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Comprehension, Translation
& Precis Writing

Part C-(30 Marks)
Composition
& Letter Writing

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Syllabus

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Part-‘B’

30 Marks

Comprehension, Translation & Precis Writing

- ☆ Comprehension of an Unseen Passage (250 Words approximately) 05 Questions based on the passage. Question No. 05 should preferably be on vocabulary.
- ☆ Translation of five sentences from Hindi to English.
- ☆ Precis Writing (a short passage of approximately 150-200 words)

Part-‘C’

30 Marks

Composition & Letter Writing

- ☆ Paragraph Writing - Any 01 paragraph out of 03 given topics (approximately 200 words)
- ☆ Elaboration of a given theme (Any 1 out of 3, approximately 150 words)
- ☆ Letter Writing or Report Writing (approximately 150 words)

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COMPREHENSION, TRANSLATION & PRECIS WRITING

1

Comprehension of Unseen Passage (अपठित गद्यांश का बोध)

Comprehension means the understanding of the meaning and implications (suggested meanings) of the ideas in a passage. Comprehension is one of the ways in which a student's progress in language is judged. It requires a comprehensive understanding of the given passage. It forms a very good exercise for intelligent reading, judicious selection and correct expression. The passage set for comprehension is supported by questions to test the student's grasp of the passage. The student is required to answer these questions as accurately as he can **in his own words**. The constant practice of this kind enables the student to express himself in clear, correct and coherent manner. This type of exercise eliminates memorizing.

How to proceed? (How to Answer Questions) :

Questions based on a given passage are meant, as already stated above, to test the student's comprehension and the power of expression. In a comprehension question the student is faced with objective queries on the passage which he should try to understand accurately. He is not required to be original in his answers so he has not to invent anything. He should base his answers on the matter given in the passage only.

The following points will be found very useful in answering questions on a given passage :

- ❖ Read the passage carefully and try to understand a general idea of the subject it deals with.
- ❖ Read the passage again, this time more thoroughly, as comprehension requires a full understanding of the sentences of the passage.
- ❖ Read each question, understand it, locate its answer in the given passage and underline the sentence or the sentences that contain the answer to the given questions.
- ❖ Rearrange these sentences and answer the questions clearly in your own words as far as possible.
- ❖ Answer to each question should be brief and to the point. Your language should be clear and simple.
- ❖ You should make sure that only the information asked for in the question is given in the answer. No extra information, even if it is correct, is to be given.
- ❖ The ideas for a Comprehension Exercise are given in the passage itself. You are not to supply your own ideas and the facts on the issues discussed. Broadly speaking you are to deal with only that matter which is contained in the given passage.

How to Answer Vocabulary Questions :

- ❖ In the vocabulary question the candidate must show that he knows the meaning in which the word is used in the passage, not merely one meaning that might be shown opposite it in a dictionary.
- ❖ You should clearly explain the meanings of the difficult words and the italicized portion (if any) in your own simple and correct English.
- ❖ Idioms, phrasal verbs and proverbs should be fully explained in simple and correct English.

अपठित गद्य

अर्थ एवं तात्पर्य—

अपठित गद्य का तात्पर्य समझने की योग्यता से है। परीक्षाओं में अपठित गद्य इसलिए पूछे जाते हैं कि परीक्षार्थी में दिये गये गद्यांश का मूल अर्थ समझने की योग्यता है या नहीं। परीक्षार्थी को गद्यांश को पढ़कर उस पर आधारित प्रश्नों के उत्तर देने होते हैं। निम्नलिखित बिन्दु अपठित गद्यांश पर आधारित प्रश्नों का उत्तर देने में सहायक होंगे।

