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# Precis Writing With Solved Exercises

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Practical Précis Writing and Indexing

The Word on College Reading and Writing

Pitman's Exercises in Indexing and Précis Writing

Written Communication In English - SBPD Publications

ICSE Art Of Effective English Writing Class IX And X

English For Students Of Science

CA FOUNDATION PLANNER SOLVED PAPERS

(FREE SAMPLE) Essential General English for Competitive Exams - 2nd Edition SSC-Banking-RIwys-CLAT-NDA-CDS-Hotel Mgmt.-B.Ed  
2nd Edition

A Text-book of Précis-writing

Essentials of English Grammar & Composition (A.Y. 2023-24)Onward

Scottish Notes and Queries

Civil Service Year Book and Official Calendar

Educational Record

Comprehensive English Grammar & Composition

The Modern Review

Professional Communication

Indexing and Précis Writing

The Journal of Education

Précis Writing for American Schools

The High School Teacher

Essential English for Competitive Examinations - 2nd Edition

Jigsaw Reading and Writing Activities

English | AICTE Prescribed Textbook - English

Academic Writing

The Educational Record

How to Write a Précis  
The Technique of Comprehension & Précis Writing  
A Handbook for Letter Writing  
NTA UGC NET/JRF English (Paper I & II) | Teaching and Research Aptitude | 1500+ Solved Questions [10 Full-length Mock Tests]  
Practical English Grammar & Composition  
Organisation & Management And Business Communication  
The Principles and Practice of Teaching and Class Management  
Military Education and the British Empire, 1815-1949  
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Précis and Précis Writing  
The Shamrock  
English Grammar & Composition Very Useful for All Competitive Examinations  
English Grammar & Composition  
ICSE Art of Effective English Writing IX-X

*Precis Writing With  
Solved Exercises*

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## **CLARA FOLEY**

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### Practical Précis Writing and Indexing

EduGorilla Community Pvt. Ltd.

UNIT - I 1. Note-Making and Bulleting, 2. Comprehension, 3. Précis-Writing, UNIT - II 4. Report Writing, 5. Status Report, 6. Analytical Report, 7. Inquiry Report, 8. Newspaper Report, 9. Business Report, UNIT - III 10. Official Correspondence, 11. Application Letters, 12. Cover Letters, 13. Memorandum [MEMO], 14. Demi-Official

Letters, 15. Business Letters, 16. Persuasive Letters : Sales Letters and Collection Letters, 17. Claim Letters, 18. Adjustment Letters, 19. Credit Letters, 20. Banking and Insurance Correspondence, 21. Quotation and Order Letters, 22. Enquiry Letters, 23. Good and Bad News Letters, 24. E-mail Correspondence  
*The Word on College Reading and Writing*  
SBPD Publications  
This Book Is A Sincere Attempt To Explain The Operating Functions Of Management And Tools Of Communications In A Simple And Lucid Language. The Primary Object

Of Writing This Book Is To Meet The Requirements Of C.A. (Professional Examination-One) Students. However, This Book Will Also Be Very Useful For The Students Doing B.Com., M.Com., Mba And Other Professional Courses. Even A Layman Who Is Interested In Knowing Basics Of Management Principles And Communication Skill Will Find This Book Extremely Useful.

*Pitman's Exercises in Indexing and Précis Writing* S. Chand Publishing  
Includes section "Reviews and notices of books".

*Written Communication In English - SBPD Publications* Full Blast Productions

- Best Selling Book for UGC NET English Exam with objective-type questions as per the latest syllabus given by the NTA.
- Compare your performance with other students using Smart Answer Sheets in EduGorilla's UGC NET English Exam Practice Kit.
- UGC NET English Exam Preparation Kit comes with 10 Full-length Mock Tests with the best quality content.
- Increase your chances of selection by 14X.
- UGC NET English Exam Prep Kit comes with well-structured and 100% detailed solutions for all the questions.
- Clear exam with good grades using thoroughly Researched Content by experts.

