

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

ESSAY WRITING

MUREED HUSSAIN JASRA
40TH Common

Enrollment Process

- Course duration is sixty days (60) and six (6) days a week.
- This includes **Class Tests, Assignments** and **Four (4) Mocks** for each.
- Feedback will be provided till the Exam i.e. February 2025

For further information call
0316- 5701593

English Result Statistics

Year	Registered	Appeared	Failed Eng	Passed Eng. but Failed in Others
2023	39,650	17,240	16,760 (97%)	480 (0.3%)
2022	24,124	11,677	11,311 (98%)	1160 (0.1%)
2021	24,423	14,771	14,444 (97%)	427 (0.27%)
2020	16,732	9,966	9,692 (98%)	227 (0.2%)
2000	23,005	9,391	8,932 (97%)	459 (0.5%)

Course Insight 1/1

- Reasons for failures
- Basic concept building (Alphabet, words including parts of speech, phrases, clauses, sentences and their types, paragraphs and their types, essays and their types)
- Essay its Types (Descriptive, Socio-economics, Factual, Narrative, Expository, Literary, Persuasive and Argumentative) and components (Structure, content, grammar, expression and arguments)
- Diagnostic Test (Education, Democracy and Socio economic Evils)
- Common Sentence Errors
- Outline of descriptive essay (Universal heading, primary heading and secondary heading) and its class test with home assignments

Course Insight 1/2

- Outline for argumentative essay (**Universal heading, our stance and opponent stance**) and its class test with home assignments
- Introduction (**General statement, supporting statements and thesis statement**) with class test
- Introduction test along with home assignments
- Body paragraph (**Topic sentence, supporting sentences, coherence, unity, organization and concluding sentence**) and its class test with home assignments
- Body paragraphs class test
- Conclusion with class test
- Content and its sources (**Foreign policy**)

Course Insight 1/3

- Democracy, Governance, Women's Rights, Women's Empowerment, Climate Change/Global Warning, Education System of Pakistan and the United Nations
- Media, Socio-economic Problems of Pakistan, Image of Islam in the West, etc
- Mock test (Education, Democracy and Socio-economic)
- Grammar (Use of articles and common sentence errors)
- Grammar (Punctuation and narration)
- Expression and techniques to improve it
- Selection of topics and time management
- Mock tests

Key Issues (Reasons for Failures)

- Some basic spelling mistakes
- Poor sentence construction;
 1. **Fused**
 2. **Grammatical Incorrect**
 3. **Meaningless Sentences**
- **Present Simple Tense** (Where to use s or es with the verb of singular noun or pronoun)
- Difference between **Present Perfect and Simple Past** tense
- **Past Perfect** can never appear alone
- Difference between **Continuous and Perfect Continuous** tense
- Punctuation (Use of full stops, capital letters, commas, semicolons and inverted commas)
- Inappropriate content (Irrelevant and repeated)

- Faulty structure
- Use of a and an with countable and uncountable nouns and excessive use of the
- Poor presentation
- Candidates' inability to understand the crux of any topic
- Often word limit is not followed
- Outlines are not well-developed or relevant

“The CSS aspirants make lengthy outlines with very little relevant material. Rarely, outlines are quite relevant and extensive, but they are not well organized and have not been followed in essay.”

- Any argument, no matter how strong, needs sufficient support/justification (Quotation, saying, reference, examples, facts, figures, arguments and compare and contrast).

What is Language?

Language is the method of human communication, either spoken or written which is consisting of the use of words in a structured way. Every language has its different units.

Components of English Writing

The following are the components of English writing;

1. Alphabet
2. Word
3. Phrase
4. Clauses
- 5. Sentence**
6. Paragraph
7. Essay

Alphabet

- A combination of symbols to reflect some specific sound of a language
- They are divided into two types;
 - **Consonant**
 - **Vowel**

پاکستان

पाकिस्तान

Word

- A single distinct meaningful element of speech or writing, used with others (or sometimes alone) to form a sentence and typically shown with a space on either side when written or printed
- It has eight (8) different types and its division is called Parts of Speech
 1. **Noun**
 2. **Pronoun**
 3. **Adjective**
 4. **Verb**
 5. **Adverb**
 6. **Preposition**
 7. **Conjunction**
 8. **Interjection**

Noun

- Common**
- Proper
- Collective**
- Abstract
- Material

Issues in Nouns

1. Singular and Plural
2. Verb
3. Start with capital letter or not

Types of Common Noun

Common

Singular (Boy)

Plural (Boys)

Countable

Uncountable

A boy

Light

City Cities

Boy (Boies)

Boys

Class

Classes

City

Cities

Man

Men

A (AS)

A's

Collective Noun

- Countable/ Simple
Team, Committee
- Uncountable/ Complex
Police, People

Question

- Police has arrived to arrest criminals.

- The family is planning to paint its house.
- The family are divided to select the colors to paint their house.
- The families are invited to give opinions on color schemes.

A family has arrived yet.

Collective Noun: Singular or Plural

A. Plural (Police/People)

- Police are searching for criminals.
- Police department is searching for criminals.

B. Both Singular and Plural (Public/ Committee)

Some Collective Noun requires a **Singular Verb** when it conveys a **unanimous action or concurrent opinion**. The same Collective Noun will take a **Plural Verb** while conveying **difference in opinion**.

- *The committee* **has** taken the decision unanimously.
- *The Public* **is** up in arms against the politician.
- The Committee **have** been divided on this matter.
- The Public are **divided** in their opinion regarding the ruling party.

C. American vs. British Style

Question?

- What is the difference between a Plural and a Collective Noun?
- As they both refer to more than One Noun!

Pronoun

■ The word that replaces nouns is called pronouns. It has some types;

1. *Personal* (I, he, she, they and etc)
2. *Indefinite* (Everyone, all, some, anything, nobody and etc)
3. *Relative* (Who, which, whom, when, where that and etc)
4. *Demonstrative* (This, that, these and those)
5. *Interrogative* (When, why, where, who and etc)
6. *Reflexive* (Himself, herself, myself and etc)

Subjective	Possessive	Objective
<p>First Person</p> <p>I</p> <p>WE</p>	<p>MY/MINE</p> <p>OUR/OURS</p>	<p>ME</p> <p>US</p>
<p>Second Person</p> <p>YOU</p>	<p>YOUR/YOURS</p> <p>Your's obediently,</p>	<p>YOU</p>
<p>Third Person</p> <p>HE</p> <p>SHE</p> <p>IT</p> <p>THEY</p>	<p>HIS</p> <p>HER</p> <p>ITS</p> <p>The dog is loyal to it's master.</p> <p>THEIR</p>	<p>HIM</p> <p>HER</p> <p>IT</p> <p>THEM</p>

‘S/ ‘

A. Possession

B. Contraction

It is: it’s vs its

One is: one’s vs ones

Who is: who’s vs whose

Test

- Pakistan is my country and ----- weather is beautiful. **(Its/It's)**
- Pakistan is my country and --- located in South Asia. **(Its/It's)**
- **Your's obediently or Yours obediently,**

Who vs Whom

- I see my teacher whom I meet after ten years.
- Ali is my student who is here.

Function of Relative Pronouns

- Pakistan is my country facing many problems.
- Pakistan is my country who is facing many problems.
- Pakistan is my country that is facing many problems.

Function of Interrogative Pronouns

- How Pakistan is poor in management ?/.

✓ Simple Interrogative

✓ Complex Interrogative

Are you listening me?

Why are you listening me?

Verb

- **Action** (Present form, Past form, Past Participles form and Present participle form)
- **Auxiliary/Helping** (Be, Do, Has and Will)
 - Construct tenses
 - Make questions
 - Use as a main verb
- **Modal** (Can, May, Use to, Has to, Must, Should and Ought to)

Forms of Verb Main Verb

Sr. No	Present	Past	Past Participial	Present Participial
1.	Play	Played	Played	Playing
2.	Send	Sent	Sent	Sending
3.	Come	Came	Come	Coming
4.	Go	went	Gone	Going
5.	Read	Read	Read	Reading

Auxiliary/Helping Verb

Types;

- Be: Is,am,are,was,were,being and been (Continuous)
- Do: Does and did (Simple)
- Has: Have and had (Perfect)
- Will: Shall and would (Future)

Functions;

- Construct tenses
- Make questions
- Use as a main verb

Examples

- I am teaching.
- I am a teacher.
- He has three books.
- Has he taken his lunch?
- He **has had his** lunch now./ He has taken his lunch now. (Take/Finish)

Examples (Has/Have, Had & Had)

- They **do not do** their work.
- Awais **has had** a wonderful experience in banking sector (Enjoy and Take)
- Awais **had had** a worst dream when his friend knocked the door. (See and visualize)
- They **have had** three surgeries in this year. (Undergo)
- I am not feeling well because I **have had** a problem all day. (Face)
- **Pakistan has had India with heavy margin in a match.**

Modal Verbs

- Can, **could**, and **could have** Ability
- Should/**Should have** and ought to Suggestion
- Must Obligation
- Has to, have to, **will have** to & **had to** Obligation
- May, **might**, and **might have** Probability

Education in Pakistan: Ills and Remedies

Government should provide basic facilities in the education sector. Government should enhance budget allocation. Government should announce scholarships in different disciplines to promote education.

Basic education **must** be provided by the government which is a constitutional obligation. In addition, government **should** enhance budget allocation to improve infrastructure. However, maximum scholarship for higher and technical education by government can promote education in the country.

Article

Articles are adjectives that define a noun as specific or unspecific.

- Indefinite (A and An)
- Definite (The)

Note: Articles are only allowed with nouns.

Noun

- Common
- Proper
- Collective
- Abstract
- Material

Use of Articles (A & An)

1. **Common Noun** A. Singular B. Plural

a. Countable b. Uncountable

He is studying in a university.

I am an hour late. *****

Use of 'The' with Common Noun

1. When you repeat some common noun/ to talk about previously mentioned things

This is a book. The book is very interesting.

2. When talk about some specific common noun

Where is the pen?

Unusual Nouns

Honest
Honor
MA
MSc
Heir
Herb
Homage

Europe

University

Union

Utopia

2. Proper Noun

We also use the with proper noun as well in the following conditions;

1. With all geographical characteristics (Name of oceans, seas, rivers, mountains, plains, plateaus and deserts)

Indus is Pakistan's river.

They are moving towards the Indian Ocean.

2. Heavenly bodies, name of newspapers & magazine

3. With abbreviations

United Arab Emirates/The UAE

4. Titles

3. Collective Noun

The people of Pakistan are hard working.

People of Pakistan are hard working.

4. Abstract Noun

The honesty is the best policy.

Honesty is the best policy.

5. Material Noun

Note: The is always used with superlative degree of an adjective.

Karachi is the largest city of Pakistan.

Remember!!!

- An honest person is always liked by all.
- An **honest** persons are always liked by all.
- A Lahore livestock department official is here to inspect animals.
- A Lahore livestock department officials are here to inspect animals.
- A wise boy is here.

1. A AND AN **YES/NO**
2. A OR AN NEXT

Phrase

A group of words that does not have both a subject and a verb;

1. **They are playing** on the road.
2. Mass poverty
3. Political stability

Clause

A group of words with both a subject & verb that cannot convey full meaning. *Every clause has its own subject and verb.* It has two types;

1. Dependent
2. Independent

Although Awais works as a storekeeper.

Awais has a master degree although he works as a store keeper.

How to Combine Clauses

Simple Sentence:

Pakistan is my country. It is rich in resources.

Complex Sentence:

Independent + Relative Pronoun + Dependent

Pakistan is my country that is rich in resources.

Compound Sentence

Independent + Conj/; + Independent

Pakistan is located at very strategic location because it is situated near oil producing countries.

