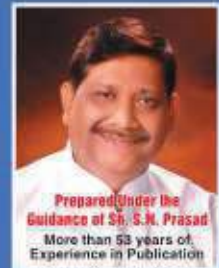


 **KIRAN INSTITUTE OF
CAREER EXCELLENCE**

SSC CHSL & MTS TIER-II



DESCRIPTIVE EXAM

ESSAY & LETTER WRITING

PRACTICE WORK BOOK

USEFUL FOR ALL SSC EXAMS

FULFILLMENT BY:

 **REPRO**

INCLUDING LATEST
SOLVED PAPERS
TILL 2021

Kiran's

SSC CHSL & MTS TIER-II DESCRIPTIVE Exam

ESSAY & LETTER WRITING

PRACTICE WORK BOOK

WITH SOLVED PAPERS TILL – 2021

| Mode of Exam | Scheme of Examination | Marks | Time |
|----------------------|---|-------|------------|
| Pen or Paper Mode | Descriptive Paper in English/ Hindi (Writing of Essay & Letter/Application Writing) | 100 | 60 Minutes |

FOR FRANCHISEE CONTACT :



KIRAN INSTITUTE OF CAREER EXCELLENCE PVT. LTD.

RU-67, PITAMPURA, DELHI-110034, Ph : 9821874015, 9821643815

SHDE-1



Delhi : RU-67,

Opposite Power House,
Pitampura, Delhi-110034,

Ph. : 9821874015,

9821643815

www.kiranprakashan.com



**LOCATE NEAREST
BOOKSELLERS**

**For the
books & magazines
of Kiran Prakashan
contact your nearest
booksellers.**

**For detailed information
log on our website :**

www.kiranprakashan.com



© KIRAN INSTITUTE OF CAREER EXCELLENCE PVT. LTD. (KICX)

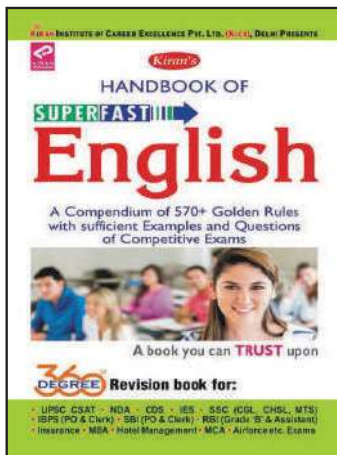
NEW EDITION

The copyright of this book is entirely with the Kiran Institute of Career Excellence Pvt. Ltd. The reproduction of this book or a part of this will be punishable under the Copyright Act.

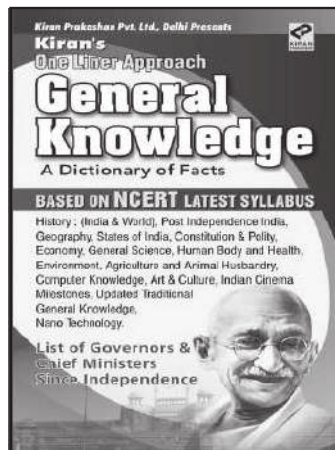
All disputes subject to Delhi jurisdiction.

Every possible effort has been made to ensure that the information contained in this book is accurate at the time of going to press, and the publishers and authors cannot accept responsibility for any errors or omissions, however caused. No responsibility for loss or damage occasioned to any person acting, or refraining from action, as a result of the material in this publication can be accepted by the editor, the publisher or any of the authors.

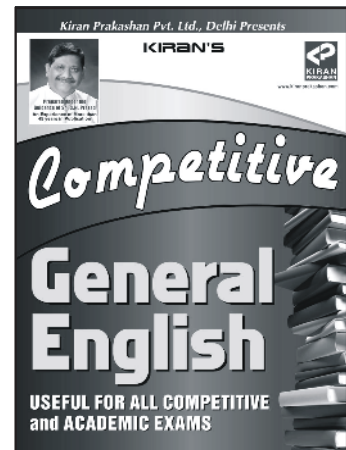
Must Read



**USEFUL FOR ALL
COMPETITIVE EXAMS**



Buy Today



About the Book.....

It indeed requires a strenuous effort to shape a book that is completely based on the prescribed syllabus and more over feeds the needs of an aspirant's inquisitive mind. Kiran Prakashan understood the indispensability of such a book for those students who are to take CHSL Tier-II exam and undertook this job with a pious intent. And the book namely **SSC CHSL & MTS Tier-II Descriptive Exam Practice Work Book** is in your hands. The book is filled to its brim with standard study material and expansive Model Practice Sets.

As you are well abreast of the fact that SSC Combined Higher Secondary Level Exam & Matric Level MTS Exam are two tier-one. You have successfully crossed the Tier-I. Now the vital Tier-II-last rung of ladder-is at hand. Truly a very important and decisive phase. You are well acquainted with the fact that each tier of SSC Combined Higher Secondary Level Exam is important. First tier of this exam gives admission card for the second tier of the exam. As you cross the first step, aplomb surrounds your mind, it rekindles hope to win. You vigorously ready yourself for the second-phase a herculean plank to be challenged. Truly, it is not merely indicative in nature but a passport to final merit list. You are right. This exam (Tier-II) is really important in one respect. Firstly, you are required to score the minimum qualifying marks and secondly the extra marks scored are like bonus points. We mean to say that extra marks are not superfluous. You must know that final Merit List will be prepared on the basis of total marks scored in all two tiers of the exam. You have successfully met with the challenges posed by first stage of this exam, now comes the turn of the last stage exam. Any sort of deviation can imperil your hard earned two phase success. But a salient performance will not only secure your job but also cement your aspiration. Your ranking will place you among the top performers. In the true spirit of old saying, All is well that ends well, we present this handy book that might meet your needs to a greater extent. We again underline the fact that it is very important for you to shed your sweat sincerely for this exam, otherwise any lose attempt will make your earnest ever effort futile. A match never ends until it is won. An effort is meaningful if it fetches you with the desired destination, otherwise meaningless.

This book is entirely based on the syllabus prescribed by the Staff Selection Commission. In the said exam, questions will relate to Essay and Letter/Application writing. As one can't beat experience, this book has been prepared under the precious guidance of Shri Satya Narayan Prasad who has a treasure of 54 year experience in the field of publication. There is enormity even in shortness of the book.

This book has two aspects - theoretical and pragmatic. Each one is strong in its own character. Where the theoretical aspect emphasises on how to do? how to proceed ?, the pragmatic aspect deals with application, i.e., presentation of 10 Solved Papers & 60 Model Practice Sets. Every term and fact related to Essay and Letter/ Application has been minutely discussed and elaborately illustrated with examples. Topics of essays have wide dimensions of yesterday and today. As variety is essence of attraction, this book does not compromise in this respect. In a nut shell you get a complete book, in small size that is lucid in presentation, unique in variety and plentiful in practice. Always remember, only practice leads you to perfection. Go through it and get the long cherished goal.

