

# Solved Precis Writing Updated Version

**Solved precis writing** is an essential skill for students, professionals, and academics aiming to communicate complex ideas succinctly and effectively. Mastering this skill not only enhances comprehension but also improves one's ability to present information clearly and concisely. This comprehensive guide explores the concept of precis writing, its importance, step-by-step techniques for solving precis writing exercises, and tips to excel in this discipline. Whether you're preparing for exams, competitive tests, or professional evaluations, understanding how to craft a perfect precis is invaluable.

## Understanding Precis Writing

### What Is Precis Writing?

Precis writing involves summarizing a given passage or text into a concise form without losing the core meaning and essence of the original content. The goal is to distill lengthy or complex information into a brief, clear, and coherent summary.

### Importance of Precis Writing

- Enhances Comprehension: Forces the reader to understand the main ideas of a text.
- Improves Writing Skills: Develops clarity, brevity, and coherence in writing.
- Prepares for Competitive Exams: Many exams include precis writing as part of their syllabus.
- Aids in Effective Communication: Essential for summarizing reports, articles, and research papers.

### Key Features of a Good Precis

To produce an effective precis, it should possess the following qualities:

- Conciseness: Short and to the point.
- Clarity: Ideas are presented clearly.
- Completeness: Includes all essential points without unnecessary details.
- Objectivity: Maintains the original tone and does not include personal opinions.
- Logical Order: Ideas are presented in a logical sequence.

### Types of Precis Writing

- Narrative Precis: Summarizes stories or narratives.
- Descriptive Precis: Condenses descriptive passages.
- Expository Precis: Summarizes expository or explanatory texts.
- Argumentative Precis: Summarizes arguments or debates.

## Step-by-Step Guide to Solved Precis Writing

Practicing precis writing involves a systematic approach. Here's a detailed step-by-step method:

### Step 1: Read the Passage Carefully

- Read the passage thoroughly at least twice.
- Understand the main idea and supporting details.
- Identify the tone and purpose of the passage.

### Step 2: Highlight or Note Key Points

- Underline or note the essential information.
- Focus on main ideas, arguments, and conclusions.
- Discard examples, repetitions, and unnecessary details.

### Step 3: Plan the Precis

- Decide the structure and sequence of ideas.
- Maintain logical flow.
- Ensure all critical points are included.

### Step 4: Write the Precis

- Use your own words; do not copy sentences verbatim.
- Keep the language simple, clear, and precise.
- Maintain the original tone and intention.
- Keep the precis within the prescribed word limit (usually 1/4th to 1/3rd of the original).

### Step 5: Review and Edit

- Check for grammatical errors, spelling, and punctuation.
- Ensure the precis is coherent and concise.
- Confirm that all main points are covered.
- Adjust length if necessary.

## Solved Examples of Precis Writing

Below are examples demonstrating the process of solving precis writing exercises.

### Example 1: Short Passage

Passage:

"Education plays a vital role in shaping an individual's personality. It broadens the mind, enhances knowledge, and develops understanding. Proper education equips a person with skills necessary for personal and social development. It fosters critical thinking, instills values, and prepares individuals for future challenges."

Precis:

Education is crucial in shaping personality by broadening the mind, developing understanding, and equipping individuals with vital skills for personal and social growth.

### Example 2: Longer Passage

Passage:

"In today's fast-paced world, technological advancements have revolutionized the way we communicate. The advent of the internet, smartphones, and social media platforms has made instant connectivity possible across the globe. This technological revolution has facilitated information sharing, enhanced business operations, and transformed social interactions. However, it also brings challenges such as privacy concerns, digital addiction, and the spread of misinformation. Therefore, while technology offers numerous benefits, responsible usage is essential to mitigate its drawbacks."

Precis:

Technological advancements like the internet and social media have transformed global communication, enabling instant connectivity and information sharing. Despite benefits, issues like privacy, addiction, and misinformation necessitate responsible use.

## Tips for Effective Precis Writing

- Practice Regularly: Frequent practice improves speed and accuracy.
- Read Widely: Exposure to various types of texts enhances understanding.
- Focus on Main Ideas: Avoid getting caught up in minor details.
- Use Simple Language: Clarity is more important than complexity.
- Maintain Objectivity: Do not insert personal opinions.
- Follow Word Limits Strictly: Be concise without omitting essential points.
- Revise and Proofread: Always review your precis before finalizing.

