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Good writing skills play a far bigger role in your professional life than you may realize. They present you as more capable and more credible than those whose write-ups lack the standard formatting and contain typing and grammatical errors.

The book *Advanced Writing Skills* has been prepared to equip the readers with the various types of formats and styles; elements and methods of different compositions; topical and other sentences in a paragraph; contents and parts of various types of letters; different types of advertisements, including lost and found, matrimonial, sale/purchase of preowned cars, wanted jobs, tours and travels, corrigendum, tender notice, etc.; styles of school, college and public notice; various types of articles, news, features, editorials, etc.; template of valediction speech, welcome speech, students council speech; value points in factual description; steps in process writing and minutes writing; preparing informative, responsive, and persuasive business text messages, and paraphrasing, email writing, and blog writing. The book contains some useful hints and tips to improve your writing skills. Due emphasis has been given on correctness and clarity in writing for creating the desired impact.

The book will be useful for students and those preparing for various competitive examinations in English, professionals directly or indirectly engaged in writing, newspaper reporters, writers of journals, TV and radio scripts, and research proposals.

D.S. Paul, M.A. English, has served as Lecturer in English in two colleges under Guru Nanak Dev University, Amritsar, and as guest faculty in institutes in New Delhi. The books written by him include Word Power Made Easy, English Language and Linguistics and Advanced English Grammar. He is a regular columnist in one of India's leading competition magazines and is a well-known freelance writer. Presently he is working as Chief Editor in a reputed publishing house in New Delhi.

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Great Practice to Sharpen Your Skills!

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