



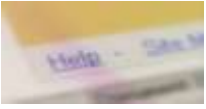


Essay writing

<p>Planning</p>  <p>What am I being asked to do? Initial thoughts on question. Propose argument/answer. Break argument down 3 or 4 points. Support argument with evidence. Make timetable of actions/tasks. Check against marking/grading criteria (in module handbook or with assignment). When is the deadline? What is the format?</p>	<p>Resources</p>  <p>How many resources will you need? (use word limit as a guide). Do not use Google or Wikipedia. Use a range of resources: primary, secondary, books, journals, etc. Limit introductory text books. Indicative reading list: the <i>type</i> of resources you need. Check publication date/edition. Think about what resources you may already have: lecture notes, handouts, info. from other years.</p>	<p>Reading & note-taking</p>  <p>Before starting; think about what info you need. Read with a purpose & critically. Don't just copy text: resource details, pg. no. etc. & why you will need/use it may be enough Cut/paste URLs (incl. date/time). Note useful quotations. Think about what you are reading: is it a viable/useful resource? Avoid excess reading/note-taking by reviewing info/title regularly.</p>	<p>Structure</p>  <p><i>Introduction</i>: 5-10% word count. Outline main subject/topic, identify your argument, explain context of argument. <i>Main body</i>: Expand argument, support with evidence, ref. quotes/other's ideas (write critically, avoiding description). <i>Conclusion</i>: 5-10% word count, refer to question & demonstrate how you answered it. Do not include any new material/ideas.</p>
<p>Structure</p>  <p>Use linking words (however, consequently, etc) to link sentences and paragraphs Vary size of sentences: short for impact, long for exploration Avoid over-long sentences >3lines Reverse word order if sentence doesn't read well 1 point/idea for each paragraph An essay plan will help with structure & identify paragraphs.</p>	<p>Academic style</p>  <p>Avoid contractions & slang Be concise Use facts, not opinion Avoid personal pronouns Be cautious "it appears that..." Use a subject specific dictionary for correct terminology/phrases. Try to emulate the style of writing that you read in journals. Academic writing improves with academic reading: do both frequently.</p>	<p>Referencing</p>  <p>There are 100s of versions of Harvard: only use the University guide Be careful with full stops and commas and list references alphabetically by surname. How to cite (reference in text) is in the first pages of the guide. Remember to reference when you paraphrase as well as when using the ideas of others.</p>	<p>Support and submission</p>  <p>Tutor who set the assignment Writer in Residence for help with writing style and structure Academic Liaison Librarian (resources & referencing) Study skills website Study skills workshops Advice sheets: "Essay writing", "What does the question mean", "Reading efficiently" & "Taking notes"</p>

