

## HOW TO USE THE BOOK

As has been mentioned in the Preface, one-word substitution is a unique method of learning new words. You have a definition or description before you and you have to think of a word, or maybe, a small phrase, that best answers, matches or suits it. It is quite likely that some definition or description will bring to mind more than one word or phrase. Read the definition again and more carefully than before and you will certainly home in on the accurate answer. Even if you feel that some other answer is equally appropriate, you can incorporate it into your vocabulary. It is, however, advisable to look it up in a good dictionary and be sure that the answers you have thought of have no difference in the shade of meaning.

The definition or description will suggest that the answer should be a noun, an adjective, a verb or some other part of speech. After determining the correct part of speech or form of the word, you can think of its derivatives, if any. Sometimes the answer of a definition that follows the preceding one will be found to be a derivative. This has been done for the purpose of clarity and lucidity.

It is not sufficient for you to know the most appropriate word or phrase that matches the definition. Unless you know how to use it in an expressive sentence, it won't serve the desired purpose. Some words and phrases are self-explanatory; others have been used in sentences to give you practical guidance. If a particular derivative has a different shade of meaning or is used in a different way, you should take careful note of it.

This is not the place where grammatical rules can be discussed at length. Certain broad and general terms should, however, be pointed out. A noun is Countable, Uncountable (or both, depending on its use), singular or plural (sometimes treated as singular). It can be used attributively or as a modifier. A verb is Transitive, Intransitive or both, depending on its use. In some cases, plurals and feminines need careful attention. Foreign words and phrases call for extra effort. Idioms or idiomatic usages fall under a different category.

Certain common suffixes, generally speaking, change the words into nouns, though it cannot be taken as a rule. Similarly, it is easy to know, from the suffix, whether the word is a verb, adjective or adverb. Most of the derivatives can, therefore, be used in sentences without any guidance. Articles, prepositions and tenses [esp verb forms] pose a problem for learners and this problem should be seriously addressed.

What is important, in the final analysis, is how a word or phrase should be used to the best possible effect.



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## PART ONE—DEFINITIONS

Give a single word/phrase for each of the following expressions and use it in a sentence/sentences so as to make its meaning clear — (also, give derivatives, if any):

### EXERCISE I

1. The practice of misrepresenting one's real character, qualities, beliefs or feelings, especially by pretending to be more virtuous than one really is
2. A person who adopts this practice
3. The practice of spying or using spies to obtain secret information
4. A system of government in which people choose their rulers and representatives through elections
5. An advocate of this system
6. The study of the statistics of births, deaths, diseases, etc. in order to illustrate the conditions of life in a community
7. A State which is governed by a wealthy and powerful elite
8. A member of this wealthy elite
9. Government by the people of the highest social class or the nobility or a privileged group
10. A member of the highest social class or the nobility
11. A system of government through departments managed by State officials and not by elected representatives
12. Such an official
13. Absolute government by one person with unlimited power
14. Such an absolute ruler
15. A cruel and oppressive ruler with unlimited powers
16. A person who has little faith in human sincerity and integrity, who believes that people do not do things for good, sincere or noble reasons but only for their own advantage
17. No longer used, out of date, discarded
18. Becoming out of date, going out of use
19. Primarily concerned with money or other reward, interested only in making money

20. Happening or given after death; published after its author's death; born after its father's death
21. A completed contest in which neither player or side wins
22. Being or involving the first attempt or occurrence
23. Perform the duties of a public office; act in an official capacity
24. Easily annoyed or made angry
25. That cannot be understood
26. Not enjoying the company of other people; not friendly
27. Not connected with something; not applicable to a matter in hand
28. That is bound to happen or appear; that cannot be avoided
29. Causing or ending in death
30. The belief that all events are pre-determined and humans can do nothing to prevent them
31. Liked, enjoyed or admired by most people; prevalent among the general public; catering for the tastes and abilities of ordinary people; involving the will or preferences of the public in general
32. Make something known or available to the general public by presenting it in an easily understandable form
33. Unable to pay one's debts
34. A person judged by a lawcourt to be unable to pay his debts in full, whose property is then taken by the court and used to repay his creditors
35. Spoken or done without preparation or rehearsal
36. Speak or perform, compose or produce, without previous preparation; make or provide something quickly, without preparing it in advance and using whatever materials are to hand
37. Done on the spur of the moment; spoken or done without any thought or planning,

preparation or rehearsal; off the cuff

38. That can readily be reached, entered, used or be available

39. A person who practises a sport or artistic skill as a pastime rather than a profession, without receiving money for it

40. Unprofessional, not skilled, not at all expert

41. Having more than one possible meaning; uncertain, not clear

42. A word or statement that can be interpreted in more than one way; double meaning, either deliberate or caused by inexactness of expression; the state of being confused and difficult to explain because of involving many different factors

43. The absence of government or control in society; political or social disorder

44. The doctrine or political belief that there should be no laws or government

45. An advocate of political disorder; a person who believes that there should be no laws or government

46. With a name that is not known or made public; of unknown or undeclared source or authorship

47. The state of being or remaining unknown to most other people

48. A person appointed to settle a dispute between two parties

49. Based on uninformed or personal opinion or impulse or random choice; using power without restriction and without considering others

50. A person who has power or influence over what will be done, accepted, etc. in a particular area of activity; a judge or an authority; a person who has entire control of something

51. The theory or belief that God does not exist

52. A personal account or story of one's own life, especially for publication

53. A person who holds strong and unreasonable beliefs and opinions, especially religious or political, and is intolerant of anyone who disagrees

54. The attitude or behaviour of such a person

55. Unreasonably prejudiced, narrow-minded and intolerant

56. A person who loves or collects books

57. A person who is not a naturalized citizen of the country in which he is living

58. The state or condition of such a person

59. Cause a person to become unfriendly, indifferent or hostile; cause a person to feel isolated or estranged

60. Happening every year, calculated over a period of a year, lasting for one year

61. A book or magazine that is published once a year, having the same title each time but different contents

62. Growing, living or taking place in water

63. A group of people who have gathered together to hear or watch somebody or something; a number of people who watch, read or listen to the same thing

64. A formal interview with a ruler, a person in authority or somebody important

65. A person's signature or handwriting, especially that of a celebrity, often kept as a souvenir

66. The story of a person's life written by somebody else

67. Hard but apt to be easily broken

68. An instrument for measuring atmospheric pressure, used especially for forecasting the weather and determining the altitude

69. A white woman having golden or pale-coloured hair

70. A white woman with dark-brown hair

71. A lodging assigned to troops, a place where soldiers live, a permanent military camp or station, especially in British India

72. The yearly return of the date of an event; the celebration of this

73. A person who is trained to travel in a spacecraft

74. The science and technology of space travel

75. A vehicle specially equipped for conveying the sick or injured to and from hospital, especially in emergencies

76. Put an earlier date on a document, letter, etc. than the one at the time of writing; exist or occur at an earlier date

77. An official examination of the accounts of a company, etc. to see that they are true, correct and in order