

Overview:

Precision in Print is a comprehensive guide to mastering advanced written communication skills. This book covers essential aspects of effective writing, starting with grammar and sentence structure, ensuring clarity and coherence in written expression. It provides insights into common phrases and idioms, enhancing language proficiency and fostering natural-sounding communication. Chapter 3 focuses on paragraph writing, offering techniques for organizing ideas and crafting well-developed paragraphs. For concise and clear communication, Chapter 4 delves into précis writing, teaching readers to summarize texts effectively while preserving key information. Chapter 5 explores paraphrasing, a crucial skill for conveying ideas in one's own words while maintaining accuracy and integrity. Additionally, the book addresses expansion techniques in Chapter 6, guiding readers on how to elaborate on ideas and add depth to their writing. With its comprehensive coverage and practical insights, "Precision in Print" equips readers with the tools and strategies needed to excel in advanced written communication. Each chapter ends with a series of practical activities to help learners practice the contents of the material learnt.



Author’s Bio-Data: Dr Bouazid Tayeb is an accredited Associate Prof -University of Msila, Algeria, PhD in Applied Linguistics, MA in psycho- pedagogy and Language teaching, teacher trainer (Lancaster University ,UK (1995)), MA in education (University of South Africa(2008)), Certificate of Teacher Trainer-Middle East Partnership Program and the US Embassy (MEPI) (2010). Freelance journalist (London (1992) ), President of the Scientific Committee, poet and publisher (seven published books with Edilivres à Paris) and Four other books with Edition Khayal, in addition to more than 40 national and international communications, with a sum of 44 years of Experience-(26 years at secondary schools and teacher training Institute), and 18 years at various local universities (Setif. BBA, . Bejaia ,Batna, Barika and Msila)

ISBN: 978\_9969\_518\_94\_8



جميع الحقوق محفوظة  
سنّة النشر، 1445هـ / 2024 م

مقر دار النشر: حي تعاونية الشيخ المقراني  
طريق اشبيليا مقابل جامعة محمد بوضياف  
المسيلة - الجزائر

التواصل مع دار النشر: elmotanaby.dz@gmail.com

الهاتف: 0773.30.52.82 / 0668.14.49.75

فاكس: 035.35.31.03



أمسج الرمز



Scan Our QR Code



PRECISION IN PRINT: MASTERING ADVANCED WRITTEN COMMUNICATION

Dr. Tayeb Bouazid



# PRECISION IN PRINT: MASTERING ADVANCED WRITTEN COMMUNICATION



# **Precision in Print: Mastering Advanced Written Communication**

**Dr. Tayeb Bouazid**

- The title of the book: **Precision in Print:  
Mastering Advanced  
Written Communication**
- **Author:** Dr. Tayeb Bouazid
- **Internal format of the book:** Dar Al-Mutanabi pour l'impression et l'édition
- **Book size:** 17/25
- **First edition**
- **Editor:** Dar Al-Mutanabi pour l'impression et l'édition
- **The specified international number**
- **ISBN:** 978 – 9969 – 518 – 94 – 8
- **Dépôt légal:** April/2024
- **Rights:** Tous droits réservés ©
- **Seat:** Quartier coopératif Sheikh Al-Moqrani/Route Ichbilya  
En face de l'université de Mohammed Boudiaf /M'sila-Alger
- **To contact the house:**
- **Email address:** [elmotanaby.dz@gmail.com](mailto:elmotanaby.dz@gmail.com)
- **WebSite:** <https://elmotanaby.com>
- **Phone:** 0773.30.52.82/ 0668.14.49.75
- **Fax:** 035.35.31.03



**Dr. Tayeb Bouazid**

**Precision in Print: Mastering  
Advanced Written  
Communication**

**2024**





# **ACKNOWLEDGEMENTS**

*To all those who have chosen to  
impart*

*Knowledge as part of their teaching  
Profession*

*To*

*All my Colleagues at the University  
of M'Sila;*

*Department of English*



## **Table of Contents**

<b>PREFACE .....</b>	<b>17</b>
<b>INTRODUCTION.....</b>	<b>19</b>
<b>AIMS AND OBJECTIVES .....</b>	<b>21</b>

