

# **E – Notes**

## **Second Semester**

### **ENGLISH**

#### **UNIT—1**

##### **Novel- THE MERCHANT OF VENICE**

**By Shakespeare**

##### **Plot Overview**

Antonio, a Venetian merchant, complains to his friends of a melancholy that he cannot explain. His friend Bassanio is desperately in need of money to court Portia, a wealthy heiress who lives in the city of Belmont. Bassanio asks Antonio for a loan in order to travel in style to Portia's estate. Antonio agrees, but is unable to make the loan himself because his own money is all invested in a number of trade ships that are still at sea. Antonio suggests that Bassanio secure the loan from one of the city's moneylenders and name Antonio as the loan's guarantor. In Belmont, Portia expresses sadness over the terms of her father's will, which stipulates that she must marry the man who correctly chooses one of three caskets. None of Portia's current suitors are to her liking, and she and her lady-in-waiting, Nerissa, fondly remember a visit paid some time before by Bassanio.

In Venice, Antonio and Bassanio approach Shylock, a Jewish moneylender, for a loan. Shylock nurses a long-standing grudge against Antonio, who has made a habit of berating Shylock and other Jews for their usury, the practice of loaning money at exorbitant rates of interest, and who undermines their business by offering interest-free loans. Although Antonio refuses to apologize for his behavior, Shylock acts agreeably and offers to lend Bassanio three thousand ducats with no interest. Shylock adds, however, that should the loan go unpaid, Shylock will be entitled to a pound of Antonio's own flesh. Despite Bassanio's warnings, Antonio agrees. In Shylock's own household, his servant Launcelot decides to leave Shylock's service to work for Bassanio, and Shylock's daughter Jessica schemes to elope with Antonio's friend Lorenzo. That night, the streets of Venice fill up with revelers, and Jessica escapes with Lorenzo by dressing as his page. After a night of celebration, Bassanio and his friend Gratiano leave for Belmont, where Bassanio intends to win Portia's hand.

In Belmont, Portia welcomes the prince of Morocco, who has come in an attempt to choose the right casket to marry her. The prince studies the inscriptions on the three caskets and chooses the gold one, which proves to be an incorrect choice. In Venice, Shylock is furious to find that his daughter has run away, but rejoices in the fact that Antonio's ships are rumored to have been wrecked and that he will soon be able to claim his debt. In Belmont, the prince of Arragon also visits Portia. He, too, studies the caskets carefully, but he picks the silver one, which is also incorrect. Bassanio arrives at Portia's estate, and they declare their love for one another. Despite Portia's request that he wait before choosing, Bassanio immediately picks the correct casket, which is made of lead. He and Portia rejoice, and Gratiano confesses that he has fallen in love with Nerissa. The couples decide on a double wedding. Portia gives Bassanio a ring as a token of love, and makes him swear that under no circumstances will he part with it. They are joined, unexpectedly, by Lorenzo and Jessica. The celebration, however, is cut short by the news that Antonio has indeed lost his ships, and that he has

forfeited his bond to Shylock. Bassanio and Gratiano immediately travel to Venice to try and save Antonio's life. After they leave, Portia tells Nerissa that they will go to Venice disguised as men.

Shylock ignores the many pleas to spare Antonio's life, and a trial is called to decide the matter. The duke of Venice, who presides over the trial, announces that he has sent for a legal expert, who turns out to be Portia disguised as a young man of law. Portia asks Shylock to show mercy, but he remains inflexible and insists the pound of flesh is rightfully his. Bassanio offers Shylock twice the money due him, but Shylock insists on collecting the bond as it is written. Portia examines the contract and, finding it legally binding, declares that Shylock is entitled to the merchant's flesh. Shylock ecstatically praises her wisdom, but as he is on the verge of collecting his due, Portia reminds him that he must do so without causing Antonio to bleed, as the contract does not entitle him to any blood. Trapped by this logic, Shylock hastily agrees to take Bassanio's money instead, but Portia insists that Shylock take his bond as written, or nothing at all. Portia informs Shylock that he is guilty of conspiring against the life of a Venetian citizen, which means he must turn over half of his property to the state and the other half to Antonio. The duke spares Shylock's life and takes a fine instead of Shylock's property. Antonio also forgoes his half of Shylock's wealth on two conditions: first, Shylock must convert to Christianity, and second, he must will the entirety of his estate to Lorenzo and Jessica upon his death. Shylock agrees and takes his leave.

Bassanio, who does not see through Portia's disguise, showers the young law clerk with thanks, and is eventually pressured into giving Portia the ring with which he promised never to part. Gratiano gives Nerissa, who is disguised as Portia's clerk, his ring. The two women return to Belmont, where they find Lorenzo and Jessica declaring their love to each other under the moonlight. When Bassanio and Gratiano arrive the next day, their wives accuse them of faithlessly giving their rings to other women. Before the deception goes too far, however, Portia reveals that she was, in fact, the law clerk, and both she and Nerissa reconcile with their husbands. Lorenzo and Jessica are pleased to learn of their inheritance from Shylock, and the joyful news arrives that Antonio's ships have in fact made it back safely. The group celebrates its good fortune.

### **Character sketch of ANTONIO**

Antonio is a generous, willing, loyal friend and an understanding devoted friend. He is willing to come to Bassanio's aid for what some might call a flimsy reason. As a businessman, he has all his money tied up in one venture, which shows questionable business wisdom. His generosity and another view of his questionable business wisdom is revealed when he agrees to act as co-signer to "secure" a loan with Bassanio that Bassanio might find in the open marketplace.

As it happens, Bassanio secures a loan with Shylock, a Jewish money lender who charges interest on loans, which is called usury, a practice with which our credit cards make us very familiar. Antonio and Shylock are on extremely unfriendly terms with each other because Antonio has publicly denounced Shylock for his money lending practices. Antonio is the opposite of Shylock because, along with his merchant enterprises, Antonio also lends money but does it without charging a fee for the loan. Shylock of course resents Antonio's treatment and has deep seated ill-will toward him.

Bassanio's loan with Shylock points out that Antonio is unrealistic and has no foresight.

(1) He publicly makes an enemy of Shylock who is not acting illegally in lending money and whose services aid even his best friend Bassanio.

(2) He presumes on good fortune and good timing and therefore agrees to impossible terms on the loan specifying a "pound of flesh" for the forfeit of the loan if not paid on time. In addition to

Antonio's unrealistic attitude and lack of foresight, he also has a huge ego in that he won't humble himself to Shylock and get rational terms for the securing of Bassanio's loan.

Antonio admits to a deep sadness but offers no explanation for it. Critics suggest that it relates to his imprudent financial decision to loan money at no charge, which means that he has little capital for operating his merchandising business. This lack of capital (because it is all lent out) requires him to put all his eggs in one basket, so to speak, by having his prosperity all tied up in one ship. We know that this is so because the inciting incident is that he has no money to loan Bassanio.

His composure when facing Shylock's terms of the pound of flesh to be delivered up for the failure to make the repayment may represent Christian equanimity, as critics suggest, or it could represent the continuance of the despondency of sadness that has turned to despair at the loss of his ship.

### **CHARACTER SKETCH OF PORTIA**

Portia is the heroine in the story *The Merchant of Venice* authored by William Shakespeare. She is a rich heiress who is also beautiful and intelligent at the same time. These traits are portrayed at several instances throughout the story. She is bound by her father's will to marry the person who chooses the right casket from three of them made of gold, silver and lead.

The readers get an idea of her beauty from Bassanio who cannot stop talking enough about it. One instance where she shows her intelligence is when Bassanio comes to try his luck in choosing the right casket. Unknown to him, she has also fallen in love with him like he has for her. However, she is not allowed to reveal this to him. Instead, she suggests that he take a day or two to think over which the right casket is. This is because he has only one chance, and if he fails in this, they will lose each other forever.

