



ADVANCED

English

(Précis & Composition) For CSS

Largest collection of:
Synonyms, Antonyms, Idioms, Pairs of Words, Analogies,
Sentence Corrections, Prepositions and Translation

Revised & Updated Edition



Prof. Arshad Saeed
Attiya Bano



ADVANCED
English
(PRECIS & COMPOSITION)

(Revised & Enlarged Edition)

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SYLLABUS: ENGLISH (PRECIS & COMPOSITION)

The examination in this subject will be based upon a paper carrying 100 marks to Test the candidate's abilities to handle Précis Writing, Reading Comprehension, Sentence Structuring, Translation, Grammar and Vocabulary, etc.

I. Précis Writing (20 marks)

A careful selected passage with an orientation of generic understanding and enough flexibility for compression shall be given for précising and suggesting an appropriate title.

Out of the total 20 marks allocated to this question, 15 shall go to précising the text and 5 to suggesting the title.

II. Reading Comprehension (20 marks)

A carefully selected passage that is rich in substance but not very technical or discipline-specific shall be given, followed by five questions, each carrying 4 marks.

III. Grammar and Vocabulary (20 marks)

Correct usage of Tense, Articles, Prepositions, Conjunctions, Punctuation, Phrasal Verbs, Synonyms and Antonyms etc.

IV. Sentence Correction (10 marks)

The sentences shall be given each having a clear structural flaw in terms of grammar or punctuation. The candidates shall be asked to rewrite them with really needed correction only, without making unnecessary alterations. No two or more sentence should have exactly the same problem, and 2-3 sentences shall be based on correction of punctuation marks.

V. Grouping of Words (10 marks)

A random list of twenty words of moderate standard (neither very easy nor utterly unfamiliar) shall be given, to be grouped by the candidates in pairs of those having similar or opposite meaning, as may be clearly directed in the question.

VI. Pairs of Words (10 marks)

Ten pairs shall be given of seemingly similar words with different meanings, generally confused in communication, for bringing out the difference in meaning of any five of them by first explaining them in parenthesis and then using them in sentences.

VII. Translation (10 marks)

Ten short Urdu sentences involving structural composition, significant terms and figurative/idiomatic expressions shall be given, to be accurately translated into English.

Preface

Advanced English (Précis & Composition) For CSS. is intended for CSS and other competitive examinations' candidates. We hope that more advanced learners and teachers will also find it useful.

The book is a comprehensive survey of structures and forms, written in clear modern English and illustrated with numerous examples. Areas of particular difficulty have been given special attention. Differences between conversational usage and strict grammatical forms are shown but the emphasis is on maximum communication skill.

Of making many English grammars there is no end; nor should there be till theoretical scholarship and actual practice are more happily wedded. In this field much valuable work has already been accomplished; but it has been done largely by workers accustomed to take the scholar's point of view, and their writings are addressed rather to trained minds than to immature learners. To find an advanced grammar unencumbered with hard words, abstruse thoughts, and difficult principles, is not altogether an easy matter. These things enhance the difficulty which an ordinary youth experiences in grasping and assimilating the facts of grammar, and create a distaste for the study. It is therefore the leading object of this book to be both as scholarly and as practical as possible. In it there is an attempt to present grammatical facts as simply, and to lead the student to assimilate them as thoroughly, as possible, and at the same time to do away with confusing difficulties as far as may be.

To attain these ends it is necessary to keep ever in the foreground the *real basis of grammar*, that is, good literature. Abundant quotations from standard authors have been given to show the student that he is dealing with the facts of the language, and not with the theories of grammarians. It is also suggested that in preparing written exercises the student use English classics instead of "making up" sentences. But it is not intended that the use of literary masterpieces for grammatical purposes should supplant or even interfere with their proper use and real value as works of art. It will, however, doubtless be found helpful to alternate the regular reading and æsthetic study of literature with a grammatical study, so that, while the mind is being enriched and the artistic sense quickened, there may also be the useful acquisition of arousing a keen observation of all grammatical forms and usages. Now and then it has been deemed best to omit explanations, and to withhold personal preferences, in order that the student may, by actual contact with the sources of grammatical laws, discover for himself the better way in regarding given data. It is not the grammarian's business to "correct:" it is simply to record and to arrange the usages of language, and to point the way to the arbiters of usage in all disputed cases. Free expression within the lines of good usage should have widest range.

It has been our aim to make a grammar of as wide a scope as is consistent with the proper definition of the word. Therefore, in addition to recording and classifying the facts of language, we have endeavored to attain two other objects, - to cultivate mental skill and power, and to induce the student to prosecute further studies in this field. It is not supposable that in so delicate and difficult an undertaking there should be an entire freedom from errors and oversights. We shall gratefully accept any assistance in helping to correct mistakes. Readers' comments, suggestions and criticism are jewels for us and our works.

In this edition the main features are as follows:

- ① Explanations and examples have been brought up to date.
- ② There is now more information on Grammar and Composition.
- ③ Some material has been rearranged to make comparisons easier.
- ④ The "contents list" is summarizes every section heading.

- ☉ More than 1050 Pairs of Words are given with their explanation.
- ☉ More than 2000 Phrasal Verbs can be found in the book.
- ☉ Every part is cemented with exercises
- ☉ Almost all questions put in past papers of CSS are added in the solved form.
- ☉ The book is fabricated in such a way that everybody can build his foundation of English without the help of any teacher.

We desire to express special thanks to Shaista Rehman, (Superintendent Police) Mudassira Makhdoom and Musfarah Anees, for a critical examination of our work and for many valuable suggestions and helpful criticism. Their qualities of editorship have refined earlier edition of *Advanced English (Précis & Composition) For CSS*.

Professor Arshad Saeed

Attiya Bano

(i)	(ii)	(iii)	(iv)	(v)	(vi)
(vii)	(vii)	(viii)	(ix)	(x)	(xi)
(xii)	(xiii)	(xiv)			