Clauses

1. **Although** Awais works as a store keeper.
2. Awais has a master degree **although** he works as a store keeper.
3. **Who** has achieved first position in CSS.
4. He/She is my student **who** has achieved first position in CSS.
5. He/She is my student **achieved** first position in CSS.

-
1. Pakistan is my country **facing** many problems.
 2. Pakistan is my country **that/which/who** is facing many problems.

-
1. Amar is sad. Farhan is happy
 2. Amar is sad **;/because** Farhan is happy.

How Clauses Work to Beautify Writing

- i. Education brings knowledge in a society. It also ensures awareness in a society.

- ii. Education brings knowledge, awareness and insight in society.

- ii. Education brings quality knowledge, mass awareness and practical insight in a society.

- iii. Education is a tool which brings quality knowledge, mass awareness and practical insight in society.

How Clauses Work to Beautify Writing

- Poor law and order situation, poor economic growth and poor leadership are key causes of poverty. (Ordinary Expression)

- Poor law and order situation, minimum economic growth and inefficient leadership are key causes of poverty. (Good Expression)

Sentence

A set of words that are typically containing a subject and predicate (verb and/or object), **conveying a single idea** .

- It has different functions: statement/action, question, command, exclamation and prayer/wish.
- It consists of a main clause and sometimes one or more subordinate clauses. It can be divided in two ways;

Issues in Sentence Formation

1. Ali is my friend and Pakistan is my country. (**Fused**)
2. He has passed CSS last year. (Grammatical Incorrect: **Tense**)
3. Pakistan is my country is rich in resources. (Grammatical Incorrect: **Faulty Sentence Formation**)
4. Everyone must focus on their studies. (Grammatical Incorrect: **Subject Verb Agreement**)
5. Hasseb is happy, Akbar is sad. (Grammatical Incorrect: **Punctuation**)
6. It has affected many ways. (**Meaningless**)

Assertive (Statement or action)

- He is my **student**.
- They have learnt many things.
- They play with words.

Interrogative (Question)

- **How Pakistan is poor in management?/.**
- Are you going?
- Why are you going?
- Why you are going.

Imperative (Order, request, advice & suggestion)

- Get out from this room.
- Please leave this room.
- Leave this room.

Exclamatory (Happiness, sadness, praise, wonder and surprise)

- Alas! we have lost this match.
- We have lost this match, alas! We shall play well next time..
- This is a huge dog!
- What a horse you have bought!

Optative (Wish and prayer)

May you live long.

Would that the Quaid were alive to see our fate today.

If he were there yesterday.....

If he are here today...

If he is here today.....

If he----- there yesterday, we would enjoy ourselves a lot. (Was/were)

- Hurrah! **He** has passed this exam.
- He has passed this exam, Hurrah! **He** is a hard

Question?????

- May you live long.
- May you live long!

Question?????

I was there yesterday.

If he ----- there yesterday. (Was/were)

If he----- here today. (Is/ are)

If he -----three books. (Has/ have)

If he---- three eyes.

Wish: Present

If Mateen---- three eyes, he ll enjoy a lot.

Test

- If he are here today.....
- If he was there yesterday.....
- If he were there yesterday.....

Types of Sentences (Structure)

1. Simple
2. Complex
3. Compound
4. Compound Complex

Ordinary vs Extraordinary Paragraph

I love to live in the city. I have an apartment in the city. I have a wonderful view of the entire city. I can see Golden Bridge. I can see many cargo ships pass under the bridge every day. I like restaurants in Clifton. I can find wonderful food from every country there. But I do not like traffic in the city.

I love living in the city. I have a wonderful view of the entire city from my apartment window. In addition, I can see Golden Bridge under which many cargo ships pass each day. I also like Clifton because I can find wonderful food from just about every country; however, I do not like the traffic in the city.

Academic Writing

My love for urban life has landed me in an apartment to have a full amazing city view from its window. Not only I see cargo ships creeping under the Golden Gate Bridge, but also watch Clifton from my balcony where multinational cuisines demonstrate their deliciousness, despite the traffic congestion I hate the most.

Professional Expression

My penchant for urban lifestyle finally brought me to an apartment in Karachi, having a full view of the amazing urban activities. On the one side, I see from my window creeping cargo ships in the blue waters under the Golden Gate Bridge, and on the other side, I see delicious exotic eatables emitting appetizing aroma. However, the slowly creeping congested traffic disheartens me.

Simple Sentence

A simple sentence structure contains one independent clause and no dependent clause.

Ali is a student. He is my friend as well. He is also a wise student.

Complex Sentence

A complex sentence has one independent clause and one or more dependent clauses.

Since a dependent clause cannot stand on its own as a sentence, complex sentences must also have at least one independent clause.

- ❖ Who has passed CSS.
- ❖ Although Awais has master degree.
- ❖ Awais is my student who has passed CSS.
- ❖ Awais works as a store keeper although he has master degree.

It needs a **Relative Pronoun** (who, which, when and that) or **Subordinate Conjunction** (until, if, although and after) to combine two clauses

Test

- ❖ Ali is my friend and is also my student.
- ❖ Ali is my friend who is also my student.
- ❖ Pakistan is my country rich in resources.
- ❖ Pakistan is my country that is rich in resources.
- ❖ There will be some promotion when new products are available.
- ❖ Although Awais has master degree, he works as a store keeper.

How to Combine Clauses

- When we reached, the train had already left the place.
- The train had already left the place when we reached.
- Although Awais has master degree, he works as a store keeper.
- I read what she wrote.
- Awais , who has passed CSS, is my student.

Compound Sentence

A compound sentence is composed of at least two independent clauses. It does not require a dependent clause. The clauses are joined by a **coordinating conjunction** (**FANBOYS** require comma and remaining do not), a **semicolon** that functions as a conjunction and a **transition word**.

❖ Ali is a student ;however, he is liked by his teachers due to his wisdom.

Examples

- ❖ Awais is happy, and Akbar is sad.
- ❖ Awais is happy because Akbar is sad.
- ❖ Awais is happy; Akbar is sad.
- ❖ He could not attend the lecture, so he decided to record it.
- ❖ The pen is very beautiful, but it is not available in my city.
 - ❖ Students want to **visit** Lahore in June; however, it is not advisable due to its weather in summer.

Note: FANBOYS do not require comma every time. They only require when need to join two independent clauses.

- ❖ The pen is very beautiful but expensive.

Question!!!

- Please bring a paper for Akbar and Ali.
- Awais, and Akbar are my student.
- Pakistan and China have written---- to UNO (a letter/ letters)
- Pakistan, and China have written---- to UNO (a letter /letters)
- Awias is happy,and Akbar is sad.

Compound Complex Sentences

- A compound-complex sentence has at least two **independent clauses** and at least one dependent clause.
- They are the most sophisticated and complicated sentences.
 1. *My daughter doesn't like cartoons **because they are loud**, so she doesn't watch them.*
 2. ***Because cartoons are loud**, my daughter doesn't like them, so she doesn't watch them.*
 3. *My daughter doesn't like cartoons ,so she doesn't watch them **because they are loud**.*

Paragraph

It is a combination of **4-9 sentences** on a single topic or idea, indicated by a new line with indentation.

- However; it is divided into two parts
 1. Usual paragraph: body paragraph
 2. Unusual paragraphs: introduction, transitional, and conclusion

Essay

- It is an **opinion** of the writer on some given topics in **18-22** paragraphs or **140-300** sentences in a comprehensive way.
- The word essay originally means a first attempt or practice.
- **An essay has five components;**
 - 1) **Structure** 20
 - 2) Content 20
 - 3) Grammar 20
 - 4) **Expression** 20
 - 5) Argument 20

FPSC Essay Syllabus

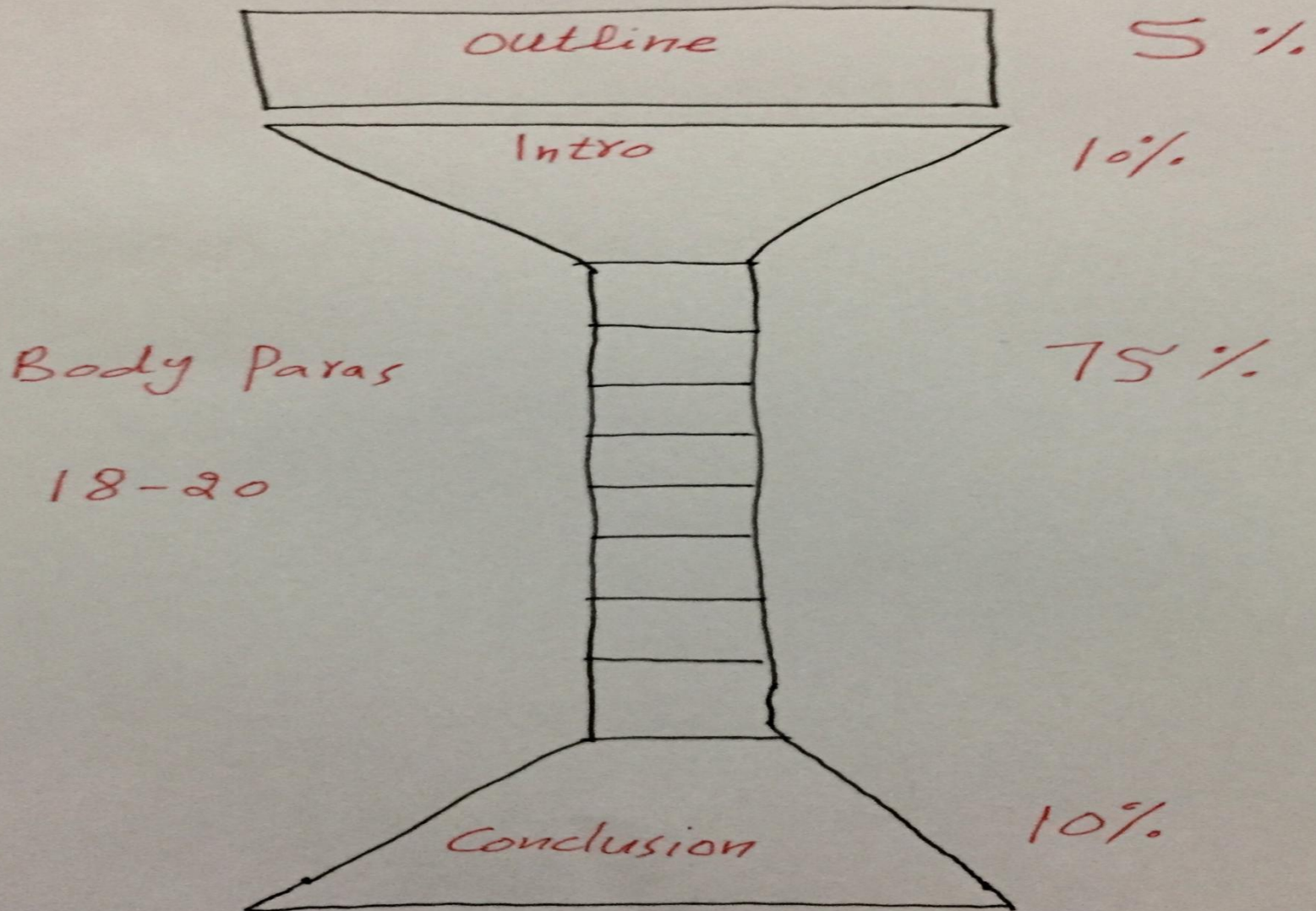
Candidates will be required to write **One** or **More Essays** in English.