## **PART ONE**

### **GRAMMAR AND SENTENCE STRUCTURE**

<b>1.WHAT MAKES A GOOD SENTENCE.....</b>	<b>25</b>
<b>1.1. UNITY .....</b>	<b>25</b>
<b>1.2. COHERENCE .....</b>	<b>25</b>
<b>1.3. SYNTACTIC AND PARADIGMATIC RELATIONS.....</b>	<b>27</b>
<b>2. TYPES OF SENTENCES.....</b>	<b>27</b>
<b>2.1. THE SIMPLE STATEMENT .....</b>	<b>27</b>
<b>2.2. THE COMPOUND STATEMENT .....</b>	<b>28</b>
<b>2.3. THE COMPLEX STATEMENT .....</b>	<b>29</b>
<b>2.4. THE SHORT SENTENCE.....</b>	<b>30</b>
<b>2.5. THE LONG SENTENCE .....</b>	<b>30</b>
<b>3. CASE /AGREEMENT/TENSE AND MOOD .....</b>	<b>33</b>
<b>4. APPOSITIVES .....</b>	<b>33</b>
<b>5. AGREEMENT.....</b>	<b>35</b>
<b>5.1. SUBJECT AND VERB .....</b>	<b>35</b>
<b>5.2. TENSE AND MOOD .....</b>	<b>38</b>
<b>6. MANUSCRIPT .....</b>	<b>43</b>

**7. MECHANICS .....44**

**7.1. CAPITAL LETTERS .....44**

**7.2. ITALICS .....45**

**7.3. ABBREVIATIONS AND NUMBERS.....46**

**7.3.1. ABBREVIATIONS .....46**

**7.3.2. NUMBERS.....46**

**8. PUNCTUATION .....47**

**8.1. THE COMMA: THE COMMA IS CONSIDERED AS THE  
SHORTEST TIME PAUSE.....49**

**8.2. THE SEMI-COLON .....51**

**8.3. THE COLON (:).....54**

**8.4. THE PERIOD (.) .....55**

**8.5. THE QUESTION MARK (?).....56**

**8.6. THE EXCLAMATION POINT (!) .....56**

**8.7. THE DASH (—).....58**

**8.8. INVERTED COMMAS/QUOTATION MARKS .....59**

**8.9. THE HYPHEN (-) .....61**

**8.10. THE PARENTHESIS .....62**

**8.11. THE APOSTROPHE.....62**

**9. SPELLING: HINT TO THE SPELLING RULES .....64**

**10. GENERAL SPELLING.....69**

**LIST OF WORDS COMMONLY MIS-SPELT .....69**



<b>11. DICTION .....</b>	<b>119</b>
<b>11.1. GOOD USAGE.....</b>	<b>119</b>
<b>11.2. EXACTNESS.....</b>	<b>119</b>
<b>12. POINT OF VIEW.....</b>	<b>133</b>
<b>13. EMPHASIS.....</b>	<b>136</b>
<b>13.1. CHANGE LOOSE SENTENCES INTO PERIODIC....</b>	<b>137</b>
<b>13.2. BRING YOUR IDEAS TO AN EFFECTIVE CLIMAX .....</b>	<b>137</b>
<b>13.3. BY UNDERLINING THE IMPORTANT WORDS OR WRITING IN ITALICS .....</b>	<b>139</b>
<b>13.4. EMPHASIS IS GAINED BY THE EFFECTIVE USE OF THE ACTIVE OF THE PASSIVE .....</b>	<b>139</b>
<b>13.5. USE CONSTRUCTIONS OF EQUAL RANK.....</b>	<b>140</b>
<b>13.6. BY REDUCING THE SENTENCE LENGTH .....</b>	<b>140</b>
<b>14. VARIETY .....</b>	<b>140</b>
<b>EXERCISES .....</b>	<b>142</b>

