

JIWAJI UNIVERSITY GWALIOR



SELF LEARNING MATERIAL

FOR

B.SC. 2 YEAR Foundation Course

PAPER 2: English Language

PAPER CODE: 202

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WRITER

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Master of Computer Application

UNIT-1

1. Tree: Tina Morris

Tree **By Tina Morris.**

They did not tell us
What it would be like
Without trees.
Nobody imagined
That the whispering of leaves
Would grow silent
Or the vibrant jade of spring
Pale to grey death.
And now we pile
Rubbish on rubbish
In the dusty landscape
Struggling to create a tree.
But though the shape is right
And the nailed branches
Lean upon the wind
And plastic leaves
Lend colour to the twigs.
We wait in vain
For the slow unfurling of buds.
And no amount of loving
Can stir our weary tree
To singing.

2. Night of the Scorpion : Nissim Ezekiel

Night of the Scorpion

Nissim Ezekiel

I remember the night my mother
was stung by a scorpion. Ten hours
of steady rain had driven him
to crawl beneath a sack of rice.

Parting with his poison - flash
of diabolic tail in the dark room -
he risked the rain again.

The peasants came like swarms of flies
and buzzed the name of God a hundred times
to paralyse the Evil One.

With candles and with lanterns
throwing giant scorpion shadows
on the mud-baked walls
they searched for him: he was not found.
They clicked their tongues.

With every movement that the scorpion made his poison moved in Mother's blood, they
said.

May he sit still, they said
May the sins of your previous birth
be burned away tonight, they said.
May your suffering decrease
the misfortunes of your next birth, they said.
May the sum of all evil
balanced in this unreal world

against the sum of good
become diminished by your pain.
May the poison purify your flesh

of desire, and your spirit of ambition,
they said, and they sat around
on the floor with my mother in the centre,
the peace of understanding on each face.
More candles, more lanterns, more neighbours,

more insects, and the endless rain.

My mother twisted through and through,
groaning on a mat.

My father, sceptic, rationalist,
trying every curse and blessing,
powder, mixture, herb and hybrid.

He even poured a little paraffin
upon the bitten toe and put a match to it.

I watched the flame feeding on my mother.

I watched the holy man perform his rites to tame the poison with an incantation.

After twenty hours
it lost its sting.

My mother only said

Thank God the scorpion picked on me
And spared my children.

3. Idgah : By premchand Translated by Khushwant Singh.

Idgah : By premchand Translated by Khushwant Singh.

IDGAH

FESTIVAL OF EID

Premchand

Translator Kush want Singh

A full thirty days after Ramadan comes Eid. How wonderful and beautiful

is the morning of Eid! The trees look greener, the field more festive, the sky has a lovely pink glow. Look at the sun! It comes up brighter and more dazzling than before to wish the world a very happy Eid. The village is agog with excitement. Everyone is up early to go to the Eidgah mosque. One finds a button missing from his shirt and is hurrying to his neighbour's house for thread and needle. Another finds that the leather of his shoes has become hard and is running to the oil-press for oil to grease it. They are dumping fodder before their oxen because by the time they get back from the Eidgah it may be late afternoon. It is a good three miles from the village. There will also be hundreds of people to greet and chat with; they would certainly not be finished before midday.

The boys are more excited than the others. Some of them kept only one fast— and that only till noon. Some didn't even do that. But no one can deny them the joy of going to the Eidgah. Fasting is for the grown-ups and the aged. For the boys it is only the day of Eid. They have been talking about it all the time. At long last the day has come. And now they are impatient with people for not hurrying up. They have no concern with things that have to be done. They are not bothered whether or not there is enough milk and sugar for the vermicelli pudding. All they want is to eat the pudding. They have no idea why Abbajan is out of breath running to the house of Chaudhri Karim Ali. They don't know that if the Chaudhri were to change his mind he could turn the festive day of Eid into a day of mourning. Their pockets bulge with coins like the stomach of the pot-bellied Kubera, the Hindu God of Wealth. They are forever taking the treasure out of their pockets, counting and

recounting it before putting it back. Mahmood counts "One, two, ten, twelve"— he has twelve pice. Mohsin has "One, two, three, eight, nine, fifteen" pice. Out of this countless hoard they will buy countless things: toys, sweets, paper-pipes, rubber balls— and much else.

The happiest of the boys is Hamid. He is only four; poorly dressed, thin and famished-looking. His father died last year of cholera. Then his mother wasted away and, without anyone finding out what had ailed her she also died. Now Hamid sleeps in Granny Ameena's lap and is as happy as a lark. She tells him that his father has gone to earn money and will return with sack loads of silver. And that his mother has gone to Allah to get lovely gifts for him. This makes Hamid very happy. It is great to live on hope; for a child there is nothing like hope. A child's imagination can turn a mustard seed into a mountain. Hamid has no shoes on his feet; the cap on his head is soiled and tattered; its gold thread has turned black. Nevertheless Hamid is happy. He knows that when his father comes back with sacks full of silver and his mother with gifts from Allah he will be able to fulfil all his heart's desires. Then he will have more than Mahmood, Mohsin, Noorey and Sammi.

In her hovel the unfortunate Ameena sheds bitter tears. It is Eid and she does not have even a handful of grain. Only if her Abid were there, it would have been a different kind of Eid !

Hamid goes to his grandmother and says, "Granny, don't you fret over me!

I will be the first to get back. Don't worry!"

Ameena is sad. Other boys are going out with their fathers. She is the only 'father' Hamid has. How can she let him go to the fair all by himself? What if he gets lost in the crowd? No, she must not lose her precious little soul! How can he walk three miles? He doesn't even have a pair of shoes. He will get blisters on his feet. If she went along with him she could pick him up now and then. But then who would be there to cook the vermicelli? If only she had the money she could have bought the ingredients on the way back and quickly made the pudding. In the village it would take her many hours to get everything. The only way out was to ask someone for them.

The villagers leave in one party. With the boys is Hamid. They run on ahead of the elders and wait for them under a tree. Why do the oldies drag their feet? And Hamid is like one with wings on his feet. How could anyone think he would get tired?

They reach the suburbs of the town. On both sides of the road are mansions of the rich enclosed all around by thick, high walls. In the gardens mango and leechee trees are laden with fruit. A boy hurls a stone at a mango tree. The gardener rushes out screaming abuses at them. By then the boys are furlongs out of his reach and roaring with laughter. What a silly ass they make of the gardener!

Then come big buildings: the law courts, the college and the club. How many boys would there be in this big college? No sir, they are not all boys! Some are grown-up men. They sport enormous moustaches. What are such grown-up men going on studying for? How long will they go on doing so? What will they do with all their knowledge? There are only two or three grown-up boys in Hamid's school. Absolute duds they are too! They get a

thrashing every day because they do not work at all. These college fellows must be the same type— why else should they be there ! And the Masonic Lodge. They perform magic there. It is rumoured that they make human skulls move about and do other kinds of weird things. No wonder they don't let in outsiders! And the white folk play games in the evenings. Grown-up men, men with moustaches and beards playing games ! And not only they, but even their Memsahibs! That's the honest truth! You give my Granny that something they call a racket; she wouldn't know how to hold it. And if she tried to wave it about she would collapse.

Mahmood says, "My mother's hands would shake; I swear by Allah they would!"

Mohsin says, "Mine can grind maunders of grain. Her hand would never shake holding a miserable racket. She draws hundreds of pitchers full of water from the well every day. My buffalo drinks up five pitchers. If a Memsahib had to draw one pitcher, she would go blue in the face."

Mahmood interrupts, "But your mother couldn't run and leap about, could she?"

"That's right," replies Mohsin, "she couldn't leap or jump. But one day our cow got loose and began grazing in the Chaudhri's fields. My mother ran so fast after it that I couldn't catch up with her. Honest to God, I could not!"

So we proceed to the stores of the sweet-meat vendors. All so gaily decorated! Who can eat all these delicacies? Just look! Every store has them piled up in mountain heaps.

They say that after 11 nightfall, Jinns come and buy up everything. "My Abba says that at midnight there is a Jinn at every stall. He has all that remains weighed and pays in real rupees, just the sort of rupees we have,"

says Mohsin.

Hamid is not convinced. "Where would the Jinns come by rupees?"

"Jinns are never short of money," replies Mohsin. "They can get into any treasury they want. Mister, don't you know no iron bars can stop them? They have all the diamonds and rubies they want. If they are pleased with anyone they will give him baskets full of diamonds. They are here one moment and five minutes later they can be in Calcutta."

Hamid asks again, "Are these Jinns very big?"

"Each one is as big as the sky," asserts Mohsin. "He has his feet on the ground, his head touches the sky. But if he so wanted, he could get into a tiny brass pot."

"How do people make Jinns happy?" asks Hamid. "If anyone taught me the secret, I would make at least one Jinn happy with me."

"I do not know," replies Mohsin, "but the Chaudhri Sahib has a lot of Jinns under his control. If anything is stolen, he can trace it and even tell you the name of the thief. Jinns tell him everything that is going on in the world."

Hamid understands how Chaudhri Sahib has come by his wealth and why people hold him in so much respect. It begins to get crowded. Parties heading for the Eidgah are coming into town from different sides— each one dressed better than the other. Some on tongas and ekkas, some in motorcars. All wearing perfume; all bursting with excitement.

Our small party of village rustics is not bothered about the poor show they make. They are a calm, contented lot.

For village children everything in the town is strange. Whatever catches their eye, they stand and gape at it with wonder. Cars hoot frantically to get

them out of the way, but they couldn't care less. Hamid is nearly run over by a car.

4. Letter to God : G.L.Sawnteh

Letter to God

By G.L.Swanteh

Translated by Donald A. Yates

The house – the only one in the entire valley – sat on the crest of a low hill. From this height one could see the river and, next to the corral, the field of ripe corn dotted with the kidney bean flowers that always promised a good harvest.

The only thing the earth needed was a rainfall, or at least a shower. Throughout the morning Lencho – who knew his fields intimately – had done nothing else but scan the sky toward the northeast.

“Now we’re really going to get some water, woman.”

The woman, who was preparing supper, replied: “Yes, God willing.”

The oldest boys were working in the field, while the smaller ones were playing near the house, until the woman called to them all: “Come for dinner...”

It was during the meal that, just as Lencho had predicted, big drips of rain began to fall. In the northeast huge mountains of clouds could be seen approaching. The air was fresh and sweet.

The man went out to look for something in the corral for no other reason than to allow himself the pleasure of feeling the rain on his body, and when he returned he exclaimed: “those aren’t raindrops falling from the sky, they’re new coins. The big drops are ten-centavo pieces and the little ones are fives...”

With a satisfied expression he regarded the field of ripe corn with its kidney bean flowers, draped in a curtain of rain. But suddenly a strong wind began to fall. These truly did resemble new silver coins. The boys, exposing themselves to the rain, ran out to collect the frozen pearls.

“It’s really getting bad now,” exclaimed the man, mortified. “I hope it passes quickly.”

It did not pass quickly. For an hour the hail rained on the house, the garden, the hillside, the cornfield, on the whole valley. The field was white, as if covered with salt. Not a leaf remained on the trees. The corn was totally destroyed. The flowers

were gone from the kidney bean plants. Lencho's soul was filled with sadness. When the storm had passed, he stood in the middle of the field and said to his sons: "A plague of locusts would have left more than this... the hail has left nothing: this year we will have no corn or beans..."

That night was a sorrowful one: "All our work, for nothing!"

"There's no one who can help us!"

But in the hearts of all who lived in that solitary house in the middle of the valley, there was a single hope: help from God.

"Don't be so upset, even though this seems like a total loss. Remember, no one dies of hunger!"

"That's what they say: no one dies of hunger...."

All through the night, Lencho thought only of his one hope: the help of God, whose eyes, as he had been instructed, see everything, even what is deep in one's conscience.

Lencho was an ox of a man, working like an animal in the fields, but still he knew how to write. The following Sunday, at day break, after having convinced himself that there is a protecting spirit he began to write a letter which he himself would carry to town and place in the mail.

It was nothing less than a letter to God.

"God," he wrote, "if you don't help me, my family and I will go hungry this year. I need a hundred pesos in order to resow the field and to live until the crop comes, because the hailstorm..."

He wrote "To God" on the envelope, put the letter inside and, still troubled, went to town. At the post office he placed a stamp on the letter and dropped it into the mailbox.

One of the employees, who was a postman and also helped at the post office, went to his boss, laughing heartily and showed him the letter to God. Never in his career as a postman had he known that address. The postmaster – a fat amiable fellow – also broke out laughing, but almost immediately he turned serious and, tapping the letter on his desk, commented: "what faith! I wish I had the faith of the man who wrote this letter. To believe the way he believes. To hope with the confidence that he knows how to hope with. Starting up a correspondence with God!"

So, in order not to disillusion that prodigy of faith, revealed by a letter that could not be delivered, the postmaster came up with an idea: answer the letter. But when he opened it, it was evident that to answer it he needed something more than good will, ink and paper. But he stuck to his resolution: he asked for money from his employee, he himself gave part of his salary, and several friends of his were obliged to give something "for an act of charity".

It was impossible for him to gather together the hundred pesos requested by Lencho, so he was able to send the farmer only a little more than half. He put the bills in an envelope addressed to Lencho and with them a letter containing only a signature:

GOD

The following Sunday Lencho came a bit earlier than usual to ask if there was a letter for him. It was the postman himself who handed the letter to him, while the postmaster, experiencing the contentment of a man who has performed a good deed, looked on from the doorway of his office.

Lencho showed not the slightest surprise on seeing the bills – such was his confidence – but he became angry when he counted the money. God could not have made a mistake, nor could he have denied Lencho what he had requested!

Immediately, Lencho went up to the window to ask for paper and ink. On the public writing table, he started to write with much wrinkling of his brow, caused by the effort he had to make to express his ideas. When he finished, he went to the window to buy a stamp, which he licked and then affixed to the envelope with a blow of his fist.

The moment that the letter fell into the mailbox the postmaster went to open it. It said;

“God: Of the money that I asked for only seventy pesos reached me. Send me the rest, since I need it very much. But don’t send it to me through the mail, because the post office employees are a bunch of crooks. Lencho.”

5. My Bank Account : Stephen Leacock

My Bank Account : Stephen Leacock

"My Bank Account" is a humorous story written by Mr. Stephen Leacock. He has been a professor of political science at McGill University in Montreal, Canada. He is better known for his humorous writings and short. His short stories make a very interesting reading. Professor Stephen Leacock was a famous humorous writer. He could never have been nervous. Actually he has invented the story, like other story writer to amuse his readers.

Summary.

In this story the author is the central figure. He says that he was always afraid of a bank. As he went there, he got frightened to see the clerks doing their work, the furniture of the bank, the sight of the money, etc. When he passed through the doors of a bank, he became an irresponsible fool. When his salary was raised to fifty (50) dollars a month, he thought that the bank was a right place for it. So he decided to open an account and save some money.

Unfortunately he had never before gone to a bank, nor had he ever heard about a method of opening a bank account.

He walked in the bank unsteadily and asked the accountant if he could see the manager in private. His request was complied with. The manager took him to a private room believing that he was a detective or a rich man. But when he told the manager that he wanted to open an account with only fifty-six (56) dollars at present and then fifty dollars (50) a month regularly, his attitude at once changed.

The manager sent him back to the accountant. This thing put the author in a fix. He was much surprised to find people looking at him in a mocking way. As soon as his account was opened and he got his cheque book. He was too upset now.

He wanted to withdraw only six (6) dollars for his present expenses but he wrote a cheque for fifty-six (56) dollars which was the whole amount of his deposit. The clerk was surprised and asked him if he was drawing it all out again. He realized his mistake but he was so miserable that he made a decision carelessly. He answered in affirmative. He could not explain it that he had written the amount by oversight.

The author tried to hide his foolishness by behaving as if he had been insulted by some of the bank employees. All the clerks were amazed and stopped writing.

He got back all his money and his account was closed. As he walked out of the bank, he heard a big roar of laughter from behind the door. Since then he used a bank no more. He kept his money in his pocket and his savings in silver dollars in a sock.

6. God sees the truth but waits : Leo Tolstoy

God sees the truth but waits

Leo Tostoy.

God Sees the Truth, But Waits

In the town of Vladimir lived a young merchant named Ivan Dmitrich Aksionov. He had two shops and a house of his own.

Aksionov was a handsome, fair-haired, curly-headed fellow, full of fun, and very fond of singing. When quite a young man he had been given to drink, and was riotous when he had had too much; but after he married he gave up drinking, except now and then.

One summer Aksionov was going to the Nizhny Fair, and as he bade good-bye to his family, his wife said to him, "Ivan Dmitrich, do not start to-day; I have had a bad dream about you."

Aksionov laughed, and said, "You are afraid that when I get to the fair I shall go on a spree."

His wife replied: "I do not know what I am afraid of; all I know is that I had a bad dream. I dreamt you returned from the town, and when you took off your cap I saw that your hair was quite grey."

Aksionov laughed. "That's a lucky sign," said he. "See if I don't sell out all my goods, and bring you some presents from the fair."

So he said good-bye to his family, and drove away.

When he had travelled half-way, he met a merchant whom he knew, and they put up at the same inn for the night. They had some tea together, and then went to bed in adjoining rooms.

It was not Aksionov's habit to sleep late, and, wishing to travel while it was still cool, he aroused his driver before dawn, and told him to put in the horses.

Then he made his way across to the landlord of the inn (who lived in a cottage at the back), paid his bill, and continued his journey.

When he had gone about twenty-five miles, he stopped for the horses to be fed. Aksionov rested awhile in the passage of the inn, then he stepped out into the porch, and, ordering a samovar to be heated, got out his guitar and began to play.

Suddenly a troika drove up with tinkling bells and an official alighted, followed by two soldiers. He came to Aksionov and began to question him, asking him who he was and whence he came. Aksionov answered him fully, and said, "Won't you have some tea with me?" But the official went on cross-questioning him and asking him. "Where did you spend last night? Were you alone, or with a fellow-merchant? Did you see the other merchant this morning? Why did you leave the inn before dawn?"

Aksionov wondered why he was asked all these questions, but he described all that had happened, and then added, "Why do you cross-question me as if I were a thief or a robber? I am travelling on business of my own, and there is no need to question me."