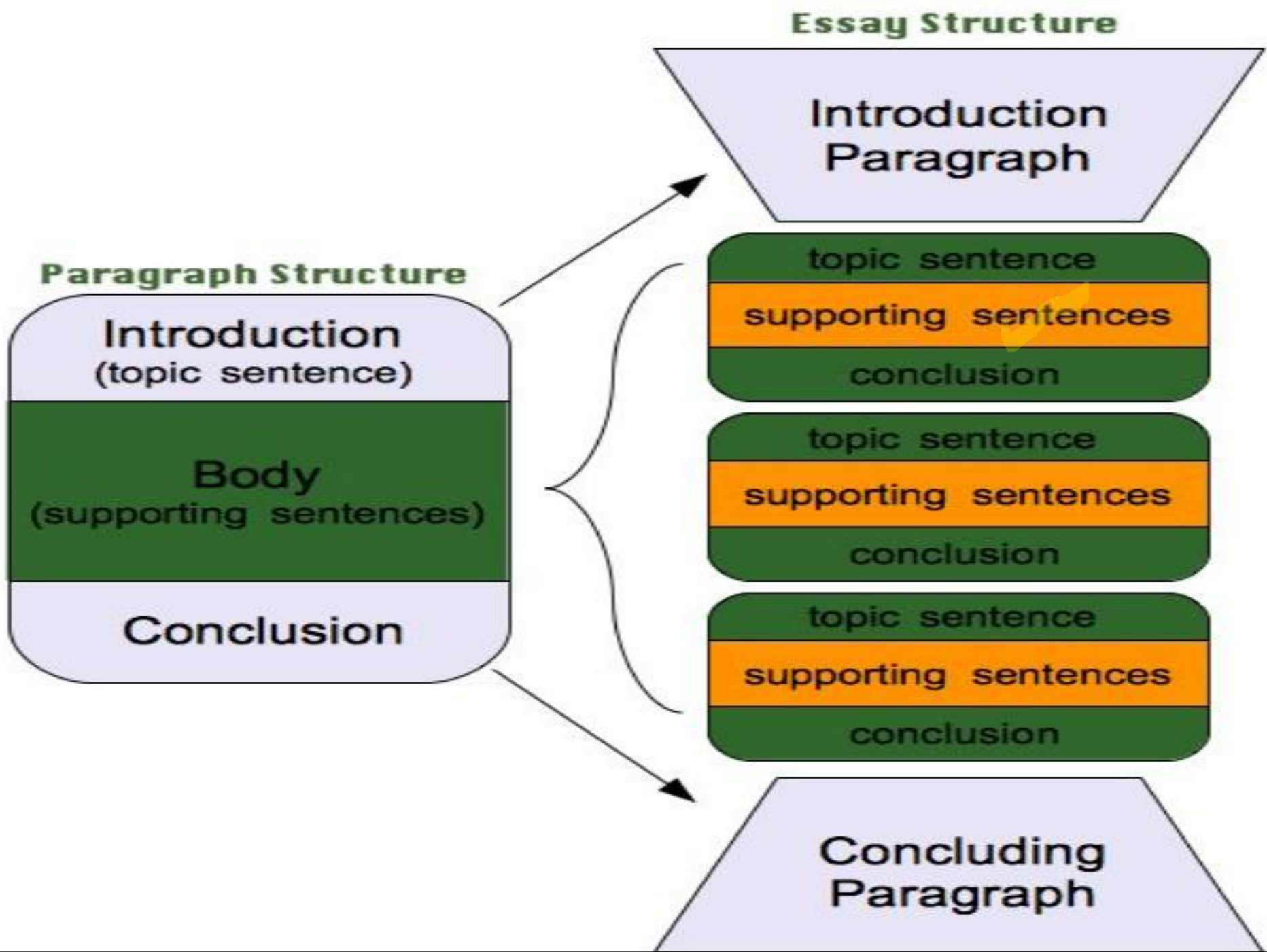
A wide choice of topics will be given. Candidate's **Articulation, Expression, Knowledge** and **Technical Treatment** of the style of English Essay writing and **Grammar** will be examined.

Structure

It is an overall arrangement of sentences and paragraphs in the essay. In simple words, this is a way/plan in which different parts of an essay are combined together. It has three parts:

- **Outline** **5%**
- **Unusual paragraph** **20%**
- **Usual paragraph** **75%**







Introduction

**Main
Body**

Conclusion

- Background statement** – where you set the context for your essay
- Issue(s)** – where you outline the specific issues that are relevant to your essay
- Thesis** – where you state your position in relation to the issues
- Scope** – where you outline what exactly is going to be covered in relation to your argument

Each paragraph should focus on one idea only.

The idea can then be developed in a number of ways, such as through explanation, evaluation, exemplification or incorporation of research data.

Your paragraphs should be balanced—keep to the rule of no less than 3 sentences per paragraph.

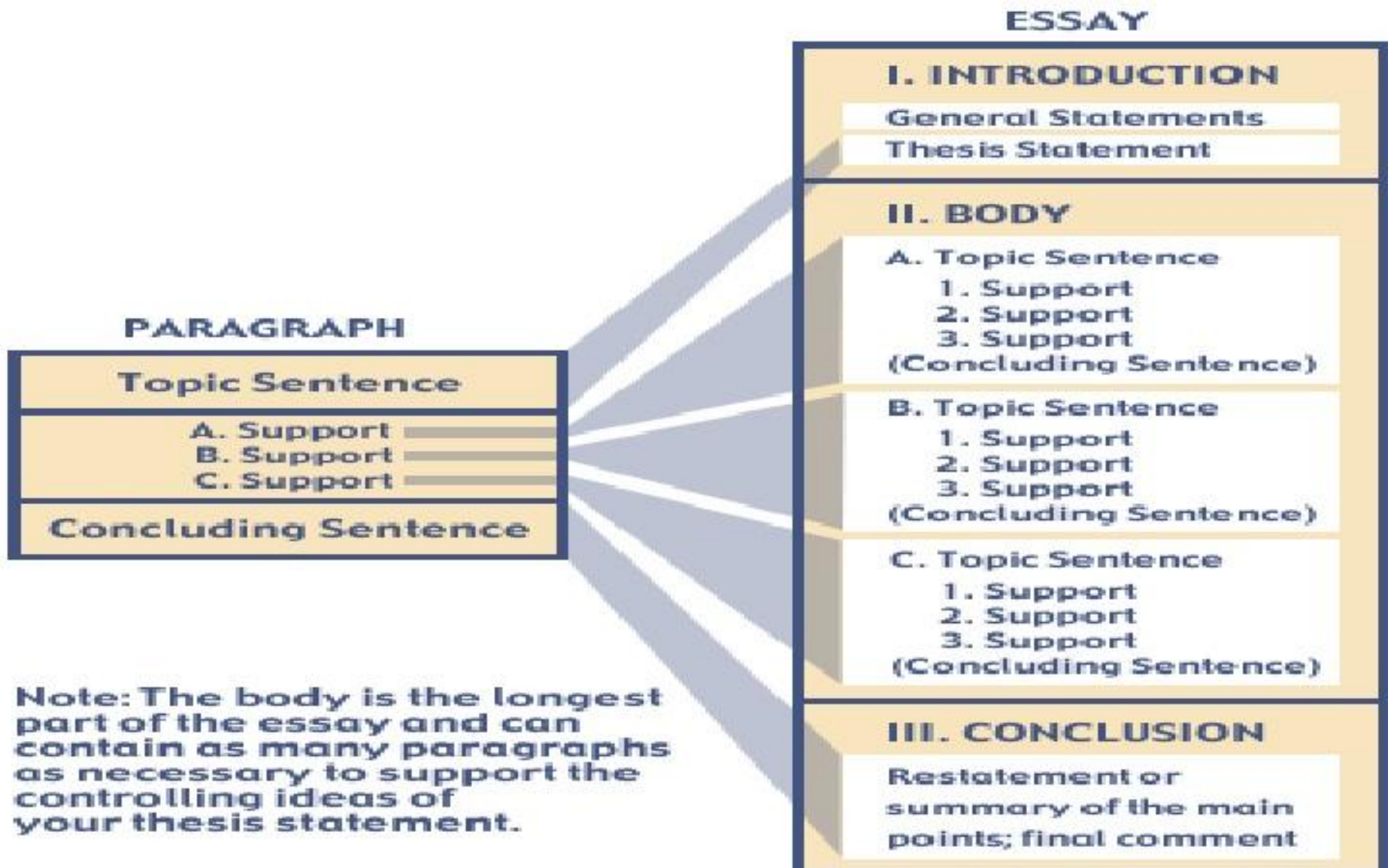
Your paragraphs should link together—use connective words, both within and between paragraphs, to keep a sense of cohesion and linkage.

Begin with a link to the preceding paragraph.

Restate your thesis and summarise your principal points.

End with a broad statement relating to the significance of your argument.

Diagram of an essay



Paragraph

It is combination of **4-9 sentences** on some **single topic or idea** and indicated by a new line and indentation.

- However; it is divided into two parts
 1. Usual paragraph (Body)
 2. Unusual paragraph (Other than Body)

Unusual Paragraph (20%)

- The paragraph that cannot follow the said definition which is combination of **4-9 sentences** on some **single topic or idea**
- This serves as a map of the essay, outlining to your reader the main argument and points in the form of a summary, abstract and preface
- However, some time it works to connect different parts of body paragraphs

- It has the following three kinds;
 1. Introduction
 2. Conclusion
 3. Transitional /Connecting

Introduction

- An introduction should be like a map to introduce and identify the topic, inform the surrounding context and route the essay to final conclusion. It always covers 10 % of an essay.
- It consists of 10- 18 sentences
- Words: 180 - 220
- In one continuous paragraph
- Complete summary (60 %)
- It has three components;
 - ❖ Opening/General Statements 06 sentences
 - ❖ Supporting/Additional Statements 10 sentences
 - ❖ Thesis Statement 01 sentence

Introduction – Think of an introduction as an upside down triangle.

General

- General statement that introduces the topic.
- Additional statements that lead into the thesis statement.
- Thesis statement.

Specific

ATTENTION GETTER

Begin with a story or concrete illustration that captures your reader's attention immediately

CONNECTION

Tie your Attention Getter's image to your Thesis's point by describing what the actual situation from the prompt is

THESIS

End your Introduction by providing a statement of what your argument is.

Types of Essays

1. Descriptive (Details)
2. Narrative
3. Socioeconomic
4. Factual
5. Expository
6. Argumentative (Stance)
7. Literary
8. Abstract
9. Persuasive

Types of Essays

1. Expository
2. Argumentative

	Argumentative	Descriptive
Nature of topic	Statement/quotation, mostly in the form of question/ or	Statement/Fact/Issue
Requirement	Stance is required. Prove with Yes/No	Describe/Explain/ Illustrate
Knowledge	Diversified	Average
Failure	Maximum (90%)	Average (50%)
Length	Short (1200-1400)	Average (1500-2000)
Marks	Highest (50-80)	Average (40-55)
Criteria	Knowledge with Extra-ordinary language	Minimum Knowledge with good language

Kinds of Essays

- Open Ended

- There are some Hurdles in the way of a Truly Independent Country
- War on Terror has Contributed to Growing Human Right Abuse
- Gender Equality is a myth

- Close Ended

- Terrorism its Causes and Consequences (Descriptive)
- Coeducation its Merits and Demerits (Descriptive)
- Can Meaning be fixed? (Argumentative)
- Is Gender Equality a Myth? (Argumentative)

Types of Essays

1. Expository
2. Argumentative
3. Open Ended

CSS -2020 Topics

1. Do we really need literature in our lives?
2. Women universities as agents of change.
3. Pakistan and the future of Kashmir cause.
4. Polarized politics: the issues and challenges of democracy in Pakistan.
5. Global power dynamics and Pakistan's foreign policy.
6. Pakistan's informal economy: the way forward.
7. Promoting tourism in Pakistan: opportunities and challenges.
8. I do not agree with what you have to say, but I'll defend to the death your right to say it.
9. Is Pakistan ready for the digital revolution?
10. IMF bailouts: roads to stability or recipes for disaster.
11. What are the reasons for poverty in Pakistan?

