

Gaily celebrating after conquering
Darth Harper's initial vocabulary program,
our seventh grade heroes have deluded themselves
into thinking he might have grown too jovial
to overwhelm them with a new, more imposing list.

Had they been more wary,
they would have perceived that they
would soon be cowering in dismay at the
new groups looming over them; however,
their usual oblivious nature would only lead them awry.

Will our gullible heroes elude
Harper's compulsive need to educate or will they
stagger listlessly and glum through another school year? Is it
their fate to swoon and writhe under the new tasks imposed on them
or will they seize this new opportunity and slyly foil Darth Harper at his
own contemptible game?

Find out when the Advanced English Students return in:

Word Wars 2: The English Language Strikes Back!

This program has been callously inflicted (with complete disregard) upon:

Coming to Your Eighth Grade Year ...

When last we left our gallant students,
they had haggardly persevered through
two years of Darth Harper's merciless vocabulary
program. Overwhelmed with joy, they no longer
felt compelled to face dreadful tests or to grapple with
endless lists. They were ecstatic in their newfound freedom.

Alas, they had caroused
and capered too much. And whilst
engrossed in their merriment, they paid
little heed to the sinister plans concocted by their nemesis that would engulf
them and reek bedlam and havoc on their wretched lives.

Sooth! An ominous rumble
could be heard throughout the building
as a new list - an abundant one - was stealthily
being concocted and aimed in their direction.
Will our young heroes survive and overcome this ruthless
new plot wielded by Darth Harper, or will their feeble attempts
see them gob-smacked and plummet dismally into utter despair?

Find out in the final exciting episode of:

Word Wars 3: The Return of the Articulate!

Prithee! This book will be rigorously used by:

Vocabulary Groups

Literary Terms	Literary Terms 2	Group #1	Group #2
allusion	e.g.	retract	wretched
dramatic irony	foil	detract	cower
flashback	i.e.	succumb	probe
verbal irony	oxymoron	procrastinate	aimless
plot	et cetera	concur	skeptical
situational irony	analogy	gullible	delusion
irony	sic	apathetic	tact/less
anecdote	risqué	detain	smug
theme	et al	emerge	candid
idiom	double entendre	surge	compulsive
genre	symbolism	elusive	dismay
pun	euphemism	stagger	disregard
protagonist	connotation	loom	fond
antagonist	denotation	oblivious	fundamental
setting	free verse	revert	fickle
mood	blank verse	patronize	gaudy
metaphor	narrative poem	drab	listless
simile	rhyme scheme	in/sufficient	pungent
point of view	hyperbole	scrutinize	overwhelm
climax	personification	obstinate	perceive
conflict	alliteration		
foreshadowing	consonance		
exposition	assonance		
resolution	onomatopoeia		
tone	imagery		
voice			
Group #3	Group #4	Group #5	Group #6
quip	lumber	comply	decrepit
zeal	swagger	impose	earnest
avid	saunter	appease	flagrant
balk	spite/ful	appraise	heedless
truss	debut	revoke	jovial
tout	insight	yearn	nimble
glum	charisma	revere	reluctant
dour	arrogant	evoke	gracious
token	pompous	languish	poised
jest	grapple	flippant	refined
toil	writhe	caress	meek
wary	flail	covet	erratic
dire	degrade	swoon	discreet
dote	divulge	fluctuate	blatant
curt	emanate	stipulate	vivacious
awry	vindicate	compose	explicit
wry	relish	implement	fruitless
delve	dwindle	dissuade	tacit
faze	deplete	collaborate	valid
wield	reconcile	flourish	meager

Group 7 Words

capitulate	refute	entail	stringent	impart	eschew	toady
volatile	facetious	assuage	boorish	precarious	arbitrary	digress
ambivalent	circumvent	discern	extricate	flout	induce	

Weighted Words

Group #1

carpe diem (L) - seize the day/moment
fortes fortuna adiuvat (L) fortune favors the brave
status quo (L) - the way things are
creme de la creme (F) - the best of the best
circa (L) - approximately

Group #2

scientia est potentia (L) - knowledge is power
cest la vie (F) – that's life!
vive la difference (F) - differences are good
de facto (L) - how it actually is
nota bene (L) - pay attention to this!

Group #3

de rigueur (F) - what is required
in absentia (L) - not present
ipso facto (L) - a conclusion drawn from facts (see ergo)
moratorium (L) - a suspension of activity
faux (F) - to be fake

Group #4

ersatz (G) - a weak imitation or substitute
alfresco (IT) - taking place out of doors
prima donna (IT) - a vain, self-centered person
blasé (F)- to act nonchalantly
avant-garde (F) - noticeably new/different

Group #5

repertoire (F) - a list of skills/knowledge
voila (F) – there it is
addendum (L) - things to be added
ad lib (libitum) (L) - to improvise; make it up as you go
alter ego (L) – one's other self

Group #6

antebellum (L) - the period before a war

cause ce'le'bre (F) - a situation where famous people become involved

aficionado (SP) - a knowledgeable, devoted fan

mano a mano (SP) - one on one confrontation

flagrante delicto (L) - caught in the act of a crime

Group #7 - Weighted Words

fait accompli (F) an action that cannot be changed

non sequitor (L)) it does not follow

verboten (G) to be forbidden

chutzpah (Y) the nerve to do or say outrageous things

sans (F) to be without

Shakespearean Phrases

Group 1

Discretion is the better part of valor

Definition - it's better to be cautious than to take rash action

Play - Henry IV

Good riddance

Definition - to be glad that someone is leaving

Play - Troilus and Cressida

Kill [them] with kindness

Definition - To get what you want by being nice

Play - The Taming of the Shrew

The be all and end all (be all end all)

Definition - the best example OR the best outcome of something

Play – Macbeth

To thine own self, be true

Definition - you may deceive others but always be honest with yourself

Play - Hamlet

Group 2

All that glitters is not gold

Definition - just because something is new or attractive does not mean it's good

Play - The Merchant of Venice

Et tu Brute?

Definition - spoken when betrayed by a friend

Play - Julius Caesar

(I (will) wear my heart upon my sleeve

Definition - to display your feelings openly for all to see

Play - Othello

Lie low

Definition - to avoid attracting attention for fear of being found

Play - Much Ado About Nothing

Once more unto the breach dear friends, once more
Definition - to take on a difficult task one more time
Play - Henry V

Group 3
Fight fire with fire
Definition - to attack enemies in the same way you were
Play - King John

In my mind's eye
Definition - your visual memory of something
Play - Hamlet

Lily-livered
Definition - to be thought a coward (lily = white. liver= the source weakness or strength
Play - Macbeth

Though this be madness, there is method to it (There is method in his madness.)
Definition - what seems illogical has a purpose to it
Play - Hamlet

Woe is me!
Definition - an exaggeration of your own sadness
Play - Hamlet

Group 4
All's well that ends well
Definition - a situation may go badly so long as the ending is good
Play - All's Well That Ends Well

A plague on both your houses!
Definition - to curse both sides of an argument
Play - Romeo and Juliet

A foregone conclusion
Definition - a predictable certainty
Play - Othello

Cry “Havoc!” (and let slip the dogs of war)

Definition - destruction to our enemies

Play - Julius Caesar

Hoisted (lifted) by / with your own petard (explosive)

Definition - to be punished by the same way you were going to punish someone else.

Play - Hamlet

Group 5

A fool’s paradise

Definition - a state of happiness based on false hope

Play - Romeo and Juliet

Break the ice

Definition - to act so as to make the situation less tense

Play - The Taming of the Shrew

Foul play

Definition - unfair or inappropriate behavior

Play - Loves Labours Lost

In a pickle

Definition - to find yourself in a difficult position

Play - The Tempest

Much ado about nothing

Definition - to fuss over something of little importance

Play - Much Ado About Nothing

Group 6

The smallest worm will turn (The worm turns)

Definition - even the weakest will attack when provoked

Play - Henry VI

A horse, a horse, my kingdom for a horse

Definition - a normally unimportant thing becomes of great importance

Play - Richard III

Brevity is the soul of wit

Definition - to come to the point so as not to waste time

Play - Hamlet

It is meat and drink to me

Definition - to be either a source of support or pleasure

Play - As You Like It

The quality of mercy is not strained

Definition - forgiveness should be given freely and not forced

Play - The Merchant of Venice

Group 7

Faint-hearted

Definition - to be timid or lacking courage

Play - Henry VI

Green-eyed monster

Definition - jealousy or to become jealous (green suggests sickly)

Play - Othello

That way madness lies

Definition - to obsess over something to your own suffering

Play - King Lear

The short and the long of it (or vice versa)

Definition - to provide only the essential information

Play - The Merry Wives of Windsor

Truth will out

Definition - eventually, the facts will become known

Play - The Merchant of Venice

Literary Terms 1

allusion - a literary reference to another story

flashback - when the plot goes back in time

foreshadowing - when the author gives clues as to what will happen

verbal irony - the opposite meaning to what is said

dramatic irony – where you know more than the character/s do

situational irony – the opposite of what you expected (ironic twist)

pun – the humorous use of a word or phrase (e.g. – “Don’t fret; I’ll learn to play the guitar.”)

theme - what the author would have you believe or consider

protagonist - the main character within the story

antagonist - the force(s) that oppose the protagonist (NOT the bad guys!)

idiom – an expression used to convey a feeling or idea (e.g - “You’re pulling my leg.”)

anecdote – a short account of a particular event (usually amusing)

setting - the time and place in which the story occurs

mood - the feeling the story gives you by its description

metaphor - a comparison between two things

simile - a comparison between two things using "like" or "as"

point of view - how the story is told (first, second or third person - omniscient and regular)

genre - a certain type of literature

plot - the sequence of events (the order) that tell a story from beginning to end

exposition - where the characters, setting and conflict are established

conflict - the struggle (s) within the story (4 types! Internal/external)

climax - when the main conflict in the story is resolved

resolution - the final outcome that results after the climax

voice - an author’s style of writing

tone - an author’s attitude towards the story/subject

Literary Terms 2

- e.g. (exempli gratia) - for an example (gives additional examples)
- i.e. (id est) - in other words (Used to give the reader better/simpler understanding)
- etc. (et cetera) - and others of a similar kind (Showing a series)
- et al – indicates more than shown
- sic - indicates that this was how it was originally written/spoken
- euphemism - a nice way of saying something unpleasant
- connotation - feelings and ideas associated with words
- denotation - the exact meaning of a word (think dictionary)
- hyperbole - an exaggerated statement that often uses metaphor or simile (e.g. - That boy's as big as a house!)
- free verse - unrhymed poetry with lines of different lengths
- blank verse - poetry written in an unrhymed pattern
- narrative poem - a poem that tells a story (e.g. – “Casey at the Bat”)
- rhyme scheme - poetry that rhymes in a pattern
- personification - things that take on human qualities (e.g. - The angry waves)
- alliteration - the repetition of beginning consonant sounds in neighboring words (e.g. - a man to match the mountains)
- consonance - the repetition of consonant sounds in the middle or end (e.g. – “Hamsters named Sam are clammy.”)
- assonance - the repetition of vowel sounds (e.g. - Sally sells sea shells ...)
- onomatopoeia - words that suggest sounds (e.g. - crisp, crackle)
- imagery - descriptive language that appeals to your senses
- symbolism - when one thing represents something else on a different level (The Flag, colors, Forest Gump etc...)
- analogy – to use a comparison to clarify an idea (e.g. – “Life is like a box of chocolates. You never know what you're gonna get”)
- foil – a character created to contrast with another (e.g. - Darth Vader to Luke)
- oxymoron – two opposites tied together (jumbo shrimp, military intelligence etc.)
- risqué –provocative, improper or obscene (It's all a matter of degree.)
- double entendre – a word or phrase open to more than one interpretation (One interpretation is usually risqué)

Group #1 - Regular List

retract (v) - to take or go back

detract (v) - lessen something from what it could be

succumb (v) - to give in

procrastinate (v) - to deliberately delay a task

concur (v) - to agree

gullible (adj) - to be easily tricked

apathetic (adj) - to be unconcerned about s/s

emerge (v) - to come through or from something

surge (v) - to burst forward

elusive (adj) - difficult to catch

stagger (v) - to move in a shaky, uncoordinated way

loom (v) - to grow larger

oblivious (adj) - to be unaware

detain (v) - to deliberately delay s/s

in/sufficient (adj) - not enough/to be enough

scrutinize (v) - to look at s/s closely

revert (v) - to return to a former condition

drab (adj) - to appear dull in color or lifeless

patronize (v) - to support s/s or talk down to them

obstinate (adj) - to be unreasonably stubborn

Group #1 - Weighted Words

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To thine own self, be true

Definition - you may deceive others but always be honest with yourself

Play - Hamlet

Group #1 - Examples and Uses

retract (v) - to take or go back

retracts, retracted, retracting (v) retraction/s (n)

- Retracting his earlier accusation, he apologized for what he said.
- The tip of it retracts into the metal tube.
- The newspaper printed a retraction and admitted their mistake.

