# Sample DF 1 Synonyms And Antonyms

# **Important Synonyms and Antonyms for Competitive Exams**

### 1) Abandon

**Synonyms:** carelessness, desert, discontinue

Antonyms: caution, retain, continue

**Example:** Tom *abandoned* his dream of becoming an oceanographer.

## 2) Abase

**Synonyms:** fall, debase, devalue **Antonyms:** honour, upgrade, grace

**Example:** A man who betrays a friend *abases* himself.

# 3) Abash

**Synonyms:** awe, humiliate, humble **Antonyms:** embolden, reassure

**Example:** Her kindness quite *abashed* me.

### 4) Abate

**Synonyms:** lessen, shrink **Antonyms:** increase, augment

**Example:** We must <u>abate</u> the noise on the campus.

# 5) Abdicate

**Synonyms:** relinquish, renounce **Antonyms:** accept, accede to

**Example:** The king was forced to *abdicate* the throne.

# 6) Abduct

Synonyms: kidnap, steal, nab

Antonyms: rescue, salvage, liberate

**Example:** The police think the boy has been <u>abducted</u>.

# 7) Abject

Synonyms: Despicable, Servile

**Antonyms:** Commendable, Praiseworthy

**Example:** The news plunged him into *abject* misery.

# 8) Abjure

**Synonyms:** Forsake, Renounce **Antonyms:** Approve, Sanction

**Example:** He *abjures* to give up the job.

### 9) Abolish

Synonyms: eliminate, stop, eradicate

**Antonyms:** Setup, Establish

**Example:** Some MPs want to <u>abolish</u> the tax altogether.

# 10) Abortive

Synonyms: Vain, Unproductive

**Antonyms:** Productive, effective, fruitful

Example: I made an abortive attempt to win his support.

# 11) Abound

**Synonyms:** Flourish, Proliferate **Antonyms:** Deficient, Destitute

**Example:** Apples <u>abound</u> here all year-round.

# 12) Abscond

**Synonyms:** flee, run away **Antonyms:** arrest, stay

**Example:** You can not *abscond* from your responsibilities.

### 13) **Absolve**

**Synonyms:** Pardon, Forgive **Antonyms:** Compel, Accuse

**Example:** They agree to *absolve* you from your obligation.

#### 14) Abstract

**Synonyms:** conceptual, synopsis **Antonyms:** actual, concrete

**Example:** She finds it difficult to grasp *abstract* concepts.

## 15) Abundant

**Synonyms:** plentiful, rich, profuse **Antonyms:** meager, scarce, inadequate **Example:** Fish are *abundant* in the lake.

