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Bibliographical sketch example

writing a biographical sketch Imagezoo / Imagezoo / Getty Images Used under Getty Images license A biographical sketch paints an abbreviated picture of someone’s life. It can be written about someone else’s life or your own life. If you’re writing about someone else, then you must explain who the person is and highlight their major achievements. If the biographical sketch is about you, the same criteria apply, in addition to the goal of presenting yourself in a positive light. Below, you’ll find tips on writing a biographical sketch – also known as a biosketch – in order to keep people engaged and make others want to know more about the subject. Biographical sketches usually provide an account – when we need to promote ourselves, say, for a book or presentation. Often, we need to create professional portfolios that include a resume, samples of professional work and a biographical sketch. In these instances, the primary focus is major accomplishments, which we will see in some of the examples below. It’s best to aim for approximately 500 words or less in these sketches. That’s equivalent to about one standard, single-spaced page. Remember, as a “sketch,” this is going to be a condensed version of a fuller biography. You’ll want to tap into those core categories, including background and history, along with pertinent accomplishments. You will, however, have to select only the most noteworthy sentiments, as you’ll be confined to approximately one single-spaced page. Try to highlight notable achievements that will impress the audience and make the subject a more memorable one. Mention how these accomplishments affected the subject’s life. Likewise, you can also incorporate personal influences into the sketch. This is a snippet from master marketer Ann Handley’s biographical sketch. In it, she masterfully highlights her achievements and influence on her industry. “Ann Handley is a Wall Street Journal bestselling author who speaks worldwide about how businesses can escape marketing mediocrity to ignite tangible results. IBM named her one of the 7 people shaping modern marketing.” Once you’ve gathered all the necessary information to compose a biographical sketch, it’s time to format your facts. Will you retell the person’s life in chronological order? Or, will you lead with their major achievements and then circle back to tell their full story? Five hundred words only gives you three to five paragraphs to work with. In an autobiographical sketch, you can even consider a bulleted list. Take a look at this sample biographical sketch about Leonard Bernstein, American conductor, composer and educator: Leonard Bernstein (August 25, 1918-October 14, 1990) will forever be remembered for his contributions to the world of entertainment. The world-renowned, award winning American composer, conductor and pianist enjoyed a long and storied career that encompassed concert halls around the world and tremendous success in theatre, television and motion pictures. His contributions to Broadway, motion pictures and the world of music changed the entertainment industry forever.In the early days of the Massachusetts native’s professional career, he served with the New York Philharmonic as assistant conductor. His incredible talent was immediately recognized. He quickly rose to notoriety and began composing symphonies and Broadway musicals. During the 1940s, he composed the symphonies Jeremiah, Age of Anxiety and the Broadway musical On the Town. During the 1950s, he composed more Broadway musicals, including Wonderful Town, Candid, and the internationally-acclaimed West Side Story. Shortly after completing West Side Story, in 1958, Bernstein was named music director for the New York Philharmonic, a role he held until 1967.Bernstein’s career continued to expand and grow even more successful as he left his mark on the world of music as a composer, conductor, educator, and author. During his decade-spanning career, Bernstein traveled the world bringing the joy of music to audiences everywhere. He served as guest conductor for many major symphonies, including the Vienna Philharmonic and the Berlin Philharmonic. He worked as an educator at Boston’s Tanglewood Music Center and Brandeis University in Waltham, Massachusetts. He also published two books of essays, Joy of Music and Infinite Variety of Music.His later works include the dance drama Dybbuk, the musicals Mass: A Theatre Piece for Singers, Players and Dancers and 1600 Pennsylvania Avenue, and the opera A Quiet Place. Bernstein was recognized with numerous awards throughout his career, including two Tony Awards, seven Primetime Emmy Awards and 16 Grammys. He was also recognized with a coveted Kennedy Center Honors Award. Early in his career, he was nominated for an Academy Award for the score of On the Waterfront. Bernstein never stopped composing, continuing to create and perform until just a few months before he passed away in October 1990. His final performance as a conductor was at Tanglewood Music Center in August 1990. Before publishing or presenting a biographical sketch on an individual, double-check