

# How to Write an Essay

# Please note:

- You are expected to read the guide provided by the HR manager.
- You are expected to check the materials on Cool.Club (available in **Library**) (access using the login details provided by the instructor).
- All details in this PowerPoint presentation should be reviewed carefully.
- All sample texts in this PowerPoint presentation are intended as a guide only. Copying any information from the PowerPoint is **PLAGIARISM!**

# Step 1

Check all the instructions for the paper. All details should be taken into account. Do not hesitate to copy the instructions, **highlight keywords**, and underline important parts to make sure you will pay attention to them while writing the paper.

1. In the essay, you are expected to write **550** words minimum for 2 page and **1100** words minimum for 4 pages (not including the MLA/APA headings, the title of the paper, and the works cited/reference page) **OR 680** words maximum for 2 pages (550 + 130 extra words) **1230** words maximum for 4 pages (1100 + 130 extra words)
2. Pay attention to the number of sources to use: **4 sources**. Please use only credible sources published within **the past five (5) years**. Use **books** available in Google Books and **journal (scholarly) articles**.
3. Pay attention to the citation style: **MLA or APA** (use the provided template), check **Free Extras**.
4. Focus on **Writing Instructions and messages**.

# Step 2

## Check **Writing Instructions:**

- **Example:** What is the personal philosophy of nursing?

This information should be reflected in your **thesis statement** from the perspective of a practicing nurse.

1. What is the personal philosophy of nursing? Differentiate values and beliefs. --- **Should be described in your 1<sup>st</sup> body paragraph**
2. Describe nurses' values. Give examples of personal values that impact nursing (e.g., compassion, competence, and fairness). --- **Should be described in your 2<sup>nd</sup> body paragraph**
3. Describe nurses' personal beliefs. Give examples of personal beliefs that impact nursing (e.g., from the customer's message, "We live in the world where quality of life and life expectancy is very much correlate to our level of education and wealth"). --- **Should be described in your 3<sup>rd</sup> body paragraph, do NOT use first/second person to present your opinion**

