



Date: 21<sup>st</sup> April 2021

**LIVE COACHING CLASSES  
ORGANISED BY BOS, ICAI**

**FOUNDATION LEVEL  
PAPER 2B: BUSINESS CORRESPONDING &  
REPORTING**

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# CHAPTER 3

## Vocabulary (Part 2)



# Advice

|                      |                       |                   |                    |                         |
|----------------------|-----------------------|-------------------|--------------------|-------------------------|
| <u>aid</u>           | <u>lesson</u>         | <u>admonition</u> | <u>dissuasion</u>  | <u>tidings</u>          |
| <u>consultation</u>  | <u>news</u>           | <u>advisement</u> | <u>exhortation</u> | <u>tip-off</u>          |
| <u>encouragement</u> | <u>opinion</u>        | <u>advocacy</u>   | <u>forewarning</u> | <u>bum steer</u>        |
| <u>guidance</u>      | <u>prescription</u>   | <u>caution</u>    | <u>injunction</u>  | two cents' worth        |
| <u>help</u>          | <u>proposal</u>       | <u>charge</u>     | <u>persuasion</u>  | <u>word to the wise</u> |
| <u>information</u>   | <u>recommendation</u> | <u>counsel</u>    | <u>proposition</u> |                         |
| <u>input</u>         | <u>suggestion</u>     | <u>directions</u> | <u>steer</u>       |                         |
| <u>instruction</u>   | <u>tip</u>            |                   | <u>teaching</u>    |                         |
| <u>judgment</u>      | <u>view</u>           |                   | <u>telltale</u>    |                         |
|                      | <u>warning</u>        |                   |                    |                         |
|                      | <u>word</u>           |                   |                    |                         |



# Synonyms

- Similar definitions or meanings
- No words mean exactly the same
- Subtle differences in emphasis, suggestion or use.
- Can be used interchangeably without changing the meaning of the text.



# Synonyms of 'happy'

|                  |                  |                    |                      |  |
|------------------|------------------|--------------------|----------------------|--|
| <u>cheerful</u>  | <u>merry</u>     | can't              | <u>gleeful</u>       |  |
| <u>contented</u> | <u>overjoyed</u> | complain           | <u>gratified</u>     |  |
| <u>delighted</u> | <u>peaceful</u>  | <u>captivated</u>  | <u>intoxicated</u>   |  |
| <u>ecstatic</u>  | <u>pleasant</u>  | <u>chipper</u>     | <u>jolly</u>         |  |
| <u>elated</u>    | <u>pleased</u>   | <u>chirpy</u>      | <u>laughing</u>      |  |
| <u>glad</u>      | <u>thrilled</u>  | <u>content</u>     | <u>light</u>         |  |
| <u>joyful</u>    | <u>upbeat</u>    | <u>flying high</u> | <u>on cloud nine</u> |  |
| <u>joyous</u>    | <u>blessed</u>   | <u>gay</u>         | <u>peppy</u>         |  |
| <u>jubilant</u>  | <u>blest</u>     |                    |                      |  |
| <u>lively</u>    | <u>blissful</u>  |                    |                      |  |



# Antonyms of 'happy'

depressed

disappointed

disturbed

down

grave

melancholy

miserable

sad

serious

sorrowful

troubled

unfriendly

unhappy

upset

discouraged

dissatisfied

forsaken

hopeless

morose

pained



# Antonyms

- Pair or group of words that nearly opposite
- Antonyms
- Antonyms can be made by using a prefix too.
- There can be numerous antonyms of words
  - *Graded Antonyms*
  - *Complementary Antonyms*
  - *Relational Antonyms*



# Advantages of knowing Synonyms & Antonyms

- Help us to express ideas clearly
- Precise communication
- Avoid monotony of expression
- Reduce redundancy and to keep writing or speech interesting to the audience





# Let's Practise – Antonyms

■ The officer exaggerated the damage caused by the rowdies.

1. underwrote
2. condemned
3. ignored
4. underestimated

■ His officer was a very strict person.

1. pleasant
2. open hearted
3. lenient
4. indifferent



# Antonyms

■ The speaker was unable to pacify the crowd.

1. excite
2. antagonize
3. threaten
4. challenge

■ Servitude is not helpful for mental growth.

1. Disservice
2. Retirement
3. Freedom
4. Termination



■ His attitude to poor people is deplorable.

1. commendable
2. miserable
3. equitable
4. desirable

■ The guest made derogatory remarks about the food he was served.

1. interesting
2. complimentary
3. unnecessary
4. cheerful



# Replace the word with appropriate synonyms!

- The prisoner's life was full of hardship and *exertion*.
  - *Travesty*
  - *Tranquility*
  - *Travail*
  
- The sinner prayed that his *misdeeds* would be forgiven.
  - Transmission
  - Transgression
  - piety
  
- The heat and lack of sleep made everyone *sluggish*.
  - *Torrid*
  - *Torturous*
  - *Torpid*



- Even though she had plenty of money, the old woman was very *frugal*.
  - Prodigal
  - Improvident
  - thrifty
  
- Stand up and fight for your rights instead of being *submissive*.
  - Docile
  - Domicile
  - refractory
  
- The *mighty* housing development dwarfed the rest of the neighborhood.
  - Stupendous
  - Salient



# Roots of Words

- Etymology- study of words and the way in which their meanings have changed throughout the history.
- Roots words are the building blocks of words.
- The two most common language sources for word roots in English are Greek and Latin.
- Root is a word or word part which other words grow, usually through prefixes and suffixes.
- Root is the basis of the word, but it cannot stand alone



# Examples

|                           |                     |       |  |
|---------------------------|---------------------|-------|--|
| <b>cand</b>               | glowing, iridescent | Latin | <b>candid</b> – free from bias, prejudice, or malice;<br><b>candle</b> – something that gives light; <b>incandescent</b> – white, glowing, or luminous with intense heat |
| <b>circum,<br/>circle</b> | around, about       | Latin | <b>circumference</b> – the distance around ; <b>circumscribe</b> – to draw around; <b>circumspect</b> – looking around   |



# Make words using following root words

- Cline (lean)
- Dem (people)
- Geo (earth)
- Gram (letter)
- Hydr (water)
- Melan (dark, black)
- Liber (free)
- Herbi (plant)