-Satyanarayan Prasad

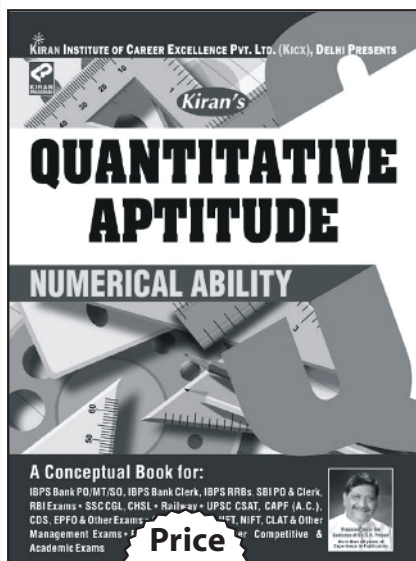
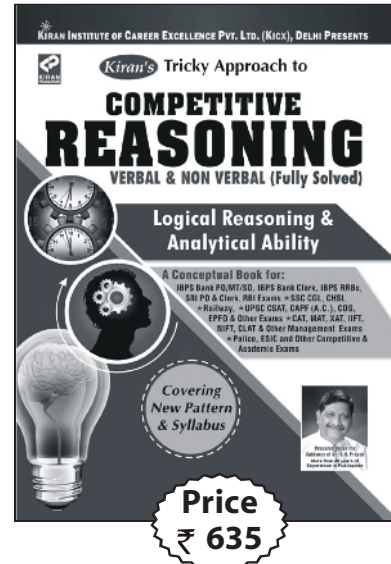
Publisher

Email : sanket2000_us@yahoo.com

INDISPENSABLE BOOKS FOR ALL COMPETITIVE EXAMS

SALIENT FEATURES

- ❖ A sincere attempt to use reader friendly lucid language to make understanding easy.
- ❖ Teach yourself approach adopted in shaping this book.
- ❖ A pious effort to put simple solutions and much needed time-saving methods.
- ❖ A long list of chapters and a wide variety of questions.
- ❖ Special emphasis on concept-building as reasoning is a special kind of thinking.
- ❖ Detailed discussion on basic concepts of each topic.
- ❖ Fundamental concepts illustrated through upgraded questions.
- ❖ Problem solving techniques through MCQs.
- ❖ Large number of Multiple Choice Questions (more then 7000) with detailed explanations.
- ❖ Exercises with a plenty of questions asked in various competitive exams with proper highlight of name of exam and year.
- ❖ Illustration of more than one method solution to many questions.
- ❖ Distribution of each exercise in differently oriented categories/sections.
- ❖ Model Practice Sets for various exams.
- ❖ Select questions asked in previous exams concerned in each set.
- ❖ Enriched concepts on principles of logic to distinguish correct from incorrect reasoning and examine fallacies; Unique tricks for solving questions on Input.



SALIENT FEATURES

- ❖ A sincere attempt to use reader friendly lucid language to make understanding easy.
- ❖ Teach yourself approach adopted in shaping this book.
- ❖ A pious effort to put simple solutions and much needed short-cut methods.
- ❖ A long list of chapters and a wide variety of questions.
- ❖ Special emphasis on concept-building.
- ❖ Detailed discussion on basic concepts of each topic.
- ❖ Fundamental concepts/formulae illustrated through upgraded questions.
- ❖ Problem solving techniques through MCQs.
- ❖ Large number of Multiple Choice Questions (more then 7000) with detailed explanations.
- ❖ Exercises with a plenty of questions asked in various competitive exams with proper highlight of name of exam and year.
- ❖ Illustration of more than one method solution to many questions.
- ❖ Distribution of each exercise in differently oriented categories/sections.
- ❖ Every attempt made to encourage to know quantitative aptitude, avoid rote learning.
- ❖ Model Practice Sets for various exams.
- ❖ Select questions asked in previous exams concerned in each set.
- ❖ Enriched concepts on Algebra, Sequence and Series (Progression), Permutation and Combination, Quadratic Equations and Inequations, Probability, Geometry, Trigonometry, Mensuration and most importantly Data Sufficiency, Analysis and Interpretation.

You can also order the book by sending demand draft (D.D.) (Printed price of the book) + Rs. 25 in favour of **Kiran Prakashan**, payable at Delhi. Shop online at www.kiranprakashan.com

CONTENTS

- ❖ **Essay Writing** SHDE-9-36
- ❖ **Letter/Application Writing** SHDE-37-44

Model Practice Sets

Model Practice Set-01 SHDE-45

- ❖ **Essay** : Effect of Covid-19 on Indian Economy
- ❖ **Letter Writing** : Letter to your class teacher thanking him/ her for their contribution to your success.

Model Practice Set-02 SHDE-46

- ❖ **Essay** : Article 370 -Issues and Controversy
- ❖ **Letter Writing** : As you will not be able to attend the event, write a letter of excuse to your friend.

Model Practice Set-03 SHDE-47

- ❖ **Essay** : Information technology and its impact on the future work culture
- ❖ **Letter Writing** : Letter to the editor, suggesting ways and measures to check rampant corruption in the Municipal Corporation of Delhi.

Model Practice Set-04 SHDE-49

- ❖ **Essay** : Should animals be used for drug development and medical research ?
- ❖ **Letter Writing** : Write a letter to your friend describing about your school and your progress in studies

Model Practice Set-05 SHDE-50

- ❖ **Essay** : Demonetization and its Consequences
- ❖ **Letter Writing** : Write a letter to a friend Rahul Kapoor, requesting him to accompany you to Mumbai where you have to attend to some very important work

Model Practice Set-06 SHDE-51

- ❖ **Essay** : India needs to redefine the relations between the Centre and the States
- ❖ **Letter Writing** : As a Bank Manager, informing a customer about the refusal of his/her loan application in a polite manner

Model Practice Set-07 SHDE-52

- ❖ **Essay** : Terrorism — a threat to global peace
- ❖ **Letter Writing** : Write a letter to your Uncle Jahid in village informing him/her about the advantages and need for crop insurance.

Model Practice Set-08 SHDE-54

- ❖ **Essay** : Is development possible at the cost of environment?
- ❖ **Letter Writing** : You have received a letter from your father who has asked you to describe your new school

Model Practice Set-09 SHDE-55

- ❖ **Essay** : Necessity is the mother of invention
- ❖ **Letter Writing** : Write a letter to your friend inviting him to spend holidays on the hill-station with you

Model Practice Set-10 SHDE-56

- ❖ **Essay** : Pravasi Kaushal Vikas Yojana (PKVY)
- ❖ **Letter Writing** : A letter to younger brother with a piece of advice to be careful about his studies

Model Practice Set-11 SHDE-57

- ❖ **Essay** : The impact of Multi-brand retail on Indian economy
- ❖ **Letter Writing** : Write a letter to your father from the boarding school which you joined recently, telling him that you dislike the life of a boarder

Model Practice Set-12 SHDE-58

- ❖ **Essay** : Revival of Indian Economy Affected by Corona Pandemic
- ❖ **Letter Writing** : Write a letter to your friend who intends to give up his studies and join as a clerk

Model Practice Set-13 SHDE-59

- ❖ **Essay** : The Progress and Performance of Swatchh Bharat Abhiyan
- ❖ **Letter Writing** : Request for tracing a missing person

Model Practice Set-14 SHDE-61

- ❖ **Essay** : Benefits to the Companies from Corporate Social Responsibility
- ❖ **Letter Writing** : Write a letter to your friend describing the happiest day of your life

Model Practice Set-15 SHDE-62

- ❖ **Essay** : Consolidation of Small Banks and their Implications
- ❖ **Letter Writing** : Write a letter to your friend inviting him to the wedding of your sister

Model Practice Set-16 SHDE-63

- ❖ **Essay** : Role of Governor in Indian polity
- ❖ **Letter Writing** : Complaint against non-delivery of money order.

Model Practice Set-17 SHDE-64

- ❖ **Essay** : NET Neutrality is a must for digital India
- ❖ **Letter Writing** : Request for Short Term Course in Computer Programming

Model Practice Set-18 SHDE-65

- ❖ **Essay** : India and the Quad Group
- ❖ **Letter Writing** : Write a letter to your friend who has passed the Board examination with high merit

Model Practice Set-19 SHDE-66

- ❖ **Essay** : Sino-Pak alliance and India's security
- ❖ **Letter Writing** : Write a letter to your younger brother who is studying in the boarding school

Model Practice Set-20 SHDE-68

- ❖ **Essay** : India's Boycott of the Chinese Goods
- ❖ **Letter Writing** : Write a letter to your friend who lives in a far-off town in Tamil Nadu requesting him to spend a few days with you in Delhi

Model Practice Set-21 SHDE-69

- ❖ **Essay** : Is Women's Place At Home Alone ?
- ❖ **Letter Writing** : Asking for starting e-library in your university giving instances of advantages of the e-library system

Model Practice Set-22 SHDE-71

- ❖ **Essay** : Alarming Level of Pollution in Delhi
- ❖ **Letter Writing** : Request to open a sub-Post office.