ICSE Art Of Effective English Writing Class IX And X Disha Publications

This reproducible activities kit emphasises academic reading, writing and discussion skills. The target audience for these materials is adult or young-adult students in high school, college, or college/university entrance courses. It has been devised to give students the chance to think, talk and write about real life topics. The book is structured in three units, each individual unit has four jigsaw

parts, which are used first for reading and discussion and then, when they are thoroughly familiar to students, as examples for analysis and imitation in the process of improving writing skills. The book concentrates on realistic writing, not just exercises. There are drills and practice on specific language points, but only in preparation for much freer writing activities. The main thing is for students to develop their own arguments about subjects that matter. Includes an extensive Teacher's Notes on how to exploit the materials.

English For Students Of Science Upkar Prakashan

Military education was the lifeblood of the armies, navies, and air forces of the British Empire and an essential ingredient for success in both war and peace. Military Education and the British Empire is the first major scholarly work to address the role of military education in maintaining the empire throughout the nineteenth and twentieth centuries. Bringing together the world's top scholars on the subject, this book places distinct national narratives – Canadian, Australian, South African, British, and Indian – within a comparative

context. Ultimately, this book allows readers to consider the connections between education and empire from a transnational perspective.

*CA FOUNDATION PLANNER SOLVED PAPERS* New Age International

The Book on English in your hand is a textbook intended for the second language learners who wish to learn English but have a less environment in conversing with others in English. The book covers AICTE model curriculum for first year undergraduate degree courses in Engineering and Technology. The book is meant to familiarize the students with different aspects and genres in English including reading, listening comprehension, written and speaking skills. A must-buy for the students of engineering, Management and Humanities, the book combines reference grammar and practices exercises while maintaining a practice-oriented approach. So, to solve the purpose, the book has been divided into six part that highlights:

1. Vocabulary Building
2. Basic written Skills
3. Identifying Common Errors in Writing
4. Nature and style of Sensible Writing
5. Writing Practices
6. Oral

Communications Salient Features: This book covers a wide range of topic such as conversation practice, vocabulary building , writing practices and sentence Patterns which generates a great taste to its learners. Apart from the core lessons, this course book includes additional reference tools strategies for learning independently, vocabulary trainer and ideas for developing speaking skills. The sole purpose of the book is to empower students with language and life skills the need to carry out to achieve their career goals. A big part of the book is about the vocabulary, with numerous examples. It prepares the learners in Business English for effective communication not only as students during their collegiate day but also as employees after being employed. It is a complete guide for all business and processional communication activities explaining in simple language how people interact with each other through effective use of spoken and written English. To make the students face the competitive world, each chapter of this book is clearly structured with a strategic approach to learn the target language from the basic level. Therefore, it's THE BEST book for

every technical student who wants to understand how English Works.  
*(FREE SAMPLE) Essential General English for Competitive Exams - 2nd Edition SSC-Banking-RIwys-CLAT-NDA-CDS-Hotel Mgmt.-B.Ed 2nd Edition Arihant Publications India limited*  
 English For Students Of ScienceOrient Blackswan  
A Text-book of Précis-writing Goyal Brothers Prakashan  
 This is the must have book for success in competitive exams. The comprehensive English grammar and composition is very good book for thorough preparation for the competitive exams. The book covers the entire syllabus for gaining clear concepts in English. It is an excellent book for grammar practice and has many exercises and detailed explanation. The book is very nice and explanation is very simple and good. The book is very helpful for the beginners also since it gives detailed explanations of the different concepts of English grammar.  
Essentials of English Grammar & Composition (A.Y. 2023-24)Onward S. Chand Publishing  
 Extensive use through examples to

