

# Vocabulary & Conversation- I

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# VOCABULARY OF DAILY USE

## Introduction to FOOD AND BEVERAGES

Out of twelve activities in a day minimum two hours are devoted to eating and drinking. So, one should be acquainted with the vocabulary used in this field. Here we are giving the vocabulary covering all the aspects of food and beverages.

The various meals of the days are		Qualitatively food can be	
Bed-tea	Evening-tea	Sumptuous <sup>अति श्रेष्ठ</sup> <i>Very Delicious</i>	Tasteless
Breakfast	Snacks	Appetizing <sup>अति स्वादिष्ट</sup>	Unappetizing
Brunch <sup>11 to 12</sup> <i>Earlier lunch</i>	Dinner	Palatable <sup>Delicious</sup>	Unpalatable <sup>अस्वादिष्ट</sup>
Lunch	Supper <sup>evening meal</sup> <i>meal</i>	Savoury <sup>Delicious</sup>	Uncooked, raw
Luncheon <i>official lunch</i> <i>(company lunch)</i>	Nightcap <sup>drink</sup>	Delicious	Half-baked
		Tasty	Inspid <sup>Tasteless</sup>
		Well cooked	Badly-cooked
		Ripe <sup>अति स्वादिष्ट</sup>	Over-cooked <sup>अति</sup>
The food can be		Qualitatively the meal can be	
Roasted <sup>अति स्वादिष्ट</sup>	Chilled <sup>ठंडा</sup>	Frozen <sup>अति ठंडा</sup>	Lavish <sup>अति श्रेष्ठ, अति</sup>
Boiled	Processed	Raw <sup>असंसाधित</sup>	Meagre <sup>ग्लान्डी</sup>
Grilled <sup>अति स्वादिष्ट</sup>	Fried <sup>powder milk</sup> <i>(Amul choco)</i>	Spicy <sup>अति स्वादिष्ट</sup>	Frugal <sup>ग्लान्डी</sup>
Juicy <sup>full of juice</sup>	Minced <sup>अति स्वादिष्ट</sup>		Economical <sup>अति</sup>
Vegetables		Dry fruits	
Lotus roots <sup>अति स्वादिष्ट</sup>	Lettuce <sup>American dabbish</sup> <i>(in Boston)</i>	Dates <sup>खजूर</sup>	Cashew nuts <sup>खजूर</sup>
Cauliflower <sup>अति स्वादिष्ट</sup>	Peas, lady finger <sup>अति स्वादिष्ट</sup>	Pistachios <sup>खजूर</sup>	Currants <sup>खजूर</sup>
Cabbage <sup>अति स्वादिष्ट</sup>	Turnip, pumpkin <sup>अति स्वादिष्ट</sup>	Almonds <sup>खजूर</sup>	Groundnuts <sup>खजूर</sup>
Onions <sup>अति स्वादिष्ट</sup>	Bitter gourd <sup>अति स्वादिष्ट</sup>	Walnut <sup>खजूर</sup>	Peanuts
Potatoes <sup>अति स्वादिष्ट</sup>	Drumsticks <sup>अति स्वादिष्ट</sup>	Raisins <sup>खजूर</sup>	Coconuts
Cassia - <sup>अति स्वादिष्ट</sup>	<sup>खजूर</sup>	Amur seed <sup>अति स्वादिष्ट</sup>	Red Plums → <sup>अति स्वादिष्ट</sup>
Sesame <sup>अति स्वादिष्ट</sup>	<sup>खजूर</sup>	Water Nut <sup>अति स्वादिष्ट</sup>	→ <sup>अति स्वादिष्ट</sup>
Senolina - <sup>अति स्वादिष्ट</sup>	<sup>खजूर</sup>	Jack fruit <sup>अति स्वादिष्ट</sup>	→ Kidney bean
Tracle → <sup>अति स्वादिष्ट</sup>	<sup>खजूर</sup>	Luffa <sup>अति स्वादिष्ट</sup>	→ lentil
Basil → <sup>अति स्वादिष्ट</sup>	<sup>खजूर</sup>	Brinjer <sup>अति स्वादिष्ट</sup>	→ <sup>अति स्वादिष्ट</sup>
Aniseed → <sup>अति स्वादिष्ट</sup>	<sup>खजूर</sup>	Confit <sup>अति स्वादिष्ट</sup>	→ Pigeon pea
Catechu → <sup>अति स्वादिष्ट</sup>	<sup>खजूर</sup>	Millet <sup>अति स्वादिष्ट</sup>	→ Saibodana

minsced -> फुटाया

Non-vegetarian Items		Sauce can be	
Beef <i>गौरी मांस</i>	Lamb salami <i>बकरी मांस</i>	Chilly	Tomato
Mutton <i>बकरी मांस</i>	Bacon <i>Back of Pig</i>	Spicy	Soybean
Prawns <i>मछली</i>	Chicken <i>पक्षी</i>	Sour <i>खट</i>	Garlic <i>लहसुन</i>
Ham <i>Leg Piece</i>	Lobster <i>sea Animal</i>	Sweet <i>मीठा</i>	
Pork <i>Pig</i>	Sausages <i>सोसाइज</i>	Pungent <i>खट</i>	
Fish <i>मछली</i>		Creamy	

Soups can be		In regard to food a man can be	
Chicken soup	Vegetable soup	Greedy <i>खानेवाला</i>	Modern <i>नया मॉडल</i>
Sweet-corn soup	Tomato- soup	Fastidious <i>सूक्ष्म</i>	Frugal <i>खर्च कम करने वाला</i>
		Glutton <i>खानेवाला</i>	Balanced <i>संतुलित</i>

Cooking Aids		Ingredients	
Baking tray <i>oven for tray</i>	Serving spoon	Oil	Coriander <i>धनिया</i>
Frying pan <i>खानेवाला</i>	Pressure Cooker	Sugar	Wheat flour <i>गेहूँ आटा</i>
Oven <i>microwave</i>		Salt	Flour <i>आटा</i>
Mixie	Grill <i>part of microwave</i>	Chillies	Cornflour <i>मक्खन आटा</i>
Table spoon	Grinder <i>in mixie</i>	Tumeric <i>हल्दी</i>	Mustard seeds <i>सरसों के बीज</i>

Eating Aids			Places of eating	
Sauce	Oil	Cardamom <i>मसूरि</i>	Hotel	Bar
Butter	Vinegar <i>फलों</i>	Cinnamon <i>दालचीनी</i>	Snack-bar	Restaurant
Cheese	Bread	Garlic <i>लहसुन</i>	Bar be-cue <i>बारबेक्यू</i>	Cafeteria
Tamarind <i>अमरि</i>	Curd <i>दही</i>	Ginger <i>अजवायन</i>	Catering Van <i>वाहन</i>	Drive-in
Pickles <i>अमरि</i>	Rice	Cloves <i>लाल मिर्च</i>		

