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**Note:** Much facts have been given in letters too that can be used if an essay on the same topic comes.

# **SSC (CGL) Tier-III**

## **Volume 3**

*By*  
**Neetu Singh**

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# PREFACE

This is the classroom material for SSC (CGL) 2016 Tier III. I hope it will prove to be a guiding light for the SSC (CGL) 2016 aspirants who have burnt their midnight oil and have reached upto this stage.

Our students' constructive feedback and suggestions are most welcome which have always remained and will remain our guiding light. I will be highly obliged if you message/maill me your feedback or suggestion on 8860330003/ **support@kdcampus.org**

**Neetu Singh**

March, 2017

# Essays

## SSC (Tier-III)



### SURGICAL STRIKE

“Offence is the best defence”, they say not without a reason. Kudos to our army that doesn’t act as sitting duck anymore. Taking the bull by the horn, is now the attitude of our gung ho army that has got green signal from the government to revenge each drop of pious blood that flows from the body of our jawans. It is said attack your enemy when they are defenceless, weak and vulnerable. What better timing should be than the mid of cold, dark and moonless night, the night when India broke the rule ten days after the Uri attack that killed our 19 brave soldiers and entered into the land of our enemy to have tryst with a new term ‘Surgical strike’.

Surgical strike though new for the people of India is not exactly that new for the Army as well as the world. It is defined as methodically, planned, co-ordinated and targeted attack on someone or something ensuring no harm to surroundings, buildings, vehicles and civilians. The world came to know about the most awaited surgical strike on the most wanted terrorist on 2<sup>nd</sup> May, 2011. In this meticulously planned surgical strike, on the city of Abbottabad only Osama Bin-Laden was targeted who was killed instantly while his family was left unharmed. There have been many surgical strikes by the developed countries on developing or underdeveloped countries on one pretext or the other but two surgical strikes by India recently put India on an offending position rather than defending one. On June 9, 2015, India carried out the first of its kind of surgical attack in Myanmar and conveying its message to all militant groups that it will not hesitate in going beyond its borders and limits to eliminate terrorists. Militants of National Socialist Council of Nagaland (Khangland) killed 18 soldiers after which Indian Special Forces conducted a surgical strike across Myanmar border and inflicted heavy casualties on the group behind the attack. The political decisiveness of our PM Mr. Narendra Modi sanctioned the hot pursuit and marked a shift in the security doctrine of India. This surgical strike didn’t create waves as there is a treaty between the two countries on operations across the border.

India witnessed a remarkable surgical attack only when it was carried against an enemy neighbour Pakistan in response to Uri attack that killed 18 soldiers. Ten days later on 29<sup>th</sup> September 2016, India conducted a surgical strike areas LOC on terror

breeding grounds of POK on a dark cold night killing around 40-50 terrorist. In an operation that was meticulously planned, managed and executed, a total of six terror camps were demolished without any casualties in the Indian Army. The next morning, in a joint press conference with MEA, Lt. General Ranveer Singh claimed that the operation was extremely successfully and this statement marked a paradigm shift in approach against terrorism. The aim of surgical strike is to send a message to the Pakistani establishment that India that had been taking the bull by the horn will be the bull itself now. Red-faced Pakistani government is insisting that no surgical strike took place. Face saving option was all that Pakistan was left with as except China, no developed country is ready to give ear to this chest thumping. Modi, on the other hand, has an added advantage. His strong popularity post surgical strike gives him much elbow room to act.



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## ONE RANK, ONE PENSION

Mother feeds and father protects. So do the farmers and the soldiers. Sadly both these classes of our society are deprived, impoverished and denied even the bare necessities of life. Soldiers are daring but bereft of every caring, equally by the government and the society. A soldier spends the prime of his life in hardship and in adverse condition guarding our borders so that we can live and sleep peacefully but in return their contribution is neither recognized nor appreciated by us. This stark reality finds its evidence in OROP issue that triggered emotional countrywide protests by the ex-service men and their families across the nation.

