

GPSC દ્વારા આયોજીત ક્લાસ 1-2, પોલીસ ઇન્સ્પેક્ટર,  
રેંજ ફોરેસ્ટ ઓફિસર, નાયબ મામલતદાર, રાજ્ય વેરા નિરીક્ષક તથા  
Combined Competitive Examination (CCE)ની મુખ્ય પરીક્ષા માટે ઉપયોગી પ્રકાશન

# English

**COMPULSORY**

**5<sup>th</sup> Edition**



લેખન

સંદીપ એચ. પટેલ

સંપાદન

જગદીશ પટેલ  
જીજ્ઞેશ કણઝારીયા

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**5<sup>th</sup> Edition**

GPSC અભ્યાસક્રમનાં તમામ મુદ્દાઓનો સમાવેશ

લેટેસ્ટ GPSC ટ્રેન્ડ-આધારિત પુસ્તક લેખન

અંગ્રેજી વિષયની પરીક્ષાલક્ષી રજુઆત

અંગ્રેજી વ્યાકરણની વિગતવાર રજુઆત

પ્રકરણના અંતે પ્રેક્ટિસ પ્રશ્નોનો સમાવેશ

GPSCની અગાઉની પરીક્ષામાં પુછાયેલા અંગ્રેજી ભાષાના 5 પ્રશ્નપત્રોનો સમાવેશ



પુસ્તક ખરીદવા માટે આપેલ QR CODE ને સ્કેન કરો...

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# English

COMPULSORY

પુસ્તક  
ખરીદવા માટે  
અહીં ક્લિક કરો



# 1

## ESSAY

### 1.1 Introduction to the Essay

The essay word comes from the French Essai (an attempt). An essay comprises a few pages but there is no fixed length or limit. But, in our GPSC Mains exam, essay writing comprises a word limit. For language papers, essay writing is restricted to 250-300 words and for essay papers, it must be 800 words.

An essay is a well-organized short or long piece of writing that narrates the writer's perspective, viewpoint, or story. Sometimes, it is considered synonymous with a story or a paper, or an article. Essays can be formal as well as informal. Formal essays are generally academic in nature and tackle serious topics. An informal essay is an essay that is nonfiction and has a conversational tone. Layman's language, used in everyday speech, is often used in informal essays to achieve a conversational tone. Often, an informal essay does not have a thesis statement, unlike a formal essay.

An essay must be literate, it is hard to imagine correct ideas expressed in incorrect language. If the language is not right, how does your reader know what you are talking about? It is expected that you know what you are talking about. Your information regarding the subject matter is judiciously presented on a piece of paper that's the exact requirement of essay writing. The information you gather must encompass several aspects, as the subjects for an essay are practically limitless. It must not be a shapeless bunch of thoughts, facts, and figures. But, a well-articulated piece of penmanship.

To meet those essay writing demands, you have to evolve skills that are associated with various stages of essay writing.

### 1.2 Forms of Essay

As we know, essay writing is itself a limitless task. Still, there are a handful of forms that can address this issue.

1. **Defining** : Essay topics like what is meant by dictatorship? Or New India @ 75 or the political scenario of today's world order are a few which follow this form. To define something, you have to have a clear-cut idea of the topic with important facts. The defined form of essay writing demands great exactness of knowledge and concepts towards the subject.
2. **Describing** : To describe something you have to focus on elements rather than the subject. It is the simplest form of essay writing. Essays that deal with people, scenes, events, etc. encompass this form of writing.
3. **Investigating Cause** : You have to investigate the root cause of a problem. Like, reasons for growing corruption in government or the Fragmentation of society due to the advancement of technology. Here, you have to investigate the essay thoroughly. You are free to follow as many dimensions as you can. There is no limit or set of boundaries in this essay form.
4. **Compare and Contrast** : When two specific elements are asked in an essay, then you can follow this form of essay writing. e.g. Freebies politics before and after independence, Population explosion between developing and developed countries, etc. One thing you have to take care of in this form is that don't jeopardize the essay topic too much.
5. **Classify** : A topic of an essay comprises various dimensions, parameters, and pathways. When the topic of an essay demands justification of various elements, then go with the classified form of essay writing. Examples: Ways of tackling the economic slowdown, politicization of bureaucracy, etc.

6. **Case Study:** In the case study approach, essay topics ask in such a way that without proper analysis and elaboration you can't justify your penmanship. You must analyze the topic first, then post mortem of the essay topic with proper elaboration to give your essay the right direction. e.g. IS space diplomacy good for India's global outreach? Or today's economic scenario with special effects of stagflation? To write about the above topics you have to analyze them first, then make arguments against them to justify your viewpoint.

### 1.3 Essay Approaches

The approach to essay writing is of the utmost importance. It's just like a skeleton for the essay and a backbone for the content. Essay writing demands various approaches, like concentric approach, chronological approach, sociological context, empirical framework, structural approach, and so on.

1. **Concentric approach :** In this approach to answer writing, you have to start with a small point of description. Later on, you have to broaden the circles of answer writing from one point to another. As you move forward, the dimensions of the essay should become broad and elaborative. e.g. from childhood to maturity.
2. **Chronological approach :** Chronology demands periodical description and analysis. Like, ancient to modern times, and independence to present times. Topics asking about historical, political, social, and economic are the best material for this approach.
3. **Sociological context :** Some subjects of essay writing demand a social perspective mode of answer writing. An Essay demanding a rural-urban-based description is a good one for this social context based on these writings.
4. **Empirical framework :** An Essay that demands answers about countries, geographies, and demography is written based on this.
5. **Structural approach :** In this type, you have to categorize essay writing into different headings to break down the topic. For example – when an essay asks about the agricultural vagaries of Indian people, then you have to write an essay analysis under different headings like social, political, economic, geographical, environmental, cultural, and so on. Candidates mostly use structural approaches in essay writing majorly.

### 1.4 Organisation of an Essay

Essay writing is about absolute penmanship. You cannot do loose writing. You have to avoid random writing based on raw thoughts and ideas. An essay demands calculated writing based on a structured organisational framework. It must comprise an introduction, main body, and conclusion. This framework is made based on outlining an essay. First, when you read an essay topic than you have to think first and later jotted down your ideas on a piece of paper in a synchronized manner. An outline of an essay helps you to keep going in your writing without abruption. Each idea you have to express each in individual paragraphs. But, please be careful about the harmony of paragraph writing. Don't jump to another paragraph without any linkage. Hints and links are important to make the relationship between the two paragraphs. Now, let's discuss the introduction, body, and conclusion.

#### Introduction

An introduction to an essay is too much important. It can make or break your essay in the reader's eyes. It is like the first impression about something. You can start the introduction by writing quotes, phrases, or sentences. You may also start by storytelling. It depends on your essay topic and your basic understanding. The introduction is brief, lucid, and fundamental. Just by reading an introduction reader can take a call to read further or not. Your essay writing theme must be hidden in the introduction.

## 6 Equal Pay for Equal Work Mirrors Promotion of Gender Parity

### Points to Develop for Essay

1. Introduction to the essay title
2. What is meant by equal pay for equal work?
3. Global conventions and constitutional positions regarding essay title
4. Govt. steps taken in this direction
5. Way forward

The pay inequality between men and women is still alive. Women's status particularly in the labour market is inferior to men's in most countries of the world including India. Men still get offered more at the start of the job. They receive promotions sooner than women and they get pay raises more often. From small businesses to large organizations to the unorganized sector, women are paid lesser wages than men for the same work. If the work of a woman is valued less simply because she is a woman, her individual dignity is injured. It is an economic as well as a human right issue. To promote equal treatment is equivalent to promote the nation's productive potential. There will be no equality until men and women get the same pay for the same job. On this note, let us understand its overall dimensions.

The principle of equal pay for work of equal value means the rates and types of remuneration should not be based on the ground of sex but on an objective evaluation of the work performed. Men and women in the same workplace are entitled to equal pay for equal work. Equality means equality in salary, overtime pay, bonuses, stock options, profit sharing and bonus plans, life insurance, vacation and holiday pay, cleaning allowances, hotel accommodations, reimbursement for travel expenses, and benefits. If men and women both are performing similar work the employers cannot reduce the wages of either sex. Pay equity is a fundamental human right. It is also known as equal pay for work of equal value. Its goal is to stop discrimination related to the under-valuation of work traditionally performed by women. Everyone, without any discrimination, has the right to equal pay for equal work.

The principle of equal pay for equal work was recognised in the Universal Declaration of Human Rights in 1948. The Universal Declaration of Human Rights, 1948 provides: Everyone has the right to work, to free choice of employment, to just and favourable conditions of work, to protection against unemployment, has the right to equal pay for equal work, has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection. Everyone has the right to form and to join trade unions for the protection of his interests.

Further, the United Nations Convention on the Elimination of all forms of Discrimination against Women was adopted in 1979 by the UN General Assembly. The Convention may be described as the Magna Carta of women's human rights as it essentially constitutes the International Bill of Rights for Women. It declares that discrimination against women violates the principles of equality of rights and respect for human dignity and as a result it hampers the growth of the prosperity and the family. States Parties are required by the Convention to eliminate discrimination in the exercise and enjoyment of all civil, political, economic, social and cultural rights.

The UN Global Compact Women's Empowerment 7 Principles offer guidance to companies on how to empower women in the workplace, marketplace and community. They are the result of collaboration between the United Nations Global Compact and the United Nations Entity for Gender Equality and the Empowerment of Women (UN. Women) and are adapted from the Calvert Women's Principles. UN Global Compact Women's Empowerment Principle 2 treats all women and men fairly at work and recognizes respect and support human rights and non-discrimination.



## 19 The Linkage between Environment and Human Health

### Points to Develop for Essay

1. An introduction to the environment
2. Importance of environment
3. How health is associated with the environment
4. Pros and cons
5. Way forward

The environment is all that surrounds us. It can be a living or a non-living thing. It includes many forces that are physical, chemical, and other natural forces. These living things live in their environment. They consistently react to it and adapt themselves according to the conditions in their environment. In the environment, there are various interactions between animals, plants, water, soil, and other living and many non-living things present in nature. Since everything is a part of this environment or something else, we use the term environment to talk about various things. People in different fields use this term differently.