# 16) Accessory

**Synonyms:** appendage

**Antonyms:** principal, adversary

**Example:** The best <u>accessory</u> a girl can own is confidence.

# 17) Acclaim

**Synonyms:** applause, cheer **Antonyms:** disapprove, boycott

**Example:** The performance received considerable *acclaim*.

## 18) Accord

Synonyms: Agreement, Harmony

**Antonyms:** Discord

**Example:** Such an act would not be in <u>accord</u> with our policy.

# 19) Acquisition

**Synonyms:** attainment, achievement **Antonyms:** loss, defeat, beating

**Example:** The company has just made another *acquisition*.

# 20) Acquit

Synonyms: Absolve, clear

**Antonyms:** Criminate, incriminate

**Example:** The court *acquits* two of the accused.

## 21) Acrimony

**Synonyms:** Harshness, Bitterness **Antonyms:** Courtesy, Benevolence

**Example:** After much *acrimony*, the effort failed.

### 22) Actuate

Synonyms: drive, incite

**Antonyms:** hinder, deter, restrain

**Example:** The flow of current <u>actuates</u> the signal.

### 23) Acumen

**Synonyms:** Awareness, Brilliance **Antonyms:** Stupidity, Ignorance

**Example:** She has considerable business <u>acumen</u>.

## 24) Adamant

Synonyms: Stubborn, Inflexible

**Antonyms:** Flexible, Soft

**Example:** Michael is *adamant* that he will tour this year Paris.

# **25) Adapt**

Synonyms: acclimatize, conform

Antonyms: preserve, unfit

**Example:** She knew how to <u>adapt</u> herself.

# **26) Adept**

Synonyms: Capable, proficient, skilled

Antonyms: Incapable, incompetent, ignorant

**Example:** She is *adept* at cooking.

# 27) Adhere

**Synonyms:** stick to, cohere **Antonyms:** flout, ignore

**Example:** All members of the association <u>adhere</u> to a strict code of practice.

# Sample PDF-2 Interviews Tips And Tricks

# **Interview Question 01**

# How are you today?

Tips:

The interviewer asks this question to show that he/she is quite caring and polite. He or she wants the candidate to be at ease before getting down to the real interview. You can politely answer him/her, "I am very well thank you."

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# **Interview Question 02**

# Did you have any problem, in finding our office? Tips:

- The interviewer usually asks this question to make the candidate comfortable.
- You can answer this question with a smile like, "It was quite easy to find this place."

# **Interview Question 03**

# How do you react to criticism?

Tips:

The interviewer asks this question to check whether you are a person who responds badly to negative feedback and reacts positively to criticism or not. In the work environment, everyone needs to be prepared to accept constructive criticism and improve to achieve goals. It is better to give an example of real-time life experience for this question.

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# **Interview Question 04**

# Can you tell me a little about yourself? Similar Questions

- ❖ Tell me about yourself.
- Introduce yourself.
- Say about yourself.

- ✓ This is one of the most commonly asked questions at the beginning of an interview.
- ✓ While answering these questions, you need to avoid giving your personal information.
- ✓ You can share some of your interests and experiences that are not directly related to work such as a favorite hobby, your education and the things that motivate you.
- ✓ If it feels intimidated to create your answer, you can rely on simple things to construct your answer.
- ✓ Also, try to relate how the position you're applying for, aligns with your future envision.

- ✓ Avoid potentially contentious subjects like political or religious leanings, unless your answers are positive and are well-received by your interviewer.
- ✓ Try to avoid talking about family responsibilities or hobbies too much which makes the interviewer wonder whether you could commit yourself to the job.
- ✓ For this question, you should be prepared to talk about yourself, and your skills that fit for the job you applied.
- ✓ Begin with a brief overview of where you are now i.e., your graduation (if you are experienced start from your current job, then graduation), internship or volunteer experience, school subjects and then finish by touching on a goal for the future.
- ✓ Remember to be careful about the things you include in your answer.
- ✓ Also, try to keep your answers short and sweet which sounds good to interviewers.
- ✓ Before you choose to respond, write out the answers in advance and read aloud to ensure that it sounds natural.

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# **Interview Question 05**

# What are your key strengths? Similar Questions:

- 1. What is your strength?
- 2. What is your greatest strength?
- 3. What is your biggest strength?
- 4. What are your strongest areas?

5. What do you consider to be your strength?

# Tips:

✓ The aim of this question by the interviewer is to understand how much you know about yourself and how confident you are about your strengths.

- ✓ You can switch-over the answers to these questions, as per the job profiles.
- ✓ Also, gathering the information about the job profile you applied for, will help you well in an interview.
- ✓ Whatever the profile you applied for, try to explain your strengths with experience from the past which is desirable always.

# **Examples:**

- When it comes to strengths, you need to assess your skills. Make a list of your skills that includes knowledge-based skills and transferable skills that are portable from job profiles like communication skills, problemsolving skills, etc.
- Also, assess your personal traits that are unique such as flexible, friendly, hard-working, expressive, etc.
- Some examples of strengths you might include in your answer are enthusiasm, trustworthiness, creativity, patience, respectfulness, determination, versatility, etc.
- Choose the strengths that match the job profile and the employer's expectations. Also, make sure that you can give specific examples to demonstrate your strengths.

