

# ESSAY WRITING

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40<sup>TH</sup> Common

# Course Content

- ▶ CSS Result Statistics: 2015 – 2018
- ▶ Course Introduction
- ▶ Reasons of Failure: Analysis of Examiners' Reports 2000 – 2018
- ▶ What is an Essay?
- ▶ Components of an Essay : Structure, Content, Grammar, Expression and Arguments
- ▶ Types of Essays: Descriptive, Factual, Expository, Argumentative, Literary and Persuasive
- ▶ Fields to Cover: Key Topics
- ▶ Time Management
- ▶ Recommended Sources/Books

# Course Introduction

- This course will be consisted on Two (2) months, six (6) days in a week and two (2) hours daily.
- Maximum focus on practice: **class test, weekly tests and four mock exams for each paper.**
- Students would share scanned copies of their tests via emails and the same will be returned.
- Every student will get individual Feedback at the end of class.
- All Power Point Slides, Notes, Outline and Complete Essays will be provided to **Enrolled Students** in their Exclusive WhatsApp Group.

# Course Insight

1. Reasons of failures
2. Basic concept building (Alphabet, words including parts of speech, phrases, clauses, sentences and its types, paragraphs and its types, essay and its types)
3. Essay and its components (Structure, content, grammar, expression and arguments)
4. Introduction (General statement, supporting statements and thesis statement) with class test
5. Introduction test along with home assignments
6. Outline of descriptive essay (Universal heading, primary heading and secondary heading) and its class test with home assignments
7. Outline for argumentative essay (Universal heading, our stance and opponent stance) and its class test with home assignments
8. Body paragraph (Topic sentence, supporting sentences, coherence, unity, organization and concluding sentence) and its class test with home assignments
9. Body paragraphs class test
10. Conclusion with class test
11. Content and its sources ( Foreign policy)

11. Democracy, Governance, Women Rights, Women Empowerment, Climate Change/Global Warning, Education System of Pakistan and United Nation
12. Media, Socio-economic Problems of Pakistan, Image of Islam in West and etc
13. Mock test
14. Grammar (Use of articles and common sentence errors)
15. Grammar (Punctuation and narration)
16. Expression and techniques to improve it
17. Selection of topics and time management
18. Mock test

# Key Issues (Reasons of Failures)

- Some basic spellings mistakes
- Poor sentence construction: **Fused/ Grammatical Incorrect/ Meaningless Sentences**
- Inappropriate content (Irrelevant and repeated)
- Punctuation (Use of capital letters, comma, semicolon and inverted commas )
- **Present Simple Tense** (Where to use s or es with verb of singular noun or pronoun)
- Difference between **Present Perfect and Simple Past** tense
- **Past Perfect** can never appear alone
- Difference between **Continuous and Perfect Continuous** tense

- Use of a and an with countable and uncountable nouns and excessive use of the
- Faulty structure
- Poor presentation
- Candidates' inability to understand the crux of any topic
- Often word limit is not followed
- Outlines are not well developed or relevant
  - “They make lengthy outlines with very little relevant material. Rarely, outlines are quite relevant and extensive, but they are not well organized and have not been followed in essay.”

- Any argument, no matter how strong, needs sufficient support/justification (Quotation, saying, reference, examples, facts, figures, arguments and compare and contrast).

# What is Language?

Language is the method of human communication, either spoken or written which is consisting of the use of words in a structured way. Every language has its different units.

# Components of English Writing

Followings are the components of English writing;

1. Alphabet
2. Word
3. Phrase
4. Clauses
5. **Sentence**
6. Paragraph
7. Essay

# Alphabet

- ▶ A combination of symbols to reflect some specific sound of a language
- ▶ They are divided into two types;
  - Consonant
  - Vowel

پاکستان

पाकिस्तान

# Word

- ▶ A single distinct meaningful element of speech or writing, used with others (or sometimes alone) to form a sentence and typically shown with a space on either side when written or printed
- ▶ It has 8 different types and its division is called Parts of Speech
  - **Noun**
  - **Pronoun**
  - **Adjective**
  - **Verb**
  - **Adverb**
  - **Preposition**
  - **Conjunction**
  - **Interjection**

# Noun

- ▶ Common
- ▶ Proper
- ▶ Collective
- ▶ Abstract
- ▶ Material

# Types of Common Noun

## Common

Singular (Boy)

Countable

A boy

Plural (Boys)

Uncountable

Light

# Pronoun

- The word that replaces noun is called pronoun. It has some types;
  1. *Personal* (I, he, she, they and etc)
  2. **Indefinite** (Everyone, all, some, anything, nobody etc)
  3. *Relative* (Who, which, whom, that and etc)
  4. **Demonstrative** (This, that, these and those)
  5. *Interrogative* (When, why, where, who and etc)
  6. **Reflexive** (Himself, herself, myself and etc)

Subjective	Possessive	Objective
<p>First Person</p>	<p>I MY/MINE</p> <p>WE OUR/OURS</p>	<p>ME</p> <p>US</p>
<p>Second Person</p>	<p>YOU YOUR/YOURS</p> <p><b>Your's obediently,</b></p>	<p>YOU</p>
<p>Third Person</p>	<p>HE HIS</p> <p>SHE HER</p> <p>IT ITS</p> <p><b>The dog is loyal to it's master.</b></p> <p>THEY THEIR</p>	<p>HIM</p> <p>HER</p> <p>IT</p> <p>THEM</p>

# Function of Relative Pronouns

- ▶ Pakistan is my country facing many problems.
- ▶ Pakistan is my country who is facing many problems.
- ▶ Pakistan is my country that is facing many problems.

# Function of Interrogative Pronouns

- ▶ How Pakistan is poor in management? / .
  - ✓ Simple Interrogative
  - ✓ Complex Interrogative

Are you listening me?

Why are you listening me?

# Verb

- ▶ Action (Present form, Past form, Past Participles form and Present participle form)
- ▶ Auxiliary/Helping (Be, Do, Has and Will)
  - Construct tenses
  - Make questions
  - Use as a main verb
- ▶ Modal (Can, May, Use to, Has to, Must, Should and Ought to)

# Forms of Verb Main Verb

Sr. No	Present	Past	Past Participial	Present Participial
1.	Play	Played	Played	Playing
2.	Send	Sent	Sent	Sending
3.	Come	Came	Come	Come
4.	Go	went	Gone	Going
5.	Read	Read	Read	Reading

# Auxiliary/Helping Verb

## Types;

- Be: Is,am,are,was,were,being and been
- Do: Does and did
- Has: Have and had
- Will: Shall and would

## Functions;

- Construct tenses
- Make questions
- Use as a main verb

# Examples

- ▶ I am teaching.
- ▶ I am a teacher.
- ▶ He has three books.
- ▶ Has he taken a lunch?
- ▶ He **has had** lunch now./ He has taken lunch now. (Take/Finish)

# Examples (Has / Have, Had & Had)

- ▶ Awais **has had** a wonderful experience in banking sector (Enjoy and Take)
- ▶ Awais **had had** a worst dream when his friend knocked the door. (See and visualize)
- ▶ They **have had** three surgeries in this year. (Undergo)
- ▶ I am not feeling well because I **have had** a problem all day. (Face)

# Modal Verbs

- Can and **could**
- Should/**Should have** and ought to
- **Must**
- Has to, have to, **will have** to & **had to**
- May and **might**  
& **prayer**

Ability  
Suggestion  
Obligation  
Obligation  
Probability

# Education in Pakistan: Ills and Remedies

**Government should** provide basic facilities in education sector. **Government should** enhance budget allocation. **Government should** announce scholarships in different disciplines to promote education.

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Basic education facilities **must** be provided by the government which is a constitutional obligation. In addition, government **should** enhance budget allocation to improve infrastructure. However, maximum scholarship for higher and technical education by governments in can promote education in the country.

# Article

Articles are adjectives that define a noun as specific or unspecific.

- ▶ Indefinite (A and An)
- ▶ Definite (The)

**Note: Articles are only allowed with nouns.**

# Use of Articles (A & An)

## 1. Common Noun

### A. Singular

### B. Plural

a. Countable      b. Uncountable

He is studying in a university.

I am an hour late.

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## Use of 'The' with Common Noun

1. When you repeat some common noun/ to talk about previously mentioned things

This is a book. The book is very interesting.

2. When talk about some specific common noun

Where is the pen?

## 2. Proper Noun

We also use the with proper noun as well in the following conditions;

1. With all geographical characteristics (Name of oceans, seas, rivers, mountains, plains, plateaus and deserts)

**Indus is Pakistan's river.**

They are moving towards the Indian Ocean.

*2. Heavenly bodies, name of newspapers & magazine*

*3. With abbreviations*

*United Arab Emirates/The UAE*

### 3. Collective Noun

The people of Pakistan are hard working.  
People of Pakistan are hard working.

### 4. Abstract Noun

The honesty is the best policy.  
Honesty is the best policy.

### 5. Material Noun

**Note: The is always used with superlative degree of an adjective.**

Karachi is the largest city of Pakistan.

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# Remember!!!

- ▶ An **honest** person is always liked by all.
- ▶ **An honest persons is always liked by all.**
  
- ▶ An **Islamabad** livestock department official is here to inspect animals.
- ▶ **An Islamabad livestock department officials are here to inspect animals.**

# Phrase

A group of words that does not have both a subject and a verb;

1. They are playing on the road.
2. Mass poverty
3. Political stability

# Clause

A group of words with both a subject & verb that cannot convey full meaning. *Every clause has its own subject and verb.* It has two types;

1. **Dependent**
2. **Independent**

# How to Combine Clauses

## Simple Sentence:

Pakistan is my country. It is rich in resources.

## Complex Sentence:

Independent + Relative Pronoun + Dependent

Pakistan is my country that is rich in resources.

## Compound Sentence

Independent + Conj/; + Independent

Pakistan is located at very strategic location because it is situated near oil producing countries.

# Clauses

1. Who has achieved first position in CSS.
  2. He/She is my student *who has achieved first position in CSS.*
  3. He/She is my student *achieved first position in CSS.*
- 
- 

1. *Pakistan is my country facing many problems.*
  2. *Pakistan is my country that/which/who is facing many problems.*
- 
- 

1. *Amar is sad. Farhan is happy*
2. *Amar is sad ;/because Farhan is happy.*

# How Clauses Work to Beautify Writing

- i. Quality education brings knowledge in a society. It also ensures awareness in a society.
  
- ii. Quality education is a toll which brings practical knowledge and mass awareness in a society.

# Sentence

A set of words that is typically containing a subject and predicate ( verb and/or object ), **conveying a single idea .**

- ▶ It has different functions: statement/action, question, command, exclamation and prayer/wish.
- ▶ It consists on a main clause and sometimes one or more subordinate clauses. It can be divided in two ways;

# Issues in Sentence Formation

1. Ali is my friend and Pakistan is my country.  
(Fused)
2. He has passed CSS last year.  
(Grammatical Incorrect: Tense)
3. Pakistan is my country is rich in resources.  
(Grammatical Incorrect: Faulty Sentence Formation)
4. Everyone must focus on their studies.  
(Grammatical Incorrect: Subject Verb Agreement)
5. Hasseb is happy, Akbar is sad.  
(Grammatical Incorrect: Punctuation)
6. It has affected many ways.  
(Meaningless)

## **Assertive** (Statement or action)

- ▶ He is my student.
- ▶ They have learnt many things.
- ▶ They play with words.

