



IBPS PO & SBI PO

EXAM 2025

DESCRIPTIVE WRITING

ENGLISH | SAT AT 12 PM



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ENGLISH BY RUPAM MA'AM

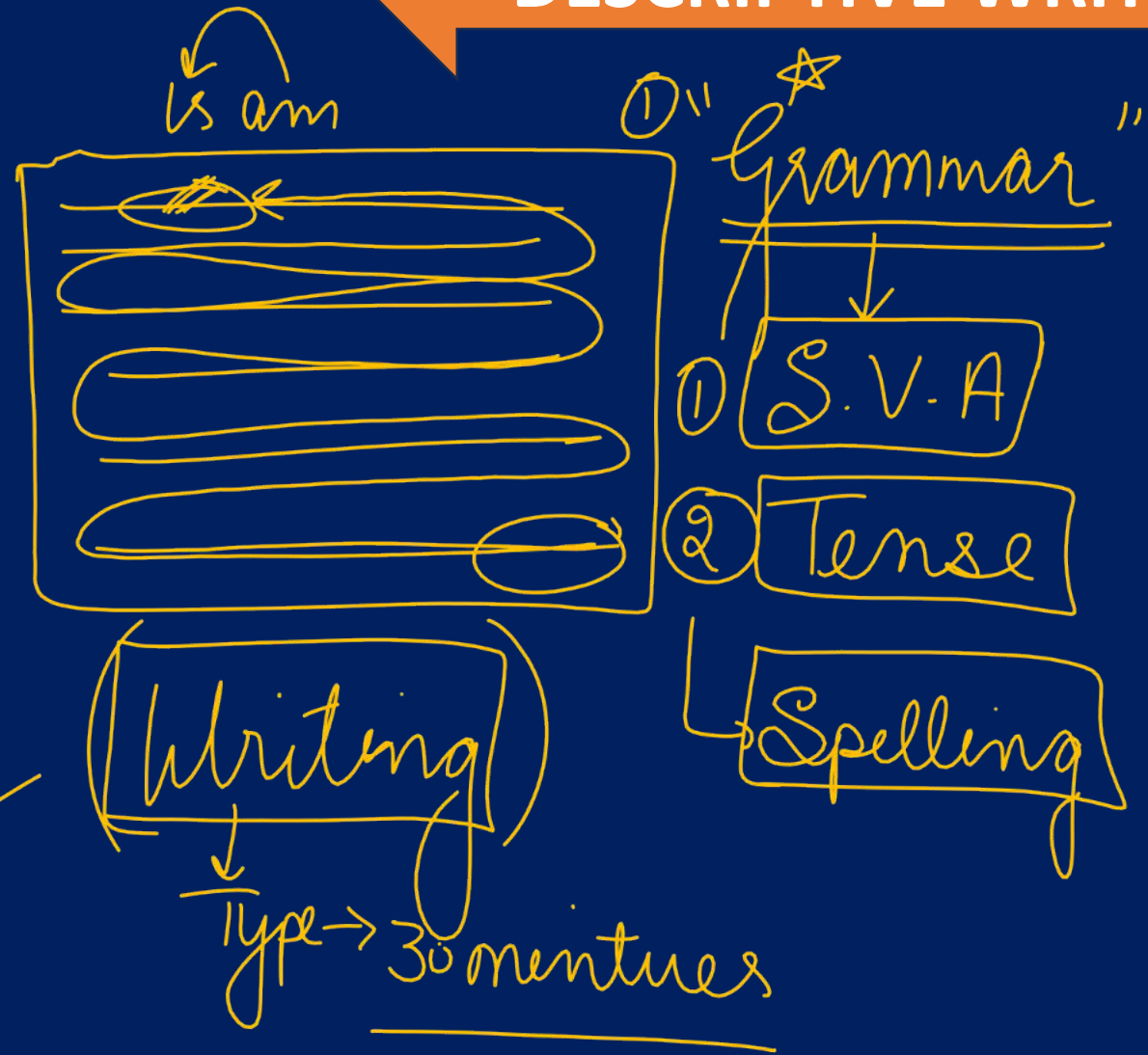
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SBI PO - 50 + 20 ✓
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DESCRIPTIVE WRITING