Eating arrangements	Process- Words of cooking in Kitchen/Kitchenette
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Buffet <i>पकवान, मसिना</i>	Snack Bar	Pour <i>डालना</i>	Grate <i>खुरदरा</i>	Slicing
Sitting Arrangement <i>बैठाना</i>		Bake	Chop <i>खुरदरा</i>	Peeling <i>हलना</i>
		Stir <i>फेरना</i>	Mince <i>खुरदरा</i>	Mixing <i>मिश्रण</i>

**Salient Features of Food**

Low calorie diet	Frozen <i>बिस्तर</i>	Sweeten	Simmer
Non alcoholic	Flavoured	Grind <i>खुरदरा</i>	Bring to boil <i>खानेवाला</i>
Flattening	Salty	Mash <i>फेरना</i>	fry until brown
		Soak <i>खानेवाला</i>	Heat until tender <i>खानेवाला</i>

# VOCABULARY OF DAILY USE

## BEHAVIOUR OF PERSONS

POSITIVE	NEGATIVE	POSITIVE	NEGATIVE
Polished <i>Abalified</i>	Unpolished <i>unAbalified</i>	Rational <i>Intelligent</i>	Irrational
Princely	Beggarly	Dominating <i>अधिकारवादी</i>	Submissive <i>अपमानशील</i>
Enthusiastic <i>उत्साही</i>	Unenthusiastic	Gentle <i>नरम</i>	Harsh <i>कठोर</i>
Outspoken <i>बिना संकोच</i>	Reserved <i>संकोच</i>	Graceful <i>उत्कृष्ट</i>	Disgraceful
Frank/open	Secretive <i>छुपे में बातें</i>	Tactful <i>अव्यक्त</i>	Tactless
Formal <i>Behavise formi</i>	Informal	Cultured <i>शिक्षित</i>	Uncultured <i>अशिक्षित</i>
Refined	Unrefined	Polite <i>उत्तम</i>	Rude <i>अशुभ</i>
Modern <i>आधुनिक</i>	Backward/Traditional <i>पश्चिमी</i>	Courteous <i>अव्यक्त</i>	Discourteous
Considerate <i>ध्यान देने वाला</i>	Inconsiderate <i>अध्याय</i>	Sober <i>सिद्ध</i>	Rowdy/Loud <i>रौं</i>
Predictable <i>अनुमानित</i>	Unpredictable <i>अनुमानित नहीं</i>	Flexible <i>लचीला</i>	Rigid/Adamant <i>अकमल</i>
Docile <i>सुसंभल</i>	Rebellious/Bold <i>असुसंभल</i>	Quiet/Calm <i>शान्त</i>	Noisy <i>शोर मचाते</i>
Sensational <i>असाधारण</i>	Ineffective <i>अप्रभावी</i>	Conventional <i>सामान्य</i>	Unconventional <i>असामान्य</i>
Pleasant <i>अनुराग</i>	Unpleasant/Annoying <i>अनुराग</i>	Cold blooded <i>शान्त</i>	Hot blooded
	Irritating/Exasperating	Sincere <i>अनुराग</i>	Insincere
Modest <i>अनुराग</i>	Showy/Immodest <i>अनुराग</i>	Patient <i>अनुराग</i>	Impatient
Soft spoken <i>अनुराग</i>	Loud mouthed/crude <i>अनुराग</i>	Human	Inhuman <i>अनुराग</i>
Sympathetic <i>अनुराग</i>	Unsympathetic/Apathetic	Gentle	Rude
Selfless <i>अनुराग</i>	Self centered/Selfish <i>अनुराग</i>	Reliable <i>अनुराग</i>	Unreliable <i>अनुराग</i>
Cordial <i>अनुराग</i>	Unfriendly/Indifferent <i>अनुराग</i>	Cosmopolitan <i>अनुराग</i>	Sectarian <i>अनुराग</i>
Composed <i>अनुराग</i>	Disturbed/ tense /nervous <i>अनुराग</i>	Collected/Slow <i>अनुराग</i>	Rash/fast <i>अनुराग</i>
Restive <i>अनुराग</i>	Restless <i>अनुराग</i>	Puritanic <i>अनुराग</i>	Unpuritanic
Dutiful <i>अनुराग</i>	Negligent <i>अनुराग</i>	Dignified <i>अनुराग</i>	Undignified <i>अनुराग</i>
Merciful <i>अनुराग</i>	Merciless/Ruthless <i>अनुराग</i>	Sanguine <i>अनुराग</i>	Doubtful
Accepting <i>अनुराग</i>	Refusing <i>अनुराग</i>	Daring <i>अनुराग</i>	Retarding <i>अनुराग</i>
Sacrificing <i>अनुराग</i>	Greedy/Exacting <i>अनुराग</i>	Quiet/Cool <i>अनुराग</i>	Frenzied <i>अनुराग</i>

## GUIDE PATTERN - BEHAVIOUR - WORKING EFFICIENCY OF PERSONS

- Person 1 - Look, he is supposed to come at 3 p.m. and it is already 4.40 pm. No sign of him as yet. Most disgusting behaviour really.
- Person 2 - These persons are not punctual and quite indifferent to the inconvenience they cause to the public. See how we are made to sit patiently for hours in this sweltering heat, <sup>monsoon, Humidity</sup>
- Person 3 - This haphazard way of functioning is very typical of an Indian politician. <sup>By chance, Accidentally</sup>
- Person 2 - While making speeches, they are very careful about projecting their image as a person who is polite, reliable, gentle, active whereas, in reality they are just the opposite.
- Person 1 - The common man in India is politically very conscious and he is not fooled by these insincere, inefficient and corrupt batch of politicians any more.
- Person 2 - Take a person like B. Narain - a disgusting politician. He is so unrefined and outrageous in his statements and behaviour that it is absolutely exasperating sometimes. <sup>frustrating, Vilest, maximum (hate)</sup>
- Person 3 - He loves being showy, that is all. Eh, what about T. Fernandes ? His sensational pre-election promises of radical social reforms were quickly forgotten once he got the chair.
- Person 1 - These are just an amateur bunch as compared to seasoned politicians like Mrs. Indira Gandhi. Whatever may be her other failings, she was atleast efficient, intelligent, sharp and articulate. At the same time, she was very diplomatic too. She made an expert job of each portfolio she had ever handled. <sup>clear, more, skill full, intelligent, sharp, diplomatic, expert</sup>
- Person 2 - You see, India at present needs brilliant and rational leaders like Mahatma Gandhi and Nehru. They were noble and selfless, trustworthy and decisive, industrious and honest; only such self sacrificing people can bring back today the high ideals of a leader before the Nation again. <sup>Active, sacrifice</sup>
- Person 3 - It is a pity that in the absence of patriots like Subhash Chandra Bose or Nehru to inspire them, our youngsters have only matinee idols like Amitabh Bachchan to emulate their daily lives. <sup>effect</sup>
- Person 1 - If you ask me, an Amitabh with his refined dignified ways or Dharmendra with his pleasant, frank and kind image provide a welcome relief to the public.
- Person 2 - Don't you think the 'angry young man' image that Amitabh projects is rather dangerous ? It is very appealing to the frustrated and unemployed section of our youth. They are supplied with more daring and novel methods of crime in these films. The heroes generally look invincible and ruthless, so people love to follow them and as a result, violence is on the increase in society. <sup>crowd, pitiless, uncontrollable, and the more violence</sup>

