

Essays are generally scholarly pieces of writing giving the author's own Argument, but the definition is vague, go beyond with other genre of writings also.

The word *essay* derives from the French infinitive *essayer*, "to try" or "to attempt". In English *essay* first meant "a trial" or "an attempt", and this is still an alternative meaning. The Frenchman Michel de Montaigne (1533–1592) was the first author to describe his work as essays;

The word essay is defined by The Concise Oxford Dictionary as a literary composition (usually prose and short) on any subject”

Essays can have number of elements such as critical appreciation or literary criticism or written debate. Even, observations of daily life, recollections, and reflections of the author can also be part of essay. Initially essays were written in poetic way also some of them are very popular. But Essay in our time is entirely different from classical age. Now all the essays are written in prose.

#### Definition of Essays

Prose composition with a focused subject of discussion or a long systematic discourse”

John Locke

The Essay is a literary device for saying almost everything about almost anything..by tradition almost definition ion the essay is a short piece.

Aldus Huxley

[Francis Bacon](#)'s [essays](#), published in book form in 1597, 1612, and 1625, were the first works in English that described themselves as *essays*. [Ben Jonson](#) first used the word *essayist* in English in 1609, according to the [Oxford English Dictionary](#).

#### Types of Essay

Personal and the Autobiographical

Objective or factual Essays

Abstract or Philosophical Essays

Personal and the autobiographical: The essayists that feel most comfortable in this style "write fragments of reflective autobiography and look at the world through the keyhole of anecdote and description". For Example writing of Khushwant Singh can be put in this category. In this style there is more focus on sensory details. This type of essay can be categorized as narrative essays also.

The objective, the factual, Writers do not put his opinion on the basis of what he saw or feel but writes what the fact is. The fact is kept in the manner that it itself tells the truth. "do not speak directly of themselves, but turn their attention outward to some literary or scientific or political theme. Their art consists on setting forth, passing judgments upon, and drawing general conclusions from the relevant data".

Abstract or Philosophical Essays: When essayist wants to deal with the abstract idea or philosophical topic write this kind of essay. Its length can be decided. This type of essay can be argumentative in nature. This kind of essays are hardly having place for subjectivity.

### Preparation on Essay Writing

Essay writing is such thing which requires good preparation. To say on a subject needs exhaustive preparation. But it may be remedied by reading and by training the observation.

We can categorize preparation into two:

1.General preparation: we can put some basic things for example

Extensive Reading: Francis Bacon's comment is still relevant that " Reading maketh a full man" A person who read much having a wider frame of reference and ideas. He can support his notions with extensive examples.

Deep Observation: Book is one source of information and knowledge but to make it relevant and useful it is must to have keen observation quality. The personal observation of individual sometimes opens new dimension on the subject.

Good Conversation: most of the good writers are good conversations. When one pay attention on the other's points of view, gets an idea on prevailing thought. By good conversation one develops logic and illustrations on the topic.

2.Special Preparation We can understand this by following heads:

Defining Subject It is said that more you define your subject you start getting clue in writing. This is like digging a big crater around and then penetrating in depth. Some subjects are simple that people hardly make any mistake but few subjects are intrigue. That does not need waste of paper and pen.

Collecting Material: To Understand and to express on any subject it two things. One can understand on any subject by his own making of mind. But to make other understand needs different outlook. Once you have defined your subject next step is to collect

material. Collecting material is not one day process. A regular habit of reading, taking notes and specifically mentioning reference helps researcher.

**Selecting material:** After collecting material selection is must. The selection of will probably general line of thought you may follow in the essay. It is always helpful to make table of content and arrange them in paragraphs.

**Logical arrangement:** The necessity of thus arranging your thought according to some ordinary plan cannot be too strongly insisted upon. To avoid rambling, disproportion logical arrangement is must.

**Making the outline:** Making bare outline of the main work can give you an idea how your work is going to be. One can see natural flow, logical and convincing order by making outline.

**Filling the outline:** After mapping out main points which you are going to deal now its time to work on filling details.

So writing an essay is like a process of making a skeleton from strong material and clothing it with flesh and most difficult is to breathe into with breath of life.

### Seminar and Paper Presentation

Generally motive of introducing essay and Precise writing to the students is to make them aware about writing style. This way they learn how to put their ideas on paper and present them at front of large audience. Institutions organize several seminars time to time to full fill this purpose.

A *seminar* is a small group of students and teachers. A seminar paper is a record of what you say to the group about a topic you have studied.

Preparing a seminar paper gives you practice in technical writing which will help you when you write your thesis. For information on format see the instructions at the end of each issue of the *Asian Journal of Energy & Environment*, or any other international journal.

### Title

The title of your seminar paper should state your topic exactly in the smallest possible number of words.

### Author's Name

Put your name, your ID number, the name of your department, and the name of your university under the title.

