

MPMBET

# WRITING AN ARTICLE- A FEW TIPS

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# TYPES OF ARTICLES

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- Newspapers
- Magazines
- Specialized Journals
- College magazine

# DECIDING THE TITLE AND SCOPE

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- Title should indicate the scope of the article
- It is preferable to restrict the scope of the article to just one theme. By reading the title the reader should get a clear idea about the scope of the article.
- The title of the article should be crisp and precise. Avoid lengthy titles. Be brief and exact.
- Always use only simple words for the title
- Next slide we will start writing an article



# **REMINISCENCES OF MY VISIT TO THE RUSSIAN CUSTOMS ACADEMY IN 2014**

- The title of the article gives you a clear idea about the scope of the article and what the contents are about.
- Restrict the size of the article to less than 1200 words.

# STRUCTURE OF THE ARTICLE

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- The 1200 word article should next be properly structured, preferably as follows:
- 1. **Introduction** – a glimpse of what the article is about Maximum number of words should be less than 150.
- 2. **Opening paragraph** – Take the reader step by step to read the contents. Restrict to 200 words.
- 3. **Main body** – This can be done in the next two or three small paragraphs, totaling 650 words
- 4. **Conclusion** – Should be emphatic and firm about the final tone of the article. 200 words

# LENGTH OF THE ARTICLE

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- If the article is being published in newspaper/magazine/college magazine, it is preferable to keep the total number of words between 1200 to 1500 words.
- Some newspapers need article of 3000 words
- Professional journals would need scholarly articles, hence the number of words can range even beyond 5000 words. Proper citation and references would be needed.
- So first decide the length of the article.



## **Reminiscences of my visit to the Russian Customs Academy In 2014**

- When I was working as the Director General of the National Academy of Customs, Indirect Taxes & Narcotics, I got an opportunity to pay an official visit to the famous Russian Customs Academy, located near Moscow, at Lubertsy, to sign a Memorandum of Understanding (MOU). The delegation from India comprised of five members, two officials including myself and three officer trainees. The visit was fixed in February 2014.
- For the Visa formalities at New Delhi, I got to interact with Mr. Dmitry G, Subochev, Third Secretary of the Embassy of the Russian Federation and Deputy Representative of the Federal Customs Service in India, and



- Mr. Andrey V Galkin, Counsellor of the Embassy of the Russian Federation, Representative of the Federal Customs Service in India. Both of them were very friendly and helpful and the Visa formalities of the entire group was finalized quickly.
- We left New Delhi for Moscow by Aeroflot and reached Sheremetyevo Alexander S. Pushkin International Airport, around late evening, where we were warmly welcomed by Ms. Elena Gayko, Specialist, International Cooperation Department. From the airport we proceeded to Lubertsy.



- We were ushered into the spacious rooms of the Customs Academy. Though it had become late in the night, the beautiful and majestic city of Moscow was bright as daylight. It was amazing to see bright daylight at night, never before had I seen such a phenomenon.
- Next day I got the privilege to get introduced to Ms. Elena Chernyavskaya, Head of Education and Training Department and Mr. Sergey Filippenko, Additional Director International Relations, a very affable and popular gentleman. The next few days were hectic and thrilling. We got to meet many esteemed faculty members, students in bright uniforms. I had the unique privilege of delivering a lecture and PowerPoint presentation on the subject of Narco-terrorism to the students.
- We got to see a great cultural presentation by the students, specially arranged by Ms. Elena Gayko.



- More excitement came when we proceeded to St. Petersburg by a high speed train. The historic city of St. Petersburg left us spell bound. At the V.B. Bobkov Saint-Petersburg branch of the Academy we got to meet Ms. Yulia Pavlovna Ten, Professor, Department of Management and her efficient team of officers.



- We got to see fabulous folk dances, group dances and other wonderful programs. The best of the programs was when Ms. Elena Gayko took us to see the Kremlin, Red Square and the magnificent churches. Moscow is a city brimming with extraordinary cathedrals and religious buildings. It was a treat for the eyes to see unique architectural styles, vibrant colors and incredible interiors in the beautiful churches. From the Gothic pinnacles of cathedrals to colorful patterned domes, we were dazzled by such wondrous sights. The Saint Basil's Cathedral is truly a wonder of the world.

# OPENING PARAGRAPH

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- In the previous slide, in the Introduction paragraph, all details about the scope of the article is there – visit by a training academy official to another training academy, official visit, number of visiting delegates, when was the visit and duration of the visit, and purpose of the visit.
- After the introduction paragraph, there comes the Opening paragraph, which will set out the trend of the article. In the example we give brief outline covering – arrival at Moscow, arrival at the Academy, fascinating landscape

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- The main body of the article can be divided into small paragraphs and photographs can be inserted at desired places to make the article reading pleasurable.
  - The conclusion of the article should give a clear opinion or conclusion. Make it end on a positive note.

# SPASIBA

