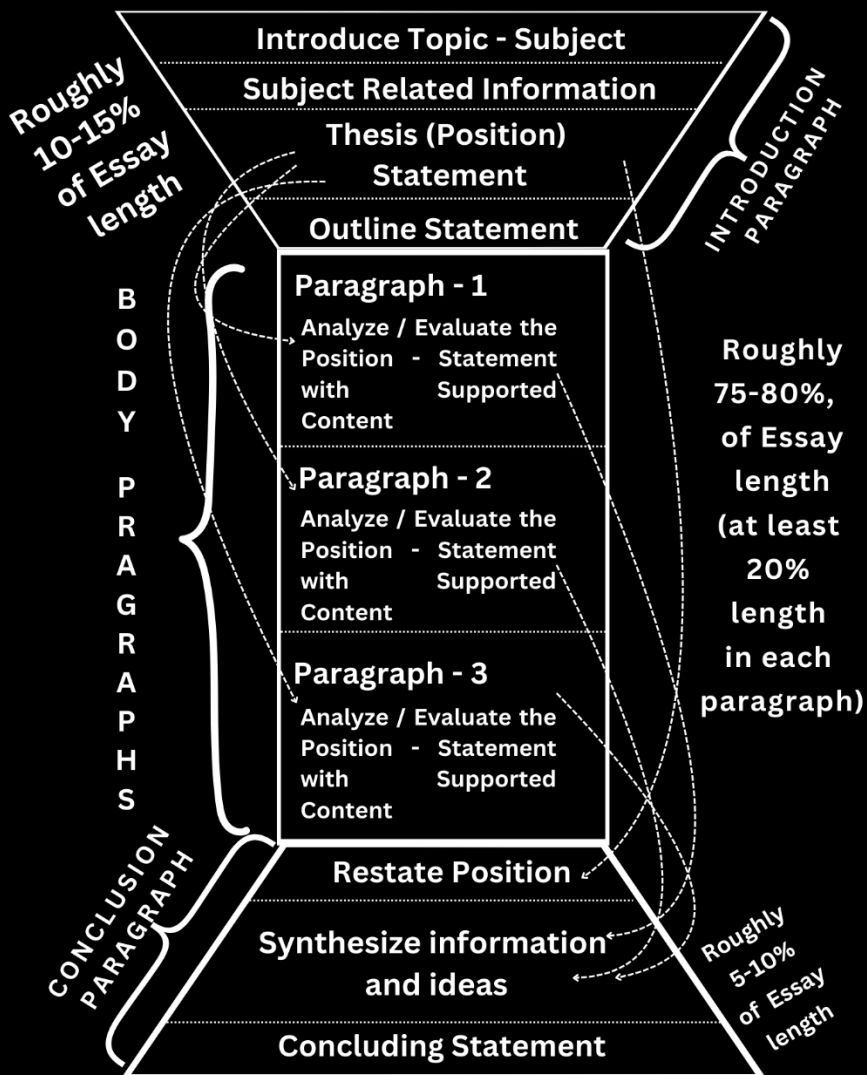


ESSAY

WRITING MANUAL



Abstract of the Book

“Exam Oriented Essay Writing Manual”

(My Essay Guide for My Exam)

Written by Ankur Tripathi

Essay Practice Platform (EPP) is glad to present the first edition of it's exam oriented notes on essay writing in the form of a book.

This book provides a comprehensive and exam-oriented perspective of essay writing with pre-writing strategies and marking assessment template. This book is a 360 Degree Approach Guide to Essay Writing for UPSC and State Civil Services Examinations, State Judiciary Examinations, IELTS and other Competitive and University Examinations.

About Book

This book contains 04 units and one annexure. Unit 01 Essay Manual has seven chapters, Unit 02 Writing Manual has five chapters and Unit 03 has six chapters and Unit 04 has three chapters.

The book has three annexures. Annexure 01 is called Frequently Asked Questions (FAQs), Annexure 02 Contains Exam Oriented Proverbs and Annexure 03 contains important quotes termed Exam Oriented Quotes.

UNIT- 01 | Essay Manual

Unit 01 explores the clear meaning of the essay from historical background to determining factors. Unit plays a very important role in understanding everything about the structure of an essay.

□ Chapter- 01 | Essay: An Introduction

This chapter introduces the meaning of essay along with the essential characteristics of a well-written essay.

□ Chapter- 02 | Essay Structure

This chapter is a description of the parts of an essay and how one part relates to the other which is the reason for the formation of the essay.

❑ Chapter- 03 | Introduction Paragraph

This chapter describes with several examples what should and should not be in an introduction paragraph.

❑ Chapter- 04 | Body Paragraphs

This chapter explains how the position statement will be defended and how many paragraphs are needed to analyze the different dimensions of the essay.

❑ Chapter- 05 | Conclusion Paragraph

This chapter highlights how to synthesize the content of an essay including a clear consideration of the situation.

❑ Chapter- 06 | Thesis (Position) Statement

This important chapter explains how to state your position, which is the core of your essay as the entire content is written based on it.

❑ Chapter- 07 | Determining Factors of Essay

This chapter explains what should be in the essay to fulfil its purpose. In short, it has categorised the essay on five determining factors which are based on the nature of the subject matter (topic- statement), center of writing, aspects of thinking, manner of writing interpretation and type of writing style.

UNIT- 02 | Writing Manual

The chapters in Unit 02 explain in detail through five magnificent chapters how to defend a position statement with the right way of thinking, writing, tone and language.

❑ Chapter-08 | Thinking Aspects of Writing

This chapter states how creative thinking, critical thinking, and order of thinking should be used in essay.

❑ Chapter- 09 | Manner of Writing Interpretation

This chapter explains in one sentence after another the manner in which the sentences in the paragraph are fact and evidence based or opinion and self observation based.

❑ Chapter- 10 | Types of Writing Styles

This chapter confirms what type of writing style your essay will engage in.

❑ Chapter- 11 | Distinction Between Writing Styles

This chapter details the major and minor differences between different writing styles. The purpose of this chapter is to eliminate confusion between writing styles.

❑ Chapter- 12 | Language Box

This chapter fixes the major and minor differences between different writing styles. The purpose of this chapter is to eliminate confusion between writing styles.

UNIT- 03 | Pre- Writing Strategies

Unit 03 is about essay planning process techniques for organizing and developing ideas before writing the essay.

❑ Chapter- 13 | Dimensions of Essay

This chapter refers to the different facets or perspectives from which you can analyse and approach a topic within your writing.

❑ Chapter- 14 | Decode and Explained Terms

This chapter explains several meanings, including making something clear or understandable, or serving as a reason or justification for understanding the dimension and context of the subject.

❑ Chapter- 15 | Question Structuring

This chapter provides a method to explore and investigate all the dimensions, nature and overall flow through a few questions.

❑ Chapter- 16 | Pre- Writing Analysis

The purpose of this chapter is to assess your ability to think critically and write persuasively when expressing your views on a selected topic in the form of an opinion, a recommendation, a claim and reason, or a presentation of two or more.

❑ Chapter- 17 | Essay Outline

This chapter can help you structure and plan your arguments and ideas, while creating a guide for how to organize your paragraphs.

❑ Chapter- 18 | Brainstorming

This chapter plays an important part of the pre-writing strategy process that provides a method that generates ideas before you start writing, and it can help you create a well-organized essay.

UNIT- 04 | Essay Evaluation

Unit 04 provides ‘Essay Assessment Blueprint’ that is a specific standard or guidelines that outline what is expected of a student in a particular assessment task which is presented through a specific Marking Template.

❑ Chapter- 19 | Blueprint for Essay Evaluation

The purpose of evaluation is to measure the quality of writing and mark it according to defined marking parameters.