# **Interview Question 06**

# What are your key weaknesses? Similar Questions:

- 1. What is your weakness?
- 2. What is your greatest weakness?
- 3. What is your biggest weakness?
- 4. What are some of your weaknesses?
- 5. What are your weakest areas?
- 6. What are your weakest skills?
- 7. What do you consider to be your weaknesses?
- 8. What would your current boss say is your weakest area?
- 9. Tell me about a time you failed.
- 10. Describe a difficult work situation and how you would overcome it.

# Tips:

The main aim of this question by the interviewer is to find the three qualities in you, they are

#### **Self-awareness:**

An ideal candidate won't deny that they have real weaknesses. So, state the weakness that doesn't interfere with the duties of the job profile.

# **Honesty:**

An ideal candidate won't lie about their weaknesses. So, choose a real weakness and talk about the steps that you have taken to overcome your weakness.

# **Self-improvement:**

- ❖ You should include details about the steps that you are taking or taken to learn a skill or correct a weakness.
- So before answering this question, try to have an outlook about what an interviewer wants to hear when they ask for weaknesses.
- Also, stay away from personal qualities and concentrate more on professional traits.

# **Examples:**

- Being too critical of yourself
- Too focused / at work
- Being unfamiliar with the latest software
- Perfectionism
- Not adept at public speaking
- Attempting to please everyone
- Taking too much responsibility
- Not detail-oriented or too detail-oriented
- Not comfortable in taking risks

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# **Interview Question 07**

# Why should I hire you? Similar Questions:

- 1. Sell me on yourself.
- 2. Should we take a chance on you?
- 3. What makes you different from others we are interviewing?

- ✓ This question put behind you by the interviewer is to make you come up with points that make you unique and differ from other candidates.
- ✓ The interviewer is giving you the open opportunity to sell yourself.
- ✓ So, you need to do it in a way that puts you into the hot seat of talking about yourself in an open and direct manner.
- ✓ Through this, the interviewer wants to know what you consider to be the defining aspects of your background that set you apart.
- ✓ Being the open-ended question, you can go in multiple directions to differ yourself from others.
- ✓ The best approach to answer this question is to focus on your education, work experience, skills, aptitudes, and abilities which differentiate you from the competition.
- ✓ As this is a competitive posturing question, be careful in your words and make no mistake of it.
- ✓ Whatever the traits you mention in the interview, you need to be backed up with examples in the STAR technique form to show you are the best person for the position.
- ✓ Your answer should be directed towards the employer's needs, but not vour personal one.

# **Interview Question 08**

# What is the difference between confidence and over confidence? Similar Questions:

- 1. What does overconfidence mean to you?
- 2. What do you think about overconfidence?
- 3. Is overconfidence good?

- The purpose of this question is to determine your temperament, to see what kind of a person are you.
- ❖ To answer this question, you need to understand the difference in yourself.
- Confidence is something about believing in yourself and knowing your own values and abilities.
- Overconfidence is when you go overboard with your confidence. Overconfidence is about estimating their skill, abilities, and value higher than they have.
- They are unrealistic in their beliefs and think that they can do anything, even if it is impossible.
- Moreover, a confident person will accept their faults and tries to improve themselves but an overconfident person will believe that they have no faults and that they alone know what is best.

# **Examples:**

✓ Confidence is the right estimation of one's skills whereas overconfidence is an extra estimation of one's skills.

✓ Confidence is being proud of your accomplishments but overconfidence is having pride.

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# **Interview Question 09**

# What is the difference between hard work and smart work? Similar Questions:

- 1. Can you say me the difference of hard work and smart work?
- 2. Differentiate me about hard work and smart work.

- The reason behind this question is your interviewer wants to know that you will make the most efficient use of your time.
- ➤ Hard work means doing work with a lot of time on it. The work is based on old methods, concepts in which no innovation is obtained. The hard work is quantity oriented.
- Smart work means doing the same thing but spending limited time for it. Here the work is based on the modification of previous methods to obtain innovative things. Smart work is quality-oriented.'
- Smart work may involve compiling a strategic approach to the work and identifying the things that you need to do, while hard work might

include tasks with the regular procedures without really determining in advance about finishing the task.