VOCABULARY OF DAILY USE

PERSONALITY TRAITS *12/10/2014*

POSITIVE	NEGATIVE	POSITIVE	NEGATIVE
Kind/Generous	Cruel/Ungenerous	obedient	Insincere
Lively	Dull	Cool tempered	Hot tempered
High morale	Low morale	Sweet natured	Ill natured
Dashing	Unimpressive	Self controlled	Short tempered
Alert	Careless/Inattentive	Brave/Daring	Coward
Extrovert	Introvert	Trustworthy	Untrustworthy
Outgoing	Withdrawn/Alloof	Wise	Unwise
Masculine	Effeminate	Clever	Silly
Honest	Dishonest/Corrupt	Vincible	Invincible
Sophisticated	Rustic/Unsophisticated	Colourful	Dull/Lackluster
Articulate	Inarticulate	Extravagant	Parsimonious
Obedient	Disobedient	Spendthrift	Stingy
Decisive	Indecisive/fickle minded	Versatile	Unresourceful
Intelligent	Unintelligent/Stupid	Angelic	Diabolical
Interesting	Boring/Uninteresting	Perceptive	Gullible
Determined	Wavering/Oscillating	Indomitable	Submissive
Laborious	Slothful	Straight forward	Crooked
Agile	Lazy	Professional	Amateur
Elegant	Inelegant/Uncultivated	Competent	Incompetent
Benign	Spiteful	Amicable	Inamicable
Quick	Sluggish	Dynamic	Static
Modest	Boastful/Flaunting	Humanitarian	Inhuman
Shrewd	Stupid	Indulgent	Restrictive
Diplomatic	Undiplomatic	Generous	Callous
Tactful	Tactless	Straight forward	Hypocrite
Enterprising	Unenterprising	Simple	Scheming
Businesslike	Unbusinesslike	Prudent	Imprudent/
Ambitious	Unambitious		Sycophant/
Optimistic	Pessimistic		Churlish
Gay	Dull/Morose		

## VOCABULARY OF DAILY USE

### DESCRIBING PERSONS & PERSONALITIES THEIR MOODS

POSITIVE	NEGATIVE	POSITIVE	NEGATIVE
<i>अच्छा व्यवहार</i> Pleasant	Unpleasant	Happy	Unhappy
<i>संवेदनशील, अचेत</i> Conscious	Unconscious	Well mannered	Churlish <i>अचिन्त</i>
<i>पॉलिटे, अच्छा बोलना</i> Gentlemanly	Ungentlemanly	<i>पेपल ऑफ अवेयरनेस</i> Congizant	Unaware
Contented	Discontented	Balanced	Imbalanced
Relaxed	Tense/Uneasy/Restless	<i>संवेदनशील पेपल</i> Yielding	Unyielding
<i>अहंशी</i> Proud/Arrogant	<i>पॉलिटे, कोल</i> Humble/Modest	Religious	Agnostic
Active	Inactive/Lazy/Lethargic	<i>हंसी, मॉड, गॉड, मॉड, मॉड</i> Humorous	Serious
Alert	Indolent/Absent minded	<i>गेंटल, अचेत, अचेत</i> Benign	Aggressive
Sociable	Aloof/Reserved/Stuck up	Pious	Impious
Joyous/Gay	Solemn/Glum/Morose	Ecstatic	Depressed
<i>अच्छा व्यवहार</i> Serene/Composed	<i>अच्छा व्यवहार, अचेत</i> Perturbed/Disturbed	Hopeful	Frustrated
Exuberant	Restrained	Rigid	Flexible
Determined	Oscillating/Wavering	Restive	Pensive
Co-operative	Un-cooperative	Aggressive	Submissive
Scientific	Unscientific	Elated	Mitigated
<i>हैपि, पैराम</i> Jovial	<i>कॉन्फुस्ड, पैरिस्ड</i> Perplexed/Confused	Simpleton	Clever
Gullible	Distrusting/Shrewd	Sane	Insane
<i>फेलिंग ऑफ रेस्पेक्ट</i> Considerate	Inconsiderate	Forgiving	Impatient
Optimistic	Pessimistic	Theistic	Atheistic

### DESCRIBING PERSONS & PERSONALITY THEIR ATTITUDE

<i>अच्छा व्यवहार</i> Aggressive	<i>अच्छा व्यवहार, अच्छा व्यवहार</i> Retrogressive	<i>अच्छा व्यवहार, अच्छा व्यवहार</i> Liberal/Libertine	<i>अच्छा व्यवहार</i> Bigoted
<i>मॉड, गेंटल</i> Benevolent	<i>अच्छा व्यवहार</i> Malevolent	<i>अच्छा व्यवहार, अच्छा व्यवहार</i> Strict	<i>अच्छा व्यवहार</i> Indulgent
Calm/Soothing	Disturbing	<i>अच्छा व्यवहार, अच्छा व्यवहार</i> Chivalrous	<i>अच्छा व्यवहार</i> Cowardly
Authoritative	Submissive	<i>अच्छा व्यवहार, अच्छा व्यवहार</i> Trusting	Distrusting
<i>अच्छा व्यवहार, अच्छा व्यवहार</i> Elevating	<i>अच्छा व्यवहार, अच्छा व्यवहार</i> Condescending	<i>अच्छा व्यवहार, अच्छा व्यवहार</i> Mild	Ferocious
Restrictive	Permissive	Conciliating	Provocating
Carefree	Worry worn/Fretful		

**VOCABULARY - TO SUPPORT VOCABULARY  
ON MOODS AND EMOTIONS  
STATE OF MIND - BENT OF MIND - ATTITUDE**

Last afternoon, in the restaurant, finding Mr. Kapoor in a miserable and depressed state of mind, I enquired of him, "Mr. Kapoor, you seem to be very glum today. You have such a <sup>Soul depressive</sup> melancholy air about you and you are truly unhappy? Why, what is wrong with you? Are you feeling uneasy? You are a person who used to be humorous, and <sup>orist</sup> talkative all the time. " I am rather tense because, at the office, I had an argument with my boss today. He is a hot <sup>bruit</sup> tempered man and so unreasonable at times that I cannot help being <sup>imitated, frustrated</sup> vexed and annoyed with him most of the time. This morning he was particularly inconsiderate and I too got into an aggressive mood. Usually I hate being quarrelsome but today I decided to give him a piece of my mind. Thus, as you can guess very well, I could not resist making quite some ~~unwholesome~~ remarks which naturally distressed him very much."

