### Writing Process – The Essay

<table>
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<tr>
<th>BIG6 #5</th>
<th><strong>The Essay Structure</strong></th>
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| **Introduction:** | • Introduce the topic of your essay with statements that broadly outline your key ideas mentioning the main ideas which will be presented in the body of your essay (but don’t give details.)  
• do not use the personal voice in essay writing |
| **T.E.E.L.** | **The body paragraphs in your essay need to be structured in the following manner. Each of the body paragraphs, should answer one of your questions and needs to include:** |
| | **T = Topic.** Your topic sentence must contain a major point or idea; this tells the reader what the paragraph is going to be about. |
| | **E = Explanation.** This is where you show your understanding of the main topic by explaining in more detail an idea or ideas. |
| | **E = Evidence/Example.** For each idea related to the topic of the paragraph you must provide supporting evidence. You could use direct quotes here or paraphrase from your notes using examples. |
| | **L = Link** In the last sentence/s of the paragraph try to sum up the paragraph linking to the topic and then providing a Link to the next main point (linking sentence). |
| **Conclusion** | In the Conclusion to your essay you need to:  
• restate your topic (contention)  
• summarise your main points (without introducing new evidence) |
| **Note:** An essay is a formal text, so and try and imagine you are writing as a learned authority on the topic. Since this paragraph is conclusive you should present your main idea in its conclusive and most compelling form. |
| **Editing** | Revise and Edit your final essay. Complete your reference list. The reference list should be arranged in alphabetical order by authors’ last name. Ask your teacher or teacher/librarian for information about how to write a reference list. |
| **Big6 #6 : Evaluation** | You should be able to answer “yes” to these questions before you turn in your essay.  
1. Have you responded to the questions or statements?  
2. Is your final paper in your own words (or some quotes ) with introduction and conclusion?  
3. Did you give credit to all of your sources in a reference list?  
4. Does your reference list follow the Harvard format?  
5. Is your paper complete and does it include a title page with heading information (title, your name, your teacher’s name, date, etc.)  
6. If your teacher requests these, did you include your notes, copies of each draft, and a reference list? |

PTO for Tips on Good Essay Writing - History
Writing Process – The Essay

Tips on Good Essay Writing - History

When planning to answer an essay question you should consider the following:

**Question/s:** before starting to research, establish what the question/essay topic is asking and aim to comprehend what is expected. Clarify with your teacher at this time. You may need to reword the topic to clearly understand what is required. Then design your plan with questions/ideas to guide your research.

**Read for Relevant Information** – The purpose of your reading is to find relevant and accurate information from reputable sources to support your ideas. Use the following reading strategies when searching for information:

- **Skimming the contents provides the general idea.**
- **Scanning** allows you to find the material you need and note down the information you are going to use in your essay using your planning notes.
- **Make sure you understand each idea and reword these.**

**THE PLAN**

- Your plan should be completed before you commence writing to ensure that each paragraph is relevant and answers the overall topic.
- Use points when note making to construct your essay
- Ensure you write down the reference for each source used at the end of each set of notes.

**THE INTRODUCTION**

The introduction should demonstrate understanding of the topic. Be clear in your writing and ensure you are relating to the overall topic. Reuse the words of the questions and define key terms here. Outline the focus of the essay using the key ideas from note making.

**T.E.E.L** – Structure for each paragraph…….. Each paragraph should contain

- **The body is made up of paragraphs in your essay which need to be structured in the following manner.**
- Each of the body paragraphs, should answer one of your questions and needs to include:

  - **T = Topic Sentence.**
  - **E = Explanations.**
  - **E = Evidences/Examples.**
  - **L = Link**

- **T = Topic.** Your topic sentence must contain a major point or idea; this tells the reader what the paragraph is going to be about.
- **E = Explanation.** This is where you show your understanding by explaining in more detail an idea or ideas.
- **E = Evidence/Example.** For each idea related to the topic of the paragraph you must provide supporting evidence. You use paraphrased information or direct or quotes here from your notes.
- **L = Link.** In the last sentence of the paragraph try to sum up the paragraph linking to the topic and Link to the next paragraph(linking sentence). Using transitional words and phrases helps essays read more smoothly from one point to the next. They provide "relationships" between ideas, improve the connections between thoughts within a sentence, paragraph, or essay. Use transitional words such as therefore, also, as well as, furthermore, in addition, likewise, moreover, similarly.

**THE CONCLUSION**

The main topic should be restated again (it should not be repeated or paraphrased in the same words). The conclusion summarizes the ideas expressed in your essay. Pay close attention to the main idea presented in the introduction to ensure you are rounding off your ideas.

Since this paragraph is conclusive you should present your main ideas in a conclusive and compelling form.