

Preface

English is a global language which is spoken around the world. Today English is considered as the key to knowledge and information. It also plays important role in our educational as well as professional development. For the professional development effective communication is imperative.

Keeping in mind all that all these important points and requirements of the iB Languages which was established in 2015 ventured to develop such a comprehensive productive teaching and learning materials that cater the needs of beginners as well as advanced English learners as a second language.

This book has around 28 chapters which are divided into four sections that are GRAMMAR, READING, WRITING, & VOCABULARY. Each chapter is developed precisely in accordance of the needs of the students and professionals.

Irregular verb list along with antonyms & synonyms list are separated. Not only Idioms phrases but also proverbs have been taken for the advanced users. Important part of this book is conversation which comprises of 50 topics of our day to day life conversation.

For the reading purpose almost around 15 stories have been added to this book which is easy to understand with the help of moral of the story, motifs and pictorial designs. We know debate and discussion has taken important place. Due to its gross importance it was given respected place in the book.

The dialogues written in this book are as per the demand of the market which is very useful to practice in the class & out side the class. It won't be fair if the vocabularies are not mentioned. Approximate number of vocabulary from different areas along with it's perfect use are also included in this book. Colloquial phrases, Words often confused, Words followed by the preposition are also one of the main topics that are to be covered in the vocabulary section.

In writing skills, Email writing, Resume writing, Report writing, Letter writing, Message writing, Notice writing, are the topics which are important for the corporate world and also helps in correspondence instantly.

As far as writing style of this book is concerned then it is written in a simple way which is easy to understand.

As far as the content is concerned it's not only useful for the beginners but also advanced learners and professionals as well.

Last but not the least we've added some keynotes on how to improve your English sp skills at the end of the different chapters which is mentioned in the index.

A lot of efforts were put in writing this book and wouldn't have been possible without our faculties and co-ordinators. We'd like to thank every person who supported us by accomplishing the tasks that were required to come up with this book.

We hope that you'll like this !

Thank you for your time !

Connect with us : info@iblanguages.com

Md. Ashique Elahi
Director & Founder