>n.</i>	rob <i>v.</i>	rural <i>adj.</i>	sale <i>n.</i>
result <i>n., v.</i>	rock <i>n.</i>	rush <i>v., n.</i>	salt <i>n.</i>
retain <i>v.</i>	role <i>n.</i>		salty <i>adj.</i>
retire <i>v.</i>	roll <i>n., v.</i>		same <i>adj., pron</i>
retired <i>adj.</i>	romantic <i>adj.</i>		sample <i>n.</i>
retirement <i>n.</i>	roof <i>n.</i>		sand <i>n.</i>
return <i>v., n.</i>	room <i>n.</i>		satisfaction <i>n.</i>
reveal <i>v.</i>	root <i>n.</i>		satisfy <i>v.</i>
reverse <i>v., n.</i>	rope <i>n.</i>		satisfied <i>adj.</i>
review <i>n., v.</i>	rough <i>adj.</i>		satisfying <i>adj.</i>
revise <i>v.</i>	roughly <i>adv.</i>		Saturday <i>n.</i> ( <i>abbr.</i> Sat.)
revision <i>n.</i>	round <i>adj., adv., prep., n.</i>		sauce <i>n.</i>
revolution <i>n.</i>	rounded <i>adj.</i>		save <i>v.</i>
reward <i>n., v.</i>	route <i>n.</i>		saving <i>n.</i>
rhythm <i>n.</i>	routine <i>n., adj.</i>		say <i>v.</i>
rice <i>n.</i>	row <i>n.</i>		scale <i>n.</i>
rich <i>adj.</i>	royal <i>adj.</i>		scare <i>v., n.</i>
rid <i>v.</i> : get rid of	rub <i>v.</i>		scared <i>adj.</i>

## OED 3000 WORDLIST – S

S	S	S	S
scene <i>n.</i>	seem linking <i>v.</i>	severely <i>adv.</i>	shocking <i>adj.</i>
schedule <i>n., v.</i>	select <i>v.</i>	sew <i>v.</i>	shocked <i>adj.</i>
scheme <i>n.</i>	selection <i>n.</i>	sewing <i>n.</i>	shoe <i>n.</i>
school <i>n.</i>	self <i>n.</i>	sex <i>n.</i>	shoot <i>v.</i>
science <i>n.</i>	self- combining form	sexual <i>adj.</i>	shooting <i>n.</i>
scientific <i>adj.</i>	sell <i>v.</i>	sexually <i>adv.</i>	shop <i>n., v.</i>
scientist <i>n.</i>	senate <i>n.</i>	shade <i>n.</i>	shopping <i>n.</i>
scissors <i>n.</i>	senator <i>n.</i>	shadow <i>n.</i>	short <i>adj.</i>
score <i>n., v.</i>	send <i>v.</i>	shake <i>v., n.</i>	shortly <i>adv.</i>
scratch <i>v., n.</i>	senior <i>adj., n.</i>	shall modal <i>v.</i>	shot <i>n.</i>
scream <i>v., n.</i>	sense <i>n.</i>	shallow <i>adj.</i>	should modal <i>v.</i>
screen <i>n.</i>	sensible <i>adj.</i>	shame <i>n.</i>	shoulder <i>n.</i>
screw <i>n., v.</i>	sensitive <i>adj.</i>	shape <i>n., v.</i>	shout <i>v., n.</i>
sea <i>n.</i>	sentence <i>n.</i>	shaped <i>adj.</i>	show <i>v., n.</i>
seal <i>n., v.</i>	separate <i>adj., v.</i>	share <i>v., n.</i>	shower <i>n.</i>
search <i>n., v.</i>	separated <i>adj.</i>	sharp <i>adj.</i>	shut <i>v., adj.</i>
season <i>n.</i>	separately <i>adv.</i>	sharply <i>adv.</i>	shy <i>adj.</i>
seat <i>n.</i>	separation <i>n.</i>	shave <i>v.</i>	sick <i>adj.</i>
second <i>det., ordinal number, adv., n.</i>	September <i>n. (abbr. Sept.)</i>	she <i>pron</i>	be sick (UK)
secondary <i>adj.</i>	series <i>n.</i>	sheep <i>n.</i>	feel sick (especially UK)
secret <i>adj., n.</i>	serious <i>adj.</i>	sheet <i>n.</i>	side <i>n.</i>
secretly <i>adv.</i>	seriously <i>adv.</i>	shelf <i>n.</i>	sideways <i>adj., adv.</i>
secretary <i>n.</i>	servant <i>n.</i>	shell <i>n.</i>	sight <i>n.</i>
section <i>n.</i>	serve <i>v.</i>	shelter <i>n., v.</i>	sign <i>n., v.</i>
sector <i>n.</i>	service <i>n.</i>	shift <i>v., n.</i>	signal <i>n., v.</i>
secure <i>adj., v.</i>	session <i>n.</i>	shine <i>v.</i>	signature <i>n.</i>
security <i>n.</i>	set <i>n., v.</i>	shiny <i>adj.</i>	significant <i>adj.</i>
see <i>v.</i>	settle <i>v.</i>	ship <i>n.</i>	significantly <i>adv.</i>
seed <i>n.</i>	several <i>det., pron</i>	shirt <i>n.</i>	silence <i>n.</i>
seek <i>v.</i>	severe <i>adj.</i>	shock <i>n., v.</i>	silent <i>adj.</i>

OED 3000 WORDLIST – S			
S	S	S	S
silk <i>n.</i>	sky <i>n.</i>	softly <i>adv.</i>	speak <i>v.</i>
silly <i>adj.</i>	sleep <i>v., n.</i>	software <i>n.</i>	spoken <i>adj.</i>
silver <i>n., adj.</i>	sleeve <i>n.</i>	soil <i>n.</i>	speaker <i>n.</i>
similar <i>adj.</i>	slice <i>n., v.</i>	soldier <i>n.</i>	special <i>adj.</i>
similarly <i>adv.</i>	slide <i>v.</i>	solid <i>adj., n.</i>	specially <i>adv.</i>
simple <i>adj.</i>	slight <i>adj.</i>	solution <i>n.</i>	specialist <i>n.</i>
simply <i>adv.</i>	slightly <i>adv.</i>	solve <i>v.</i>	specific <i>adj.</i>
since <i>prep., conj., adv.</i>	slip <i>v.</i>	some <i>det., pron</i>	specifically <i>adv.</i>
sincere <i>adj.</i>	slope <i>n., v.</i>	somebody (also someone) <i>pron</i>	speech <i>n.</i>
sincerely <i>adv.</i>	slow <i>adj.</i>	somehow <i>adv.</i>	speed <i>n.</i>
Yours sincerely	slowly <i>adv.</i>	something <i>pron</i>	spell <i>v., n.</i>
sing <i>v.</i>	small <i>adj.</i>	sometimes <i>adv.</i>	spelling <i>n.</i>
singing <i>n.</i>	smart <i>adj.</i>	somewhat <i>adv.</i>	spend <i>v.</i>
singer <i>n.</i>	smash <i>v., n.</i>	somewhere <i>adv.</i>	spice <i>n.</i>
single <i>adj.</i>	smell <i>v., n.</i>	son <i>n.</i>	spicy <i>adj.</i>
sink <i>v.</i>	smile <i>v., n.</i>	song <i>n.</i>	spider <i>n.</i>
sir <i>n.</i>	smoke <i>n., v.</i>	soon <i>adv.</i>	spin <i>v.</i>
sister <i>n.</i>	smoking <i>n.</i>	as soon as	spirit <i>n.</i>
sit <i>v.</i>	smooth <i>adj.</i>	sore <i>adj.</i>	spiritual <i>adj.</i>
sit down	smoothly <i>adv.</i>	sorry <i>adj.</i>	spite <i>n.</i> : in spite of
site <i>n.</i>	snake <i>n.</i>	sort <i>n., v.</i>	split <i>v., n.</i>
situation <i>n.</i>	snow <i>n., v.</i>	soul <i>n.</i>	spoil <i>v.</i>
size <i>n.</i>	so <i>adv., conj.</i>	sound <i>n., v.</i>	spoken speak
-sized	so that	soup <i>n.</i>	spoon <i>n.</i>
skilful (US = skillful) <i>adj.</i>	soap <i>n.</i>	sour <i>adj.</i>	sport <i>n.</i>
skilfully (US = skillfully) <i>adv.</i>	social <i>adj.</i>	source <i>n.</i>	spot <i>n.</i>
skill <i>n.</i>	socially <i>adv.</i>	south <i>n., adj., adv.</i>	spray <i>n., v.</i>
skilled <i>adj.</i>	society <i>n.</i>	southern <i>adj.</i>	spread <i>v.</i>
skin <i>n.</i>	sock <i>n.</i>	space <i>n.</i>	spring <i>n.</i>
skirt <i>n.</i>	soft <i>adj.</i>	spare <i>adj., n.</i>	square <i>adj., n.</i>

OED 3000 WORDLIST – S			
S	S	S	S
squeeze <i>v., n.</i>	stiff <i>adj.</i>	strip <i>v., n.</i>	suffering <i>n.</i>
stable <i>adj., n.</i>	stiffly <i>adv.</i>	stripe <i>n.</i>	sufficient <i>adj.</i>
staff <i>n.</i>	still <i>adv., adj.</i>	striped <i>adj.</i>	sufficiently <i>adv.</i>
stage <i>n.</i>	sting <i>v., n.</i>	stroke <i>n., v.</i>	sugar <i>n.</i>
stair <i>n.</i>	stir <i>v.</i>	strong <i>adj.</i>	suggest <i>v.</i>
stamp <i>n., v.</i>	stock <i>n.</i>	strongly <i>adv.</i>	suggestion <i>n.</i>
stand <i>v., n.</i>	stomach <i>n.</i>	structure <i>n.</i>	suit <i>n., v.</i>
stand up	stone <i>n.</i>	struggle <i>v., n.</i>	suited <i>adj.</i>
standard <i>n., adj.</i>	stop <i>v., n.</i>	student <i>n.</i>	suitable <i>adj.</i>
star <i>n., v.</i>	store <i>n., v.</i>	studio <i>n.</i>	suitcase <i>n.</i>
stare <i>v., n.</i>	storm <i>n.</i>	study <i>n., v.</i>	sum <i>n.</i>
start <i>v., n.</i>	story <i>n.</i>	stuff <i>n.</i>	summary <i>n.</i>
state <i>n., adj., v.</i>	stove <i>n.</i>	stupid <i>adj.</i>	summer <i>n.</i>
statement <i>n.</i>	straight <i>adv., adj.</i>	style <i>n.</i>	sun <i>n.</i>
station <i>n.</i>	strain <i>n.</i>	subject <i>n.</i>	Sunday <i>n. (abbr. Sun.)</i>
statue <i>n.</i>	strange <i>adj.</i>	substance <i>n.</i>	superior <i>adj.</i>
status <i>n.</i>	strangely <i>adv.</i>	substantial <i>adj.</i>	supermarket <i>n.</i>
stay <i>v., n.</i>	stranger <i>n.</i>	substantially <i>adv.</i>	supply <i>n., v.</i>
steady <i>adj.</i>	strategy <i>n.</i>	substitute <i>n., v.</i>	support <i>n., v.</i>
steadily <i>adv.</i>	stream <i>n.</i>	succeed <i>v.</i>	supporter <i>n.</i>
steal <i>v.</i>	street <i>n.</i>	success <i>n.</i>	suppose <i>v.</i>
steam <i>n.</i>	strength <i>n.</i>	successful <i>adj.</i>	sure <i>adj., adv.</i>
steel <i>n.</i>	stress <i>n., v.</i>	successfully <i>adv.</i>	make sure
steep <i>adj.</i>	stressed <i>adj.</i>	unsuccessful <i>adj.</i>	surely <i>adv.</i>
steeply <i>adv.</i>	stretch <i>v.</i>	such <i>det., pron</i>	surface <i>n.</i>
steer <i>v.</i>	strict <i>adj.</i>	such as	surname <i>n. (especially UK)</i>
step <i>n., v.</i>	strictly <i>adv.</i>	suck <i>v.</i>	surprise <i>n., v.</i>
stick <i>v., n.</i>	strike <i>v., n.</i>	sudden <i>adj.</i>	surprising <i>adj.</i>
stick out	striking <i>adj.</i>	suddenly <i>adv.</i>	surprisingly <i>adv.</i>
sticky <i>adj.</i>	string <i>n.</i>	suffer <i>v.</i>	surprised <i>adj.</i>