OROP means that every pension-eligible soldier retiring from a particular rank get the same pension irrespective of his date of retirement. This long time demand finds its roots in the dissatisfaction arising out of the fact that the soldier retiring recently receive more pension than those who retired early. Pension earned by the person depends on the last drawn salary and successive pay commissions have raised the salary drastically. This has led to wierd abnormalities and now an Army Personnel of high rank (say a Major General retiring in 1996) draws low pension than his junior (say Lt. Colonel retiring later).

Army needs fit and young people. Most of them retire between 35-40 years and even before that on account of minor physical disability. Post-retirement employment options are so few that OROP demand is gaining momentum day by day because the retired soldiers and army personnel have no other source of income to fall back on. This situation is graver due to Indira Gandhi Government's decision in 1973 wherein just after 2 years of historic victory in 1971 Bangladesh war, instead of rewarding the army, the government decreased their pension by 20-40 percent. Further Rajiv Gandhi in 1986 while trying to contain the uneasiness that erupted after 3<sup>rd</sup> pay commission implemented Rank Pay which reduced the basic pay of Captain, Major etc. to basic pay scale of civilians and police affecting thousands of military personnal and creating asymmetries between police-army ranks.

The Supreme Court ordered the implementation of OROP a long time back but in spite of the NDA's promise to implement OROP before the election and the attempt to do it in 2015, this issues remains far from getting solved in near future. OROP terminology is itself ambiguous and undefined. Ex-servicemen association have been demanding changes in methodology of taxation of pension, periodicity of its revision,

coverage of future cases etc. PM Modi announced the implementation of OROP scheme on 5<sup>th</sup> Sept, 2015 but the veterans welcomed only one out of 7 points announced by the government. The demand is for equalization of pension every two years while the government wants it every 5 years. The demand is for the pension to be pegged to the maximum of the scale while the government wants it to be the average of maximum and minimum and complex calculations in fixation will be humongous task and an amount of 8300 crores seems almost impossible to be allotted for this scheme. Besides this it must be kept in mind that discipline, order and punishment are essential parts of defence services and this scheme brings all at the same benefit level at time of retirement so the utility of fear of punishment will be highly dampened by this scheme. The government has however set up a one member judicial committee to look into the anomalies.

Pension is not a bounty, nor a matter of grace depending upon the sweet will of the employer. It is the reward that a man deserves after giving the prime time of his life to the service of the organization and the reward must be bigger and better if the service is for the nation. A happy and contented retired army personnel enjoying the leisure without any scarcity and tension prompts the youth to join the Army. After all the proud jawans would like to live in a country where the mind is without fear and the head is held high after retirement too.

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## INDIA'S FEAT IN SCIENCE AND TECHNOLOGY

India, a land of vedas galloped into the land of scientific achievements, a territory ruled by world powers and space giants, a real feat indeed. Our country's march towards technological prowess has catapulted our country to new heights in the realm spanning from space science to nuclear power. Today, India stands among the top 5 nations in the field of science exploration and among top 10 in the number of scientific publication. A country that remained slave for 200 years and crawled into a starving independent country 68 years ago has amazingly proved its mettle standing tall among the developed powers of the world.

India drew the attention of the world when ISRO launched Mangalyan' or in other words known as 'Mars Orbiter' which was indigenously built. The Mars orbital mission (MOM) was giant leap by India that placed our nation on the highest rung occupied by super powers and this triumph was achieved amazingly in its first attempt when the orbiter that was launched on 5<sup>th</sup> November, 2013 entered Mars' orbit on September 24, 2014.

ISRO (Indian Space Research Organization), a space agency of the Government of India with its headquarters at Bengaluru, was established in 1969 with a vision to harness space and technology for national development. ISRO proved its mettle, time and again, right from launching 'Aryabhata' in 1975 to its stupendous recent achievement is launching 104 satellites in one go. In 1980, ISRO launched 'Rohini' by its indigenously launching vehicle SLV-III. Since then ISRO has not seen any major debacle in its attempts.

