


[DOWNLOAD PDF](#)

# English Grammar Composition and Effective Business Communication

By M.A. Pink, S.E. Thomas

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 institutes, 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. Classification of Nouns, Pronouns, Adjectives, Adverbs and Conjunctions 5. Inflexions and Syntax of nouns, Pronouns, Adjectives and Adverbs 6. Classification, 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. Punctuation 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...



**READ ONLINE**  
[ 6.49 MB ]

## Reviews

*The publication is easy in read through safer to comprehend. It is actually loaded with wisdom and knowledge Its been printed in an extremely simple way and is particularly simply right after i finished reading through this pdf where actually modified me, affect the way i believe.*

-- **Ms. Clementina Cole V**

*This is the very best publication i have got read until now. It is definitely simplified but shocks within the fifty percent of the pdf. You may like how the article writer create this pdf.*

-- **Rosario Durgan**

## See Also



---

### **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, and quizzes for your textbook with optional...



---

### **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 give your child an academically rigorous, comprehensive...



---

### **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 Youth Pre-employment Training software download generated pictures...



---

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

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 to the Enhanced Pearson eText. To order...



---

### **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 dead in front of them all, and...



---

### **Art appreciation (travel services and hotel management professional services and management expertise secondary vocational education teaching materials supporting national planning book)(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Pages Number: 146 Publisher: Higher Education Pub. Date :2009-07-01 version 2. This book is a secondary vocational education and management of...