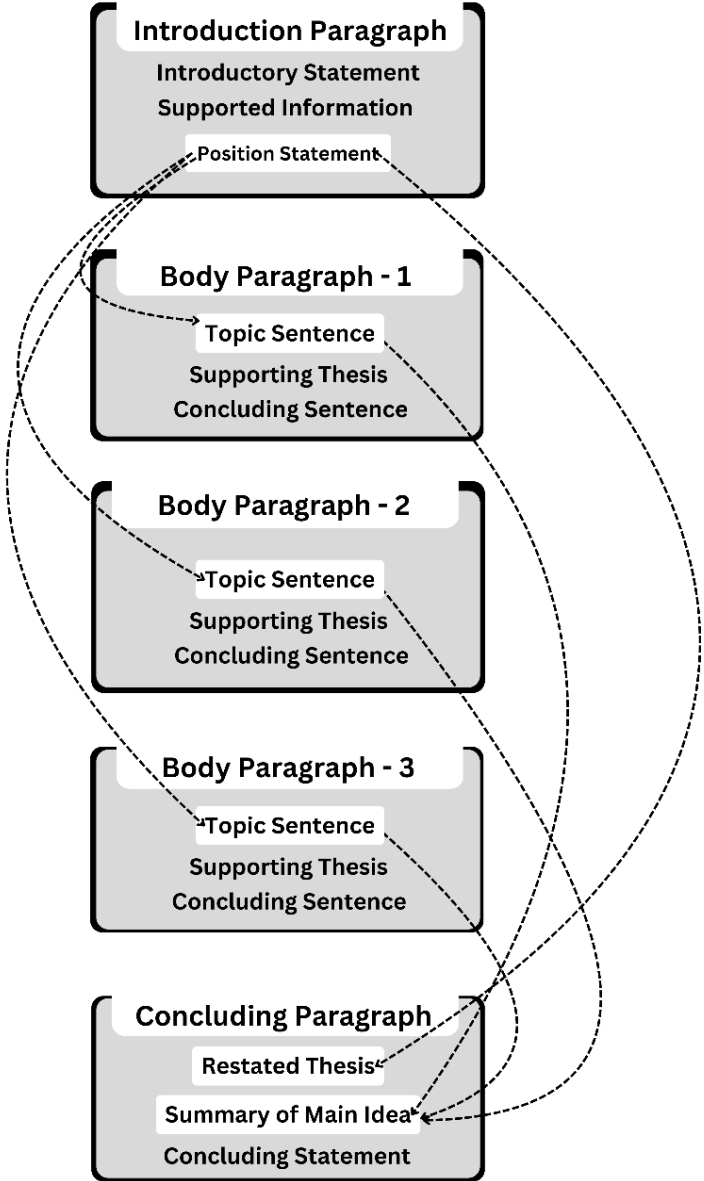
❑ Chapter- 20 | Evaluation Example First

This chapter contains three writings of our students on same topic and their evaluation. Through evaluating these three writings, you can understand the difference between average essay writing versus good essay writing.

❑ Chapter- 21 | Evaluation Example Second

This chapter contains three writings of our students on same topic of a profound essay and their evaluation. Through evaluating these three writings, you can understand the difference between average essay writing versus good essay writing.

Five-Paragraph Essay Structure



Chapter 03

Introduction Paragraph

Types of Introductions

There can be ten types of introductions:

1. **Definition type Introduction:** Provide an explanation, not a dictionary definition, of a term that your paper will cover.

Example

Essay Topic: Nuclear Energy

Nuclear energy is a form of energy released from the nucleus, the core of atoms, made up of protons and neutrons. This source of energy can be produced in two ways: fission when nuclei of atoms split into several parts or fusion when nuclei fuse together. The nuclear energy harnessed around the world today to produce electricity is through nuclear fission, while technology to generate electricity from fusion is at the Research and Development phase.

2. **Quotation type Introduction:** Start with a relevant quotation or an epigraph (quotation that appears at the beginning of an essay or literary analysis).

Example

Essay Topic: The mirage of certainty in human cognition symbolises the dangers of knowledge

“The greatest enemy of knowledge is not ignorance, it is the illusion of knowledge.”

- Stephen Hawking

Human cognition is paradoxical: knowledge is an illusion. Ignorance is the adversary of knowledge, but a deeper look indicates that our ultimate opponent may be the illusion of understanding. This paradox makes us examine our assumptions and face the delicate intricacy of knowledge. Knowledge talks often stress Scepticism and self-reflection; however, the illusion of knowledge complicates this philosophical challenge. We logically deconstruct this illusion through argument. Real-world examples will show how trusting in understanding affects cognition, encouraging meditation.

3. **Analogy type Introduction:** An analogy serves the same purpose as a metaphor i.e. to show how two things are alike but the ultimate goal is to make a point about the comparison that catches the reader's attention and introduces the topic.

Example

Essay Topic: Knowledge is like a garden; if it is not cultivated, it cannot be harvested

“Knowledge is like a garden: If it is not cultivated, it cannot be harvested” an analogy speaks to the need for nurturing knowledge. Knowledge is a valuable asset that, like a garden, requires cultivation to yield its full potential. Just as a garden needs care, attention, and nurturing to flourish, knowledge also requires continuous learning, exploration, and application. Cultivating knowledge is essential for personal growth, professional development, and overall well-being and passing it on to younger generations to keep it alive and growing.

- 4. Allusion type Introduction:** An allusion is a short reference to a person, object, place, event, or other literary work the reader is likely to be familiar with. Allusion allows an author to pack a lot of meaning and importance into a phrase or a single word. On the other hand, Allusions are only successful if the reader understands and recognizes them.

Example

Essay Topic: Environment has been integrated into the Indian lifestyle for centuries

Since ancient past Indian philosophy has argued for environment oriented living and emphasises that humans live a participatory life with environment. They are created by the elements of environment and they finally dissolve in the environment. The Indian textual tradition assumes that, like the rest of the material world, man is made up of elements which at death disintegrate and dissolve into nature. At the most general levels there are nine tatvas or elements; Earth, Water, Fire, Air, Sky, Time, Directions, Mind and Soil. Environment in Indian thought is not conceived as a physical, lifeless entity it is a very living mechanism where humans are one of the many living creatures. The tales of "Panchtantra" also highlight the special position which is given to living world. Animals are given human characteristic of not only language but also faculty of feelings and rationality. Different attributes of animals have been identified and are very beautifully utilized in these tales. Cow and Trees are worshipped. Various animals are allotted to different Gods & Goddesses as their mode of transportation to highlight their utility and to enhance their position.



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Chapter 04

Body Paragraphs

Example Essay Topic: Technology Changed the Human Persona

If the Introductory Paragraph is:

This was five decades ago, when everyday life was filled with cumbersome, time-consuming tasks that left little time for anything other than completing these tasks. People generally worked from their homes or within walking distance to their homes and rarely travelled far from them. People were limited to whatever their physical capacities were. All this changed dramatically as new technologies developed. Modern technology has most improved our lives through convenience, efficiency, and accessibility.

Then Body Paragraphs can be:

<p>First Body Paragraph</p> <p>Almost every aspect of modern life has been improved through convenience provided by technology.</p> <p>From the alarm clock in the morning to the entertainment centre at night, everyday life is improved. The automatic coffee maker has the coffee ready at a certain time. Cars or public transportation bring people to work where computers operate at the push of a button. At home, there's the convenience of washing machines and dryers, dishwashers, air conditioners, and power lawn mowers.</p>	<p>Topic Sentence</p> <p>Supporting Details or Evidence Cycle (Assertion and Commentary)</p>
--	--

<p>Some people say the conveniences are not worth the extra cost and effort keeping these devices working, but, overwhelmingly, people opt to use them.</p>	<p>Analysis and Explanation</p>
<p>Modern technology has made life better with many conveniences.</p>	<p>Conclusion Sentence and Transition or Connecting Sentence</p>

<p>Second Body Paragraph</p> <p>Not only has technology improved our lives through convenience, it has improved lives through efficiency.</p> <p>The time saved by machines doing most of the work leaves more time for people to develop their personal goals or to just relax. Years ago, when doing laundry could take all day, there wasn't time left over to read or go to school or even just to take a leisurely walk. The opposing view might argue that people misuse their increased free time sitting around and watching television.</p> <p>While some people have health problems as a result of technology, by far, lives are improved.</p>	<p>Topic Sentence</p> <p>Supporting Details or Evidence Cycle (Assertion and Commentary)</p> <p>Analysis and Explanation</p>
--	--

<p>Nowadays, people have more time and energy than ever to simply enjoy their lives and pursue their goals thanks to the efficiency of modern technology.</p>	<p>Conclusion Sentence and Transition or Connecting Sentence</p>
---	--

<p>Third Body Paragraph Accessibility to a wide range of options has been expanded through modern technology. ??????? ?????? ??????</p>	<p>Topic Sentence Supporting Details or Evidence Cycle (Assertion and Commentary) Analysis and Explanation Conclusion or Closing Sentence and Transition or Connecting Sentence</p>
--	--

moods and many times cycles or 'talas'.	
---	--

3. Impactful Ending

You can prompt your readers to think more about your topic by ending the conclusion with a quote, call to action, or prediction.

a. Quote

You may want to introduce an authority figure or a more universal source to conclude the essay, adding support to your main points and showing a connection to other works and ideas. This quote should reinforce the ideas in your essay and be no longer than two lines.

