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NEW
CURRENT
PHRASE
BOOK

Pitman Shorthand School

NEW CURRENT PHRASE BOOK

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PUBLISHERS' FOREWORD

The author of this enlarged and revised volume, who holds important positions of Director of Studies in Pitman Shorthand School and Chief Editor of (i) Shorthand Reading & Dictation Exercises (Monthly) and (ii) Teachers & Reporters Magazine (Quarterly), is an acknowledged authority on the subject of shorthand and typewriting. In this revised volume he has included many more phrases and has dealt comprehensively with them. The phrases can be expected by the writers in their day-to-day work.

To assist the students of the art, lists have been provided by making the word a target and rotating it in the phrases as it normally comes in the English language. One can thus form his own phrases too if he thoroughly understands the principles on which they are based.

Although many of the phrases given in the book cannot be strictly considered orthodox, they cannot, however, fail to interest and assist the high speed aspirants.

A

'A' in the beginning/middle can be indicated safely in phrases by " - " or " ' ". Study the phrases given below.

a certain amount
a certain case
a certain expenditure
a certain sum (of) money
a defence expenditure
a great test
a little progress
a long term
a long term measure
a Member (of) Parliament
a member of the party
a number of
a remarkable circumstance
a short time
a short time ago
a small matter
a very desirable thing
in a case
in a year
in a year or two
as a member
for a year

'A' and 'an' can easily be omitted in many of the phrases for they can easily be made out from the sense of the sentence. Study the examples below.

as (a) matter (of) course
as (a) matter (of) deep regret
as (a) matter (of) fact
as (a) matter (of) grace
as (a) matter (of) gratification

as (a) matter (of) principle

as (a) matter (of) regret

as (a) matter (of) right

as (a) matter (of) satisfaction

N.B. You will see from the above that after "as a matter" the word 'of' sounds automatically.

as (a) result

as (a) rule

as (a) whole

at (a) given time

at (a) glance

at (a) later stage

at (a) loss

at (a) time

for (a) moment

for (a) month

for (a) few days

in (a) few months' time

in (a) month's time

in (a) year or two

to say (a) few words


in such (a) way

at (an) early date

at (an) early stage

ABILITY: In phraseography we take the help of Suffixes Chapter and represent the word 'ability' by disjoining the consonant 'b', e.g.,


best (of) my ability
best (of) our ability
best (of) their ability
best (of) your ability
my inability
utmost (of) my ability
utmost (of) our ability
utmost (of) their ability

utmost (of) your ability 

N.B. Here again you will notice that the word 'of' can easily be omitted.

ABLE TO : These two words form many good phrases of day to day occurrence and are indicated by 'bl' double consonant half length. Study the examples given below:


able to do 


able to make 


able to suggest 

able to think 

able to value 


they may be able to 

they may be able to think 


they may be able to suggest 

to be able to 

to be able to think 

to be able to suggest 


those who are able to 

those who are able to make 

we are able to 


we are able to make 

which may be able to 


which will be able to 


who will be able to make 

will be able to 

will be able to do 


BUT between 'have' and 'able to' the word 'been' can easily be omitted to get many good phrases, e.g.,


have (been) able to 


I have (been) able to 

they have (been) able to 

they have (been) able to do 

we have (been) able to 

we have (been) able to do 


ABSOLUTE/LY: These can be had in phrases by , e.g.,


absolute interest 

absolute ownership 


absolute power 

absolute right 

absolutely right 

absolutely certain 

absolutely clear 

absolutely entitled 

absolutely impossible 

absolutely necessary 

absolutely correct 

ABOUT: A good number of phrases can be had by writing 'b' half-length below the line, e.g.,

about his 

about your 

about our 

about six or seven 

about several 

about that 


about the 


about their 

about them 

about things 

about this time 

about a month ago 

about three or four 


about (to) deal 


about (to) do 


about various 

about which 

about which it has been 

about which it is 

about which it is not 

about which it is not possible 

about which you

about which you should
know

about which you should
have

about which you should
have their

ABOVE: In phrases it is represented either by the regular outline (\) or by 'b' and 'v' strokes, e.g.,

above all

above and below

above mentioned

above (or) below

above referred (to)

above their

above their name

mentioned above

on the above

on the above question

over (and) above

over (and) above their

above quoted

above said

above said agreement

ACCORDANCE: The word 'accordance' is always followed with 'with'. Knowing this 'with' is omitted and the word accordance is represented by krs(e) half length, e.g.,

in accordance (with)

in accordance (with) the

in accordance (with)
this

in accordance (with the)
decision

in accordance (with) the
policy

in accordance (with)
those

in accordance (with) the
rules

in accordance (with) the
rules and regulations

in accordance (with) the
resolution

in accordance (with) the
procedure

BUT

in accordance (with)
their

in accordance (with)
their decision

in accordance (with)
their suggestion

ACCORDING: The word 'according' is invariably followed by 'to' and it can thus be omitted to get more facile phrases, e.g.,

according (to)

according (to) me

according (to) him

according (to) them

according (to) these

according (to) those

according (to) those
who are

according (to) those
who were

according (to) those
who were not

according (to) defendant

according (to) his own
admission

according (to) some
authorities







according (to) the
contract


according (to) the
other side










according (to) the
terms and conditions


BUT in certain cases the word 'the' is also omitted after 'to' to get some good phrases, e.g.,









according (to the)
appellant








according (to the) defence 
 according (to the) judge 
 according (to the) Supreme Court 
 according (to the) terms and conditions 
 according (to the) witness 
 according (to the) witness (in) question 

ACCORDING TO THEIR:
 It is represented in phrases
 by , e.g.,





















according to their capacity 
 according to their decision 
 according to their estimate 
 according to their judgement 
 according to their opinion 
 according to their proposal 
 according to their report 
 according to their statement 
 according to their testimony 

ACCOUNT: Many phrases of day-to-day occurrence can be had by joining the outline () with the preceding stroke, e.g.,

audited account 
 current account 
 firm's account 
 in my account 
 in our account 
 in their account 
 in your account 
 it will be (taken into) account 

personal account 
 saving bank account 
 statement of account 
 take (into) account 
 taken (into) account 
 taking (into) account 
 who has taken (into) account 

ACTIVITY: It is a word of the age and is thus represented in phrases by intersecting with

activities (of the) labour unions 
 activities (of the) leader of the House 
 activities (of the) leader of the Opposition 
 activities (of the) members 
 activities (of) various parties 
 activities (of the) workers 
 activities (of the) union 
 banking activities 
 developmental activities 
 economic activities 
 illegal activities 
 industrial activities 
 local activities 
 military activities 
 missionary activities 
 naval activities 
 ordinary activities 
 party activities 
 political activities 
 religious activities 
 school activities
 similar activities
 taking their activities

workers' activities 

ADDITIONAL: Omit final 'l'
stroke to get a good number
of day-to-day phrases, e.g.,

additional advantage 

additional cost 

additional demand 

additional defence
arrangements 

additional expenditure 


additional expense 

additional guests 

additional police 


additional police force 

additional rates 

additional requirements 

additional revenues 

additional reviews 

Additional Secretary 

additional taxation 

additional work 


ADDRESS: It can be had in
phrases by doubling the last
stroke and adding circle 's',
e.g.,

annual address 

Chairman's address 


Governor's address 


Indian representative's
address 

Indian representative's
address to the
Security Council 

Pakistan representative's
address 

Manager's address 

official address 

please let us have the
address in question 

postal address 

presidential address 

Prime Minister's
address 


timely address 

telegraphic address 


wrong address 

ADMINISTRATION: Another word
of the day. Can be had by
by intersecting or other-
wise, e.g.,


administration (of the)
company 

administration (of the)
country 

administration every-
where 


administration (of the)
factory 


administration (of the)
Government 

administration (of) law
and order 

administration (of the)
railways 


administration's
capacity 


administration's
failure 

capacity (of the)
administration 

Delhi administration 

efficient administration 


in the administration 

jail administration 

local administration 

military administration 

railway administration 


various administrations 


AFFAIRS: This can be had by
or 6 or 7, e.g.,

domestic affairs 

external affairs 

helm of affairs 

internal affairs 

personal affairs 

political affairs 

home affairs
local affairs
private affairs
state of affairs
world affairs

AFTER: In the beginning in
phraseograms it can be
represented by either f
() half length or by
() double length, e.g.

after a great deal
after attachment
after careful consi-
deration
after expiry
after full enquiry
after his life time
after such enquiry
after the execution
after the expiration
after thought
this afternoon

AFTERNOON: After week days it
is represented by f
hook and , e.g.,

Sunday afternoon
Monday afternoon
Tuesday afternoon
Wednesday afternoon
Thursday afternoon
Friday afternoon
Saturday afternoon

AGAINST: You can have only few
phrases with it, but
they are useful, e.g.,

against the
against the same
against the same party
against the same policy
against us
against you

AGREE/AGREED: In phrases these
two words are either
followed by to or with. So
these can easily be omit-
ted. See

agree (to) address
agree (to) buy
agree (to) convey
agree (to) let
agree (to) pay
agree (to) propose
agreed (to) address
agreed (to) convey
agreed (to) pay
agreed (to) propose
agreed (to) suggest
he will agree (with) me
he will agree (with) him
they will agree (with)
him
they will agree (with)
me
you will agree (with) him
you will agree (with) me

BUT when 'agree with' or 'agreed
with' is followed by 'us',
'with' is not omitted, e.g.,

he will agree with us
they will agree with us
who will agree with us
you will agree with us

AGRICULTURE/AGRICULTURAL: Words
of the age and many good
phrases can be had by ,
e.g.,

agricultural land
agricultural lease
agricultural life
agricultural policy
agricultural produce
agricultural production
food and agriculture

Food and Agriculture Ministry

ALL: In phraseograms it can be
had by short form () or
by '1' hook, e.g.,

after all

all circumstances

all classes

all colleges

all countries

all India

All India Radio

All India Congress
Committee

all of them

all members

all opportunities

all over the country

all over the place

all over the world

all proceedings

all persons

all questions

all that

all that has been

all that has been said

all that would be
necessary

all these

all this

all this is

all those

all those who

all those who are

all those who are not

all those who will

all those who will not

all those who will not
be

all we can

in all parts

in all parts(of)the

in all parts(of the)
country

in all parts(of the)
world

in all these

ALL with '1' hook

at all

at all costs

at all events

at all times

by all

by all means

for all

for all times

for all times to come

in all

in all cases

in all circumstances

in all circumstances
of the case

in all spheres

in all types

of all

to all

ALONG: It provides some good
phrases when it occurs
in the beginning, e.g.,

along with

along with it

along with that






























along with the

along with the matter















along with this

along with this matter






ALREADY: In phrases it can be had by intersecting with z up. When it intersects the last stroke of the word the following word to it is generally joined with it, e.g.,

already arranged 
 already been 
 already cleared 
 already decided 
 already discussed 
 already proposed 
 already quoted 
 already referred to 
 already substituted 
 as we have already informed you 
 as we have already decided 
 as we have already said 
 have already been 
 have already done 
 I have already asked 
 I have already decided 
 I have already done 
 I have already said 
 I have already seen 
 I have already suggested 
 I have already taken 
 it has already been 
 it has already proved 
 it was already arranged 
 it was already taken 
 we have already decided 
 we have already done 
 we have already executed 
 we have already said 
 we have already stated
 we have already suggested
 we have already taken







ALSO: See the phrases we can get with it, e.g.,

also been 
 also shows 
 also stated 
 also the manner 
 also the manner in which 
 also there is 
 I would also 
 I would also like 
 it has also been 
 it is also 
 it is also made clear 
 it is also possible 
 it is also said 
 which will also be 






ALTHOUGH: See the phrases we can get.

although there has been 
 although there is 
 although there was 
 although there were 
 although there were not 

ALWAYS: Occurs in the beginning in phrases. See

always been 
 always been possible 
 always been there 
 always after this 
 always after that 
 always possible 

AND: A good number of phrases can be had by it by joining or omitting it, e.g.,

and as 
 and as to the 
 and also 
 and has 
 and has been 

and I am confident
and has to be
and I am sure
and I am sure you will
and I am sure you will
not be
and I hope
and I hope there is
and I hope there will
be
and if
and if it becomes
and if it is
and if it is to be
and as (a) consequence
(of)
and as there is no
evidence
and as to whether
and if there is
and if there is no
and if there is to be
and if there was
and if there were
and in some
and in some cases
and in some other
and in some other
cases
and in some other
ways
and in the
and in the case of
and is
and it is
and it is impossible
and it is most
important
and more than
and of the
and some kind
and that is the
and that is the most
important

and that there is
and that there is no
and that there will be
and that was
and the members
and the number
and the other
and there is
and there is no
and there is no way
and there is now
and there was
and they
and they are
and they have
and they have been
and though there is
and though there was
and we
and we find
and we have
and we have no
hesitation
and we have no
objection
and we have their
and which is
and yet
and for consideration
and for no considera-
tion
and of the
and as the
and as to the
and so forth
and so on
and so on and so forth
and that it is
and that it is
impossible
and that the
and that the other

and whereas it is
expedient

and whereas it is
possible

AND (Omitted)

bigger (and) bigger

boys (and) girls

deeper (and) deeper

faster (and) faster

greater (and) greater

ladies (and) gentlemen

larger (and) larger

lower (and) lower

man (and) woman

men (and) women

man, woman (and) child

men, women (and) children

profit (and) loss

profit (and) loss
account

quicker (and) quicker

rates (and) taxes

smaller (and) smaller

strain (and) stress

strains (and) stresses

ways (and) means

this (and) that

over (and) above

time (and) again

AND: In the middle it is
sometimes not omitted
in order to get good
joining, e.g.,

by and large

hard and fast

of and on

three and four

ANOTHER: Provides many good
phrases. See

and in another

and in another case

and in another way

another address

another case

another demand

another event

another member

another point of view

another view

another suggestion

APART: In phrases it is follow-
ed by 'from the' and thus
these two words can be
omitted. Study

apart (from the) decision

apart (from the) fact

apart (from the) fact
that the

apart (from the)
Government's

apart (from the) Govern-
ment's decision

apart (from the)
question

BUT if APART is only followed
by 'from', it is not
omitted, e.g.,

apart from

apart from his

apart from their

apart from their
agreeing

ARE: The regular outline
provides many good
phrases, e.g.,

are concerned

are entitled

are as follows

are at issue

are fully set out

are not at issue

are not at liberty

are not aware

are not sufficient

are therefore

ARE: Equally a good number of phrases can be formed by 'are' in the middle or at the end, e.g.,

if you are

if you are not

we are not

we are sure

we are agreeable

we are (in) agreement

you are

you are not

ANNUAL: In phrases it can be had by the full outline (Y) or by intersecting with stroke 'n', e.g.,

annual accounts

annual bonus

annual conference

annual dividend

annual function

annual general meeting

annual increase

annual meeting

annual payments

annual profits

annual report

annual profit (and) loss account

annual statement (of) account

annual turnover

ANY: It provides many good phrases of day-to-day occurrence, e.g.,

any doubt

anyhow

any other

any suggestion

at any time

by any means

in any

in any case

in any direction

in any way

if there is any

if there is any doubt

if there is any suggestion

if there is anything

APPEAR/APPEARS/APPEARED:

Advantage can be taken of the intervening vowel rule and in phrases these can be had by

∧, ∩, ∪, e.g.,

can only appear

does not appear

he may appear

it appears

it appears that

it appears (to) me

it may appear

it will appear

that appears

that appears to be

that appears (to) me

they appear

which appears

which appears (to) me

which may appear

they appeared

they appeared (to) have

who appeared

who appears

who appears (to) have been

who appears (to) have been able to

who appears (to) us

who would like (to) appear

you may appear

you will have (to) appear

ARRANGE/ARRANGED/ARRANGEMENT:

These can be had by inter-
secting with 'r' (down),
e.g.,

administrative	h
arrangements	h
being arranged	h
evacuation arrangements	h
I shall arrange	h
I shall arrange (the) matter	h
I will arrange	h
I will arrange (the) matter	h
it may be arranged	h
it must be arranged	h
it will be arranged	h
kindly arrange	h
kindly make arrangements	h
local arrangements	h
of this arrangement	h
personal arrangements	h
public arrangements	h
please make arrangements	h
rehabilitation arrangements	h
special arrangements	h
we have arranged	h
we may arrange	h
who will arrange	h
who will arrange (the) matter	h
who will arrange (the) meeting	h
who will arrange (the) discussion	h
I have arranged	h
I have arranged (the) discussion	h
I think you can arrange	h
hotel arrangements	h
timely arrangements	h

AS: This word has a great
frequency and occurs in
the beginning/middle and
at the end. See

as early as	h
as early as possible	h
as far as	h
as far as I can	h
as far as possible	h
as fast as	h
as has been	h
as is	h
as is the case	h
as it was	h
as it was there	h
as it were	h
as it were there	h
as much as	h
as much as possible	h
as much as we can	h
as possible	h
as quickly as possible	h
as regards the	h
as regards this	h
as soon as	h
as soon as possible	h
as soon as it may	h
as the chairman	h
as the Hon'ble Member	h
as the House	h
as the manner	h
as the manner in which	h
as the members	h
as the result	h
as between themselves	h
as far as we are aware	h
as far as we can see	h
as explained above	h
as far as it may be practicable	h

AS I: After 'as', 'I' is indicated by single tick where possible, e.g.,

as I have already remarked
as I have already shown
as I have already said
as I have held
as I have shown
as I told you

IF it cannot be represented by single tick, the full outline is written, e.g.,

as I have said
as I have told you
as I shall
as I shall show below

AS IT: In phraseograms in the beginning these two words can be had by st loop. See

as it seems fit
as it seems proper
as it has been
as it is by no means

BUT otherwise these are represented by regular outlines, e.g.,

as it stood
as it thinks fit
as it thinks necessary
as it thinks reasonable
as it may think fit
as it seems to me
as it seems to us
as it were
as it were not
as it was
as it was not
as it was possible
as it was necessary

AS WE: In the beginning in phrases these words are represented by bigger circle. Study

as we agree
as we are
as we can
as we do
as we had
as we have
as we may
as we may be
as we press
as we shall
as we think
as we traced
as we transgressed
as we transmitted
as we trust
as we wish

AS WELL: Attach bigger circle with 'l' and get the phrase. See

as well
as well as
as well as can be
as well as it can be
as well as it is
as well as it may be

ASJA: See the phrases you can get.

