
English Precis Writing

Assessing Writing
Précis Writing
Stairway to Earth: How to Write a Serious Book
Art of Writing English
Descriptive English
How to Write a Précis
A Handbook of Precis-Writing
The Teaching of English in the Secondary School
English Composition
The Last Leaf
The Art of Writing English
Why I Write
ENGLISH WITH NIMISHA BANSAL
A PRACTICAL COURSE FOR DEVELOPING WRITING SKILLS IN ENGLISH
Précis writing for beginners
Virtue Ethics and Professional Roles
The Elements of Style by William Strunk
The Art of Writing English
151 Essays for IAS/ PCS & other Competitive Exams 3rd Edition
A Text-book of Précis-writing
Art Of Precis Writing (R-191)
Strengthen Your Writing (Rev 3Rd Edn)
Mirror on America
Practical English Grammar & Composition
A Compendium of Précis Writing on Historical, Social, Literary and Other Subjects
Win Every Day
Essay Writing for English Tests
Write Better, Faster
Legal Writing in Plain English
Learners' English Grammar And Composition (On Modern Lines)
Improve Your Punctuation and Grammar
The Art of Writing English
A Handbook for Letter Writing
Sixty Steps to Précis
Gov.Officials To Master Noting & Drafting
Write in Style
The Art of Writing English
Long Walk to Freedom

SAIGE EMELY

Assessing Writing Bedford/St. Martin's

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.

Précis Writing Arihant Publications India limited

This work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it. This work is in the public domain in the United States of America, and possibly other nations. Within the United States, you may freely copy and distribute this work, as no entity (individual or corporate) has a copyright on the body of the work. Scholars believe, and we concur, that this work is important enough to be preserved, reproduced, and made generally available to the public. To ensure a quality reading experience, this work has been proofread and republished using a format that seamlessly blends the original graphical elements with text in an easy-to-read typeface. We appreciate your support of the preservation process, and thank you for being an important part of keeping this knowledge alive and relevant.

Stairway to Earth: How to Write a Serious Book Little, Brown

Strengthen Your Writing is an intensive course in writing that promotes the understanding and practice of the essential aspects of English composition and related study skills relevant to

students at the intermediate and first-year degree levels. The book is designed to help students acquire and reinforce their writing skills in English in preparation for a successful academic and professional life. The revised edition includes a range of fresh texts based on themes that are modern as well as interesting. Skills not relevant or infrequently used have been omitted and new skills such as writing e-mail messages, memorandums and résumés, which are demanded of students today, have been introduced. There are well-explained models to illustrate different forms of writing as well as a large number of revised, contextualised exercises that provide students with sufficient opportunity for practice. Also included in the book are brief notes in shaded boxes on topics like bias-free writing and the use of parallel structure in composition, which would be of value to students aiming to improve their writing skills in English. Finally, the chapters in the new edition have been reorganised to lead students slowly from simple writing skills to more complex ones, and the book concludes with a unit that shows how graphics can be used effectively to supplement writing.

Art of Writing English Arihant Publications India limited

Learner's English Grammar And Composition 9,10

Descriptive English A Handbook of Precis-Writing

"Essential reading for anyone who wants to understand history – and then go out and change it." –President Barack Obama
Nelson Mandela was one of the great moral and political leaders of his time: an international hero whose lifelong dedication to the fight against racial oppression in South Africa won him the Nobel Peace Prize and the presidency of his country. After his triumphant release in 1990 from more than a quarter-century of imprisonment, Mandela was at the center of the most compelling and inspiring political drama in the world. As president of the African National Congress and head of South Africa's anti-apartheid movement, he was instrumental in moving the nation toward multiracial government and majority rule. He is still revered everywhere as a vital force in the fight for human rights and racial equality. Long Walk to Freedom is his moving and exhilarating autobiography, destined to take its place among the finest memoirs of history's greatest figures. Here for the first time, Nelson Rolihlahla Mandela told the extraordinary story of his

life -- an epic of struggle, setback, renewed hope, and ultimate triumph. The book that inspired the major motion picture Mandela: Long Walk to Freedom.

How to Write a Précis University of Ottawa Press

Reprinted eight times following its original publication in 1913, this book provides a practical introduction to précis writing. Derry Evans includes practical exercises in the form of series of texts of graduated difficulty, from a variety of authors, for the student to practice summarizing. This book will be of value to anyone interested in the art of summarization.

A Handbook of Precis-Writing Routledge

This book is published by invincible publishers and we are proud to inform you that this is an Indian title. The author of the book is also Indian.

