

Civil Services Preparatory School: CSPs

ESSAY WRITING



CSPs: 0316 5701593

PLANNING FOR WRITING A GOOD SCORING ESSAY

Every productive work requires some planning. Essay writing is a creative process; hence, it requires planning as well. A good essay writer plans it into the 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 carefully
- Understanding of the topics
- Prepared structure
- Definite knowledge
- Interest
- Academic qualification



HOW TO UNDERSTAND THE TOPICS



TYPE OF TOPICS

1. Simple Topics
2. Complex Topics
3. Use of **And** in the Topics
4. Use of **Colon/Dash** in the Topics
5. Use of **the Question Mark** in the Topics
6. Use of **Or** in the Topics
7. Use of **Semicolon** in the Topics



SIMPLE TOPICS

- Pleasures of Reading
- Meanings of Purposive Education



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 is a reason for the continuity of faulty policies
3. Minimum pressure on the government for best practices for good governance
- 4.
- 5.
- 6.
- 7.

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

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's equality in West
2. Article 25 (2) of the 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? OUTLINE

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)
 - Headings
 - Free writing
 - Looping
- **Organisation of information** (15)
 - Selection
 - Categorisation
 - Placement/ranking
 - Outline



WRITING STAGE 1/2

- Always follow the topic of your essay, and do not miss its basic requirements and questions. Your first task is to understand the question being asked fully.
- 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



WRITING STAGE 2/2

- Do not write incomplete paragraphs, especially the conclusion
- 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. The first two paragraphs of the body
4. Conclusion



EDITION

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

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

Pakistan is a boautiful country.



TYPES OF ESSAYS

1. Descriptive
2. Narrative
3. Socioeconomic
4. Factual
5. Expository
6. Argumentative
7. Literacy/Abstract/Conceptual
8. Persuasive



TYPES OF ESSAYS

Expository

Descriptive

Narrative

Factual

Socioeconomic

Argumentative

Persuasive

Literary

Conceptual

Abstract



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



GENDER EQUALITY IS A MYTH!

A. Introduction

B. Gender Equality is a Fact

1

2

3

4

5

6

7

8

9

C. Gender Equality is a Myth

1

2

D. Conclusion

A. Introduction

B. How Gender Equality is Myth

1

2

3

4

5

6

C. Why Gender Equality is a Myth

1

2

3

4

D. Solution

1

2

E. Conclusion



ESSAY

- It is an **opinion** of the writer on some given topics in **18-20 paragraphs** or **150-200 sentences** or **2500 – 3000 words** in a comprehensive way.
- The word essay originally means a first attempt or practice.
- We have two types of writing: **Academic and Technical**
- **An essay has five components;**
 - 1) **Structure** **20**
 - 2) **Grammar** **20**
 - 3) **Content** **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. Candidates' **Technical Treatment, Grammar, Expression, Knowledge and Articulation** will be examined.