Then the official, calling the soldiers, said, "I am the police-officer of this district, and I question you because the merchant with whom you spent last night has been found with his throat cut. We must search your things."

They entered the house. The soldiers and the police-officer unstrapped Aksionov's luggage and searched it. Suddenly the officer drew a knife out of a bag, crying, "Whose knife is this?"

Aksionov looked, and seeing a blood-stained knife taken from his bag, he was frightened.

"How is it there is blood on this knife?"

Aksionov tried to answer, but could hardly utter a word, and only stammered: "I--don't know--not mine." Then the police-officer said: "This morning the merchant was

found in bed with his throat cut. You are the only person who could have done it. The house was locked from inside, and no one else was there. Here is this blood-stained knife in your bag and your face and manner betray you! Tell me how you killed him, and how much money you stole?"

Aksionov swore he had not done it; that he had not seen the merchant after they had had tea together; that he had no money except eight thousand rubles of his own, and that the knife was not his. But his voice was broken, his face pale, and he trembled with fear as though he went guilty.

The police-officer ordered the soldiers to bind Aksionov and to put him in the cart. As they tied his feet together and flung him into the cart, Aksionov crossed himself and wept. His money and goods were taken from him, and he was sent to the nearest town and imprisoned there. Enquiries as to his character were made in Vladimir. The merchants and other inhabitants of that town said that in former days he used to drink and waste his time, but that he was a good man. Then the trial came on: he was charged with murdering a merchant from Ryazan, and robbing him of twenty thousand rubles.

His wife was in despair, and did not know what to believe. Her children were all quite small; one was a baby at her breast. Taking them all with her, she went to the town where her husband was in jail. At first she was not allowed to see him; but after much begging, she obtained permission from the officials, and was taken to him. When she saw her husband in prison-dress and in chains, shut up with thieves and criminals, she fell down, and did not come to her senses for a long time. Then she drew her children to her, and sat down near him. She told him of things at home, and asked about what had happened to him. He told her all, and she asked, "What can we do now?"

"We must petition the Czar not to let an innocent man perish."

His wife told him that she had sent a petition to the Czar, but it had not been accepted.

Aksionov did not reply, but only looked downcast.

Then his wife said, "It was not for nothing I dreamt your hair had turned grey. You remember? You should not have started that day." And passing her fingers through his hair, she said: "Vanya dearest, tell your wife the truth; was it not you who did it?"

"So you, too, suspect me!" said Aksionov, and, hiding his face in his hands, he began to weep. Then a soldier came to say that the wife and children must go away; and Aksionov said good-bye to his family for the last time.

When they were gone, Aksionov recalled what had been said, and when he remembered that his wife also had suspected him, he said to himself, "It seems that only God can know the truth; it is to Him alone we must appeal, and from Him alone expect mercy."

And Aksionov wrote no more petitions; gave up all hope, and only prayed to God.

Aksionov was condemned to be flogged and sent to the mines. So he was flogged with a knot, and when the wounds made by the knot were healed, he was driven to Siberia with other convicts.

For twenty-six years Aksionov lived as a convict in Siberia. His hair turned white as snow, and his beard grew long, thin, and grey. All his mirth went; he stooped; he walked slowly, spoke little, and never laughed, but he often prayed.

In prison Aksionov learnt to make boots, and earned a little money, with which he bought *The Lives of the Saints*. He read this book when there was light enough in the prison; and on Sundays in the prison-church he read the lessons and sang in the choir; for his voice was still good.

The prison authorities liked Aksionov for his meekness, and his fellow-prisoners respected him: they called him "Grandfather," and "The Saint." When they wanted to petition the prison authorities about anything, they always made Aksionov their spokesman, and when there were quarrels among the prisoners they came to him to put things right, and to judge the matter.

No news reached Aksionov from his home, and he did not even know if his wife and children were still alive.

One day a fresh gang of convicts came to the prison. In the evening the old prisoners collected round the new ones and asked them what towns or villages they came from, and what they were sentenced for. Among the rest Aksionov sat down near the newcomers, and listened with downcast air to what was said.

One of the new convicts, a tall, strong man of sixty, with a closely-cropped grey beard, was telling the others what he had been arrested for.

"Well, friends," he said, "I only took a horse that was tied to a sledge, and I was arrested and accused of stealing. I said I had only taken it to get home quicker, and had then let it go; besides, the driver was a personal friend of mine. So I said, 'It's all right.' 'No,' said they, 'you stole it.' But how or where I stole it they could not say. I once really did something wrong, and ought by rights to have come here long ago, but that time I was not found out. Now I have been sent here for nothing at all... Eh, but it's lies I'm telling you; I've been to Siberia before, but I did not stay long."

"Where are you from?" asked some one.

"From Vladimir. My family are of that town. My name is Makar, and they also call me Semyonich."

Aksionov raised his head and said: "Tell me, Semyonich, do you know anything of the merchants Aksionov of Vladimir? Are they still alive?"

"Know them? Of course I do. The Aksionovs are rich, though their father is in Siberia: a sinner like ourselves, it seems! As for you, Gran'dad, how did you come here?"

Aksionov did not like to speak of his misfortune. He only sighed, and said, "For my sins I have been in prison these twenty-six years."

"What sins?" asked Makar Semyonich.

But Aksionov only said, "Well, well--I must have deserved it!" He would have said no more, but his companions told the newcomers how Aksionov came to be in Siberia; how some one had killed a merchant, and had put the knife among Aksionov's things, and Aksionov had been unjustly condemned.

When Makar Semyonich heard this, he looked at Aksionov, slapped his own knee, and exclaimed, "Well, this is wonderful! Really wonderful! But how old you've grown, Gran'dad!"

The others asked him why he was so surprised, and where he had seen Aksionov before; but Makar Semyonich did not reply. He only said: "It's wonderful that we should meet here, lads!"

These words made Aksionov wonder whether this man knew who had killed the merchant; so he said, "Perhaps, Semyonich, you have heard of that affair, or maybe you've seen me before?"

"How could I help hearing? The world's full of rumours. But it's a long time ago, and I've forgotten what I heard."

"Perhaps you heard who killed the merchant?" asked Aksionov.

Makar Semyonich laughed, and replied: "It must have been him in whose bag the knife was found! If some one else hid the knife there, 'He's not a thief till he's caught,' as the saying is. How could any one put a knife into your bag while it was under your head? It would surely have woke you up."

When Aksionov heard these words, he felt sure this was the man who had killed the merchant. He rose and went away. All that night Aksionov lay awake. He felt terribly unhappy, and all sorts of images rose in his mind. There was the image of his wife as she was when he parted from her to go to the fair. He saw her as if she were present; her face and her eyes rose before him; he heard her speak and laugh. Then he saw his children, quite little, as they were at that time: one with a little cloak on, another at his mother's breast. And then he remembered himself as he used to be--young and merry. He remembered how he sat playing the guitar in the porch of the inn where he was arrested, and how free from care he had been. He saw, in his mind, the place where he was flogged, the executioner, and the people standing around; the chains, the convicts, all the twenty-six years of his prison life, and his premature old age. The thought of it all made him so wretched that he was ready to kill himself.

"And it's all that villain's doing!" thought Aksionov. And his anger was so great against Makar Semyonich that he longed for vengeance, even if he himself should perish for it. He kept repeating prayers all night, but could get no peace. During the day he did not go near Makar Semyonich, nor even look at him.

A fortnight passed in this way. Aksionov could not sleep at night, and was so miserable that he did not know what to do.

One night as he was walking about the prison he noticed some earth that came rolling out from under one of the shelves on which the prisoners slept. He stopped to see what it was. Suddenly Makar Semyonich crept out from under the shelf, and looked up at Aksionov with frightened face. Aksionov tried to pass without looking at him, but Makar seized his hand and told him that he had dug a hole under the wall, getting rid of the earth by putting it into his high-boots, and emptying it out every day on the road when the prisoners were driven to their work.

"Just you keep quiet, old man, and you shall get out too. If you blab, they'll flog the life out of me, but I will kill you first."

Aksionov trembled with anger as he looked at his enemy. He drew his hand away, saying, "I have no wish to escape, and you have no need to kill me; you killed me long ago! As to telling of you--I may do so or not, as God shall direct."

Next day, when the convicts were led out to work, the convoy soldiers noticed that one or other of the prisoners emptied some earth out of his boots. The prison was searched and the tunnel found. The Governor came and questioned all the prisoners to find out who had dug the hole. They all denied any knowledge of it. Those who knew would not betray Makar Semyonich, knowing he would be flogged almost to death. At last the Governor turned to Aksionov whom he knew to be a just man, and said:

"You are a truthful old man; tell me, before God, who dug the hole?"

Makar Semyonich stood as if he were quite unconcerned, looking at the Governor and not so much as glancing at Aksionov. Aksionov's lips and hands trembled, and for a long time he could not utter a word. He thought, "Why should I screen him who ruined my life? Let him pay for what I have suffered. But if I tell, they will probably flog the life out of him, and maybe I suspect him wrongly. And, after all, what good would it be to me?"

"Well, old man," repeated the Governor, "tell me the truth: who has been digging under the wall?"

Aksionov glanced at Makar Semyonich, and said, "I cannot say, your honour. It is not God's will that I should tell! Do what you like with me; I am your hands."

However much the Governor! tried, Aksionov would say no more, and so the matter had to be left.

That night, when Aksionov was lying on his bed and just beginning to doze, some one came quietly and sat down on his bed. He peered through the darkness and recognised Makar.

"What more do you want of me?" asked Aksionov. "Why have you come here?"

Makar Semyonich was silent. So Aksionov sat up and said, "What do you want? Go away, or I will call the guard!"

Makar Semyonich bent close over Aksionov, and whispered, "Ivan Dmitrich, forgive me!"

"What for?" asked Aksionov.

"It was I who killed the merchant and hid the knife among your things. I meant to kill you too, but I heard a noise outside, so I hid the knife in your bag and escaped out of the window."

Aksionov was silent, and did not know what to say. Makar Semyonich slid off the bed-shelf and knelt upon the ground. "Ivan Dmitrich," said he, "forgive me! For the love of God, forgive me! I will confess that it was I who killed the merchant, and you will be released and can go to your home."

"It is easy for you to talk," said Aksionov, "but I have suffered for you these twenty-six years. Where could I go to now?... My wife is dead, and my children have forgotten me. I have nowhere to go..."

Makar Semyonich did not rise, but beat his head on the floor. "Ivan Dmitrich, forgive me!" he cried. "When they flogged me with the knot it was not so hard to bear as it is to see you now ... yet you had pity on me, and did not tell. For Christ's sake forgive me, wretch that I am!" And he began to sob.

When Aksionov heard him sobbing he, too, began to weep. "God will forgive you!" said he. "Maybe I am a hundred times worse than you." And at these words his heart grew light, and the longing for home left him. He no longer had any desire to leave the prison, but only hoped for his last hour to come.

In spite of what Aksionov had said, Makar Semyonich confessed, his guilt. But when the order for his release came, Aksionov was already dead.

UNIT-2

Basic English Language :

COMMON ENGLISH IDIOMS AND PHRASES

- 1. 'The best of both worlds'** – means you can enjoy two different opportunities at the same time.
"By working part-time and looking after her kids two days a week she managed to get the best of both worlds."
- 2. 'Speak of the devil'** – this means that the person you're just talking about actually appears at that moment.
"Hi Tom, speak of the devil, I was just telling Sara about your new car."
- 3. 'See eye to eye'** – this means agreeing with someone.
"They finally saw eye to eye on the business deal."
- 4. 'Once in a blue moon'** – an event that happens infrequently.
"I only go to the cinema once in a blue moon."
- 5. 'When pigs fly'** – something that will never happen.
"When pigs fly she'll tidy up her room."
- 6. 'To cost an arm and a leg'** – something is very expensive.
"Fuel these days costs an arm and a leg."
- 7. 'A piece of cake'** – something is very easy.
"The English test was a piece of cake."
- 8. 'Let the cat out of the bag'** – to accidentally reveal a secret.
"I let the cat out of the bag about their wedding plans."
- 9. 'To feel under the weather'** – to not feel well.
"I'm really feeling under the weather today; I have a terrible cold."
- 10. 'To kill two birds with one stone'** – to solve two problems at once.
"By taking my dad on holiday, I killed two birds with one stone. I got to go away but also spend time with him."

11. 'To cut corners' – to do something badly or cheaply.

"They really cut corners when they built this bathroom; the shower is leaking."

12. 'To add insult to injury' – to make a situation worse.

"To add insult to injury the car drove off without stopping after knocking me off my bike."

13. 'You can't judge a book by its cover' – to not judge someone or something based solely on appearance.

"I thought this no-brand bread would be horrible; turns out you can't judge a book by its cover."

14. 'Break a leg' – means 'good luck' (often said to actors before they go on stage).

"Break a leg Sam, I'm sure your performance will be great."

15. 'To hit the nail on the head' – to describe exactly what is causing a situation or problem.

"He hit the nail on the head when he said this company needs more HR support."

Idiom	Meaning	Usage
A blessing in disguise	a good thing that seemed bad at first	as part of a sentence
A dime a dozen	Something common	as part of a sentence
Beat around the bush	Avoid saying what you mean, usually because it is uncomfortable	as part of a sentence
Better late than never	Better to arrive late than not to come at all	by itself
Bite the bullet	To get something over with because it is inevitable	as part of a sentence
Break a leg	Good luck	by itself
Call it a day	Stop working on something	as part of a sentence
Cut somebody some slack	Don't be so critical	as part of a sentence
Cutting corners	Doing something poorly in order to save time or money	as part of a sentence

Easy does it	Slow down	by itself
Get out of hand	Get out of control	as part of a sentence
Get something out of your system	Do the thing you've been wanting to do so you can move on	as part of a sentence
Get your act together	Work better or leave	by itself
Give someone the benefit of the doubt	Trust what someone says	as part of a sentence
Go back to the drawing board	Start over	as part of a sentence
Hang in there	Don't give up	by itself
Hit the sack	Go to sleep	as part of a sentence
It's not rocket science	It's not complicated	by itself
Let someone off the hook	To not hold someone responsible for something	as part of a sentence
Make a long story short	Tell something briefly	as part of a sentence
Miss the boat	It's too late	as part of a sentence
No pain, no gain	You have to work for what you want	by itself
On the ball	Doing a good job	as part of a sentence
Pull someone's leg	To joke with someone	as part of a sentence
Pull yourself together	Calm down	by itself
So far so good	Things are going well so far	by itself
Speak of the devil	The person we were just talking about showed up!	by itself

That's the last straw	My patience has run out	by itself
The best of both worlds	An ideal situation	as part of a sentence
Time flies when you're having fun	You don't notice how long something lasts when it's fun	by itself
To get bent out of shape	To get upset	as part of a sentence
To make matters worse	Make a problem worse	as part of a sentence
Under the weather	Sick	as part of a sentence
We'll cross that bridge when we come to it	Let's not talk about that problem right now	by itself
Wrap your head around something	Understand something complicated	as part of a sentence
You can say that again	That's true, I agree	by itself
Your guess is as good as mine	I have no idea	by itself
A bird in the hand is worth two in the bush	What you have is worth more than what you might have later	by itself
A penny for your thoughts	Tell me what you're thinking	by itself
A penny saved is a penny earned	Money you save today you can spend later	by itself
A perfect storm	the worst possible situation	as part of a sentence
A picture is worth 1000 words	Better to show than tell	by itself
Actions speak louder than words	Believe what people do and not what they say	by itself
Add insult to injury	To make a bad situation worse	as part of a sentence
Barking up the wrong tree	To be mistaken, to be looking for solutions in the wrong place	as part of a sentence

Birds of a feather flock together	People who are alike are often friends (usually used negatively)	by itself
Bite off more than you can chew	Take on a project that you cannot finish	as part of a sentence
Break the ice	Make people feel more comfortable	as part of a sentence
By the skin of your teeth	Just barely	as part of a sentence
Comparing apples to oranges	Comparing two things that cannot be compared	as part of a sentence
Costs an arm and a leg	Very expensive	as part of a sentence
Do something at the drop of a hat	Do something without having planned beforehand	as part of a sentence
Do unto others as you would have them do unto you	Treat people fairly. Also known as "The Golden Rule"	by itself
Don't count your chickens before they hatch	Don't count on something good happening until it's happened.	by itself
Don't cry over spilt milk	There's no reason to complain about something that can't be fixed	by itself
Don't give up your day job	You're not very good at this	by itself
Don't put all your eggs in one basket	What you're doing is too risky	by itself
Every cloud has a silver lining	Good things come after bad things	by itself
Get a taste of your own medicine	Get treated the way you've been treating others (negative)	as part of a sentence
Give someone the cold shoulder	Ignore someone	as part of a sentence
Go on a wild goose chase	To do something pointless	as part of a sentence
Good things come to those who wait	Be patient	by itself

He has bigger fish to fry	He has bigger things to take care of than what we are talking about now	by itself
He's a chip off the old block	The son is like the father	by itself
Hit the nail on the head	Get something exactly right	by itself
Ignorance is bliss	You're better off not knowing	by itself
It ain't over till the fat lady sings	This isn't over yet	by itself
It takes one to know one	You're just as bad as I am	by itself
It's a piece of cake	It's easy	by itself
It's raining cats and dogs	It's raining hard	by itself
Kill two birds with one stone	Get two things done with a single action	by itself
Let the cat out of the bag	Give away a secret	as part of a sentence
Live and learn	I made a mistake	by itself
Look before you leap	Take only calculated risks	by itself
On thin ice	On probation. If you make another mistake, there will be trouble.	as part of a sentence
Once in a blue moon	Rarely	as part of a sentence
Play devil's advocate	To argue the opposite, just for the sake of argument	as part of a sentence
Put something on ice	Put a projet on hold	as part of a sentence
Rain on someone's parade	To spoil something	as part of a sentence
Saving for a rainy day	Saving money for later	as part of a sentence
Slow and steady wins the race	Reliability is more important than speed	by itself