The environment is very important for every living being. No one can survive without the environment. It matters a lot because planet earth is the only home for human beings. It provides food, air, water, and millions of other things. Humanity's entire life-supporting system totally depends on the well-being of all the species living on the earth.

We call it the biosphere. Biosphere means one global ecological system under which all living things are depending upon each other relatively. In the ecosystem or overall biosphere, there are some smaller ecosystems like rainforests, deserts, oceans, and tundra.

An ecosystem has both living and non-living parts. It can be terrestrial or aquatic. It explains the valuing of ecosystem services: towards better environmental decision-making that is available through the National Academy Press. The non-living things are like soil, water, air, nutrients, and living elements are the plants, micro-organisms, animals, and human beings.

A healthy ecosystem consists of all the chemical elements and nutrients that circulate in a cycle while supporting billions of species. The species helps in the process of cycling the elements when they produce any food. It also happens during their eating, going about their lives, and even through their deaths. In this process creation of a variety of goods and services takes place that is very useful for human beings.

It is very rare for children to get seriously ill without any warning. According to the symptoms of your child, you should contact your children's pediatrician for advice on a regular basis. Time-to-time treatment of symptoms or usual illness can prevent your child from getting seriously affected by any disease or making that worse or turning it into an emergency.

A true emergency occurs when you believe a severe injury or any sort of illness is threatening your child or his/her life is in danger, or it might cause permanent harm. In this scenario, one needs emergency medical treatment immediately as soon as possible. Discuss it with the doctor about what should you do in case of a true emergency.

The use of vaccines is improving the health of children at a huge level over a very short period. Many infectious illnesses ones are having as a child. For example, chickenpox or polio no longer affects many children in today's time. Therefore, we can say that health and the environment are complementary to each other. A balance between these two is of utmost importance for the health and well-being of society.

Moksha, spiritual liberation, says Krishn in the Gita, can be reached through work when the selfless action is performed for the benefit of others. In other words, one must downplay one's own exclusive role or interests.

Worship is work. It is the path to spiritual awakening; it can lead to breakthroughs in every area of our lives. One must never give up work, but perform it with the highest ideals – truthfully, beautifully and for the welfare of all. Because godliness descends in him who performs the work for work's sake. And when work becomes meaningful and fulfilling, the place of work turns spiritual through regular practice of karma yog. A karmyogi believes in doing his duty without focusing on the results; gives up the pride of 'doer-ship'; and most importantly, never attaches himself to inaction. And as Swami Vivekananda said, it is our karmas that determine what we deserve and what we can assimilate.

### 1.8 Practice Questions

- 1 Asymmetric Federalism: Imposing Uniformity or Harvesting Unity in Diversity?
- 2 Poverty: Financial Deprivation or Social Injustice?
- 3 Is There Modernity Without Westernization?
- 4 Silence of Good is More Dangerous Than The Action Of Evil
- 5 All Cruelty Springs From Weakness
- 6 To Know A Nation's Geography, Is To Know Its Foreign Policy
- 7 Everyone Thinks of Changing The World, But No One Thinks Of Changing Himself.
- 8 Marginalization of Women - An Outcome of Physical and Psychological Differences?
- 9 Education is the key to create a truly inclusive society.
- 10 E-governance: A key to Good Governance in India.
- 11 It's easy to stand with the crowd. It takes courage to stand alone.
- 12 Man is a complex being: He makes deserts bloom - and lakes die.
- 13 Media- A Pillar or Grenade under the Edifice of Democracy?
- 14 Multilateralism is Dead, Long Live Multilateralism
- 15 "We Shape Our Technology, Then Technology Shapes Us"
- 16 Electric vehicles: Leading India to a greener and brighter future.
- 17 Agnipath: Addressing the challenges of the Indian armed forces.
- 18 Judicial appointments in India need more than a tweak.
- 19 Sooner or later, there will always be a cost of freebies
- 20 History is written by winners
- 21 Can India manufacture for the world?
- 22 Digital minimalism: An urgent necessity.
- 23 The race to quantum supremacy: Can India rise to the occasion?
- 24 The idea of a self-reliant India in an interconnected world
- 25 Space tourism: a dream to pursue or a mere cyber tourism reality?
- 26 Domestic policy can only defeat us; foreign policy can kill us.
- 27 Big tech: A friend or a foe?
- 28 Commodification of water: An inevitable reality?
- 29 Digitalisation: Shaping the new world order.
- 30 Is the World Witnessing Reverse Globalization

# 2

## LETTER WRITING

- ⇒ Writing a letter is a challenging undertaking that needs careful attention. However, if candidates are attentive to what they write, they can receive good grades. From the perspective of the examiner, the purpose of letter writing is the analysis of applicants' writing abilities, however, from the standpoint of the candidate, the purpose of letter writing should be –
- The letter ought to bridge the two parties' communication gap.
  - It ought to convey a message and convey emotion.
  - It ought to raise consciousness and encourage reflection in the recipient's mind.

### 2.1 Types of Letter Writing

- ⇒ Letter writing can be classified into two types:
- Informal Letters
  - Formal Letters
- ⇒ Candidates in the examination can be asked to write a 150- 200 words letter on either type mentioned above. Let us understand both types of letters in detail.

#### Informal Letter

Informal letters are also known as personal letters. Such types of letters are usually written to relatives, family, friends, or acquaintances. These letters may or may not have a concrete reason for writing. The aim of writing informal letters is to create a personal memoir. It need not adhere to any formalities or follow any set pattern.

#### Formal Letters

Formal letters are generally used for official communications. They follow a standard protocol of language conventions and stipulations. Letters addressed to the heads of educational institutions, managers, company HRs, authority, employees, etc., follow a formal tone in the letters. When we write personal letters to our families and friends, we do not follow any particular format, and hence they are addressed in an informal tone. Formal letters have to adhere to specific rules and regulations. Professionally suitable language with a formal tone should be used.

- ⇒ The letters that follow a certain formality and set pattern are formal letters. Such letters are precise, directly addressing the concerned issue and are kept strictly professional in nature. Formal letters are short and to the point. A variety of letters that fall within the category of formal letters are –
- Business letters
  - Official letters
  - Social letters
  - Circular letters
  - Employment letters

### 2.2 Letter Writing Tips

- ⇒ Letter writing can be considered easy as it follows a fixed pattern. The typical structure of a letter is:
- **'From' address** – This includes the sender's name, address, and/or telephone number.
  - **Date** – The day the letter is written
  - **'To' address** – This consists of the receiver's name, designation, and address.
  - **Salutation** – Formal salutations typically are "Dear" or "Respected".

**Sender's Address**  
(only sender's address is mentioned in an informal letter)

**Date**

**Salutation**

**Body of the Letter**  
(Note that the tone here is personal )

**Ending Salutation & Sender's Name**

**INFORMAL LETTER FORMAT**

G-93, TJR Platina,  
Sector 4, HSR Layout,  
Bangalore - 560102

12th November, 2019

Dear Avni,

*My happiness knew no bounds when I got to know that you have topped your school and achieved your dream. I felt so pleased that I wish I were there to congratulate you personally.*

*Your result has proved that all it takes to succeed is hard work, determination, and perseverance. Despite the hard times in your preparation, you did not give up, instead, you struck back harder. It's a great quality and I am sure it will take you to the very top in the near future.*

*Your future sure looks bright from where I see it. Continue with the great work. Congratulations!*

Yours lovingly,  
Sumit Trivedi

- **Address** : In informal letters, it's crucial to provide the sender's address. The recipient's address is only listed on the envelope containing the letter because informal letters are private correspondences addressed to friends or people who are known.
- **Date** : Use the same format as in a professional letter.
- In casual correspondence, the salutation can be Dear/Dearest/Hi/Hello followed by the recipient's first name or nickname.
- **Body** : Informal letters' bodies can be lengthy and in-depth, comprising a variety of thoughts, impressions, experiences, suggestions, news, etc.
- The name and signature of the sender are the same as in official letters.

#### Important pointers for Informal letter

- An informal letter does not need to have a subject line.
- There is no precise format that must be adhered to.
- The language used must be cordial and informal.
- The sender may choose to include additional information in the letter.

## 2.8 Important Points for Letter Writing

⇒ The following advice is provided for candidates taking competitive exams who want to produce strong letters in the exam and get high marks.

- Candidates must know what kind of letter they will write. For instance, writing a formal letter to the principal to request leave is different than writing a casual letter to the principal to catch up after a long absence.



4

You are an officer at the Indian meteorological department. Your higher authority has sought your opinion to accurately predict the weather phenomenon with the new technological advancement system. Write a letter in 150 words with your suggestive measure to be adopted in the IMD forecast system.

Outward No: 415/BBC/01  
CBC Officer,  
Indian Meteorological Dept.,  
Address 1.  
5<sup>th</sup> June, 2022

To  
The chairman,  
Indian Meteorological Department,  
Address 2.

**Subject: Technological advancement to be adopted at IMD**

Respected Sir,

Your letter regarding the technological advancement need in IMD received at my office on the day before yesterday. I hereby point out appropriate suggestions regarding the same after critical brainstorming with my team.

**Technology advancement to be ensured :**

- Indian Weather prediction is one of the most complex predictions in the world, which required more analytics base technological equipment.
- Collaboration with ISRO and other neighbour nation weather observatories would be helpful
- Provide more weather dapples in coastal areas.
- New synthetic technology with state of art must be adopted at various centres of India.
- AI and ML physical equipment such as Weather projecting supercomputers must be implanted at IMD.

Above all measures would be helpful to ensure more accurate prediction of weather phenomena.

Thank You!

SD/-  
CBC Officer,  
Indian Meteorological  
Dept.