Example

Essay Topic: Indian Classical Music: A profound symbol of art and values

?????????

b. Call to Action

Recommend an action for readers to take on their own. If you are persuasive enough, this should create a concrete objective for them, one that they can work towards using the information that you have supplied.

Example

Essay Topic: Indian Classical Music: A profound symbol of art and values

?????????

c. Prediction

Tell the reader what you believe will happen next concerning the subject based on what you have discussed in the rest of the essay. Like the call to action, a prediction allows your readers to think critically about the subject after they have finished the paper.

Types of Conclusion Paragraphs

1. Echoing

Example

Essay Topic: Kumbh Mela: A Memorable Journey

I thought I would spend a few hours at Kumbh Mela, but here I was at 03:00 A.M., after walking more than ten km from my destination with huge crowd. I could see tired children, toddling along and struggling to keep their eyes open as best they could. Others slept in their parents' arms as we waited for Ganga's snan. My forty year old feet ached, and I felt a bit sad to think that in a couple of days I would be leaving Prayagraj, my vacation over, to go back to my desk. But then I smiled to think that for at least a day I felt twelve years old again.

2. Challenging your reader

Example

Essay Topic: Politics in Contemporary Democratic Era

?????????

3. Looking into the future

Example

Essay Topic: Schools don't decide the Future, Teachers do

???????????

4. Calling for more research

Example

Topic: Diverse Nature of India's Electoral Landscape

5.

Campaign advertisements should help people understand the candidate's qualifications and positions on issues. Instead, most tell people how "stupid" or "clever" the opposing candidate is, or they present a general image of the candidate as a family man or attack their religion or caste. More research should be done to examine whether ?????

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Chapter 06

Thesis (Position) Statement

How to Create a Strong Thesis Statement

1. A strong thesis statement takes some sort of stand

Remember that your thesis needs to show your findings about subject or issue. For example, if you are writing an essay on Elections in India, you might be asked to a contemporary issue 'one nation one election' to evaluate. Following can make an understanding better:

- × *There are some negative and positive aspects to the One Nation One Election.*

This is a weak thesis statement. First, it fails to take a stand. Second, the phrase negative and positive aspects is vague.

- ✓ *Because One Nation One Election promotes Parliament elections and State Assembly elections together that would require three times the current number of Electronic Voting Machines (EVMs) and Voter Verified Paper Audit Trails (VVPATs) to facilitate simultaneous elections and this translates to a need for approximately 40 lakh additional machines, posing significant financial and logistical hurdles. one thing which is in favour of simultaneous elections is that for all three tiers, the voter is the same, the polling booth is the same, the people who conduct the election are same.*

This is a stronger thesis because it takes a stand, and because it's specific.

2. A strong thesis statement justifies discussion

Your thesis should indicate the point of the discussion. For example, your topic is kinship systems and religious beliefs, using your own family as an example, you might come up with either of these two thesis statements:

× *My family is an extended family because my family is a religious family.*

This is a weak thesis because it merely states an observation.

✓ *While most religious families view consanguineous marriage, or marriage between people of the same ancestry, as a threat to ????????*

This is a stronger thesis because it shows how your experience contradicts a widely-accepted view.

3. A strong thesis statement is specific

A thesis statement should reflect exactly what your subject is and what your understanding of the issue mentioned in. For example, if you're writing a seven-to-ten page paper on hunger, you might say:

× *Maharashtra hunger has many causes and effects.*

This is a weak thesis statement for two major reasons. First, Maharashtra hunger can't be discussed thoroughly in seven to ten pages. Second, many causes and effects is vague. You should be able to identify specific causes and effects. A revised thesis might look like this:

✓ *Hunger persists in Vidarbha region, the north – eastern part of Maharashtra because jobs are scarce and ??????*

This is a stronger thesis statement because it narrows the subject to a more specific and manageable topic, and it also identifies the specific causes for the existence of hunger.

Features of a Good Thesis Statement

An ideal thesis statement should have the following characteristics:

1. It should be a complete sentence.
 - × *My fear of the exam.*
 - ✓ *My fear of the exam made my life miserable.*
2. It should not be a question.
 - × *What are the reasons of global warming?*
 - ✓ *????*
3. It should state one main idea and should not contain two conflicting ideas at the same time.
 - × During the coronavirus pandemic, as everyone engages in social distancing people feel alone and comfort.
 - ✓ During the coronavirus pandemic, as everyone engages in social distancing people feel alone or comfort together.
4. It should state the writer's opinion which is an idea that can be discussed and explained with supporting ideas; that is, it should not merely state a fact.
 - × Children's engagement on mobile phones is a terrible problem.
 - ✓ *????*

5. It should not be too general.

- × Festivals induce a feeling of happiness.
- ✓ ?????

6. It should not make an announcement.

- × I am going to discuss the aspirant' ways of spending their leisure time.
- ✓ ??????

Steps to Write a Thesis Statement

The thesis statement has two main parts: the topic and the controlling idea.

Let's look at this example process to give you a better idea of how to get from your topic to your statement.

1. Choose a specific topic: Covid-19 vaccines
2. Narrow it down to a specific aspect: opposition to Covid-19 vaccines
3. Ask a question: Should vaccination against Covid-19 be mandatory?
4. Answer the question for yourself, by sorting through the available evidence/arguments.
 - ✓ Yes: vaccination protects other, more vulnerable people; vaccination reduces the spread of the disease; herd immunity will allow societies to go back to normal.
 - × No: vaccines can have side-effects in some people; the vaccines have been developed too fast and there might be unknown risks; the government should stay out of personal decisions on people's health.

Form your opinion and reword it into your thesis statement that represents a very short summary of the key points you base your claim on:

- ✓ *While there is some hesitancy around vaccinations against covid-19, most of the presented arguments revolve around unfounded fears and???????*

This is a good thesis statement example because it does not just present a fact that everybody knows and agrees on but a claim that is debatable and needs to be backed up by data and arguments, which you will do in the rest of your essay. You can introduce whatever evidence and arguments you deem necessary in the following but make sure that all your points lead back to your core claim and support your opinion.

Difference in Thesis Terminology in Different Types of Writings

1. Argumentative Thesis Statement

To understand the right approach for Argumentative Thesis Statement, consider the following statements or positions, if the considered topic is '**Ban on Guns**':

- a. There shouldn't be any access to guns in the country because they have the ability to inflict lots of pain on people.
- b. The government should prohibit the sale of guns because they provide a medium to cause death and are rarely used for self protection.

- c. The government should ban guns for students, elders, and handicapped individuals.

According to you, which of the positions mentioned above has all of the characteristics to provide clear and direct reason for argumentative position?

2. Analytical Thesis Statement:

To understand the right approach for Analytical Thesis Statement, consider the following statements or positions, if the considered topic is '**Racism**':

- a. The existing problem of racism lingers and is fuelled by socio-ethnic discrimination.
- b. Racism is an existing problem that has impacts in the economical, socio-ethnic, and socio-political environment of the world.
- c. The result of the existing problem of racism is seen in the economical and sociopolitical aspect of the world. The socio-ethnic discrimination among people continues to play a primary role in fuelling this problem.