Spill the beans	Give away a secret	as part of a sentence
Take a rain check	Postpone a plan	as part of a sentence
Take it with a grain of salt	Don't take it too seriously	as part of a sentence
The ball is in your court	It's your decision	by itself
The best thing since sliced bread	A really good invention	as part of a sentence
The devil is in the details	It looks good from a distance, but when you look closer, there are problems	by itself
The early bird gets the worm	The first people who arrive will get the best stuff	by itself
The elephant in the room	The big issue, the problem people are avoiding	as part of a sentence
The whole nine yards	Everything, all the way.	as part of a sentence
There are other fish in the sea	It's ok to miss this opportunity. Others will arise.	by itself
There's a method to his madness	He seems crazy but actually he's clever	by itself
There's no such thing as a free lunch	Nothing is entirely free	by itself
Throw caution to the wind	Take a risk	as part of a sentence
You can't have your cake and eat it too	You can't have everything	by itself
You can't judge a book by its cover	This person or thing may look bad, but it's good inside	by itself
A little learning is a dangerous thing	People who don't understand something fully are dangerous	by itself
A snowball effect	Events have momentum and build upon each other	as part of a sentence
A snowball's chance in hell	No chance at all	as part of a

		sentence
A stitch in time saves nine	Fix the problem now because it will get worse later	by itself
A storm in a teacup	A big fuss about a small problem	as part of a sentence
An apple a day keeps the doctor away	Apples are good for you	by itself
An ounce of prevention is worth a pound of cure	You can prevent a problem with little effort. Fixing it later is harder.	by itself
As right as rain	Perfect	as part of a sentence
Bolt from the blue	Something that happened without warning	as part of a sentence
Burn bridges	Destroy relationships	as part of a sentence
Calm before the storm	Something bad is coming, but right now it's calm	as part of a sentence
Come rain or shine	No matter what	as part of a sentence
Curiosity killed the cat	Stop asking questions	by itself
Cut the mustard	Do a good job	as part of a sentence
Don't beat a dead horse	Move on, this subject is over	by itself
Every dog has his day	Everyone gets a chance at least once	by itself
Familiarity breeds contempt	The better you know someone the less you like him	by itself
Fit as a fiddle	In good health	as part of a sentence
Fortune favours the bold	Take risks	by itself
Get a second wind	Have more energy after having been tired	as part of a sentence

Get wind of something	Hear news of something secret	as part of a sentence
Go down in flames	Fail spectacularly	as part of a sentence
Haste makes waste	You'll make mistakes if you rush through something	by itself
Have your head in the clouds	Not be concentrating	as part of a sentence
He who laughs last laughs loudest	I'll get you back for what you did	by itself
Hear something straight from the horse's mouth	Hear something from the person involved	as part of a sentence
He's not playing with a full deck	He's dumb	by itself
He's off his rocker	He's crazy	by itself
He's sitting on the fence	He can't make up his mind	by itself
It is a poor workman who blames his tools	If you can't do the job, don't blame it on others	by itself
It is always darkest before the dawn	Things are going to get better	by itself
It takes two to tango	One person alone isn't responsible. Both people are involved.	by itself
Jump on the bandwagon	Follow a trend, do what everyone else is doing	as part of a sentence
Know which way the wind is blowing	Understand the situation (usually negative)	as part of a sentence
Leave no stone unturned	Look everywhere	as part of a sentence
Let sleeping dogs lie	Stop discussing an issue	as part of a sentence
Like riding a bicycle	Something you never forget how to do	as part of a sentence
Like two peas in a pod	They're always together	as part of a

		sentence
Make hay while the sun shines	Take advantage of a good situation	as part of a sentence
On cloud nine	Very happy	as part of a sentence
Once bitten, twice shy	You're more cautious when you've been hurt before	by itself
Out of the frying pan and into the fire	Things are going from bad to worse	by itself
Run like the wind	Run fast	as part of a sentence
Shape up or ship out	Work better or leave	by itself
Snowed under	Busy	as part of a sentence
That ship has sailed	It's too late	by itself
The pot calling the kettle black	Someone criticizing someone else he is just as bad	as part of a sentence
There are clouds on the horizon	Trouble is coming	by itself
Those who live in glass houses shouldn't throw stones	People who are morally questionable shouldn't criticize others	by itself
Through thick and thin	In good times and in bad times	as part of a sentence
Time is money	Work quickly	by itself
Waste not, want not	Don't waste things and you'll always have enough	by itself
We see eye to eye	We agree	by itself
Weather the storm	Go through something difficult	as part of a sentence
Well begun is half done	Getting a good start is important	by itself
When it rains it pours	Everything is going wrong at once	by itself

You can catch more flies with honey than you can with vinegar	You'll get what you want by being nice	by itself
You can lead a horse to water, but you can't make him drink	You can't force someone to make the right decision	by itself
You can't make an omelet without breaking some eggs	There's always a cost to doing something	by itself

150 Common English Proverbs with Meanings and Examples

1. A bad workman always blames his tools.

This proverb is used when someone blames the quality of their equipment or other external factors when they perform a task poorly.

Example: X: The turkey isn't cooked well because the oven is not functioning well. Y: Well, it's the case of a bad workman blaming his tools.

2. A bird in the hand is worth two in the bush.

Things we already have are more valuable than what we hope to get.

Example: The question now is will Carmichael live to regret turning down such a lucrative offer? A bird in the hand...

3. Absence makes the heart grow fonder.

When people we love are not with us, we love them even more.

Example: When I was with her she always fought with me but now she cries for me on phone. I think that distance made her heart grow fonder.

4. A cat has nine lives.

Cat can survive seemingly fatal events.

Example: I haven't seen him for several weeks, but I wouldn't really worry about him. Everyone knows a cat has nine lives.

5. A chain is only as strong as its weakest link.

One weak part will render the whole weak.

Example: No matter how confident the team is, it is as strong as its weakest link – its defence.

6. Actions speak louder than words.

Actions are a better reflection of one's character because it's easy to say things, but difficult to act on them and follow through.

Example: Julie always says she'll donate to the school, and she never does, so I doubt she will this year. Actions speak louder than words, after all.

7. A drowning man will clutch at a straw.

When someone is in a difficult situation, s/he will take any available opportunity to improve it.

Example: After trying all reliable medicines, he is now visiting quacks to get a cure for his baldness. A drowning man will clutch at a straw.

8. A fool and his money are soon parted.

Foolish people do not know how to hold on to their money.

Example: She gave up her entire estate on the basis of a verbal promise. A fool and his money are indeed easily parted.

9. A journey of a thousand miles begins with a single step.

Howsoever big a task is, it starts with a small step.

Example: I'm feeling overwhelmed by the prospect of completing my 4,000-word paper by next week, but I guess I'll start by writing 500 words every day. After all, a journey of a thousand miles begins with a single step.

10. All good things come to an end.

Good experiences eventually come to an end.

Example: I was so sad to graduate from college and leave all of my friends, but I've to realize that all good things come to an end.

11. All's well that ends well.

As long as the outcome is good, problems on the way don't matter.

Example: I'm glad you finally got here, even though your car had a flat tire on the way. Oh well, all's well that ends well.

12. All roads lead to Rome.

There are many different routes to the same goal.

Example: Mary was criticizing the way Jane was planting the flowers. John said, "Never mind, Mary, all roads lead to Rome." Some people learn by doing. Others have to be taught. In the long run, all roads lead to Rome.

13. All that glitters is not gold.

Things that look good outwardly may not be as valuable or good.

Example: X: I want to be a movie star when I grow up. Y: Film industry looks good from the distance, but it has its own problems. Remember, all that glitters is not gold.

14. All's fair in love and war.

One can break the rules of fair play under extenuating circumstances.

Example: X: How can you pitch my idea to the boss to look good? Y: Come on, all is fair in love and war.

15. Always put your best foot forward.

Try as hard as you can or give your best.

Example: You need to put your best foot forward in the interview if you want to land that job.

16. Among the blind the one-eyed man is king.

An incapable person can gain powerful position if others in the fray are even more incapable.

Example: Despite his obvious lack of exposure and skills, he became head of the department because he is one-eyed among the blind.

17. An apple a day keeps the doctor away.

Eating an apple a day will keep you healthy.

Example: Switch from chips to apples for your snack. An apple a day keeps the doctor away.

18. An empty vessel makes much noise.

Foolish or stupid people are the most talkative.

Example: The spokesperson of the ruling political party yesterday was shouting at the top of his voice on a TV debate, trying to defend the indefensible. Empty vessel makes much noise.

19. An eye for an eye and a tooth for a tooth.

If someone does something wrong, then they should be punished by same degree of injury or punishment.

Example: I won't be satisfied with such paltry punishment to the wrongdoers. An eye for an eye, a tooth for a tooth; this I demand from all who have wronged me.

20. An idle brain is the devil's workshop.

If you've nothing to do, you'll likely think of mischief.

Example: The kids should be kept busy during the summer break. Otherwise, you know an idle brain is devil's workshop.

21. An ounce of protection is worth a pound of cure.

A little precaution before a crisis hits is better than lot of firefighting afterwards.

Example: Get the vaccination on priority. An ounce of protection is worth a pound of cure.

22. A picture is worth a thousand words.

It is easier to show or explain something through a picture than through words.

Example: A picture is worth a thousand words. It is easier to learn biology through pictures than through reams of text.

23. A rolling stone gathers no moss.

A person who is always changing jobs and places has the advantage of less responsibilities, but also the disadvantage of no fixed place to live.

Example: He was a bit of rolling stone before he got the job and settled down.

24. As fit as a fiddle.

To be very healthy and strong.

Example: The deputy Prime Minister is 87, but he's as fit as a fiddle.

25. A ship in the harbor is safe, but that is not what a ship is for.

Get out of your comfort zone to grow and fulfill your potential.

Example: I think your fears are unfounded. You should travel to Italy for the Model UN. I'm sure you'll learn a lot. Remember, a ship in the harbor is safe, but that is not what a ship is for.

26. A stitch in time saves nine.

It's better to deal with problems immediately rather than wait by when they worsen and become much bigger.

Example: Because we anticipated and responded to the possible change in Facebook algorithm, the referral traffic to our website dropped much less than what happened to some of our competitors. A stitch in time saves nine.

27. As you sow, so you shall reap.

Your actions – good or bad – determine what you get.

Example: You've got entangled in few cases of fraud. That's a result of your illegal get-rich-quick methods. You should have known as you sow, so you shall reap.

28. A thing begun is half done.

A good beginning makes it easier to accomplish the rest of the project.

Example: He has already won first set in the match. I think he is on course to take this match. Well begun is half done, after all.

29. Barking dogs seldom bite.

People who appear threatening rarely can do harm.

Example: X: I'm really scared to report the delay in the project to the boss. His temper is so over the top. Y: I don't think you should worry too much about it. Barking dogs seldom bite.

30. Beauty is in the eye of the beholder.

What may seem beautiful to one person may not seem to another.

Example: You may not like the curves of my new car, but then beauty is in the eye of the beholder.

31. Beauty is only skin deep.

A person's character, intellect, and other inner qualities are more important than his/ her physical beauty.

Example: That gorgeous actress behaved so rudely with the driver – beauty is skin deep, after all.

32. Beggars can't be choosers.

People who depend on the generosity of others can't pick & choose things as per their liking. They've to accept what is given to them.

Example: X: I borrowed this jacket from my friend, but it's not one of his nice ones. Y: Well, but, beggars can't be choosers.

33. Better late than never.

It is better to get something (you desire) late than get it never.

Example: I'm sorry I'm late to the party, but better late than never, right?

34. Better to be poor and healthy rather than rich and sick.

Good health is more important than money.

Example: The pharma tycoon has been in and out of hospital for the last two months because of kidney ailments. It's better to be poor and healthy than rich and sick.

35. Blood is thicker than water.

Relationships with family (or blood relatives) is stronger than other relationships.

Example: My friends invited me for the picnic on Sunday, but I have to go to my cousin's birthday instead. Blood is thicker than water, isn't it?

36. Call a spade a spade.

To say the truth about something, even if it is not polite or pleasant.

Example: To call a spade a spade, he wouldn't hesitate from backstabbing you if it serves his interests.

37. Clothes do not make the man.

A person's character can't be judged by his/ her clothing and outward appearance.

Example: X: I can't believe he has been charged for insider trading. He always seemed so professional and impeccable. Y: Well, clothes don't make the man.

38. Cowards die many times before their deaths.

Cowards suffer the feared effects of death many times over in their lives.

Example: X: He is constantly worried about the security of his job, and I don't think he'll pursue his true interests. Y: He exemplifies the saying 'cowards die many times before their deaths'.

39. Cross the stream where it is shallowest.

To do things in the easiest possible way.

Example: Let's just cross the stream where it is shallowest and find a spot that you can pull right in to—don't worry about parallel parking.

40. Curiosity killed the cat.

Enquiring into others' work can be dangerous. One should mind own business.

Example: I know curiosity killed the cat, but I can't stop the investigation until I know where the donations are really going.

41. Curses, like chickens, come home to roost.

The consequences of doing wrong always catch up with the wrongdoer.

Example: Politicians can fool some people some of the time, but in the end, the chickens come home to roost.

42. Discretion is the better part of valor.

It is wise to be careful and not show unnecessary bravery.

Example: Son: Can I go hand gliding with my friends? Father: No. Son: But they'll say I'm chicken if I don't go! Father: Discretion is the better part of valor, and I'd rather have them call you chicken than risk your life.

43. Don't bite off more than you can chew.

Don't take more responsibility than you can handle.

Example: I bit off more than I can chew when I said 'yes' to my boss for another project.

44. Don't bite the hand that feeds you.

Don't act badly toward the person who has helped you or from whom you derive some benefits, for you may lose those benefits in future.

Example: Don't bite the hand that feeds you by talking ill of your mentor for such a small thing. If he distances himself from you or talk bad about you, it can hurt you bad.

45. Don't cast pearls before swine.

Don't offer something valuable to someone who doesn't value it.

Example: To serve them French cuisine is like casting pearls before swine.

46. Don't count your chickens before they hatch.

Don't make plans based on future events that may not happen at all.

Example: X: I've to prepare for my campaign. Y: But you haven't been nominated yet. Don't count your chickens before they hatch.

47. Don't cross a bridge until you come to it.

Deal with a situation when it happens and not unnecessarily worry about it in advance.

Example: I know you're worried about the mortgage payment in January, but don't cross the bridge till you come to it.

48. Don't judge a book by its cover.

Just like you can't form an opinion of a book just by looking at its cover, you can't form an opinion about someone (or something) from their outward appearance.

Example: He seems a bit jerk to me, but, hey, you never know. He may be good. You shouldn't judge a book by its cover.

49. Don't kill the goose that lays the golden eggs.

If you kill a goose that lays golden eggs, you destroy something that makes lot of money for you.

Example: Tourists come to this city mainly to see this monument. By opening it to commercial use, the city council may kill the goose that lays golden eggs.

50. Don't make a mountain out of a molehill.

To exaggerate a small problem to make it seem like a major one.

Example: One incorrect answer in the exam is not going to tank your grades. You're making a mountain out of a molehill.

51. Don't put all your eggs in one basket.

Don't put all your effort into a single course of action, venture, investment, goal, or the like, because if it doesn't work, you lose everything.

Example: Almost entire revenue of the Company comes from the Facebook platform. If Facebook tweaks its policies in future, the Company may sink. They shouldn't put all their eggs in the same basket.

52. Don't put the cart before the horse.

Do things in proper order. 'Horse before the cart' is the proper order, and not 'cart before the horse'.

Example: Don't put the cart before the horse by finalizing the house you want to buy before you arrange the funds for down payment.

53. Don't throw the baby with the bathwater.

Don't discard something valuable while getting rid of something worthless.

Example: We shouldn't scrap the entire project for a subpart not planned well. Let's not throw the baby with the bathwater.

54. Early bird catches the worm.

One who starts early on the work has higher chance of success.

Example: X: Why have you come so early for the season-ending sale? Y: So that I can choose from a wider selection and get a better piece. Early bird catches the worm, after all.

55. Easy come, easy go.

You say this when you get something easily and then lose it as easily.

Example: I found fifty dollars while on my morning walk, but I frittered it away foolishly by the afternoon – easy come, easy go.

56. Every cloud has a silver lining.

Every bad or negative situation can result in some benefit to you. (The presence of silver lining means that the sun is behind the cloud and will eventually emerge.)

Example: I know your business has suffered few setbacks this season. But remember, every cloud has a silver lining.

57. Every dog has his day.

Even the unluckiest or the most unfortunate will taste success at some point.

Example: Are you surprised that John, the laggard, has got 92 percent marks in math? Well, every dog has his day.

58. Eat like a bird.

Eat little.

Example: You don't need to order that much food. She eats like a bird.

59. Every man has his price.

Anyone can be swayed to do something. It's just that some may demand high price, some low. This proverb is also used in the sense of bribing people.

Example: X: He has declined our offer to join the company. Y: Sweeten the offer. Raise the compensation. Every man has his price.

60. Fall seven times. Stand up eight.

Be resilient and try despite failures. That's how you succeed.

Example: Abraham Lincoln lost so many elections, but he kept trying. Eventually he became the President of United States. It's rightly said: Fall seven times. Stand up eight.

61. First come, first served.

Those who arrive first will receive first.

Example: The first 100 subscribers will receive an Amazon gift card. It's first come, first served.

62. Fools rush in where angels fear to tread.

Fools or inexperienced persons get involved in situations or pursue goals without much thought. In contrast, wise are thoughtful about such situations or goals.

Example: He sent an angry email without going into the background of the matter – fools rush in where angels fear to tread.

63. Fortune favors the brave.

If you carry out your plans boldly, the luck is more likely to favor you.

Example: I know you're hesitant to accept the overseas position in your Company because the ground realities there are different from what you've faced so far, but remember fortune favors the brave.

64. Get out while the going (getting) is good.

To leave a place or situation before conditions worsen and it becomes difficult to leave.

Example: With the stock market at an all-time high and further upside looking difficult, we decided sell our shares and get out while the going was good.

65. Give them an inch and they'll take a mile.

If you give someone a small amount of power or freedom to do something, they may try to get a lot more.

Example: He borrowed my car for a day, but hasn't returned even after four days. Well, give them an inch and they'll take a mile.

66. God helps those who help themselves.

God doesn't help those who don't try. You've to make effort if you want to succeed.

Example: You've to take the bull by horns and try getting a new job. God helps those who help themselves.

67. Go in one ear and out the other.

If something you hear goes in one ear and out the other, you quickly forget it.