India scripted a new history and carved a niche for itself when on 15<sup>th</sup> February, 2017 ISRO launched a record 104 satellites in a single mission by its PSLV from Satish Dhawan Space Centre in Sri Harikota. Within 17 minutes, the rocket started placing the satellites into orbit making India a world record holder of placing 104 satellites in one go. The team of ISRO was overwhelmed by this remarkable achievement sending waves of joy and pride across the nation.

Some break in adversity and some break records. Salute to the Indian Scientists who in spite of being resource and support starved transformed the word 'Impossible' into 'I'm possible'. Their clear mission of playing a meaningful role to serve mankind see no hurdle insurmountable. Cowards need excuses, warriors but reasons. Our scientists, warriors of peace, have made our country proud. India salutes the scientist, pride of our nation.

## **SOCIAL AND RELIGIOUS PRACTICES VERSUS LEGAL SYSTEM OF INDIA**

India is a land of customs and traditions with diverse and oldest practices of the world flourishing in the rich breeding ground of 4500 years old supreme civilization of our country. The customs and traditions brought in by the invaders and travellers made our culture rich and varied. Unity in diversity of culture-rich India provides enough room for different regions and religions to practice their own customs and festivals. People observe various practices that are guided by the climate and crops of their region, their language and their religion, some of which in due course of time were felt to perpetuate gender based violence or inequality and even violating human and animal rights. Recently Supreme Court has tamed the bull of social and religious practices by passing verdicts against some of very old customs and practices which created waves of fury and restlessness across the nation.

A social practice that had been in the eye of the storm for long is the issue of Triple Talaq. This issue is more controversial as it relates to muslims, a minority religious group, on which many political parties harp for votes. This vexed problem became more debatable when on 8<sup>th</sup> December, 2016, the Allahabad High Court, in the strongest of words, termed this practice unethical and unconstitutional violating the rights of Muslim women who are left emotionally, socially and financially stranded without any shelter once her husband utters 'Talaq-Talaq-Talaq'. Astonishingly this practice of instant talaq is not common even in the Islamic countries ruled by the Islamic laws. But sadly this demeaning form of divorce practice thrives on the fertile land of India where political parties strive to thrive on Muslims' votes. In this matter, the centre adopted an initiative role where by in its affidavit to the Supreme Court, it advocated the abolition of Triple Talaq and polygamy terming them unconstitutional customs that hurt gender parity and women's dignity. The centre even quoted that the Muslim countries where Islam is the religion of the state have undergone extensive reforms and hence the practice in question can't be regarded as integral to the practice of Islam. Triple Talaq will soon see its doom's-day when in Supreme Court the matter will be finally argued. The Supreme court has clearly mentioned that it will keep this issue separated from the issue of Uniform Civil Code and hence political parties will not get much mileage from this verdict.

Another issue of gender disparity that raised a lot of hue and cry was the century old tradition of denying entry to women in temples like the famous Sabarimala Temple of Kerala and the Shani Temple, Shignapur, Maharashtra. In Sabarimala Temple, women of a particular age group (menstrual age) were not allowed thus banning all women till they grow old and this was considered derogatory towards women and detrimental to their dignity. The 400-year old tradition disallowed women to enter

the Shani Temple too. But after the mass awareness campaign of 2011, they were allowed but not up to the Sanctum Sanctorum of the temple. In the famous judgement of Sabrimala temple case, the Supreme Court held that women can't be restricted from entering holy places. This landmark judgement paved their way into every temple located in India but the Shani Temple still had its doors closed for women. Trupati Desai, a member of Bhumata Brigade, a women's rights group, led a march to the Sanctum sanctorum of this temple, where she was arrested and later released. This case too reached Mumbai High Court whereby it was held that such a restriction was in violation of the fundamental rights of women. Women across the nation are vocal today and the courts across the country are up in arms against such gender disparity.