Which of the statements mentioned above has all of the characteristics to provide clear and direct reason for analytical position?

3. Expository Thesis Statement

To understand the right approach for Expository Thesis Statement, consider the following statements or positions, if the considered topic is '**Depression**':

- a. Depression has not only mental effects, but physical effects too, including loss of motivation.
- b. Physical effects of depression include inconsistent sleep patterns, loss of appetite, fatigue, and headaches.
- c. Depression is often thought to only affect our mental health. However, research has found that physical effects are a key factor in making depression an exhausting experience because it can negatively affect someone's physical state.

Which of the statements mentioned above has all of the characteristics to provide clear and direct reason for expository position?

4. Thesis Statement on Historical Events

To understand the right approach for Historical Thesis Statement, consider the following statements or positions, if the consider topic is '**Changed Relationship of America and Britain**':

- a. The relationship between the American colonists and the British government changed after the French & Indian War.
- b. The relationship between the American colonists and the British government was strained following the Revolutionary War.

- c. Due to the heavy debt acquired by the British government during the French & Indian War, the British government increased efforts to tax the colonists, causing American opposition and resistance that strained the relationship between the colonists and the crown.

Which of the statements mentioned above has all of the characteristics to provide clear and direct reason for historical discipline position?



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Chapter 07

Categorising Factors of Essay

Introduction

Categorisation of essays is not an easy task. Many scholars have categorised essays into four types; Narrative, explanatory, descriptive and argumentative. If we analyse these four, we find that these are not specific types of essays, but they are one of the determining factors of a good essay. Therefore, before writing a good essay, it is important to know its determining factors.

Categorising Factors of Well - Written Essay

A well-written essay depends on how you formulate your position statement (thesis statement) and how you defend it to accomplish the purpose of the essay. Consequently, categorising factors can be divided into two factors:

1. Thesis Formulating factors
2. Thesis Defending factors

Five Categorising Factors to Form a Well- Written Essay

As a result, you find following five as determining factors of well - written essay:

1. Nature of subject matter
2. Center of attention
3. Aspects of thinking
4. Manner of writing interpretation (manner of sentence formation)
5. Types of writing styles

Chapter 08

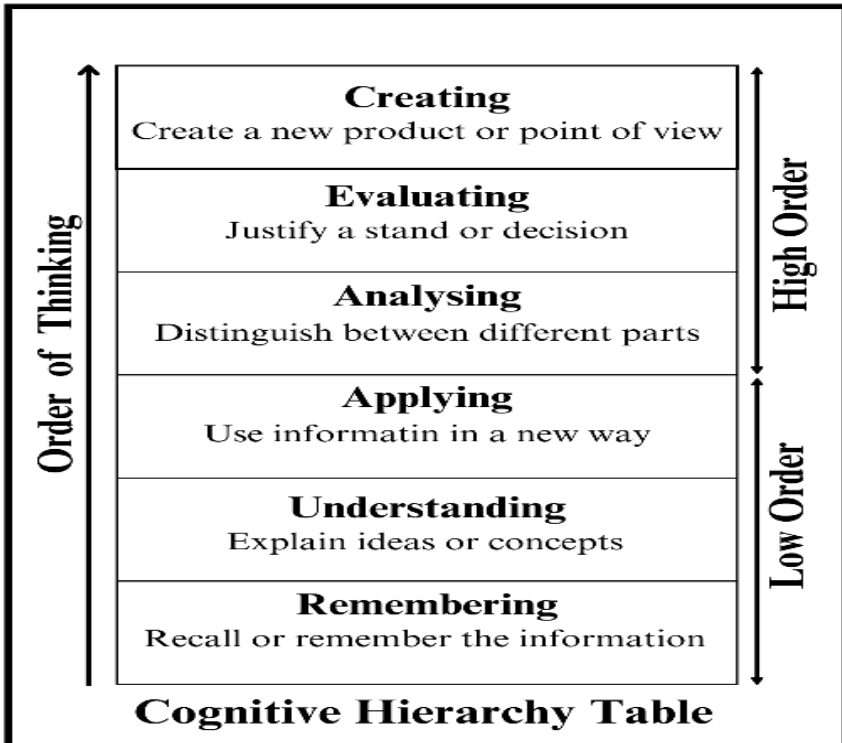
Thinking Aspects of Writing

Types of Thinking

Thinking can be classified as follows:

1. Perceptual or Concrete Thinking
2. Conceptual or Abstract Thinking
3. Reflective Thinking
4. Creative thinking
5. Critical Thinking

Higher Order Thinking



Bloom's Taxonomy Question Types

↳ Level 1: Remember – Recalling Information

What is...?

Who was it that...?

Can you name...?

Describe what happened after...

What happened after...?

↳ Level 2: Understand – Demonstrate an understanding of facts, concepts, and ideas

Can you explain why...?

Can you write in your own words?

Write a brief outline of...

Can you clarify...?

Who do you think....?

What was the main idea?

↳ Level 3: Apply – Solve problems by applying knowledge, facts, techniques, and rules in a unique way

?????

?????

?????

↳ Level 4: Analyze – Breaking information into parts to explore connections and relationships

????

????

????

????

↳ **Level 5: Evaluate – Justifying or defending a position or course of action**

?????

?????

?????

?????

↳ **Level 6: Create – Generating new ideas, products, or ways of viewing things**

?????

?????

?????

?????

????

Chapter 09

Manner of Writing Interpretation

Following examples may clear manner of writing Interpretation in sentence forming:

- a. She loves the snow. (*opinion*)
- b. It is snowing heavily. (*fact*)
- c. She loves the snow because she is a skier. (*opinion with a fact*)
- d. Employees will probably be late to work today because it is snowing heavily. (*prediction based on fact*)
- e. The order picker messed up our order terribly. (*opinion, emotive language*)
- f. The order picker neglected to include several items in our order. (*vague fact, negative language*)
- g. The order picker messed up our order; he neglected to include several items. (*vague fact, negative language*)
- h. Two boxes of cleaning solution were not included in this morning's order. (*fact presented in an impartial manner*).
- i. ????
- j. ?????
- k. ?????
- l. Government is simply trying to trick investors into believing that it is concerned about sustainability, for a mere nine of its sectors are part of its Make in India initiative. Moreover, most of its products are manufactured by unskilled labourers who live in some of the poorest conditions. (*strong judgement supported by some fact, strong emotive language*)

Chapter 10

Types of Writing Styles

With reference to essay writing following are the most common and important styles of writing:

1. Expository writing
2. Descriptive writing
3. Analytical writing
4. Argumentative writing
5. Philosophical writing
6. Reflective writing
7. Persuasive writing
8. Expressive writing

4. Argumentative Writing

Many essays including profound involve argumentative writing. Argumentative writing goes beyond the standard argumentative essays and is important when convincing your readers of your thesis statement.

Argumentative writing in some form is done in every discipline and involves presenting facts along with rational or logical statements to support your claim. With argumentative writing, you must support your claim with applicable and appropriate evidence. Additionally, argumentative writing has a tone of impartiality and directness while each piece of evidence you present has a specific purpose to support your argument. When providing evidence, you should avoid biased or subjective statements that would detract from the logic of your argument.

Evidence and Sources

The evidence you use will vary depending on your class or field of study. Regardless, the credibility of the source is essential to your argument. It's never enough to state your claim and not back it up with evidence. You must provide evidence to support your argument.

Example Second

- **Claim:** Trains were one of the most important inventions for India's advancement during the British era.

Evidence:

- i. Raw materials and resources from across the country could be brought to the factories faster and more efficiently with railroads.
- ii. During the British Period, over 500 miles of railroads tracks were built in India which helped usher in the British era.
- iii. Railroads made it possible for people to travel more quickly and affordably, helping to spread ideas and giving the average person more freedom to find better opportunities.
- iv. With the railroads, towns and cities had to set their clocks the same, allowing for efficiency and cohesion in terms of trade and communication.
- v. People's health improved because railroads, especially refrigerator rail cars, could bring fresh fruit and vegetables to cities faster without spoiling.