Example: Their advice to her went in one ear and out the other.

68. Good things come to those who wait.

Patience is often rewarded.

Example: The best investors in the world have made their fortunes by investing for the long term. Good things come to those who wait.

69. Grief divided is made lighter.

If you share your grief, it'll get easier to bear.

Example: You shouldn't hold back the news of financial loss you've incurred in your business. Grief divided is made lighter.

70. Half a loaf is better than none.

Getting less than what one wants is better than not getting anything.

Example: X: Did you get the compensation for damage to your vehicle? Y: I was hoping for \$2,000, but the judge awarded only \$800. X: Well, half a loaf is better than none.

71. Honesty is the best policy.

It's always better to be truthful and honest, even if the opposite may get you the benefits.

Example: I think you should just explain what happened, rather than trying to cover your tracks. Honesty is the best policy, after all.

72. Hope for the best, prepare for the worst.

Be optimistic, but be prepared for a scenario where things can go wrong.

Example: We're hoping to raise capital from investors, but it may not come so soon. Therefore, it's imperative to look for alternatives as well. Let's hope for the best, but prepare for the worst.

73. If it ain't broke, don't fix it.

If something is working fine, don't change it unnecessarily.

Example: X: Why do you want to change this component in the machine when everything is working fine? Y: OK. I agree. If it ain't broke, don't fix it.

74. If the mountain won't come to Muhammad, Muhammad must go to the mountain.

If things don't turn the way you want them to, then adjust your way to suit those things.

Example: I need that book for completing my assignment. If you aren't coming to the college tomorrow, I'll come to your place to take it – if the mountain won't come to Muhammad, Muhammad must go to the mountain.

75. If you can't beat them, join them.

If you can't beat your opponent, then work alongside them for mutual benefit.

Example: ABC Pvt. Ltd. has struck partnership with its competitor after it failed to gain market share despite aggressive marketing. If you can't beat them, join them.

76. If you play with fire, you'll get burned.

If you do something dangerous or adventurous, you may get harmed.

Example: Enacting the stunts of movie superheroes in real life is playing with fire. You may get burned.

77. Ignorance is bliss.

If you don't know about something, you don't need to bother about it. In other words, if you're unaware of something, it won't cause you stress. This proverb, however, is often used in negative way – ignorance is not bliss.

Example: I didn't know that the neighbor next door was involved in criminal activities. Sometimes, ignorance is bliss.

78. It's better to be safe than sorry.

It's better to be cautious than regret later.

Example: One shouldn't complain about the inconvenience of security check each time you enter the building. It's better to be safe than sorry.

79. It's easy to be wise after the event.

It is easy to understand what you could have done to prevent something bad from happening after it has happened.

Example: I would have never bought an apartment if I had known that the land on which it has been built is disputed. Well, it's easy to be wise after the event.

80. It's never too late to mend.

It's never too late to change your wrong ways or habits.

Example: X: I still miss my best friend, but it's been a year since our fight and we haven't spoken to each other since. Y: Well, it's never too late to mend; why don't you call him up and apologize?

81. It's no use crying over spilt milk.

There is no point in staying upset over a mistake because you can't undo what has happened.

Example: X: He is feeling terrible for accidentally elbowing the flower pot from the window. Y: It's broken now. It's no use crying over spilt milk.

82. It's the tip of the iceberg.

If you say something is tip of the iceberg, you mean that thing is just a small part of the entire thing.

Example: The flooding is bad, but we're dealing with just the tip of the iceberg – water-borne diseases are waiting to break out.

83. It takes two to make a quarrel.

An argument of quarrel is not one person's fault.

Example: X: Why are you always so quarrelsome? Y: I'm not the only person involved. It takes two to make a quarrel.

84. It takes two to tango.

Where two parties are involved in a situation, fault usually lies with both if things go wrong. Rarely can one party be blamed entirely.

Example: This deal won't go through unless you too are willing to compromise. It takes two to tango, after all.

85. Keep your mouth shut and your eyes open.

Speak only when necessary and remain alert and observant at all times.

Example: We're in a hostile territory. So, to avoid problems, keep your mouth shut and your eyes open.

86. Kill two birds with one stone.

Solve two problems with the same action.

Example: He killed two birds with one stone by buying the grocery and visiting the museum on the same route.

87. Laughter is the best medicine.

Thinking positively and laughing will help you to feel better.

Example: I think the best thing for you right now would be to spend some time with people you can joke around with. Laughter is the best medicine, after all.

88. Learn to walk before you run.

Learn basic skills first before venturing into complex things.

Example: X: I want to submit my first article to Fortune magazine for publication. Y: I think I you should aim for smaller publications to start with. You should learn to walk before you run.

89. Let sleeping dogs lie.

Don't talk about a bad situation people have forgotten and that could unnecessarily create problem in the present.

Example: X: Should I ask the professor if he is upset about my late submission of the assignment? Y: If he hasn't said anything, then don't bring forth the topic – let sleeping dogs lie.

90. Lightning never strikes twice in the same place.

Misfortune does not occur twice in the same way to the same person.

Example: X: I don't want to take this route, because I was robbed the last time I traveled on this route. Y: Don't worry, lightning never strikes twice in the same place.

91. Like a fish out of water.

To feel awkward because you are in a situation that you have not experienced before.

Example: I felt like a fish out of water during my first week in the college, as I hardly knew anyone there.

92. Look before you leap.

Consider all consequences before taking an action, especially when you can't retract.

Example: X: I'm planning to pursue an MBA. Y: It's an expensive degree and, moreover, you'll be out of work for two years. I would say look before you leap.

93. Make an offer one can't refuse.

Make such an attractive proposition that it would be foolhardy for anyone to refuse it.

Example: The competitor offered \$6 billion for our company. It was an offer we couldn't refuse.

94. Make hay while the sun shines.

Make the most of favorable conditions till they last.

Example: I got plenty of referral traffic to my website from Facebook in its initial years. I made hay while the sun shone. Later on they changed their algorithm, after which the traffic dried.

95. Money doesn't grow on trees.

Spend money carefully because it's limited. You can't grow it on trees and replenish.

Example: I'm surprised that you spent your entire month's salary on a frivolous gadget. Well, money doesn't grow on trees.

96. Money talks.

Money gives one power and influence.

Example: I don't have access to many people like he has, after all he is a scion of a rich family. Money talks, you know.

97. Necessity is the mother of invention.

A need or problem forces people to come up with innovative solutions.

Example: In some parts of the world, farmers use washing machine to clean potatoes in large volumes. Necessity, after all, is the mother of invention.

98. Never put off until tomorrow what you can do today.

Don't delay doing something if you can do it immediately.

Example: X: I'm done with most of my assignment, but I'll pick the remaining part on Monday. Y: Why don't you complete it now? You'll be more relieved and in a better state of mind. You shouldn't put off until tomorrow what you can do today.

99. No gain without pain.

It is necessary to suffer or work hard in order to succeed or make progress.

Example: You've to drastically reduce the time you spend on video games and TV if you want to get admission in a good college. No gain without pain.

100. No news is good news.

If you don't receive any news about someone or something, it means that everything is fine and going normally.

Example: My daughter has been working in Australia for nearly five years now. At first I used to get worried when I didn't hear from her, but now I know that no news is good news.

101. Once bitten twice shy.

You say this proverb when someone won't do something a second time because they had bad experience the first time.

Example: I won't try this drink, because last time I had a burning sensation in my throat. Once bitten twice shy, I guess.

102. One shouldn't miss forest for the trees.

Sometimes you get so focused on small details that you may miss the larger context.

Example: The marketers got so bogged down on creating the perfect ad campaign that they didn't realize that the medium – Facebook – they wanted to use was no longer a viable option because of its recent algorithm updates.

103. Out of sight, out of mind.

If someone or something is not seen for a long time, it'll be forgotten.

Example: Many celebrities find a way to appear in media because they know that out of sight is out of mind.

104. Paddle your own canoe.

Be independent and not need help from anyone.

Example: After I went to boarding school in my teens, I started paddling my own canoe to a large extent.

105. Pen is mightier than sword.

Thinking and writing have more influence on people and events than use of force.

Example: After the mass killings at the newspaper office, there is a protest which is happening in the city declaring support to the paper and proving that pen is mightier than sword.

106. People who live in glass houses shouldn't throw stones at others.

People who have faults should not criticize other people for having the same faults.

Example: The main political party in the opposition has blamed the ruling party for giving tickets to people with dubious background in the upcoming elections. But the big question is: are they themselves clean on this count? People who live in glass houses shouldn't throw stones at others.

107. Practice makes perfect.

Doing something over and over makes one better at it.

Example: You can't expect to master guitar in two months. You've to keep at it for several months, as practice makes perfect.

108. Practice what you preach.

Behave in the way that you encourage other people to behave in.

Example: You keep telling us to go for a jog in the morning, but I wish you would practice what you preach.

109. Rome wasn't built in a day.

Important work takes time to complete.

Example: You can't expect her to finish such a complex project in a week. Rome wasn't built in a day.

110. Silence is half consent.

If you don't object to what someone says or does, you may be assumed to agree to some extent.

Example: He didn't say anything to my proposal of going for a picnic on the weekend. I believe he is not saying 'no'. Silence is half consent.

111. Slow and steady wins the race.

Slow and consistent work leads to better chance of success than quick work in spurts.

Example: X: I've built a strong vocabulary by learning a word a day for the last three years. Y: Mine has been much less even though I've had days when I polished ten words. I guess slow and steady wins the race.

112. Still waters run deep.

If a person doesn't speak much, it doesn't mean they lack depth or are uninteresting.

Example: She is one of the smartest persons in the organization. She may not talk much, but still waters run deep.

113. Strike while the iron is hot.

Take advantage of an opportunity as soon as it exists.

Example: I thought over the job offer I got way too long. Now it has been offered to someone else. I should have struck while the iron was hot.

114. The best-laid plans go astray.

Despite best preparations, things may not go your way.

Example: X: I had everything covered for this project, but now I'm told that the project can't go ahead because the Company is planning an organizational restructuring. Y: Well, that's unfortunate, but sometimes the best-laid plans go astray.

115. The end justifies the means.

A desired result is so important that any method, even a morally bad one, may be used to achieve it.

Example: He's campaigning with illegal funds on the theory that if he wins the election the end will justify the means.

116. The harder you work, the luckier you get.

The harder you work, the more good ideas and chances you may make for yourself.

Example: Many think he got lucky in getting that fat contract, but few know he had been pursuing dozens of such contracts for several weeks – the harder you work, the luckier you get.

117. The grass is greener on the other side of the fence.

People are never satisfied with their own situation; they always think others have it better.

Example: X: When I see him post all those travel pictures on Instagram, I feel he has the perfect life. Y: It's usually not like that in real life. I'm sure he too has his share of problems. I see your thought as grass being greener on the other side of the fence.

118. The pot is calling the kettle black.

People should not criticize someone else for a fault that they themselves have.

Example: He accused me of being selfish. Talk about the pot calling the kettle black!

119. The proof of the pudding is in the eating.

You can only judge the quality of something after you have tried, used, or experienced it.

Example: X: Marketers have claimed that this weight loss diet produces strong results in just two months. Y: Well, I'll reserve my opinion till I've tried it myself. After all, proof of pudding is in the eating.

120. There are more ways than one to skin a cat.

There is more than one way to reach the same goal.

Example: We can get around that by renting instead of buying the delivery van – there's more than one way to skin a cat.

121. There is no time like the present.

The best time to do something is right now. So, act now.

Example: Don't wait until New Year to change this bad habit. There's no time like the present.

122. There is safety in numbers.

A group offers more protection than when you are on your own.

Example: Her parents won't allow her to date but do let her go to parties, saying there's safety in numbers.

123. The road to hell is paved with good intentions.

Good intentions do not matter if a person's actions lead to bad outcomes.

Example: X: Well, I was only trying to be helpful by mixing those two acids. Y: But, it exploded the beaker. Well, the road to hell is paved with good intentions.

124. The show must go on.

A performance, event, etc., must continue even though there are problems.

Example: The chairman died yesterday but the show must go on.

125. The squeaky wheel gets the grease.

People who complain the most are the ones who get attention or what they want.

Example: If you're not satisfied with the service at the hotel, then you should call up the manager there. The squeaky wheel gets the grease, after all.

126. The tail is wagging the dog.

If the tail is wagging the dog, then a small or unimportant part of something is becoming too important and is controlling the whole thing.

Example: Their group is small but very vocal, so be sure that management doesn't give in to their demands. We don't want the tail wagging the dog, after all.

127. Time and tide wait for no man.

You've no control over passage of time; it'll keep slipping. So don't procrastinate, don't delay things.

Example: We need to hurry up or else we'll miss the flight. Time and tide wait for no man.

128. To know which side your bread is buttered on.

Be aware of where one's best interests lie.

Example: I know which side my bread is buttered on. So, I was very nice to the recruiter and promptly sent her a thank you card after our interview.

129. Too many cooks spoil the broth.

When too many people work together on a project, the result is inferior.

Example: This proposal has received feedback from too many parliamentary committees, and that's probably the reason why it lacks clear actionables. I've no doubt that too many cooks spoil the broth.

130. Two wrongs don't make a right.

You shouldn't harm a person who has harmed you, even if you think that person deserves it.

Example: Just because he insulted you doesn't mean it's OK for you to start a rumor about him – two wrongs don't make a right.

131. What goes around comes around.

If someone treats other people badly, he or she will eventually be treated badly by someone else.

Example: He tormented me back in high school, and now he has his own bully. What goes around comes around.

132. When in Rome, do as the Romans do.

When visiting a foreign land, follow the customs of local people.

Example: I don't love cotton candy, but we are at a carnival. When in Rome, do as the Romans do, right?

133. When the going gets tough, the tough get going.

When conditions become difficult, strong people take action.

Example: I know you're not used to climbing at such heights, but come on when the going gets tough, the tough get going.

134. Where there's a will, there's a way.

If you are determined enough, you can find a way to achieve what you want, even if it is very difficult.

Example: He had little resources to start his business, but he eventually did through a small opening – blog. Where there's a will, there's a way.

135. Where there's smoke there's fire.

If there are rumors or signs that something is true so it must be at least partly true.

Example: X: Do you believe those rumors about the mayor? Y: Well, you know what they say, where there's smoke, there's fire.

136. Where one door shuts, another opens.

When you lose an opportunity to do one thing, an opportunity to do something else appears.

Example: X: I failed to get into my dream college. Y: Don't worry, this has happened to many. I'm sure something better is waiting for you. Where one door shuts, another opens.

137. While the cat's away, the mice will play.

Without supervision, people will do as they please, especially in disregarding or breaking rules.

Example: As soon as their parents left, the children invited all their friends over – when the cat's away, you know.

138. You can catch more flies with honey than with vinegar.

It's easier to win people to your side by persuasion and politeness than by confrontation and threats.

Example: X: The courier service has taken more time to deliver than they had promised. I want to take the issue up with them and get a refund. Y: I would suggest you deal with them politely. You can catch more flies with honey than with vinegar.

139. You can lead a horse to water but you can't make it drink.

You can show people the way to do things, but you can't force them to act.

Example: X: He has received all the resources one needs to start a business, but even after six months I don't see anything happening. Y: Well, you can lead a horse to water but you can't make it drink.

140. You can't always get what you want.

Sometimes you may face disappointments in your pursuits or your wishes may not be fulfilled.

Example: X: I want a bike on my birthday. Y: Sorry, you can't always get what you want.

141. You can't fit a round peg in a square hole.

You can't force someone into a role for which s/he is not suited.

Example: It took me a while, but I eventually understood that I was a round peg in a square hole in the firm. That's why I quit for a better fitting role.

142. You can't have your cake and eat it too.

To have two things that one desires, but they're normally impossible to get simultaneously.

Example: If you want more local services, you can't expect to pay less tax. Well, you can't have your cake and eat it.

143. You can't make an omelette without breaking eggs.

It is hard to achieve something important without causing unpleasant effects.

Example: If I don't slash people's salaries, the company is going to go bankrupt. It's unfortunate, but you can't make an omelet without breaking eggs.

144. You can't perform with one arm tied behind your back.

If you've to work with one arm tied behind, you work with a big handicap.

Example: How do you expect me to win that deal without the flexibility to reduce price? You can't expect me to deliver results with one arm tied behind my back.

145. You can't run with the hare and hunt with the hounds.

You can't support both sides of a conflict or dispute.

Example: How can you be taken seriously as a reformer when you have continued to accept gifts? You can't run with the hare and hunt with the hounds, Senator.

146. You can't teach an old dog new tricks.

People who have long been used to doing things in a particular way will not abandon their habits.

Example: I bet you can't get him to get up at 5 AM and go out for a walk. After all, you can't teach an old dog new tricks.

147. You can't win them all.

It is not possible to succeed at everything you do.

Example: I know you're disappointed to not convert that interview, but you can't win them all.

148. You scratch my back and I'll scratch yours.

If you help me, I'll help you.

Example: If you help me get customers, I'll put in a good word for you. You scratch my back and I'll scratch yours.

149. You should know which way the wind is blowing.

Anticipate how a certain plan or situation will likely unfold.

Example: I think I'll see which way the wind is blowing before I vote at the board meeting.

150. You show me the man and I'll show you the rule.

Rules change depending on how influential or powerful the person likely to be affected by the rules is.

Example: X: He has been treated leniently by the police. Y: That's why they say – you show me the man and I'll show you the rule.

200 Common phrasal verbs with meanings and example sentences

Phrasal Verb	Meaning	Example
Act on	To take action because of something like information received.	The police were ACTING ON a tip from an informer and caught the gang red-handed.
Act out	Perform something with actions and gestures..	They ACTED OUT the story on stage.
Act up	Behave badly or strangely.	My computer's ACTING UP; I think I might have a virus.
Add on	Include in a calculation.	You have to ADD the VAT ON to the price they give.
Add up	To make a mathematical total.	We ADDED UP the bill to check it was correct.
Agree with	Affect- usually used in the negative to show that something has had a negative effect, especially is it makes you feel bad.	I feel terrible- that food didn't AGREE WITH my stomach.