*detract (v) - to lessen something from what it could be

detracts, detracted, detracting (v) detraction/s (n)

- His poor attitude detracts from our team spirit.
- Detracting from the choir because of his hoarse voice, they asked him to stop singing.
- Her detraction from our efforts is becoming more and more noticeable.

* Don't confuse detract with "subtract". While both words deal with taking something from something, subtract is used almost exclusively in a mathematical sense.

succumb (v) - to give in

succumbs, succumbed, succumbing (v)

- Succumbing to his friend's pleas, he changed his mind and went with him.
- After fighting the terrible disease for more than a month, he finally succumbed to it.
- If he succumbs to their offer, he'll live to regret it.

procrastinate (v) to deliberately delay a task

procrastinates, procrastinated, procrastinating (v) procrastination/s (n)

- His constant procrastination meant that others were always waiting for him.
- Procrastinating for several days, she finally decided to go.
- He always procrastinates when there is work to be done.
- Their continual procrastination has made for angry feelings.

concur (v) - to agree

concurs, concurred, concurring (v) concurrence (n)

- Concurring with his decision, we moved to the next topic
- I have always concurred with his beliefs.
- We have reached a concurrence on a number of subjects.

gullible (adj) - to be easily tricked

gullibly (adv) gullibility (n)

- Finding him extremely gullible, the children were always trying to fool him.
- His gullibility made him a constant target for the older boys' pranks.
- Gullibly trusting, he spent much of his early years being teased by other children.

apathetic (adj) - to be unconcerned about s/s

apathetically (adv) apathy (n)

- Apathetic about his grades, he rarely studied.
- Having lost so much early on in his life, he seemed in a constant state of apathy.

emerge (v) - to come through or from something

emerges, emerged, emerging (v) emergence (n)

- Emerging from the cave, the bear began to sniff the air.
- He emerged from the battle unscathed.
- Their emergence as one of the best teams in the league has been startling.

*surge (v) - to burst forward

surges, surged, surging (v) surge/s (n)

- Surging through the town, the dam's water brought quick destruction.
- I have felt a surge in energy ever since I began to eat better.
- Instead of falling behind, we need to surge forward.

* Surging through or from something is a far more intense action than emerging from one.

elusive (adj) - difficult to catch

elude, eluded, eludes, eluding (v) elusively (adv) elusiveness (n)

- Eluding the police with comparative ease, the thief stepped into the building.
- She is so elusive that we do not even have a picture to identify her by.
- We hoped to elude them in the forest.
- He elusively slipped away without anyone seeing him.
- Their elusiveness has proven to be very frustrating.

*stagger (v) - to move in a shaky, uncoordinated way

staggers, staggered, staggering (v) staggered (adj)

- Staggering backwards after the explosion, he began to lose consciousness.
- After a night of drinking, he usually staggers in here about ten o'clock.

* People can be mentally and emotionally staggered as well. For example, this sentence:

- I was staggered when I heard the news of his death.

* Remember that people can be staggered by bad news as well.

*loom (v) - to grow larger

looms, loomed, looming (v)

- Looming larger and larger, the train rushed down upon them.
- The problem loomed over them as the deadline grew nearer.
- He could feel disaster beginning to loom on the horizon.

* Be careful with this definition. Babies don't loom. Popcorn does not loom. Things coming at you or problems getting bigger "loom" because they are growing bigger in your vision or mind. The train itself is not growing, but as it comes at you, it certainly seems to grow larger.

oblivious (adj) - to be unaware

obliviously (adv) oblivion (n)

- Obviously moving through the rotting building, she did seem to realize that it could fall on her at any moment.
- She is too oblivious to realize how angry I am.
- In a constant state of oblivion, he paid little attention to the troubles around him.

detain (v) - to deliberately delay s/s

detains, detained, detaining (v) detention/s/detainment/s (n)

- Detaining the passengers for three hours made them extremely angry.
- He is currently in a detention cell waiting for interrogation.
- I am afraid that we will have to detain you after school today.

in/sufficient (adj) - not enough/to be enough

in/sufficiently (adv) in/sufficiency (n)

- Sufficiently rested after several days of labor, they began to start again.
- We hope that we will have sufficient supplies for this.
- We have a sufficiency in labor, but we will still need more materials.

scrutinize (v) - to look at s/s carefully.

scrutinized scrutinizes, scrutinizing (v) scrutiny/nies (n)

- The boy felt uncomfortable under the girl's scrutiny.
- Scrutinizing the gem thoroughly, he searched for flaws.
- Our report will be highly scrutinized by the head office.

*obstinate (adj) - unreasonably stubborn

obstinately (adv) obstinance / obstinateness /obstinacy (n)

- Obstinate holding the toy to his chest, the little boy refused to let it go.
- She was so obstinate about the subject that there was no dealing with her.
- Their obstinacy has delayed this project far too long.

* There are three noun forms to this word. You will use the first form most often.

revert (v) - to return to a former condition

reverts, reverted, reverting (v) reversion/s (n)

- Reverting to their old defensive approach, the team was much more successful.
- We hoped that he would improve, but in no time at all, he had reverted to his former behavior.
- His reversion back to silence has frustrated his doctors.

drab (adj) - to appear dull in color or lifeless

drably (adv) drabness (n)

- Her drab clothes showed signs of too many washings.
- Drably decorated, the house reflected the family's financial misfortunes.
- The drabness of his clothes was offset by his sparkling personality.

patronize (v) - to support s/s or talk down them

patronizes, patronized, patronizing (v) patronizing (adj) patronizingly (adv) patron (human)

- He has been a patron of our theater group for many years.
- I would appreciate it if you wouldn't patronize me in that tone of voice.
- We have been patronizing their restaurant ever since they moved in.
- He always talks to us in a patronizing way.

Group #1 - Weighed Words

carpe diem (L) - seize the day/moment

- "Carpe diem," he said, as he walked up to the girl with his legs shaking.

*forte fortuna adiuvat (L) - fortune favors the brave

* These two Latin phrases are ones to commit to memory for the rest of your life. They speak of the need to take chances in your life if you are ever to be truly happy or to feel that you have gone after the goals you desire. "Carpe diem" says to take chances when they are offered to you and not to let them pass you by. "Forte fortuna adiuvat" says that people who TAKE chances are generally very successful, for they win at least as often as they lose.

status quo (L) - the way things are

- Having no desire to see changes come to the program, they wished to keep the status quo.
- The status quo in their school has remained that way for decades.

creme de la creme (F) - the best of the best

- Among soccer players, she was considered to be the creme de la creme.
- He is the creme de la creme among violinists.

*circa (L) approximately

- The archeologists believe it was constructed circa 2000 BC.
- The town was established circa 1800 AD.

* Note that circa is almost exclusively used around a date in time. You would not use it to give the height of someone or the time of day.

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Definition - the best example OR the best outcome of something

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To thine own self, be true

Definition - you may deceive others but always be honest with yourself

Play - Hamlet

Group #2 Regular List

wretched (adj) - sadness, poverty, contempt or a combination of

cower (v) to shrink away in fear

probe (v) - to search or explore

aimless (adj) - without direction or purpose

skeptical (adj) - to doubt or question s/s

tact/less (n) - careful/careless choice of words

candid (adj) - to be completely honest

smug (adj) - to be very pleased with yourself

compulsive (adj) - motivated by an inner force

dismay (n) - to be filled with fear or deep concern

perceive (v) - how you interpret something

delusion (n) - a false belief despite the facts

fond (adj) - having a strong liking or affection for s/s

fickle (adj) - to be unpredictable

gaudy (adj) - to be tasteless or showy

listless (adj) - lacking in energy or effort

pungent (adj) - a sharp, unpleasant odor

overwhelm (v) - to overpower physically or emotionally

fundamental (adj) - an essential part of a system

disregard (v) - to not pay attention or ignore s/s

Group #2 - Weighted Words

scientia est potentia (L) - knowledge is power

c'est la vie (F) – that's life!

vive la difference (F) -differences are good

(Long live the differences between men and women)

de facto (L) - how it actually is

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Lie low

Definition - to avoid attracting attention for fear of being found

Play - Much Ado About Nothing

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Definition - to take on a difficult task one more time

Play - Henry V

Group #2 - Examples and Uses

wretched (adj) - sadness, poverty, contempt or a combination of

wretchedly (adv) wretchedness (n)

- She cried into her handkerchief wretchedly and longed for her husband's return.
- Their living conditions were so wretched that she was embarrassed to bring her home.
- Our performance was absolutely wretched!
- The wretchedness of their situation was extremely bleak.

cower (v) - to shrink away in fear

cowers, cowered, cowering (v)

- He sat there cowering in a corner waiting for his master to return.
- I wish he wouldn't cower whenever I approach him.

probe (v) - to search or explore

probes, probed, probing (v) probe/s (n)

- The probe we sent into space has not yet returned.
- We have probed their defenses looking for a vulnerable point.
- He keeps probing us for answers.

aimless (adj) - without direction or purpose.

aimlessly (adv) aimlessness (n)

- We aimlessly walked through the town looking for an open restaurant.
- His aimlessness had always been a source of concern for his parents.

skeptical (adj) - to doubt or question s/s

skeptically (adv) skeptic (human)/skepticism (n)

- He had a lot of skepticism regarding their plans and didn't give his full support.
- He looked skeptically at the aircraft, wondering if it would ever get off the ground.
- He's always been something of a skeptic, so make sure you have your facts straight.

tact/less (n/adj) - careful/careless choice of words

tactful/tactless (adj) tactfully/tactlessly (adv) tactfulness/tactlessness (n)

- His tactlessness had made him very unpopular with the other members.
- Tactfully, he sat her down and explained the problem.
- I am expecting that you are going to handle this situation with some tact.

candid (adj) - to be completely honest

candidly (adv) candidness/candor (n)

- To be completely candid, I don't think she was well prepared.
- His candor was refreshing as most people tend to be politically correct and vague.
- Candidly, he explained to them what was actually happening.

smug (adj) - to be very pleased with yourself

smugly (adv) smugness (n)

- He smugly walked away with the trophy in his hand.
- Her smugness is starting to irritate people and they're praying she gets beaten at the next contest.