Asia and Africa
Asian and African
Asian countries
South East Asia
West Asia

ASK/ASKED: In phraseograms in the beginning the original outline is maintained but in the middle or at the end 's' stroke is substituted by circle 's', e.g.,

ask their names
ask them
asked for leave
can be asked
he was asked
I shall ask
I shall ask him
I would like (to)
ask him
if you ask him
it may be asked
please ask him
they may ask
they may be asked
we were asked
who will be asked

ASSEMBLY: Substitute 's' stroke by circle and get good phrases. See

Constituent Assembly
Legislative Assembly
private assembly
State Assembly

ASSOCIATION: It can be had at the end by circle 's' and '-shun' hook, e.g.,

All-India Anglo-Indian Association
Backward Classes Association
Bank Employees' Association
Bar Association
Boys' Association
Central Secretariat Stenographers' Association

Lower Grade Clerks' Association

Manufacturers' Association

Medical Association

Medical Practitioners' Association

Mill Owners' Association

Minority Communities Association

Political Association

Retailers' Association

Social Workers' Association

Shopkeepers' Association

Shorthand & Typewriting Institutes Association

Teachers' Association

Wholesale Dealers' Association

Workers' Association

AT: It occurs in the beginning in phrases. See

at (a) time (and) space

at (a) latter stage

at (a) latter date

at any rate

at any time

at first

at first sight

at issue

at no time

at once

at one and (the) same time

at one time

at several times

at such rate

at some length

at some time(or)another h
 at some time or other h
 at that time h
 at the best h
 at the beginning h
 at the conclusion h
 at the disposal h
 at(the)earliest opportunity h
 at(the)earliest possible h
 at(the)earliest possible opportunity h
 at the end h
 at the end(of)which h
 at the instance (of) h
 at (the) last session h
 at (the) present h
 at (the) present day h
 at (the) present time h
 at (the) rate of h
 at the same time h
 at the time h
 at their own h
 at this conference h
 at this stage h

AT A VERY: These three words
 can be had in phrases by
 trebling 't'. See

at a very close angle h
 at a very distant date h
 at a very early stage h
 at a very late stage h

AT OR: Can be had in phrases
 by 1st, e.g.,

at or about h
 at or after h
 at or before h
 at or near h

ATOM & ATOMIC: These can be
 had in phrases by writing
 close or interesting with
 't'. See

atom bomb h
 atomic(and)hydrogen bomb h
 atomic energy h
 Atomic Energy Commission h
 atomic energy(for) peaceful purposes h
 atomic rays h
 atomic tests h
 atomic power h
 atomic weapons h

ATTENTION: Can be had by 't' by
 writing close or by inter-
 secting. See

adequate attention h
 attention (of the) Government h
 early attention (to) the matter h
 Government's attention h
 Government's attention has been drawn h
 greatest attention h
 I have drawn attention (to the) fact h
 my attention h
 my attention has been drawn h
 necessary attention h
 serious attention h
 to draw the attention h
 to draw the attention (of the) Government h
 to draw the attention (of) h
 to draw the attention (of the) Hon'ble Member h

to draw the attention
(of the) Leader (of
the) House -41---

to draw the attention
(of the) Leader (of
the) Opposition -41---

to draw the attention
(of the) Leader
(of the) Party -41X---

to draw the attention
(of the) Speaker -41---

to draw the attention
(to the) fact -41---

to draw the attention
(to the) fact that
the -41---

to draw your attention
your attention -41---

your attention (to the)
fact that -41---

your attention (to the)
matter -41---

AUTHORITY: Can be had by
intersecting or writing
close with 'th'. See

authority decision -41---

authority (for) holding -41---

authority (of the) board -41---

authority (of the)
captain -41---

authority (of the)
Corporation -41---

authority (of the)
Government -41---

authority (of the)
Municipal
Corporation -41---

authority (of the)
President -41---

authority (of the)
Prime Minister -41---

civil authorities -41---

defence authorities -41---

final authority -41---

financial authority -41---

greater authorities -41---

health authorities -41---

Indian authorities -41---

Jammu & Kashmir
authorities -41---

Kashmir authorities -41---

local authorities -41---

legal authorities -41---

military authorities -41---

military authorities
(in the) matter -41---

necessary authority -41---

necessary authority
(in the) matter -41---

no authority -41---

ruling authority -41---

some authority -41---

some authority (in
the) matter -41---

supreme authority -41---

supreme authority (in
the) matter -41---

traffic authorities -41---

universal authority -41---

will have the authority -41---

BACKWARD: In phrases this can
be had by -41 ; see

backward and forward -41---

backward area -41---

backward classes -41---

Backward Classes
Association -41---

Backward Classes
Commission -41---

backward community -41---

forward and backward -41---

BALANCE: See the phrases we
can have with it.

balance due -41---

balance of account -41---

balance (of) authority -41---

balance (of) payment -41---

balance sheet
balance(of)trade
cash balance
sterling balance

BANK: Can be had by inter-
secting or writing close
with 'b'. See

Allahabad Bank
bank activities
bank deposits
Bank(of)Baroda
Bank(of)Bikaner
Bank(of)England
Bank(of)Jaipur
Bank(of)India
Bank(of)Patiala
bank rate
Central Bank(of)India
Chartered Bank
Commercial Bank(of)India
Co-operative Bank Ltd.
Delhi State Co-opera-
tive Bank Ltd.
Eastern Bank Ltd.
Hindustan Commercial
Bank Ltd.
Indian Bank Ltd.
Indian Overseas Bank
International Bank
Lakshmi Commercial
Bank Ltd.
Lloyds Bank Ltd.
Mercantile Bank(of)
India
National Bank(of)
Lahore Ltd.
National (&) Grindlays
Bank Ltd.
nationalisation (of)
banks
New Bank(of)India
Punjab Co-operative
Bank Ltd.

Punjab National Bank
Reserve Bank (of) India
resources (of the) bank
scheduled banks
State Bank (of) India
United Bank (of) India
United Commercial Bank
World Bank

BEAR: See the phrases we can
have with it.

bear date
bear his own
bear in mind
bear their own
bear their own costs
bearing date
bearing in mind
bearing interest
bearing the same name
bearing upon the question
bears upon the question

BECAUSE: See the phrases we
can have with it.

because he was
because he has
because he has been
because it is
because it is important
because it is most
important
because it may be
because they
because they have
because they have their
because they have made
because we have
because we have been
able to
because we have been
able to make

BEGIN: In phraseograms either it is represented by the full outline or by 'n' hook. See

had been	
have been	
having been	
it has been	
it has not been	
it has not been there	
it would (have) been	
not been able to	
those who have been	
those who have not been	

BEFORE: In phraseograms it is represented by 'b' double, e.g.,

before and after	
before him	
before me	
before mentioned	
before or after	
before the	
before the authorities	
before the committee	
before the council	
before the Government	
before the House	
before this House	
before us	

BUT WHERE 'b' double cannot be conveniently be joined with the following stroke, the full outline () is written, e.g.,

before the court	
before the date of	
before the end	
before the expiration	
before the expiry	

BEGINNING: It can be had in phraseograms by intersecting with , e.g.,

at the beginning	
at the very beginning	
from the beginning	
from the very beginning	
in the beginning	

BENEFIT/BENEFITED/BENEFICIAL:
These can be had by intersecting with , e.g.,

adequately benefited	
beneficial enjoyment	
beneficial interest	
beneficial owner	
beneficial ownership	
beneficial results	
beneficial (to the) business community	
beneficial (to the) Government	
beneficial (to the) society	
countries benefited	
did not have the benefit	
for the benefit	
in the country's benefit	
in their benefit	
in your benefit	
interim benefit	
mutual benefit	
necessary benefit	
received the benefit	
terminal benefit	
they will be benefited	
we have the benefit	
where the benefit	

BETWEEN: Occurs in phrases in the beginning. Note

between one another

between parties

between the parties

between (the) same parties

between their

between them

between those

between us

BILL: It can be had by writing close or by intersecting with 'b', e.g.,

Amending Bill

Bill (of) Exchange

Bill (of) Lading

bills received

Corporation Bill

discuss the bill

Finance Bill

Hindu Code Bill

in the bill

in the bill suggested

in the present Bill

in this Bill

Labour Bill

Marriage Bill

money bill

money bill has been

National Volunteer Force Bill

Navy Bill

patient's bill

of the present bill

of this Bill

original bill

simple Bill

tax bill

exchange bill

BOARD: It is represented with \wedge in phraseograms. See

advisory board

Advisory Board (of) Education

Board (of) Directors

Board (of) Higher Secondary

Board (of) Trade

Central Board (of) Revenue

Development Board

Educational Board

Electricity Board

High Power Board

in the board

Municipal Board

of the board

on (the) board

Parliamentary Board

Railway Board

Scientific Board

Shipping Board

Tariff Board

University Board

Wage Board

Water (and) Sewage Board

Welfare Board

BOOK: It can be had by intersecting with 'b'. See

book account

book-keeping

new book

statute book

BONUS: Can be had by intersecting with \backslash , e.g.,

bonus declared

bonus declared (by the) company

bonus declared (by the)
insurance company

bonus for the year

bonus issues

bonus shares

bonus vouchers

interim bonus

ordinary bonus

special bonus

yearly bonus

BOUND: See the phrases we can
have.

bound(to)accept

bound to account

bound to be

bound (to) do

bound (to) do so

bound (to) fail

bound to maintain

bound(to)pass

bound(to)pay

bound (to) say

bound (to) show

BRITISH: In phrases it can be
had with 1. See

British Ambassador

British banks

British Broadcasting
Corporation (BBC)

British calendar

British colonies

British delegation

British dominions

British Empire

British Government

British India

British legislature

British Parliament

British Prime Minister

British regime

British rule

BUSINESS: Can be had by 6. See

banking business

big business

business circles

business community

business days

business ethics

business hours

business like

business man

business management

business men

business profits

general insurance
business

Government business

in my business

in our business

in their business

in your business

insurance business

legislative business

minor business

private business

side business

small business

BY: See the phrases we can
have.

by all

by all means

by any means

by arrangement

by no means

by way (of)

by the

by the time

GENERAL PHRASES:

be that as it may
born in mind
C

CALL/CALLED: See the phrases
we can have.

call for
call (on) me
called out
called upon
it may not be called
so-called
was called
what is called

CAN/COULD: See the phrases we
can have.

can be
can be made
can only be
cannot be
cannot be maintained
could do
could have been
could not
could not discharge
could not have been
couldn't
couldn't be
could not be
it can be
it can't be
it cannot be
it could not be
we could not


CAPACITY: It can be had by
intersecting with γ . See





competitive capacity
earning capacity
for the present capacity

full capacity
Government's capacity
idle capacity
in any capacity
in his capacity
in which capacity
indigenous capacity
installed capacity
mills capacity
production capacity
rail capacity
staff capacity
working capacity









CAPITAL: It can be had by
intersecting with 'k'
stroke, e.g.,

additional capital
authorized capital
business capital
capital expenditure
capital formation
capital invested
capital investment
capital issue
capital market
capital projects
capital punishment
capital resources
foreign capital
invested capital
ordinary share capital
private capital
share capital
State capital
working capital
capital (of the) company
capital (of the)
Government
capital (of the) business
capital (of the) country















CAR: In phrases it is represented by , e.g.,


dinning car 
 motor car 
 rail motor car 
 sleeping car 










CARRY/CARRIED: See the phrases we can have.

carried away 
 carried (into) effect 
 carried on 
 carried on their 
 carried out 
 carry on 
 carry into effect 
 carry on their 





CENTRE/CENTRAL/CENTRALLY: See the phrases we can have.

Central Advisory Board (of) Education 
 Central (and) State Governments 
 Central Government 
 Central Government employees' strike 
 Central Government Employees Union 
 Central Government Ministers 
 Central Government offices 
 Central Government officials 
 Central Health Scheme 
 Central Institute 
 Central Library 
 centre (of) gravity 
 central point 
 Centrally Administered Area 











CERTAIN/CERTAINLY/CERTAINTY: These can be had in phrases by . See

certain classes 
 certain classes of people 
 certain date 
 certain parts (of the) country 
 certain parts (of the) world 
 certain place 
 certain times 
 certainly not 
 certainly clear 

CHAMBER: See the phrases we can have.

Chamber(of)Commerce 
 Chamber (of) Commerce (and) Industry 
 Chambers(of)Commerce 
 Indian Chamber (of) Commerce (and) Industries 

CHARGE: It can be had by intersecting with ch stroke. See

interest charges 
 Minister-in-charge 
 necessary charge 
 necessary charge will be made 
 officer-in-charge 
 please charge him 
 section-in-charge 
 Superintendent-in-charge 
 terminal charges 
 who will charge 

CHIEF: Omit 'f' hook and get the phrase. See

Chief Commissioner ---f---
 Chief Judge ---f---
 Chief Justice of India ---f---
 Chief Minister ---f---
 Chief Minister's office ---f---
 Chief Minister's personal staff ---f---
 Chief Secretary ---f---
 Chief Secretary's office ---f---

CIRCUMSTANCES: The regular outline provides many phrases, e.g.,

in all circumstances ---f---
 in any circumstances ---f---
 in no circumstances ---f---
 in the present circumstances ---f---
 in these circumstances ---f---
 in those circumstances ---f---
 peculiar circumstances ---f---
 peculiar circumstances of the case ---f---
 under these circumstances ---f---
 under those circumstances ---f---

CLASS: Many phrases can be had with the regular outline, e.g.,

first class ---f---
 first class compartment ---f---
 first class passengers ---f---
 first class team ---f---
 first class ticket ---f---
 first class waiting room ---f---
 in certain classes ---f---
 lower class ---f---
 second class compartment ---f---

second class passenger: ---f---
 second class ticket ---f---
 third class compartment ---f---
 third class passengers ---f---
 third class ticket ---f---
 third class waiting room ---f---

CODE: See the phrases we can have from it.

Civil Procedure Code ---f---
 Code of Civil Procedure ---f---
 Code of Conduct ---f---
 Code of Criminal Procedure ---f---
 Criminal Procedure Code ---f---
 Indian Penal Code ---f---

COLD: The regular outline provides some good phrases. See

cold clothes ---f---
 cold war ---f---
 cold water ---f---
 hot (and) cold ---f---
 cold weather ---f---

COLLECTIVE: Get it by intersecting with e.g.

collective bargaining ---f---
 collective decision ---f---
 collective efforts ---f---
 collective requirements ---f---
 collective responsibility ---f---

COME: Can be had in phrases by the regular outline or by writing close. See

become ---f---
 becoming ---f---
 come forward ---f---
 come in contact ---f---
 come into existence ---f---

come (to an) end -----
 come (to) end -----
 come (to) something like -----
 come (to) terms -----
 come (to the) conclusion -----
 for many years to come -----
 income tax -----
 Income Tax Department -----
 income tax inquiry -----
 in the coming years -----
 in the years to come -----

COMMISSION: It can be had by
 circle 's' and 'shun'
 hook, e.g.,

before(the) commission -----
 Central Pay Commission -----
 Planning Commission -----
 States Reorganisation
 Commission -----
 Tariff Commission -----
 Taxation Inquiry
 Commission -----
 Union Public Service
 Commission (UPSC) -----
 United Nations
 Commission for
 India and Pakistan
 (UNCIP) -----

COMMISSIONER: This can be had
 with 'j'. See

by (the) commissioner -----
 Canadian High Commis-
 sioner -----
 Chief Commissioner -----
 Claims Commissioner -----
 Deputy Commissioner -----
 for the commissioner -----
 High Commissioner -----
 Indian High Commissioner -----
 Labour Commissioner -----
 Pakistan High
 Commissioner -----

that the Commissioner -----
 to the Commissioner -----
 trade commissioner -----
 U.K. High Commissioner -----

COMMITTEE: Many good phrases
 can be form with it.
 See

Chairman of the
 Committee -----
 Engineering Personnel
 Committee -----
 Estimates Committee -----
 High Power Committee -----
 Implementation Committee -----
 Municipal Committee -----
 Public Accounts
 Committee -----
 Select Committee -----
 working Committee -----
 Zonal Committee -----

COMMONWEALTH: Some good phrases
 can be had with it. See

Commonwealth countries -----
 Commonwealth market -----
 Commonwealth of Nations -----
 Commonwealth Prime
 Minister -----

COMPANY: Can be had in phrases
 by intersecting or writing
 close with 'k'. See

activities of the
 company -----
 annual general meeting
 of the company -----
 Bata Shoe Company -----
 by the companies -----
 capital of the company -----
 capital investment of
 the company -----
 Capital Watch Company -----
 company finances -----

company taxation te
 for your company te
 growth(of the)company te
 insurance company te
 joint stock company te
 number of companies te
 of these companies te
 of this company te
 of those companies te
 of our company te
 of their company te
 of your company te
 powers(of the)company te
 profits(of the)company te
 private company te
 personal company te
 Registrar(of)Companies te
 rights(and)obligations
 (of the)company te
 satisfactory results
 (of the)company te
 shareholders(of the)
 company te
 shipping company te
 sister companies te
 staff(of the)company te

COMMUNIST: The word of age.
 See the phrases we can
 get.

communist aggression te
 communist ideology te
 communist leaders te
 communist leadership te
 communist leanings te
 Communist Party te
 Communist Party(of)India te
 communist workers te
 communist countries te
 communist backing te
 Communist Party(of)
 India (M) (CPM (M)) te

CONCERN/CONCERNED: As far as
 possible join these with
 the preceding stroke and
 get good phrases. See

I am concerned te
 I am greatly concerned te
 immediate concern te
 immediately concerned te
 it is my concern te
 it is our concern te
 it is their concern te
 so far as I am
 concerned te
 so far as the Govern-
 ment is concerned te
 so far as we are
 concerned te
 so far as you are
 concerned te
 we are concerned te
 I think we are concerned te
 you are concerned te

CONCLUDE/CONCLUDED/CONCLUSION:
 Omit 'con' and join the
 rest of the outline with
 the preceding stroke. See

came to the conclusion te
 come to a conclusion te
 come to the conclusion te
 I have concluded te
 they have concluded te
 necessary conclusion te
 satisfactory conclusion te
 we have concluded te
 they will conclude te
 we will conclude te
 you will conclude te
 it will be concluded te
 it may be concluded te
 who will conclude te
 timely conclusion te

CONFERENCE: In phrases it can be had by intersecting with *J*. See

Afro-Asian Conference

Agricultural Conference

Asian & African Conference

at the conference

before the Conference

Chief Ministers' Conference

creditors' conference

conference table

industrial conference

International Labour Conference (I.L.O.)

in your conference

labour conference

Medical Conference

Ministerial Conference

National Integration Conference

Press Conference

Prime Minister's Press Conference

Parliamentary Conference

round table conference

Shorthandwriters' Conference

tripartite conference

CONFIDENT: In phrases this can be had from *J*. See

are you confident

he is confident

I am confident

I am rather confident

they are confident

they are not confident

we are confident

we are not confident

you are confident

equally confident

CONFIDENCE: It can be had in phrases from *J*. See

I am having confidence

I will have confidence

they will have confidence

you may have confidence

you will have confidence

lacking confidence

CONFIDENTIAL: Write this word like *U* and get many phrases See

confidential communication

confidential correspondence

confidential enquiry

confidentially enquired

confidential letter

CONGRESS: See the phrases we can have.