CSS Essay 2011

1. Truth is a rare commodity despite the freedom by the print and electronic media.
2. Without good communication skills, life becomes impossible in the modern world.
3. The time we live in is the winter of the world.
4. In this country reason does not apply to anything.
5. Does Pakistan society regard women as the angel in the house or the source of all evils?
6. Disaster management and government preparedness.
7. Fair play and life, as it is lived, in the land of the pure.
8. The pleasures of reading.
9. There are hurdles in our way to becoming a truly independent state.
10. Insanity in individuals is something rare but in groups, parties and nations it is the rule.

Components of an Introduction for Factual/ Social and Descriptive

1. Opening Statement
6 sentences

a. General Statement 3
b. Specific Statement 3

2. Supporting Statements
10 sentences

a. Essential Statements
b. N. Essential Statements

3. Thesis statement
01 Sentence

Concluding Statement 1

General Statement/Hook/ Attention Grabber

- It refers to the first 1-3 sentences of an essay. It consists of an intriguing opening that is designed to grab your reader's attention. A good attention-getter will invoke your reader's curiosity and pique their interest in the rest of the essay. It has usually four popular ways;
 1. **Background information**
 2. **Quotation/Verse**
 3. **Story**
 4. **Question**

Topic: Causes of Terrorism in Pakistan

Thesis Statement

- A thesis statement is one or more sentence that expresses the main idea /arguments/stance of an essay.
 1. **Objective:** To provides crux the whole essay in the form of plans or stance. It also connects the introduction with coming paragraphs.
 2. **Location:** Ideally it appears at the end of introduction and at the start of conclusion.
 3. **Length:** A thesis statement focuses your ideas into one or two sentences. It should present the topic of your paper and also make a comment about your position in relation to the topic. Your thesis statement should tell your reader what the paper is about and also help guide your writing and keep your argument focused.
 4. **Types:** It has two types: Faulty, Simple and Extraordinary

Crux, Control and Connect

- Crux: Details of plans/ Stance

Globalization: its Pros and Cons

This discourse will illustrate the concept of globalization, its benefits ~~and demerits~~ in the coming discussion.

Is Gender Equality a Myth?

In short, it is a fact that males are dominating everywhere on this globe.

Thesis Statement: Simple vs. Complex

Topic: Democracy in Pakistan: Hopes and Hurdles

Simple: This essay will describe democracy in Pakistan, its hurdles and hopes in coming paragraphs.

Complex: It is a fact that despite daunting hurdles of democracy in Pakistan, if it is allowed to evolve, there are considerable prospects that democracy can flourish in Pakistan.

Thesis Statement: Simple vs. Complex

Topic: Is Gender Equality a Myth?

Simple: It has proved that gender equality is a myth.

Complex: Male is dominating every where on this globe which indicates that gender equality is still in illusion.

Argumentative/Literary/Persuasive Essay

The argumentative/Literary /Persuasive essay is a type of essay that requires the student to investigate a topic – **collect/generate** ideas and arguments, **evaluate/analyze** ideas and evidence - and **establish** a stance/position on the topic concisely. It has three different styles.

Topics from Past Papers

- Can meaning be fixed?
- Is colonial mentality impeding the progress of Pakistan?
- Man is born free and everywhere he is in chains.
- Information technology: blessing or curse.
- Not economy but politics is a key to success.
- What are the causes of corruption in Pakistan?

Components of an Introduction for Argumentative Essay

- | | |
|--|---|
| 1. Opening Statement
6 sentences | a. General Statement 3
b. Specific Statement 3 |
| 2. Supporting Statements
10 sentences | a. Your Stance 10 |
| 3. Thesis statement
01 Sentence | Concluding Statement 1 |

Components of an Introduction for Argumentative Essay

Opening Statement
6 sentences

- a. General Statement 3
- b. Specific Statement 3

Supporting Statements
10 sentences

- a. Your Stance /Thesis & its evidences 7
- b. Others Opinion/Anti Thesis 3
- c. Refute/ Synthesis 1

Thesis statement
01 Sentence

Concluding Statement 1

Components of an Introduction for Argumentative Essay

- | | |
|--|---|
| 1. Opening Statement
6 sentences | a. General Statement 3
b. Specific Statement 3 |
| 2. Sporting Statements
10 sentences | a. Opponent (Antithesis)
b Opponent (Antithesis) |
| 3. Thesis statement
01 Sentence | Concluding Statement 1 |

Is Gender Equality a Myth?

A. General and Specific Statements

B. Gender Equality is a Myth

1. Male dominance in societies manifests the reality of gender inequality
2. Cultural attachment
3. Orthodox religious practices
4. Conservative social norms
5. Economic dependence of women
6. Limited political participation by women.
7. Limited job opportunities all over the world
8. Plato called women, property of the state
9. Frailty thy name is woman

C. How Gender Equality is a Fact

1. Women equality in West
2. Article 25 (2) Constitution of Pakistan 1973 ensures equality
3. Biological equality of men and women

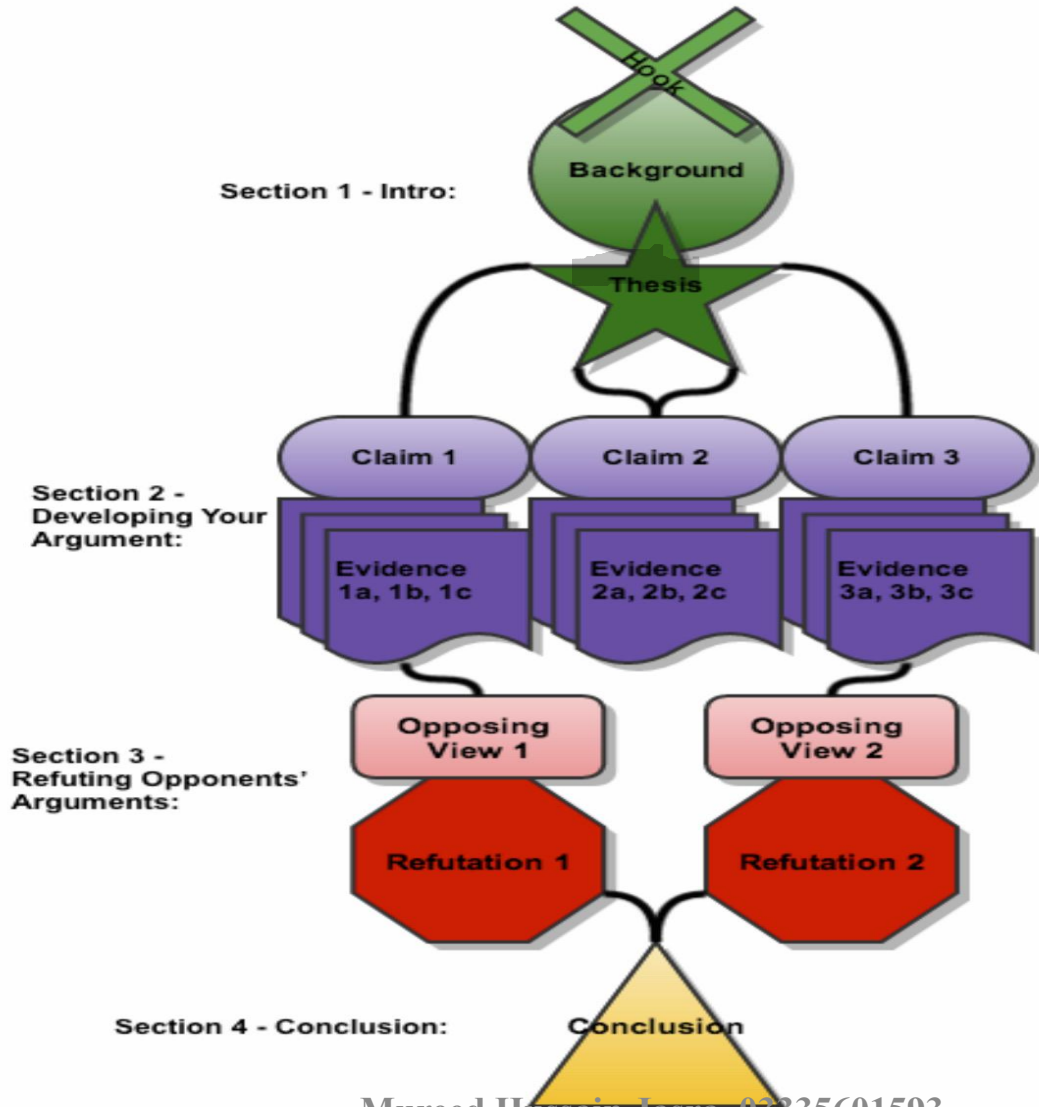
D. Thesis Statement

Test

1. If you have a dream, you can achieve it.
2. Honesty is always the best policy.
3. It is hard work, not luck that decides the future of an individual.



Argumentative Essay Outline



CSS -2020 Topics

1. Do we really need literature in our lives.
2. Women universities as agents of change.
3. Pakistan and the future of Kashmir cause.
4. Polarized politics: the issues and challenges of democracy in Pakistan.
5. Global power dynamics and Pakistan's foreign policy.
6. Pakistan's informal economy: the way forward.
7. Promoting tourism in Pakistan: opportunities and challenges.
8. I do not agree with what you have to say, but I'll defend to the death your right to say it.
9. Is Pakistan ready for digital revolution?
10. IMF bailouts: roads to stability or recipes for disaster.

Test

1. Social media: a blessing or a curse.
2. Has debt helped to achieve economic stability?
3. Has the disaster management mechanism failed in Pakistan?
4. Why do economic crises trigger political turnover in some countries but not in others?
5. Could the Ukrainian war plunge the global economy into a new crisis?

Test

Write thesis statements on the following topics;

1. “Do not waste water even if you were at a running stream”.
2. Meaning of purposive education.
3. COVID-19: A wake-up call for Pakistani researchers.
4. Human inventions move societies backward.
5. Universal human equality is utopic.
6. Bureaucracy doldrums.
7. Gender equality: A popular slogan
8. Pros and cons of globalization.
9. Intercultural communication is the panacea to avoid 3rd world war.
10. “I fall upon the thorns of life! I bleed”.

Body Paragraphs

Usual/Body Paragraph

It is combination of 4 - 9 sentences on some single topic or idea and indicated by a new line and indentation and you can never leave a line among paragraphs. It must has following characteristics;

1. Topic sentence
2. Development/Supporting Sentences
3. Coherence
4. Unity
5. Organization
6. Concluding sentence

topic sentence

supporting sentences

conclusion

topic sentence

supporting sentences

conclusion

topic sentence

supporting sentences

conclusion

Topic Sentence

It is very first sentence or a catch line of a paragraph which determines the direction of the paragraph. It has following three requirements;

1. Discourse marker of structure
2. New idea/ Central idea
3. Topic of the Essay

Causes and Consequences of Poverty in Pakistan

Introduction

- 1.
- 2.

Causes of Poverty in Pakistan

1. Mass illiteracy
2. Mega corruption
3. Gender discrimination

Consequences of Poverty in Pakistan

1. Poor economic growth
2. Increase in crime rate
3. Extreme unemployment

Solutions to Reduce Poverty in Pakistan

1. Quality education
2. Mass level of development
3. Dispensation of justice

Conclusion

Topic Sentence (Direct)

- To start with ,it is mass illiteracy that promotes poverty in Pakistan.....
- In addition, poverty also emerges due to corruption in a society.....
- Lastly, gender discrimination is another cause of poverty in Pakistan.....