*compulsive (adj) - motivated by an inner force

compulsively (adv) compulsion/s (n) compel, compels, compelled, compelling (v) compelling (adj) compulsiveness (n)

- The novel was a compelling one and you couldn't put it down.
- I was compelled to come to you and admit my mistake.
- She has got to try to control her compulsive behavior and not act on every desire.
- He compulsively cleans his hands every period as he is terrified of germs.

*Be careful with the two adjective forms here. They are not used in the same way. "Compelling" is often used as a compliment, while "compulsive" is often a criticism.

dismay (n) - To be filled with fear or deep concern

dismays, dismayed, dismaying (v) dismaying (adj) dismayingly (adv)

- I found our situation most dismaying and I was at a loss as to what we would do.
- I was dismayed at what I saw and was forced to leave the room.
- I saw her look of dismay and I knew we had a problem on our hands.

*perceive (v) - how you interpret something

perceives, perceived, perceiving (v) perceptive (adj) perceptively (adv) perception/s (n)

- The perception that they have of us is completely wrong and they need to reconsider.
- I always thought of him as a very perceptive young man who didn't miss much.
- He perceives us as being mere novices, but we are so much more.

* Remember that "perception is reality".

delusion (v) - a false belief despite the facts

deludes, deluded, deluding (v) delusional (adj) delusion/s (n)

- He must be completely delusional if he thinks that we can get this done by 5:00!
- I've worked hard not to delude myself into believing we could accomplish this.
- It seems to be a common delusion around here that we can meet any deadline.
- His delusions are becoming more severe and someone is going to have to straighten him out.

fond (adj) - having a strong liking or affection for s/s

fonder, fondest (adj) fondly (adv) fondness (n)

- I have grown much fonder towards him as time has gone by.
- I have a tremendous fondness for chocolate.
- She looked towards him fondly and offered a sad farewell.

fickle (adj) - to be unpredictable

fickleness (n)

- She is so incredibly fickle that you never know what she will do from one moment to another.
- The fickleness of the weather was beginning to mess up all of our plans.

gaudy (adj) - to be tasteless or showy

gaudier, gaudiest (adj) gaudiness (n)

- The gaudiness of the dress surprised all of us as her taste was usually more chic than that.
- I have never seen a painting any gaudier than that one.
- That has to be the gaudiest decorating job I've ever seen.

listless (adj) - lacking in energy or effort

listlessly (adv) listlessness (n)

- Listlessly, he raised an arm towards his sister and asked her to get it for him.
- Their efforts were pretty listless and we are going to have to fire them up.
- His listlessness is becoming something of a concern to his parents.

*pungent (adj) - a sharp, unpleasant odor

pungently (adv) pungency/pungence (n)

- the pungent odor from the garage forced us to walk out of the building.
- The pungency of the smell was so bad that none of us could stay there for long.
- The smell was so pungently fragrant that we stopped what we were doing and sniffed the air.

* Pungent is a word most often associated with unpleasant smells that have sharpness about them, such as gasoline, gunpowder or ammonia. Occasionally, you will see someone use it in a positive fashion to describe a smell that is noticeable, but not unpleasant, such as spicy cooking or incense. Note that you will usually know the positive or negative application of the word by the use of the term aroma/fragrance (good) or odor/smell (bad).

overwhelm (v) - to overpower physically or emotionally

overwhelms, overwhelmed, overwhelming (v) overwhelming (adj) overwhelmingly (adv)

- The odds are overwhelmingly against us.
- We were overwhelmed by the news that they brought to us.
- The material was pretty overwhelming to students who weren't used to it.

fundamental (adj) - an essential part of a system

fundamentally (adv) fundamentals (n)

- The whole concept is fundamentally inaccurate because his main idea is wrong.
- If our team is going to succeed, we are going to have to get a better grasp of the fundamentals.
- This notion is a fundamental part of the entire program.

*disregard (v) - to not pay attention or ignore s/s.

disregards, disregarded, disregarding (v)

- He is being punished for completely disregarding my instructions.
- He tends to disregard anything that doesn't agree with his own beliefs.
- The rules were disregarded by the boys and they paid the price.

* Last year's word lax had a similar definition, but this word differs in that the person isn't ignoring s/s out of laziness or not paying attention. This person is DELIBERATELY ignoring s/s.

Group #2 - Weighted Words

scientia est potentia (L) - knowledge is power

This phrase points out the all too important lesson that those who are either “in the know” or have greater knowledge than someone else are always in the stronger position. This can be applied educationally, militarily, technologically or even in day to day affairs.

C’est la vie (F) – that’s life!

This phrase is simply an expression used when something has not gone quite the way you wanted it to. It is akin to saying, “Oh well”.

vive la difference (F) - differences are good

(Long live the differences between men and women)

While both sexes will spend countless years pondering the makeup of one another - and often gritting their teeth in the process - the French suggest that we should find joy in the fact that we are not alike. In their view, it is our differences that keep us interesting to one another.

de facto (L) - how it actually is

You will often hear people give you politically correct answers, but de facto speaks to the reality of any situation. For instance, the phrase “de facto government” suggests that while there might be an official government in one place, the real power is placed somewhere else; thus, you may also have de facto leadership.

nota bene (L) - pay attention to this!

This phrase is used as a way of waking the reader up to the fact that what they are about to read is of some importance and that they should read it carefully (or get Darthed!)

Elizabethan Phrases Used by Shakespeare:

All that glitters is not gold

Definition - just because something is new or attractive does not mean it’s good

Play - The Merchant of Venice

Et tu Brute?

Definition - spoken when betrayed by a friend

Play - Julius Caesar

(I (will) wear my heart upon my sleeve

Definition - to display your feelings openly for all to see

Play - Othello

Lie low

Definition - to avoid attracting attention for fear of being found

Play - Much Ado About Nothing

Once more unto the breach dear friends, once more

Definition - to take on a difficult task one more time

Play - Henry V

Group #3

toil (v) - to labor continuously

wary (adj) - to act cautiously

dire (adj) - a serious warning or situation

dote (v) - to show excessive love or concern

curt (adj) - to speak bluntly and/or rudely

wry (adj) - a smile of contempt or irony

awry (adj) - not as planned

delve (v) - to search deeply (metaphor)

wield (v) - to handle with ease (metaphor)

faze/un (v) - to disturb/not disturb your composure

quip (v) - a clever, sarcastic remark

jest (v) - a prank or witty remark

avid (adj) - having a strong interest or desire

zeal (n) - enthusiastic devotion to a goal

balk (v) - to refuse to proceed

truss (v) - to tie tightly

tout (v) - to promote or praise

glum (adj) - a moody and gloomy expression

dour (adj) a serious and unfriendly expression

token (n) - a symbol of something

Group #3 - Weighted Words

de rigueur (F) - what is required

in absentia (L) - not present

ipso facto (L) - a conclusion drawn from facts (see ergo)

moratorium (L) - a suspension of activity

faux (F) - to be fake

Elizabethan Phrases Used By Shakespeare:

Fight fire with fire

Definition - To attack enemies in the same way you were

Play - King John

In my mind's eye

Definition - your visual memory of something

Play - Hamlet

Lily-livered

Definition - to be thought a coward (lily = white. liver= the source weakness or strength)

Play - Macbeth

Though this be madness, there is method to it (There is method in his madness.)

Definition - What seems illogical has a purpose to it

Play - Hamlet

Woe is me!

Definition - an exaggeration of your own sadness

Play - Hamlet

Group #3 - Examples and Uses

toil (v) - to labor continuously

toiled, toiling, toils (v) toil (n)

- He toiled for hours on the project making little progress.
- His toil was not appreciated by his boss who was very callous.
- Toiling at the fields for days, they were finally able to make progress.

*wary (adj) - to act cautiously

warily (adv) wariness (n)

- He warily walked into the room, unsure of whom his enemies might be.
- His wariness was obvious to all of us as you could see he had little trust.
- I think that it's important that you be wary of him as he will only cause you trouble.

* Wary and gingerly share the same definition, but wary is a more intensified version of the two. It also has the connotation of suspiciousness that gingerly does not offer.

dire (adj) - a serious warning or situation

direly (adv) direness (n)

- The direness of our problem began to make us all concerned.
- We soon began to realize that we were in a dire situation and needed to take action.
- Direly explaining their conditions, the man waited for them to act.

dote (v) - to show excessive love or concern

doted, doting, dotes (v)

- His mother is forever doting on him and fussing about his health.
- Had they not doted on him as much as a child, he might be a mentally tougher person than he is now.
- It isn't necessary to dote on her as I'm sure she knows what she has to do.

*curt (adj) - to speak bluntly and/or rudely

curtly (adv) curtness (n)

- His curtness took us all aback as we realized he was in a bad mood.
- He curtly stopped them short and told them to hold their questions.

* Note that this word is just like brusque, but I felt you should know it.

wry (adj) - a smile of contempt or irony

wryly (adv) wryness (n)

- He wryly acknowledged that this was not one of his better days.
- The wryness of expression told us that he wasn't impressed.
- His wry look suggested that he wasn't as confident in his abilities as we were.

awry (adj) - not as planned

- We realized that everything we had prepared for had gone awry.

*delve (v) - to search deeply (metaphor)

delved, delving, delves (v)

- The submarine delved into the water in hopes of finding the lost ship.
- We will need to delve into your memories to uncover who it might have been.

* Note by the second example sentence that “delve” is often used metaphorically and not just physically.

*wield (v) - to handle with ease (metaphor)

wielded, wielding, wields

- He wielded his sword as if it were an extension of his hand.
- She wields a great deal of power in this department, so you better pay attention.

* Just as delve does, this word is also used metaphorically to suggest someone who could do or use something with great control.

*faze/un (v) - to disturb/not disturb your composure

fazed, fazing, fazes unfazed (adj)

- He was completely unfazed by what had happened.
- I don't think there is anything that fazes him since he shows no negative reactions.
- I doubt you will see her fazed by this new development as she remains pretty calm through anything.

* Note that there is only ONE version of unfazed (See the first sentence.)

quip (v) - a clever, sarcastic remark

quipped, quipping, quips quip (n)

- The quip he often used wasn't nearly as funny to us as it was to him.
- “Well, you could always sell it,” he quipped to his friend.
- Kindly keep your little quips to yourself as this is a fairly serious situation.

jest (v) - a prank or witty remark

*jested, jesting, jests (v) jestingly (adv)

- “I didn't even know she was here,” he remarked jestingly.
- I am tired of being on the receiving end of his jests.
- He often jested with his teachers to see how far he could push them.

* These two words are remarkably similar, but there are shades of meaning that distinguish them. Both involve making witty or clever statements; however, a quip is often a sarcastic remark or one that has an edge to it. A jest is a remark which is stated for the purpose of entertainment. A court jester would want to entertain the king - not insult him.

avid (adj) - having a strong interest or desire

avidly (adv)

- He was an avid reader who would sit on the couch and pour over his books for hours.
- He avidly studied the great sculptors and hoped to improve his own technique through them.

*zeal (n) - enthusiastic devotion to a goal

zealous (adj) zealously (adv) zealousness (n) zealot (n)

- He was a zealous fan who followed the team throughout their entire tour.
- Her zealousness to the cause could sometimes be a little tiresome.