## Common Mistakes to Avoid

- Including Unnecessary Details: Stick to main points.
- Copying Verbatim: Use your own words to paraphrase.
- Ignoring the Tone: Keep the original tone and intent.
- Overwriting: Be brief; do not extend beyond the limit.
- Poor Organization: Ensure logical flow of ideas.
- Neglecting Editing: Always proofread for errors and clarity.

## Preparing for Precise Writing Exams

### Practice with Past Papers

- Solve previous years' precis exercises.
- Time your practice sessions to improve speed.
- Review model answers and understand the rationale.

### Develop a Quick Reading Skill

- Skim through passages to grasp main ideas rapidly.
- Highlight key points efficiently.

### Build a Vocabulary Bank

- Learn synonyms and antonyms.
- Use varied vocabulary to enhance clarity and precision.

## Conclusion

Mastering solved precis writing is a valuable skill that enhances your ability to summarize effectively and communicate ideas succinctly. By understanding its features, practicing systematically, and avoiding common pitfalls, you can excel in precis writing tasks. Whether for academic pursuits, competitive exams, or professional communication, a well-crafted precis demonstrates clarity, brevity, and comprehension—traits that are highly valued across various fields. Regular practice, attention to detail, and a clear understanding of the passage are the keys to success in precis writing.

## FAQs about Solved Precis Writing

Q1: How long should a precis be?

A: Typically, a precis should be about one-fourth to one-third of the original passage's length, depending on specific instructions.

Q2: Can I include my opinion in a precis?

A: No, a precis should be objective and reflect the original author's ideas without personal bias.

Q3: How do I improve my precis writing skills?

A: Regular practice, reading extensively, learning to paraphrase effectively, and reviewing model answers are effective strategies.

Q4: What are the common pitfalls to avoid?

A: Including unnecessary details, copying verbatim, ignoring the tone, and poor organization.

Q5: Is precis writing only useful for exams?

A: No, it is also useful in professional settings for summarizing reports, articles, and presentations.

By mastering the techniques outlined above and practicing diligently, you can become proficient in solved precis writing and significantly improve your summarization skills.

Solved precis writing is an essential skill for students, professionals, and anyone involved in academic or competitive examinations. Precision writing requires the ability to condense lengthy texts into concise summaries without losing the original meaning and emphasis. Mastering solved precis writing not only enhances comprehension and summarization skills but also prepares

individuals for various language and communication tasks. In this article, we delve into the concept of solved precis writing, exploring its significance, structure, techniques, benefits, common pitfalls, and tips for mastery.

## Understanding Precis Writing

Precis writing is the art of summarizing a longer passage into a shorter, clear, and coherent form. The primary goal is to capture the essence of the original text while omitting unnecessary details. When the precis is "solved," it indicates that the task has been completed following specific guidelines, often with solutions or model answers provided for reference.

Features of a Well-Written Precis:

- Concise and to the point
- Faithful to the original content
- Well-structured and logically organized
- Uses own words, avoiding copying phrases
- Maintains the tone and style of the original passage

Why is Precis Writing Important?

- Develops critical reading skills
- Enhances vocabulary and language proficiency
- Improves analytical and summarization abilities
- Prepares students for competitive exams and interviews
- Aids in effective communication and reporting

## Structure of a Precis

A good precis generally follows a structured framework, ensuring clarity and coherence. The typical structure includes:

### 1. Introduction

- Briefly introduces the main theme or subject of the original passage
- Usually a sentence or two summarizing the core idea

### 2. Body

- Contains the main points or arguments presented in the passage
- Organized logically, often in the order they appear
- Highlights key facts, figures, or concepts

### 3. Conclusion

- Summarizes the overall message or significance
- Sometimes includes a concluding remark or implication

Note: The length of the precis should typically be one-third or one-fourth of the original passage, depending on the instructions.

