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



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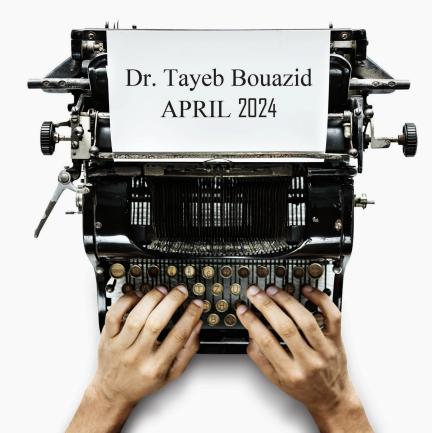




INIC ADVANCED WRITTEN COMMUNICATION



PRECISION IN PRINT: COMMUNICATION



Dr. Tayeb Bouazid

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Dr. Tayeb Bouazid

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Precision in Print: Mastering Advanced Written Communication

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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

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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 pararraph 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, well. punctuating 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









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