* Once again we have words with very similar meanings, but separated by intensity. A zealous fan will be even more devoted than an avid one. To provide a more contemporary explanation - a religious zealot will blow him or herself up for their cause but an avid student of a religion would not.

balk (v) - to refuse to proceed

balked, balking, balks (v)

- Every time we want to start a new project, she always balks at the idea.
- I didn't even get the proposal out of my mouth before he balked at it.

truss (v) - to tie tightly

trussed, trussing, trusses (v)

- We found the boy trussed in his closet with a gag over his mouth.
- The cowboy has to truss the steer in thirty seconds or under to win.

tout (v) - to promote or praise

touted, touting, touts (v)

- She is forever touting his abilities, but I have been unimpressed thus far.
- Their services have been touted in this county for a number of years.

glum (adj) - a moody and gloomy expression

glumly (adv) glumness (n)

- It's such a shame to see him look so glum, but considering the news he received, I suppose he can't help it.
- He glumly brought his paper up to the teacher, knowing full well it was not acceptable.

dour (adj) a serious and unfriendly expression

dourly (adv) dourness (n)

- He dourly surveyed the students and decided that few of them would be successful.
- Her dourness causes the atmosphere of the room to change the moment she enters it.

*token (n) - a symbol of something

tokens (n)

- As a token of their friendship, she gave him her gold ring on a delicate, silver chain.
- I know it's only a token offering, but we will do better in the months to come.

* Tokens and symbolism (Token opposition).

Group #3 - Weighted Words

de rigueur (F) - what is required

Typically, you will see this phrase used in a restaurant or an invitation explaining to you what is to be worn. For example, in an upscale restaurant, a suit coat and tie may be de rigueur.

in absentia (L) - not present

Often, someone is listed from a meeting under this category to explain that this person did not attend.

ipso facto (L) - a conclusion drawn from facts (see ergo)

Very similar to ergo, ipso facto is used to present an argument to someone in a very logical manner. For example, Jeff studies hard for his tests. Jeff gets good grades on his tests. Ipso facto, studying for tests will result in good grades.

moratorium (L) - a suspension of activity

Whenever anyone calls for a moratorium on something, they want to bring it to halt - usually on a temporary basis because there is a problem of one kind or another.

faux (F) - to be fake

The most common usage for this word comes from the world of fashion. You will often see it associated with jewelry, furs, animal skins, et cetera. Last year, we studied the French phrase “faux pas” (A public mistake or blunder). Don’t let the use of “faux” fool you. In French, faux not only means “fake”, it also means “false”. A faux pas is literally translated as “a false step” - that is, to make a mistake.

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Fight fire with fire

Definition - to attack enemies in the same way you were

Play - King John

In my mind’s eye

Definition - your visual memory of something

Play - Hamlet

Lily-livered

Definition - to be thought a coward (lily = white. liver= the source weakness or strength

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Though this be madness, there is method to it (There is method in his madness.)

Definition - what seems illogical has a purpose to it

Play - Hamlet

Woe is me!

Definition - an exaggeration of your own sadness

Play - Hamlet

Group #4

lumber (v) - to walk with heavy clumsiness

swagger (v) - to walk with a boastful strut

saunter (v) - to walk in a leisurely way

spite/ful (n) - a desire to hurt or humiliate

debut (v) - the first performance or presentation to the public

insight (n) - to grasp the core meaning of something

charisma (n) - a powerful and appealing personality

pompous (adj) - an exaggerated belief in your importance

arrogant (adj) - an attitude of superiority

writhe (v) - to twist in pain, struggle or embarrassment (metaphor)

grapple (v) - to struggle with (metaphor)

flail (v) - to strike out wildly

degrade (v) - to lower in dignity or value

divulge (v) - to make known

emanate (v) - to come from a source

vindicate (v) - that which proves your beliefs

relish (n/v) - a strong appreciation or liking

dwindle (v) - to become gradually less (Not minimize)

deplete (v) - to lessen or weaken by removing

reconcile (v) - to reestablish a relationship

Group #4 - Weighted Words

ersatz (G) - a weak imitation or substitute

alfresco (IT) - taking place out of doors

prima donna (IT) - a vain, self-centered person

blasé (F)- to act nonchalantly

avant-garde (F) - noticeably new/different

Elizabethan Phrases Used By Shakespeare:

All's well that ends well

Definition - a situation may go badly so long as the ending is good

Play - All's Well That Ends Well

A plague on both your houses!

Definition - to curse both sides of an argument

Play - Romeo and Juliet

A foregone conclusion

Definition - a predictable certainty

Play - Othello

Cry "Havoc!" (and let slip the dogs of war)

Definition - destruction to our enemies

Play - Julius Caesar

Hoisted (lifted) by / with your own petard (explosive)

Definition - to be punished by the same way you were going to punish someone else.

Play - Hamlet

Group #4- Examples and Uses

lumber (v) - to walk with heavy clumsiness

lumbered, lumbering, lumbers (v) lumberingly (adv)

- He lumbered into the classroom and heaved his bulging backpack down onto his desk with a load crash.
- She walked lumberingly into the room, the clothes basket overflowing with the week's laundry.
- He lumbers too much to be thought of as graceful.

swagger (v) - to walk with a boastful strut

swaggered, swaggering, swaggers (v) swaggeringly (adv) swagger (n)

- He walked into the room with a swagger that let everyone know he was aware of his own importance.
- They walk swaggeringly onto the field amidst the cheers of their adoring fans.
- You can't miss him – he's the one swaggering out the door with a big head.

saunter (v) - to walk in a leisurely way

sauntered, sauntering, saunters (v) saunter(n)

- With an easy saunter, he strolled nonchalantly into the room.
 - They sauntered across the street being in no hurry to reach their objective.
- She usually saunters in here around ten o'clock and eventually gets to work around eleven.

*spite/ful (n) - a desire to hurt or humiliate

spiteful (adj) spitefully (adv) spite / spitefulness (n)

- She spitefully tore up the invitation and threw it in the waste-basket.
- Her spitefulness towards the boy manifested itself in little cruelties she would inflict on him.
- Full of spite for the program he once enjoyed, the boy stalked out of the room.

We will explore this word and its related words next (malicious, vindictive, malevolent etc.) year

debut (v) - the first performance or presentation to the public

debuted, debuting, debuts (v)

- The advertisers debuted their product during the Super Bowl.
- We will be debuting it soon but not before it's finished with its test trials.
- Her debut at the party was an exhilarating one.

*insight (n) - to grasp the core meaning of something

insightful (adj) insightfully (adv) insightfulness (n)

- His insightfulness is crucial to our success as he sees the heart of problems so easily and comes up with simple solutions.
- The girl insightfully pointed out that the work was redundant and only required half the people to complete the job.
- His remarks were extremely insightful and caused us all to stop and think about his observations.

* insight tends to be the noun form used for perceive in Group #2.

charisma (n) - a powerful and appealing personality

charismatic (adj) charismatically (adv)

- His charisma is so strong that few people have the confidence to oppose him.
- Her charismatic leadership inspired hundreds of students to perform better.

pompous (adj) - an exaggerated belief in your importance

pompously (adv) pomposity/pompousness (n)

- She pompously ordered the students to follow her, but no one did.
- His pompousness irritated the people around as they could not understand where he felt he had the authority to do what he did.

*arrogant (adj) - an attitude of superiority

arrogantly (adv) arrogance (n)

- His arrogance made him a much disliked figure on the team.
- She arrogantly decided that no one's work was up to her standards and failed them all.

* Note that these two words are very close in meaning and each carries a negative connotation. The difference lays in the source of the irritation - be it between self importance or a belief in your own greatness/infallibility.

*writhe (v) - to twist in pain, struggle or embarrassment (metaphor)

writhed, writhing, writhes (v)

- She writhed on the floor clutching her knee in pain.
 - The boy sat writhing silently in the chair as the principal read off the list of violations he had committed.
 - He writhes in embarrassment every time she walks by knowing she has seen him at his very worst.
- * Note by the second and third sentences that this word expresses an action that goes on in the mind or heart as well as the rest of the body.

grapple (v) - to struggle with (metaphor)

grappled, grappling, grapples (v)

- The two girls grappled together on the field fighting for control of the ball.
- We have grappled with this problem for years and have still not come up with a good solution.

Grappling with the two choices in front of him, the man hesitated to act.

* Again, we have a word that acts on both a physical and a mental /emotional level.

*flail (v) - to strike out wildly

flailed, flailing, flails (v)

- I saw her flailing at him in the hallway hoping to knock his books out of his hands.
- He flailed at the wasp, hoping to chase it out the door.

* All three of these words suggest physical actions. The first is associated with movement involved with pain or discomfort; the second suggests a wrestling with an object and the third is involved with an uncoordinated lashing out at something.

degrade (v) - to lower in dignity or value

degraded, degrading, degrades (v) degrading (adj) degradingly (adv) degradation (n)

- Having to show everyone how poor a job he had done was a degrading experience.
- He constantly degraded her work in front of the other artists.
- He degradingly lifted the boy's project and tossed it away as if it was so much trash.

divulge (v) - to make known

divulged, divulging, divulges (v) divulgence (n)

- The divulgence of the information led to many people looking very sheepish.
- She did not want to divulge who did it, but she felt she had no choice.
- We aren't sure how the news was divulged to the public, but we need to find out soon.

emanate (v) - to come from a source

emanated, emanating, emanates (v)

- The odor seems to be emanating from here.
- The rumor may have emanated from your department.

vindicate (v) - that which proves your beliefs

vindicated, vindicating, vindicates (v) vindication (n)

- This is the vindication we needed to support our theories.
- We were joyful at having our program vindicated by the new study.
- This vindicates everything we've been saying about student behavior.

relish (n/v) - a strong appreciation or liking

relished, relishing, relishes (v)

- He looked forward to the new year with great relish.
- She relished the long walks she would take with her father.
- Relishing the delivery of the package, she checked the mailbox each day.

*dwindle (v) - to become gradually less (not minimize)

dwindled, dwindling, dwindles (v)

- Our supplies began to dwindle and we realized something needed to be done about it.
- Our hopes began to dwindle as we realized no one would help us.

* Note that the difference between this word and minimize lies in the amount of time it takes for something to become less.

reconcile (v) - to reestablish a relationship

reconciled, reconciling, reconciles (v) reconciliatory (adj) reconciliation (n)

- We were so glad to have reached reconciliation with them and moved beyond our past differences.

*deplete (v) - to lessen or weaken by removing

depleted, depleting, depletes (v) depletion (n)

- As our supplies were depleted, we realized we could not hold out much longer.
- The depletion of our money left us in a serious economic hole.

*While dwindle and minimize might speak to the act of removing things and making less of them, depletion speaks more to the results of those losses.

Group #4 - Weighted Words

ersatz (G) - a weak imitation or substitute

From “ersetzen” - to replace. This is the only German word on our list, but I’ve seen it used enough that I felt it was worth including. It’s used in a critical sense to describe anything that is a poor copy of the original or as a substitute - though it doesn’t really take its place well. Soda that isn’t name brand soda would be described as “ersatz soda”.

alfresco (IT) - taking place out of doors

As the definition suggests, any dining that takes place outside (e.g. - picnics, sidewalk cafes, restaurants with terraces etc.) is considered eating alfresco.

prima donna (IT) - a vain, self-centered person

While this phrase was originally used - and still is - for the premier performer in a ballet or opera company, it is just as often used as a designation for someone who feels that they are quite special and beyond the rules that govern others.

blasé (F)- to act nonchalantly

Use this word just as you would use “nonchalant”. Be aware that it is an adjective and can’t be placed into a different form.

avant-garde (F) - noticeably new/different

Any new style or approach that gains attention from its departure from the normal way of doing things would be considered “avant-garde”.

