**GUIDELINES FOR WRITING A GOOD ESSAY**

1. **An essay must be written in atleast four paragraphs keeping the word limit in mind.**
2. **Always use a capital 'I' when used as a pronoun in a sentence.**
3. **Do not use short forms like 'can't', 'don't', 'isn't' and so on except for the topic on story. Instead write 'cannot', 'do not', 'is not' and so on.**
4. **Do not begin a sentence with conjunctions like 'but', 'so', 'and', 'because' and so on except for the topic on story.**
5. **Please avoid Indian words in an essay like 'dadi', 'puja', 'bazaar', 'didi' and so on.**
6. **Not to use 'mummy', 'mom', 'dad', 'daddy', 'grandma', 'kid', 'pretty good', 'mela' and such similar words .**
7. **Do not use 'etc' instead write 'and so on'; 'i.e' instead write 'that is' ; 'eg' instead write 'example', 'km' instead write 'kilometre'.**
8. **Numerals to be used in case of date, age, currency and mentioning the class only. Example: 1st January 2017, class 8, Rs100 and so on. Never write 6 pens, 2 children and so on. Not to use Roman numbers.**
9. **Never start an essay with an opening line "Today I shall write on the topic……"**

 **and with the closing line "Now I shall end…………."**

1. **Capital letters to be used at the beginning of a sentence without fail. Punctuation marks to be indicated clearly.**
2. **Please take a clear stand while attempting an argumentative essay right in the first paragraph.**
3. **Any essay other than the story must be within the plausible experience of a student within the age group of 15.**
4. **Always use capital letters for a proper noun without fail.**
5. **All essays must start with a proper introductory paragraph and should end with a proper concluding paragraph.**
6. **Please mention all the things visible in the picture composition and then you may follow the instructions of the essay and proceed.**
7. **Essays should not be influenced by prose or poems studied at any time.**
8. **Colloquial Expressions like 'here and there', 'day to day' should be avoided.**
9. **Use a capital letter for the words 'God', 'Lord' and so on.**
10. **Do not use the sign '&' instead write in full 'and'.**
11. **Important designations must be written with a capital letter. Examples: Prime Minister, President, Principal and so on.**

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**SAMPLE ESSAY 1**

**Study the picture given below. Write a story or an account of what the picture suggests to you. Your composition may be about the subject of the picture or may take suggestion from it; but there must be a clear connection between the picture and the composition.**



Rules 5&14

 Some people by their very nature, are animal lovers. They may or may not be conscious of it but whenever they see an animal in distress or being beaten by its cruel master, their heart goes out in sympathy for the poor creature. Some people, as a matter of routine, feed the stray dogs on bread or any other type of stale **Indian breads** **(do not write the Indian word "chapattis"),** and birds on rice or **millets** **(do not write 'bajra').** Some others like to keep dogs, cats and evenmonkeys. With the passage of time they grow madly attached to their pets. The pets too respond to their affection. It is not uncommon to come across such cases where the pet died and the owner did not take meals for a few days.

The girl in the picture appears to be an animal lover. Her name is **Maria** and she reads in **class 5**.**( do not write class 'five' or class 'V')** She is very affectionately patting the elephant which shows that she loves the animal and is quite friendly with it. The elephant too seems to understand her loving touch. The elephant seems to know her well and that she must be regularly visiting it.

Rules8,13, 15

 Some people keep elephants. An elephant is a huge eater, so it is very difficult to keep an elephant. Sometimes in our cities we see elephant keepers moving about in the streets with their elephants. They ask for alms from the people to feed their elephants. Sometimes when a child insists on riding an elephant, they provide joy ride to children. The parents of these children too give money to the elephant keepers. It is very difficult to tame an elephant but their owners and their masters in circus know the art of taming them. All of us have seen elephants playing football in a circus.

 Elephants are said to be purely vegetarian creatures. They live on the leaves and the branches of the trees. They take them in very large quantities. Perhaps it is due to living on leaves and branches of trees that elephants live peacefully in herds.They rarely lose their temper and grow violent. **One (do not write 1)** remarkable quality of elephants is that they do not forget a good job done to them or a harm caused to them. They love humans and happily adjust themselves to human company.