- ❖ गद्यांश को एक बार पढ़कर उसकी विषय-वस्तु को समझना चाहिए। यह भी देखना चाहिए कि गद्यांश किस विषय के कौनसे पहलू से सम्बन्धित है।
- ❖ गद्यांश को पुनः पढ़कर उसे अच्छी तरह समझ लेना चाहिए।
- ❖ अब प्रत्येक प्रश्न को पढ़ें, उसे समझें और गद्यांश में उस भाग को रेखांकित (underline) करें जिसमें प्रश्न का उत्तर हो।
- ❖ इसके पश्चात् इन उत्तरों को क्रमबद्ध कर जहाँ तक सम्भव हो स्वयं के शब्दों में तथा सरल भाषा में लिखें।
- ❖ प्रश्नों का उत्तर गद्यांश पर आधारित होना चाहिए। परीक्षार्थी को अपनी ओर से कोई अतिरिक्त सूचना नहीं देनी है।
- ❖ मूलतः तुम्हें अपने उत्तरों में वही बात कहनी है जो गद्यांश में दी गई है।
- ❖ शब्दों के अर्थ और प्रयोग—सम्बन्धित प्रश्नों में परीक्षार्थी को बताना है कि वह पूछे गये शब्दों का अर्थ जानता है जिस अर्थ में वे शब्द गद्यांश में प्रयुक्त किये गये हैं।
- ❖ कठिन शब्दों एवं वाक्यांशों का अर्थ सरल और सही भाषा में लिखना चाहिए। इन नियमों को समझाने-हेतु पहला गद्यांश हल करके बताया है और गद्यांश भी प्रश्न-उत्तर सहित दिये हैं तथा पाँच गद्यांशों में प्रश्नों के सम्भावित उत्तर रेखांकित (underlined) कर दिये हैं। विद्यार्थी प्रयत्न कर इन गद्यांशों को स्वयं हल करें तो लाभदायक होगा।

A Specimen of Comprehension

We give below a passage to illustrate in practice the rules of comprehension that we have discussed above :

Speech is a great blessing, but it can also be a great

2

Translation (अनुवाद)

Translation is an art in which only a few really succeed. A good translator must have a perfect mastery over both the languages—the language from which the translation is made and the language into which translation is done. The grammar translation method (popularly known as classical method) was very popular about 65 years ago and translation was the very basis of this method. It has been observed that most of the students coming to the colleges don't know much about the English language. Experience has shown that the translation method has proved more effective in our country.

Need for Translation

India is a multi-lingual country and here translation from English to Hindi and Hindi to English has become an integral part of our social, political, intellectual and business (commercial) life. English is still the official language of the Central Government and it is also used as a link language between the states and the Centre. English is the language of higher education; and technical education. It is used for our political, diplomatic, cultural and commercial relations with other countries of the world. In these circumstances there is a great need of translation from Hindi to English and vice versa. Therefore it is necessary for us to be well-versed in the art of translation.

Directions for translation from Hindi to English and vice versa.

1. Literal translation is considered wrong. Therefore

- translation should not be literal, i.e. word for word.
2. It should be simple, idiomatic and natural in style.
3. The sense of the sentence or the passage should be rightly conveyed in the mother tongue or the language of translation as far as it is possible.
4. The difference in idioms should be correctly contrasted.
5. Where the sentence is lengthy, it should be split up into short, simple sentences, keeping the link together.
6. Rendering (translation) should be as faithfully done as possible, i.e. the maximum sense of the original should be correctly rendered in the mother tongue or in English.

हिन्दी से अँग्रेजी अनुवाद के निर्देश—

1. शाब्दिक अनुवाद सही नहीं समझा जाता, इसलिए शब्द के स्थान पर शब्द और वाक्य के स्थान पर वाक्य अनुदित नहीं करना चाहिए।
2. अनुवाद सरल, मुहावरेदार भाषा और स्वाभाविक शैली में करना चाहिए।
3. हिन्दी के वाक्य को अच्छी तरह पढ़कर, उसके मूल आशय को समझकर अँग्रेजी के सरल, मुहावरेदार वाक्य में उसका अनुवाद करना चाहिए।
4. दो भाषाओं के मुहावरों का अन्तर स्पष्टतया समझाना चाहिए।
5. लम्बे वाक्यों का अनुवाद छोटे वाक्य बनाकर करना अच्छा रहता है।
6. अनुवाद आम प्रचलित शब्दों का प्रयोग करते हुए होना चाहिए ताकि अनुवाद की भाषा कृत्रिम, असहज और यांत्रिक नहीं लगे। अनुवाद में अपना प्रवाह होना चाहिए तथा अनुवाद जीवंत (lively) होना चाहिए।
7. अच्छे अनुवाद के लिए हिन्दी शब्दों के पर्यायवाची अँग्रेजी शब्दों का प्रयोग करना चाहिए।

Examples of Translation from Hindi to English

The use of 'Is, Am, Are, Was, Were' as link verb is to indicate (a) Profession (b) Relation (c) Quality (d) Situation (e) Identity.