I pointed out to Mr. Kapoor that generally such type of people are very rigid in their views and are never good for any creative work. He added further, "He certainly has some complex, and takes a child's pleasure in being bossy. I never could stand such mean and arrogant people who unnecessarily throw their weight around. It looks ridiculous. (In anger he called me <sup>insulting</sup> insolent). The trouble with me is that I am a very sensitive person and sometimes emotional to a fault. So it is very difficult for me to put up with such rude churlish behaviour. I really don't know what he may do next, I tell you that man is crazy. He is also <sup>revengeful</sup> revengeful."

On hearing this I tried to calm him down and said, "Don't get so nervous. He may not be as <sup>at most</sup> unyielding as he poses to be. Be <sup>showing</sup> optimistic and composed so that you can face the situation in a gallant fashion. As for our office, I must say, the atmosphere there is very warm and cheerful. Naturally, everyone functions better in such friendly relaxed atmosphere. My boss also has a wonderful paternal and benevolent attitude towards us and naturally, all of us are very contented to work with him."

"You are lucky. Oh, I have to reach back at 2.00 p.m. and it's already 1.35 p.m., so I'll see you tomorrow. Till then, Good-bye."

"All right, see you."



# VOCABULARY

## DESCRIPTION OF PERSONS & PERSONALITIES

### DAILY USE WORDS ABOUT PHYSICAL APPEARANCE

#### COMPLEXION OF PEOPLE

Fair, very fair, dark, very dark, flawless, glowing, radiant, pink, bright, vivid, florid, tanned, peaches and cream, pale, dull, sallow, pallid, wheatish, medium complexioned, unhealthy complexion

#### HEALTH OR STATURE OF A PERSON

Tall, short or medium, tiny, puny, dwarf, imposing, overweight, underweight, short legged, stooping, dizzy-height, abnormal, lanky, slim, brawny, muscular.

#### PHYSICAL FRAME / BUILD OF A PERSON

Broad framed, well built, broad shouldered, small framed, small built, robust, delicately boned, plump, chubby, strong, healthy, fat, stout, frail, delicate, weak, thin, skinny, lean, enormous, bulky, shapely, bonny, big bellied, able bodied, feeble, balanced, well maintained, hefty.

#### BODY & FACIAL FEATURES OF A PERSON

Sharp features, classical features, flat or blunt features, mongoloid features, roman features, slanting eyes, snub nose, flat nose, double chinned, hollow cheeks, clean-cut face, glowing face, protruding eyes, thick neck, broad face, fluttering eyelashes, broad forehead, aquiline nose, bushy eyebrows, chimp look, high cheeked.

#### LOOKS

Beautiful, handsome, lovely, pretty, cute, dishevelled hair, luxuriant hair, luminous brown eyes, worry worn, wrinkled face, ugly, plain, innocent, elderly, sedate,

middle-aged, adolescent, ordinary, unkempt, haggard, mature, serene, groovy looking, withered, bewitching, insane, homely appearance, mediocre, ensnaring, entrapping, coquettish, placid, sultry, cool, seductive, enchanting, envious.

### **FACIAL EXPRESSIONS**

Expressive face, eloquent face, enigmatic face, blank face, wooden face, furious, expressionless face, puzzled, beaming with pleasure, contorted with anger, blank with bewilderment, dumb with terror, worried with care, puckered with distaste, green with envy, fiery with rage, cheerful, panic-stricken, unperturbed, abandoned, seething with fury, horrified, frowning, freckled, benign, vivid, welcoming, accomodative, gracious, commanding

### **BEARING**

Graceful, elegant, mirthful, urbane, gracious, inelegant, regal, haughty, rustic, masculine, gentlemanly, princely, refined, effeminate, ungentlemanly, beggarly, well groomed, ludicrous, sober, vagrant-woman, scantily dressed, voluptuous, ruffian, regal, stately

### **IMPRESSIONS OF PERSONALITY**

Lovable, adorable, charming, impressive, attractive, hateful, abominable, well-dressed, unimpressive, fashionable, obsolete, presentable, bespectacled, magnetizing (beauty), homely girl, debonair, ravishing, lovely, exotic beauty, sympathetic, rough, peevish, bashful, abominable, adamant, smug, impertinent, irresponsible, fastidious, depressed, jocular, gracious, towering, intolerable.

## VOCABULARY OF DAILY USE

### WORDS DENOTING PLACES - TRADE AND PROFESSION

ordinary,	A place where fishes are kept	aquarium
serene,	A place where pigs are kept	sty
itching,	A place where milk is converted into butter & cheese	dairy
mediocre,	A place where bread and cakes are made	bakery
, placid,	A factory for manufacturing beer	brewery
anting,	A collection of wild animals	zoo
nigmatic	A place where liquor or alcohol is produced	distillery
furious,	A place for housing motor cars	garage
beaming	A place for housing aeroplanes	hangar
er, blank	A variety show performed in a restaurant as entertainment	cabaret
or, worn	A place where Government records are kept	archives
e, green	A place where athletic exercises are performed	gymnasium
ul, panic	A place where treasures of art are preserved	museum
edoned,	A place where goods are stored and sold	departmental store
owning,	A place where leather is tanned	tannery
coming,	A building for the lodging of soldiers	barracks
standing	A place where soldiers are stationed	cantonment
urbane,	A place where money is coined	mint
naughty,	A place where astronomical observations are taken	observatory
princely,	A place where fruit trees are grown	orchard
manly,	A place where orphans are housed	orphanage
s, sober,	A place where water is collected and stored	reservoir
ressed,	A place much frequented for pleasure or health	resort
stately	A nursery where children are cared for while their parents are at work	creche
ressive,	A place where ships are repaired / stationed for loading or loaded and unloaded	dock
e, well	The sleeping rooms in a college or public institution	dormitory
onable,	A school for infants and young children	kindergarten
ctacted,	A shop which sells tea, sugar, butter, tinned food etc.	grocery
ly girl,	A place where ships are built	shipyard/dockyard
- beauty,	A place where bees are kept	apiary
ashful,		
artinent,		
ressed,		
erable,		