Topic Sentence (Indirect)

- It is mass illiteracy that is a primary cause which promotes poverty in Pakistan.....
- Poverty **also** emerges due to corruption in a society.....
- **Along with mega corruption,** gender discrimination is a final cause of poverty in Pakistan.....

Topic Sentences

- **Firstly**, **poor economic growth** is the foremost consequence of **poverty in Pakistan**.
- **Secondly**, **poverty in the country** leads to **increase in the crime rate**.
- **Lastly**, **extreme unemployment** is a result of extreme **poverty in the country**.

Topic Sentence

- It is **quality education** that is the first method to reduce **poverty** from a society.....
- **Poverty** can also be curtailed by **dispensation of social justice** at different level.....
- **Along with dispensation of social justice, finally** mass level of **development** provides lot of opportunities for work and this is the best way to minimize **poverty**.....

Topic: Nothing great was ever achieved without Enthusiasm

- Firstly, history has proved many times that nothing great was ever achieved without utmost enthusiasm.
- Lastly, Bill Gates was a boy of middle class family of Washington and at his adult age he was interested in computer programming and he changed the course of human being on the basis of his passion and zest.
- On the other hand, there were many human who have tried to attain something special but could not because they had not a fine passion and zest.

Development/Supporting Sentences

It is the art of converting your topic sentence into a comprehensive paragraph. It has three objectives: **Illustration: Define/Describe, Justify and Link**. It can be achieved by applying the following tools;

1. Topic sentence 1
2. Supporting sentences (Illustration of new ideas) 3
3. Justification (Quotation , Saying , Reference ,
Examples ,Facts , Figures, Arguments, Observation and
Compare and Contrast)
1
4. Supporting sentences (Illustration of new ideas) 3
5. Conclusion sentence 1

Development/Supporting Sentences

It is the art of converting your topic sentence into a comprehensive paragraph and it can be achieved by applying following tools;

1. Topic sentence (**Antithesis**)
2. Supporting sentences (Illustration of new ideas) 2
3. **Refute** 1
4. **Justification** (Quotation , Saying , Reference , Examples ,Facts , Figures, Arguments, Observation and Compare and Contrast)
1
5. Conclusion sentence (**Synthesis**) 1

Concluding Sentence

- It is the last sentence of a paragraph to conclude the discussion which has started with topic sentence. It has following requirements;
 1. Concluding discourse markers
 2. Idea of the topic sentence
 3. Repeat topic of the essay

Concluding Sentences

- Hence, it can be stated that mass illiteracy promotes poverty in Pakistan.
- In short, it is proved that poverty also emerges due to corruption in a society.
- So, it is gender discrimination which is another cause of poverty in Pakistan.

Check List

1. Topic Sentence: DM, CI and TE
2. Supporting Sentences: Illustration, Link and Evidence
3. Concluding Sentence: DM,RCI and RTE

Coherence

It is an attachment and connectivity among *ideas* and *sentences* of a *paragraph* and essay to create flow, rhythm and beauty. Furthermore there must not seem a gap among ideas, sentences and paragraphs. It has two types;

- **Logical coherence (among ideas)**
- **Verbal coherence (sentences and paragraphs)**

It is mass illiteracy that is a cause which promotes poverty in Pakistan. It refers to the inability of a person to read and write. In its simplest form, it can be defined as lack of any or sufficient education. Illiteracy is both a social-evil and a national problem for Pakistan. Such situation also creates problems to secure employment in government as well in private sectors and thus leads to poverty. According to Economic Survey of Pakistan 2006-07 illiteracy rate in Pakistan is 41%, therefore 24.3% people of total population is living below the poverty line. It is also fact that illiterate people, in era of technology, are unable to do any business to improve the economic condition of their families. In short, it can be stated that illiteracy is a social evil which always leads to poverty. (8 Sentences)

National Integration: Ills and Remedies

It is quality education which can fasten national integration in a society and country. **It** equips an individual with knowledge, awareness and insight. **Furthermore**; it enhances an individual with variety of skills to earn employment in public or private sector and in foreign countries. **It** is quality education which makes a citizen to develop its cognitive abilities which is a best tool to differentiate between right and wrong and due to this, individuals cannot deviate from social and national norms of a society. **As Sir Syed** has rightly said, “Educate, educate and educate, cure the roots and the tree will flourish.” **Moreover**; an educated person is always a great source of inspiration for others and he can convert anti state elements to work for national building. **Hence**; this is proved that quality education is an effective tool to strengthen national integration.

Tools of Logical Coherence

1. Relevant content
2. Do not repeat the content
3. Logical connection among new ideas and topic of essay

Tools of Verbal Coherence

1. Discourse marker/Connectors/Transitional devices
2. Use of Pronoun
3. Synonyms and variation in words
4. Transitional paragraph **(Join different parts of body paragraphs of an essay)**
5. Thesis statement

Discourse Markers

<u>ADDING</u>	<u>SEQUENCING</u>	<u>ILLUSTRATING</u>	<u>CAUSE and EFFECT</u>
<p>and</p> <p>also</p> <p>as well as</p> <p>moreover</p> <p>too</p> <p>furthermore</p> <p>additionally</p>	<p>first, second, third...</p> <p>finally</p> <p>next</p> <p>meanwhile</p> <p>after</p> <p>then</p> <p>subsequently</p>	<p>for example</p> <p>such as</p> <p>for instance</p> <p>in the case of</p> <p>as revealed by...</p> <p>illustrated by</p>	<p>because</p> <p>so</p> <p>therefore</p> <p>thus</p> <p>consequently</p> <p>hence</p>

COMPARING

similarly

likewise

as with

like

equally

in the same way..

QUALIFYING

but

however

although

unless

except

apart from

as long as

if

CONTRASTING

whereas

instead of

alternatively

otherwise

unlike

on the other hand..

conversely

EMPHASISING

above all

in particular

especially

significantly

indeed

notably

Transitional Paragraph

- A **transitional paragraph** is a **paragraph** in an essay, summary, composition, or report that signals a shift from one section, idea, or approach to another. It only appears among body paragraphs.
- Usually short - usually as short as one or two sentences - a transitional paragraph is most commonly used to summarize the ideas of one part of a text in preparation for the beginning of another part.
- It is strictly prohibited at the end of introductions and beginning of conclusions.

Unity

This is singleness of ideas and one idea must be presented in one sentence and one paragraph. In addition there must not be any kind of deviation from your topic of the essay and topic sentence of the paragraph.

Organization

Order among sentences, ideas and paragraphs is called organisation. The most important leads to the less important and you proceed from international to national and national to local

Make Body Paragraphs

Global Warming: Causes and Remedies

Firstly, the mass level of deforestation is a key cause of global warming.

Poverty in Pakistan and its Causes

To start with, the minimum participation of women in the nation's building is a major cause of poverty in Pakistan.

Poverty in Pakistan: its Causes and Implication

To start with, the minimum participation of women in nation-building is a cause of poverty in Pakistan. Women, who constitute almost half of the country's population, are kept away from participating in public welfare and it increases poverty. The exclusion of the female labour force impacts the country's economy negatively and as a result, the living conditions of the overall population are worsening day by day. **Moreover, it is commonly observed that the rural areas people are comparatively poor because of the absence of women's participation.** The burden of the whole family is on the shoulders of men; therefore, it is difficult for families to meet the basic requirements of their lives. The direct outcome of female isolation is more and more people are falling below the poverty line. Hence, the minimum participation of women in nation-building is a cause of poverty in Pakistan.

Make a Body Paragraph

Develop body paragraphs on the following topic sentences.

Is Gender Equality a Myth?

Lastly, the minimum political representation of women at the global level indicates that equality of both genders is still an illusion.

Whereas, the Constitution of Pakistan 1973 promises ensures that gender equality is a fact throughs its different articles.

Is Gender Equality a Myth?

Lastly, the minimum political representation of women at the global level shows that gender equality is still far from being achieved. Despite efforts to improve gender balance, women are still greatly underrepresented in politics worldwide. As of 2023 as per the report of Inter-Parliamentary Union (IPU), women hold only 26.1% of parliamentary seats globally, while they make up half of the world's population. In leadership roles, the situation is even more unequal, with only five (5) women serving as heads of states and their, which is just 3 % of global leadership positions. This lack of female representation in politics shows that women's voices are still not fully heard in decision-making processes. In some regions, like the Middle East and North Africa, women occupy less than 8% of parliamentary seats. This underrepresentation contributes to the idea that women's perspectives and equality are still secondary in political and public life.

Is Gender Equality a Myth?

Whereas, the Constitution of Pakistan 1973 promises and ensures that gender equality is a fact through its different articles. Many argue that legal provisions are enough to guarantee equality for women in the country. These articles clearly state that the state shall not discriminate against any citizen on the grounds of sex, promising equal protection and opportunities under the law. Supporters of this view contend that these legal safeguards have led to progress in women's rights and opportunities, such as increased access to education, healthcare, and employment. **However, while the Constitution may promise gender equality on paper, the reality is that these protections are often not fully implemented or enforced. In practice, women in Pakistan still face severe challenges, including widespread gender-based violence, restricted access to economic opportunities, and underrepresentation in political leadership.** According to a report by the United Nations Development Programme (UNDP), Pakistan ranks 151st out of 162 countries in gender equality, highlighting the gap between legal rights and actual social conditions. Moreover, social and cultural norms often restrict women's freedom and limit their ability to fully participate in public and political life. Therefore, despite constitutional guarantees, true gender equality remains a distant reality, as laws implementation are missing to overcome deeply ingrained societal barriers