- | | |
|---|--|
| 1. महेश एक व्यापारी है। | Mahesh is a businessman. |
| 2. मनीष मेरा भाई है। | Maneesh is my brother. |
| 3. सौम्य बुद्धिमान् है। | Somya is intelligent. |
| 4. हम कमरे में हैं। | We are in the room. |
| 5. जयपुर राजस्थान में है। | Jaipur is in Rajasthan. |
| 6. रामायण हिन्दुओं का पवित्र ग्रंथ है। | The Ramayana is a holy book of the Hindus. |
| 7. सुक्रात यूनान का रहने वाला था। | Socrates was a Greek. |
| 8. मराठा लोग बहादुर थे। | The Marathas were brave. |
| 9. वह झूठा नहीं था। | He was not a liar. |
| 10. हिमालय की चोटियाँ बिहार से दिखाई पड़ती हैं। | The peaks of the Himalayas are visible from Bihar. |

- नियम :** (i) Present tense में I के साथ am, you, they और we के साथ are और He, she, it और नाम के साथ is आता है।
(ii) Past tense में एकवचन के साथ was तथा बहुवचन के साथ were आता है।

The use of 'Has, Had' as Link Verb

- Rules:** (i) 'Have, Has and Had' are used for possession, ownership.
(a) He has a car. (possesses)
(ii) in the sense of eat, drink, take, experience, enjoy etc.
(b) He has breakfast at 8 a.m. (eats)
(c) We had a fine journey. (enjoyed)

3

Precis-Writing (सारांश-लेखन)

Nature and Definition of Precis :

In modern times we are often required to be brief and to the point in our expression both written and oral. Precis-writing is actually designed to make us brief and precise.

The word precis, though now part of the English language, is a French word signifying summary, substance, abridgement, abstract or condensed statement. Originally it is derived from the Latin word, 'praecisum' which means 'to cut short'. The Concise Oxford Dictionary explains the meaning of precis as 'Summary, Abstract or Essence'. Collins says, "To make a precis of a given passage is to extract its main points and to express them as clearly and in a few words as possible." Thus a precis is a summary which preserves the organisation and substance of the original.

Essential features of a good precis :

An ideal precis is supposed to have the following qualities:

- (i) **Brevity and clarity** : A precis should be brief, clear and to the point. Its length should generally be about one third of the original passage. It should contain all the important facts and nothing superfluous and irrelevant should be included in it. Illustrations and examples are often to be omitted.
- (ii) **Faithfulness** : A precis should be a faithful reproduction of the original passage. The ideas contained in the original passage should not be expanded or explained. Personal appreciation or criticism of the ideas is not required.
- (iii) **Coherence** : A precis must be a well-connected piece of prose. The sentences should be well-connected in thought and the precis should appear like a single organic whole. The precis should be intelligible to a reader who has not seen the original.
- (iv) **Language** : The language and style of the precis should be simple and clear. Figurative language should be reduced to plain and straight forward English in the precis. A precis-writer should avoid, as far as possible, reproducing the language of the original. The order of various points in the original should not ordinarily be disturbed. The precis must be written throughout in Indirect Speech.
- (v) **Completeness** : The precis must be complete and self-contained. It should stand by itself as a literary

composition. One should be able to understand the theme in full without any reference to the original.

How to write a precis

Precis-writing is an art, and hence it is to be carefully learnt. There are several stages in the writing of a precis and these stages are given below and the time which should be given to each stage is also mentioned—

1. Reading the passage :

Read the passage carefully and find out its central theme (subject-matter). It is important to understand the original passage thoroughly and one should not reproduce parts of it in the precis.