A show of gallantry versus cruelty against animal was brought to the court and this traditional spectacular 2000 year-old event is called Jallikattu. This animal sport is an integral part of Pongal, a festival celebrated in Tamil Nadu. In this sport, a natively-reared bull is set free inside an arena or even on roads, filled with young people, who try to grab the bull by its horns, hump or tail while the poor animal tries to escape. This whole merry-making came to a sudden halt when the Supreme Court passed a landmark judgement against this 2000 year-old celebration terming it against animal rights. It is well known and apparent that the bull is subjected to extreme physical and mental torture, tail twisted and horn broken subjecting it to excruciating physical and mental trauma during the whole event. In June 2009, the Tamil Nadu government came up with Tamil Nadu Regulation Jallikattu Act, 2009 to regulate this sport as mandated by the Prevention of Cruelty to Animals Act. Following this, in 2014, Jallikattu was banned by the Supreme court and Centre. In January, 2016, Tamil Nadu government issued a notification, permitting the use of bull for sports, which was in direct contravention with the Apex Court's order and was subsequently challenged by PETA (People for Ethical Treatment of Animals). Subsequently a stay order was issued by the Supreme Court that stayed firm over its 2014 ban on Jallikattu. A fresh debate erupted when the Tamil Nadu CM wrote to the PM requesting him to overturn the existing ban on this bull-taming sport. On January 2017, the Tamil Nadu assembly passed a law legalizing Jallikattu. This whole storm in a tea cup is felt as an attempt to appease Tamil voters with an eye on the upcoming assembly election. The tussle between the State, Centre and Supreme Court has led the bull in china shop.

Social and religious practices are here to stay. Some of them are entertaining, thought-provoking and some highly disturbing. We must keep in mind that had it not been a reform accepted whole-heartedly, our widow women-folk wouldn't have been alive. Sati Pratha, too was a stark reality of past but now a nightmare forgotten. Change is the way of life. We all need to change, so do our personal laws and practices. No law, no matter how old or personal, can never be above human rights. Don't forget that everything Hitler did in Germany was legal. We need to step out of our cocoon of narrow-mindedness and biased perception.

## CHINA-POTENTIAL THREAT TO INDIA

The land of wealth, the land of prosperity, the land of opportunities, India, seems to be the most looked at nation of tomorrow. Today, India has strengthened its ties with globally the most powerful nations such as America and Russia. With the advent of various promising schemes and strong international relationships, India is hell bent on defining what tomorrow should be like. All this has bagged a lot of appreciations and laurels for our nation. But this Charisma has irked one of our neighbours, China.

Today, China, one of the most economically developed countries, that has a lot of say in the international arena, is vexed at India's growing reputation at international level. China, having acquired its independence pre India's independence raises many questions on our sovereignty. China claims that it doesn't recognize Arunachal Pradesh. Moreover, China has intruded on over 90000 sq. km land in Arunachal Pradesh and further eyes Aksai Chin. China has waged war on India in 1962, having disputes over the Mc. Mohan line. Not only this, China also intends to divert the course of Brahmaputra river to meet the water demands in its Northern region. With the ongoing Laho Project, China has blocked Xiabuqu river, one of the tributaries of Brahmaputra, exacerbating the ties between both the nations.

India has always tried to harbour healthy relations with China but the counterpart has always broken the trust. China has developed ports in all the neighbouring countries of India in the Indian Ocean thereby circum-navigating the Indian Peninsula. This very act of China is hailed as a critical threat to India's security. Moreover China's colluding with Pakistan has rubbed salt on the wounds of our motherland. China is currently working on CPEC (China Pakistan Economic Corridor) trying to strengthen its ties with Pakistan, our bête noire. China has also incurred international ignominy due to its incessant incursions in the South China Sea. The intentions of China doesn't seem benign. It is crystal clear that China is an impending danger on India's sovereignty.

