

# **ACMT Group of Colleges**

## **POLYTECHNIC – 1<sup>ST</sup> YEAR/ 2<sup>ND</sup> SEM**



### **DIPLOMA ENGINEERING**

### **BUSINESS COMMUNICATION**

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# **BUSINESS COMMUNICATION**

## **CHAPTER-1**

### **Formal Letter | How To Write a Formal Letter? Template, Samples,**

Formal Letter Format in English: A formal letter is one written in an orderly and conventional language and follows a specific stipulated format. These letters are written for official purposes only, such as writing a letter to the manager, to the HR manager, to an employee, to the Principal of the college or school, to a teacher, etc. But we do not use formal letters for personal use such as writing them to our family, relatives or friends.

Formal letter writing format requires some specific rules and conventions. Also, the language of the letters should be very professional. The format here will help in relaying the content of the letter in a formal way. An example of a formal letter is writing a resignation letter to the manager of the company, stating the reason for resignation in the same letter.

Usually, these formal letters are written in English in private companies. But, in India, many companies, especially government firms, accept formal letters written in the Hindi language. In fact, the formal letter formats are also taught to the students in schools so that they would be able to write the letters for any particular situation to their teachers and principals. Read on to find more about the formal letter example and formal letter writing samples, for example of a formal letter.

Get Other Types of Letter Writing like Formal, Informal and Different Types of Letter Writing Samples.

### **How to Write a Formal Letter?**

To write a formal letter follow the below-given tips:

Address or greet the concerned person properly like Dear Sir/Madam

Always mention the subject of writing the letter

Be concise in your letter. Write the reason for writing the letter in the first paragraph itself.

Do not stretch the letter too much.

The tone of the letter should be very polite and not harsh

Write in a proper format and take care of the presentation of a letter

Mention the address and date correctly.

Mention the name and designation of the recipient correctly

The closing of the letter should be with gratitude. Use "Thank you" for consideration of the letter and then at last mention "Yours sincerely or truly" along with your name and signature.

Formal Letter Writing Topics

There could be many reasons to write a formal letter meaning. They are:

**Sick Leave Application**

**Leave Application for Marriage**

**Leave application for maternity**

**Resignation letter**

**Appointment letter**

**Job offer letter**

**Complaint letter**

**Business letter**

**Formal Letter Format**

The general format of a formal letter structure is given below:

### **Formal Resignation Letter**

A resignation letter is a formal letter which an employee writes to his manager if he wants to quit his job for any particular reason. Here is a format to write a resignation letter

Formal Resignation Letter Format

### **Formal Letter Sample**

A formal letter sample is provided here, which is written to the editor of a newspaper, mentioning the issue faced by them and which has to be highlighted in the newspaper to draw the attention of the concerned authorities.

Formal Letter Sample

### **Formal Invitation Letter**

An invitation letter is written to invite anyone for a particular occasion. Some format letter examples are invitation by junior to their senior in college for a farewell, by a company to attend the office annual day, invitation to attend the meeting or a conference, etc. Here is format to write the formal invitation letter.

Formal Invitation Letter

### **Difference Between Formal and Informal Letter Format**

Formal Letter   Informal Letter

It is written in a formal way or a professional way   It can be casual also

It is an official announcement by a person or a firm   It is non-official

The format of the letter should be followed   There is no particular format

They are written for official reasons   They are written for personal reasons

FAQ's on Formal Letter

Question 1.

What is a formal letter?

Answer:

A formal letter is one written in an orderly and conventional language and follows a specific stipulated format. These letters are written for official purposes only, such as writing a letter to the manager, to the HR manager, to an employee, to the Principal of the college or school, to a teacher, etc.

Question 2.

What is the resignation letter?

Answer:

A resignation letter is a formal letter which an employee writes to his manager if he wants to quit his job for any particular reason.

Question3.

**What are the types of formal letters?**

Answer:

**Business Letters**

**Official Letters**

**Appointment Letters**

**Experience Letter**

**Offer Letter**

**Social letter**

**Circular letter**

**Leave Letter**

**Resignation letter**

**Invitation letter**

**Complaint Letter**

## CHAPTER-2

# Tense

### Rules for Tenses in English Grammar with Examples

Rules of Tenses help one understand how to correctly use the different tenses in a sentence, without making a grammatical mistake and also by easily indicating when an event or action has occurred.

Aspirants who are willing to apply for the various Government exams 2021 must go through these tenses rules carefully, as the English language is a part of the syllabus for most of these exams.

**Tenses can be divided into three parts:**

**Present Tense**

**Past Tense**

**Future Tense**

Each of the three above mentioned tenses can further be divided into subparts. These subparts include:

**Simple**

**Continuous**

**Perfect**

**Perfect Continuous**

In this article, we shall discuss in detail the tenses rules for the above-mentioned types of verb tenses, followed by examples to explain them clearly.

**Present Tense**

Present Tense can be defined as an expression for an activity that is currently in action or is habitually performed. It is used for a state that generally exists or is currently ongoing.