## **Interrogative** (Question )

- ▶ **How Pakistan is poor in management?/.**
- ▶ Are you going?
- ▶ Why are you going?
- ▶ Why you are going.

## **Imperative** (Order, request, advice & suggestion)

- ▶ Get out from this room.
- ▶ Please leave this room.
- ▶ Leave this room.

**Exclamatory** (Happiness, sadness, praise, wonder and surprise)

- ▶ Alas! we have lost this match.
- ▶ Hurrah! we have won this match.
- ▶ Bravo! you have played well today.
- ▶ This is a huge dog!
- ▶ What a horse you have bought!

**Optative** (Wish and prayer)

May you live long.

Would that the Quaid were alive to see our fate today.

If he were there yesterday....

If he are here today...

If he is here today.....

# Test

- ▶ If he are here today.....
- ▶ If he was there yesterday.....
- ▶ If he were there yesterday.....

# Types of Sentences (Structure)

1. Simple
2. Complex
3. Compound
4. Compound Complex

# Ordinary vs Extraordinary Paragraph

I love to live in the city. I have an apartment in the city. I have a wonderful view of the entire city. I can see Golden Bridge. I can see many cargo ships pass under the bridge every day. I like restaurants in Clifton. I can find wonderful food from every country there. But I do not like traffic in the city.

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I love living in the city. I have a wonderful view of the entire city from my apartment window. In addition, I can see Golden Bridge under which many cargo ships pass each day. I also like Clifton because I can find wonderful food from just about every country; however, I do not like the traffic in the city.

# Simple Sentence

A simple sentence structure contains one independent clause and no dependent clause.

Ali is a student. He is my friend as well. He is also a wise student.

# Complex Sentence

A complex sentence has one independent clause and one or more dependent clauses.

Since a dependent clause cannot stand on its own as a sentence, complex sentences must also have at least one independent clause.

- ❖ Who has passed CSS.
- ❖ Although Awais has master degree.
- ❖ Awais is my student who has passed CSS.
- ❖ Although Awais has master degree, he works as a store keeper.

It needs a **Relative Pronoun** (**who, which, when and that**) or **Subordinate Conjunction** (**until, if, although and after**) to combine two clauses

# Example

- ❖ Ali is my friend and is also my student.
- ❖ Ali is my friend who is also my student.
- ❖ Pakistan is my country rich in resources.
- ❖ Pakistan is my country that is rich in resources.
- ❖ There will be some promotion when new products are available.
- ❖ Although Awais has master degree, he works as a store keeper.

# How to Combine Clauses

- ▶ When we reached, the train had already left the place.
- ▶ The train had already left the place when we reached.
- ▶ Although Awais has master degree, he works as a store keeper.
- ▶ I read what she wrote.
- ▶ Awais , who has passed CSS, is my student.

# Compound Sentence

A compound sentence is composed of at least two independent clauses. It does not require a dependent clause. The clauses are joined by a **coordinating conjunction** (**FANBOYS** require comma and remaining do not), a **semicolon** that functions as a conjunction and a **transition word**.

- ❖ Ali is a student ;however, he is liked by his teachers due to his wisdom.

# Examples

- ❖ Awais is happy because Akbar is sad.
- ❖ Awais is happy; Akbar is sad.
- ❖ He could not attend the lecture, so he decided to record it.
- ❖ The pen is very beautiful, but it is not available in my city.
- ❖ Students want to visit Lahore in June; however, it is not advisable due to its weather in summer.

**Note: FANBOYS do not require comma every time. They only require when need to join two independent clauses.**

- ❖ The pen is very beautiful but expensive.

# Question!!!

- ▶ Awais, and Akbar are my student.
- ▶ Pakistan and China have written----- to UNO  
(a letter /letters)
- ▶ Pakistan, and China have written----- to UNO  
(a letter /letters)
- ▶ Awias is happy ,and Akbar is sad.

# Paragraph

It is combination of **6–8 sentences** on some **single topic or idea** and indicated by a new line with indentation.

- ▶ However; it is divided into two parts
  - 1.Usual paragraph
  - 2.Unusual paragraph

# Essay

- It is an opinion of the writer on some given topics in 18–22 paragraphs or 140–300 sentences in comprehensive way.
- The word essay originally means a first attempt or practice.
- **An essay has five components;**
  - 1) Structure 20
  - 2) Content 20
  - 3) Grammar 20
  - 4) Expression 20
  - 5) Argument 20

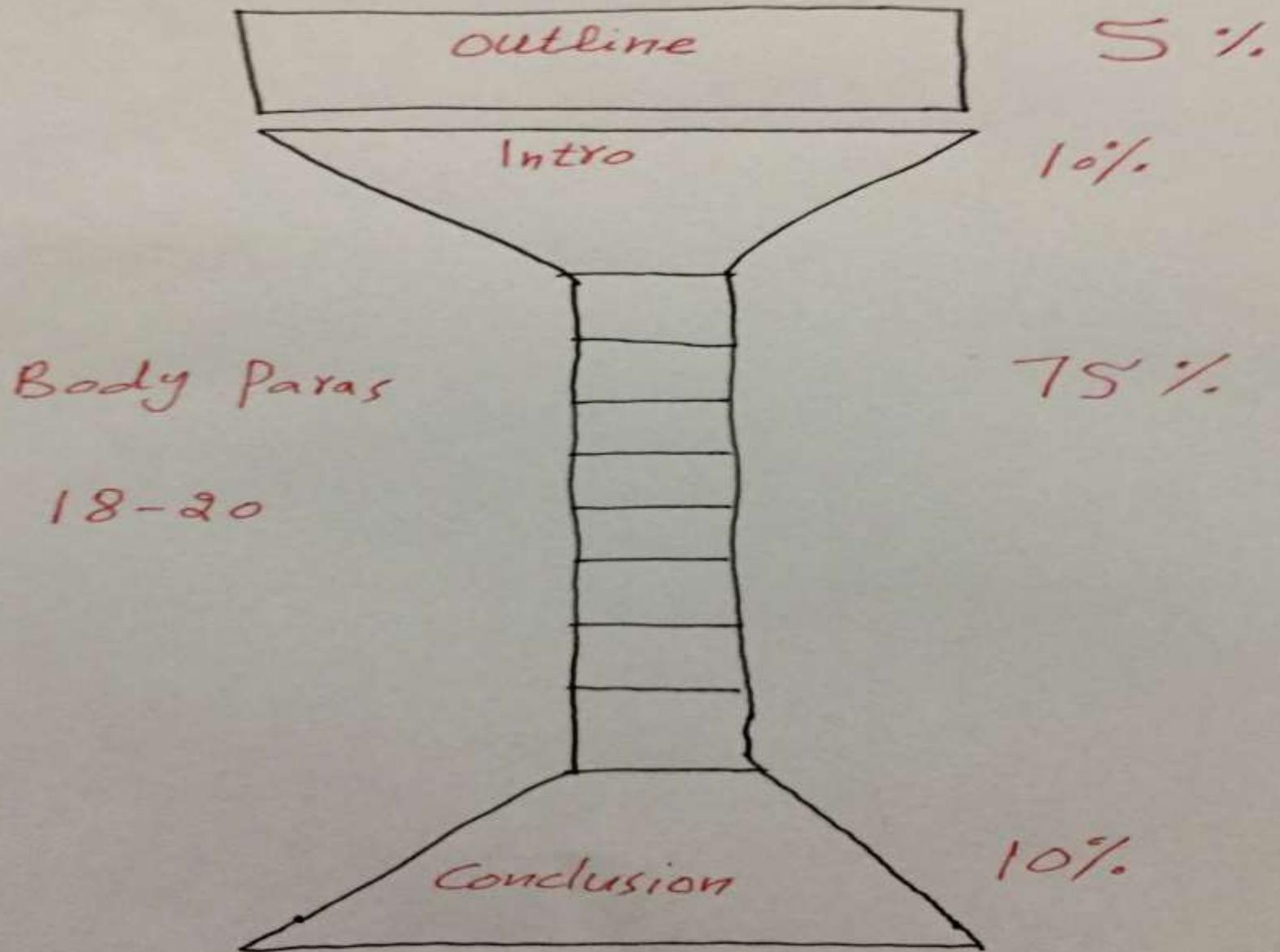
# Essay

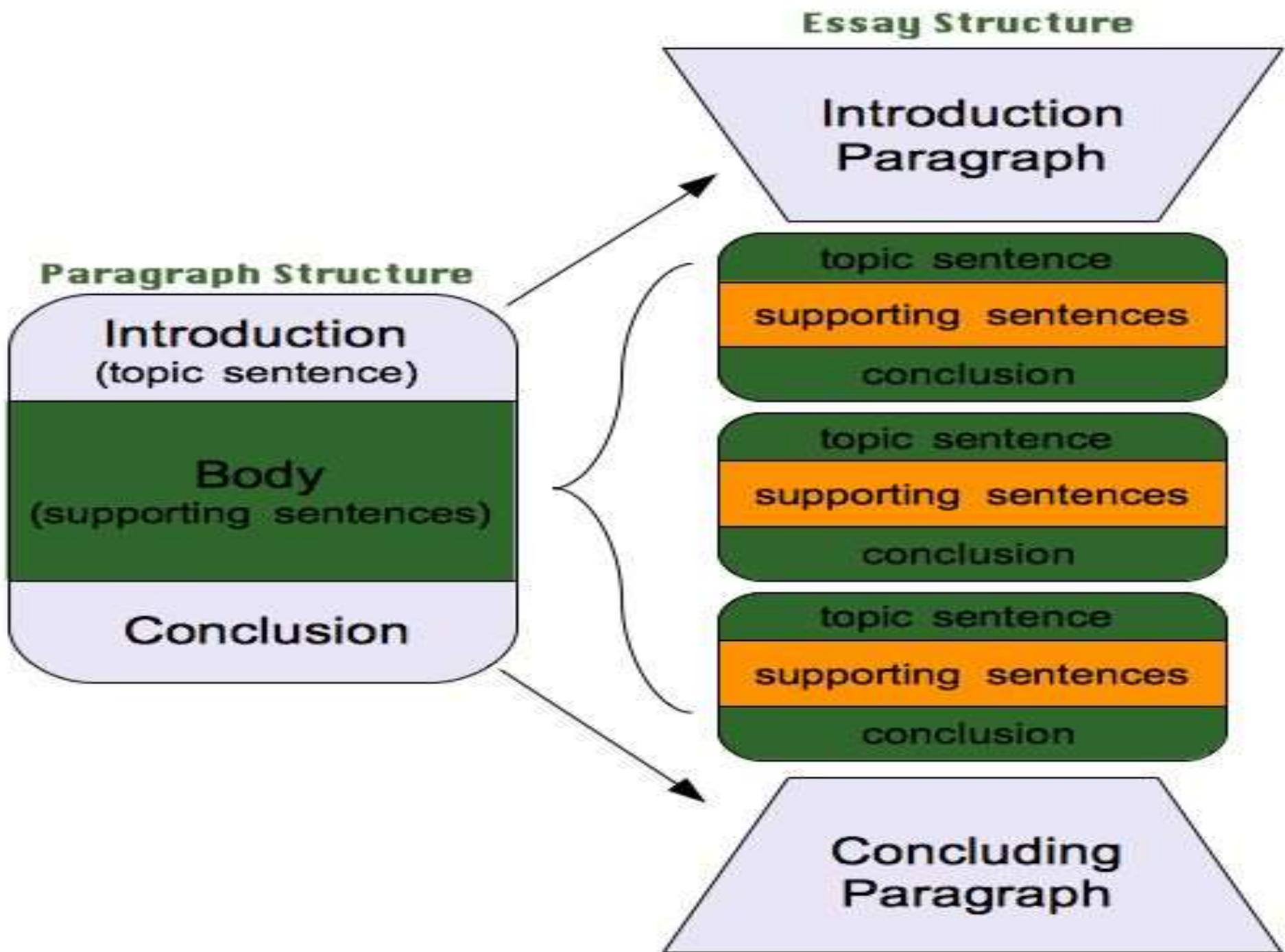
- It is an opinion of the writer on some given topics in **18–20 paragraphs** or **150–200 sentences** in comprehensive way.
- The word essay originally means a first attempt or practice.
- **An essay has five components;**
  - 1) **Structure 20**
  - 2) **Content 20**
  - 3) **Grammar 20**
  - 4) **Expression 20**
  - 5) **Argument 20**

