EXAMINATION GUIDANCE ON WRITING SKILLS TEST
PART OF THE PRESENTATION AND COMMUNICATION SKILLS COURSE

September 27, 2016

Learning outcomes of Test of Writing Skills

<table>
<thead>
<tr>
<th>S. No</th>
<th>Particulars</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>1</td>
<td>Write Essay on topics generally known to a school leaver</td>
<td>15</td>
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<tr>
<td>2</td>
<td>Write meaningful and effective Précis</td>
<td>10</td>
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<tr>
<td>3</td>
<td>Write business letter on a well explained scenario</td>
<td>15</td>
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<td></td>
<td>Write short business report on a well explained scenario</td>
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<td><strong>Total</strong></td>
<td><strong>40</strong></td>
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General Guidance

☐ Test would be of 1 hour 15 minutes duration and would carry 40 marks.
☐ There would be no additional reading time.
☐ Passing marks would be 20.
☐ Test would be held quarterly.
☐ Result of the Test would be announced along with the result of the CAF and Final Stage examinations of the relevant attempt.
☐ The examinations fee would be Rs. 1,500.
☐ Candidates applying for admission to the Test would be required to submit a letter of completion of required number of classroom lectures/hours issued by the approved PCSC Provider along with their examination form.
**Specific Guidance**

**ESSAY WRITING**

Marks: 15  
Word Count: 350  
Marking Criteria  
☐ Introduction and conclusion  
☐ Quality of text, use of idioms and phrases  
☐ Language, vocabulary organization and logical presentation of ideas

**Expectations of Examiner**

Examinee should be able to:  
☐ Organize thoughts coherently on a variety of topics of general interest. General interest means a topic that does not require any specific technical knowledge,  
☐ Demonstrate planning and brainstorming,  
☐ Follow the standard structure of an essay (introduction-body-conclusion).  
☐ Connect each paragraph to each other through smooth transitions,  
☐ Demonstrate clarity of language and choice of words, and  
☐ Demonstrate familiarity with different styles such as  
  o Narrative Essays- Telling a story about a real-life experience  
  o Descriptive Essay- More detailed, painting a picture in the readers mind.  
  o Argumentative- Pick a stance and logically discuss it

**PRÉCIS WRITING**

Word Marks: 10  
Count: 120-125 words  
Passage to be given in the paper – Over 300 words

**Expectations of examiner**

Examinee should be able to:  
☐ Create an effective summary of the passage in own words, without missing the logical flow and essential information,  
☐ Prepare clear, coherent and correct content,  
☐ Follow the structure (introduction-body-conclusion)  
☐ Prepare intelligible content- such that first time reader is able to get the author’s gist,  
☐ Avoid giving personal statements comments, evaluations and additional information.
BUSINESS LETTERS/MEMOS

Marks: 15
Given: A well explained scenario

**Expectations of examiner**
Examinee should be able to:
- Appreciate the difference among business letters, circulars and memos,
- Demonstrate knowledge of style and format of business letters (General, enquiry, persuasive, follow-up, complaint and covering), Circulars and memos (inclusive agenda, notice of AGM) Employment letters (CV/Resume, job application letter, resignation),
- Follow the format correctly (Correct salutation, introduction, body, appropriate closing off),
- Differentiate in Email writing and letter writing,
- Demonstrate strong language skills (Must avoid verbosity and grammatical errors)
- Follow the 7Cs rules of communication.

BUSINESS REPORTS

Marks Allocated: 15
Given: A well explained scenario

**Expectations of Examiner**
Examinee should be able to:
- Appreciate the different types of the reports and demonstrate familiarity with different styles (Informative, Periodic, Analytical, Special reports)
- Identify the purpose and type of the report from the given scenario,
- Follow the correct layout/proper presentation and structure,
- Demonstrate formal language skills (avoid causal/jargons),
- Assimilate thoughts and link them effectively using logic to fulfil the purpose required.