**Simple Present**

**Simple Present Tense**

Singular          Plural

Rule: Subject + V1 + s/es + Object      Rule: Subject + V1 + Object

Example: The girl sings a song

Here the subject is Girl (singular) and “s” has been added to the verb (sing), followed by the object (song)

Example: The girls sing a song

Here the subject is Girls (plural) and no changes have been made with V1 (first form of verb) and the object

**Present Continuous**

**Present Continuous Tense**

Rule: Subject + is/am/are + V1 + ing + object

Example: She is eating food

Here the subject is She, followed by "is"

The first form of verb (V1) here is "eat" and "ing" has been added to it, followed by the object "food"

### **Present Perfect**

#### **Present Perfect Tense**

Singular          Plural

Rule: Subject + has + V3 + Object      Rule: Subject + have + V3 + Object

Example: He has cleaned the utensils

Here, "He" is the subject + has

"Cleaned" is the third form of verb and utensils is the object

Example: They have cleaned the utensils

Here, "They" is the subject + have

"Cleaned" is the third form of verb and utensils is the object

#### **Present Perfect Continuous Tense**

#### **Present Perfect Continuous Tense**

Singular          Plural

Rule: Subject + has been + V1 + ing + Object      Rule: Subject + have been + V1 + ing + Object

Example: She has been practising since morning

Here "She" is the subject + has been, followed by "ing" added to the first form of verb "practise" and then the object

Example: They have been practising since morning

Here "They" is the subject + have been, followed by "ing" added to the first form of verb "practise" and then the object

Given below are a few examples that may help you differentiate between the four sub parts of present tense easily:

Raj speaks German (Simple Present for Singular)

They speak German (Simple Present for Plural)

She is speaking German (Present Continuous)

He has learnt German (Present Perfect for Singular)

They have learnt German (Present Perfect for Plural)

She has been learning German (Present Perfect Continuous for Singular)

They have been learning German (Present Perfect Continuous for Plural)

Also, go through the concepts and sample questions of important English topics such as :

Rules and List of Conjunctions

Active And Passive Voice Rules

List of Homophones/Homonyms

List of Synonyms and Antonyms

List of Prefix and Suffix with examples

Idioms And Phrases

More such articles on the rule, lists and concepts can be found on the General English For Competitive exams.

## **Past Tense**

Any event or action that took place in the past can be referred to as the past tense. Below we have discussed in detail the four sub parts of past tense in English grammar.

### **Simple Past**

#### **Simple Past Tense**

Rule: Subject + V2 + Object

For example: He ran away

Here, the subject is "He" and "ran" is the second form of verb (V2) of "run" followed by the object

### **Past Continuous**

#### **Past Continuous Tense**

Singular          Plural

Rule: Subject + was + V1 + ing + Object

Rule: Subject + were + V1 + ing + Object

For example: She was going shopping

Here, the subject is "She" + was

It is followed by the first form of verb (V1) "go" + "ing" and then the object "shopping"

For example: They were going shopping

Here, the subject is "They" + were

Followed by the first form of verb (V1) "go" + "ing" and then the object "shopping"

### **Past Perfect**

#### **Past Perfect Tense**

Rule: Subject + had + V3 + Object

For example: Sumit had left the job

Here the subject is "Sumit" + had

Then "left", which is the third form of verb (V3) "leave" is given followed by the object

### **Past Perfect Continuous**

#### **Past Perfect Continuous Tense**

Rule: Subject + had been + V1 + ing + Object

For example: They had been preparing for their performance for two months

Here the subject is “They” + had been

It is followed by “preparing”, which is the first form of verb (V1) of “prepare” and then the object

To help you understand past tense and its form even better, given below are a few examples to simplify the concept:

I played football yesterday (Simple Past)

I was playing football yesterday (Past Continuous for Singular)

They were playing football yesterday (Past Continuous for Plural)

They had played football yesterday (Past Perfect)

They had been playing football the entire yesterday (Past Perfect Continuous)

Given below are a few articles to clarify the confusion between various common but confusing words in the English Language. It is vital aspirants gain clarity on the basic concepts to ace this section, as they are very well aware that English is an important part of the syllabus of various competitive exams.

Difference Between Affect and Effect

Difference Between Center and Centre

Difference Between Principal and Principle

Difference Between Program and Programme

More such concept-wise, subject-wise differences can be found on the 100 Difference between Articles page linked here.

## **Future Tense**

The actions that are to take place in the future fall in the category of the future tense. We have discussed the subparts of the future tense in detail further below in the article, followed by the examples for the same.

### **Simple Future**

#### **Simple Future Tense**

Rule: Subject + will/shall + V1 + Object

For Example: I will visit my Uncle tomorrow

Here, the subject is “I” + will

It is followed by the first form of verb (V1) “visit” and then the object

### **Future Continuous**

#### **Future Continuous Tense**

Rule: Subject + will be/shall be + V1 + ing + Object

For Example: I shall be going to the market tomorrow

In this example, the subject is “I” + shall be

Following it is the first form of verb (V1) “go”+ing and then the object

### **Future Perfect**

#### **Future Perfect Tense**

Rule: Subject + will have/shall have + V3 + Object



For Example: I shall have prepared the notes by tomorrow morning

In this example, the subject is "I" + shall have

It is followed by "prepared", which is the third form of Verb (V3) "prepare" and then the object

Future Perfect Continuous

Future Perfect Continuous Tense

Rule: Subject + will have been + V1 + ing + Object

For Example: She will have been working here since 2015

Here, the subject is "She" + will have been

It is followed by the first form of verb "work"+ing and then the object

Given below are a few examples that may help you clarify the future tense concept clearly:

She will go to school tomorrow (Simple Future)

She will be going to school tomorrow (Future Continuous)

She will have gone to school tomorrow (Future Perfect)

She will have been going to school tomorrow (Future Perfect Continuous)

## **CHAPTER-3**

### **Essay**

An essay is generally a short piece of writing outlining the writer's perspective or story. It is often considered synonymous with a story or a paper or an article. Essays can be formal as well as informal. Formal essays are generally academic in nature and tackle serious topics. We will be focusing on informal essays which are more personal and often have humorous elements.

