



# HOW TO WRITE AN ESSAY

Building  
*Character*  
and RESILIENCE

## STEP 1: ANALYSE THE QUESTION AND IDENTIFY KEY TERMS

Before starting your essay, you will need to examine the topic given to you and highlight key terms. For example, your essay topic may be 'The internet has had a large impact on today's marketplace. Illustrate the advantages and disadvantages of this trend'.

Using this essay topic, some questions you would need to answer include:

- What is the internet?
- What makes up today's marketplace?
- What impacts has the internet had on the marketplace?
- What are the advantages of the internet and what are some examples?
- What are the disadvantages of the internet and what are some examples?

## STEP 3: TAKE NOTES

Now that you have read through your resources and highlighted the relevant information, read over the information again and take notes. It is important that you write down all of the details of your sources, like author, date, title, publisher, place of publication etc.

## STEP 5: WRITE YOUR FIRST DRAFT

An essay is made up of three parts: the introduction, the body, and the conclusion. The introduction of your essay should contain an overview of the topic and what you will be covering in the body of the essay. It shouldn't be extensive, but should introduce all of your main points. It may seem odd that you prepared the body before your introduction, but doing so gives you a clear idea of what your essay is about and allows you to create a great introduction!

In step 4, you created an outline for the body of your essay, with each main point representing a paragraph. All you need to do is write each paragraph in sentence form. Lastly, when writing your conclusion, you should relate back to your main points and re-state the answer to the essay question. Your conclusion should not contain any new information.

## STEP 2: RESEARCH THE TOPIC

Once you have analysed the topic, it is time to start researching. Ask yourself 'what do I already know?' and 'what do I need to know to be able to answer the essay question?'. The second question forms the basis for your research.

It is important to read a variety of sources, such as books, newspapers and journal articles. At this stage, you should only highlight the relevant information you come across. Be sure to keep an eye out for any quotes that may be able to support your statements within the essay.

## STEP 4: CONSTRUCT AN ESSAY PLAN

You are now prepared to start planning! Start by writing the main topic at the top of your page. Beneath the heading, list each main point you wish to make and, under each one, list the facts and information that support it. You want to make sure that the overall structure of your essay has been planned before you write. A great technique that will ensure that you have a solid essay structure is the TEEL method. This is an acronym for Topic sentence, Explanation, Evidence, and Link to the topic sentence. If you use the TEEL method for each paragraph, it will ensure that your contention is clear, concise, consistent and back with relevant evidence and information throughout the body of your essay.

## STEP 6: REVISE AND EDIT YOUR DRAFT

Revise your essay, checking that it flows and that your paragraphs are arranged in a logical order. You will need to make sure that you have answered the essay question and if there is a word limit, that you have kept to it. Once you have done all of this, put your draft aside for a day or two so that you can read over it with fresh judgement and make the final, necessary changes.

TEEL  
TOPIC SENTENCE  
EXPLANATION  
EVIDENCE  
LINK



## STEP 7: REFERENCE YOUR ESSAY AND CONSTRUCT YOUR REFERENCE LIST

By following the steps above, you should have no trouble writing an essay! Remember to always run a spelling, punctuation and grammar check over your work before handing it to your teacher.