## Abstract

The abstract should state the most important facts and ideas in your paper. It should be complete in itself. The length of the abstract should be about 200 words. The abstract should state clearly:

- the problem studied,
- the method used,
- the main results,
- the main conclusions.

Do not put information in the abstract which is not in the main text of your paper. Do not put references, figures, or tables in the abstract.

## Text

The main text of your paper should be divided into sections, each with a separate heading.

The first section should be an introduction to your topic. This section should review the background of your topic and give an outline of the contents of your paper.

You should get the information for your paper from various sources, such as books, journals, lecture notes, etc. You must write the paper yourself using this information. *You must not copy text written by other authors.* Instead, select only the information you need and summarize this information in your own words.

The final section of your paper should summarize your conclusions.

## Symbols and Units

Write mathematical equations in the simplest possible way so that they can be typed easily. Every mathematical symbol you use must be defined in the text.

## References

You must give references to all the information that you obtain from books, papers in journals, and other sources. References may be made in the main text using index numbers in brackets.

Put a list of references, numbered as in the main text, at the end of your paper. The information you give in this list must be enough for readers to find the books and papers in a library or a data base.

For a journal paper give:

1. the names of the authors,
2. the year of publication,
3. the title of the paper,
4. the title of the journal,
5. the volume number of the journal,
6. the first and last page numbers of the paper.

For a book give:

1. the author,
2. the year of publication,
3. the title, and the edition number if there is one,
4. the name of the publisher,
5. the page numbers for your reference.

For an internet reference give:

1. the author of the web page,
2. the date of the web page,
3. the title of the web page,
4. the complete URL.

Every reference in your main text must appear in the list at the end of your paper, and every reference in the list must be mentioned in your main text.

### Tables

Tables must have a number and a caption above the table. The reader should be able to understand the table by reading the caption without looking at the main text. Every table must be mentioned in the main text.

### Figures

Figures must have a number and a caption below the figure. The reader should be able to understand the figure by reading the caption without looking at the main text. Every figure must be mentioned in the main text.

### Recommended Procedure for Writing a Paper

1. Write your title first. This will define your topic clearly and focus your mind on exactly what you want the paper to contain.
2. Search the literature and select the references on which the contents of your paper will be based. Write your list of references.
3. Make a list of your section headings and subheadings. This list will define the organization of the contents of your paper. The sections and subsections will contain not only material collected from other sources but also accounts of new work you have done:-- your observations, analysis of data, and conclusions.
4. Write the sections and subsections one by one in a simple clear style. Remember that the reader does not know in advance any of the details of the work you have done, so your account must be complete and easy to understand.
5. Write the abstract last by picking out the main points in your paper.

### Precise Writing

## Introduction

"It is a short version of a speech or a piece of writing that gives the main points of ideas."

### OXFORD DICTIONARY

As name is suggesting that precise means specific, is summary of writing. It is also called epitomization. The word précis is derived from French that means summary and précis writing means the art of summarizing.

It can be defined as an unchanged restatement in shortened form of the main points or ideas of a written text'. It is a brief summary of a book article or some piece of writing. It has no fixed formula about its length .Normally it means understanding crux of the content and writing it on the paper. But some of the students take it only shortening the length of the content .This way they do compromise with the essence of the content. Actually it must be ensured that flow of ideas and sequence of the content should be remaining unchanged.

"I would say that the ability to write a précis is the central language skill. For a start, it is a craft essential in all professions and businesses; indeed, anyone whose work includes dealing with documents at some time (and that accounts for most people) will need précis skills as a matter of course . . .

"Such vocational considerations, though important, are not in my view the most telling, however. The fundamental value of précis is that it tests and exercises every aspect of linguistic competence."

(Richard Palmer, *Write in Style: A Guide to Good English*, 2nd ed. Routledge, 2002)

Precise Writing is "Adopted originally as a time-saving device, it is only recently that the value of précis writing as a means of mental training has come to be recognised."

(G. B. Beak, *Indexing and Précis Writing*. Macmillan, 1908)

### Methods and Purpose

A Précis is not mere outline of topic and subtopics, but a summary or crux of content. It is useful as an exercise in grasping the essential ideas of an already understood content and reinforcing these ideas in concentrated form. The précis eliminates away all elaborations of the thought and gives only concise, in such a way as to make the summary a complete composition. It does not, therefore, draw the outlines of the original composition. Many of the magazine publish big books in precise way so that reader can get idea. Even if one is in habit of making summary can use it for future reference and develop interest of others in the content too.

Principles of Good Precise writing are:

A good précis shows the writing skills of a person. It must have the following qualities.

## 1. Clarity of content

Clarity means getting your message across so that the receiver can understand what the writer is trying to convey. It is the basic and essential need of a précis. The ideas should be clear and understandable. There should not be any ambiguity in your writing. The writer can achieve clarity by using simple language and simple structure. If your précis is not understandable to the reader it will lose its importance and meanings for the reader.