2. Underlining the important ideas :

Read the passage for the second time very attentively and underline the important ideas to be included in the fair precis. The underlined portion should not generally exceed one-fourth of the original passage.

3. Writing the important points : (if possible)

Write down the underlined points in your own words in an order. Avoid copying out the language of the original passage.

4. Writing the fair copy (precis) :

Before writing the fair copy you should compare your draft (rough) precis with the original passage and see that you have correctly rendered the meaning of the original in one-third of the original. You should also see that your precis is intelligible to a reader who has not seen the original and the grammar and punctuation are correct.

Now write out a fair copy of your precis in a clean handwriting, prefixing the title chosen. Append at the foot of the precis the number of words it contains. The words in the title are not to be counted.

While making a precis don't do the following things:

- (a) Don't copy complete sentences from the given passage. Also try to avoid using the same phrases and expressions as given in the passage.
- (b) Don't use the direct form of narration. If the passage is a speech in direct form use the third person and indirect form.
- (c) Don't begin with such words as 'the writer says.'
- (d) Don't divide your precis in paragraphs even

COMPOSITION & LETTER WRITING

1

Paragraph-Writing
(अनुच्छेद-लेखन)

Introduction to Paragraph-Writing

A paragraph is a group of closely related sentences that deal with a thought or a division thought. The thought is generally expressed in a sentence called the topic sentence. The other sentences in the paragraph explain, or develop the thought, compare and contrast it with other ideas (thoughts), providing details, illustrations or additional information.

The topic sentence conveys the main idea (central idea) of the paragraph. It may be placed in the beginning, the middle or at the end of the paragraph. The other sentences in the paragraph perform other functions. They are classified according to the functions : We call them—

- (i) **Introducers** : They establish the topic focus of the paragraph and provide a smooth transition from the preceding paragraph.
- (ii) **Developers** : They support, develop and clarify the main idea of the paragraph.
- (iii) **Modulators** : They provide smooth transition between the sentences of a paragraph whenever there is a change in the tone or view point.
- (iv) **Terminators** : They are sentences that concede the discussion or summarise the contents of the paragraph making it a complete unit.

We should take the following steps to check the effectiveness of a paragraph :

- ✦ The topic sentence should be placed first so that the main idea or ideas may stand clearly and impressively.
- ✦ We should see that the main idea of the topic sentence is developed in the subsequent sentences.
- ✦ We should maintain unity and coherence (sentences arranged in an orderly and logical way).
- ✦ We should avoid all irrelevant matter and lengthy digressions. We should lay stress on important statements in order that the main idea or ideas may be clearly, boldly and impressively stated.
- ✦ We must create variety in vocabulary and patterns of sentences.

How to practise writing a paragraph?

- ✦ Choose the topic wisely – You should choose the topic about which you have the maximum information or about which you have already read or listened to in a discussion.
- ✦ **Keep in mind the basic points of the topic and write them down (if possible).**
- ✦ Arrange these topics according to their place in the essay. This will constitute the body of the essay.
- ✦ **Now develop these points into paragraphs in a simple language constructing small and meaningful sentences.** The length of the paragraphs should have a symmetry, all the paragraphs should have almost equal number of words. Ideas should not be repeated. Discuss only those ideas which you have mentioned in your points.
- ✦ The final paragraph is the conclusion of the essay. This should include a summary of the points discussed in the body. It may also include your views on the subject. The concluding paragraph is supposed to be balancing the ideas discussed in the essay. The limit of words should be adhered to.

