## Contents \_\_\_\_

		PAGE
Preface to F	ourth Edition	I-5
	PART I	
	COMMUNICATION	
CHAPTER 1	: Communication Skills	3
	PART II	
	SENTENCE TYPES AND WORD POWER	
CHAPTER 2	: Sentence-Structure and Types	19
CHAPTER 3	: Direct and Indirect Speech	45
CHAPTER 4	: Active and Passive Voice	58
CHAPTER 5	: Vocabulary Building	80
	PART III	
	COMPREHENSION PASSAGES AND NOTE MAKING	
CHAPTER 6	: Comprehension of Unseen Passages	141
CHAPTER 7	: Note Making	159
	PART IV	
	DEVELOPING WRITING SKILLS	
CHAPTER 8	: Basics of writing	181
CHAPTER 9	: Precis writing	198
CHAPTER 10	: Article writing	238
CHAPTER 11	: Report writing	247

	PAGE
CHAPTER 12 : Writing formal Letters	271
CHAPTER 13 : Writing Formal E-Mails	342
CHAPTER 14 : Resume Writing	357
CHAPTER 15 : Business Meetings	400
Mock Test Paper 1	
Mock Test Paper 2	
Mock Test Paper 3 (Unsolved)	
SOLVED EXAMINATION PAPER: December 2021	
SOLVED EXAMINATION PAPER: June 2022	
SOLVED EXAMINATION PAPER: December 2022	