5

You are an officer at SDG India Branch, Niti Aayog. India's rank has been degrading in various international indices and it will be hard for India to achieve sustainable development goals (SDG) within the stipulated time. Your senior officer sought your opinion to achieve SDG goals as per schedule. Write a letter in 150 words to your senior officer to suggest necessary measures to achieve SDG goals within the stipulated time period.

Outward No: BBB/2023/25  
ABC Officer,  
SDG India Branch,  
NITI Aayog.  
Date: 15<sup>th</sup> June 2023

20

**Write a letter to the Chief Medical Officer (CMO) of Dang district regarding dengue outbreak on behalf of the health department.**

KLP  
Secretary,  
Department of Health,  
Gujarat.  
9<sup>th</sup> June 2023

To  
The Chief Medical Officer,  
Dang District,  
Gujarat.

**Subject: Information regarding possible Dengue outbreak.**

Respected Sir,

The possibility of Dengue outbreak is expected to be high in the month of August, and the health inspectors are asked not to go on leave during that month.

All the health inspectors are requested to submit their health reports for the month of May, and give a personal briefing if anything alarming is in the report. A meeting of all the Chief Medical Officers and Inspectors shall be held on the 20<sup>th</sup> of June at 10 am in the district conference hall, to analyze the preparation level for the upcoming monsoon season.

Presence of all officials concerned is mandatory.

Thank You!

SD/-  
KLP  
Secretary of Health,  
Gandhinagar.

21

**Write a representative letter to your MLA regarding the stray dog menace that has affected your village.**

DEF  
Address 1,  
Address 2.  
5<sup>th</sup> April 2023

To  
The MLA,  
Kheda constituency.

**Subject: To bring to your notice the stray dog menace**

Respected Sir,

We'd like to bring to your attention the menace of stray dogs recurring in our village for the past 2 months. Two months back, an old man was killed by street dogs which attracted much media attention. The visit of officials then, gave us some hope of resolution, but in vain.

Last month, two school kids were bitten by dogs leaving them severely traumatized. This has caused fear in other kids in the locality too, making them reluctant to go out alone. Our community health centre is also not equipped to deal with attack victims, compelling us to travel 25 kms to reach the district hospital.

ગુજરાત ગૌણ સેવા પસંદગી મંડળ દ્વારા આયોજીત

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1<sup>st</sup> Edition



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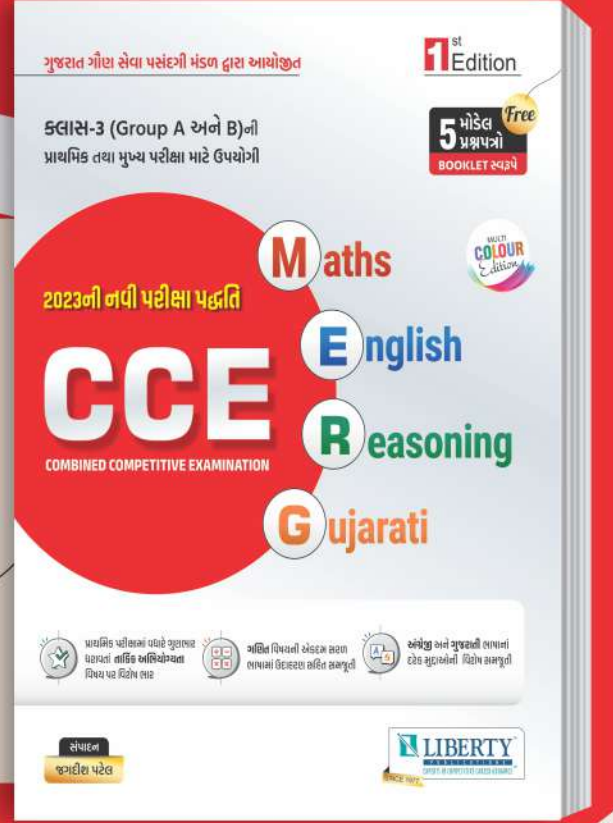


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વિશેષ સમજૂતી

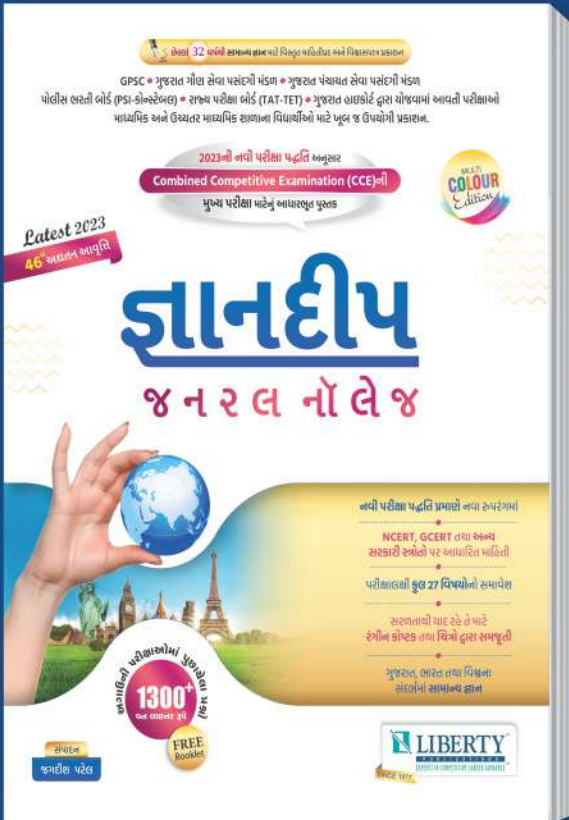


5 મોડેલ  
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BOOKLET સ્વરૂપે

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# 3

## PRESS RELEASE

### 3.1 What is a press release ?

A press release is an official statement (written or recorded) that an organization issues to the news media and beyond. Whether we call it a "press release," a "press statement," a "news release," or a "media release," we're always talking about the same basic thing.

It's vital that government offices be able to create and distribute press releases to share information about their affairs with the public. Government press releases differ from those for private companies in that they are not directly advertising something, but rather are sharing facts with the public to help build support and understanding for their actions and decisions.

Government offices are making an effort to word the information carefully to as to shine a more positive light on the office or elected official. Typically you want to focus on positive things that have been accomplished. Even if the press release provides information about a more negative event or decision, such as layoffs or a natural disaster, you still want for your office to be proactive on the issue so as not to seem that you are avoiding a problem.

**After choosing the topic for your press release, write the content in accordance with regular press release rules :**

- (1) The language should be formal.
- (2) Sentences should be concise and simple;
- (3) Paragraphs should be no more than five sentences, and also, try to keep the length of the entire release to less than one page.
- (4) Consider your audience, what they are interested in, and what they understand.
- (5) Include who, what, where, when, why, and how
- (6) While the heading should contain action verbs, the first paragraph should answer the "who," "what," "why," and "where."
- (7) The press release should also contain understandable language and a quote.
- (8) Most press releases are succinct at just a page long.

### 3.2 Tips for writing a press release

Press releases vary in style and tone from other forms of content you might write for your exams. Use these tips to help you craft press releases that will help your writing skills to reach its goals :

**(1) Write like a journalist**

To gain the attention of the journalists and publishers with whom you're sharing your content, ensure your press release is direct and explanatory. Unlike marketing copy, which may use more subtlety or specific word choices, your press release should be obvious and easy to understand.

**(2) Consider the value**

Make sure the press release provides value to the publication or agency to which you're sending it.

**(3) Use the inverted pyramid**

Follow the journalism principle of the inverted pyramid to structure your press release. The bulk of the release should focus on the most relevant information, like what's happening, when it's happening and why it's happening. After you've listed the most vital details, you can include secondary information like quotes etc.



**3.4 Examples**

- 1** The Indian Dairy Association has organized the 49<sup>th</sup> Dairy Industry Conference in Gandhinagar under the chairmanship of the Minister of Cooperation. As the Public Relations Officer of the Ministry of Cooperation, Government of India, draft a Press Release, in about 150 words.

**Ministry of Cooperation  
Government of India  
PRESS RELEASE**

**49<sup>th</sup> Dairy Industry Conference organized by Indian Dairy Association**

Minister of Cooperation attended the 49th Dairy Industry Conference organized by the Indian Dairy Association (IDA) on 18<sup>th</sup> March, as the chief guest at Gandhinagar, Gujarat. Several dignitaries including the Chief Minister of Gujarat were present on the occasion.

**Key Points :**

- (1) IDA has been instrumental in the development of the dairy sector in the country. An attempt has been made at this conference to have a comprehensive discussion to make India's dairy sector the strongest in the world.
- (2) India's dairy and animal husbandry sector contributes 4.5 percent to the country's GDP and the contribution of the dairy sector to the agriculture sector is 24 percent, which is valued at around Rs 10 Lakh crore and is the highest in the world.
- (3) Dairy is a strong part of our economy and in terms of employment, about 45 crore people from 9 crore rural households, especially marginal farmers and women, are directly associated with the dairy sector today.
- (4) The dairy sector has progressed at an annual rate of 6.6 percent in the last decade.
- (5) The Ministry of Cooperation, National Dairy Development Board (NDDB), and the Department of Animal Husbandry formed will establish rural dairies in 2 lakh panchayats in the country, and then the growth rate of the dairy sector will reach 13.80 percent.
- (6) Our milk processing capacity is about 126 million litres per day, which is the highest in the world.
- (7) We process 22 percent of our total milk production, which benefits the farmer in the form of increased income.
- (8) There is a need for White Revolution-2 in the country today and we are moving forward in this direction.
- (9) The cooperative model in the dairy sector touches all aspects including income, nutrition, livestock care, protecting human interest, employment, and women empowerment.
- (10) Minister of Cooperation said that today India's share in milk production has gone up to 21 percent and the Amul model has contributed a lot to this.
- (11) After the formation of 2 lakh primary milk production societies in the country, 33 percent of the world's milk production is likely to happen in India and for this, the Union Government, State Governments, and the Cooperative Movement will have to work together.