Paragraph

ऐसे वाक्यों का समूह होता है जो एक ही विचार या विषयवस्तु (theme) को व्यक्त करते हैं। ये वाक्य एक दूसरे से इस प्रकार जुड़े रहते हैं कि संपूर्ण paragraph में एक ही विचार या भाव व्यक्त होता है। Paragraph में विचार को सही और युक्ति संगत तरीके से लिखा जाता है। एक प्रभावशाली paragraph में असंगत विचारों को व्यक्त नहीं करना चाहिए। विषय से सम्बन्धित विचार ही paragraph को प्रभावशाली बनाते हैं। उचित शब्दों का प्रयोग और विविध patterns वाले वाक्यों का प्रयोग होना जरूरी है।

ध्यान देने योग्य बातें

- ✦ Tenses का सही ज्ञान, पर्याप्त शब्द भण्डार (vocabulary) और शुद्ध वाक्य रचना का ज्ञान।
- ✦ भाषा सरल, वाक्य छोटे और शुद्ध होने चाहिए।
- ✦ विचारों में क्रमबद्धता और सामन्जस्य होना चाहिए।
- ✦ विचार विषय में सम्बन्धित होने चाहिए। एक paragraph में एक ही मूल विचार देना चाहिए।
- ✦ Spellings और विराम चिह्नों (punctuation marks) का सही प्रयोग करना चाहिए।

2

Elaboration (Expansion) (विस्तार)

“To expand an idea into a paragraph implies sustained purpose, and forbids digressions & irrelevant matter.” –Bains

Expansion is the exact opposite of Summarizing or Precis-writing. In Expansion we have to expand or enlarge the theme suggested by a proverb, a maxim, or an epigram. A sentence or a well-known proverb is usually given and we have to enlarge it into a paragraph, on an average, can be 120 to 150 words.

Expansion is a kind of paragraph-writing and it is the first step in original composition. One who can construct a good paragraph can also write a good letter or an essay. A good Expansion requires a serious discussion of the various aspects of any topic. The paragraph thus contains one single idea, properly developed and its sentences form one indivisible whole. Thus **unity** and **coherence** of ideas are a must in a good paragraph. Paragraph-writing depends on practice, hence students should write short and simple paragraphs on various topics.

Some Important Hints

Study the following hints carefully—

- (1) Choose the topic and read the given sentence carefully until you understand its meaning.
- (2) Having understood the meaning of the sentence, proverb, proceed to expand it by adding suitable details, examples and illustrations.
- (3) Carefully note the development of thought in the paragraph. A student is expected to present a carefully chosen sequence of ideas within a limited span of 120 to 150 words. These ideas should be chosen and arranged in such a way as to make an impact on the mind of the examiner. This is easily possible if the Development of Thought or the Development of Points is properly worked out.

The following outlines may prove useful for evolving Points.

- (i) In the very first sentence express the meaning of the statement, proverb or quotation, given as topic.
- (ii) In the next few sentences explain the assumptions, arguments and implications of the topic. Explain the underlying meaning of a figurative statement as “If winter comes, can spring be far behind?” The meaning of this proverb is that prosperity is likely to follow adversity. In one of the sentences, a reference to the periodicity (cycle) of the seasons may be made.

- (iii) As far as possible illustration, incident, quotation, metaphor, simile or analogy should be avoided in the body of the paragraph.
- (iv) In the last sentence of the paragraph express your own assessment of the topic. Your comment should be pithy and balanced.
- (4) Do not introduce any irrelevant details; add nothing that does not relate to the subject.
- (5) Pay special attention to the first and last sentences of the paragraph. The first sentence should explain the complete (full) meaning of the statement in simple language, while the last should sum up the whole idea.

Elaboration/Expansion (विस्तार)

Expansion संक्षिप्तीकरण का विलोम है। इसका अर्थ किसी बात को इस प्रकार विस्तृत करके कहना है कि वह भली प्रकार समझ में आ सके। सामान्यतः किसी कहावत (Proverb) या छोटा-सा सन्दर्भ (Statement) देकर उसका विस्तार किया जाता है। विस्तार के लिए हमें निम्नलिखित बिन्दुओं को ध्यान में रखने चाहिए—

- (1) विषय का चुनाव करके उसे ध्यानपूर्वक पढ़कर उसका अर्थ समझना चाहिए।
- (2) अर्थ समझने के पश्चात् वाक्य का विस्तार उपयुक्त उदाहरण देकर करना चाहिए।
- (3) अनुच्छेद (Paragraph) लिखते समय एक रूप रेखा (Outline) बना लेनी चाहिए। लगभग 120 और 150 शब्दों में विषय से सम्बन्धित सभी विचारों को क्रमबद्ध कर लेना चाहिए।
- (4) विषय से असम्बन्धित किसी भी विचार को अनुच्छेद में शामिल नहीं करना चाहिए।