## VOCABULARY OF DAILY USE

### LITERARY WORDS

A book of names and addresses	directory
A book of accounts showing debits and credits	ledger
A book containing information on all branches of knowledge	encyclopaedia
A list of books in a library	catalogue / bibliograph
An extract or selection from a book or writing	excerpt
The heading of a newspaper article, chapter of a book, etc	caption
A statement which is accepted as true generally	axiom
A list of the things to be done or discussed at a meeting	agenda
Language which is confused and unintelligible	jargon
A declaration of plans and promises put forward by a candidate for election	manifesto
An exact copy of handwriting, printing, etc.	facsimile
A speech delivered without previous preparation	extempore
Literary theft or passing off an author's original work as one's own	plagiarism
A poem of lamentation	elegy
A humorous play, having a happy ending	comedy
A play with a sad or tragic end	tragedy
A note to help memory	memorandum
One who writes plays	dramatist / playwright

## VOCABULARY OF DAILY USE

### WORDS RELATED TO POLITICAL, ECONOMIC AND SOCIAL SYSTEM

- |    |                         |    |                       |
|----|-------------------------|----|-----------------------|
| 1  | Capitalist              | 2  | Democracy             |
| 3  | Socialist               | 4  | Communalist           |
| 5  | Communist               | 6  | Dictator              |
| 7  | President's rule        | 8  | Parliamentary rule    |
| 9  | Emergency period        | 10 | Curfew                |
| 11 | Inflation               | 12 | Deflation             |
| 13 | Economic Flux           | 14 | Demand and Supply     |
| 15 | Economic crisis         | 16 | Budget deficit        |
| 17 | Export / Import duty    | 18 | Bullion market        |
| 19 | Share Market            | 20 | Racial discrimination |
| 21 | Shares / Debentures     | 22 | Infanticide           |
| 23 | Social Evils            | 24 | Eradication           |
| 25 | Social upheaval         | 26 | Refugee camp          |
| 27 | Political Asylum        | 28 | Political leader      |
| 29 | Political uncertainties | 30 | Population explosion  |
| 31 | Economic pressure       | 32 | Commercial complex    |
| 33 | Socialisation           | 34 | Fiscal year           |
| 35 | Political coup          | 36 | Political turmoil     |
| 37 | Social setup            | 38 | Communal riots        |
| 39 | Political rivalry       | 40 | Exploitation          |

## VOCABULARY

### WORDS ABOUT IMPORTANT 'ISMS'

- 1 A person who shows extreme favouritism towards his relatives regardless of their virtues, believes in **Nepotism**
- 2 A person who believes that the motto of life should be eat, drink and make merry (in the pursuit of pleasure), believes in **Epicureanism**
- 3 A person who preaches the theory of free trade policy or laissez faire, is the follower of **Individualism**
- 4 A person who asserts his opinions arrogantly though the opinion might not hold good **Dogmatism**
- 5 A person who believes in extreme communalism or has extreme enthusiasm in religious matters, tends towards **Fanaticism**
- 6 A person who tries to reason out or deduce everything through logic, believes in **Rationalism**
- 7 A person who is indifferent to both pleasures and pain, believes in **Stoicism**
- 8 A person who favours democratic reforms and is open minded in political matters, believes in **Liberalism**
- 9 A person who advocates extreme changes in political matters practices **Radicalism**
- 10 A person who believes in status quo and does not want any changes in the existing order of things and opposes political changes, is a follower of **Conservatism**
- 11 A person who advocates the system of private wealth and property through private enterprise, believes in **Capitalism**
- 12 A person who defends lawlessness and opposes every form of government, believes in **Anarchism**

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- 13 A person who advocates that the means of production should be owned by the states, believes in Socialism
- 14 A person who believes in many Gods, practices Polytheism
- 15 A person who believes in only one God, practices Monotheism
- 16 A person who does not know whether God exists or not, believes in Agnosticism
- 17 A person who doubts everything and asserts nothing and has no positive thinking is thought to be lost in Scepticism
- 18 A person who does not believe in the existence of God, believes in Atheism
- 19 A person who cares only for his selfish interest, believes in Egoism
- 20 A person who wants to overthrow the capitalist governments by the use of violence to establish the dictatorship of the proletariat, believes in Communalism
- 21 A person who believes in the overthrow of the radicals and rules as per his own whims and fancies, believes in Fascism
- 22 A person who believes in God Theist

**CONVERSATIONAL ENGLISH  
ENQUIRY ABOUT HEALTH - GENERAL**

- A : How is it that I have seen you after a long time? Have you been keeping well?
- B : No, I was down with fever.
- A : Very sorry to know that, how do you feel now?
- B : Better. But it seems, I have lost my appetite.
- A : Must be the side effect of the medicines.....Have you undergone the complete treatment?
- B : Yes, I got myself thoroughly checked up from Vohra Nursing Home and they have found nothing serious except general weakness. I am taking the medicines prescribed by them.
- A : Actually, it takes around a couple of weeks to recover completely. I will suggest that you do not exert too much.
- B : Thanks for the suggestion. Now, tell me how are your wife and children?
- A : She's alright, but my youngest son is not well.
- B : What has happened to him?
- A : He is losing weight and his complexion is getting dark.
- B : Have you got him checked up from some child specialist?
- A : Yes, I had been to Dr. Rana a couple of times, but she is unable to diagnose.
- B : Then, I would suggest, that you take him to All India Institute of Medical Sciences.
- A : Yes, I was thinking of taking him there, but it is too far from my residence.
- B : Oh, is that the only problem? You can use my car. I will send it tomorrow at 9.00 a.m. The driver will drop you back home after the check up.
- A : Thank you very much, for this kind gesture. It will be a great favour to me. But, please send the car at your convenience.
- B : There is no inconvenience. The driver will reach your home exactly at 9.00 O'clock. You will get free from the hospital by 10.30 a.m. The driver will drop you back home before it gets too hot.
- A : I am giving you too much trouble.
- B : Not at all, it is my duty. Apart from this, can I be of any further help.
- A : No, thank you. This is more than enough.
- B : O.K. bye. Wish a speedy recovery to your child. See you.