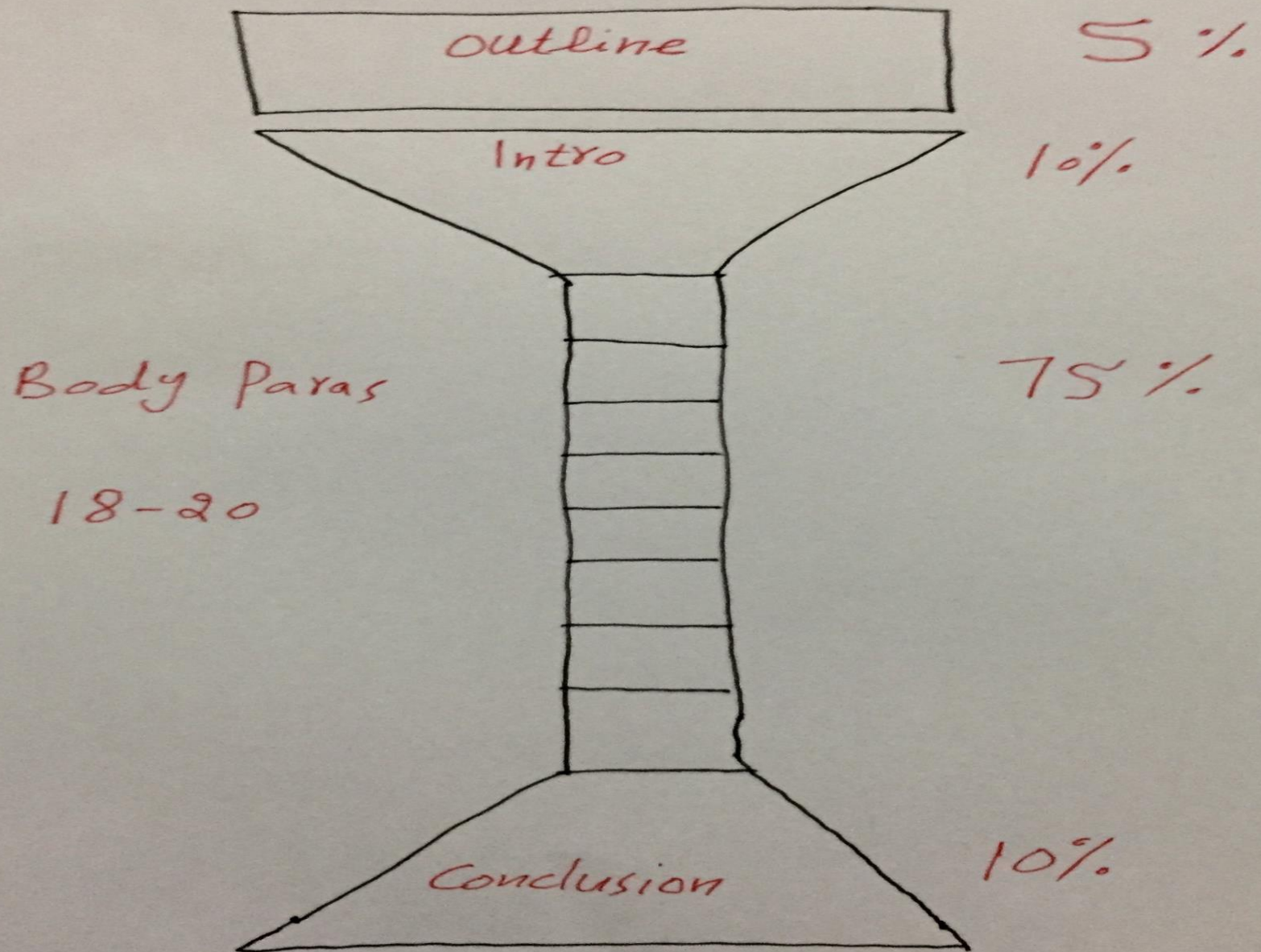
STRUCTURE

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;

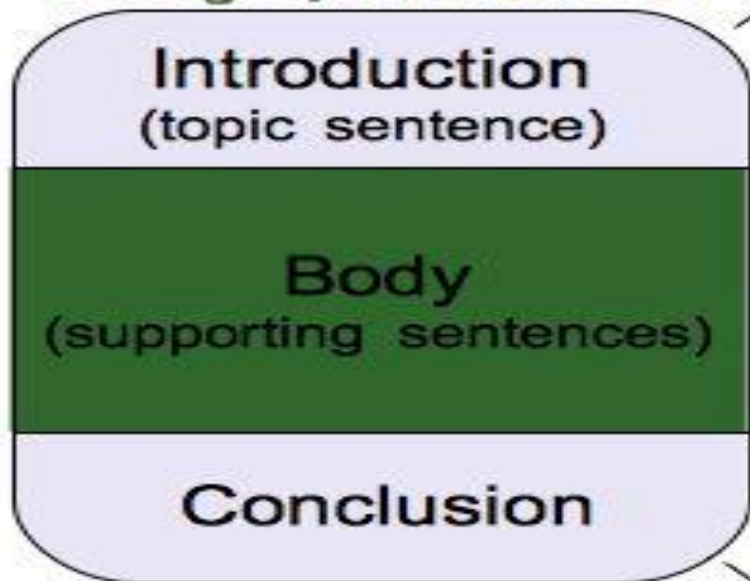
It has four parts:

- **Outline**
- **Introduction**
- **Body Paragraphs**
- **Transitional Paragraphs**
- **Conclusion**