India, being spiritually and resourcefully a rich country can withstand any threat or danger. We are well aware of the hold of China in our market. There are many Chinese goods selling like hot cakes in India which directly boost Chinese economy. India needs to boycott Chinese items and bring reasonable indigenous alternatives to such items. It is appreciable that we invest a healthy sum on our defence budget which China knows very well. Amiable ties with China however seem far-fetched but all possible initiatives should be taken by our country to rekindle and harvest harmony between both the nations so that they live with peace and promote fraternity is the quintessence of our culture. "Love thy neighbours", it is said. If we can't love them, we need to tolerate them at least. We can change our friends but not our neighbours. Both the countries need to understand this stark reality.

## CASHLESS INDIA

Indian intellectuals, preaching the idea of casteless India, were taken by surprise when our visionary Prime Minister announced to go cashless. It is indeed an out of the box idea for a country that houses 276 million people living below the poverty line that toil day and night but don't have enough pennies to fill their pockets. Our Prime Minister, with his far sighted flagship programme, Digital India, announced to go faceless, paperless and cashless. This revolutionary mission is aimed at transforming India into a corruption free country with major monetary transactions to be done digitally. This idea will reduce the dependence of Indian economy on cash and the government by launching this programme has attacked black money funding illegal activities, terror nets and parallel economy.

On 8<sup>th</sup> November 2016, Our Prime Minister took the whole country by storm when he announced that Rs.500 and Rs.1000 notes could no longer be the legal tender since that night. India suddenly became cashless with people standing in serpentine queues for the whole day and this hour of acute cash crunch pushed India to go digital. E-wallets like Paytm, PayU, Mobikwik etc. gained a foothold and paved the way for a cashless economy. The whole process of monetary transaction seemed suddenly easier, transparent and convenient without the fear of being robbed or losing one's own hard-earned money. The Indian Government then soon launched Bhim App for convenient online transactions that doesn't need even a net connection. The Government knows that the digital transactions are traceable and therefore easily taxable leaving no room for the circulation of black money.

The idea of cashless India has invited both bricks and bouquets. Cash crunch after demonetisation brought all the business to a sudden halt and since the Indians by and large aren't that tech-savvy, the idea to go cashless had several acrimonious repercussions too. However, the e-wallet companies, by providing discounts and cash back offers on every purchase mollified the anger and unrest breeding among the common masses and encouraged them to go cashless. After the initial difficulties problems have subsided and people have now realised that E-wallets are the safest and most convenient mode of payment.

Rome wasn't built in a day and so won't India be. Success needs perseverance as there is no shortcut to it. This revolutionary idea is targeted to bring a sea change into the economy of India by the whole of India going cashless suddenly to going cashless digitally. India will rise as a phoenix from its own ashes.

## SKILL INDIA

Dhriubhai Ambani once said, “The success of the young entrepreneurs will be the key to India’s transformation in the new millennium”. He was absolutely right. The youths of our nation are young, strong and energetic who can shoulder the burden of the nation’s growth and they are brimming with ideas to catapult India to the developed and self-sufficient strata of the world. Our visionary Prime Minister Mr. Nareder Modi, to tap the potential of young India, launched Skill India Mission on 15 July, 2015 With an objective to train 40 crore Indians in different fields by 2022 and create opportunities, space and scope for the development of the talents of the Indian youths, covering urban and rural India equally.

Skill India is a multi-skill dream project of the NDA government with the main objective of creating opportunities to develop the talents and hone the skills of the young employable class of India. The youth will be provided proper training and guidance of international standard so that budding entrepreneurs are able to meet the national as well as overseas demands and expectations. The course methodology has been developed in such a way that it meets the needs of both urban and rural India. Training in traditional fields like those of Carpenters, Cobbles, Blacksmith, Nurses, Tailors etc. is provided besides exploring the untouched fields like textile, real estate, construction, tourism etc. where the skill development is inadequate or nil.

Skill development programmes had been in existence for long as creating employable opportunities is one of the priorities of all the governments across the world. However Skill India Mission is different from other such programmes of the previous governments. Earlier, the responsibility was divided among various Ministeries but this time they have been clubbed together. The Ministry of Skill Development and Entrepreneurship will be the principal Ministry which will co-ordinate with all other Ministeries and organization. The New Ministry will be the certifying agency and the certificates issued after the successful completion of the training will be recognized by national and overseas entities. Skill India Mission is a revolutionary programme that would channelize the energy of the youths and help them build a secured future and earn a decent living. With a clenched hand holding a spanner and pencil, the logo of Skill India Mission, emphasis the importance and parity of both skill and education. The Tagline “Kaushal Bharat, Kushal Bharat” complements the logo by emphasizing the importance of skilling India in order to achieve prosperous India.

