

WRITING THE ESSAY

1. PARAGRAPHS

Every essay should be divided into paragraphs, and each point should have at least one paragraph to itself. An essay not thus paragraphed looks unattractive and not easy to read.

A paragraph is a group of related sentences that develop a single point. In constructing a paragraph these principles should be kept in view:

- (1). **UNITY**.....The paragraph must treat of one subject only
- (2). **VARIETY**.....Paragraph should not all be of the same length or of the same monotonous structure
- (3). **LOGICAL SEQUENCE OF THOUGHTS**
- (4). **TOPICAL SENTENCE**.....The most important sentence of a paragraph are the first and the last. In many paragraphs, the first sentence states the subject and is called the topical sentence (or key sentence). The concluding sentence may sum up effectively what has been said in the paragraph.

2. STRUCTURE OF AN ESSAY

We may divide an essay into three parts:

- (1). **THE INTRODUCTION**
- (2). **THE SUMMARY OR THE BODY OF ESSAY**
- (3) **THE CONCLUSION, THE BACK DOOR OR EXIT**

In arranging the body of the essay observe proportion that is let each part have due weight given to it. If the subject is "The good and bad influence of newspaper," do not devote three quarters of the essay to good influence and so leave only a quarter for the bad. Closely follow your full outline throughout. (give same importance to both subject most of students feel that they had good paper in spite of it they can't get good marks but they don't focus on their mistake usually they defined one side of the subject and leave the other. we must remove our misconception first and focus on subject astutely).

The paragraph should be well constructed and should be related to one another according to the direction of your outline and as far as possible, the connection between one and another should be shown. Avoid "padding and keep to the point". padding kills the interest of reader just reveal your main points straightly without circumlocution.

Avoid the use of unnecessary words. In reversing your essay, look out for useless repetitions and redundant expressions, and strike them out. Whether repetition and redundant expressions enlarge the size of essay but it befouls the beauty of essay.

Match the words to the sense and adopt the style the subject matter. Don't write frivolously on a serious subject, or ponderously on a light and humorous subject.

The conclusion.....As the introduction should arouse interest, the conclusion should satisfy it. An effective and satisfying end to an essay is as important as an interesting beginning. An abrupt or feeble ending may spoil the whole effect of the essay. (many students get zero marks in essay and they become strange of it. the reason for getting zero mark is no interest

in introduction and conclusion, yr essay introduction should arrange as like that reader compelled to read the complete essay).

A good essay may b consist of

- (a).a summing up of the arguments of the essay
- (b).final conclusion drawn from the subject matter
- (c).a suitable quotation
- (d).a sentence that strickingly express the main point you want to drive home.

Finally a few words about you style of writing.....to acquire a simple,direct and forceful style in writing calls for constant practice.It does not come "by nature".As a poet says:

"True ease in writing comes from art,not chance;
As those move easiest who have learned to dance"

The secret of clear writing is clear thinking.So b perfectly clear about what u want to say and then say it...as directly,as simply,as concisely as possible.Be direct:use short sentences in preference to long and involved periods.Be simple do not attempt any oratory or flowery language(which i used to attempt lolz)but use simple words and constructions and avoid elaborate and superfluous words;say what u want to say as tersely as is consistent with making your meaning clear.Never use two words where one (the right one)will do.Be natural:dont try to imitate any author,s style,however eloquent ,but be yourself

Atlast i would like to say that all the above hints will b helpful but it worths nothing without practice.So try to write different essays on different topics by using above hints and always remember:

"PRACTICE MAKE MAN PERFECT"

BEST OF LUCK.....