Paragraph Structure



Essay Structure

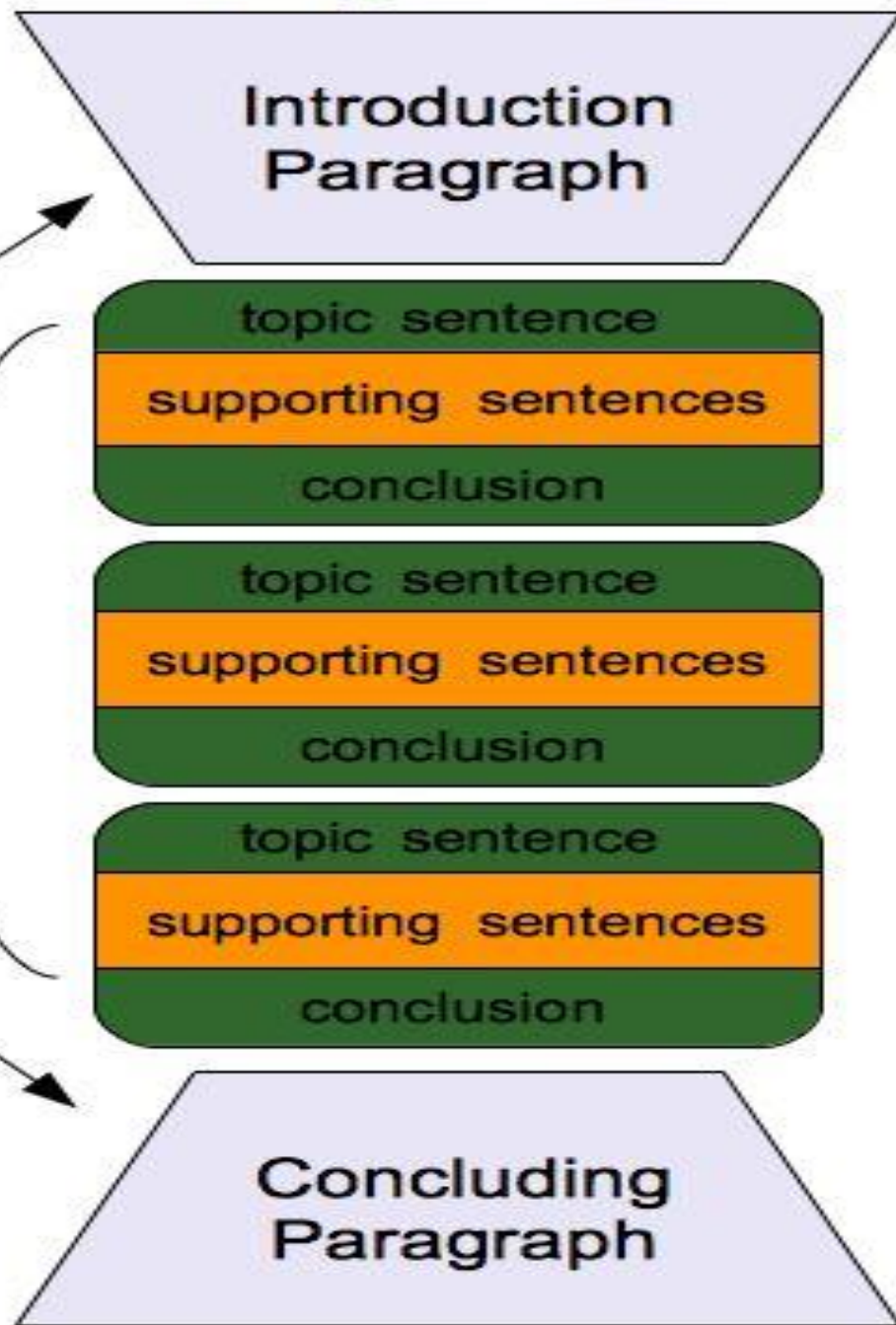
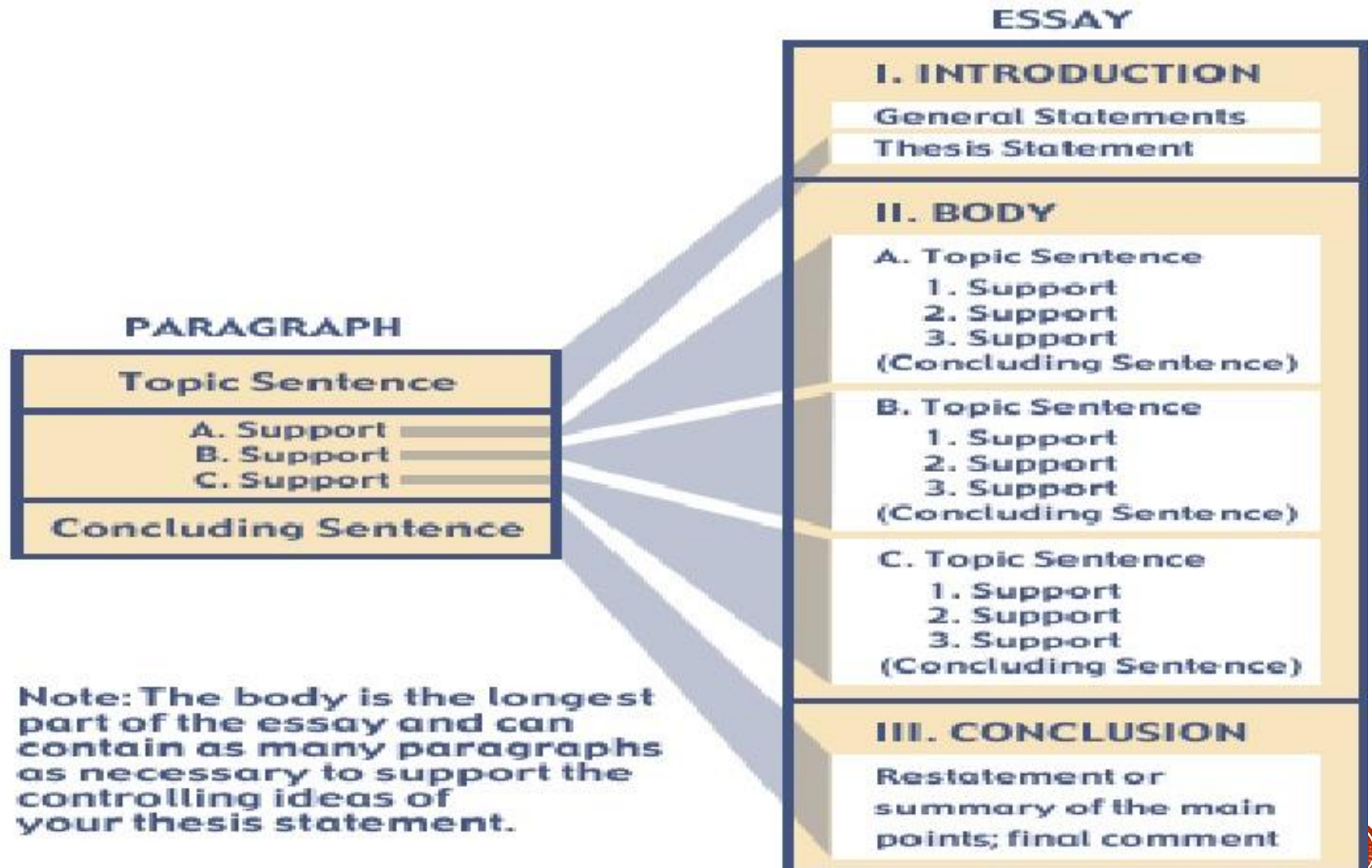