## CONVERSATIONAL ENGLISH

### DOCTOR AND PATIENT - CHEST PAIN

- nt : Good Morning, Doctor.
- ou been or : Good Morning, please be seated.
- nt : Thank you, sir.
- or : Yes, what is your problem?
- nt : Doctor, I have been suffering from terrible pain in my chest for the last 5/6 days. Earlier, I thought it would go by itself, but it is still persisting, and is getting severe day-by-day.
- gone the or : Gentleman, you should not ignore a physical check-up in such matters as chest pain. Even a swift pain at times, is an indication of such disease as heart trouble, which if not checked in time, may lead to a severe heart attack.
- g Home nt : Sorry Doctor, only my business kept me away. Otherwise, I had been planning to visit you for the last 4 days. In future, I promise to take care in time.
- ss. I am or : O.K. Let me check you up. Lie down on the table.
- ely. I wil (The patient lies down)
- wife and or : Take a deep breath. Yes, again please.
- (While checking the patient)
- nt : Did you take some medicine for relief?
- nt : Yes Doctor. Not Allopathic but the Homoeopathic one. I went to a Homoeopath in my neighbourhood who gave me some sugar coated tablets and I felt a temporary relief after taking them.
- or : May I see them?
- nt : Sure, they are in my pocket. Here they are.
- or : Very surprising. These tablets are not for such severe chest pains. Anyway, let me take your temperature and blood pressure.
- (Checks up the blood pressure)
- or : Nothing wrong with your blood pressure, and your temperature is also normal. Do you have constipation or feel congestion in the chest?
- (Checks up again)
- or : I am sorry, it is very difficult to diagnose like this. You must go for a chest X-ray and along with it, get your stool and urine tested also. Only after screening the three reports, I will be able to suggest the right medicine. For all these tests, I would advise you to go to Dr. Bhutani's Clinical Lab. I think, you will get the reports by tomorrow. In the meantime, take these pills the moment you feel the severe pains.
- nt : May I ask about any changes in the diet?
- or : It's better if you take a non-gastric diet and maximum of liquids.
- nt : Thank you, Doctor. What have I to pay?
- or : Rs. 40/- only.
- nt : Here it is, sir.
- or : Thank you.
- nt : Thank you, Doctor. I will come tomorrow.

## CONVERSATIONAL ENGLISH

### DOCTOR AND PATIENT - ON FRACTURE

- Doctor : Next please.
- Patient : I have fallen from the motorcycle, it seems my left leg is broken.
- Doctor : Please lie down on the stretcher.
- Patient : Sir, it is really very difficult to climb the stretcher  
(while moving the leg with the help of assistant)
- Doctor : Is it really painful? Try to move your foot up and down.
- Patient : I can't, it really hurts me.
- Doctor : But the important thing is that you can move it.
- Patient : Have I really broken it?
- Doctor : No. But you have twisted it badly.
- Patient : Is it a sprain?
- Doctor : Yes, I am afraid it is, and, it is badly bruised and also swollen.
- Patient : Can I go to my office on Monday?
- Doctor : No, I am afraid not. You will have to give it a good rest. Now, let me do the dressing. Stretch it a little. Yes a little more ..... (After dressing) Yes, how does it feel now? Does it still hurt?
- Patient : Yes sir. In fact, it has gone worse.
- Doctor : Don't worry, I'll strap it for you.
- Patient : Thank you, doctor. Now it is much better. Though, the pain is there.
- Doctor : I know, it will take some time for the pain to go. Still, I will give some injection for instant relief.
- Patient : Sir, I have to attend a very important meeting tomorrow. I want to have an undisturbed sleep at night.
- Doctor : I am giving you some pain killers. In case of need, take two tablets together with water. Rest, don't worry. You will be alright within a few days.
- Patient : Thank you, doctor. What have I to pay?
- Doctor : One hundred and fifty only.

### OTHER SENTENCES

- |                                   |   |
|-----------------------------------|---|
| 1 the sprain is very bad.         | 1. Have I sprained my ankle?            |
| 2 it will take long to get better | 2. Can I go for playing cricket?        |
| 3 you have to go to hospital.     | 3. Will I have to stay in bed for long? |
| 4 you have lost much blood.       | 4. Can I go walking in the mountains?   |
| 5 you have broken any bones.      | 5. Can I attend the office on Monday?   |
| 6 it is very serious.             | 6. Can't you make it better soon?       |

TRANSFER : Now imagine you are the patient. Think of more questions yourself and then give doctor's answer to them using 'I'm afraid so' or 'I'm afraid not'

## CONVERSATIONAL ENGLISH

### DOCTOR AND PATIENT - MEETING THE DENTIST

Doctor : What is your problem?

Patient : Sir, I am having a terrible pain in my rear tooth.

Doctor : Your wisdom tooth must be growing. Let me see. Open your mouth. No, its not there. You have some other problem. Please go inside and be seated.

(While in the dentist chair)

Doctor : Look up, open your mouth..... open wide ..... which tooth hurts you? (while knocking the tooth) Is it the one?

Patient : No sir, the next.

Doctor : Must be this one.

Patient : Ooooooooooh! Yes sir. A little slow please.

Doctor : Does water tooth hurt you?

Patient : Yes sir, and also the lemon. A little chewing of anything sends a wave of pain in my nerves.

Doctor : Open a little wider. Does it hurt when I press this tooth?

Patient : Ooooooooooh! Please don't press so hard.

Doctor : (Seeing the teeth with a magnifying glass) Several of your's need fillings and, I am sorry, that, there is a lot of deposit on your teeth. It requires four sittings to get them back in shape. Now, I have applied the medicine. You come tomorrow at 10-30 a.m. to start the treatment. Since, some of your old fillings have to be done, it will take around a month for the full treatment. Do you have the time, so that I look them over just now.

Patient : How much time will it take?

Doctor : You will have to wait for half an hour.

Patient : Sorry sir, I have to attend my office now.

Doctor : Then please come tomorrow at 10-30 a.m.

Patient : What do I have to pay?

Doctor : Kindly contact reception and get the card made.

### OTHER SENTENCES

- |   |                               |
|---|-------------------------------|
| 1 I'll just take out this tooth         | 1. Take an e-ray at once.     |
| 2 I'll put in this filling.             | 2. Pull out three teeth.      |
| 3 I'll fill in those cavities.          | 3. Do a lot of work everyday. |
| 4 And then, I'll pull out three teeth.. | 4. See to a lot of things.    |
| 5 Let me take off my jacket.            | 5. Put in four new fillings.  |

## CONVERSATION

### THE ELECTRICITY OFFICE - FOR TRANSFER OF METER

*Conversation Between Public Relation Officer and Consumer*

**Lady** : Good Morning, Sir. I am Ms. Charulata. I am a resident of Rajouri Garden Extention. I have come to see you regarding the transfer of electricity meter of my house in Rajouri Garden. I have constructed the first floor and want my meter to be transferred to the first floor. Since I wish to shift immediately please suggest me how soo it can be done.

**Officer** : Madam, what is your house number ?

**Lady** : It is J Block, house number 80.

**Officer** : I will require the connection number along with the meter number. Do you have any old bill with you so that I could note down from there ?

**Lady** : I have brought one with me. Here it is.

**Officer** : For the transfer case, you have to fill a form available at window number 1. The form is available till 1 O'clock. You are already too late for it today. It will be better if you come tomorrow, take the form and fill it. There are some transfer charges, approximately Rs. 75/- which you have to pay by cash or bank draft.