Portia's graciousness is shown through her tact and sympathy. She talks ladylike and gives all due respect to her earlier prospective suitors – the Princes of Morocco and Arragon. But, once they leave, she does not hesitate to immediately voice her opinions about them to her trusted servant Nerissa. She calls them fools and considers them to be greedy and self-centered who are more interested in the fortune that her father has left her. She understands this from the way they choose the gold and silver caskets without even caring about their plain lead counterpart.

She is also depicted as a person who is very generous. Within a few days of their marriage, Bassanio receives the news of Antonio's downfall and Shylock taking him to court. Although she finds it difficult to let her husband go, Portia knows that it is more important for Bassanio to be by his friend's side at that point of time. Not only does she ask him to leave immediately, but she also asks him to take some of her fortune with him to bail Antonio out.

Another example to show that Portia is quick witted is her performance in the courtroom where she appears as a lawyer for Antonio, Bassanio's good friend. Antonio had pledged his life to the moneylender Shylock to raise money for Bassanio to go and try his luck in winning Portia's hand. Even Bassanio did not recognize his wife in court. While Portia talks about mercy to the moneylender, she also agreed that it was only fair that Shylock took a pound of flesh from Antonio's body as his payment per the agreement. However, she challenged him to do so without shedding a single drop of blood as the agreement did not allow for Antonio to lose blood. Portia easily wins the case using the exact law terms without having any legal training or prior experience as a lawyer.

All the above instances indicate that Portia is a woman of noble character with multiple virtues.

### **CHARACTER SKETCH OF SHYLOCK**

**INTRODUCTION:** Shylock is also the most important character of the play 'The Merchant Of Venice'. He is the most effective person of the play. He is a fat man.

**A MERCHANT OF VENICE:** Shylock is also a merchant of Venice. He wants to take only advantages in his business by hook or crook. His main business is usury.

**A GRAND FIGURE:** Shylock has a grand figure in the play. He is harsh and cruel.

**A RICH JEW:** Shylock is a rich Jew. He lends money on high interest rate. That's why he becomes the richest moneylender of the Venice.

**HIS LOVE AND HATE FOR HIS DAUGHTER:** He loves his daughter Jessica too much. He brings up her very well. But he begins to hate her when she elopes with Lorenzo.

**A CRUEL AND REVENGEFUL PERSON :** Shylock is a cruel and revengeful person. That's why he asks Antonio to sign on the fatal bond because Antonio abuses him as a Jew.

**A GREEDY PERSON:** Shylock is a greedy person. He repends in handling over the key of safe when he comes to know that Jessica took all jewellery and cash from the house at the time of eloping with Lorenzo.

**A MAN WRONGLY SEEN:** Is he a villain? This is true that he is evil and greedy. But he is not illegal in Antonio's case. What he does with Antonio that is because of his commercial and communal jealousy. But the question is whether he can be regarded as the villain of the play. Then finally we accept that he is a villain of the play as he does some deeds that is unfair for the society.

### **CHARACTER SKETCH OF BASSANIO**

**INTRODUCTION:** Bassanio is the central figure of the play. He is the friend of Antonio. Bassanio belongs to a noble family.

**HIS PERSONALITY:** Bassanio is a master of charming personality. He is very handsome and gentleman also as well.

**EXTRAVAGANT:** He is very extravagant. His friends and servants like him because of his extravagance nature. He gives freely his best clothes to his servants. He loves his life style.

**A TRUE FRIEND:** Bassanio is a true and sincere friend of Antonio. He has great love and respect for him. When Portia asks about Antonio, he speaks very lovingly, "The dearest friend to me". At one place in the play, Bassanio says to Antonio, "I would sacrifice myself, my wife dear to me as life and all the world to save you from this devil."

**INTELLIGENT:** Bassanio is an intelligent person. We can see his intelligence in selecting the right casket. At the end we can say that he is a noble man with charming personality.

### **THE CASKET STORY**

The casket plot sets up the Merchant of Venice. As the plot begins, Bassanio wants to marry Portia. He asks Antonio for money so he can impress her. Antonio obliges and Bassanio sets out on his merry way. In the mean time, two suitors have come to seek the hand of Portia. The Prince of Morocco and the Prince of Arrogan(t) have learned of Portia's father's will. It states that the suitors must pick one of three caskets, gold, silver, or lead. If they choose right they then get to marry Portia. But if they choose wrong they must leave immediately and cannot woo another woman ever again.

Morocco chooses first. He reads the inscriptions on the caskets and he finds that the inscription on the golden casket appeals to him. The gold casket declares "who chooseth me shall gain what many men desire." He figures that many men desire Portia. But, he receives a skull symbolizing he is wrong. Next the Prince of Arragon tries his luck. He reads the gold casket, but doesn't want to be grouped with the ordinary man. He instead chooses the silver casket which declares "who chooseth me shall get as much as he deserves." He believes he deserves Portia but he too is wrong. He receives a picture of a fool (in some productions it is a mirror) and is called a loser.

Finally, Bassanio arrives at the palace. He immediately is drawn to the lead casket which says, "He who chooseth me must hazard all he hath." Bassanio then finds a vice masked by a virtue in beauty, war, religion, and law. He then applies this to the caskets. He chooses the lead casket, which contains a picture of Portia so beautiful, that he barely recognizes her. Everyone is delighted and Portia gives Bassanio a ring symbolizing their love, which then introduces the ring plot.

### **THE RING PLOT**

This is the last plot introduced in the play, *The Merchant of Venice*. It is one of the parts that classifies this play as a "comedy."

This plot is introduced when Portia and Nerissa give their husbands, Bassanio and Gratiano, rings to seal their love in marriage. They give strict instructions never to lose the rings, which foreshadows an event where the rings may be lost or given up.

Portia and Nerissa are later disguised as men in the court of the Duke. They save Antonio from Shylock's bond and even turn the tables on Shylock. Bassanio, Gratiano, and Antonio are eternally grateful for their services and offer them anything they want. Portia and Nerissa, still disguised, ask for Bassanio and Gratiano's rings. The men refuse them and Portia and Nerissa leave disappointed. Then, after much urging from Antonio, they give their rings up and have Gratiano run after the "doctor and assistant" to give them the rings.

Gratiano, Bassanio, and Antonio return to Belmont where they are greeted by Portia and Nerissa, who are no longer in disguise. Nerissa "notices" that Gratiano's ring is missing and gets into a fight with him. Portia likewise gets into a fight with Bassanio. After Portia and Nerissa send Bassanio and Gratiano on a serious guilt trip, they reveal that they were the doctor and clerk and have had the rings the entire time.

This plot and the play end with everyone going inside to discuss the events that have taken place, and Gratiano stating his anticipation to go to bed with Nerissa. Fittingly, the last word in the play is "ring."

### **TRIAL SCENE**

Antonio is brought before the Duke and the magnificoes of Venice to stand trial for failing to pay off his obligation to Shylock. The Duke is upset about the penalty, a pound of Antonio's flesh, but cannot find any lawful way of freeing Antonio from his bond. Shylock enters the court and the Duke tells him that all of the men gathered there expect him to pardon Antonio and forgive the debt.

Shylock replies that he has already sworn by his Sabbath that he will take his pound of flesh from Antonio. He is unable to provide a good reason for wanting to punish Antonio in this manner, other than to say, "So can I give no reason, nor I will not, / More than a lodged hate and a certain loathing / I bear Antonio"

Bassanio then comes forward and offers Shylock the six thousand ducats as repayment for the loan. Shylock tells him that even if there were six times as much money offered to him, he would not take it. The Duke asks Shylock, "How shalt thou hope for mercy, rend'ring none?" Shylock responds that he is doing nothing wrong, and compares his contract with Antonio to the Christian slave trade. He tells the Duke that he does not demand that the Christians should free their slaves, and therefore the Christians should not demand that he free Antonio.