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All’s well that ends well

Definition - a situation may go badly so long as the ending is good

Play - All’s Well That Ends Well

A plague on both your houses!

Definition - to curse both sides of an argument

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Cry “Havoc!” (and let slip the dogs of war)

Definition - destruction to our enemies

Play - Julius Caesar

Hoisted (lifted) by / with your own petard (explosive)

Definition - to be punished by the same way you were going to punish someone else.

Play - Hamlet

Group #5

comply (v) - to go along with s/s command, wish etc.

impose (v) - to force s/s onto others

appease (v) - to bring peace/soothing to s/s

compose (v) - to make yourself calm

appraise (v) - to evaluate or estimate s/s

revoke (v) - to recall or withdraw something

yearn (v) - an intense longing for s/s

covet (v) - an intense longing for s/s that isn't yours
(not pine)

revere (v) - to treat with respect and awe

evoke (v) - to bring forth a memory, mood or image

languish (v) - to be neglected in poor conditions

flippant (adj) – a response lacking respect or
seriousness

caress (v/n) - a gentle touch or gesture of affection

swoon (v) - to faint when overwhelmed with joy

fluctuate (v) - to change irregularly

stipulate (v) - a condition of an agreement

flourish (v/n) - to thrive, prosper or present

implement (v) -to put into action (Think initiate only
stronger)

dissuade (v) - to change someone's action

collaborate (v) - to work in a joint action

Group #5 - Weighted Words

repertoire (F) - a list of skills/knowledge

voila (F) – there it is

addendum (L) - things to be added

ad lib (libitum) (L) - to improvise; make it up as you go

alter ego (L) – one's other self

Elizabethan Phrases Used By Shakespeare:

A fool's paradise

Definition - a state of happiness based on false hope.

Play - Romeo and Juliet

Break the ice

Definition - to act so as to make the situation less tense

Play - The Taming of the Shrew

Foul play

Definition - unfair or inappropriate behavior

Play - Loves Labours Lost

In a pickle

Definition - to find yourself in a difficult position

Play -The Tempest

Much ado about nothing

Definition - to fuss over something of little importance

Play - Much Ado About Nothing

Group #5 –Examples and Uses

comply (v) - to go along with s/s command, wish etc.

complied, complying, complies (v) compliant (adj) compliantly (adv) compliance (n)

- His compliance with our new rules is greatly appreciated.
- We have asked you to comply with these new guidelines several times.
- She tried to comply with his request but found that she couldn't.

*impose (v) - to force s/s onto others

imposed, imposing, imposes (v) imposition (n)

- We were forced to comply with the new rules that were imposed upon us.
- I hope it won't be an imposition on you, but we really need it now.
- It would seem that they will be imposing new restrictions on our operation.

* Note that these two words go hand in hand. To comply is to accept what has been imposed upon you.

appease (v) - to bring peace/soothing to s/s

appeased, appeasing, appeases (v) appeasement (n)

- All our attempts to appease them have failed and they are as angry as ever.
- The appeasement of the group has been very unsuccessful and we will have to try something else.
- He appeases her at every turn or she will lose her composure.

*compose (v) - to make yourself calm

composed, composing, composes (v) composure (n)

- Try not to lose your composure in there no matter how much they test your patience.
- No matter how stressful the situation, she composes herself very well.

* Note that both of these words deal in lessening tension. Composure has much more to do with your own stress, while appeasement is lessening the stress of others. Be aware that appeasement has a negative connotation to it. Appeasement is seen as giving in solely for the sake of gaining peace, no matter what the cost in the long run.

appraise (v) - to evaluate or estimate s/s

appraised, appraising, appraises (v) appraisingly (adv) appraisal/ appraisalment (n)

- His appraisal of our work was not very complimentary.
- She looked at him appraisingly wondering whether he would be able to handle the work.

*revoke (v) - to recall or withdraw something

revoked, revoking revokes (v) revocation (n)

- He has had his license revoked for breaking the law.
- The revocation of the law upset a great many people.
- I'm sorry, but it will be necessary to revoke your permit.

* This is not "retract". Retract is concerned with WORDS, not laws or rights.

yearn (v) - an intense longing for s/s

yearned, yearning, yearns (v) yearning (n)

- He had a yearning to return to the city he came from.
- She yearned to return back to the way things used to be.
- They found themselves yearning for their old teacher.

*covet (v) - an intense longing for s/s that isn't yours (not pine)

coveted, coveting, covets (v) covetous (adj)

- She coveted the other girl's doll collection.
- He found himself coveting the other boy's success at school.

* The key to remember is that whatever is desired does not belong to you. It's the main difference between pining, yearning and coveting.

revere (v) - to treat with respect and awe

revered, revering, reveres (v) reverence (n) reverent (adj) reverently (adv)

- All of the students had great reverence for their teachers (Yeah. Right. Whatever.).
- The leader was revered by his people for his wisdom and judgment.

languish (v) - to be neglected in poor conditions

languished, languishing, languishes (v)

- We've been languishing in this room for the past five hours.
- The languished on the island for years before someone found them.

*evoke (v) - to bring forth a memory, mood or image

evoked, evoking, evokes (v) evocative (adj) evocatively (adv)

- The thought of his old dog proved very evocative to him.
- The smells from the kitchen evoked such happy memories.

* Do you remember "provoke"? Evoke shares that same power of causing a reaction, but this tends to be more of a mental or emotional reaction rather than a physical one.

flippant (adj) - a response lacking respect or seriousness

flippantly (adv) flippancy (n)

- Your flippant response to my question shows little thought on your part.
- I find the flippancy of your idea unworthy of the seriousness of our situation.

caress (v/n) - a gentle touch or gesture of affection

caressed, caressing, caresses (v)

- Her gentle caress eased his concerns and calmed him down.
- She caressed the small bird in her hand, being careful not to hurt it.

swoon (v) - to faint when overwhelmed with joy

swooned, swooning, swoons (v)

- The girl swooned when she saw the rock star walk by.
- The usher ran up and down the aisle catching every girl who was beginning to swoon.

fluctuate (v) - to change irregularly

fluctuated, fluctuating, fluctuates (v) fluctuation/s (n)

- We have begun to notice certain fluctuations in the readings from the barometer.
- His moods tend to fluctuate during the course of any given day.

stipulate (v) - a condition of an agreement

stipulated, stipulating, stipulates (v) stipulation/s (n)

- There are stipulations within the agreement that state that you will be there to assist us.
- You can try, but the document stipulates that no one can enter during those times.
- It was clearly stipulated that payment would be made by July.

*flourish (v/n) - to thrive, prosper or present

flourished, flourishing, flourishes (v) flourish (n)

- She seems to be flourishing quite well in her new situation.
- The flowers flourished under her attentive care.

* Be aware that flourish is also used as a broad gesture as in the sentence, "He signed his name with a flourish."

implement (v) -to put into action (Think initiate only stronger)

implemented, implementing, implements (v) implementation (n)

- The implementation of the new program will begin on Friday.
- The new policy was implemented in order to stop that from happening.
- Even if it is implemented before the end of the month, we will still have lost too much time.

dissuade (v) - to change someone's action

dissuaded, dissuading, dissuades (v) dissuasion/dissuasiveness (n) dissuasively (adv)

- I am hoping she will be dissuaded from committing to the idea.
- Her methods of dissuasion can be very unsettling at times.
- She spoke as dissuasively as she could in the hopes of changing their minds.

collaborate (v) - to work in a joint action

collaborated, collaborating, collaborates (v) collaboration/s (n) collaboratively (adv)

- They worked collaboratively for a number of years.
- In order to be successful, it will be necessary to collaborate with them.
- If he collaborates with us, we should be able to create quite a program.

Group #5 - Weighted Words

repertoire (F) - a list of skills/knowledge

Your repertoire is a listing of those things which you can successfully do or perform. Musicians have a repertoire - as do actors. If you have a list of approaches you use to get out of doing work or wooing the ladies in your life, then these things are a part of your repertoire.

voila (F) – there it is

If you ever want to present something – or someone – with a flourish, you introduce it by saying “Voila!”

addendum (L) - things to be added

Many legal documents have an “addendum” placed on them at the end of it as a way of attaching a further stipulation.

ad lib (libitum) (L) - to improvise; make it up as you go

Any time you are forced to ad lib you are making things up off the top of your head or “winging it”.

alter ego (L) – one’s other self

When people speak of their alter ego, they are making reference to that other part of their personality that might not be the norm or to an actual person who looks like them but does not act like them.

Elizabethan Phrases Used by Shakespeare:

A fool’s paradise

Definition - a state of happiness based on false hope

Play - Romeo and Juliet

Break the ice

Definition - to act so as to make the situation less tense

Play - The Taming of the Shrew

Foul play

Definition - unfair or inappropriate behavior

Play - Loves Labours Lost

In a pickle

Definition - to find yourself in a difficult position

Play - The Tempest

Much ado about nothing

Definition - to fuss over something of little importance

Play - Much Ado About Nothing

Group #6

decrepit (adj) - weakened or worn out

earnest (adj) - to show deep sincerity or seriousness

blatant (adj) - something done conspicuously

flagrant (adj) - done conspicuously and w/o concern

valid (adj) - supported by facts or logic

fruitless (adj) - producing no success

heedless (adj) - to pay no attention

vivacious (adj) - a lively, energetic personality

jovial (adj) - a friendly, joyful personality

nimble (adj) - to be quick, balanced and coordinated

reluctant (adj) - to be unwilling to act

gracious (adj) - a combination of kindness, courtesy & sensitivity

poised (adj) - a combination of maturity and discipline

refined (adj) - a combination of politeness and social skills

meek (adj) - to act without force

erratic (adj) - inconsistent and unusual

discreet (adj) - to speak or act with good judgment; unnoticed

explicit (adj) - leaving nothing to the imagination

meager (adj) - lacking in quality or amount

tacit (adj) - unspoken communication

Group #6 - Weighted Words

antebellum (L) - the period before a war

cause ce'le'bre (F) - a situation where famous people become involved

aficionado (SP) - a knowledgeable, devoted fan

mano a mano (SP) - one on one confrontation

flagrante delicto (L) - caught in the act of a crime

Elizabethan Phrases Used By Shakespeare:

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A horse, a horse, my kingdom for a horse

Definition - a normally unimportant thing becomes of great importance

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Brevity is the soul of wit

Definition - to come to the point so as not to waste time

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It is meat and drink to me

Definition - to be either a source of support or pleasure

Play - As You Like It

The quality of mercy is not strained

Definition - forgiveness should be given freely and not forced

Play - The Merchant of Venice

Group #6 - Examples and Uses

decrepit (adj) - weakened or worn out

decrepitly (adv) decrepitness / decrepitude (n)

- The decrepitness of the old house was depressing to see.
- She walked decrepitly up the stairs.
- I'm afraid I have grown too decrepit for what you are asking of me.

earnest (adj) - to show deep sincerity or seriousness

earnestly (adv) earnestness (n)

- She earnestly pleaded for another chance.
- His earnestness has impressed the judges and they have decided to let him try.
- She was earnest in her belief that the boy was innocent.

blatant (adj) - something done conspicuously

blatantly (adv) blatancy (n)

- The blatancy of the act shocked all of us as we couldn't believe they would do it in broad daylight.
- It was a blatant violation of all of our rules.
- She blatantly told us a lie.

*flagrant (adj) - done conspicuously and w/o concern

flagrantly (adv) flagrancy (n) fragrance (n)

- I was deeply angered by the flagrant way she cheated and then acted so blasé about it.
- The fragrance of what he did took us all aback, for he showed little remorse for his actions.