Diagram of an essay



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. It has four parts:

- Outline
- Introduction
- Body Paragraph
- Transitional Paragraph
- Conclusion



OUTLINE



AN OUTLINE

- An overview of the whole Essay
- Provide a Comprehensive Image
- Divide into Sections and Headings (**Universal, Essential and Non-Essential**)
 - Organise ideas in a logical and coherent sequence
 - Maintain focus and prevent deviation from the topic
- Add Arguments and Sub arguments
- Two styles (**Heading and Sentences**)



TOPIC: TERRORISM IN PAKISTAN ITS CAUSES AND CONSEQUENCES OUTLINE

A. Introduction

B. Causes of Terrorism in Pakistan

1. Poor law and order;
 - a. Situation in FATA
 - b. Insurgency in Balochistan
2. Mass illiteracy: 22.4 million out-of-school children
3. Foreign involvement
 - a. Case study of Kulbushan Jadhav
- 4.
- 5.



C. Consequences of Terrorism in Pakistan

1. Poor economic growth: decrease in exports and surge in imports
2. Human loss
- 3
- 4
- 5
- 6

D. Way forwards to Reduce Terrorism in Pakistan

1. Quality education
2. Provision of social and economic justice

E. Conclusion



IS GENDER EQUALITY A MYTH?

A. Introduction

B. Gender Equality is a Myth

1. Male dominance in societies manifests the reality of gender inequality
 - i. Less participation in UNO
2. Cultural attachment
3. Orthodox religious practices
 - i. Tradition of Sathi
4. Conservative social norms
5. Economic dependence of women
6. Limited political participation by women
 - i. No woman has been elected USA president



7. Limited job opportunities all over the world

8. Plato called women, property of the state

9. Frailty thy name is the woman

C. How Gender Equality is a Fact

1. Women's equality in the West

2. Article 25 (2) Constitution of Pakistan 1973 ensures equality

3. Biological equality of men and female

D. Conclusion



IF YOU HAVE A DREAM, YOU CAN ACHIEVE IT.

- **Individual**
- **Social**
- **Governmental**

1. Society, Justice and Equality
2. Human welfare
3. History
4. Politics
5. Religion
6. Sports
7. Science and Technology
8. Literature
9. Economics
10. Philosophy



IF YOU HAVE A DREAM, YOU CAN ACHIEVE IT.

A. Introduction

1

2

3

B. Dreams always lead to Achievements

1. Martin L. K.'s dream becomes reality in 2004;
 - a. B. Obama, a black individual, became President of the USA
2. The ideal of Muslim self-realisation and nationhood;
 - a. Allama Iqbal's dream materialised through the creation of Pakistan
3. Spirit of human welfare brought the largest welfare network;
 - a. Example of Edhi network