Model Practice Set-23 SHDE-72

- ❖ **Essay** : Need of Communal Harmony in India
- ❖ **Letter Writing** : Write a letter to your friend describing an accident you witnessed

Model Practice Set-24 SHDE-73

- ❖ **Essay** : The Indian is a minority in India
- ❖ **Letter Writing** : Write a letter to your friend describing the train accident you escaped outlining possible causes and measures that should be taken in future to prevent train accident.

Model Practice Set-25 SHDE-75

- ❖ **Essay** : One belt, one road: Pros and cons for India
- ❖ **Letter Writing** : Write a letter to your friend about your aim in life

Model Practice Set-26 SHDE-76

- ❖ **Essay** : Causes of Violence in the World
- ❖ **Letter Writing** : Providing nearby bus-stops

Model Practice Set-27 SHDE-78

- ❖ **Essay** : India's Lack of Medical Infrastructure in Covid-19
- ❖ **Letter Writing** : Write a motivational letter to your friend who has failed in the Board examination

Model Practice Set-28 SHDE-79

- ❖ **Essay** : Importance of E-banking
- ❖ **Letter Writing** : Write a letter to your brother/sister explaining the importance of Lokpal Bill

Model Practice Set-29 SHDE-81

- ❖ **Essay** : Emerging Trends of Aviation Industry in India
- ❖ **Letter Writing** : Complaint against acute shortage of water

Model Practice Set-30 SHDE-82

- ❖ **Essay** : Nepotism in Bollywood
- ❖ **Letter Writing** : Write a letter of condolence to your friend who has lost his brother in an accident

Model Practice Set-31 SHDE-83

- ❖ **Essay** : Role of Big Business Houses Towards Green Initiatives
- ❖ **Letter Writing** : Need of Educational Facilities

Model Practice Set-32 SHDE-85

- ❖ **Essay** : Online Education is the New Norm
- ❖ **Letter Writing** : Request to resolve load-shedding in our locality

Model Practice Set-33 SHDE-86

- ❖ **Essay** : The onus of maintaining healthy relations with Nepal lies on India
- ❖ **Letter Writing** : Regarding failure in delivery of important documents sent by Registered Post

Model Practice Set-34 SHDE-87

- ❖ **Essay** : The Chinese Challenge at the LAC
- ❖ **Letter Writing** : Write a letter to your old school teacher whose address you have come across.

Model Practice Set-35 SHDE-88

- ❖ **Essay** : Urbanisation of India is nothing but blind Westernization
- ❖ **Letter Writing** : Write a letter to the head of the family describing your brother and explaining his travel arrangements

Model Practice Set-36 SHDE-89

- ❖ **Essay** : Strategic Importance of Chabahar Port for India
- ❖ **Letter Writing** : Complaint against the delivered garments which are not up to the mark

Model Practice Set-37 SHDE-90

- ❖ **Essay** : The challenge of fake viral videos
- ❖ **Letter Writing** : Write a letter to your friend, Prateek Aggarwal, narrating an accident.

Model Practice Set-38 SHDE-91

- ❖ **Essay** : Positive effects of Hike in salary of an employee
- ❖ **Letter Writing** : Comments on the television serial 'Chandrakanta' as desired by you.

Model Practice Set-39 SHDE-92

- ❖ **Essay** : Democracy is the best form of government
- ❖ **Letter Writing** : Regarding inconvenience caused by Garbage deposit in our locality.

Model Practice Set-40 SHDE-93

- ❖ **Essay** : The status of women in the world today
- ❖ **Letter Writing** : Write a short letter to your friend giving directions to enable him/her to reach your home

Model Practice Set-41 SHDE-94

- ❖ **Essay** : A good dictator is better than a bad democracy
- ❖ **Letter Writing** : A letter of thanks to your friend.

Model Practice Set-42 SHDE-95

- ❖ **Essay** : Unemployment Problem During the Corona Period
- ❖ **Letter Writing** : Write a letter to your friend telling him what you intend to do after your Matriculation Examination

Model Practice Set-43 SHDE-96

- ❖ **Essay** : Revamping our banking system is the need of the hour
- ❖ **Letter Writing** : Write a letter to the police making a request to search lost dog.

Model Practice Set-44 SHDE-97

- ❖ **Essay** : Who needs literature ?
- ❖ **Letter Writing** : Write a letter to your friend describing your experience during the visit of a haunted house at night

Model Practice Set-45 SHDE-98

- ❖ **Essay** : Atma-Nirbhar Bharat Abhiyan
- ❖ **Letter Writing** : Write a letter to your friend giving him an account of a good film you have recently enjoyed

Model Practice Set-46 SHDE-99

- ❖ **Essay** : Are We Progressing?
- ❖ **Letter Writing** : Write a letter to your younger brother advising him how he should prepare for the forthcoming school examination

Model Practice Set-47 SHDE-100

- ❖ **Essay** : Disaster Management System in India
- ❖ **Letter Writing** : Write a letter to the chairman, Railway Board complaining about the deterioration of the services and amenities

Model Practice Set-48 SHDE-102

- ❖ **Essay** : Union Budget – 2020-21.
- ❖ **Letter Writing** : Write a letter to the Editor of a newspaper about the insanitary condition of the street and bad state of roads

Model Practice Set-49 SHDE-103

- ❖ **Essay** : Need to Conserve Nature
- ❖ **Letter Writing** : Complaint against defective washing machine

Model Practice Set-50 SHDE-105

- ❖ **Essay** : The Cricket Mania
- ❖ **Letter Writing** : Request for issuance of School Leaving Certificate

Model Practice Set-51 SHDE-106

- ❖ **Essay** : Contraction of the Indian Economy
- ❖ **Letter Writing** : Complaint against dead telephone

Model Practice Set-52 SHDE-107

- ❖ **Essay** : National Integration
- ❖ **Letter Writing** : Request for permission for a friendly cricket match

Model Practice Set-53 SHDE-108

- ❖ **Essay** : Lessons of Doklam for India
- ❖ **Letter Writing** : Complaint against the Nuisance of loudspeakers in the area.

Model Practice Set-54 SHDE-109

- ❖ **Essay** : Concept of War-Free World
- ❖ **Letter Writing** : Application for the Post of Senior Marketing Manager having experience of six months

Model Practice Set-55 SHDE-111

- ❖ **Essay** : Standup India
- ❖ **Letter Writing** : Growing Incidents of Theft in our locality

Model Practice Set-56 SHDE-112

- ❖ **Essay** : Financial inclusion is a must for inclusive growth
- ❖ **Letter Writing** : Write a letter to your penpal in Sweden depicting/bringing out the rich traditions and heritage of India

Model Practice Set-57 SHDE-113

- ❖ **Essay** : Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMGDSA) – Making Rural India Digitally Literate.
- ❖ **Letter Writing** : Commendation for environmental awareness

Model Practice Set-58 SHDE-114

- ❖ **Essay** : Educative Value of Travelling
- ❖ **Letter Writing** : Deplorable accumulation of garbage on roads.

