



## **EXAMINATION GUIDANCE ON WRITING SKILLS TEST**

<b>S. No</b>	<b>Particulars</b>	<b>Weightage</b>
1	Essay writing on topics generally known	20
2	Meaningful and effective précis writing	10
3	Short business report/letter writing on a well explained scenario	20
	<b>Total</b>	<b>50</b>

### **General Guidance**

- Test would be of 1 hour 30 minutes duration and would carry 50 marks.
- Passing marks would be 50%.
- Test would be held twice a year.
- The examinations fee would be Rs. 1,750.
- Candidates applying for admission to the Test would be required to submit a letter of completion of required number of classroom lectures/hours along with their PSTC examination form

### **Guidelines for PSTC Examinations**

#### **Essay Writing**

Marks: 20

Word Count: 350

#### **Basis of Assessment**

- The Introduction
- Quality of text, use of idioms and phrases
- Language, vocabulary organization and logical presentation of ideas
- Conclusion

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 Narrative Essays, Descriptive Essay & Argumentative

## **Précis Writing**

Word Marks: 10

Count: 120-125 words

**Passage to be given in the paper – Over 300 words**

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,
- Avoid giving personal statements comments, evaluations and additional information.

## **Business Letters**

Marks: 20

**A well explained scenario will be given.**

Examinee should be able to:

- Demonstrate knowledge of style and format of business letters ( General, enquiry, persuasive, follow-up, complaint and covering ), able to differentiate between 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
- Differentiate in Email writing and letter writing,
- Demonstrate strong language skills,
- Follow the 7Cs rules of communication.

**OR**

## **Business Reports**

Marks Allocated: 20

**A well explained scenario will be given.**

Examinee should be able to:

- Apprehend 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.