Congress High Command

Congress leaders

Congress Party

Congress President

Congress workers

Congress Working Committee

All-India Congress Committee

CONSIDER/CONSIDERED/CONSIDERATION: Join the regular outline by omitting 'con' with the preceding stroke and get the phrase. See

be considered

careful consideration

carefully considered

economic consideration

for your consideration

further consideration

further considered

has to be considered 8
has to be (taken into) consideration 8
have not been (taken into) consideration 8
moral consideration 8
shall be considered 8
shall be (taken into) consideration 8
sympathetic consideration 8
taken (into) consideration 8
utmost consideration 8
which may be considered 8
which may be (taken into) consideration 8
you may considered 8

CONSIDERABLE: Some good number of phrases can be had by 9 when occurs in the beginning. See

considerable amount (of) money 9
considerable difficulty 9
considerable discussion 9
considerable doubt 9
considerable extent 9
considerable importance 9
considerable latitude 9
considerable number 9
considerable part 9
considerable sums 9

CONSTITUTION/CONSTITUTIONAL:
See the phrases we have from these words.

American Constitution 8
British Constitution 8
Constitution (of) India 8
constitutional arrangements 8

constitutional rights 8
Indian Constitution 8
United States Constitution 8

CO-OPERATIVE: Many good phrases can be had from 8. See

co-operative bank 8
co-operative farming 8
co-operative methods 8
co-operative movement 8
co-operative society 8
co-operative structure 8
farmers' Co-operative Society 8
Indian Co-operative Society 8
question (of) co-operatives 8
Registrar of Co-operative Societies 8

CORPORATION: You can have many phrases by intersecting with 8. Note

Airlines Corporation 8
by the corporation 8
Delhi Corporation 8
Electric Corporation 8
Fertilizer Corporation of India 8
Finance Corporation 8
Guarantee Corporation 8
Indian Airlines Corporation 8
Industrial Finance Corporation 8
Investment Corporation of India 8
Life Insurance Corporation 8
Municipal Corporation 8
State Trading Corporation 8

COST: See the phrases we can have from it.

cost(of) life

cost(of) living

cost(of) machinery

cost(of) production

cost(of) things

COUNCIL: Get phrases by intersecting with 'k'. See

advisory council

assure the council

Council(of) Sports

council's affairs

council's decision

country council

decision(of the) council

executive council

general council meeting

Governor-General(in)
Council

Member(of the) Council

Ministerial Council

National Credit Council

National Development
Council

order in council

Security Council

whereupon the Council

CULTURE/CULTURAL: By intersecting with — you can get a number of phrases. See

cultural affairs

cultural relations

cultural ties

Hindu culture

European culture

Indian culture

Indo-Pakistan Cultural
Society

Indo-Soviet Cultural
Society
in their culture and
civilisation

modern culture

Muslim culture

Western culture

COUNTRY: Can be represented by in phrases. See

all over the country

before the country

by the country

for the country

if the country

in all parts of the
country

in our country

in the country

in this country

of the country

to the country

COURT: The regular outline provides many phrases. See

contempt(of) court

court(of) appeal

district courts

High Court

Supreme Court

Supreme Court(of) India

High Court Judge

Supreme Court Judge

Court Martial

court(of) claims

Court(of) Law

Court(of) Small Causes

Court(of) Wards






Court room

courts below

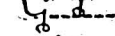












courts in England

0

DATE: With 'd' half-length we can have a good number of phrases. Study


date(of)delivery 
 date (of) judgment 
 date (of) payment 
 at (an) early date 
 up-to-date 








DECISION: At the end it can be had with circle 's' and 'shun' hook. See

cabinet decision 
 clear decision 
 court's decision 
 final decision 
 Government decision 
 hasty decision 
 Give your decision 
 my decision 
 my own decision 
 permanent decision 
 quick decision 
 temporary decision 
 their decision 












DEFERRED: Can be had with . See

deferred annuity 
 deferred payment 


















DEMOCRATIC: In phrases it can be had with . See

democratic countries 
 democratic countries (of the) world 
 democratic government 
 Democratic Peoples Republic (of) China 
 Democratic Peoples Republic (of) India 
 democratic way 
 democratic way (of) living 

DEPUTY: In the beginning it is represented by 'd' stroke in phrases. See.

Deputy Collector 
 Deputy Commissioner 
 Deputy Leader (of the) House 
 Deputy Leader (of the) Party 
 Deputy Leader (of the) Opposition 
 Deputy Superintendent (of) Police 
 Deputy Chairman 
 Deputy Director 
 Deputy Minister 
 Deputy Prime Minister 
 Deputy Speaker 

DEPARTMENT: It can be had by intersecting with 'd'. See

Central Public Works Department (CPWD) 
 Co-operative Department 
 Defence Department 
 Department (of) Administration 
 Department (of) Agriculture 
 Department (of) Mines 
 Department Stores 
 every department (of the) Government 
 Excise Department 
 Government Department 
 Industries Department 
 Posts & Telegraphs Department 
 Public Health Department 
 Railway Department 
 Research Department 
 Tax Department 
 Special Department 

DEVELOPMENT: The brief outline
IL provides many good
 phrases. See.

agricultural development IL
 community development IL
 community development
 movement IL
 community development
 projects IL
 development authority IL
 development projects IL
 development purposes IL
 economic development IL
 industrial development IL
 industrial development
 programmes IL
 internal development IL
 national development IL
 National Development
 Council IL
 rural development IL

DIFFERENT: Study the phrases
 given below.

different parts(of) India IL
 different parts(of the)
 country IL
 different parts(of the)
 State IL
 different parts(of the)
 world IL

DIRECTION: Phrases can be had
 either by the dictionary
 outline or by doubling the
 preceding consonant to 'direo
 and joining '-shun' hook. See

in all directions IL
 in my direction IL
 in that direction IL
 in the direction IL
 in the opposite direction IL
 in the other direction IL
 in the right direction IL
 in the same direction IL

DIRECTION can also be had in
 phrases by omitting 'r'. See

in these directions IL
 in this direction IL
 in those directions IL

DIRECTOR: In phrases can be had
 by 1. See

Board(of) Directors IL
 Central Board(of)
 Directors IL
 Director General Posts
 (&)Telegraphs IL
 director-in-charge IL
 directors(of the)company IL
 directors' report IL
 directors' report and
 accounts IL
 your directors IL

DISPLACED: Study the phrases
 given below.

displaced Government
 servants IL
 displaced industries IL
 displaced labour IL
 displaced persons IL
 displaced persons'
 property IL

DISPOSAL: In phrases it can
 be represented by 8. See

at my disposal IL
 at the disposal IL
 at their disposal IL
 at your disposal IL
 final disposal IL
 temporary disposal IL

DISPUTE: Study the phrases
 below.

communal disputes IL
 Indo-Pak dispute IL
 industrial disputes IL

internal disputes ~~de~~
 international disputes ~~de~~
 religious disputes ~~de~~

DISTRICT: In phrases it can
 be represented by short
 form (~~de~~). See

district authorities ~~de~~
 district boards ~~de~~
 district headquarters ~~de~~
 district officers ~~de~~
 district officials ~~de~~
 district magistrate ~~de~~

DIVIDEND: In phrases it can
 be had by ~~de~~. See

declaration(of)dividend ~~de~~
 dividend payment ~~de~~
 dividend policy ~~de~~
 final dividend ~~de~~
 interim dividend ~~de~~
 ordinary dividend ~~de~~
 payment(of) dividend ~~de~~
 yearly dividend ~~de~~
 year's dividend ~~de~~

DID NOT: Study the phrases
 below.

did not ~~de~~
 did not have ~~de~~
 they did not have ~~de~~
 we did not ~~de~~
 we did not have ~~de~~
 who did not ~~de~~
 we did not propose ~~de~~

DO NOT: Study the phrases
 below.

do not ~~de~~
 do not have ~~de~~
 I do not mean ~~de~~
 if you do not ~~de~~
 that we do not ~~de~~
 that we do not propose ~~de~~

we do not have ~~de~~
 we do not propose ~~de~~
 we do not think ~~de~~

DURING: Study the phrases
 given below.

during (the) course of ~~de~~
 during (the) course(of) ~~de~~
 the
 during (the) course (of)
 this month ~~de~~
 during the last ~~de~~
 during the last few years ~~de~~
 during the last two years ~~de~~
 during the last year ~~de~~
 during the last year or
 two ~~de~~
 during the next few
 years ~~de~~
 during the next year ~~de~~
 during the past ~~de~~
 during the past month ~~de~~
 during the war ~~de~~
 during(the) year ~~de~~
 during (the) year(under)
 report ~~de~~
 during (the year (under)
 review ~~de~~

E

EACH: Study the phrases below.

each (and) every ~~de~~
 each month ~~de~~
 each of them ~~de~~
 each other ~~de~~
 for each other ~~de~~
 in each other ~~de~~
 on each other ~~de~~
 to each other ~~de~~
 with each ~~de~~
 with each other ~~de~~
 in each other's case ~~de~~

EARLY: Study the phrases below.

as early as possible

at(an)early date

at (an) early stage

at your earliest

early morning

early next month

early next morning

early next week

EAST: In phrases it can be
be represented by either
regular outline () or
by 'st' loop. See

east and west

east to west

East India Company

Far East

in the eastern

Middle East

South East Asia

South East Asian

South Eastern Railway

ECONOMIC: See the phrases
you can have with the short
form (—).

economic activities

economic advancement

economic affairs

economic (and) social

economic considerations

economic development

economic difficulties

economic existence

economic interests

economic life

economic plan

economic power

economic price

economic problems

economic situation

economic, social (and)
cultural

economic sphere

economic structure

economic structure (of
the) company

economic structure (of
the) country

economic survey

political (and) economic

political (and) economic
system

social (and) economic

social (and) economic
life

socio-economic
advancement

EDUCATION/EDUCATIONAL: Study
the phrases below.

basic education

college education

Education Minister

Education Ministry

educational institutions

Higher Secondary
Education

Ministry (of) Education

national education

Secondary Education
Commission

EMPLOYEES: Study the phrases
below.

employees (of the)
Government

employees (of the)
State

employees (of the)
company

Employees State
Insurance Scheme

private employees

State employees

Indian employer

foreign employees

ENDORSEMENT: In phrases in the beginning it can be had from e See

endorsement(of) discharge -----
 endorsement(of) payments -----
 endorsement (on the) letter -----

ENGINE: Can be had by intersecting with 'n'. See

diesel engine -----
 engine driver -----
 engine (of the) train -----
 engine staff -----
 engine speed -----
 motor engine -----
 railway engine -----

ENQUIRY/INQUIRY: This too can be had by intersecting with 'n' stroke. See

Banking Enquiry Committee -----
 comprehensive enquiry -----
 Court of Enquiry -----
 early enquiries -----
 in this enquiry -----
 innumerable inquiries -----
 judicial enquiry -----
 local enquiries -----
 railway enquiries -----
 railway enquiry clerk -----
 Reorganisation Enquiry Committee -----
 statutory enquiries -----
 Tariff Enquiry Committee -----

ENTER: Study the phrases below.

enter into -----
 enter into (a) bond -----
 enter into agreement -----
 entered into agreement -----
 entered into (a) compromise -----

enter into contract -----
 entered into contract -----
 enter upon -----

ENTERPRISE: Study the phrases below.

foreign enterprise -----
 free enterprise -----
 industrial enterprise -----
 joint stock enterprise -----
 private (and) public enterprise -----
 private enterprise -----
 public (and) private enterprise -----
 public enterprise -----
 State enterprise -----

ENTIRE: Double 'n' and get phrases. See

entire evidence -----
 entire extent -----
 entire family -----
 entire satisfaction -----

ESTIMATE: Study the phrases below.

budget estimate -----
 final estimate -----
 their estimate -----
 your estimate -----

EVENT: Study the phrases below.

early events -----
 in any event -----
 in the course (of) events -----
 these events -----

EXCISE: Study the phrases below.

excise duties -----
 excise commissioner -----
 Excise Department -----
 Excise staff -----

EXAMINATION: To get it intersect with — . See

collage examination —
 cross-examination —
 examination (by the) —
 defence counsel —
 examination (by the) —
 prosecution counsel —
 examination (in) chief —
 school examinations —
 university examinations —

EXCHANGE: Study the phrases given below.

employment exchange —
 foreign exchange —
 foreign exchange —
 position —
 foreign exchange —
 requirements —
 foreign exchange —
 resources —
 mutual exchange —
 stock exchange market —
 stock exchange office —
 stock exchange position —

EXPORT: Study the phrases given below.

export (and) import —
 export market —
 imports (and) exports —

EXPRESSION: In phrases it can be represented by — . See

expression (of) opinion —
 free expression —
 freedom of expression —

EXTENT: In phrases it is represented by ? . See

to (a) certain extent —
 to (a) great extent —
 to (a) greater extent —
 to (a) large extent —

to (a) much greater extent —
 to (a) very great extent —
 to some extent —
 to such (an) extent —
 to the extent —
 to the extent possible —
 to this extent —
 what extent —

EXTERNAL: Many good phrases can be had with the short form — . See

external adjustment —
 external affairs —
 External Affairs Ministry —
 external authorities —
 external demand —
 external influence —
 external matter —
 external prices —
 external resources —
 external world —

FACILITIES: It can be had by intersecting with — . It occurs at the end of a phrase. See

better facilities —
 bonus facilities —
 carriage facilities —
 existing facilities —
 extraordinary facilities —
 educational facilities —
 full facilities —
 Government facilities —
 increased facilities —
 modern facilities —
 port facilities —
 postal facilities —
 provided facilities —
 power facilities —

railway facilities 46
 research facilities 46
 shipping facilities 46
 training facilities 46

FACT: Many phrases can be had
 by writing it with (-)
 'k' half length. See

and the fact 1
 and the fact that 1
 and the fact that the 1
 and the fact that there 1
 is 1
 apart (from the) fact 1
 apart (from the) fact that 1
 as (a) matter (of) fact 1
 at the fact that 1
 aware (of the) fact that 1
 by the fact that 1
 from the fact that 1
 I know the fact 1
 I know the fact that 1
 there is 1
 in fact 1
 in point of fact 1
 in spite of the fact that 1
 in the fact that the 1
 in view of the fact that 1
 known fact that 1
 on the fact that 1
 true facts (of the) case 1
 which the facts will 1

FAR: In phrases it can be
 had by 1, 1 and 1
 See

far and away 1
 far and between 1
 far and wide 1
 far fetched 1
 far from being 1
 far greater 1

far more 5
 far reaching 1
 how far 1
 too far 1

FAVOUR: In phrases it can be
 had by 1. See

in favour (of) 1
 in favour (of) the 1
 in his favour 1
 in our favour 1
 in their favour 1
 in your favour 1

FINANCE: Intersect with 1 and
 get the phrase. See

deficit financing 1
 finance corporation 1
 Finance Minister 1
 Finance Ministry 1
 Government finances 1
 Industrial Finance 1
 Corporation 1
 internal finance 1
 International Finance 1
 Corporation 1
 Ministry of Finance 1
 raising finance 1

FINANCIAL: Intersect with 1
 and get the desired phrase.
 See

financial activities 1
 financial activities 1
 (of the) company 1
 financial activities 1
 (of the) Government 1
 financial affairs 1
 financial agreement 1
 financial allocations 1
 financial arrangements 1
 financial assistance 1

financial control ~~4~~
 financial difficulties ~~4~~
 financial discussions ~~4~~
 financial institutions ~~4~~
 financial position ~~4~~
 financial power ~~4~~
 financial reasons ~~4~~
 financial relief ~~4~~
 financial requirements ~~4~~
 financial resources ~~4~~
 financial results ~~4~~
 financial situation ~~4~~
 financial stability
 (of the) company ~~4~~
 financial stability
 (of the) country ~~4~~
 financial stability
 (of the) Government ~~4~~
 financial stringency ~~4~~
 financial transactions ~~4~~
 financial year ~~4~~
 financially possible ~~4~~

FIRST: See the phrases we can have.

at first ~~4~~
 first (and) foremost ~~4~~
 first (or) second ~~4~~
 first (and) second ~~4~~
 first class powers ~~4~~
 First Five Year Plan ~~4~~
 first information ~~4~~
 first (of) all ~~4~~
 for (the) first time ~~4~~
 in (the) first half ~~4~~
 in (the) first instance ~~4~~
 in (the) first place ~~4~~
 in (the) first quarter ~~4~~
 first class magistrate ~~4~~
 first part ~~4~~
 first statement ~~4~~
 first hand knowledge ~~4~~

FOR: See the phrases we can have with the regular outline.

for (a) considerable time ~~4~~
 for (a) long time ~~4~~
 for (a) period of ~~4~~
 for (a) year (or) two ~~4~~
 for consideration ~~4~~
 for disposal ~~4~~
 for example ~~4~~
 for his own benefit ~~4~~
 for instance ~~4~~
 for one reason or another ~~4~~
 for one reason or other ~~4~~
 for one year ~~4~~
 for only one year ~~4~~
 for purposes (of) ~~4~~
 for such time ~~4~~
 for that purpose ~~4~~
 for the house ~~4~~
 for the imports ~~4~~
 for the last time ~~4~~
 for the purpose (of) ~~4~~
 for the sake (of) ~~4~~
 for the sale ~~4~~
 for the same reason ~~4~~
 for (the) second time ~~4~~
 for the simple reason that ~~4~~
 for (the) time being ~~4~~
 for these reasons ~~4~~
 for this reason ~~4~~
 for those who ~~4~~
 for those who have ~~4~~
 for those who have not been ~~4~~
 for your decision ~~4~~
 for your information ~~4~~
 for your own sake ~~4~~

FORCE: In phrases it can be
by *h*, or *l* or *o* :
See

Air force
Air Force Day
Armed Forces
Armed Forces (of) India
communal force
Defence forces
international force
labour force
land forces
National Volunteer
Force
Naval Force
Pakistan forces
State forces
United Nations Forces
world force

FOREIGN: Intersect with 'f'
and get the phrases. See

foreign affairs
foreign ambassador
foreign collaboration
foreign country
foreign credit
foreign contract
foreign court
foreign domination
foreign exchange
foreign exchange
position
foreign exchange
requirements
foreign exchange
resources
foreign observer
foreign parts
foreign policy
foreign securities
foreign weapons

FORM: Can be had by inter-
secting with 'f': See

form(of) agreement
form(of) application
form(of) Government
in(the) face(of)
in the form(of)
in the form proposed
in the form submitted
necessary form
ordinary form
physical form
take the form (of)
various forms

FORWARD: At the end of a phrase
it can be had by 'w'
half; See

bring forward
brought forward
carried forward
come forward
go forward
going forward
look forward
looking forward
move forward
moving forward
put forward
straight forward

FROM: See the phrases we can
have from it:

from among
from and after
from and after (the)
date
from the beginning
from certain information
from certain remarks
from first(to)last
from his own knowledge

from year to year 2a
 from liability 2x
 from my report 2a
 from the way in which 2st
 from their letters 2x