The Duke threatens to dismiss the court without settling the suit brought by Shylock if Doctor Bellario fails to arrive. Salerio tells him that a messenger has just come from Bellario, and Nerissa enters dressed as a man and informs the Duke that Bellario has sent a letter to him. Shylock whets his knife on his shoe, confident that he will receive his pound of flesh.

The letter from Bellario recommends a young and educated doctor to arbitrate the case. The Duke asks where the young doctor is, and Nerissa tells him that he is waiting outside to be admitted into the court. The Duke orders him to be brought in, and Portia enters dressed as a man, pretending to be a doctor named Balthasar.

Portia tells the Duke that she has thoroughly studied the case and then asks, "Which is the merchant here, and which the Jew?" . Antonio and Shylock both step forward, and Portia asks Antonio if he confesses to signing the contract. He does, and Portia then says that Shylock therefore must be merciful. She delivers a short speech on mercy, but Shylock ignores it and demands the contract be fulfilled. Portia then asks if no one has been able to repay the amount, but since Shylock has refused the money there is nothing she can do to make him take it. She comments that she must therefore side with Shylock.

Shylock, impressed that Portia is supporting his case, says, "A Daniel come to judgment, yea, a Daniel!" Portia rules that Shylock has the right to claim a pound of flesh from next to Antonio's heart according to the bond. Antonio's bosom is laid bare and Shylock gets ready to cut. Portia asks him if he has a surgeon ready to stop the bleeding once he has taken his pound of flesh. Shylock says, "I cannot find it. 'This is not in the bond'".

Just as Shylock is about to start cutting again, Portia says that the bond does not give him permission to shed Antonio's blood. The laws of Venice are such that if any Venetian's blood is shed, all the goods and lands of the perpetrator may be confiscated by the state. Shylock realizes that he cannot cut the flesh without drawing blood, and instead agrees to take the money instead. However, Portia is not willing to back down and instead only gives him the pound of flesh, further saying that if he takes a tiny bit more or less he will be put to death himself. Shylock, unable to comply with this stipulation, decides to withdraw his case.

Portia tells Shylock to remain in the court. She says that Venice has a further law which says that if any foreigner tries to kill a Venetian, the foreigner will have half of his property go to the Venetian against whom he plotted, and the state will receive the other half. In addition, the life of the foreigner will be in the hands of the Duke, who may decide to do whatever he wants to. Shylock is forced to kneel on the ground before the court, but the Duke pardons his life before he can beg for mercy.

### **JESSICA LORENZO LOVE STORY**

Jessica is the daughter of Shylock, the Jew. She is his only child. She is charming and beautiful, and Lorenzo loves her very much.

She does not like her father because of her cruel nature. From the beginning of the play Shylock is a lonely man. It is his wife, whom he loves dearly is dead. His daughter Jessica is not much help so it adds loneliness in his life. Jessica always stand at the window of her house keeping down the streets of Venice at the marry making of a venetian boy Lorenzo. Daughters normally are a source of solace to their fathers but Jessica was not like that. Shylock does not trust on Jessica. One day when Shylock went to Bassanio's house he hands over the keys to his daughter.

Jessica betrays his trust and robs the entire wealth. She runs away with the Christian boy and marry him converting to Christianity. This is heart breaking for the proud Shylock. She later exchange the ring of her mother for money.

She express her love to Lorenzo boldly. She is often compare with music, culture and nature. Jessica is the product of harsh and unloved environment for which she always blames her father.

#### **REFERENCE TO CONTEXT:**

**1. Antonio:** In sooth I know not why I m so sad.

It wearies me, You say it wearies you.

But how I caught it, found it or came by it,

What stuff'tis made of, Where of it is born, I m to learn.

**CONTEXT:** These are the opening lines of the play The Merchant Of Venice, Spoken by Antonio. The merchant speaks to his friends Salarino and Salanio. Antonio makes a confession of the mysterious melancholy which oppresses him. He is shown as a sad man at the beginning of the drama even before anything happens to him. His sadness strikes the key-note of his character.

**Explanation :** Antonio says that he does not know why he is so sad. Frankly speaking, this sadness has taken hold of him. You complain that you nd this sadness very depressing for you. He can assure you that it has a similar effect on his spirits. He is totally ignorant how and where he came to have this melancholy, what has given rise to it and what its nature is.

**2. Salarino:** " Your mind is tossing on the ocean,

There where you argosies with portly sail,

Like signors and rich burglars on the flood."

**Context :** These lines are spoken by Salarino in The Merchant of Venice when Antonio is seen in a melancholy mood in the opening scene.

**Explanation :** Salarino tries to suggest a possible reason for Antonio's melancholy. He says that Antonio's mind is worried by thoughts of his richly laden merchant ships which are voyaging on the ocean. These ships of Antonio rise above smaller vessels just as rich men rise above ordinary citizens. Smaller ships bow to and salute Antonio's ships just as humble persons bend respectfully before rich men. Salanio here describes Antonio 's ships in highly, complimentary words.

**3. Portia :** The quality of mercy is not strained,

It droppeth as the gentle rain from heaven upon the place beneath.

**CONTEXT:** These lines are spoken by Portia, the heroine of the play of the novel. She speaks these lines in the court of Venice, where Antonio is on trial after forfeiting his bond.

**EXPLANATION:** Shylock, who as per the bond, is authorised to extract one pound of Antonio's flesh, is hell-bent on forcing it as authorised by the bond. All appeals for mercy, including one made by Portia says that mercy is not something which can be forced, for it must come naturally. It is a quality which drops as gentle rain from heaven. It is doubly blessed in its efficacy. It blessed him that showers mercy, and also the person who receives it. It makes both happy as well as better human beings.

**4. Portia:** " In terms of choice I'm not solely led

By nice direction of a maiden's eyes.

Besides, the lottery of my destiny

Bars me the right of voluntary choosing."

**EXPLANATION:** These words are spoken by Portia to king of Morocco.

Being good looking is not the only way to my heart, you know. I have another criteria for choosing a husband. Not that it matters, because the box test takes away my free choice anyway. But if my father had not restricted me like this, forcing me to marry whoever wins his test then you'd have had as good a chance to marry me as any of the suitors I've met so far, Prince.

**5. " Tell me where is fancy bred or in the heart or in the head ? How begot , How nourished?**

Reply , Reply

These lines are taken from a song plays while Bassanio mulls over the caskets.

**EXPLANATION:** Tell me where do our desires start, In the heart or in the head ?

How are they created , How sustained ?

Answer me , answer me.

**6. PORTIA:** How all other passions fleet to the air,

As doubtful thoughts and rash embraced despair,

And shuddering fear and green eyed jealousy,

O love, be moderate; allay the ecstasy;

In measure rain they joy, scant this excess!

I feel too much by blessing, make it less

For fear I surfeit



**EXPLANATION** : Portia to herself

All my other emotions are vanishing into thin air , as all my doubts and desperation a  
and fears and jealousy are all flying away. Oh, I need to calm down make my love  
and my joy less intense. I'm feeling this too strongly. Please make my love less or I'm going to  
overindulge making myself sick.