- PRECIS ✓
- LETTER ✓
- EMAIL //
- ESSAY ✓
- REPORT //
- SITUATION ANALYSIS //
- CRUX





DESCRIPTIVE WRITING

PILLARS OF DESCRIPTIVE WRITING

• **READING** ✓

10-20 mins

• **UNDERSTANDING** ☆

• **WRITING** ☆

• **GRAMMAR**

• **SPELLING**

• **FACT** ✓



5 lines

"gist"

☆ (Newspaper)

☆ No silly mistakes

☆ "Content"

• PRECIS WRITING

↓
gist

DESCRIPTIVE WRITING

- Essential **gist of the passage** ✓
- One need to retain the essential points, mood and tone of the author in the passage.
- Avoid ~~examples~~, ~~quotations~~, ~~saying~~ etc. *learning*
- It should be **1/3rd** of the length of the original passage.
- It checks your **understanding** ability. ✓



➤ Things you need to avoid-

- Avoid ~~examples~~, quotations, saying etc.
- Do not copy paste important sentences.
- Do not ~~criticise~~
- Abstain from mentioning your personal ~~comments~~
- Try to retain author's view point

➤ Steps to write a good precis-

➤ Step 1-

➤ Read the passage thoroughly

➤ Step 2-

➤ Plan your flow of idea

➤ Step 3-

➤ Compose a precis

➤ Step 4-

➤ Review and check whether your precis and passage convey the same idea and meaning



 **Original Passage (Word Count: 170)**

In today's fast-paced world, **mental health** has emerged as a **critical issue**, especially among students. The pressures of academic excellence, career uncertainty, and social media have contributed to increasing levels of **anxiety and depression**. Students often do not seek help due to fear of judgment, lack of awareness, or limited access to professional care. While some educational institutions have started initiatives like mental health **clubs and counseling sessions**, much more needs to be done. **Awareness campaigns**, mental health training for teachers, and parental involvement are crucial to create a **supportive environment**. Unless these concerns are addressed at all levels — home, school, and society — the mental health crisis will continue to grow. The well-being of students should be prioritized, not just for academic success, but for their overall **development and future contribution** to society.

- **Precis (One-third of original: ~55 words)**
- Mental health among students is a growing concern due to academic stress and social pressures. Many avoid seeking help due to stigma and lack of support. Though some schools offer mental health services, broader awareness, teacher training, and parental support are essential. Prioritizing student well-being is vital for their development and future societal contribution.

LETTER WRITING FORMAL & INFORMAL

Format ✨

- The word limit for letter writing is 150 words .

- **Formal Letter Format**
- **Sender's Address:** [Your Address] [City, State, ZIP Code] [Date]
- **Receiver's Address:** [Recipient's Name] [Designation] [Company/Organization Name] [Address] [City, State, ZIP Code]
- **Subject:** [Subject of the Letter] ☆
- **Salutation:** Dear [Recipient's Name/Designation],

• **Body of the Letter:**

- **Paragraph 1: Introduction**

State the purpose of the letter clearly.

- **Paragraph 2: Details**

Provide necessary details and relevant information. Use clear and concise language.

- **Paragraph 3: Conclusion**

Summarize the main points. Mention any required actions or responses. Close with a polite expression.

- **Closing:** Yours sincerely, [Your Name]

- **Example of a Formal Letter**

DESCRIPTIVE WRITING

- [Your Address] [City, State, ZIP Code] [Date]
- The Manager | XYZ Bank Main Street City, State, ZIP Code
- **Subject: Application for Personal Loan**
- Dear Sir/Madam,
- I am writing to apply for a personal loan of INR 5,00,000 from your esteemed bank. I have been maintaining a savings account with your bank for the past five years, and my account number is 123456789.
- I require this loan for the purpose of renovating my house. I have attached all the necessary documents, including my income proof, identity proof, and address proof, for your reference.
- I would be grateful if you could process my application at the earliest and inform me of the status. Please feel free to contact me at 9876543210 for any further information.
- Yours sincerely, [Your Name]

The Manager
XYZ Bank
ABC city
State
ZIP

XYZ city
State
PIN

- **Informal Letter Format**

- **Sender's Address:** [Your Address] [City, State, ZIP Code] [Date]

- **Salutation:** Dear [Recipient's Name/Nickname],

- **Body of the Letter:**

- **Paragraph 1:** Introduction

- Begin with a friendly greeting. Ask about the recipient's well-being.