रूपरेखाएँ लिखते समय इन बिन्दुओं को ध्यान में रखें—

- (i) सबसे पहले वाक्य में लोकोक्ति (Proverb) या कहावत का अर्थ स्पष्ट समझावें।
- (ii) आगे के वाक्यों में विषय के पक्ष में या विपक्ष में तर्क प्रस्तुत करें तथा आलंकारिक वाक्यों (figurative statements) का निहित अर्थ स्पष्ट करें। जैसे ‘सर्दी के बाद बसन्त दूर नहीं होता’ लोकोक्ति का अर्थ है कि मुसीबतों के बाद प्रसन्नता (खुशी) आती है।
- (iii) अनुच्छेद के मुख्य भाग में रूपक, उपमा, उद्धरण आदि का अधिक प्रयोग नहीं करना चाहिए।
- (iv) अनुच्छेद के अन्तिम वाक्य में आप विषय पर अपने निष्कर्षात्मक विचार व्यक्त करें। आपके विचार बुद्धिमतापूर्ण एवं सन्तुलित होने चाहिए।
- (5) अन्त में रूपरेखाओं में दिए गए अपने विचारों को सरल और सही भाषा में क्रमबद्ध करना चाहिए। आप इस प्रकार एक अच्छा अनुच्छेद लिख सकेंगे।

3

Letter Writing (पत्र-लेखन)

Letter writing is the most commonly used form of written communication. All of us have to write a lot of letters in the course of our life for a variety of purposes—applying for a job, inviting people, making enquiries, placing orders, making complaints, congratulating or soothing others or sharing our joy or sorrow with others etc.

Kinds of Letters :

- (i) Personal Letters
- (ii) Business Letters
- (iii) Official Letters
- (iv) Letters to the Editor

Various Parts of a Letter

A letter consists of several parts :

1. **The Heading.** It consists of the writer's address and the date. The address is written at the right-hand corner of the page and the date is put just below it.

The date can be written in any of the following ways:

Oct. 15, 2023	15th Oct., 2023
the 15th October, 2023	15 October, 2023

2. **The Salutation.** It is the form of address or the greeting. It is written a little below the date and on the left side of the page and depends on the degree of intimacy between the writer and the addressee.

The first and the second words of the salutation are capitalized. If there are three words, the second one is not capitalized.

Dear Sir, Dear Father, My dear Anil,

3. **The Body of the Letter :** This is the main part of the

letter and should be written in simple and direct language. It should be divided into paragraphs unless it is very short.

4. **The subscription :** This is the leave-taking phrase. It is written below the last line of the body of the letter near the right hand margin of the page. This also depends on the degree of relationship between the writer and the addressee.

Yours faithfully,

Yours sincerely,

5. **The signature :** This is written below the subscription or the leave-taking phrase.

Yours affectionately,

Raj Kumar

Note : An apostrophe (') should never be put before 's' in 'yours'. It is wrong to write 'your's.'

4

Report-Writing (रिपोर्ट-लेखन)

A report is a formal communication written for a specific purpose. It includes a description of procedures followed for collection and analysis of data, their significance, the conclusions drawn from them and recommendation, if required. It is an account of events or examination of a problem for someone else's consideration.

Report-writing is an exercise in expansion. The candidate is given a theme and then asked to elaborate upon it in the form of a composition. In report-writing the writer wants to inform and explain. Sometimes the writer wants to persuade his readers to accept a particular point of view. The different types of reports are discussed below—

(A) Official Report :

An official report is submitted by an official or non-official or a committee to a higher authority on any matter of public importance or official interest. **The subject-matter is given in the question.** The candidate will have to prepare the report, assuming himself to be in the position of that official. The report may be quite formal. It should begin like this “The report submitted by...to...”. In an official report only the immediate and practical aspects of the subject-matter should be discussed. There should be no theoretical discussion at all. However the candidate may offer his suggestions for improvement or implementation in the last one or two paragraphs.