India should become the world's largest market in the field of milk production as well as milk processing equipment. India has to move forward with the goal that by the year 2033-34 India should produce 33 percent of the world's milk with about 330 MMT of milk production every year.

\* \* \*

**Release ID :** MOC/2023/12

**Date :** 18<sup>th</sup> March 2023

**Place :** New Delhi

SD/-

Public Relations Officer,  
Ministry of Cooperation

20

The state government has taken initiative in the direction of increasing the Ease of Living by providing support to young industrialists - startups by launching the updated Startups Gujarat portal. Draft a press release regarding the same for Information Department, Gujarat.

**Department of Information  
Government of Gujarat  
PRESS RELEASE**

**Startups Gujarat portal**

The state government has taken initiative in the direction of increasing the Ease of Living by providing support to young industrialists -startups by launching the updated Startups Gujarat portal.

With the success of the Vibrant Gujarat Summit, Gujarat has achieved the pride of being the land of industrialists. Sound planning has been carried out by making the startup ecosystem more dynamic in the state.

To realize the vision of a developed India by 2047 an updated version of the Startups Gujarat portal has been launched to bring together various stakeholders on a single platform, promoting innovative research and the latest technologies of the state's young industrialists - startups.

This is a multilingual portal. This means that portal content can be accessed in different languages. Startups can display their brochures, achievements, and details of services and products on this portal. As a result, private buyers, investors, etc. will be able to directly approach the startups.

Due to the API connection of this portal with the Startups India Portal, any startups recognized by DPIIT can directly login to the portal and avail of its services without having to register separately on the portal.

A list of more than 100 Patent Information Centers spread across all 33 districts of Gujarat has also been made available on the portal to increase accessibility to intellectual property IPR training/guidance, one of the most important aspects of startups, from where startups can get guidance.

Apart from this, the portal will also provide startups with updates on various national/international partnerships of incubators, and support to startups by other departments of the state government.

The portal has more than 325 mentors, intellectuals, founders of successful startups, incubation managers, etc., to whom startups can approach for technical as well as non-technical guidance. Also, this portal will function as an enabling platform for angel investors, venture funds, C funds, etc. to reach out to startups.

\* \* \*

**Release ID :** DOI/2023/05

**Date :** 17<sup>th</sup> April, 2023

**Place :** Gandhinagar

SD/-

Public Relations Officer,  
Department of Information

21

Write a Press Appeal to generously donate to 'Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund) in 150 words for Prime Minister's Office.

**Prime Minister's Office  
Government of India  
PRESS APPEAL**

**Appeal to generously donate to 'PM-CARES Fund'**

The pandemic of COVID-19 has engulfed the entire world and has posed serious challenges to the health and economic security of millions of people worldwide. In India too, the spread of coronavirus has been alarming and is posing severe health and economic ramifications for our country. The Prime Minister's office has been receiving spontaneous and innumerable requests for making generous donations to support the government in the wake of this emergency.

**3.5 Practice Questions**

- 1** Write a press release in about 150 words as the public relations officer of the ministry of small-scale industry, India. Brief the people about the government's steps to promote entrepreneurship in India.
- 2** Pradhan Mantri Bhartiya Janaushadhi Pariyojana has transformed the face of India's healthcare sector. Write a press release in about 150 words to signify the impact of the scheme.
- 3** The government of India has taken significant steps to reduce the gender gap at the school level. Draft a press release on behalf of the Education Ministry, Government of India which explains the government's commitment in this direction.
- 4** India and Russia have completed 75 years of diplomatic relations. Write a press release by the Ministry of external affairs on various sectors of cooperation between the two nations.
- 5** Gujarat has achieved a significant place in renewable energy generation. Write a press release about initiatives taken by the Gujarat Government in this direction.
- 6** Draft a press release about the steps taken by the government to ensure the availability of agriculture subsidies during the Kharif season 2023. (150 Words)
- 7** The government of Gujarat has launched the Gujarat Horticulture Mission. Draft a press release in 150 words to inform the public about the characteristics and features of the policy
- 8** Draft a press release about job opportunities in the climate technology sector and steps taken by the government to promote climate justice across the nation. (150 Words)
- 9** As the special duty officer of the Gujarat Pollution Control Board, Government of Gujarat, draft a Press release, in about 150 words, to describe the new pollution standards for the effluent discharge from industries.
- 10** Draft a press appeal explaining the features and creating awareness regarding the Nari adalat scheme run by the Government of Gujarat.
- 11** Draft a press appeal for the Emissions Trading Scheme launched by Gujarat Government to avail Clean Development Mechanism.
- 12** To curb the spread of Coronavirus, appeal to the tourist and the management of religious places in the Ahmedabad district. Write a Press Appeal about it in 150 words.

# 4

## REPORT WRITING

### 4.1 What is a report ?

A report is a written account of something one has observed, heard, done, or investigated. It is a systematic and well-organized presentation of facts and findings of an event that has already taken place somewhere. Reports are used as a form of written assessment to find out what you have learned from your reading, research, or experience and to give you the experience of an important skill that is widely used in the workplace.

Report writing is mainly used when an incident or an experience has to be described for the readers. This type of writing is prominent in newspapers. A title must be given along with a by-line and the entire report must be broken into three paragraphs – introduction, body, and conclusion.

### 4.2 How to Write a Good Report ?

- Stick to third person's narrative
- Use past tense
- The report must be simple and straightforward.
- Avoid using superfluous English and exaggerated narration.
- Divide your ideas into multiple sentences, rather than one long sentence.
- Competitive exams generally give topics from current burning issues. So, make sure that you are up-to-date with current affairs.
- Try to keep the report as factually correct as possible.
- Make sure the report answers the questions – What, When, Where, Why, Who, and How. A report that answers all these questions is considered to be a complete one.
- Keep the report brief.

### 4.3 Traits of Report Writing

- Adherence to the specifications of the report brief;
- Analysis of relevant information;
- Structuring material in a logical and coherent order;
- Presentation in a consistent manner according to the instructions of the report brief;
- Making appropriate conclusions that are supported by the evidence and analysis of the report;
- The question for a report is supposed to be answered within the prescribed limit of 150 words.

**Note :** *It is crucial to follow a proper format. Remember that format carries marks.*

### 4.4 Report Writing Format

Title of the Report

Place : .....

Date : .....

**Introduction of the Report :**

**Body of the report :**

Second Paragraph (Details of the Report) :

**Conclusion of the Report :**



## 4.7 Examples

- 1** You are a student from ABC Public School, Gandhinagar. Your school has adopted a village as a social responsibility. Students are being taken to teach the children of that village on a regular basis. Write a report, for XYZ Newspaper, on the various other programs organized for this in on around 150 words.

**VILLAGE ADOPTION- A STEP TOWARDS BEING SOCIALLY RESPONSIBLE**

Place : Gandhinagar

Date : 9<sup>th</sup> Sep, 2022

On the occasion of World Literacy Day, ABC Public School, Gandhinagar has taken an oath to embrace the village named Pethapur.

The school has taken the responsibility of educating the people residing in the village. Selected students from each standard are taken there every weekend, during school hours to impart knowledge. The first 6-month motive is to make each and every person capable of reading and writing. Free books and stationery is being provided for quality education. Children are given time to spend with each other, play games and interact.

Apart from educational needs, special care is devoted to hygiene and sanitation. Girls are being given awareness of the importance of menstrual hygiene as well. Various talent hunts have been organized which left everyone overawed. The immense enthusiasm and zeal in the people to learn is the main driving factor.

A family kind of environment is being created. The school treats the people of the village as its own students and is unbiased. By adopting a village, the school is making its students sensitive to the needs of the environment at a young age. It is committed to raising the leaders of tomorrow.

- 2** MMD NGO, Nadiad, recently organized a science symposium on the topic: 'Effect of pollution on quality of life'. You are an editor of the school magazine. Write a report about the event in about 150 words.

**SCIENCE SYMPOSIUM HELD AT MMD NGO, NADIAD**

Place : Nadiad

Date : 3<sup>rd</sup> March, 2023

A symposium was organized on 1<sup>st</sup> March, 2023 in the NGO on the topic "Effect of Pollution on Quality of Life". All the science lovers were a part of the elucidative program.

The event started with the felicitation of the guest speakers. Thereafter, the participants were espoused by Mr. XYZ. He acquainted them with the objectives and goals of the workshop. The resource person Mr. ABC reflected on his profound knowledge of the topic and highlighted how important it is to curb the menace of pollution. An exalting demonstration of the effects of pollution on our lives galvanized the engrossed participants.

After the lunch break, Resource Person Dr. KYC exhibited the possible steps that can be undertaken at the personal level to reduce pollution. It was followed by another session on the basic concept behind pollution reduction which triggered the young minds into thinking in innovative ways.

An interactive concourse ignited the inquisitiveness of participants. They have committed themselves completely to bringing about a change in the situation. The informative workshop culminated with a vote of thanks proposed by the head of the science department.

- 3** Cultural Society Sunshine Public Trust, Palanpur organized an adult literacy camp in its neighbourhood. As a Secretary of the trust writes a report in 150 words on the adult literacy camp for the Times of India newspaper.

**ADULT LITERACY CAMP**

Place : Palanpur

Date : 1<sup>st</sup> April, 2023

An adult literacy camp was organized by Cultural Society Sunshine Public Trust, Palanpur in the trust neighbourhood yesterday extending educational options to those adults, who have lost the opportunity and

# 5

## WRITING ON VISUAL INFORMATION

### 5.1 What is Visual Information?

Visual information refers to various visual media, including photographs, graphic arts, and visual presentations.