To show yourself to the interviewer that you are an employee who can work smart and hard, here are a few ways:

# **Examples:**

- ✓ Show how you have overcome mistakes.
- ✓ Bring up the times that you have planned.
- ✓ Provide examples when you prioritize multiple projects.

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# **Interview Question 10**

# What motivates you to do a good job? Similar Questions:

- 1. What motivates you?
- 2. What motivates you at work?
- 3. What interests you about this job?
- 4. What motivates you to succeed at work?
- 5. What motivates you to do your best on the job?

- Your interviewer may likely to ask you about motivation. The reason behind this question is that the interviewer is more interested in your motivation habits.
- The nature of this question makes you to give many answers that has to be acceptable.

- Communicate your self-motivation.
- ➤ Choose something specific to be your motivation that could be the desire to do a good job.
- ➤ Be honest and think about what actually motivates you in the workplace and state it.
- > Be positive always and have a good attitude on your works.

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# **Interview Question 11**

# Are you not overqualified for this position? Similar Questions:

- 1. Why are you applying for a position that is beneath your qualifications?
- 2. Don't you think, you are overqualified for this position?
- 3. Aren't you overqualified?
- 4. Are you overqualified?
- 5. Do you think you are overqualified for this position?

- ✓ The reason behind this question is that the interviewer wants to know why you are seeking a particular position when you have the qualifications necessary to obtain a more desirable position.
- ✓ Also to check out, if you have embellished your resume or if there is any professional issue that keeps you away from finding a job equals your qualifications.

# Here are the few things to include in your answer are,

i. Your most pertinent skills, traits, and experiences that qualify you for the position.

- ii. Your previous experience has prepared you to handle situations that you will likely to be handled if hired.
- iii. State the personality traits which make you a good fit for the position.
- iv. Emphasize the skills you developed that will help you to handle the responsibilities of the job.
- v. State why you think you are the best candidate for the job.
- vi. Answer the question in a positive way and assure the interviewer that you are perfectly qualified for the position, but not over-qualified for the job.

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# **Interview Question 12**

# How long would you work for us if you are hired? Similar Questions:

- 1. How long would you expect to work for us?
- 2. Why do you want to work for our company for a long time?
- 3. How long do you plan to work here?

# PDF-3 Conversation

# (01) Conversation between Mother and Daughter about New School!!

Mother: How's your new school, Lavanya?

Lavanya: Oh... It's fine. I like it very much. Now I've a lot of new friends.

Shivani, Rubini, Balaji, and.

**Mother:** And your new teacher?

Lavanya: Yes, He's very kind. He sings and plays the piano beautifully.

Mother: Oh... Then you all like him very much.

**Lavanya:** Yes, everyone likes him.

Mother: Did you get your new books?

Lavanya: Yes, I got them. They are very interesting with a lot of colour pictures.

**Mother:** Then I'm sure you're going to enjoy your lessons.

**Lavanya:** Of course, I will enjoy.

**Mother:** You are tired and hungry, Lavanya. Come, let's have lunch.

**Lavanya:** Yes, mom... Very hungry, come on.

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# (02) Conversation about Higher Studies between Father and Son!!

Father: I think your exam is very near.

**Son:** Yes, dad. And I am ready for that.

Father: Did you finish reading everything?

**Son:** Yes, I have already revised my book several times.

**Father:** So which rank do you expect?

**Son:** I hope that I will get first place. In the model exam, I got first place and secured the highest marks in our school.

**Father:** Fine, I expect you will score good marks in the HSC examination.

**Son:** If everything goes fine, then I will fulfill your expectation.

**Father:** This exam is very crucial because your higher study will depends on this result. If you didn't study well in HSC, then you may not get chance for higher study in a reputed university.

