PUNJAB PUBLIC SERVICE COMMISSION

COMBINEDCOMPETITIVEEXAMINATION(CCE)SYLLABUS

ENGLISH (PRÉCIS, COMPREHENSION, GRAMMAR AND TRANSLATION ETC.)

Duration: 03 Hours
Total Marks: 100

a. ***English Précis and Comprehension:*** The examination will essentially test the ability of the candidates to handle précis writing, comprehension, syntax, translation, grammar, vocabulary etc.

(i). Précis Writing: A passage of a generic nature with enough room for compression may be given for writing a précis and suggesting a suitable topic. ***(20 Marks)***

(ii). Comprehension: A carefully selected passage, which is rich in substance but not specific to any discipline, may be given followed by five questions requiring answers from the passage itself. ***(20 Marks)***

(iii). Grammar & Vocabulary: Questions relating to correct usage of tense, articles, prepositions, conjunctions, punctuation, verbs etc., may be given. ***(20 Marks)***

(iv). Sentence Correction: Sentences may be given, each having a flaw in grammar, punctuation or use of capitals, etc. Candidates shall be expected to correct them without making unnecessary alterations. ***(10 Marks)***

(v). Grouping of Words & Pairs of Words: Words, chosen randomly, may be given that need to be grouped by candidates in pairs having similar or opposite meaning, use of idioms and proverbs as may be clearly directed in the question, antonyms, synonyms, etc. ***(10 Marks)***

b. ***Translation:*** A short passage in Urdu that may contain figurative or idiomatic expressions may be given for an accurate translation into English. ***(20 Marks)***

Note: Marks allocated for each component are indicative and subject to change.

Suggested Readings:

	Title	Author/Publisher
1	English Grammar in Use	Raymond Murphy, Cambridge University Press
2	Practical English Usage	Michael Swan, Oxford University Press
3	Exploring the World of English	Syed Saadat Ali Shah
4	High School English Grammar and Composition	P. C. Wren & H. Martin, S. Chand Publishing
5	Oxford Practice Grammar	John Eastwood, Oxford University Press

Note: ***The above list is only suggestive and not exhaustive. Candidates may consult other standard books and relevant material covering the prescribed syllabus.***

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