Model Practice Set-59 SHDE-115

- ❖ **Essay** : Use of Public Libraries
- ❖ **Letter Writing** : Write a letter to your friend with a meagre salary giving him certain suggestions to add to his income

Model Practice Set-60 SHDE-116

- ❖ **Essay** : UDAN Scheme
- ❖ **Letter Writing** : Write a letter to your brother advising him not to be a book-worm

SOLVED PAPERS

SET-61 : SSC CHSL (10+2) DESCRIPTIVE EXAM, 18.09.2016 SHDE-118

SET-62 : SSC CGL TIER-III DESCRIPTIVE EXAM 19.03.2017 SHDE-119

SET-63 : SSC MATRIC LEVEL MULTI TASKING EXAM, 13.05.2017 ... SHDE-120

SET-64 : SSC CHSL (10+2) DESCRIPTIVE EXAM 09.07.2017 SHDE-122

SET-65 : SSC MULTI-TASKING STAFF TIER-II EXAM, 28.01.2018 SHDE-123

SET-66 : SSC CGL TIER-III EXAM, DESCRIPTIVE TEST, 08.07.2018 .. SHDE-127

SET-67 : SSC CHSL TIER-II EXAM, DESCRIPTIVE TEST, 15.07.2018 . SHDE-128

SET-68 : SSC MULTI-TASKING STAFF TIER-II EXAM, 24.09.2019 SHDE-129

SET-69 : SSC CHSL TIER-II EXAM, DESCRIPTIVE TEST, 29.09.2019 . SHDE-134

SET-70 : SSC CGL TIER-III EXAM, DESCRIPTIVE TEST, 29.12.2019 .. SHDE-135

SET-71 : SSC CGL TIER-III EXAM, DESCRIPTIVE TEST, 22.11.2020 .. SHDE-136

SET-72 : SSC CHSL TIER-II EXAM, DESCRIPTIVE TEST, 14.02.2021 . SHDE-137

How to Write Correct Essay

Introduction

You may write three or four paragraphs on a topic, but that may not necessarily be an essay. Though your composition may not deviate from the topic, and expressed in effective manner, it may lack the qualities necessary to be regarded as an essay. So, it is clear that an essay is written following a definite technique and structure. The word "essay" is defined as a literary composition which treats one subject at a time. It should be simple, clear, direct and present the ideas in an orderly manner. It must be able to reveal the personal thoughts of a writer on a given subject. It is not supposed to be too long but it should be relevant to the subject, properly managed and should possess an adequate power of expression.

A specific technique or style is required to write an effective essay by a candidate in the competitive exams, which can only be acquired by continuous practice on different kinds of topics. In this book, we have tried to introduce essay writing in the most simplest way with a variety of examples in order to help the reader in mastering the art of essay writing. There may be four or five topics in the paper from which a candidate is required to choose one topic and write on it within the specified word limits. We would first suggest you to go through all the pages in the book, and when you have finished the same, try by writing on any of the topics in your own words. Now, identify your mistakes which might be linguistic, grammatical, etc. Correct them and try not to repeat them while attempting to write again.

We must, have the will to succeed and keep ourselves well aware of the current topics as we may be asked to write on it too. Reading a variety of magazines, books and newspaper would also help us in adding more relevant things to our General Knowledge. The essay should be divided into paragraphs of introduction, main part of the subject and the conclusion. Read all the essays, mark the important ones and practise thoroughly and then you would be prepared well for any type of questions for sure.

A large number of essays are given which will be helpful for a candidate as an extensive study material. A candidate need not have to purchase a separate book on Essay Writing. Diversed topics of different standards are selected keeping in mind the varying nature of questions asked in the exams.

After reading all the essays, mark the important ones as per your taste and requirement of the exam to be appeared. Then read these essays once again. After reading an essay when you are sure that you can write an essay on this topic on your own, close the book and write this essay without consulting the book and then read to find out if there is any linguistic or grammatical error in it. Try to learn from the mistakes you have committed and avoid the same in your next attempt. Writing without reading is not fruitful exercise. On the other hand, reading without writing practice will not make you a exact and to the point.

The foremost requisites to become an expert in essay writing are, enhancement of knowledge in the particular subject, style of presentation and a good command over the language as well as the vocabulary. All these guidelines and the study material provided in this book together would certainly help the candidate to achieve success in any of the competitive examinations.

Though there remain four, five or six alternate topics, one has to choose only one topic and write an essay on it. From the given options one topic may be related to a current issue. There may be one or two topics in which you may include certain current information or data. So, besides other things you should collect material/information on certain current topics for better preparation. Try on your own to write on these current topics.

Essay Writing

GUIDE TO WRITING BASIC ESSAYS

The word "Essay" is defined as a literary composition on any subject. The word Essay (French *essai*, Latin *exagium*), literally means "an attempt or a trial". It was first used by Bacon in a literary sense. But the father of this kind of literary composition was a retired French magistrate Sieur de Montaigne.

An essay must be a unit, i.e. developing one theme with a definite purpose. This means that while writing an essay, one, must always keep you eye on the subject and the entire composition should revolve around it. The subject matter must clearly be defined in the mind and nothing irrelevant should be included in the essay. The subject matter, however, be treated in a variety of ways and different points of view but every argument should co-relate with the main argument throughout the essay. **Not only unity of subject but unity of treatment also.**

The essay must have a beginning, a body and an end. It must be clearly arranged and well articulated. It should follow a certain ordered line of thought and not only unity of subject but also unity of treatment. It should be a brief exercise, concisely expressed. **Length of an essay depends a good deal on the nature of the subject and the instruction given.** Adhere to the Word-limit. The essay should reveal the personal feelings and opinions of the writer. It should have its individuality in it.

The writer should not stray away from his line of thinking and the arguments given by him should be such as not to contradict his own point of view. In other words, **the essay as a whole and the arguments individually should be logical.**

The matter of the essay **should be conceived and presented in a scholarly manner.** The presentation should not reflect ordinariness, vulgarity of something common place.

Different portions of the **essay should be given equitable treatment** and there should be a proper planning in the mind of the writer before he starts writing the various arguments which should be balanced. That means if the argument is not very important one, **it should not be unnecessarily elaborated.** The opening should be brief and interesting. It is well sometimes to begin with a story or illustration or a good quotation – but the introduction must not be long or far fetched.

The primary purpose of including quotations in an essay **is to beautify the presentation.** The quotations are also used for presenting another point of view or for substantiating our own arguments when we have no arguments to give. However, the quotations should be very few and they must sum up the idea in a very effective manner. Too much use of quotations often blocks our thinking and we are unable to think originally and properly.

The style of an essay must be **dignified and literary.** Slang, colloquial terms and free and easy constructions are not proper in an essay. At the same time it is a mistake to attempt any flights of fine writing. The language and sentence construction should be simple, direct and natural. The effectiveness of language, however, depends upon various factors like– (i) correct choice of words., (ii) clear thinking, (iii) clear expression, (iv) conciseness and (v) Impressiveness.

The essay should be **divided into paragraphs.** As sentences contain one idea, a paragraph contain one aspect of the subject. The length of the paragraph depends upon the subject. The sentences grouped together in a paragraph should relate to one subject. The sentences expressing related parts of the statement should come close together and follow each other. In order that the matter of the paragraph may be seen in true perspective, it is necessary that important statements should appear as principal, unimportant as subordinates. If a paragraph contains several statements of varying importance or emphasis, it scale. This has a better effect on the reader. The paragraphs should come in natural and orderly sequence. If necessary they should be linked with connectives, sometimes looking forward and sometimes looking backward.

As stated earlier, an essay is a written composition giving expression to one's personal ideas or opinions on a subject; and this personal touch should be lost, otherwise the essay will be colourless and devoid of individuality.

These days essay writing or paragraph writing forms an essential part of most of the competitive exams. They could be either of the qualifying nature or of the more important nature where the marks obtained in essay is added. Whatever be the nature of the essay paper, one can write a good essay even without preparation on the subject if he has developed the knack of writing.

Essay Writing

Can you put across your ideas in as few words as possible? If yes, you are an effective writer. An effective writer is the one who says or makes his points precisely. He knows which words are to be used in what context and when. He uses a few words to say quite a lot. The presentation of ideas logically also economises on the quantum of words.

