

## **Composition**

Candidates will be required to select one composition topic from a choice of six. The choice will normally include **Narrative, Descriptive, Reflective, Argumentative, Discursive, and Short Story**.

The required length of the composition is 350 – 400 words.

The criteria by which the compositions will be marked are as follows:

- (a) The quality of the language employed, the range and appropriateness of vocabulary and sentence structure, syntax, the correctness of grammatical constructions, punctuation, and spelling.
- (b) The degree to which candidates have been successful in organizing the content of the composition as a whole and in individual paragraphs.

### **Six different kinds of composition**

1. **Narrative**
2. **Descriptive Composition**
3. **Reflective**
4. **Argumentative**
5. **Discursive**
6. **Short Story**

## **General Instructions in the Question Paper**

### **1. Orderly and coherent presentation**

- Think and choose the topic wisely
- Determine exactly what is to be written
- Focus on the main idea and do not stray from the point
- Jot down the ideas as they come
- Connect the points – which leads to which? How will it be connected?

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## Beginning and Ending

Think of a beginning and an ending that will attract attention and interest.

Many ways to begin and end:

- Describe a scene
- Use a quotation
- Tell an anecdote
- Use a factual approach like presenting facts
- Define a problem
- Make a strong statement
- Ask a question
- A certain amount of repetition at the end reinforces the main idea.

## 2. Accuracy of Spelling, Grammar, and Punctuation

Common errors:

- Errors of agreement and number. Eg: All the students has come in uniform.
- Serious tense errors, wrong verb form. Eg: I am knowing him since long or He taked a book from the shelf.
- Errors of sentence construction. Eg: Running fast, the news reached before him.
- Misuse of vocabulary. Eg : He had usurped the king.
- Misspelling. Eg: Oppourtunity
- Punctuation or lack of it. Eg: He told me he would go he did not go however because he was ill.
- Misuse of Pronouns. Eg: When she talked to him he told him to work hard.
- Misuse or non-use of articles or prepositions. Eg: He found job soon.

It was 9 PM in the night.

It is 3:00 pm in my watch.

## How to avoid mistakes?

- Write short sentences using a safe and known structure of the subject-verb agreement.
- Avoid monotony and repetitions.

Use **Linkers**, for example:


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- Firstly
- Next
- However
- Consequently
- Later
- Afterwards
- Finally

### 3. Use of appropriate style

- Vary sentence patterns
- Use a question
- Sometimes repeat for stress
- Use figures of speech for effect

How many ways the following idea can be expressed:

- She relaxed after she finished her work.
  - She finished her work and then she relaxed.
  - Having finished her work, she relaxed.
  - She didn't relax until she finished her work.
  - It was only after she finished her work that she relaxed.
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## **NARRATIVE ESSAY**

- Sequence of events-a general forward progression
- Narration can be interspersed with brief descriptions and conversations. Use proper punctuations.
- Use different ways to narrate.
- Use Linkers





## DESCRIPTIVE ESSAY

Impressions formed by our five senses

- Sounds
  - Colours
  - Shapes
  - Textures
  - Tastes
  - Smells
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- Do not use vague adjectives like good, bad, awful, wonderful when describing something.
  - Be more specific, for example: 'He had marvellous hair' instead say: He had thick/curly/dark hair. While describing something say 'like a box as big as a shoe box'
  - Describe the person who impressed you the most when you were in High School.
  - It is not necessary to talk about every feature: eyes, nose, ears, mouth, face, hair
  - Choose those aspects which give a total impression: maybe just the walk or just the nose





## **ARGUMENTATIVE ESSAY**

- A definite point of view
- Topic has to be a statement
- Make the stand clear right at the beginning
- Reiterate the stand at the end
- Give four reasons for the stand taken
- Explore and interpret the meaning of the topic because words often mean different things to different people
- For example ‘ Science has made us lazy’
- Science can be inventions, gadgets, research, knowledge, a way of looking at the world
- Lazy can be intellectually lazy, physically lazy, socially lazy
- Use an illustration or examples from life to prove a point

