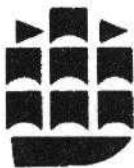


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**Essay
and letter writing**

L. G. ALEXANDER

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Foreword

THE AIM OF THIS BOOK is to provide the overseas teacher and student with a wide variety of suitable material for essay work and letter-writing, together with simple instructions on how to go about it. The subject-matter is so arranged that the student will be able to work systematically at the *writing* of English over a long period. The teacher, too, will have at his disposal a great number of exercises and topics so that he can keep a close check on the written work of his pupils.

The first chapter presupposes that the student has covered the main difficulties in elementary grammar and has acquired a limited active vocabulary, without actually having had any experience in expressing himself in continuous prose. Two to three years should be spent on Part 1 which brings the student up to the level of the English Language paper of the Cambridge Lower Certificate in English examination. A further two years should be devoted to Part 2 which goes well beyond the requirements of the Cambridge Proficiency in English examination and should be found suitable for students doing advanced work in the writing of English as a foreign language.

L. G. A.

By the same author :

Sixty Steps to Précis

Poetry and Prose Appreciation for Overseas Students

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