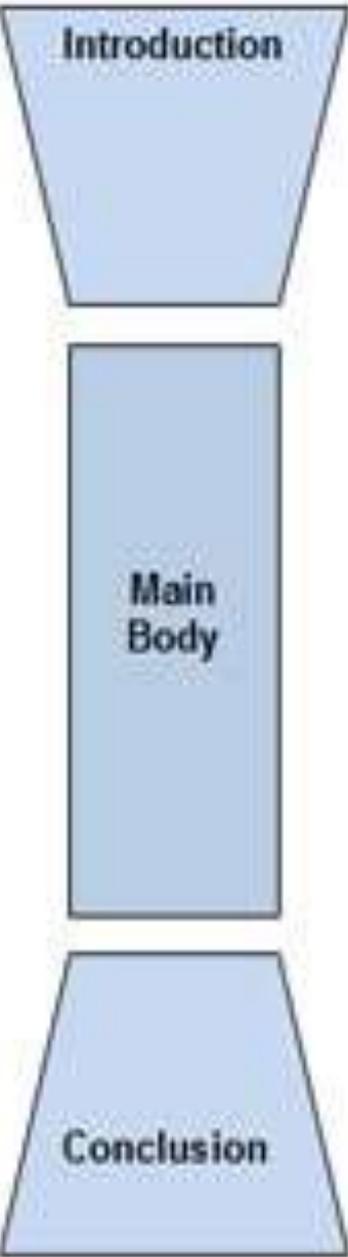
# Structure

It is an over all arrangement of sentences and paragraphs in the essay. In simple words this is a way/plan in which different parts of an essay are combined together. It has three parts:

- ▶ Outline 5%
- ▶ Unusual paragraph 20%
- ▶ Usual paragraph 75%







**Introduction**

- Background statement** – where you set the context for your essay
- Issue(s)** – where you outline the specific issues that are relevant to your essay
- Thesis** – where you state your position in relation to the issues
- Scope** – where you outline what exactly is going to be covered in relation to your argument

**Main  
Body**

Each paragraph should focus on one idea only.

The idea can then be developed in a number of ways, such as through explanation, evaluation, exemplification or incorporation of research data.

Your paragraphs should be balanced—keep to the rule of no less than 3 sentences per paragraph.

Your paragraphs should link together—use connective words, both within and between paragraphs, to keep a sense of cohesion and linkage.

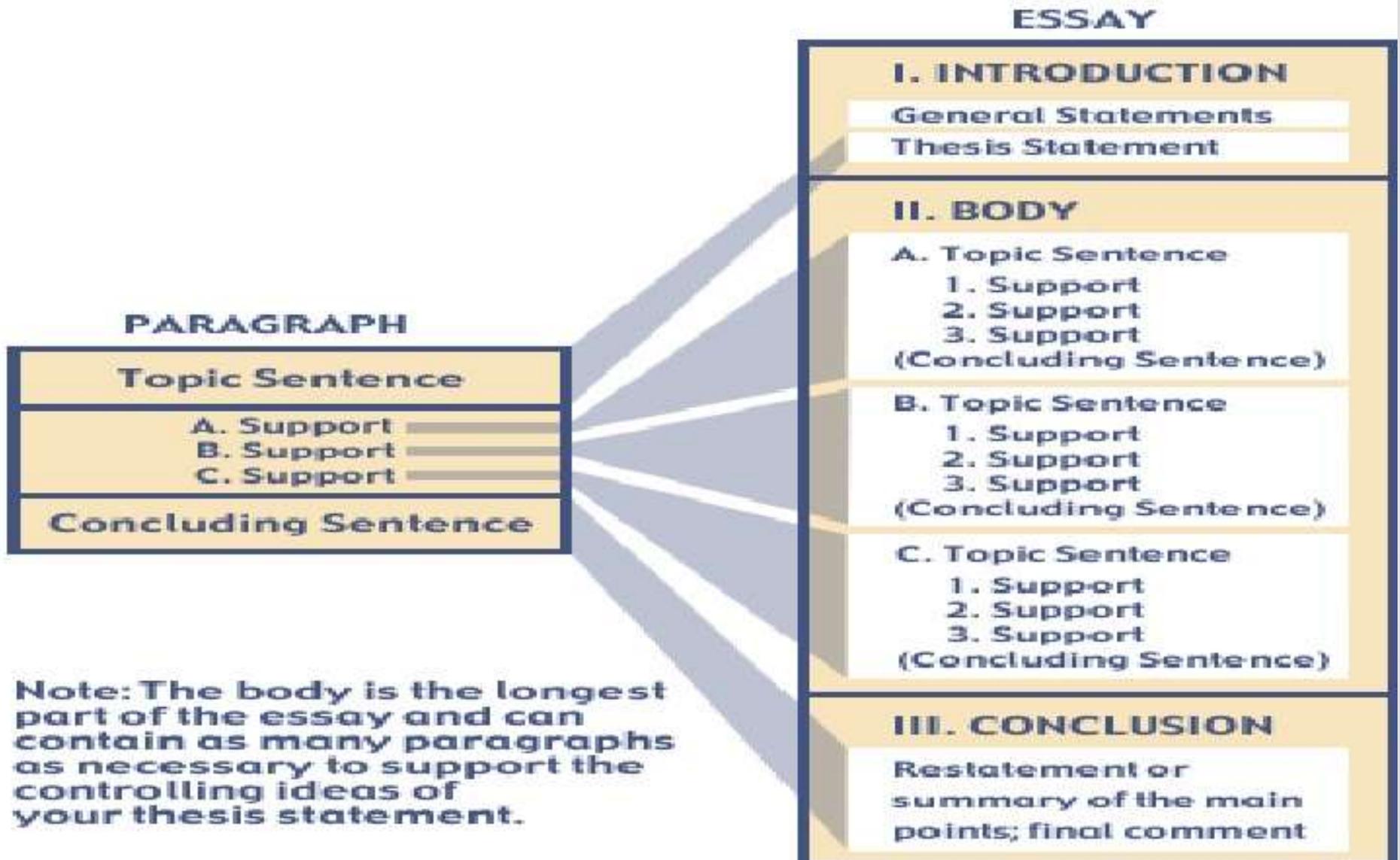
**Conclusion**

Begin with a link to the preceding paragraph.

Restate your thesis and summarise your principal points.

End with a broad statement relating to the significance of your argument.

# Diagram of an essay



# Paragraph

It is combination of **6–8 sentences** on some **single topic or idea** and indicated by a new line and indentation.

- ▶ However; it is divided into two parts
  - 1.Usual paragraph
  - 2.Unusual paragraph

# Unusual Paragraph (20%)

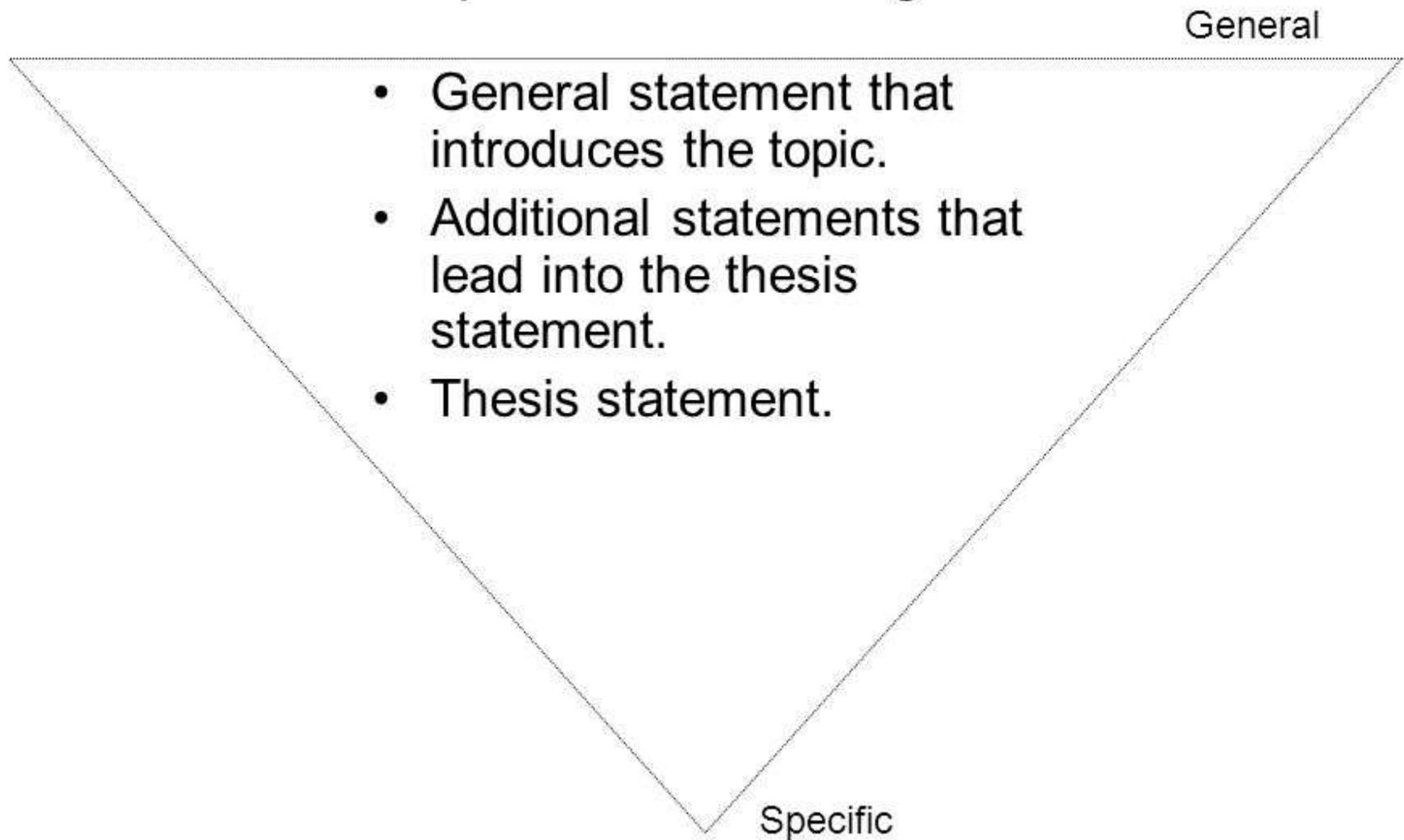
- The paragraph that cannot follow the said definition which is combination of **6–8 sentences** on some **single topic or idea**
- This serves as a map of the essay, outlining to your reader the main argument and points in the form of a summary, abstract and preface
- ▶ However, some time it works to connect different parts of body paragraphs

