

1. Compulsory Paper English : CSE(Main)
2. For all Exams:
 - a) Understanding questions.
 - b) Handling the answers.

English language and Essay type
examination

The pattern of questions

- **Comprehension** of given passages
- **Precise Writing**
- **Usage and Vocabulary**
- **Short Essay** in English and Indian Language selected.
- **Translation** from English to the selected Indian language and vice-versa.

PAPER-I

Essay

- Candidates may be required to write **essays on multiple topics**.
- They will be expected to **keep closely to the subject** of the essay
- to arrange their **ideas in orderly fashion** and
- to **write concisely**.
- Credit will be given for **effective and exact expression**

Basic abilities:

1. Ability to bring the answer to a focus.
2. Ability to keep closely to the subject
3. Ability to arrange ideas in an orderly fashion
4. Ability to write concisely.
5. Ability to write effectively and with exact expression
6. Unity of thought and purpose, unity of style and subject.

For Unity of Thought:

1. Use short paragraphs for each point.
2. Paragraphs can either begin with the main point in the first sentence, OR the main point can be in the last sentence.

Use a blend of both types of paragraphs in the essay question.

For effective writing: using the right word makes a sentence effective.

The role of vocabulary building is Critical for this reason

Simpler words and simple sentence structure should be selected for clarity.

For focus : restrict yourself to a few important points and give simple illustrations to substantiate. Do not divert from the topic .

Treat the topic as a highway on which you have to travel in a straight line.

Basic abilities:

7. Ability to grasp the main ideas, covert them into generalizations, select and relate the generalizations , to develop the orderly presentation
8. Clarity and effective writing is a product of thought. Always begin with a clear sense of purpose in the first sentence.
9. A good thesis (statement of basic idea) is unified and restricted.

Action in the four types of questions differs as follows:

1. For Precise: the process is of reducing the number of words in the given passage, to one third of its size, without loss of meaning. This involves identifying the 5 to 8 main points and rewriting them in own words, to bring out the meaning clearly. In precise writing, action is on 'what has been said in the entire passage?'
2. Essay is the opposite of precise. Here, the given topic has to be expanded, with clearly structured thoughts on the topic. One needs to know: what aspects are to be included ? In which sequence? How to write them in the time available?
3. In Comprehension: questions are asked about the main points in the passage. The action involved is on : 'Have you understood the passage and the questions ?'

Essay type examinations

1. Attempting essay type answers, requires **more sustained concentration**, because **points** have to be **identified, arranged in sequence for focus, and concluded** within the time for each.
2. The test is about **knowing** what is **most relevant**, and what **can be written** in the **time limit**.
3. A competitive exam paper is **meant to test**, and not to tease. **Learning** and **thinking ability** is tested, and not just memory.
4. Learning includes **analysis** and **interlinking** of various aspects .
5. **Ability to follow the directions** given in the question paper, also has a role.

Handling the Question Paper: Be **clear** about **what is asked** in the Question.

1. What is the question about?

Is it asking to 'Explain'?

or Evaluate? Or Comment?

or Compare and contrast?

or Summarize,

or is it about What? How? Where? Why?

Each of these questions, will need **a different structure** and **focus** in the answer.

If the **question** itself has **not** been **understood**, the **answer** can never be effective and focussed.

If the Question is asking to :

1. 'EXPLAIN' : Then, give the reasons why the event in the question happened, or what is it about. For such questions , stick to reasons , and sequence them logically, with an introduction and conclusion.

Why ?

What? How?



2. 'EVALUATE' questions, need the candidate's deeper knowledge about the issue, and ranking of the issue among other similar event. Here, what, how , when and where , all have to be answered.

a) Why will come after stating your reasons for ranking the issue, in the context it is placed

b) Conclusion should answer the question why You are defending or not defending the aspect as given in the Question.



3. COMPARE and CONTRAST : For such questions, in Board or Under Graduation exams, it is best to draw two column. In higher level or competitive examinations, do not use the two columns. Instead, introduce in first paragraph, Compare in next, Contrast in third and Conclude in fourth paragraph.

a) All points of COMPARISON in first half of answer or in one column.

All points of CONTRAST in second half or in second column.

If the Question is asking to:

4. COMMENT . These questions are straight away asking for your personal opinion on the issue or topic. State your comment , and list your reasons for each comment.

Another structure is to give your reasons along with each comment. This will make an integrated paragraph for each comment.



5. SUMMARISE : you have only to state briefly, all the important points on the topic, in your own words , in simple language. The points should follow from most important at the top, to the least important at the end.



6. WHAT? This is asking only for the name, nature, form or structure.

7. HOW? In such questions, give the step by step process for doing the thing or action asked.

8. WHERE? Give the place and time



9. GIVE REASONS: In such questions , simply list out the reasons for the event, in sequence. In the opening statement just give the total number of reasons (2 or 3 reasons) and then number them as (a) (b) etc.

10. WHY? Give reasons in the main answer, and your own assessment in the conclusion

XYX outline to answer all essay type question papers

7. All essay type exams
Are for 3 hours. When 5
Questions are to be
answered , the compulsory
Question takes 55 to 60 min.
Remaining two hours: 4Q. x
25 min. should be the time
limit. The balance minutes are
for the difficult questions
overlap and revision

1. Tick mark the compulsory
and the choice questions you
have to do . Indicate priority
on the choice questions, from
most difficult to easiest

2. First, finish the
Compulsory
Question(s). For each
answer take one minute
to think out the
five major points to be
included

3. In first paragraph
introduce the topic,
mention its positive and
multi dimensional aspects.
in three to four sentences
(This is called X).

4. Provide details in paragraphs 2 to 5
including negative views (This is called Y).

5. Conclude by
defending , and
giving a positive
view of the issue
(Again X)

6. The XYX structure is best
for CSE (Main) Compulsory papers

Handling the essay type answers

1. For getting higher marks, **understand the question** (as per slides 8 and 9) and answer to the point :
 - a) **Avoid** broad generalizations. These are vague and cannot be explained in the answer. They also convey your lack of preparation .
 - b) **Always illustrate** with two or three examples, or **extracts from the text**. This provides the evidence of first hand reading.
 - c) Always **re-read** the answer **before writing** the **conclusion**. This helps in summing up, correcting spellings, and including any left out point in the conclusion.
 - d) Always to stick to the 25 minute time limit for each answer. Remember, all the questions required **HAVE** to be completed.
 - e) **DO NOT** leave any question unanswered, or half done. In a competitive examination, this will convey a major negative, because if the half done question is or 15 or 20 marks, your marking will be out of 80 and not 100.
 - f) **In competitions**, just **one mark decides**, whether you qualify or not. This is **the difference** between University exam and Competitive exam. In University, getting the pass marks is sufficient to pass. In competition, to qualify one has to be among the top highest marks.