



Rajendra Pal
Prem Lata Suri

English Grammar and Composition



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English Grammar and Composition

A comprehensive textbook, fully solved, for undergraduate students of various Indian universities as well as students appearing at various competitive examinations

RAJENDRA PAL

*Formerly, Reader in English
Hans Raj College
University of Delhi, Delhi*

PREM LATA SURI

*Formerly, Reader in English
Kalindi College
University of Delhi, Delhi*



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Phones : 011-23281876, 23266105, 23277843 (Showroom & Shop)
011-40234454, 23247051 (Office)

E-mail : sultanchand74@yahoo.com; info@sultanchandandsons.com

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Preface

To the Twenty-second Edition

We are very happy to present the new edition of the book – English Grammar and Composition to our esteemed readers. The new edition is now in bigger size with larger font, the grammar section is in double colour for your greater satisfaction.

The following are some salient features of this edition.

- The book is divided into three parts comprised of overall 35 chapters. Part one contains Grammar, part two – Aids to Vocabulary and part three – Writing Skills.
- The section dealing with Grammar is in double colour. The points given in pink colour suggests importance or emphasis, so they need attention and will help you to understand quickly and easily. These points are further highlighted with arrows.
- Text printed on screen suggests points likely to misunderstood. Sometimes they explain subtle distinctions between two apparently similar points.
- Grammar items are discussed very systematically – one at a time. Plentiful illustrations are followed by carefully designed exercises.
- There is an exhaustive section dealing exclusively with Multiple choice questions covering all the areas of Grammar as well as Vocabulary. It will help to get familiar with latest evaluation pattern.
- The chapter on vocabulary is adequate and it has been kept within manageable proportions.
- The chapter on Precis writing under section Writing Skills contains a large number of solved examples, which fully explain how to analyse a passage, how to prepare a rough draft and then turn-out a good readable and adequate final precis. They are followed by passages provided with aids to vocabulary and detailed outlines. The passages selected for precis writing cover wide range of interests and have been carefully graded.
- There is a comprehensive section on letter writing covering personal, business and official correspondence. While it explains the requisites of good letter—its style, layout – it also provides a number of model letters for quick guidance.

- There are detailed chapters on writing e-mails, invitation, and notice writing.
- There are about sixty-five essays on variety of topics like, social and economic problems, health, science and technology, education and student life, and topics of general interest. Essays on current issues likely to be set at various university and other competitive examinations have also been included. The book includes current topics such as, The Impact of Covid-19 Pandemic on Education in India, Online Education, Digital India, Hybrid Work-place—Evolution of New Normal, Artificial Intelligence, Drone Technology in India, 5G Technology in India also. The essays are provided with synopsis and aid to vocabulary.

We express our sincere thanks to all our students, teachers and well-wishers for their support.

Please feel free to write your frank opinions /suggestions to us. Your views will help us in making improvements in the subsequent editions.

Editorial Team

To the Twenty-first Edition

We are sure you will feel happy to own and use a copy of the old classic — **English Grammar and Composition** — in its new avatar. It is now **bigger in size** with **larger font** and the **grammar section in double colour** for your greater satisfaction.

English Grammar and Composition first appeared in 1971. Our regular interaction with teachers in workshops and seminars and through emails during the last forty years gave ample testimony that the book had earned their confidence. Students' feedbacks too corroborated the same fact. It was our readers' heart-warming response that motivated and spurred us on to produce this latest, thoroughly revised and the recast edition of the book. It gives us great satisfaction that we have fulfilled demand as per the feedback and requirements of teachers and students as well.

The following points will help you to use the book more beneficially.

- The section dealing with **grammar** is in double colour. The red suggests importance, or emphasis. So the points given in red need attention. They will help you to understand quickly, and easily, all that is essential. These points are further highlighted with arrows.
- Text printed on screen suggests points *likely to be misunderstood*. Sometimes they explain *subtle distinctions between two apparently similar points*.

- Grammar items are discussed very systematically — one at a time. Copious illustrations are followed by carefully designed exercises. You will always find the discussion *simple, clear* and *focussed* — no entanglement, no complication, no ambiguity. Presentation is simple, and you will realise that simplicity is a great virtue.
- The **vocabulary section** is adequate but not formidable. It has been kept within manageable proportions lest you get discouraged by its enormity. But while it will meet your requirements, it will also inspire you to know more.
- There is a comprehensive section dealing exclusively with **multiple-choice questions** covering all areas of grammar as well as vocabulary. It will help you to get familiar with the latest evaluation pattern.
- The **key** to all grammar exercises has been given at the end. Most of the vocabulary exercises have also been solved. This will help you in self-correction.
- The chapter on **precis writing** contains a large number of solved examples, which fully explain how to analyse a passage, how to prepare a rough draft and then to turn out a good readable and adequate final precis. They are followed by passages provided with aids to vocabulary and detailed outlines. The passages selected for precis writing cover a wide range of interests and have been carefully graded.
- There is an exhaustive section on **letter writing** covering personal, semi-official and business correspondence. While it explains the requisites of a good letter – its style, its layout – it also provides a number of model letters for quick guidance.
- There is a detailed chapter on writing **emails**. This is an important chapter because ours is now an age of writing *emails* and not letters.
- There are about sixty **essays** on a variety of topics – economic problems, science and technology, education and student life, and topics of general interest. Essays on current issues likely to be set at various university and competitive examinations have also been included. You will feel happy that the book includes such topics as **Cyber Crimes, Junk Food, Reality Shows on Television, Global Warming, Disaster Management, Corruption in Public Life, Sexual Harassment at Workplace, FDI in Retail**, etc. These are current topics and you need to know them well.
- The essays are provided with *synopsis* and *aids to vocabulary*.

We express our thanks to our numerous friends and former colleagues, Dr B.D. Bhushan, Dr Chandra Mohan, Dr A.K. Monga, Mrs Monica Mehra, Mrs Anshu Maindiratta and Miss Snigdha Budhiraja in particular, who have been of great help at various stages in the preparation of this book.

We also take this opportunity to thank our publishers, Messrs Sultan Chand & Sons, for their unflinching assistance and cooperation at all times.

We solicit your feedback and would appreciate your interest from time to time from you. We may be reached at rajinderpal.hrc@gmail.com. We will acknowledge your suggestions and try to incorporate them in the future editions of the book.

RAJENDRA PAL
PREM LATA SURI

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