C. Dreams are Merely Imagination

1. Karl Marx's dream of communism could not be achieved;
 - a. Issues rest with its implementation mechanism

D. Conclusion



INTRODUCTION

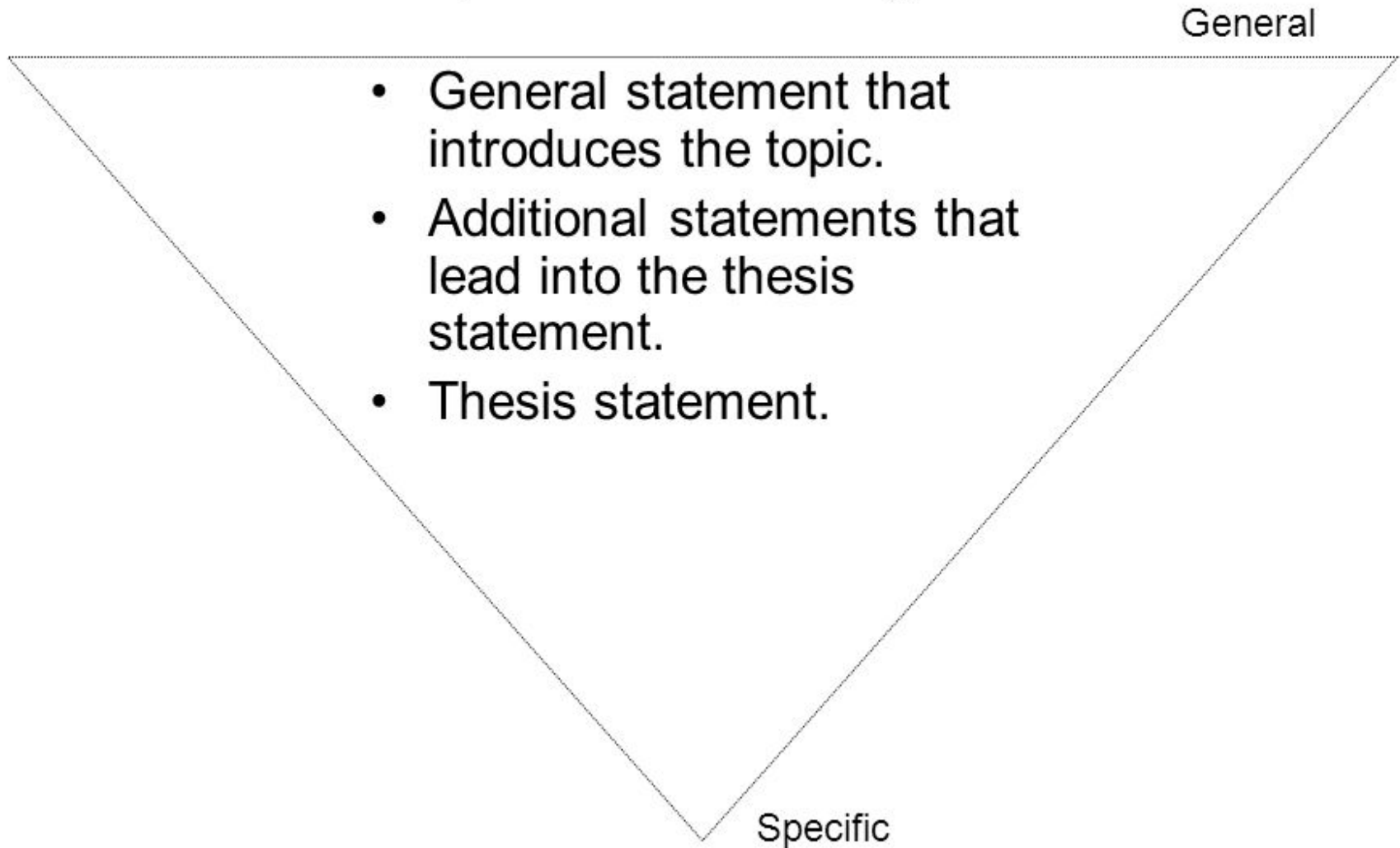


INTRODUCTION

- An introduction should be like a map to introduce and **identify the topic**, **inform the surrounding context** and **route the essay to a final conclusion**. It always covers 10 % of an essay.
- It consists of 10- 18 sentences
- In one continuous paragraph
- Complete summary
- **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.



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.

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. Primary Statements
b. Secondary Statements

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 7
b. Others Opinion/Anti Thesis 3
c. Refute/ Synthesis 1