Aim at	To target.	The magazine is AIMED AT teenagers.
Allow for	Include something in a plan or calculation.	You should ALLOW FOR delays when planning a journey.
Allow of	Make possible, permit.	The rules don't ALLOW OF any exceptions.
Angle for	Try to get something indirectly, by hinting or suggesting.	He's been ANGLING FOR an invitation, but I don't want him to come.
Answer back	To reply rudely to someone in authority.	Her mother was shocked when she started ANSWERING her BACK and refusing to help.
Argue down	Beat someone in a debate, discussion or argument.	The teacher tried to ARGUE the girl DOWN, but she couldn't.
Argue down	Persuade someone to drop the price of something they're selling.	She ARGUED him DOWN ten percent.
Argue out	Argue about a problem to find a solution.	If we can't ARGUE our differences OUT, we'll have to take them to court.
Ask about	Ask how someone is doing, especially professionally and in terms of health.	He ASKED ABOUT my father.
Ask after	Enquire about someone's health, how life is going.	Jenny rang earlier and ASKED AFTER you, so I told her you were fine.
Ask around	Ask a number of people for information of help.	I have no idea, but I'll ASK AROUND at work and see if anyone can help.
Ask in	To invite somebody into your house.	Jon's at the door.' 'ASK him IN.'
Ask out	To invite someone for a date.	He wanted to ASK her OUT but was too shy.
Ask over	Invite.	They have ASKED us OVER for drinks on Friday.
Ask round	Invite someone.	We ASKED John ROUND for diner.
Auction off	Sell something in an auction.	They AUCTIONED OFF their property as they were heavily in debt.
Back away	Retreat or go backwards.	The crowd BACKED AWAY when the man pulled a knife.
Back down	Retract or withdraw your position or proposal in an argument.	She refused to BACK DOWN and was fired.
Back into	Enter a parking area in reverse gear.	He prefers to BACK his car INTO the garage.
Back off	Retreat.	The police told the protesters to BACK OFF.
Back out	Fail to keep an arrangement or promise.	He BACKED OUT two days before the holiday so we gave the ticket to his sister

Back out of	Fail to keep an agreement, arrangement.	She BACKED OUT OF the agreement at the last minute.
Back up	Make a copy of computer data.	You should always BACK UP important files and documents so that you won't lose all your work if something goes wrong with the hardware.
Bag out	Criticise.	Don't bag out BAG OUT Australian English.
Ball up	Confuse or make things complicated.	The new project has BALLED me UP - I have no idea what to do.
Bargain down	Persuade someone to drop the price of something they're selling.	I BARGAINED her DOWN to half what she originally wanted.
Bash about	Mistreat physically.	If you BASH your monitor ABOUT like that, it won't last long.
Bash in	Break, damage or injure by hitting.	The burglars BASHED the door IN to enter the house.
Bash out	Write something quickly without much preparation.	I BASHED the essay OUT the night before I had to hand it in.
Be after	Try to find or get.	The police ARE AFTER him because of the theft.
Be along	Arrive.	The next bus should BE ALONG in the next quarter of an hour or so.
Be away	Be elsewhere; on holiday, etc..	She's AWAY on business for three weeks.
Be cut out for	Be suitable, have the necessary qualities.	She's not CUT OUT FOR this kind of work.
Be cut up	Be upset.	She was very CUT UP about coming second as she thought she deserved to win.
Be down	Be depressed.	He's BEEN DOWN since his partner left him.
Be fed up	Be bored, upset or sick of something.	I AM FED UP of his complaints.
Be taken with	Like something.	I WAS very TAKEN WITH the performance- it was superb.
Be up	Be out of bed.	She's not UP yet.
Bear down on	Move towards.	She spotted him on the other side of the room and BORE DOWN ON him.
Bear on	Influence, affect.	The judge's character may well BEAR ON the final decision.
Bear out	Confirm that something is correct.	Statistics BEAR OUT the government's positions on the issue.

Bear up	Resist pressure.	How are you BEARING UP under the strain?
Bear up under	Cope with something difficult or stressful.	He's BEARING UP UNDER the pressure.
Bear with	Be patient.	Please BEAR WITH me a moment while I finish this email.
Beat down	Strong sunshine.	The sun WAS really BEATING DOWN and we couldn't stay outdoors.
Beat out	Narrowly win in competition.	The marathon runner barely BEAT OUT his rival at the tape.
Beat up	Attack violently.	The mugger BEAT him UP and stole his wallet.
Belong with	Be in the correct or appropriate location with other items.	Does this disc BELONG WITH those on the shelf?
Bend down	Lower the top half of your body.	I BENT DOWN to pick it up off the floor.
Big up	Exaggerate the importance.	He BIGS himself UP all the time.
Bitch up	Spoil or ruin something.	I BITCHED UP the interview.
Black out	Fall unconscious.	He BLACKED OUT and collapsed on the floor.
Blast off	Leave the ground- spaceship or rocket.	The space shuttle BLASTED OFF on schedule yesterday.
Block in	Park a car and obstruct another car.	I couldn't drive here this morning because someone had BLOCKED me IN.
Block off	Obstruct an exit to prevent people from leaving.	The police BLOCKED OFF the road after the murder.
Blow away	Impress greatly.	Her first novel BLEW me AWAY.
Blow down	When the wind forces something to fall.	A tree was BLOWN DOWN in the storm.
Blow in	Arrive, sometimes suddenly or unexpectedly.	He BLEW IN from Toronto early this morning.
Blow off	Not keep an appointment.	We were going to meet last night, but she BLEW me OFF at the last minute.
Blow up	Explode.	The bomb BLEW UP without any warning.
Boil up	Feel a negative emotion strongly.	The anger BOILED UP in me when I saw what they had done.
Bone up	Study hard for a goal or reason.	I need to BONE UP ON my French grammar for

on		the test.
Book in	Check in at a hotel.	WE took a taxi from the airport to the hotel and BOOKED IN.
Call up	Telephone.	I CALLED him UP as soon as I got to a phone to tell him the news.
Calm down	Stop being angry or emotionally excited.	When I lose my temper, it takes ages for me to CALM DOWN again.
Cancel out	Have an opposite effect on something that has happened, taking things back to the beginning.	The airport taxes CANCELLED OUT the savings we had made on the flight tickets.
Cap off	Finish or complete, often with some decisive action.	She CAPPED OFF the meeting with a radical proposal.
Care for	Like.	I don't CARE FOR fizzy drinks; I prefer water.
Carried away	Get so emotional that you lose control.	The team got CARRIED AWAY when they won the championship and started shouting and throwing things around.
Carry forward	Make something progress.	They hope the new management will be able to CARRY the project FORWARD.
Carry off	Win, succeed.	She CARRIED OFF the first prize in the competition.
Carry on	Continue.	CARRY ON quietly with your work until the substitute teacher arrives.
Decide upon	Choose, select.	Jane spent a long time looking at houses before she bought one, but eventually DECIDED UPON one near her office.
Die away	Become quieter or inaudible (of a sound).	The last notes DIED AWAY and the audience burst into applause.
Die back	When the parts of a plant above ground die, but the roots remain alive.	The plant DIES BACK in the winter.
Die down	Decrease or become quieter.	It was on the front pages of all the papers for a few days, but the interest gradually DIED DOWN.
Die for	Want something a lot.	I'm DYING FOR the weekend- this week's been so hard.
Die off	Become extinct.	Most of the elm trees in the UK DIED OFF when Dutch elm disease arrived.
Die out	Become extinct or disappear.	Some scientists say that the dinosaurs DIED OUT when a comet hit the earth and caused a nuclear winter.

Dig in	Start eating greedily.	We were starving so we really DUG IN when the food finally did arrive.
Dig into	Reach inside to get something.	She DUG INTO her handbag and pulled out a bunch of keys.
Fawn over	Praise someone in an excessive way to get their favour or something from them.	She FAWNED OVER the inspectors in the hope that they would give her a good grade.
Feed off	Eat a food as part of an animals diet.	The gecko FEEDS OFF mosquitoes and other insects.
Feed on	Give someone a particular food.	He FEEDS his cat ON dry food.
Feed up	Give someone a lot of food to restore their health, make them bigger, etc.	She's been ill for a fortnight so we're FEEDING her UP.
Feel up	Touch sexually, grope.	Someone FELT me UP in the club as I was trying to get to the bar.
Feel up to	Feel capable of doing something.	I'm so tired. I don't think I FEEL UP TO going out tonight.
Get ahead	Progress.	Nowadays, you need IT skills if you want to GET AHEAD.
Get ahead of	Move in front of.	I work at home in the evening to GET AHEAD OF schedule.
Get along	Leave.	It's late; we must be GETTING ALONG.
Give up	Stop doing something that has been a habit.	I GAVE UP taking sugar in tea and coffee to lose weight.
Hit on	Have an idea.	I suddenly HIT ON the solution
Hold off	Stop someone from attacking or beating you.	Chelsea couldn't HOLD their opponents OFF and lost the game.
Hold on	Wait.	Could you HOLD ON for a minute; she'll be free in a moment.
Hook up	Meet someone.	We HOOKED UP at the conference.
Hunt out	Search until you find something.	It took me ages to HUNT OUT the photos.
Jack up	Increase sharply.	They have JACKED UP the price of oil this month.
Jam on	Apply or operate something forcefully.	Jack JAMMED ON the brakes when the rabbit ran in front of his car.
Jaw away	Talk just for the point of talking rather than having anything to say.	That shows that your interest is not in helping the student, but in JAWING AWAY.
Jazz up	Make something more interesting or	The show was getting stale so they JAZZED it UP

	attractive.	with some new scenes.
Keep around	Keep something near you.	I KEEP a dictionary AROUND when I'm doing my homework.
Keep at	Continue with something difficult.	She found the course hard but she KEPT AT it and completed it successfully.
Keep away	Don't allow someone near something.	Medicines should always be KEPT AWAY from children.
Keep back	Maintain a safe distance.	The police told the crowd to KEEP BACK from the fire.
Key to	Plan things to fit or suit people or situations.	Promotions are KEYED TO people's abilities.
Key up	Make someone excited or nervous.	The noise got us KEYED UP.
Kick about	Discuss.	We KICKED the idea ABOUT at the meeting.
Kick in	When a drug starts to take effect.	Her hayfever didn't feel half as bad once the antihistamines had KICKED IN.
Kick out	Expel.	The family KICKED the au pair OUT when they found out that she was planning to move to work for another household.
Knock off	Finish work for the day.	We KNOCKED OFF early on Friday to avoid the rush hour queues.
Lash down	Secure something with ropes or cords.	We LASHED the tarpaulin DOWN to stop the wind blowing it away.
Lash into	Criticise someone strongly.	He LASHED INTO them for messing things up.
Lash out	Suddenly become violent.	He LASHED OUT and broke the man's nose.
Lay on	Organise, supply.	They LAID ON a buffet lunch at the conference.
Lay out	Spend money.	They LAID OUT thousands of pounds on their wedding reception.
Let in	Allow someone to enter.	The doorstaff didn't LET him IN the nightclub because he was wearing jeans.
Let off	Not punish.	The judge LET him OFF with a fine rather than a prison sentence since it was his first offence.
Line up	Arrange events for someone.	We have LINED UP a lot of meetings for them.
Link up	Connect, join.	The train LINKS UP the cities.
Live by	Follow a belief system to guide your behaviour.	He tries hard to LIVE BY the Bible.

Live down	Stop being embarrassed about something.	If I fail the test and everyone else passes, I'll never be able to LIVE it DOWN.
Live with	Accept something unpleasant.	It's hard to LIVE WITH the pain of a serious illness.
Log in	Enter a restricted area on a computer system.	I had forgotten my password and couldn't LOG IN.
Log into	Enter a restricted area of a computer system.	I LOGGED INTO the staff intranet to check my email.
Log off	Exit a computer system.	When she'd finished working on the spreadsheet, she LOGGED OFF and left the office.
Log on	Enter a computer system.	He entered his password for the college intranet and LOGGED ON.
Log out	Exit a computer system.	Danny closed the programs and LOGGED OUT when it was time to go home.
Look up	Consult a reference work (dictionary, phonebook, etc.) for a specific piece of information..	I didn't know the correct spelling so I had to LOOK it UP in the dictionary.
Magic away	Make something disappear quickly.	He MAGICKED the bill AWAY and paid for us all before I could get my wallet out.
Make after	Chase.	The police MADE AFTER the stolen car.
Make away with	Steal.	The thieves MADE AWAY WITH the painting.
Make it	Arrive or get a result.	I thought you weren't coming, so I was really pleased you MADE IT.
Make it up to	Try to compensate for doing something wrong.	He tried to MAKE IT UP TO her, but she wouldn't speak to him.
Make of	Understand or have an opinion.	What do you MAKE OF your new boss?
Make off	Leave somewhere in a hurry.	They MADE OFF when they heard the police siren.
Mash up	Mix sources of audio, video or other computer sources..	She MASHED UP the songs into a single track.
Melt down	Heat something solid, especially metal, until it becomes liquid.	They MELTED the gold statue DOWN and turned it into gold bars.
Mess about	Not be serious, not use something properly.	The children were MESSING ABOUT with the TV remote control and broke it.
Mix up	Confuse.	I always MIX those two sisters UP because they

		look so like each other.
Move into	Start living in a place.	They MOVED INTO the house as soon as it was ready.
Move up	Move to make space.	Could you MOVE UP and let me sit down?
Nail down	Succeed in getting, achieve.	They are having trouble NAILING DOWN the contract.
Name after	Give someone a name to remember another person.	I was NAMED AFTER my uncle who died in the war.
Narrow down	Remove less important options to make it easier to choose.	I am not sure which university to apply to, but I have NARROWED my list DOWN to three.
Nerd out	Play safe and avoid taking a risk.	I'm going to NERD OUT and not go on the river trip.
Opt for	Choose.	I OPTED FOR an endowment mortgage and lost a lot of money.
Opt in	Choose to be part or a member of something.	If you want them to notify you of updates, you have to OPT IN .
Opt into	Choose to be a member or part of something.	I OPTED INTO the scheme.
Opt out	Choose not to be part of something.	The UK OPTED OUT of a lot of EU legislation on working hours and conditions.
Pack in	Stop doing something.	I'm trying to PACK IN smoking.
Pack off	Send someone away.	His boss PACKED him OFF to a regional office.
Pack out	Fill a venue.	The stadium was PACKED OUT .
Pack up	Stop doing something.	You should PACK UP smoking.
Pad down	Sleep somewhere for the night.	I'm too tired to come home; can I PAD DOWN here tonight?
Pad out	Make a text longer by including extra content, often content that isn't particularly relevant.	I couldn't think of much to write, so I PADDED the essay OUT with a few lengthy quotes.
Pal around	Be friendly and spend time with someone.	We PALLED AROUND at university.
Pal up	Become friends.	We PALLED UP when I started working with her.
Pass away	Die.	Sadly, Georgia's uncle PASSED AWAY yesterday after a short illness.
Pass back	Return.	I felt awful when the teacher started to PASS BACK the exam papers.

Pass by	Go past without stopping.	I was just PASSING BY when I saw the accident.
Patch up	Fix or make things better.	I tried to PATCH things UP after the argument, but they wouldn't speak to me.
Pay back	Repay money borrowed.	I PAID BACK the twenty pounds I'd borrowed.
Pay off	Produce a profitable or successful result.	Their patience PAID OFF when he finally showed up and signed the contract.
Peel away	Leave a group by moving in a different direction.	Some of the crowd PEELED AWAY to get out of the crush.
Peg out	Put washing outside to dry.	I PEGGED the washing OUT after it stopped raining.
Phase in	Introduce gradually.	They are PHASING IN the reforms over the next two years.
Phase out	Remove gradually.	They have introduced a compact edition of the newspaper and are PHASING OUT the broadsheet edition over the next few months.
Pick at	Eat unwillingly.	I wasn't very hungry so I just PICKED AT my food.
Pick up	Collect.	While you're in town, can you PICK UP my trousers from the Dry Cleaner?
Pig out	Eat a lot.	The food was great, so I really PIGGED OUT .
Pile up	Accumulate.	Work just keeps on PILING UP and I really can't manage to get it all done.
Pin down	Discover exact details about something.	The government can't PIN DOWN where the leak came from.
Pin on	Attach the blame to someone.	The police tried to PIN the crime ON him.
Pin up	Fix something to a wall, or other vertical surface, with a pin.	I PINNED the notice UP on the board
Pine away	Suffer physically because of grief, stress, worry, etc.	He's been PINING AWAY since his wife died and is a shadow of his former self.
Pipe down	Be quiet (often as an imperative).	The lecturer asked the students to PIPE DOWN and pay attention.
Pipe up	To speak, raise your voice.	At first, no one answered, then finally someone PIPED UP .
Play along	Pretend to agree or accept something in order to keep someone happy or to get more information.	I disagreed with the idea but I had to PLAY ALONG because everyone else liked it.
Play	Be silly.	The children were PLAYING AROUND and being

around		annoying.
Play up	Behave badly.	The children PLAYED UP all evening and drove the babysitter mad.
Plug in	Connect machines to the electricity supply.	He PLUGGED the TV IN and turned it on full blast.
Plump down	Put something in a place without taking care.	He PLUMPED his bag DOWN and kicked his shoes off.
Plump for	Choose.	I PLUMPED FOR the steak frites.
Point out	Make someone aware of something.	He POINTED OUT that I only had two weeks to get the whole thing finished.
Poke about	Move things around or search in a casual way to try to find something.	I POKED ABOUT in my CD collection to see if I could find it.
Poke around	Move things around or search in a casual way to try to find something.	I POKED AROUND in my desk to see if the letter was there.
Polish off	Finish, consume.	She POLISHES OFF half a bottle of gin every night.
Polish up	Improve something quickly.	I need to POLISH UP my French before I go to Paris.
Pop in	Visit for a short time.	He POPPED IN for a coffee on his way home.
Pop off	Talk loudly, complain.	He's always POPPING OFF when things don't suit him.
Power up	Turn a computer or electronic device on so that it is ready to use.	I POWERED UP my laptop and started work.
Price up	Charge more for something.	In rural areas where they have a monopoly, some garages PRICE UP fuel because there's nowhere else to buy it.
Pull ahead	Overtake, move in front.	The lorry was going slowly but we managed to PULL AHEAD.
Pull out	Move into traffic.	The traffic was so bad that it took me ages to PULL OUT.

