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Descriptive English

- Essay Writing
- Expansion Writing
- Report Writing
- Precis Writing
- Letter Writing

- Language Comprehension
- Grammar & Verbal Skills

For **Compulsory English Language** Paper in IAS (Mains), State PCS & PCS (J), IFS, IES, CISF, CAPF, TGT & PGT (English), SSC CGL

Completely Revised Edition

SP Bakshi • Richa Sharma

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PREFACE

The new, revised and comprehensive edition of Descriptive English is infront of you, various competitive examinations require testing of English Comprehension, Communication and Writing Skills of the aspirants. The present edition has been prepared keeping in mind the needs of those who are appearing for Civil Services Aptitude Test (CSAT) and Civil Services (Mains) English Papers, IES, CAPF, IFS, PCS and SSC CGL Exams.

The book is also beneficial to those who wish to appear for Probationary Officers Bank Exam held by SBI or TGT, PGT English (Teacher's Eligibility Test) and also other competitive examinations. The Grammar portion extensively covers the areas which are essential for future teachers to understand the subtle significance of English subject.

We have tried to maintain an objective, critical and frank approach to all the current topics covered under essay or expansion writing. In today's competitive environment writing skills need to be perfected. We are sure that the present edition will certainly help the aspirants in making their writing skills exact and perfect. The topics covered are dealt comprehensively and in comprehension passages, multiple choice questions have been done away with according to the latest requirements of these examinations.

The book contains enough practice material in the form of workbook and cumulative exercise, previous years' questions.

We are hopeful that this revised edition would certainly serve the purpose it is intended for.

We would like to extend our gratitude to the management of Arihant Publications (India) Ltd. extended to us in bringing out this book in its present form.

Authors

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- Do unto Others as You Wish these to be done unto You
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- Conscience Makes a Coward of us All
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PART A
WRITING SKILLS

The need for expression in English has become imperative with the advent of globalisation the world over. The multinationals are always on the look out for the young men and women with command of written and spoken English.

Writing Skills is the ultimate in English Language and requires quite comprehensive basic knowledge. Before attempting to express an idea in English a student has to grasp the approach to attaining Writing Skills.

Examinations on national level have started laying great stress on descriptive language to test the Writing Skills of an examinee. The present portion of the book is prepared with a view to helping the students to put their ideas in words in simple, easy and effective manner.

1
CHAPTER

Essay Writing

What is an Essay?

An essay is a literary composition, usually in prose. However, literal meaning of the word 'essay' means to attempt. An essay can be written on any subject on Earth. Therefore, the subjects of essays are not confined to any specific area. That is why the scope of writing essays is unlimited. Therefore, an essay is a prose composition. This is an exercise in composition on various subjects divided mainly under the following headings:

(a) Personal, (b) Descriptive, (c) Narrative, (d) Reflective, (e) Biographical.

How to Write an Essay?

Introduction is the most important part of an essay as it introduces the readers to the main theme of the composition. A student can write good introduction only if he is clear about the subject he is writing about. He is supposed to have collection of ideas and then selection of the material for a particular subject is the most significant exercise of mind. The ideas must not be rambling. They must be to the point. It is better if a student can illustrate his ideas with facts, figures and examples in short.

Logical Arrangement

However, these ideas must be arranged logically to make a piece of writing effective. For this purpose the essay should be divided into paragraphs dealing with a single idea convincingly. The body of an essay comprises these ideas arranged logically.

Conclusion of the essay is supposed to satisfy the readers and they should be convinced when they have gone through the essay. Abrupt ending leaves the readers dissatisfied. The effect of the whole essay is marred.

Style, last but not least, leaves a lasting impression on the readers. It gives insight into the character of the writer. It has not been said in vain that "style is the man". It is better to be direct, simple and precise. The students should not labour under wrong conception that the use of difficult words is rewarding. Unnecessary repetitions and ambiguous language should be avoided at all costs. Therefore, the style of the essay should be natural, concise and clear. Adhere to the length of the essay as is required of you by the examiner. However, an essay is normally 400-500 word long composition.