Unemployment breeds frustration, poverty and crimes in the society. The energies of young people must be channelized in the proper direction to curb crime, terror, suicides and anti-social activities in the society. The government through this programme has joined hands with the people to train the hands and minds of the Nation and together we will bring all the difference for it is said,

“Coming together is a beginning,  
Keeping together is progress,  
Working together is success.”

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### **MOST SUITABLE STARTING/ENDING OF DIFFERENT TYPES OF LETTERS**

#### **(1) INFORMAL LETTERS**

Sender's address

Date

Dear.....

Hope you are fine there. I too am in pink of health. I am writing this letters to you to inform you that/to share my experience with you/wanted to let you know.....

} Starting

Convey my regards to your parents & love to your little sister/brother.

Yours loving / Yours affectionately

XYZ

} Ending

#### **(2) APPLICATION TO PRINCIPAL/TEACHER**

With due respect this is to state that....

Yours obediently

XYZ

#### **(3) RESPONSE TO AN ADVERTISEMENT**

In response to your advertisement number 1234/2017, I would like to state that I am a suitable candidate for the position of ..... lying vacant in your company.



(4) **REPLY TO AN INFORMAL LETTER**

I am pleased to receive your letter....

(5) **REPLY TO A FORMAL LETTER**

In reference to your letter number 1234/2017 dated ....., I would like to put forward my replies as follows:

(6) **TO INCLUDE DOCUMENTS/ANNEX DOCUMENT**

I am annexing/enclosing my previous complaints/relevant document for your kind perusal. I hope you will look into the matter and do the needful.

**WRITE A LETTER TO THE DEFENCE MINISTER RAISING THE ISSUE OF POOR QUALITY OF FOOD SERVED TO THE ARMY.**

Examination Hall  
New Delhi,  
7<sup>th</sup> March, 2017

The Defence Minister  
Ministry of Defence  
South Block  
New Delhi  
Sir,

**Sub: Poor quality of food served to army.**

This is to draw your attention towards the deplorable quality of food served to the army. In fact, this issue surfaced when a video was uploaded by a BSF Jawan 'Tej Bahdur Yadav' on Social Media that jolted the nation out of its slumber and pained all the Indians equally. The Jawan in the video claimed that the officers sell them off. And ultimately the jawans are left with poor quality food. The food they intake is highly deficient in nutritional value and after slogging for twelve hours continuously every day, these jawans do have high calorific demands to remain fit, active and energetic.

Sir, soldiers are the guarding angels of our country. They must remain fit, happy and contented. This serious allegation on the high-ranked officers of Paramilitary Forces has sent waves of fury and unrest across the nation which might transform into a gigantic row if the Ministry fails to douse the fire of dissatisfaction and hunger amongst the soldiers.

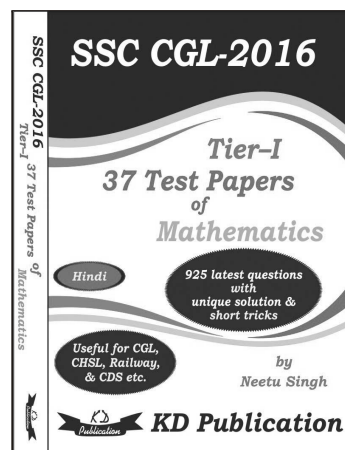
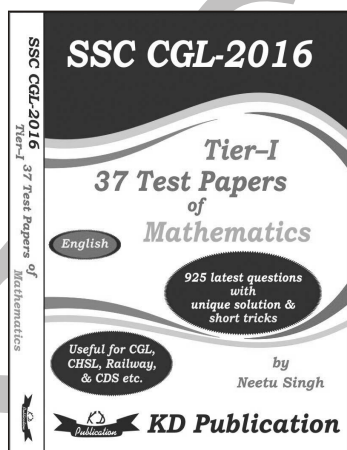
To add fury to fire, the BSF ordered an enquiry against Mr. Yadav and even questioned his past acts and all his past violations of order and discipline have surfaced. We wonder why acrimonious treatment is meted out to him when his demand is fair and reasonable. A statement by our Hon'ble Minister Mr. Manohar Parrikar, that he personally monitors quality of food served to the army, has bought some respite to the disgruntled soldiers. Even the PMO has sought a report about the quality of food served to the Paramilitary Forces as they come under Home Ministry and these are welcome steps.