Rules 8&14

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**SAMPLE ESSAY 2**

**There has been heavy rain in your city/town. You went to school but found that it was closed because of the rain. Describe the sights and sounds near the school and narrate how you finally reached home and spent the rest of the day.**

 It had been raining for the last **twenty four (do not write 24)** hours. When the rain stopped the weather suddenly changed. A cool wind was blowing. **I** **(do not write small 'i' when used as a pronoun)** **did not (do not write didn't)** want to go to school. **(Use ‘However’ instead of ‘But’ (do not start the sentence with a conjunction 'but') -** However my father, being a very strict man, would not listen to my plea that most of the students will not be able to reach the school since the roads were partly submerged in water. Quite unwillingly, I put on my uniform, took my bike and left for the school. The school was at a distance of only **one kilometre (do not write 1 km)** from my home. As I drove through the muddy, broken lanes, I kept thinking that school should have been closed that day. When I reached the school I was overjoyed to know that the school was closed by the **Principal** for one day.

Rule20

Rule 7

Rules 2,3,4&14

 I set out for home on my bike. Heavy rains had completely disturbed the lives of the people. I noticed that the road was badly damaged due to heavy rainfall. Small pools of water had been formed **in various places. (do not write 'here and there').** Most of the shops on both sides of the road were closed. No stray animals were to be seen on the road.

Rule 17

 On **one** side of the road there was a hut. A woman who stayed in the hut sold vegetables. The hut had a canvas sheet as its roof. Due to rain and stormy wind, the canvas sheet had fallen down. At a little distance were **two** more huts. They were partly submerged in water. Near my house **I** saw a cow and a calf. They were desperately trying to find something to eat. Apparently they were hungry. Even the grass on the footpaths had become wet. It was not eatable. Dogs that used to be seen near our house were not there. Perhaps they had gone somewhere in search of something to eat.

Rule 8

 Driving my bike through the deep pits full of water I reached home with great difficulty. My **mother** **(do not write 'mom')** was waiting for me. As soon as I reached home it started drizzling again. For the rest of the day I remained at home thinking of the fury of excessive rains. I was pained to think of those farmers whose crops could have been destroyed due to excessive rains. Silently I prayed to **God (do not write small 'g' for 'God')** to have pity on the poor and homeless persons.

Rule 18

Rule 6

 **SAMPLE ESSAY 3**

**"School days are the happiest days of our lives." Express your views either for or against this statement.**

 **I agree with the statement that school days are the happiest days of our lives.** It is undoubtedly true. While we are at school we are under full care and protection of our teachers. Life is totally carefree. There is no tension, no worry, no grudge and absolutely no thought of future. Our classmates are dear to us more than even our brothers and sisters. We have full faith in them as they also consider us their soulmates with whom they can share everything.

Rule 11

The little joys of our schooldays may seem quite meaningless later but the happiness which we had from little happenings can never be forgotten. **I**  distinctly remember one of our teachers Mrs. Sen, who used to be very strict with the students. She would give us a stare if anyone amongst us **were not (do not write weren't)** able to answer questions which we were supposed to prepare. The greatest news for us used to be a teacher's going on leave for a day or **two. (do not write 2).** How happy **I (do not write small 'i')** remember we felt when of our teachers was out of station for an exchange programme **and** **(do not write the sign '&')** did not come for a month.

Rule 19

Whenever an unexpected holiday was declared, we felt extremely happy. **I** remember once the school was closed because the **President** had died. In school days students have nothing to do with the reason of the closing of the school. All they know is that it is a holiday today.

Rule 20

 In short, the memories of school days remain with us forever. If in an old age or in a foreign country we happen to meet **one** of our class fellows we are extremely happy. The joy which we feel when we recollect the incident of school days is simply indescribable. Most often, the best friends who stand by us under all circumstances are those whom we befriend in our school days. The memories of school days are never forgotten. There is no doubt that childhood is the best period in one's life.

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**Please note:**

**Rule 1: Applied in all the sample essays.**

**Rule 9: Applied in all the sample essays.**

**Rule 10: Applied in all the sample essays.**

**Rule 12: Applied in all the sample essays.**

**Rule 16: Applied in all the sample essays.**

 **Please ensure the accuracy of spellings throughout the essay. It is a very important aspect of a good essay.**

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