The Teaching of English in the Secondary School PHI

Learning Pvt. Ltd.

First published in 1940, this book was designed by Eric Partridge to equip students, studying for final exams at school, with the tools they needed to become successful précis-ers. The selection of literary pieces is more diverse than other précis books of the time and Partridge's background as a schoolmaster, a lecturer and a publisher sets him up well to teach the subject.

English Composition Orient Blackswan

The Elements of Style is a prescriptive American English writing style guide in numerous editions. The original was composed by William Strunk Jr., in 1918, and published by Harcourt, in 1920, comprising eight "elementary rules of usage", ten "elementary principles of composition", "a few matters of form", a list of 49 "words and expressions commonly misused", and a list of 57 "words often misspelled". E. B. White greatly enlarged and revised the book for publication by Macmillan in 1959. That was the first edition of the so-called "Strunk & White", which Time named in 2011 as one of the 100 best and most influential books written in English since 1923.

The Last Leaf S. Chand Publishing

Writing is one of the central skills a student must master. Why should they be tested? How should they be tested? What tasks should be used? The answers to these questions are provided by this book, which examines the theory behind the practice of

assessing a student's writing abilities.

The Art of Writing English Cambridge University Press

Write in Style is aimed at all for whom clarity and accuracy of expression are important skills. All the main styles and grammatical rules are covered, their sense explained and vivid examples given of how not to write. Plenty of sound and meticulous advice is offered in a friendly and enthusiastic tone and a large part of the book covers specific types of writing, from essays and articles to minutes and reportage. The many illustrations, examples and exercises throughout help the reader put into practice the techniques and skills the book explores.

Why I Write Berrett-Koehler Publishers

To understand and make the practical use of the grammatical rules is a challenge poised at various competitive exams. Students preparing for various competitive exams need elucidated grammar rules that are explained in a very easy and understandable language. Practical English Grammar & Composition is the hand book and an easy guide to learn English aimed at learning and improving knowledge of grammar and its applicability. In order to make the students conversant with the practical applicability of the grammar rules, sentences depicting the right usage are also given after the rules. A number of solved exercises are also given after the chapters that enable the students test their acquired knowledge. Word Powers section is a unique feature of the book that will play a crucial role in making the students ready to face the competitions ahead.

ENGLISH WITH NIMISHA BANSAL Forgotten Books

Professionals, it is said, have no use for simple lists of virtues and vices. The complexities and constraints of professional roles create peculiar moral demands on the people who occupy them, and traits that are vices in ordinary life are praised as virtues in the context of professional roles. Should this disturb us, or is it naive to presume that things should be otherwise? Taking medical and legal practice as key examples, Justin Oakley and Dean Cocking develop a rigorous articulation and defence of virtue ethics, contrasting it with other types of character-based ethical theories and showing that it offers a promising new approach to the ethics of professional roles. They provide insights into the central notions of professional detachment, professional integrity, and moral character in professional life, and demonstrate how a virtue-based approach can help us better understand what ethical

professional-client relationships would be like.

A PRACTICAL COURSE FOR DEVELOPING WRITING SKILLS IN ENGLISH Disha Publications

This book has been designed by combining the goodness of the original Wren & Martin text, High School Grammar & Composition, and specialized content developed by a panel of competitive examination experts in the area of the English language. The USP is therefore adapting a classical text to the needs of the various admission and recruitment competitive examination aspirants. Its exhaustive coverage ensures that virtually no competitive examination remains untouched. Students preparing for descriptive tests such as UPSC (Compulsory English and General English Papers of Main Exams) and state PCS examinations, Judicial Services examination, Indian Forest Service examination, Statistical Services and many other examinations in which subjective papers/tests are mandatory will find this book immensely useful. The book is also a boon for those students who are preparing for objective tests such as Banking and Insurance, SSC, UPSC preliminary, Defence Services, Law entrance, Business School entrance examinations, and many other admission and recruitment examinations. A unique feature of this book is demonstration of the connectedness of the concepts and their applications visually, with the help of arrows and pointers. The aspirant will also find questions from recent examinations on virtually every page of the book. An index of examination-wise questions has been included so that the aspirant can choose the sections according to the targeted examination and focus more. Topic-wise distribution of questions in English examination papers - both descriptive and objective - will also help aspirants to undertake a very well directed test-prep program using the book. Précis writing for beginners DigiCat

This book provides you with all the tools you need to write an excellent academic article and get it published.