Sir, I am afraid that when high level officers are hand in gloves in this scam and every one who complains is hounded and tortured, the outcome of every enquiry will be an eye wash. Our soldiers deserve decent food and basic necessities to be vigilant and on guard. I hope you will personally look into the actions of revengeful and erring seniors who just try to throttle every throat that raises voice against them.

Thanking you,

Yours sincerely  
XYZ

### SSC CGL-2016 (37 Test Papers)



**WRITE A LETTER TO THE RAILWAY MINISTRY EXPRESSING YOUR CONCERN ABOUT SABOTAGE ATTEMPTS ON THE RAILWAY TRACKS.**

Examination Hall  
XYZ City

11<sup>th</sup> March, 2017

The Railway Minister,  
Ministry of Railway,  
New Delhi

Sir,

**Subject : Sabotage attempts on railway tracks.**

I am highly pained to see that recently the cases of sabotage and tampering with the railway tracks are on rise and around 45 cases of attempted sabotage were reported in 2016. Several terror groups are posing serious threats to rail security causing loss of priceless life and freight worth crores.

In November, 2016, 150 people lost their lives in such a sabotage by the ISI that caused the derailment of Indore Patna train. In another such attempt on Hirakund express, 39 people were killed when the train derailed near Junero station in Andhra Pradesh in January this year. Several such attempts have been foiled by the vigilant staff of the railway but the fear continues to haunt the travellers and plague the railway minister. I understand that your ministry is taking this issue seriously and has ordered an NIA probe into this unusual way of spreading terror but the Railway Ministry must understand that the security of India by and large is at stake and hence various intelligence agencies must be requested to join hands with one another and the alert Railway staff in order to stop this unusual way of spreading the net of terrorism without taking any risk. The anti India terror groups working hand in glove with one another must be dealt with heavy hands and a lesson must be taught to them so that they don't misconstrue us as sitting ducks.

I hope you will look into the matter seriously and do the needful as this is an urgent matter of nation's security.

Thanking you  
Yours truly  
ABC

**WRITE A LETTER TO YOUR FRIEND ABOUT YOUR RECENT TRIP TO GOA WITH YOUR FAMILY.**

New Delhi  
Examination Hall

14<sup>th</sup> March, 2017

Dear ABC,

Hope you are fine there. I too am in pink of health. I am writing this letter to you to share my wonderful experience of a trip to Goa with family . We started from here in the morning by flight and reached there within two hours. After resting for an hour in the hotel, we decided to leave for the famous beaches of Goa. The climate was pleasant and the beach was full of people from across the world brimming with energy, joy and enthusiasm. The ecstasy there was so infectious that in no time my family and I were on the beach playing with sea water, laughing and enjoying the beauty of nature and sea. There are several water sports these that are extremely adventurous and enjoyable. I took the ride of each one of them and then we went for boating and parachute gliding. Time flew by but we didn't forget to see the famous Agauda Fort and St. Cathedral Church.

The trip was extremely satisfying and enjoyable. I got time to spend with my family and I will always cherish those moments of my life. The only annoying experience was the sunburns that I am still trying to get rid off. Convey my regards to your parents and love to your little sister.