Browse more Topics under Writing

**Article**

**Descriptive Essay**

**Dialogue**

**Diary Entry**

**Formal Letters**

**Informal Letters**

**Letter Writing**

**Non-Classified/Display Advertisements**

**Notice**

**Paragraph**

**Story**

**Story: Characters**

**Story: Setting**

**Summary**

#### **Types of Essays**

The type of essay will depend on what the writer wants to convey to his reader. There are broadly four types of essays. Let us see.

**Narrative Essays:** This is when the writer is narrating an incident or story through the essay. So these are in the first person. The aim when writing narrative essays is to involve the reader in them as if they were right there when it was happening. So make them as vivid and real as possible. One way to make this possible is to follow the principle of 'show, don't tell'. So you must involve the reader in the story.

**Descriptive Essays:** Here the writer will describe a place, an object, an event or maybe even a memory. But it is not just plainly describing things. The writer must paint a picture through his words. One clever way to do that is to evoke the senses of the reader. Do not only rely on sight but also involve the other senses of smell, touch, sound etc. A descriptive essay when done well will make the reader feel the emotions the writer was feeling at the moment.

**Expository Essays:** In such an essay a writer presents a balanced study of a topic. To write

such an essay, the writer must have real and extensive knowledge about the subject. There is no scope for the writer's feelings or emotions in an expository essay. It is completely based on facts, statistics, examples etc. There are sub-types here like contrast essays, cause and effect essays etc.

**Persuasive Essays:** Here the purpose of the essay is to get the reader to your side of the argument. A persuasive essay is not just a presentation of facts but an attempt to convince the reader of the writer's point of view. Both sides of the argument have to be presented in these essays. But the ultimate aim is to persuade the readers that the writer's argument carries more weight.

Learn more about Letter Writing here in detail.

### Format of an Essay

Now there is no rigid format of an essay. It is a creative process so it should not be confined within boundaries. However, there is a basic structure that is generally followed while writing essays. So let us take a look at the general structure of an essay.

### Introduction

This is the first paragraph of your essay. This is where the writer introduces his topic for the very first time. You can give a very brief synopsis of your essay in the introductory paragraph. Some paragraph writing skills can be a help here. Generally, it is not very long, about 4-6 lines.

There is plenty of scope to get creative in the introduction of essays. This will ensure that you hook the reader, i.e. draw and keep his attention. So to do so you can start with a quote or a proverb. Sometimes you can even start with a definition. Another interesting strategy to engage with your reader is to start with a question.

### Body

This is the main crux of your essays. The body is the meat of your essay sandwiched between the introduction and the conclusion. So the most vital and important content of the essay will be here. This need not be confined to one paragraph. It can extend to two or more paragraphs according to the content.

Usually, we have a lot of information to provide in the body. And the mistakes writers generally make is to go about it in a haphazard manner which leaves the reader confused. So it is important to organize your thoughts and content. Write the information in a systematic flow so that the reader can comprehend. So, for example, you were narrating an incident. The best manner to do this would be to go in a chronological order.

Learn more about Story Writing here in detail.

### Conclusion

This is the last paragraph of the essay. Sometimes a conclusion will just mirror the introductory paragraph but make sure the words and syntax are different. A conclusion is also a great place to sum up a story or an argument. You can round up your essay by

providing some moral or wrapping up a story. Make sure you complete your essays with the conclusion, leave no hanging threads.

#### Tips for Essay Writing

Give your essays an interesting and appropriate title. It will help draw the attention of the reader and pique their curiosity

Keep it between 300-500 words. This is the ideal length, you can take creative license to increase or decrease it

Keep your language simple and crisp. Unnecessary complicated and difficult words break the flow of the sentence.

Do not make grammar mistakes, use correct punctuation and spellings. If this is not done it will distract the reader from the content

Before beginning the essay organize your thought and plot a rough draft. This way you can ensure the story will flow and not be an unorganized mess.

#### Solved Question for You

Q: What is a thesis statement of essays?

Ans: The thesis statement is a clear, one-sentence explanation of your position that leaves no doubt in the readers' mind about which side you are on from the beginning of your essay.