It may be a cliché to say, “A picture is worth a thousand words,” but visual images have power. Good communication is a multisensory experience. Children first learning how to read often gravitate toward books with engaging pictures. As adults, we graduate to denser books without pictures, yet we still visualize ideas to help us understand the text. Advertisers favour visual media—television, magazines, and billboards—because they are the best way to hook an audience. Websites rely on colour, graphics, icons, and a clear system of visual organization to engage Internet surfers. Visuals bring ideas to life for many readers and audiences in multiple ways:

- ⇒ As a link between raw data and usable knowledge
- ⇒ To provide concrete, vivid, and quick representations
- ⇒ To save space
- ⇒ To speak in a universal language
- ⇒ To be persuasive

### 5.2 Types of Visuals

In this chapter we will be focusing on the following types of visuals:

- |             |                  |                      |
|-------------|------------------|----------------------|
| 1. Symbols  | 2. Maps          | 3. Graphs and tables |
| 4. Diagrams | 5. Illustrations | 6. Photos            |

**1. Symbols:** Symbols include a range of items that can be either pictographic or abstract. We are surrounded by symbols, but how often do you think about the symbols that communicate with you every day? What symbols can you see right now in your surroundings? Maybe the icons for the apps on your phone are familiar symbols to you. How

Do you know what these mean?



about the TV remote control, which uses symbols to indicate the function of its buttons? Company logos lead you to identify the brand before you even read any words. Or look at the tags on your clothing; they use symbols to tell you how to wash and dry the garments as intended.

**2. Maps:** Maps sometimes include map charts, or statistical maps. Maps are often used to communicate geographical and other information in one visual.



## Writing on Visual Information

Visual information writing is nothing but the interpretation of given visuals in simple words. It gives you an opportunity to express your views holistically. So that the examiner can easily understand your viewpoints and analytical skills. Visual information questions asked for 15 marks in the GPSC Mains examination. The answer to the given question you have to write in about 150 words. Let's take an in-depth look into the answer writing about Writing on Visual Information.

### 5.3 Visual Information based on Bar Chart/Graph

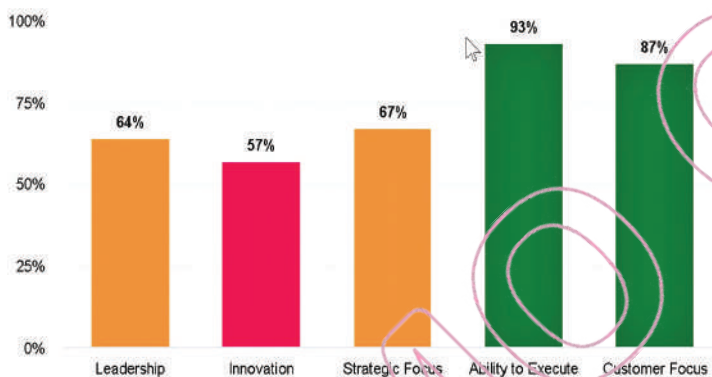
Also known as a bar chart, the bar graph is evaluated similarly to a line graph. Such a bar chart also comes with two axes, showing changes and diversifications over a given period of time. Furthermore, the bar graph has rectangular bars that could be either displayed vertically or horizontally, representing two or more values of data.

#### Types of Bar Graphs

When preparing for the competitive exam, you would have to prepare for two different types of bar graphs: vertical and horizontal.

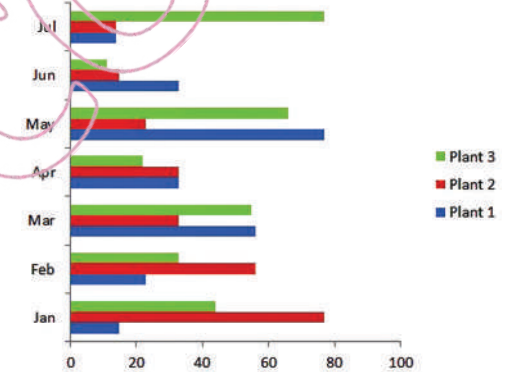
##### Vertical Bar Graph

Here is what a vertical bar graph looks like



##### Horizontal Bar Graph:

Here is what a horizontal bar graph looks like:



#### A Comprehensive Guide to Write Bar Chart Visual Information

If you wish to learn more about writing a high-scoring GPSC Mains question on writing on visual information, here is a comprehensive process that will help you out.

##### Evaluating the Question

The first and foremost step is to evaluate and analyze the question. In the question, you will get a brief description of the bar chart along with instructions. Your job here will be to discover the central idea.

##### Assessing the Given Data

The next step is to assess the data that you have in the question. Find out whether it is dynamic or static. If it is dynamic data, it will show two or more time periods. If it is static data, it will show only one time period. For both these data types, you will have to use different languages to write the description.

##### Discovering Primary Features

Majorly, bar graph questions are meant to test your mathematical as well as language skills. Hence, you must know how to derive the primary features from the given data and write about it.

##### Describing a Bar Chart

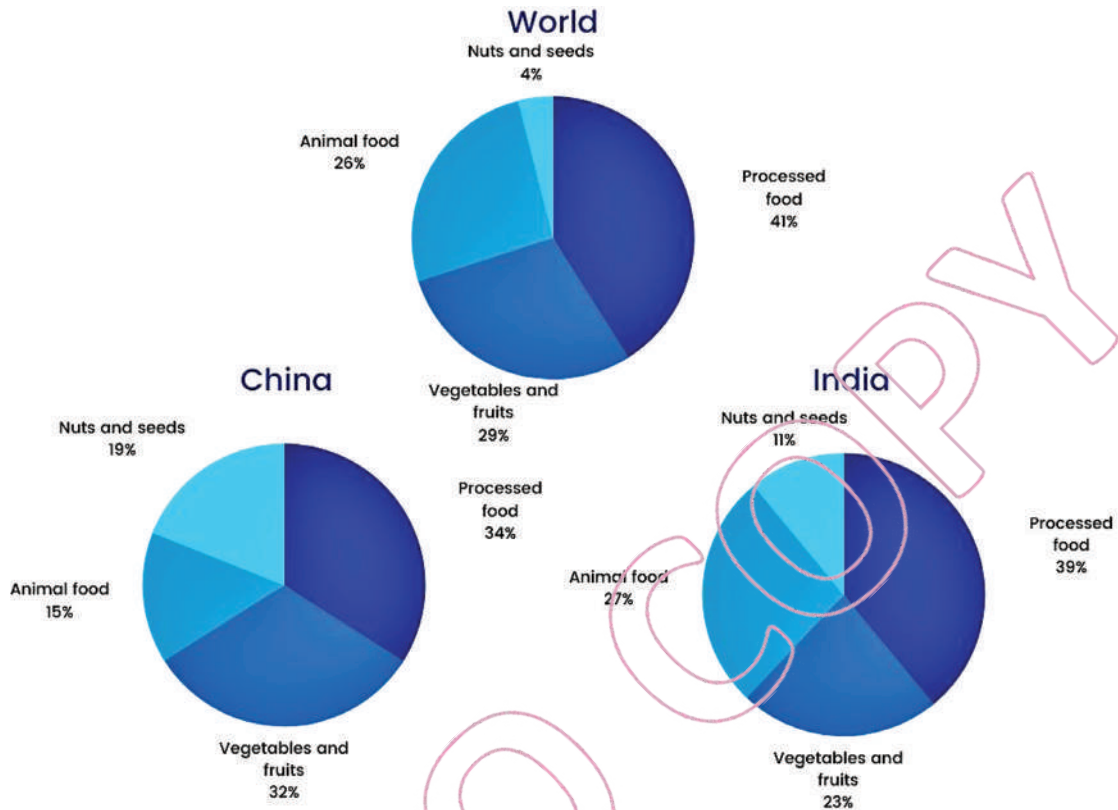
Here is the complete format that should be used when describing a bar chart or a bar graph.

##### The Introduction

In the introduction paragraph, you would have to paraphrase the asked question. This can be done by using synonyms and paraphrased words and sentences. Also, ensure that this section is sounding natural.

## 5.6 Examples - Pie Chart

- 1 The pie charts show the average consumption of food in the world in 2008 compared to two countries; China and India. Write visual information for the given pie chart. Describe the given data and compare when necessary. Write at least 150 words.



The average consumption of food

## Points to Develop

- **Paraphrase** : shows>are depicting; average consumption of food in the world>the consumption of four food types across the globe
- **Overview** : The graphs illustrate the consumption of 4 types of food used in the world in 2008.
- **Paragraph 2** : (1) Give an overview of the two nations' food consumption habits.
- **Paragraph 3** : (1) Talk about food consumption in the world. Give figures.
- **Paragraph 4** : (1) Compare the food consumption of China. Give figures.
- **Paragraph 5** : (1) Compare the food consumption of India. Give figures.

**Ans.** The pie charts are depicting the consumption of four food types across the globe in 2008. The figures show a comparison of the amounts of food used in China and India in the same year.

Overall, the two nations presented dissimilar patterns of food consumption as compared to the average of the world. Out of all, processed food consumption had the largest share of percentages in all three charts.

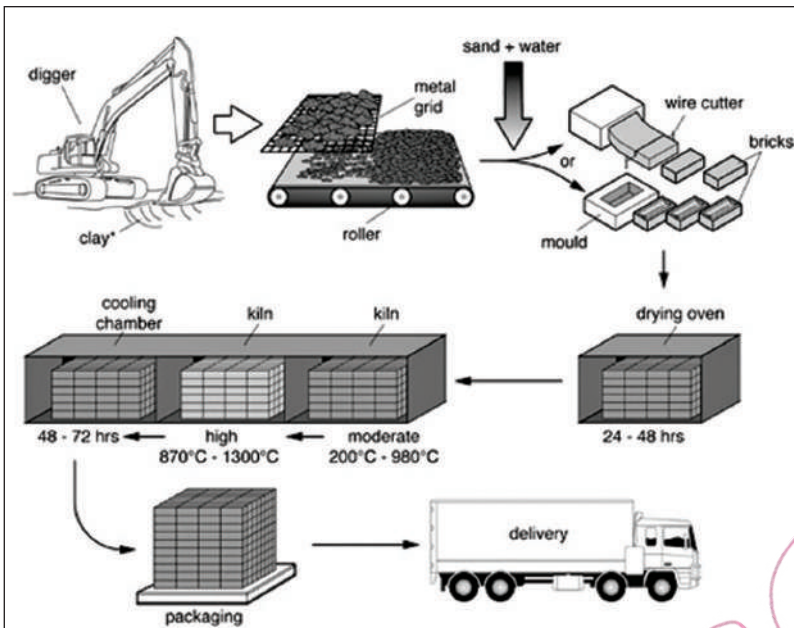
Particularly, the consumption of processed food was the highest in the world, accounting for 41%, followed by vegetables and fruits at 29% and animal food at a quarter. The consumption of nuts and seeds only consisted of 4%.