FULL/FULLY: Can be had in
 phrases by C : See

full age 2y
 full amount 2x
 full belief 2x
 fully believed 2x
 full blood 2x
 full consideration 2st
 fully considered 2x
 fully satisfied 2x
 full decision 2st
 full knowledge 2x
 full time 2x
 fully explained 2x
 fully persuade 2x

FUNDAMENTAL: In phrases it
 is represented by G :
 See

fundamental reforms 2x
 fundamental rights 2x
 fundamental rightness 2x
 fundamental rules 2x
 fundamental rules (and)
 regulations 2x

FURTHER: Provides many good
 phrases: See

further agreed 2x
 further charge 2x
 further consideration 2x
 further difficulties 2x
 further enquiry 2x
 further important 2x
 further information 2x
 further interest 2x
 further liability 2x

further notice 2x

SPECIAL PHRASE:

Father(of the) Nation 2x

G

GENERAL: In the beginning in
 phrases it is represented
 by omitting the 'n' hook
 and at the end by the
 full outline, e.g.,

general principles 2x
 general provisions 2x
 general relief 2x
 generally speaking 2x
 general meeting 2x
 accountant general 2x
 Account General Central
 Revenues 2x
 Advocate General 2x
 annual general meeting 2x
 Attorney General 2x
 Director General 2x
 extraordinary general
 meeting 2x
 General Assembly 2x
 general authority 2x
 general features 2x
 general elections 2x
 general council 2x
 General Insurance Co. 2x
 general interest 2x
 general manager 2x
 general policy(of the)
 Government 2x
 Governor General 2x
 Governor General (in)
 Council 2x
 Inspector General (of)
 Police 2x
 ordinary general meeting 2x
 Post Master General 2x



GO/GOING: See the phrases
we can have.

go (a) great way	-----
go into merits	-----
go (to) show	-----
goes beyond	-----
go ahead	-----
go on	-----
going on	-----
going ahead	-----




























GOVERNMENT: In phrases it can
by intersecting with 'g',
e.g.,

by the Government	-----
Central (and) State Governments	-----
Central Government	-----
Coalition Government	-----
Communist Government	-----
Congress Government	-----
Conservative Government	-----
Democratic Government	-----
Executive Government	-----
Government's decision	-----
Government dues	-----
Government of India	-----
Government (of) Andhra Pradesh	-----
Government (of) Bihar	-----
Government (of) Bengal	-----
Government (of) Haryana	-----
Government (of) Kerala	-----
Government (of) Madras	-----
Government (of) Rajas- than	-----
Government (of) Uttar Pradesh	-----
Government (of) West Bengal	-----
Government (of) Bangla Desh	-----





Government of Pakistan	-----
Her Majesty's Government	-----
Indian Government	-----
Bangla Desh Government	-----
Kerala Government	-----
Labour Government	-----
Communist Government	-----
Madras Government	-----
Meghalaya Government	-----
national Government	-----
Punjab Government	-----
Pakistan Government	-----
of the Government	-----
of this Government	-----
our own Government	-----
people's Government	-----
powerful Government	-----
Praja Socialist Party's Government (P.S.P. Government)	-----
provincial Government	-----
Republican Government	-----
stable Government	-----
State Government	-----
Tamil Nadu Government	-----
that the Government	-----
to this Government	-----
Tripura Government	-----
Union Government	-----
United Front Government	-----
U. K. Government	-----
United States Government	-----
U. S. S. R. Government	-----
French Government	-----
U. A. R. Government	-----
Swiss Government	-----
Chinese Government	-----
Government treasury	-----
Government (to) Government	-----

your own Government 
 world Government 

GREAT: See the phrases we can have from it.





great authority 
 Great Britain 
 great deal 
 great deal more 
 great deal (of) time 
 great grandfather 
 great grandmother 
 great interest 
 great majority 
 great majority (of) cases 
 great men 
 great part(of)the 
 greater advantage 
 greater number 
 greater(or)less degree 
 greater(or)less extent 
 greater punishment 
 greater than 
 I am greatly obliged 
 I am greatly pleased 
 I have great pleasure 
 of great importance 
 of great value 
 to(a)great degree 
 to(a)great extent 
 to(a)great measure 
 to (a) greater extent 

GROUND: Study the phrases given below:

have the grounds 
 on (the) ground 
 on (the) same ground 
 on which grounds 
 unsound grounds 

H























HALF: In phrases it can be had by 'f' stroke, e.g.,

for(the)first half 
 for(the)second half 
 in(the)first half 
 in(the)second half 

BUT in the case of numerals half is represented by a small dash put below the figure, e.g.,

1-1/2	<u>1</u>
2-1/2	<u>2</u>
17-1/2	<u>17</u>
22-1/2	<u>22</u>
70-1/2	<u>70</u>

HAS: Study the phrases below:

has also been 
 has been attached 
 has been discharged 
 has been dismissed 
 has been disposed(of) 
 has been performed 
 has been received 
 has been taken 
 has no foundation 
 has no jurisdiction 
 has no reference 
 has not been 
 has not been served 
 has not been possible 
 has not thought fit 
 has not yet 
 has not yet been 
 has not yet been possible 
 it has been 
 it has not been 
 it has not been possible 
 it has not yet been 

it has not yet been possible

which has been

which has not been

which has not been possible

which has not yet

HAND: It can be had at the end in phrases by halving the last stroke and adding 'n' hook, e.g.,

before hand

in your hands

on either hand

on our hands

on(the) one hand

on the other hand

on(the) upper hand

on their hands

on your hand

HAPPEN/HAPPENED: It can be had by \ / \ : See

to these happenings

what happened

what has happened

which is happening

HAVE: It can be had in phrases either by short form or 'v' hook: See

HAVE with short form L .

could have

could have been

could not have

could not have been

have been

have been enjoying

have been established

have not been called

have the effect

have the same effect

have their

have therefore

have to be examined

have to be regarded

having heard

having regard(to) the

having regard (to) the circumstances (of the) case

having regard (to the) decision

having regard (to) the fact that

having regard (to) the form

having regard (to) the scope

having regard (to) the terms

having regard (to) this

HAVE with 'v' hook

ought (to) have been

those who have

those who have been

which have been

which have not been

which have not been there

who have been

who have not been

who have not been there

BUT in certain cases the word 'have' can easily be omitted, e.g.,

it would have been

it would have been there

that would have been

there must have been

these would have been

they would have been

this would have been

would have been

would have been there --2--















HE: In phrases 'he' in the beginning is represented by 'h' (downward) and in the middle or at the end by short form: See

he can	--2--
he cannot	--2--
he can only do so	--2--
he cannot say	--2--
he could not be	--2--
he did not	--2--
he did not enquire	--2--
he did not know	--2--
he goes on (to) say	--2--
he had	--2--
he has been	--2--
he has no power	--2--
he may	--2--
he may be	--2--
he may be there	--2--
he may not	--2--
he may not be	--2--
he may not be there	--2--
he must be	--2--
he must not be	--2--
he must not have	--2--
he should be	--2--
he should not be	--2--
he tells us	--2--
he was (of the) opinion	--2--
he will be	--2--
he will be there	--2--
he will not be	--2--
he will not be there	--2--
he would be	--2--
he would not be	--2--
he would not be there	--2--
he would not be liable	--2--
















HE in the middle or at the end is represented by short form: See

for he	--2--
for he may be	--2--
for he may like	--2--
if he	--2--
if he cannot	--2--
if he is not	--2--
if he should be	--2--
if he will	--2--
if he will be	--2--
if he will not be	--2--
if he will not be there	--2--
if he likes	--2--
that he	--2--
that he can be	--2--
that he cannot be	--2--
that he is	--2--
that he is not	--2--
that he may be	--2--
that he may be there	--2--
that he may not be	--2--
that he will	--2--
that he will not	--2--
that he will not like	--2--
though he	--2--
though he may be	--2--
though he may not be	--2--
when he	--2--
when he is	--2--
when he is aware	--2--
when he is not	--2--
when he is not aware	--2--
when he should	--2--
when he should not	--2--
when he was	--2--
when he was not	--2--
when he was not aware	--2--

HER/HIS: See the phrases we can get from these:

Her Excellency 
 her husband 
 her late husband 
 Her Majesty's Government 
 Her Majesty's subjects 
 her share 
 His Excellency 
 His Excellency the Ambassador 
 His Excellency the Governor 
 His Excellency the Viceroy 
 His Majesty's Government 
 in his case 
 in his opinion 
 in his interest 







HIGH/HIGHER/HIGHEST: High in phrases can be had either by 'I' diphthong or 'h' downward. See

High Court 
 High Court (of) Bombay 
 High Court (of) Calcutta 
 High Court (of) Delhi 
 High Courts (in) India 
 High Court Judge 
 high level 
 high power commission 
 high prices 
 high rate of interest 
 higher than 
 highest amount 
 highest bidder 
 highest importance 
 Congress High Command 
 highly improbable
 highly probable









HIGHNESS/HIGHNESSES: In phrases it is represented by big circle: Study

High Highness 
 Their Highnesses 
 Your Highness 







HINDU: It is represented in phrases by intersecting with 'h' (up). See

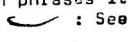



Hindu agitation 
 Hindus (and) Muslims 
 Hindu culture 
 Hindus, Muslims (and) Christians 
 Hindus, Muslims (and) Sikhs 
 Hindu Sabha 

HOME: Many good phrases can be had from it. Study

at home 
 at home (and) abroad 
 Home Affairs 
 Home Minister 
 Home Ministry 
 in his home 
 in their home 
 Ministry (of) Home Affairs 

HONOUR: See the phrases we can have from it.

have great honour 
 I have the honour 
 I have the honour (to) refer 
 in the honour (of) 
 to have this honour 
 we have the honour 

HON'BLE: In phrases it can be had by : See 
 as the Hon'ble Member 
 as the Hon'ble Member is aware 

at the Hon'ble Member's
 Hon'ble Member
 my hon'ble and learned friend
 my hon'ble colleague
 my hon'ble friend
 to the Hon'ble Member
 HOPE: It is represented by stroke 'p' after 'I' and 'we', see

I hope
 I hope (and) pray
 I hope that
 I hope that the Government
 I hope you will
 I hope you will be there
 I hope you will not
 I hope you will not be
 I hope you will not be there
 we hope
 we hope (and) trust
 we hope that
 we hope that we
 we hope that we should have

HOSTILITIES: At the end of a it is represented by
 See

cessation of hostilities
 Indo-Pak hostilities
 responsible (for the) hostilities
 no cause (for) hostilities

HOUSE: In phrases it is represented by 'h' (down), 'h' (up), stroke 's' and circle 's': See

cow house
 law house
 light house

log house
 HOUSE with 'h' (up)
 before (the) house
 coffee house
 House (of) Commons
 House (of) Lords
 House (of the) People
 House (of) Representatives
 House (of) Parliament
 on (the) floor (of the) House
 on (the) floor (of) this House
 Upper House
 was the House
 which the House

HOUSE with 's' stroke:

as the House
 before this House
 by the House
 I am glad (to) inform the House
 in the House
 in this House
 to the House
 of the House
 have the House

HOUSE with circle 's'

Deputy Leader (of the) House
 Hon'ble Leader (of the) House
 Leader (of the) House
 Leader (of the) Opposition
 on the other side (of the) House
 on the Table (of the) House

HOUSE in phrases in the beginning is represented by writing a small circle below the line (-o-). See

House -o-
house breaker -o-
house in dispute -o-
houses in dispute -o-
house (to) house -o-

HOW: In phrases it is represented either by short form (^) or either of the two ticks which form 'how': See

how much ^-
how many ^-
how many (of) you ^-

HOW with tick: The tick is invariably written below the line for 'how': See

how do you ^-
how do you like ^-
how do you like that ^-
how far ^-
how is it ^-

HUMAN: You can have some good phrases with the full outline, see

human beings -
human lives -
human nature -
human rights -
human welfare -

HYDRO-: This can be had by 'h' (up) (/) double length. See

hydro-electric /-
hydro-electric energy /-
hydro-electric installations /-

hydrogen
hydrogen bomb

I

I AM: Study the phrases we can have from it of day-to-day occurrence.

I am -
I am afraid -
I am also (of) opinion -
I am (at a) loss (to) understand -
I am clearly of opinion -
I am constrained -
I am convinced -
I am glad that -
I am inclined (to) think -
I am instructed -
I am not -
I am not in (a) position -
I am not sure -
I am sure -
I am sure there is -
I am sure you must -
I am unable to -
I am for one -
I am unable to agree -
I am unable to state -
I am glad (to) ask -
I am glad (to) inform you -
I am glad (to) know -
I am glad (to) note -
I am glad (to) say -
I am glad (to) think -
I am in agreement -
I am sorry -
I am sorry (to) say -
I am sorry (to) inform you -

I DO: Many good phrases can be had by it: See

I do

I do agree

I do not

I do not know

I do not know there is

I do not know whether

I do not know whether or not

I don't mean

I do not propose

I do not see

I do not think

I do not think that the

I do not think there is

I do not wish

I do not wish there is

I do not wish to be understood

I HAVE: Provides many good phrases: See

I have

I have been

I have been there

I have had

I have no doubt

I have not

I have received

I have said

I have the pleasure

NOTE: For more phrases see under "Already".

I MUST: Convert the 'st' in 'must' to circle 's' and get the phrase: See

I must

I must be

I must inform you

I must not

I must observe

I must observe that

I must therefore

I REGRET: See the phrases we can easily have.

I regret (to) inform you

I regret (to) say

I regret (to) state

I regret very much

I SEE: Provide some good phrases See

I see

I see no reason

I see no reason why

I see no reason (to) doubt

I SHALL: Many good phrases can be had, See

I shall

I shall be there

I shall be glad

I shall be glad (to) know

I shall be glad (to) inform you

I shall be pleased

I shall not

I VENTURE: Provides some good phrases, See

I venture

I venture (to) ask

I venture (to) say

I venture (to) submit

I venture (to) suggest

I WANT: After 'I want' omit 'to' and get a good phrase: See

I want

I want (to) make

I want (to) propose

I want (to) say

I want (to) see

I want(to)know 24
 I want(to)know that 24
 I want (to) know that 24
 there is 6

I WILL: Provides many good phrases: See

I will ✓
 I will be ✓
 I will be there ✓
 I will inform you ✓
 I will not ✓
 I will not be ✓
 I will not be there ✓
 I will suggest ✓
 I will agree with ✓
 I will agree (with) him ✓

I WISH: Provides many good phrases: See

I wish 2
 I wish there is 2
 I wish there were 2
 I wish (to) assure you 2

I WOULD: The pair provides some good phrases: See

I would 2
 I would appear 24
 I would like 2
 I would like (to) know 2
 I would like (to) inform you 24
 I would like (to) suggest 24
 I would not 24
 I would remember 24
 I would suggest 24
 I would therefore 24
 I would therefore allow 24
 I would therefore regard 24
 I would very much 24
 I would very much like 24
 I would be 24

IF: Provides many good phrases: See

if I may say so 24
 if we may say so 24

IF IT: Half 'f' for 't' and get the phrase: See

if it be 24
 if it be not 24
 if it be there 24
 if it does not 24
 if it had not 24
 if it did not 24
 if it had not been 24
 if it had not been there 24
 if it is desired 24
 if it is not 24
 if it is not only 24
 if it is open 24
 if it would be 24
 if it would be there 24
 if it shall appear 24
 if it were 24
 if it were necessary 24
 if it were not 24
 if it were not (for the) fact that 24

IF THERE: Double 'if' for there and get the phrase See

if there are 24
 if there appears 24
 if there appears to be 24
 if there be 24
 if there had been 24
 if there is 24
 if there is any objection 24
 if there is no 24
 if there is no objection 24
 if there is one thing 24
 if there was 24
 if there was any 24

if there was any
objection

if there was no

if there was no
objection

if there were

if there would be

IF YOU: See the phrase you
can have.

if you

if you are

if you are satisfied

if you are interested

if you consider

if you can

if you cannot be

if you propose

if you think

if you think there is

if you think there are

if you are there

if you do

if you have

if you like

if you will

IF WE: Study the phrases given
below:

if we are

if we are able to

-if we are able to make

-if we are able to
think

if we are faced

if we are not

if we are satisfied

if we have

if we are interested

if we are prepared

if we propose

if we suggest

if we know

IMPORTANT/IMPORTANCE: Study
the phrases given below.

it is important

it is most important

most important

utmost importance

very important

of very great importance

its importance

overlook the importance

IN: Provides many good phrases
See

bear (in) mind

born (in) mind

(in a) difficult position

in (a) better position

in (a) later case

in (a) sense

in accordance with the

in any circumstances

in any country

in conformity (with)

in due course

in fact

in (point of) fact

in its

in many cases

in many ways

in reply

in reply (to your) letter

in reply (to your)
letter dated 5th
December

in so many ways

in spite of

instead of












instead of the

in that way






in the case of


in the case (of) the








in (the) face (of)


in the form (of) 
 in (the) interest (of) 
 in the long run 
 in the meantime 
 in the month 
 in this country 
 in this way 
 in your letter 
 in your letter (of) 
 yesterday 
 in your reply 

IN ADDITION: Study the phrases below.










in addition (to) 
 in addition (to) this 
 in addition (to the) 
 expenditure 
 in addition (to) the 


IN ACCORDANCE: In phrases the pair is represented by . See






in accordance (with) 
 in accordance (with) the 
 in accordance (with the) 
 evidence 
 in accordance (with) the 
 proposal 
 in accordance with their 

IN ALL: In phrases all can be either represented by the short form () or by 'l' hook. See






ALL with short form:

in all cases 
 in all directions 
 in all parts (of the) 
 country 
 in all parts (of the) 
 world 
 in all these cases 
 in all those 
 in all such 










IN ALL with 'l' hook ()

in all books 
 in all respects 
 in all other respects 
 in all cases 
 in all bills 



IN ANY: In phrases 'any' is not doubled for 'other'. Master thus the phrases given below:


in any other manner 
 in any other place 
 in any other way 
 in any view 
 in any way 





IN CHARGE: Can be had by intersecting with 'ch'. See

clerk-in-charge 
 director-in-charge 
 officer-in-charge 
 Minister-in-charge 
 professor-in-charge 
 teacher-in-charge 
 show-in-charge 
 office-in-charge 
 production-in-charge 

IN CONNECTION: In phrases it is followed by 'with' and so it is omitted. See

in connection (with) 
 in connection (with) 
 their

IN CONSULTATION: It is represented by () and is invariably following by 'with'; so it is omitted. See

in consultation (with) 
 in consultation (with) 
 the 
 in consultation (with) 
 the Government

in consultation (with) the company ~~—f—~~
 in consultation (with) the manager ~~—f—~~
 in consultation (with) the Minister ~~—f—~~
 in consultation (with) their ~~—f—~~

IN FAVOUR: These can be had by . See

in favour (of) ~~—f—~~
 in favour (of) the ~~—f—~~
 in favour (of) the company ~~—f—~~
 in favour (of) the Government ~~—f—~~

IN HIS: See the phrases we can have.

