

The Essay



What is an Essay?

An Essay
is an organized collection
of **your ideas**
nicely written,
and professionally presented.

In other words, the essay must be well structured (i.e. organized) and presented in a way that the reader finds easy to follow and clear: it must look tidy and not present any obstacles to the reader. It must have a clear readable interesting style. But, above all, it must consist of **your ideas** about the topic. This is the centre of it: this, and this only, gets the marks.



Why is it that students generally DO NOT score as many marks as they expect to or intend to score in an essay?

..... because they do not understand what the examiner expects them to do in an essay...or they do not know what are the ...

EVALUATION CRITERIA.

In other words, it is important to know how professors judge your essay. On the next slide you will find certain evaluation criteria. You have to arrange them in the order that you think the evaluators would perceive as being the most important.



EVALUATION CRITERIA

It is important to know which of these criteria are the most important factors for judging your essay. Arrange the criteria given below in the order that you think the evaluators would perceive as being the most important. Rank them from 1 for the most important.

- Background Reading- Knowledge
- Style
- Spelling and Grammar
- Relevance to the topic
- Examples/References
- Presentation
- Structure and Organization

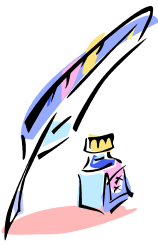
Write in your Notebook



EVALUATION CRITERIA

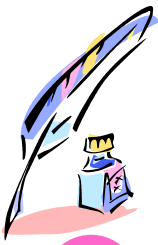
ACADEMICS' RANKED ORDER:

1. RELEVANCE TO THE TOPIC
2. STRUCTURE AND ORGANIZATION
3. BACKGROUND READING - KNOWLEDGE
4. REFERENCES/EXAMPLES
5. STYLE - CREATIVITY
6. SPELLING AND GRAMMAR
7. PRESENTATION



1. RELEVANCE TO THE TOPIC

Communicates to the reader how well you have understood the topic.



2. STRUCTURE AND ORGANIZATION -

Communicates to the reader how organized you are in your thinking.

PARAGRAPHS are the only instruments you have to communicate this structure in your thinking.

Hence use the paragraphs to neatly and logically arrange your ideas on the Topic



EVALUATION CRITERIA

3. BACKGROUND READING -

KNOWLEDGE - In the business of the media

it is *very very important* to be well-read. You should acquire in-depth knowledge of something that you like. At the same time, you should acquire general awareness about the times you live in.... Hence **READ, READ, and READ...**

READING makes you mature and wise. Reading helps you make better decisions... in your profession or in your personal life.... **READING** prepares young minds like yours **FUTURE-READY**.

Hence, **READ, READ, and READ....**



4. REFERENCES/EXAMPLES - the references and the examples that you use will not only communicate to the reader how well-read you are, but also how persuasive, authentic and credible you are..... Hence use examples from real life as much as possible....



EVALUATION CRITERIA

5. STYLE - CREATIVITY - these are the most difficult things to explain.

But, style is "what is distinguished and distinguishing."

It's the way one writer says something that is different from the way another writer would say it, but it doesn't mean, necessarily, flashy or fancy writing.

Essay writing works best when it is kept simple.



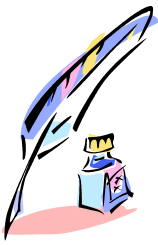
EVALUATION CRITERIA

6. SPELLING AND GRAMMAR -

Minor grammatical and spelling errors are generally ignored. But severe and persistent errors will work against you.

A spelling error may not be taken very seriously.

However, there is a tendency to think among all of us that a person making a spelling error is, somehow, stupid.



EVALUATION CRITERIA

7. PRESENTATION

Simply means your essay has to be legible and neat. A sloppy presentation can irritate the reader.

ALWAYS PUT THE READER FIRST.

The Five Paragraph Essay



We will now learn how to write an essay in a structured manner.

You do not have to be a wizard to learn to write excellent five-paragraph essays. You do need some basic skill and practice.

Though there are several types of essays, this format that we are going to learn will help you to develop the specific thinking and organizational patterns that will aid in the timed creation of an essay.



The Five Paragraph Essay

The Essay

What is it?

The five paragraph essay follows a defined format.

The first paragraph introduces us to the thesis of the essay and directs us to the three main supporting subtopics.

The second through fourth paragraphs are all similar in format. They individually restate the subtopics, and are developed by giving supporting information.

The fifth and last paragraph restates the main thesis idea and reminds the reader of the three main supporting ideas that were developed.

This is the structure of a five paragraph essay. All of the five paragraphs are important.



The Five Paragraph Essay

The Essay

-Transition words

It is important to know that each of the paragraphs is joined together by a **transition** word, phrase or sentence. **Transitions** help the reader to follow the flow of the logic and sequencing. All of the essay types follow this basic transition format.