Similarly, China consumed 39% of processed food, making it the one with the largest proportion. Animal food exhibited an identical figure, which is similar to the world's average of 25%. Vegetables and fruits were used at 23%, while nuts and seeds showed less than a half figure.

In India, both vegetables and processed food were used the most in 2008 with 34% and 32% respectively. Nuts and seeds used in this country showed the largest proportion among the three given charts, making up 19%.



- 2 The diagram below shows the process by which bricks are manufactured for the building industry. Summarise the information by selecting and reporting the main features, and make comparisons where relevant. Write at least 150 words.



**Points to Develop**

- **Paraphrase** : shows > outlined; by which bricks are manufactured>the brick manufacturing process
- **Overview** : The entire process of brick manufacturing.
- **Paragraph 2** : (1) Talk about the first step of the manufacturing process. Give details.
- **Paragraph 3** : (1) Talk about the next two steps of the manufacturing process. Give details.
- **Paragraph 4** : (1) Talk about the remaining four steps of the manufacturing process. Give details.

**Ans.** The brick manufacturing process in association with the building industry can easily be outlined in seven consecutive steps.

The entire process begins with digging the raw material with a digger, which is the clay, available below the surface of the soil in certain clay-rich areas.

Following this, the clay lumps are placed on a metal grid so as to break the massive chunks of clay into small areas, which fall through onto the roller from the metal grid. Further, its motion segregates the clay bits.

After this step is completed, sand and water get added to make a homogenous mixture, which is afterward formed in molds or cut into pieces of brick-shape with a wire cutter.

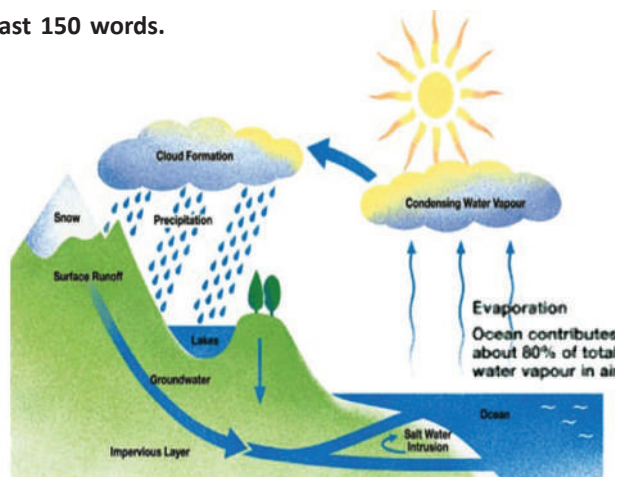
In the subsequent step, several dozen of bricks are placed in a drying oven for a minimum time of 24 hours and a maximum of 48 hours. This is followed by the dried bricks being transferred to a kiln, which is another type of high-temperature oven.

Initially, bricks are kept at a moderate temperature of 200°C – 1300°C. Following this, the finished bricks are cooled for approximately 48 to 72 hours in a cooling chamber. Finally, once cooled and turned hard, bricks are packaged and delivered to the destination, whether a storage unit or a building site.

- 3 The diagram below shows the water cycle, which is the continuous movement of water on, above, and below the surface of the Earth. Summarise the information by selecting and reporting the main features, and make comparisons where relevant. Write at least 150 words.

**Points to Develop**

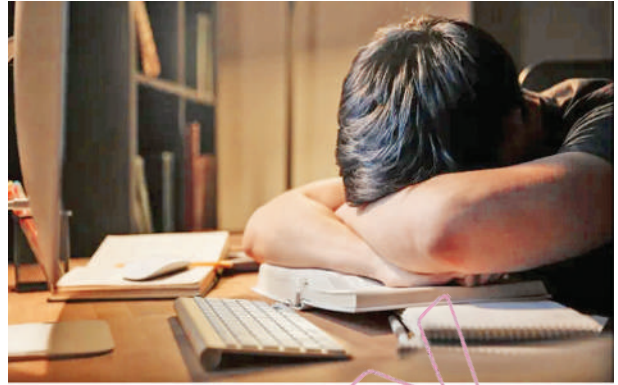
- **Paraphrase** : shows>illustrates; the water cycle >the circulation of water in nature
- **Overview** : The chart illustrates the circulation of water in nature.
- **Paragraph 2** : Talk about different stages. Give a proper explanation.
- **Paragraph 3** : Talk about different stages. Give a proper explanation.
- **Paragraph 4** : Talk about different stages. Give a proper explanation.





**2 Study the picture given below and write a story or a description or an account of what it suggests to you in about 150 words.**

Today, the world has become so competitive that it has caused a sharp rise in the expectations of parents. Expectations always cause pressure and this puts pressure on the child to perform well in their studies. This pressure sometimes acts as a catalyst but very often it proves fatal resulting in a child trying to eliminate himself or developing an inferiority complex which in turn causes him to withdraw into a shell. The picture clearly depicts an overburdened student.



Very often children are found falling asleep while studying due to sheer exhaustion. The parents expect their child to wake up at 4 am and get down with his studies, get ready and then attend school, again get down with his books at night and prepare his subject for the next day.

During the examination period, it is even worse. The child is expected to perform miracles and is goaded to despair in a quest for obtaining a high rank and percentage. The child on his part tries hard to live up to the high expectations of his parents and in doing so, mentally and physically wears himself out. Some succeed while others are not so fortunate.

Parents are only concerned with their expectations but have no time to understand the psyche of their children. They never take out time to understand their child's mentality, his weaknesses or strengths, and his interests. They don't even know if their child would be able to cope. At times they try to fulfill their unfulfilled ambitions through their child and here lies the problem. Every child is a gift of God and is born to achieve greatness in his own way. Children should be nourished properly in order to prepare them for the burden of studies.

It is, therefore, strongly recommended that the parents should understand the fact that a child must be allowed to grow up according to his/her natural instincts. Parental discretion and direction are definitely a must but to mold a child according to your own ambitions is wrong.

**3 Study the picture given below and write a description or an account of what the picture suggests to you in about 150 words.**

The word corruption is not something we hear only these days. It has existed in our society for a long. History reveals that it was present even in the Mauryan period. Great scholar Kautilya mentions the existence of forty types of corruption in his contemporary society. It was practiced even in the Mughal and Sultanate periods. When the East India Company took control of our country, corruption reached new heights.



Nowadays, corruption in India has become so

common that people now are averse to thinking of public life without it. Corruption means illegal or dishonest behaviour, especially by people in positions of power.

In other words, undue favour for anyone for some monetary or other gains is corruption. Simultaneously, depriving the genuinely deserving of their rights or privilege is also a corrupt practice. The sacrifice of ones, duty is also a form of corruption. Besides, thefts and misuse of public property constitute varieties of corruption.

# 6

## FORMAL SPEECH

### 6.1 What is formal in simple words?

- ⇒ Formal is a word used to describe anything that has form or structure. So it is something that is used or done in accordance with rules or ceremonies. Formal events have rules.

### 6.2 What is the purpose of a formal speech?

- ⇒ Formal Speeches are made when you're speaking to a sizable audience you don't personally know. These are professional events where you're expected to make a good impression on the audience. The nature of these events is often serious and decorous.

### 6.3 What is the difference between informal and formal speech?

- ⇒ Formal language does not use colloquialisms, contractions, or first-person pronouns such as "I" or "We." Informal language is more casual and spontaneous. It is used when communicating with friends or family either in writing or in conversation.

### 6.4 How do you greet in a formal speech?

- ⇒ It is important to greet the audience by saying something like:
1. Hello ladies and gentlemen.
  2. Good morning members of the jury.
  3. Good afternoon esteemed guests.
  4. Good evening members of the board.
  5. Fellow colleagues Mr. Chairman/Chairwoman.

### 6.5 How to start a formal speech?

- ⇒ Here are seven effective methods to open a speech or presentation:
1. Quote. Opening with a relevant quote can help set the tone for the rest of your speech.
  2. "What If" Scenario. Immediately drawing your audience into your speech works wonders.
  3. "Imagine" Scenario.
  4. Question.
  5. Silence.
  6. Statistic.
  7. Powerful Statement/Phrase.

### 6.6 How do you introduce a formal speech?

- ⇒ A good introduction needs to get the audience's attention, state the topic, make the topic relatable, establish credibility, and preview the main points. Introductions should be the last part of the speech written, as they set expectations and need to match the content.

## 6.9 Examples

1

**Draft a Speech of the Hon'ble Chairman UPSC in about 150 words on the occasion of the 95<sup>th</sup> Foundation Day Celebrations.**

"Hon'ble colleague Members of the Commission, Hon'ble former Chairmen and Members of the Commission, officers, and staff of the UPSC, distinguished guests, Ladies and Gentlemen. Warm felicitations on the 95<sup>th</sup> Foundation Day of the Union Public Service Commission.

As always, we are especially grateful to the former Hon'ble Chairmen and Members of the Commission for gracing this occasion and re-enforcing the Commission's core foundation of tradition and continuity – a foundation, which gives the UPSC its robust image of reliability and for maintaining the highest standards of probity.

Ladies and Gentlemen,

I have been asked by several people how the UPSC maintains its high standards of integrity.

I said to them that "The rich and diverse professional backgrounds, the acumen and wisdom and the highest standards of integrity, which our Honorable Members bring to the Commission, along with their active oversight over all of its functions, provides the base on which we have constructed this institution. Officers and staff who join the Commission on deputation or as permanent staff members imbibe this spirit.