in his behalf ~~—f—~~
 in his favour ~~—f—~~
 in his judgment ~~—f—~~
 in his opinion ~~—f—~~
 in his own family ~~—f—~~
 in his own favour ~~—f—~~
 in his possession ~~—f—~~
 in his power ~~—f—~~
 in his statement ~~—f—~~
 in his view ~~—f—~~

IN SO FAR: It is represented in phrases by . See

in so far ~~—f—~~
 in so far as ~~—f—~~
 in so far as it is necessary ~~—f—~~
 in so far as the Government ~~—f—~~
 in so far as the Government (is) concerned ~~—f—~~
 in so far as I am concerned ~~—f—~~
 in so far as it has been ~~—f—~~

in so far as it is ~~—f—~~
 in so far as we are concerned ~~—f—~~
 in so far as you are concerned ~~—f—~~

IN SOME: See the phrases we can have.

in some ~~—f—~~
 in some cases ~~—f—~~
 in some manners ~~—f—~~
 in some other ~~—f—~~
 in some other respects ~~—f—~~
 in some other way ~~—f—~~
 in some other place ~~—f—~~
 in some places ~~—f—~~
 in some quarters ~~—f—~~
 in some ways ~~—f—~~

IN THE: In phrases 'the' is indicated by 'tick'. This can be omitted too when convenient. See

in (the) absence (of) ~~—f—~~
 in the aggregate ~~—f—~~
 in the case (of) ~~—f—~~
 in the case (of) the ~~—f—~~
 in the chair ~~—f—~~
 in the country ~~—f—~~
 in the context (of) ~~—f—~~
 in the course (of) the ~~—f—~~
 in the earlier ~~—f—~~
 in (the) event (of) ~~—f—~~
 in the extreme ~~—f—~~
 in (the) face (of) ~~—f—~~
 in (the) first case ~~—f—~~
 in (the) first instance ~~—f—~~
 in the form (of) ~~—f—~~
 in the form prescribed ~~—f—~~
 in the great majority (of) cases ~~—f—~~
 in (the) habit of ~~—f—~~
 in (the) interest (of) ~~—f—~~

in (the) interest(of)the
 in (the) interest (of) the
 Government
 in (the) interest (of) the
 parties concerned
 in (the) interests (of)
 in the last month
 in (the) later case
 in the list (of)
 in the manner
 in the matter
 in the near future
 in the present
 in the present circum-
 stances
 in the rest
 in the result
 in the room (of)
 in the same
 in the same way
 in the second case
 in the second column
 in the shape (of)
 in the subject
 in the subject matter

IN THIS: See the phrases we
can have.

in this behalf
 in this connection
 in this country
 in this direction
 in this light
 in this way
 in this war
 in this world
 in this state of things
 in this state (of)
 affairs
 in this city
 in this subject
 in this case
 in this place

IN THESE: See the phrases below.

in these cases
 in these circumstances
 in these days
 in these matters
 in these subjects
 in these times

IN WHICH: In phrases either
these are represented by
regular outlines or by
intersecting with 'ch'. See

IN WHICH with regular outlines
(in the beginning)

in which case
 in which it has
 in which it has been
 in which it has to be
 in which it is
 in which it was
 in which we are
 in which you are
 in which you are engaged
 in which you have

IN WHICH at the end by inter-
secting with 'ch'.

as the manner in which
 best manner in which
 from the manner in which
 in the manner in which
 into (the) manner in
 which
 manner in which
 to the manner in which
 way in which

INCOME: Study the phrases
given below.

income tax
 income tax department
 income tax collections
 income tax officer

INDIAN: In phrases it is represented by either the regular outline, or by omitting 'n' hook or by 'n' thickened half length (~): See

INDIAN with regular outline

Indian Companies Act

Indian Divorce Act

Indian Forest Act

Indian Government

INDIAN with 'n' hook omitted

Indian Law Reports

Indian Stamp Act

Indian Registration Act

Indian women

INDIAN with 'n' thickened half length

Indian Airlines

Indian Armed Forces

Indian Army

Indian Chamber of Commerce

Indian delegation

Indian leaders

Indian President

Indian Prime Minister

INDUSTRIAL: In phrases it is represented by 'n' double below the line: See

Industrial delegation

Industrial Development Corporation

Industrial developments

Industrial disputes

Industrial Disputes Act

Industrial Finance Corporation

Industrial projects

Industrial progress

Industrial growth

Industrial advancement

industrial policy

industrial policy (of the) Government

industrial labour

industrial power

industrial power supply

industrial output

industrial estate

industrial colony

INDUSTRY: This too is represented by 'n' double below the line: See

commerce (and) industry

large scale industries

small scale industries

cottage industries

limited industries

iron industry

iron (and) steel industry

INFLATIONARY: In phrases it is represented by ~ . See

inflationary financing

inflationary forces

inflationary measures

inflationary pressure

inflationary prices

inflationary situation

inflationary tendencies

inflationary trends

INQUIRY/ENQUIRY: Intersect with 'n' and get the phrase: See

banking inquiry

disinterested inquiry

further inquiry

Central inquiry

Government inquiry

in this inquiry

I hope the inquiry

Judicial inquiry

shipping inquiry

Taxation Inquiry Commission W
 timely inquiry W
 useful inquiry W
 inquiry (into the) affairs W
 inquiry (into the) affairs (of the) company W
 inquiry (into the) Government expenditure W
 inquiry (into the) finances (of the) company W
 inquiry commission W
 inquiry proposed W
 please make (an) inquiry W
 inquiry committee W

INSTANCE: Study the phrases given below.

for instance W
 in (the) first instance W
 in (the) second instance W
 in the third instance W
 numerous instances W
 several instances W

INSTRUMENT: It can be had in phrases by W. See

instrument (of) accession W
 instrument (of) instruction W

INSURANCE: Intersect with W and get the phrase: See

Controller (of) insurance W
 Factories Insurance Act W
 fire insurance W
 general insurance W
 insurance agents W
 insurance business W
 insurance certificate W

insurance companies W
 insurance Corporation W
 insurance policy W
 insurance profits W
 Insurance Society Ltd. W
 life insurance W
 Life Insurance Corporation of India (L.I.C.) W
 Life Insurance Policy W
 my insurance policy W
 car insurance W
 comprehensive insurance W
 third party insurance W
 industrial insurance policy W
 war time insurance W
 personal insurance W
 insurance benefits W
 insurance done W
 British Insurance Cos. W
 nationalisation of insurance Cos. W

INTEREST: In phrases it can be had by W. See

common interest W
 economic interest W
 Government interest W
 in her own interest W
 in (the) interest (of) W
 in (the) interest (of) the W
 in their interests W
 in our interest W
 in your interest W
 rate of interest W
 rates of interests W
 BUT
 public interest W

INTERIM: Intersect with 'n'
double and get the phrase:
See

interim benefit xy
interim decision th
interim dividend th
interim Government th
interim payment th
interim reply th
interim set up th
interim bonus th
interim relief th

IN SUCH: Study the phrases
given below.

in such (a) manner th
in such (a) way th
in such cases th
in such manners th

INTERNAL: Can be had in
phrases by xy See

internal affairs xy
internal development th
internal forces xy
internal peace th
internal problems th
internal set up th
internal situation th
internal trouble th

INTERNATIONAL: Get good
phrases with xy . See

international affairs xy
international crisis xy
international
development th
international develop-
ment association th
international disputes xy
international field xy
international force xy
international
institutions xy

international law xy
international market xy
International Monetary
Fund xy
international organi-
stations xy
international peace xy
international problems xy
international question xy
international relations xy
international scene xy
international situation xy
international sphere xy
international standard xy
international value xy
international set up xy

IRON: Study the phrases given
below:

iron (and) steel xy
iron (and) steel Co. xy
iron (and) steel projects xy
iron (and) steel quota xy
iron (and) steel industry xy
nationalisation (of) iron
(and) steel industry xy

IS: Study the phrases given
below:

is it xy
is it likely xy
is it necessary xy
is it not xy
is it not (a) fact xy
is not xy
is not clearly xy
is not correct xy
is not the same xy
is that the xy
is that the case xy
is that not the xy
is not far (to) seek xy
is not proved xy

is not satisfactory

is (of) opinion

IT HAS: Study the phrases
given below.

in which it has been

it has also been

it has already been

it has already been
stated

it has been

it has been found

it has been said

it has been shown

it has been suggested

it has been there

it has not

it has not been

it has not been found

it has not been there

it has to be

it has to be remembered

it has to be there

IT IS: Study the phrases
given below.

in which it is

it is (a) fact

it is (a) matter (of)
doubtit is (a) matter (of)
principle

it is (a) question

it is (a) well known
factit is abundantly
clear

it is admitted

it is alleged

it is also necessary

it is also proved

it is (an) admitted
fact

it is clear

it is desirable

it is difficult

it is difficult (to)
understand

it is doubtful

it is easy (to) see

it is easy (to) under-
stand

it is essential

it is equally clear

it is essential (to)
show

it is important

it is important (to)
noteit is important (to)
noticeit is impossible (to)
sayit is impossible (to)
• say soit is impossible (to)
understand

it is just possible

it is (a) known fact

it is known

it is most important

it is most important
(to) consider

it is most improbable

it is most probable

it is natural

it is necessary

it is necessary (to)
state

it is no doubt

it is not clear

it is not correct (to)
say

it is not desirable

it is not open

it is not possible

it is not quite clear

it is not suggested

it is not the ~~be~~
 it is not the case ~~be~~
 it is not the same ~~be~~
 it is not unreasonable ~~be~~
 it is noteworthy ~~be~~
 it is now ~~be~~
 it is of course possible ~~be~~
 it is only natural ~~be~~
 it is open ~~be~~
 it is perfectly clear ~~be~~
 it is possible ~~be~~
 it is said ~~be~~
 it is therefore ~~be~~
 it is therefore necessary ~~be~~
 it is this which ~~be~~
 it is true ~~be~~
 it is unfortunate ~~be~~
 it is unnecessary ~~be~~
 it is well-known ~~be~~
 it is worth-while ~~be~~

it seems(to)me impossible ~~be~~
 it seems(to)me impossible to believe ~~be~~
 it seems(to)me probable ~~be~~
 it seems(to)me therefore ~~be~~
 it seems (to) us ~~be~~

IT WILL: Study the phrases given below:

it will ~~be~~
 it will be (a) matter (for) consideration ~~be~~
 it will be necessary (to) consider ~~be~~
 it will be observed ~~be~~
 it will be remembered ~~be~~
 it will therefore ~~be~~
 it will not ~~be~~
 it will not be ~~be~~
 it will not be there ~~be~~

3

IT MAY: Study the phrases given below.

it may appear ~~be~~
 it may appear necessary ~~be~~
 it may be asked ~~be~~
 it may (be) presumed ~~be~~
 it may (be) that ~~be~~
 it may therefore ~~be~~

IT SEEMS: Study the phrases given below.

it seems desirable ~~be~~
 it seems difficult ~~be~~
 it seems difficult (to) say ~~be~~
 it seems difficult (to) understand ~~be~~
 it seems doubtful ~~be~~
 it seems reasonable ~~be~~
 it seems to me ~~be~~
 it seems to me clear ~~be~~

JOINT/JOINTLY: Study the phrases given below.

Joint issue ~~be~~
 Joint enjoyment ~~be~~
 Joint family ~~be~~
 Joint family interest ~~be~~
 Joint Hindu family ~~be~~
 Joint interest ~~be~~
 Joint life ~~be~~
 Joint stock Co. ~~be~~
 Joint stock committee ~~be~~
 Joint stock bank ~~be~~
 Jointly committing ~~be~~
 Jointly engaged ~~be~~
 Jointly interested ~~be~~

JUDICIAL: Study the phrases given below.

Judicial authority ~~be~~
 Judicial capacity ~~be~~
 Judicial decision ~~be~~

Judicial order
Judicial opinion

JOURNAL: Intersection with 'J'
and get the phrase. See

English journal
Journal (of) Commerce
monthly journal
party journal
society's journal
various journals
weekly journals
quarterly journal
Hindi journal
Journal (of) Sociology

JURISDICTION: Study the phrases
given below.

court's jurisdiction
Government's jurisdiction
in their jurisdiction
in our jurisdiction
jurisdiction (of the)
court

the jurisdiction

J. STICK: In phrases it can be
had by stroke 'j' and
circle 's' (/): See

administration (of)
Justice
Chief Justice
Chief Justice (of) India
Justice, equity (and)
good conscience
Justice (of) peace

K

KEEN: Study the phrases given
below.

keen interest
keenly interested
who is keen

KIND: Study the phrases given
below:

for your kind
for your kind infor-
mation
kind regards
kindest regards
to your kind
to your kind notice
will you kindly

L

LAND: Study the phrases given
below.





land certificate
landholder
Land Improvement Act
land in dispute
land registry
land revenue
land reforms
land holdings
landlord

LAST: Study the phrases given
below.







during the last
during the last week
during the last month
during the last year
in the last month
in the last resort
last day (of the) year
last payment
last month
last week
last year

LATER: Study the phrases given
below.














at (a) later date
at some later state

later than 
much later 
sooner(or)later 
two years later 




LAW: Study the phrases given below.

international law 
Ministry(of)Law 
law(and)order 
law(and)order position 
law (of the) land 
laws (and) regulations 



LEADER: In phrases it is had from 'l' double: See


great leader 
labour leaders 
local leaders 
Communist leaders 
Congress leaders 
Jan Sangh leader 
D.M.K. leader 
Leader (of the) House 
Leader (of the) Opposition 
national leader 
party leaders 
political leaders 
ring leader 


LEAGUE: Study the phrases given below.


League (of) nations 
Muslim League 
Muslim League (of)India 

LENGTH: Intersect with 'l' and have a phrase: See









cover the length (and) breadth of the country 
length (of) time 

throughout the length (and) breadth (of the) country 




throughout the length (and) breadth (of the) world 

length (of the) cloth 




LET: Study the phrases given below.

let in (to) show 
let us assume 
let us know 
let us now 
let us see 
let us try 
please let us have 
please let us know 





LIBERAL: Intersection principle is used. So intersect with 'l' and get the phrase. See

liberal attitude 
Liberal Government 
liberal policy (of the) Government 

LIBERALISATION: Intersect with 'e' and get the phrase. See

liberalisation(of) exports 
liberalisation(of) imports 
liberalisation (of) Government policy 

LIFE: In phrases 'life' can be had either with the regular outline or with 'f' stroke: See

LIFE with 'f' stroke
animal life 
better way (of) life 
first life 
normal life 

political life -S-
 second life -e-
 social (and) economic life e
 social life -ch-
 personal life -be-

LIFE with regular outline:

necessities (of) life fl
 of his life fl
 walks (of) life fl
 way (of) life fl
 ways (of) life fl

LIKE: In phraseography it is represented by 'k'. See

do you like -b-
 did you like -b-
 I should like -v-
 I would also like -v-
 I would like -v-
 I would like (to) draw -v-
 I would like (to) draw your attention -v-
 I would like (to) draw (the) attention (of the) House -v-
 I would like (to) draw (the) attention (of the) Hon'ble Member -v-
 I would like (to) draw (the) attention (of the) Member -v-
 I would like (to) draw (the) attention (of the) President -v-
 I would like (to) draw (the) attention (of the) Minister -v-
 I would like (to) draw (the) attention (of the) Prime Minister -v-
 I would like (to) draw (the) attention (of the) Chair -v-

I would like (to) draw (the) attention (of the) Deputy Chairman -v-

I would like (to) draw (the) attention (of the) Chairman -v-

I would like (to) draw (the) attention (of the) Deputy Speaker -v-

I would like (to) draw (the) attention (of the) Speaker -v-

if you like -t-

if you like their -t-

if you like their presence -t-

if you like (to) do -t-

if you like (to) say so -t-

if you like (to) weigh -t-

if you like (to) proceed -t-

if you like (to) attempt -t-

just like these -t-

just like this -t-

just like those -t-

something like -t-

something like this -t-

we would like -t-

we would like (to) have -t-

we would like (to) have their -t-

which is like this -t-

you may like (to) know -t-

LIMITED: Intersect with 'l' and get the phrase. See

Caltex (India) Ltd. -t-












for these limited -t-

Jai Engineering Works Ltd. -t-






limited categories -t-

limited classes -t-

limited concern -t-

limited extent 
 limited guarantee 
 limited period 
 limited power 
 limited scope 
 limited resources 
 limited seats 
 Mills Co. Ltd. 
 Shoe Co. Ltd. 
 Swan (India) Private Ltd 
 Watch Co. Ltd. 

LIVING: Study the phrases
below.

cost of living 
 living conditions 
 standard of living 
 poor living standard 
 high living standard 







LOK & RAJYA: Study the phrases
given below.

Lok Sabha 
 Lok Yukat 
 Rajya Sabha 
 Rajya Parishad 











LONG: Study the phrases given
below.

as long as 
 long ago 
 long time 
 long time ago 
 so long as 
















LONGER: Study the phrases
given below.

any longer 
 longer than 
 no longer 
 no longer than 
 there is no longer 
 no longer possible 









MAJOR: Intersect with 'm' and
get the phrase. See

in this major 
 in this major work 
 major decision 
 major issue 
 Major Krishnan 
 Major Mathur 
 Major Nanda 
 major points 
 Major Robinson 
 Major Shah 











MAJORITY: Study the phrases
given below.

in (a) majority (of) 
cases 
 large majority 
 majority decision 
 majority Government 
 majority party 
 negligible majority 
 overwhelming majority 
 vast majority 
 majority (of the) 
audience 
 majority (of the) 
people 
 majority (of the) 
persons 






MAKE: Study the phrases given
below.

make out 
 make such orders 
 make such orders as 
may be necessary 
 make up 
 make up his mind 
 make up your mind 
 makes up his mind 












MAN/MEN: Study the phrases given below.