## **REFLECTIVE ESSAY**

- This should be organised well to avoid rambling.
- Begin by explaining the topic
- Decide on a central idea and build around it
- Give illustrations to make it real
- Use the given word appropriately
- It can be written as a story- follow the components of the Short Story

## **DISCURSIVE ESSAY**

- Discusses a problem, a controversy, or a recent issue
- Most often written in a formal manner
- Many universities require students to write this type to evaluate and examine their skills in writing, thought formation, and analysis
- Presentation - Unbiased manner
- Recommended to write in a third-person perspective unless asked otherwise
- Eg: 'Social media impacts academic performance'

## **SHORT STORY**

- Should be original
- Certain important elements

PLOT- The story is about the 'who', 'what' and 'where'. The plot is about 'how', 'when' and 'why'

- Pattern of events that develop from the interaction between characters
- Relates to the central event or incident

## **CHARACTERS**

- Humans, animals, aliens, plants - who take part in the action
- At least two or three characters
- Plausible names

## **CONVERSATION**

- Use of proper punctuation marks
- Direct and Indirect speech

## EXPOSITION

- The start or introduction
- The background information that the reader must have in order to understand the story
- This is where characters and setting are introduced

## CONCLUSION

- Loose ends to be tied up
- Logical ending can also be an open ending or a cliffhanger ending

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## Frame questions on these:

- Theme
  - Title
  - Beginning sentence
  - Ending sentence
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- Not to get carried away with the making of the story. The title or the sentence should not be forced to fit the story instead it should naturally grow from it.
  - Should not end in dreams. Unless asked.

## **DIRECTED WRITING** 12 marks

The piece of directed writing will be based on the information and ideas provided. The required length will be about 300 words. The range of subjects may include :

- Article Writing
- Book Review
- Film Review
- Review of Cultural Programmes
- Speech Writing
- Report Writing
- Personal Profile
- Statement of Purpose

ALL DIRECTED WRITING QUESTIONS  
SHOULD BE WRITTEN IN 300 WORDS  
AND IS FOR 15 M

It is a composition based on the amplification of certain points - ALL the points that have been given should be amplified.

- Student must write in THEIR OWN WORDS
- Each point could be written in a separate paragraph.
- Style should be formal

## **ARTICLE WRITING**

### **Feature / Article**

- Heading
- Dateline
- Byline

Example: The Evils of Alcohol / Cyber Bullying / .....11<sup>th</sup> February 2022.

- The By-line may be written at the beginning of the article or the end of it.
- The Word limit is 200 words (Approximately 1 ½ pages)
- All the points given in the outline MUST be included.



## **REVIEWS**

- Book
- Film
- Theatre
- T. V.
- Concert
- Cultural Programmes
- Name of book and author- .....
- Genre.....
- Brief summary
- Analysis of plot.....style
- Linguistic.....
- Explanation ..... recommended / not recommended
- Passive Voice
- Third Person

**FILM REVIEW- Similar to Book Review**

## **CULTURAL PROGRAMME**

This comprises events like dance, music or folk events. It must include the following:

- Name, date and venue of the event
- Chief guest and other invitees
- Inauguration
- Events
- Highlights
- The reaction of the audience and conclusion



- ***Cultural Programme Review – School Annual Day***
- 11<sup>th</sup> February 2022
- The date may be written at the beginning of the article or the end of it.

## **SPEECH WRITING**

The process of outlining a speech is broken down into 3 essential steps.

### **Introduction:**

- Opening greeting and attention getter
- Defining thesis statement (a summary of what your speech is about)
- Establishing credibility
- An overview and the benefit to the audience

### **Body:**

- Transition or link between introduction and body
- Main ideas with supporting ideas
- Examples and details

### **Conclusion:**

- Summary of main points
- Closure or call to action

# REPORT WRITING

Be sure to add:  
Direct speech/quote- witness, customer,  
bystander, Govt, etc, depending on the topic  
Be objective (No bias)

## Rescue Work Continues in Uttarakhand

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By a Staff Reporter

### Newspaper Report

- Headline should be in present tense
- Byline
- Date
- Place
- Formal tone
- Precise language

New Delhi, Thursday, 11<sup>th</sup> February 2022.