**Son:** That's true and I am serious in my studies.

**Father:** Another thing that your career will depend on the area of your higher study. So this result will actually determine your career as well.

Son: Oh really?

**Father:** So do your best, my son.

**Son:** Don't worry, dad. I am fully prepared.

**Father:** Now it's too late, so go and sleep. Let me know if you need anything.

Good night.

**Son:** Good night.

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# (03) Conversation between Father and Daughter

**Father:** I received progress report of your examination.

**Daughter:** Have I passed all the subjects?

Father: You have failed in Science subjects especially Physics and Chemistry.

Daughter: My all teachers are not in my favor.

**Father:** Do not blame them. Teachers taught you very well. Your report shows that you are very lazy and careless. What was the reason of your bad marks?

**Daughter:** I became upset when I read the questions in the exam. Because I did not study those questions.

**Father:** You should be ashamed of yourself. You have disappointed me.

**Daughter:** I am sorry. I promise you to study from today. My next progress report would be excellent Dad.

Father: Promise?

**Daughter:** Yes, Dad.

**Father:** Ok, Study well and get good marks in your next exam.

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# (04) Conversation between Father, Mother, Brother and Sister!!

**Father:** I've just received a letter from Arun.

Mother: What does he say? Has he found a new place to stay?

Father: Yes. He has. It's in Besant Nagar.

Brother: Is it a nice place?

Father: I think so. He says it's a large building with three floors. He lives in the

flat on the first floor.

Brother: A flat?

**Father:** Yes. It has a bed room, a hall, a kitchen and a washroom.

**Brother:** Is there a garden?

**Father:** No. He says the whole building is in a small plot.

**Sister:** Poor Arun! He'll miss many things.

**Brother:** Yes. He'll miss his gardening, long walks and picking fruits. He'll be

missing you too.

Sister: Of course, He'll miss bathing in the river...a thing that he enjoy the

most.

**Mother:** Whether he will be happy in his flat?

Father: Why not? It has many other facilities. It has water on the tap;

electricity and everything you need.

**Brother:** You're right. It must be quite modern.

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# (05) Conversation between Father and Son...!!

Ravi: I have a request to you.

Father: Please Tell me.

Ravi: My school members is going on a picnic to Kodaikanal.

Father: Ohh, Ok.

Ravi: I also want to go along with my class friends.

Father: Who are all going to picnic?

**Ravi:** Kadhir, Soundar, Sathish are going on picnic.

# PDF-4 Idioms And Phrases

# **Phrases**

# 1. About to (do something)

Meaning: to be on the point of doing something

**Example:** I was **about to** leave when the phone rang.

# 2. According to (someone or something)

Meaning: as stated, attested by, depending on, in conformation with

Example: The rents are high here but they vary according to whether you want

a garden.

# 3. Account for (something)

Meaning: to explain the reason for something

**Example:** The bad weather accounts for the fact that few people came to the

meeting.

#### 4. Ask for

Meaning: Request

**Example:** I'm here to **ask for** my money back.

#### 5. as far as someone is concerned

Meaning: according to what someone thinks or feels

**Example:** As far as I'm concerned, I have no reason to wait for him.

#### 6. As for

Meaning: with regard to, concerning

**Example:** As for the project, we have to attend a meeting tomorrow.

### 7. Act up

Meaning: behave badly, cause trouble

**Example:** Ravi got bored in class and started acting up.

### 8. As long as

Meaning: on a condition, if

Example: You can take this dog as long as you promise to take care of it.