- vi. After the Chauri Chaura incident was a violent clash between protesters and police in British India on February 4, 1922, which lasted for almost two months and killed 100 people, labor unions became more organized, and the British government created the National Guard to stop any future unrest.

The possible evidence presented in numbers (ii) and (vi) do not strengthen the argument. Number (ii) might be helpful for background information, but it does not help prove the claim that trains were an important invention for India's advancement. Number (vi) is an example of how specifically railroad workers, influenced the labour movement. Unless part of your argument is that trade unions are part of India's advancement, then this piece of evidence would be better suited for a different argument.

Chapter 11

Distinction Between Writing Styles

1. Descriptive Writing v/s Analytical Writing

Understanding through examples

The following examples demonstrate the differences between descriptive and analytical writing. You may notice that the descriptive examples state the details, whereas the analytical examples show deeper critical engagement.

A. Writing about Events (Consider topic: Gandhi Salt March)

- *States what happened (Descriptive)*: On March 12, 1930, Gandhiji led a large group of people from the Sabarmati Ashram to the coastal village of Dandi in Gujarat to break the salt prohibition by non-violently making salt from sea water.
- *Identifies the significance (Analytical)*: Mahatma Gandhi's Salt March on March 12, 1930 attracted much press attention and brought the Indian independence movement to the attention of the rest of the world due to its non-violent nature.

B. Writing about Theories (Consider topic: Behaviourism in education)

- *Explains what a theory says (Descriptive)*: Behaviourism in education focuses on how people learn through their interactions with the environment. According to this theory, learning is a change in observable behaviour that results from experience.

- *Shows why something is relevant or suitable (Analytical):* Applying behaviourism in education emphasizes measurable outcomes, allowing educators to assess student progress as well as motivate students to learn by rewarding them for their achievements and efforts.

C. Writing about Details (Consider topic: Madhubani Art)

- *Lists details (Descriptive):* Madhubani painting is the traditional art of the Mithila region, which depicts themes of religion, love, fertility, birth, marriage, and death.
- *Evaluates the relative significance of details (Analytical):* Madhubani art is considered a living tradition of Mithila that reflects the morals, values and customs of the region and is considered a realistic art school that attempts to recreate more lifelike images.

Descriptive Writing v/s Critical Writing

Analytical Writing v/s Critical Writing

Analytical Writing v/s Summary Writing

Argumentative Writing v/s Persuasive Writing

Chapter 12

Language Box

Introduction Language Box

Phase 1: Orientation

- 1a - General statements (especially on the importance of the topic)
- 1b - Background information
- 1c - Reference to previous studies

Phase 2: Justification

- 2a - Indicating a gap
- 2b - Questions/problems
- 2c - Value of further discussion (i.e. by you) of the topic

Phase 3: Focus on Paper

- 3a - Content: aims/thesis
- 3b - Structure
- 3c - Limitations
- 3d - Means (method)
- 3e - Evaluation

Phase 1 - Orientation

1a - General statements

1. Hunger striking has a long ... history in ...
2. The sceptical paradox is well known:...
3. There has been much interest recently in the concept of ... and its relevance
4. Research and speculation on ... have been growing at a rapid rate...
5. In recent years the study of ... has focused on ...

Conclusion Language Box

Phase - 1: Restatement of Purpose

1. The aim / purpose / objective of this study was to...
2. This study was intended / designed to...
3. Among the aims of this study was the (investigation) of...
4. The research investigated / examined / explored whether...

Argument Language Box

1. Logical Arguments

To show reasons:

1. Because (of) / as / since /
2. Given (the fact) that...
3. In the light of (the fact) that...
4. As is shown / implied / suggested by...
5. Due to / owing to

Instruction Words Language Box

Evaluate	Critically assess the worth, value or effect of something.	It is essential; it is very valuable; it is not valuable; it is only valuable in some circumstances; it is becoming less/more valuable; it had a significant effect, it had a minor effect, it didn't have as much effect as a.
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Transition Words Language Box

1. Introducing Details

For example, In fact, For instance, As evidence, In support this

2. Cause and Effect

Since, Because of, Due to, For this reason, Therefore, If...then, Caused by, This results in, Consequently, Accordingly, As result of, Leads to, In effect, Brought about, Made possible, As might be expected, Give rise to, Was responsible for

3. Compare and Contrast

Similarly, Compared to, In like manner, On the other hand, Although, Even though, Likewise, In the same way, Contrasting, On the contrary, As opposed to, Rather than, Nevertheless, As well as, Have in common, All are, The same as, Conversely, Whether of not, In spite of

UNIT 03

PRE-WRITING STRATEGIES

- ❑ Chapter 13 - Dimensions of Essay
- ❑ Chapter 14 - Decode and Explain Terms
- ❑ Chapter 15 - Question Structuring
- ❑ Chapter 16 - Pre - Writing Analysis
- ❑ Chapter 17 - Essay Outline
- ❑ Chapter 18 - Brainstorming

Chapter 13

Dimensions of Essay

Example

Essay Topic: The impact of Artificial Intelligence (AI) on the future of work

As considering the topic, there can be four dimensions:

i. Social dimension

Discuss how AI could lead to job displacement, income inequality, and changes in workforce demographics.

ii. Economic dimension

Analyse the potential cost savings from AI automation, the need for reskilling, and the impact on industries.

iii. Technological dimension

Explore the advancements in machine learning, natural language processing, and robotics that enable AI applications.

iv. Ethical dimension

Examine the ethical considerations regarding privacy, bias, and accountability in AI development.

Chapter 14

Decode and Explain Terms

Example 02

Essay Topic: A smile is the chosen vehicle for all ambiguities (UPSC CSE 2022)

- Explain Quote
- Major term: smile
- Minor term: ambiguities
- Metaphor: vehicle

Explain the Quote

“A smile is the chosen vehicle for all ambiguities” was the quote of Herman Melville, an American author mentioned his psychological novel, Gothic fiction in 1852.

Explained major term: Smile

1. Smile

- A facial expression in which the eyes brighten and the corners of the mouth curve slightly upward and which expresses specially amusement, pleasure, approval, or sometimes scorn.

2. Smile as a human behaviour

- Among humans, a smile expresses delight, sociability happiness, joy, or amusement.
- Smile is distinct from a similar but usually involuntary expression of anxiety known as a grimace.

3. Psychological benefits of Smile

- Smiling increases mood-enhancing hormones while decreasing stress-enhancing hormones, including cortisol, and adrenaline.
- Smile reduces overall blood pressure. And because you typically smile when you are happy, the muscles used trigger your brain to produce more endorphins the chemical that relieves pain and stress.

Explained minor term: ambiguities

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Chapter 15

Question Structuring

Following questions can provide overall picture of an essay, as a pre writing strategy:

- A. Questions of understanding
- B. Questions of explanation
- C. Questions of analytical interpretation
- D. Questions of prediction
- E. Questions of ethical evaluation
- F. Questions of normative solutions

Example 02

Essay Topic: Life is long journey between human being and being humane (UPSC CSE 2020)

1. Question(s) of Understanding: What is the mean of human being and being humane? What is the meaning of life?
2. Question(s) of Explanation: How can man make his life journey full of humanity?
3. Question(s) of Analytical Interpretation: By what means does man influence the virtues of life's journey?
4. Question(s) of Prediction: Will the human values of being human remain the same as they have always been in the life journey of different generations?

5. Question(s) of Ethical Evaluation: How individuals should behave in various situations of life?
6. Questions of Normative Solution(s): What should be and what should not be in human life?

Chapter 16

Pre-Writing Analysis

Example 02

Essay Topic: The desire of expeditious quality of life outweighs the pursuit of personal well-being.

Restate the Issue

In this case, the position is stated in the positive, that means there is no negative word (not) is used. In further perspective the statement tells;

- What the expeditious quality of life does?

Create a statement that expresses the topic-statement in the negative and interrogative.

- The expeditious quality of life does not outweighs the pursuit of personal well-being. (*negative statement*)
- What are the results of the expeditious quality of life? (*interrogative statement*)
- What would life today be like if the pace were slower? (*interrogative statement*)

Creating a question may help you formulate alternative answers.