- **Paragraph 2:** Main Content

- Share your news, experiences, or stories. Use a conversational tone. Be expressive and personal.

- **Paragraph 3:** Conclusion

- Wrap up your thoughts. Mention any plans or requests. End with warm regards

- **Closing:** Best wishes/Love/Yours truly, [Your Name]

- **Example of an Informal Letter**

- [Your Address] [City, State, ZIP Code] [Date]

- Dear Rahul,

- I hope this letter finds you in good health and spirits. It has been a while since we last caught up, and I wanted to share some exciting news with you.)

- Last month, I got a new job at a multinational company, and I am really enjoying the work. The best part is that it is located in your city, and I will be moving there next week. I am looking forward to meeting you and catching up on old times.

- Let's plan a get-together once I settle down. It will be great to relive our college days and have some fun.

- Take care and see you soon.

- Best wishes, [Your Name]

• Important Topics for Formal Letters in Bank Exams

• Application for a Bank Loan

- Applying for a personal, educational, or home loan.

• Request for Bank Statement

- Requesting a detailed bank statement for a specific period.

• Change of Address Notification

- Informing the bank about a change in address.

• Complaint about Bank Services

- Addressing issues related to poor service, unauthorized transactions, etc.

• Application for Credit Card

- Requesting the issuance of a new credit card.

- **Request for Cheque Book**
- Asking for a new cheque book to be issued.
- **Dispute Over Bank Charges**
- Raising a dispute regarding incorrect or unjustified bank charges.
- **Closing a Bank Account**
- Requesting the closure of a savings or current account.
- **Standing Instructions for Fund Transfer**
- Setting up standing instructions for recurring fund transfers.
- **Letter of Authorization**
- Authorizing someone to operate your bank account or collect documents on your behalf.

- **Apologizing to a Friend**
- Apologizing for a misunderstanding or mistake.
- **Inviting a Friend to Visit Your Home**
- Inviting a friend to come and stay with you for a few days.
- **Discussing Future Plans**
- Sharing your future career or personal plans with a friend.
- **Congratulating a Friend on Their New House**
- Congratulating a friend on purchasing a new home.
- **Describing Your New Job**
- Writing to a friend about your new job and work environment.

- **Tips for Writing Letters in Bank Exams**

- **Formal Letters:**

- Use a professional tone.
- Be clear and concise.
- Include all relevant details.
- Use proper salutations and closings.

- **Informal Letters:**

- Use a friendly and conversational tone.
- Be personal and expressive.
- Share your thoughts and feelings openly.
- Keep the structure relaxed but coherent.

• E MAIL WRITING

Introduce
Body
Conclude

- **Subject Line:** Clearly state the purpose of the email.
- **Salutation:** Begin with a formal greeting, such as “Dear [Recipient’s Name],” or “To Whom It May Concern,” if the recipient is unknown.
- **Body:**
- **Introduction:** Briefly introduce yourself and the purpose of your email.
- **Main Content:** Provide detailed information, ensuring clarity and conciseness.
- **Conclusion:** Summarize the key points and state any action required.
- **Closing:** End with a polite closing phrase, like “Sincerely,” or “Best regards,” followed by your name and designation.

 **Example:**

Subject: Change in Bank Timings During National Holiday

Dear Customers,

We hope this message finds you well.

We would like to inform you that due to the upcoming national holiday on [insert date], our bank branches across the country will be operating on revised timings.

 **Revised Bank Timings:**

10:00 AM – 2:00 PM

Normal banking hours will resume from the following working day. You may continue to use our **ATM, mobile banking, and internet banking services** as usual during this time.

We regret any inconvenience caused and appreciate your understanding.

Warm regards,

[Your Name]

Customer Service Manager

[Bank Name]

◆ **1. Leave & Requests**

Write an email to your manager requesting leave for a family emergency.

Write an email to HR requesting extension of joining date due to health reasons.

Write an email to your team leader seeking permission to work from home.

◆ **2. Apology & Clarification**

Write an email to a client apologising for the delay in project delivery.

Write an email to your senior clarifying a miscommunication regarding work allocation.

