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ever since hnd gained the status of the official language the moral responsibility of making the language acceptable in perfect administrative form has gradually increased for the growth development and expansion of hnd this book is a positive endeavour as for official purposes government officials and employees are deeply enamoured of english in official transactions and failed to accept hnd seriously it is because of a lack of confidence to use proper words or sentences in hnd this book would enlighten the readers about the fact that each official english expression has an hnd equivalent to it the book is meant for those particularly for english speaking individuals who are in government offices industrial houses corporate business private establishments banks railways or lic etc where the need to

communicate in hnd arises from time to time the book offers the reader valuable techniques on how to structure the language salient features include gazette notifications administrative notings accounts audit notings objections draft telegrams synonyms of secret reports adjective terminology and many more useful tips v spublishers

this new and extensively revised edition of colloquial hindi is easy to use and completely up to date specially written by experienced teachers for self study or class use the course offers you a step by step approach to written and spoken hindi no prior knowledge of the language is required colloquial hindi is interactive with lots of new exercises for regular practice clear including concise grammar notes practical with useful vocabulary and simplified pronunciation guide complete including answer key and reference sectio

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two stories that end in accidents the bond that the characters involved in the accidents share the circumstances that lead to the accidents and the truth behind these form the crux of the two short stories presented here

the end century edition of the who s who of indian writers is an invaluable work of reference for writers publishers readers and students of literary history for ease of use the entries are arranged alphabetically by surname or part of the name preferred by the writers themselves a large number of cross references are provided to facilitate the location and identification of the writers

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