## UNIT- 2 ( GRAMMAR)

**Q.1) Correct the common errors in the following sentences:**

- 1) He is studying English for three years.----From
- 2) Five times five are twenty five. -----is
- 3) Fire and water does not agree.----- do
- 4) The house with its contents were insured.-----was
- 5) Your trouser is dirty.----- are
- 6) The criminal was hung.----- hanged
- 7) My brother lives in U.S.A. ----- the U.S.A.
- 8) None of them have seen her. ----- has
- 9) A lot of food we take are wasted.----- is
- 10) The village master teach his children. ----- teaches

### types of Conditional Sentences:



There are five types of Conditional Sentences:



1. Type Zero Conditional Sentences (zero condition)
2. Type One Conditional Sentences (open condition)
3. Type Two Conditional Sentences (half-open condition)
4. Type Three Conditional Sentences (closed condition)
5. Mixed Conditionals

### 1. Type Zero Conditional Sentences (zero condition):

This type of conditional sentence is used to describe scientific facts, generally known truths, events and other things that are always true. It's the simplest type of conditional sentence in English.

The structure of Type Zero conditional sentences:

Main part: Present Simple; if part: Present Simple

For Examples:

1. Water boils if you heat it to 100 degrees Celsius.
2. A red light comes on if you press the main button.

Note: In Type Zero sentences, if can be replaced by when.

For Examples:

1. When you heat ice, it melts.
2. It gets dark when the sun goes down.

## **2. Type One Conditional Sentences (open condition):**

This type of sentence expresses real and possible situations in the future; it is possible for the condition to be met.

The structure of Type One conditional sentences:

Main part: will + infinitive; if part: Present Simple

For Examples:

1. We will stay at home if it snows.
2. She will get angry if I'm late for the party.
3. If we get the money for this job, we will buy a new car.
4. Will you help Amanda if she asks you?

## **3. Type Two Conditional Sentences (half-open condition):**

This type of conditional sentence describes an unreal situation with regard to the present or future; a hypothetical condition that can only be fulfilled in theory.

The structure of Type Two conditional sentences:

Main part: would + infinitive; if part: Past Simple

In conditional sentences, the past tense form of the verb to be is were for all persons; was is also used, although only in spoken or conversational English.

For Examples:

1. We would stay at home if it snowed.
2. I would buy a new board if I had more money.
3. If he were rich, he'd buy an island.
4. If you left now, you'd catch the last bus.

**Note:** Type two conditional sentences are also used when making polite requests.

For Examples:

1. I would be grateful if you helped me.
2. He would be so pleased if you came to the birthday party.

**Note:** The phrases If I were you or If I were in your place are usually used to give advice.

For Examples:

1. If I were you I would accept the offer.
2. If he were in your place he would do it.

#### **4. Type Three Conditional Sentences (closed condition):**

Type three conditional sentences are used to express situations that cannot exist, such as actions or events that happened in the past. They are often used to indicate a missed opportunity.

The structure of Type Three conditional sentences:

Main part: would + perfect infinite; if part: Past Perfect

For Examples:

1. If you hadn't been late for work, the boss wouldn't have gotten furious.
2. They would have finished earlier if the meeting hadn't been held so late.
3. If I had won the lottery, I would have bought a house by the sea.
4. Would you have helped me if I had asked you?

#### **5. Mixed Conditionals:**

This type of conditional sentence uses (mixes) different parts of the above-mentioned conditional sentence types.

There are a few combinations: the result of the action in the present is emphasized by the condition in the past tense, or the result of the action in the past is emphasized by the present-day condition.

For Examples:

1. If you had taught me how to make waffles (in the past), I wouldn't have to buy them in a shop (now).
2. I would buy a house by the sea (now or in the future) if I had won the lottery last week.
3. Their team would have scored more in the match yesterday if they were good players.

#### **Important Grammatical Notes:**

If the modal verbs can/could, may/might or should are used in the main part of the sentence, they take the place of will:

1. We can go to the seaside if you have time tomorrow.
2. If you leave now, you may catch the last bus.
3. If you want to pass the exam, you should study much harder.

The words will and would are not usually used in the if part, except when they express willingness, for example, in requests (that is, when they carry a modal meaning):

1. If you will phone the manager now, he will surely make an appointment with you.  
(willingness)
2. I would be very thankful if you would help me with my homework. (very polite request)

The word should in the if part can mean “if perhaps” or “by any chance.”

1. I would be very happy if he should turn up at the party. (He’s not at all likely to come,  
but perhaps...)

In negative sentences, if...not can be substituted with unless.

1. You won’t pass the exam unless you study very hard. if you don’t study very hard)

If can be omitted from the sentence if the word order is changed. This is sometimes done in Type Three conditional sentences if the, if part is at the beginning of the sentence, or in Type Two sentences if the verb were, is used:

1. Were I rich, I would buy a house by the sea. if I were rich)
2. Had your cousin come earlier, I would have shown her around the house. if she had come earlier.

### **Exercise:**

- 1) If we meet at 9.30, we -----(to have) plenty of water.
- 2) Lisa would find the milk if she----- (to look) in the fridge.
- 3) The zoo keeper would have punished her with a fine if she -----(to feed) the animals.
- 4) If you spoke louder, your classmates -----(to understand) you.
- 5) Dan----- (to understand) safe if he drove slowly.
- 6) You----- (to have) no trouble at school if you had done your homework.
- 7) If You----- (swim) in this lake, you’ll shiver from cold.
- 8) The door will unlock if he----- (to press) the green button.
- 9) If Mel ----- (to ask) his teacher, he’d have answered his questions.
- 10) I----- (to call) the office if I were you.

### **SYNTHESIS OF SENTENCES:**

Synthesis of sentences. Synthesis means the combination of a number of simple sentences into one new sentence – simple, compound or complex. The following are the chief ways of combining two or more simple sentences into one large simple sentence

The following are the chief ways of combining two or more Simple Sentences into one Simple Sentence.

#### **1. By using a Participle:**

- He jumped up. He ran away.
- Jumping up, he ran away.
- He was tired of play. He sat down to rest.
- Tired of play, he sat down to rest.
- He is well versed in English. He was appointed as the English teacher in the school.
- For his knowledge of English, he was appointed as English teacher in the school

Here you may find the Synthesis of Sentences into a simple sentence.

## **2. By using a noun or a phrase in apposition:**

- This is my friend. His name is Rama.
- This is my friend Rama.
- I spent two days in London. It is one of the most attractive places in England.
- I spent two days in London, one of the most attractive places in England.
- Buddhism was founded in 2500 years ago. It is one of the greatest religions.
- Buddhism, one of the greatest religions, was founded in 2500 years ago.

Here you may find the Synthesis of Sentences into a simple sentence.

## **3. By using a preposition with noun or gerund:**

- The moon rose. Their journey was not ended.
- Before their journey was ended, the moon rose.
- He has failed many times. He still hopes to win.
- Having failed for many times, he still hopes to win.
- Her husband died. She heard the news. She fainted.
- On hearing the news of the death of her husband, she fainted.

## **4. Nominative Absolute Construction:**

- The soldiers arrived. The mob dispersed.
- The soldiers having arrived, the mob dispersed.
- The town was enclosed by strong wall. The enemy was unable to capture it.
- The town having been enclosed by strong wall, the enemy was unable to capture it.

Here you may find the Synthesis of Sentences into a simple sentence.

### **5. By using an infinitive:**

- I have some duties. I must perform them.
- I have some duties to perform.
- We must finish this exercise. There are still three sentences.
- We have still three sentences in this exercise to finish.
- He wanted to educate his son. He sent him to London.
- He sent his son to London to educate him.
- He is very fat. He can not run.
- He is very fat to run.

### **6. By using an adverb or an Adverbial Phrase:**

- He deserved to succeed. He failed.
- He failed undeservedly.
- The sun set. The boys had not finished the game.
- The boys had not finished the game by sunset.

### **Exercise-1**

**Combine the following simple sentences into complex sentences.**

1. Where does he live? That is a mystery.
2. We will have a good monsoon this year. The meteorologists expect this.
3. The project will be abandoned. That is certain.
4. We visited the deer park. Buddha preached his first sermon here.
5. His younger son is in the US. He is a professor at a prestigious university.