all your sources. It’s important that the information being presented is confirmed and accurate. If you’re writing a biographical sketch, the subject is the best person to provide accurate information. Is an interview possible? If not, as you obtain information about your subject from other sources, be sure to verify its veracity. Here’s more on how to find credible sources. If you need to write a biosketch about yourself, review the original example below for inspiration. It’s about a fictional college student, but you can follow the biosketch format and tone to create your own personal statement. If you’re writing your own biographical sketch, it can be extended into a capsule biography or full-blown autobiography. A capsule biography covers six pertinent elements: name, birthdate, birthplace, parents’ names, major achievements, and death. While the topics are similar, capsule biographies are able to include a little more detail than biosketches, which focus on major achievements, with possibly just a tiny little personal detail at the end. A biographical sketch is an important tool in a professional’s toolkit. If you’re a writer, it can help you formulate a byline. If you’re searching for jobs, it can help you formulate your professional summary. All in all, a biosketch is a springboard to your story. Now that you know how to write a biographical sketch, it can even extend into your very own autobiography, memoir or biography about someone else. There, you’ll be free to dive into all sorts of anecdotes and tales. Autobiographies and biographies are not limited to overaching achievements in roughly 500 words. Whether you’re writing a biography or autobiography, check out these tips on how to engage the reader. There, you’ll learn about the art of the hook, a practice helpful to every genre of writing. The biographical sketch gives a brief overview of a person’s life and major accomplishments. You can write a biographical sketch about anyone – a historical figure, a classmate or yourself. The sketch should be narrowly focused on an important aspect of a person’s life and should include facts and anecdotes that contribute to the telling of that element of the person’s story. Begin by researching the person who is the focus of your biographical sketch to find basic information like the individual’s life. Facts to consider including in the sketch are age or date of birth, special interests, education and any awards or honors the person has received. If possible, conduct an interview to find information about the person’s personality. Once your research is complete, decide which facts are most impressive. Avoid including every piece of information you find. For example, if you were to write a biographical sketch of author Louisa May Alcott, you could include the name of her most famous novel, “Little Women,” and the fact that her family was friends with many famous authors. Choose facts that contribute to the story of how she became the author of “Little Women.” Create a NarrativeAnother way to ensure that your biographical sketch is impressive is to write it in the format of a narrative. Instead of listing all of the facts you find in your research, try to find an interesting story to tell about the person you are featuring. Include facts and accomplishments in the narrative, or story, you tell. This approach will reveal your subject’s personality. For example, in the sketch of Alcott, you could tell the story of how she was involved in the women’s voting rights movement and how her belief in women’s rights led to strong female characters in her writing. In the opening of your biographical sketch, instead of simply introducing the person by name, start by giving context to the person’s life. For example, you could mention something interesting that happened in the year your subject was born. Then, introduce your subject and begin to tell her story. Throughout the biographical sketch, include important facts within the context of the story. In the example of Alcott, the hook of your sketch could be the fact that her family was poor because of her father’s idealistic work. This hook would also contribute to explaining how Alcott was inspired to write “Little Women” with a poor family as its focus. Use Concise WritingOnce you complete a draft of your biographical sketch, proofread it to ensure that you do not have any grammatical or spelling errors. Then, make sure that you have told the person’s story in the most concise way possible. Double check to see that you have included the most important facts about the person’s life. For example, if the focus of your sketch on Alcott is that her life led to her writing “Little Women,” you will want to make sure that all elements of biography contribute to that point. While it is interesting to note that Alcott wrote under various pseudonyms and published works called “Flower Fables” and “Hospital Sketches,” these facts may not contribute to a brief sketch of her life focused on her most famous novel. Are you confused about how to write a biographical sketch or bio sketch? If yes, and searching the format of the biographical sketch then don’t worry because you’ve landed at the right