## 2. Correctness of Sentences

Here we need understand that correctness involves few important aspects of writing. Mistakes not only irritate reader it confuses also. At the time of writing or composing a précis the writer must make certain that the facts and figures are correct. Structure of sentences and spellings of words is correct because a single mistake in structure and spelling may spoil the meaning of the writing. We can see the common mistakes under the following headings:

- Misspelled words
- Mistakes in figures and dates
- Mistakes in punctuation
- Mistakes of grammar and structure
- Ambiguity of understanding in terminology and technical words

## 3. Objectivity

Objectivity means the ability to present or view facts without pouring your own feelings, opinions and subjectivity. While making a précis, the writer should adopt an objective approach. He should not give and add his personal opinion and ideas in a précis. A précis should be purely a summary of the original text without any addition from the precise writer.

## 4. Coherence

Coherence means the logical and clear interconnection of ideas in a written piece of work. A good précis should be coherent. The ideas which are presented in a précis must have a logical connection and they all should be interrelated. It should not be written in jumbled way. In short we may say that the ideas should be organized so that the writer may not be confused and lose his interest.

## 5. Completeness

Another striking feature of a good précis is completeness. A précis should be complete in all respects. Completeness means that the all the important facts and the source of information

of the writer should include all the important facts in a précis. To make it short he should not omit the important ideas. This mistake on the part of the writer will spoil the importance and meaning of the précis.

## 6. Conciseness

Conciseness is an enviable quality of a good précis. Conciseness means to say all that needs to be said and no more. The writer should write what is necessary and avoid writing unnecessary details. A concise piece of work conveys the message in the fewest possible words. But one point must be kept in mind that the writer should not omit some basic and essential facts to achieve conciseness. To achieve conciseness, notice the following suggestions must be kept in mind:

- Avoid unnecessary details
- Remove wordy expressions
- Include only relevant material, facts
- Avoid unnecessary repetition

### RULES OF MAKING A PRÉCIS

A well written précis should be a functional substitute for the original work. The goal of a précis is to preserve the core essence of the work in a manner that is both clear and concise. While writing a précis, the writer should follow the below given rules to make it an effective piece of work.

#### Read Carefully

First read the passage twice or thrice carefully to summarize it. This will enable you to understand the main theme of the passage. Reading involves grasping the content not just glancing at it.

#### Underlining

Underline and mark the important ideas and essential points from the original text. If one is not good at taking notes better use pencil or marking to highlight ideas.

#### Outline

With the help of underlined ideas, draw the outline of your précis.

#### Omission

Omit all the unnecessary information or the long phrases which could be replaced by one word. All the adjectives and the adverbs can also be omitted in order to make a good précis. For example at the place of 'on the day of interview' can be replaced by 'day of interview' or 'in the near future' can be written as 'soon'.



### Don't Omit

While making a précis, the writer should never omit the important points, ideas and facts which are essential to be described.

### Size of précis

Keep the fact in your mind that the length of the précis should not be more than one third of the original passage.

### Indirect Speech

A précis should be written in indirect speech. If there is direct speech in the passage, it should be changed into indirect speech.

### Tense and Person

It should be written in the third person and past tense. In the case of universal truth the present tense should be used.

### Own Words

A précis should be written in your own words and the writer should desist from borrowing words from the original passage.

### Avoid Subjectivity

A précis writer should adopt an objective approach. He should not add his personal ideas to a précis. Put all the important points and ideas in a logical order.

### One Paragraph

There could be two or more paragraphs in the original text. While making the précis, try to write all the ideas in one paragraph.

### One Word for many

There are so many words in a sentence. For example we can look at this sentence and understand how it can be replaced with two word 'job list'

This is list of all duties which the employee may be required to perform.

### Rough Draft

After omitting all the unnecessary ideas, the writer should prepare a rough draft to finalize it.

## Final Draft

Having read the rough draft and correcting out some mistakes which may be found in the rough draft, the writer can prepare the final draft.

## Writing Abstract

An abstract is a brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose. It has some basic difference from Precise writing. When used, an abstract always appears at the opening of a manuscript or typescript, acting as the point-of-entry for any given academic paper.

The terms précis or synopsis are used in some publications to refer to the same thing that other publications might call an abstract. Management students get confuse with the term as their reports carry both-Abstract and Executive summary. An [executive summary](#) usually contains more information (and often more sensitive information) than the abstract does.

## Abstract Types

We can categorize Abstract into these heads.

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### Informative

The informative abstract, also known as the complete abstract, it includes background, purpose, methodology, results, and conclusion. Usually between 100 and 200 words, the informative abstract sum up the paper's structure, its major topics and key points.

### Descriptive

The descriptive abstract, also known as the limited abstract or the indicative abstract, provides a description of what the paper covers without probing into its substance.

### Internet Abstracts

It is not intended to be as exhaustive a summary as the text abstract, rather it is believe to indicate the type, scope, and technical coverage of the article at a glance.