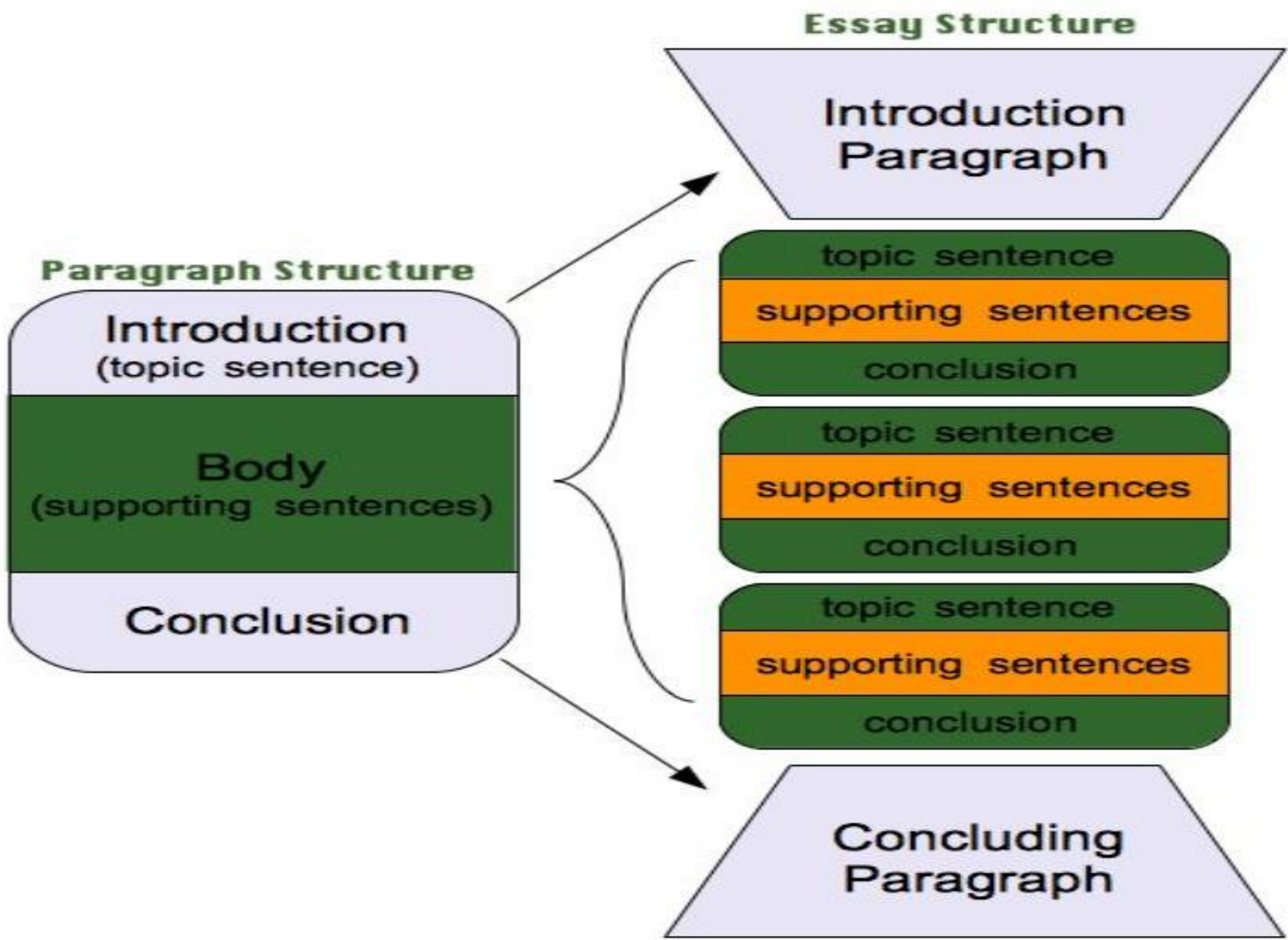
Conclusion

Conclusion

This is the last paragraph of your essay which outlining to your reader the main argument and points. A conclusion starts with specific information and becomes more general.

- ❖ One continuous paragraph that is consisted of 12-16 sentences
- ❖ Reflect an abstract, summary or preface **but don't use the same wording.**
- ❖ **In simple words it is a reproduction of your introduction in some different diction**

It has the following key components;



An Introduction Vs a Conclusion

Sr	An Introduction	A Conclusion
1	General to specific	Specific to general
2	Location of Thesis Statement: end	Location of Thesis Statement: start
3	Tense of Thesis Statement: Future	Tense of Thesis Statement: Present Perfect
4	Mostly written in Present and Future Tenses	Preferably use Present Perfect and Modal Verbs
5	Focus on essential part (primary)	Focus on solutions (If existed in outline)
6	Use mostly first (60 %) content	Remaining (50%) content should be added in conclusion
7	Tone should be neutral	Optimistic approach (If required)

Globalization its Pros and Cons Is Gender Equality a Myth?

Quotation

Define

Pros

Cons

Thesis

Thesis

Cons

Pros

Define

Open

Quote

Define

My stance

Opponent Stance

Refute

Thesis

Thesis

Opponents

Refute

My stance

Define

Open

Components of a Conclusion: Expository Essay

1. Concluding Discourse Marker
2. Thesis statement: Complete Plans
3. Additional Statements: Primary and Secondary
4. Opening: Specific and General Statement

Components of a Conclusion: Argumentative Essay

1. Concluding Discourse Marker
2. Thesis statement: Clear Stance
3. Additional Statements: Opponent Stance Evidence, Antithesis and Your Stance Evidence/Arguments
4. Opening: Specific and General Statement

Floods are Tipping Pakistan into a Food Crisis

A. Thesis statement: Hence, floods have happened in Pakistan due to various causes that have pushed Pakistan into a food crisis.

B. Causes of Floods in Pakistan

C. How Floods are Tipping Pakistan into Food Crises

1. Massive destruction of ready-to-be-harvested crops
2. Wastage of stored grains
3. Decimation of livestock
4. Water logging and salination lead to a minimum yield
5. Damaged communication and delivery networks for early transportation of fruits and vegetables
6. Destroyed food processing factories
7. Imported food is not affordable for the common masses
8. Absence of availability of seeds for future cultivation
9. Minimum cultivation due to poor drainage system from fields
10. Floods every year reduce thousands of acres of cultivation

D. Redefine and Open

Write a conclusion on the following topic;

Home Assignment

➤ Has Debt Helped to Achieve Economic Stability in Pakistan?

Outline

Why do we need outline?

Why do we need outline?

- Helps to write faster
- Categorizes parts of an essay into sections
- Gives direction
- Maintains focus
- Saves time for editing
- Enhances coherence

Outline

- An outline provides overview of an essay and it has followings objectives;
 - ✓ Organization of random ideas and thoughts is known as an outline.
 - ✓ Categorize the main points in headings or sections
 - ✓ Helps to prevent a writer from getting stuck when the writer is performing the actual writing of the essay.
- Two types of Outline: **Heading Outline** and **Sentences Outline**

Key Features of a Good Outline

1. Comprehensive image
2. Divide the topic into headings (Universal, primary and secondary)
3. Use the key words of your essay in headings
4. Every heading must be self explanatory
5. Capitalize every key word of title/topic/headings/subheadings expect **preposition, articles, helping verb, pronoun and conjunction**
6. Illustrate the headings with points in the form of phrases
7. Every point can be divided in sub points in order to explain the content of the paragraph but on sub points separate paragraph are not required
8. Sentences are not recommended except **Imperative and Interrogative**
9. Flawless
10. Beautiful presentation

Climate Change a Real Threat for Economic Growth of Pakistan

A. Introduction

- 1.
- 2.
- 3.

B. Causes of Climate in Pakistan

- 1.
- 2.

C. Consequences of Climate Change on Economic Growth in Pakistan

- 1.
- 2.
- 3.
- 4.
- 5.

D. Way forwards to Improve Climate

- 1.
- 2.

E. Conclusion

Classrooms Decide the Future of a Nation

Introduction

1

2

How Education Decides the Future of a Nation

1

2

3

4

Solutions to Improve Education

1

2

3

Conclusion

Climate Change is a Real Threat for Economic Prosperity of Pakistan

- Introduction
- Causes of Climate Change
- How Climate Change is a Threat for Economic Prosperity of Pakistan
- Solution to Minimize Threats of Climate Change
- Conclusion

Causes and Consequences of Terrorism Outline vs Introduction

Outline

1. Introduction
 - a. What is terrorism?
 - b. Thesis statement
2. Causes of terrorism
3. Consequences of terrorism
4. Solutions to reduce terrorism
5. Conclusion

Introduction

1. General statement
2. Specific statement
3. Causes of terrorism
4. Consequences of terrorism
5. Solutions to reduce terrorism
6. Thesis statement

Essay Outline Format for Factual/ Social and Descriptive

• Introduction

1. General Statement
2. Specific Statement
3. Thesis Statement

• Part 1 (Primary Heading)

1

a.

b.

2

3

4

5

• Part 2 (Primary Heading 2)

1

2

3

4

5

• Part 3 (Secondary Heading)

1

2

3

4

5

Conclusion

Topic: Terrorism in Pakistan its Causes and Consequences Outline

A. Introduction

1. Evolution of societies
2. What is terrorism?
3. Thesis statement

B. Causes of Terrorism in Pakistan

1. Poor law and order;
 - a. Situation in FATA
 - b. Insurgency in Balochistan
2. Mass illiteracy;
 - a. 24.2 million out-of-school children
3. Foreign involvement;
 - a. Case study of KY- a RAW agent

C. Consequences of Terrorism in Pakistan

1. Poor economic growth: decrease in exports and surge in imports
2. Human loss
- 3.

D. Way forwards to Reduce Terrorism in Pakistan

1. Quality education
2. Provision of social and economic justice
- 3.
- 4.

E. Conclusion

Essay

- 1. Pakistani Women have the same Chances as Men**
- 2. Democracy in Pakistan: Hopes, Hurdles and Issues**

Complex Topics

- Democracy and Illiteracy cannot move together
- War on terror has contributed to human right abuse
- Human development and economic sustainability

Topic: Democracy and Illiteracy cannot Move Together

Outline

A. Introduction

- 1.
- 2.
- 3.

B. Features of Real Democracy

C. How Democracy and Illiteracy Do Not Move Together

1. Illiteracy leads to election of inefficient leadership
2. Delayed feedback on policies a reason for continuity of faulty policies
3. Minimum pressure on the government for best practices for good governance
- 4.
- 5.
- 6.
- 7.
- 8.

D. Conclusion

Is Gender Equality a Myth?

A. Introduction

1. Evolution of civic life
2. What does mean by gender equality?
3. Thesis statement

B. Gender Equality is a Myth

1. Male dominance in societies manifests the reality of gender inequality
2. Cultural attachment
3. Orthodox religious practices
4. Conservative social norms
5. Economic dependence of women
6. Limited political participation by women. Limited job opportunities all over the world

7. Limited job opportunities all over the world
8. Plato called women, property of state
9. Frailty thy name is woman

C. How Gender Equality is a Fact

1. Women equality in West
2. Article 25 (2) Constitution of Pakistan 1973 ensures equality
3. Biological equality of men and women

D. Conclusion

Topic Has Democracy Failed to Deliver in Pakistan?

Outline

A. Introduction

1. Evolution of different forms of governance
2. Democracy and its key objectives
3. Thesis statement

B. Failure of Democracy to Deliver in Pakistan

1. Extreme poverty confirms the failure of democracy;
 - a. 27 % of total population is living below poverty.
 - b. 48% citizens do not have access to clean water.
2. Absence of transparency and accountability manifests the reality of democracy in Pakistan.
3. Freedom of speech can never be denied in real democratic states: kidnapping and torture on civil society activists
4. Rise in inflation

5. Prevalence of gender inequality shows the worth of democracy
6. Restoration of democratic government has failed to build confidence of foreign direct investors: decrease in FDI
7. Failed to ensure national integration: insurgency in Balochistan and FATA
8. Failed to provide basic necessities of life;
 - a. Food
 - b. Shelter

C. Area Where Democracy Remains Successful

1. Political parties introduce devolution of power to ensure provision of basic necessities: 18th amendment
2. NFC award 2010 a step by democratic government toward nation integration: division of resources on diverse formula
3. Freedom to press: emergence of social median and private channels

D. Conclusion

Time Management for Making of Outlines

- **Gathering of information (30)**
 - Heading
 - Free writing
 - Looping
- **Organization of information (20)**
 - Selection
 - Categorization
 - Placement/ranking
 - Outline

Make a Comprehensive Outline

- Online Education is Better Than on Campus Education.
- Parliamentary form of Democracy does not Suit Pakistan.
- Has Pakistan Learned from Past Political Crises?