Virtue Ethics and Professional Roles Arihant Publications India limited

"This easy-to-follow guide is useful both as a general course of instruction and as a targeted aid in solving particular legal writing problems." —Harvard Law Review Clear, concise, down-to-earth, and powerful—all too often, legal writing embodies none of these qualities. Its reputation for obscurity and needless legalese is widespread. For more than twenty years, Bryan A. Garner's Legal

Writing in Plain English has helped address this problem by providing lawyers, judges, paralegals, law students, and legal scholars with sound advice and practical tools for improving their written work. The leading guide to clear writing in the field, this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing process that will appeal to other professionals: how to organize ideas, create and refine prose, and improve editing skills. Accessible and witty, Legal Writing in Plain English draws on real-life writing samples that Garner has gathered through decades of teaching. Trenchant advice covers all types of legal materials, from analytical and persuasive writing to legal drafting, and the book's principles are reinforced by sets of basic, intermediate, and advanced exercises in each section. In this new edition, Garner preserves the successful structure of the original while adjusting the content to make it even more classroom-friendly. He includes case examples from the past decade and addresses the widespread use of legal documents in electronic formats. His book remains the standard guide for producing the jargon-free language that clients demand and courts reward. "Those who are willing to approach the book systematically and to complete the exercises will see dramatic improvements in their writing." —Law Library Journal

The Elements of Style by William Strunk Cambridge University Press

Stairway to Earth: How to Write a Serious Book is a book dedicated to helping authors write superb manuscripts. Veteran book consultant Bill Birchard details his unique 14-step process to writing serious nonfiction. Among the topics covered: How to craft a crisp book message. How to structure an argument into a progression of logical chapters. How to organize a research program and manage a flood of reference documents. How to craft a book proposal that agents and publishers find irresistible. How to draft a superb first, second, and final draft without wasting countless hours in rewriting. For both new and seasoned authors, Stairway to Earth provides the secret for mastering book development. The book is packed with tips and secrets to make the job go easier and quicker. Birchard reveals story after story with insights from years of hands-on experience. For would-be authors who know they are destined to write a book, Stairway is the indispensable guide.

The Art of Writing English S. Chand Publishing

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.

151 Essays for IAS/ PCS & other Competitive Exams 3rd Edition

Legare Street Press

File noting has been in the recent past, and still is, under heated discussion in the context of Right to Information Act, 2005. It has, thus, been drawing a lot of interest from all concerned. Basic note in a file is written by an Office Assistant/ Assistant Section Officer. A good note should properly define and analyse the problem; refer to relevant rules, regulations, policies and precedents; talk about alternative solutions; discuss implications of these various alternatives and then suggest a suitable solution and a draft reply. Noting and drafting has, therefore, always been a vital part of decision-making process in the Government. The quality of Noting and Drafting has deteriorated over the years. There is hardly any publication on the subject except for some references in the manuals of office procedures. Hence, this attempt, A book

for Government Officials to Master Noting and Drafting. It is a comprehensive book which talks about various concepts, the significance, features of good and bad notings, and skilful drafts citing examples drawn from actual files. Different exercises, their solutions, and samples of some good file notings and useful drafts make this book valuable for all its readers.

A Text-book of Précis-writing University of Chicago Press

DigiCat Publishing presents to you this special edition of "Précis writing for beginners" by Guy Noel Pocock. DigiCat Publishing considers every written word to be a legacy of humankind. Every DigiCat book has been carefully reproduced for republishing in a new modern format. The books are available in print, as well as ebooks. DigiCat hopes you will treat this work with the acknowledgment and passion it deserves as a classic of world literature.

Best Sellers - Books :

- [My First Learn-to-write Workbook: Practice For Kids With Pen Control, Line Tracing, Letters, And More! By Crystal Radke](#)
- [Harry Potter Paperback Box Set \(books 1-7\)](#)
- [My Butt Is So Christmassy!](#)
- [The Housemaid's Secret: A Totally Gripping Psychological Thriller With A Shocking Twist](#)
- [The Summer I Turned Pretty \(summer I Turned Pretty, The\) By Jenny Han](#)
- [You Will Own Nothing: Your War With A New Financial World Order And How To Fight Back By Carol Roth](#)
- [The Summer I Turned Pretty \(summer I Turned Pretty, The\)](#)
- [Twisted Games \(twisted, 2\)](#)
- [Girl In Pieces By Kathleen Glasgow](#)
- [The 5 Love Languages: The Secret To Love That Lasts By Gary Chapman](#)