## Techniques for Effective Precis Writing

Achieving a perfect precis requires mastery of certain techniques:

### 1. Reading the Passage Carefully

- Read the entire passage thoroughly to understand the main idea
- Identify the purpose, tone, and style

### 2. Highlighting Key Points

- Underline or note down essential sentences, facts, and arguments
- Distinguish between main ideas and supporting details

### 3. Making Notes

- Jot down critical points in your own words
- Focus on capturing the core message

### 4. Drafting the Precis

- Begin with a clear introduction
- Write the body by connecting key points logically
- End with a concise conclusion

- Maintain coherence and flow

## 5. Reviewing and Editing

- Check for grammatical accuracy and clarity
- Ensure the precis is within the prescribed length
- Confirm that the essence of the original passage is preserved
- Remove redundancy and unnecessary words

## Features of Solved Precis Writing

Analyzing solved precis examples offers valuable insights into best practices and common pitfalls. Here are some features that distinguish high-quality solved precis:

- Adherence to Length: The precis matches the specified length, neither too brief nor overly detailed.
- Faithfulness to the Original: The main ideas and tone are preserved.
- Use of Own Words: Avoids verbatim copying; paraphrases effectively.
- Logical Structure: Organized in a way that enhances readability.
- Clarity and Conciseness: Uses simple language and avoids ambiguity.

## Pros and Cons of Solved Precis Writing

Pros:

- Provides clear examples of correct approach and format
- Serves as a model for learners to emulate
- Helps in understanding common pitfalls
- Facilitates quick learning through guided solutions
- Enhances confidence in exam settings

Cons:

- Over-reliance on solved examples may hinder independent thinking
- May lead to rote learning rather than genuine understanding
- If not analyzed critically, students might replicate mistakes
- Limited scope if solutions are not diverse or comprehensive



## Common Challenges in Precis Writing

Despite its importance, students often face hurdles in precise writing:

- Difficulty in identifying main ideas amidst supporting details
- Excessive verbosity leading to longer precis than required
- Paraphrasing without distorting the meaning
- Maintaining the original tone and style
- Adhering to prescribed length restrictions

Awareness of these challenges helps in developing targeted strategies to overcome them.

## Tips for Mastering Solved Precis Writing

To excel in precis writing, consider the following tips:

- Practice regularly with diverse passages
- Analyze solved precis to understand structure and language
- Focus on understanding the core message before summarizing
- Develop a habit of noting down key points while reading
- Avoid unnecessary details; prioritize main ideas
- Use simple, straightforward language
- Keep track of the prescribed length and adjust accordingly
- Review and revise your precis for clarity and coherence

## Sample Structure of a Solved Precis

While actual examples vary depending on the passage, a typical solved precis might look like this:

Original Passage (Excerpt):

\_"Climate change poses a significant threat to global ecosystems. Rising temperatures, melting glaciers, and unpredictable weather patterns threaten biodiversity and human livelihoods. Immediate action is required to reduce carbon emissions and promote sustainable practices worldwide."\_

Precis (Sample):

Climate change threatens ecosystems, biodiversity, and human life due to rising temperatures, melting glaciers, and erratic weather. Urgent measures to curb emissions and adopt sustainable

practices are essential.

## Conclusion

Solved precis writing is a vital skill that combines comprehension, analysis, and synthesis. It empowers individuals to communicate complex ideas succinctly and effectively. By studying solved precis examples, practicing regularly, and understanding the underlying techniques, learners can develop proficiency in precis writing. While challenges exist, a disciplined approach, critical analysis, and consistent practice can lead to mastery. Ultimately, a well-crafted precis not only demonstrates linguistic competence but also reflects clarity of thought and precision of expression.

In summary, mastering solved precis writing transforms a daunting task into a manageable and rewarding process. It sharpens analytical skills, enhances language proficiency, and prepares individuals for academic and professional success. Whether for exams, reports, or daily communication, the ability to write clear, concise, and accurate precis is an invaluable asset.