place. In this blog post, I will share the complete bio sketch format along with biographical sketch examples for college students which are valid for all classes/grade students. However, the word limit for biographical sketches may increase with the increase in class. A biographical sketch or bio-sketch is a brief description of a person’s life and his academic and other achievements in life. It is formal and factual. It focuses on those points which make the person special or respectable. One may write about one’s teacher, a parent or a grandparent. Be brief and factual. Omit unpleasant details about a personality. Focus on what you find positive in a person. Prepare a general outline before writing on the following lines: details about birth (place, time, date) family background physical appearance education professional achievements awards and honours contribution to society death (if the person is no more) Use the past tense in case the person is dead. If a person is alive, use the present tense to write his bio-sketch. In case the person concerned is no more, use the past tense throughout. However, use the present tense to refer to something about his personality which has relevance in the present. For example, writing about William Shakespeare, we can say: William Shakespeare is one of the greatest dramatists in the world. He was born in 1564 in England. His father was a farmer’s son. He wrote many plays which are read with great interest even nowadays. Use the given clues carefully. Use the present tense for information that is valid even now, and the past tense for something connected only with the past. Be brief and factual. Well researched. Content3 marksFluency1 marksAccuracy1 marksTotals marksExample 1:- Using the information given below, write the bio-sketch of A.R. Rahman, a famous Indian composer, in about 100 words. Born: Dileep Kumar-January, 1966, in Chennai, Tamil Nadu rises success as A.R. Rahman, music director and singer. Family: loses father at an early age; mother’s influence great Trained Under: Master Dhanraj, Ilaiyaraja Education: Graduate in Western classical music from Trinity College of Music Significant year: 1992-sets up a recording studio; film career begins Achievements: Awards: fourteen Film Fare, four National Films, two Grammys, two Academy, etc. Padma Bhushan in 2010. Contribution to music: immense; a national icon A. R. Rahman was born in January 1966 in Chennai as Dileep Kumar and is now a famous music director and singer. He lost his father when he was quite young. His mother influenced his personality greatly. He had his initial training under the legendary Master Dhanraj and Ilaiyaraja. He did his graduation in classical music from Trinity College of Music in England. Back in India, he set up a recording studio in 1992, beginning his film career. His music brought him a lot of fame and coveted awards. He is the first Indian composer to have won two academy awards. He has to his credit fourteen Film Fare awards, four national awards, besides two Grammys. He was awarded Padma Bhushan in 2010. He is one of the national icons. Example 2:- Using the information given below, write the biographical sketch of Mahatma Gandhi in about 100 words. born on 2nd October 1869, Porbandar Gujarat went to England to study law went to South Africa, protested against the British policy of apartheid returned to India, plunged into the fight for freedom used non-violence and truth as his weapons was against untouchability, partition assassinated on January 30, 1948 Mahatma Gandhi, who was born on 2nd October 1869 at Porbandar in Gujarat, was the tallest leader of the Freedom Movement. He went to England to study law. Thereafter, he went to South Africa where he protested against the British policy of apartheid. He returned to India and led the struggle for freedom. He used truth and non-violence as his weapons. He was against any kind of untouchability. He wanted the people to treat the untouchables as their equals. He was not in favour of the partition of India. He was assassinated on 30th January 1948. Example 3:- Using the information given below, write the bio-sketch of Florence Nightingale, the founder of trained nursing as a profession, born on May 12, 1820, in Florence, Italy taught mainly by her father, learnt several languages become an expert on public health and hospitals From 1854-to 56, during the Crimean War, worked in charge of nursing, struggling with shortages, in difficult conditions worked day and night, seriously ill, become blind the Order of Merit was conferred on her in 1907; died in 1910 Florence Nightingale, the founder of trained nursing as a profession, was born on May 12, 1820, in Florence, Italy. She was mainly taught by her father. She learns many languages. She becomes an expert on public health and hospitals. She realized that her mission was to look after the sick. In 1854-56, during the Crimean War, she worked in charge of nursing. She had to work in difficult conditions but she did not give in. She worked day and night, nursing the sick. As a result of her hard work, she became seriously ill and blind. The Order of Merit was conferred on her by the King in 1907. She