The Five Paragraph Essay

The Essay

- Structure visually represented

Introductory Paragraph - General Topic Sentence-Subtopic One --Subtopic Two- Subtopic Three

First Supporting Paragraph Subtopic One-First Supporting Detail or Example - Third Supporting Detail

Second Supporting Paragraph Subtopic Two- First Supporting Detail or Example - Third Supporting Detail

Third Supporting Paragraph Subtopic Three - First Supporting Detail or Example - Third Supporting Detail

Closing or Summary Paragraph Synthesis of main topic - Subtopic One and Subtopic Three

An Example will make all this jargon much simpler to understand....

The Five Paragraph Essay

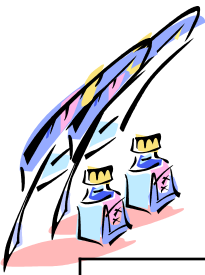
- Example - The Importance of Television.



OUTLINE	ESSAY
Introduction	
<ol style="list-style-type: none">1. Introduce general Topic2. Narrow down topic3. Restate question (TV important)4. State thesis (valuable programmes, content, purposes)	<p>Today it is very common in industrialized countries for a household to have at least one television set. In fact, it is so common that it is difficult to imagine a household without TV. This shows just how important television is. To understand the significance of TV in our day-to-day life, we can look at the variety of programmes and valuable content it offers and the purposes it serves in daily life.</p>

The Five Paragraph Essay

- Example - The Importance of Television.



OUTLINE	ESSAY
Body: Developmental programmes)	1 (Types of
1.Topic Sentence (topic and controlling idea: variety of programmes) 2.Supporting Ideas 3.Details	<p>Transition</p> <p><u>First of all</u>, there are many different types of programmes on the television. The viewer can watch a weather report to prepare for the day. Cartoons and sports events provide relaxation and fun. School programmes, documentaries and the news teach us about the world. And advertisements inform us about various products and new ideas.</p>

The Five Paragraph Essay

- Example - The Importance of Television.



OUTLINE	ESSAY
Body: Development of content)	2 (Character of
1.Topic Sentence (topic and controlling idea: what makes content attractive) 2.Supporting Ideas 3.Details	<p>Transition</p> <p>Secondly, the content is very appealing because it is realistic and up to date. As TV is a medium that combines moving colorful images and sound, it resembles real life, so the viewers can identify with what they see. Furthermore, modern technology means that the content is up to date, for example, news reports can be broadcast live and from all over the world. This means that information is available almost anywhere at any time.</p>



The Five Paragraph Essay

- Example - The Importance of Television.

Transition

OUTLINE	ESSAY
Body: developmental (serves many purposes in daily life)	
<ol style="list-style-type: none">1. Topic sentence (topic and controlling idea: how does TV meet peoples needs)2. Supporting ideas3. Details	<p>Finally, TV can be used to enhance many important aspects of everyday life. People seek entertainment and distraction, and TV can give us that in the form of films or cartoons. People want education, information and instruction because they are inquisitive and like to learn. TV gives us these in documentaries or educational programmes, in reports or cultural magazines. People enjoy creativity, and TV gives us that in the work of all the people involved in creating clever film scripts, effective scenery, witty dialogues or magnificent camera shots. TV gives us the world, other cultures, other people, languages and ideas. It introduces us to knowledge.</p>



The Five Paragraph Essay

- Example - The Importance of Television.

OUTLINE	Transition	ESSAY
Conclusion		
<ol style="list-style-type: none">1. Restate thesis (controlling idea of essay: valuable programmes, content, purposes)2. Restate each topic sentence from developmental paragraphs3. State your opinion/ preference; give solution; make prediction....4. Final statement (summing thought: education, awareness)		<p>As we have seen, television offers us a wide range of valuable programmes and content and serves many purposes in our daily lives. TV not only provides many types of programmes with interesting and broad content, but also serves to fulfil our needs in terms of entertainment and knowledge. TV is an integral and vital medium today. It can contribute positively to the education of society and people's awareness of others, and it will continue to have a strong influence for many years to come.</p>



Tips:

Avoid the use of 'I' or 'you'.

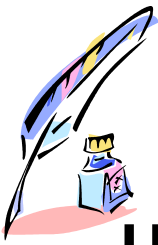
Do not use contractions (e.g. *don't*, *PLC* etc..) in formal writing.

Organization is one of the most important parts of good writing. Make sure to organize from the first paragraph on.

And ABOVE ALL....

RE READ your essay to find and rectify any errors that are there.

DO NOT WORRY, the evaluator will always treat your test essay as a first draft - and condone minor imperfections. But it is important for you to present your best to the evaluator.



Tips:

Use as many transition words/phrases as possible.

Transitions glue our ideas and our essays together giving it the much needed logical “flow”. Transition words or phrases are generally simple words or phrases to help the reader move smoothly from one idea to another – one sentence to the next, or from one paragraph to the next.

Examples of **transition** words are:

THEN, he moved on to the next slide.

AS A RESULT, the team lost the game.