### **Answers**

1. Where he lives is a mystery.
2. The meteorologists expect that we will have a good monsoon this year.
3. It is certain that the project will be abandoned.

4. We visited the deer park where Buddha preached his first sermon.
5. His younger son, who is in the US, is a professor at a prestigious university.

### **Exercise-2**

**Combine the following simple sentences into complex sentences.**

1. Where does he live? That is a mystery.
2. We will have a good monsoon this year. The meteorologists expect this.
3. The project will be abandoned. That is certain.
4. We visited the deer park. Buddha preached his first sermon here.
5. His younger son is in the US. He is a professor at a prestigious university.

### **Answers**

1. Where he lives is a mystery.
2. The meteorologists expect that we will have a good monsoon this year.
3. It is certain that the project will be abandoned.
4. We visited the deer park where Buddha preached his first sermon.
5. His younger son, who is in the US, is a professor at a prestigious university.

### **Exercise -3**

**Complete the following sentences.**

1. .... many shortcomings, she was a nice woman.  
In spite of having  
Despite of having  
Although having
2. .... a great poet, Tagore was a good painter.  
Besides being  
Besides  
Besides having been
3. .... a jackpot, he built a big mansion.  
Winning



Won

Having won

4. .... on tip-toe, he reached for the apple.

Standing

Stood

Being standing

5. The rain ..... we continued our journey.

stopping

having stopped

stopped

6. James is going to the US ..... higher education.

to pursue

to pursuing

for pursuing

7. .... a great conqueror, Caesar failed to unite the various conquered territories into a well-knit empire.

Despite been

Despite being

Despite of being

### **Answers**

1. In spite of having many shortcomings, she was a nice woman.
2. Besides being a great poet, Tagore was a good painter.
3. Having won a jackpot, he built a big mansion.
4. Standing on tip-toe, he reached for the apple.
5. The rain having stopped we continued our journey.
6. James is going to the US to pursue higher education.
7. Despite being a great conqueror, Caesar failed to unite the various conquered territories into a well-knit empire.

## **PHRASES AND CLAUSES**

The first step to identifying the different types, though, is to understand the difference between a phrase and a clause. A phrase is a related group of words. ... A clause is a group of words that does have both a subject and a verb. Some clauses are independent, meaning that they express a complete thought.

### **What is an example of a phrase?**

A phrase is a group (or pairing) of words in English. A phrase can be short or long, but it does not include the subject-verb pairing necessary to make a clause. Some examples of phrases include: after the meal (prepositional phrase) the nice neighbor (noun phrase)

### **What's a clause example?**

A dependent clause is a group of words with a subject and a verb. It does not express a complete thought so it is not a sentence and can't stand alone. These clauses include adverb clauses, adjective clauses and noun clauses.

## **Examples of Phrases and Clauses:**

### **Examples of Phrases**

1. the boy on the bus (noun phrase)
2. will be running (verb phrase)
3. in the kitchen (prepositional phrase)
4. very quickly (adverb phrase)
5. Martha and Jan (noun phrase)

### **Examples of Clauses**

1. When I get home (dependent or subordinate clause)
2. The lights are not on. (independent clause)
3. When you wake up (dependent or subordinate clause)
4. Put it on the shelf. (independent clause-understood subject "you")
5. Since it fell on the floor (dependent or subordinate clause)

### **Phrases and clauses exercise**

**Complete the given sentences putting the words, phrases and clauses given in brackets, in the right order.**

1. .... is called Bodh Gaya. (place, where the Buddha got enlightenment, the)
2. .... will have to pay a fine. (who do not return the library books by the due date, boys, those)
3. .... is a Member of Parliament. (who has just spoken, man, the)
4. .... move around the sun. (planets, which belong to the solar system, all, the)
5. .... is for a school. (new, which the villagers have built, this, building)

6. .... never returned empty-handed. (men, who went to the Raja for help)

7. .... woke up everybody in the neighborhood. (loud, the, of the sudden explosion, noise)

### **Answers**

1. The place where the Buddha got enlightenment is called Bodh Gaya.

2. Those boys who do not return the library books by the due date will have to pay a fine.

3. The man who has just spoken is a Member of Parliament.

4. All the planets which belong to the solar system move around the sun.

5. This new building which the villagers have built is for a school.

6. Learned men who went to the Raja for help never returned empty-handed.

7. The loud noise of the sudden explosion woke up everybody in the neighborhood.

## UNIT -3(Writing)

### FORMAT OF FORMAL LETTERS ,JOB APPLICATION



### WHAT IS FORMAL LETTER



- A FORMAL LETTER IS ONE WRITTEN IN A FORMAL AND CEREMONIOUS LANGUAGE AND FOLLOWS A CERTAIN STIPULATED FORMAT. SUCH LETTERS ARE WRITTEN FOR OFFICIAL PURPOSES TO AUTHORITIES, DIGNITARIES, COLLEAGUES, SENIORS ETC AND NOT TO PERSONAL CONTACTS, FRIENDS OR FAMILY.
- **SENDER'S ADDRESS**
- THE SENDER'S ADDRESS IS USUALLY PUT ON THE TOP RIGHT-HAND CORNER OF THE PAGE.
- **DATE**
- THE SENDER'S ADDRESS IS FOLLOWED BY THE DATE JUST BELOW IT, I.E. ON THE RIGHT SIDE OF THE PAGE. THIS IS THE DATE ON WHICH THE LETTER IS BEING WRITTEN.

- **RECEIVER'S ADDRESS**

- AFTER LEAVING SOME SPACE WE PRINT THE RECEIVER'S ADDRESS ON THE LEFT SIDE OF THE PAGE. MAKE SURE YOU WRITE THE OFFICIAL TITLE/NAME/POSITION ETC OF THE RECEIVER, AS THE FIRST LINE OF THE ADDRESS.

- **GREETING**

- THIS IS WHERE YOU GREET THE PERSON YOU ARE ADDRESSING THE LETTER TO. BEAR IN MIND THAT IT IS A FORMAL LETTER, SO THE GREETING MUST BE RESPECTFUL AND NOT TOO PERSONAL. THE GENERAL GREETINGS USED IN FORMAL LETTERS ARE "SIR" OR "MADAM".

- **SUBJECT**

- AFTER THE SALUTATION/GREETING COMES THE SUBJECT OF THE LETTER. IN THE CENTRE OF THE LINE WRITE 'SUBJECT' FOLLOWED BY A COLON. THEN WE SUM UP THE PURPOSE OF WRITING THE LETTER IN ONE LINE.