Sample Essays

Directions *Below are some essays with their solutions.*

1. Reservation for Women in Legislature

In a significant step, the Rajya Sabha on 9th March, 2010 voted to amend the Constitution to reserve for women one-third of seats in the Parliament and the State Assemblies. The Bill known as 108th Constitutional Amendment now has to be passed by the Lok Sabha to become an Act. First, the bill seeks to reserve one-third of the seats for women in the Parliament and Legislative Assemblies. Secondly, the reserved seats may be allotted by rotation to different constituencies in a State or a Union Territory. Thirdly, the reservation of seats, however, shall cease to exist 15 years after the commencement of the Act.

Reservation to ensure fair representation to women in parliament and state assemblies is a most welcome step. India has lagged behind her neighbours and other countries when it comes to gender balanced legislatures. In Pakistan, 22% of the National Assembly seats are held by women. With 12% women in Indian parliament, India lags far behind Asian region where women representation stands at 18.5%. Nepal boasts of 33% of women members while Bangladeshi parliament has 19% of women members. When the Bill seeking to reserve one-third of the seats for women in Indian parliament and state legislature is passed, we can ensure fair and just representation to women. Certain objections to the Bill have been raised. Provision for rotating constituencies means that women cannot nurse their constituencies. Secondly, reservation does not extend to the Rajya Sabha. Thirdly, there is no female sub-quota within existing quotas. Above all this kind of quota will favour upper caste women at the expense of backward castes.

According to the bill one-third of the seats in the Lok Sabha and State Assemblies reserved for women will be allotted by rotation. It means that once in every three elections a seat will be set aside for women and for the other two elections revert to a general seat. A woman who wins in a reserved seat, does not have the security to run against a woman in the next elections. Critics say that a woman or man MP will have no incentive to nurse her/his constituency. But analysts point out the serious flaw elsewhere. Women suffer numerous forms of discrimination. Will this discrimination change with more women in the legislature? Reservation for Dalits and the Tribals in the past have failed to end their discrimination meaningfully. On the other side these provisions have merely created a creamy layer. It is estimated that there is only a trickle down from the creamy layer to ordinary Dalits, Tribals and Backward Castes.

In due course of time reservation of women is sure to create a creamy layer, a hurdle to the progress of women in general. The demand for quota within quota indicates that women are more loyal to their castes and community than to gender based equality. Empowerment must be the right of all women, not of just a few privliged women. Demand for sub-quota is made because advantages of reservation are generally cornered by the creamy and the well organised layers among backward castes. It is undeniably true that the reservation for women is likely to be extended indefinitely. Quota has become the life-line for the survival of a government. Even after sixty-five years no political party dare to ease out creamy layer.

Reservation is no means for women's meaningful empowerment. Political parties on their own should have long back increased women's representation. It would have been the ideal way to uplift the status of women. Enlarging women's role in politics is done by the political parties they belong to, not the state. Leaders of all political parties have been insensitive to the neglect of women. Quotas for women can bring about only cosmetic transformation. Only a fundamental change in the character and composition of political parties can do away with their discrimination. It is for the party to pick women candidates on merits and dispense with the criteria of dynasty and class. Voluntary political party quotas can serve the purpose of their empowerment better than the complicated Bill on women's reservation. The trouble is that our government is addicted to hog limelight to cash in on every political and economic measure.

2. **Uniform Civil Code**

India is a land of diversity, intermingling of different religions, creeds, provinces and languages. Inspite of 68 years of independence the diversity of the country is not bound with a unifying force. There is a lack of emotional and national integration. Article 370 relating to Kashmir is an anomaly. It accords a special status to the state of Jammu and Kashmir. People living in a nation are supposed to have one law based on the concept of one nation. India is not a tribal polity. To unify country into one healthy nation we have a Constitution that gives equal rights to all Indians.

Then why should uniform civil law not be brought into effect? Uniform Civil Code is indispensable for emotional and national integration. The fundamentalists have even gone to the extent of saying that Article 44 should be deleted. Article 44 enjoins upon the government to try to bring into form Uniform Civil Code.