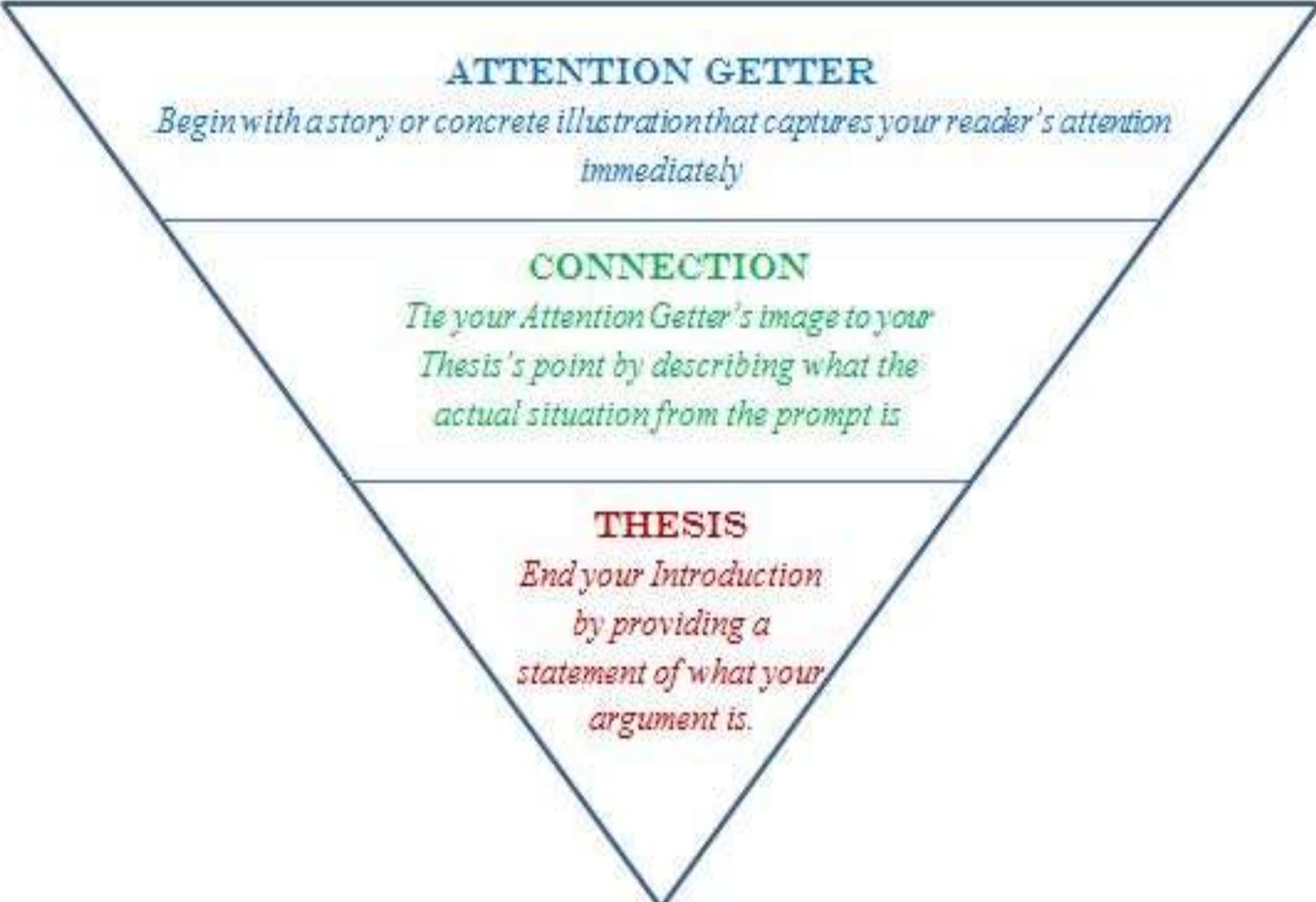
- ▶ It has following three kinds;
  - 1.Introduction
  - 2.Conclusion
  - 3.Transitional /Connecting

# Introduction

- An introduction should be like a map **to introduce** and **identify the topic**, **inform surrounding context** and **route the essay to final conclusion**. It always covers 10 % of an essay.
- It is consisted on 10– 18 sentences
- In one continuous paragraph
- Complete summary
- It has three components;
  - ❖ Opening/General Statements 06 sentences
  - ❖ Supporting/Additional Statements 10 sentences
  - ❖ Thesis Statement 01 sentence

# Introduction – Think of an introduction as an upside down triangle.





## **ATTENTION GETTER**

*Begin with a story or concrete illustration that captures your reader's attention immediately*

## **CONNECTION**

*Tie your Attention Getter's image to your Thesis's point by describing what the actual situation from the prompt is*

## **THESIS**

*End your Introduction by providing a statement of what your argument is.*

# Types of Essays

1. My Best Friend
2. My First Day in School
3. Unemployment in Pakistan
4. Can Meaning be fixed?

# Types of Essays

1. Descriptive
2. Narrative
3. Socioeconomic
4. Argumentative
5. Literacy
6. Persuasive

# Types of Essays

1. Descriptive
2. Argumentative

	<b>Argumentative</b>	<b>Descriptive</b>
<b>Nature of topic</b>	Statement/quotation, mostly in the form of question	Statement/Fact/Issue
<b>Requirement</b>	Stance is required. Prove with Yes/No	Describe/Explain in headings
<b>Knowledge</b>	Diversified	Average
<b>Failure</b>	Maximum (90%)	Average (50%)
<b>Length</b>	Short (1200–1400)	Average (1500–2000)
<b>Marks</b>	Highest (50–80)	Average (40–55)
<b>Criteria</b>	Knowledge with Extra-ordinary language	Minimum Knowledge with good language

# Kinds of Essays

## ▶ Open Ended

- ▶ There are some Hurdles in the way of a Truly Independent Country
- ▶ War on Terror has Contributed to Growing Human Right Abuse
- ▶ Gender Equality is a myth

## ▶ Close Ended

- ▶ Terrorism its Causes and Consequences (Descriptive)
- ▶ Coeducation its Merits and Demerits (Descriptive)
- ▶ Can Meaning be fixed? (Argumentative)
- ▶ Is Gender Equality a Myth? (Argumentative)

# Components of an Introduction for Factual/ Social and Descriptive

1. Opening Statement  
6 sentences

a. General Statement 3  
b. Specific Statement 3

2. Supporting Statements  
10 sentences

a. Primary Statements  
b. Secondary Statements

3. Thesis statement  
01 Sentence

Concluding Statement 1

# General Statement/Hook/ Attention Grabber

- ▶ It refers to the first 1–3 sentences of an essay. It consists of an intriguing opening that is designed to grab your reader's attention. A good attention getter will invoke your reader's curiosity and pique their interest in the rest of the essay. It has usually four popular ways;
  1. **Background information**
  2. **Quotation/Verse**
  3. **Story**
  4. **Question**

# Thesis Statement

- ▶ A thesis statement is one or more sentence that expresses the main idea /arguments/stance of an essay.
- 1. **Objective:** To summarize the whole essay in the form of plans or stance. It also connects the introduction with coming paragraphs.
- 2. **Location:** Ideally it appears at the end of introduction and at the start of conclusion.
- 3. **Length:** A thesis statement focuses your ideas into one or two sentences. It should present the topic of your paper and also make a comment about your position in relation to the topic. Your thesis statement should tell your reader what the paper is about and also help guide your writing and keep your argument focused.
- 4. **Types:** It has two types: simple and complex.

# Argumentative/Literary/Persuasive Essay

The argumentative/Literary /Persuasive essay is a type of essay that requires the student to investigate a topic – collect, generate, and evaluate evidence – and establish a stance/position on the topic in a concise manner. It has three different styles.

# Key Topics from Past Papers

- ▶ Can meaning be fixed?
- ▶ Is colonial mentality impeding progress of Pakistan?
- ▶ Man is born free and everywhere he is in chains.
- ▶ Information technology: blessing or curse.
- ▶ Not economy but politics is a key to success.

# Components of an Introduction for Argumentative Essay

1. Opening Statement  
6 sentences

a. General Statement 3  
b. Specific Statement 3

2. Supporting Statements  
10 sentences

a. Your Stance 10

3. Thesis statement  
01 Sentence

Concluding Statement 1

# Components of an Introduction for Argumentative Essay

1. Opening Statement  
6 sentences

a. General Statement 3  
b. Specific Statement 3

2. Supporting Statements  
10 sentences

a. Your Stance 7  
b. Others Opinion 3  
c. Antithesis/Refute 1

3. Thesis statement  
01 Sentence

Concluding Statement 1

# Components of an Introduction for Argumentative Essay

1. Opening Statement  
6 sentences

a. General Statement 3  
b. Specific Statement 3

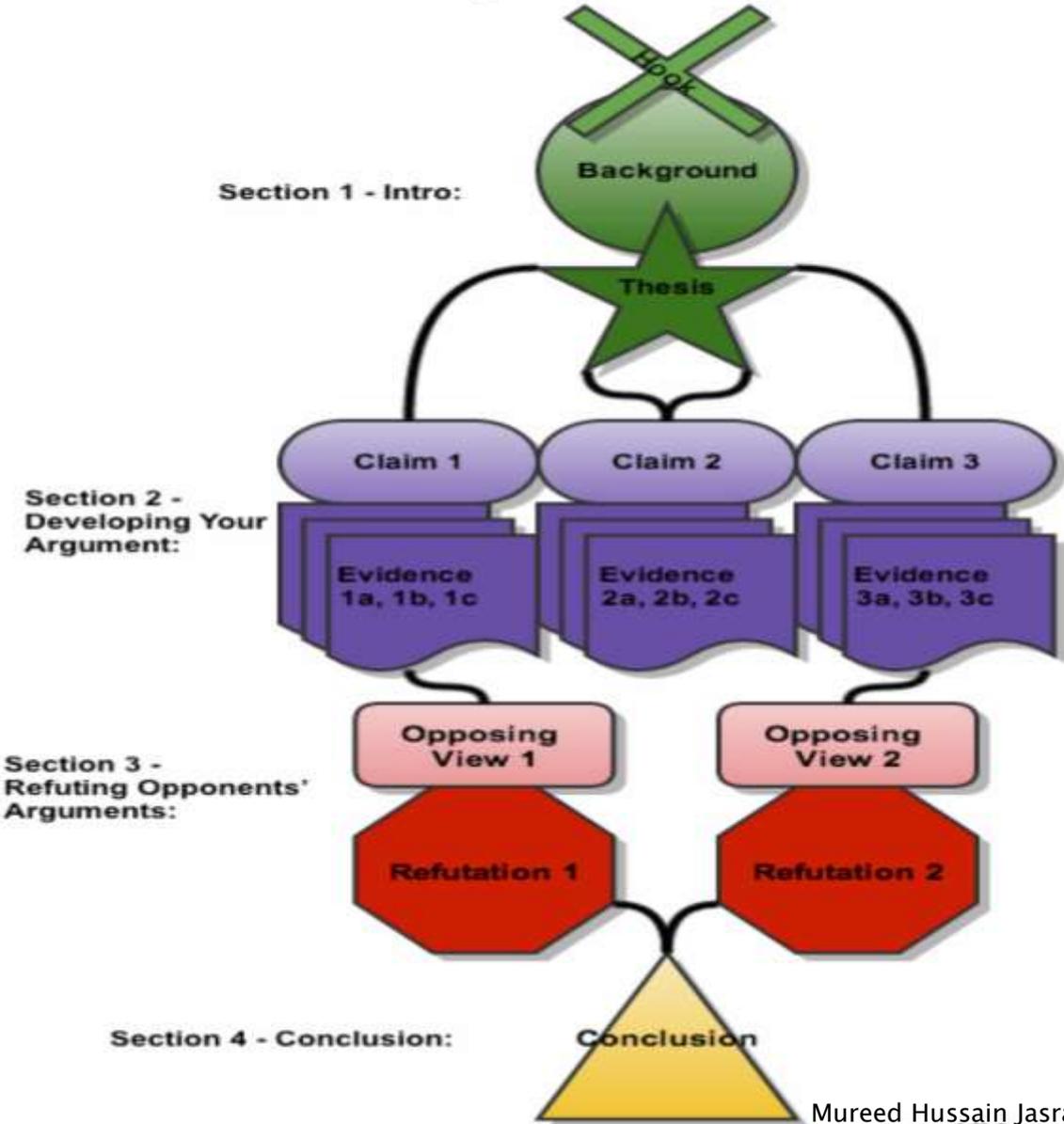
2. Sporting Statements  
10 sentences

a. Opponent (Antithesis)  
b Opponent (Antithesis)

