UPGRADE STUDY ADVICE

Essay writing: an overview

1 What exactly have you been asked to do?
Read the question / title carefully. Write it out. Circle key words

2 The practicalities
• Look at the learning outcomes – these tell you what you’re supposed to be learning from an activity, and can help you focus.
• Look at the assessment criteria – this is what your tutor/ assessor is looking for in your work.
  Look at the A grade criteria – very handy.
  Do you understand what the language means?
• Number of words? Deadline? Check with your tutor if anything is unclear.

3 The early stages
What do you know already? What could you argue?
• Check lecture notes, handouts, your thoughts
  Brainstorm
  Sketch a first plan

4 Get reading and researching
What do you need to know? And how will you find it out?
• Pick 3 texts, or key chapters to start with (see your reading list)
• Follow up with more specific articles when you know what you need to know. Check www.brookes.ac.uk/services/library/skill/skill1c.html
• Make brief notes as you go (see Notemaking)
• Record your sources with your notes and page refs (for references) (see Referencing)

5 Plan and draft
Review or redo your plan – so you can work from it.
And write a first draft – as quickly as you can, starting wherever it’s easiest (probably not the introduction!)

6 Take a break …..
Critical reading
• Yourself
• Someone else
• Your tutor?

7 Then redraft and edit
Ask yourself Does this make sense? Is it clear?

Editing
• For organisation and structure – clear paragraphs: (see Paragraphs: how to write) and introduction and conclusion
• Accuracy – flow, language, minor edits

Writing a final draft
• Final organisation
• Layout and appearance: use Times New Roman 12, not bigger or smaller and 1.5 spacing
• References section: check all your intext references are in your references section, and all your references listed are in your text (See Referencing)

Of course you can do all this in a rush! But it’s less stressful if you start work on it when it’s set.
Check Time Management.

The latest version of this guide is always available at http://www.brookes.ac.uk/services/upgrade/
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