## OED 3000 WORDLIST – S/T

S	T	T	T
surround <i>v.</i>	table <i>n.</i>	temporary <i>adj.</i>	thickness <i>n.</i>
surrounding <i>adj.</i>	tablet <i>n.</i>	temporarily <i>adv.</i>	thief <i>n.</i>
surroundings <i>n.</i>	tackle <i>v., n.</i>	tend <i>v.</i>	thin <i>adj.</i>
survey <i>n., v.</i>	tail <i>n.</i>	tendency <i>n.</i>	thing <i>n.</i>
survive <i>v.</i>	take <i>v.</i>	tension <i>n.</i>	think <i>v.</i>
suspect <i>v., n.</i>	take sth off	tent <i>n.</i>	thinking <i>n.</i>
suspicion <i>n.</i>	take (sth) over	term <i>n.</i>	thirsty <i>adj.</i>
suspicious <i>adj.</i>	talk <i>v., n.</i>	terrible <i>adj.</i>	this <i>det., pron</i>
swallow <i>v.</i>	tall <i>adj.</i>	terribly <i>adv.</i>	thorough <i>adj.</i>
swear <i>v.</i>	tank <i>n.</i>	test <i>n., v.</i>	thoroughly <i>adv.</i>
swearing <i>n.</i>	tap <i>v., n.</i>	text <i>n.</i>	though <i>conj., adv.</i>
sweat <i>n., v.</i>	tape <i>n.</i>	than <i>prep., conj.</i>	thought <i>n.</i>
sweater <i>n.</i>	target <i>n.</i>	thank <i>v.</i>	thread <i>n.</i>
sweep <i>v.</i>	task <i>n.</i>	thanks <i>exclamation, n.</i>	threat <i>n.</i>
sweet <i>adj., n.</i>	taste <i>n., v.</i>	thank you <i>exclamation, n.</i>	threaten <i>v.</i>
swell <i>v.</i>	tax <i>n., v.</i>	that <i>det., pron, conj.</i>	threatening <i>adj.</i>
swelling <i>n.</i>	taxi <i>n.</i>	the <i>definite article</i>	throat <i>n.</i>
swollen <i>adj.</i>	tea <i>n.</i>	theatre (US = theater) <i>n.</i>	through <i>prep., adv.</i>
swim <i>v.</i>	teach <i>v.</i>	their <i>det.</i>	throughout <i>prep., adv.</i>
swimming <i>n.</i>	teaching <i>n.</i>	theirs <i>pron</i>	throw <i>v.</i>
swimming pool <i>n.</i>	teacher <i>n.</i>	them <i>pron</i>	throw sth away
swing <i>n., v.</i>	team <i>n.</i>	theme <i>n.</i>	thumb <i>n.</i>
switch <i>n., v.</i>	tear <i>v., n.</i>	themselves <i>pron</i>	Thursday <i>n. (abbr. Thur., Thurs.)</i>
switch sth off	technical <i>adj.</i>	then <i>adv.</i>	thus <i>adv.</i>
switch sth on	technique <i>n.</i>	theory <i>n.</i>	ticket <i>n.</i>
swollen swell	technology <i>n.</i>	there <i>adv.</i>	tidy <i>adj., v.</i>
symbol <i>n.</i>	telephone (also phone) <i>n., v.</i>	therefore <i>adv.</i>	untidy <i>adj.</i>
sympathetic <i>adj.</i>	television (also TV) <i>n.</i>	they <i>pron</i>	tie <i>v., n.</i>
sympathy <i>n.</i>	tell <i>v.</i>	thick <i>adj.</i>	tie something up
system <i>n.</i>	temperature <i>n.</i>	thickly <i>adv.</i>	tight <i>adj., adv.</i>

OED 3000 WORDLIST – T			
T	T	T	T
tightly <i>adv.</i>	touch <i>v., n.</i>	treatment <i>n.</i>	tyre <i>n.</i> (US = tire)
till <i>conj.</i>	tough <i>adj.</i>	tree <i>n.</i>	
time <i>n.</i>	tour <i>n., v.</i>	trend <i>n.</i>	
timetable <i>n.</i> (especially UK)	tourist <i>n.</i>	trial <i>n.</i>	
tin <i>n.</i>	towards (also toward especially in US) <i>prep.</i>	triangle <i>n.</i>	
tiny <i>adj.</i>	towel <i>n.</i>	trick <i>n., v.</i>	
tip <i>n., v.</i>	tower <i>n.</i>	trip <i>n., v.</i>	
tire <i>v., n.</i>	town <i>n.</i>	tropical <i>adj.</i>	
tiring <i>adj.</i>	toy <i>n., adj.</i>	trouble <i>n.</i>	
tired <i>adj.</i>	trace <i>v., n.</i>	trousers <i>n.</i> (US = pants)	
title <i>n.</i>	track <i>n.</i>	truck <i>n.</i> (especially US)	
to <i>prep.</i> , infinitive marker	trade <i>n., v.</i>	true <i>adj.</i>	
today <i>adv., n.</i>	trading <i>n.</i>	truly <i>adv.</i>	
toe <i>n.</i>	tradition <i>n.</i>	Yours Truly	
together <i>adv.</i>	traditional <i>adj.</i>	trust <i>n., v.</i>	
toilet <i>n.</i>	traditionally <i>adv.</i>	truth <i>n.</i>	
tomato <i>n.</i>	traffic <i>n.</i>	try <i>v.</i>	
tomorrow <i>adv., n.</i>	train <i>n., v.</i>	tube <i>n.</i>	
ton <i>n.</i>	training <i>n.</i>	Tuesday <i>n.</i> ( <i>abbr.</i> Tue., Tues.)	
tone <i>n.</i>	transfer <i>v., n.</i>	tune <i>n., v.</i>	
tongue <i>n.</i>	transform <i>v.</i>	tunnel <i>n.</i>	
tonight <i>adv., n.</i>	translate <i>v.</i>	turn <i>v., n.</i>	
tonne <i>n.</i>	translation <i>n.</i>	TV television	
too <i>adv.</i>	transparent <i>adj.</i>	twice <i>adv.</i>	
tool <i>n.</i>	transport <i>n.</i> (US = transportation)	twin <i>n., adj.</i>	
tooth <i>n.</i>	transport <i>v.</i>	twist <i>v., n.</i>	
top <i>n., adj.</i>	trap <i>n., v.</i>	twisted <i>adj.</i>	
topic <i>n.</i>	travel <i>v., n.</i>	type <i>n., v.</i>	
total <i>adj., n.</i>	traveller (US = traveler) <i>n.</i>	typical <i>adj.</i>	
totally <i>adv.</i>	treat <i>v.</i>	typically <i>adv.</i>	

OED 3000 WORDLIST – U/V			
U	U	U	V
ugly <i>adj.</i>	union <i>n.</i>	upwards (also upward especially in US) <i>adv.</i>	vacation <i>n.</i>
ultimate <i>adj.</i>	unique <i>adj.</i>	upward <i>adj.</i>	valid <i>adj.</i>
ultimately <i>adv.</i>	unit <i>n.</i>	urban <i>adj.</i>	valley <i>n.</i>
umbrella <i>n.</i>	unite <i>v.</i>	urge <i>v., n.</i>	valuable <i>adj.</i>
unable able	united <i>adj.</i>	urgent <i>adj.</i>	value <i>n., v.</i>
unacceptable	universe <i>n.</i>	us <i>pron</i>	van <i>n.</i>
uncertain	university <i>n.</i>	use <i>v., n.</i>	variation <i>n.</i>
uncle <i>n.</i>	unkind kind	used <i>adj.</i>	variety <i>n.</i>
uncomfortable	unknown know	used to modal <i>v.</i>	various <i>adj.</i>
unconscious	unless <i>conj.</i>	useful <i>adj.</i>	vary <i>v.</i>
uncontrolled	unlike like	useless <i>adj.</i>	varied <i>adj.</i>
under <i>prep., adv.</i>	unlikely likely	user <i>n.</i>	vast <i>adj.</i>
underground <i>adj., adv.</i>	unload load	usual <i>adj.</i>	vegetable <i>n.</i>
underneath <i>prep., adv.</i>	unlucky	usually <i>adv.</i>	vehicle <i>n.</i>
understand <i>v.</i>	unnecessary		venture <i>n., v.</i>
understanding <i>n.</i>	unpleasant		version <i>n.</i>
underwater <i>adj., adv.</i>	unreasonable		vertical <i>adj.</i>
underwear <i>n.</i>	unsteady		very <i>adv.</i>
undo do	unsuccessful		via <i>prep.</i>
unemployed	untidy tidy		victim <i>n.</i>
unemployment	until (also till) <i>conj., prep.</i>		victory <i>n.</i>
unexpected, unexpectedly	unusual, unusually usual		video <i>n.</i>
unfair, unfairly	unwilling, unwillingly		view <i>n., v.</i>
unfortunate <i>adj.</i>	up <i>adv., prep.</i>		village <i>n.</i>
unfortunately <i>adv.</i>	upon <i>prep.</i>		violence <i>n.</i>
unfriendly friendly	upper <i>adj.</i>		violent <i>adj.</i>
unhappiness	upset <i>v., adj.</i>		violently <i>adv.</i>
unhappy	upsetting <i>adj.</i>		virtually <i>adv.</i>
uniform <i>n., adj.</i>	upside down <i>adv.</i>		virus <i>n.</i>
unimportant	upstairs <i>adv., adj., n.</i>		visible <i>adj.</i>

OED 3000 WORDLIST – V/W			
V	W	W	W
vision <i>n.</i>	wage <i>n.</i>	web <i>n.</i>	whistle <i>n., v.</i>
visit <i>v., n.</i>	waist <i>n.</i>	the Web <i>n.</i>	white <i>adj., n.</i>
visitor <i>n.</i>	wait <i>v.</i>	website <i>n.</i>	who <i>pron</i>
vital <i>adj.</i>	waiter, waitress <i>n.</i>	wedding <i>n.</i>	whoever <i>pron</i>
vocabulary <i>n.</i>	wake (up) <i>v.</i>	Wednesday <i>n. (abbr. Wed., Weds.)</i>	whole <i>adj., n.</i>
voice <i>n.</i>	walk <i>v., n.</i>	week <i>n.</i>	whom <i>pron</i>
volume <i>n.</i>	walking <i>n.</i>	weekend <i>n.</i>	whose <i>det., pron</i>
vote <i>n., v.</i>	wall <i>n.</i>	weekly <i>adj.</i>	why <i>adv.</i>
	wallet <i>n.</i>	weigh <i>v.</i>	wide <i>adj.</i>
	wander <i>v., n.</i>	weight <i>n.</i>	widely <i>adv.</i>
	want <i>v.</i>	welcome <i>v., adj., n., exclamation</i>	width <i>n.</i>
	war <i>n.</i>	well <i>adv., adj., exclamation</i>	wife <i>n.</i>
	warm <i>adj., v.</i>	as well (as)	wild <i>adj.</i>
	warmth <i>n.</i>	well known know	wildly <i>adv.</i>
	warn <i>v.</i>	west <i>n., adj., adv.</i>	will modal <i>v., n.</i>
	warning <i>n.</i>	western <i>adj.</i>	willing <i>adj.</i>
	wash <i>v.</i>	wet <i>adj.</i>	willingly <i>adv.</i>
	washing <i>n.</i>	what <i>pron, det.</i>	unwilling <i>adj.</i>
	waste <i>v., n., adj.</i>	whatever <i>det., pron</i>	unwillingly <i>adv.</i>
	watch <i>v., n.</i>	wheel <i>n.</i>	willingness <i>n.</i>
	water <i>n.</i>	when <i>adv., pron, conj.</i>	win <i>v.</i>
	wave <i>n., v.</i>	whenever <i>conj.</i>	winning <i>adj.</i>
	way <i>n.</i>	where <i>adv., conj.</i>	wind /waʔnd/ <i>v.</i>
	we <i>pron</i>	whereas <i>conj.</i>	wind sth up
	weak <i>adj.</i>	wherever <i>conj.</i>	wind /wʔnd/ <i>n.</i>
	weakness <i>n.</i>	whether <i>conj.</i>	window <i>n.</i>
	wealth <i>n.</i>	which <i>pron, det.</i>	wine <i>n.</i>
	weapon <i>n.</i>	while <i>conj., n.</i>	wing <i>n.</i>
	wear <i>v.</i>	whilst <i>conj. (especially UK)</i>	winner <i>n.</i>
	weather <i>n.</i>	whisper <i>v., n.</i>	winter <i>n.</i>

OED 3000 WORDLIST – W/Y/Z			
W	W	Y	Z
wire <i>n.</i>	wrist <i>n.</i>	yard <i>n.</i>	zero number
wise <i>adj.</i>	write <i>v.</i>	yawn <i>v., n.</i>	zone <i>n.</i>
wish <i>v., n.</i>	writing <i>n.</i>	yeah <i>exclamation</i>	
with <i>prep.</i>	written <i>adj.</i>	year <i>n.</i>	
withdraw <i>v.</i>	writer <i>n.</i>	yellow <i>adj., n.</i>	
within <i>prep.</i>	wrong <i>adj., adv.</i>	yes <i>exclamation, n.</i>	
without <i>prep.</i>	go wrong	yesterday <i>adv., n.</i>	
witness <i>n., v.</i>	wrongly <i>adv.</i>	yet <i>adv., conj.</i>	
woman <i>n.</i>		you <i>pron</i>	
wonder <i>v.</i>		young <i>adj.</i>	
wonderful <i>adj.</i>		your <i>det.</i>	
wood <i>n.</i>		yours <i>pron</i>	
wooden <i>adj.</i>		yourself <i>pron</i>	
wool <i>n.</i>		youth <i>n.</i>	
word <i>n.</i>			
work <i>v., n.</i>			
working <i>adj.</i>			
worker <i>n.</i>			
world <i>n.</i>			
worry <i>v., n.</i>			
worrying <i>adj.</i>			
worried <i>adj.</i>			
worse, worst bad			
worship <i>n., v.</i>			
worth <i>adj.</i>			
would modal <i>v.</i>			
wound <i>n., v.</i>			
wounded <i>adj.</i>			
wrap <i>v.</i>			
wrapping <i>n.</i>			

## WORDLIST AS SPECIFIED BY ICAP

A	A	B	C
Abet	Archives	Banner	Calamity
Abeyance	Arena	Bash	Candid
Abject	Ascent	Basking	Candour
Accolade	Assessment	Beneficiary	Captious
Accord	Assurance	Benevolent	Carnivorous
Adamant	Atrocity	Bestow	Censure
Adept	Audit	Blitz	Cerebral
Adhere	Augment	Blunder	Chaos
Adjuvant	Autocrat	Bonafide	Charisma
Admonish	Autocratic	Bonanza	Chicanery
Admonition	Autonomous	Bondage	Chronic
Adolescent	Autonomy	Breach	Cite
Adore	Avidity	Brisk	Climax
Adroit		Browse	Clone
Adulterate		Buoyant	Cognate
Affix			Coherent
Affluent			Collaboration
Aggravate			Collateral
Akin			Commensurate
Alleviate			Compatible
Alter			Compel
Altercation			Compendium
Ambiguous			Confiscate
Ambush			Conflicting
Amicable			Confounded
Amnesty			Connoisseur
Amplify			Conscription
Anarchy			Consortium
Animation			Constitutional
Apportion			Constrain
Apprehend			Consummate
Apprise			Contemporary
Appropriate			Contempt