Topics

- National Debt
- Covid-19
- Online Education
- Social Media
- Democracy

Content

Content is a compilation of information, ideas, stuff and messages that are translated into some kind of written material or an essay. **Furthermore; *Valuable content is the focus of all successful writings.***
Followings are qualities of good content;

- 1. Unquestionable***
- 2. Must mention your source***
- 3. Universal reputation***
- 4. Definite knowledge***

Type of Topics

1. Universal topics
2. Emerging topics
3. Literary topics

Universal Topics

1. Democracy
2. Education
3. Socio-economics Issues
4. Media/Social Media
5. UNO
6. Climate Change/Global Warming/Water Crisis
7. Feminism/Women Empowerment/Right of Women in Islam

Democracy' key Dimensions

1. Forms of Democracy
2. Features/Characteristics/ Culture
3. Hurdles/Reasons for Failures/ Issues/ Challenges
4. Impacts/ Threats/ Consequences / Repercussion due to Failure of Democracy
5. Remedies/ Solution / Way forward
6. Future/ Hopes/ Prospects
7. Election reforms
8. Polarization of Politics/ Consensus Politics

Topics from Past Paper

1. Political Polarization; Governance and Society
2. Digital democracy: Social Media and Political Participation
3. Polarized Politics: the Issues and Challenges of Democracy in Pakistan
4. Features of Real Democracy
5. Democracy is Culture rather than a Process
6. Democracy in Pakistan: Hopes and Hurdles
7. Future of Democracy in Pakistan
8. Democracy and Illiteracy can never move together

Education's Key Dimensions

1. What is education?
2. Types of education
3. Merits/ benefits / advantages / changes/Agent/meaning/purpose
4. Causes of failures/ hurdles/ ills / reasons / issues / problems
5. Failures/ repercussions / consequences
6. Remedies/ Solution / Way forward
7. Online Education
8. Single National Curriculum

Basic Education: 1-12

Vocational:

Professional : 12-16

Research: 16

Topics from Past Papers

1. Online learning is not only convenient but often more effective than traditional classroom instructions
2. Meanings of purposive education
3. Women universities as an agent of change.
4. Higher education: Ills and remedies.
5. Higher science education in developing countries.
6. Higher Education as an agent of change.
7. Privatizing higher education-generating knowledge or making more money for the opulent.
8. Pleasures of reading.
9. Education makes people easy to lead, but difficult to drive, easy to govern, but impossible to enslave.
10. Education aims for its object the formation of character.
11. Need for serious planning in technical education in Pakistan.
12. Reforms in Examination systems.
13. The present system of Education must assume some of responsibilities of our failure.
14. Co-education, Merits and Demerits.
15. A Critical Analysis of Education Systems in Pakistan.
16. Meaning and purpose of education.
17. There should be colleges and schools just for men/boys and some just for women/girl.

Social Media (Uses, Abuses, Replacement & Regulation)

1. Fake news and cyber propaganda: the use and abuse of social media.
2. Social Media is a tool to create unrest in society.
3. Role of Social Media for good governance.
4. Social Media is a weapon for fifth-generation war.
5. Role of Social Media in natural disasters.
6. Limitation/ Regulation of Social Media.

Islam/ Muslim World

1. Is Ummah an outdated ideology?
2. Rise in populism has further escalated Islam phobia.
3. Challenges to religious pluralism in Western World

UNO

1. Obligations of UNO to counter health challenges in the 21st century.
2. The global indifference towards the right of self-determination.
3. Obligations of UNO in the 21st century.
4. UNO seems irrelevant in the modern era

Current Issues Topics

1. Constitutional Debate and division among institutions and political parties
2. International Conflicts
 1. Palestine vs Israel
 2. Russia Vs Ukraine (NATO vs SCO)
 3. Trade USA vs China (BRI vs B3W/AUKUS)
3. Economic Crisis
4. Political Crisis: Presidential form of Government/ Election Reforms/ Political Polarization/ Political Consensus
5. Post Socio-economic implications of Covid-19.

Literary Topics

1. The time we live in is the winter of the world.
2. Beggars cannot be choosers.
3. Gender equality is a myth.
4. If gold rust what shall the iron do.
5. Frailty, thy name is woman.
6. Modernity is an unending project.
7. Universal human equality is utopic.
8. Child father of man.
9. Man is born free but he is in chain every where.

Key Topics 1/3

1. Global Warming/ Climate Change and our Preparation to Counter it/
Climate Change is a real threat for the economic prosperity of
Pakistan
2. Disaster Management
3. Making of new Provinces in Pakistan: Challenges and Prospects
4. Rights of Minorities in Pakistan: Issues and Solutions
5. Education/ Education System of Pakistan has Failed to Produce
Efficient Human Resource/ Illiteracy breeds Extremism in the
Society
6. ‘Dharna’ against the State: Freedom of Speech or Question on the
Writ of the State
7. Democracy/Features Of Democracy/ Future of Democracy in
Pakistan/Election Reforms/Why is Democracy Failed to Deliver in
Pakistan?

Key Topics 2/3

7. Emerging Powers of Social Media and its role for Good Governance/Limitation of Free Speech/Demise of impartial Media
8. Image of Islam in West and responsibilities of Muslim Umha
9. Energy Crisis/ Water Crisis/Water is Essential for Economic Stability of Pakistan/Water Crisis and its impacts on National Integration
10. Critical Analysis of United Nation
11. Urbanization and Its Hazards
12. Accountability Reduces Corruption and This Leads to Peace, Stability and Prosperity
13. Socio-economic Problems of Pakistan

Key Topics 3/3

14. Gender Equality/ Female Education/ Rights of Women in Islam/ Gender Equality is a Myth/Feminism/Women empowerment

15. Deglobalization and its impacts on the modern world/
Populism / Nationalism

16. Information Technology

17 Artificial Intelligence: Blessing or Curse

18. Youth/Population bulge: Dividend or boom

Serial#	Topic	Page
1	Education	1-15
2	Democracy	16-30
3	United Nation and Foreign Policy of Pakistan	31-45
4	Socio-economic Problems	46-60
5	Feminism/ Women Rights	61-75
6	Global Warming/ Climate Change	76-90
7	Media/Social Media	91-105

Fact Book for CSS/PMS 2024/25

GDP: 2.38 (\$375 Billion) (Global 3.2%) 46th Global position

GNP:

GDP on education: 1.5 %

GDP on health: 1%

GDP on debt service: 52%

GDP on defense: 17 %

FDI: \$ 1.5 Billion

Remittances: \$25 Billion

Total Revenue: RS 10.337 Trillions

Total Expenditures: Rs 18.877 Trillion

Budget Deficit: Rs: - 8.500

Total Exports: \$ 25.7 Billion

Total Imports: \$ 43.5 Billion

Trade Deficit: \$ 17.7 Billion

Inflation Rate: 26 % (Global 5.9 %)

Poverty Line: 26 %

Per Capital Income: \$ 1680 Billion

Debt:

External: Rs 24,0993 b or \$86.7 b

Domestic: Rs 43,432 b or \$156 b

Electricity Potential

Installed Capacity: 41,131 MW

Total Production: 27,225 MW

-Hyde, thermal, nuclear, solar & others

Total Demands

Short Fall

Natural Gas(Potential, Pro, Demnd & Deficit)

Population Growth

Literacy Rate: 62.1%

-among males: 73.4 %

-among females: 52.8 %

Provinces wise

Punjab:

Sindh:

KPK:

Baluchistan:

Higher education

Individual Monthly Budget

Revenue	Expenditure
<ol style="list-style-type: none">SalaryBusiness ProfitAid	<ol style="list-style-type: none">Accommodation and foodTravellingStudiesClothingEntertainmentsCommunicationOthers
Total	Total
Status: Revenue – Expenditure = Surplus/ Deficit/ Equal	

Internal Economy (PKR)

FY: 2024-2025

Revenue FY 2022-24	Expenditure FY 2024-25
<p>Total Expenditures- Rs 18.877 TR</p> <ul style="list-style-type: none"> Gross Revenue: 17.815 (Total Tax: 12.970 and Non Tax: 4.854) Federal Share as Per NFC: 5.532 (Provincial Share: 7.438) Net Available: 10.384 (Federal Share 5.532 + Non-Tax 4.854) Deficit: RS - 8.5 Trillion (45 %) (Debt from Banking and Non-Banking Sources) 	<p>Current Expenditures- Rs 18.877 TR</p> <ul style="list-style-type: none"> Interest Payment- Rs 9.77 (52%) Defence – Rs 2.122 TR (11%) ROCG- Rs 0.839 (4.5 %) Pension- Rs 1.014 (5.3 %) Subsidies – Rs: 1.363 (7%) Grants- Rs 1.77 (9.4%) Emergency – Rs. 0.313 (1.65%) Developments: 1.4 (8%)

External Economy

FY 2023-24

Inflow of Dollar

- Exports: \$ 25.7 Billion
- Remittances: \$23.8 Billion
- FDI: \$ 1.5 Billion

- **Total: \$ 54 b**
- **Monthly Income: \$ 4.5 Billion**
- **Monthly Shortfall: 2.5 – 3.5 Billion**

How to Meet:

1. **Debt: IMF, ADB, Friendly Countries etc**
2. **Bounds in Int. Market (Sukuk, Eurobound)**

Outflow of Dollar

- Imports: \$ 43.3 Billion
- External Remittances \$1 Billion
- Personal expenses \$11 Billion
- Return and Interest Rate of External Debt: Interest \$18 b (\$ 86 b)
- Companies profit: \$ 2
- **Total \$ 77.5 b**
- **Monthly Expenditure Billion 6.46**

Pakistan Economy FY 2022-23

Budget deficit: 4.9 % of GDP or 5.4S tr

GDP Size: \$ 378 b (USA 25899 b, China 18880 b, India 3740 b and Bangladesh 485 b)

Remittances: \$ 27 b – 31 b (India \$ 113 b-88 b & Bang \$ 25 b -21 b)

Exports: \$ 39.22 b - 31 b (India 760 b - 670.21 b, Bag 59 b - 45 b)

Imports: \$ 82 b- 69 b

Trade Deficit: 40 b

Foreign Currency Reserves \$ 05 b (China 3222, India 642, Bangladesh 68 b)

GDP Growth : Pak: 2.1 %, India 7.2 % and Bangladesh 6.03

Per Capital Income: \$ 1597 (India \$ 2389 & Bang 2688 \$) and **USA 76,112**

Inflation Rate: 19.5 % (India 6.70 %, Bangladesh 7.70 % and China 2 %)

Below the poverty (1.9\$) line 24% (China 0.6 %, India 10 % & Bangladesh 4%)

Global Economic Overview

FY 2023/24

Revenue Rs10.377 Trillion – Expenditure 18.877: Budget deficit: 4.9 % of GDP or Rs 8.5 Trillion

GDP Size: \$ 375 b (USA 25899 b, China 18880 b, India 3740 b and Bangladesh 485 b)

Remittances: \$ 25 b – 31 b (India \$ 113 b-88 b & Bang \$ 25 b -21 b)

Exports: \$ 25.7 b - 31 b (India 760 b - 670.21 b, Bag 59 b - 45 b)

Imports: \$ 43.4 - 69 b

Trade Deficit: \$17.7 b

Foreign Currency Reserves \$ 05 b (China 3222, India 642, Bangladesh 68 b)

GDP Growth : Pak: 2.38 %, India 7.2 % and Bangladesh 6.03

Per Capital Income: \$ 1680 (India \$ 2389 & Bang 2688 \$) and **USA 76,112**

Inflation Rate: 26 % (India 6.70 %, Bangladesh 7.70 % and China 2 %)

Below the poverty (1.9\$) line 24% (China 0.6 %, India 10 % & Bangladesh 4%)

Sources: IMF WB, ADB, Pakistan Statistic Division and Pakistan Finance Ministry

Key Sources

- Standard Books (Why Do Nations Fail by Acemoglu and Robinson, Pakistan Beyond the Crisis State by Dr Maleeha Lodhi, Pakistan and World Affairs by Shamshad Hussain and
- Quality Periodical (IPRI, Strategic Studies and Defense Journal)
- Foreign Policy Magazine
- A Short History of World, B. V. Rao
- Dawn Newspaper (Opinion Writing, Editorial and News of Policies)
- Government Documents (Economic Survey 2023-24, Brief of Budget 24-25, Vision 2025, CPEC Review, Water Policy 2018, National Security Policy 2022 and Education Policy 2018 Review)
- Helping Books
- YouTube: TCM
- Chat GPT

Expression

The style of writing, selection of words, combinations of phrases and clauses, construction of sentences and composition of paragraphs in an essay is called expression. It must have the following qualities;

The style of writing is known as expression. It is also known as selection of words. Selection of phrases and clauses is also expression. In addition selection of sentences and selection of paragraphs in an essay is also called expression.

