

**Art
of
Writing
Effective Essays**

*for
School, College & University Students*

also for

CSS/PCS/PMS

and other

Competitive & Professional Examinations
for a Guaranteed Success in Examinations

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Dedicated
to
My son Chaudhry Ahmad Yar
and
daughter Sultan Bano

and
all English language fraternity and experts of language
and also
to all students, learners and candidates for professionals
examinations
with
a
prayer of success.

Preface

“*Art of Writing Effective Essays*” is a small book containing the skills and techniques about essay writing in an effective manner to communicate in the modern perspective and requirements by a reasonable level of hard work in a perfectly guided environment on each and every aspect relating to the subject.

Essay writing, now a days, is being treated as a big trouble and burden by the students because generally they are not in habit of reading tiresome books as well as writing on lengthy subjects and topics in a detailed manner encompassing all the necessary details about a topic or subject.

In all educational, professional and competitive examinations, the failure rate in *Essay writing* is extremely high. As I have a gross-root level interaction with students, professional, candidates of different professionals and competitive examinations, they are all the time discussing about *Essay writing* or fear caused by the failure in *Essay writing*. I have also suffered from such thinking and fear of failure in essay in different Competitive Examinations. Thus, I am better able to understand the worries and fears of students, candidates of professional and competitive examinations about failure in *Essay writing*. Generally, there is no prescribed syllabus for *Essay writing* being an open-ended subject. It is becoming even more fearful for the young graduates who are not in habit of writing lengthy and detailed compositions and essays.

When I was a student, although I am still a student because I am still learning by consulting books as well as benefiting from the experience of other learned people, I was in search of some book which may make *Essay writing* easy for me and ensure my success in my examinations but I had met a failure as I was unable to find such a book at that time. Still, even today, the same problem persists. Before

beginning this thesis on *Essay writing*, I have explored all book shops for a book on *Essay writing* but there was nothing except failure. I have been offered books, small or big, containing ready-made essays but nothing about basic techniques and skills regarding writing essays. It has forced me to do something for younger generation of this nation in this particular subject. The remarks of the then Chairman, Federal Public Service Commission, sometime back while commenting on the CSS result, about the worst performance of students in *Essay writing* has further strengthened my ambition and commitment to work on the problem and finding a good solution for young generation particularly appearing in Competitive Examinations. However, for an excellence in any field you need a commitment, as described by Longfellow, an American poet, like this :

*The heights by great men reached and kept,
Were not attained by sudden flight;
But they, while their companions slept,
Were toiling upwards in the night.*

It is my effort to provide some comprehensive guidance and information about the *art of writing effective essays* and it is not final and complete in any way. It is just a pioneering effort to open a new field for the experts of language who might have more experience than I in the field of English language with the hope that they will do something better for the young generation of this nation to make them expert and skilled in writing on detailed topics and particularly on *Essay writing*.

However, every effort has been made to make this text error-free but after all we are humans and there is possibility of mistakes, errors and omissions but all it will be without any bad intention. However, I shall be thankful if you point out about such mistakes, errors or omissions for rectification in future editions and for the benefit of others. Your cooperation, guidance and assistance will be of tremendous benefit for me.

All suggestions and comments will be welcomed for improvement of quality of this work. I shall also be ready and

available for all such guidance and advice for the benefit of young generation of this nation.

You can also send me or my Legal Advisors and Consultants your messages electronically at my or their e-mail address given hereunder. Your questions and queries will be answered and advice about any aspect of the subject or topic will also be provided.

*Rawalpindi,
January, 2007.*

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Art of Writing Effective Essays

C O N T E N T S

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FPSC Competitive Examination Past Papers of English Essay from the year 1971 to date

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Career Planning Institute

A Vision for Developing Excellence in Careers Selection and Choice

It is an impression that you require education for all purposes and examinations, ordinary or professional, except career-related examinations which are always specialized in their nature and needs. Most of the career-related and civil or professional services-related examinations are having special syllabi and courses according to specialized needs and requirements of the concerned departments and organizations. Thus, it is illogical argument that there is no need of any preparation for such specialized professional and civil services-related examinations due to their particular and special requirements. But there are no specialized educational institutions for preparation/coaching, training, guidance and counselling of intended candidates in the country except a few facilities for the candidates of under-developed regions and provinces like Sindh in some universities of the province for preparing, guiding and counselling them for civil service examination-related matters. But it is a question that why such facilities are not extended to candidates of the other areas, regions and provinces as they are also having same type of disabilities and deficiencies. Therefore, it is the requirement of all the intending candidates to avail some institutional facility for professional and civil service or career-related examinations keeping in view their specialized requirements for success. In fact, this was the

reason behind the idea of a career planning institute.