A	A	B	C
Arbiter			Contemptuous
Arbitrary			Convention
Archaeology			Conventional

C	D	E	F
Conversant	Dearth	Efficacy	Feeble
Converse	Defalcation	Elevate	Feign
Credible	Delegation	Elicit	Fervour
Crucial	Delusion	Elite	Fiasco
Crux	Demur	Eloquent	Fidelity
Cubicle	Demurrage	Elucidate	Finicky
Culinary	Denounce	Eminent	Flair
Culminate	Deploy	Empirical	Foe
	Despair	Equivocal	Folly
	Destiny	Espionage	Foremost
	Destitute	Evade	Fortune
	Detention	Exasperate	French leave
	Detest	Exception	
	Detonate	Excessive	
	Detrimental	Exodus	
	Devoid	Exploit	
	Dignity	Exquisite	
	Dilapidated	Extinct	
	Dilemma	Extra-terrestrial	
	Diligent		
	Discrepancy		
	Disperse		
	Distress		
	Dogma		
	Dogmatic		
	Domain		
	Dormant		
	Draconian		

G	H	I	J
Gadget	Habitat	Imminent	Jeopardize
Generic	Hazily	Immunity	Jettison
Germane	Hazy	Impeach	
Glamour	Heroic	Implement	
Glib	Heterogeneous	Impound	
Gradual	Hindrance	Impregnable	
Graphic	Hoard	Imprudent	
	Hypothesis	In lieu	
	Hypothetical	Incapacitated	
		Incessant	
		Incoherent	
		Incredulous	
		Indigenous	
		Indigent	
		Inquisition	
		Insanity	
		Insipid	
		Institute	
		Integral	
		Intimate	
		Intrinsic	
		Invaluable	
		Irk	
		Itinerary	

K	L	M	N
Keep in Abeyance	Latent	Magnanimous	Naïve
	Laudable	Makeshift	Narcissism
	Lax	Manifold	Native
	Lean	Manipulate	Navigate
	Legacy	Manipulation	Nebula
	Lethal	Manipulative	Nebulous
	Liaison	Meritorious	Nexus
	Lineage	Metamorphosis	Nostalgia



K	L	M	N
	Literally	Meticulous	Nostalgic
	Lynch	Mitigate	Notable
		Monopoly	Nutshell
		Mortality	
		Mutation	
		Myriad	

O	P	R	S
Oasis	Paltry	Rampant	Sadden
Obligation	Panacea	Reckless	Sagacious
Oblivious	Panorama	Rectify	Sage
Obnoxious	Panoramic	Redemption	Sanctuary
Obscure	Paradox	Redundant	Satire
Obsolete	Paragon	Refurbish	Sceptic
Obviate	Paranoia	Relentless	Scintillating
Octogenarian	Pecuniary	Remedy	Sedimentation
Onus	Penalty	Render	Segment
Opponent	Penetrate	Rendezvous	Shrewd
Opportune	Perennial	Renounce	Shrink
Opt	Peripheral	Repatriate	Siphon
Option	Perpetual	Replica	Sleazy
Orbital	Perplexity	Repugnance	Solvent
Ordnance	Persecution	Rescinded	Spineless
Ostentatious	Pertinent	Rescue	Splendid
Ozone	Pessimism	Residue	Spurious
	Plebiscite	Resilient	Stable
	Plight	Resolve	Stagnant
	Ponder	Retort	Stalemate
	Predicament	Retrieval	Stigma
	Pre-empt	Revamp	Stimulate
	Premonition	Revoke	Stipulation
	Prevalent	Ruin	Stultify
	Profound	Rustic	Subsequently
	Prohibit		Substantiate

O	P	R	S
	Proliferation		Succulent
	Prolific		Succumb
	Promulgate		Suffrage
	Prone		Superfluous
	Propensity		Supersede
	Protracted		Surge
	Puerile		Sustain
	Pundit		Swallow
	Purge		Sweat
			Swift
			Syndrome
			Synopsis

T	U	V	W
Tangle	Ultrasonic	Vertigo	Warranty
Tedious	Uncanny	Viable	
Tenacity	Undermine	Vigilance	
Theocracy	Urban	Vigilant	
To appraise		Vintage	
To exaggerate		Vitriolic	
To forsake		Voyage	
To pilfer			
Torso			
Tortuous			
Toxin			
Transcript			
Trigger			
Tycoon			

Y	Z		
Yearn	Zealous		

## LIST OF IDIOMS AND PHRASES

Term	Meaning	Example of use
Above all	Most significantly.	She loved swimming; riding and above all, she loved her family.
Above board	Everything is as it seems. It has been carried out in an honest way.	I want you to go to talk to the client to make sure that everything is above board.
Achilles' heel	A weakness.	A love of gambling was his Achilles heel.
Acid test	A sure test, giving an incontestable result.	Exposure to brilliant sunlight is the acid test for showing that this fabric won't fade.
Across the board	Applying to all.	There is to be an across-the-board pay increase of 5% for the accounting staff.
Add insult to injury	Making a bad situation worse	The nearest parking space was half a mile away, and then, to add insult to injury, when I reached the office, I found that I had left my diary in the car.
After my own heart	Said of a person with interests or point of view similar to yours	She's a woman after my own heart.
All and sundry	To include everyone.	I don't want all and sundry knowing about our problems.
All ears	Paying close attention	Please start with your story. I am all ears.
All in all	Everything being taken into account.	All in all, the criticism seemed very fair.
All the same	Notwithstanding; nevertheless.	You don't have to go but nevertheless we would like you to.
Against the grain	Against one's wishes or views	It goes against the grain for him to admit that he's wrong.
All over bar the shouting	Something said say when the result of an event or situation is certain.	With over half the votes counted, the White Party is well in the lead, so it's all over bar the shouting.
Apple of one's eye	Something very precious.	Omair's daughter is the apple of his eye.
At bay	Hold back.	If we can keep the rabbits at bay, we should have a good crop of vegetables in the garden.
Back to square one	Back to the start.	The client has rejected our design so we are back to square one.
As cool as a cucumber	Very calm.	He walked in as cool as a cucumber, as if nothing had happened.
As the crow flies	In a straight line.	The distance between the two villages is only 2 miles as the crow flies but 15 miles by road because of the mountainous location.

Term	Meaning	Example of use
At a snail's pace	Very slow.	The traffic was moving at a snail's pace.
At a loose end	Having nothing to do	The children look forward to the school holidays but they are soon at a loose end.
At arm's length	Avoid a connection Keep a distance	He always had the feeling that she was keeping him at arm's length. I sold the property to my brother in an arm's length transaction. (Implies true commercial terms with no special favours)
At hand	Close by; near in time or position.	We wanted to ensure that my sister had help at hand in her time of trouble, so we moved next door to her.
At large	As a whole; in general.	This group is not representative of the population at large.
At length	After some time; eventually.	At length Mumtaz arrived at his office.
	Fully	We discussed the details at length.
At loggerheads	Engaged in a dispute.	The neighbours were at loggerheads over the position of the boundary between their two properties.
At one's beck and call	Available to comply with any wish or command.	The servants were at her beck and call.  I cannot relax on Sunday because I have a young daughter and I am at her beck and call from dawn to dusk.
At one's wits end	So upset that you do not know what to do.	I'm at my wit's end with this problem.
At pains	Making an effort to do something.	She was at pains to show that the problem was not her fault.
At sixes and sevens	describes a state of confusion	I have not stopped since I woke up this morning. I am completely at sixes and sevens.
At the eleventh hour	Latest possible time	We thought that we were going to fail but then, at the eleventh hour, Zaeem saw what we needed to do.
At the end of the day	When everything else has been taken into consideration.	At the end of the day, you will have to decide whether you want to buy the car or not.
At times	Sometimes; occasionally.	I feel quite depressed at times.
Back chat	Impudence	The teacher said that she would not accept any backchat from her and sent her from the class.
Bad blood	Ill feeling	My father has never told me but I think that there is some bad blood between him and his younger brother.

Term	Meaning	Example of use
Balloon has gone up	Used to imply an impending change that will make a situation worse.	When the balloon goes up and the facts become known the scandal could bring down the government.
Banded about	Talked or gossiped about.	We are bandying about an idea of how we could change the way in which we operate.
Bank on someone	Depending on someone.	I am banking on you to finish this on time.
Barge in	Interrupt, enter uninvited.	She just barged into the room without even knocking.
Barking up the wrong tree	Making a mistake or a false assumption	She had nothing to do with the theft. The police are barking up the wrong tree and failing to look for the real culprit.
Barrack room lawyer	A person who freely offers legal and other opinions on subjects in which he is not qualified	Be quiet Hashid. I do not need advice from a barrack room lawyer like you.
Basket case	A person of a nervous disposition or who is very upset.	Yawar was a real basket case after witnessing the crash.
Basking in sunshine	Enjoying life.	Jabbar is basking in sunshine since he finished his exams.
Batting on a sticky wicket	Being in a difficult situation	You're batting on a sticky wicket by not telling the truth.
Be at large	Free; uncaptured; usually said of criminals not in custody.	The day after the crime, the thieves were still at large.
Bear the brunt	To get the larger amount or greater part of something bad.	The oldest parts of the city bore the brunt of the bad weather.
Beat one hollow	To surpass or outdo completely	Pakistan beat Australia hollow in the first one day match winning by 7 wickets.
Beat around the bush	Not getting to the point, avoiding an issue	When I asked Waheed why he had not completed the work he beat around the bush for a while before admitting that he had slept late.
Beating a hasty retreat	Withdrawing quickly from a previously held position	When the reporter demonstrated that the minister's comments were not correct the minister beat a hasty retreat and tried to say that he had been misquoted.
Bed of roses	A luxurious state.	Sara thought that her life would be a bed of roses once she passed her exams.
Bee in the bonnet	An obsession.	My mother has a real bee in her bonnet about us keeping our rooms tidy.
Behind the scenes	out of public view, effort made without recognition.	The conference was a great success but it took a lot of work behind the scenes to achieve this.

Term	Meaning	Example of use
Bell the cat	To perform a very dangerous or very difficult task.	The rescue team were forced to bell the cat by crossing the very swollen river.
Beside the point	Irrelevant; of no significance, not important.	She said that whether she can swim or not is beside the point. She still wants to buy a new swim suit.
Beside oneself	Out of one's mind with grief or anger.	My mother was beside herself when my young sister disappeared from our sight in the park.
Better half	A person's wife or husband.	Saad said that he was not sure whether he could attend on that until he could check with his better half to see if they had a prior engagement.
Between a rock and a hard place.	A choice between two unsatisfactory options.	I was trapped between a rock and a hard place because I need to work extra hours to earn more money but that would mean that I would not have so much time for study.
Between the devil and the deep blue sea.	A choice between two unsatisfactory options – In trouble whatever choice is made. (Similar to the above)	I was trapped between the devil and the deep blue sea because I need to work extra hours to earn more money but that would mean that I would not have so much time for study.
Beware of Greeks bearing gifts	Do not trust an individual who offers to do something nice for you without a valid reason.	The delegation has been treating the management team to a lot of tickets for major sporting events but they must beware of the Greeks bearing gifts. Who knows what the members of the delegation are after?
Beyond the pale	Going too far. Beyond what is acceptable	His behaviour was beyond the pale and we asked him to leave.
Bib and tucker	Formal dress	If you are attending the ICAP dinner you must wear your best bib and tucker.
Bigwig (big gun)	A very important person	We have to tidy up the office so as to create a good impression on the visiting big wig from head office.
Big brother	Refers to too much state control in daily life.	The government under Tony Blair (former UK prime minister) was accused of being a big brother government in its attempts to manage and interfere in so many aspects of society.
Bird's eye view	View from above, overview.	From a turnoff on the mountain road, we had a bird's eye view of the whole city.
Bit between your teeth	To act in a very determined way.	She took the bit between her teeth and worked into the small hours (very late at night) in order to complete her essay.
Bite off more than you can chew	Take on too much.	He knew he had bitten off more than he could chew in offering to tidy up her garden when he saw how big it was.

Term	Meaning	Example of use
Bite the hand that feeds you.	Treat somebody badly after they have helped you.	That company has always given us a lot of work so we should not accept their competitors as that would be biting the hand that feeds us.
Bite the bullet	To get on with something	You are just going to have to bite the bullet and make the best of it.
Bite the dust	To fail; to give out; to die.	All of my hopes bit the dust when I saw the first question.
Bitter end	The final conclusion.	The contract is losing us money but we have to continue to the bitter end as we accepted the deal.
Black and white	Clear.	We explained to her, in black and white, that she had to make her mind up.
Black books	Held in low opinion	I am in my mother's black books because I was late for my sister's wedding.
Black leg	One who continues working when fellow workers are on strike.	Every person in the village stopped speaking to Nadeem after he became a black leg in the strike at the factory.
Black sheep	An odd or disreputable member of a group (usually within a family).	He was the black sheep of the family because he didn't have a job and spent all his time with his friends.
	<i>Can be used jokingly</i>	My brother is the black sheep of the family. He is a lawyer but the rest of us are accountants.
Blacklist	List of persons under suspicion or disapproval.	We have blacklisted that company because it has let us down too many times in the past.
	The list may be figurative (not actually exist).	He did not come to my wedding. He is on my black list (in my black books)
Blind alley	Position or situation offering no hope of success	That way of thinking will only lead you up a blind alley.
Blow hot and cold	Refers to changeable opinion.	His interest for the position blows hot and cold.
Blow one's own trumpet.	Boast	The students claim that he is an excellent teacher but he would never blow his own trumpet.
Blow the gaff	To reveal a secret, to leave	They had to act quickly because Shakeel was about to blow the gaff on the deal.
Blurb	A promotional description.	The blurb on the cover gave a short account of the author's life.
Bob's your uncle	There you have it!	To make a cake you mix cream sugar, flour, eggs and butter together, put in a baking tin in the oven and then "Bob's your uncle."
Bold as brass	Act with confidence.	He walked up to me bold as brass and asked if I would give him my book.
Bolt from the blue	A sudden surprise.	The demand from the tax authority came as a bolt form the blue.

