

## Substance Writing—A Guideline.

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Substance writing implies a condensed reproduction of an original passage. It implies that you will be given a passage (it might be a prose or a poem) and you will have to rewrite the passage in your own words, giving a brief, clear and accurate summary containing only its main points or essential ideas.

### **Essential points to remember**

- The length of the substance should be approximately one-third of the length of the original passage. For example, if the original passage has 150 words then, your substance should be of around 50-55 words.
- Substance should be generally written in a single paragraph.
- You should read the original passage carefully for several times in order to understand the meaning.
- While reading the passage, it is advisable to underline or make a note of the main points. This will help you to understand the key note of the passage and will be useful in writing the substance.
- Always write the substance in reported speech or third person narration.
- Do not add any extra point of your own in the substance as it is basically a restatement of the author's view. You should not include your personal opinion or ideas in the substance.
- It is always advisable to jot down the main points and write a rough draft before finalising the substance.
- You should leave out the examples of the original passage in your substance. Since the examples represent an idea, you should include only the idea in your substance.
- Similarly, all ornamental expressions, figures of speech, unnecessary details and illustrations should be avoided.
- Always write the substance in simple and straightforward language of your own.
- The substance should be compact, coherent and logical in its organisation.
- Avoid committing grammatical errors.
- Write the final draft of the substance neatly in a single paragraph.

### **Adding a Critical Note**