The style of writing, selection of words, combinations of phrases and clauses, construction of sentences and composition of paragraphs in an essay is called expression.

Types of Expression

- Simple but flawless 40-42
- Complex but flawless 50-80
- Complex with mistakes 20-30
- Simple with mistakes 10-20

Element of Expression

- Diction/ Selection of words
- Sentence Style
- Punctuation
- Coherence
- Figurative language

Simple Diction

- Artificial Intelligence is watched by many as a product to produce more goods and make the economy good. It can enlarge the ability of things as how they are done and vastly improve the process of how to make decisions after analyzing large amounts of data. In a journal published by the European Parliament, research launched by consulting company *Accenture* covering 12 developed economies, which together generate more than 0.5 percent of the world's economic production, states that by 2035, AI could increase twice the annual global economic growth. AI will make this growth in three important ways. First, it will lead to a strong increase in the production of labor by up to 40 percent due to new technologies enabling more able laborers. Secondly, AI will make a new virtual workforce capable of solving problems and learning itself. Third, the economy will also benefit from the spread of innovation, which will affect different sectors and create new fields of revenue.

Academic Diction

- Artificial Intelligence is seen as an engine of productivity and economic growth. Yet its unprecedented impacts are in efficiency with which things are done in the post decision-making process through the analysis of troves of data. In a journal published by the European Parliament, Accenture forecasts that by 2035, AI could double annual global economic growth rates. It further states that AI will drive this growth in three important ways; first, it will cause a robust increase in labor productivity as much as 40 percent on account of innovative technologies enabling more efficient workforce. Second, it will create a new virtual workforce capable of solving problems and self-learning. Third, the economy will benefit from the diffusion of innovation, which will have serious impacts on different sectors on account of its ability to generate new revenue streams. Briefly put it, AI is going to accelerate economic growth at an unprecedented rate.

How to Improve

- Read quality books and literary pieces of writing (Unpopular Essays by Bertrand Russell, Pakistan: A Hard Country by Paul Liven)
- Read Newspapers Editorial on daily basis
- Work on your vocabulary
- Do maximum writing practice

Grammar

- *Grammar is the structural foundation of our ability to express ourselves in the form of words*
- *The more we are aware of how it works, the more we can monitor the meaning and effectiveness of the way we and others use language*
- *It can help foster precision, reduce ambiguity and exploit the richness of expression available in English*
- *This includes: Tenses, Narration, Active and Passive, Use of Article, Punctuation, Translation, Use of Preposition and Sentence Correction*

Key Issues

- **The Fragment:** A number of different ideas should not be put together in one single unit
 - a) He is my friend and Pakistan is a rich country.
- **Incomplete Sentences**
 - Pakistan is my country facing many issues.
 - Pakistan is my country who facing many issues.
 - Pakistan is my country that is facing many issues.
- **Punctuation** (Use of Capital Letters, Inverted Commas and etc)
- **Use of Articles:** A and an with countable are mostly missing with excessive use of the
- **Use of Tenses:**
 - a. Present simple tense (where to use s or es with a verb of singular noun or pronoun)
 - b. Difference between Present Perfect and Simple Past tense

Key Issues

- **The Fused Sentence:** Sentences that run into each other with no marks of punctuation are said to be ‘*fused*.’ Writing such sentences is not only a sign of extreme carelessness or sheer ignorance of the basic facts about sentence structure

Our club raised some money for the Red Crescent Society an organization like this wonderful.

- Our club raised some money for the Red Crescent Society, an organization like this is doing a wonderful job.
- Our club raised some money for the Red Crescent Society. An organization like this is a wonderful thing.

■ Presentation

Arguments

- An argument is an attempt to persuade someone of something, by giving reasons for accepting a particular conclusion as evident.
- Natural language, proper structure, beautiful and flawless expression, accurate content and correct grammar are the key for good arguments

Types of Essays

- Descriptive
- Argumentative
- Socioeconomic
- Narrative

Time Management

Time Management (3 hours/ 180 m)

Every productive work requires some kind of planning. Essay writing is a creative process; hence it requires planning as well. A good essay writer plans it into following stages;

- Selection of topic 05 m
- Pre writing stage 45 m
- Drafting stage 115 m
- Post drafting stage 15 m

Selection of the Topic

- Read all the topics
- Understanding of the topics
- Prepared structure
- Definite knowledge
- Interest
- Academic qualification

How to Understand the Topics

1. Simple Topics

- Pros and Cons of Globalization
- People have become overly dependent on technology

2. Complex Topics

- Democracy and illiteracy cannot move together
- War on terror is contributing towards the growing abuse of human rights

3. Use of **And** in the Topics

- Global Trade and Trade Policies of China
- Human Development and Economic Sustainability

4. Use of **Colon/Dash** in the Topics

- Pakistan's Informal Economy: the Way Forward
- Promoting Tourism in Pakistan: Opportunities and Challenges
- IMF Bailouts: Roads to Stability or Recipes for Disaster
- The Administrative Corruption and Inefficiency —its Causes and Cures

5. Use of **Question Mark** in the Topics

- Is Gender Equality a Myth?
- What are the hurdles in our way to becoming a truly independent state?

6. Use of **Or** in the Topics

- IMF Bailouts: Roads to Stability or Recipes for Disaster

7. Use of **Semicolon** in the Topics

- More and more international military engagements by the United Nations; is the world moving towards peace?
- Expanding Information Technology; a Blessing or a Curse

Simple Topics

- Pros and cons of globalization
- People have become overly dependent on technology

Complex Topics

- Democracy and illiteracy cannot move together
- War on terror is contributing towards the growing abuse of human rights

Topic: Democracy and Illiteracy cannot move Together Outline

A. Introduction

- 1.
- 2.
- 3.

B. Features of Real Democracy

C. How Democracy and Illiteracy Do Not Move Together

1. Illiteracy leads to the election of inefficient leadership;
 - a. Case study of Pakistan
2. Delayed feedback on policies a reason for continuity of faulty policies
3. Minimum pressure on the government for best practices for good governance
- 4.
- 5.
- 6.
- 7.

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D. Conclusion

Use of **And** in the Topics

- Global trade and trade policies of China
- Human development and economic sustainability

Topic: Human Development and Economic Sustainability

Outline

A. Introduction

- 1.
- 2.
- 3.

B. Features of Human Development

- 1
- 2
- 3

C. How Human Development Impacts Economic Sustainability

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

D. Conclusion

Use of **Colon/Dash** in the Topics

- Pakistan's informal economy: the way forward
- Promoting tourism in Pakistan: opportunities and challenges
- IMF bailouts: roads to stability or recipes for disaster
- The administrative corruption and inefficiency —its causes and cures

Topic: Pakistan's Informal Economy: the Way Forward

Outline

A. Introduction

- 1.
- 2.
- 3.

B. Key Characteristics of Pakistan's Informal Economy

C. Implications of Pakistan's Informal Economy

- 1.
- 2.

C. Way Forward to Address Issues of Informal Economy

- 1
- 2
- 3
- 4
- 5
- 6

D. Conclusion

Use of Question Mark in the Topics

- Is gender equality a myth?
- What are the hurdles in our way to becoming a truly independent state?

Topic: Is Gender Equality a Myth?

Outline

A. Introduction

1. Evolution of civic life
2. What does mean by gender equality?
3. Thesis statement

B. Gender Equality is a Myth

1. Male dominance in societies manifests the reality of gender inequality
 - a. UNO Women's representation
2. Cultural attachment
 - a. Tradition of Sathi
3. Orthodox religious practices
4. Conservative social norms
5. Economic dependence of women
6. Limited political participation by women

C. How Gender Equality is a Fact

1. Women equality in West
2. Article 25 (2) Constitution of Pakistan 1973 ensures equality

D. Conclusion

Use of **Or** in the Topics

- IMF bailouts: roads to stability or recipes for disaster
- Gender equality: a myth or a reality

Topic: Gender Equality: a Myth or a Reality Outline

A. Introduction

1. Evolution of civic life
2. What does mean by gender equality?
3. Thesis statement

B. Gender Equality is a Myth

1. Male dominance in societies manifests the reality of gender inequality
 - a. UNO Women's representation
2. Cultural attachment
 - a. Tradition of Sathi
3. Orthodox religious practices
4. Conservative social norms
5. Economic dependence of women
6. Limited political participation by women

C. How Gender Equality is a Fact

1. Women equality in West
2. Article 25 (2) Constitution of Pakistan 1973 ensures equality

D. Conclusion

Use of **Semicolon** in the Topics

- More and more international military engagements by the United Nations; is the world moving towards peace?
- Expanding information technology; a blessing or a curse

Topic: More and more international military engagements by the United Nations; is the world moving towards peace?

A. Introduction

1. Emergence of international organizations
2. Need of UNO
3. Thesis statement

B. Evidence of Military Engagements of UNO

C. World is Moving towards Peace

- 1
- 2
- 3
- 4
- 5

D. UNO Remains Unsuccessful in Maintaining the Global Peace

- 1
- 2

E. Conclusion

Pre Writing Stage

- Gathering of information (30)
 - heading
 - free writing
 - looping
- Organization of information (15)
 - selection
 - categorization
 - Placement/ranking
 - outline

Writing Stage 1/1

- Always follow the topic of your essay, do not miss its basic requirements and questions. Your first task is to fully understand the question being asked.
 - Informal Language: **Do not rather don't and four rather 4.**
 - Writing in First Person: Academic writing should be written in the third person, eliminating the personal use of I.
 - **Instead of "I think" always say "It can be argued".**
 - Do not write incomplete sentences especially when you combine two clauses
 - Clear stance
 - Try to meet the number of words 1400-2200
 - Definite knowledge
 - Do not write incomplete paragraphs especially the conclusion
- Ten millions has

Writing Stage 2/1

- Flawless expression
- Expressive not impressive
- Proper structure
- Use of discourse markers, punctuation marks, adjectives and synonyms
- Valid arguments
- Reasonable handwriting

Post Drafting Stage

It consists of;

1. Revision
2. Edition

Revision

This is recognition of your mistakes in spelling, punctuation, grammar, sentence structure and topic and concluding sentence by revising the following parts;

1. Outline
2. Introduction
3. First two paragraphs of the body
4. Conclusion

Edition

~~It is the process to correct the mistakes.~~ Furthermore mistakes can be corrected in following ways;

1. Add
2. Reword
3. Cut/delete
4. Resentence

Pakistan is a boautiful country

Fields to Cover

Candidates will be required to write one essay in English. A wide choice of subjects will be given

The fields generally are:

1. Education
2. Democracy
3. Media/ Social Media
4. UNO
5. Climate Change/ Global Warming
6. Women Empowerment
7. Information Technology/ Artificial Intelligence

Recommended Sources

- **High School English Grammar by Wren and Martin**
- **The Origins of Power, Prosperity, and Poverty: Why Nations Fail by Acemoglu and Robinson**
- **Pakistan Beyond the Crisis State by Maleeha Lodhi**
- **GRE Vocabulary**
- **Dawn Newspaper (Opinion Writing, Editorial and News of Policies)**

Recommended Sources

- **Research Magazines** (IPRI, Strategic Studies, Global Image and Defense Journal)
- **Government Documents** (Economic Survey 16-17, Brief of Budget 16-17, National Action Plan 16, Vision 2025, CPEC Review and Education Policy 2009 Review)

For Articles, Outlines, Books and etc)

➤ **Mureed Hussain Jasra CSP (Facebook page)**

QUESTIONS & ANSWERS