**QuestionAnswer** What is precis writing and why is it important? Precis writing involves condensing a lengthy passage into a concise summary that captures the main ideas. It is important because it helps improve comprehension, summarization skills, and the ability to present information clearly and succinctly. What are the key steps to write an effective precis? The key steps include reading the original passage thoroughly, identifying the main ideas and supporting details, eliminating unnecessary information, and then writing a concise, coherent summary in your own words. How can I ensure that my precis remains true to the original content? To maintain accuracy, focus on capturing the core ideas and themes without adding personal opinions or interpretations. Use the same tone and avoid changing the meaning of the original passage. What are common mistakes to avoid in precis writing? Common mistakes include including unnecessary details, copying sentences verbatim, changing the meaning of the original content, and writing a precis that is too long or too short. Clarity and brevity are essential. How long should a precis typically be? A precis should generally be about one-third to one-fourth the length of the original passage, depending on specific instructions. It should be concise yet comprehensive enough to cover all main points. What are some useful tips for improving precis writing skills? Practice regularly with different types of texts, underline key points while reading, develop a good vocabulary, and focus on clarity and coherence in your summaries. Can precis writing be taught or learned effectively? Yes, precis writing can be taught through systematic practice, understanding of the techniques involved, and consistent feedback. With dedication, anyone can improve their precis writing skills. What are the benefits of mastering precis writing? Mastering precis writing enhances comprehension, analytical skills, and the ability to communicate effectively in a concise manner. It is useful in academics, professional communication, and various competitive exams.

**Related keywords:** precis writing, precis tips, precis examples, precis format, how to write precis, precis techniques, precis practice, precis tips and tricks, precis exercises, precis guidelines

## PRECIS WRITING HOME NSD MAIN

**precis writing home nsd main** is a crucial skill for students and professionals aiming to excel in concise communication. Whether preparing for exams, completing assignments, or honing professional writing abilities, mastering precis writing can significantly enhance your ability to summarize complex information effectively. This comprehensive guide explores the essentials of precis writing, focusing on the home NSD (National Skills Development) main guidelines, techniques, and best practices to help you craft precise, impactful summaries.

### Understanding Precis Writing

#### What is Precis Writing?

Precis writing involves condensing a lengthy passage into a shorter, clear, and coherent version without losing the original meaning. It requires the writer to identify the core ideas, eliminate unnecessary details, and present the essence succinctly.

#### Importance of Precis Writing

Precis writing is vital for several reasons:

- Enhances comprehension and analytical skills
- Improves summarization ability
- Saves time for readers by providing concise information
- Develops clarity and precision in communication
- Widely used in academic, professional, and competitive exams

### Key Features of Precis Writing

To produce an effective precis, keep the following features in mind:

- **Conciseness:** The precis should be brief but comprehensive.
- **Clarity:** The language must be clear and straightforward.
- **Objectivity:** Preserve the original tone and avoid personal opinions.
- **Coherence:** The ideas should flow logically.
- **Faithfulness:** Maintain the meaning and message of the original passage.

### Precise Writing Home NSD Main Guidelines

## Understanding the NSD Main Framework

The NSD (National Skills Development) main guidelines emphasize key principles for precis writing:

- Focus on the main ideas
- Use simple, precise language
- Keep the original tone
- Follow a logical sequence
- Limit the length as prescribed (usually about one-third of the original)

## Steps to Write a Precise According to NSD Main

Follow these structured steps to craft an effective precis:

- **Read the Passage Carefully:** Understand the overall message, tone, and purpose.
- **Identify Main Ideas and Key Points:** Highlight or note essential ideas, arguments, and supporting details.
- **Eliminate Unnecessary Details:** Remove examples, repetitions, and minor details that don't contribute to the main message.
- **Draft the Precis:** Use your own words to summarize the main points clearly and logically.
- **Revise and Edit:** Check for coherence, grammatical correctness, and adherence to length requirements.

## Techniques for Effective Precis Writing

### 1. Skimming and Scanning

Skim the passage to grasp the general idea and scan for specific details and keywords that highlight key points.

### 2. Highlighting or Note-taking

Underline or jot down main ideas, supporting arguments, and significant data.

### 3. Paraphrasing

Express the original ideas in your own words while maintaining the meaning.

### 4. Using Connectors and Linking Words

Ensure the precis flows smoothly with appropriate connectors like 'however,' 'moreover,' 'therefore,' etc.

## 5. Maintaining Objectivity and Tone

Keep the same tone as the original passage, whether formal, persuasive, or descriptive.

## Common Mistakes to Avoid in Precis Writing

- Including unnecessary details or examples
- Altering the original meaning
- Being too verbose or too concise
- Using complex language unnecessarily
- Ignoring the prescribed length
- Failing to organize ideas logically

## Sample Structure of a Precis

To illustrate, here's a typical structure:

- **Introduction:** Briefly state the main idea or theme.
- **Body:** Summarize key points and arguments in a logical sequence.
- **Conclusion:** Restate the core message or significance.