## **PART TWO**

### **COMMON PHRASES AND IDIOMS**

<b>1. COMMON PHRASES AND IDIOMS .....</b>	<b>153</b>
1.1. ANIMALS, INSECTS, BIRDS AND FISH.....	153
1.2. CLOTHES.....	158
1.3. FLOWERS.....	159
1.4. MONEY- DEBT- BUSINESS.....	160
1.5. CLOCKS-WATCHES-TIME .....	163
1.6. SHIPS AND BOATS .....	166
1.7. COLOURS .....	168
1.8. FRUITS .....	169
1.9. PARTS OF THE BODY .....	169
1.10.POSITIONS, SHAPES, MEASURES AND NUMBERS	173
1.11. HEALTH AND DEATH.....	174
1.12. FIRE AND HEAT .....	175
<b>EXERCISES .....</b>	<b>176</b>
<b>2. ENGLISH IDIOMS.....</b>	<b>177</b>
2.1. PROVERBIAL SAYINGS .....	177
2.2. IDIOMATIC EXPRESSIONS .....	185
2.3. IDIOMATIC USES OF TO BE .....	192
2.4. ADJECTIVES RELATED TO THE VERB TO BE.....	197
<b>3. IDIOMATIC USES OF THE VERB TO BE.....</b>	<b>200</b>

3.1. TO BE AT .....	200
3.2. TO BE IN .....	201
3.3. TO BE ON.....	203
3.4. TO BE OUT .....	204
4. IDIOMATIC USES OF CERTAIN PHRASAL VERBS....	205
4.1. TO BRING .....	205
4.2. TO CALL .....	207
4.3. TO CARRY .....	209
4.4. TO CAST .....	212
4.5. TO CATCH.....	214
4.6. TO CHANGE.....	215
4.7. TO CHECK .....	216
4.8. TO CHEW .....	217
4.9. TO CHOP.....	218
4.10. TO CLEAR .....	218
4.11. TO CLOCK .....	219
4.12. TO CLOSE.....	219
4.13. TO COME.....	220
4.14. TO COUNT.....	227
4.15. TO COVER.....	228
4.16. TO CROSS.....	228
4.17. TO CRY .....	229

<b>4.18. TO CUT.....</b>	<b>230</b>
<b>4.19. TO DIE.....</b>	<b>233</b>
<b>4.20. TO DIG.....</b>	<b>234</b>
<b>4.21. TO DO .....</b>	<b>234</b>
<b>THE VARIOUS MEANINGS OF TO DO.....</b>	<b>236</b>
<b>4.22. TO DRAW .....</b>	<b>238</b>
<b>4.23. TO DRINK.....</b>	<b>240</b>
<b>4.24. TO DRIVE .....</b>	<b>241</b>
<b>4.25. TO DROP.....</b>	<b>242</b>
<b>4.26. TO DRY .....</b>	<b>243</b>
<b>4.27. TO EAT.....</b>	<b>243</b>
<b>4.28. TO ENTER .....</b>	<b>244</b>
<b>4.29. TO FALL .....</b>	<b>245</b>
<b>MISCELLANEOUS USES OF TO FALL.....</b>	<b>248</b>
<b>4.30. TO FEEL.....</b>	<b>249</b>
<b>4.31. TO FIGHT .....</b>	<b>249</b>
<b>4.32. TO FILL.....</b>	<b>250</b>
<b>4.33. TO FISH.....</b>	<b>251</b>
<b>4.34. TO FIT .....</b>	<b>251</b>
<b>4.35 TO FLING .....</b>	<b>252</b>
<b>4.36. TO FLY .....</b>	<b>253</b>
<b>4.37. TO FREEZE .....</b>	<b>253</b>

