



By Dr. Arif Javed

CSS / PMS Precis & Composition Course Details

Week	Day	Lecture (One hour)	Daily Evaluation (40 minutes)
1	1	Punctuation rules + Practice	Punctuation Exercises
	2	Punctuation exercises	Punctuation of passage
	3	Reading Comprehension rules	Syn/Ant Lists
	4	How to answer Comprehension questions	Comprehension Exercise
	5	Comprehension questions practice	Comprehension exercise
2	6	Precis Writing Rules	Pairs of Words Lists
	7	Precis Segmentation Method	Segmentation Practice
	8	Basic Precis writing	Precis writing practice
	9	Advanced precis writing	Advanced precis writing
	10	Precis writing exercises from past papers	Precis writing (papers)
3	11	Precis title writing	Title writing exercise
	12	Correction of sentences	Correction exercise
	13	Correction of sentences	Correction exercise
	14	Direct/Indirect	Narration exercise
	15	Direct/Indirect	Passage Narration
4	16	Translation rules + sentences	Sentences translation
	17	Translation practice of passage	Passage translation
	18	Translation practice	Passage translation
	19	Prepositions	Preposition Exercises
	20	Miscellaneous Exercises	Grammar Exercises
		Mock Precis & Composition Paper	

- Daily extra checking in a separate WhatsApp group is available throughout this course which will continue One Month after the course ends.

