



## Things to Remember

# Writing Essays

There are 3 steps to writing essays:

1. Prewriting
2. Drafting
3. Revising and Editing

To create coherence, link the paragraph ideas in a logical organizational pattern:

- Chronological
- Progressive
- Comparative
- Analytical

To create unity, deal with only one idea per paragraph.

Create links between paragraphs and between sentences by

- Repeating key words
- Using transitional words and phrases (however, thus, moreover, on the other hand ...)

When revising & editing,

- shift your focus from that of a writer to that of a reader
- read your essay aloud (your ears will hear what your eyes miss, and, it will slow you down, which will help in spotting errors)

## Basic Essay Writing Guidelines

### Prewriting

- Generate ideas before doing research: make lists of ideas, try concept mapping, Q and A, brainstorming, or other idea generating strategies. At this stage, quantity of ideas is more important than quality.
- When you have a page full of ideas, group them to establish a focus.
- Decide on a purpose for writing: to inform, to clarify, to persuade, to set the record straight, to amuse/entertain ...
- Write a focus statement (thesis statement) to let your readers know what you intend to do, and to remind yourself of the central concept.
- Now, do your research at the library or on the web.
- Finally, write an outline to guide your writing.

### Writing the Draft

- Follow your outline.
- Keep your thesis and purpose firmly in mind: all points must lead back to them.
- Put your most effective points in the power positions – first and last!
- Develop your body paragraphs using a 3-step approach:
  - State the idea you wish to develop.
  - Give reasons to explain your point of view.
  - Provide evidence to support your reasoning. Use facts, statistics, other data, quotes from experts, examples, analogies, moral/ethical principles, scientific laws or theories ...

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## ENGLISH LANGUAGE DEVELOPMENT

### Introductions

- Provide basic or necessary information, or provide historical background.
- Use a case study. Come back to it in the conclusion.
- Explain why the topic is important.
- Raise a provocative question, or present an intriguing problem.

### Conclusions

- Summarize or recap, especially when there are many details.
- Draw the conclusion (in a progressive argument).
- Provide an overriding impression, observation, or reaction.
- Employ a powerful, image related fact, or symbolic detail.
- Recommend a course of action.

### Revising and Editing

**When revising, consider the essay as a whole.**

- Are the ideas clear? Are they related to the thesis?
- Are the ideas presented in a logical, easy-to-follow order?
- Is each paragraph unified? Coherent? Well developed?

**When editing, consider sentence and word-level improvements.**

- Is the spelling correct? Are there errors in grammar or sentence construction?
- Are the words precise? Is the diction appropriate?

**FOR MORE INFORMATION, PLEASE CONTACT:**

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