Introduction to Tenses

In English grammar, verbs are often used in a way that it indicates or denotes the time when an event occurred. These verbs that take up different forms to indicate the time of an action, event or condition by

changing its form are called as tenses. Tenses can be broadly classified into three broad categories:

1. Past Tense
2. Present Tense
3. Future Tense

With each of these tenses, there are four aspects associated with it. An aspect here refers to the nature of action performed by the verb. We will also learn about them in an introduction to tenses.

- Perfect or complete
- Perfect continuous
- Progressive or Continuous
- Simple or indefinite.

This way, we get total possibilities of 12 tenses in English grammar. Let us understand more about each of these groups of tenses.

Verb Tenses: Tell us WHEN an action is taking place!

There are 3 main verb tenses:

Past	Present	Future
An action that already took place	An action that is happening right now	An action that is going to happen
		
Usually, you add -ED to the end of the verb <i>The cat jumped onto the box.</i>	We use the base form of the verb and add -S for singular nouns/pronouns <i>We walk. He walks.</i>	Add the word will in front of the base of the verb <i>They will talk later.</i>
But, some verbs are irregular. Instead of adding -ed , the whole word changes. <i>go → went sell → sold</i>	Present progressive: For ongoing actions, we use the correct form of the verb "to be" and add -ing to the base of the verb. <i>We are walking.</i>	<i>Tomorrow, I will read a book.</i>
		

Past, Present & Future

Past Tense

This tense is used to refer to something that happened in the past. Sometimes, past tense is also called as ‘simple past tense’. *Example: We stayed in a hotel.*

- **Past continuous tense:** This type of past tense is used to describe an event or occurrence that is ongoing or continuing in the past. *Example: We were playing tennis at the club.*
- **Past Perfect Tense:** This type of tense is used to describe an event in the past that has been completed. *Example: We had completed our match before she had come.*
- **Past Perfect Continuous:** This type of past tense verb is used to indicate an event, action or occurrence that started before another event, action or occurrence in the past. We can say that one action or event interrupted another. *Example: I had been playing the drums since school time.*

Present Tense

This tense is used to refer or indicate to something that occurs in the present. The simple present or indefinite present tense is used to describe an action, event, or condition that is occurring in the present while being spoken about or written. *Example: The dogs’ bark.*

- **Present Continuous Tense:** This tense indicates the continuous nature of an act or event in the present and has not been completed. The activity has begun in the past and will be completed in the future. *Example: She is preparing chicken sandwiches for breakfast.*
- **Present Perfect Tense:** This tense is used to describe an action that had begun in the past, continues into the present and has just been

completed. The time of occurrence of the action is generally not mentioned. This tense is also used to describe an action happened in the past before another action took place. *Example: I have just completed my dinner.*

- **Present Perfect Continuous Tense:** This tense is used to describe an action, event or occurrence that has begun in the past and continues into the present. It is also used for an action that began and just finished in the past or in cases where there is no mention of time. *Example: They have been trying to contact her.*

Future Tense

This tense is used to refer to or indicate something that hasn't happened at the time of speaking or writing. 'Simple Future Tense' commonly formed with the use of words 'will' and 'shall'. *Example: We shall be there by noon.*

- **Future Continuous Tense:** This tense is used to describe actions that are ongoing or continuing in the future. It is commonly used in sentences by using the simple future tense of the verb with the present participle i.e '-ing'. *Example: His parents will be attending the convocation.*
- **Future Perfect Tense:** Is used to refer or describe an event that will be completed sometime in the future before another action takes place. It is written by using the past participle of the verb with the simple future tense of the verb. *Example: I will have completed 10 years of work in August this year.*
- **Future Perfect Continuous Tense:** This tense is used to describe an action that is continuing into the future and will be completed at a specified time in the future. This tense is written using the future perfect tense of the verb with the present participle. *Example: I shall have been living in Mumbai for five years by May 2019.*

Preposition

A preposition is a word used to link nouns, pronouns, or phrases to other words within a sentence. They act to connect the people, objects, time and locations of a sentence. **Prepositions are usually short words, and they are normally placed directly in front of nouns. In some cases, you'll find prepositions in front of gerund verbs.**

A nice way to think about prepositions is as the words that help glue a sentence together. They do this by expressing position and movement, possession, time and how an action is completed.

Indeed, several of the most frequently used words in all of English, such as *of, to, for, with, on* and *at*, are prepositions. Explaining prepositions can seem complicated, but they are a common part of language and most of us use them naturally without even thinking about it.

In fact, it's interesting to note that prepositions are regarded as a 'closed class' of words in the English language. This means, unlike verbs and nouns, no new words are added to this group over time. In a way, it reflects their role as the functional workhorse of the sentence. They are unassuming and subtle, yet vitally important to the meaning of language.

There are two very important rules to remember when using prepositions. Because they are somewhat vague, learning about prepositions and using them correctly in sentences takes practice. Because 1:1 translation is often impossible when dealing with prepositions, even the most advanced English students have some difficulty at first.

- The first rule is that to make sentences clear, specific prepositions are needed. For example, the preposition *in* means one thing and the preposition *on* cannot substitute for it in all cases. Some prepositions are interchangeable but not always. The correct preposition means one particular thing and using a different preposition will give the sentence a very different meaning. *I want to see you **in**the house now, Bill!* means something very different from *I want to see you **on** the house now, Bill!* **In**the house means Bill should go through the door, walk inside, and stand in the hall or living room. **On**the house means Bill would need to get a ladder and climb to the roof where he would be *on top of*the house.
- The second rule for using prepositions is that prepositions are generally followed by nouns or pronouns. There was a time in the past when teachers held strictly to this rule, but it made for some clunky sentences. *I am seeking someone I can depend on* ends with the preposition *on*, so people who insisted that sentences shouldn't end with a preposition would be forced to use convoluted and unnatural phrasing. To avoid ending that sentence above with a preposition, you'd have to say, *someone I can depend on is whom I am seeking.*
- There are more than 100 prepositions in the English language. In addition, there are endless possibilities for creating **prepositional phrases**, phrases that begin with a preposition and end with a noun or pronoun. In the following sections, you will find examples of prepositions, types of prepositions, a comprehensive list of prepositions, and some helpful preposition exercises. As you read the examples and study the list, remember that prepositions usually convey concepts such as comparison, direction, place, purpose, source possession, and time.

Examples of Prepositions

In the following sentences, examples of prepositions have been italicized. As you read, consider how using different prepositions or even different types of prepositions in place of the examples might change the relationship between the rest of the words in the sentence.

- I prefer to read *in* the library.
- He climbed *up* the ladder to get *onto* the roof.
- Please sign your name *on* the dotted line *after* you read the contract.
- Go *down* the stairs and *through* the door.
- He swam *across* the pool.
- Take your brother *with* you.

Types of Prepositions

There are three types of prepositions, including time prepositions, place prepositions, and direction prepositions.

Time prepositions are those such as *before*, *after*, *during*, and *until*; place prepositions are those indicating position, such as *around*, *between*, and *against*; and direction prepositions are those indicative of direction, such as *across*, *up*, and *down*. Each type of preposition is important.

Type of Prepositions

Prepositions of Time

Basic examples of time prepositions include: *at*, *on*, *in*, *before* and *after*. They are used to help indicate when something happened, happens or will happen. It can get a little confusing though, as many different prepositions can be used.

Prepositions of time examples in the following sentences are in bold for easy identification.

For example:

- I was born **on** July 4th, 1982.
- I was born **in** 1982.
- I was born **at** exactly 2am.
- I was born two minutes **before** my twin brother.
- I was born **after** the Great War ended.

The above makes it seem quite difficult, with five different prepositions used to indicate when something happened. However, there is a set of guidelines that can help decide which preposition to use:

For years, months, seasons, centuries and times of day, use the preposition *in*:

- I first met John **in** 1987.
- It's always cold **in** January
- Easter falls **in** spring each year.
- The Second World War occurred **in** the 20th century.
- We eat breakfast **in** the morning.

For days, dates and specific holiday days, use the preposition **on**.

1. We go to school **on** Mondays, but not **on** Sunday
2. Christmas is **on** December 25th.
3. Buy me a present **on** my birthday.

For times, indicators of exception and festivals, use the preposition **at**.

- Families often argue **at** Christmas time.
- I work faster **at** night.
- Her shift finished **at** 7pm.

Before and **after** should be much easier to understand than the other examples of prepositions of time. Both are used to explain when something happened, happens or will happen, but specifically in relation to another thing.

- **Before** I discovered this bar, I used to go straight home **after** work.
- We will not leave **before** 3pm.
- David comes **before** Bryan in the line, but **after** Louise.

Other prepositions of time could include: *During, about, around, until and throughout*.

- The concert will be staged **throughout** the month of May.
- I learned how to ski **during** the holidays.
- He usually arrives **around** 3pm.
- It was **about** six in the morning when we made it to bed.
- The store is open **until** midnight.

Prepositions of Place

To confuse matters a bit, the most common prepositions to indicate time – **on, at, in** – are also the most common prepositions to indicate position. However, the rules are a little clearer as place prepositions are a more rigid concept than time prepositions.

Prepositions of place examples in the following sentences are in bold for easy identification.

- The cat is **on** the table.
- The dogs are **in** the kennel.
- We can meet **at** the crossroads.

The guidelines can be broken down as follows:

On is used when referring to something with a surface:

- The sculpture hangs **on** the wall.
- The images are **on** the page.
- The specials are **on** the menu, which is **on** the table.

In is used when referring to something that is inside or within confined boundaries. This could be anything, even a country:

1. Jim is **in** France, visiting his aunt **in** the hospital.
2. The whiskey is **in** the jar **in** the fridge.
3. The girls play **in** the garden.

At is used when referring to something at a specific point:

1. The boys are **at** the entrance **at** the movie theater.
2. He stood **at** the bus stop **at** the corner of Water and High streets.
3. We will meet **at** the airport.

Lot's of other prepositions of place, such as *under*, *over*, *inside*, *outside*, *above* and *below* are used in English. There is, however, a lot less confusion as they refer to rigid positions rather than abstract ones.

- The cat is **under** the table.
- Put the sandwich **over** there.
- The key is locked **inside** the car.
- They stepped **outside** the house.
- Major is ranked **above** corporal.
- He is waving at you from **below** the stairs.

Prepositions of Movement

Prepositions of movement are quite easy to understand as they are less abstract than prepositions of place and time. Essentially, they describe how something or someone moves from one place to another. The most commonly used preposition of movement is **to**, which usually serves to highlight that there is movement towards a specific destination.

Prepositions of movement examples in the following sentences are in bold for easy identification.

- He has gone on vacation **to** France.
- She went **to** the bowling alley every Friday last summer.
- I will go **to** bed when I am tired.
- They will go **to** the zoo if they finish their errands.

Other more specific prepositions of movement include: *through, across, off, down* and *into*. These prepositions can sometimes get mixed up with others. While they are similar, they have individual meanings that add context to the movement.

Across refers to moving from one side to another.

- Mike travelled **across** America on his motorcycle.
- Rebecca and Judi are swimming **across** the lake.

Through refers to moving directly inside something and out the other end.

- The bullet Ben shot went **through** the window.
- The train passes **through** the tunnel.

Into refers to entering or looking inside something.

- James went **into** the room.
- They stare **into** the darkness.

Up, over, down, past and **around** indicate directions of movement:

1. Jack went **up** the hill.
2. Jill came tumbling **down** after.
3. We will travel **over** rough terrain on our way to Grandma's house.
4. The horse runs **around** the track all morning.
5. A car zoomed **past** a truck on the highway

How to Recognize a Preposition?

Recognizing prepositions can be challenging as they do not always follow a consistent pattern in terms of their position in a sentence, nor do they have a discernible structure or spelling. We do know, however, that prepositions are almost always short words, with the majority having less than six letters. One technique people use to identify a preposition is to think of a preposition as **anywhere a mouse can go**. *Above, below, next to, between, beyond, through, by, with...* It won't cover them all, but it can be a useful question to ask when trying to identify and recognize a preposition. While there are over 100 prepositions, there are around 500,00-700,000 nouns in English! It is unlikely anyone will learn so many nouns, but recognizing and then mastering prepositions might be a worthwhile and attainable goal.

Prepositions with Nouns

There are lots of different nouns that carry specific prepositions to consolidate their meaning. These are called dependent prepositions. Again, there isn't a set rule that says a particular type of noun will

take a dependent preposition, although they normally follow the noun. Moreover, there are many possible combinations. Essentially, it's case of familiarizing yourself with the different possibilities of nouns and dependent prepositions. Examples:

- He displayed **cruelty towards** his dog.
- She had **knowledge of** physics.
- The **trouble with** Jack.
- 21 is the **age at** which you are allowed to drink.
- Bolt made another **attempt at** the world record.
- The police held an **inquiry into** the murder.

Prepositions with Verbs

Prepositional verbs – the phrasal combinations of verbs and prepositions – are important parts of speech. The prepositions again act as links between the verb and noun or gerund, giving extra meaning to the sentence. The prepositions most commonly used with verbs are: *to, for, about, of, in, at* and *from*. The good news is that these will always come after the verb in the sentence. However, it should also be noted that the prepositional verbs can have slightly different meaning compared to the original verb. For example, *to relate a story* simply means to tell a story, to relate **to** a story means you identify with it, find some personally meaning in that story.

Verb + to:

- He **admitted to** the charge.
- I **go to** Vancouver on vacation twice a year.
- William can **relate to** the character in the play.

Verb + for:

- He must **apologize for** his actions.
- We **searched for** ages before we found the perfect apartment.
- I **provide for** my family by working two jobs.

Verb + with:

- I don't **agree with** your claim.
- The lawyer said he will **meet with** your representatives.
- They **began with** a quick warm-up.

Verb + of:

- I **dream of** a better life.
- Have you **heard of** Shakespeare?
- The bread **consists of** dough, raisins and a little honey.

Verb + in:

- Does Rick **believe in** miracles?
- Fallon **lives in** New York.
- The bus accident **resulted in** my being late to work.

Verb + at

1. We **arrived at** our destination.
2. Ilene **excels at** singing.
3. Will the baby **smile at** her mother?

Verb + on:

- We should really **concentrate on** our studies now.
- Helen **insisted on** Brenda's company.
- Morris **experimented on** some canvas.

Verb + from:

- Since turning 80, she **suffers from** lapses in concentration.
- Dad **retired from** the navy in the 1970s.
- Billy Bob, please **refrain from** doing that.

Prepositions with Adjectives

Prepositions can form phrases with adjectives to give further context to the action, emotion or thing the adjective is describing. Like verbs and nouns, adjectives can be followed by: **to, about, in, for, with, at** and **by**.

- I am happily **married to** David.
- Ellie is **crazy about** this movie.
- Michelle is **interested in** politics.
- We are **sorry for** your loss.
- Jane will be **delighted with** her results.
- Is he still **angry at** the world?
- The entire room was **astonished by** the election results.

There can sometimes be a pattern in deciding which prepositions go with adjectives, for example, when adjectives have the same or very similar meaning to each other, they might take the same preposition:

- Frightened **of**, afraid **of**, scared **of**, terrified **of**

Indeed, when adjectives have opposite meaning they might also take the same preposition:

- Good **at**, great **at**, superb **at**, wonderful **at**

- Bad **at**, terrible **at**, woeful **at**, inept **at**

There are always many exceptions to the above, but it can help that there seems to be some consistency when adjectives have the same meaning or opposite meaning.

Nevertheless, perhaps a more general rule is that English speakers simply need to learn which prepositions go with which adjectives, as meaning can change significantly by using a different preposition.

- *I am **good at** sports* means I have some athletic talent.
- *The nurse was **good to** my mother* means she took care of her and was nice, kind, and helpful.
- *I am **good with** animals* means I get along with them and handle them well.
- *Swimming is **good for** your health.*
- *That was **good of** you to come* means you were begin nice and good to visit.
- *My little brother is **good inside** (his body)* means even though you can't see how he thinks and feels, he is good. Even if his behavior is bad.
- *The blueberry jam will be **good on** toast.*

Definition

Prepositions

- A **preposition** is a word or set of words that indicates location (*in, near, beside, on top of*) or some other relationship between a noun or pronoun and other parts of the sentence (*about, after, besides, instead of, in accordance with*). A preposition isn't a preposition unless it goes with a related noun or pronoun, called the [object of the preposition](#).

Examples:

Let's meet before noon.

Before is a preposition; *noon* is its object.

We've never met before.

There is no object; *before* is an adverb modifying *met*.

Rule 1. A preposition generally, but not always, goes before its noun or pronoun. One of the undying myths of English grammar is that you may not end a sentence with a preposition. But look at the first example that follows. No one should feel compelled to say, or even write, *That is something with which I cannot agree*. Just do not use extra prepositions when the meaning is clear without them.

Correct: *That is something I cannot agree with.*

Correct: *Where did you get this?*

Incorrect: *Where did you get this at?*

Correct: *How many of you can I depend on?*

Correct: *Where did he go?*

Incorrect: *Where did he go to?*

Rule 2a. The preposition *like* means "similar to" or "similarly to." It should be followed by an object of the preposition (noun, pronoun, noun phrase), not by a subject and verb. Rule of thumb: Avoid *like* when a verb is involved.

Correct:

You look like your mother.

That is, you look *similar* to her. (*Mother* is the object of the preposition *like*.)

Incorrect:

You look like your mother does.

(Avoid *like* with noun + verb.)

Rule 2b. Instead of *like*, use *as*, *as if*, *as though*, or *the way* when following a comparison with a subject and verb.

Correct: *You look the way your mother does.*

Incorrect: *Do like I ask.* (No one would say *Do similarly to I ask.*)

Correct: *Do as I ask.*

Incorrect: *You look like you're angry.*

Correct: *You look as if you're angry. (OR as though)*

Some speakers and writers, to avoid embarrassment, use *as* when they mean *like*. The following incorrect sentence came from a grammar guide:

Incorrect: *They are considered as any other English words.*

Correct: *They are considered as any other English words would be.*

Correct: *They are considered to be like any other English words.*

Remember: *like* means "similar to" or "similarly to"; *as* means "in the same manner that." Rule of thumb: Do not use *as* unless there is a verb involved.