A rich vocabulary is quite essential to write effectively. A rich vocabulary imparts power and force to the words used in writing. Writing says it all. It makes its quality quite obvious. Quite often journalists are used to writing that way because they get a limited space.

Logical and effective writing is a matter of training. Anyone who does the writing practice over a period of time surely hones his writing skill making it effective. If you feel you cannot write effectively, you may well begin by writing short sentences. But, you must also build your vocabulary at the same time.

While writing essay in competitive exams, time management is really crucial. While some students may fall short of time, others may find so much time that they would not really know what to write or they would be repetitive.

Suppose you have three hours for essay writing, you may use first half an hour in planning your essay by noting down ideas and points. After arranging the ideas in a proper sequence, the next step would be to elaborate on each point. The next two hours can thus be spent in actually writing the essay. After you finish writing, remember to make a thorough revision to check spelling mistakes, punctuation, grammar etc.

You should remember the following points about a good essay :

1. An essay must be of a single thought, united and explaining one theme with a definite purpose.
2. The essay should follow a certain ordered line of thought and come to a definite conclusion. The matter, the ideas/facts should be arranged into an attractive design.
3. The presentation of the matter should be clear. The language and the sentence construction should be simple and lucid.
4. An essay should reveal the personal feelings and opinions of the writer. However, idiosyncrasies should not be expressed. Nor should, extreme or dangerous opinions be expressed.

5. Quotations should be provided only where it is relevant. Quotations should not be provided only to impress the examiner/reader - as it will only make a negative impact.
6. An opinion on the topic must be taken so as a definite conclusion. As far as possible avoid equivocating or making an open-ended conclusion because that will confuse the readers instead of illuminating them.

Writing a good essay is as much a skill as an art. The Webster dictionary defines essay as, "A literary composition, analytical and interpretative in nature dealing with its subject from a more or less limited or personal stand point and permitting a considerable freedom of style and method. Commonly, essays are brief, suitable for reading at one sitting".

In the literary exercise called writing, the writer's personality, his or her ideas, opinions and feelings come out clearly. This is also true of essay writing. An intelligent and original writer leaves a clear stamp of his personality on writing style. It is no coincidence that some of the world famous personalities like Nehru, Gandhi and Winston Churchill, who were not writers by profession, have also been excellent writers. Experience and wisdom also go on to influence a person's writing. There have been administrators, bureaucrats, judges, doctors and professors in India who have left an impact on the writing scene. If you happen to see the guest columns in newspapers, you might be able to notice that famous actors, and other cultural personalities can express themselves very well. They possess an excellent command over their pen. Why is it that they are able to express themselves so well? It has a lot to do with their personality. They have experience. They have the ideas. They have the command over words. Therefore, their writing is excellent.

It is not just the language ability that makes you a good writer. There are several other necessary factors that go into the making of a writer. For instance, sensitivity is one such factor. Two individuals may have the same experience, but the two may not necessarily be touched by the experience to the same degree. The one who is sensitive will be touched to a greater extent. And the one who is more sensitive would be able to express his feelings through a medium.

Essay Writing

Better ways to Manage your essay writing : There is no technique, not atleast till date which can turn some one into a literary prodigy, because prodigies are born rather than made. But “genius is 99 percent perspiration and one percent inspiration” is equally true. And today it is an acknowledged fact that writing technique can be improved with practice. There are special courses and lessons in writing improvement.

In managing your essay writing you must remember, there is nothing like one day wonder here. There is no substitute to hard work. No guidebook can turn you into a good essay writer. Only you can yourself do it. Guidebooks and specialised lessons on writing may be able to give only the suggestions, but the real effort or practice will have to come from you.

However, the efforts you put in may become misguided for want of a proper direction. The lessons and courses in writing provide that much needed direction.

A good essay writer has the following qualities, which should be cultivated by anyone desiring to write well.

Lucid writing : Any one desiring to write well should try to cultivate a lucid writing style. Lucid style has a flow and is smooth to read. The words used by a lucid writer are generally the part of our common vocabulary. Very difficult words are never used out of context and at best avoided. The writing is easy to follow and even a difficult subject is treated in a manner easy to flow.

In the competitive exams a lucid writing style will certainly be appreciated by the examiners. Therefore, it is better to avoid ornamental expressions and long sentences “Make your sentence as long as will not pinch the patience of the poor readers”. Take this sentence. The author has tried to make an ornamental sentence, but has failed miserably.

This is what happens when ornamental sentences are made deliberately. In the process the author has made the sentence unnecessarily long while he is preaching just the opposite.” Make your sentences short” is all that the author should have said. The sentence is short and it says all except redundancy. Short sentences are less liable to be incorrect.

Wide reading : An impressive essay has lot to tell about its author. It reflects the authors command over the subject and the depth of his knowledge.

Of course, no body is suggesting that you go for a wide reading a month or two before the examination. Nothing could be more disastrous to your score in the other papers, than this. But if you have even six months left for you examinations you can go for wide reading.

What constitutes a wide reading? Or, how wide is a wide reading? Well, wide could be really wide if you are an undergraduate as you naturally have quite a lot of time at your command for the widest possible reading. But this luxury may not be available to some one appearing in the examination next year. If you are appearing this year or the next, you may limit your reading to editorials and news magazines. In case you are a fast reader, you may go for fictions and non fictions without cutting on your time. There is no fixed rule as to the-presentation of any essay. However, there is a great deal of flexibility in the presentation and the style of writing an essay. Almost every essay will have three major parts : introduction, the main body and the conclusion. Again there is no rule regarding the respective length of the three but commonly while one paragraph each is devoted to the introduction and the conclusion, the main body takes up the rest. No doubt this is a common knowledge as every one writing an essay knows at least this much. In practice however, this is often forgotten.

Since candidates rarely plan out the entire essay before writing, it may therefore be observed that many of them begin with a grand introduction, very impressive indeed. But what happens next? Either the main body which is the most crucial aspect of an essay is very weak or perhaps entirely missing.

Often, it has also been noticed that what has been said in introduction is entirely different from than that in the main body. Or the conclusion says something very different from the case that was made out in the main body. These weaknesses result because of a very lackadaisical approach to writing. One or more of the following reasons maybe attributed to it.

- Unplanned writing
- Writing in hurry
- Unprepared writing
- Absent mindedness while writing
- Weakness of language
- Not having read the question topics properly.

FOLLOW THE RULES

Choose a Topic for Your Essay

Think about the type of essay you are expected to produce. Should it be a general overview, or a **specific analysis of the topic** ? If it should be an overview, then you are probably ready to move the next step. It should be a specific analysis, make sure your topic is fairly specific. If is too general, you must choose a narrower subtopic to discuss.

Essay Writing

For example, the topic "India" is a general one. If your objective is to write your objective is to write a specific analysis, this topic is too general. Once you have determined that your topic will be suitable, you can move on.

Sub rules

- Be sure it is a subject about which you are particularly well-informed.
- Be sure it is a subject about which you are at least moderately passionate.
- Most important factor in choosing a topic is the number of ideas you have about that topic.
- Even if none of the subjects you thought of seem particularly appealing, try just choosing one to work with. It may turn out to be a better topic than you thought at first.
- Before you are ready to move on in the essay-writing process, look one more time at the topic you have selected.

ORGANISE YOUR IDEAS

Organise your ideas with the help of all outline or diagram. The purpose of all **outline or diagram is to put your ideas about the topic on paper**, in a moderately organised format. The structure you create here may still change before the essay is complete, so do not agonize over this.

Decide whether you prefer the cut-and-dried structure of an outline or a more flowing structure. If you start one or the other and decide it is not working for you, you can always switch later.