(B) Write up to a newspaper :

There is not much difference between a write up and an Editorial. A correspondent, sub-editor or a columnist of a newspaper prepares a write up. **We do not begin the write up with any address or salutation. The discussion of the subject-matter starts right from the first sentence.** We should discuss only the current aspects of the matter in a write up. We can also offer our suggestions or can make general comments on the subject.

(C) Report to a newspaper by a reporter :

A reporter prepares a report which is published in a newspaper. He is well-acquainted with a situation or event in the country and abroad. This report should reflect the

detailed study made by the reporter. We can write such a report only when we have, at our disposal, a mass of factual information relating to the subject-matter.

A reporter who reports on an event say an accident, a riot, a strike, a rally etc., meets a number of persons involved in that particular event. From their accounts he prepares his report, but he should make sure that the facts are correct.

If he has to report on an issue or problem, he meets and listens to people from cross-sections of the society concerned with that issue, writes about their views and in the end gives his own conclusion. **This writer (reporter) should be objective and impersonal in his report.**

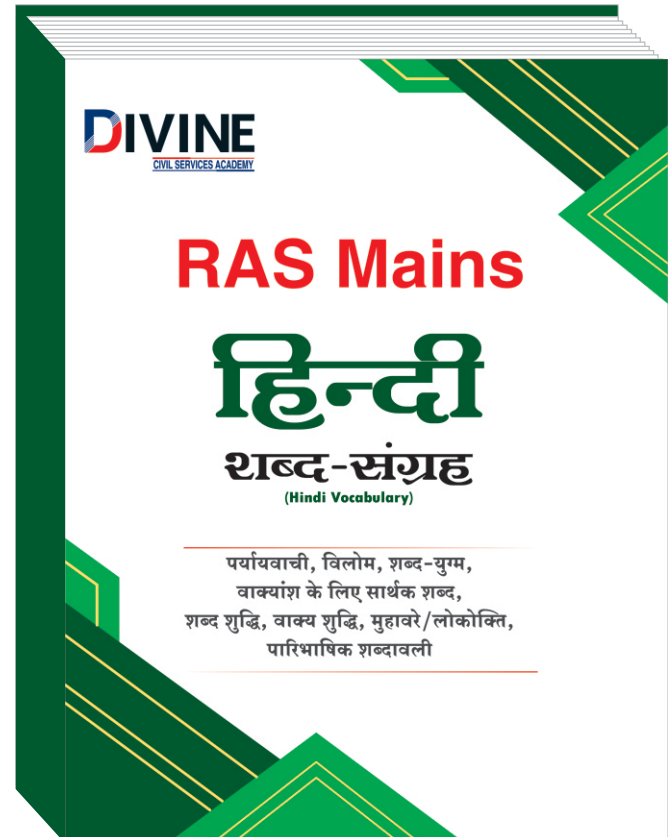
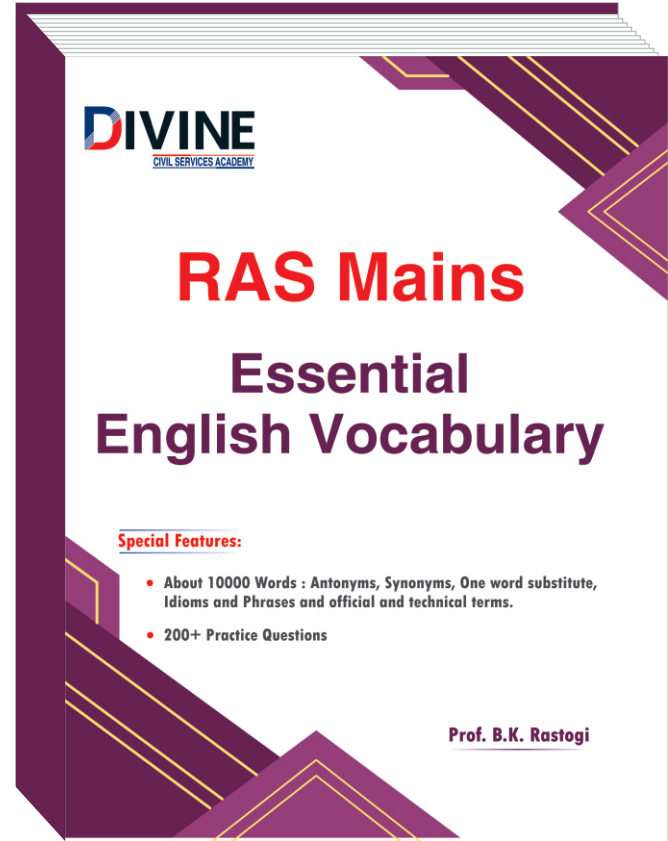
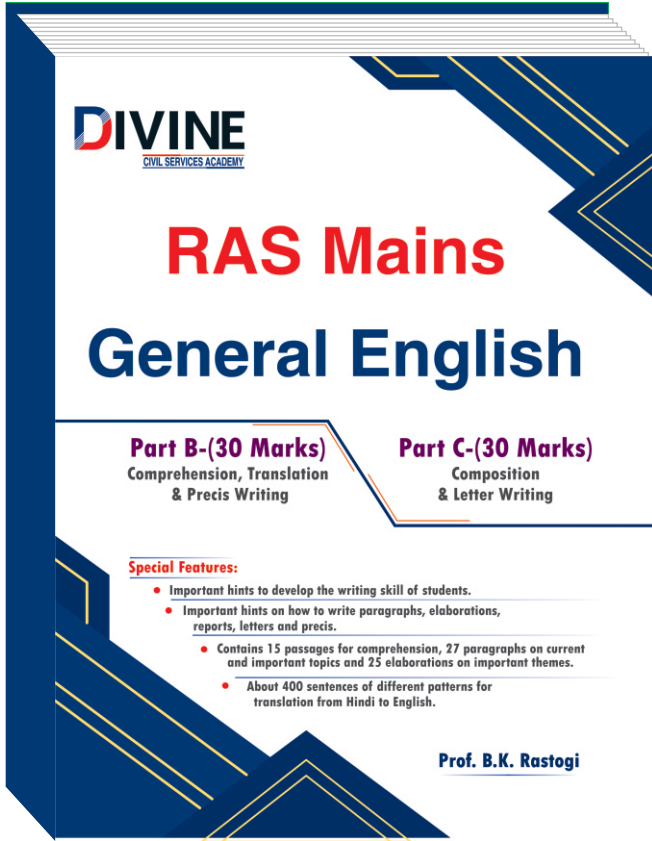
Characteristics of a Good Report