- **BODY OF THE LETTER**

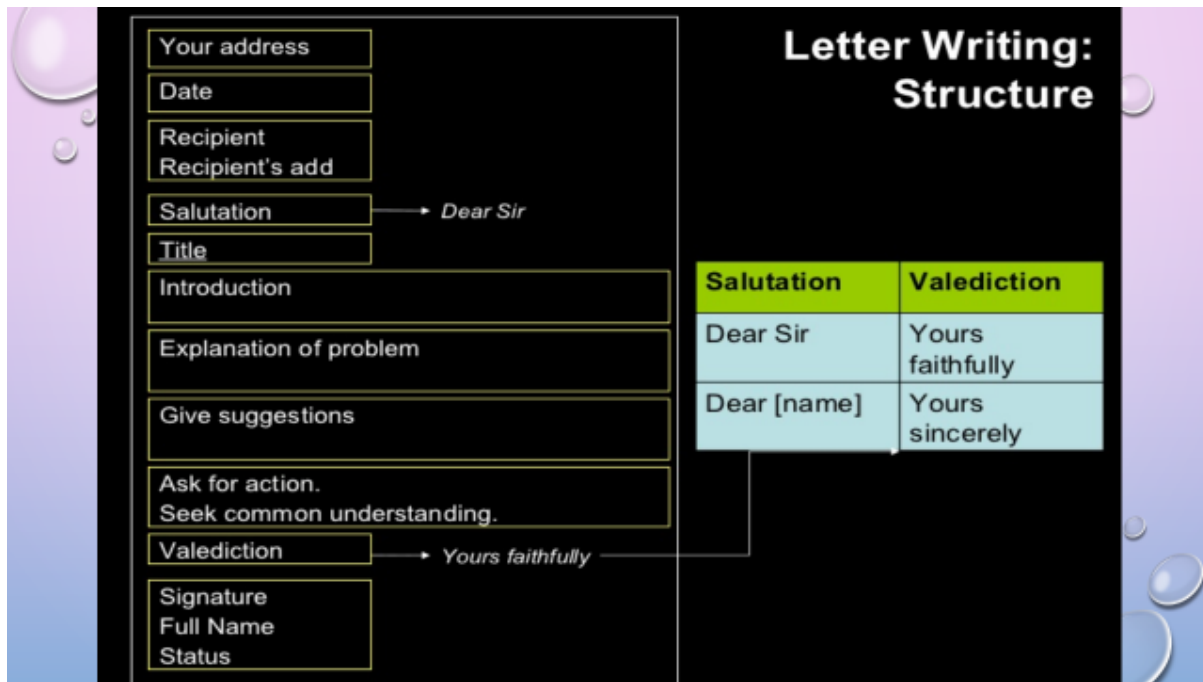
- THIS IS THE MAIN CONTENT OF THE LETTER. IT IS EITHER DIVIDED INTO THREE PARAS OR TWO PARAS IF THE LETTER IS BRIEFER. THE PURPOSE OF THE LETTER SHOULD BE MADE CLEAR IN THE FIRST PARAGRAPH ITSELF. THE TONE OF THE CONTENT SHOULD BE FORMAL. ANOTHER POINT TO KEEP IN MIND IS THAT THE LETTER SHOULD BE CONCISE AND TO THE POINT.

- **CLOSING THE LETTER**

- AT THE END OF YOUR LETTER, WE WRITE A COMPLIMENTARY LOSING. THE WORDS "YOURS FAITHFULLY" OR "YOURS SINCERELY" ARE PRINTED ON THE RIGHT SIDE OF THE PAPER.

- **SIGNATURE**

- HERE FINALLY YOU SIGN YOUR NAME. AND THEN WRITE YOUR NAME IN BLOCK LETTERS BENEATH THE SIGNATURE.



## EXAMPLE OF FORMAL LETTER

- A SAMPLE OF SUCH A FORMAL LETTER MAY BE AS FOLLOWS,

D- 1801, NEPTUNE SOCIETY,  
DS MARG, LOWER PAREL,  
MUMBAI 400 008.

11TH JUNE 2018.

THE EDITOR-IN-CHIEF  
HINDUSTAN TIMES  
MUMBAI  
SIR,

SUBJECT: CONSTRUCTION WORK IN OUR LOCALITY DURING MONSOON SEASON CAUSING US DIFFICULTIES.



- THROUGH THE COLUMNS OF YOUR ESTEEMED NEWSPAPER, I WANT TO INFORM YOU THAT THE RESIDENTS OF OUR LOCALITY ARE FACING DIFFICULTIES DUE TO THE CONSTRUCTION AND REPAIR WORK CURRENTLY HAPPENING IN OUR AREA. MONSOON SEASON HAS STARTED A FEW DAYS AGO AND IS COMPOUNDING OUR PROBLEMS.
- THE REPAIR WORK HAS BEEN ONGOING FOR FIVE WEEKS NOW AND IS FALLING WAY BEHIND SCHEDULE. AND NOW WITH THE CURRENT WEATHER CONDITIONS, WE ARE HAVING PERSISTENT PROBLEMS OF WATER LOGGING AND FLOODING IN OUR AREA. ANOTHER WORRY IS ABOUT THE ACCIDENTS THAT MAY OCCUR DUE TO THE DEBRIS LYING AROUND THE ROAD. DISEASES CAUSED DUE TO WATER LOGGING ARE ANOTHER ONE OF OUR CONCERNS.
- THEREFORE I WISH TO DRAW THE ATTENTION OF THE CONCERNED AUTHORITIES WITH THE HELP OF YOUR NEWSPAPER. HOPEFULLY, YOU WILL BE ABLE TO HELP US IN DRAWING THEIR ATTENTION AND RESOLVING THIS MATTER AT THE EARLIEST.
- YOUR FAITHFULLY
- \*\*SIGNATURE\*\*
- [MR. XYZ]

## JOB APPLICATION

- A JOB APPLICATION LETTER (ALSO KNOWN AS A COVER LETTER) IS A LETTER YOU SEND WITH YOUR RESUME TO PROVIDE INFORMATION ON YOUR SKILLS AND EXPERIENCE. THIS LETTER IS YOUR CHANCE TO "SELL" YOURSELF TO AN EMPLOYER, EXPLAINING WHY YOU ARE AN IDEAL CANDIDATE FOR A POSITION. YOUR RESUME IS A GENERAL RECORD OF YOUR EXPERIENCE, EDUCATION, AND ACCOMPLISHMENTS. PAY PARTICULAR ATTENTION TO THE PROFESSIONALISM OF YOUR SALUTATION AND WHAT YOU CALL THE EMPLOYER. PROOFREAD ANY GRAMMAR OR SPELLING ERRORS.



# FORMAT OF JOB APPLICATION

- ADDRESS  
CITY

- DATE

(EMPLOYER CONTACT INFORMATION)

TITLE  
COMPANY  
ADDRESS  
CITY

- SALUTATION

DEAR MR./MS. LAST NAME

SUBJECT: WRITING FOR WHICH POST OF ANY TYPE OF JOB

## BODY OF APPLICATION LETTER

THE BODY OF YOUR APPLICATION LETTER LETS THE EMPLOYER KNOW WHAT POSITION YOU ARE APPLYING FOR, WHY THE EMPLOYER SHOULD SELECT YOU FOR AN INTERVIEW

- THE **FIRST PARAGRAPH** OF YOUR LETTER SHOULD INCLUDE INFORMATION ON WHY YOU ARE WRITING. MENTION THE JOB YOU ARE APPLYING FOR.
- **MIDDLE PARAGRAPH(S)**  
THE NEXT SECTION OF YOUR APPLICATION LETTER SHOULD DESCRIBE WHAT YOU HAVE TO OFFER THE EMPLOYER. IT CAN BE A SINGLE PARAGRAPH, OR YOU CAN BREAK IT UP INTO A COUPLE OF PARAGRAPHS. MENTION SPECIFICALLY HOW **YOUR QUALIFICATIONS MATCH THE JOB** YOU ARE APPLYING FOR.
- **FINAL PARAGRAPH**  
CONCLUDE YOUR **APPLICATION LETTER** BY THANKING THE EMPLOYER FOR CONSIDERING YOU FOR THE POSITION.

YOUR FAITHFULLY

SIGNATURE

YOUR NAME



## EXAMPLE OF JOB APPLICATION

• 3F-148

NIT, FARIDABAD

30 APRIL 2018

THE MANAGER

ICICI BANK

NEW DELHI

SUBJECT : APPLICATION FOR THE POST OF BUSINESS DEVELOPMENT MANAGER

SIR

- WITH REFERENCE TO YOUR ADVERTISEMENT IN 'TIMES OF INDIA' DATED 17<sup>TH</sup> MARCH 2018 INVITING APPLICATIONS FOR THE POSITION OF BUSINESS DEVELOPMENT MANAGER , I HEREBY OFFER MY CANDIDATURE FOR THE SAME.

