**Essay Planner**

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|  |

**Essay Question**

 **Topic analysis**

|  |
| --- |
| How many parts are there in the question? …………… |
| Key content words/phrases:Instruction/directive words:Limitations/scope: |  |
|  |
|  |

**Introduction**

(approx. 5-10% of word count)

|  |  |
| --- | --- |
| Background of topic:Outline of essay/key issues to be discussed/purpose of essay:Thesis/position statement (what is your answer to the essay question; the position you will take on the topic; or your overall conclusion?): |  |
|  |
|  |

**Body**

***Paragraph 1***

|  |  |
| --- | --- |
| Topic sentence (what is the main idea discussed/point made in this paragraph?):Evidence (what references to literature, examples, etc. will you use to support your point?): |  |
|  |

***Paragraph 2***

|  |  |
| --- | --- |
| Link (make sure you link this paragraph to the last one and/or the overall topic?):Topic sentence:Evidence: |  |
|  |
|  |

***Paragraph 3***

|  |  |
| --- | --- |
| Link (make sure you link this paragraph to the last one and/or the overall topic?):Topic sentence:Evidence: |  |
|  |
|  |

***(Paragraph 4 or any other paragraphs you would like to include in the essay)***

**Conclusion**

(approx. 5-10% of words count)

|  |  |
| --- | --- |
| Sum up the key points made and/or evidence of your argument:Restate the position/argument of the essay (i.e., make a conclusion):May then consider wider implications:*DO NOT introduce any new ideas* |  |
|  |
|  |

**Additional resources**

• Directive words and their meanings

<http://www.griffith.edu.au/__data/assets/pdf_file/0011/320006/directive-words.pdf>

• Some great sentence starters

[data/assets/pdf\_file/0011/320006/directive-words.pdf](http://www.griffith.edu.au/__data/assets/pdf_file/0011/320006/directive-words.pdf)

<http://www.phrasebank.manchester.ac.uk/>

• More information

<http://www.monash.edu.au/lls/llonline/><http://www.jcu.edu.au/tldinfo/writingskills/essay/index.html>

**Do:**

• Take the time to analyse the question

• Plan your essay

• Keep asking yourself if this (idea, research, writing, etc) helps you answer/address the essay

 question

• Leave time between your first draft and the editing and polishing process

**Ask yourself:**

* Does my essay answer/address the question?
* Is there a logical structure to my essay?
* Have I backed up my position/argument with properly referenced evidence?