* The essential difference between these two words lies in the attitude of the offender. A blatant act is an obvious, whereas a flagrant act is equally obvious, but the perpetrator is contemptuous of the consequences.

fruitless (adj) - producing no success (Not quite futile)

fruitlessly (adv) fruitlessness (n)

- We spent hours fruitlessly searching for the information.
- It was a fruitless exercise, for we gained no information.
- The fruitlessness of our investigation proved to be very depressing.

meek (adj) - to act without force

meeker, meekest (adj) meekly (adv) meekness (n)

- He meekly asked her if she wouldn't mind moving over.
- She is certainly the meekest of my students and rarely ever speaks.

*heedless (adj) - to pay no attention (not "lax!" This requires action.)

heedlessly (adv) heedlessness (n)

- The heedlessness with which he plunged into the fire was pretty impressive.
- She continued on, heedless of the consequences.
- He walked heedlessly into the darkened room.

* Heedless, by definition, comes off sounding a lot like lax ; however, it has more to do with disregarding caution or warnings than it does with not paying attention to them. Note that the word heed means “to listen”. If you’re refusing to listen, then you’re acting heedlessly.

valid (adj) - supported by facts or logic

validly (adv) validity/validness (n)

- His argument is a valid one and we need to listen to what he says.
- The validity of her arguments is questionable as she has nothing to support her conclusions.

*vivacious (adj) - a lively, energetic personality (not irrepressible)

vivaciously (adv) vivacity/vivaciousness (n)

- Her vivacity made her a pleasure to be around.
- She spoke to him vivaciously, keeping his complete attention.

* I’ve always thought that this word - like effervescent - was a wonderful compliment for girls with an outgoing personality. Both words speak to someone with energy and enthusiasm, but not potentially offensive like last year’s irrepressible which suggested too much energy.

*jovial (adj) - a friendly, joyful personality (a replacement for gay)

jovially (adv) joviality (n)

- He jovially strolled into the room greeting everyone he saw.
- His joviality is infectious and everyone was glad he was on their team.

* For those of you who still can’t get the word “gay” out of their mouth without smirking, we have a replacement word for you and that is jovial. Note that jovial by connotation is geared mainly to males rather than females.

*nimble (adj) - to be quick, balanced and coordinated

nimbler, nimblest (adj) nimbly (adv) nimbleness (n)

- His nimbleness was a constant source of amazement to his friends who weren’t nearly so coordinated.
- She nimbly climbed up the drainpipe and crawled into her bedroom window.

* Keep in mind that while nimble generally refers to physical coordination, people will also use it as a mental metaphor. Someone with a nimble mind can adapt very well to rapidly changing situations.

*reluctant (adj) - to be unwilling to act

reluctantly (adv) reluctance (n)

- It was with great reluctance that he walked up the stairs to his room.
- I am giving you permission to do this very reluctantly.

* Reluctance is a less intense version of last year’s word grudging (to act unwillingly). The difference lies in that reluctance doesn’t have quite the stubbornness behind it that grudging does. You might be reluctant to dive into a pool that you think has cold water. You will grudgingly clean up your room if it is something that requires your parents to order you to do it.

* tacit (adj) - unspoken communication

tacitly (adv) tacitness (n)

- We knew we had his approval when he tacitly nodded to us.

- It was assumed that there was tacit approval when no one spoke up to stop it from happening.
- * The term tacit approval crops up quite often when people are discussing situations where actions were taken without anyone vocally approving of them. There is often the implication that a silent response indicates a tacit approval. For instance, if you ask someone why you shouldn't do something and they offer you no response, you might assume that you have their approval because they have stated no argument to stop you. Silence implies assent.

explicit (adj) - leaving nothing to the imagination

explicitly (adv) explicitness (n)

- She gave him explicit directions that he couldn't help but understand.
- The explicitness of the documentary was shocking as they showed all of the horrors the soldiers had to face.

meager (adj) - lacking in quality or amount

meagerly (adv) meagerness (n)

- We received only a meager portion of the funds we were supposed to get.
- The meagerly amount of attention he gives us isn't enough to help us when we are confused.
- The meagerness of her talents was clearly visible when compared to the others.

erratic (adj) - inconsistent and unusual

erratically (adv) erraticism (n)

- His behavior has been most erratic lately and I'm not really sure how he will do.
- He drove erratically through the parking lot narrowly missing customers.

Note bene!

The following four words speak to the rapidly disappearing qualities of taste, manners, class and culture. The fortunate among you will have had these things taught to you by your parents and reinforced on a regular basis. For everyone else, it is time to start emulating them. These are the character traits that set you above the norm. In an age where social graces are almost nonexistent in your generation, it will make you special - if for no other reason, then because no one else has them.

*gracious (adj) - a combination of kindness, courtesy and sensitivity (to others)

graciously (adv) graciousness (n) grace (n)

- She graciously opened up her home to the orphaned children.
- She was quite graceful considering the situation.
- His hospitality and graciousness is known far and wide.

* Note that we are not using grace in a physical sense or a religious one. Here we are concerned with the manner in which you treat people; thus, you will not see the adjective "graceful" or the adverb form "gracefully". Note that winners and losers can be gracious in the manner in which they handle their situation. Gracious people think outside of their own wants.

*poised (adj) - a combination of maturity and discipline

poise (n)

- Her lack of poise in a tense situation caused us to lose faith in her.

- He is such a poised student that his behavior easily separates him from his fellow students.

* While the quality of discipline is the one I admire most in students (Note that I.Q. is quite a ways down the line), to be a poised student would be next in line. A poised student is one who has great control over their actions no matter what others around them might be doing. It could be a chaotic situation, but the poised person is calm and organized throughout.

*refined (adj) - a combination of politeness and social skills

refinement (n)

- He is an extremely refined, young man who always knows how to behave himself.

- Her sense of refinement showed through in the manner in which she solved the problem.

* Refinement and graciousness can be very close in meaning, but graciousness will always carry the quality of generosity and sensitivity to others besides yourself. You can be a refined person in terms of your manners - correctly doing what you are supposed to do - but the gracious person will give more and do more for others.

*discreet (adj) - to speak or act with good judgment; unnoticed

discreetly (adv) discretion/discreetness (n)

- Try to act discreetly when you are around him and don't discuss the accident.

- I'm hoping you will handle this matter with some discretion and do nothing to upset her.

* A discreet person - or to act discreetly - is to be conscious of your own behavior around others. The main objective is not to draw attention to things that would upset people or offend them. You are very tactful in your use of language. Note that I suggest good judgment in the definition, but people WILL act discreetly so as not to bring trouble unto themselves (e.g. - Her boyfriend had a discreet relationship with another girl on the side.).

* Be aware that the exact opposite use of the word is "indiscreet". Thus, you have indiscreetly, indiscretion/s, indiscreetness. I would have included the opposite forms as I usually do, but I wanted to concentrate on the positive aspect of this word. By the way, if the boyfriend got caught, it was probably because he was acting indiscreetly and was too obvious about what he was doing.

Group #6 - Weighted Words

antebellum (L) - the period before a war

This term is often applied to the South as the period before the Civil War, though it could be used for any prewar period.

cause ce'le'bre (F) - a situation where famous people become involved

When you see members of Hollywood backing certain political, social or environmental causes, you have the most common example of a cause ce'le'bre.

aficionado (SP) - a knowledgeable, devoted fan

If you know a lot about a particular topic that interests you (e.g. - a sports team, a dance company, a type of music etc.), then you are an aficionado.

mano a mano (SP) - one on one confrontation

This is something of a male-oriented term that has come into vogue in the last twenty years. It is most often used when two opponents are going to go at one another.

flagrante delicto (L) - caught in the act of a crime

Any time you are caught in some type of major crime (not something simple like stealing cookies from the jar), you have been caught in flagrante delicto. Remember our word “flagrant” which suggested that you were very obviously noticed? This is an extension of that term.

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Definition - even the weakest will attack when provoked

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A horse, a horse, my kingdom for a horse

Definition - a normally unimportant thing becomes of great importance

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Brevity is the soul of wit

Definition - to come to the point so as not to waste time

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It is meat and drink to me

Definition - to be either a source of support or pleasure

Play - As You Like It

The quality of mercy is not strained

Definition - forgiveness should be given freely and not forced

Play - The Merchant of Venice

Group #7 - Regular Words

capitulate (v) to give up all resistance

refute (v) to prove s/s as wrong

entail (v) to create a requirement or consequence

stringent (adj) to be exacting or demanding

impart (v) to make known or to reveal

eschew (v) to avoid, shun or abstain from

volatile (adj) to be explosive or unpredictable

facetious (adj) to joke but often at inappropriate moments

assuage (v) to calm or relieve someone

boorish (adj) to be rude or poorly mannered

precarious (adj) lacking in security or stability

arbitrary (adj) to decide by impulse or whim rather than reason, logic or law

ambivalent (adj) conflicting feelings towards a person or thing

circumvent (v) to go around or avoid s/s

discern (v) to recognize or make out clearly

extricate (v) to set free

flout (v) to defy or show contempt for something

induce (v) to bring on a change or bring about an action

toady (v) to flatter in order to gain favor

digress (v) to stray from the topic

Group #7 - Weighted Words

fait accompli (F) (fe ta-kawn-plee) an action that cannot be changed

non sequitor (L) (non sek-wi-ter, -toor) it does not follow

verboden (G) (ver-boht-n) to be forbidden

chutzpah (Y) (hoots' pa) the nerve to do or say outrageous things

sans (F) (sanz) to be without

Elizabethan Phrases Used By Shakespeare:

Faint-hearted

Definition - to be timid or lacking courage

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Green-eyed monster

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That way madness lies

Definition - to obsess over something to your own suffering

Play - King Lear

The short and the long of it (or vice versa)

Definition - to provide only the essential information

Play - The Merry Wives of Windsor

Truth will out

Definition - eventually, the facts will become known

Play - The Merchant of Venice

Group #7 - Examples and Uses

capitulate (v) to give up all resistance

capitulates, capitulated, capitulating (v) capitulatory (adv) capitulation (n)

- Seeing no other way out, he capitulated and gave her the money.
- The capitulation on her part was not completed with any degree of grace.
- It was a capitulatory act on their part as they recognized they had no choice.

refute (v) to prove s/s as wrong

refutes, refuted, refuting (v) refutable (adj) refutation (n)

- This document refutes everything you have claimed to this point.
- Refuting such a claim may be more difficult than you know.
- The refutation of the accusation brought about cheers of joy.

entail (v) to create a requirement or consequence

entails, entailed, entailing (v) entailment/s (n)

- I fear this may entail more responsibility than you are prepared for.
- By accepting this position it entails you to review all of the departments.
- There are certain entailments that go along with being in charge.

stringent (adj) to be exacting or demanding

stringently (adv) stringency (n)

- Because the rules are so stringent, we must be sure that everything is prepared for in advance.
- The stringency of their expectations caused more than a few people to bow out of the competition.

impart (v) to make known or to reveal

imparts, imparted, imparting (v) impartation (n)

- He imparted the information to us in a hushed tone.
- The act of imparting the list of names seemed to bring him relief.
- The impartation of the will caused many in the room to gasp.

eschew (v) to avoid, shun or abstain from

eschews, eschewed, eschewing (v) eschewal (n)

- If it's all the same to you, I would just as soon eschew the meeting.
- I've been eschewing his company for many months now.
- The eschewal of chocolate has come as a great sacrifice on my part.

volatile (adj) to be explosive or unpredictable

volatility (n)