- man(and)wife 
- man (and) woman 
- man, woman (and) child 
- men (and) women 
- men, women (and) children 
- needle woman 
- needle women 
- refugee women 
- salesman 
- saleswoman 
- women (of the) country 
- women (of) India 
- women education 
- women colleges 








MANAGING: Intersect with 'm' and get the phrase. See


- managing agency 
- managing agency system 
- managing agents 
- managing directors 
- managing officials 
















MANNER: It is represented by in phrases. See


- and the manner 
- at the manner 
- for the manner 
- in like manner 
- in such(a) manner 
- in such manners 
- in the manner 
- in the manner suggested 
- in this manner 
- in that manner 
- in the manner proposed 
- bad manners
- good manners









MARK: Intersect with 'm' and get the phrase. See

- ear mark 
- high water mark 
- I shall mark 
- please mark these 
- trade mark 
- water mark 
- who will mark 

MARKET: In phrases it is represented by . See

- black market 
- capital market 
- common market 
- domestic market 
- export market 
- domestic market needs 
- export market requirements 
- in(the)world market 
- international market 
- market place 
- market price 
- money market 
- of our market 
- sellers' market 
- stock market 

BUT where 'markot' cannot be written with , it is written in full. See

- buyer's market 
- by the market 
- in the market 
- of the market 
- to the market 
- fruit market 
- vegetable market 
- this market 
- goods market

MARTIAL/MARSHAL: Intersect with 'm' and get the phrase.
See

Air Marshal -----
Air Vice-Marshal -----
Field Marshal -----
martial law -----
martial law adminis-
trator -----
martial law authorities -----
martial law courts -----
martial law rules (and)
regulations -----
duration (of the)
martial law -----

MATERIAL: Study the phrases
given below.

material consideration -----
men(and) material -----
raw material -----

MATTER: The regular outline
provides many good
phrases. See

as (a) matter (of) fact -----
as (a) matter (of)
principle -----
in the matter (of)
fixation -----
in the matter (of)
language -----
in the matter (of)
seniority -----
in this matter -----
in those matters -----
it is (a) matter (of)
satisfaction -----
it is (a) matter (of)
congratulation -----
it is (a) matter (of)
gratification -----
it is (a) matter (of)
great importance -----
it is (a) matter (of)
great regret -----

it is (a) matter (of)
pride -----

it is (a) matter (of)
regret -----

matter at issue -----

matter in dispute -----

matter (in) issue -----

matters (in) question -----

matters (of) account -----

matters (of) fact -----

MAY BE: In phrases it is had
from 'm' thickened.
See

may be -----

may be applied -----

may be considered -----

may be (taken into)
consideration -----

may be directed -----

may be gathered -----

may be presumed -----

may be realised -----

may be regarded -----

may be required -----

may be impossible -----

may be regulated -----

it may be considered -----

which may be considered -----

it may be impossible -----

MEASURE: It is represented in
phrases by 2. See

all such measures -----

as (a) temporary measure -----

compulsory measure -----

drastic measures -----

essential measures -----

in some measures -----

necessary measures -----

short term measures -----

to consider (the)
measures -----


MENTION/MENTIONED: Intersect with 'm' and get the phrase. See


above mentioned h
 already mentioned h
 also mentioned h
 he has mentioned h
 hitherto mentioned h
 I have mentioned h
 I shall make mention h
 I shall mention h
 in case it is mentioned h
 it has been mentioned h
 it may be mentioned h
 just mentioned h
 mentioned above h
 merely mentioned h
 please mention h
 there is no need (to) mention h
 this was mentioned h
 who will mention h
 will(you) please mention h


MINISTER: In phrases it is represented by 'str' loop. See


Commerce Minister h
 Commerce and Industry Minister h
 Community Development and Co-operation Minister h
 Defence Minister h
 Deputy Minister h
 Deputy Prime Minister h
 Education Minister h
 Finance Minister h
 Food and Agriculture Minister h
 Foreign Minister h
 Health Minister h


Home Minister h
 Information (and) Broadcasting Minister (I & B Minister) h
 Irrigation Minister h
 Irrigation (and) Power Minister (I & P Minister) h
 Labour (and) Employment Minister h
 Labour Minister h
 Law Minister h
 Minister (of) Commerce (and) Industry h
 Minister (of) Community Development (and) Co-operation h
 Minister (of) Defence h
 Minister (of) Education h
 Minister (of) External Affairs h
 Minister (of) Finance h
 Minister (of) Food (and) Agriculture h
 Minister (of) Health h
 Minister (of) Home Affairs h
 Minister (of) Information (and) Broadcasting (Minister (of) I & B) h
 Minister (of) Irrigation (and) Power (Minister (of) I & P) h
 Minister (of) Law h
 Minister (of) Parliamentary Affairs h
 Minister (of) Railways h
 Minister (of) Rehabilitation h
 Minister (of) Scientific Research (and) Cultural Affairs h
 Minister (of) Steel, Mines (and) Fuel h
 Minister (of) Transport, (and) Communications h


Minister(of) Works,
Housing (and) Supply 


Prime Minister 


Railway Minister 

Rehabilitation Minister 


Steel, Mines & Fuel
Minister 


Transport Minister 


Transport (and) Commu-
nication Minister 


Works, Housing (and)
Supply Minister 


MINISTRY: Get it by intersecting
or writing close with
'm'. See


Commerce (and) Industry
Ministry 


Defence Ministry 


Education Ministry 


External Affairs
Ministry 


Finance Ministry 


Food (and) Agriculture
Ministry 


Health Ministry 


Home Ministry 


Ministry (of) Informa-
tion (and) Broad-
casting (Ministry
(of) I & B) 


Ministry (of) Irriga-
tion (and) Power 


Ministry (of) Labour
(and) Employment 


Ministry (of) Law 


Ministry (of) Parlia-
mentary Affairs 


Ministry (of) Railways 


Ministry (of) Rehabi-
litation 


Ministry (of) Scientific
Research (and)
Cultural Affairs 


Ministry of Steel,
Mines (and) Fuel 


Ministry(of)Transport
(and) Communication 


Ministry (of) Works,
Housing (and) Supply 


MOMENT: Phrases can be had
either by intersecting
with  or with the
regular outline. See


at the last moment 

at the moment 


at this moment 


at (the) present moment 


for (a) moment 


for the moment 

MONTH: It is represented in
phrases either with
the regular outline
or by 'ith'. See


during the last month 


in the month 


last month 


three months 


MONTH with 'ith'.


before the end (of the)
month 


current month 


during the month 


earlier months 


equal monthly instal-
ments 


few months 


how many months 


in these months 


in this month 

in(the) next month 

in (the) next few
months 

in several months 

many months 

many months ago 

monthly magazine

month (to) month

month after month

new monthly

next few months

next month

several months

several months ago

six months

six months ago

within the next few
months

twelve months

twelve months in (a)
year

MORE: Study the phrases given
below.

any more

no more

no more than

little more

little more than

more (and) more

more (or) less

more than

more than once

more than their

not more than

much more than

slightly more than

MORNING: It can be had in
phrases either by
intersecting with 'm'
or with the regular
outline. See

MORNING with 'm' intersected

during the morning
hours

Friday morning

Monday morning

our morning class

this morning

Tuesday morning

Wednesday morning

Sunday morning

MORNING with regular outline

by morning

I have the morning

in the morning

MOST/MUST: Study the phrases
given below.

most important

one (of the) most

one (of the) most
important

it must be

it must not be

must also be

must be regarded

must be taken (into)
account

must take effect

utmost importance

we must have.

we must know

MOVABLE: Intersect with 'm'
and get the phrase. See

movable (and) immovable

movable (and) immovable
properties

movable property

movables (and) immovables

MOVEMENT: To get a phrase
intersect with 'm'.
See

African movement (for)
independence

in this movement

civil disobedience
movement

Congress movement

downward movement

Indian movement

Indian national movement 5-7
 National movement h
 popular movement h
 Quit India movement h
 satyagraha movement h
 upward movement h

MUSLIM: Use o in phrases
 for it. See

Hindu Muslim. h
 Hindus, Muslims (and)
 Christians h
 Hindus, Muslims (and)
 Sikhs h
 Muslim community h
 Muslim culture h
 Muslim ideology h
 Muslim leaders h
 Muslim leadership h
 Muslim League h
 Muslim League Party h
 Muslim literature h
 Muslim majority h
 Muslim minority h
 Muslim religion h
 Muslim rulers h
 Muslim sentiments h

N

NATIONALISATION: Intersect
 with e and get a
 phrase. See

nationalisation (of)
 airways h
 nationalisation (of)
 banks h
 nationalisation (of)
 big industries h
 nationalisation (of)
 insurance cos. h
 nationalisation (of)
 insurance business h
 nationalisation (of)
 railways h

nationalisation (of)
 road transport h
 nationalisation (of)
 roadways h
 nationalisation (of)
 sports h
 nationalisation (of)
 Suez Canal h
 nationalisation (of)
 telephone cos. h

NECESSARY: In phrases in the
 beginning it is repre-
 sented by full outline
 and at the end by o.
 See

NECESSARY in the beginning.

necessary conditions h
 necessary consequence h
 necessary expenses h
 necessary extent h
 necessary party h
 necessary steps h

NECESSARY at the end

absolutely necessary h
 became necessary h
 I think it is necessary h
 it is also necessary h
 it is necessary h
 it is therefore
 necessary h
 it may be necessary h
 it was necessary h
 may not be necessary h
 very necessary h
 when it is necessary h
 will be necessary h
 will not be necessary h
 BUT
 if necessary h
 if it is necessary h

NUCLEAR: Intersect with ~~the~~ and
get the phrase. See

nuclear atmosphere
nuclear devices
nuclear powers
nuclear projects
nuclear experiments
nuclear reactions
nuclear research
nuclear risks
nuclear tests
nuclear threat
nuclear war
nuclear weapons
nuclear disarmament
nuclear disarmament
conference

NORMAL: See the phrases given
below.

normal balances
normal conditions
normal duties
normal relations
normal wages

NO/NOT: Study the phrases given
below.

no attachment
no authority
nobody
nobody else
no further
no further question
no less than
no longer
no objection
no one else
no such
no such time
are not
cannot

cannot be
could not
could not be
did not
did not have the
did not think
do not
do not have the
does not
had not
he has not only
if it is not
if you are not
if you were not
it cannot
it cannot be
it could not
it could not be
it has not
it has not been
it is not
it may not
it may not be
it will not
it will not be
it will not be there
they are not
they were not
they will not
they will not be
they will not be there
they would not
they would not be
you are not
you were not
we do not think
we were not
which is not
will not
will not be

will not be there
would not
would not be
would not be there

n

OBJECTION: In phrases it can
be had from l .See

absolutely no objection
another objection
another objection mentioned
any objection
have you any objection
I have no objection
if the Government have
no objection
if there is no objection
if you have any objection
if you have no objection
legal objection
no objection
objection over-ruled
objection is taken
objection raised
there is no objection
you will have no
objection
he will have no
objection
we have no objection
where is the objection

ONCE: Omit 'n' if necessary
and get a phrase. See

once again
once for all
once more
once or twice
once upon (a) time
once (a) while
once done

OF: In phrases it can be had
either from short form or
'f' hook. See

OF from short form:

of certain
of course
of course, it is possible
of equal value
of his judgment
of his own
of his own accord
of its own
of their
of these
of the currency
of the mark
of the matter
of this kind





































OF with 'f' hook:

in respect of
in spite of
instead of
lack of
number of
out of
out of doors
state of affairs
state of things















ON: Can be had either from short
form or by 'n' hook. See

ON short form:



















on behalf of the
on (the) ground
on (the) subject
on this occasion
on this side
on this subject
on the
on the table

on account (of) 
 on account (of) the 
 on all 
 on all other 
 on and off 
 on behalf (of) the Government 
 on his own 
 on his part 
 on one and the same 
 on only one occasion 
 on record 
 on speaking terms 
 on the above understanding 
 on the fact that 
 on the liability 
 on (the) one side 
 on (the) part (of) 
 on (the) part (of) the 
 on (the) question 
 on (the) same account 
 on (the) same ground 
 on (the) same principle 
 on the spot 
 on their part 
 on this point 
 on this understanding 
 on which 
 on which it is 
 on your part 
 ON with 'n' hook 
 carried on 
 carry on 
 going on 
 laid on 
 married on 
 paid on 

ONE/ONCE: Study the phrases given below.

at once 
 more than once 
 once for all 
 once more 
 one another 
 one and the same 
 one of them 
 one (of the) most 
 one (of the) most important 
 one (of the) most popular 
 one or more 
 one (or) two 
 one thing 
 on the one hand 

ONLY: In phrases it is mostly represented by  .
See

can only come 
 can only do 
 can only proceed 
 he will only be 
 I can only think 
 if only 
 if only it is possible 
 if only there is 
 it can only be 
 it is only 
 it is only possible 
 it is only natural 
 it is only necessary 
 it is only then 
 it may only be 
 it may only be possible 
 it may only be there 
 only one of them 

only question for
consideration

BUT

not only

it is not only

this is not only

is not only

could not only

OPINION: It is represented in
in phrases either by
short form or with 'n'
hook. See

OPINION with short form

consensus (of) opinion

difference (of) opinion

expression (of) opinion

in his opinion

in (the) opinion (of
the) authorities

in (the) opinion (of
the) Government

in my own opinion

in your opinion

in their opinion

OPINION with 'n' hook

better opinion

certain opinion

personal opinion

public opinion

similar opinion

OR: It can easily be omitted
in phrases where
convenient, see

big (or) small

correct (or) incorrect

directly (or)
indirectly

high (or) low

rich (or) poor

right (or) wrong

one (or) two

one (or) two years

two (or) three

two (or) three years

two (or) three years
ago

this (or) that

timely (or) untimely

willingly (or)
unwillingly

BUT

three or four

four or five

six or seven

OR OTHER: It is represented
in phrases by 'r' double
length: See

for this reason or
other

in one form or other

in one way or other

or other

or other arrangement

or other authority

or other officer

or other person

or other question

OR THE OTHER: 'TH' double
length will provide
a good number of phrases
See

for one reason or the
other



















in one form or the
other

in some way or the
other

one or the other

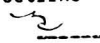
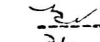
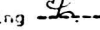
one way or the other

ORDER: Study the phrases given below.



Government's order 
 in order that 
 in order that he may be 
 in order that he will 
 in order to 
 in order to suggest 
 in their order 
 law and order 
 money order 
 of the order 
 order(in)council 
 order (of) appointment 
 order (of) reference 
 order (of the) Board 
 order (of the) court 
 postal orders 
 recent order 
 to the order 

ORDINARY: Is written in phrases either in full or . See

ORDINARY with regular outline

in the ordinary 
 in the ordinary way 
 ordinary general meeting 

ORDINARY with r (down) thickened half length.


in the ordinary course 
 in the ordinary course (of) events 

ordinary share capital 

ordinary shares 

ordinary jurisdiction 










ordinary law 

ordinary meeting 















ordinary rule 

ordinary rules(and) regulations 








ORGANISATION: In phrases it is represented by circle 'o' and -tion hook. See

academic organisation 
 clerks organisation 
 labour organisation 
 local organisation 
 political organisation 
 private organisation 
 State organisation 
 States Reorganisation Commission 
 voluntary organisation 

OTHER: Double the consonant, provided it is full length, if is followed by other and get the phrase. See

another 
 by some other 
 by some other means 
 for each other 
 in each other 
 or some other 
 or some other form 
 some other 
 some other trouble 
 some others are not 
 somehow (or) other 
 take some other 
 to each other 
 with each other 

BUT

any other 
 in many other 
 in many other ways 
 in the other 
 on the other 
 on the other hand 
 on the other side 

Out: It can be had in phrases by adding the preceding stroke of the word and joining 'ow' diphthong with it or by the regular outline. See

OUT by halving the preceding stroke and joining 'ow' with it

brought out

carried out

pointed out

OUT with regular outline

out (of) place

out of position

out of question

out of sight

out (of the) way

point out

out of possession

out of time

OVER: Study the phrases given below

all over the country

all over (the) world

over (and) above

over (and) over again

over come

over confidence

over due

over estimated

over the country

over (the) head

over the results

over this case

overwhelming majority

p

PAR IV: Intersect with 'p' and get the phrase. See.

Akali Party

any one party

character (of the) party

Communist Party

Communist Party (of)
India

Congress Party

Executive Party

for the parties concerned

Jan Sangh Party

majority party

minority party

on behalf of the party

Opposition Party

Parliamentary Party

party bill

party (in) power

party organiser

party politics

party system

party ticket

political party

Praja Socialist Party

private party

Republican Party

single party

Socialist Party

Swatantra Party

D.M.K. Party

Labour Party

Conservative Party

Democratic Party

B. K. D. Party

party finances

marriage party

college party

PER: Study the phrases below

per annum 2
 per capita 2
 per hundred 1
 per annum 2
 per month 2
 per thousand 2

PERIOD OF: Intersect with 'p'
 and get the phrase.
 See

crucial period 2
 during the period of 2
 for the period of 2
 in the short period of 2
 in the short period (of)
 time 2
 within the period of 2
 emergency period of 2

PLAN: See the phrases below.

First Five Year Plan 2
 Fifth Five Year Plan 2
 Fourth Five Year Plan 2
 Five Year Plan 2
 Second Five Year Plan 2
 Sixth Five Year Plan 2
 Third Five Year Plan 2
 Third Plan 2
 national plan 2
 economic plan 2
 industrial plan 2

PLANT: Study the phrases given
 below.

big plant 2
 electric plant 2
 plant (and) machinery 2
 steel plants 2
 industrial plants 2
 manufacturing plant 2
 storage plant 2

POINT: Study the phrases given
 below.

from our point(of) view 2
 from your point (of)
 view 2
 from their point (of)
 view 2
 from your point (of)
 view 2

I shall point out 2
 point in issue 2
 point for decision 2
 pointed out 2

POLICY: Intersect with 'p' and
 get the phrase.

big powers policy 2
 correct policy 2
 economic policy 2
 fiscal policy 2
 Government's policy 2
 life insurance policy 2
 my policy (in the) matter 2
 our policy 2
 party's policy 2
 policy (of the) party 2
 right policy 2
 tariff policy 2
 their policy 2
 well defined policy 2
 wrong policy 2
 your policy 2

POLITICAL: Study the phrases,
 given below.

political activity 2
 political (and) social 2
 political freedom 2
 political status 2
 political decision 2
 political leader 2
 political future 2

POSSIBLE: Joined or disjoined
will give you
the necessary phrase.
See

as early as possible	Y
as far as possible	Y
as much as possible	Y
as possible	Y
as quickly as possible	Y
as soon as possible	Y
earliest possible date	Y
if possible	Y
if it has been possible	Y
if it is possible	Y
it has not been possible	Y
it is not possible	Y
it is not yet possible	Y
it is possible	Y
it is not possible	Y
it may be possible	Y
it may not be possible	Y
it may have been possible	Y
it should be possible	Y
it should not be possible	Y
it will be possible	Y
it will not be possible	Y
it would(have)been possible	Y
it would not (have) been possible	Y
no longer possible	Y
this was possible	Y
whenever possible	Y
where it is not possible	Y
would be possible	Y
would not be possible	Y
which is possible	Y
which is not possible	Y
which may be possible	Y
which may not be possible	Y

POSITION: Can be had in phrases
by circle 's' and
-tion hook. See

financial position	Y
foreign exchange position	Y
I am not in (a) position	Y
in (a) position	Y
in (the) position	Y
in their position	Y
transport position	Y
labour position	Y
staff position	Y
very good position	Y
very bad position	Y
patient's position	Y
employment position	Y
unemployment position	Y

POWER: Intersect with 'p' and
get the phrase. See

arbitrary power	Y
domestic power	Y
electric power	Y
exercised their power	Y
extraordinary power	Y
great power	Y
Government's power	Y
High Power Commission	Y
military power	Y
modern power politics	Y
paramount power	Y
power projects	Y
power supply	Y
industrial power supply	Y
domestic power supply	Y
power station	Y
purchasing power	Y
purchasing power(of the)people	Y
Special Power Act	Y
well defined power	Y
Western Powers	Y