I have successfully attempted many Professional and Competitive Examinations conducted by different organizations and institutions i.e. Private and Public Organizations and Institutions like Federal and Provincial Public Service Commissions. However, I was unable to avail the facility of an institution which may help me providing guidance and counselling about Career Selection and Choice. It has forced me to make a commitment with myself to work for the establishment of an Institution which may guide and lead the young generation of this nation for proper and suitable selection and choice of their future careers and career-related preparation/coaching, guidance and counselling, according to their aptitudes and bent of minds with proper facility of institutional preparation.

This idea remained dormant in my mind for a long time because it was not possible without availability of reasonable financial resources for materializing it into a reality and project on ground. I have started this institution in a rented building in 1994 but again financial problems and meagre resources in comparison with rising rents in Islamabad forced me to close or shift this project from one place to another. It also remained located some times in Blue Area but again rising rent demands had not allowed me to work for the success of this project because I only wish to run it on “No Profit, No Loss Basis” so that everyone, rich or poor, may avail a quality preparation/coaching, guidance and counselling facility at affordable expense.

Now, Career Planning Institute or CPI has been established in such a premises which is not supposed to be disturbed at least in near future.

CPI, in fact, is the result of a collective wisdom and efforts of my friends and colleagues in the educational institutions and public service who are also providing their expert and esteemed services whenever required for the future-building of the young generation of this nation.

Programmes and Courses of CPI

At present, the CPI is offering and organizing the following specialized preparatory Programmes and Courses for different terms and durations according to their importance and requirements :

<i>S. No.</i>	<i>Description of Programmes or Courses</i>	<i>Duration</i>
1.	CSS Preparatory Programme for Compulsory Subjects.	It is planned for 4-6 months duration. However, for weak and cautious candidates it continues through out the year for preparing next year examination with detailed study of all compulsory subjects and optional subjects (where teaching facility is available according to the interest of the candidate).
2.	CSS Optional Subjects Preparatory Programme	Regular classes are only arranged if there are at least four candidates available in any subject. In other cases, individual candidates are provided guidance by experts or teachers in their relevant subjects, if so desired by the candidate.
3.	PCS (Judicial for Civil Judge-cum-Judicial Magistrate) Preparatory Programme	It is also 4-6 months preparatory Programme for providing coaching and guidance in all subjects. However, for weak and cautious candidates it continues through out the year for preparing next year examination with detailed study of the relevant subjects.
4.	PMS (Provincial Management Service)/PCS Preparatory Programme	This Programme is planned for 3-4 months duration providing guidance and coaching in all subjects. However, for weak and cautious candidate it continues through out the year for preparing next year examination with detailed study of all subjects.

5. **Section Officer's Preparatory Programme** Section Officers (Promotional Examination) Preparatory Programme is planned for 2-3 months duration.
6. **Preparatory Programmes for other Professional and Recruitment Tests** There are variety of other Programmes which are meant to prepare candidates for different Professional Examinations for recruitment by different Federal or Provincial Authorities, Organizations or Departments or Commissions. These Programmes are planned according to the requirements of the candidates on the availability of suitable number of candidates, whenever required according to the advertisement of the posts by different bodies or Commissions.
7. **Interview or Viva Voce Preparations and Skills Programmes** These Programmes are started to prepare the students and candidates psychologically to face different interview committees or boards. All necessary guidance and counselling is provided to shun the fear of students and candidates to face interviewers successfully.
8. **English Grammar and Composition Courses** The Institute launches different Courses for English Grammar and Composition having duration from 2-4 months for interested students or candidates through out the year, from time to time.
9. **Spoken English Courses** These Courses are continuously going on through out the year having duration of 2-3 months.

10. General Preparatory Programmes and Courses i.e. TOEFL, IELTS, GRE, GMAT, SAT and Entry Tests, etc.

CPI is organizing and managing variety of other Programmes and Courses according to the requirements and needs of the candidates in different fields and areas keeping in view the market requirements or as per the demand of the candidates providing them the services of experts and experienced Professionals in the relevant fields. CPI is also guiding and preparing students in TOEFL, IELTS, GRE, GMAT, SAT and other Entry Tests for Professional, Medical and Engineering Colleges.

CPI is organizing all the above Programmes and Courses without commercializing expertise and skill. All these Programmes and Courses are organized on the basis of “No profit, no loss” only to meet the break-even point but providing the services of highly qualified, experienced and professional personnel.

CPI is based on a vision to guide the young generation for their future planning without economic exploitation. So that everybody may avail expert guidance and counselling for his future career planning and selection in a systematised and well-planned manner.

CPI is preparing for excellence in careers by providing effective guidance and training in skills and techniques for ultimate success without wasting your precious time in your best interests.

*The heights by great men reached and kept,
Were not attained by sudden flight;
But they, while their companions slept,
Were toiling upwards in the night.*

..... *Longfellow*

PART - I

**WRITING
EFFECTIVE ESSAYS**