3. Thesis statement  
01 Sentence

Concluding Statement 1

### Argumentative Essay Outline



# There are Some Hurdles in the Way of a Truly Independent State

- ▶ General statement 2
- ▶ Specific statement 3
- ▶ Key characteristics of a truly independent state 3
- ▶ Hurdles in the way of a truly independent state 6
- ▶ Way forward to get the status of a truly independent state 4
- ▶ Thesis statement 1

# There are Some Hurdles in the Way of a Truly Independent State

- ▶ General statement  
3
- ▶ Specific statement  
3
- ▶ Key characteristics of a truly independent state  
4
- ▶ Hurdles in the way of a truly independent state  
6
- ▶ Way forward to get the status of a truly independent state  
4
- ▶ Thesis statement  
1

# Usual/Body Paragraph

It is combination of 6–8 sentences on some single topic or idea and indicated by a new line and indentation and you can never leave a line among paragraphs. It must has following characteristics;

1. Topic sentence
2. Development/Supporting Sentences
3. Coherence
4. Unity
5. Organization
6. Concluding sentence

topic sentence

supporting sentences

conclusion

topic sentence

supporting sentences

conclusion

topic sentence

supporting sentences

conclusion

# Topic Sentence

It is very first sentence or a catch line of a paragraph which determines the direction of the paragraph. It has following three requirements;

1. Discourse marker of structure
2. New idea/ Central idea
3. Topic of the Essay

# Causes and Consequences of Poverty in Pakistan

## Introduction

- 1.
- 2.

## Causes of Poverty in Pakistan

1. Mass illiteracy: demographic and cultural
2. Mega corruption
3. Gender discrimination

## Consequences of Poverty in Pakistan

1. Poor economic growth
2. Increase in crime rate
3. Extreme unemployment

## Solutions to Reduce Poverty in Pakistan

1. Quality education
2. Mass level of development
3. Dispensation of justice

## Conclusion

# Topic Sentence (Direct)

- ▶ To start with ,it is mass illiteracy that promotes poverty in Pakistan.....
- ▶ In addition, poverty also emerges due to corruption in a society.....
- ▶ Lastly, gender discrimination is another cause of poverty in Pakistan.....

# Topic Sentence (Indirect)

- ▶ It is mass illiteracy that is a **first** cause which promotes poverty in Pakistan.....
- ▶ Poverty **also** emerges due to corruption in a society.....
- ▶ **Along with mega corruption,** gender discrimination is final cause of poverty in Pakistan.....

# Topic Sentences

- ▶ **To start with**, poor economic growth is the foremost consequence of poverty in Pakistan.
- ▶ **In addition**, poverty in the country also leads to increase in the crime rate.
- ▶ **Lastly**, extreme unemployment is a result of extreme poverty in the country.

# Topic Sentence

- ▶ It is **quality education** that is the first method to reduce **poverty** from a society.....
- ▶ **Poverty** also be curtailed by **dispensation of social justice** at different level.....
- ▶ **Along with dispensation of social justice, finally** mass level of **development** provides lot of opportunities for work and this is the best way to minimize **poverty**.....

# Topic: Nothing great was ever achieved without Enthusiasm

- ▶ Firstly, history has proved many times that nothing great was ever achieved without utmost enthusiasm.
- ▶ Lastly, Bill Gates was a boy of middle class family of Washington and at his adult age he was interested in computer programming and he changed the course of human being on the basis of his passion and zest.
- ▶ On the other hand, there were many human who have tried to attain something special but could not because they had not a fine passion and zest.

# Development/Supporting Sentences

It is the art of converting your topic sentence into a comprehensive paragraph. It has four objectives: **Define, Describe, Justify and Link**. It can be achieved by applying following tools;

1. Topic sentence 1
2. Supporting sentences (Illustration of new ideas ) 3
3. Justification (Quotation , Saying , Reference , Examples ,Facts , Figures, Arguments, Observation and Compare and Contrast ) 1
4. Supporting sentences (Illustration of new ideas ) 3
5. Conclusion sentence 1

# Development/Supporting Sentences

It is the art of converting your topic sentence into a comprehensive paragraph and it can be achieved by applying following tools;

1. Topic sentence 1
2. Supporting sentences (Illustration of new ideas ) 4
3. **Antithesis** 1
4. Justification (Quotation , Saying , Reference , Examples ,Facts , Figures, Arguments, Observation and Compare and Contrast ) 1
5. Conclusion sentence 1

# Concluding Sentence

- ▶ It is the last sentence of a paragraph to conclude the discussion which has started with topic sentence. It has following requirements;
  1. Concluding discourse markers
  2. Idea of the topic sentence
  3. Repeat topic of the essay

# Concluding Sentences

- **Hence** ,it can be stated that **mass illiteracy** promotes **poverty in Pakistan**.....
- **In short**, it is proved that **poverty** also emerges due to **corruption** in a society.....
- **So**, it is **gender discrimination** which is another cause of **poverty** in Pakistan.....

# Coherence

It is an attachment and connectivity among ideas and sentences of a paragraph and essay to create flow, rhythm and beauty. Furthermore there must not seem a gap among ideas, sentences and paragraphs. It has two types;

- ▶ **Logical coherence (among ideas)**
- ▶ **Verbal coherence (sentences and paragraphs)**

It is mass illiteracy that is a cause which promotes poverty in Pakistan. Illiteracy refers to the inability of a person to read and write. In its simplest form, it can be defined as lack of any or sufficient education. Illiteracy is both a social-evil and a national problem for Pakistan. Pakistan is a country where rate of illiteracy is very high. According to Economic Survey of Pakistan 2017-18 illiteracy rate in Pakistan is 41%. However , illiteracy is more common among women and in rural areas of Pakistan. In short it can be stated that illiteracy is a social evil which has affected economic growth of Pakistan. (8 Sentences)

It is mass illiteracy that is a cause which promotes poverty in Pakistan. Illiteracy refers to the inability of a person to read and write. In its simplest form, it can be defined as lack of any or sufficient education. Illiteracy is both a social-evil and a national problem for Pakistan. Such situation also creates problems to secure employment in government as well in private sectors and thus leads to poverty. According to Economic Survey of Pakistan 2016-17 illiteracy rate in Pakistan is 41%., therefore 24.3% people of total population is living below the poverty line. It is also fact that illiterate people, in era of technology, are unable to do any business to improve the economic condition of their families. In short it can be stated that illiteracy is a social evil which always leads to poverty. (8 Sentences)

# National Integration: Ills and Remedies

It is quality education which can fasten national integration in a society and country. It equips an individual with knowledge, awareness and insight. **Furthermore**; it enhances an individual with variety of skills to earn employment in public or private sector and in foreign countries. It is quality education which makes a citizen to develop its cognitive abilities which is a best tool to differentiate between right and wrong and due to this, individuals can not deviate from social and national norms of a society. As Sir Syed has rightly said, "Educate, educate and educate, cure the roots and the tree will flourish." **Moreover**; an educated person is always a great source of inspiration for others and he can convert anti state elements to work for national building. **Hence**; this is proved that quality education is an effective tool to strengthen national integration.

# Tools of Logical Coherence

1. Relevant content
2. Do not repeat the content
3. Logical connection among new ideas and topic of essay

# Tools of Verbal Coherence

1. Discourse marker/Connectors/Transitional devices
2. Use of Pronoun
3. Synonyms and variation in words
4. Transitional paragraph **(join different parts of body paragraphs of an essay)**
5. Thesis statement

# Discourse Markers

ADDING

and  
also  
as well as  
moreover  
too  
furthermore  
additionally

SEQUENCING

first, second,  
third...  
finally  
next  
meanwhile  
after  
then  
subsequently

ILLUSTRATING

for example  
such as  
for instance  
in the case of  
as revealed  
by...  
illustrated by

CAUSE and  
EFFECT

because  
so  
therefore  
thus  
consequently  
hence

## COMPARING

similarly  
likewise  
as with  
like  
equally  
in the same  
way..

## QUALIFYING

but  
however  
although  
unless  
except  
apart from  
as long as  
if

## CONTRASTING

whereas  
instead of  
alternatively  
otherwise  
unlike  
on the other  
hand..  
conversely

## EMPHASISING

above all  
in particular  
especially  
significantly  
indeed  
notably

# Transitional Paragraph

- ▶ A **transitional paragraph** is a **paragraph** in an essay, summary, composition, or report that signals a shift from one section, idea, or approach to another. It only appears among body paragraphs.
- ▶ Usually short – usually as short as one or two sentences – a transitional paragraph is most commonly used to summarize the ideas of one part of a text in preparation for the beginning of another part.
- ▶ It is strictly prohibited at the end of introductions and beginning of conclusions.

# Unity

This is singleness of ideas and one idea must be presented in one sentence and one paragraph. In addition there must not be any kind of deviation from your topic of the essay and topic sentence of the paragraph.

# Organization

Order among sentences, ideas and paragraphs is called organization. The most important leads to less important and you proceed from international to national and national to local

# Make a Body Paragraph

Develop a body paragraph on any one of the following topic sentences.

## **Global Warming**

Firstly, nuclear radiation is a key cause of global warming.

## **Poverty in Pakistan**

Lastly, minimum participation of women in nation's building is another cause of poverty in Pakistan.

# Make a Body Paragraph

Develop a body paragraph on any one of the following topic sentences.

## **Global Warming**

Firstly, nuclear radiation is a key cause of global warming.