They find themselves in a positive and nurturing work culture, free from outside interference, where they excel in mastering relevant rules and regulations and are encouraged to fearlessly record their examination of issues. We continue to look upon public grievances, RT queries, and all manner of Court cases as useful independent oversight mechanisms which help ensure that our decisions are, to the best of our ability, correct at all times. All of this perhaps gives this venerable institution a unique DNA of its own – a DNA which overrides the personalities of all its constituents"

Thus, UPSC remains a great institution in itself.

THANK YOU & JAI HIND".

2

**Draft a formal inaugural speech in about 150 words, to be delivered by the Honorable President of India on the eve of the 76<sup>th</sup> Independence Day.**

"My dear fellow citizens,  
Namaskar!

My heartiest greetings in advance to all Indians living in the country and abroad on the eve of the 76<sup>th</sup> Independence Day. I am delighted to address you on this momentous occasion. India is completing 75 years as an independent nation. The fourteenth of August is observed as 'Partition Horrors Remembrance Day' so as to promote social harmony, unity, and empowerment of people. Tomorrow marks the day when we freed ourselves from the shackles of colonial rulers and decided to reshape our destiny. As all of us celebrate the anniversary of that day, we bow to all those men and women who made enormous sacrifices to make it possible for us to live in a free India.

For 75 weeks now, the nation has been commemorating these noble ideals that won us freedom. In March 2021, we began the 'Azadi ka Amrit Mahotsav' with the re-enactment of the Dandi March. This way, our celebrations began with a tribute to that watershed event that had put our struggle on the world map. This festival is dedicated to the people of India. This grand festival is going ahead with the 'Har Ghar Tiranga Abhiyan'. The Indian tricolours are fluttering in every nook and corner of the country.

Before I conclude, I would like to extend Independence Day greetings to the armed forces, to the members of Indian missions abroad, and to the Indian diaspora who continue to make their motherland proud. My best wishes to all of you.

Thank you.

Jai Hind!"

# 7

## PRECIS WRITING

### 7.1 What is Precis Writing?

- ⇒ Precis writing is the art of summarizing a text while retaining its essential information. In other words, it is a condensed version of a text that includes the main ideas and supporting details. A precis is usually shorter than the original text and can be written in one or two paragraphs.
- ⇒ Precis writing involves distilling the most important information from a text and presenting it in a concise and clear manner. Precis writing is an essential skill for students to master, as it allows them to condense information and communicate it effectively.
- ⇒ The purpose of precis writing is to provide a condensed version of a text that retains the essential ideas and information from the original. When writing a precis, it is vital to be clear and concise while still conveying the main points of the text. A good precis should be at most one-third the length of the original text.

### 7.2 Why Precis Writing Needed? – Importance of Precis Writing

- ⇒ Writing a Precis can be a helpful way to improve your writing skills. By summarizing a long passage into a shorter, more concise form, you can practice effectively condensing information and communicating only the most important points. Precis writing can also help improve your ability to identify the main ideas of a passage and understand the author's argument.

### 7.3 Types of Precis Writing

- ⇒ There are two main types of Precises:

- (1) Objective Precis
- (2) Subjective Precis

#### (1) Objective Precis :

An objective Precis includes the most important information from the passage and is written in your own words.

When writing an objective Precis, you will want to include the following information:

- The title of the passage
- The main idea of each paragraph
- The author's purpose

#### (2) Subjective Precis:

A subjective Precis is a summary of a reading passage that is written from your perspective. In other words, you will include your thoughts and opinions in your Precis.

When writing a subjective Precis, you will want to include the following information:

- Your opinion of the passage
- The main idea of each paragraph
- The author's purpose

### 7.4 How to Write a Precis Writing?

- ⇒ Precis writing is a skill that can be learned and perfected with practice. In a precis, you condense the text's main points into a shorter form while maintaining the original meaning.

## 7.10 Do's and Don'ts of Precis Writing

### Do's

- Start by reading the piece of writing several times. This will help you get a better understanding of the main points and arguments being made.
- Make sure to identify the most important points that you want to include in your Precis. Try to focus on the main arguments or ideas being discussed in the piece of writing.
- Write your Precis in your own words. This will help ensure that you accurately summarize the original piece of writing.

### Don'ts

- Include any information that is not directly related to the main points of the original piece of writing. This will only make your Precis longer and more difficult to read.
- Copy information directly from the original piece of writing. Not only is this plagiarism, but it will also make your Precis less concise.
- Include your own opinion in the Precis. The purpose of a Precis is to summarize the original piece of writing, not to offer your own thoughts or opinions on the subject matter.

## 7.11 Examples

1

It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is something better than money. A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay—very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen. The clergyman's object is essentially baptize and preach not to be paid for preaching. So of doctors. They like fees no doubt—ought to like them; yet if they are brave and well- educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second—very important always; but still second. **(234 words)**

### Work is worship

Money-making is a common attraction in life. But it cannot be the principal aim of well educated, cultured and brave man. A brave soldier prizes honour and victory more than his pay. A good clergyman is more interested in the moral welfare of his people than his returns. A doctor (good) values the care of his patient far more than his fees. Thus with all the well-educated, intellectual persons, their work is first, money next. **(75 words)**

2

The UN conference on climate change held in Marrakesh, with an emphasis on raising the commitment of all countries to reduce greenhouse gas (GHG) emissions, is particularly significant as it provided an opportunity to communicate concerns about, the future climate policy of the U.S. It would be untenable for the U.S., with a quarter of all cumulative fossil fuel emissions, to renege on its promise to assist vulnerable and developing nations with climate funding, technology transfer and capacity-building under Donald Trump's presidency. As the Marrakesh Action Proclamation issued at the close of the conference emphasizes, the world needs all countries to work together to close the gap between their intended reduction of carbon



# 8

## READING COMPREHENSION

### 8.1 What is Reading Comprehension?

- ⇒ Comprehension refers to the ability to understand written words. It is different from the ability to recognize words. Recognizing words on a page but not knowing what they mean does not fulfill the purpose or goal of reading, which is comprehension.

### 8.2 Introduction

- ⇒ In reading comprehension, it is one's capacity to understand and reasoning ability that is being assessed. The skills to hone are one's ability to grasp the main ideas from a passage, link the various ideas in a given passage, and being able to infer and draw conclusions. This one requires an extensive vocabulary and advanced reading skills. Since there is no syllabus to fall back on, aspirants have to rely on their skills to be able to tackle passages they have never seen.
- ⇒ There needs to be a focus on grammar, at least in the initial stages of preparation as it is the first step to understanding any language. A strong grammatical basis provides a foundation on which to build advanced skills. Once the candidates have a strong hold on their grammar, the focus should shift to reading comprehension. For this the more one reads, the more their confidence will increase.
- ⇒ One thing aspirants must remember even before reading a passage is recognizing the difference between an author's opinion and their own thoughts about a subject. Unless the passage asks for it, it is the author's opinion the aspirants must stick to.
- ⇒ What is being assessed here is the ability to comprehend and assimilate information presented in front of the reader. This might take some practice as students are often hardwired to stick to their preconceived thoughts.
- ⇒ Since too much time cannot be spent on a single passage to differentiate between the author's opinion and the student's thoughts, the passages should be approached in a blank manner, only taking in what the passage is giving.

### 8.3 Steps to Approach a Passage

- ⇒ **Read the questions carefully :**
- In the questions, the aspirant will get instructions regarding what to look for in the passage.
- ⇒ **Read the passage with the questions in mind :**
- Reading the passage after having read the questions streamlines the process. The passage should be approached according to the demand in the question.
- ⇒ **Consider the Options :**
- The aspirant should look at the options next and correspond them with their answer to find the closest match.

### 8.4 Terminology to Remember

- ⇒ **Assume:** to accept something as true without proof assumptions a thing that is accepted as true without proof
- ⇒ **Conclude:** to arrive at an end
- ⇒ **Conclusion:** the final outcome or result

## 8.7 Examples

Read the following passage carefully and answer the questions that follow. (15 x 1 = 15)

1

The Indian Space Research Organisation (ISRO) is the space agency of the Government of India headquartered in the city of Bangalore. Its vision is to "harness space technology for national development while pursuing space science research and planetary exploration."

Formed in 1969, ISRO superseded the erstwhile Indian National Committee for Space Research (INCOSPAR) established in 1962 by the efforts of independent India's first Prime Minister, Jawaharlal Nehru, and his close aide and scientist Vikram Sarabhai. The establishment of ISRO thus institutionalized space activities in India. It is managed by the Department of Space, which reports to the Prime Minister of India.

ISRO built India's first satellite, Aryabhata, which was launched by the Soviet Union on 19 April 1975. It was named after the Mathematician Aryabhata. In 1980, Rohini became the first satellite to be placed in orbit by an Indian-made launch vehicle, SLV-3. ISRO subsequently developed two other rockets: the Polar Satellite Launch Vehicle (PSLV) for launching satellites into polar orbits and the Geosynchronous Satellite Launch Vehicle (GSLV) for placing satellites into geostationary orbits. These rockets have launched numerous communications satellites and earth observation satellites. Satellite navigation systems like GAGAN and IRNSS have been deployed. In January 2014, ISRO successfully used an indigenous cryogenic engine in a GSLV-D5 launch of the GSAT-14.

ISRO sent a lunar orbiter, Chandrayaan-1, on 22 October 2008 and a Mars orbiter, Mars Orbiter Mission, on 5 November 2013, which successfully entered Mars orbit on 24 September 2014, making India the first nation to succeed on its first attempt to Mars, and ISRO the fourth space agency in the world as well as the first space agency in Asia to successfully reach Mars orbit. On 18 June 2016 ISRO successfully set a record with the launch of 20 satellites in a single payload, one being a satellite from Google. On 15 February 2017, ISRO launched 104 satellites in a single rocket (PSLV-C37) and created a world record. ISRO launched its heaviest rocket, Geosynchronous Satellite Launch Vehicle-Mark III (GSLV-Mk III), on 5 June 2017 and placed a communications satellite GSAT-19 in orbit. With this launch, ISRO became capable of launching 4-ton heavy satellites.