Now, think about the decoding or explaining the major parts of the topic-statement that provide supported matter that you can refute or affirm.

- a. **expeditious quality of life:** This implies that the pace of life is more rapid than it used to be, and that the rate is still increasing.

b. personal well- being (with key dimensions): It is related to the concepts of subjective well-being, emotional well-being, psychological well-being, mental well-being, satisfaction with life, and happiness and to the notions of social well-being and spiritual well-being.

Other view point(s)

- The desire of expeditious quality of life *often* outweighs the pursuit of personal well- being. (*same statement but unforced condition*)
- The desire of expeditious quality of life *rarely* outweighs the pursuit of personal well- being. (*opposite statement*)
- The desire of expeditious quality of life *never* outweighs the pursuit of personal well- being. (*opposite statement but forced condition*)

After critically analyse the various view points,

New view point

- “The accelerated quality of life today is exciting for those who embrace it but often overwhelming for those who do not.”

Decode the parts of the new statement that can create supported matter for you to refute or affirm.

a. exciting - This can also mean stimulating. The rapid pace of life may stimulate one's creativity or sense of adventure.

b. embrace - To embrace something is to accept it willingly. Embrace has a positive connotation.

c. overwhelm - Being overwhelmed means that one's abilities or emotions are unable to handle an event.

d. adapt - Adaptation is essential to the theory of evolution. Those who fail to adapt do not thrive.

Position for Thesis Statement

"The desire of expeditious quality of life today creates both obstacles and opportunities to pursuit of personal well-being".

Explained Opportunities

- a. Medical research is closing in on cures for deadly and debilitating diseases.
- b. The world has become a global village thanks to rapid travel and communication.

Explained Obstacles

- a. Some people feel compelled to try to keep up with everything. They stretch themselves too thin.
- b. Cultures are losing their unique qualities thanks to rapid travel and communication.
- c. The rapid pace tries people's ability to adapt.

Chapter 17

Essay Outline

Example 01: Position Outline

Essay Topic: Nuclear Energy Safety and Sustainability

Position: Don't Support Nuclear Energy

1. Nuclear power is not a good energy source for the world.
2. Very expensive.
 - A. Nuclear fuel is expensive
 - B. Nuclear power stations are expensive to build and operate
 - i. Cost of Construction
 - ii. Cost of training workers
 - iii. Cost of safety features
3. Nuclear materials are not safe
 - A. Nuclear fuels are dangerous
 - i. Mining fuels produces radioactive gas
 - ii. Working with radioactive fuels can harm workers
 - B. Nuclear waste products are dangerous
 - i. Very radioactive
 - ii. Difficult to dispose of or store safely
4. There is great possibility of accidents
 - A. Nuclear power stations can fail
 - i. Three Mile Island, USA (1979)
 - ii. Tarapur, India (1992)
 - iii. Darlington, Canada (1992)

- B. Workers can mistakes
 - i. Chernobyl, USSR (1986)
 - ii. Kola, Russia (1991)
 - iii. Tokaimura, Japan (1999)

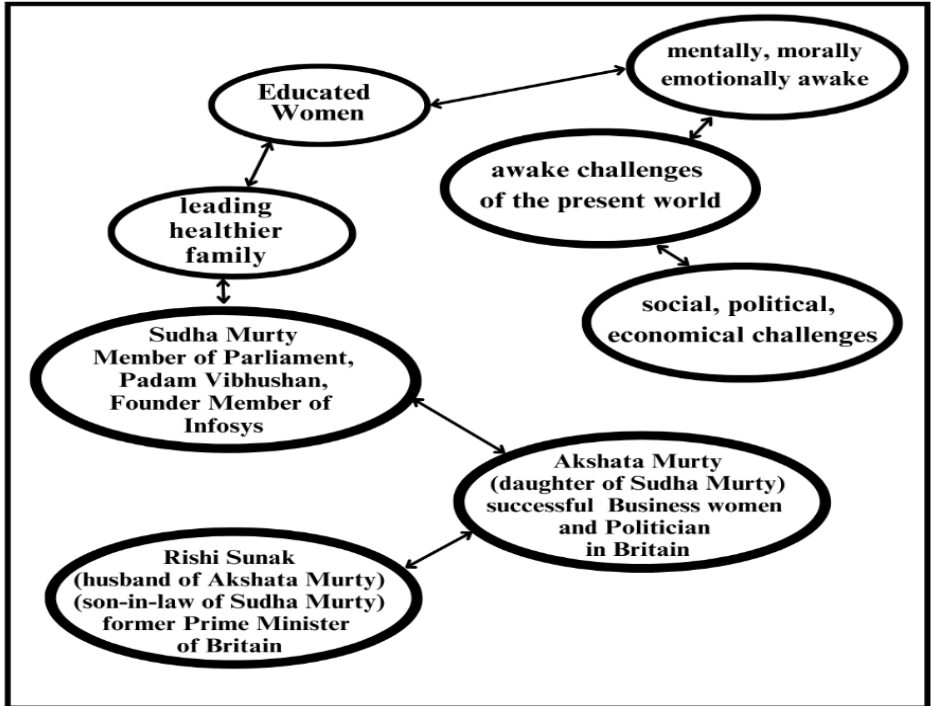
 - C. Natural disasters can occur
 - i. Earthquake: Kozloduy, Bulgaria (1977)
 - ii. Tornado: Moruroa, the Pacific (1981)
5. Because of the cost and the danger, the world should develop different types of energy to replace nuclear power.