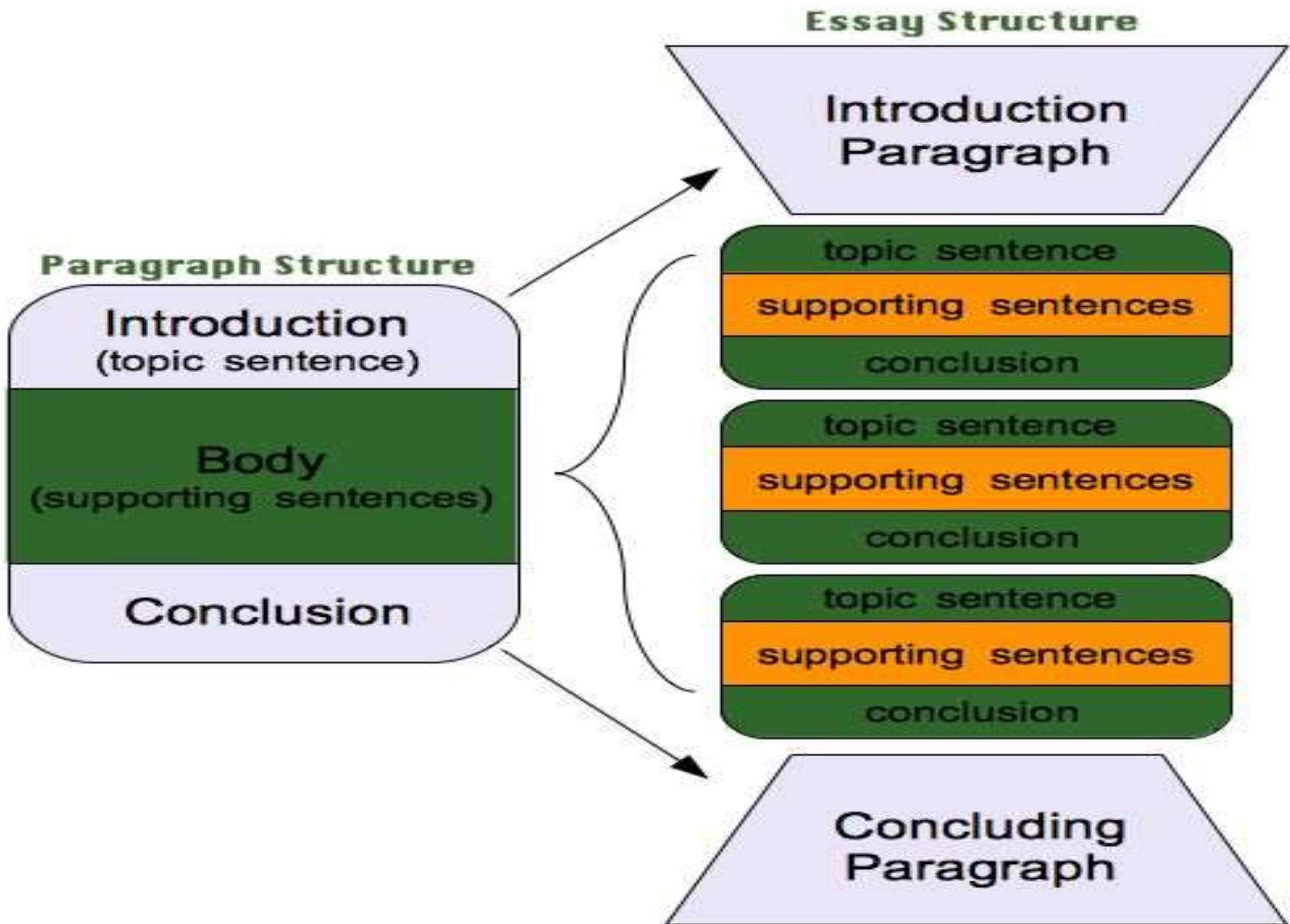
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## **Social Media: Blessing or Curse**

On the other hand , many people believe that social media always wastes the time of its users.

# Conclusion

- ▶ This is the last paragraph of your essay which outlining to your reader the main argument and points
- ▶ One continuous paragraph that is consisted on 14–16 sentences
- ▶ Reflect an abstract, summary or preface
- ▶ In simple words it is reproduction of your introduction in some different diction
- ▶ It has following key parts



# Components of a Conclusion: Descriptive Essay

1. Concluding Discourse Marker
2. Thesis statement: Complete Plans
3. Additional Statements: Primary and Secondary
4. Opening: Specific and General Statement

# Components of an Conclusion: Argumentative Essay

1. Concluding Discourse Marker
2. Thesis statement: Clear Stance
3. Additional Statements: Opponent Stance, Antithesis and Your Stance
4. Opening: Specific and General Statement

# Components of a Conclusion: Descriptive Essay

1. Opening Statement

2.

6 sentences

a. Concluding DM

b. General Statement 3

c. Specific Statement 3

2. Supporting Statements

12 sentences

a. Primary statements

b. Secondary statements

3. Thesis statement

01 Sentence

Concluding Statement 1

# Components of an Conclusion: Argumentative Essay

1. Opening Statement

2.

6 sentences

a. CDM

b. General Stat 3

c. Specific Statement 3

2. Supporting Statements

10 sentences

a. Your Stance 7

b. Others Opinion 3

c. Antithesis 1

3. Thesis statement

1

01 Sentence

Concluding Statement

# Write a conclusion on any of the following topics;

- Democracy its Hurdles and Hopes in Pakistan
- Has War on Terror Contributed to Growing Human Right Abuse?
- Corruption and its impacts on Pakistan
- Women Universities an Agent of Change
- Poverty in Pakistan its Causes and Consequences

# Why do we need outline?

# Why do we need outline?

- ▶ Helps to write faster
- ▶ Categorizes parts of an essay into sections
- ▶ Gives direction
- ▶ Maintains focus
- ▶ Saves time for editing
- ▶ Enhances coherence

# Outline

- An outline provides overview of an essay and it has followings objectives;
  - ✓ Organization of random ideas and thoughts is known as an outline.
  - ✓ Categorize the main points in headings or sections to organize the paragraphs in an order that makes sense and to make sure that each paragraph/idea can be fully developed.
  - ✓ Helps to prevent a writer from getting stuck when the writer is performing the actual writing of the essay.
- Two types of Outline: **Key Words Outline** and **Sentences Outline**

# Key Features of a Good Outline

1. Comprehensive image
2. Divide the topic in headings (Universal, primary and secondary )
3. Use the key words of your essay in headings
4. Every heading must be self explanatory
5. Capitalize every key word of title/topic/headings/subheadings expect preposition, articles, helping verb, pronoun and conjunction
6. Illustrate the headings with points in the form of phrases
7. Every point can be divided in sub points in order to explain the content of the paragraph but on sub points separate paragraph are not required
8. Sentences are not recommended except interrogative
9. Flawless
10. Beautiful presentation

# “There are Some Hurdles in the Way of a Truly Independent State”

## Introduction.

1. Emergence of Sovereign state
2. What does mean by an Independent state?

## Origin of independent states

## Characteristics of a Truly Independent State

1. Political stability is a key reason.
2. Visionary foreign policy

## Hurdles in the Way of a truly Independent State

1. Mass Illiteracy
2. Poor Economic Growth

## Consequences due to Dependent States

- 1
- 2

## Solutions to get the Status of an Independent State

1. Quality education can improve the status.
2. Practical foreign policy
3. Sustainable economic growth

## Conclusion

# Coeducation its Merits and Demerits

- ▶ Introduction
- ▶ Merits of coeducation
- ▶ Demerits of coeducation
- ▶ Conclusion

# Climate Change a Real Threat for Economic Growth of Pakistan

## Introduction

- a.
- b.
- c.

## Causes of Climate in Pakistan

- a.
- b.

## Consequences of Climate Change on Economic Growth in Pakistan

- a.
- b.

## Conclusion

# Classrooms Decide the Future of a Nation

## Introduction

1

2

## How Education Decides the Future of a Nation

1

2

3

4

## Solutions to Improve Education

1

2

3

## Conclusion

# Climate Change is a Real Threat for Economic Prosperity of Pakistan

- ▶ Introduction
- ▶ Causes of Climate change
- ▶ How Climate Change is a Threat for Economic Prosperity of Pakistan
- ▶ Solution to Minimize Threats of Climate Change
- ▶ Conclusion

# Process for Making Outlines

- Gathering of information (30)
  - Heading
  - Free writing
  - Looping
- Organization of information (15)
  - Selection
  - Categorization
  - Placement/ranking
  - Outline

# Essay Outline Format for Factual/ Social and Descriptive

## ▶ Introduction

1. General Statement
2. Specific Statement
3. Specific Statement

## ▶ Part 1 (Primary Heading)

- 1
- 2
- 3
- 4
- 5

## ▶ Part 2 (Primary Heading 2)

1

2

3

4

5

## ▶ Part 3 (Secondary Heading)

1

2

3

4

5

# Conclusion

# Topic: Terrorism in Pakistan its Causes and Consequences

## Outline

### ▶ Introduction

1. Evolution of societies
2. Occurrence of conflicts  
a natural phenomenon
3. What does terrorism mean?

### ▶ Causes of Terrorism in Pakistan

1. Poor law and order;
  - a. Situation in FATA
  - b. Insurgency in Balochistan
2. Mass illiteracy
3. Foreign involvement

**Essay Introduction**  
General Statement  
Specific Statement  
Causes (P)  
Consequences (P)  
Solutions (S)  
Thesis Statement

## ▶ **Consequences of Terrorism in Pakistan**

1. Poor economic growth: decrease in exports and surge in imports
2. Human loss
- 3.

## ▶ **Way forwards to Reduce Terrorism in Pakistan**

1. Quality education
2. Provision of social and economic justice
- 3.
- 4.

## ▶ **Conclusion**

# Pakistan is Rich in Resources but Poor in Management

# Topic: Pakistan is Rich in Resources but Poor in Management

## Outline

### Introduction

1. Evolution of human civilization
2. Role of resources for prosperity and development
3. Emergence of Pakistan as an independent state

### Resources of Pakistan

1. Abundant human resource
2. Fertile agricultural lands
3. Geographical location
4. Variety of natural resources

# Causes of Poor in Management

## How Pakistan is Poor in Management

1. Mass illiteracy
2. Corruption at every level
3. Bad governance

## Way forwards to Get Advantages from Resources of Pakistan

1. Quality education
2. Rule of law
3. Political stability

## Conclusion

# International Organizations have Failed to Protect Humanity (Descriptive)

## ▶ Introduction

1. Evolution of concept of sovereign states
2. what does mean by international organizations?

## ▶ Objectives of International Organizations

1. Maintaining peace
2. Reduction of poverty
3. Protection of human rights
- 4
- 5

## ▶ Evidences of their Failure

1. War every where
2. Deaths due to hunger and poverty
3. Violation of basic human rights even in developed

countries

- 4
- 5

# Solutions to Make These Organizations Effective

1. Structural reforms
2. Financial dependency
3. Availability of implementation force

4

5

## ► Conclusion

# International Organizations have Failed to Protect Humanity (Argumentative)

1. Introduction
2. War every where especially in Syria, Iraq and Afghanistan is the failure of international organizations
3. Deaths due to hunger and poverty indicate the reality of international organizations
4. Violation of basic human rights even in developed countries
5. Non-resolution of regional issues :Kashmir and Palestine
6. Inability to implement policies/decisions: Kyoto protocol

7. Peace keeping delinquencies
8. Rampant pollution and global warming;
  - a. Increase in world temperature
  - b. Melting of glaciers
7. Rise in terrorism : emergence of ISIS and other terrorist organization
8. Proliferation of nuclear weapons as 8 countries got nuclear weapons after 1945
9. Monopolization of security council (5 Permanent Members)
10. Minorities are suffering due to failure of international organization
11. Financial support for under developed and developing countries has brought more corruption
12. Conclusion

# War on Terror has Contributed to Growing Human Right Abuse

## ▶ Introduction

1. Occurrence of a conflict a natural phenomenon
2. What does mean by war on terror?
3. Short history of war on terror

## ▶ Basic Human Rights

- 1.
- 2.
- 3.