## CHAPTER-4

### Report

#### Introduction to Report Writing

##### Report Writing

Before we get into Report writing, how about we first draw a clear distinction between essays and reports. These words are sometimes used interchangeably, but there is definitely a difference of purpose for both. Let's see some differences between essays and reports:

##### Essays Report Writing

Presents information and opinions	Presents facts and information specifically, no opinions
Written for everyone in general	Written for a specific audience, a report concerns itself to only a certain set of people related

The structure is casually flowing in paragraphs	The structure is very crisp and clean, using pointers and numbered headings and sub-headings
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Essays usually have room for expression of one's opinions, need not be supported with graphical proofs	Using tables, graphs, charts to prove a point is very common
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An essay has a logical flow of thoughts but no need of a summary	A report often needs a quick summary addressing highlighting points
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Doesn't have an appendices	Often has appendices
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Both essay and report writing need formal writing, analytical thinking, solid reasoning behind every conclusion, careful reading and neat presentation, but a report-writing layout is very different from essay writing

Crisp, often pre-designed layouts
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##### Essential Elements to Report Writing

From the previous section, you must have gotten a tiny idea of what Reports are like. Let's break it down further here extending from that point

Reports are written with much analysis. The purpose of report writing is essential to inform the reader about a topic, minus one's opinion on the topic. It's simply a portrayal of facts, as it is. Even if one gives inferences, solid analysis, charts, tables and data is provided. Mostly it is specified by the person who's asked for the report whether they'd like your take or not if that is the case. In many cases, what's required is your suggestions for a specific case after a factual report. That depends on why are you writing the report and who you are writing it for in the first place. Knowing your audience's motive for asking for that report is very important as it sets the course of the facts focused in your report. You will know what we mean in further chapters where we actually explain this with examples.

Furthermore,

write-up flows like – introduction, body, conclusion and summary. The layout is pretty crisp with a title page, numbered subheadings, clear bulleted points, recommendations, references, appendices, dates, and timings reported exactly sometimes, and so on. This format stays consistent throughout.

All your facts and information presented in the report not only have to be bias-free, but they also have to be 100% correct. Proof-reading and fact-checking is always what you do as a thumb rule before submitting a report.

Browse more Topics under Report Writing

## **Kinds of Reports**

Steps in Report Writing

Tips and Conventions with Sample Reports

Parts of a Business Report

So, broadly here's what we have as sub-headings in a report for a business student in the given order: Executive summary, table of contents, introduction, body, conclusion, references, Appendices.

## **Report**

Next page in the report must contain a title at the top (the same title that you put on the top of the previous page. This is the first page that should actually be numbered, and it should be page 2 (as the table of contents is not technically part of the report).

This part introduces the reader to your report, sets the purpose in place and broadly plates out the content of your entire document.

Throughout your report, keep breaking points and starting off a new logical thought with a numbered sub-heading

A conclusive paragraph ties up all the information written before and leaves room for inferences if any

The length of the body of the report will be determined by necessity to convey the analysis and conclusions, but should generally not exceed 10 pages.

Tables and figures must all be labeled.

References could be cited in footnotes, or in a separate "References" section, if they are many or if you prefer that format.

Remember there's a format that's structure-wise similar but some of your sections are actually your preferences. For being on the safe side, it's always better to be extra careful in your initial report writing days and eventually, your style will evolve from there. Stay tuned, we got a lot more fun report-writing to do.

## **Solved Examples for You**

Question: Read the information and fill in the report blanks.

Global Warming:

- A threat
- Caused ecological threat to many countries
- We must check it
- Otherwise, it will be too late.

Global warming \_\_\_\_\_ [1] the world. It \_\_\_\_\_ [2] disturbances. There is a \_\_\_\_\_ [3] countries and islands. If we want to save our planet, we \_\_\_\_\_ [4]. We have to use methods to create ecological balance otherwise it \_\_\_\_\_ [5].

## **Solution**

Global warming is a threat to the world. It causes ecological disturbances. There is a serious threat to many countries and islands. If we want to save our planet, we should keep a check on it. We have to use methods to create ecological balance otherwise it will be too late.

## CHAPTER-5

### Notice

Notices are a means of formal communication targetted at a particular person or a group of persons. It is like a news item informing such person or persons of some important event. This can be an invitation to a meeting, an announcement of any event, to issue certain instructions, make appeals etc.

#### **Browse more Topics under Writing**

**Article**

**Descriptive Essay**

**Dialogue**

**Diary Entry**

**Essay**

**Formal Letters**

**Informal Letters**

**Letter Writing**

**Non-Classified/Display Advertisements**

**Paragraph**

**Story**

**Story: Characters**

**Story: Setting**

**Summary**

It is generally written and then displayed at a public place, where it is accessible to all. They can be pasted on notice boards. If it is meant for a wider audience it can even be published in a newspaper. The government when it issues notices must publish it in national and local papers.

Image result for notice writing

(A Sample of a Notice)

Learn more about Formal Letters here in detail.

#### **Format**

Since notices are a formal document it should follow a structure or a format. Keep in mind there is no one correct rigid format. Different formats used by different people/organizations can show some variations. But it is ideal to follow a somewhat similar format for ease of understanding and uniformity. Let us look at the most used format of notices.

**Name of Issuing Organization/Authority:** Right at the very top, you print the name of the person or company that is issuing the said notices. This will help the reader identify the notices as important or unimportant to him.

**Title:** When writing notices we mention a title “NOTICE” at the top. This helps draw attention to the document. Notices are generally posted at a public place or published in newspapers. It is important that they do not get lost in a sea of information. So a bold title

clearly mentioned helps draw the attention.

**Date:** After the title to the left-hand side we print the date on which the notices have been published. Since this is a formal document date is an important aspect of it since these documents stay on record.

**Heading:** Then we move on to an appropriate heading to the notices. This heading should make abundantly clear the purpose of the notices.

**Body:** After the heading, we write the brief and to the point body of the notice. The main content of the notice features in the body.