## Practical Tips for Mastering Precis Writing

- Practice regularly with diverse passages
- Focus on understanding the passage thoroughly before summarizing
- Use simple language; avoid jargon
- Keep the precis within the specified length (usually one-third of the original)
- Review and revise your work for clarity and correctness
- Read good examples of precis writing to improve your style

## Conclusion

Mastering precis writing according to the home NSD main guidelines is an invaluable skill that enhances your ability to communicate complex ideas succinctly. By understanding the core principles, following structured steps, and practicing consistently, you'll be able to produce precise

summaries that are clear, coherent, and faithful to the original message. Whether preparing for exams, writing reports, or engaging in professional communication, effective precis writing is a cornerstone of efficient and impactful expression.

## Additional Resources for Precise Writing

- Books on precis and comprehension skills
- Online tutorials and practice exercises
- Sample precis for practice and analysis
- Workshops and coaching sessions on effective writing

## Final Thought

Remember, precision in writing is a skill that improves with dedicated practice and attention to detail. Keep honing your abilities, stay consistent, and utilize the guidelines provided by NSD to excel in precis writing and make your communication more effective and impactful.

### Precis Writing Home NSD Main: An In-depth Exploration

*Precis writing home NSD main* has become a pivotal skill for students, researchers, and professionals aiming to communicate complex ideas succinctly and effectively. As the digital age accelerates the flow of information, mastering the art of precis writing—particularly for the National School of Drama (NSD) main exams—has gained increasing importance. This article provides a comprehensive, technical yet reader-friendly overview of the essential aspects of precis writing, focusing on its application in the NSD main context, and offers practical insights into developing proficiency in this critical skill.

### Understanding Precis Writing: Definition and Significance

#### What is Precis Writing?

Precis writing involves condensing a lengthy passage into a shorter form while maintaining the original meaning and essence. It requires distilling the core ideas, themes, and arguments into a clear, concise summary that captures the essence of the original text without unnecessary details.

#### The Significance in Competitive Examinations

In the NSD main exams, precis writing tests a candidate's ability to:

- Comprehend complex texts quickly and accurately.
- Summarize essential points without distortion.
- Demonstrate clarity, coherence, and brevity.

Given the nature of drama and performance arts, precise communication is crucial, making precis writing a valuable skill beyond exams?especially in professional contexts where clarity and brevity are prized.

## The Structure and Components of a Good Precis

### Core Elements of a Precis

A well-crafted precis should encompass the following:

- Introduction: Briefly introduce the main idea or theme.
- Body: Summarize key points, arguments, and supporting details.
- Conclusion: Restate the central message or implications.

### Length and Proportions

Typically, a precis should be approximately one-third to one-fourth the length of the original passage, depending on specific exam instructions. The goal is brevity without sacrificing clarity.

### Step-by-Step Approach to Precis Writing for NSD Main

- Careful Reading and Comprehension
  - Read the original passage thoroughly.
  - Identify the main theme, purpose, and tone.
  - Highlight or underline key points, arguments, and supporting details.
  - Note unfamiliar words and clarify their meanings.
- Analysis and Note-Making
  - Break down the passage into sections.
  - Summarize each paragraph or segment in your own words.

- Distinguish between main ideas and supplementary information.

- Planning the Precis

- Decide the logical flow of your summary.
- Draft a rough outline emphasizing the core points.
- Determine the appropriate introduction and conclusion.

- Writing the Precis

- Begin with a concise opening statement capturing the main idea.
- Develop the body by integrating summarized points coherently.
- Use connecting words and phrases for smooth transitions.
- Keep sentences clear and to the point.
- Maintain the original tone and intent.

- Revision and Editing

- Check for coherence and logical flow.
- Eliminate redundancy and unnecessary details.
- Ensure grammatical accuracy and proper punctuation.
- Confirm the precis reflects the original meaning faithfully.

## Tips and Best Practices for Effective Precis Writing

### Clarity and Conciseness

- Use simple, direct language.
- Avoid verbose or complex sentences.
- Prioritize essential information over details.

### Maintaining Objectivity



- Preserve the original tone?whether formal, persuasive, or narrative.
- Do not insert personal opinions or interpretations.

### Vocabulary and Language

- Employ appropriate synonyms to avoid repetition.
- Use technical terms judiciously, especially if relevant to the subject matter.
- Ensure correct spelling and grammar.