POST: Study the phrases given below.

posts and telegraphs -----
 Posts & Telegraphs -----
 Department -----
 post card -----
 post man -----
 post master -----
 Post Master General -----
 Post Office -----
 postal clerk -----
 postal delivery -----
 postal order -----
 postal stamp -----
 postal enquiry -----

PRADESH: Pr half length will work. See

Himachal Pradesh -----
 Madhya Pradesh -----
 Utter Pradesh -----
 Vindhya Pradesh -----

PRESS: Study the phrases given below.

freedom(of the)press -----
 foreign press -----
 in the press -----
 Indian press -----
 press conference -----
 Press Law -----
 press men -----
 press reporter -----
 Prime Minister's press -----
 conference -----
 to the press -----
 article (for the) press -----
 press news -----
 press staff -----
 local press -----
 who will press -----

PRESENT: Can be had either by the regular outline or by pr. See

PRESENT: with regular outline

at present -----
 in the present -----
 present day -----
 present time -----

PRESENT with pr

at (the) present time -----
 in the present age -----
 in the present -----
 circumstances -----
 in the present situation -----

PROBLEM: Can be had from h. See

agricultural problem -----
 basic problem -----
 economic problem -----
 financial problems -----
 Government's problem -----
 general problem -----
 internal problem -----
 international problem -----
 labour problem -----
 my problem -----
 my own problem -----
 national problem -----
 of the many problems -----
 racial problem -----
 referring (to the) -----
 problem -----
 their problem -----
 there is no problem -----
 to deal with the problem -----
 law and order problem -----
 minority problem -----
 with the problem -----
 your problem -----

PROCEDURE: Intersect with pr
and get the phrase.
See

Civil Procedure Code ~~6~~
Code (of) Civil Procedure ~~7~~
Code (of) Criminal Procedure ~~7~~
Criminal Procedure Code ~~7~~
legal procedure ~~7~~
official procedure ~~7~~
procedure (of the) Co. ~~7~~
procedure followed ~~7~~
normal procedure ~~7~~
university procedure ~~7~~

PRODUCTION: Intersect with l
and get the phrase.
See

Agricultural production ~~7~~
cost (of) production ~~7~~
daily production ~~7~~
diversified production ~~7~~
domestic production ~~7~~
export production ~~7~~
extra production ~~7~~
factory's production ~~7~~
general production ~~7~~
high production ~~7~~
in production ~~7~~
in the production ~~7~~
increased production ~~7~~
Indian production ~~7~~
India's production ~~7~~
Industrial production ~~7~~
internal production ~~7~~
monthly production ~~7~~
minimum production ~~7~~
maximum production ~~7~~
motor parts production ~~7~~
production (of) cars ~~7~~
production (of) arms ~~7~~
production capacity ~~7~~

regular production ~~7~~

steel production ~~7~~

wagon production ~~7~~

PROFIT: Study the phrases
given below.

profit (and) loss account ~~7~~
profit (of the) Co. ~~7~~
profits earned ~~7~~
daily profit ~~7~~
weekly profit ~~7~~
monthly profit ~~7~~
yearly profit ~~7~~
profit (of the) business ~~7~~
profit (of the) railways ~~7~~

PROJECT: Intersect with pr
and get the phrase.

Bhakra Nangal Project ~~7~~
community projects ~~7~~
Community Projects Organisation ~~7~~
Damodar Valley Project ~~7~~
Hirakud Project ~~7~~
Industrial (and) agricultural projects ~~7~~
Industrial projects ~~7~~
Irrigation projects ~~7~~
Kosi Project ~~7~~
Hydro-electric Project ~~7~~
National Projects Construction Cor. Ltd ~~7~~
Rihand Project ~~7~~
river valley projects ~~7~~
Teesta Project ~~7~~
Tungabhadra Project ~~7~~
projects financed ~~7~~
project undertaken ~~7~~
major project ~~7~~
minor project ~~7~~
national project ~~7~~
project simplified ~~7~~

PROPERTY: Intersect with pr
and get the phrase. See

- Association's property -----
- business property -----
- company's property -----
- evacuee property -----
- Government property -----
- immoveable property -----
- in their property -----
- local property -----
- Meth properties -----
- mill property -----
- mineral property -----
- moveable property -----
- national property -----
- natural properties -----
- private property -----
- property ceilings -----
- property (of the) Co. -----
- property (of the) Government -----
- properties mortgaged -----
- properties sold out -----
- properties purchased -----
- properties (of the) individuals -----
- State property -----
- to such other properties -----
- Unit properties -----

PROPOSE/PROPOSED: Study the
phrases given below.

- I do not propose -----
- I shall propose -----
- it is also proposed -----
- it is not proposed -----
- it may not be proposed -----
- it will be proposed -----
- we do not propose -----
- who will propose -----
- he would propose -----

PUBLIC: Study the phrases
given below

- public(and) private -----
- public (and) private sector -----
- private (and) public sector -----
- public accounts committee -----
- public attention -----
- public enterprise -----
- public interests -----
- public sector -----
- Public Service Commission -----
- public affairs -----
- Union Public Service Commission (UPSC) -----

PUNISH/PUNISHED/PUNISHMENT:

• Intersect with and
get the phrase. See

- awarded punishment -----
- capital punishment -----
- he may be punished -----
- he was punished -----
- heavy punishment -----
- I was punished -----
- rigorous punishment -----
- school punishment -----
- some punishment -----
- some sort of punishment -----
- who was punished -----

PURPOSE: Write or Join and
get the phrase. See

- any useful purpose -----
- development purpose -----
- for(the) purpose (of) -----
- for such purpose -----
- for purposes (of) -----
- for these purposes -----
- for this purpose -----
- no useful purpose -----

railway self-sufficiency AL
 railway siding 2
 railway signal 3
 railway station 4
 railway strike 5
 railway ticket collector 6
 railway time table 7
 railway traffic 8
 railway wagon 9
 South Eastern Railway 10
 Southern Railway 11
 Western Railway 12
 railway accident 13
 railway carriage 14
 railway booking office 15
 fast railway trains 16
 railway platform 17
 railway bridge 18
 railway overbridge 19
 railway parcel clerk 20
 railway line 21

RAILWAY STATIONS: Study the outlines given below:

Ambala Railway Station 22
 Bangalore Railway Station 23
 Bombay Central Railway Station 24
 Howrah Railway Station 25
 Delhi Railway Station 26
 Ernadulum Railway Station 27
 Gauhati Railway Station 28
 Hyderabad Railway Station 29
 Indore Railway Station 30
 Oelpur Railway Station 31
 Kalke Railway Station 32
 Lahore Railway Station 33
 Madras Railway Station 34
 Nagpur Railway Station 35

New Delhi Railway Station 36
 Ootacamund Railway Station 37
 Pathankot Railway Station 38
 Quasta Railway Station 39
 Ranikhat Railway Station 40
 Simla Railway Station 41
 Tumkur Railway Station 42
 Varanasi Railway Station 43

REACHING: Intersect with 'ch' stroke and put 'ing' dot. See

for reaching 44
 he will be reaching 45
 he would be reaching 46
 I am reaching 47
 I may be reaching 48
 I shall be reaching 49
 I think it will be reaching 50
 I will be reaching 51
 over reaching 52
 they are reaching 53
 they may be reaching 54
 they will be reaching 55
 who will be reaching 56
 will be reaching 57

REASON: Can be represented in phrases either by the full outline or 58. See

REASON with full outline 59
 and the reason 60
 for some reason 61
 for the same reason 62
 for these reasons 63
 for this reason 64
 for those reasons 65
 let you have the reason 66
 let us have the reason 67
 what reason 68

official purpose
political purpose
whole purpose

Q

QUARTER: Can be had from —
See.

clerks quarters
every quarter
Government quarters
Headquarters
in certain quarters
in some quarters
in the first quarter
residential quarters
State quarters
University quarters

QUESTION: Can be had by either
full outline or — .
See

QUESTION with regular outline

and this question
it is(a) question
no question
question (and) answer
question (at) issue
question (for) decision
question in dispute
some other question
these questions
this question
those questions

QUINQUENNIAL: Study the phrases
given below.

quinquennial period
quinquennial valuation

R

RAILWAY: Intersect with — and
get the phrase. See

Central Railway
Ceylon Government
Railway
Bangla Desh Railway
Eastern Railway
electric railway
Light Railway
National Federation
of Indian Railways
Nepal Government
Railways
North Eastern Railway
North Western Railway
North East Frontier
Railway
Northern Railway
railway activity
railway administration
railway branch line
railway board
railway booking office
railway budget
railway budget estimates
railway connection
railway employees
railway engine
railway engine driver
railway godown
railway goods
railway goods station
railway goods
superintendent
railway junction
railway member
railway passengers
railway power
railway reservation
railway reservation
office

REASON with *e* .
and we have reason
for certain reasons

I have no reason
I see no reason
there is no reason why
we have no reason
you should have no
reason

REASONABLE: In phrases is
represented by *A* .
See

reasonable (and) ordinary
care
reasonable (and) proper
reasonable care
reasonable certainty
reasonable conclusion
reasonable expenses
reasonable facilities
reasonable grounds
reasonable market
reasonable market price
reasonable sum
reasonable time
reasonable amount

RECEIVE: Study the outlines
given below.

have been received
I shall receive
I will receive
receive the price
they will receive
who will receive
you will receive
it is received
which is received
just received
if he receives
though he may receive

RECEIVED: It is represented in
phrases, where
convenient, by *E*
See


I have received
It will be received
may be received
we have received
which may be received
which should be received


RECENT: When recent is preceded
by 'in', it can be
represented by *ce* .
in phrases. See


in recent months
in recent times
in recent weeks
in recent years
BUT
in the recent


REFER/REFERRED/REFERRING/
REFERENCE: These can be
had in phrases by *r* .
See


expenses referred (to)
have referred (to)
I have referred (to)
I would like (to)
refer (to)
referred (to) above
refer (to) arbitration
reference has been made
referred (to) arbitration
referring (to) arrears
referring (to) taxation
referring (to)
establishment
referring (to the)
industrial develop-
ment
referring (to the)
progress


referring (to the) question 


referring (to the) matters 


referring (to) your letter 


referring (to) your letter of yesterday 

some reference 


some other reference 


special reference 


terms (of) reference 


we may refer (to) 


BUT


with reference (to) 


with reference (to) the 


with reference (to your) letter 


with reference (to the) letter 


with reference (to) their 


with reference (to) their letter 


with reference (to) their question 


REGARD: It is represented by  . See


as regards 


as regards the 


having regard (to) the 

having regard (to) this matter 

in regard (to) these 

in regard (to) these matters 

in regard (to) this 

in regard (to) this matter 

in regard (to) those

with regard (to)

with regard (to) the

with regard (to) this


REGARD with full outline


best regards 


in this regard 


kind regards 


kindest regards 


REGRET: It is represented in phrases either by the full outline or by  . See


we regret 


we regret (to) communicate 


we regret (to) convey 


we regret (to) say 


it is (a) matter (of) regret 


they will regret 


who will regret 


RELATION: It can be represented in phrases by  . See


economic relations 


family relations 


friendly relations 


in our relations 


in relation (to) 


in relation (to) the 


in relation (to) their 


labour relations 


our own relations 


political relations 


RELIEF: Intersect with  and get the phrase. See


Central Relief Committee 

relief (and) rehabilitation 

relief granted 

relief work 

refugee relief centres 

relief organisations 

REPLY: It can be had by 1 .
See

any reply 3
I shall reply 2
in reply(to your) letter 2
no reply 2
your reply 2

REPORT: It can be had by 1 .
See

annual report 2
during(the) year (under) report 2
final report 2
preliminary report 2
year under report 2
your report 2

BUT

director's report 2
Pay Commission report 2
your report (and) accounts 2

REPRESENTATION: In phrases it
is had by 2 . See

adequate representation 2
my representation 2
numerous representations 2
our representation 2
representation (to the) Government 2
representation (to the) authorities 2
representation (to the) President 2
representation (to the) Prime Minister 2
representation (to the) Chief Minister 2
representation (to the) United Nations 2
representation (to the) Secretary 2
representation (to the) Chief Secretary 2

representation (to the) district authorities 2

strong representation 2
their representation 2
written representation 2
your representation 2

REPRESENTATIVE: It is represent-
ed in phrases by . See

African representative 2
American representative 2
Anglo-Indian represen-
tative 2
British representative 2
Chinese representative 2
distinguished represen-
tative 2
Government representa-
tive 2
India's representative 2
India's representative
(to the) Security
Council 2
Japanese representative 2
German representative 2
Bangla Dosh represen-
tative 2
Pakistan's representa-
tive 2
permanent representative 2
representative(of) India 2
representative's
character 2
representative (of the)
industry 2
representative (of the)
people 2
resident representative 2
Russian representative 2
U. K. representative 2
United National
representative 2
Secretary General's
representative 2

REPUBLIC: Study the phrases
given below.

People's Republic (of)
China

People's Republic (of)
India

President (of the)
Republic

Republic (of) India

Republic (of) Viet Nam

United Arab Republic
(U.A.R.)

REQUIRE/REQUIRED/REQUIREMENT:
Intersect with / and
get the phrase. See

actual requirements

and in the required

basic requirements

border requirements

defence requirements

deficit requirements

equipment required

essential requirements

in accordance (with)
the requirements

increased requirements

industrial requirements

Indian Armed Forces
requirements

India's requirements

internal requirements

may be required

maximum requirements

minimum requirements

military requirements

money required

naval requirements

national requirements

of its own requirements

of the present

requirements

receive their

requirements

from their requirements
required from,

railway requirements

steel requirements

technical requirements

these requirements

those requirements

were required

will be required

air force requirements

Army's requirements

they will require

zonal requirements

RESOURCES: Intersect with /
and get the phrase.
See

available resources

capital resources

cash resources

foreign exchange
resources

financial resources

Government resources

hidden resources

internal resources

internal (and) external
resources

India's resources

lack of resources

limited resources

material resources

mineral resources

natural resources

of their resources

other resources

possible resources

reasonable resources

upon their resources

resources (of the)
country

resources (of the)
Government

resources (of the) Co. 2---
 resources (of the)
 nation 2---

RESPECT: In phrases it is
 represented by 1
 See

in all respects 2---
 in many respects 2---
 in respect of 1---
 in respect of the 1---
 in respect of their 1---
 with respect to 1---

BUT
 in this respect 2---
 in these respects 2---

RESPONSE: In phrases it is
 had by 1. See

any response 1---
 in response(to) 1---
 in response(to) their 1---

BUT
 early response 2---
 immediate response 2---

RESULT: Study the phrases given
 below.

as (a) result 2---
 as the result 2---
 in the result 2---
 satisfactory result 2---
 with the result 2---
BUT

better result 2---

REVENUE: In phrases it is
 represented by 1
 Study

revenue authorities 2---
 revenue commissioner 2---
 revenue court 1---
 revenue department 2---

revenue district 2---
 revenue payment 2---
 revenue sale 2---
 revenue survey 2---
 revenue settlement 2---

RIGHT: Study the phrases given
 below.

fundamental rights 2---
 fundamental rule 2---
 in the right direction 2---
 move (in) the right
 direction 2---
 rights (and) obligations 2---
 right (of) action 2---
 right of appeal 2---
 right of entry 2---
 right (of) purchase 2---
 right (to) maintain 2---
 right (to) maintenance 2---
 right (to) receive 2---
 rightly (or) wrongly 2---
 rights (and) interests 2---
 rights (and) liabilities 2---
 rights in dispute 2---

RIVER: Study the phrases given
 below.

river valley 2---
 river valley projects 2---
 river valley schemes 2---

RUPEES: Study the phrases
 given below.

crores(of) rupees 2---
 devaluation (of the)
 rupee 2---
 thousands of rupees 2---
 rupee currency 2---

RURAL: Can be had from
See

rural areas

rural betterment

rural electrification

rural industries

rural population

rural schools

rural uplift

S

SABHA: Study the phrases given
below.

Hindu Mahasabha

Hindu Sabha

Lok Sabha

Rajya Sabha

Una Hitharni Sabha

SAY: Can be represented in
phrases either by circle
's' or by regular outline.
See

SAY with circle 's'.

I am glad(to) say that

I am glad (to) say that
we have

I can only say that

to say (a) few words

to say if there was

to say that

to say this

SAY with regular outline

I am glad (to) say

I am inclined (to) say

I am sorry(to) say

I do not mean (to) say

needless (to) say

that-as (to) say

SAY SO: It is represented by
See

I can say so

I may say so

If (I may) say so

if we (may) say so

SCHEDULE: Intersect with 'sh'
and get the phrase.
See

non-scheduled

scheduled banks

scheduled castes

scheduled time

scheduled tribes

SCALE: Study the phrases given
below.

large (and) small scale
industries

large scale

large scale industries

large scale war

pay scale

small scale

small scale industries

SECRETARY: Double 'skr' ()
and get the phrase.
See

Additional Secretary

Commonwealth Secretary

Defence Secretary

Deputy Secretary

Food Secretary

Foreign Secretary

Home Secretary

Joint Secretary

Labour Secretary

Secretary General

Secretary (of) State

Special Secretary

Under Secretary

Private Secretary

SECTOR: Study the phrases below.

agricultural sector 2
 corporate sector 2
 of this sector 6
 industrial sector 2
 private (and) public sector 2
 private sector 1
 public (and) private sector 1
 public sector 1
 public sector enterprises 1

SECURITY: Intersect with and have the phrase. See

bank securities 4
 established securities 2
 foreign securities 2
 Government securities 2
 Hyderabad securities 2
 Indian Government Securities 4
 look into securities 2
 personal securities 2
 present securities 2
 Security Council 2
 State Government securities 2

SERVICE: See phrases below.

air service 2
 Government service 2
 Indian Civil Service (I.C.S.) 2
 Indian Foreign Service (I.F.S.) 2
 Indian Police Service (I.P.S.) 2
 private service 2
 provincial service 2
 public service 2

Union Public Service Commission

SHARE: Can be had from 2. See
 ordinary shares 2
 ordinary shareholders 2
 preference shares 2
 stock (and) shares 2
 shareholders meeting 2
 shareholders (of the) company 2
 market shares 2

SHORT: Study the phrases given below

in(a)very short time 2
 in short 2
 short notice 2
 short enough 2
 short period (of) time 2
 short time ago 2
 shorter term 2
 short space(of) time 2
 shortly afterwards 2

SHOULD: Can be represented either by the short form or by circle 's' in phrases. See

SHOULD with short form

should be 2
 should be made 2
 should be made liable 2
 should be sold 2
 should be there 2
 should do 2
 should have been 2
 should have been asked 2
 should have found 2
 should have been there 2
 should know 2
 should take up 2

SHOULD with circle 's'

I should like

I should like (the)
Hon'ble Member

I should like this House

that we should be

that we should have

that we should take

we should have

we should like

we should never

we should like (to) have

we should not

we should not be able to

we should have their

it should be

it should be there

when it should be

when it should not be

when he should be

when he should not be

SIDE: Study the phrases given below.

on either side

on my side

on the other side

on their side

on this side

on your side

side (by) side

SITUATION: Study the phrases.

economic situation

external situation

financial situation

if the situation

internal situation

political situation

present situation

situation (of the) world

world situation

SO: Can be had either by full outline or by circle 's'. Study

SO with full outline

so as to

so as to make

so called

so long as

so long as he is

so long as it appears

so long as the

so long as this

SO with circle 's'

and so forth

and so on (and) so forth

and so on

and so far as

SO FAR AS: It is represented by See

so far as

so far as it appears

so far as he can

so far as he has been able to

so far as we can see

so far as he (is) concerned

so far as it has been

so far as may be

so far as I am concerned

so far as we are concerned

so far you are concerned

so far as the Government

so far as it goes

so far as the same

SOCIAL/SOCIALIST/SOCIALISTIC:

Study the phrases given below.

economic (and) social see
 political (and) social see
 social (and) economic development see
 social (and) economic sphere see
 social (and) economic freedom see
 social circle see
 social justice see
 social life see
 social welfare see
 social welfare organisation see
 socialist pattern (of) society see
 socialistic states see
 socialistic pattern see
 socialistic pattern (of) society see

SOCIETY: Intersect with 's' and get the phrase.
 See

Cancer Society see
 co-operative society see
 in the society see
 Law Society see
 primary society see
 Red Cross Society see
 religious society see
 society members see
 welfare society see

SOME: See the phrase below.

some authorities see
 somehow (or) other see
 some (of) them see
 some one see
 some one else see
 some one or other see

some other see
 some other officer see
 some other people see
 some other person see
 some time later see

SOUTH: See the phrases below

South Africa see
 South African Govt. see
 North (and) South see
 South East see
 South East Asia see
 South India see

SPEAK: Study the phrases given below.

broadly speaking see
 frankly speaking see
 generally speaking see
 roughly speaking see
 strictly speaking see

SPECIAL: See the phrases below.

special circumstances (of the) case see
 special clause see
 special means (of) knowledge see
 special provision see
 especially authorised see

SPHERE: Study the phrases below.

agricultural sphere see
 external spheres see
 in our own sphere see
 internal sphere see
 political sphere see
 social (and) economic sphere see

SQUARE: Study the phrases below

square foot see
 square mile see

square yard ce

STANDARD: Study the phrases given below.

living standard af
 standard(of) goods u
 standard(of) life en
 stand (of) living u

STATE: Study the phrases given below.