- AS REGARDS MY QUALIFICATIONS AND EXPERIENCE , I AM ENCLOSING MY BIO-DATA TO ENABLE YOU TO MAKE AN ASSESSMENT OF MY SUITABILITY FOR THE GIVEN POST. IF I AM GIVEN AN OPPORTUNITY , I ASSURE YOU THAT I SHALL WORK WITH UTMOST DEDICATION AND SINCERITY TO YOUR FULL SATISFACTION.

HOPING FOR A FAVOURABLE RESPONSE

YOUR FAITHFULLY

SIGNATURE

NAME

## BIO-DATA

- BIO-DATA SHOULD INCLUDE :
- NAME
- DATE OF BIRTH
- FATHER NAME
- STATUS
- ADDRESS
- EDUCATION QUALIFICATIONS :
- (I) – X (II) – XII (III) – GRADUATION (IV) – DIPLOMA/HIGHER QUALIFICATIONS
- TECHNICAL QUALIFICATIONS
- LANGUAGES KNOWN
- EXPERIENCE
- HOBBIES
- SALARY EXPECTED
- REFERENCES

## EXAMPLE OF BIO DATA

- NAME : VARUN
- ADDRESS : M-204, BLOCK-C, DILSHAD GARDEN
- FATHER NAME: RAKESH SHARMA
- DATE OF BIRTH: 02/1/1994
- STATUS: UNMARRIED
- EDUCATIONAL QUALIFICATIONS:

EXAMINATION	BOARD/UNIVERSITY/INSTITUTE	PERCENTAGE
AISSE	CBSE	90%
AISSCE	CBSE	80%
B.COM(HONS.)	DELHI UNIVERSITY	70%
M.B.A	AMITY UNIVERSITY	70%

- **EXPERIENCE:** HAVE BEEN WORKING AS A ASSISTANT MANAGER AT HDFC BANK FOR 1 YEAR
- **TECHNICAL QUALIFICATIONS:** HAS A DIPLOMA IN COMPUTER SCIENCE
- **LANGUAGES KNOWN:** HINDI AND ENGLISH
- **HOBBIES:** PAINTING , SINGING
- **SALARY EXPECTED:** 40,000 PER MONTH
- **REFERENCES:** DR. RAJESH , PROFESSOR , AMITY UNIVERSITY  
MR. ANIL SAHAI , MANAGER , HDFC BANK

## INVITATIONS

- AN INVITATION IS A REQUEST OR AN ATTEMPT TO GET ANOTHER PERSON TO JOIN YOU AT A SPECIFIC EVENT. WHEN YOU ASK PEOPLE TO ATTEND MARRIAGES, BIRTHDAY PARTY OR ANY CEREMONY , YOU INVITE THEM BY GIVING AN INVITATION.
- IT IS OF TWO TYPES
  1. FORMAL INVITATION
  2. INFORMAL INVITATION



## INFORMAL INVITATION

- NAME OF HOST
- STANDARD EXPRESSION (REQUEST THE PLEASURE OF YOUR COMPANY)
- PURPOSE OF INVITATION
- NAME OF HONOREE
- DAY, DATE AND TIME OF EVENT
- NAME OF PLACE
- RSVP WHICH MEANS PLEASE RESPOND
- TELEPHONE NO. AND ANY OTHER RELEVANT DETAILS

## EXAMPLE OF INFORMAL INVITATION

**MR & MRS RAJ KARAN**  
request the pleasure of your benign presence  
on the auspicious occasion of the  
**FIFTH BIRTH ANNIVERSARY**  
of  
their son

**NIKHIL**

at their residence  
38, Kamal Kunj, Varanasi  
at 4.30 p.m.  
on  
28TH DECEMBER, 20XX

**R.S.V.P.**  
**Mr & Mrs Raj Karan**  
**Phone: 25234761**

## FORMAL INVITATION

- ALWAYS USE THIRD PERSON(I, YOU AND THEY)
- DO NOT USE FIRST PERSON(HE ,SHE AND WE)
- ADDRESS SHOULD BE ON TOP OF LEFT SIDE
- DATE SHOULD BE BELOW THE ADDRESS OF LEFT SIDE
- NOT TO BE SIGNED AT THE END
- MENTION DATE AND TIME OF EVENT
- EXPRESS YOUR REGRET IN CASE YOU ARE UNABLE TO ACCEPT THE INVITATION.

## EXAMPLE OF FORMAL INVITATION(ACCEPTANCE)

- 7 PARK AVENUE

NEW DELHI

28 MARCH 2019

MRS AND MR AJAY SINGH THANKS TO MRS AND MR VICKY KUMAR FOR THEIR KIND INVITATION ON THE BIRTHDAY PARTY OF THEIR SON ON 3 APRIL 2019 AT 8 PM. THEY ARE HAPPY TO ACCEPT. IT IS THEIR GREAT PLEASURE TO ATTEND THE BIRTHDAY PARTY.

## FORMAL INVITATION(REFUSAL)

• 7 PARK AVENUE  
NEW DELHI

4 MARCH 2019

MRS AND MR AJAY KUMAR THANKS TO MRS AND MR SATISH SHARMA FOR THEIR KIND INVITATION ON THE ANNIVERSARY ON 10 MARCH 2019 AT 7 PM BUT REGRET THAT DUE TO A PREVIOUS ENGAGEMENT , THEY WILL NOT BE ABLE TO ATTEND. PLEASE EXCUSE THEIR ABSENCE.

## **UNIT -4**

### **LEGAL TERMS – MEANING AND USAGE**

1. Agency - Legally binding agreement between parties  
- Some companies may hire an agency to keep a check on their employees
2. Agreement - a contract  
- We made an agreement based on the three conditions laid by them.
3. Bail - Release from imprisonment on payment of such money  
- He has been released on bail.
4. Bailable- in which bail is to be granted as a matter of right  
- Court announces that his offence is bailable.
5. Bailment- The delivery of goods by one person to another on a condition that they shall be redelivered  
- Bailment can make more official relationship between the two persons.
6. Contract - An agreement between two parties, to perform a specific job or work order , often temporary or of fixed duration and usually governed by a written agreement  
- Marriage is a contract
7. culpable - involving the breach of a legal duty  
- Mercy killings are less culpable than ordinary murders.
8. Decree - Judgement or decision of a court  
- Judge issued a decree that he is not culpable.
9. Divorce- Dissolution of marriage  
- He was finally granted divorce in March 2017.
10. Defamation - the act of making untrue statements about another which damages his/ her reputation  
- The newspaper was sued for defamation after publishing lies about a celebrity.
11. F.I.R. - First Information Report is a written document that are prepared by the police when they receive information about any crime  
- The person giving a complaint can get a free copy of an F.I.R.
12. Execution - The carrying into effect of a court judgment, or of a will  
- The entire machine slowed down during the execution of the virus checker.
13. Genocide - Mass killing of particular group  
- As a result of genocide in the small nation , thousands of children have now become homeless orphans.
14. Guarantee- A collateral agreement to answer for the debt  
- There is 10 years guarantee against rusting on this product.

15. Guardian - A person who has legal authority to take care for the personal and property interests of another person called ward

- The guardian must sign this form.

16. Impugn - To assault, attack

- He impugned his rival's character.

17. Locus Standi- right to speak in a matter

- A foreign government which has not been recognized by the UK government has no locus standi in the English courts.

18. Indemnity - Protection against loss

- Indemnity from the car crash was sent to my house today.

19. Judgement- Formal decision made by court

- Judgement should not be given in a hurry.

20. Judiciary - term applied to the judges collectively

- He was the chairman of the judiciary committee.

21. Legislation- The making of laws by a competent authority

- This legislation marks another step forward.