Term	Meaning	Example of use
Bone of contention	A point or area of disagreement.	The public sector spending level is a bone of contention between the two parties.
Bone to pick	Grounds for complaint.	Gulab's mother said that she had a bone to pick with her about the mess in her room.
Brass tacks	The heart of a matter	The preliminary discussions are completed and we now need to get down to brass tacks and decide how to proceed on this project.
Breadline	Poverty	The USA is one of the richest countries in the world but many of its poorer citizens are living on the breadline.
Break a leg	Good luck (originates in the theatre)	I told Khalid to break a leg when he went to his interview.
Break the ice	To start a social interchange	The group arranged to break the ice for new members by organising a dance.
Break the news	Reveal	My brother just rang to break the news that his wife has had their first child. I am an uncle!
Breathing space	Time to think	The second exam is 4 days after the first exam giving students a little breathing space.
Bright as a button	Intelligent, able to think quickly.	He was bright as a button, always asking questions.
Bring home the bacon	Earn money, support a family	If Mother is going to be at home looking after the children, the father needs to bring home the bacon.
	Achieve something notable	Nasir's performance in the second half of the match really brought home the bacon for his team.
Bring into play	To use something	The organisation's public relations department was brought into play to respond to the adverse publicity.
Bring to book	Bring to justice	A crime has been committed and the person responsible must be brought to book.
Burn our bridges (or boats)	To make decisions or action that cannot be changed in the future.	If you drop out of college now, you may not be able to return in the future. Be careful about burning your bridges behind you.
Burn the candle at both ends	To work very hard (late at night and early in the morning).	He's been burning the candle at both ends studying for his exams.
	To lead a hectic life, working hard and playing hard.	He works long hours in the day and then instead of resting he goes out with his friends at night. He is really burning the candle at both ends.
Burning question	Key question.	The burning question is, 'Will the people forgive the government's handling of this affair and elect them to another term in office?'



Term	Meaning	Example of use
Burn the midnight oil	Work late.	He has a big exam tomorrow so he'll be burning the midnight oil tonight.
Bury the hatchet	Make peace.	Yousaf and I had an argument that lasted many weeks but we eventually buried the hatchet and now we are friends again.
Busman's holiday	A holiday involving activities similar to one's usual work.	Saad drives a coach for a living but likes to go on driving holidays. That is a real busman's holiday.
Butter would not melt in his mouth	Said of a person who looks innocent (but might not be).	When I returned to the room my drink had disappeared and my brother was sitting in the corner looking as if butter wouldn't melt in his mouth.
Buttonhole	To detain a person in conversation.	The reporter buttonholed the MP as he left the building.
By and large	For the most part; normally.	By and large, the play was a great success.
By all means	Without fail; certainly.	By all means, use my car when I am away.
By hook or by crook	An expression of determination to succeed (Literally means by any means, fair or unfair).	I will pass this exam by hook or by crook!
By return of post	By the next possible mailing.	If you send payment, we will despatch the goods to you by return of post.
By the board	Ruined or lost.	She hated to see good food go by the board after the event.
		All of the arrangements for the visit of the president went by the board when he fell ill at the last minute.
Call a spade a spade	Straight talking.	When discussing the options, it is best to call a spade a spade to avoid confusion.
Call to mind	Recall, remember.	Your story called to mind something that happened to me several years ago.
Calm before the storm	A quiet period before a period of great activity.	Things are quiet now but this is just the calm before the storm. The busy season will soon be here.
Cannot have one's cake and eat it too	Cannot have things both ways.	He does not like working long hours but he likes the money. He cannot have his cake and eat it.
Cannot make head or tail out of it (make neither head nor tail of)	Cannot understand	I cannot make head or tail of these instructions.
Carpeted	Rebuked, told off	Parvez was carpeted by the principal for being late four times in one week.

Term	Meaning	Example of use
Carried away	Over excited.	I know that you have passed your exams but do not get carried away as there is a long way to go.
Carry the can	Be blamed.	I am going to have to carry the can for that.
Carry the day	Succeed; to be successful; to win.	Kabir carried the day by scoring 150 runs.
Carry weight	To be influential.	That argument carries no weight with me.
Cat is out of the bag	A secret revealed.	He let the cat out of the bag when he told us that his wife was expecting their first child.
Catch 22	Refers to a situation where there is no possible solution because of conflicting conditions.	The government are in a catch 22 situation because they must reduce borrowing but increase spending without increasing taxation.
Caught red handed	Caught in the act of doing something wrong.	I caught her red handed stealing the sweets from the jar.
Chance one's arm	To take a risk	I believe he is going to chance his arm by asking her to marry him today.
Cheek by jowl	Side by side; close together.	The crowd was packed into the ground, cheek by jowl.
Chew the fat	Talk	I met a friend in town and we went for a coffee so that we could chew the fat for a while.
Child's play	Easy, something very easy to do.	The exam was child's play to those who attended all of the classes.
Chip off the old block	Like his father; A son who behaves or resembles his father.	He is a good man just like his father, a real chip off the old block.
Chip on the shoulder	Perceived grievance or sense of inferiority.	That boy has a real chip on his shoulder about his height.
Clapped out	Poor condition.	His car is clapped out.
Clean as a whistle	Very clean.	His office was as clean as a whistle.
Clear off	Leave; Informal to go away.	The policeman told the youngsters to clear off away from the scene of the accident.
Clear out	Collect and dispose of unwanted things. Make space	We need to clear out the spare room if your brother is going to visit us.
Close to the bone	Offensively honest.	He said he was only joking when he called me fat, but his comments were so close to the bone they weren't funny at all.
Cloud nine	A state of great happiness.	I was on cloud nine after passing my exams.
Cold feet	Lack of courage or confidence.	He had thought that he had a very good idea but he was getting cold feet just before the presentation.

Term	Meaning	Example of use
Clutching at straws	Depend on something that cannot help	She is clutching at straws when she claims that she failed the exam because of her sister's visit.
Cock and bull story	A lie.	He told me some cock-and-bull story about why he was late.
Cold blooded	Without emotion; deliberately cruel.	The police chief said that it was one of the most cold-blooded attacks that he had ever seen.
Come to an end	Finish.	All good things must come to an end.
Come up to scratch	Reach an acceptable standard or quality.	We're giving him a week to bring his work up to scratch.
Come around	To visit.	We would love you to come around for dinner sometime.
	Agree	Aslam does not share our view at the moment but I am sure that he will come around to our way of thinking once we explain the facts to him.
	Regain consciousness	The boxer was knocked out but came around after medical attention.
Come a cropper	Fail; fall	Zia came a cropper when he slipped and fell down the stairs.
Come to blows (almost)	Fight, physical violence.	They almost came to blows over that disagreement.
Come to grief	The result of a disaster.	The company came to grief after its building burnt down.
Come (brought) to light	Become apparent	New evidence came to light at the trial.
Come to pass	To take place; to happen.	Do you think the government's plans will ever come to pass?
Crocodile tears	Insincere display of grief (false tears).	She had crocodile tears but she was not really hurt.
Crying for the moon	To make impossible demands or have expectations that cannot be met.	She's crying for the moon if she thinks that the UN will achieve peace on earth.
Crying over spilt milk	To regret something after it has happened.	He is upset over failing his exam but instead of crying over spilled milk he should be studying for his retakes.
Cry wolf	Raise a false alarm or express concerns without foundation.	He was always calling out the mechanics to deal with imaginary problems and then when his car broke down, they would not come because he had cried wolf so many times in the past.
Curry favour	Try to achieve favour	The management has promised to increase coffee breaks in an attempt to curry favour with the staff.
Cut a sorry figure	Make a poor impression.	He cut a sorry figure when he showed up for his interview in jeans and a t-shirt.

Term	Meaning	Example of use
Cut and run	To evade a difficult situation by leaving suddenly.	When their business started to fail, they decided to cut and run, rather than face the consequences.
Cut to the quick	To upset someone.	Your unkind comments cut me to the quick.
Dagger's drawn	Angry and ready to fight.	Local residents are at daggers drawn the government over plans to close the ferry.
Dead beat	Very tired	I am dead beat because I worked until very late last night.
	A useless person	Zafar never tries at school. He has turned into a real dead beat.
Dark horse	A person who reveals an unexpected ability.	He was such a dark horse. No one knew that he could play chess and then he won the competition.
Dead in the water	Stalled; immobile; stationary.	The plan was dead in the water without additional funding.
Dead ringer	Almost identical.	My friend Abbas is a dead ringer for Shahid Khan Afridi. It is a shame that he cannot play like him.
Dicey	Risky	Water levels made crossing the river a very dicey undertaking.
Dickens to pay	Dire consequences	There will be dickens to pay if your mother sees that mess before you clear it up.
Digs	Accommodation; student halls.	These digs are very cheap.
Do a bad turn	An action that harms.	My colleague did me a bad turn by not voting for me in the office election.
Do a good turn	A helpful action.	My neighbour did me a good turn by lending me his car when mine broke down.
Dog's life	An unhappy existence.	It's a dog's life working outside in the wet weather.
Don't give a jot	Not caring; unconcerned.	It was evident that he did not give a jot about our chances of success.
Don't look a gift horse in the mouth.	Don't look for problems with something that is free.	I did not expect my brother to offer me his old car and I was not looking for one yet, but one shouldn't look a gift horse in the mouth.
Double Dutch	Something that cannot be understood.	It is all double Dutch to me.
Down to the wire	Until the very last moment.	If both teams play at their best, the game will go down to the wire.
Down in the mouth	In low spirits	Irum is very down in the mouth since her grandmother died.
Down on one's luck	Going through a period of bad luck.	My father has invited his brother to stay with us for a while because he is down on his luck.

Term	Meaning	Example of use
Draw the line	Set a limit.	I do not mind you talking this late but I draw the line at loud music. You must be considerate to others.
Dressed to kill	To dress in fancy or stylish clothes.	She's really dressed to kill for the movie premier.
Drop of a hat	To act on the slightest signal or urging.	Tom was always ready to help and would come to us when we called at the drop of a hat.
Dutch auction	An auction or sale that starts off with a high asking price that is then reduced until a buyer is found.	The school organised a dutch auction to raise money for a new roof.
Dutch treat	A social occasion where one pays for oneself; a self-funded event.	The group decided that a dutch treat was the best way they could all attend the holiday.
Dyed in the wool	Out-and-out, deep rooted.	My aunt was a dyed-in-the-wool communist and would never vote for any other party.
Earmark	To reserve something.	By the time we entered the cinema my friend had earmarked the best seats for us.
Ears are burning	A expression used when you think someone is talking about you.	Are your ears burning? We were just talking about you.
Eat like a horse	To have a hearty appetite.	My son is very slim and yet he eats like a horse.
Eat your heart out	A statement used to imply that others should be jealous of you.	I have passed my exams. Eat your heart out.
Eating humble pie	To make a humiliating apology	The managing director has been forced to eat humble pie after the company failed to develop the new product by the time that he had said.
Eat one's own words	To retract a statement.	My lecturer said that he expects me to fail the exam but I will make him eat his own words when I pass.
Eavesdrop	To listen to a conversation that you are not involved in.	I believe she was eavesdropping outside the door when she heard the bad news about the company.
Egg on your face	To be embarrassed by something one has done.	I felt I had egg on my face after the dinner party failure.
End of my tether	To have no further resources.	After a day with three screaming children, I'm at the end of my tether.
Equal to the occasion	Capable of handling the situation.	Although she had never before driven a van, the lady proved equal to the occasion and parked the vehicle without a problem.
Eye wash	Nonsense; rubbish; humbug.	The managing director said that the story about the company was complete eyewash.

Term	Meaning	Example of use
Face the music	To accept criticism	After failing the exam, Ann had to go home and face the music from her parents.
Fair game	A reasonable target for criticism, exploitation etc.	They have approached our clients so it is fair game for us to respond by talking to theirs.
Fair play	Fair treatment.	The encounter was notably lacking in fair play.
fair to middling	Only bearably good; average.	The hotel room was fair to middling.
Fairer sex	Reference to women.	The father considered the army as an unsuitable career for the fair sex.
Fair-weather friend	Someone who is only available for friendship when times are good.	As soon as we fell into difficulties, we saw that she was only a fair-weather friend because she stopped coming to see us.
Fall foul of	Break a rule.	Ali fell foul of the exam entry regulations when he submitted his application form too late for the next sitting.
Fall out	To happen; to result.	The fall out as the result of the fire was devastating to the family.
	Argue with.	I have fallen out with my brother over his attitude to my parents.
Fall through	To fail; such as plans not be completed.	I hope our plans don't fall through.
Feather one's own nest.	Use a position to look after your own interests.	The mayor spent his term feathering his own nest instead of fulfilling the obligations of his office.
Feather in one's cap	A symbol of honour and achievement.	It was a real feather in his cap after he won first prize in the art competition.
Feet of clay	To be slow to act.	He still has not started. He can have real feet of clay sometimes.
Final straw	The last of a series of events that finally triggers action.	The third time he was late this week was the final straw and he was dismissed.
Fired	To lose one's job/position.	When he finally got to work his manager call him into his office and fired him on the spot.
Fit as a fiddle	To be in very good health.	The old man was as fit as a fiddle and climbed the stairs with ease.
Fish out of water	Someone who is uncomfortable in a particular situation.	After living in his village for most of his life, Farooq was like a fish out of water in the big city.
Flash in the pan	Someone or something that draws a lot of attention for a very brief time.	The new toy craze was a flash in the pan.
Flavour of the month	Temporarily popular.	The new hat was flavour of the month with the ladies at the club.