passed away in 1910. Example 4:- Using the information given below, write the bio-sketch of Aruna Asif Ali, a revolutionary freedom fighter of India in about 100 words. born in 190 in a Bengali family educated at Nainital, married a famous lawyer Asif Ali hoisted the Tricolour in Mumbai in 1942 braving police threat remained active in politics President, Delhi Congress Committee; Mayor, Delhi. M.C. (1958) Lenin Peace Prize, Indira Gandhi Award died in 1996 Aruna Asif Ali was one of the well-known revolutionary freedom fighters of India. She was born in 1909 in a Bengali family. She was educated at Nainital. She married a famous lawyer Asif Ali. She hoisted the Tricolour in 1942 in Mumbai facing a police threat. She was very bold, daring and adventurous. She remained active in politics after India got freedom. She became President of the Delhi Congress Committee and the Mayor of the Delhi Municipal Corporation after Independence. She was honoured with the ‘Lenin Peace Prize’ and ‘Indira Gandhi Award’. She passed away in 1996. Example 5:- Using the information given below, write the bio sketch of Dr A. P. J. Abdul Kalam, the 11th President of India. Name: Avul Pakir Jainulabdeen Abdul Kalam (A.P.J. Abdul Kalam) Nickname: Missile Man Nationality: Indian Occupation: Engineer, Scientist, Author, Professor, Politician Born: 15 October 1931 Place of Birth: Dhannishkodi, Rameswaram, Tamil Nadu, India Died: 27 July 2015 Place of Death: Shillong, Meghalaya, India Famous as: Dr A.P.J. Abdul Kalam, President from 2002 to 2007 Dr A.P.J. Abdul Kalam was born on 15 October 1931 in Rameswaram, In Tamil Nadu. He was the youngest of five siblings. Dr Kalam earned a degree in aeronautical engineering from the Madras Institute of Technology and in 1958 joined the Defence Research and Development Organisation (DRDO). He soon moved to the Indian Space Research Organisation, where he was project director of the SLV-III, India’s first indigenously designed and produced satellite launch vehicle. Rejoining DRDO in 1982, Dr Kalam planned the programme that produced a number of successful missiles, which earned him the nickname, ‘Missile Man’. From 1992 to 1997, Dr Kalam was scientific adviser to the defence minister, and he later served as principal scientific adviser (1999-2001) to the government of India with the rank of cabinet minister. His role in the country’s 1998 nuclear weapons tests established him as a national hero. In 1998, Dr Kalam put forward a countrywide plan called Technology Vision 2020, as a road map for transforming India from a less-developed to a developed society in 20 years. The plan called for increasing agricultural productivity, emphasising technology as a vehicle for economic growth, and widening access to healthcare and education. In 2002, he was sworn in as the 11th President of India. He was in office till 2007. Dr Kalam wrote several books, including an autobiography, Wings of Fire (1999). Among his numerous awards were two of the country’s highest honours, the Padma Vibhushan (1990) and the Bharat Ratna (1997). After leaving office, Dr Abdul Kalam chose the academic field and became a visiting professor at the Indian Institute of Management Shillong, the Indian Institute of Management Ahmedabad, The Indian Institute of Management Indore and an honorary fellow of the Indian Institute of Science, Bangalore. On 27 July 2015, Dr Abdul Kalam was delivering a lecture at IIM Shillong when he suffered a heart attack and his condition became critical, so, he was shifted to Bethany Hospital where he died of cardiac arrest. Question 1:- Using the information given below, write a bio-sketch of Abraham Lincoln, the famous President of America in about 100 words. born in 1809 in a log cabin had to struggle hard to get an education become President in 1861 champion of democracy stressed equality abolished the system of slavery the civil war defeated the states which had seceded from the Union assassinated in 1865 Question 2:- Using the information given below, write a bio-sketch of Helen Keller, a miracle of our times in about 100 words. Helen Keller was born in Tuscumbia, Alabama, in 1880 became deaf, dumb and blind due to a disease Miss Sullivan taught her to read and write began to read books through the Braille passed many exams got degrees become a writer, helped the blind and the deaf Question 3:- Write a biographical sketch of M.S. Dhoni based on the outlines given. Full Name: Mahendra Singh Dhoni Nicknames: Mahi, MSD, Captain Cool, Thala Birth: 7 July 1981 (Ranchi, Bihar) Nationality: Indian Profession: Indian International Cricketer Captained India: Limited-overs format from 2007-16; Test cricket from 2008-14; Style: Right-handed middle-order batsman and wicket-keeper Personal Achievements: One of the highest run scorers in ODIs with more than 10,000 runs scored; considered an effective ‘finisher’ in limited-overs formats; widely regarded as one of the greatest wicketkeeper-batsmen and captains in the history of the game Achievements under his captaincy: India won the inaugural 2007 ICC World Twenty20, the 2010 and 2016 Asia Cups, the 2011 ICC Cricket World Cup and the 2013 ICC Champions Trophy Biographical sketches