<b>4.38. TO GATHER.....</b>	<b>254</b>
<b>4.39. TO GET: GENERAL MEANING.....</b>	<b>254</b>
<b>5. EXPRESSIVE WORDS-IDIOMATIC EXPRESSIONS....</b>	<b>255</b>
<b>5.1. COLLECTIVE NOUNS .....</b>	<b>260</b>
<b>5.2. NOUNS DENOTING SOUNDS.....</b>	<b>263</b>
<b>5.3. IDIOMATIC COMPARISONS .....</b>	<b>265</b>
<b>5.4. SYNONYMS AND ANTONYMS .....</b>	<b>267</b>
<b>5.4.1. SYNONYMS.....</b>	<b>267</b>
<b>5.4.2. ANTONYMS.....</b>	<b>277</b>
<b>6. PLURAL DERIVATIVES AND NAMES OF COUNTRIES.....</b>	<b>280</b>
<b>7. DIMINUTIVES .....</b>	<b>282</b>
<b>8. FOREIGN WORDS AND THEIR PLURALS.....</b>	<b>283</b>
<b>9. FOREIGN WORDS .....</b>	<b>284</b>
<b>10. PREFIXATION .....</b>	<b>287</b>
<b>MISCELLANEOUS.....</b>	<b>289</b>
<b>11. SUFFIXATION .....</b>	<b>290</b>
<b>NOTE ON SUFFIXES AND PREFIXES.....</b>	<b>292</b>
<b>EXERCISES .....</b>	<b>293</b>
<b>12. PREPOSITIONS .....</b>	<b>293</b>
<b>EXERCISES ON PART TWO.....</b>	<b>314</b>



# **PART THREE**

## **PARAGRAPH WRITING**

<b>AIMS .....</b>	<b>355</b>
<b>PARAGRAPH WRITING.....</b>	<b>355</b>
<b>INTRODUCTION.....</b>	<b>355</b>
<b>1.1. THE MAIN STEPS OF A PARAGRAPH .....</b>	<b>356</b>
<b>1.2. PRE-REQUISITES OF A PARAGRAPH WRITING.....</b>	<b>357</b>
<b>1.3. HOW TO SECURE THE SHIFT FROM ONE SENTENCE TO ANOTHER.....</b>	<b>358</b>
<b>1.4. TYPES OF PARAGRAPH WRITING .....</b>	<b>360</b>
<b>1. PARAGRAPH DEVELOPMENT BY DEFINITION .....</b>	<b>360</b>
<b>2. PARAGRAPH DEVELOPMENT BY EXAMPLES .....</b>	<b>361</b>
<b>3. PARAGRAPH DEVELOPMENT BY PROCESS DESCRIPTION .....</b>	<b>361</b>
<b>4. PARAGRAPH DEVELOPMENT BY COMPARISON AND CONTRAST.....</b>	<b>362</b>
<b>5. PARAGRAPH DEVELOPMENT BY CLASSIFICATION .....</b>	<b>363</b>
<b>6. PARAGRAPH DEVELOPMENT BY CAUSE AND EFFECT..</b>	<b>364</b>
<b>7.PARAGRAPH DEVELOPMENT BY SPECIFIC DETAIL.....</b>	<b>364</b>
<b>8. PARAGRAPH DEVELOPMENT BY COMBINATION OF METHODS .....</b>	<b>365</b>
<b>EXERCISES ON PARAGRAPH WRITING .....</b>	<b>366</b>

## **PART FOUR**

### **PRECIS WRITING**

INTRODUCTION.....	375
1.1. PRELIMINARIES OF A GOOD PRECIS.....	375
1.2. ESSENTIALS OF AN ACCURATE PRECIS.....	376
1.3. INSTANCES OF PRECIS WRITING .....	377
EXERCISES ON PRECIS WRITING.....	382

## **PART FIVE**

### **PARAPHRASING**

1.1.CHARACTERISTICS OF A GOOD PARAPHRASING	385
1.2. SAMPLES OF PARAPHRASING .....	386
EXERCISES ON PARAPHRASING .....	389

## **PART SIX**

### **EXPANSION**

1. INTRODUCTION.....	393
HINTS .....	393
2. RECOMMENDATIONS.....	394
3. EXPANSION SAMPLES .....	394
EXERCISES ON EXPANSION.....	405
BIBLIOGRAPHY .....	407



## **Preface**

We feel much bound to the learners' needs in the writing skill, so we thought to issue the present booklet that answers some of the most common difficulties encountered by learners at a basic level namely BA students.