If law is to serve its purpose in real sense, it must be progressive. In 1955, Hindu personal law was reformed. It is largely based on *'Manusmriti'* and other Brahamnical Law Books. Before reformation there were many discriminatory and oppressive elements in it. Bigamy for men, *sati* system, child marriage, discrimination against Women and Dalits were done away with. *Varna* system was abolished.

Then why can the Muslim Personal law not be reformed? The Muslim women in India are struggling for liberation while in most of the Islamic countries they are emancipated. Jordan has abolished the triple *talaq*. Pakistan did the same in 1961 by enacting Muslim Family Law. There are scores of other examples.

Two objections were raised in the Constituent Assembly regarding the framing of Uniform Civil Code. *Firstly,* it was alleged that enactment of Article 44 of the Constitution will amount to violation of Fundamental Right of Freedom for Religion under Article 25 of the Constitution. *Secondly,* it will amount to an attack on minority who were not ready for change in their personal laws.

But both these objections stand no ground. How does a Common Civil Code hurt one's religion? How about Hindu Code Bill? The second objection can best be answered in the words of Dr KM Munshi that he spoke in the Constituent Assembly, "There is no such recognition in personal law of Muslim in the advanced Muslim countries which is beyond change or amendment."

If law is really to serve its purpose, it must be progressive. The lack of clarity has affected Muslim women most adversely. Unfortunately, the All India Muslim Law Board has challenged the judicial verdicts by terming them the "miscarriage of justice" and "propaganda against Islam". Let us be clear about our national objectives instead of parochial interests. No man is above the law of the land. All must realise that one law will definitely help the cause of national integration, humane, progressive and rational society. India has done well to have achieved uniformity in most of the branches of law. In order to bring about equality in all sections of Hindus' Untouchability Act, 1955 was passed. Through this act, the age-old evil of untouchability was done away with. We have almost succeeded.

In Shah Bano Case (1985), Supreme Court had held that a divorced Muslim woman was entitled to maintenance from her husband under Section 125 of the Criminal Procedure Code. But protection of Right on Divorce Act 1986 was enacted in order to appease the Muslim fundamentalists. It is quite clear that political parties are not prepared to annoy the minorities for fear of hurting Muslim factor in their vote bank. Some prominent Sikhs are also in favour of enacting a separate personal law. Of late voice is raised by prominent Sikhs to delink their personal law from that of the Hindus for their community. As the conditions stand today in India, the question of Common Civil Code appears to be dead for all practical purposes.

3. **Judicial Reforms**

Judicial Reforms in India is a subject that is quite wide ranging in its magnitude and have been pending since long. Judicial Reforms are required for the following components–Speedy disposal of pending cases, Accountability of the judges, Declaration of Judges assets and Procedure of Judges appointment.

Speedy administration of justice is the one aspect that hurts the common man most. In a malfunctioning democracy, judiciary is the last refuge for the redressal of one's problems, ''Something is rotten in the State of Denmark." It is as true of India as Hamlet had remarked about his own country. It is horrifying to note that 70% of those in Jails are made up of under trials awaiting justice. It is estimated that approximately 3 crore cases are pending in our courts. As per figures available till 2015 there were 1.94 crore criminal cases pending as opposed to 76 lakh civil cases. Around 5 lakh murder cases form part of the pending criminal court cases. Around 61300 cases were pending in the Supreme Court alone till 2015. The causes for the increase in pending court cases must be addressed fast. The enormity of the job calls for filling in the vacancies, making new appointments, constitution of Fast Track Courts and curtailment of lengthy vacation in the judiciary. The government is determined to reduce the average life of a litigation from 15 to 3 years. Computerisation of court records, quick action at the end of the police and constitution of Rural Courts are the other steps that are proposed for clearing the backlog of pending cases.

The other field that needs immediate remedial measures is the unfair privileges preserved by the judiciary for itself. The Chief Justice of India constantly maintained that his office did not come under transparency law and therefore it was not required