### Time Management

- Allocate sufficient time for each stage: reading, analysis, drafting, editing.
- Practice under timed conditions to enhance speed and accuracy.

### Special Considerations for NSD Main Examinations

#### Relevance to Drama and Performance Arts

While precis writing is a general skill, in the context of NSD, the passages may often relate to:

- Theories of drama and performance.
- Critiques of theatrical works.
- Artistic philosophies.
- Cultural and social themes related to drama.

Candidates should be adept at capturing the essence of such texts, which may involve nuanced language and layered meanings.

#### Handling Thematic and Analytical Passages

- Focus on identifying the central theme or argument.
- Summarize analytical points without losing depth.
- Be cautious with figurative language or metaphors; interpret them accurately.

### Common Challenges and How to Overcome Them

#### Overloading the Precis with Details

Solution: Prioritize main ideas; exclude minor details, examples, or repetitions.

### Losing the Original Tone or Meaning

Solution: Regularly refer back to the original passage during writing to ensure fidelity.

### Difficulty in Condensing Content

Solution: Practice summarizing different types of texts; develop a habit of noting main points quickly.

### Time Pressure

Solution: Conduct timed practice sessions to build speed and confidence.

## Practical Exercises and Resources

### Practice Passages

- Select diverse texts?literary, analytical, or thematic.
- Practice writing precis within set time limits.
- Review model answers to understand effective techniques.

### Resources for Practice

- Past NSD main exam papers.
- Standard English comprehension exercises.
- Online tutorials and workshops on precis writing.

## Conclusion

Mastering precis writing home NSD main is an invaluable skill that enhances comprehension, articulation, and analytical abilities?traits essential for success in the demanding world of drama and performance arts. It requires disciplined practice, keen understanding, and strategic writing. By following structured approaches, adhering to best practices, and engaging in continuous practice, aspirants can confidently excel in precis writing, thereby strengthening their overall communicative competence and preparing effectively for the NSD main examinations.

In essence, precis writing is not merely about shortening a passage; it is about capturing its core with clarity, precision, and fidelity. Whether for academic pursuits or professional endeavors, honing

this skill will serve as a cornerstone for effective communication?an art that bridges understanding and expression in the vibrant world of drama and beyond.

**Question** What is the main purpose of precis writing in the Home NSD exam? The main purpose of precis writing in the Home NSD exam is to condense a lengthy passage into a concise summary, capturing the core ideas and essential information efficiently. How can I improve my precis writing skills for the NSD mains? To improve your precis writing skills, practice summarizing various passages regularly, focus on identifying main ideas, eliminate unnecessary details, and work on maintaining coherence and clarity in your summaries. What are the common challenges faced in precis writing for the Home NSD mains? Common challenges include selecting key information accurately, maintaining the original meaning, avoiding wordiness, and ensuring grammatical correctness and logical flow in the summary. How much time should I allocate for precis writing during the NSD mains exam? Typically, you should allocate around 20-30 minutes for precis writing, including reading the passage, planning, writing, and revising to ensure clarity and conciseness. Are there any specific tips for extracting main points effectively in precis writing? Yes, tips include highlighting or noting main ideas while reading, understanding the author's purpose, and focusing on topic sentences and key details that support the main ideas. What is the ideal length of a precis in the Home NSD mains exam? The ideal length of a precis usually ranges from one-third to one-fourth of the original passage, depending on the instructions provided, ensuring all essential points are covered succinctly. Can you recommend resources or practice materials for precis writing for the NSD mains? You can refer to previous year's question papers, standard English comprehension books, and online practice platforms that offer passages and guided precis writing exercises to enhance your skills. How important is vocabulary and grammar in precis writing for the NSD mains? Vocabulary and grammar are crucial as they ensure clarity, precision, and correctness in your summary, making your precis more professional and easily understandable. What are the key differences between a precis and an abstract in the context of the NSD mains? A precis is a concise summary capturing the main ideas of a passage in your own words, while an abstract is a brief summary that often highlights the purpose, methodology, and findings, typically used in academic or research contexts. In the NSD mains, the focus is on creating a clear, concise precis that reflects understanding of the passage.

**Related keywords:** precis writing, home NSD, main ideas, summary skills, concise writing, note-taking, exam preparation, language proficiency, practice exercises, communication skills

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