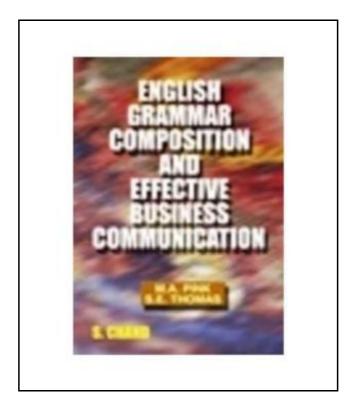
# English Grammar Composition and Effective Business Communication



Filesize: 5.5 MB

### Reviews

Very useful for all group of people. It is amongst the most incredible pdf i actually have read through. Its been written in an extremely straightforward way and it is just right after i finished reading through this pdf by which basically modified me, change the way i think. (Felicia Nikolaus)

## ENGLISH GRAMMAR COMPOSITION AND EFFECTIVE BUSINESS COMMUNICATION



S. Chand & Company Ltd, 2012. Softcover. Book Condition: New. 5th or later edition. Earlier Chapters in this volume will prove of assistance to those who are mainly concerned with obtaining a knowledge of business correspondence and its kindred subjects of precis writing and the drafting of reports. >At the end of each chapter will be found questions and exercises, many of which have been taken from examination papers of universities and professional institues, to all of whom acknowledgement is due and is here accorded. Contents: 1. History of the English Language 2. Sentence-Parts of Speech-Analysis of Sample Sentences 3. Complex, Double, and Multiple Sentences 4. Classfication of Nouns, Pronouns, Adjectives, Adverbs and Conjunctions 5. Inflexions and Syntax of nouns, Pronouns, Adjectives and Adverbs 6. Classfication, Inflexions, and Syntax of Verbs 7. Rules of Concord 8. Common errors in Grammar 9. Analysis of Complex, Double and Multiple sentences; Synthesis 10. Parsing 11. Direct and Indirect (Reported) Speech 12. Composition: The Sentence 13. Composition: The Paragraph 14. Puctuation 15. Vocabulary and the Use of words 16. Diction and Style 17. Figures of Speech 18. Paraphrasing 19. Original Composition-I. Narration and Description 20. Original Composition-II. The Essay 21. Metre 22. Precis Writing 23. Comprehension and Interpretation 24. Corresponadance-Personal and Business 25. Secretarial and Company Correspondance 26. Drafting Reports 27. General Bank Correspondance 28. Bank Correspondance and Reports to and From Head Office Appendix-I: Alist of English Authors Recommended for Reading Appendix-II: Spelling Rules Answers to Exercises Index Printed Pages: 418.

Read English Grammar Composition and Effective Business Communication Online
Download PDF English Grammar Composition and Effective Business
Communication

#### **Related Kindle Books**



# Studyguide for Constructive Guidance and Discipline: Preschool and Primary Education by Marjorie V. Fields ISBN: 9780136035930

2009. Softcover. Book Condition: New. 5th. 8.25 x 11 in. Never HIGHLIGHT a Book Again! Includes all testable terms, concepts, persons, places, and events. Cram101 Just the FACTS101 studyguides gives all of the outlines, highlights,...

Read Book »



#### The Well-Trained Mind: A Guide to Classical Education at Home (Hardback)

WW Norton Co, United States, 2016. Hardback. Book Condition: New. 4th Revised edition. 244 x 165 mm. Language: English. Brand New Book. The Well-Trained Mind will instruct you, step by step, on how to...

Read Book »



TJ new concept of the Preschool Quality Education Engineering the daily learning book of: new happy learning young children (2-4 years old) in small classes (3)(Chinese Edition)

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date :2005-09-01 Publisher: Chinese children before making Reading: All books are the...

Read Book »



# Who am I in the Lives of Children? An Introduction to Early Childhood Education (Paperback)

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 10th Revised edition. 254 x 201 mm. Language: English. Brand New Book. Note: This is the bound book only and does not include access...

Read Book »



#### Love My Enemy

Andersen, UK, 2004. Softcover. Book Condition: New. First Edition. Available Now. Book Description: Zee (short for Zara) lives in a quiet suburb of Belfast, with an apparently idyllic family life. But Zee's father was shot...

Read Book »