Foreword

"Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime."

— *author unknown*

Every one of the **guide** series is a *fisherman* book – *i.e.*, they teach *concepts*. Each step in the *concept* is thoroughly explained and illustrated further by *worked examples*.

The **effective guide** series is best suited for beginners. Once, the students are more familiar with the subject matter; they can then progress to the **critical guide** series and prepare for the actual exams. For certain schools, teachers like to broaden their students' minds by teaching further and going beyond the actual exam syllabus *per se*. For this, students are best advised to use the **complete guide** series.

Once the exams draw near, students will find the *guides* a little too cumbersome to refer. They should then now use the *quick reference fisherman* books, *i.e.*, books that are specially *distilled* to help prepare students taking the actual exams (quickly). These books provide the **focus** to *all* exam concepts. For students working on *complete guides* previously, they will need the equivalent **essence** extended series.

Knowing how to use the fishing rod, line, hook and bait to fish is not enough; one still needs the *encyclopedia of fish*, *i.e.*, the **learn-by-example** (*LBE*) series – **MCQ** and **Questions**. Out there, there will be many kinds of fish; each requires slightly different method to catch, *i.e.,* capturing a shark definitely demands a different technique from that of catching a salmon or for that matter, a catfish. In the same way, one must get used to the various question-types so that one can confidently score. The *LBE* series provides training up to ordinary exam-standards. Again, for students going beyond, the ***challenging* LBE** series is a must-have.

"Using the right tool at each appropriate stage of exams preparation saves time. No point trying to pretend that a simple screwdriver would suffice at all situations."

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