I am directed to state u
 I shall state u
 please state u
 state (of) affairs u
 state of knowledge u
 state of things u

STATEMENT: Study the phrases given below.

all these statements u
 in my statement u
 in our statement u
 in your statement u
 statement (of) accounts u
 statement (of) objects and reasons u
 to make (a) statement u

STEEL: Study the phrases given below.

iron (and) steel u
 Iron (and) Steel Co. u
 Iron (and) Steel Ltd. u
 Steel Co. u
 Steel Corporation u
 Steel, Mines (and) Fuel u
 Tata Iron (&) Steel Co. u

STUDY: Study the Phrases.

stealing areas u
 sterling balances u

STONE: Study the phrases below.

cornerstone u
 foundation stone u

STRESS: Study the phrases below

stress (and) strain u
 stresses (and) strains u
 strains (and) stresses u

SUBJECT: Study the phrases below.

on (the) subject u
 on (the) subject suggested u
 on these subjects u
 on this subject u

SUCH OTHER: Double 'such' for 'other' and get the phrase. See

such other circumstances u
 such other directions u
 such other matters u
 such other officers u
 such other order u

SUGGESTED: Study the phrases given below.

it has been suggested u
 it may be suggested u
 it may not be suggested u
 it will be suggested u
 was suggested u

SUPREME: Study the phrases given below.

Supreme Court u
 Supreme Court building u
 Supreme Court decision u
 Supreme Court Judge u
 Supreme importance u

SURPRISE: Study the phrases given below.

I am surprised ms
 they are surprised 2
 we are surprised ms
 which may surprise ms
 it will be (a) surprise ms
 great surprise ms

SYSTEM: Can be had in phrases by 2 See

ceiling system ms
 colonial system ms
 economic system ms
 educational system ms
 every system ms
 federal system ms
 in our system ms
 Indian Railway system ms
 jury system ms
 legal system ms
 of this system ms
 parliamentary system ms
 political system ms
 present system ms
 social system ms
 transport system ms
 zamindari system ms
 modern system ms

T

TAKEN: Study the phrases given below

take(into)account ms
 taken (into) account ms
 taken (into) considera- ms
 tion ms
 shall be (taken into) ms
 consideration ms
 will be (taken into) ms
 consideration ms

which will be(taken into) consideration ms

taken as read ms
 taken over ms
 taken (into) view ms

TECHNICAL: In phrases it is represented by 1 .
 Note

technical advancement ms
 technical aid ms
 technical assistance ms
 technical college ms
 technical difficulties ms
 technical information ms
 technical know-how ms
 technical knowledge ms
 technical personnel ms
 technical position ms
 technical research ms
 technical staff ms
 technical institute ms
 technical post ms
 technical officer ms

TERM: Study the phrases given below.

and the terms ms
 long term ms
 medium term ms
 of the term ms
 short term ms
 shorter term ms
 terms (and) conditions ms
 terms (of) reference ms
 terms agreed (to) ms
 trade terms ms
 terms (under) considera- ms
 tion ms
 mutual terms ms
 employment terms ms
 legal terms ms
 terms (.) employment ms

THAN: Can be had with 'n' hook.
See

better than
bigger than
higher than
larger than
later than
longer than
more than
much more than the
other than
rather than
smaller than

BUT

less than
no less than

THAT: Study the phrases below.

that has to be
that it may
that may not be
that the country
that this is the
that he can
that he is
that he has been
that this
that this is the
that this is the case
that is no
that is no answer
that they will
that they will be
that they will be there
that appears to be
that appears(to) me
that is the
that is the case
that it should be
that it should not be

THAT THERE: Can be had by ('
See

and that there were
that there is
that there is no need
that there may be
that there may not be
that there should be
that there should not be
that there were

THAT WE: Study the phrases
given below.

that we are
that we are not
that we have been
that we have been able
to
that we may
that we will be able to
that we should not
that we should not have
that we should not have
their
that we will not
that we will not be
that we will not be
able to

THEIR/THERE: In phrases it
is represented
either by the regular
outline or by apply-
ing the double
principle.

THEIR/THERE with the regular
outline

Their Lordships
Their Lordships observe
then and there
there can be
there has also been
there has been
there is no doubt

there may be
 there should be
 there should not be
 there will be
 there will not be
 there is no alternative
 there is no authority
 there is no dispute
 there is no foundation
 there is no longer
 there is no other
 there is no possibility
 there is no reason
 there is no reason why
 there is no reason
 (in the) world
 there is no reason (to)
 suppose
 there is no satisfactory
 there is nothing (to)
 support
 there is nothing (to)
 show
 there is nothing (to)
 suggest
 there is the
 there seems to be
 there was
 there was nothing
 THEIR/THERE with doubling
 principle

although there has been
 ascertain their
 between their
 change their way
 done their
 from their
 got their
 here (and) their
 I do not wish there is
 I have been there
 I know there is

I shall be there
 I shall not be there
 I think there has been
 I think there is
 I will be there
 I will not be there
 I wish there were
 if there is
 if there is not
 if there is to be
 if there was
 if there were not
 in their case
 in their own way
 maintaining their
 make their people
 making their
 may be there
 receive their require-
 ments
 then there are
 then there is
 to remain there
 to achieve their
 to take their place
 took their place
 upon their
 whenever there is
 whenever there were
 whenever there was

THEREFORE: Study the phrases below

I would therefore
 it is therefore
 there is therefore

THING/THINGS: At the end
 indicate by 'dot'/
 dash. See

all other things
 for one thing

many other things

many things

other things

too many things

that is one thing

that there is no such
thing

such (a) thing

such things

THREE: For figures not the
signs used for half,
quarter and three-
fourth. These can be
used similarly with
other figures.

three and a half
(3-1/2)

three and a quarter
(3-1/4)

three and three-fourth
(3-3/4)

three or four

two(or)three

THROUGHOUT: Study the phrases
below.

throughout(the)country

throughout (the) length
(and) breadth (of the)
country

throughout the length
(and) breadth (of the)
world

throughout (the) summer
season

throughout the world

TIME: Study the phrases below.

any length(of)time

at (a) time

at all times

at any time

at some time

at that time

at this time

at no time

few month's time

for (a) considerable
time

for (a) long time

for all times (to) come

for some time

for (the) first time

for (the) second time

for the third time

for (the) time being

from time (to) time

in the short space (of)
time

in the short period (of)
time

in the short time

peace time

requisite time

some time ago

soonest possible time

time (and) again

time table

to save time

valuable time

TO: Study the phrases below

country (to) country

day to day

to(a)certain extent

to (and) fro

to (and) from

to appear

to have

to have been

to have been there

to his knowledge

to my share

to some extent

to such directions

to that extent
 to the country
 to the contrary
 to the extent (of)
 to the fact that
 to the House
 to the order (of)
 to the other
 to the present case
 to the problem
 to the same effect
 to the same extent
 to this day
 to this extent
 to those who
 to those who have
 to those who have been
 to those who have not
 to us
 to what extent
 to you (or) your order
 together with
 place (to) place
 month to month
 house to house
 state to state

TO DRAW: Double the preceding stroke and get the phrase. See

I would like to draw
 I would like to draw
 (the) attention (of
 the) House
 I would like to draw
 your attention
 I would like to draw
 your attention (to
 the) fact
 I would like to draw
 (the) attention (of
 the) Hon'ble Member

BUT

to draw (a) conclusion
 to draw the attention
 (to the) fact
 to draw the attention
 (of the) Government
 to draw the attention
 (of the) House
 to draw the attention
 (of the) officer
 concerned

to draw your attention

TRADE: Study the phrases given below

trade (and) commerce

trade, commerce (and)
 industry

trade union

TRANSPORT: Study the phrases given below.

road transport

State transport

transport arrangements

transport facilities

transport policy

nationalisation (of)
 road transport

U

UNDER: Study the phrases given below.

under (the) circumstances

under the terms (of the)
 agreement

under the terms (of)
 reference

under issue

under consideration

UNLESS: In phrases it is
had from C. See

unless (and) until
unless it is
unless it is clear
unless there is
unless we are
until (and) unless

UNION: It is represented by
in phrases. See

employees union
labour union
Soviet Union
trade union
trade unionism
trade unionists
U.N. Commission
U.N.C.I.P.
U.N.E.S.C.O.
U.N.O.
Union administration
Union Government
Union of Soviet
Socialist Republic
(USSR)
U.A.R.
U.P.S.C.

UNITED: Study the phrases
given below.

President of the
United States
United Democratic Front
United Kingdom
United Kingdom Govt.
United Nations
United Nations Assembly
United Nations Forces
United Nations
Organisation
United Press of India

United Provinces

United States

United States (of)
America

United States Govt.

United Front Govt.

UNIVERSITY: Can be had by
See

Aligarh University
Andhra University
Calcutta University
Delhi University
Punjab University
University Board
University classes
university degree
university education
university examination
University Grants
Commission

US: Study the phrases given
below.

before us
by us
for us
from us
in us
let us have
let us have their
make us
on us
please let us have
to us
take us
against us
will take us
suggest us
upon us

VALUATION: Intersect with 'v'
and get the phrase.
See

Consider the valuation ~~2~~
considered the valuation ~~2~~
from the valuation ~~2~~
from their valuation ~~2~~
Actual valuation ~~2~~
stock valuation ~~2~~
valuation (of the) buses ~~2~~
valuation (of the) Co. ~~2~~
valuation (of the)
property ~~2~~
valuation (of the)
society ~~2~~
valuation report ~~2~~
proper valuation ~~2~~
minimum valuation ~~2~~
maximum valuation ~~2~~

VENTURE: Study the phrases
given below.

I Venture to ask ~~2~~
I venture to report ~~2~~
I venture to submit ~~2~~
timely venture ~~2~~
We venture to suggest ~~2~~

VERY: Study the phrases given
below.

very carefully ~~2~~
very considerable ~~2~~
very first ~~2~~
very important part ~~2~~
very much ~~2~~
very short ~~2~~
very shortly after ~~2~~
very strict ~~2~~
very strong ~~2~~

VIEW: Study the phrases given
below.

end (in) view ~~2~~
from (the) point (of)
view ~~2~~
in my view ~~2~~
in view (of) ~~2~~
in view (of) the ~~2~~
in view (of) their ~~2~~
in view (of) the fact ~~2~~
in view (of) the fact
that the ~~2~~
in view (of the) fact
that there is ~~2~~
in view (of) this ~~2~~
point (of) view ~~2~~
points (of) view ~~2~~
with (a) view ~~2~~

WANT: Study the phrases given
below.

I do not want ~~2~~
I want ~~2~~
they do not want ~~2~~
they want ~~2~~
we do not want ~~2~~
we want ~~2~~

WAR: Study the phrases given
below

cold war ~~2~~
during the war ~~2~~
Indo-Pak war ~~2~~
First World War ~~2~~
prisoners of war ~~2~~
Second World War ~~2~~

WAS: Study the phrases given below.

if it was
if it was not
in which it was
it was
that was
there was
this was
was asked
was considered
was concerned
was delivered
was discovered
was necessary
was not asked
was it
was not in (a) position
was (of) opinion
was referred (to)
who was
who was not

WATER: Study the phrases given below:

clean water
cold water
drinking water
hot water
lime water
sea water
soda water
supply(of)water
waterright compartment

WE: See the phrases given below.

for which we are
we agree entirely
with agree with
we agree(with) him

we are
we are anxious
we are asked
we are aware
we are bound
we are clearly
we are clearly (of)
opinion
we are concerned
we are inclined
we are inclined to
think
we are confident
we are glad that
we are informed
we are not asked
we are not bound
we are not called upon
we are not prepared
we are now
we are (of) opinion
we are prepared
we are satisfied
we are therefore
we are therefore (of)
opinion
we are told
we are unable to
we are unable to agree
we cannot
we cannot see
we do not propose
we do not see
we do not think
we do not think it
necessary
we do not understand
we have been
we have (been) able to
we have (been) able to
make

we have therefore
 we have (to) consider
 we know that
 we may refer(to)
 we must
 we must be
 we must have
 we must have their
 we should have
 we should not have
 we think it desirable
 we think it is necessary
 we will
 we will be
 we will be able to
 we will be able to make
 we will not
 we will not be
 we will not be there
 we would not be
 we would not have
 we would not be there

WERE: In phrases is represented
 either by 'r' or
 See

WERE with 'r' downward
 as it were
 if he were
 if you were
 if you were not
 if you were there
 you were
 you were not
 were not

WERE with 'w' (up) and 'r' (up)
 these were
 they were
 those were
 we were

we were not
 WELFARE: Study the phrases
 given below.
 social welfare
 welfare board
 welfare organisation
 welfare society

WEST: Study the phrases given
 below.
 East and west
 North west
 North West Frontier
 Province (NWFP)

WHAT: Study the phrases given
 below.
 what he means
 what is going
 what is going on there
 what is the
 what is (the) matter
 what is the position
 what is wrong
 what is your opinion
 what may appear
 what may be
 what may not be
 what should be the
 what should not be the

WHEN: Study the phrases given
 below.
 when it is
 when such cases
 when such matters
 when there is
 when they appear
 when they were not
 when would you
 when you were

WHICH: Study the phrases given below:

for which we are by
 in the manner in which by
 which has been by
 which have been by
 which have not by
 which have not been by
 which is only by
 which is to be by
 which should not be by
 which would be by
 which would (have) been there by

WITH: See the phrases given below:

deal with the by
 with due care by
 with due care (and) attention by
 with her by
 with her husband by
 with it by
 with that by
 with the resolution by
 with the rest by
 with these by
 with the result by
 with this by
 with those by
 with which by
 with which you are by
 with which you are not by
 with which we are by
 within (a) few days by
 with reference (to) by
 with reference (to) this by
 with reference (to) which by

with respect (to) by
 with respect (to) which by
 with the consent by
 within (a) reasonable time by
 within (or) without by
 within the expiry by
 within the jurisdiction by
 within the knowledge by
 within the scope by
 within the time by
 without consideration by
 without her consent by
 without justification by
 without prejudice by

WORK/WORKING: In 'working' double 'k' for 'ing'. See

guess work by
 hard work by
 when the work by
 working class by
 working committee by
 working days by
 working journalists by
 working knowledge by
 working expenses by
 working schedule by

WORLD: Study the phrases.

all over (the) world by
 first world war by
 history (of the) world by
 in (the) world by
 in this world by
 one world by
 one world government by
 second world war by
 throughout the world by
 to (the) world by

world affairs 2.6
world-wide 2.2

WOULD: In phrases it can be represented either by short form or by w half. See

WOULD as short form
it would be 1
it would come 1
it would make 1
it would mean 1
would (have) been 1
would (have) been there 1
would impose 1
would make 1
would mark 1
would mention 1
would manipulate 1
you would 1

WOULD with 'w' half
I would 2
I would have 2
I would also like 2
I would like(to)have 2
I would like (to) refer(to) 2
I would like (to) say 2
I would like (to) emphasise 2
I would like (to) see 2
I would like (to) tell you 2
I would therefore 2
they would be 2
they would not 2
these would be 2
this would be 2
this would not 2
we would not be 2
we would not be there 2

Y
YEAR: Study the phrases given below

current year 1
during (the) coming year 1
during (the) next few years 1
during (the) year 1
during (the) year (under) review 1
financial year 1
for many years 1
in the coming year 1
in the last few years 1
in the last two years 1
next year 1
over the years 1
some years ago 1
within few years 1
year(after)year 1
year by year 1
year (to) year 1

YOU: Study the phrases below

you may be 1
you may be there 1
you will 1
you will be there 1
you will be glad (to) hear 1
you will be glad (to) know 1
you will forgive me 1
you would 1
you would have 1
you have 1
are you 1
are you aware 1
can you come 1
do you 1
do you come 1

In case you come
 if you can
 if you take
 thank you
 to give you
 welcoming you
 what you
 which you should know
 will you have
 will you kindly

zamindari abolition
 Zamindari Abolition Bill
 zamindari bonds
 zamindari system

YOUR: Can be represented by
 short form or by 'u'
 diphthong. See

YOUR with 'u' diphthong.

at your discretion
 at your disposal
 at your risk
 in your case
 in your letter
 in your letter of
 yesterday

YOUR with regular outline

at your
 your case

YOUR can be omitted too

I am in receipt (of your) letter

I have received (your) letter

please refer (to your) letter

reference (your) letter

2

ZAMINDAR: Study the phrases
 below

zamindar
 zamindari