#### 9. As soon as

Meaning: at the same time or a very short time after

**Example:** I phoned my friend as soon as I finished my dinner.

#### 10. As to

Meaning: about, relating to

**Example:** He was uncertain as to which road to take.

### 11. As well

Meaning: also, too

**Example:** I plan to take a computer course this summer as well.

#### 12. As well as

**Meaning:** in addition to, also

**Example:** She owns a car as well as a motorbike.

#### 13. Back and forth

Meaning: to and fro

**Example:** The argument went back and forth before the judge made a decision.

#### 14. Better off

Meaning: to be in a better condition than before

**Example:** He'd be **better off** working for a bigger company.

#### 15. Break down

Meaning: to cease to function, to become very upset, separate into smaller

parts

**Example:** Our car suddenly **broke down** on the highway.

#### 16. Break up

**Meaning:** disintegrate or disperse, to put an end to something **Example:** The school classes for this year **break up** in June.

#### 17. Came at

Meaning: attack

**Example:** As I backed away, he came at me with a knife.

## 18. Carry out

**Meaning:** to do something, to accomplish something **Example:** He has the ability to **carry out** big plans.

#### 19. Come on

Meaning: hurry or go faster

**Example: Come on!** if you don't hurry, we're going to be late.

## 20. Came up

Meaning: to happen unexpectedly

**Example:** She just came up to me and slapped me.

#### 21. Come up with

Meaning: to suggest an idea or plan

**Example:** She's **come up with** some amazing scheme to double her income.

#### 22. Deal with

Meaning: Handle effectively, to take action about something, to concerned

something

**Example:** She's used to **dealing with** difficult customers.

#### 23. End up

Meaning: to finally be in a particular place or situation

**Example:** We **ended up** going to a restaurant after the movie last night.

### 24. Figure out

Meaning: to try to understand someone or something

# **Idioms**

#### 257, be on the mend

Meaning: recover from illness

Example: After having been in bed for a month, she is now on the mend

now.

#### 258. in a stew

Meaning: feel worried

Example: As the shopkeeper incurred loss, he was in a stew.

## 259. be in the soup

Meaning: to be in trouble

**Example:** He feels he is in the soup as he has borrowed money beyond his

means.

# 260. underway

Meaning: in progress

**Example:** The bill prohibiting the sale of tobacco near school is **underway**.

# 261. be no use

Meaning: useless

**Example:** The old text books are of **no use**. So throw them away.

# 262. be caught napping

Meaning: Not ready to deal with something.

Example: Our team was caught napping when the opponent team scored the

goal.

### 263. Dirt Cheap

Meaning: at a very low price.

**Example:** English Newspapers are sold dirt cheap.

# 264. have a ear for something

Meaning: showing interest.

**Example:** He has the ear for religious discourse.

### 265. flotsam and jetsam

**Meaning:** people or things which are no longer required **Example:** The kitchen is full of **flotsam and jetsam** items.

### 266. gain the upper hand

Meaning: to win

Example: My friend always gains the upper hand in any argument.

#### 267, from hand to mouth

**Meaning:** in poverty

**Example:** The poor children live from hand to mouth existence.

## 268. cut no ice

Meaning: no use or effort

**Example:** His explanation to his boss is **cut no ice**.

## 269. the joker in the pack

Meaning: an unpredictable person

Example: He is considered as the joker in the pack because his activities are

sudden.

#### 270. kick back

Meaning: be at leisure

**Example:** He has not been able to kick back and enjoy his success.

#### 271. a new lease of life

Meaning: a new phase in one's life

Example: After the operation, he got a new lease of life.

#### 272. all brawn and no brains

Meaning: physically strong but not very intelligent

**Example:** He is a good football player but he is all brawn and no brains.

### 273. dry run

Meaning: an attempt, a practice or rehearsal

**Example:** We had better **dry run** for the official ceremony tomorrow.

#### 274. fire and foremost

Meaning: more than anything else

Example: In spite of her recent success as a novelist, she remains first and

foremost a poet.

#### 275. free hand

Meaning: the right or authority to do anything you consider necessary

**Example:** The police were given **free hand** in qulling the riot.

## 276. lollipop man

**Meaning:** someone who controls the traffic **Example:** Children like the **Iollipop man**.

### 277. make a beeline for something

Meaning: move directly towards a particular person or thing

**Example:** As soon as he came home he made a beeline to the kitchen.