The Process

- Begin your diagram with a circle or a horizontal line or whatever shape you prefer in the middle of the page.
- Inside the shape or on the line, write your topic.
- From your centre shape or line draw three or four lines out into the page. Be sure to spread them out.
- At the end of each of these lines, draw another circle or horizontal line or whatever you draw in the centre of the page.
- In each shape or on each line, write the main ideas that you have about your topic, or the main points you want to make.
 - (a) If you are trying to persuade, you must write your best arguments.
 - (b) If you are trying to explain a process, you must write the steps that should be followed.
 - (c) You will probably need to group these into categories.

- (d) If you have trouble grouping the steps into categories, try using

Opening, Body and Closing method.

- If you are trying to inform, you must write the major categories into which your information can be divided.
- From each of your main ideas, draw three or four lines out into the page.
- At the end of each of these lines, draw another circle or horizontal line or whatever you draw in the centre of the page.
- In each shape or on each line, write the facts or information that support that main idea.

When you have finished, you have the basic structure for your essay and are ready to continue.

THE OPENING PARAGRAPH : INTRODUCTION

This paragraph will give the reader a point of entry to your essay. The introduction should be designed to attract the reader's attention and give him/her all idea of the essay's focus.

1. Begin with an attention grabber : The attention grabber you use is up to you, but here are some ideas :

➤ Starting information

- (i) This information must be true and verifiable, and it does not need to be totally new to your examination. It could simply be a pertinent fact that explicitly illustrates the point you wish to make.
 - (ii) If you use a piece of startling information, follow it with a sentence or two of elaboration.
- Anecdote
- (i) An anecdote is a strong that illustrates a point.
 - (ii) Be sure your anecdote is short, to the point, and relevant to your topic.
 - (iii) This can be a very effective opener for your essay, but use it carefully.

Dialogue

- (i) An appropriate dialogue does not have to identify the speakers, but the reader must understand the point you are trying to exchange between speakers to make your point.
- (ii) Follow dialogue with a sentence or two of elaboration.

➤ Summary Information

- (i) A few sentences explaining your topic in general terms can lead the reader gently to your thesis.

Essay Writing

- (ii) If the attention grabber was only a sentence or two, add one or two more sentences that will lead the reader from your opening to your thesis statement.

- (iii) Finish the paragraph with your thesis statement.

The Main Paragraph

In the body of the essay, all the preparation upto this point comes to fruition. The topic you have chosen must now be explained, described or argued.

Each main idea that you wrote down in your diagram or outline will become one of the body paragraphs. If you have three or four main ideas, you will have three or four body paragraphs.

Each body paragraph will have the same basic structure

- Start by writing down one of your main ideas, in sentence form.
- If your main idea is “reduces freeway congestion”, you might say this: Public transportation reduces freeway congestion.
- Next, write down each of your supporting points for that main idea, but leave four or five lines in between each point.
- In the space under each point, write down elaboration for that point.
- Elaboration can be further description or explanation or discussion.

(i) **Supporting Point** : Commuters appreciate the cost savings of taking public transportation rather than driving.

(ii) **Elaboration** : Less driving time means less maintenance expense, such as oil changes. Of course, less driving time means savings on petrol/diesel as well. In many cases, these savings amount to more than the cost of riding public transportation.

- If you wish, include a summary sentence for each paragraph.

This is not generally needed, however, and such sentences have a tendency to sound stilted, so be cautious about using them. If you have fleshed out each of your body paragraphs, one for each main point, you are ready to continue.

THE CONCLUSION

Conclusion is a **point of exit** from your essay.

The conclusion brings closure to the reader, summing up your points or providing a final perspective on your topic. All the conclusion must be in three or four strong sentences which do not

need to follow any set formula. Simply review the main points (being careful not to restate them exactly) or briefly describe your feelings about the topic. Even an **anecdote can end your essay** in a useful way.

The introduction and conclusion complete the paragraphs of your essay.

Finishing Touches

You have now completed all of the paragraphs of your essay. Before you can consider this a finished product, however, you must give some thought to the formatting of your paper.

Check the Order of Your Paragraph

Look at your paragraphs. Which one is the strongest? You should start with the strongest paragraph, end with the second one.

Revision Work

Nothing can substitute for revision of your work. By reviewing what you have done, you can improve weak points, otherwise would be missed.

Check These

- Does it make logical sense?
- Will it be accepted by the majority?
- Do the sentences flow smoothly from one another?
- If not try to add some words and phrases to help correct them?
- Transition words, such as “therefore” or “however”, some times help.
- You might refer in one sentence to a thought in the previous sentence. This is specially useful when you move from one paragraph to another.
- Is there continuity of thoughts all ideas?
- Is there any juxta position?

The topics included in the Essay can be broadly divided into the following fields :

- (i) Socio-Economic issues of current nature
- (ii) Science and Technology
- (iii) Value and Morality based
- (iv) Imaginative and Statement/Idiom based
- (v) Political
- (vi) Educational
- (vii) Environmental
- (viii) Games and Sports
- (ix) Current Topics

Generally, there is not hard and fast proportion into which these topics can be divided. That is to say, it is not possible to guess fairly and accurately how many Essays from which field will appear in any specific exam.

Essay Writing

(I) Socio-Economic Issues of Current Nature

(1) Women

- (a) Contemporary women
- (b) Reservation for women
- (c) Atrocities against women
- (d) Women's movements in recent years
- (e) Women's Empowerment
- (f) Gender Sensitivity

(2) Child and Youth

- (a) Child labour
- (b) Neglect of children
- (c) Youth power
- (d) Unemployment
- (e) Children and education
- (f) Voting age-debates and controversies
- (g) Generation gap
- (h) Exploitation of children and youth
- (i) Society and rehabilitation of deprived children
- (j) Drugs and youth

(3) Senior Citizen

- (a) Senior Citizens and Society
- (b) Governments's efforts towards welfare of senior citizens
- (c) Senior citizen's role as mentor

(4) Family

- (a) Joint and nuclear family-debates
- (b) Family and society
- (c) Deviance and Delinquency

(5) Population

- (a) Population Explosion
- (b) Family planning-recent efforts
- (c) Population policy

(6) Education

- (a) Education for all
- (b) Literacy
- (c) Primary education
- (d) Privatisation and higher education

(7) Health

- (a) Health for all
- (b) Major health hazards
- (c) Pollution : cause and impact
- (d) Health and hygiene
- (e) Eradication of diseases such as Malaria, TB, Sexually Transmitted Diseases etc.

- (f) Prevention is better than cure

(8) Religion

- (a) Religious conversion controversy
- (b) Communal riots
- (c) Secularism and Indian society

(9) Polity

- (a) Corruption in the higher echelons
- (b) Multi-party democracy
- (c) Hung Parliament
- (d) Caste and politics
- (e) Presidential Vs. Parliamentary form of government
- (f) Foreign origin and occupation of higher constitutional posts
- (g) President's rule
- (h) Centre-State relations
- (i) Election Commission
- (j) Pre-poll survey
- (k) Role of President in coalition politics
- (l) Regionalism in context to federal structure
- (m) Creation of more states/smaller states
- (n) Controversy surrounding Governor's role

(10) Economy

- (a) Liberalisation and benefits
- (b) Post-Liberalisation debate
- (c) Closure of sick units
- (d) Disinvestment-controversy
- (e) Foreign Equity participation-controversy with special reference to Insurance sector
- (f) Financial Sector Reforms
- (g) Fiscal Deficit-controversies and debates
- (h) Correction of structural imbalances
- (i) Rupee convertibility
- (j) Stock Market Reforms in context to scams
- (k) Role of public sector in Indian economy
- (l) Public Distribution System
- (m) Black Money
- (n) Employment Generation
- (o) Black marketing and hoardings
- (p) Taxation : problems and reforms
- (q) Role of Agriculture in Indian Economy
- (r) Agro- marketing : Scope and current status
- (s) Problems faced by Indian agriculture
- (t) Land Reforms