Chapter 18

Brainstorming

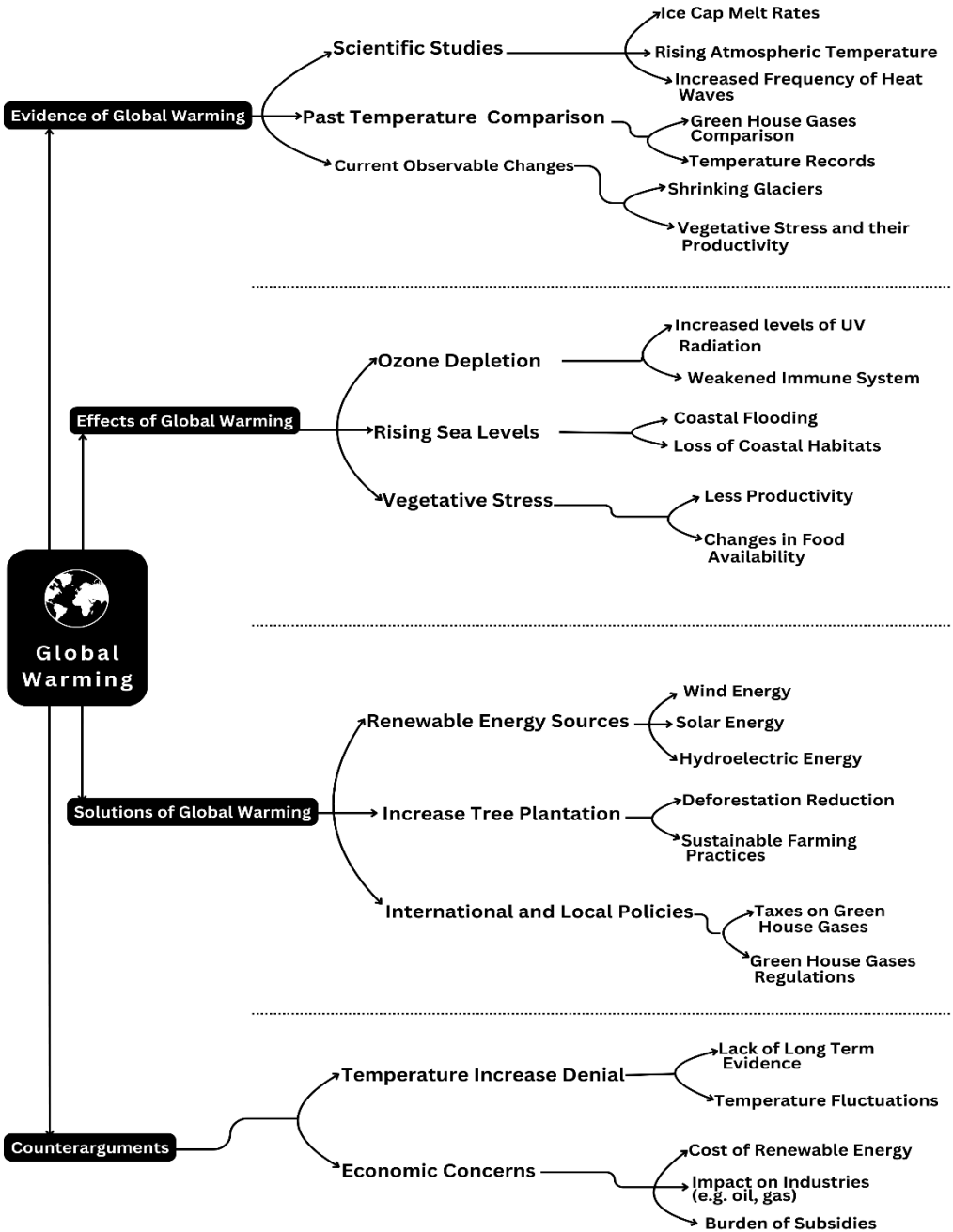
Types of Brainstorming

1. Cluster - Brainstorming



Essay Topic: Educated Women Empower Next Generation

6. Mind Maps



UNIT 04

ESSAY EVALUATION

- ❑ Chapter 19 - Blueprint for Essay Evaluation
- ❑ Chapter 20 - Evaluation Example First
- ❑ Chapter 21 - Evaluation Example Second

Chapter 19

Blueprint for Essay Evaluation

Complete Blue Print of Essay Writing Evaluation (All Allotted Marks are in Percentage) or (Marks / 100)

Evaluation Criteria - Format / Structure

Introduction Paragraph

Is the hook statement concise and catchy?	01
Is there any background information related to the topic statement, such as definitions, research papers, or any other information?	01
Is there a clear position / thesis statement and is it justified by valid reasons?	03

Body Paragraphs

Do the paragraphs support the position?	03
Do the paragraphs provide specific justification through supporting elements?	03
Do the paragraphs make a clear conclusion that summarizes and transitions to the next main idea?	03

Conclusion Paragraph

Does the paragraph restate the thesis statement?	01
Does the paragraph synthesize key points and pull them all together?	02
Does the paragraph presents a concluding thought?	01

Evaluation Criteria- Organisation or Order**Structural and Sequential Flow**

Is there a proper structural flow between paragraphs?	03
Is there a proper sequential flow of ideas and information within the paragraphs?	03

Evaluation Criteria - Examiner's Discretion**Sheet Instructions**

Is the writing work performed in the space provided?	01
Is the answer (essay) written within the given word limit?	01

Sense of Writing

Is the sense of written expression well written?	01
Is the handwriting good?	01
Is the writing able to relate to contemporary issues or problems and offer solutions?	01
Does the writing reflect positive impact compared to others and is well structured?	01

Chapter 20

Evaluation Example First

Essay Topic: Learning and Teaching on Social Networking Sites

Evaluation of First Student Essay (Below Average)

In today's digital era, we can see many educational institutions adapting social media developments into their systems to improve students' life. The use of social media in education enables students, teachers, and parents to get helpful information easily, connect with other learning groups, and understand other educational systems. And all these are reasons why social media plays a key role in making education convenient these days.

The Communications Benefits of Social Media in Schools

A growing number of teachers are using social media platforms like Instagram and Facebook to communicate with their students and educational institutions are beginning to recognize the benefits of social media.

Social Media Challenges for Teachers

Social media demands lots of time and energy. If teachers don't invest in social media, they won't be able to share the information they've learned. Teachers must be vigilant in controlling the content they post and information they share. It is crucial for teachers to be cautious when they share personal information.

Examiner's Evaluation

Marking Parameters	Marks Obtained	Examiner's Comment
Considering Aspect: Introduction Paragraph		
Is the hook statement concise and catchy?	0.25/1	Hook statement is partially concise
Is there any background information related to the topic statement, such as definitions, research papers, or any other information?	0.25/1	There is no any statement that provide background information or understanding.
Is there a clear position / thesis statement and is it justified by valid reasons?	0.75/3	There is no any clear position and outline is missing.
Considering Aspect: Body Paragraphs		
Do the paragraphs support the position?	0.75/3	In some paragraphs
Do the paragraphs provide specific justification through supporting elements?	1/3	Only in first and second paragraph, partially in fifth paragraph
Do the paragraphs make a clear conclusion that summarizes and transitions to the next main idea?	0.75/3	Missing in almost all paragraphs

Evaluation of Second Student Essay (Average)

*Teaching is more than imparting knowledge; it is inspiring change.
Learning is more than absorbing facts; it is acquiring understanding”.*

– William Arthur Ward

Learning is a continuous process that goes on till our last breath. A good teacher is somebody who can oscillate between the past and the present to give the students a bright future. A modern-day teacher must be aware of the roots of learning yet should be able to integrate modern ways of learning in imparting education. According to the Dictionary definition, “Social Media is websites and applications that enable users to create and share content or to participate in social networking.” A recent study shows that the use of social media platforms helps in shaping research skills and aids in better self-learning for students. There are a lot of social media platforms available that can be integrated by teachers in the classrooms to enable better learning.

Examiner’s Evaluation

Marking Parameters	Marks Obtained	Examiner’s s Comment
Considering Aspect: Introduction Paragraph		
Is the hook statement concise and catchy?	1/1	hook statement is concise and catchy
Is there any background information related to the topic statement, such as definitions, research papers, or any other information?	0.5/1	dictionary definition is not authentic in essay writing.

Evaluation of Third Student Essay (Above Average)

The social media has become increasingly popular with over one third people using different social media platforms on a monthly basis. As a result, there is discussion within the education sector about the ways in which websites like Facebook, YouTube, Instagram etc. can be used in learning and teaching. Social media can be defined as online spaces where individuals “present themselves, articulate their social networks, and establish or maintain connections with others.” The use of social networking sites within universities is of interest because of their potential for both positive and negative impact. Therefore, learners and teachers need to critically evaluate the educational value of such sites. It identifies benefits related to online community building, engagement and collaboration. It also identifies concerns about its potential to distract students, and problems of safety and privacy.

Examiner’s Evaluation

Marking Parameters	Marks Obtained	Examiner’s Comment
Considering Aspect: Introduction Paragraph		
Is the hook statement concise and catchy?	1/1	hook statement is concise and catchy
Is there any background information related to the topic statement, such as definitions, research papers, or any other information?	0.75/1	supported information relates to subject matter
Is there a clear position / thesis statement and is it justified by valid reasons?	2.75/3	almost clear and concise thesis statement

Chapter 21

Evaluation Example Second

Essay Topic:

Peace is the Cornerstone Element that Brings All Other Elements into Existence

Evaluation of First Student Essay (Below Average)

Introduction

Peace is a fundamental and indispensable element for the well-being and progress of humanity. It goes beyond the absence of armed conflict and extends to encompass a state of harmony, stability, and cooperation among individuals, communities, and nations. The importance of peace in the world is multifaceted, influencing various aspects of human existence and global development.

Humanitarian Benefits

Peace is synonymous with the protection of human rights and the prevention of violence and suffering. In times of peace, individuals can live without fear of conflict, displacement, or persecution. Access to basic needs such as food, clean water, education, and healthcare is more assured, contributing to the overall well-being of communities.

Examiner's Evaluation

Marking Parameters	Marks Obtained	Examiner's Comment
Considering Aspect: Introduction Paragraph		
Is the hook statement concise and catchy?	0.5/1	hook statement partially abbreviated.
Is there any background information related to the topic statement, such as definitions, research papers, or any other information?	0.5/1	information is not in a consistent manner.
Is there a clear position / thesis statement and is it justified by valid reasons?	1/3	There is no any clear position and outline is missing.
Considering Aspects: Spelling and Grammar		
Are the words spelled correctly?	1.5/2	Words spelled correctly.
Is the grammar of the sentences error-free?	1.5/2	Few grammatical errors found.
Considering Aspects: Sheet Instructions		
Is the writing work performed in the space provided?	1/1	writing work performed in the space provided
Is the answer (essay) written within the given word limit?	1/1	Written within the given word limit.