**Writer's Name:** At the end of the notices we write the name and designation of the notice-writer. The notices have to also be signed by the same person to lend it authority and validity.

**Content**

Notices should cover some important points that are to be communicated to the readers. Let us summarize the five points that the content of the notice will cover, the five W's

**What:** What is the notice about? The notice should be clear about what is going to happen (event), or what has already happened (occasion). This is the crux of the message and should be written clearly. There should not be any ambiguity.

**Where:** If the notice is about an event, then the location of such an event must be written clearly. The venue or the location are important details, so make sure to include this in the notice.

**When:** This is the time and the date of the event or meeting. If possible the duration of the event should also be mentioned to people can schedule their time accordingly.

**Who:** This will be who the notice is addressed to. Who all are suppose to adhere to the notice should be clearly mentioned to avoid confusion.

**Whom:** And final detail should be whom to contact or get in touch with. This mentions who the appropriate authority is to contact.

Learn more about Letter Writing here in detail.

**Tips to Remember regarding Notice Writing**

Be precise and to the point. The ideal length of notice is 50 words, so precise language is appreciated.

It is a formal form of communication so the language used should be formal as well. No flowery text.

Keep the sentences short and use simple words. Since notices are fairly brief it is best to keep it simple.

Use passive voice as far as possible.

Present your notices in a proper format in a box. The presentation should be neat and thus be appealing to the eye.

**Solved Example for You**

**Q:** On the occasion of Diwali your housing society has planned a feast for all its members. As the chairman of your society write a notice inviting all the members of the society to this gathering. Provide all the necessary details.

**Ans:**



## Diwali Gathering

On the auspicious occasion of Diwali, the Society has organized a gathering followed by dinner. All members of the society are requested to attend the event in the clubhouse of the society at 8:00 pm on the 30th of October.

## VOCABULARY

### Synonyms And Antonyms List

#### Synonyms And Antonyms List

Words	Synonyms - Same Meaning	Antonyms - Opposites
Abate	Moderate, decrease	Aggravate
Adhere	Comply, observe	Condemn, disjoin
Abolish	Abrogate, annul	Setup Establish
Acumen	Awareness, brilliance	Stupidity, Ignorance
Abash	Disconcert, rattle	Uphold, Discompose
Absolve	Pardon, forgive	Compel, Accuse
Abjure	Forsake, renounce	Approve, Sanction
Abject	Despicable, servile	Commendable, Praiseworthy
Abound	Flourish, proliferate	Deficient, Destitute
Abortive	Vain, unproductive	Productive
Acrimony	Harshness, bitterness	Courtesy, Benevolence
Accord	Agreement, harmony	Discord
Adjunct	Joined, Added	Separated, Subtracted
Adversity	Misfortune, calamity	Prosperity, Fortune
Adherent	Follower, disciple	Rival, Adversary

Adamant	Stubborn, inflexible	Flexible, Soft
Admonish	Counsel, reprove	Approve, Applaud
Allay	Pacify, soothe	Aggravate, Excite
Alien	Foreigner, outsider	Native, Resident
Ascend	Climb Escalate	Descend, Decline
Alleviate	Abate, relieve	Aggravate, Enhance
Allure	Entice, fascinate	Repulse Repel
Arraign	Incriminate, indict	Exculpate, Pardon
Amplify	Augment, deepen	Lessen, Contract
Axiom	Adage, truism	Absurdity, Blunder
Audacity	Boldness, Courage	Mildness, Cowardice
Authentic	Accurate, credible	Fictitious, unreal
Awkward	Rude, blundering	Adroit, clever
Barbarous	Frustrate, perplex	Civilized
Bleak	Grim, Austere	Bright, Pleasant
Bewitching	Alluring, charming	Repulsive, Repugnant
Baroque	Florid, gilt	Plain, unadorned
Brittle	Breakable, crisp	Tough, Enduring
Barrier	Barricade, Obstacle	Link, Assistance

Baffle	Astound, Faze	Facilitate, Clarify
Bustle	Commotion, Tumult	Slowness, Quiet
Barren	Desolate, Sterile	Damp, Fertile
Bawdy	Erotic, Coarse	Decent, Moral
Bind	Predicament	Release
Batty	Insane, silly	Sane
Benevolent	Benign, Generous	Malevolent, Miserly
Befogged	Becloud, Dim	Clear headed, Uncloud
Base	Vulgar, Coarse	Summit, Noble
Benign	Favorable, friendly	Malignant, Cruel
Busy	Active, Engaged	Idle, Lazy
Bleak	Austere, Blank	Bright, Cheerful
Bold	Adventurous	Timid
Boisterous	Clamorous, rowdy	Placid, Calm
Blunt	Dull, Insensitive	Keen, Sharp
Callous	obdurate, unfeeling	Compassionate, Tender
Capable	competent, able	Incompetent, Inept
Calamity	adversity, misfortune	Fortune
Calculating	Canny, Devious	Artless, honest

