

ESSAYS

GENERAL WRITING TIPS

- Read the topic carefully and think of everything that is related to the topic.
 - Decide the TYPE of writing you have to write, the TONE (Formal, Informal) and your AUDIENCE.
 - Organise your thoughts and write ideas in bullets (if it is helpful).
 - Remember to provide examples and details to support each main idea.
 - Read each paragraph before you move on to the next and correct misspellings and mistakes in punctuation. If time, reread your paper when you have finished.
- ✓ **BASIC IDEA:** Decide what to Tell them.
Tell them.
Tell them what you told them.

CONVENTIONS OF ACADEMIC WRITING

- single words are preferable to phrasal words (e.g. tolerate is preferred to put up with)
- contractions (e.g. isn't, hasn't) should be avoided
- an overly personal tone is inappropriate in an academic essay
- prefer using the pronoun "one" in place of "you" when speaking in
- **general** terms (e.g. One should never underestimate a child's potential.)
- academic essays should maintain a certain level of **formality** consistently throughout
- try to use grammatical phenomena (passive voice, conditionals)
- find synonyms to the vocabulary (good=beneficial, negative=drawback)
- use LINKERS appropriately.

OPINION ESSAY

Introduction	Restate the topic as a general issue that needs to be addressed. State your OPINION.
Main Body 1st VERSION Support only your opinion.	2§ 1st aspect of the issue. Start with a clear topic sentence. Use appropriate linkers. Use appropriate linkers. 3§ 2nd aspect of the issue. Start with a clear topic sentence. Use appropriate linkers. * You should use an example in either of the two paragraphs.
Main Body 2nd Version Mention the OPPOSING view	2§ Your opinion. Start with a clear topic sentence. Use appropriate linkers. 3§ The opposing view. Analyse the opposing view and explain. * You should use an example in either of the two paragraphs.
Conclusion	Summarise your view. Leave the readers with a thought- provoking idea.

FOR & AGAINST ESSAY

Introduction	Restate the topic as a general issue that needs to be addressed. (Do NOT state your opinion here)
Main Body	<p>2§ Negative aspects of the issue. Start with a clear topic sentence. Use appropriate linkers.</p> <p>3§ Positive aspects of the issue. Start with a clear topic sentence. Use appropriate linkers.</p> <p>* You should use an example in (both or) either of the two paragraphs.</p>
Conclusion	Repeat the two aspects and express your opinion. (Considering all the above, it is clear that... outweigh the...)

PROBLEM SOLVING ESSAY

Introduction	Restate the topic as a general issue that needs to be addressed. Mention the problem and that there are solutions.
Main Body 1st VERSION	2§ Analyse the problem: Aspects of the problem and negative consequences. 3, 4§ Provide the solutions. Break it into 2 or 3 paragraphs. Each paragraph is devoted to one solution. Show how things will be better if you put this solution into practice.
Main Body 2nd VERSION	2§ 1st aspect of the problem and its negative consequences. Possible solutions and its positive results. 3§ 2nd aspect of the problem and its negative consequences. Possible solutions and its positive results. 4§ Repeat the same pattern if it is necessary.
Conclusion	Express the confidence that if the solutions are implemented the problem will be solved. Give a general (positive) message to the reader.

NARRATIVE/DESCRIPTIVE ESSAY

Introduction	Restate the topic as a general issue that needs to be addressed.
Main Body	2§ Approach the topic as a general issue. 3,4§ Narrate your personal example. Break it into 2 or 3 paragraphs. Before the main event – After the main event.
Conclusion	Discuss the general influence of this specific event.