## Contents

Topic No. Title Page No.
PART A

1. An Introduction to English Language ..... 1
2. The World of Words ..... 11
3. The Web of Word Groups ..... 19
4. Nouns (Countable and Uncountable) ..... 35
5. Synonyms and Antonyms ..... 43
6. Prefixes and Suffixes ..... 57
7. Single Word Substitution ..... 65
8. Articles ..... 85
9. Pronouns ..... 97
10. Adjectives (Degrees of Comparison) ..... 105
11. Verbs ..... 115
12. Tenses ..... 119
13. Modal Verbs ..... 131
14. Adverbs ..... 139
15. Prepositions ..... 147
16. Conjunctions ..... 157
17. Phrasal Verbs ..... 163
18. YES or NO Questions ..... 173
19. 'WH' Questions ..... 177
20. Collocations ..... 187
21. Fixed and Semi-fixed Expressions ..... 193
22. Guessing Meaning of Words ..... 197
23. Formation of Sentences ..... 199
PART B
I. LISTENING SKILL
24. Types of Listening ..... 203
25. Listening Techniques ..... 205
26. Critical Listening ..... 206
27. Telephonic Conversation ..... 208
28. Product Description ..... 211
II. SPEAKING SKILL
29. Effective Speaking ..... 213
30. Introducing Oneself ..... 215
31. Speaking about a Person ..... 216
32. Greeting ..... 217
33. Participation in a Conversation ..... 218
34. Group Conversation ..... 221
35. Introducing a Person ..... 224
III. READING SKILL
36. Skimming Technique ..... 225
37. Inductive Reading ..... 227
38. Predicting ..... 228
39. Reading Comprehension (RC) - Introduction ..... 229
40. RC - Open-ended Questions ..... 233
41. RC - Objective Type Questions ..... 235
IV. WRITING SKILL
42. Sentences ..... 247
43. Coherence ..... 251
44. Reference Words ..... 252
45. Discourse Markers ..... 255
46. Completing Sentences ..... 273
47. Jumbled Sentences ..... 286
48. Free Writing ..... 294
49. Paragraphs ..... 299
50. Short Narrative Description ..... 303
51. Developing Hints ..... 307
52. Developing an Outline ..... 310
53. Essay Writing ..... 314
54. Techniques for Writing Letters ..... 319
55. Informal Letters ..... 323
56. Formal Letters ..... 328
57. E-mail Conventions ..... 334
58. E-mail Writing ..... 336
59. Dialogue Writing ..... 341
60. Brainstorming ..... 345
61. Taking Leave ..... 348