illustrate different types of composition 2. Suggested outline of important essays 3. ICSE Question Papers & ISC Question Papers fully solved 4. Answer to all exercises in grammar 5. Letters (Personal & Official) 6. Comprehension & Summary Writing  
Scottish Notes and Queries Adda247 Publications  
 Nowadays English language section is asked in almost all competitive and recruitment examinations like SSC, Banking, CDS, State Level PSCs, etc. Otherwise too, being proficient in English is necessary in this fast modernizing world. This book has been designed to act as a comprehensive guide to learning English Grammar & Composition. The present book for English Grammar & Composition has been divided into 69 chapters covering Articles, Noun, Pronoun, Adverbs, Participle, Gerund, Preposition, Conjunctions, Transformation of Sentences, Question Tag, Question Framing, Formation of Words, Spelling Rules, Phrasel Verbs, Idioms & Phrases, Spotting the Errors, Word Power, Synonyms, Antonyms, Homonyms, Heteronyms, Palindromes, Pangrams,

Foreign Words, Group Terms, Choosing Appropriate Words, Words Used as Different Parts of Speech, Young Ones of Animals, Paragraph Writing, Letter Writing, Report Writing, Comprehension, etc. The book contains approximately 10,000 sentences, 7000 solved questions, 7000 knowledge words and 550 Solved Exercises covering the minute concepts of English Grammar & Composition. The book also contains tricks and techniques for solving various kinds of questions. This book will prove to be highly useful for Hindi Language students. As the book contains ample theoretical content as well as number of solved questions, it for sure will help aspirants succeed in learning and writing English proficiently.

**Civil Service Year Book and Official Calendar** KHANNA BOOK PUBLISHING CO. PVT. LTD.

Essentials of English Grammar & Composition Goyal Brothers Prakashan  
Educational Record Arihant Publications India limited

A Handbook for Letter Writing' is a comprehensive & exhaustive book which has been designed to help in learning the art and techniques of writing letters. The

words and language that are being used while writing a letter not only shows our knowledge but also reflects our personality. The present book on letter writing has been divided into five chapters namely An Introduction of Letter Writing, Informal Letters, Formal Letters, Reference/ Recommendation Letters and Email. This book contains various types of letters – Personal, Business Letters, Applications, Official Letters, Application Writing, Apology, Condolence, etc. The book also contains the E-mailing, Report Writing and Press Release sections. A simple and easy language with the latest pattern has been used in this book. This book will also help you in developing the research and writing skills.

Comprehensive English Grammar & Composition YOUTH COMPETITION TIMES  
How to Write a Précis is designed to teach students how to read and comprehend a text, and then reduce its length without omitting the essential details or radically altering the style of the original. It contains theoretical background, practical step-by-step instructions on how to write a précis, sample précis, and a variety of exercises. Also included are sections on

popularizing and abstracting. Its tightly organized structure and straightforward, direct style make How to Write a Précis the ideal text for students and teachers of translation, of English as a second language, and of all types of English Composition. It is intended for use in universities, community colleges, high schools, and in adult education. The exercises have been carefully chosen and organized so as to provide optimum hands-on learning experience for the reader; they vary in difficulty, so that the teacher may select those that suit the level of proficiency and the special interests of a particular group of students.  
The Modern Review Arihant Publications India limited

Most international students need to write essays and reports for exams and coursework. Yet writing good academic English is a demanding task. This new edition of Academic Writing has been fully revised to help students reach this goal. Clearly organised, the course explains the writing process from start to finish. Each stage is demonstrated and practised, from selecting suitable sources, reading, note-making and planning through to re-writing

and proofreading. The book is divided into short sections which contain examples, explanations and exercises for use in the classroom or self-study. Cross-references allow easy access to relevant sections, and a full answer key is included. The 3rd edition has been developed in response to suggestions from both students and teachers. Featuring a new website, there is increased coverage of plagiarism, argument, cause and effect, comparison, definitions and academic style. Different forms of writing, including reports and literature reviews, are also covered. All international students wanting to maximise their academic potential will find this easy-to-use, practical book a valuable guide to writing in English for their degree courses. You can follow Stephen's blog at the following address:

<http://academicwrite.blogspot.co.uk/>

**Professional Communication** UBC Press  
The book is divided into three parts comprised of overall 35 chapters. Part one contains Grammar, part two - Aids to Vocabulary, and part three - Writing Skills.  
• The section dealing with Grammar is in double color. The points given in pink color suggest importance or emphasis, so they

need attention and will help you to understand quickly and easily. These points are further highlighted with arrows.