◆ **3. Customer Service / Complaints**

Write an email to the customer care of an e-commerce company regarding a wrong product received.

Write an email to your bank manager complaining about a failed ATM transaction.

◆ 4. Reporting Issues

Write an email to the IT department reporting a system failure in your office.

Write an email to your supervisor about a team member not cooperating.

◆ 5. Appreciation & Feedback

Write an email to your junior appreciating his/her performance in a recent project.

Write an email to your training coordinator giving feedback on the training program.

◆ 6. Resignation/Change

Write an email to your manager informing about your resignation.

Write an email to HR requesting change of department or job location.

◆ 7. General/Official

Write an email to the editor of a newspaper highlighting the need for water conservation.

Write an email to all employees informing about a change in office timings due to a public holiday.

- **ESSAY WRITING**
- **250-300 WORDS**

1. Title

Choose a relevant and engaging title.

Keep it crisp, not too long.

2. Introduction (1 Paragraph)

Define the topic.

Give brief background/context.

Mention what the essay will cover (thesis statement).

3. Body (2-3 Paragraphs)

Each paragraph should focus on one **main idea** or **argument**.

Use facts, data, examples, or quotes to support your points.

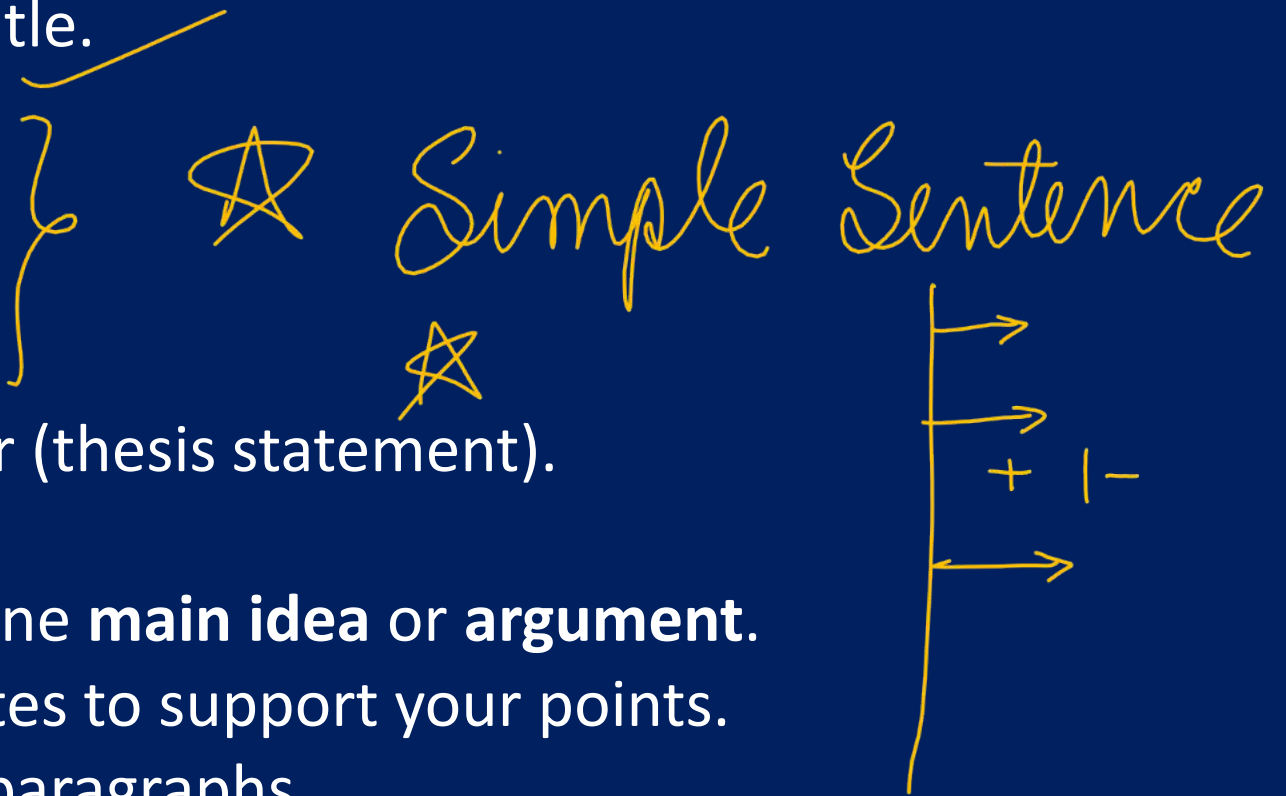
Maintain a **logical flow** between paragraphs.