Considering Aspects: Sense of Writing

Is the sense of written expression well- written	0.25/1	Average sense of written expression.
Is the handwriting good to understand the words?	0.5/1	Handwriting is understandable.
Is the writing able to relate to contemporary issues or problems and offer solutions?	0.25/1	In micro sense.
Does the writing reflect positive impact compared to others and is well structured?	0/1	-

Total Marks Obtained: 43 / 100

Performance: Below Average

Evaluation of Second Student Essay (Average)

Peace is notoriously difficult to define, and this poses a special challenge for articulating any comprehensive philosophy of peace. Any discussion on what might constitute a comprehensive philosophy of peace invariably overlaps with wider questions of the meaning and purpose of human existence. Peace is the absence of agitation or any form of disturbances leading to a state of serenity within an environment or in a person. The essential elements of the crop of human existence i.e. justice, freedom, harmony, truth and development etc. are sown on the land of peace. The calm and peace that makes a person feel at peace is known as inner peace, while outer peace requires using the loving capacity of our heart and emotional intelligence to bring unity in all opposites.

Examiner's Evaluation

Marking Parameters	Marks Obtained	Examiner's Comment
Considering Aspect: Introduction Paragraph		
Is the hook statement concise and catchy?	0.75/1	hook statement is concise and catchy
Is there any background information related to the topic statement, such as definitions, research papers, or any other information?	0.5/1	different angles of subject discussed.
Is there a clear position / thesis statement and is it justified by valid reasons?	2/3	There is a clear position but outline is missing.
Considering Aspects: Sense of Writing		
Is the sense of written expression well- written	0.5/1	Average sense of written expression.
Is the handwriting good to understand the words?	0.5/1	Handwriting is understandable.
Is the writing able to relate to contemporary issues or problems and offer solutions?	0.5/1	In micro sense.
Does the writing reflect positive impact compared to others and is well structured?	0/1	-

Total Marks Obtained: 54 / 100

Performance: Average

Evaluation of Third Student Essay (Over Average)

In the contemporary times of these global conflicts, whether it is the Russian-Ukraine conflict or the Israel-Iran conflict or many others, our understanding of peace is in the absence of war or in another sense in armies fighting wars to win peace. However, this is only one political view of peace but not the only meaning because during a time without war it does not mean that people are at peace and society is peaceful while problems or hostilities still exist. Other than a political perspective, philosophers and scholars from all walks of life through history, be they religious gurus or sociologists, have stated peace as the greatest and highest goal or hope and they wish to achieve individually and for society and the world.

Examiner's Evaluation

Marking Parameters	Marks Obtained	Examiner's Comment
Considering Aspect: Introduction Paragraph		
Is the hook statement concise and catchy?	0.75/1	hook statement is concise and catchy
Is there any background information related to the topic statement, such as definitions, research papers, or any other information?	0.75/1	Introducing information is in good way.
Is there a clear position / thesis statement and is it justified by valid reasons?	2.5/3	Thesis statement is clear and concise.

ANNEXURE

- ❑ Annexure I - Frequently Asked Questions
(FAQ's)

- ❑ Annexure II - Exam Oriented Proverbs

- ❑ Annexure III - Exam Oriented Quotes

Annexure I

Frequently Asked Questions

6) What should be done and what shouldn't in the well-written essay?

(Amit Tikoo- Law Aspirant, Jammu; Naseema Haider - College Student, Hyderabad; Vaniya Nair - UPSC Aspirant & many more Aspirants)

Table of Do and Don't

Sr. No.	Aspect	Do this	Don't do this
1.	Position	Be even-handed, considering all sides of question	Show bias, looking at only one view point
2.	Statement of position	Use a thesis statement to introduce the direction you will take	Jump straight into argument without creating a context for that argument
3.	Statement of scope	Clarify what issues are to be covered, and what will not be covered	Avoid statement of scope
4.	Terminology	Define terms; if technical terms need to be used, explain them in first instance	Avoid defining terms; switch between normal and technical language without notice
5.	Exposition of argument	Clearly set out paragraphs; use headings where appropriate; use topic sentences; link ideas to reinforce unfolding argument	Avoid clear topic changes with paragraphing; use inappropriate or confusing headings; use no or few topic sentences; confuse reader with choppy exposition and development

Annexure II

Exam Oriented Proverbs

1. **A bad excuse is better than none:** It is better to give a poor or implausible excuse which may, in fact, be believed than to have no explanation or justification at all: Variant of this proverb: a poor excuse is better than none.
13. **Believing has a core of unbelieving:** Belief and unbelief are closely related and sometimes you need to start from a position of scepticism to arrive at the truth.
14. **Better be envied than pitied:** It is preferable to have possessions or attributes that arouse envy in others than to be pitied for having little or nothing.
15. **Calamity is the touchstone of a brave mind:** It is at times of crisis that you find out who the truly strong, courageous, or great people are.
56. **Hasty climbers have sudden falls:** Unduly rapid progress in a person's career or in some other sphere of activity, often leads to an abrupt and ignominious downfall or failure. Proverb expressing similar meaning: a fool's bolt is soon shot.
89. **If you would be well served, serve yourself:** The work of hired staff may fall below the standard you require, so the only way to be sure of satisfaction is to do the work yourself. Proverb expressing opposite meaning: why keep a dog and bark yourself?
111. **Knowledge is power:** Those who have knowledge can control or influence those who do not.

167. Victory has a hundred fathers and defeat is an orphan: when people succeed, many want to claim credit, but no one wants to own failure. When someone achieves success, it's easy to find support from family, friends, and even acquaintances.

180. You never know what you can do until you try: People are often surprised to discover what they are capable of when they make an effort.

Annexure III

Exam Oriented Quotes

Topic 05 – Happiness

25. “Rules for happiness: something to do, someone to love, something to hope for.” (**Immanuel Kant, a German Philosopher**)
26. “Happiness is not a goal; it is a by-product.” (**Eleanor Roosevelt, an American diplomat**)
27. “You can never get enough of what you don't need to make you happy.” (**Eric Hoffer, an American philosopher**)
28. “Happiness is not something readymade. It comes from your own actions.” (**Dalai Lama, a spiritual and political leader of the Tibet**)
29. “Happiness depends upon ourselves.” (**Aristotle, a Greek philosopher**)

Topic 10 – Wisdom

50. “True wisdom comes to each of us when we realize how little we understand about life, ourselves, and the world around us.” (**Socrates, a Greek philosopher**)
51. “Knowing yourself is the beginning of all wisdom.” (**Aristotle, a Greek philosopher**)

52. "By three methods we may learn wisdom: First, by reflection, which is noblest; Second, by imitation, which is easiest; and third by experience, which is the bitterest." (Confucius, a Chinese philosopher)
53. "It is unwise to be too sure of one's own wisdom. It is healthy to be reminded that the strongest might weaken and the wisest might err." (Mahatma Gandhi, political leader of India)
54. "Just as treasures are uncovered from the earth, so virtue appears from good deeds, and wisdom appears from a pure and peaceful mind. To walk safely through the maze of human life, one needs the light of wisdom and the guidance of virtue." (Buddha, an Asian thinkers and spiritual leader)



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About Author



Ankur Tripathi has published more than 100 research papers and articles. Some of his research papers and articles have been adopted as standard texts in universities and media platforms. Presently he is providing mentorship to UPSC Civil Services and Law Aspirants for answer writing and essay writing in Main Examination.

Idea of Book



In my teaching experience, many candidates have very good knowledge but due to lack of proper writing skills they failed to get good rank. My aim of writing this book is to provide an exam oriented essay writing guide to the candidates by which they can improve their writing skills and achieve excellent grades.

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