## ▶ Human Rights Abuse due to War on Terror

1. Huge displacement
2. Unauthorized search
3. Mass level of killing
4. Right of education denied
5. Restriction on movement
6. Harassment of women and children

## ▶ Solutions to Protect Human Rights during War on Terror

- 1.
- 2.
- 3.

## ▶ Conclusion

# Corruption is the Mother of all Evils in our Society

## Introduction

1. Evolution of civic life
2. Role of accountability for development and progress
3. What does mean by corruption?

## Key Causes of Corruption

## Consequences of Corruption

1. Social
2. Political
4. Religious
5. Infuses provincial and ethnic rift
6. Promotes clashes among institutions
7. Restricts economic growth
8. Enhances lawlessness in a society

## Impacts of Corruption

1. Increases in crime rate
2. Promotes unemployment
3. Deprives talented people from their right

## Solutions to Minimize Corruption

1. Quality education
2. Accountability at all level
3. Strong accountability mechanism
4. Mass awareness
5. Visionary leadership

## Conclusion

# Corruption is the Mother of all Evils in our Society

## Introduction

1. Evolution of civic life
2. Role of accountability for development and progress
3. What does mean by corruption?

## Key Causes of Corruption

## How Corruption is the Mother of all Evils

1. Increases in crime rate
2. Promotes unemployment
3. Deprives talented people from their right

4. Infuses provincial and ethnic rift
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6. Restricts economic growth
7. Enhances lawlessness in a society

## **Solutions to Minimize Corruption**

1. Quality education
2. Accountability at all level
3. Strong accountability mechanism
4. Mass awareness
5. Visionary leadership

## **Conclusion**

# **Crisis of Governance in Pakistan Needs Institutional Reforms**

# Topic: Crisis of Governance in Pakistan Needs Institutional Reforms

## ▶ Introduction

1. Evolution of concept of governance
2. Role of governance for development
3. What is crisis of governance?

## ▶ Characteristics of Good Governance

- 1.
- 2.
- 3.

## ▶ Reasons of Crisis of Governance

- 1.
- 2.
- 3.

## ▶ Needs of Institutional Reforms to Improve Governance

1.

2.

3.

## Conclusion

# Topic: Crisis of Governance in Pakistan Needs Institutional Reforms

## ▶ Introduction

1. Evolution of concept of governance
2. Role of governance for development
3. What is crisis of governance?

## ▶ Characteristics of Good Governance

- 1.
- 2.
- 3.

## ▶ Nature of Crisis of Governance

- 1.
- 2.
- 3.

## ▶ Needs of Institutional Reforms to Improve Governance

1.

2.

3.

## Conclusion

# World as a Global Village: **Learning to Live Together**

## 1. Introduction

- a. Evolution of civilization
- b. What does mean by global village?

## 2. Key Characteristics of Global Village

- a. Global connectivity
- b. Advance and efficient mode of transportation
- c. Highly efficient communication networks
- d. E-banking and e-marketing does not require physically interaction
- e. Global and regional cooperation

### 3. Global Village Helps to Live Together

- a. Helps to adopt good practices for prosperity and betterment of human beings
- b. Promotes interfaith harmony
- c. Brings peace among different civilizations and communities
- d. Assists to identify conflicts at different levels
- e. Ensures dialogue to promote peace
- f. Encourages cultural diffusion
- g. Guards individuals' respect and states' sovereignty

### 4. Conclusion

# Classrooms Decide the Future of the Nation

# Classrooms decide the Future of the Nation

## 1. Introduction

1. Evolution of human societies
2. Role of class for prosperity and development

## 2. Key Features of Real Classrooms

# How Classrooms decide the Future of the Nation

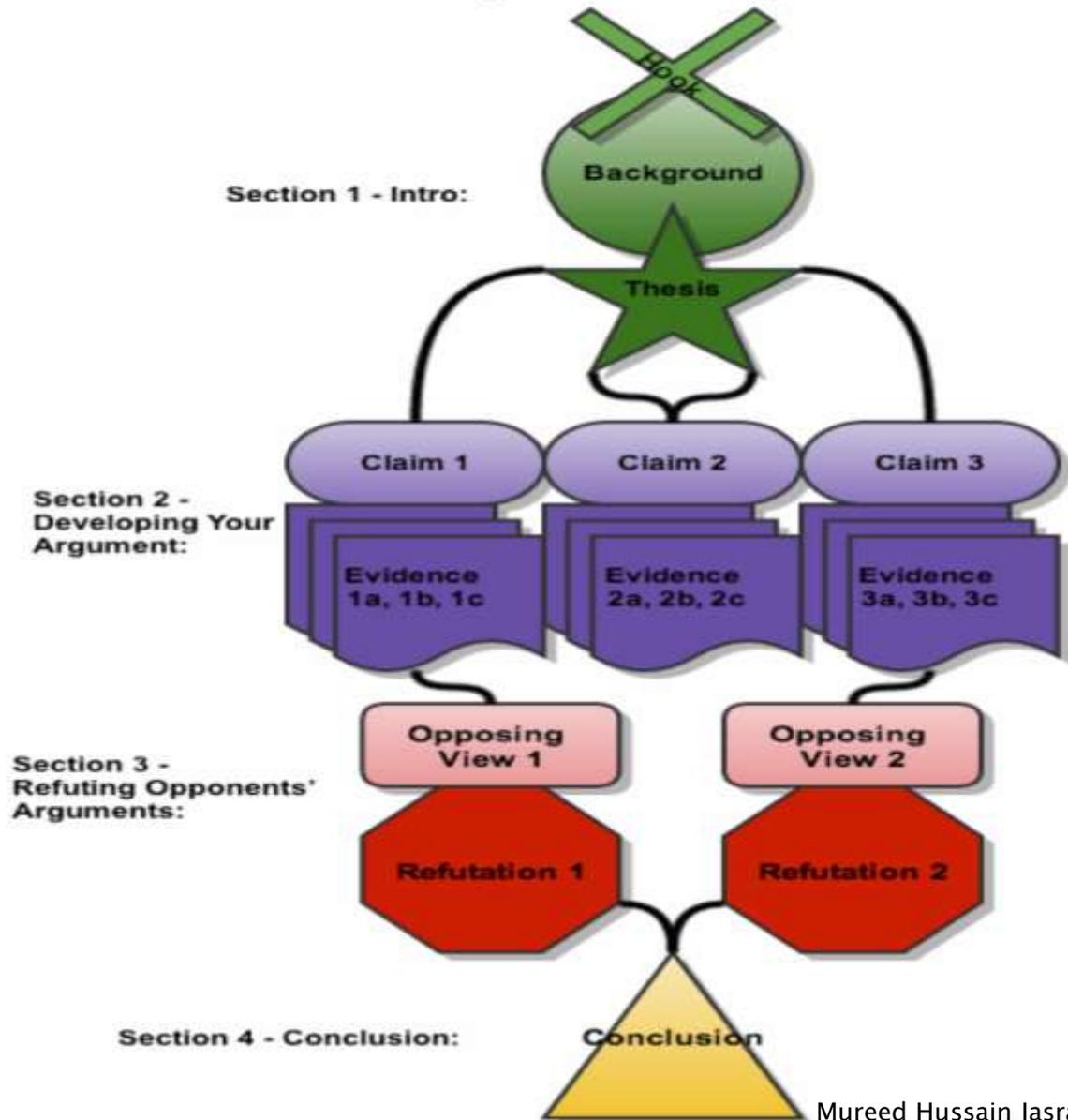
1. Brings discipline
2. Promotes gender respect
3. Encourages learning of new disciplines
4. Classrooms act as a think tank
5. Creates consciousness among students about social evils
6. Produces opinion leaders like Karl Marx
7. Infuses culture of innovation and research
8. Reduces extremism and violence from societies due to cultural exchange
9. Provides equal opportunities for learning to all stakeholders
10. Challenges orthodox dogmas in the societies
11. Ensures positive political participation

## Conclusion

# Argumentative Essay Outline

<b>Nature of topic</b>	Statement/quotation, mostly in the form of question
<b>Requirement</b>	Stance is required. Prove with Yes/No
<b>Knowledge</b>	Diversified
<b>Failure</b>	Maximum (90%)
<b>Length</b>	Short (1200–1400)
<b>Marks</b>	Highest (50–80)
<b>Criteria</b>	Knowledge with Extra-ordinary language

### Argumentative Essay Outline



# Argumentative Essay Outline

1. Stance of readers is required in the form of yes /no.
2. Comprehensive image
3. You can select **Heading Outline** or **Sentences Outline**
  - A. **Heading Outline:** Divide it in headings: Universal, yours and opponent's stance.
  - B. **Sentences Outline:** Occasionally you may illustrate or justify your stance with points in the form of phrases/sentences as sentences can be used in Argumentative Essay
4. Ideally every argument should be taken from different field.
5. Flawless
6. Beautiful presentation

# Is Gender Equality a Myth?

## ▶ Introduction

1. Evolution of civic life
2. What does mean by gender equality?

## ▶ Gender Equality is a Myth

1. Male dominance in societies manifests the reality of gender inequality
2. Cultural attachment
3. Orthodox religious practices
4. Conservative social norms
5. Economic dependence of women
6. Limited political participation by women

- Limited job opportunities all over the world
- Plato called women, property of state
- Frailty thy name is woman
- **How Gender Equality is a Fact**
- Women equality in West
- Article 25 (2) Constitution of Pakistan 1973 ensures equality
- Biological equality of men and female
- **Conclusion**

# Is Gender Equality a Myth?

- Introduction
- Male dominance in societies manifests the reality of gender equality
- Cultural attachments reflect males supremacy in many societies
- Orthodox religious practices restricts women equality
- Conservative social norms make women equality a distant dream
- Economic dependence of women is still in illusion
- Limited political participation by women conveys the reality

- Women equality can be seen the Western culture
- Article 25 (2) Constitution of Pakistan 1973 ensures equality
- Biological equality of men and women supports the concept of equality
- Conclusion

# Has Democracy Failed to Deliver in Pakistan?

## Introduction

- Evolution of different forms of governance
- Democracy and its key objectives

## Characteristics of Real Democracy

## Failure of Democracy to Deliver in Pakistan

- Extreme poverty confirms the failure of democracy;
  - a. 27 % of total population is living below poverty.
  - b. 48% citizens do not have access to clean water.
- Absence of transparency and accountability manifests the reality of democracy in Pakistan.
- Freedom of speech can never be denied in real democratic states: kidnapping and torture on civil society activists.
- Rise in inflation

- Prevalence of gender inequality shows the worth of democracy.
- Restoration of democratic government has failed to build confidence of foreign direct investors: decrease in FDI.
- Failed to ensure national integration: insurgency in Balochistan and FATA.
- Failed to provide basic necessities of life;
  - a. Food
  - b. Shelter
  - c. Education

## Area Where Democracy Remains Successful

- Political parties introduce devolution of power to ensure provision of basic necessities: 18<sup>th</sup> amendment.
- NFC award 2010 a step by democratic government toward nation integration: division of resources on diverse formula
- Freedom to press: emergence of social media and private channels.

