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KEY=SOLUTIONS - PRECIOUS ALYSON

PITMAN'S EXERCISES IN INDEXING AND PRÉCIS WRITING. WITH MODEL SOLUTIONS AND ADDITIONAL TESTS

A HANDBOOK OF PRECIS-WRITING

Cambridge University 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.

INDEXING AND PRÉCIS WRITING

SUMMARY AND PRÉCIS WRITING

EXERCISES

EXERCISES IN PRÉCIS WRITING. SELECTED BY J.R. MAY

SUGAR, CANE AND BEET

AN OBJECT LESSON

PITMAN'S JOURNAL OF COMMERCIAL EDUCATION

PRÉCIS WRITING FOR BEGINNERS

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PROGRESSIVE PRÉCIS WRITING. EXERCISES IN PRÉCIS WRITING PROGRESSIVELY ARRANGED WITH INSTRUCTIONS

PROGRESSIVE PRÉCIS WRITING

REFERENCE CATALOGUE OF CURRENT LITERATURE

EXERCISES IN PRÉCIS WRITING

PRÉCIS WRITING

MODELS AND METHODS

CUP Archive

A PROGRESSIVE COURSE OF PRÉCIS WRITING

HOW TO WRITE A PRÉCIS

University of Ottawa Press *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 FOR AMERICAN SCHOOLS

METHODS OF ABRIDGING, SUMMARIZING, CONDENSING, WITH COPIOUS EXERCISES

EXERCISES IN PRECIS WRITING

PITMAN'S WHERE TO LOOK

AN EASY GUIDE TO BOOKS OF REFERENCE

London, Pitman

THE HIGH SCHOOL TEACHER

PRÉCIS WRITING

HISTORICAL PASSAGES FOR PRÉCIS WRITING

A TEXT-BOOK OF PRÉCIS-WRITING

NEW EXERCISES IN PRÉCIS WRITING

A COMPENDIUM OF PRÉCIS WRITING ON HISTORICAL, SOCIAL, LITERARY AND OTHER SUBJECTS

PRÉCIS WRITING FOR ARMY CLASSES, CIVIL SERVICE CANDIDATES, ETC. 2D SER

PRACTICAL PRÉCIS WRITING AND INDEXING

THE PUBLISHER

THE JOURNAL OF THE PUBLISHING INDUSTRY

PITMAN'S DICTIONARY OF ECONOMIC AND BANKING TERMS

PRINCIPLES OF OFFICE MANAGEMENT

Lotus Press

CA FOUNDATION PLANNER SOLVED PAPERS

YOUTH COMPETITION TIMES CA FOUNDATION PLANNER SOLVED PAPERS

PITMAN'S EXERCISES IN INDEXING AND PRÉCIS WRITING

A GUIDE TO DESCRIPTIVE WRITING: PRACTICE EBOOK (2ND EDITION)

Adda247 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

NEW EXERCISES IN PRÉCIS WRITING

CIVIL SERVICE EXAMINATIONS. AN INTRODUCTION TO THE WRITING OF PRÉCIS OR DIGESTS. [WITH] KEY

PRÉCIS AND PRÉCIS WRITING

JENSEN'S FORMAT WRITING

HOW TO WRITE EASILY AND WELL

New Leaf Publishing Group Jensen's Format Writing is concerned with developing expository writing skills for high school students. This type of writing exposes, puts forth, explains, reveals, or exhibits in detail about something. It has a purpose to inform, clarify, and perhaps even to persuade. Such writing may simply describe, or it may give a series of reasons. In any case, there is a fundamental point that is made. How that point is made may often determine whether the piece is accepted or rejected. Students completing this course will learn valuable skills. the secret of cutting your work in half when it comes to writing a paper.how to order your presentation for its most powerful effect on the reader.a technique for getting the essence of what you read down on paper for future reference.how to stack up your ideas so that they flow together in a natural fashion.how to move ideas from sentence to sentence by following a simple rule.all about what and how to document your sources when doing research and writing.

JIGSAW READING AND WRITING ACTIVITIES

LIFE STYLES

Full Blast Productions 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.

MILITARY EDUCATION AND THE BRITISH EMPIRE, 1815-1949

UBC Press 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.

BOOK OF COMPOSITION

Scholar Publishing House

ENGLISH FOR NURSES

Elsevier Health Sciences English for Nurses provides a perfect solution to the needs of nursing undergraduates. Based on the INC syllabus, it is an indispensable resource for B.Sc. Nursing students. Students of M.Sc. Nursing and those going for NCLEX, TOEFL and IELTS will also find it tremendously useful. The book has been written keeping in mind the

requirements of the modern Indian nurses to converse well in English. As they serve in different national and international locations, English is their only window to the outside world. This book provides comprehensive study material and practice exercises on English language the way it is used in day-to-day conversations in the hospital environment. **Salient Features** • Comprehensive, exhaustive and well-structured coverage • Lucid presentation with easy language for ease of comprehension • Ample number of examples, tables and other learning aids • All the essential elements of communication in modern-day nursing practice like nursing reports, records, etc., discussed, analysed and exemplified • Examples from real-life health care communications provided • Exhaustive end-of-chapter exercises • Solutions for all objective type exercises given **What's New in the Second Edition** • More examples have been added in the chapters • Exercises have been increased in several chapters • Several chapters like Narration and Voice have been revised for better clarity of the concept • Chapters like Essay Writing and Comprehension have been revised to include more health care scenarios