4. Conclusion (1 Paragraph)

Summarize the key points.

Reiterate your opinion if required.

End with a **strong thought** or **suggestion**.



Title: Digital India: Transforming the Nation

DESCRIPTIVE WRITING

Introduction:

Launched in 2015, the Digital India campaign has revolutionised India's governance, economy, and society by promoting digital technology as a key driver of growth and empowerment. Its aim is to make government services accessible online, improve infrastructure, and boost digital literacy.

Body:

The initiative has significantly transformed the service delivery mechanism in India. Services like Aadhaar, DigiLocker, and UMANG app have made accessing essential documents and public services easier for citizens. Financial inclusion has also witnessed a boom with the rise of UPI-based digital payments, allowing even small vendors in remote areas to accept cashless transactions.

Furthermore, schemes like BharatNet aim to provide broadband connectivity to rural India, helping bridge the digital divide. Online education and telemedicine services have gained momentum, especially during the COVID-19 pandemic, enabling uninterrupted access to learning and healthcare. However, challenges remain. Limited digital literacy, patchy internet connectivity in remote areas, and cybersecurity threats hinder full-scale success. Ensuring privacy and data protection has become more important than ever.

Conclusion:

Digital India has laid a strong foundation for a more inclusive, transparent, and technology-driven society. With continued efforts in digital infrastructure, education, and cybersecurity, India can truly harness its demographic dividend and become a digitally empowered nation. The dream of a paperless, cashless, and faceless governance is not far-fetched anymore—it is fast becoming a reality.

3 → days

• REPORT WRITING

Reading

(Descriptive)

Revision


New Word / Idioms

Article → Reading & Understanding

↓ Analysis

Question → Test

Revision

-  **How to Write a Report (150–180 words)**
- **Format:**
- **Title:** Center-aligned, brief, and informative
- **Reporter's Name:** Below the title
- **Introduction (2–3 lines):** What happened, where, and when
- **Body (6–7 lines):** Details like why, who was involved, outcome
- **Conclusion (2–3 lines):** Present situation or future steps



Mental Health Awareness Camp Held in Delhi University

By Riya Sharma

A Mental Health Awareness Camp was organised at Delhi University on 7th October 2024 by the Psychology Department in collaboration with the NGO “Mind Matters”.

The camp aimed to educate students about stress management, anxiety, and emotional well-being. Experts from the field conducted workshops, therapy sessions, and interactive talks. Over 300 students participated enthusiastically in various activities, including mindfulness exercises, open mic storytelling, and free psychological consultations.

Stalls offering mental health resources and helpline numbers were set up across the campus. Students also signed pledges to support peers facing emotional challenges.

The event concluded with a panel discussion on the importance of destigmatising mental illness. The Vice Chancellor appreciated the initiative and emphasised the need for more such events in educational institutions.

Overall, the camp successfully created a supportive atmosphere and spread awareness about the importance of mental health among students.

Situation Analysis is a critical part of decision-making, planning, and reporting. It means examining the **current state of affairs** related to a particular issue, topic, or organization to understand the **problems, opportunities, and context** before making decisions or taking action.

 **Purpose of Situation Analysis:**

- To understand the present scenario
- To identify challenges and opportunities
- To set realistic goals
- To make informed strategies or decisions