Term	Meaning	Example of use
Flea in the ear	Admonishment, telling off	The boys were given a flea in their ear and told to leave the shop because they were too noisy.
Flog a dead horse	To waste time on something that will not succeed.	You're flogging a dead horse trying to persuade Mother to come on holiday with us.
Fly in the face	To challenge or go against someone or something.	The new design flew in the face of tradition.
Fly in the ointment	A drawback.	The only fly in the ointment for our luxury holiday was whether my father could take enough time off work.
Follow suit	Act in the same way as somebody else.	If we drop our prices our competitors would soon follow suit.
Foot the bill	Pay	My friends had no money on them so I had to foot the bill for the taxi.
For a rainy day	To save for when times are bad.	My car repair was very expensive but luckily, I could afford it as my parents had always taught me to put something by for a rainy day.
Fork out	To pay out money.	We each had to fork out for our share of the bill.
(Take) Forty winks	A short sleep.	My great grandfather likes to take forty winks after lunch.
Foul play	An unfair action.	We believed that foul play had occurred when the contracts were awarded to the mayor's brother.
Frog in the throat	To suffer from a sore throat; Unable to speak clearly.	Before the speech he coughed to clear the frog in this throat and smiled at the crowd.
From hand to mouth	Living with just enough money and nothing left over.	The family had to live from hand to mouth when the father lost his job.
Full blast	As loud as possible.	He played his music at full blast to the annoyance of the neighbours.
Gain ground	Make progress; Catch up with.	My friend used to be much better than I at maths but I am gaining ground on him.
Game is up	A statement that we know what someone has been doing and that he must stop.	The criminal knew the game was up when he saw the police in the doorway.
Get along with someone	Be on friendly terms with someone.	I met Ali's brother last week and we got along with each other very well.
Get into hot water	To get into trouble.	You are going to get into hot water with the bank if you continue to spend too much.
Get under one's skin.	Said of something that irritates or annoys.	The amount of money that professional sportsmen earn really gets under my skin.
Get on one's nerves	Said of something that irritates or annoys.	The noise from that light is getting on my nerves.

Term	Meaning	Example of use
Get out of bed on the wrong side	To be in a bad mood.	She has got out of bed on the wrong side today because she has done nothing but complain.
Get wind of	To learn of something.	I got wind of the plan from overhearing a conversation.
Get shirty	To get angry with someone.	He got really shirty with me today just because I would not fetch him a coffee.
Get someone's goat	To irritate someone.	She was really starting to get my goat with her bad attitude.
Get the sack	To lose your job or position.	Unfortunately, he got the sack today as a result of a cost cutting exercise.
Give rise to	Results in	This cold weather will give rise to an increase in demand for heating oil.
Give somebody a break	To give someone an opportunity.	The police officer gave her a break and did not issue her with a ticket for speeding.
Give and take	Mutual concessions.	A good marriage must involve some give and take by both husband and wife.
Give the cold shoulder	Ignore or show indifference to.	Seema has been giving me the cold shoulder since I forgot her birthday.
Go back on one's word	Break a promise.	He said that he would help me but he went back on his word and failed to turn up.
Go Dutch	To spilt a bill into equal parts.	My friends and I went Dutch and split the bill equally.
Go the whole hog	To do something as completely as possible.	We like to go the whole hog on special occasions to show that we care.
Go through the mill.	Experience suffering.	My grandfather's illness put my family through the mill.
Go with the flow	To do what other people wish.	I am not sure that I agree with you but I will just go with the flow. We will do as you suggest.
Goes without saying	When something is so obvious that it needs not be said.	It goes without saying that when we go on holiday it has to be somewhere interesting.
Going for a song	Being sold very cheaply.	I saw that this picture was going for a song so I bought it immediately.
Golden opportunity	An excellent chance.	It was a golden opportunity so he said yes immediately.
Gone for a burton	Something that had been spoiled or ruined.	The vase of flowers went for a burton when the wind blew it off the window ledge.
Gone round the bend	Go crazy. Become angry.	She went round the bend when she found out what time they had come home.
Gone to pot	Gone to ruin.	Ismail has let his business go to pot.
Gone to the dogs	Gone to ruin.	The company went to the dogs after the Manager left.



Term	Meaning	Example of use
Gone to the wall	Failed.	The company has gone to the wall as a result of the Manager leaving.
Good for nothing	A lazy person or useless situation.	He is good for nothing on his days off. My lap top is good for nothing since the power management system developed problems.
Good health	To be well and not suffering from any illness.	My grandmother is in very good health and looks years younger than she actually is.
Good or bad egg	Good egg – someone who behaves in a good way	When my mother was ill my next-door neighbour was a really good egg by looking after her when I was in work.
	Bad egg – someone who behaves in a bad way	He is always late and full of excuses. He is such a bad egg that we cannot rely on him at all.
Grasp the nettle	Deal with an unpleasant situation with determination.	When his car broke down in the storm, he grasped the nettle and went to look for help.
Grey matter	Your intelligence; brain power.	Using your grey matter is the key to understanding any problem.
Had one’s chips	A person’s luck has run out and he is about to fail.	“You have had your chips son” said the policeman as he arrested the thief.
Hand over fist	Makes reference to spending money very fast.	They spent money hand over fist when they were first married.
Hand in hand	Holding hands; doing things together.	They walked hand in hand towards the sunset.
		Various agencies worked hand in hand to bring relief to the earthquake victims.
Hang fire	To stop; delay or be delayed.	They are going to hang fire with the meeting until they have all the facts.
Hangs by a thread	Makes reference to something that is at great risk of failure.	His promotion is hanging by a thread after a poor review this month.
Hard and fast	A rule that is strongly binding but usually used in the opposite.	There is no hard and fast rule about how old a man should be before he is married but parents might have their own view of this.
Hard (tough) nut to crack	A difficult problem or person.	Matrix algebra is a hard nut to crack. The person I played in the squash final was hard nut to crack but I won in the end.
	Something difficult to overcome.	Learning the guitar is a hard nut to crack.
Hard of hearing	To suffer from a hearing problem; a loss of hearing.	My grandmother is hard of hearing and needs to wear a hearing aid.
Hard up	To be short of money.	I am going to be hard up until I get paid at the end of the week.

Term	Meaning	Example of use
Harp on (the same string)	To keep repeating something or caring on about something.	She would harp on about how she was passed over for promotion.
Have an axe to grind	A cause of complaint.	We never ask his option; he always has an axe to grind over something and nothing.
Haul somebody over the coals	To tell someone off severely.	The manager hauled her over the coals for overspending her marketing budget.
Have a beef	To have a problem with someone; to have a grudge.	I've got nothing against the film, but I do have a beef with how much money was spent on making it.
Have one's heart in one's boots	Be very despondent.	Irum's heart has been in her boots since her grandmother died.
Have one's heart in one's mouth.	Be frightened.	My heart was in my mouth when I stumbled on the mountain path.
Have someone over a barrel	Have a person in a position of helplessness.	Our supplier had us over a barrel when they raised the price as it was too late to find an alternative source of material in such quantities.
Head and shoulders above	Clearly superior.	She stood out, head and shoulders above the other candidates.
Heads will roll	Something has happened that somebody will be punished for.	Heads will roll when I find out who damaged my car.
Heart and soul	Indicates passion and total commitment	He has put his heart and soul into the project.
Hedge our bets	Support more than one cause to avoid a poor outcome.	He has hedged his bets by making a contribution to both candidates.
Help oneself	Take without asking	My brother came into my room and helped himself to one of my shirts.
Hen pecked	To be dominated by one's wife.	The poor man was totally hen pecked; she even told him what to wear to work!
High spirits	In a very good mood.	When I arrive at work, I found my manager in very high spirits because he had just found out that we had won the contract.
Hit below the belt	Act unfairly	I had an argument with Shakir but he hit me below the belt when he falsely accused my sister of cheating just to get back at me.
Hit the ceiling	Become very angry.	My teacher hit the ceiling when I told him that I had not completed the assignment.
Hit the nail on the head	Be correct and directly to the point.	Your argument has hit the nail firmly on the head. You are absolutely right.
Hob nobbing	To mix with the rich and famous.	At the film premier we were able to hob nob with the rich and famous at the after-show party.

Term	Meaning	Example of use
Hobson's choice	A free choice with only one option offered.	There was a new election but the voters faced a Hobson's choice as nobody stood against the mayor.
Hoisted by one's own petard	To become a victim of your own action.	They were hoisted by their own petard when the price war which they started eventually drove them out of business.
Hold a candle (usually cannot)	When someone is equal to other (or not).	No-one will ever hold a candle to your late mother, she was a wonderful woman.
Hold the fort	To remain in charge; to be left in control.	I am going out to lunch. Could you please hold the fort when I am gone?
Hold good	Turn out to be true or correct.	It looks as if the government prediction about the inflation rate is holding good.
Hold one's tongue	Keep quiet.	If you cannot think of anything good to say about anyone then please hold your tongue.
Hook line and sinker (taken in)	Completely (taken in). Used to imply that a person has been deceived because they have incorrectly accepted an incorrect version of the facts.	The management were taken in hook line and sinker by the elaborate fraud.
Horseplay	Rough play. Fooling around	The two friends were engaging in horseplay which developed into an argument when one of them went a little too far.
How the other half lives	Reference to others being better off than you.	Celebrity magazines have grown in popularity because there is always interest in how the other half lives.
I don't give one iota	Not caring one bit.	I don't give one iota that she came first. I did my best and obtained a good third.
If that is true I am a Dutchman	A saying used to state that something obviously not true.	If you think that England will win the next cricket world cup then I am a Dutchman.
Ignorance is bliss	It is better not to know	He does not know what his children are getting up to but I suppose that ignorance is bliss.
Ill-gotten gains	Money or other possessions acquired in a dishonest or illegal fashion	The police hope to catch the fraudster before he has time to enjoy his ill-gotten gains.
Ill-used	Treated badly	I will not lend you my car again because you returned it to me in a very ill-used state the last time.
In fits and starts	Reference to sporadic progress	The journey to Lahore proceeded in fits and starts due to the volume of traffic on the road.
In a hole	To be in a difficult or embarrassing situation.	I was in a bit of a hole so I needed to ask my father to lend me some cash for a few months.

Term	Meaning	Example of use
In leaps and bounds	To move forward in large steps, at speed.	The performance of the company has improved by leaps and bounds since the new management team took over.
In a jiffy	In a second, immediately	My husband said that he would be ready in a jiffy 30 minutes ago but I am still waiting for him.
In a nutshell	Reference to a concise statement of the facts.	I was very impressed by the minister's statement as he managed to explain the issue in a nutshell.
In one's element	Refers to a person being happy and relaxed because they are doing something that they do well.	The chief executive was in his element as he explained the company's position at the meeting.
In a shambles	In a disordered state.	The room was a complete shambles after the party.
In cahoots	In conspiracy with someone; in league with someone.	The manager is in cahoots with the secretary to obtain a bigger office.
In the bag	Something certain to happen.	I believe my promotion to be in the bag.
In the blink of an eye	Very quickly.	I was sitting with a friend in the park and then in a blink of an eye a thief snatched my camera and ran away.
In the limelight	To be the focus of attention.	The MP did everything to be in the limelight and could always be seen on discussion programmes.
In the offing	Expected to happen soon	There are signs that a decision may be in the offing.
In the same boat	To be in the same position.	When it comes to high inflation, we are all in the same boat.
Irons in the fire	Interests or opportunities.	I did not mind when we failed to be awarded the contract as we have many other irons in the fire.
Ivory tower	Remoteness from practical problems.	It is easy for those in central government to issue direction from their ivory tower but they do not understand the situation in this region.
Jack of all trades	A person who is good at many things.	She prepares accounts quickly, is good at tax and a fantastic cook. She really is a jack of all trades.
Jack of all trades but master of none	A person who is good at many things but not great at anything. (Slightly critical in use).	Everything he does is OK but not exceptional. He is a jack of all trades but master of none.
Jekyll and Hyde	A person with good and bad traits or a character with two opposite aspects.	She has Jekyll and Hyde personality; one day she is very outgoing and the next she is very quiet.
Jump on the bandwagon	Join a movement after it starts to be successful.	My son jumped on the bandwagon by switching his support to Manchester United once they started winning things.

Term	Meaning	Example of use
Just desserts	A just reward for an action (good or bad).	He received his just desserts when the court disqualified him from directorship after his fraudulent activity had been discovered.
Keep a wide berth (give something a wide berth)	Keep a good distance from something.	When I am fasting, I keep a wide berth from food shops and restaurants. When I could see how erratically the bus was being driven, I decided to give it a wide berth.
Keep one's distance	Be aloof.	Nafisa has kept her distance from me since our argument.
Keep one's head above water	Survive financially or during times where there is a lot of work.	We have so little money that we can hardly keep our heads above water. I am very busy with this project but I am managing to keep my head above water by working on the weekends.
Keep one's powder dry.	Act carefully to be prepared.	I listened to the debate but kept my powder dry until I had heard most of the arguments.
Keep someone posted	To keep someone informed.	Please keep me posted about how the project is progressing.
Keep up with the Joneses	Try to match the lifestyle of others.	They have bought a new car but we will not as I am tired of trying to keep up with the Joneses year after year.
Keep up appearances	Maintain an outward show.	We must keep up appearances even though we have less money than before.
Key to success	Action necessary to succeed.	Hard work is the key to success.
Knee-jerk reaction	An automatic but perhaps incorrect response.	My knee-jerk reaction was to refuse but when I thought about it, I realised that it would be better to accept the offer.
Kill the goose that lays the golden egg	To destroy something that is profitable to you.	Tourists used to visit the island to enjoy its quiet beauty but developers have killed the goose that laid the golden egg by building too many ugly buildings that have stopped people from coming.
Knock on the head.	Stop something.	I disagree entirely so let me knock that notion on the head immediately.
Knock the spots off	To be very much better than someone or something else.	There's a vegetarian restaurant in Karachi that knocks spots off any around here.
Knuckle down	Apply oneself.	The only way to pass these exams is to knuckle down and work hard.
Knuckle under	Submit (reluctantly).	The board of directors resisted the takeover bid for several weeks before the knuckled under.
Larking about	Playing foolishly (messing about)	They were larking about when the accident occurred.