Thesis Statement
01 Sentence

Concluding Statement 1



BODY PARAGRAPH

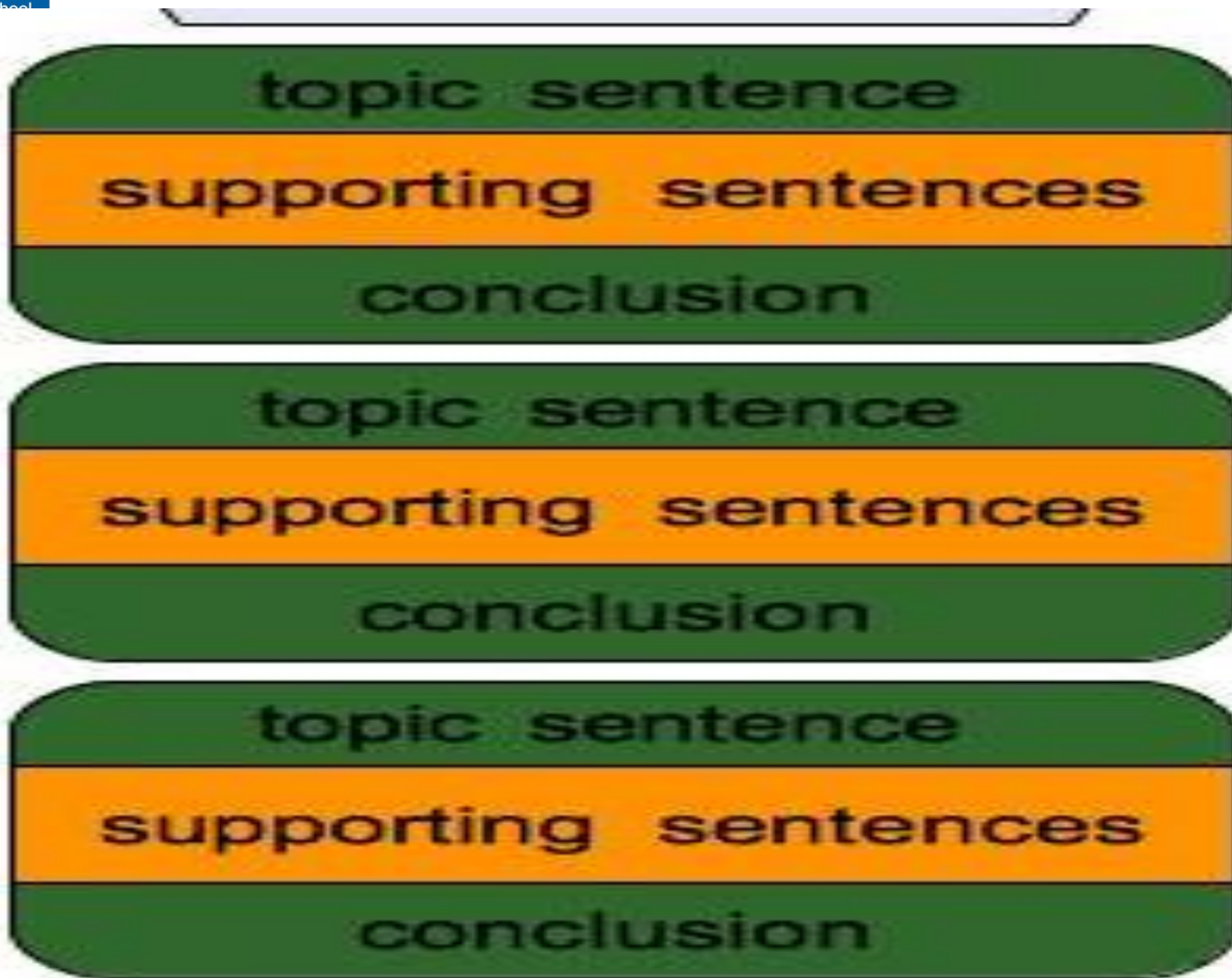


USUAL/BODY PARAGRAPH

It is a combination of **6 - 8 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 have the following characteristics;

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





TOPIC SENTENCE

The very first sentence or a catch line of a paragraph determines the direction of the paragraph. It has the 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.
- 3.

Causes of Poverty in Pakistan

1. **Mass illiteracy: demographic and cultural**
2. **Mega corruption**

Consequences of Poverty in Pakistan

1. **Poor economic growth**
2. **Increase in crime rate**

Solutions to Reduce Poverty in Pakistan

1. **Quality education**
2. **Mass level of development**

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.....



DEVELOPMENT/SUPPORTING SENTENCES

It is the art of converting your topic sentence into a comprehensive paragraph. It has four objectives: **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 the following tools;

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



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)**



UNITY

This is the 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 the topic of the essay and the topic sentence of the paragraph.



ORGANIZATION

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



It is mass illiteracy that is a cause which promotes poverty in Pakistan. Illiteracy refers to the inability of a person to read and write. In its simplest form, it can be defined as a lack of any or sufficient education. Illiteracy is both a social evil and a national problem in Pakistan. Pakistan is a country where the rate of illiteracy is very high. According to the Economic Survey of Pakistan 2006-08, the illiteracy rate in Pakistan is 41%. However, illiteracy is more common among women and in rural areas of Pakistan. In short, it can be stated that illiteracy is a social evil which has affected the economic growth of Pakistan. (8 Sentences)



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 a lack of any or sufficient education. Illiteracy is both a social evil and a national problem in Pakistan. Such a situation also creates problems in securing employment in government as well as in private sectors and thus leads to poverty. According to the Economic Survey of Pakistan, the 2023-24 illiteracy rate in Pakistan is 41%, therefore 24.3% people of the total population is living below the poverty line. It is also a fact that illiterate people, in the 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)