- Text printed on-screen suggests points likely to misunderstand. Sometimes they explain subtle distinctions between two apparently similar points.
- Grammar items are discussed very systematically – one at a time. Plentiful illustrations are followed by carefully designed exercises.
- There is an exhaustive section dealing exclusively with Multiple choice questions covering all the areas of Grammar as well as Vocabulary. It will help to get familiar with the latest evaluation pattern.
- The chapter on vocabulary is adequate and it has been kept within manageable proportions.
- The chapter on Précis writing under the section Writing Skills contains a large number of solved examples, which fully explain how to analyze a passage, how to prepare a rough draft and then turn out a good readable and adequate final précis. They are followed by passages provided with aids to vocabulary and detailed outlines. The passages selected for précis writing cover a wide range of interests and have been carefully graded.
- There is a

comprehensive section on letter writing covering personal, business, and official correspondence. While it explains the requisites of the good letter—its style, layout – it also provides a number of model letters for quick guidance  
Indexing and Précis Writing Orient Blackswan

This course in English has been designed to cater to the needs of undergraduate students of science, while they are studying as well as later. The course contains a varied selection of reading passages of prose, poetry and drama. Each reading unit is accompanied by exercises and activities that would develop the students language and writing skills.

**The Journal of Education** Sultan Chand & Sons

Disha's ESSENTIAL ENGLISH, true to its name, covers every essential topic and every essential type and pattern of MCQs asked in various competitive examinations conducted in India. It will serve as a SINGULAR VOLUME to provide complete preparation for scoring high in the English section of any competitive exam. Essential features of the book • Organised into IV

parts: Grammar, Verbal Aptitude, RC & Para jumbles; Descriptive English - including 40 Chapters grouped under 10 Segments. • Grammar topics and sub-topics explained in an easy-to-understand manner. • Classroom Exercises to test and reinforce in-depth understanding of Concepts. • Extensive Exam pattern MCQs on each Topic to give you complete practice. • Dedicated Chapters for every specific MCQ pattern. • Things To Remember/Strategies To Employ for solving each Question Type. • 5000+ MCQs in all with Answers and Explanations. • Descriptive composition – Essay, Précis, Letter.

### **Precis Writing for American Schools**

English For Students Of Science

An interactive, multimedia text that introduces students to reading and writing at the college level.

*The High School Teacher* Disha Publications

"ADDA 247 is proud to announce that we have launched the 2nd Edition of the Descriptive Writing eBook, especially for Syndicate Bank PO Recruitment 2018". The aim of this book by Adda247 is to equip students with the art to tackle descriptive paper which will help them to maximise their scores in the competitive examination. Overall the book is designed and categorised into proper sections dealing with Essay Writing, Letter Writing and Précis Writing with practice exercise structured to reinforce the concepts in student's mind with the type of questions that are being asked in the current scenario of bank, insurance, SSC and other competitive exams. This eBook is designed meticulously by the most prominent individuals in the teaching sector and

promise to provide you with an escapade that will broaden your horizons. We should never be confined by the limits of our brain and this eBook which is thoroughly revised and covers almost every important topic for the descriptive paper of upcoming Banking, Insurance, SSC and other exams. Our eBook which is based on the latest pattern is second to none and the recent results of the aspirants speak volumes about the quality and credibility of it. Some features associated with this book are: -Format and useful writing tips for Letter, Essay and Précis writing. - Incorporates all popular and expected topics for Essay writing. -Solved examples of different types of formal and informal letters asked in competitive exams. - Practice Exercise of Letter Writing. - Expected Essay Writing Topics Based on Current Affairs. Validity: 1 Years

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