Term	Meaning	Example of use
Leap of faith	Acceptance of an idea without any evidence.	It took a leap of faith to accept his promise after the last time he let us down.
Left high and dry	Left helpless.	The resignation of his chief accountant left him high and dry in terms of sorting out his income tax problems.
A leopard cannot change its spots	The notion that things cannot change their innate nature.	I doubt very much that marriage will change him for the better. A leopard doesn't change its spots.
Lend a hand	To give assistance.	Could you lend a hand with this maths assignment?
Lead astray	Cause someone to behave badly.	Altaf would never have done that if he had not been led astray by poorly chosen friends.
Lead up the garden path	Deceive by hiding actual intention	The builder led us up the garden path by quoting us a low figure and then charging us later for many.
Leave in the lurch	Leave in a difficult situation.	The chief accountant left the company in the lurch by resigning just before its year end.
Leave no stone unturned	To look everywhere.	We will leave no stone unturned in looking for a suitable house.
Let the cat out of the bag	To disclose a secret.	Please remember that mum is not aware of our engagement so try not to let the cat out of the bag when she arrives.
Let the grass grow under his feet (Does not)	To do nothing; to stand still.	Mohammad doesn't let the grass grow under his feet as he is busy from dawn until dusk.
Lick something into shape	Improve	The drama coach will try to lick the actors into shape by the date of the show.
Line in the sand	A point beyond which one will proceed no further.	The company drew a line in the sand by making a take it or leave it offer of a 15% reduction in price.
Lion's share	Biggest part of something.	The lion's share of the museum's budget goes on special exhibitions.
Living in a fool's paradise	Said of a person who is happy now but does not appreciate the reality of his position	My son is living in a fool's paradise if he thinks that I am going to let him relax for the whole of the summer.
Living the life of Riley	To live in luxury.	The treasurer fled to Mexico, where he lived the life of Riley until the police caught him.
Lock, stock and barrel	The whole thing.	When my house was burgled they took everything, lock stock and barrel.
At loggerheads	In conflict with	The twins were at loggerheads over who should take the larger room.
Long in the tooth	To be too old for something.	I am a bit long in the tooth for playing hockey but I still enjoy watching it.

Term	Meaning	Example of use
Long and the short of it	The essence of a situation.	The long and the short of the matter is that I hate working with Imira so much that I'm going to resign.
Look down upon	To consider someone or something as inferior.	People from the Capital Territory seem to look down on those from elsewhere but with no reason.
Looking after number one	Said of a person who takes care of his own interests before those of others; selfish	Do not ask him to help. He is only interested in looking after number one.
Look before you leap	Check that you are clear what is ahead of you before making a decision.	You should look before you leap before you change jobs by considering all the relevant facts and circumstances before making a decision.
Look up to someone;	Respect someone	Ismail is a very good person. We all look up to him.
Loose end	The last details that need to be finished.	We just need to tie up one or two loose ends and the audit will be finished.
Lose ground	To fall behind.	Ghous is losing ground to Arif in the tournament.
Lose sight of	Literally to lose sight of something	I lost sight of Nazeem as he walked into the fog.
	To forget to take something into account.	As a person builds a career he should not lose sight of what really matters in life: family, health and friendship.
Lost one's bottle	To lose one's nerve.	I was going to raise the issue with my boss today but I lost my bottle when the time came.
Mad as a hatter	Crazy. Said of somebody who is eccentric.	Danish is always making jokes. He is mad as a hatter.
Make a clean breast of it	To confess.	It would be better for you in the long run if you were to make a clean breast of it.
Make amends	Refers to a person repairing damage that he caused.	I accept that it is my fault that the project has fallen behind schedule but I will try to make amends by working over the weekend.
Make both ends meet	To make enough money to live.	The family is having difficulty making both ends meet.
Make fun of	To ridicule.	Stop making fun of my clothes.
Make good	To fulfil a promise or to repay a debt.	Chandra made good on his pledge to donate 1,000 rupees to charity.
Make one's mark	To achieve distinction.	Aziz made his mark when he invented a hands-free holder for a cell phone.
Make the best of things	To get as much out of something as is possible	The weather was poor and the hotel was a little basic but we made the best out of things and had a really good holiday.

Term	Meaning	Example of use
Make the mouth water	Fill with anticipation.	The smell of my mother's cooking is mouth-watering. The draw in the competition has thrown up a mouth-watering contest between Pakistan and India.
Make no bones about it	Be plain and outspoken.	Our lecturer made no bones about it when he told us that he was very disappointed with our progress.
Make up one's mind	Make a decision.	I had trouble making up my mind about which coat I liked best.
Man in the street.	Typical person.	The man on the street is unlikely to agree with the government on the need for tax increases.
Mince your words (do not)	Be ambiguous (do not be)	Tell me what you think, and don't mince your words.
Mind one's Ps and Qs	Be on one's best behaviour.	There is delegation arriving from head office today so we all need to mind our Ps and Qs.
Mind one's own business	Stick to your own affairs and do not meddle in those of others.	If she would only mind her own business, she would get into a lot less trouble.
Money for old rope	Easy way of earning money.	Babysitting is money for old rope as long as the children are well behaved.
Moving the goalposts	Changing a target.	My boss is never satisfied. Whenever I think I've done what he wants, he moves the goalposts.
More than one way to skin a cat	More than one way to do something.	If our first approach doesn't work, we'll figure out some other way. There's more than one way to skin a cat.
Movers and shakers	People in charge.	The movers and shakers in the banking sector must bear the most responsibility for the financial crisis.
Mountain out of a molehill	To exaggerate the importance of something.	I have only been late once since I joined the firm and I was told off My boss made a mountain out of a molehill.
Mum's the word	Keep quiet - say nothing.	When you see my parents' mum's the word about the surprise anniversary party we are throwing for them.
Mumbo jumbo	Nonsense	I watched a programme about physics last night but it was complete mumbo jumbo to me.
Murphy's law	What can go wrong will go wrong.	We need to check everything one more time. Remember Murphy's law.
My lips are sealed	Promise to keep a secret.	I promise not to tell anyone about it. My lips are sealed.



Term	Meaning	Example of use
Name is mud	Said of a person to indicate unpopularity because of something he has done.	He had better come to my wedding or his name will be mud with my family.
Neck of the woods	Locality	I'm surprised to see you in this neck of the woods.
Nest egg	Savings; money set aside.	I have a small nest egg hidden away for emergencies.
Nick of time	Just in time; at the precise moment.	You came by just in the nick of time to save me from my sister's cooking.
Nineteen to the dozen	Very rapidly or energetically.	Whenever, my wife meets with her sisters they gossip away nineteen to the dozen.
Nip in the bud	Put a stop to something before it starts or early in its development.	The rumours will upset a lot of people if we do not nip them in the bud.
No flies on someone.	Meant to indicate that a person is no fool. Said of a person who is intelligent and able to think quickly.	There are no flies on him. When he heard they were leaving the city he immediately offered to buy their house.
No great shakes	Not very good.	He was no great shakes at cricket but he always tried very hard.
No stone unturned	To search in all possible places.	In searching for a nice place to live, we left no stone unturned
No such thing as a free lunch	Everything costs something.	This advertisement says I can get an expensive camera for free but there's no such thing as a free lunch so there must be a catch.
Not a sausage	Nothing, zero or nil.	I cannot afford to go out tonight. I have no cash. Not a sausage!
Not cricket	Unfair.	The way he was treated was just not cricket.
Not one's cup of tea	Not someone or something that a person finds interesting or agreeable.	I went to see a play last night but it was not my cup of tea.
Now and then	Occasionally; infrequently	We do not eat meat very often but we do enjoy lamb every now and then.
Null and void	Without legal force; having no legal effect.	The contract was declared to be null and void because it had not been properly signed.
Off the cuff	Spontaneous.	Her remarks were off-the-cuff, but very sensible.
Off and on	Intermittently, from time to time	I read his column off and on.
Off form	Not as capable as usual.	I usually enjoy Mr Maqbool's lectures but he was off form today.

Term	Meaning	Example of use
Off your hands	To relieve someone of the burden or bother of someone or something.	I would be happy to take your uncle off your hands for a few hours.
On a wing and a prayer	Getting by in a difficult situation.	The charity had scarcely any funding and a small staff but managed to operate on a wing and a prayer.
On the air	Broadcasting (a radio or television program).	The radio station came back on the air shortly after the storm.
On the alert	To be looking out for a problem.	Please be on the alert for any change in the weather because I have washing out to dry.
On the cards	Likely to happen.	I think that the success of the takeover is definitely on the cards.
On the fiddle	Engaged in a fraud.	He was dismissed for being on the fiddle.
On the grapevine	Means of informal transmission of information.	I heard about your leaving on the grapevine.
On the horns of dilemma	Having to decide between equally unpleasant courses of action.	I'm not on the horns of a dilemma because, due to cutbacks, I have to dismiss either Aziz or Anwar \and they are both good employees.
On the level	Honest; correct.	Is this offer on the level?
On the nose	Exactly right	We arrived at three o'clock on the nose.
On the spur of the moment	Said of acting suddenly or spontaneously.	I had to leave town on the spur of the moment.
On the treadmill	To be working hard with no end in sight.	Work by day and study by night is like being on a treadmill.
On the warpath	Angry and intent on a confrontation.	Watch out for Imran he seems to be on the warpath today.
Once in a blue moon	Said of a very rare occurrence.	My brother only calls me once in a blue moon.
One fell swoop	All at the same time	I need to meet with whoever is in charge so that we can sort out all of the details in one fell swoop.
Open one's eyes	See what is happening around you; be aware.	You need to open your eyes to see the changes that are taking place.
Out of sorts	Not in one's usual health or state of mind.	She seems rather out of sorts today.
Out of the question	Not allowed; not permitted.	I'm sorry, but you're taking my car is out of the question.
Out of the woods	Past a critical phase.	My father has been very ill but fortunately he is out of the woods now.
Over and above	More than something; in addition to something.	I need 20,000 rupees over and above the amount you have already given me.

Term	Meaning	Example of use
Owing to	Because of something.	We were late owing to the heavy traffic
Part and parcel	A necessary part of an experience which cannot be avoided.	Being recognised in the street is all part and parcel of being famous.
Parting shot	Retaliation or retort made upon departure or at the end of an argument.	She made a parting shot about my family as she walked out of the door.
Pass with flying colours	To comfortably achieve an objective.	I passed my exams with flying colours
Pat on the back	Congratulation.	Farah did a great job this month. She deserves a pat on the back for her efforts.
Payment in kind	Payment with something instead of cash.	We pay our maid partly with a weekly salary and partly by providing her with accommodation as payment in kind.
Pay on the nail	Make a prompt cash payment.	You can only buy goods at an auction if you are able to pay on the nail.
Pay through the nose	Pay an exorbitant price.	I had to pay through the nose in order to have my car repaired over the weekend.
Pear shaped	Said of something going wrong.	The business was doing very well until the recession caused everything to go pear shaped.
Pearls before swine (Do not cast)	Don't waste something valuable by giving it to someone who does not appreciate it.	Giving some people the vote is like casting pearls before swine.
Pegged out	To stop working.	I had a lot of problems with my car and it finally pegged out when I was still 30 minutes from home.
Penny dropped	Understanding something eventually.	It took me a long time to understand bookkeeping but the penny finally dropped.
A penny saved is a penny earned	A saying meaning that it is as effective to use money wisely as it is to earn more.	If you do not spend your money so frivolously you could afford to work a little less as a penny saved is a penny earned.
Pie in the sky	An empty wish or promise.	His dream of being hired as a sports editor proved to be pie in the sky.
Piece of cake	Easy	My English exam was a piece of cake!
Make a pig's ear out of it	Do something badly.	He has made a pig's ears out of this audit.
Pigeon hole	Classify.	It was unfair of the committee to pigeonhole him as a troublemaker.
Pillar to post	Moving around in a meaningless way.	My father was in the army, and was moved from pillar to post year after year.

Term	Meaning	Example of use
Pin money	Money for incidental purpose.	I work as an accountant but in the evenings, I teach maths to school children for some pin money.
Piping hot	Very hot, usually referring to food.	My dinner is piping hot.
Play fast and loose	To treat something with little care.	Like many politicians he sometimes plays fast and loose with the truth.
Play it by ear	Handle a situation in an impromptu manner.	I do not have a plan for the meeting but I am going to play it by ear once I hear what he has to say.
Play one's trump card	To use one's most effective strategy.	I played my trump card by saying that I would resign unless I was placed onto the same pay scale as Ali.
Play the game	Be fair	He tried to overcharge me but I made sure that he played the game in the end.
Play second fiddle	To be in a subordinate position to someone.	I did not like playing second fiddle to Safdar when we are at our clients.
Play with fire	Do something risky.	Be careful if you are thinking about threatening to resign as you might be playing with fire.
Plum job (role)	A very good job.	I just landed a plum job as a finance director of a media company.
Point blank range	Very close.	She was shot at point blank range
Possession is nine tenths of the law	Ownership is easier to maintain if one has possession of something, and more difficult to enforce if one does not.	My uncle claims that he should have been given the house when my grandfather died but we actually live in it, and possession is nine-tenths of the law.
Power dressing	Style of dressing intended to give the impression of assertiveness and competence.	My sister likes casual clothes but power dresses for work.
Pot calling the kettle black.	Refers to a person criticising another person for something that the first person does also.	My brother complained that I borrowed his shirt without asking him but he is always borrowing my things. Talk about the pot calling the kettle black!
Pot luck	Take a chance.	I have not booked seats for the play but will turn up and take pot luck.
Pot shot	A shot taken at an easy target.	The debate was very entertaining as there were two influential economists in the audience taking pot shots at the finance ministers claims.
Pour petrol (fuel) on a fire	Worsen an already bad situation.	Criticising Saad when he is in a bad mood is like pouring petrol on a fire.
Pound of flesh	Something owed where repayment is ruthlessly demanded in full.	He wants revenge and won't be satisfied until he takes his pound of flesh.