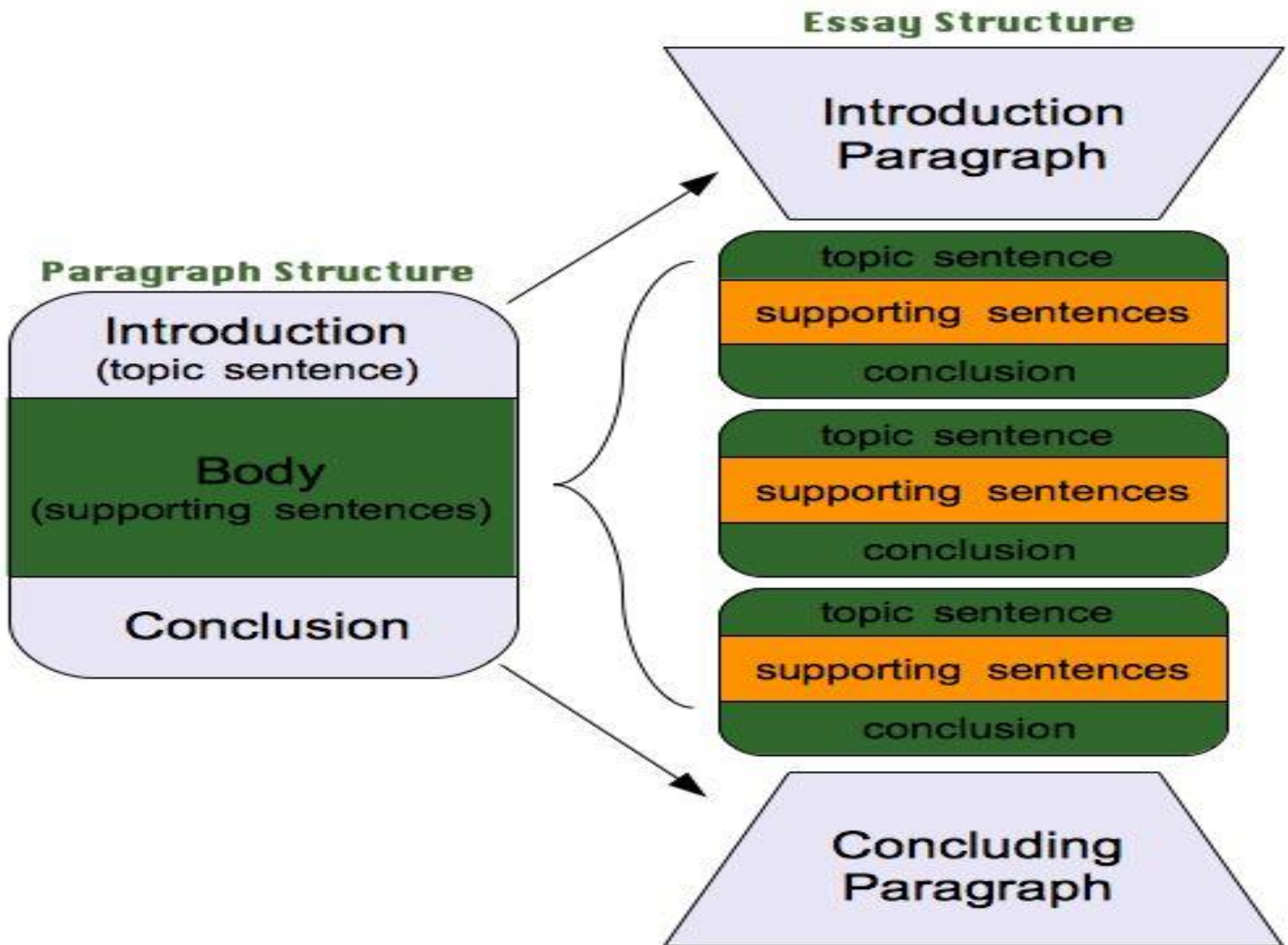
CONCLUSION



CONCLUSION

1. This is the last paragraph of your essay which outlines to your reader the main argument and points
2. One continuous paragraph that is consisted of 14-16 sentences
3. Reflect an abstract, summary, or preface
4. In simple words it is a reproduction of your introduction in some different diction
5. It has the following key parts;





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 Model Verbs
5	Focus on essential part (primary)	Focus on solutions (If existed in outline)
6	Use mostly first (50 %) content	Remaining (50%) content should be added in conclusion
7	Tone should be neutral	Optimistic approach (If required)

GLOBALIZATION: PROS AND CONS

Introduction

Pros of Globalization

1

2

3

4

5

6

7

8

9

10

Pros of Globalization

1

2

3

4

5

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Conclusion



GLOBALIZATION: PROS AND CONS

Introduction

Quotation
Define
Pros
Cons
Thesis

Conclusion

Thesis
Cons
Pros
Redefine
Quotation



COMPONENTS OF A CONCLUSION: DESCRIPTIVE 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, Antithesis and Your Stance
4. Opening: Specific and General Statement



CSS-PMS 2026 EXPECTED THEMES 1/2

1. Environmental Degradation: Smog/Climate Change
2. Pakistan Emergence of new Regional Player after May 2025
Conflict with India
3. Constitutional Amendments (26th & 27th): Debate Among
Institutions and Political Parties over Independence of
Judiciary vs Parliamentary Oversight
4. International Conflicts;
 1. President Trump's slogan of **"Make America Great Again"**
 2. Palestine/Iran vs Israel
 3. Russia Vs Ukraine (NATO vs SCO)
 4. Trade USA vs China (BRI vs B3W/AUKUS)