Essay Writing

- (u) Post-Green Revolution problems
- (v) Indian Agriculture and WTO
- (w) Agrarian exports
- (x) Balance of Payment crisis and Management
- (y) Non-Performing assets in Indian economy
- (z) Cottage industry and unorganised sector
- (a1) Narcotics and terrorism
- (b1) Generation of Electricity-meeting the challenges of demands
- (c1) Private sector and power generation
- (d1) Planning in India
- (e1) Industrial Development
- (11) Judiciary**
- (a) Pressure on judicial infrastructure
- (b) Pressure on judicial infrastructure
- (12) Bureaucracy**
- (a) Red tapism and Bureaucracy
- (b) Contractor-Politician-Bureaucrat Nexus
- (c) Bureaucracy in 21st century
- (13) International Issues**
- (a) Global terrorism
- (b) CTBT and India
- (c) India and its neighbours
- (d) Role and relevance of SAARC, NAM, CHOGM etc.
- (e) Indo-US Relations
- (f) Indo-China Relations
- (g) Indo-Pak Relations
- (h) Post cold-war world
- (i) India and NAM Movement
- (j) Regional Blocs
- (14) Media**
- (a) Impact of TV on children and youth
- (b) Media and Democracy
- (c) Impact of Western Media on India culture
- (d) Cultural colonisation
- (e) Role of press in a democratic society
- (f) Prasar Bharati
- (g) Role of Ombudsman in a democracy
- (h) Regulation of Media
- (15) Science and Technology**
- (a) Role of science and technology in development

- (b) Science is a good servant but a bad master
- (c) Impact of space technology in India
- (d) Telecommunication Revolution
- (e) Computer Revolution
- (f) Internet – Merits and Demerits
- (g) Genetic Engineering : its positive and negative impacts
- (h) Non-Conventional energy sources
- (i) Nuclear Energy
- (16) Values and Morality**
- (a) Statements/idioms such as, To err is human, To forget is divine
- (b) The best man wins
- (c) A bad workman quarrels with his tools
- (d) You cannot have cake and eat it too
- (e) No smoke without fire
- (f) Life is not a bed of roses
- (g) Truth triumphs
- (h) Writing makes a man perfect
- (17) Miscellaneous**
- (a) Science and Ethics
- (b) Value-based politics
- (c) Computers as replacement of human resources
- (d) Emergence of India as a super power
- (e) Should the press enjoy unfettered freedom
- (f) Indian women's march towards the 21st century
- (g) One crowded hour of glorious life is worth an age without a name
- (h) Importance of computer
- (i) Your favourite hero

Study the list of essays given above. We have tried to make this list comprehensive. We have indicated only broad topics. Therefore, we advise that it is essential to know or remember the major points in a topic so that even if the topic is twisted or does not come exactly in the same way as you have thought you would be in a position to write on it.

It has been noticed that some students try to memorise an essay or a set of essays word by word for the exam preparation. If the essay comes exactly as you have thought, well and good, but if the topic is even slightly twisted you would be heading for a sure disaster. This being the case we, the **Think Tank of Kiran Prakashan** are of the opinion that memorising an essay word by word is a bad strategy. Therefore, we suggest that

Essay Writing

you follow the following strategy while preparing an essay topic :

- (i) Read a good source i.e., book on Essay.
- (ii) If possible read more than one source.
- (iii) Note down the major points of the essay around which the theme of the essay revolves.
- (iv) Present the points in systematic manner. By systematic manner is meant presentation of points is a priority. That is, you must have an understanding of which should come before and which one should come after.
- (v) Go on to write the essay on the basis of the points noted by you, in your own language.

DISTRIBUTION OF WORDS IN ESSAY

| Parts of an Essay | No. of words when Essay is of 250 words | No. of Words when essay is of 600 words |
|---|---|---|
| 1. Introduction | 40 | 90 |
| 2. Questioning, Raising Issue | 40 | 90 |
| 3. Facts, Evidences, Examples | 25 | 60 |
| 4. Analysis | 40 | 100 |
| 5. Interpretation | 40 | 100 |
| 6. Merits, Demerits etc. | 40 | 100 |
| 7. Conclusion, Final Decision, Personal Opinion | 25 | 60 |

Distribution of Words

Give one-sixth words for introduction, one-sixth for raising question, one-third for analysis, description, one-sixth for falling action, merits, demerits and one-sixth for the conclusion. If the number of words is 300 to 400 or less, if the number of words is 400-600 or more give one-sixth for facts and evidences, one-twelfth for question, one-third for analysis, description, one-twelfth for conclusion.

What are important for impressive essay writing (In a nutshell)

- (1) Good style or lucidity
- (2) Brevity
- (3) Proper order of thoughts
- (4) Good quotation, words, idioms, sentences
- (5) Good figures of speech such as comparisons, contrast, similies, inversions, metaphors etc.
- (6) Euphonic or similar sounding words, technical words as required.
- (7) Clarity and well marked, facts and figures
- (8) To the point argument and good presentation

(9) Good handwriting

Your essay will be impressive on how you write it not on what you have written. Too much unfamiliar vocabulary and idiomatic expressions decreases the quality of the essay.

HOW TO START (In a Nut-shell)

- (1) First find the best topic for you out of the choices.
- (2) Think and make short points of them
- (3) Arrange them in order.
- (4) Recall quotations, maxims, idioms and facts.
- (5) Introduce the essay with a
 - (a) good quotation
 - (b) good statements or definitions
 - (c) good proverb
 - (d) good story or narration of interesting events
 - (e) good climax etc.
- (6) Put all questions, that help to raise interest of the reader.
- (7) Assume hypothetical related facts, give facts, examples and evidence as required.
- (8) Give to the point argument, description, to justify your viewpoints. Compare, contrast as you think purposefully fit. Give interpretation.
- (9) Now see the bright side and dark side – macro and micro utility.
- (10) At a length, give your remark on the theme. Write appreciation or repulsion of people. Suggest solution to problem or enhancement of profit, prosperity and take a leave courteously giving an indelible impression and a nice finishing touch.

How to prepare

- (1) Read literature books and atleast a few pages daily.
 - (2) Write what you read regularly.
 - (3) Write a composition; it may be a paragraph, an argumentative question, some definitions, short essay etc.
 - (4) Collect good sentences, words, idioms, proverbs, quotations and figures of speech.
 - (5) Read newspapers and good essay books for current and constant historical facts.
 - (6) Prepare five essays relating to
 - (i) social topic
 - (ii) educational topic
 - (iii) political topic
 - (iv) scientific topic and
 - (v) economical topic
- Write these five essays and keep it for a reference.

Essay Writing

Thus these five essays will be your personal note which will be very much helpful for you to write any kind of composition. It will also improve your communication skill. Remember essay for competitive examination and that for academic examination differs a lot.

SUGGESTIONS WITH EXAMPLES

It is extremely important that you should have a clear and accurate conception of the subject of the essay before you actually start writing on it. You must understand as to what the subject is and what it is not. Some subjects are so simple that you can scarcely make a mistake about them; but some want looking into to define them exactly. Suppose the subject is "Environment Friendly Sustainable Economic Development". Here the subject refers neither to the environmental conservation nor to the economic development, exclusively. The true essence of the subject is – The compatibility of the environmental conservation and the economic development. It is, therefore, very necessary that you should define the subjects clearly in your own mind, or you may waste much time and paper in writing on more or less irrelevant matters.

Having understood the true essence of the subject of the essay, jot down the ideas pertaining to the subject, as they occur to you. Please see to it that the ideas that you are jotting down are relevant to the subject and carry sufficient weight in them. However, it would be improper to forcibly stretch your ideas and to include long, casual looking illustrations.

Now arrange these ideas and prepare the outline. The arrangement should be logical in a reflective essay and chronological in a narrative one. If the subject pertains to an event, describe it as it happened. If the subject needs arguments, arrange them logically. The importance of arranging the ideas can hardly be over-emphasised. In fact, such an arrangement of ideas is the very 'foundation' on which you erect the 'edifice' of your essay

Now think about the beginning of the essay; the introduction should be fresh, original, arresting and pertinent to the subject. The introduction may consist of a definition or a quotation, proverb, very brief story, or general remark, leading up to the subject.