Calumny	defamation, aspersion	Commendation, Praise
Captivity	imprisonment, confinement	Freedom, Liberty
Captivate	Charm, fascinate	Disillusion offend
Chaste	virtuous, pure	Sullied, Lustful
Cease	terminate, desist	Begin, Originate
Compassion	kindness, sympathy	Cruelty, Barbarity
Chastise	punish, admonish	Cheer, encourage
Concede	yield, permit	Deny, reject
Comprise	include, contain	Reject, lack
Consent	agree, permit	Object Disagree
Concur	approve, agree	Differ, disagree
Consolidate	solidify, strengthen	Separate, Weaken
Consequence	effect, outcome	Origin, Start
Contempt	scorn, disregard	Regard, Praise
Conspicuous	prominent, obvious	Concealed, hidden
Contrary	dissimilar, conflicting	Similar, Alike
Contradict	deny, oppose	Approve, Confirm
Callous	Insensitive, indurated	Kind, merciful
Calm	Harmonious, unruffled	Stormy, turbulent

Confident	Bold, Undaunted	Diffident, cowardly
Creation	Formation, foundation	Destruction
Courtesy	Generosity, Reverence	Disdain, Rudeness
Cunning	Acute, Smart	Nave, Coarse
Decipher	interpret, reveal	Misinterpret, distort
Decay	Collapse, decompose	Flourish, Progress
Deceit	deception, artifice	Veracity, Sincerity
Defray	spend, pay	Disclaim, Repudiate
Defile	contaminate, pollute	Purify, sanctity
Demolish	Ruin, devastate	Repair, construct
Deliberate	cautious, intentional	Rash, Sudden
Deride	mock, taunt	Inspire, Encourage
Deprive	despoil, divest	Restore, Renew
Dissuade	Remonstrate, Counsel	Insite, Persuade
Disdain	detest, despise	Approve, praise
Dense	Opaque, piled	Sparse, brainy
Denounce	Blame, boycott	Defend
Despair	Depression, misery	Contentment, Hope
Derogatory	Sarcastic, critical	Laudatory, appreciative

Docile	Pliable, pliant	Headstrong, obstinate
Destructive	Catastrophic, pernicious	Creative, Constructive
Dwarf	Diminutive, Petite	Huge, Giant
Eclipse	Diminution, Dimming	Shine, eclipse
Eager	Keen, acquisitive	Indifferent, apathetic
Ecstasy	delight, exultation	Despair, Calamity
Eccentric	strange, abnormal	Natural, Conventional
Encumbrance	hindrance, obstacle	Incentive, stimulant
Efface	destroy, obliterate	Retain, Maintain
Eloquence	expression, fluency	Halting, Stammering
Enormous	colossal, mammoth	Diminutive, negligible
Endeavour	undertake, aspire	Cease, quit
Equivocal	uncertain, hazy	Obvious, lucid
Epitome	precise, example	Increment, expansion
Eradicate	destroy, exterminate	Secure, plant
Fallacy	delusion, mistake	Veracity, Truth
Fabricate	construct, produce	Destroy, Dismantle
Fanatical	narrow-minded, biased	Liberal, Tolerant
Falter	stumble, demur	Persist, Endure

Ferocious	cruel, fierce	Gentle, Sympathetic
Feeble	weak, frail	Strong, Robust
Fluctuate	deflect, vacillate	Stabilize, resolve
Feud	strife, quarrel	Harmony, fraternity
Fragile	weak, infirm	Enduring, Tough
Forsake	desert, renounce	Hold, maintain
Frivolous	petty, worthless	Solemn, significant
Frantic	violent, agitated	Subdued, gentle
Frugality	economy, providence	Lavishness, extravagance
Gloom	obscurity, darkness	Delight, mirth
Gather	Converge, huddle	Disperse, Dissemble
Gorgeous	magnificent, dazzling	Dull, unpretentious
Glut	stuff, satiate	Starve, abstain
Grisly	disgusting, atrocious	Pleasing, attractive
Gracious	courteous, beneficent	Rude, Unforgiving
Guile	cunning, deceit	Honesty, frankness
Grudge	hatred, aversion	Benevolence, Affection
Genuine	Absolute, Factual	Spurious
Generosity	Altruism, bounty	Stinginess, greed

Glory	Dignity, renown	Shame, Disgrace
Gloomy	Bleak, cloudy	Gay, Bright
Harass	irritate, molest	Assist, comfort
Hamper	retard, prevent	Promote, facilitate
Hazard	Peril, danger	Conviction, security
Hapless	unfortunate, ill-fated	Fortunate, Lucky
Haughty	arrogant, pompous	Humble, Submissive
Hideous	frightful, shocking	Attractive, alluring
Heretic	non-conformist, secularist	Conformable, religious
Harmony	Conformity, Amicability	Discord, discord
Hamstrung	Cripple Debilitate	Strengthen, Encourage
Honor	Adoration, Reverence	Denunciation, Shame
Hasty	Abrupt, Impetuous	Leisurely, Cautious
Humility	Resignation, Fawning	Boldness, Pride
Humble	Meek, Timid	Proud, Assertive
Impenitent	Uncontrite, Obdurate	Repentant
Hypocrisy	Deception, Pharisaism	Sincerity, frankness
Indifferent	Equitable, Haughty	Partial, Biased
Impulsive	Flaky, Impetuous	Cautious, Deliberate