22. Legislature- Elected members of parliament

- Government wanted the legislature to pass new laws on pending cases.

23. Libel- any published statement in writing damaging to the reputation of a person

- Libel statement of minor must refer particular to the individual who file the case.

24. Misstatement - Wrongly, Falsely

- He has given the misstatement in his case.



25. Non- Bailable - Bail is not admitted as right

- He has committed a non- bailable offence.

26. Orders- Directions of the court

- Judge orders bail in this case.

27. Award - the decision of an arbitrator

- The award of the Arbitral Tribunal is binding on both the parties.

28. Pledge- A Surety

- Students took a pledge to maintain cleanliness in the college campus.

29. Slander - spoken words which amount to the tort of defamation

- She was accused of slandering her former boss.

30. Arbitration- the decision by a private person, of a controversy submitted to him by disputants

- Tayside Regional Council called for arbitration to settle the dispute.

31. Bankruptcy- Financial failure

- He closed his company due to bankruptcy.

32. Clemency- kindness when giving a punishment

- The killer's wife begged the judge to give her husband clemency

33. Cognizance- being aware

- When a judge applies his judicial mind on the given facts of the case, then we can say he has taken cognizance.

34. Confiscate- to seizure of property by the government

- His gun was confiscated by the police

35. Consideration- a promise to do some act which is necessary to continue a binding agreement and turning it into a contract

- A contract without consideration is void

36. Illicit- Illegal

- He has made an illicit statement.

37. Liquidate- to diminish the amount debt

- The film is about a professional killer who's turned to liquidate a powerful businessman.

38. Divorce- dissolution of marriage

- He was finally granted divorce in 2016.

39. Immunity- freedom of penalty/ an exemption from a duty

- If you want the immunity solution, then you'll work with me to protect my brother.

40. Impeachment- To challenge the credibility of the accused

- Without evidence you can't impeach anyone.

41. Laches - unreasonable delay in asserting a claim

- Unnecessary argument creates laches.

42. Liability- legal obligation or duty

- Everyone knows that they have large liability on them.

43. Notary Public- a public officer who certifies signature and documents

- I will not accept your documents unless it will be signed by the notary public.

44. Cause Celebre- A legal case that excite widespread interest

- The building of mosque is the current cause celebre in media.

45. Overrule - To set aside

- The mayor has the power to overrule the decision made by the city board.

46. Upheld - To defend

- The conviction was upheld by the court of appeal.

47. Perjury - To violate a promise made after taking an oath

- He claimed two witnesses at his trial had committed perjury.

48. Statute - An act of Parliament

This law was made by statute.

49. Testify - To give evidence under oath in a legal proceeding

He testified against his own commander.

50. Waive - knowingly to surrender or abandon a claim or a defence which might have been legally made in the course of procedure

51. Ratify - to confirm or make valid by giving official approval or formal sanction

Both countries were due to ratify the treaty by the end of the year.

52. Will - A revocable declaration made in the prescribed form, of the intentions of the maker concerning the disposition and devolution of property

A will serves variety of important purposes.

53. Writ - Instrument under seal issued in the name of the sovereign

A writ for the election of a member to Parliament was issued.

54. Proviso - a condition or stipulation, as in an agreement or statute

He let his house with proviso that his own staff should remain to run it.

55. Tenancy - The relationship of a tenant to that land which he holds from another  
The tenancy of his house ends as per the agreement.

56. Pecuniary - relating to money

Julia thought that robbing a bank would solve her pecuniary concerns.

57. Voidable - capable of being set aside or voided

A submission by an infant is not void but is voided

58. Verdict - Answer of a jury to a question committed to their examination

The facts of the case depends upon the special verdict.

#### **FOREIGN WORDS:**

1) Ab Initio - from the beginning

The agreement was declared void ab initio.

2) Ab Intra - from inside

We need to get information ab intra to win this case.

3) Adinterim - in the meantime/ temporary

The executive commission meets regularly during the adinterim period.

4) Ad hoc - something that is done for a special need

We will hire some staff on an ad hoc basis.

5)Advaloream - according to the value

The goods were taxed advaloream.

6) De novo - over again

I'm ordering a de novo trial in this matter.

7) Detenue - a prisoner/ a person in custody

She stood in front of window, feeling very much like a detenue in her new world.

8) Corpus Juris Civils - The body of civil law

New Greek Legal codes, based on corpus juriscivils , were an acted.

9) En route - on the way

One of the bags was was lost en route.

10) Erratum - an error in text that is later corrected

A list of erratum was printed at the back of this book.

11) Ex gratia - not compelled by legal right

The sum was paid ex gratia.

12) Ex post facto - by the fact itself

No one can alter the fact, ex post facto.

13) Faux Pas - a socially embarrassing action or mistake

He was the master of Faux pas.

14) Homo Sapiens - Humanity/ Humankind

All people are members of homo sapiens.

15) Inter alia - among other things

The judge said inter alia, that the original contract did not appear to be valid.

16) In toto - totally/ entirely

The judge accepted the testimony in toto.

17) Fait Accompli – already completed and unchangeable

The low grade on my project was a fait accompli, the teacher saw no reason to alter.

18) Chef Dev vore - to eat up greedily/ consume

He chef devoured everything on his plate.

19) Jure Divino- by divine law

He was a popular preacher in the university and a follower of independent Presbyterianism advocated by jure divino.

20) Jure Humano - by human law

Mr. Joe was claiming all the property by jure humano.

21) Emeritus - retired from active service by retaining one's rank or title

Professor of law, who retired last month is an emeritus professor.

22) Bon Voyage - to set off a journey

My friends and I decided to bon voyage to Paris.

23) HonorisCausa - as a mark of esteem

He was awarded the academic degree of Honoriscausa.

24) Ibidem /Ibid - Just there / in the same place

If you see the word ibidem in a footnote, it means that particular footnote has already been mentioned on a different page.

25) Id est (i.e.) - that is or other words

He works the morning shift, i.e. from 6 am to 1 pm

26) Bourgeois - relating to middle class society

Mr. Jhamb is a proud bourgeois.

27) Avant – Garde - introducing new and experimental ideas

‘Look back in anger’ is an example of avant-garde.

28) En Masse - All together

The cabinet immediately resigned en massa.

29) De tente - the easing of hostility or strained relationships, especially between countries

His policy of arms control and de tente with the soviet union.

30) Fete - to pay honour to

He was at a fete for a new client.

31) Ipso Facto - by the very fact

The enemy of one’s enemy may be ipso facto a friend.

32) Magnum Opus - the work of art, literature regarded as the best work.

He was awarded Nobel Prize for his magnum opus.

33) Coup de grace - A final shot given to kill a wounded person or animal

He administered the coup de grace with a knife.

34) Modus Operandi - A particular way or method of doing something

Every killer has his own special modus operandi.

35) Lingua franca- A language that is adopted as a common language between speakers

English is used as a lingua franca among many airlines pilots.

36) Liaison - communication between people working with each other

The manager works in close liaison with the whole department.

37) Par Excellence - better or more than all others of the same kind

Rajesh is, to many, the regency architect par excellence.

38) Post Mortem - examination of body after death

The post mortem shows that he had been drunk.

39) Tour de force - victory by force

The award for this painting is a tour de force.

40) Resume - summary, begin again

We didn't resume the documents because of the shortage of time.

41) Via media- a middle course

The space allotted to my article was via media so I was unable to give full response.

42) Vice- versa - the other way

America is popular in Australia and vice- versa.

43) Vis- a- vis - In relation to , face to face

He found it shameful to loose his temper vis- a- vis old men.

44) Volte face- a reversal as a policy

For some reason the government has done a volte face on the dam proposal.

45) VoxPopuli - public opinion

His poems were not exactly the voxpopuli.