Term	Meaning	Example of use
	Used to signify excessive demands	My manager is a slave driver. You really have to give your pound of flesh to him.
Pull oneself together	Compose oneself; gather one's wits.	My wife was shaken up by the accident but was fine once she pulled herself together.
Pull out all the stops	Make every possible effort.	I will pull out all the stops to pass these exams.
Pull together	Work as a team.	We must all pull together if we are to win this tender.
Pull up short	Stop suddenly.	Vazir was way ahead in the race but he pulled up short because of an injury and this allowed Waheed to win.
Pull the wool over your eyes	To deceive.	When I asked for an explanation of the increase in the figure, they tried to pull the wool over my eyes.
Pull through	Recover.	It is sad that Irum has lost her husband but I am sure she will pull through with the help of her family.
Pull up one's socks	Make an effort	There is no point just staring at a task. You must pull your socks up and get on with it.
Pull your finger out	Hurry up get to it.	If we do not pull our finger out, we are going to miss the train.
Pulling a leg	Tricking someone.	Please don't take what I told you seriously; I was only pulling your leg.
Push the boat out	To spend generously.	I work hard all year so I always push the boat out when booking a holiday.
Put a sock in it	Be quiet.	Please put a sock in it, I am trying to get some work done.
Put one's best foot forward	Make one's best effort.	I know that it is a difficult task but the sooner that we put our best foot forward the sooner it will be finished.
Put the cart before the horse.	Start at the wrong end; do things in the wrong order.	You must graduate before you get married otherwise you would be putting the cart before the horse.
Put the dampers on something	Make something less enjoyable or create depression.	The bad weather put the dampers on our vacation.
Putting on airs and graces	Trying to give an impression that you are better than you are or belong to a higher social class.	It's no good putting on airs and graces with me.
Put one's foot in it.	Say something that is inadvertently offensive.	I am sorry that I put my foot in it yesterday when I asked you about the party in front of Umair. I did not know that everybody had not been invited.

Term	Meaning	Example of use
Putting two and two together.	Understanding something from hints or vague information.	I eventually put two and two together and realised that they did not want to invite me.
Queer street	Saying that a person is on queer street implies that they are in a difficult position such as being in debt.	The loss of my job has put me in queer street.
Queers one's pitch	Spoil someone's chances of doing something.	I was going to ask for a pay rise but Mudassar queered my pitch by telling our manager that I thought that we were paid quite generously.
Rank and file	Ordinary members of an organisation or society	The senior management were told today and the rank and file will be told tomorrow.
Raining cats and dogs	Raining very heavily.	It's raining cats and dogs out there.
Raise a person's dander (get a person's dander up)	Make a person angry.	Unfair criticism is guaranteed to raise my dander (or get my dander up).
Read between the lines	Infer a meaning which is not obvious from available information.	Reading between the lines, I think that their company is in trouble.
Read the riot act	Reprimand.	If the children continue to misbehave you must read them the riot act to them.
Real brick	A good, helpful or trustworthy person.	Maria was a real brick in helping to solve that problem
Red carpet	Honorary treatment, lavish hospitality.	My wife's family always put out the red carpet for me when we go to visit them.
Red herring	Something that diverts attention from, and is irrelevant to, the main issue.	The fact that you were on time today is a red herring. You have been late on 12 other occasions in this month alone.
Red letter day	A special day.	It was a red-letter day for the family when my brother returned home from studying overseas.
A red rag to a bull	Something that is certain to make somebody angry.	It is like a red rag to a bull when you try to justify paying women a lower salary than a man for doing the same job.
Red tape	Bureaucracy	Many businesses have complained that there is too much red tape involved in the importing and exporting goods.
Ride a high horse	Be arrogant.	I do not know why he is on such a high horse. We both went to the same school and our families live next door to each other.
Ride roughshod	Act with utter disregard of other considerations.	We will not permit the police to ride roughshod over the rights of ordinary people.

Term	Meaning	Example of use
Rigmarole	A long complicated and confusing procedure.	If you have a connecting flight, you can avoid the rigmarole of checking your luggage in twice by booking it through to your final destination.
Ring of truth	Sound true.	It was an unusual story but it had a ring of truth about it.
Rise to the challenge (occasion)	To meet a challenge.	The main speaker failed to turn up but our chairman rose to the occasion and made the conference a success.
Rolling stone	A person who does not settle down for long in one place.	Raza is like a rolling stone, moving from city to city and never settling down.
Rob Peter to pay Paul	To discharge one debt by incurring another.	Borrowing money from one bank to pay a debt to another bank is just robbing Peter to pay Paul.
	Diverting resources from somewhere that they are already used well.	Spending less time studying English in order to spend more time studying maths is simply robbing Peter to pay Paul.
Rock the boat	Disturb a situation which is otherwise stable	I was going to ask my manager for some time off but we are very busy so I decided not to rock the boat.
Royal road	An easy or direct way of achieving something.	It would be good to walk the royal road in life but most of us have to work hard.
Rub up the wrong way	Irritate.	Unfair criticism is guaranteed to rub me up the wrong way.
Ruling the roost	Being in charge.	Who rules the roost at your house?
Run around in circles	A lot of activity without accomplishing anything	I have been running around in circles all day and do not seem to have finished anything.
Run the gauntlet	Endure a series of criticisms or harsh treatments of some kind	The minister had to run the gauntlet of cries for him to resign after the overspending of his department became known.
Run with the hare and hunt with the hounds	Supporting two sides at once.	The opposition party are trying to run with the hare and hunt with the hounds praising management for resisting pay demands but supporting workers in their strike
Safe and sound	Unharmed and whole or healthy.	It was a rough trip, but we arrived safe and sound.
Salad days	Days of youthful inexperience.	I often think back to my salad days, before marriage and children.
Saved by the bell	Saved by a last-minute intervention.	It was my turn to wash the dishes but I was saved by the bell when I was called away.
Scapegoat	A person made to unfairly take the blame for something.	The managing director became a scapegoat for the oil spill and, in the end, he had to resign.

Term	Meaning	Example of use
Scot free	Escaping without punishment or censure.	If you don't take out a complaint against him, he will get off scot-free!
See eye to eye	Be in agreement.	We never saw eye to eye on this question.
See the light.	Understand	I used to find calculus to be very difficult but then I had an excellent teacher and I saw the light.
Seen better days	Refers to something that has been well used.	That dress she is wearing has seen better days.
Send someone packing	Dismiss them.	There were some children making a noise on the street but my father sent them packing.
Sent to Coventry	To be ignored or ostracised.	After the strike had finished, those who continued working during the strike were sent to Coventry.
Separate the wheat from the chaff	Separate good from bad.	The managers had hoped that the new employee evaluation procedure would enable them to separate the wheat from the chaff.
Set (get, start) off on the wrong foot	To start things incorrectly.	We set off on the wrong foot by starting the plan before we had all of the necessary resources in place.
Seventh heaven	A state of great joy and satisfaction.	I was in seventh heaven when we beat India in the world cup match.
Shaggy dog story	A lengthy, improbable and pointless story, often told in an attempt at humour.	My grandfather is always telling shaggy dog stories, which nobody finds funny except him.
Shake a leg	Hurry up.	You must shake a leg or we will be late
Shipshape and Bristol fashion	In first-class order.	She went to the hotel the day before the wedding in order to ensure that everything was 'ship shape and Bristol fashion' for the reception.
Short shrift	Quick work	Ahmed made short shift of that job.
	Little regard followed by rejection.	The bank paid short shrift to my loan application.
Show a clean pair of heels	Run or act faster than someone else.	When the bell rang for the end of the class, Asif showed everyone all a clean pair of heels as he left the room in a hurry.
Show someone the door	Ask someone to leave.	When Zohair started the argument we showed him the door.
Sick of	Tired of something or someone.	I am really sick of studying!
Sight for sore eyes	A welcome sight; someone or something you are glad to see.	This meal is a sight for sore eyes!
Silver tongued	Plausible and eloquent.	I enjoyed listening to the silver-tongued presenter.



Term	Meaning	Example of use
Separate the sheep from the goats	Separate the good from the bad.	I'll look through the application forms and separate the sheep from the goats.
Sit on the fence	Avoid taking sides.	I am going to sit on the fence during this election as I do not really care who wins.
Skating on thin ice	Said of a person taking a risk.	Any person who turns up at the airport only 40 minutes before their flight is skating on thin ice.
Skeleton in the cupboard	A secret source of shame.	If you want to be a successful politician, you can't afford to have too many skeletons in your cupboard.
Slap on the wrist	A light telling off.	His manager gave him a slap on the wrist for the file being untidy.
Sledgehammer to crack a nut	A disproportionate response to overcome a minor problem.	Holding a legal review to look into this problem is like using a sledgehammer to crack a nut because it affects so few people.
Sling mud.	To try to cause a low opinion about somebody.	Companies should think carefully before slinging mud at their competitors because some mud might be slung back at them.
Sling your hook	An impolite way of telling someone to go away.	If you have nothing better to do I suggest you sling your hook!
Small talk	Casual or trivial conversation, chitchat.	We stood around making small talk until the guest of honour arrived.
Smell a rat	Be suspicious	Something is not quite right here. I think that I can smell a rat.
Snake in the grass	An untrustworthy and deceitful person. (Similar to "two faced").	I thought that he was my friend but he bought an apartment after I had told him that I was buying it. What a snake in the grass!
Sold down the river	Betrayed or cheated.	The employees felt as if they had been sold down the river when they were dismissed in spite of assurances that this would not happen.
Sour grapes	Disdain for something after a person has failed to achieve it.	When I beat Omar to the position, he was full of sour grapes, saying that it was not a very good job anyway.
Spick and span	Very tidy.	This house had better be spick and span when I return.
Spill the beans	To divulge a secret.	If you don't tell them then I will have to spill the beans.
Spread like wild fire	Disseminate or circulate very quickly.	The rumour that he had left spread like wildfire.
Square peg in a round hole.	Something or someone that does not fit; Often said of a person who is not suitable in some way	Zain is like a square peg in a round hole in his new job. All of his colleagues seem so dedicated to the work, but he just wants to make a living.

Term	Meaning	Example of use
Stalking horse	A decoy used to cover one's true purpose.	I do not think that they have any intention of changing their supplier. They have invited us to tender as a stalking horse to drive the price down.
Start from scratch	Begin (again) from the beginning.	The decorator did such poor work that in the end I dismissed him and we had to start from scratch.
Steal a march	Gain an advantage.	Our competitor stole a march on us by launching a new product much earlier than expected.
Steal one's thunder	Use somebody else's ideas or take credit for somebody else's efforts.	My colleague is always stealing my thunder by claiming that he wrote the book when in point of fact he begged me to give joint authorship even though he had made no contribution to the work.
Steal one's thunder	Act in a way that prevents a person receiving the credit that they might otherwise have been given.	Liebniz's publication of his work on calculus stole Newton's thunder. (There is an argument about who should be credited with the invention of this area of mathematics)
Stick to one's guns.	Keep going. Maintain a position.	Kabir is sticking to his guns on this issue in spite of all attempts to persuade him otherwise.
A stone's throw	A short distance.	Hussain lives within a stone's throw of me.
Storm in a tea cup	A fuss about nothing.	The rail chief said that the outrage over recent delays was just a storm in a teacup and that the service would soon be back to normal.
Straight up	Honestly.	I saw your sister in town. Straight up!
Straight from the horse's mouth	From somebody who should know.	The information about exam results is straight from the horse's mouth. I talked to one of the markers.
Strain every nerve and sinew	Try very hard.	I will strain every nerve and sinew to pass these exams
Straw poll	An unofficial vote taken to obtain an indication of the general trend of opinion.	A straw poll of staff in the office indicated that very few people believed what was said on the programme.
Straw that broke the camel's back.	The last of a series of events that finally triggers action.	The third time he was late this week was the straw that broke the camel's back and he was dismissed.
Stretch a point	Said of a statement that is not completely true.	To say that everyone agrees with the proposal is stretching the point.
Strike while the iron is hot	Act decisively to take advantage of an opportunity.	House prices are very low so we should strike while the iron is hot if we want a bigger house.
Stuck up	Conceited	Javeria is stuck up because her family is the wealthiest in town but that does not make her a special person.
Sure as eggs is eggs	To be absolutely certain.	I am as sure as eggs is eggs that I saw you with Ali last night.

Term	Meaning	Example of use
Sweep the board	Win everything	Students from our firm swept the board of exam prizes at the last sitting.
Swing the lead	Avoid work. Pretend to be ill.	I do not like working with Taj as he is always swinging the lead and I end up having to do his work as well.
Take a leap in the dark	Acceptance of an idea or conclusion largely on faith.	We had to make quite a leap in the dark to accept his promise after the last time he let us down.
Take a rain check	Delaying acceptance of an invitation to a later date.	I'll take a rain check on that coffee tonight, if that's all right.
Take after	To resemble.	The son takes after his father.
Take heart from something	Take courage from something.	He will be home soon so take heart.
Take in to custody;	Arrest.	Seven men were taken into custody during the police raid.
Take the bull by the horns	Seize an opportunity or tackle a problem head on.	He was late again today so I took the bull by the horns and told him that he was letting us all down.
Take someone down a peg or two	To reduce or lower someone's high opinion of themselves.	Latif had been boasting that he found the subject to be easy but his disappointing results took him down a peg or two.
Take (someone) for a ride	To fool or trick someone	We were taken for a ride by the brochure because the hotel was nowhere near as good as the brochure implied.
Take to one's heels	Run away	When the police arrived the criminals took to their heels.
Take umbrage	Take offence.	My father took umbrage with my brother when he was rude to my mother.
Take with a pinch of salt	Do not take it seriously.	He did not mean to be unkind so you should take what he said with a pinch of salt.
Taken aback	Surprised or startled.	I was quite taken aback when she told me the news.
Talking shop	To talk about business or work matters at a social event	My wife was annoyed (took umbrage) because I was talking shop with my friends at the barbeque.
Tarred with the same brush	Claimed to share the same characteristics (usually bad ones).	Just because some sports fans cause trouble at a match does not mean that all others should be tarred with the same brush.
(On) tenterhooks	Nervously waiting for something.	We are on tenterhooks waiting for the birth of our first grandchild.
The full Monty	Complete, the whole thing.	The reporters were not expecting the actor to say much about the reason that he had resigned from the movie but he gave them the full Monty, telling them all of the details behind his decision.