Infringe	violate, encroach	Comply, Concur
Inspid	tasteless, vapid	Delicious, luscious
Insinuate	allude, hint	Conceal, Camouflage
Instill	inculcate, inject	Eradicate, extract
Insolvent	indigent, destitute	Wealthy, solvent
Intrigue	scheme, conspiracy	Candor, Sincerity
Intricate	tangled, complicated	Regulated, Orderly
Invective	accusation, censure	Approval, acclamation
Intrinsic	genuine, fundamental	Extraneous, incidental
Immaculate	Exquisite, Impeccable	Defiled, Tarnished
Invincible	unconquerable, impregnable	Effeminate, languid
Irrepressible	irresistible, unconfined	Composed, hesitant
Jejune	dull, boring	Interesting, exciting
Jaded	tired, exhausted	Renewed, recreated
Jubilant	rejoicing, triumphant	Melancholy, depressing
Jovial	frolicsome, cheerful	Solemn, morose
Just	honest, impartial	Unequal, unfair
Judicious	thoughtful, prudent	Irrational, foolish

Malice	Vengefulness, grudge	Goodwill, Kindness
Merit	Stature, Asset	Demerit, dishonor
Masculine	Gallant, strapping	Feminine, meek
Mitigate	alleviate, relieve	Augment enhance
Miraculous	marvelous, extraordinary	Ordinary, trivial
Molest	harass, tease	Console, soothe
Modest	humble, courteous	Arrogant, pompous
Momentous	notable, eventful	Trivial, insignificant
Mollify	appease, assuage	Irritate, infuriate
Morbid	Nasty, Macabre	Healthy, Cheerful
Monotonous	irksome, tedious	Varied, pleasant
Murky	dusky, dreary	Bright, shining
Munificent	liberal, hospitable	Frugal, penurious
Mutual	joint, identical	Separate, distinct
Mutinous	recalcitrant, insurgent	Submissive, faithful
Nimble	prompt, brisk	Sluggish, languid
Niggardly	miser, covetous	Generous, profuse
Noxious	baneful, injurious	Healing, profitable
Notion	Conceit, Apprehension	Reality, Concrete

Novice	tyro, beginner	Veteran, ingenious
Nonchalant	indifferent, negligent	Attentive, considerate
Nullify	cancel, annul	Confirm, Uphold
Numerous	profuse, various	Scarce, deficient
Obliging	Complaisant, Willing	Mulish, Obstinate
Obstruct	impede, prevent	Hasten, encourage
Obstinate	Stubborn, Adamant	Pliable, flexible
Obscure	Arcane, Vague	Prominent
Obvious	Evident, apparent	Obscure, ambiguous
Obtain	Access, Inherit	Forfeit
Offensive	Abhorrent, obnoxious	Engaging, fascinating
Odious	Malevolent, obnoxious	Engaging, fascinating
Offspring	descendant, sibling	Ancestor, forefather
Occult	latent, ambiguous	Intelligible, transparent
Opaque	obscure, shady	Transparent, bright
Ominous	Menacing, Foreboding	Auspicious
Oracular	cryptic, vague	Lucid, distinct
Optimist	Idealist	Pessimist
Ornamental	decorative, adorned	Unseemly, plain

Ordain	Order, impose	Revoke abolish
Outrage	offence, maltreatment	Praise, favour
Outbreak	eruption, insurrection	Compliance, subjection
Persuade	Cajole, Impress	Dissuade, halt
Pacify	Appease, Chasten	Irritate, worsen
Propagate	Inseminate, fecundate	Suppress, deplete
Perturbed	Flustered, anxious	Calm
Prompt	Precise, Punctual	Slow, Negligent
Progress	Pace, Betterment	Retrogress, worsening
Pamper	Flatter, indulge	Deny, disparage
Prudence	Vigilance, Discretion	Indiscretion
Peerless	matchless, unrivalled	Mediocre, commonplace
Paramount	foremost, eminent	Trivial, inferior
Pertness	flippancy, impudence	Modesty, diffidence
Peevish	perverse, sullen	Suave, amiable
Placid	tranquil, calm	Turbulent, hostile
Perverse	petulant, obstinate	Complacent, docile
Precarious	doubtful, insecure	Assured
Pompous	haughty, arrogant	Unpretentious, humble

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Predicament	plight, dilemma	Resolution, confidence
Quaint	Queer, strange	Familiar, usual
Quack	Impostor, deceiver	Upright, unfeigned
Quell	subdue, reduce	Exacerbate, agitate
Quarantine	seclude, screen	Befriend, socialize
Quibble	equivocate, prevaricate	Unfeigned, plain
Rapidity	Quickness, Velocity	Inertia, Inanquidity
Raid	Incursion, Foray	Retreat, release
Rebellious	Restless, attacking	Submissive, Compliant
Reason	Acumen, Bounds	Folly, Speculation
Reluctant	Cautious, Averse	anxious, Eager
Rectify	Amend, Remedy	Falsify, Worsen
Ravage	Destroy, ruin	Reconstruct, renovate
Remnant	Residue, piece	Entire, whole
Ratify	consent, approve	Deny, dissent
Restrain	Detain, Confine	Incite
Redeem	Recover, liberate	Conserve lose
Remorse	Regret, penitence	Ruthlessness, obduracy
Remonstrate	Censure, protest	Agree, loud



