



By Dr. Arif Javed

## CSS / PMS Precis & Composition Course Details

Week	Day	Lecture (1 hour )	Daily Evaluation (40 minutes)
1	1	<b>Punctuation</b> rules + Practice	Punctuation Exercises
	2	Punctuation exercises	Punctuation of passage
	3	<b>Reading Comprehension</b> rules	<b>Syn/Ant</b> Lists
	4	How to answer Comprehension questions	Comprehension Exercise
	5	Comprehension practice	Comprehension exercise
2	6	<b>Precis</b> Writing Rules	<b>Pairs of Words</b> 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	<b>Correction</b> of sentences	Correction exercise
	13	Correction of sentences	Correction exercise
	14	<b>Direct/Indirect</b>	Narration exercise
	15	Active/Passive	Voice exercise
4	16	<b>Translation</b> rules + sentences	Sentences translation
	17	Translation practice of passage	Passage translation
	18	Translation practice	Passage translation
	19	<b>Prepositions</b>	Preposition Exercises
	20	Miscellaneous Exercises	Grammar Exercises
		<b>Full Precis &amp; Composition Paper</b>	

- Daily extra checking is available throughout this course.