Term	Meaning	Example of use
The lion's share	The biggest part of something.	The lion's share of the museum's budget goes on special exhibitions.
The real McCoy	The real thing - not a substitute.	This laptop was so cheap that I thought there might be a problem with it but it is the real McCoy.
The writing is on the wall	It is likely that something bad is going to happen.	The manager knew that the writing was on the wall after the recent poor performance so he resigned before he was dismissed.
Throw down the gauntlet	To challenge someone to an argument.	The official threw down the gauntlet to the reporter and challenged him to prove his claims of wrongdoing.
There but for the grace of God go I	Implies that the speaker could be in similar trouble if the circumstances were different.	Any person could make a simple error in adding a column of figures up so do not worry about it. There but for the grace of God go I.
Thankless task	Unpleasant work performed with lack of appreciation from others.	Sending our reminders for debts is thankless task. The debtors do not like receiving them and my boss thinks that I should have collected the cash earlier.
Thick as thieves	Very close; always together.	My friend and I were as thick as thieves before it all happened.
Think outside the box	Think creatively, unimpeded by orthodox or conventional constraints.	We need to think outside the box to deal with this situation.
Through thick and thin	Through good times and bad times.	They remained friends through thick and thin.
Throw cold water on.	Discourage.	I wanted to travel to America in the summer but my father has poured cold water on the idea as he wants me to help with our business.
Throw dust in one's eyes	Confuse	His comment about the new product was an attempt to throw dust in our eyes.
Throw the towel (cards) in	Give up.	I have decided to throw the towel in as I cannot take any more.
Tie the knot	Get married.	They are going to tie the knot tomorrow.
Toe the line	To do what is expected.	Any minister who refused to toe the line was sacked from the cabinet by the president.
Tongue in cheek	Not meant to be taken seriously.	My comment was about your dress sense were made tongue in cheek and I am sorry if they upset you.
Tooth and nail	All available resource or with unrelenting effort.	Local residents affected by this decision have said that they will fight it tooth and nail.
Turn a deaf ear	Refuse to listen	I explained that it was not my fault that I was late but my manager turned a deaf year to my excuse.

Term	Meaning	Example of use
Turn one's nose up	Look down in scorn at a person.	I do not know why she is turning up her nose at us as we have never harmed her.
Turn over a new leaf	To change one's ways.	My son was very lazy at school but he turned over a new leaf and studied hard at university.
Turn the tables	Switch from a losing to a winning position.	I was well ahead of Ali in the first year but he has turned the tables and is ahead of me in this year's exams.
Turn the tide	To change what looks like defeat into victory	I thought that I would never be able to finish this on time but I have managed to turn the tide.
Turncoat	A person who changes sides in an argument or shifts allegiance from one group to another.	Several MPs were turncoats in the vote by siding with the opposition.
Turn up for the book	An unexpected occurrence.	My brother studying instead of going out with his friends? There's a turn up for the books!
Two faced	Hypocritical; double dealing; Deceitful and insincere especially by pretending one set of feelings but acting on another.	I realised how two faced Asad was when I found out that he was saying bad things about me to others but was happy to study with me.
Two-penny's worth (tuppence worth)	A person's opinion.	I was asked for my opinion so I gave them my two-penny's worth on the new policy.
Ugly duckling	An ugly or unpromising child who grows into a beautiful or worthy person.	My sister was plain as a child, a real ugly duckling, but she is now a very pretty lady.
Under a cloud	Under suspicion of having done something wrong.	Since the money disappeared every one of us is under a cloud.
Under the weather	Not feeling well.	I am feeling under the weather today so will not be going to work.
Ups and downs	Alternating periods of good and bad fortune.	Although Omair and I are good friends, we do have our ups and downs.
Up to date	Informed of or reflecting the latest information or changes.	My iPod software is completely up to date.
Up to the mark	To be good enough.	His work is always up to the mark.
Up sticks	To move on and live somewhere else.	Without any warning, Nasir upped sticks and went to live in the Punjab.
Up in the air	Undecided about someone or something.	I was planning on going on vacation next week but the news that my brother is visiting the city have put all of my plans up in the air.
Upper crust	The highest social class or group.	Shahid had been to a very good school and had some very upper crust friends and acquaintances.

Term	Meaning	Example of use
Upper hand	A superior position.	I think that we have the upper hand in these negotiations but we must not be complacent.
Upset the applecart	Disturb the current situation; mess up something.	Vazir really upset the applecart when he told Sohaib what I had said.
Use your loaf	Use your head; think.	I need to use my loaf in order to solve this problem.
Warts and all	Something as it is without concealing the bad parts.	I know that you are still working on the report but let me see it now warts and all.
Wash one's dirty linen in public.	To discuss unpleasant private affairs in the presence.	Uzair walked out of the coffee shop when he and his wife started arguing as he refused to wash his dirty linen in public
Wash one's hands of something	To absolve oneself of responsibility or future involvement.	My father said that he would wash his hands of my brother if he did not study hard for his exams.
Washout	A failure where no effort has been made.	My colleague's attempt to write the material was a complete washout.
Wear and tear.	Naturally occurring damage from normal use of an item.	I lent him my camera to go on holiday but when he returned it to me it had suffered damage beyond normal wear and tear.
Welcome with open arms	Welcome warmly	Imran studied in England for several years and when he returned home his family welcomed him with open arms.
Well off	Wealthy - well provided for.	Their father is a gold merchant so they are very well off.
Wet blanket	A person or thing that dampens enthusiasm or enjoyment.	Raz was a real wet blanket at the party and spoiled everybody's fun!
Wheeler dealer	An unscrupulous person with an eye for a quick profit who operates without regard for others.	You should be careful of doing business with him as he is a bit of a wheeler dealer.
Whip round	An impromptu collection of money from a group of people.	The staff at the office had a whip round to buy Talat a present for his birthday.
Whipping boy	One who is blamed for the faults of others. (Similar to scapegoat)	I am not accepting the blame for this. I am nobody's whipping boy!
Whistle for it	A statement that implies you will not give a person something that he wants.	If he expects me to help him after he insulted me, he can whistle for it.
White-collar work	Office work	I am the first person in my family to have a white-collar job.

Term	Meaning	Example of use
White elephant	A possession for which the benefits of ownership are outweighed by the costs and problems of ownership.	The town hall is a white elephant as it is expensive to heat in the winter, expensive to cool in the summer and cannot be sold as it is in an area of the town where nobody wants land.
Wild goose chase	A hopeless quest.	Laila was angry because she was sent on a wild goose chase.
Win hands down	Win easily, with little effort.	When we play draughts I usually win hands down.
Without batting an eyelid	Act calmly without showing signs of distress when something bad happens.	Imran did not bat an eyelid when he found out how expensive the repair would be.
Wolf in sheep's clothing	A dangerous person pretending to be harmless. A person who appears to be different to the way he really is.	He gives the impression of being kind and thoughtful but be careful of him because he is a wolf in sheep's clothing.
Wooden spoon	Said to be the prize for person or team that comes last in a competition.	We were not sorry that England got the wooden spoon this time.
Work cut out for us	Refers to there being a lot to do.	We will have our work cut out for us if we are to finish this project on time.
Worth his salt	Competent.	Do not worry about your cracked tooth. Any dentist worth his salt will be able to fix it.
Wrong end of the stick	To misinterpret a situation.	My friend saw me out with my sister last night and took hold of the wrong end of the stick by thinking that we were a couple.
Wreak havoc	To cause a lot of trouble with something; to ruin or damage something.	Your bad attitude will wreak havoc with my project.
You scratch my back and I'll scratch yours	Refers to a favour in return for a favour.	I will help you with your maths if you help me with my English, a case of if you scratch my back, I'll scratch yours.

### Foreign Phrases

Phrase	Meaning	Illustration
ad hoc (Latin)	for this purpose	The minister created an ad hoc committee to look into the problem.
ad infinitum (Latin)	endlessly, forever	Improvements to computer specifications cannot continue ad infinitum; at some point, a plateau will be reached.
ad nauseam (Latin)	to a tiresomely excessive degree	The coverage of the royal wedding was covered ad nauseam on every news programme.
aficionado (Spanish)	a person who is very knowledgeable and enthusiastic about a subject	Parvez is a chess aficionado.
alfresco (Italian)	in the open air	It was such a lovely evening, the family decided to dine alfresco on their terrace.
angst (German)	a strong feeling of anxiety or dread	Some of the proposals have caused a great deal of angst among the workforce.
Bête noir (French)	something feared, a weakness	Matrix algebra is my bête noir.
bona fide (Latin)	good faith;	We have made a bona fide offer to buy their shares.
	genuine	This is a bona fide Leonardo da Vinci drawing.
carpe diem (Latin)	cease the day, take your opportunity	At the start of the year, the school principal said "You have been given a great opportunity; carpe diem boys, carpe diem".
carte blanche (French)	full discretionary power to act	The minister has been given carte blanche to sort out the industrial crisis.
cause célèbre (French)	famous case, a controversial issue that attracts a great deal of public interest	The company's failure to explain the accounting errors has become something of a cause célèbre in the financial press.
caveat (Latin)	warning	The minister said that the economy should continue to grow at its current rate for the next few years but, added a caveat that this may not occur if expectations of pay increases were unrealistic.
caveat emptor (Latin)	let the buyer beware	Many people have lost money on this investment but it is no fault but their own. After all caveat emptor.
cognoscenti (Italian)	people who well informed on a topic	People were surprised when the author won the award as he was known only by the literary cognoscenti.
de facto (Latin)	in fact	We own only 40% of the shares but this gives us de facto control of the company because ownership of the other 60% is shared among hundreds of investors



Phrase	Meaning	Illustration
déjà vu (French)	an experience of thinking that a new situation had occurred previously	When I entered the building I had a strong sense of <i>déjà vu</i> . I later realised that it had reminded me of my school many years ago.
dolce vita (Italian)	sweet life	Farid is living the dolce vita since passing his exams.
e.g (exempla gratia) (Latin)	for example	The zoo has a wide collection of African animals e.g. lions, zebras and elephants.
etc. (et cetera) (Latin)	and other similar things	The zoo has a wide collection of African animals e.g. lions, zebras, elephants etc.
en masse (French)	in a mass, all together	The MPs from the party rose and left en masse.
enfant terrible (French)	a terrible child (literally), used to describe a person who behaves in an unconventional or controversial way	Waheed was the enfant terrible of the cricket club.
ex ante (Latin)	based on a forecast rather than on actual results	Economists as a profession have ex ante overestimated the cost of virtually every piece of environmental regulation ever enacted
ex post (Latin)	based on actual results rather than on a forecast	The analysis would be much more useful if carried out ex post rather than ex ante.
ex post facto (Latin)	with retrospective action or force	Even though the changes in tax rates were only confirmed in August they are to be applied ex post facto to profits from the start of the year.
fait accompli (French)	a situation that has been decided or completed leaving a person no option but to accept it	We were presented with a fait accompli when our son came to stay but brought three friends with him.
faux pas (French)	a social error	I committed a faux pas when I told him that he had a very pretty daughter and it turned out that she was his wife.
i.e. (id est) (Latin)	that is to say	There is only one course of action open to you, i.e. you must explain this to him as soon as possible.
in absentia (Latin)	in absence	The criminal did not attend the hearing but was convicted in absentia.
in loco parentis (Latin)	in place of the parent	The university employees are not in loco parentis; students are responsible for their own actions.
in situ (Latin)	in the original position	The project must be completed using the resources that are in situ.
ipso facto (Latin)	by that very act or fact	His failure to respond to the charges might be considered to be an ipso facto admission of guilt.
je ne sais quoi (French)	a quality that cannot be easily identified or explained	He is not handsome in the traditional sense but has a certain je ne sais quoi which gives him real presence.

Phrase	Meaning	Illustration
	(A literal translation is “I do not know what”),	
lingua franca (Italian)	a language used as a common language between speakers whose native languages are different.	English is the lingua franca of the seafaring.
mea culpa (Latin)	I am to blame, my mistake.	I am afraid that I provided you with the wrong figures. Mea culpa.
non sequitur (Latin)	A statement that does not logically follow a preceding statement.	Q. What kind of day have you had? A. I am going out tonight.
N.B. (note bene) (Latin and Italian)	Note well	You will need to work really hard this year. NB Irum, that means you too.
per annum (Latin)	for each year	The starting salary was Rs.480,000 per annum
per capita (Latin)	for each person	Qatar has the highest per capita GDP in the world.
per se (Latin)	by or in itself (or themselves)	Feeling ill in the Winter <i>per se</i> does not mean that you have the flu but it might do. Passing the exams does not guarantee <i>per se</i> that you will be a good accountant but they will certainly help.
persona non grata (Latin)	an unacceptable or unwelcome person	He was acquitted but for the villagers he is still persona non grata.
prima facie (Latin)	at first sight, clear and evident	The refusal of local authorities to allow African Americans to enrol at university was prima facie evidence of deep-seated racism in the southern states of the USA in the early 1960s.
pro bono (Latin)	free, no charge	The firm provides its accountancy service to the charity on a pro bono basis.
que sera sera (Spanish)	whatever will be, will be (used to express that events are outside a speaker’s control)	There is no point in worrying as I have finished my exams. Que sera sera.
quid pro quo (Latin)	something for something	During the negotiations we agreed to drop our asking price as long as they made earlier payment <i>quid pro quo</i> .
raison d’être (French)	the most important reason or purpose for someone or something’s existence	She studies well at all of her lessons but music is her raison d’être.
schadenfreude (German)	pleasure derived from another’s misfortune	It was not very kind of me but I do admit to a feeling of schadenfreude when Australia beat England 5-0 in the test series.
status quo (Latin)	existing state of affairs	The government is looking to change the <i>status quo</i> because they hold the view that just because a state

Phrase	Meaning	Illustration
		of affairs has existed for a long time that does not mean the situation cannot be improved upon.
terra firma (Latin)	firm ground	My cousin was very sea sick but recovered quickly once his feet were back on terra firma.
tête-a-tête (French)	head-to-head (literally), in private, a private conversation.	The politician was engaged in a tête-a-tête with the foreign journalist.
verbatim (Latin)	using exactly the same words; corresponding word for word	I gave a verbatim account of what my manager had said.
vis-à-vis (French)	in relation to	The ambassador sought information about American polis <i>vis-à-vis</i> the crisis in Syria.
	as compared to	I will give you a decision soon but I am still considering the advantages <i>vis-à-vis</i> the disadvantages of your proposal.
vice versa (Latin)	or the other way around.	I will pay for the tickets to the cinema and you can buy the meal or vice versa.