Resentment	Displeasure, wrath	Content, Cheer
Rescind	Annul, abrogate	Delegate, permit
Reverence	Respect, esteem	Disrespect, affront
Retract	Recant, withdraw	Confirm, assert
Rustic	Rural, uncivilized	Cultured, Refined
Rout	Vanquish, overthrow	Succumb, withdraw
Ruthless	Remorseless, inhumane	Compassionate, lenient
Savage	Wild, untamed	Polished, Civilized
Sacred	Cherish, Divine	Ungodly, Profane
Steep	Course, lofty	Flat, gradual
Startled	Frightened, Shocked	Waveringly
Sublime	Magnificent, eminent	Ridiculous
Stranger	Immigrant, guest	Acquaintance, national
Sympathy	Tenderness, harmony	Antipathy, Discord
Succinct	Concise, Terse	Lengthy, polite
Sarcastic	Ironical, derisive	Courteous, gracious
System	Scheme, Entity	Chaos, Disorder
Shrewd	Cunning, craftly	Simple, imbecile
Saucy	Impudent, insolent	Modest, humble

Servile	Slavish, Docile	Aggressive, Dominant
Scanty	scarce, insufficient	Lavish, multitude
Slander	defame, malign	Applaud, approve
Shabby	miserable, impoverished	Prosperous, thriving
Solicit	entreat, implore	Protest oppose
Sneer	mock, scorn	Flatter, praise
Stain	blemish, tarnish	Honor, purify
Subterfuge	Deceit, Stratagem	Frankness, Openness
Sporadic	intermittent, scattered	Incessant, frequent
Spurious	Fake, Counterfeit	Genuine, Authentic
Squalid	dirty, filthy	Tidy, Attractive
Spry	Nimble, Brisk	Lethargic, Sluggish
Sterile	Barren, Impotent	Profitable, Potent
Successful	Propitious, Felicitous	Destitute, Untoward
Subsequent	consequent, following	Preceding, previous
Stupor	lethargy, unconsciousness	Sensibility, Consciousness
Subvert	Demolish, sabotage	Generate, organize
Substantial	Considerable, solid	Tenuous, fragile
Sycophant	Parasite, flatterer	Devoted, loyal



Superficial	Partial, shallow	Profound, discerning
Taciturn	Reserved, silent	Talkative, extrovert
Taboo	Prohibit, ban	Permit, consent
Temperate	Cool, moderate	Boisterous, violent
Tedious	Wearisome, Irksome	Exhilarating, lively
Tenacious	Stubborn, Dodge	Docile, non- resinous
Tenement	Apartment, Digs	Breakeven, dislodge
Timid	Diffident, coward	Bold, intrepid
Throng	Assembly, crowd	Dispersion, sparsity
Transient	Temporal, transitory	Lasting, enduring
Tranquil	Peaceful, composed	Violent, furious
Treacherous	Dishonest, duplicitous	Forthright, reliable
Trenchant	Assertive, forceful	Feeble, ambiguous
Tumultuous	Violent, riotous	Peaceful, harmonious
Trivial	Trifling, insignificant	Significant, veteran
Tame	Compliant, Subdued	Wild, untamed
Tyro	Beginner, riotous	Proficient, veteran
Thick	Chunky, massive	Thin, attenuated
Terse	Incisive, Compact	Diffuse, Gentle

Tranquil	Amicable, Calm	Agitated, Fierce
Thrifty	Frugal, prudent	Extravagant
Tremble	Vibrate	Steady
Transparent	Diaphanous	Opaque
Utterly	Completely, entirely	Deficiently, incomplete
Uncouth	Awkward, ungraceful	Elegant, Compensate
Uncouth	Boorish, Clownish	Elegant, Compensate
Umbrage	Chagrin, offense	Sympathy, goodwill
Urge	Incite, Implore	Abhorrence, Abomination
Urchin	Foundling, Orphan	Creep, Knave
Vagrant	Wander, roaming	Steady, settled
Vain	Arrogant, egoistic	Modest
Vanity	Conceit, pretension	Modesty, Humility
Valor	Bravery, prowess	Fear, cowardice
Venom	Poison, malevolence	Antidote, Benevolent
Venerable	Esteemed, honored	Unworthy, immature
Vicious	Corrupt, obnoxious	Noble, Virtuous
Veteran	Ingenious, experienced	Novice, tyro
Vivacious	Spirited, Energetic	Dispirited, Unattractive

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Vigilant	Cautious, alert	Careless, negligent
Vouch	Confirm, consent	Repudiate, prohibit
Vilify	Malign, Slur, Defame	Cherish, Commend
Vivid	Eloquent, lucid	Dull, Dim
Virtue	Ethic, morality	Vice, dishonesty
Wan	Pale, faded	Bright, healthy
Waive	Relinquish, remove	Impose, Clamp
Wary	cautious, circumspect	Heedless, negligent
Wane	Decline, Dwindle	Ameliorate, Rise
Wicked	vicious, immoral	Virtuous, Noble
Wed	marry, combine	Divorce, Separate
Wile	Trickery, Artifice	Naivety, honor
Wield	Exert, employ	Forgo, avoid
Wilt	wither, perish	Revive, bloom
Winsome	Beautiful, Comely	Alluring, Rapturous
Yield	surrender abdicate	Resist, protest
Yell	shout, shriek	Whisper muted
Yoke	connect, harness	Liberate, Release
Yearn	languish, crave	Content, satisfy

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Zenith	summit, apex	Nadir, base
Zeal	eagerness, fervor	Apathy, lethargy
Zig -zag	oblique, wayward	Straight, unbent
Zest	delight, enthusiasm	Disgust, passive