

COMPULSORY ENGLISH

Dr. Pooja Khanna



PRABHATH

The book entitled 'Compulsory English' for the students enrolled in NEHU is a tailor-made compilation of the entire syllabus prescribed in this paper. It presents in a simple and student – friendly language, the complete text, along with an exhaustive analysis of the word meanings, critical summary and a useful Question – Answer key from examination point of view. Each topic is handled from the point of view of testing at the time of exams. The texts are followed by elaborate explanations, thematic details and critical evaluation. The book also covers in detail the topics prescribed under the Grammar and Writing Skills section, along with a lot of exercises for practice. The book gives a vivid description of all essential features of business terms, business correspondence and drafting of business letters. Sample letters are provided for easy comprehension. The students are given an exposure to the use of English language for business purposes in a simplistic and user-friendly way. The approach adopted by the writer is to provide in a single book the essence of the entire paper purely for the benefit of the student.



Dr. Pooja Khanna is an Assistant Professor Department of English, Aditi Mahavidyalaya, University of Delhi. She has been teaching English language and Communication Skills for over 18 years. She has authored three books on Communication Skills for various courses prescribed for the students of Delhi University. She has also been involved in creating e-lessons for the Institute of Lifelong Learning during her tenure as a Fellow at South Campus, University of Delhi



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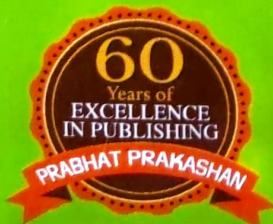


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