- His volatile nature has always caused people to approach him with a certain degree of caution.
- The volatility of the stock market seems to be driving a number of investors away.

facetious (adj) to joke but often at inappropriate moments

facetiously (adv) facetiousness (n)

- Don't look so serious - I was just speaking facetiously!
- The facetiousness of his comment was not well received.

assuage (v) to calm or relieve someone

assuages, assuaged, assuaging (v) assuagement (n)

- I am not going to assuage your guilt by accepting your apology.
- Assuaging her nerves as best he could, they began to walk towards the door.
- The assuagement of the students' concerns did not last for long.

boorish (adj) to be rude or poorly mannered

boorishly (adv) boorishness (n)

- Your boorish behavior will not be tolerated in this classroom.
- Her boorishness came as something of a surprise as she was ordinarily extremely quiet.

precarious (adj) lacking in security or stability

precariously (adv) precariousness (n)

- I fear that we have been placed in a precarious position.
- The precariousness of their situation began to tell on all of their faces.

arbitrary (adj) to decide by impulse or whim rather than reason, logic or law

arbitrarily (adv) arbitrariness (n)

- The arbitrariness of his decision shocked us all as we expected more from him.
- Everything seemed to be going well until she arbitrarily decided not to join us.

ambivalent (adj) conflicting feelings towards a person or thing

ambivalently (adv) ambivalence (n)

- I admit that I feel a certain ambivalence towards the matter as neither side seems to be in the right.
- He was ambivalent towards her as she had acted neither as friend nor an enemy.

circumvent (v) to go around or avoid s/s

circumvents, circumvented, circumventing (v) circumventive (adj) circumvention (n)

- We're hoping we can circumvent administration on this and cut through all of the red tape.
- Circumventing their rules entails more than you realize.
- The circumvention of their policies was attempted but met with little success.

discern (v) to recognize or make out clearly (to understand)

discerns, discerned, discerning (v) discernible (adj) /indiscernible

- After decades of abuse, the writing on the tablet was indiscernible.
- We have discerned that only two students could have been responsible for the act.
- Discerning the extent of the damage may take weeks to complete.

extricate (v) to set free

extricates, extricated, extricating (v) extricable (adj) extrication (n)

- Due to his injury, extricating himself from the car was quite a challenge.
- His extrication from their relationship took some doing as she refused to accept his feelings.
- I'm hoping I can extricate myself from this job within the next few months.

flout (v) to defy or show contempt for something

flouts, flouted, flouting (v) floutingly (adv) flouter (n)

- His blatant flouting of our rules has got to stop!
- He floutingly offered them an offensive gesture and walked out the door anyway.
- Having flouted our rules he will serve the next week in detention.

induce (v) to bring on a change or bring about an action

induces, induced, inducing (v) inducible (adj)

- I'm not sure what induced him to leave, but whatever it was it made him angry.
- We are hoping that by inducing a coma it will allow the body to heal more rapidly.
- I'm not sure what he does, but it never fails to induce a reaction from her.

toady(v) to flatter in order to gain favor

toadies, toadied, toadying (v) toady /ies (n)

- Your constant toadying to him is becoming an embarrassment.
- She is such an insufferable toady that it's amazing she has any self respect.
- He toadies to the instructor whenever the opportunity provides it.

digress (v) to stray from the topic

digresses, digressed, digressing (v) digressional (adj) digression/s (n)

- Please forgive me for digressing, but I couldn't pass up on a good story.
- His constant digressions drive me insane, for he is always wasting class time.

Group #7 - Weighted Words

fait accompli (F) (fe ta-kawn-plee) an action that cannot be changed

- With the signing of the documents the destruction of the old mansion was now a fait accompli.

non sequitor (L) (non sek-wi-ter, -toor) it does not follow

- Telling me that that you are bored is a non sequitor to my question. What I asked was whether you had completed your homework.

verboden (G) (ver-boht-n) to be forbidden

- It is strictly verboden that any student should enter this room without permission.

chutzpah (hoots'pa) (Y) the nerve to do or say outrageous things

- He has enough chutzpah to go up to the Devil and ask him for a light.

sans (sanz) (F) to be without

- She arrived sans books, paper, pen and common sense.

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Grammar Shortcut to Better Writing

These pages contain the simplified examples. For more detailed examples, see the following section.

Kate = typical teenage girl

Darth = old, brilliant, beloved dog

Oscar the Grouch = scariest, stupidus maximus

Nugget = spaz kitten / potential Darth snack / gas machine

Coordinate Conjunctions

Examples - and, or, but, so, for, yet

Notes - The most common conjunction, but the comma usage is important. If what follows the coordinate conjunction is a complete thought, put a comma in front of it.

Example Sentences:

Oscar was not pleased at the addition of Nugget or his constant need to steal Oscar's toys. (no comma)

Darth had given up on having a quiet, old age, for Oscar had already driven him crazy. (comma)

Subordinate Conjunctions

Examples - if, because, since, before, while, even though, et al

Notes - This can be used in the beginning or middle of a sentence. A comma will nearly always be used! If a sentence starts with a subordinate conjunction, you will ALWAYS use a comma.

Example sentences:

Even though Kate had handled remote learning well, she still longed for a kitten for company. (beginning usage)

Kate longed for a kitten, even though Oscar the Grouch should have been enough. (middle usage)

Correlative Conjunctions

Examples - either / or, neither / nor, whether / or, not only / but also

Notes - These conjunctions work as teams. Commas will often be used. "But" and "also" are split up.

Example sentences:

Either Nugget learns to use his litter box more gently, or I will feed him to Darth.

Not only does Nugget have the stinkiest litter box, but he is also known to stink up Oscar's as well.

Conjunctive Adverbs

Examples - also, besides, consequently, thus, therefor, ergo, nonetheless, et al

Notes - These join two complete thoughts and require a semicolon and a comma to do so. Note that "specifically" and "namely" do not require that it be a part of a complete thought.

Example sentences:

Kate has far too many electronic gadgets; consequently, she speaks in languages I do not understand.

Darth would have no hesitation in selling our family out to burglars because of his constant need for food; specifically, his love of pizza crusts.

Dash or Parenthesis?

Dash - allows commentary

Parenthesis - allows for information

Notes - Understand that people will use these two forms of punctuation - along with commas - in a variety of ways. Let it be.

Example sentence:

“Nugget” is the newest addition to our house (We got him last week.), and he might live through the holidays - if he’s lucky enough.

Dash or Parenthesis Rules

The simplest rule to go by when using these forms of punctuation is this:

If you are making a comment, use a dash; if you are providing information, use parenthesis. That said; know that most people use the two forms of punctuation interchangeably. In fact, some writers use neither and rely upon the use of commas to separate information and commentary from the rest of the sentence. However, if you use the guidelines provided here you’ll at least be consistent.

Rule #1 - When you have made a comment within a sentence, it is not necessary to add a comma after the closing of the dash because the closing dash is acting as all punctuation. Even if the sentence looks as though a comma should be used, let the dash do the work. As an example, you would NOT punctuate the following sentence in this manner:

Wrong - Since the team was late to practice - an almost daily occurrence -, you will now have to run two miles.

Right - Since the team was late to practice - an almost daily occurrence - you will now have to run two miles.

Rule #2 - If you have written a statement within the parenthesis and it is a complete sentence, then it should be properly capitalized and closed with a period.

The information we ordered on the subject (The government has now required new regulations.) will not arrive until next month.

Rule #3 - If the information within the parenthesis is a fragment, then you should treat it as such and not punctuate it, and capitalize only proper nouns. Note that this sentence uses the subordinate conjunction “although” and that the comma comes after the parenthesis and before the conjunction as you would always place it.

I'm sure we will have enough time to complete this project (at least three hours), although we shouldn't waste time either.

Rule #4 - Even if your parenthesis comes at the end of the sentence, you should still include a period within the parenthesis (if it is a complete thought) and a period or question mark to close the sentence as in the example below.

We have received far more supplies than we will actually need (This is due in large part to a mistake in the ordering system.).

Rule #5

If your commentary falls at the end of the sentence, then you should not use a dash to close the sentence. Instead, you would simply conclude the sentence with the appropriate punctuation mark.

Right - I'm not sure why we have to have it completed by then, but John is the boss – at least for now.

Wrong - I'm not sure why we have to have it completed by then, but John is the boss – at least for now-.

Introductory Words, Phrases or Clauses / Prepositional Openings

Similarity - Both start sentences and both introduce a main thought to come.

Similarity - Both will conclude in a comma before the main clause begins.

Difference - Prepositional openings must start with a preposition.

Prepositional Openings:

In my opinion,

From my point of view,

As far as I am concerned,

On the other hand, (Note that a statement has to be made first before you use this.)

In retrospect (Meaning to look back at the past),

In spite of (whatever it is),

From my perspective,

To my way of thinking,

In general,

Above all else,

After thorough consideration,

Under the circumstances,

Introductory Words, Phrases / Clauses

Speaking for myself,

Personally,

Conversely, (Note that a statement has to be made first before you use this.)

Without a doubt,

Overall,

All things considered,

Considering (whatever it is your evaluating),

Undoubtedly,

Obviously,

Clearly,

Despite opinions to the contrary,

Generally,

All in all,

Allow me to assure you,

Conjunction Guidelines and Information: The Detailed Version

Coordinate Conjunctions

Examples:

and, but, or, so, for, yet

Purpose:

to join adjectives, verbs and adverbs.

Example sentences:

I'm not sure whether to stay here or do my work at home.

I have a term paper to write and a test to study for.

It can also join clauses but requires a comma if what follows the comma is a complete thought.

Example sentences:

We saw them walking up the path, yet we were hesitant to greet them.

I haven't had more than a few hours of sleep, so I think I'll go to bed early.

IMPORTANT NOTE:

When do I put in the comma? Ask yourself this question: Would what is written AFTER the conjunction stand alone as a sentence if you removed what was written BEFORE the comma? If you look at both portions (We were hesitant to greet them. I think I'll go to bed early.), each stands alone as a sentence; therefore, you place the comma before the conjunction.

Correlative Conjunctions

Examples:

neither / nor, either / or, whether / or, not only / but also

Purpose:

These conjunctions work in pairs to join similar or equal parts of a sentence.

How they function:

neither and nor = shows two negatives

either and or = shows a choice

whether and or = shows a need for more information, something to be decided at a later point, or pointing out two choices.

Not only and but also = but also follows not only to reinforce it.

NOTE - but and also are often separated by other words as in the following example:

*Not only will you be required to complete it, but you will also have it finished within a week.

Neither the completion of this project nor the turning in of your homework will be enough to raise your grade.

Whether you join us for this project or complete it on your own makes little difference to me.

*You will either have your materials in on time, or you will have to make it up after school.

(* Note the use of comma before the second part of the conjunction. This is done because what follows the comma and conjunction is a complete thought.)

Subordinate Conjunctions

Examples:

after, although, as, as if, as long as, as much as, as soon as, as though, because, before, even when, even if, even though, if, inasmuch, in order that, just as, lest, now that, once, provided, provided that, rather than, since, so that, supposing, though, till, unless, until, when, whenever, where, whereas, wherever, whether, which, while etc.

Purpose:

These are used to introduce parts of the sentence called subordinate clauses. These clauses indicate relationships, time, place, or a result.

Example sentences:

After (result/time) = After the meal, we will discuss your problem. (Note the comma after “meal”. It is the same rule used with Coordinate Conjunctions when it comes to determining whether a comma should be used.)

Because (result) = Because you have flouted all of the rules of good conduct, you will have to be punished. (Note the use of the comma!)