FOR THIS REASON, she always went home early.

NEVERTHELESS, something still appears to be missing. Etc.... To name a few.

We will look at **transitions** a little more closely and understand their significance in an essay



Transitions

Consider the following three sentence example:

1. The entire building had to be searched.
2. They started the search on the third floor.
3. It took three hours to complete the search.

Notice that the three separate statements are all valid sentences. They convey the bare essential facts of the situation, but nothing more. In fact, they raise almost more questions than they answer.

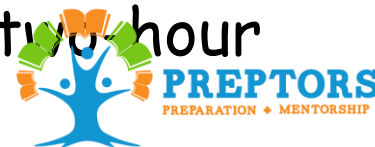


Transitions

1. The entire building had to be searched.
2. They started the search on the third floor.
3. It took three hours to complete the search

Let's transform these now, using transition phrases:

UNLIKE the previous minor incident, this time the entire building had to be searched. **BECAUSE** the fire was still smoking on the first two floors, they had to start on the third, working upwards to the tenth, covering the first two floors last. **CONSEQUENTLY**, it took them a full three hours before they finally completed the typical two-hour job.





Transitions

The Essay

LOGICAL RELATIONSHIP	TRANSITIONAL EXPRESSION
Similarity	also, in the same way, just as ... so too, likewise, similarly
Exception/Contrast	but, however, in spite of, on the one hand ... on the other hand, nevertheless, nonetheless, notwithstanding, in contrast, on the contrary, still, yet
Sequence/Order	first, second, third, ... next, then, finally
Time	after, afterward, at last, before, currently, during, earlier, immediately, later, meanwhile, now, recently, simultaneously, subsequently, then



Transitions

The Essay

LOGICAL RELATIONSHIP	TRANSITIONAL EXPRESSION
Example	for example, for instance, namely, specifically, to illustrate
Emphasis	even, indeed, in fact, of course, truly
Cause and Effect	accordingly, consequently, hence, so, therefore, thus
Conclusion/Summary	finally, in a word, in brief, in conclusion, in the end, in the final analysis, on the whole, thus, to conclude, to summarize, in sum, in summary



Transitions

Use appropriate ‘connectives’ or transition words between the following sentences and rewrite (in your notebook)

Some control over the influx of outsiders into Mumbai is necessary. The population of Mumbai is too large for its sustained economic growth. Settlers cause slums to mushroom. They are a drain on city’s resources.

Some control over the influx of outsiders into Mumbai is necessary. **It is necessary because** the population of Mumbai is already too large for its sustained economic growth. **Besides**, settlers cause slums to mushroom. **Moreover**, they are a drain on city’s resources.



Smoking should be banned in restaurants and pubs. It will help people to give up this unhealthy habit. Non-smokers will not suffer owing to passive smoking.

Smoking should be banned in restaurants and pubs. **First**, it will help people to give up this unhealthy habit. **Second**, non-smokers will not suffer owing to passive smoking.



XAT Essay Topics

2015

- Listening is a dying art. We hardly listen to understand. We only listen to refute or reply.

2014

- The most beautiful thing can neither be seen nor be touched but can only be felt.

2013

- Corruption is the root cause of economic slowdown in India.

2012

- Government is not addressing the root cause of poverty.
- Government is not able to implement the policies properly due to the huge magnitude of poverty.

Topics of earlier years from 1993 onwards can be found on CPLC Website in your student login.

The Essay



2015

Listening is a dying art. We hardly listen to understand. We only listen to refute or reply

Stephen R. Covey, in his book, “The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change,” makes the observation that most people do not listen with the intent to understand; they listen with the intent to reply. One cannot agree more with this observation. More so, in the current culture rooted in the pursuit of self-interest giving rise to intolerance between individuals and groups, and even terrorism in the world!

From youngsters who decry that they are not understood by the older generation to races that complain of being persecuted by others, there is a complete breakdown of communication – because communication involves speaking and listening! Ironically, the world does not lack ideas of peace and co-existence. The people who profess them call the others intolerant; the so-called fanatics are unable to get their points of view across. Communication breaks down, as every one appears to be trying to prove the other wrong! We do “hear” the other point of view, but simply do not “listen!” The art of listening is probably dead. The whole idea is not to understand the other, in which there is peace and compassion and co-existence, but to refute and be the intellectual winner.



Communication can free us from suppression and thus from frustration, aggression and violence. Children do not listen to their parents; parents do not listen to their children – it is a relationship based on psychological violence, both ways. The husband does not listen the wife, not does the wife listen to her husband – it then becomes a relationship based on dependence and attachment. Both occasionally allayed by affection. This lack of communication extends to international relations too, and is driven by pursuit of pure self-interest.

The remedy lies in learning to “listen” with an attentiveness that annihilates the self and creates space for empathy and affection to exist. Listening may then be the most powerful tool to bring about a radical change in oneself and in mankind as a whole. (300 words)



The Essay



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