Incorrect: *I, as most people, try to use good grammar.*

Correct: *I, like most people, try to use good grammar.*

Correct: *I, as most people **do**, try to use good grammar.*

Rule 3. The preposition *of* should never be used in place of the helping verb *have*.

Correct: *I should have done it.*

Incorrect: *I should of done it.*

See also [COUPLE OF](#); [OFF OF](#); [OUT OF](#); [OUTSIDE OF](#).

Rule 4. It is a good practice to follow *different* with the preposition *from*. Most traditionalists avoid *different than*. Although it is an overstatement to call *different than* incorrect, it remains polarizing: *A is different than B* comes across as sloppy to a lot of literate readers. If you can replace *different than* with *different from* without having to rewrite the rest of the sentence, why not do so?

Polarizing: *You're different than I am.*

Unchallengeable: *You're different from me.*

See also [**DIFFERENT FROM, DIFFERENT THAN**](#).

Rule 5. Use *into* rather than *in* to express motion toward something. Use *in* to tell the location.

Correct: *I swam in the pool.*

Correct: *I walked into the house.*

Correct: *I looked into the matter.*

Incorrect: *I dived in the water.*

Correct: *I dived into the water.*

Incorrect: *Throw it in the trash.*

Correct: *Throw it into the trash.*

Determiners -

Determiners are words that make the reference of nouns more specific. If I say '*this car*' it is clear that I mean a particular car which is near me. If I change it to '*my car*' I am saying something quite specific about ownership. Determiners can be divided into several kinds according to:

- their

meaning.

- what they may go with and where they may come in the noun phrase.

There are eight classes of determiner:

- the indefinite article *a* or *an*. See [The indefinite article](#).
- *A man came into the shop.*
- *An honest person would return the car to the owner.*
- the definite article *the*. See [The definite article](#).
- *The dog chased the rabbit.*
- the demonstratives *this, that, these, those*. See [Demonstratives](#).
- *This book is better than that one.*
- *These apples are redder than those ones.*
- the possessives *my, your, his, her, its, our, their*. See [Possessive pronouns](#).
- *I gave my share to her sister.*
- *Shona found his book in her car.*
- the quantifiers *some, any, enough, no, all, both, half, double, several, much, many, more, most, few, fewer, fewest, a few, little* (meaning not much), *less, least, a little*. See [Quantifiers](#) and [Numbers](#).
- *I've got some coffee but I haven't got any sugar.*
- *Have you got much money on you?*
- *There were no witnesses to the accident.*
- *Both girls saw the attack.*
- *Few people know the answer to that.*
- *The safety net gives little help to those who need it most.*
- the numbers, cardinal (*one, two, three...*), and ordinal (*first, second, third...*). See [Numbers](#).
- *There's one thing I need to ask you.*
- *The two boys grew up together in Manhattan.*
- *Three men were found hiding in the building.*
- *Their second child is due in October.*
- *She lost in the third round of the tournament.*
- the distributives *each, every, either, neither*. See [Distributives](#).
- *Each child received a book.*
- *Every girl was given a number to wear.*
- *Either book should help you with the problem.*
- the exclamation *what, such*. See [Exclamation](#).
- *What nonsense!*
- *What a shame!*
- *They make such a fuss over small things!*

Generally, a noun phrase has only one determiner in it, or none at all. See [Determiners](#). A few determiners, e.g. *all*, *both*, and the numbers, can be used together with another determiner. See [Determiners](#).

The indefinite article

The indefinite article is *a* or *an*. The form *an* is used before a word that starts with a vowel sound.

<i>a girl</i>	<i>a cat</i>
<i>an eight-year-old girl</i>	<i>an engineer</i>

The indefinite article is used with singular countable nouns:

- to refer to a person or a thing that you are mentioning for the first time in a conversation or a piece of writing.
- *A man was seen driving away in a black car.*
- to refer to a person or a thing which you do not want to be specific about.
- *I stopped off at a shop to buy a newspaper.*
- *You go past a petrol station on the left, and then you'll see our house on the right.*
- to refer to a person or a thing which you cannot be more specific about because there is not enough information.
- *A man called to see you this afternoon.*
- *There was a telephone call for you a minute ago.*
- in definitions.
- *An octopus is a sea creature with eight tentacles.*
- when you refer to a person's profession.
- *Her father is a dentist and her mother is a teacher.*
- to express a quantity, unless you wish to emphasize the number, when *one* must be used. The equivalent for plural nouns is *some* or no determiner at all. See [Determiners](#).
- *I want a needle and a thimble.*
- *Would you like a glass of wine?*
- *There is only one glass of wine left in the bottle.*
- *Guy has bought a skateboard.*
- *We've got three pairs of rollerblades and one skateboard.*

It is the sound, not the spelling, that decides where *an* is used. For example, although *unique* begins with a vowel, the sound at the beginning resembles a y- sound.

<i>an idiot</i>	<i>an awful mistake</i>
<i>a unicorn</i>	<i>a unique experience</i>

There are a few words that begin with a silent *h-*, in front of which *an* should be used. They are: *heir*, *heiress*, *honest*, *honour*, *hour*.

- Very formal or old-fashioned speakers also use the *an* form with some words beginning with an *h-* that is not silent, especially *historical* and *hotel*.

<i>I waited an hour.</i>	
<i>They joined a historical society.</i>	
<i>They joined an historical society.</i>	<i>(old-fashioned English)</i>
<i>They were staying at a hotel.</i>	
<i>They were staying at an hotel.</i>	<i>(old-fashioned English)</i>

he definite article is *the*. The definite article is used with singular and plural nouns. It is used both with countable nouns and uncountable nouns:

- to make definite or specific reference to a person or a thing that has already been referred to.
- *There's **the** man I was telling you about!*
- to refer to a person or thing that is already specific because of what those talking already know. In the first example below, '*the children*' would be members of our family and '*the swimming pool*' is the swimming pool we normally go to.
- *Let's take **the** children to **the** swimming pool.*
- *Did you switch **the** heating on?*
- *There were drinks in **the** fridge but **the** beer was soon finished.*
- to generalize about a whole class or species, usually of plants or animals. A singular noun is used for this purpose. The first example means '*The elephant species is hunted.*'
- ***The** elephant is still hunted for its tusks.*
- ***The** snowdrop is the first flower to arrive in the new year.*
- when it is followed by an adjective used as a noun indicating nationality or when generalizing about a whole class of people. *The Dutch* in the first example means '*Dutch people in general*'.
- ***The Dutch** are very skilful engineers.*
- ***The poor** were crowding the streets of the capital.*
- ***The homeless** were sheltered in the church.*
- before the names of rivers, groups of islands, seas, oceans, and mountain ranges.

<i>The Thames</i>	<i>The Hebrides</i>
<i>The North Sea</i>	<i>The Pacific</i>

- before the names of certain public institutions, most newspapers, and some magazines.

<i>The British Museum</i>	<i>The Hilton Hotel</i>
<i>The Lyceum Theatre</i>	<i>The Houses of Parliament</i>
<i>The Independent</i>	<i>The Guardian</i>
<i>The Listener</i>	<i>The New Scientist</i>

- before parts of the body when these are referred to in an impersonal way.
- *A stone struck him on **the** hand.*
- *Martin hit him on **the** head.*
- The definite article is rarely used with titles. Proper nouns that refer to persons, such as *Sue* and *Ron*, and proper nouns used in conjunction with titles, such as *Queen Elizabeth*, *Doctor Thomas*, and *Captain Parry*, only take a definite article if:
 - they stand for the name of a thing such as a boat.

- *The Queen Elizabeth II is on a long cruise.*
- a distinction is being made between people who have identical names. This use can give emphasis to the noun.
- *Ah, no. The David Parry I know lives in Manchester.*
- *I saw Paul Kay in town this morning. – Not **the** Paul Kay?*

Nouns used without a determiner -

Certain noun phrases do not have a determiner at all. We usually leave out the determiner when we use a noun or a noun phrase in the plural to make a generalization.

- *He sells **cars** for a living.*
- ***Tigers** are nearing extinction.*
- ***Onions** are good for you.*
- ***Grassy hills** rise on all sides of the town.*

Singular nouns that are uncountable are used without a determiner when you are making a general reference.

- *New **information** is now available.*
- *Do you like **jelly**?*
- *This shop sells **furniture**.*
- This is particularly true when the uncountable noun is used for the first time in a general way in the course of a conversation or piece of writing. They can be used with a determiner when the reference becomes specific. For example, you can ask someone if they like *cake* as a rule, and then ask the person if she would like some of *your cake*.
- ***The information** she gave me was inaccurate.*
- *Would you like some of **the jelly** I made for the party?*
- *We don't let the dog climb onto **the furniture**.*

There are a number of idiomatic expressions that usually omit a determiner. Examples are expressions that refer to:

- travel, when you proceed *by*: *bicycle, car, bus, train, ship, boat, plane.*
- *Anna went **by bicycle** but Lucy went **by car**.*
- *He was chased by police **on foot**.*
- time with the prepositions *at, before, or by, dawn, sunrise, sunset, noon, midnight, night, supper, dinner, day, night.*
- *Catherine rose **at dawn** and went to bed **at sunset**.*
- *We swam in the pool **by day** and partied **by night**.*
- meals: to have *breakfast, tea, lunch.*
- *Jane had **breakfast** at home.*
- *She met Diana **for lunch**.*
- institutions, with the prepositions *to* or *at*: *church, hospital, prison, school, work.*
- *John was taken **to hospital** with a broken ankle.*
- *Lucy has been kept late **at school** today.*
- *Ruth was **at home** all day.*
- seasons of the year, when you are generalizing, e.g: *in spring, in summer, in autumn, in winter.*
- ***In autumn**, the grapes are harvested by hand.*
- *The place is packed **in summer**.*

However, all of these words are used with the definite article when you are talking about a specific time, place, season, etc.

- *Philip travelled by **the same train** as Mehandra.*
- *Just look at **the wonderful sunset**.*

- Pam works at *the hospital*.
- I can't work well *in the summer*.

Pronouns

Definition

- A **pronoun** (*I, me, he, she, herself, you, it, that, they, each, few, many, who, whoever, whose, someone, everybody, etc.*) is a word that takes the place of a noun. In the sentence *Joe saw Jill, and he waved at her*, the pronouns *he* and *her* take the place of *Joe* and *Jill*, respectively. There are three types of pronouns: **subject** (for example, *he*); **object** (*him*); or **possessive** (*his*).

Rule 1. Subject pronouns are used when the pronoun is the subject of the sentence. You can remember subject pronouns easily by filling in the blank subject space for a simple sentence.

Example: ____ did the job.

I, he, she, we, they, who, whoever, etc., all qualify and are, therefore, subject pronouns.

Rule 2. Subject pronouns are also used if they rename the subject. They will follow *to be* verbs, such as *is, are, was, were, am, will be, had been, etc.*

Examples:

It is he.

This is she speaking.

It is we who are responsible for the decision to downsize.

In informal English, most people tend to follow *to be* verbs with object pronouns like *me, her, them*. Many English scholars tolerate this distinction between formal and casual English.

Example: *It could have been them.*

Technically correct: *It could have been **they**.*

Example: It is just me at the door.

Technically correct: It is just I at the door.

Rule 3. This rule surprises even language watchers: when *who* refers to a personal pronoun (*I, you, he, she, we, they*), it takes the verb that agrees with that pronoun.

*Correct: It is I who **am** sorry. (I **am**)*

Incorrect: It is I who is sorry.

*Correct: It is you who **are** mistaken. (you **are**)*

Incorrect: It is you who's mistaken.

Rule 4. In addition to subject pronouns, there are also object pronouns, known more specifically as **direct object**, **indirect object**, and **object of a preposition** (for more detail, see the definition of a **verb** in the [Finding Nouns, Verbs, and Subjects](#) section). Object pronouns include *me, him, herself, us, them, themselves*.

Examples:

*Jean saw **him**.*

Him is the direct object of the verb *saw*.

*Give **her** the book.*

The direct object of *give* is *book*, and *her* is the indirect object. Indirect objects always have an implied *to* or *for* in front of them: *Give [**to**] **her** the book.*

*Do [**for**] **me** a favor.*

*Are you talking to **me**?*

Me is the object of the preposition *to*.

Rule 5. The pronouns *who, that, and which* become singular or plural depending on the subject. If the subject is singular, use a singular verb. If it is plural, use a plural verb.

Example: *He is the only one of those men who is always on time.*

The word *who* refers to *one*. Therefore, use the singular verb *is*.

Sometimes we must look more closely to find a verb's true subject:

Example: *He is one of those men who **are** always on time.*

The word *who* refers to *men*. Therefore, use the plural verb *are*.

In sentences like this last example, many would mistakenly insist that *one* is the subject, requiring *is always on time*. But look at it this way: *Of those men who **are** always on time, he is one.*

Rule 6. Pronouns that are singular (*I, he, she, everyone, everybody, anyone, anybody, no one, nobody, someone, somebody, each, either, neither, etc.*) require singular verbs. This rule is frequently overlooked when using the pronouns *each, either, and neither*, followed by *of*. Those three pronouns always take singular verbs. Do not be misled by what follows *of*.

Examples:

Each of the girls sings well.

Either of us is capable of doing the job.

Neither of them is available to speak right now.

Exception: When *each* follows a noun or pronoun in certain sentences, even experienced writers sometimes get tripped up:

Incorrect: *The women each gave her approval.*

Correct: *The women each gave their approval.*

Incorrect: *The words are and there each ends with a silent vowel.*

Correct: *The words are and there each end with a silent vowel.*

These examples do not contradict Rule 6, because *each* is not the subject, but rather an **adjunct** describing the true subject.

Rule 7. To decide whether to use the subject or object pronoun after the words *than* or *as*, mentally complete the sentence.

Examples:

Tranh is as smart as she/her.

If we mentally complete the sentence, we would say *Tranh is as smart as she is*. Therefore, *she* is the correct answer.

Zoe is taller than I/me.

Mentally completing the sentence, we have *Zoe is taller than I am*.

Daniel would rather talk to her than I/me.

We can interpret this sentence in two ways: *Daniel would rather talk to her than to me*. **OR** *Daniel would rather talk to her than I would*. A sentence's meaning can change considerably, depending on the pronoun you choose.

Rule 8. The possessive pronouns *yours*, *his*, *hers*, *its*, *ours*, *theirs*, and *whose* never need apostrophes. Avoid mistakes like *her's* and *your's*.

Rule 9. The only time *it's* has an apostrophe is when it is a contraction for *it is* or *it has*. The only time *who's* has an apostrophe is when it means *who is* or *who has*. There is no apostrophe in *oneself*. Avoid "one's self," a common error.

Examples:

It's been a cold morning.

The thermometer reached its highest reading.

He's the one who's always on time.

He's the one whose wife is always on time.

Keeping oneself ready is important.

Rule 10. Pronouns that end in *-self* or *-selves* are called **reflexive pronouns**. There are nine reflexive pronouns: *myself*, *yourself*, *himself*, *herself*, *itself*, *oneself*, *ourselves*, *yourselves*, and *themselves*.

Reflexive pronouns are used when both the subject and the object of a verb are the same person or thing.

Example: *Joe helped himself.*

If the object of a preposition refers to a previous noun or pronoun, use a reflexive pronoun:

Example: *Joe bought it for himself.*

Reflexive pronouns help avoid confusion and nonsense. Without them, we might be stuck with sentences like *Joe helped Joe.*

Correct: *I worked myself to the bone.*

The object *myself* is the same person as the subject *I*, performing the act of working.

Incorrect: *My brother and myself did it.*

Correct: *My brother and I did it.*

Don't use *myself* unless the pronoun *I* or *me* precedes it in the sentence.

Incorrect: *Please give it to John or myself.*

Correct: *Please give it to John or me.*

Correct: *You saw me being myself.*

Myself refers back to *me* in the act of being.

A sentence like *Help yourself* looks like an exception to the rule until we realize it's shorthand for *You may help yourself.*

In certain cases, a reflexive pronoun may come first.

Example: *Doubting himself, the man proceeded cautiously.*

Reflexive pronouns are also used for emphasis.

Example: *He himself finished the whole job.*

Rule 11. The use of *they* and *their* with singular pronouns is frowned upon by many traditionalists. To be consistent, it is a good practice to try to avoid *they* and its variants (e.g., *them*, *their*, *themselves*) with previously singular nouns or pronouns.

Not consistent: *Someone has to do it, and they have to do it well.*

The problem is that *someone* is singular, but *they* is plural. If we change *they* to *he* or *she*, we get a rather clumsy sentence, even if it is technically correct.

Technically correct: *Someone has to do it, and he or she has to do it well.*

Replacing an inconsistent sentence with a poorly written one is a bad bargain. The better option is to rewrite.

Rewritten: *Someone has to do it, and has to do it well.*

Many writers abhor the *he or she* solution. Following are more examples of why rewriting is a better idea than using *he or she* or *him or her* to keep sentences consistent.

Inconsistent: *No one realizes when their time is up.*

Awkward: *No one realizes when his or her time is up.*

Rewritten: *None realize when their time is up.*

Inconsistent: *If you see anyone on the trail, tell them to be careful.*

Awkward: *If you see anyone on the trail, tell him or her to be careful.*

Rewritten: *Tell anyone you see on the trail to be careful.*

Rule 12. When a pronoun is linked with a noun by *and*, mentally remove the *and* + noun phrase to avoid trouble.

Incorrect: *Her and her friend came over.*

If we remove *and her friend*, we're left with the ungrammatical *Her came over.*

Correct: *She and her friend came over.*

Incorrect: *I invited he and his wife.*

If we remove *and his wife*, we're left with the ungrammatical *I invited he*.

Correct: *I invited **him** and his wife.*

Incorrect: *Bill asked my sister and I.*

If we remove *my sister and*, we're left with the ungrammatical *Bill asked I*.

Correct: *Bill asked my sister and **me**.*

Rule 13. If two people possess the same item, and one of the joint owners is written as a pronoun, use the possessive form for both.

Incorrect: *Maribel and my home*

Incorrect: *Mine and Maribel's home*

Correct: *Maribel's and my home*

Incorrect: *he and Maribel's home*

Incorrect: *him and Maribel's home*

Correct: *his and Maribel's home*

Incorrect: *you and Maribel's home*

Incorrect: *yours and Maribel's home*

Correct: *Maribel's and your home*

Note: As the above examples demonstrate, when one of the co-owners is written as a pronoun, use **possessive adjectives** (*my, your, her, our, their*). Avoid **possessive pronouns** (*mine, yours, hers, ours, theirs*) in such constructions.