CSS-PMS 2026 EXPECTED THEMES 2/2

5. Economic Crisis

6. Political Crisis: Presidential Form of Government/
Election Reforms/ Political Polarisation/ Political Consensus

7. Social Media: Role for division of society, Tool for 5th
Generation War & Need to put Restriction etc

8. Uno Seems Irrelevant in the Modern Era

9. Gender



RECOMMENDED SOURCES

- **Winning Essays by Mureed Hussain Jasra (8th Edition)**
- **Winning English Grammar & Precis**
- **Research Magazines (IPRI, Strategic Studies, Foreign Policy Magazine and Defense Journal)**
- **Government Documents (Economic Survey 2023-24, Brief of Budget 2024-25 , Vision 2025, Education Policy 2018 and Water Policy 2018)**
- **Dawn Newspaper (Opinion Writing, Editorial and News of Policies)**



TOPICS FOR PRACTICE

CSS/PMS 2026 1/2

1. Modern Conflict Theatres Reflect Old Rivalries and New Ambitions
2. Gender Equality is not a Women's Issue; it is a Development Imperative
3. Democracies Die when those in Power Let them Die
4. Balancing Free Expression and Public Order in Pakistan's Digital Space
5. Wars of the Twenty-first Century will be Fought over Water



TOPICS FOR PRACTICE

CSS/PMS 2026 2/2

6. A Dream does not Become Reality through Magic; it Takes Sweat, and Hard Work
7. If you and I always Agree; One of us is Redundant
8. Art: the Medium of Promoting Tolerance and Understanding
9. Rapid Technological Advancement: Opening More Avenues of Concern or Opportunity?
10. Pakistan has Emerged as a New Player in Global Power Politics



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EXPECTED ESSAYS

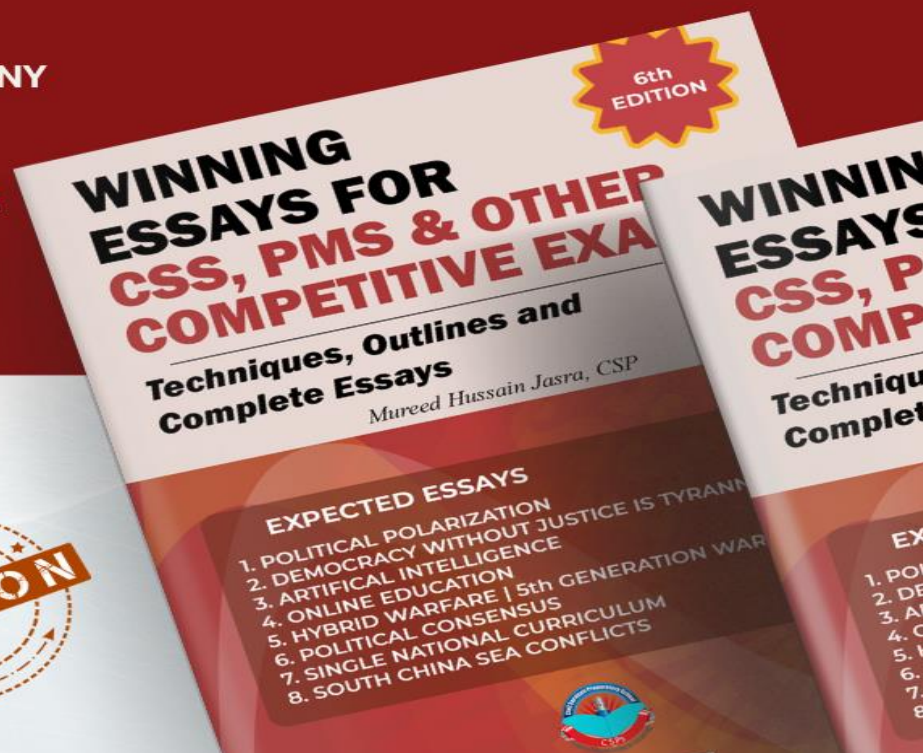
1. POLITICAL POLARIZATION
2. DEMOCRACY WITHOUT JUSTICE IS TYRANNY
3. ARTIFICIAL INTELLIGENCE
4. ONLINE EDUCATION
5. HYBRID WARFARE | 5th GENERATION WAR
6. POLITICAL CONSENSUS
7. SINGLE NATIONAL CURRICULUM
8. SOUTH CHINA SEA CONFLICTS

CSPs Academy, Islamabad
0319 6441593

Ilmi Book House, Lahore
0321 4414150

CSPs: 0316 5701593

6th
EDITION



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.
- **Class Timing: 5:30 – 09:40 PM (Two hours)**
- Feedback will be provided till the Exam i.e. February 2025
 - For further information call

0316- 5701593



QUESTIONS & ANSWERS