Report-writing is a specialized form of written communication, hence it must possess the main characteristics of good writing. In all kinds of reports there are some common requirements which we should understand thoroughly and try to observe while writing a report.

These characteristics are :

- (i) **Originality :** A report is creative in nature like an essay though it is factual or based on facts. **So a report has an element of originality.** We are not to mention imaginary ideas in writing a report. A report is generally factual, so imagination is not allowed to have a free play. Detached thinking and reasoning are very much needed for the presentation of facts. It requires the power of keen observation.
- (ii) **Detachment :** **A good report is written in an impartial mood.** The writer should not be influenced by strong personal sentiments. He should not allow his personal likes and dislikes to influence him while writing his report. The reporter should not take sides.
- (iii) **Brevity :** **A good report should be brief and to the point.** It should be free from exaggeration and sensationalism. Only desired information relating to the subject should be given in it. All the information given in the report should be objective and accurate.
- (iv) **Purpose :** Reports are written so that appropriate action may be taken. **Therefore a good report should meet**

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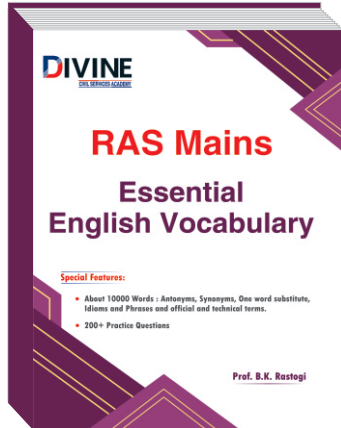
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