**Lady** : How much time will it take ?

**Officer** : If there are no technical hinderances, it will be done soon. In case of any problem, you can apply for a new connection.

**Lady** : I am sorry, I do not want a new connection due to the lengthy process and time consumed in screening the application. Besides, I will have to deposit Rs. 500/- as security deposit unnecessarily.

**Officer** : Madam, it dosen't take very long to get a new connection. Now-a-days the matter is looked into soon because of the rapid urbanisation in Delhi and the pressure on the department to dispose off the application at the earliest for new connection. Still, I must agree that this will take minimum period of two months, and a transfer of meter does not take more than 10 days.

**Lady** : That's why I prefer the transfer.

**Officer** : It's better you come tomorrow and complete the formalities. I am sure within a fortnight it will be done.

**Lady** : Thank you very much, for the kind information.

## VOCABULARY ON A HOUSE - A DIALOGUE

**Roy** : Hello Basu ! Where were you last Sunday ? I rang you up but you were not at home.

**Basu** : Oh, did you ? Well, you see, we were busy house-hunting since 9 o'clock in the morning.

**Roy** : Why ? What is wrong with the one you are living in ?

**Basu** : I want to shift. See, it is very congested and uncomfortable. Now as our son is growing up we need a spacious house. Our house is also very damp and leaky in the rainy season and chilly in the winter. The result is that all of us are always down with cold.

**Roy** : Oh ! It is a most unhygienic a place to live in then.

**Basu** : It is lucky that we have found ourselves a well constructed, neat apartment fitted with all the modern amenities. To me, a house, above all, should be airy, well-lit and properly cross-ventilated. That saves one's medical expenses, what do you think ?

**Roy** : Most certainly so. I would also like my house to be a compact and not a rambling, ill constructed one.

**Basu** : With the rate of crime so much on the increase these days, those outdated houses have become quite unsafe, to be sure.

**Roy** : My parents, however have a weakness for those ancient, palatial bungalows with sprawling lawns etc. and they find these small flats terribly suffocating.

**Basu** : You are telling me ! What to speak of old folks, even my wife finds those rooms very dingy and clammy, I have told her however that I cannot afford to maintain such a huge house. My wife insisted on having it very luxuriously furnished with elegant wooden furniture, wall-to-wall carpet, air conditioner and complete with the whole range of other electrical appliances.

**Roy** : Go for a small flat then. Besides being cosy and homely, it would surely cost you less to furnish it wall-to-wall.

**Basu** : Hah, Hah ! That's well-said, small is beautiful, isn't it? It can be well-kept and tidy. You should see some people's houses-absolutely dirty and neglected. I didn't like such shabby worn-out places A house should have a pleasant atmosphere, be tastefully decorated, and thus be appealing and soothing to our nerves when we come back home.

**Roy** : So, in case you hear of any such modest house on good location which will also suit my moderate means, will you please let me know? It should be ideally situated-not in a very congested area, and also not very far from my place of work.

**Basu** : Rest assured, In that case, I shall let you know immediately.

**Roy** : So kind of you.

**Basu** : O.K. See you.

**Roy** : Bye-Bye.

## CONVERSATION

### AT THE ELECTRICITY OFFICE FOR THE NEW CONNECTION

*Conversation Between Public Relation Officer And Consumer*

- Consumer** : Good Morning. I have come to see you regarding an electricity connection for my new bungalow that I have recently built in Vasant Vihar. May I know about the formalities, so that I can apply accordingly and get the connection at the earliest possible.
- Officer** : Have you acquired the completion certificate? Actually without that, new connection is not permitted.
- Consumer** : Yes Sir, I have already got the completion certificate from N.D.M.C.
- Officer** : Is it commercial or residential building ?
- Consumer** : Sir, it is a residential building. But may I know why have you asked this ?
- Officer** : For commercial connection, there are lot many formalities. Commercial connection can be given in the buildings used for commercial purpose only. I hope there is no commercial activity going on in your building.
- Consumer** : No Sir, it is exclusively for residential purpose and can be used that way only. I hope that domestic connection is easily available.
- Officer** : No, not that easily. The officer concerned will visit the spot to inspect the building and see the feasibility of the new connection. Do you require single phase or three phase connection ?
- Consumer** : Sir, if three phase connection is possible in residential building, then I will go in for three phase connection.
- Officer** : It is quite possible with a little extra payment.
- Consumer** : I don't mind Sir, as I understand there would be some additional charges for that.
- Officer** : That's alright. You please write an application and get forms for new connection from the section on the first floor. There is a security deposit of Rs. 2000/- for the new connection. It will take around a month or two after submitting the application.

( NEXT DAY )

- Consumer** : Sir, here is the application for the new connection along with the cheque of security amount, if you tell me roughly, how long will take to get the connection, I will feel obliged.
- Officer** : It will take around a week or so for the cheque to be cleared. After that it will take couple of days to process the application and sanction the new connection.
- Consumer** : Thank you Sir. I hope it will be done within the period specified.

## CONVERSATION

### At the Bus Stand

Excuse me, could you please tell me, which is the queue for Route No. 540 ?

I am here next to the tea-stall, but as the service is very frequent, there may not be any queue for this route.

Actually, it seems no body is there near the stall waiting for the bus. May be the bus has just left.

Oh, so.

Could you please suggest some bus that goes to British School of English at South Extension-1.

Bus 541 goes that side but please confirm it from somebody else whether it stops there or not.

Is the stop for 541 ?

Near the enquiry booth. As it has a 15 minutes service, a queue is forming. But, there is a slack in the service in the afternoon. May be you have to wait for a little while more.

And I am in a hurry. Will it really take long for the next bus to come ?

Whatever it be, you will have to wait for it.

Think there must be a bus that goes somewhere near so that I can change and reach my destination (place).

Sorry, I do not have much of an idea about the buses. Look ! A mini bus is coming.

Do you know which way this Mini bus goes ?

It goes to 490 and it goes half way to your destination.

Is it so; why didn't you tell me earlier. Now, if I go by this bus at least I will save myself from the boredom of waiting.

Yes, you really will; now be quick, stand in the queue before some one else gets behind me.

Must do that.

## CONVERSATION

### AT THE ELECTRICITY OFFICE FOR EXCESS BILLING

*Conversion between Public Relation Officer and the Consumer*

**Consumer** : Good Morning. Sir, I want to lodge a complaint against the excess billing.

**Officer** : Is it South Zone ? Where from have you come ?

**Consumer** : Sir, I don't know the Zone. But I live in Rajouri Garden.

**Officer** : Rajouri comes under West Zone and Mr. Anand is the dealing clerk for this area. Please contact him in the adjoining room.