Since (result) = Since you have been so attentive to directions, I am sure that your project will be a good one. (Note the use of the comma!)

Inasmuch (result) = Inasmuch as we have no choice in the matter, we might as well go down and join them.

In order that/for/to (relationship) = In order that the students understand the directions given, we will have to give them a demonstration of the final product. (Note the use of the comma!)

So that (relationship) = So that we can understand the writer’s message, I suggest we try her other works. (Note the use of the comma!)

Till (relationship) = Till we gain some understanding of what happened, we will have to wait. (Note the use of the comma!)

Although (relationships) = Although he was a large boy for his size, he was often painfully shy. (Note the use of the comma!)

As if (relationships) = As if the work we'd been given wasn't enough, we now have a new shipment to fill. (Note the use of the comma!)

Before (relationships/time) Before we can move on to the next phase of the operation, we will have to clear it with the front office. (Note the use of the comma!)

Even though (relationships) = Even though you have completed your missing assignments, you still have to stay current with your existing obligations.

Until (relationships) = Until you can turn in material that is more neatly prepared, I can't give you full credit. (Note the use of the comma!)

Unless (relationships) = Unless you practice harder, you won't be prepared for Tuesday's presentation. (Note the use of the comma!)

Provided that (relationships) = Provided that we have the time to complete all of our other duties, I'll be more than glad to take part and help. (Note the use of the comma!)

While (relationships) = While I admit that the due date doesn't give you much time, you should already have prepared for this. (Note the use of the comma!)

Whenever (time) = Whenever we get to the most interesting parts, the bell always seems to ring. (Note the use of the comma!)

Wherever (place) = Wherever we go to study, it always seems there is someone there making noise. (Note the use of the comma!)

IMPORTANT NOTE:

These same conjunctions can often be situated so that they sit in the middle of the sentence and join two clauses.

Example:

Unless (relationships) = You won't be prepared for Tuesday's presentation unless you practice harder.

Although (relationships) = He was often painfully shy, although he was a large boy for his size. (Note the use of the comma!)

(Note the use of the comma can be a matter of style or choice on the writer's part when placed in the middle of the sentence. In the first example sentence you might not use it as it disrupts the flow of the sentence. In the second example you would be more likely to use it as it offers a pause in the thought.)

Conjunctive Adverbs

Examples:

also, besides, ergo, consequently, furthermore, however, moreover, nevertheless, nonetheless, otherwise, therefore, thereafter, hence, thus, subsequently, namely, in addition, in comparison, accordingly etc.

Purpose:

This conjunction joins equal and complete sentences together in order to express relationships between them. (NOTE THE USE OF SEMICOLON AND COMMA AROUND THE CONJUNCTIVE ADVERB!)

Example sentences:

Also (Adds additional point or “weight” to an argument) = I’m sure we have enough money in the budget to purchase it; also, even if we can’t afford it now, we can still rent it.

Besides (Adds additional point or weight to an argument) = I’m sure they will have lost it by then; besides, even if we could help, it wouldn’t make any difference.

Furthermore (Adds additional point or weight to an argument) = The methods they used in their experiment were not well suited for it; furthermore, the data they collected was not complete.

Moreover (Adds additional point or weight to an argument) = The students in this class need to pay better attention to directions; moreover, they need to start taking more responsibility for finding their own answers.

Consequently (Shows a result) = The students had spent days preparing for the performance; consequently, the performance came off flawlessly.

Therefore (Shows a result) = You have all done brilliantly on this project; therefore, I believe the whole class should receive an Excellent grade.

Thus (Shows a result) = He was never a very thorough reader; thus, he always scored poorly on standardized reading tests.

Ergo (Shows a result) = The packages that were supposed to be delivered had the wrong address; ergo, they were all shipped back to the supplier.

Hence (Shows a result) = The volleyball team worked on their blocking all week; hence, they were ready for their opponents.

Subsequently (Shows a result) = The demands of the program changed over time; subsequently, fewer applicants were able to meet the expectations.

Hence (Shows a result) = The volleyball team worked on their blocking all week; hence, they were ready for their opponents.

Accordingly (Shows a result) = The principal has decided that the student body is not focused enough on the upcoming tests; accordingly, she has decided that teachers will devote a larger portion of class time to preparation.

However (This shows an alternative viewpoint) = My initial reaction was to punish you all; however, Ms. Smith claims that you were tricked into doing it.

Nevertheless (This is used to point out that while one thought or argument may have some weight, the most important point overrides it.) = I understand that you lost your homework in your backpack; nevertheless, it is still due by the end of the period.

Nonetheless (This is used to point out that while one thought or argument may have some weight, the most important point overrides it.) = We recognize that students will want to work together; nonetheless, it must be completed individually.

Otherwise (This shows what might happen if the first part of the sentence does not take place) = You will have to complete your test by the end of the period; otherwise, I will have to take it as it is.

Additionally, (used to further argument) = The increase in your vocabulary will make you a knowledgeable reader; additionally, you will be a better communicator.

Some conjunctive adverbs do not contain two complete sentences, such as the two listed below:

Namely (Supplies an example or further explanation) = The girl was always getting into trouble; namely, her habit of arriving to class on time.

Specifically (Supplies an example or further explanation) = The machine will require far more spare parts than what we have on hand; specifically, our constant need for toner.

Spice Up Your Quotes!

Throughout your writing you will be quoting statements or citing sources. So as not to be irritatingly redundant, here are a few ways of replacing “says” or “said”:

_____ in his/her article/ blog _____, dated _____
_____ states, ed, ing /remarks, ed, ing that _____

When to use it: Use as a replacement for “says”.

_____ in his/her article/ blog _____, dated _____
_____ contends, ed, ing, tion,s / argues/asserts, ed, ing, tion,s that _____

When to use it: Use it when the person is using an argument that supports a stance be it yours or your opponent’s.

_____ in his/her article/ blog _____, dated _____
_____ suggests that/supports the idea that _____

When to use it: Similar to the words above only the person is offering up an idea or proposal. These words might be well used in an action step where the person lends weight to your solution to a problem.

_____ in his/her article/ blog _____, dated _____
_____ alleges, ed, ing, tion,s that _____

When to use it: This is similar in usage to the above, but it tends to be used when the writer or speaker is making an accusation or stating a point of view that could be very debatable.

_____ in his/her article/ blog _____, dated _____
_____ declares, ed, ing, tion,s that _____

When to use it: This is a stronger version of any of the words used to replace “says”.

_____ in his/her article/ blog _____, dated _____
_____ concedes, ed, ing, tion,s /allows, ed, ing /acknowledges, ed, ing, ment that _____

When to use it: This is used when you have found someone who would ordinarily oppose your point of view but is willing to admit that there is an argument in your favor. The same could apply if you are willing to acknowledge that your opponent might have a reasonable argument.

_____ in his/her article/ blog _____, dated _____
_____ urges, ed, ing / implores, ed, ing that _____

When to use it: This is used when you have an authority that wants people to take action to solve a problem.

_____ in his/her article/ blog _____, dated _____
_____ emphasizes, ed, ing /stresses, ed, ing that _____

When to use it: This is used when the person is making a very specific point about a given subject.

The Proper Use of Quotation Marks

Rule 1. Use double quotation marks to set off a direct (word-for-word) quotation.

Correct: "I hope you will be here," he said.

Incorrect: He said that he "hoped I would be there." (The quotation marks are incorrect because hoped I would be there does not state the speaker's exact words.)

Rule 2a. Always capitalize the first word in a complete quotation, even midsentence.

Example: Lamarr said, "The case is far from over, and we will win."

Rule 2b. Do not capitalize quoted material that continues a sentence.

Example: Lamarr said that the case was "far from over" and that "we will win."

Rule 3a. Use commas to introduce or interrupt direct quotations.

Examples:

He said, "I don't care."

"Why," I asked, "don't you care?"

This rule is optional with one-word quotations.

Example: He said "Stop."

Rule 3b. If the quotation comes before he said, she wrote, they reported, Dana insisted, or a similar attribution, end the quoted material with a comma, even if it is only one word.

Examples:

"I don't care," he said.

"Stop," he said.

Rule 3c. If a quotation functions as a subject or object in a sentence, it might not need a comma.

Examples:

Is "I don't care" all you can say to me?

Saying "Stop the car" was a mistake.

Rule 4. Periods and commas ALWAYS go inside quotation marks.

Examples:

The sign said, "Walk." Then it said, "Don't Walk," then, "Walk," all within thirty seconds.

He yelled, "Hurry up."

Rule 5a. The placement of question marks with quotation marks follows logic. If a question is within the quoted material, a question mark should be placed inside the quotation marks.

Examples:

She asked, "Will you still be my friend?"

The question Will you still be my friend? is part of the quotation.

Do you agree with the saying, "All's fair in love and war"?

The question Do you agree with the saying? is outside the quotation.

Rule 5b. If a quoted question ends in mid sentence, the question mark replaces a comma.

Example: "Will you still be my friend?" she asked.

Rule 6. Quotation marks are used for components, such as chapter titles in a book, individual episodes of a TV series, songs from a Broadway show or a music album, titles of articles or essays in print or online, and shorter works such as short stories and poems.

It is customary in American publishing to put the title of an entire composition in italics. Put the title of a short work—one that is or could be part of a larger undertaking—in quotation marks.

A "composition" is a creative, journalistic, or scholarly enterprise that is whole, complex, a thing unto itself. This includes books, movies, plays, TV shows, newspapers, magazines, websites, music albums, operas, musical theater, paintings, sculptures, and other works of art.

Example: Richard Burton performed the song "Camelot" in the 1960 Broadway musical Camelot.

Although the word is the same, "Camelot" the song takes quotation marks because it's part of a larger work—namely, a full-length show called Camelot.

Rule 7. Use single quotation marks for quotations within quotations.

Example: Dan said: "In a town outside Brisbane, I saw 'Tourists go home' written on a wall. But then someone told me, 'Pay it no mind, lad.' "

Note that the period goes inside both the single and double quotation marks. Also note that, as a courtesy, there is visible space between adjacent single and double quotation marks.

Rule 8a. Quotation marks are often used with technical terms, terms used in an unusual way, or other expressions that vary from standard usage.

Examples:

It's an oil-extraction method known as "fracking."

He did some "experimenting" in his college days.

I had a visit from my "friend" the tax man.

Rule 8b. Never use single quotation marks in sentences like the previous three.

Incorrect: I had a visit from my 'friend' the tax man.

The single quotation marks in the above sentence are intended to send a message to the reader that friend is being used in a special way: in this case, sarcastically. Avoid this invalid usage. Single quotation marks are valid only within a quotation, as per Rule 7, above.

Rule 9. When quoted material runs more than one paragraph, start each new paragraph with opening quotation marks, but do not use closing quotation marks until the end of the passage.

Example:

She wrote: "I don't paint anymore. For a while I thought it was just a phase that I'd get over.

"Now, I don't even try."

The Top 5 Components of Excellent Cursive Writing

Consistency

Throughout your written response, the letters should be the same size in relation to one another. It doesn't matter if they are a capital letter or a small letters, they should be uniform in size.

Clarity

All of your letters, regardless of slant or style, should be clearly written so that anyone reading your work would know what each letter stood for.

Spacing

The words you write should have equal and consistent spacing between them.

Slant

All words should have a consistent slant in one direction only. The slant should not be so severe that it makes letters difficult to read.

Aim

The letters you write should land on the lines of the paper - neither going above the line nor below it (unless it is a specific letter that is supposed to go below the line such as a "J" or "Y").