Introduction to Nouns

A noun is a word that refers to a person, place, thing, or idea. It is one of the basic building blocks for how we refer to things in the world around us. The other building block is verbs. They tell us what the nouns do.

Person: mother, father, President, George, Sarah, boss, employee

Place: bedroom, town, upstairs, Europe, outer space

Thing: table, chair, tree, mango, jacket, book

Idea: spelling, kindness, noun, thought, honor

A noun naming an idea, feeling, state, or quality is called an abstract noun.

Recognizing Nouns

Here are a few hints to find the nouns in a sentence.

- – Nouns often come after an article (a, an, the):
a cup, an automobile, the laundry
- – Nouns might be plural forms of other singular nouns:
cats – cats, tree – trees
- – A noun might end with -'s. That means it is the possessive form of the noun: teacher – teacher's, boy – boy's
- – Words that end in -ice, -ness, -tion, -sion, -ence, -ance, -ment, -hood, -dom, -cy, -ist, -ity, or -ism are nouns. They are originally made from other words. For example: justice, sadness, provision, guidance, referee

Types of Nouns

There are several types of nouns

- – Some nouns name specific people or things. They are called proper nouns. For example: Jane, Atlantic Ocean
- – Some nouns cannot be counted. They are non-countable nouns. For example: sugar, water
- – Some nouns refer to a group of things. They are called collective nouns. For example: team, class
- – Some words can join to make one noun. These nouns are called compound nouns. For example: Football, mother-in-law

Nouns can change their form. Nouns can refer to one thing (singular nouns). They can change their form to refer to more than one thing (plural nouns). Nouns can possess other things (possessive nouns). This is also shown by changing form.

Common and Proper Nouns

Nouns are either common nouns or proper nouns.

Common nouns are words for general people, places, and things. Some examples are: woman, street, river, town

Proper nouns name specific people, places, and things. Examples include: Australia, Main Street, Amazon River, New Delhi

Have you been to London?
London is a specific place. It is a proper noun.

Ashok Kumar was a very talented actor.
Ashok Kumar is a specific person.

Recognizing Proper and Common Nouns

Proper nouns are almost always capitalized. Common nouns are not usually capitalized. They are only capitalized at the beginning of the sentence.

Countable and Non-Countable Nouns

Countable nouns are nouns that can conceptually or grammatically be counted. There can be just one of its kind or there can be more than one.

apple, child, tree, hour, letter

Non-Countable nouns are nouns that cannot be counted such as: excitement, sugar, ketchup, sadness

Using Countable Nouns

Countable nouns have plural forms that mean “more than one”

Countable nouns can be counted with numbers. For example:

1 apple, 2 apples, 3 apples

In sentences, singular countable nouns must have a determiner before them. These include the words the, a, or an.

The plural forms can take determiners such as the, these, those, several, few, some of, many.

Using Non-Countable Nouns

Non-countable nouns cannot be counted. So they do not have plural forms. For example, say:

I have money. Not I have moneys.
Money is non-countable. It refers to a collective thing. It does not have a plural.

I have a lot of money.
This sentence emphasizes how much money. Use a phrase like “a lot of” instead of the plural.

Non-countable nouns often follow words such as some, much, little, an amount of. We cannot add a or an before them. It is wrong to say ‘a bread’ or ‘a furniture’. For example:

Do you want me to buy a loaf of bread?
To talk about a certain amount of bread, use a phrase like a loaf of.

Some nouns have a countable meaning and a non-countable meaning.

She has long blonde hair.
Hair is uncountable here. We are talking about all the hair on her head.

I found a hair in my soup!
In this sentence, we are talking about a single strand of hair. It is countable.

The Christmas tree was covered with hundreds of lights.
Here, light is a countable noun. It is plural.

I couldn't see anything because there was no light.
Light is used as an uncountable noun.

Some nouns are countable in other languages but non-countable in English and they must follow the rules for non-countable nouns. The common ones are: accommodation, advice, bread, furniture, luggage, news, progress, traffic.

Collective Nouns

A collective noun names a group of people or things. Examples include: Committee, class, flock of geese, bunch of flowers, pack of mules, complex of buildings

Using Collective Nouns
We think of the collective noun as one thing. A collective noun is usually used as a singular noun. For example:

Our class went to the museum today.
The class is a unit.

Sometimes a single collective noun can imply singular or plural in number.

The team is winning!
Here the team is seen as one unit.

The team are cooperating well tonight.
The team is seen as many individuals.

Compound Nouns

Compound nouns are nouns made up of two or more words. For example: Stowaway, bathtub, boarding pass, mother-in-law

Writing Compound Nouns

Sometimes the words are directly connected, such as baseball. Other times there is a space between the words, as in train station. Some words are connected with a hyphen, such as merry-go-round. The dictionary is the best place to check the spelling.

Plural of Compound Nouns

As you will learn later, the plural form means “more than one”. Plurals can be tricky for compound nouns. Where do you put the plural ending -s? Sometimes it goes on the end of the compound noun. Sometimes it goes on the word that is “many”.

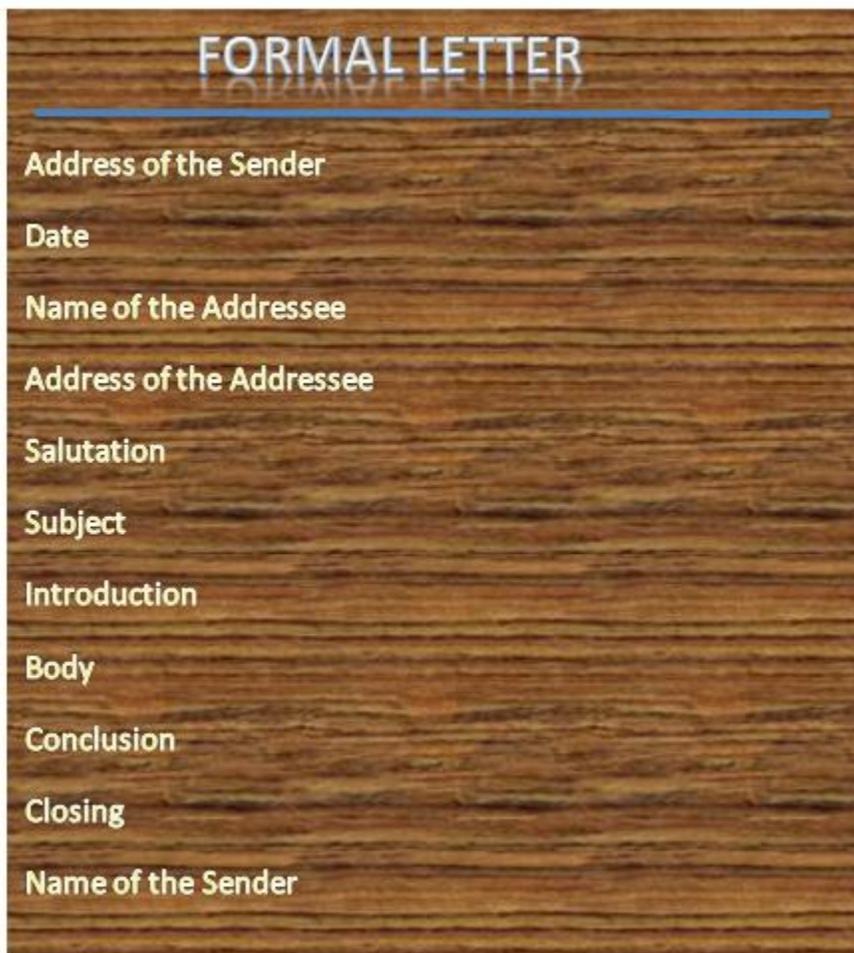
UNIT-3

1. Short essay on given topics
2. Correspondence skills(formal & informal letters and application)

Formal Letter Format

A formal letter has a format which needs to be followed. A typical formal letter format is

1. Sender's address
2. Date
3. Name / Designation of Addressee
4. Address of the Addressee
5. Salutation
6. Subject
7. Body – Introduction, Content, Conclusion
8. Complimentary Close
9. Signature / Name of the Sender
10. Designation of the Sender



Types of Formal Letters and Formal Letter Format

A. Letter of Enquiry

As the name suggests this type of letter is the source of collecting information. People usually use a letter of inquiry as one of the most used business letter or formal letter. A letter of inquiry helps a person to have information like some course or job inquiry, prices of services and products, terms and orders or working agreements etc. One must always keep in mind

- Give a brief introduction about yourself
- Include the name of the organization (if possible)
- Provide clear details about the area of inquiry
- Present your queries and doubt in a clear and understandable form
- Mention the deadlines by which you need the information

B. Order Letter

When a buyer needs to order some goods, he writes an order letter to the seller. The three main parts of this letter are

- The details of the items or the goods being ordered must be clearly stated. It must have complete information like the quantity of the goods, model number (if possible), etc.
- The information related to the shipping must also be clearly given. The mode of shipping, shipping location and the desired date for the goods to be shipped must be clearly stated.
- The inquiry related payment whether it is the mode of payment, date of payment or terms and conditions regarding payment should be clearly mentioned.

C. Letter of Complaint

Suppose you placed an order of some items. The quality promised and the quality of the items received is not the same. What will you do? You either want to replace them or want your payment back. How can you do so? This is where the letter of complaint comes into play. While writing this type of letter,

- One must clearly provide the details of the problem faced
- Tell what action you want to be taken
- Provide information like the date of arrival of orders, order number, or the details of the previous complaint (if any)
- Give a deadline to respond within
- Attach a copy or a specimen of the invoice or any other receipt
- Use polite yet assertive words regarding complaint issue
- Never excuse or make any allegation by self

D. Reply to a Letter of Complaint

Suppose sometime you received a letter of complaint and you want to reply to it. It is most important to try to look after such complaints as they may cost you your/ organization's reputation. How will you do so? How can you provide better customer services? It is important for you to

- Clearly address the problem and the trouble costs to the customer
- Apologize for the error on your side
- Clearly state the course of actions you will take for the arisen issues and the time until you will do so
- Assure the customer for no more future grievances and troubles

- Be very clear and specific about every detail

The format of this letter is the same as the formal letter format.

E. Promotion Letter

This type of letters mainly refers to the one of promoting new developments and up-gradation. The promotion can be of anything new opening of a new branch or show-rooms, new schemes, or any other promotional discounts. For any promotional letter, it is very important to

- Use clear, definite terms
- Proper use of punctuations and correct spelling
- Avoid slang, fancy terminologies of jargon
- Clearly discuss the promotion
- Avoid the use of abbreviations

F. Sales Letters

These letters are written to tell about a product to the customers with an intention of selling it. A sales letter helps in the sale promotion and presenting introductory offers. It makes it easy to understand the facts and figures and also strengthen the partnership and the joint ventures. While writing a sales letter one must keep in mind the following points:

- The language must be formal
- Only use easy and clear language
- Avoid slang and use of abbreviations
- The content must be clear, concise and understandable
- Avoid adding extra details or information

- Pay attention towards the targeted audience
- Provide details, features, uses of a newly launched product

G. Recovery Letters

There are sometimes when a company or an organization needs to collect money from a client or a customer. The intention behind writing recovery letters is to recover the money from the customer without bothering or annoying the client. This type of letter includes detail information regarding the amount of unclear payment, last date of payment of the amount, the detail of the legal action in case of non-payment of the dues. Although it is a recovery letter, one must always keep in mind

- The remainder must be in the polite language
- The detailed information and the reasons must be clear and understandable by the client
- The language should be formal
- Provide the detail of legal action in case of non-payment of further delay in clearing the dues

Informal Letters

Informal letters are written to close acquaintances of the writer, their friends, family, relatives etc. Since they are written to close relations the letters have an informal and personal tone. Casual language is used while writing informal letters. And sometimes the letters may even have an emotional undertone.

Informal letters are mainly used for personal communication. So they do not have to follow any specific pattern, format or conventions. They can be written as per the writer's wishes and the requirement of the

situation. So the letter is written in a personal fashion in casual unassuming language.

Format of Informal Letter

As we discussed earlier there is no set format when writing an informal letter. But there is a general pattern, some conventions that people usually follow. We will be looking at this pattern and certain tips on how to write effective and attractive informal letters. These can act as guidelines when you are drafting a letter, they are not hard and fast rules. Let us begin.

Address

The first thing to write is your address, i.e. the address of the writer. We usually write the address on the left-hand side of the page at the very top. The address should be accurate and complete. Even when writing to close friends or relatives the address must be written, so they can reply back to the letter with ease. If the recipient of the letter is in another country, do not forget to write your country as well in the address.

Date

Next just below the address we write the date. This allows the reader to have a reference as to when the address was written. He can then relate better to the contents of the letter.

Greeting

Now since you know the person you are writing to, the greeting can be informal as well. If it is a friend or someone close to your age you can greet them by their first name, like “Dear Alex”. If you are writing to your relative like your mother/father/aunt/uncle etc, you may greet them as such, for example, “Dear Mom”. And if you are writing to an elder person, someone you respect greatly you can address them as Mr or

Mrs. Like say for example you were writing a congratulatory letter to your teacher, it can be addressed as “Dear Mrs. Alex”.

Introduction Paragraph

And now we begin writing the actual letter. The introductory [paragraph](#) sets the tone for the whole letter. You might begin by asking the recipient about their well being. Or you may say that you hope the letter finds them in good health and great spirits. The opening of informal letters should be casual and comforting. It must not be formal and direct as in business letters.

Learn how to write amazing stories from this [Story Writing Guide](#).

Body of the Letter

The letter overall should maintain a friendly tone. But you have to adjust the language and the wordings according to who you are writing to. With a friend, you can afford to be very casual and flippant even. But if you are writing to an elder relative, you must be extremely respectful and considerate.

One way to determine the tonality of your letter is to remember how you talk to the person in a conversation. And then apply the same syntax and sentiments to the letter.

Conclusion

In the conclusive paragraph sum up the reason for writing the letter, i.e. summarize the letter. Say a meaningful and affectionate goodbye to the reader. And do not forget to invite the reader to write back or reply to your letter. It shows an intention to keep the conversation going.

Signature

There is no one way to sign off informal letters. Since they do not follow a strict format, you may sign off as you please. Some commonly used phrases are

- Lots of Love
 - Best,
 - Best Wishes,
 - Kind Regards,
 - Kindly,
-

UNIT-4

Translation of sentences / Passage English to Hindi and Hindi to English.

UNIT-5

Curriculum Vitae (CV) Samples and Writing Tips

What to Include in a Curriculum Vitae

A curriculum vitae, commonly referred to as a “CV,” is a longer (two or more pages), more detailed synopsis than a resume. Your CV should be clear, concise, complete, and up-to-date with current employment and educational information.

The following are examples of information that can be included in your curriculum vitae. The elements that you include will depend on what you are applying for, so be sure to incorporate the most relevant information to support your candidacy in your CV.

- **Personal details and contact information.** Most CVs start with contact information and personal data but take care to avoid superfluous details, such as religious affiliation, children's names, and so on.
- **Education and qualifications.** Be sure to include the names of institutions and dates attended in reverse order: Ph.D., Masters, Undergraduate.
- **Work experience/employment history.** The most widely accepted style of employment record is the [chronological curriculum vitae](#). Your [career history](#) is presented in reverse date order starting with the most recent appointment. More emphasis/information should be placed on your most recent jobs.
- **Skills.** Include computer skills, foreign language skills, and any other recent training that is relevant to the role applied for.
- Training / Graduate Fieldwork / Study Abroad
- Dissertations / Theses
- Research experience
- Teaching experience
- Publications
- Presentations, lectures, and exhibitions
- Grants, scholarships, fellowships, and assistantships
- Awards and honors
- Technical, computer, and language skills
- Professional licenses, certifications, and memberships

What Not to Include

There is no need to include your photo, your [salary history](#), the reason you left your previous position, or references in a CV submitted for jobs in the United

States. [References should be listed separately](#) and given to employers upon request.

Note, however, that the requirements for international CVs differ, and depend upon the country to which you are applying. In other countries, private information like your date of birth, nationality, marital status, how many children you have, and a photograph may be required.

How Long Should a CV Be?

A good, entry-level curriculum vitae should ideally cover two to three pages (CVs for mid-level professionals, especially in academia and medical research roles, may run longer). Aim to ensure the content is clear, structured, concise, and relevant. [Using bullet points](#) rather than full sentences can help minimize word usage.

Curriculum Vitae Sample

The following is a curriculum vitae example for an entry-level candidate for a faculty position in the US. This CV includes employment history, education, competencies, awards, skills, and personal interests. [Download the CV template](#) (compatible with Google Docs and Word Online) or see below for more examples.

Curriculum Vitae Format Example

Your Contact Information

Name
Address
Telephone
Cell Phone
Email

Optional Personal Information

This information is not included for U.S. CVs. It may be requested in other countries.

Date of Birth
Place of Birth
Citizenship
Visa Status
Gender
Marital Status
Spouse's Name
Children

Employment History

List in chronological order, include position details and dates.

Work History
Academic Positions
Research and Training

Education

Include dates, majors, and details of degrees, training and certification.

Post-Doctoral Training
Graduate School
University
High School (*Depending on country*)

Professional Qualifications

Certifications and Accreditations

Computer Skills

Awards

Publications

Books

Professional Memberships

Interests

Curriculum Vitae Formatting Quick Tips

CV Length: While resumes are generally one page long, most CVs are at least two pages long, and often much longer.

Font Choice and Font Size: There's no need to use ornate fonts that are difficult to read; Times New Roman, Arial, Calibri, or fonts like these are best. Your font size should be between 10 and 12 points, although your name and the section headings can be a little larger and/or bolded.

Format: However you decide to organize the sections of your CV, be sure to keep each section uniform. For example, if you put the name of one organization in italics, every organization name must be in italics. If you include a sentence or two about your accomplishments in a particular position, fellowship, etc., [make a bulleted list](#) of each accomplishment. This will keep your CV organized and easy to read.

Accuracy: Be sure to edit your CV before sending it. Check spelling, grammar, tenses, names of companies and people, etc.