DESCRIPTIVE WRITING

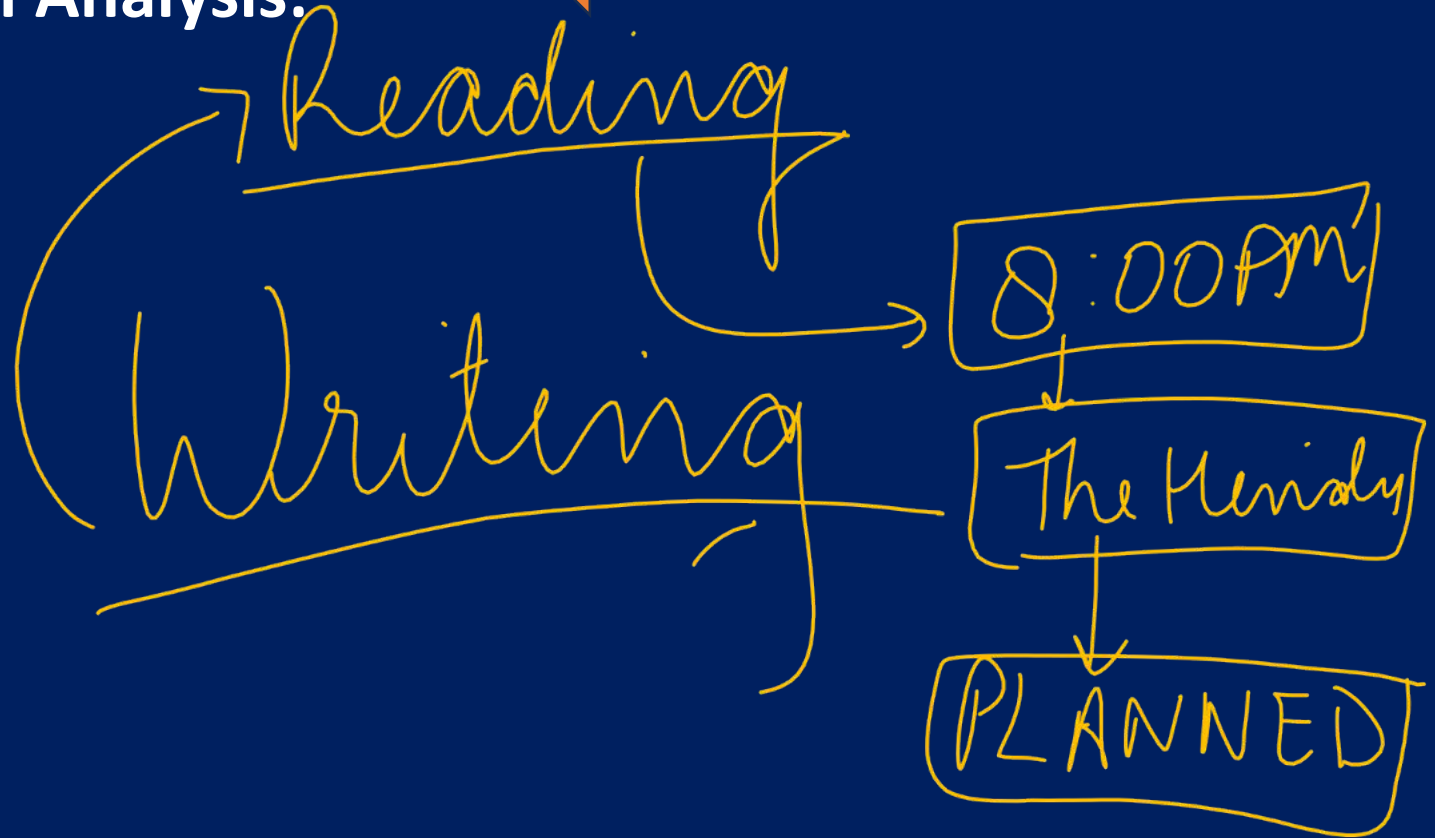
-  **Components of Situation Analysis:**

- **Internal Factors:**

- Strengths ✓
- Weaknesses ✓
- Resources ✓
- Current performance ✓

- **External Factors:**

- Opportunities
- Threats
- Market trends
- Social, political, and economic environment



- **Situation Analysis:**

The rise in academic stress, peer pressure, and lack of counseling facilities has led to increasing mental health concerns among Indian students. While awareness is growing, there is still a strong social stigma around discussing mental issues. The education system needs to prioritize mental well-being through school counselors, mental health clubs, and parental awareness.

DESCRIPTIVE WRITING

PDF

- CRUX OF THE SESSION

- READING ✓
- UNDERSTANDING ✓
- WRITING ✓
- GRAMMAR ✓
- SPELLING ✓

25 ✓✓

50 ✓✓

LIVE Join on 27 June at 8 AM

THE  HINDU

EDITORIAL

ANALYSIS

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DESCRIPTIVE WRITING

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