are usually not of many words. This is a one-paragraph description of your professional identity that includes all the important highlights of your life. It is written in about 50 to 200 words. No, Biosketches are short descriptions of one’s achievements and events in life. A biography is a detailed account of one’s life written by someone else. You can say a biographical sketch is a life story. Have you ever been asked to write a biographical sketch but didn’t know where to start? Or perhaps you’re curious about what a biographical sketch even is and why it’s important. In this blog post, we’ll cover everything you need to know about how to write a biographical sketch. It is asked for 5 marks in CBSE Board in different classes.Crafting an engaging and informative bio can be challenging. But fear not – with our step-by-step guide and helpful examples, you’ll be writing bio sketches like good student.Als Read: What is a Biographical Sketch?A biographical sketch, also known as a bio sketch or bio sketch, is a brief overview of someone’s life. It focuses on the most important and relevant aspects of the person’s personal and professional background.Unlike a full-length biography that covers every detail of a person’s life from their birth to death, a biographical sketch only includes essential information. This type of writing typically ranges from one paragraph to a few ones in length depending on its purpose.When it comes to writing an effective biosketch, it should provide readers with an insight into the person’s life and what makes the personality unique. It should highlight achievements, skills and experiences that make him/ her stand out from others.A well-written biographical sketch should capture the reader’s attention while providing them with enough information about your background to leave them curious for more.How to Write a Biographical Sketch: A Step-by-Step Guide 2How to write a biographical sketchTo write a biographical sketch, you need to start with the basics. A biographical sketch is a short summary of someone’s life or career. It should be concise and informative while highlighting key accomplishments and milestones. So how do you go about writing one?Firstly, identify your subject and research the background or take the hints already given in the Bio Sketch questions thoroughly. Start by gathering basic information such as their name, birthplace, education and profession.Once you have established these details, begin outlining the main points that you want to include in your bio-sketch. This could range from significant achievements to personal anecdotes that provide insight into who they are as a person.When writing the actual draft, keep sentences short and engaging while maintaining accuracy in conveying important details about your subject’s life story. Remember to use descriptive language that captures their unique personality traits and character qualities.Ensure that your final version is formatted properly with clear headings for each section - introduction/background info, career/achievements, personal life/family history etcetera- so readers can easily navigate through it all without feeling overwhelmed by too much text at once! What to include in a Biographical SketchWhen writing a biographical sketch, it’s important to include key elements that will give the reader a clear understanding of the subject’s life and achievements You are also advised to include their birthplace and date, family background, educational history, career accomplishments, notable publications or awards they’ve received.Be sure to focus on significant events or milestones in their life rather than trivial details that would distract from their impact or legacy. Additionally, incorporating quotes from the subject themselves or people who knew them well can add depth and perspective.End with an overview of what makes this individual noteworthy - what did they contribute to society or their field? What sets them apart from others in similar positions?Remember: A biographical sketch should be concise yet informative; it should capture both facts and feelings about its subject without becoming overly sentimental or lengthy.Format of Writing a Biographical Sketch Formatting is an essential part of any writing piece, and a biographical sketch is no exception. The way you structure your sketch will determine how easy it is for readers to follow the story of the person you’re writing about. Here are some tips on formatting your biographical sketch.Firstly, start with a clear introduction that briefly explains who the person is and what they have achieved in their life. This sets the tone for your entire sketch and should be captivating enough to keep readers interested.Next, divide your biography into sections that cover different aspects of the person’s life such as childhood, education, career highlights or achievements. Each section should begin with a subheading that summarizes what you’ll be discussing next.When writing each section, use short paragraphs and sentences to make it easier for readers to digest information quickly. Also try breaking up text with bullet points or images where appropriate.Use third-person