



PNU University

Grammar and Writing (II)

(for the students of English language and literature)

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فروش این کتاب فقط از طریق نمایندگی های دانشگاه پیام نور مجاز می باشد و فروش

آن در سایر مراکز فروش کتاب موجب تعقیب قانونی فروشنده خواهد گردید

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بسم الله الرحمن الرحيم

پیشگفتار ناشر

کتاب‌های دانشگاه پیام نور حسب مورد و با توجه به شرایط مختلف یک درس در یک یا چند رشته دانشگاهی، به صورت کتاب درسی، متن آزمایشگاهی، فرادرسی، و کمک درسی چاپ می‌شوند.

کتاب درسی ثمرهٔ کوشش‌های علمی صاحب اثر است که براساس نیازهای درسی دانشجویان و سرفصل‌های مصوب تهیه و پس از داوری علمی، طراحی آموزشی، و ویرایش علمی در گروه‌های علمی و آموزشی، به چاپ می‌رسد. پس از چاپ ویرایش اول اثر، با نظرخواهی‌ها و داوری علمی مجدد و با دریافت نظرهای اصلاحی و متناسب با پیشرفت علوم و فناوری، صاحب اثر در کتاب تجدیدنظر می‌کند و ویرایش جدید کتاب با اعمال ویرایش زبانی و صوری جدید چاپ می‌شود.

متن آزمایشگاهی (م) راهنمایی است که دانشجویان با استفاده از آن و کمک استاد، کارهای عملی و آزمایشگاهی را انجام می‌دهند.

کتاب‌های فرادرسی (ف) و کمک درسی (ک) به منظور غنی‌تر کردن منابع درسی دانشگاهی تهیه و بر روی لوح فشرده تکثیر می‌شوند و یا در وبگاه دانشگاه قرار می‌گیرند.

مدیریت تولید محتوا و تجهیزات آموزشی

Dedicated

to all of

my teachers

from the outset including

my parents

whose favor I will never be
able

to return.

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To the Students:

This book is intended for university students majoring in English, either translation or literature. Language students are expected to develop a reasonable command of the English grammar as one of the basic aspects of their overall proficiency. Some students may be quite good at speaking with very short and fragmentary sentences and phrases. However, academic writing involves using longer sentences with a variety of structures including subordination, coordination and verbals, which are the major topics in this book.

The students are recommended to do all the exercises in this book if they like to improve their writing skill. Remember that one cannot improve writing through mere reading. You do need to have your pen and papers and practice writing sentences with the structures you learn almost every day. You can keep a diary in which you write a daily report. Keep your writing for later revisions, even for future semesters. Keep track of your progress by recording your work. If you have access to computer, open files for your writing class and save your writings there. It would be like a photo album which would be interesting as well as useful to look at after a while.

By the way, DO NOT forget your good monolingual dictionary. It is more comprehensive than any grammar book you can imagine. You can guarantee your grammar by frequent and regular word look-up in your dictionary. You can master the grammar by mastering the grammar of every single word.

Good Luck

To the Teachers:

This grammar book includes 14 chapters. Some chapters are longer and some shorter. As the book is prepared primarily to be used at Payame-Noor University, you have about 12 sessions to present the whole book. Therefore, you can teach some shorter chapters together, like the first two chapters, *the tense review and modals*, or the last two chapters, *absolute construction and appositives*.

As this book is a substitute for *Modern English (II)*, it is important to be aware of three basic differences between these two books. First, the present book includes a variety of exercises in terms of the degree of challenge to the students. Thus, the beginning exercises for each part practice recognition, while later exercises demand more production on the part of the learners. And since writing as a productive skill is aimed at by this course, ample production exercises which were missing in the previous book, are provided. Second, this book is supplemented by keys to half of the exercises, which makes self study possible for the students, even though, half of the exercises remain unanswered for the sake of class discussion. Such facility, which is not available in *Modern English (II)*, is necessary for Payame-Noor University students. Last but not least, the pictures accompanying the exercises in this book grants it with an element of authenticity and interest, which again are missing in the book used before. These pictures are mainly taken from Google image search.

It should be added that this book, which is a combination of compiling, editing, as well as writing, has been in progress for over two years. During this time, the author worked more or less intensively to prepare a book which could satisfy the need of the students and the teachers at this university. However, the author is certain that the book is in need of further modifications and improvements. As a result, he would welcome any comments from dear teachers who use the book in their classes. Please send your comments to frvahdany@yahoo.com.