

Contents

-	, .
Pre	tace

U

Part One

Sounds and Words

Chapter 1 Sounds of English 3

Chapter 2 Word Structure 22

Chapter 3 Vocabulary Extension 28

Chapter 4 Phrasal Verbs 56 Chapter 5 Word Order 71

Part Two

Comprehension and Composition

Chapter 6 Listening Comprehension 83

Chapter 7 Reading Comprehension 97

Chapter 8 Paragraph Writing 110

Chapter 9 Precis Writing 122

Chapter 10 Dicto-Composition 137

Chapter 11 Letter Writing 142

Chapter 12 Term Paper 163

Chapter 13 Book Reviews 172

Part Three

Essentials of Grammar

Chapter 14 Parts of Speech 183

Chapter 15 Structure of Sentences 206

Chapter 16 Sequence of Tenses 216



Index

Chapter 17 Use of Articles 219 Chapter 18 Modes of Reporting 226	
) Appendices	
Appendix A Review Test 232 Appendix B Common Affixes and Latin Roots 253 Appendix C Medical Terms 256 Appendix D Terms used in Information Technology 270 Appendix E Use of Preposition 280 Appendix F Irregular Verbs 294 Appendix G Punctuation and Capitalisation 299	
O Answer Key	303
Solutions to Objective-type and Short-answer Questions 305	

327