This is really the essay itself. In arranging the body of the essay observe proportion; that is, let each part have due weight given to it. The paragraphs should be well constructed and should be related to one another according to the direction of your outline; and, as far as possible, the connection between one and another should be shown.

Take pains in selecting words and phrases which exactly express the ideas which you have mind; and frame your sentences so that they are quite clear and forceful. Avoid the use of unnecessary words. In revising your essay, look out for useless repetition and redundant expressions, and strike them out. Match the words to the sense and adopt the style to the subject matter.

Do not overload your essay with statistics. An essay on Bank Nationalisation or Balance of Payments problem might need figures to endorse your stand. But don't forget that you are not writing as a student of Economics. The examiner wants to see the clarity of your ideas and the beauty of your expression. Don't let statistics destroy the beauty of your essay.

The temptation of introducing beautiful cause they happen to be beautiful should be resisted. Pertinence of an idea should be the consideration, not its beauty. Vague generalisations, arbitrary conclusions, violent statements, false accusations and dogmatic assertions should be carefully avoided.

As the introduction should arouse interest, the conclusion should satisfy it. An effective and satisfying conclusion to an essay is abrupt or feeble ending may spoil the whole effect of the essay. A good conclusion may consist of : (a) a summing up of arguments of the essay; (b) final conclusion drawn from the subject-matter; (c) a suitable quotation; (d) a sentence that strikingly expresses the main point you want to drive home.

Try to keep your language simple and elegant. Simplicity is a big virtue. Avoid verbosity, pompousness and garrulity. It is not advisable to write long, complex sentences unless you are confident that you can handle them deftly. Complex sentence STRUCTURE makes room for ambiguity and grammatical errors.

SELECT TOPICS

CREATION OF SMALLER STATES AND THE CONSEQUENT ADMINISTRATIVE, ECONOMIC AND DEVELOPMENTAL IMPLICATIONS

This essay topic should be considered relevant from the perspective of civil services exam even though not quite expected. However, one should have expected this topic in early 2000s, when some of the smaller states were created in India. Nevertheless, even today, the regional aspirations of people in some regions of India cannot be ignored. They want their regions to develop socially, economically and culturally and therefore they would prefer smaller states. It is argued that smaller states are in a better position to address the core needs of the inhabitants and the citizens would also feel more anchored in the political and social system. The state and its people would be in a better position to nurture the cultural growth of their region if the states are smaller and organized along cultural and linguistic lines. In writing this essay, you need to work out a set of consequences as a result of the formation of smaller states, which can be both advantageous as well as disadvantageous.

The Indian 'model' of federalism has several marked differences from the classical federal models one finds in countries like the United States, Canada, and Australia. One notable difference has been the unilateral power of the union parliament to reorganize the political structure of the country by forming new states and to

Essay Writing

alter the areas, boundaries or names of existing states. Despite having the constitutional power, overwhelming concern for nation building and economic reconstruction based on the development planning model, initially **dissuaded** the national leadership from **conceding** to demands for the creation of smaller regional states. Even states were formed on the basis of language, an accepted basis of the formation of independent nation-states in 19th century Europe. Only after India witnessed popular unrest, were **linguistic states** created in the late fifties and sixties, and this process remained incomplete. During the next three decades, only some of the centrally administered Union Territories were upgraded to full-fledged states while longstanding demands for the smaller states like Vidarbha, Saurashtra, Telangana, and Jharkhand remained in limbo.

The **advent** of new millennium saw the creation of three new states — Chhattisgarh, Uttarakhand and Jharkhand, carved out from the parent states of Madhya Pradesh, Uttar Pradesh and Bihar. More recently, India has witnessed a renewed assertion from two historically constituted regions for the creation of smaller states. A discernable shift in terms of federal thinking has accompanied this. Significantly, some of these regions have enormous populations comparable to countries of the global north in terms of territory and population. The regions include Telangana in Andhra Pradesh; Gorkhaland and Kamtapur in West Bengal; Coorg in Karnataka; Mithilanchal in Bihar; Saurashtra in Gujarat; Vidarbha in Maharashtra; Harit Pradesh, Purvanchal, Braj Pradesh and Awadh Pradesh in Uttar Pradesh; Maru Pradesh in Rajasthan; Bhojpur comprising areas of eastern Uttar Pradesh, Bihar and Chhattisgarh; Bundelkhand comprising areas of Uttar Pradesh and Madhya Pradesh, a greater Cooch Behar state out of the parts of Assam and West Bengal.

This **renewed** demand for smaller states can be attributed to three factors. First, electoral politics has been marked by the politicization and mobilization of **social cleavages** along territorially confined lines of caste, religion and region by state-level 'ethnic' parties. Symptomatic of the federalization of the party system, even the 'national' parties with distinct regional characters increasingly adhere to region specific electoral campaigns and policies. Second, centralized federalism under the shadow of the development-planning model failed to achieve its avowed aim of bringing about equitable development across and within the regional states. The subsequent transition to a **neo-liberal market economy** model based on competitive federalism (replacing cooperative federalism) has further accentuated regional inequalities in terms of income and consumption begetting the perception of neglect and discrimination in the peripheral regions. Relatively developed regions within the larger states have invariably benefited more from the flow of private investment as compared to the regions on the periphery with disturbed law and order situations and poor economic and social

infrastructure (Telangana in Andhra Pradesh or Vidarbha and Marathwada in Maharashtra). Third, India has also been witness to what may be called the '**secession of the rich**' as regions attracting huge private investments and registering impressive growth, have started resenting the dependence of relatively underdeveloped regions on the revenues transferred to them (for example, Harit Pradesh in Uttar Pradesh). Local elites complain of 'reverse' discrimination as other politically dominant regions manage to corner financial deals/grants/lucrative portfolios. In response, they want statehood with the full powers that entails

Three developments mark the shift in India's federal ideology. First, regional identity, culture, and geographical differences now appear to be better recognized as valid bases for administrative division and political representation as democracy deepens and widens. Second, smaller states are being proposed on the grounds of good governance and development rather than merely on the linguistic or cultural principle was the case of the first two phases of reorganization. Third, recently even **dialect communities** have been asking for their own 'territorial homeland' while underlining the cultural and literary distinctiveness and richness of the dialect (Bundelkhand).

Does India need smaller states? Let us consider the following three arguments in favour. First, the argument that 'small is beautiful' does find resonance in the developmental experiences of the newly created smaller states. Factual analysis shows the development and efficiency argument does work in favour of the new states when compared with the parent states. During the tenth five-year plan period, Chhattisgarh averaged 9.2 percent growth annually compared with 4.3 percent by Madhya Pradesh, Jharkhand averaged 11.1 per cent annually compared with 4.7 percent by Bihar, and Uttarakhand achieved 8.8 per cent growth annually compared with 4.6 percent by Uttar Pradesh. Arguably, getting 'a territory of their own' unleashes the untapped/suppressed growth potentials of the hitherto peripheral regions. Second, comparatively smaller but compact geographical entities tend to ensure that there is better democratic governance, as there is greater awareness among the policy makers about the local needs. Smaller spatial units having linguistic compatibility and cultural homogeneity also allow for better management, implementation and allocation of public resources in provisioning basic social and economic infrastructure services. A relatively homogeneous smaller state allows for easy communicability, enabling **marginal social groups** to **articulate** and raise their voices. Third, smaller states provide gains for the electorates in terms of better representation of their preferences in the composition of the government. In a **patronage-based democracy** like in India, the amount of the transfer of state resources/largesse a constituency/region gets depends crucially on whether the local representative belongs to the ruling party. Understanding this electoral logic