Yours affectionately  
ABC

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**YOU ARE ANURAG THAKUR, MANAGER, OF INFO EDGE PVT. LTD. WRITE A LETTER TO YOUR EMPLOYEES INFORMING THEM ABOUT A WORKSHOP.**

The Manager  
Info Edge Pvt. Ltd  
Noida  
5<sup>th</sup> March 2017

Human Resource Department  
Info Edge Pvt. Ltd  
Noida

Sub: Information Regarding Work-shop

Dear employees

This letter is to inform you about a training session to be conducted on 15<sup>th</sup> March 2017 in our office, to train you all in handling documents online. This session will help you to cope with the upcoming digitalized way of working, soon to be launched across all the branches of our company.

The session will be primarily focused on connectivity and communication between departments, and effective utilization of data and data security. The training hours will be well within the office hours so you all do not have to worry about toiling for extra hours. Kindly do not remain absent during this period. I hope your session will be fruitful and after learning the new methods and technology, you will be able to apply those effectively for the betterment of the company.

Thanking you,  
Yours sincerely  
Anurag Thakur

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## RULES

A Precis is strictly for administrative purpose hence

- (1) Do not include any idiom or phrase in it.
- (2) Examples should be skipped as we need not explain things with examples. Write only the gist that comes out of those examples without repeating the illustrations.
- (3) Skip the questions and quotations. Questions cannot be asked in précis as you need to write Précis to the given Paragraph either to your senior or junior in real life. So there is no reason to ask questions or to beautify your Précis. You need to be precise; straight to the point .
- (4) Skip the 'Direct speech' or change them into Indirect speech. This means we should not use inverted comma (" ") in précis.
- (5) Do not express your own ideas, suggestions or conclusions in précis writing. Your own suggestions are not the part of the paragraph given. Suppose you are writing the précis of the detail given by your department on Domestic Violence Act. You cannot change any Legislations, if you don't like any of them. You cannot give your suggestions.
- (6) No matter whatever wrong information, the passage carries, they must not be changed as Précis is of the Paragraph given, that has nothing to do with your education or information that tells you what is right or wrong. Précis must be based on the facts given in the passage no matter they are historically, morally or scientifically wrong.
- (7) The central ideas of the passage is the most important thing in the précis hence the précis must be based on it.
- (8) Give a Title to your Précis that must be based on the central idea of the passage. The Title must be short, without a verb, and must be written as the centre before you start writing a précis.
- (9) Précis is usually one-third of the given passage or stick to the word limit given in the direction.
- (10) Don't use first person in précis writing. Many a time, the passage has 1st person in it because the author shares his experience. We must replace it by the author/he.
- (11) Change paragraphs depending on the ideas and issues that each of the paragraphs carries. Change your paragraph once the issue or the idea changes.
- (12) Leave one line when you change the paragraph. This gives clear demarcation to each paragraph.
- (13) After completing the précis, write number of words in a bracket.
- (14) Use your own language in your précis. You don't get marks for copying and pasting. Read the Paragraph and understand what the writer wants to convey. Then use your own language to convey the essence of the Paragraph.

### AN EXAMPLE

#### PASSAGE

It has been estimated that the human population of 600 B.C. was about five million people taking perhaps one million years to get there from two and a half million. The population did not reach 500 million until almost 8000 years later about 1650 A.D. This means it doubled roughly once every thousand years or so. It reached a billion people around 1850, doubling in some 200 years. It took only 80 years or so for the next doubling, as the population reached two billion around 1930. We have not completed the next doubling to four billion yet, but we now have well over three billion people. The doubling time at present seems to be about 37 years. Quite a reduction in doubling times : 1,000,000 years, 1,000 years, 200 years 80 years, 37 years.  
(135 WORDS)

#### PRECIS TO THE GIVEN PASSAGE

### POPULATION EXPLOSION

The Author expresses his concern about the ever-growing population of the world that has seen the doubling period decreasing drastically from 1,000,000 years to 1000 years that further dropped to 100 years and then to 80 years. The population is doubling again and this time in just 37 years. (49 words)

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