point-of-view throughout when describing events from someone else’s life; avoid using “I” or “we.”End with a conclusion summarizing everything discussed in your biographical sketch without adding new information so as not to confuse readers.Biographical Sketch Examples!Given below is a profile of Ashwini. Write a short bio-sketch of him in about 100 words. Age-18 years Physical Appearance-normal, 160 cm tall college student works part-time parents old-father a primary teacher, mother housewife wants to do B.A. then a job-further study honest, hardworking, sincere wants to lead a simple lifeAnswer Ashwini–A College Student Ashwini is an 18-year old boy with a normal physical appearance having 180 cm height. He is, at present, a college student studying in B.A. Since his parents are poor, he works part-time. His father is a primary school teacher and his mother a housewife. His parents are old. Ashwini is ambitious she wants to complete his B.A. first. After that, he would search for a job because without that he can’t do much in life. Even after getting a suitable job, he would like to study further. As regards human values, Ashwini is honest, hardworking, and sincere. He wants to lead a simple life.2. Given below is a profile of your favourite teacher Sh. Prashant Kumar. Write a short bio-sketch of your teacher using the clues given below in 100 words. Age-25 years Physical appearance–fair-complexioned and looks like a film hero teaches English, teaches with examples, silence how the class was an enjoyable experience love for children kind, patient, ever-smiling Answer: Prashant Kumar Like others I, too, have my favourite teacher in Sh. Prashant Kumar. He is 25 years old and has a good physical appearance. He is fair-complexioned and looks like a film hero. He teaches us English. His method of teaching is very interesting and thought-provoking. He teaches through examples which make us understand the topic clearly. His method is so good that all of us wait for his period. There is pin-drop silence in the class and all listen to him with full attention. So the whole class enjoys his teaching. Sh. Prashant Kumar has a great love for children. As a man, he is kind, patient and ever-smiling. He is loved by all due to his qualities. May he live long!3. Last year your school appointed a new T.C.T. who came to teach you English in class 9. You are very impressed with her. Write a description of your T.C.T. (English) in about 100 words. You may use the clues given below-qualifications, college/university’ personality attitude toward students manner of teaching problem-solving course punctuality weak studentsAns. My Favourite Teacher Our English teacher Mrs Rita Raman is one of the best teachers that I have ever come across. She graduated from Hindu caw and then secured her B.Ed. degree from the University of Delhi. She is very friendly and charming. Her dresses are extremely interesting Instead of giving a monotonous lecture; she allows the students to and shares their views. The students are never afraid to approach her. The best thing about Mrs Rita Raman is her punctuality. She never fails to complete the syllabus on time. Mrs Raman gives special attention to the weaker students and motivates them to work hard. She is indeed a wonderful person.Download the above Description in PDFWhy Write a Biographical Sketch?A biographical sketch is a brief summary of someone’s life, achievements and significant events that have shaped their personality. So why would anyone want to write a biographical sketch?Firstly, it can be a great way to introduce yourself or someone else on various platforms such as social media profiles, personal websites or professional portfolios. A well-crafted bio sketch can leave an impression on the reader and help them understand who you are and what you do.Secondly, writing a biographical sketch can be an opportunity for introspection and reflection. It allows us to examine our own lives objectively and identify the key moments that have contributed to our personal growth.Moreover, a well-written bio-sketch can also serve as an inspiration for others. It may encourage readers to pursue their dreams by sharing stories of how those before them overcame obstacles through resilience and determination.In essence, writing a biographical sketch is not only informative but also motivational. It provides insights into one’s journey through life while inspiring others along the way. ConclusionWriting a biographical sketch doesn’t have to be a daunting task. By following the steps outlined in this article, you can create an engaging and informative piece that accurately captures your subject’s life and accomplishments.Remember to start with research, organize your information into categories or themes, and use descriptive language that brings the person to life on the page. And don’t forget to tailor your approach based on your intended audience!Whether you’re writing for academic purposes or simply want to create a meaningful tribute to someone special, these tips will help you successfully tackle any biographical sketch project. So what are you waiting for? Start researching and get ready to tell some amazing stories!