## Questions

(1) Is the ISRO a private organization?

- (A) No, it is a government organization
- (B) Yes, it is a private organization
- (C) It used to be a government organization but not anymore
- (D) It is a non-functional entity

Ans. (A)

(2) The ISRO only launches other nations' satellites?

- (A) Yes, it generates revenue by launching foreign satellites only
- (B) No, it is involved in space and planetary exploration
- (C) It deals with geographical spaces on earth
- (D) It searches for aliens

Ans. (B)

(3) Does India still use foreign-made satellite launch vehicles?

- (A) No, it has its own satellite launch vehicles
- (B) Yes
- (C) Only India's first satellite – Aryabhata – was launched by the Soviet Union
- (D) None of the above

Ans. (C)

# 9

## TRANSLATION

### 9.1 What is meant by translation?

Translation is the transmission of written text from one language (the source) to another language (the target). Although translation and interpretation are mostly used interchangeably, by actual definition, translation refers to the written language, and interpretation refers to the spoken language.

The main objective of translation is to transfer the intent of a message and original tone, taking into consideration regional and cultural differences between target and source languages.

- The translation is the process of converting the meaning of a written message (text) from one language to another.
- The word "translation" can be defined as the process of turning an original or "source" text into a text in another language.



### 9.2 The four most common types of translation are as follows :

1 Literary translation

2 Professional translation

3 Technical Translation

4 Administrative translation

1. **Literary Translation** : As the term Literary translation suggests, this kind of translation is concerned with the translation of literary works such as tales, poetry, plays, etc. This type of translation is often regarded as the most difficult or most complete since the translator must accurately convey the content of the words and the context, tone, and emotion conveyed by the words.
2. **Professional translation** : The primary aim in this situation is typically to ensure that all of the material is translated as precisely as possible. A medical translation or a legal translation are two examples of what is often done. However, accuracy is essential for any professional translation, particularly in sectors where the implications of errors might be catastrophic, such as medical or legal translation, where the consequences of inaccuracies could be catastrophic.
3. **Technical Translation** : Technical translations are, as the name implies, equally technical. When we speak about technical content translation for companies, we're typically referring to things like these kinds of papers will almost always need technical translation services since the translator must have a thorough understanding of the subject matter to advise the user on what to do properly.
4. **Administrative translation** : Administrative translation is a translation used for papers and management texts produced by organizations such as corporations or regional companies.

### 9.3 Tips to Remember For Writing Translation



For the GPSC Mains examination translation question ask for 10 to 15 marks. One should not neglect this question as it plays important role in fetching good marks. If one can have a good command of vocabulary and comprehension then it likes a cakewalk question for them. In an examination, a Gujarati passage asks what you have to translate into the English language. Because in the GPSC examination translation is all from Gujarati to English language. There is no thumb rule for this question. It all depends on a person's knowledge, intelligence, and practice. Still, there are some characteristics that one can follow then it helps them to write this question.

# 10 ENGLISH GRAMMAR

## ENGLISH GRAMMAR

- (A) Tenses
- (B) Voice
- (C) Narration (Direct-Indirect)
- (D) Transformation of sentences
- (E) Use of Articles and Determiners
- (F) Use of Prepositions
- (G) Use of Phrasal verbs
- (H) Use of idiomatic expressions

- (I) Administrative Glossary
- (J) Synonyms/Antonyms
- (K) One-word substitution
- (L) Cohesive devices/Connectives/Linkers
- (M) Affixes
- (N) Words that cause confusion like homonyms/Homophones.

### A

## TENSES (કાળ)

- ⇒ કોઈ પણ ભાષા શીખવા માટે Tense ખૂબ જ મહત્વનું ઘટક છે.
- ⇒ Tenseનો ઉપયોગ સમય, સાતત્ય, અને કાર્યની પૂર્ણતા દર્શાવવા માટે થાય છે.
- ⇒ English ભાષામાં મુખ્ય 3 કાળ છે : 1. વર્તમાનકાળ 2. ભૂતકાળ 3. ભવિષ્યકાળ
- ⇒ આ ત્રણેય કાળને અન્ય 4 પેટા વિભાગમાં વહેંચવામાં આવે છે : 1. સાદો 2. ચાલુ 3. પૂર્ણ 4. ચાલુ પૂર્ણ
- ⇒ આમ, કુલ 12 Tenses થાય જે નીચેના કોષ્ટકમાં વર્ગીકૃત કરેલ છે.

	વર્તમાન	ભૂતકાળ	ભવિષ્યકાળ
Simple (સાદો)	Simple Present Tense સાદો વર્તમાનકાળ	Simple Past Tense સાદો ભૂતકાળ	Simple Future Tense સાદો ભવિષ્યકાળ
Continuous (ચાલુ)	Present Continuous Tense ચાલુ વર્તમાનકાળ	Past Continuous Tense ચાલુ ભૂતકાળ	Future Continuous Tense ચાલુ ભવિષ્યકાળ
Perfect (પૂર્ણ)	Present Perfect Tense પૂર્ણ વર્તમાનકાળ	Past Perfect Tense પૂર્ણ ભૂતકાળ	Future Perfect Tense પૂર્ણ ભવિષ્યકાળ
Perfect Continuous (ચાલુ પૂર્ણ)	Present Perfect Continuous Tense ચાલુ પૂર્ણ વર્તમાનકાળ	Past Perfect Continuous Tense ચાલુ પૂર્ણ ભૂતકાળ	Future Perfect Continuous Tense ચાલુ પૂર્ણ ભવિષ્યકાળ

### Simple Present Tense (સિમ્પલ પ્રેઝન્ટ ટેન્સ) સાદો વર્તમાનકાળ

- રીત :
  - ◆ I, We, You, They, બહુવચન :  
કર્તા + મૂળ ક્રિયાપદ (V1) + બાકીનું વાક્ય
  - ◆ He, She, It, એકવચન :  
કર્તા + ક્રિયાપદના છેડે s/es (V1 + s/es) + બાકીનું વાક્ય
- 01. સાદા વર્તમાનકાળનો મુખ્ય ઉપયોગ રોજિંદી ક્રિયાઓ, નિત્યક્રમ, ટેવ પ્રમાણે નિયમિત થતી ક્રિયાઓ દર્શાવવા માટે થાય છે.
  - e.g. (i) I wake up at 6 o' clock every day.
  - (ii) He wakes up at 6 o' clock every day.
  - (iii) We go to temple every Sunday.
  - (iv) My mother goes to temple every Sunday.
  - (v) They play football every day.
  - (vi) Navya plays chess every day.
- 02. તેનો ઉપયોગ ટેવ, આદત કે સ્વભાવ દર્શાવવા માટે થાય છે.
  - e.g. (i) I brush my teeth twice a day.
  - (ii) Mrs. Patil gets angry easily.
- 03. તેનો ઉપયોગ સનાતન સત્ય અથવા સામાન્ય રીતે સાચી હોય તેવી ઘટનાઓ દર્શાવવા માટે થાય છે.
  - e.g. (i) The Sun rises in the East.
  - (ii) The Sun sets in the West.
  - (iii) Water boils at 100° C.
  - (iv) The president of the U.S.A. lives in the White House.

# GPSC CLASS 1-2 (Advt No. 30/2021-22)

Subject Code : CSM2

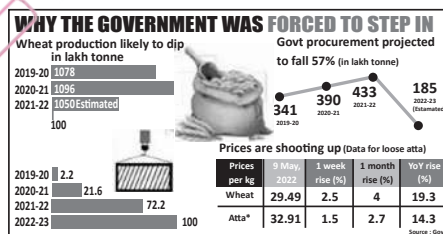
Subject : English

Marks : 150

Time : 3 Hours

01. Write an essay on any **ONE** of the following in minimum 250 to maximum 300 words. It must exhibit your grasp and critical understanding of the subject in the best possible individual style having originality of thought and expression. It must be well-argued piece of writing coherently and sequentially with observance of grammar rules. 20
- I. How far do you agree that the Sedition Law needs to be changed? Suggest possible changes.
- II. Express your views on the impacts of extreme automation turbocharged by the *Internet of Things* and the Industry 4.0.
- III. National Education Policy - 2020 : Vision and Implementation.
- IV. Silence as a way of communication.
- V. Do you think that Nuclear War is looming large?
02. As the Director of BRTS Project in Gujarat, you are to monitor the timely completion of the project. Write a letter in about 150 words apprising the Chief Secretary, Government of Gujarat regarding the progress achieved by your team in this direction. 10
03. Write a letter in about 150 words, to the editor of the newspaper reporting the event of inauguration of Madhuban Dam-based Astol regional water supply project, built at the cost of around INR 586 crore and *Nal se Jal* project worth INR 163 crore. The project is aimed at improving water supply in the region, boosting connectivity and enhancing ease of living. 10
04. On June 21st, your university organized an International Conference on the theme *Every man is a builder of a temple called his body*. As the organizing secretary of the conference, write a report of the event in about 150 words. 15
05. Carefully study the following graph/bar diagram about Government action to tame wheat prices, published in the Times of India, Delhi 15th May, 2022 and write a report in about 150 words. 15

## Latest Inflation data sparked action to tame wheat prices



06. Gujarat International Financial Tec (GIFT) city project is to be inaugurated in Ahmedabad. Draft an inaugural speech in about 150 words to be delivered on this occasion by the Prime Minister of India. 15
07. Write a précis of the following passage in about one-third of its original length. 15

If you ever go to Kanyakumari, remember to pay a visit to the Vivekananda Rock Memorial, which is a monument of great historical significance. The memorial stands tall and majestic on the island rock projecting from the ever-turbulent sea waters. It is a wonderful structure constructed in memory of Swami Vivekananda's arrival in Kanyakumari. The great saint and philosopher and icon



# English

COMPULSORY

પુસ્તક  
ખરીદવા માટે  
અહીં ક્લિક કરો