The report MUST have :

- A headline/heading
- A dateline
- A by-line
- The Word limit is **300** words (Approximately 1 ½ pages)
- All the points given in the outline MUST be included.
- Credit is given for good opening/closing sentences
- Should be simple, direct, natural and grammatically correct

#### Some typical features:

- Make your headline short and snappy.
- In the first sentence sum up what the story is about.
- Write your report in the third person and the past tense.
- Split your newspaper report up into paragraphs to help the reader clearly understand the information.
- Use both direct and reported speech (more on this later!)
- Use a suitable tone and voice – objective and formal – no colloquial language.

In newspaper reports, journalists often use passive forms of reporting verbs.

#### Why?

- To avoid any bias
- To avoid making any inaccurate statements
- To distance the journalist from the source of the information.

Some useful formal reporting verbs

**Believe, claim, expect, know, hope, report, understand**

- It is believed that...
- It is known that...
- It is understood that...

NO NEW POINTS SHOULD BE ADDED

## **PERSONAL PROFILE**

- **How to Write a Personal Profile**

- Headline
- First person
- Different paragraphs for
- Achievements
  - Academics
  - Sports
  - Any other
- By line  
Bindu Nair

- An accurate picture of the writer to be painted without telling the entire life story
- Specifics over generalities
- Honesty. No exaggeration on details
- A well-rounded view to be created
- Confident

### **Example question:**

Name and address- ...../Objectives – Profile (What you are doing now) – Summary of qualification (Leadership / Education and academic achievements / Honours / Sports involvements) – Work experience / Volunteer experiences – services to others or projects you have done which supports your objectives

## **STATEMENT OF PURPOSE**

A Statement of Purpose is a personal statement about a person, his likes and interests, people and incidents that have influenced him and his plans for the future. It may contain anecdotes or a description of his experiences. It is usually written when the person is seeking admission to an educational institution. The purpose of doing so needs to be stated clearly. It need not just be a collection of facts. It is therefore a chance to convince the reader that he is genuinely interested and suitable for the course for which he is applying.

- Introduction: Goals
- Body of the Paper
- Background (Proof of being academically prepared for this study programme)
- Where and what have they studied
- Past research/diploma project
- Description of professional goals
- Why that field of study is interesting / influence to choose that field
- Any related experience/research after university
- Future plans after receiving a degree
- The date and name come at the end

## **EXAMPLE QUESTION**

Name/address /where were you studying at present – past studies and qualifications – past internship or research done – why you are suited for that particular field – future plans – what you can contribute to the programme

## **MARKING**

All kinds of Directed Writing:  
New Pattern- Word Limit: 300 words  
Content: 12 M, Expression 8M

**CONTENT** - Amplification - 8 marks

**EXPRESSION** - 4 marks

- Quality of language – formal language, no slang, no colloquial expressions.
- Use of correct sentence structure. COMPLETE SENTENCES.
- Use of correct SPELLING and PUNCTUATION
- Use of PROPER PARAGRAPHS



**Heading/Introduction:** To foster an interest in science outside the classroom and introduce students to the wonders and relevance of science in our lives, we propose to set up a Science Club in school. **WHAT-Long Term** *(Maximum 2 points / 2 sentences – 2 marks)*

**Objectives:** A Science Club will help students overcome their phobias regarding science. It will be instrumental in developing the scientific curiosity of students through its activities and programmes. **WHY-Short Term** *(Maximum 2 points / 2 sentences – 2 marks)*

**List of Measures:** **HOW**

- \* The middle-school activity room will be used as the room for all Science Club meetings and activities. **(Where)**
  - \* The meetings will take place once a week after school from 2.00 pm to 3.30 pm. Any activities such as talks by scientists will take place on Saturdays. **(When)**
  - \* Memberships of the Science Club will be open to all students from Classes VI to XII. The Club President will be Mr Sinha, our Senior Physics Teacher. Eight other office bearers will be elected from the final members of the Club **(Who)**
  - \* The Club will have a range of activities ranging from Science Fairs, Robot making, creating slogans and posters, documentaries and so on. **(What)**
- (Minimum 4 points / 4 sentences – 4 marks)*

We hope that the proposal will be accepted so that the Science Club becomes a reality in the life of the school.