

WRITING ESSAYS

Acknowledgement:
Mighty Minds Educational Systems
<http://www.mightyminds.com.au/>

It is helpful to plan what you will say in an essay before you begin writing your first draft. There are three main parts of an essay that you will need to plan for: an introduction, the body and the conclusion. Before you begin writing, use the planning sheet to record your ideas. There are several steps involved:

1. Decide on your answer to the question asked of you. Do you agree? Do you disagree? What is your point of view? etc. This is your basic thesis.
2. Decide on what three pieces of evidence/support you will use to prove your thesis. ie what are three very good reasons for your point of view? Note these in the preview section.

Expand on the three pieces of evidence, by noting points, facts; statistics etc that help support your main piece of evidence.

Introduction

Your introduction should include three elements.

Thesis - this should state a judgement (position, point of view, hypothesis, etc) that links clearly to the question or topic of the essay.

Explanation of hypothesis – here you tease out some of the issues raised in your thesis statement. Explanations, descriptions, definitions and examples can be used to highlight the importance of the topic and raise awareness of the impact of the issue.

Preview – this is where you give the reader a preview of what evidence you will look at to prove your thesis. Place your thesis along with your three pieces of evidence in order of strength (least to most) at the end of this paragraph.

Body

The Body of your essay should be made up of several paragraphs containing detailed information that supports your argument. The topics of these paragraphs will be determined by your preselected pieces of evidence. Each paragraph of the body should aim to advance one of the ideas raised in your thesis and demonstrate how this proves your response to the question.

All paragraphs should conform to the following structure:

Topic sentence - this states what the focus is for the paragraph and highlights how the evidence you are looking at further proves your thesis statement.

Supporting evidence – this contains at least 3 (absolute minimum) sentences that provide further detail to support the main focus of the paragraph. You might consider definitions, descriptions, explanations, reference to specific events or happenings, examples, data, facts, quotes, statistics, etc.

Concluding/Linking sentence - this sentence explains how what you have looked at supports your thesis statement and links the paragraph to the next paragraph.

Conclusion

The Conclusion of your essay should be a succinct summary of your findings and a clear statement of your position on the topic. It is the final chance for you to convince your reader of your argument. You do not include new evidence in your last paragraph.

Your conclusion should contain:

Review of the evidence - This should be a summary of the evidence you have used to prove your thesis. It acts to re-establish how it proves your thesis.

Restatement of your thesis – clearly state your thesis or answer – to leave the reader in no doubt of your judgment or position on the topic.

Recommendations – this is often optional, but may be a required step for some essays. Here you state areas or ideas for improvements or make suggestions for further research.

Statement of extension – this is optional but could act to cause the reader to look beyond what you have written

PERSUASIVE ESSAY

Point of view is supported by logical arguments and evidence.

DISCUSSION / ANALYTICAL ESSAY

Presents both sides of an issue and comes to a recommendation which is a logical conclusion based on the evidence data.

Title (where applicable)	
Introduction	- Opening comment - Thesis statement: the writer's point of view/opinion - Preview of arguments to follow
Body	- Argument 1 (most important point) :presented in a topic sentence - Evidence and examples to support
Body	- Argument 2: presented in a topic sentence - Evidence and examples to support
Body	- Argument 3: presented in a topic sentence - Evidence and examples to support
Body	- Argument 4: presented in a topic sentence - Evidence and examples to support
Number of paragraphs is determined by length and complexity of essay.	
Conclusion	- Restatement of thesis - Summary of points made - Recommendation or call for action

Title (where applicable)	
Introduction	- Opening comment - Statement of the issue - Preview of points to follow
Body	- Point 1 presented in a topic sentence - Arguments for and against presented - Supporting facts and evidence presented
Body	- Point 2 presented in a topic sentence - Arguments for and against presented - Supporting facts and evidence presented
Body	- Point 3 presented in a topic sentence - Arguments for and against presented - Supporting facts and evidence presented
Number of paragraphs is determined by length and complexity of essay.	
Conclusion	- Restatement of issue - Summary of points made - Recommendation as a logical conclusion

Forms
Letter to the editor
Argumentative Essay
Debate
Speech
Editorial
Complaint

Help Words	
Believe	Because of this
Feel	For this reason
Recognise	Therefore
Must	This means
Need to	A further point
Have to	Consequently
Should	Another reason
As a result	In addition

EXPOSITION

Introduction – Thesis
(statement of main concept to be covered in the essay)

Body – a series of paragraphs, each containing a topic sentence and evidence/examples to support thesis made in the introduction.

Conclusion – restatement of thesis and summary of main ideas from body of essay.

Help Words	
A number of	Unlike
For example	Although
As evidence	In contrast
Is believed	Whereas
Is thought to	However
Nevertheless	Whilst
On the other hand	Alternatively
In addition	Therefore

Forms
Investigative essay
Discussion essay
Feature article
Comparative essay
Research essay

Forms
Book review
Film review
Art review
Restaurant review
Magazine review
Play review <small>(may also be referred to as critique)</small>

Help Words	
Beautiful	Style
Compelling	Subject matter
Pathetic	Setting
Excellent	Messages
Magnificent	Ideas
Awesome	Language
Incredible	Presentation
Hilarious	Reaction

Help Words	
Produces	Caused by
Causes	Apparently
Therefore	Makes
If/then	First, second
Initially	Last
Next	In the beginning
Finally	Results in
Consequently	Subsequently

Forms
Scientific explanation
Geographical explanation
Historical explanation
Processes

Title	
Introduction	- Can be a quote/brief description of significant feature of subject - Thesis statement: the reviewer's point of view/opinion
Body	- Point of view 1: presented in a topic sentence - Evidence and examples to support
Body	- Point of view 2: presented in a topic sentence - Evidence and examples to support
Body	- Point of view 3: presented in a topic sentence - Evidence and examples to support
Body	- Point of view 4: presented in a topic sentence - Evidence and examples to support
Number of paragraphs is determined by length and complexity of essay.	
Conclusion	- Restatement of thesis - Summary of points made - Recommendation to potential audience

Title (where applicable)	
Introduction	- A general statement about the topic - An explanation or description of the stages/steps in the process
Body	- Stage/step 1: presented in a topic sentence - Expanded explanation of first stage/step in process
Body	- Stage/step 2: presented in a topic sentence - Expanded explanation of second stage/step in process
Body	- Stage/step 3: presented in a topic sentence - Expanded explanation of third stage/step in process
Body	- Stage/step 4: presented in a topic sentence - Expanded explanation of fourth stage/step in process
The stages are described in a logical sequence until the final "form" is produced.	
Conclusion	- No written summary but diagrams/pictures may be used instead

Focuses on evaluation helping audience to make an informed choice.

The purpose is to explain why things are as they are, and how they are formed/made. It explains the stages of the process.

REVIEW

EXPLANATION