# Has Democracy Failed to Deliver in Pakistan?

1. Introduction
2. Democracy and its key objectives
3. Extreme poverty confirms the failure of democracy;
  - a. 27 % of total population are living below poverty.
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  - b. Shelter
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- Political parties introduce devolution of power to ensure provision of basic necessities: 18<sup>th</sup> amendment
- NFC award 2010 a step by democratic government toward nation integration manifests its success: division of resources on diverse formula
- Freedom to press: emergence of social media and private channels
- Conclusion

# Content

Content is a compilation of information, ideas, stuff and messages that are translated into some kind of written material or an essay. *Furthermore; Valuable content is the focus of all successful writings. Followings are qualities of a good content;*

- 1. Unquestionable*
- 2. Must mention your source*
- 3. Universal reputation*
- 4. Definite knowledge*

# Types of Topics

- ▶ Universal topics
- ▶ Emerging topics
- ▶ Literary topics

# Universal Topics

- ▶ Education
- ▶ Democracy
- ▶ Socio–economics Issues
- ▶ Media/Social Media
- ▶ UNO
- ▶ Climate Change/Global Warming/Water Crisis
- ▶ Feminism/Women Empowerment/Right of Women in Islam

# Democracy' key Dimensions

- ▶ Forms of Democracy
- ▶ Features / Characteristics / Culture
- ▶ Hurdles / Reasons of Failures / Issues / Challenges
- ▶ Impacts / Consequences / Repercussion due to Failure of Democracy
- ▶ Remedies / Solution / Way forward
- ▶ Future / Hopes

# Topics from Past paper

- ▶ Polarized Politics: the Issues and Challenges of Democracy in Pakistan
- ▶ Features of Real Democracy
- ▶ Democracy is Culture rather than a Process
- ▶ Democracy in Pakistan: Hopes and Hurdles
- ▶ Future of Democracy in Pakistan
- ▶ Democracy and Illiteracy can never move together

# Education's Key Dimensions

- ▶ What is education?
- ▶ Types of education
- ▶ Merits / benefits / advantages / changes
- ▶ Causes of failures / hurdles / ills / reasons / issues / problems
- ▶ Failures / repercussions / consequences
- ▶ Remedies / Solution / Way forward

# Topics from Past Papers

- ▶ Women universities as an agent of change.
- ▶ Higher education: Ills and remedies.
- ▶ Higher science education in the developing countries.
- ▶ Higher Education as an agent of change.
- ▶ Privatizing higher education—generating knowledge or making more money for the opulent.
- ▶ Pleasures of reading.
- ▶ Education makes a people easy to lead, but difficult to drive, easy to govern, but impossible to enslave.
- ▶ Education aims for its object the formation of character.
- ▶ Need for serious planning in technical education in Pakistan.
- ▶ Reforms in Examination systems.
- ▶ The present system of Education must assume some of responsibilities of our failure.
- ▶ Co-education , Merits and Demerits.
- ▶ A Critical Analysis of Education Systems in Pakistan.
- ▶ Meaning and purpose of education.
- ▶ There should be colleges and schools just for men/boys and some just for women/girl.

# Key Topics 1 / 3

1. Global Warming/ Climate Change and our Preparation to Counter it/ Climate Change is a real threat for economic prosperity of Pakistan
2. Making of new Provinces in Pakistan: Challenges and Prospects
3. Rights of Minorities in Pakistan: Issues and Solutions
4. Education/ Education System of Pakistan has Failed to Produce Efficient Human Resource/ Illiteracy breeds Extremism in the Society
5. 'Dharna' against the State: Freedom of Speech or Question on the Writ of the State
6. Democracy/Features Of Democracy/ Future of Democracy in Pakistan/Election Reforms/Why is Democracy Failed to Deliver in Pakistan?

# Key Topics 2 / 3

7. Emerging Powers of Social Media and its role for Good Governance/Limitation of Free Speech/Demise of imperial Media
8. Image of Islam in West and responsibilities of Muslim Umha
9. Energy Crisis/ Water Crisis/Water is Essential for Economic Stability of Pakistan/Water Crisis and its impacts on National Integration
10. Critical Analysis of United Nation
11. Urbanization and Its Hazards
12. Accountability Reduces Corruption and This Leads to Peace, Stability and Prosperity
13. Socio-economic Problems of Pakistan

# Key Topics 3 / 3

1. Gender Equality/ Female Education/ Rights of Women in Islam/ Gender Equality is a Myth/Feminism/Women empowerment
2. Deglobalization and its impacts on modern world/ Populism / Nationalism
3. Artificial Intelligence: Blessing or Curse
4. Youth/Population bulge: Dividend or boom
5. Primary health care and poverty are two main reasons of Pakistan backwardness

Serial#	Topic	Page
1	Education	1-15
2	Democracy	16-30
3	United Nation and Foreign Policy of Pakistan	31-45
4	Socio-economic Problems	46-60
5	Feminism/ Women Rights	61-75
6	Global Warming/ Climate Change	76-90
7	Media/Social Media	91-105

GDP  
GNP  
GDP on education  
GDP on health  
GDP on debt service  
GDP on defense  
FDI  
Remittances  
Total Taxes  
Total Expenditures  
Budget Deficit  
  
Total Exports  
Total Imports  
Trade Deficit  
  
Inflation Rate  
Poverty Line  
Per Capital Income

Electricity Potential  
Installed Capacity  
Total Production  
–Hyde  
–thermal  
–nuclear  
–solar  
–others  
Total Demands  
Short Fall  
  
Natural Gas  
Potential  
Production  
Demand  
Deficit

Population Growth  
Literacy Rate  
–among males  
–among females  
–provinces wise  
–higher education

# Key Sources

- ▶ Standard Books (Why Do Nations Fail by Acemoglu and Robinson , Pakistan Beyond the Crisis State by Dr Maleeha Lodhi ,and International Affairs by Dr Safder Mahmood)
- ▶ Quality Periodical (IPRI, Strategic Studies and Defense Journal)
- ▶ Dawn Newspaper (Opinion Writing, Editorial and News of Policies)
- ▶ Government Documents (Economic Survey 2019–20, Brief of Budget 17–18, National Action Plan 16, Vision 2025, CPEC Review, Water Policy 2018 and Education Policy 2018 Review)
- ▶ Helping Books

# Expression

The style of writing, selection of words, combinations of phrases and clauses, construction of sentences and composition of paragraphs in an essay is called expression. It must have following qualities;

# Types of Expression

- ▶ Simple but flawless 40–42
- ▶ Complex but flawless 50–80
- ▶ Complex with mistakes 20–30
- ▶ Simple with mistakes 10–20

1. Clear stance
2. Punctuation marks
3. Definite knowledge
4. Flawless expression
5. Expressive not impressive
6. Proper structure
7. Use of discourse markers, adjectives and synonyms
8. Valid arguments
9. Reasonable handwriting

The style of writing is known as expression. It is also known as selection of words. Selection of phrases and clauses is also expression. In addition selection of sentences and selection of paragraphs in an essay is also called expression.

The style of writing, selection of words, combinations of phrases and clauses, construction of sentences and composition of paragraphs in an essay is called expression.

# How to Improve

- ▶ Read quality books and literary piece of writings (Unpopular Essays by Bertrand Russell, Pakistan: A Hard Country by Paul Liven)
- ▶ Work on your vocabulary
- ▶ Do maximum writing practice

# Grammar

- ▶ *Grammar is the structural foundation of our ability to express ourselves in the form of words*
- ▶ *The more we are aware of how it works, the more we can monitor the meaning and effectiveness of the way we and others use language*
- ▶ *It can help foster precision, reduce ambiguity and exploit the richness of expression available in English*
- ▶ *This includes: Tenses, Narration, Active and Passive, Use of Article, Punctuation, Translation, Use of Preposition and Sentence Correction*

# Key Issues

- ▶ **The Fragment:** A number of different ideas should not be put together in one single unit

a) He is my friend and Pakistan is a rich country.

- ▶ **Incomplete Sentences**

Pakistan is my country facing many issues.

Pakistan is my country who facing many issues.

Pakistan is my country that is facing many issues.

- ▶ **Punctuation** (Use of Capital Letters, Inverted Commas and etc)

- ▶ **Use of Articles:** A and an with countable are mostly missing with excessive use of the

- ▶ **Use of Tenses:**

a. Present simple tense (where to use s or es with verb of singular noun or pronoun)

b. Difference between Present Perfect and Simple Past tense

# Key Issues

- ▶ **The Fused Sentence:** Sentences that run into each other with no marks of punctuation are said to be '*fused.*' Writing such sentences is not only a sign of extreme carelessness or sheer ignorance of the basic facts about sentence structure

Our club raised some money for the Red Crescent Society an organization like this wonderful.

- Our club raised some money for the Red Crescent Society, an organization like this is doing a wonderful work.
- Our club raised some money for the Red Crescent Society. An organization like this is a wonderful thing.

- **Presentation**

# Arguments

- ▶ An argument is an attempt to persuade someone of something, by giving reasons for accepting a particular conclusion as evident.
- ▶ Natural language, proper structure, beautiful and flawless expression, accurate content and correct grammar are the key for good arguments

# Time Management (3 hours / 180 m)

Every productive work requires some kind of planning. Essay writing is a creative process; hence it requires planning as well. A good essay writer plans it into following stages;

- ▶ Selection of topic                      05    m
- ▶ Pre writing stage                        45    m
- ▶ Drafting stage                          115   m
- ▶ Post drafting stage                    15    m

# Selection of the Topic

- Read all the topics
- Understanding of the topic
- Prepared structure
- Definite knowledge
- Interest
- Academic qualification

# Pre Writing Stage

- Gathering of information (30)
  - heading
  - free writing
  - looping
- Organization of information (15)
  - selection
  - categorization
  - Placement/ranking
  - outline

# Writing Stage 1 / 1

- Always follow the topic of your essay, do not miss its basic requirements and questions. Your first task is to fully understand the question being asked.
- Informal Language: **Do not rather don't and four rather 4.**
- Writing in First Person: Academic writing should be written in third person, eliminating the personal use of I.
- **Instead of "I think" always say "It can be argued".**
- Do not write incomplete sentences especially when you combine two clauses
- Clear stance
- Try to meet number of words 1600–2200
- Definite knowledge
- Do not write incomplete paragraphs especially conclusion

# Writing Stage 2 / 1

- Flawless expression
- Expressive not impressive
- Proper structure
- Use of discourse markers, punctuation marks, adjectives and synonyms
- Valid arguments
- Reasonable handwriting

# Post Drafting Stage

It consists on

1. Revision
2. Edition

# Revision

This is recognition of your mistakes of spellings, punctuation, grammar, sentence structure and topic and concluding sentence by revising following parts;

1. Outline
2. Introduction
3. First two paragraphs of body
4. Conclusion

# Edition

~~It is the process to correct the mistakes.~~  
Furthermore mistakes can be corrected in following ways;

1. Add
2. Reword
3. Cut/delete
4. Resentence

# Fields to Cover

Candidates will be required to write one essay in English. A wide choice of subjects will be given

The fields generally are:

- 1) Literature Related
- 2) Philosophy
- 3) International Politics
- 4) Economics related
- 5) Social issues
- 6) Religious issues

# Recommended Sources

- High School English Grammar by Wren and Martin
- The Origins of Power, Prosperity, and Poverty: Why Nations Fail by Acemoglu and Robinson
- Pakistan Beyond the Crisis State by Maleeha Lodhi
- GRE Vocabulary
- Dawn Newspaper (Opinion Writing, Editorial and News of Policies)

# Recommended Sources

- **Research Magazines** (IPRI, Strategic Studies, Global Image and Defense Journal)
- **Government Documents** (Economic Survey 16–17, Brief of Budget 16–17, National Action Plan 16, Vision 2025, CPEC Review and Education Policy 2009 Review)

# For Articles, Outlines, Books and etc)

➤ **Mureed Hussain Jasra CSP** (Facebook page)

# QUESTIONS & ANSWERS