**Consumer** : Good Morning. Sir, I have come to report about excess billing. My meter number is AE-400130. I am a lady staying all alone and don't use any electrical appliances like a heater or geyser. I see no reason why the bill should escalate that much.

**Officer** : What makes you feel that there is excess billing ?

**Consumer** : I request you to spare a moment and compare the old bills with the latest ones. You will find that the old bills are always between Rs. 200/- to 250/- and never exceeding Rs. 300/-. The current bill is for Rs. 1200/-. Please help me and look into the matter. It's impossible for me to deposit this large amount.

**Officer** : I understand that and I'll co-operate with you to the maximum extent possible. You kindly put in a written application stating details of past bills and the present ones and contact the Asst. Accounts Officer. Meanwhile, I'll also talk to the meter reader and tell him to go in for fresh meter reading.

**Consumer** : Thank you very much. I hope it will be done soon so that I do not have the fear of disconnection of electricity supply due to non-payment of bill.

**Officer** : To avoid disconnection, you may please contact Computer section, inform the incharge about the excess billing and show him the copy of the application put up by you for correct billing. He will understand the cause for delay in payment and will check the orders for disconnection if passed any time in future. In the mean time I suggest you to make half of the payments due and show the paid bill to me for making an entry.

**Consumer** : Thank you for the suggestion. Which way is the computer section, Sir ?

**Officer** : It is in the basement near the staircase. Go down and you will naturally reach there.

**Consumer** : Thank you very much.

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## CONVERSATION

### DIALOGUE ON CAR ACCIDENT

- A. Look! What you have done to my car?
- B. What have I done? I haven't done anything .
- A. Come down and look at the damage done.
- B. How can you say that I have caused the damage? I didn't really.
- A. You listen to me. It was your fault.
- B. My fault? How come it was my fault?
- A. I was giving signals. You should have noticed it. You were not paying any attention to the horn. You were driving carelessly.
- B. Please don't talk of signals. You were in a great speed. You should have slowed down the car before taking the turn.
- A. I slowed down to the required speed. It's you who did not bother to apply the brakes.
- B. I am sorry. It is very wrong on your part to say that. Ask the bystanders - they will tell you, whose mistake it was.
- B. (To one of the witnesses present there) Did you see the accident taking place.?
- C. Yes I have seen it. The fact is you signalled late; almost on reaching the turn. It's certainly your fault only.
- A. How can you say that?
- D. (Another person from the crowd) Stop arguing please. You can't settle it by blaming each other. Why don't you call the police? It will settle the matter impartially.
- A. I am sorry, the police will take a lot of time in reaching here, the delay will cause a traffic jam. Let's park our cars off the road and decide the matter.
- B. No not at all. Don't try to remove the cars they are positioned as evidence. The police won't be able to adjudge the facts from the moved cars.
- A. Why think of police, friend, your car must be insured. Mine is also insured on comprehensive basis. You should have told me earlier. We would better exchange our names and addresses and inform the insurance company. They will reimburse the damages.
- A. That's fine. It will be an amicable settlement. Let's do the same.



## CONVERSATION

### MANAGER AND HIS CLIENT FOR OPENING AN ACCOUNT

**Customer** : I just want to put money in the bank.

**Manager** : You are most welcome. Which account do you want to open; Saving or Current ?

**Customer** : I just want to put money in the bank.

**Manager** : You can put in under fixed deposit scheme (F.D.) for 5 years. It will fetch you good interest.

**Customer** : I am a retired police officer.

**Manager** : Then you can open a savings account. You will be getting interest on money deposited in this account. In the current account we do not pay any interest, rather we levy service charges.

**Customer** : But in saving account can I get the money as and when I need ?

**Manager** : Yes, you can get it, but in the saving account money cannot be drawn out very frequently, not without prior notice.

**Customer** : Then I would prefer the saving account.

**Manager** : As you are a retired person, would you like to open a joint account with your wife ? You and your wife can operate the same account.

**Customer** : No, I do not want a joint account. I would rather prefer a saving account for my wife, and a separate current account for myself because I am planning to start business within a month.

**Manager** : Alright, do you know somebody who can sign your introduction to this bank ?

**Customer** : Yes, I have got my relative who has an account here and he has agreed to sign on the form as a guarantor. I know he formalities for saving account. Are there any special instructions for current account ?

**Manager** : No, not very special. But only when you do not have any balance, don't issue a cheque, otherwise the cheque will bounce.

**Customer** : What do you mean by 'Bounce' ?

**Manager** : The cheque will be dishonoured. Secondly, you are to cross the cheque, means draw two parallel lines across. This means payment can be made only through bank. But if you want it for yourself, don't cross it, just write 'SELF'. Please take care that the amount in figures should tally the amount in words.

**Customer** : Anything else ?

**Manager** : Here it is. Please complete the form, get it signed by the guarantor and bring it in the morning.

**Customer** : Thank you very much. I have taken your precious time.

**Manager** : Not at all. It was my pleasure to talk to you.

**Customer** : Thank you very much. So, I will come in the morning.

**Manager** : See you tomorrow. Till then, best of the time.

## CONVERSATION

### AT THE FACTORY

**Worker** : Sir, this job is very difficult. It cannot be done on this machine which is too old and cannot run smoothly.

**Supervisor** : But what is the problem with the regular work ? Why isn't it being done ?

**Worker** : Sir, this machine gives very low R.P.M. (rounds per minute) now-a-days.

**Supervisor** : Okay, I understand, but try to get the most out of this machine. In the meantime, I'll get it repaired. I'll see what can be done about it.

### TO THE ENGINEER

**Supervisor** : What is wrong with the machine ? Can you repair it ? We have to supply these items within a day or two and I don't want any delay.

**Engineer** : Yes Sir, I feel the machine needs some rest. It has been working continuously for the last ten days.

**Supervisor** : Is that so ? I'll talk to the manager in that case. But what would be the alternative ?

**Engineer** : All the heavy work can be done on other machines and this one should be used only to give finishing touch to the items. This way we can avoid load on this machine.

**Supervisor** : We can work double shift basis on other machines. Divide the workers into groups and give them their shift timings.

**Engineer** : Okay, I'll do that.

**Supervisor** : Do we require a new machine soon ?

**Engineer** : Yes, this machine will not work for more than six months. A new machine is a must.

**Supervisor** : In that case, we should book the machine now to avoid problems later. But, we must maintain our quality, so for the time being production should be reduced.

**Engineer** : But how can we do that ? We are loaded with orders.

**Supervisor** : Then we are left with only one alternative and that is I too get the work done from some other place. Please verify the rates of the factories as soon as possible.

**Engineer** : O.K. Sir, I will do that as soon as I can.