To this intent, the first aiming target of the book is to ensure to cover the widest scopes of constraints learners meet in their day to day encounter.

The material chosen is devised and thought of to be available for EFL BA Levels. The best learner who goes through the contents with an utter mastery, bearing in mind the very featuring of its layout, moving from one chapter to another will undoubtedly make sure of acquiring something.

**The Writer**

**Tayeb Bouazid**





## **Introduction**

“If all the crowns of Europe were placed at my disposal on condition that I abandon my books and studies, I should spurn the crown away and stand by my books.”

### **-Eenelon**

Certainly, what is meant by this question is that great focus on the importance of books and education on the general learners' behaviour. But what is the core of such an education? To have a satisfying answer, we must assume the liability to enter upon the world of civilization where the best policy remains in the adequate procedure and accompaniment of books.

The arousing passion depends solely on how to acquire the sense of any piece of literature. Good English, a sweet word to utter, but what is meant by good English? Good English is the formal language spoken by educated people and written by the most outstanding poets, literary men, prominent writers and pamphleteers. This language is vivid among any community and it is under the train of circumstances: it undergoes changes as the other languages do.

The acceptable procedure regarding the acquisition of the good style is to master the general rules and patterns of the English grammar, read the best samples of prominent literary figures, hammer the latent data by experiencing on a slip of paper the knowledge and the desire to write through intense practice and finally think alone about what to do whenever you want to write. Think of yourself and let your words be your own words and never be biased by others' sayings; for there is no pleasure in sucking the others' sweat. It is better then to imitate and wet your style at first hand and acknowledge of that than to borrow others' words, chew them up, deny their wetness and at last pretend your own.

**The author**

## **Aims and Objectives**

### **To teachers**

The **goal of the first part** is to ensure that students can produce a good sentence in English. The goal of **Part Two** is to enlarge the learners' mental scope with the English varieties of expressive words, common phrases and idiomatic expressions, idioms, phrasal verbs and prepositions and to enable them to use them appropriately with the intention to help them avoid confusion. Hence, by acquiring a good stock of lexical items, learners will certainly step further to adequate reading free from any restraints. The goal of part Three is to shed some light on paragraph writing and its types. Part Four is devoted to Précis Writing. Part five treats paraphrasing and the last part is devoted to Expansion.

### **To Learners**

The goal of the first part is just to set the ground for written expression as basic framework to start writing at its meanest level-departing from parts of speech to reviewing grammar, producing simple, compound and complex sentences, making sense of what you write, paraphrasing, punctuating well, spelling well and reinforcing vocabulary. Here is Part two before your hands; so make profit from it by having an overview to the different inflections and the varieties English language offers. We hope part three will reinforce your knowledge about paragraph writing with its types. Through part four, five and six which treat Précis writing, paraphrasing and expansion respectively we wish you try to write as the models suggested to enrich your command of the written skill.

We hope that with more practice and diligence, and with more focus on what have been projected, you will daily improve and see the fruit of your labour.

**The Author**

**Tayeb Bouazid**



# دار المتنبي للطباعة والنشر شهادة لنشر

تشهد وتتشرف دار المتنبي للطباعة والنشر بـ:  
نشر وطباعة كتاب  
الموسوم بـ:

## Precision in Print: Mastering Advanced Written Communication

تأليف  
Dr. Tayeb Bouazid

المسجل إداريا برقم الإيداع القانوني  
ردمك 8\_94\_518\_9969\_978 (ISBN):

مدير دار النشر



دار المتنبي للطباعة والنشر



بتاريخ: 20 ماي 2024

مقر دار النشر: حي تعاونية الشيخ المقراني  
طريق اشبيليا مقابل جامعة محمد بوضياف  
المسيلة - الجزائر  
التواصل مع دار النشر: elmotanaby.dz@gmail.com  
0773.30.52.82 / 0668.14.49.75  
الهاتف:  
فاكس: 035.35.31.03



Scan Our QR Code