

# 7-STEP PLAN FOR ESSAY WRITING

Before deadline		Task	Process
3-4 weeks	<b>STEP 1</b>	ANALYSE THE QUESTION IDENTIFY YOUR ARGUMENT/ CLAIM	Consider the limiting factors, the subject, authorities, keywords, definitions, relevant terminology; follow instructions. Brainstorm with friends or mull over the question for a few days. Generate a statement of intent.
3 weeks	<b>STEP 2</b>	CONSIDER HOW YOUR ESSAY WILL SUPPORT YOUR CLAIM - WHAT SUB-ARGUMENTS TO USE.	Divide your essay into 3-5 sections. Identify the material required for each section. Use headings or a mindmap. Colour-code your sections with postits and highlighter pen colours.
3 weeks	<b>STEP 3</b>	SKETCH A PLAN IN WORD	Head up your sections; insert paragraph headings.
2-3 weeks	<b>STEP 4</b>	RESEARCH	Allocate small periods of time to spend in the library or searching for online journals. Colour-code material collected. Add quotes. Do not start writing.
10 days	<b>STEP 5</b>	SORTING AND SEQUENCING THE ESSAY	Map out all the paragraphs giving each one a heading. Slot in the quotes in full. Do not write in sentences. Write notes or instructions to yourself.
7 days	<b>STEP 6</b>	WRITE THE ESSAY	Convert your notes and instructions into good sentences. Leave the headings in.
5 days	<b>STEP 7</b>	PROOF READ YOUR ESSAY	Read out loud. Read for specific know errors. Read for presentation. Read to check references. Remove headings.

# THE CONTENT OF THE ESSAY

			Length
1	<b>THE ARGUMENT</b>	Establish your position based on current theories and specialists. This will help you find the argument or claim. Write a statement that presents your claim. This may be more than one sentence. It may take time to get it right.	
2	<b>INTRODUCTION</b>	<ul style="list-style-type: none"> <li>A Present your argument – statement of intent (SOI).</li> <li>B Apply context to your essay – a text, a teaching session, film genre, etc.</li> <li>C Justify your choices or rationalise your claims. Be brief here.</li> <li>D Signpost the reader through your essay. (Write this after structuring).</li> </ul>	
3	<b>MAIN BODY</b>	<ul style="list-style-type: none"> <li>A Divide into sections. Justify the order.</li> <li>B Introduce each section.</li> <li>C Provide evidence, examples and citations.</li> <li>D Summarise each section, justifying with reference to the SOI.</li> <li>E Make sure each section is linked to the next.</li> <li>F Make sure each paragraph flows smoothly to the next.</li> </ul>	3+ paras per section.
4	<b>CONCLUSION</b>	<ul style="list-style-type: none"> <li>A Generalised statement (s) which unify the summaries for each section.</li> <li>B Make sure you refer back to the SOI.</li> <li>C Do not include new material here.</li> </ul>	1-2 paras.
5	<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>A List in alphabetical order – surname of author or website if no author.</li> <li>B Full URL for websites and online databases in reference list only.</li> <li>C Use appropriate referencing style for your faculty, subect area.</li> <li>D Do not include sources you have not cited in the essay.</li> <li>E If you are permitted to do so, include a separate wider reading list.</li> </ul>	