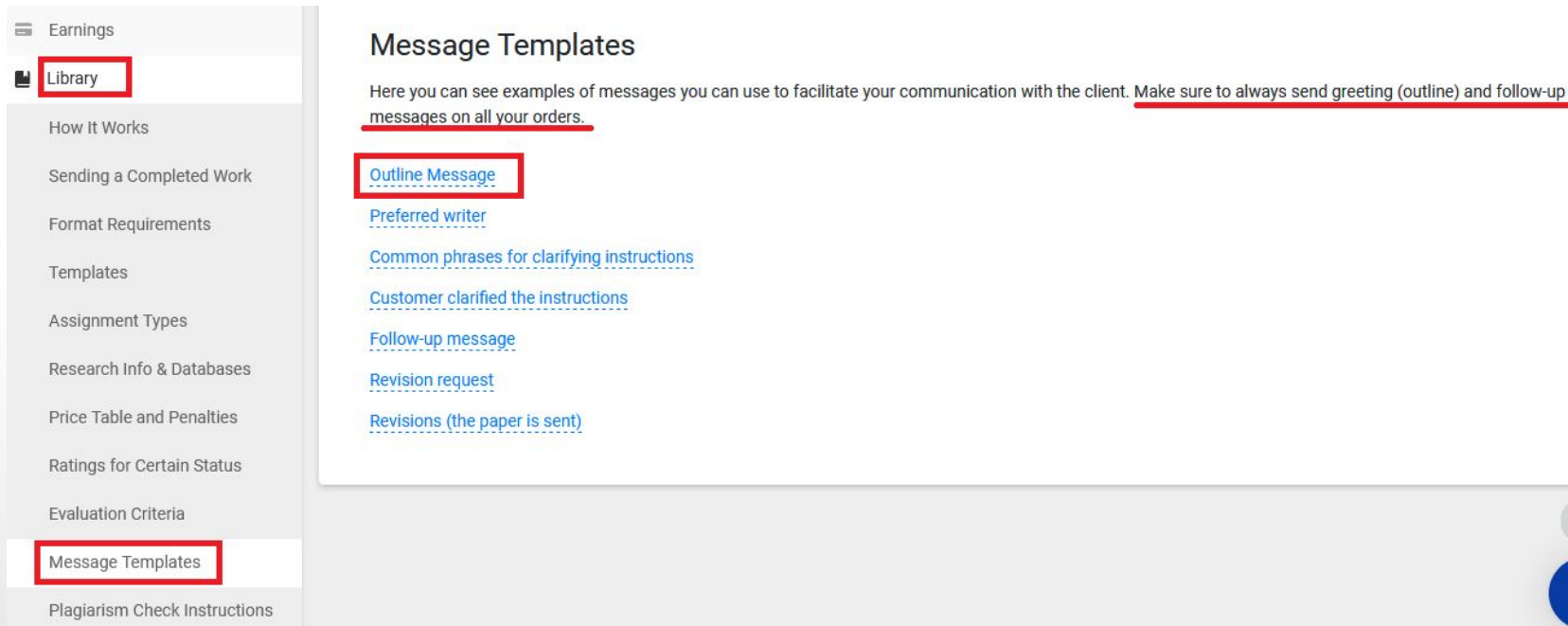
# Step 3

## Check additional requirements:

- Please follow the standard essay writing structure.
- Please cover all aspects of the topic that are described above in your essay.
- Number of sources to use in the paper: four (4) sources. Please use only credible sources published within the past five (5) years. Use books available in Google Books and journal (scholarly) articles.
- Citation style: **MLA/APA**. Cite your sources according to MLA/APA requirements. Add the reference page typical for MLA/APA Citation Style.
- Please include minimum two (2) short **direct quotes** in your essay (less than 30 words each).
- Please make sure your paper is plagiarism free. Any borrowed idea should be properly cited. Be sure to avoid copy-pasted sentences. **3-4 words** taken from the source **without changes** is **plagiarism** (not including common phrases).
- Be sure to follow quality standards for grammar, style, and principles of academic writing, consult the attached Checklist.

# Step 4

- Do not forget to check messages from the Customer or Support Team.
- **Now you are ready to send the first message (outline message) to the Customer.**
- Communication with the Customer with the help of messages is extremely important 😊
- Use the message templates provided in your **Library** (<https://cool.club/writer-room/library/format-requirements>).



The screenshot shows a web interface for the 'Cool Club' writer room. On the left is a navigation menu with items like 'Earnings', 'Library', 'How It Works', 'Sending a Completed Work', 'Format Requirements', 'Templates', 'Assignment Types', 'Research Info & Databases', 'Price Table and Penalties', 'Ratings for Certain Status', 'Evaluation Criteria', 'Message Templates', and 'Plagiarism Check Instructions'. The 'Library' and 'Message Templates' items are highlighted with red boxes. The main content area is titled 'Message Templates' and contains the text: 'Here you can see examples of messages you can use to facilitate your communication with the client. Make sure to always send greeting (outline) and follow-up messages on all your orders.' Below this text is a list of links, with 'Outline Message' highlighted by a red box. The other links are 'Preferred writer', 'Common phrases for clarifying instructions', 'Customer clarified the instructions', 'Follow-up message', 'Revision request', and 'Revisions (the paper is sent)'.

Earnings

Library

How It Works

Sending a Completed Work

Format Requirements

Templates

Assignment Types

Research Info & Databases

Price Table and Penalties

Ratings for Certain Status

Evaluation Criteria

Message Templates

Plagiarism Check Instructions

## Message Templates

Here you can see examples of messages you can use to facilitate your communication with the client. Make sure to always send greeting (outline) and follow-up messages on all your orders.

Outline Message

[Preferred writer](#)

[Common phrases for clarifying instructions](#)

[Customer clarified the instructions](#)

[Follow-up message](#)

[Revision request](#)

[Revisions \(the paper is sent\)](#)

# Standard Essay Writing Structure

## The standard essay writing structure:

### I. Introduction.

1. Introductory sentences.
2. Thesis statement.

### II. Body Paragraphs.

#### 1. Body Paragraph 1.

- a. Topic sentence.
- b. Evidence/support/quotes.
- c. Discussion.

#### 2. Body Paragraph 2.

- a. Topic sentence.

...

#### 3. Body Paragraph 3.

...

### III. Conclusion

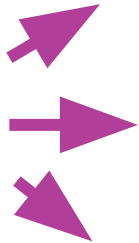
1. Thesis re-statement.
2. Concluding remarks.

# Structure for the Essay (Example for 550 words)

**Introduction:** about 100-130 words

**Body Paragraph 1:** Differentiation + personal philosophy (**about 100-130 words**)

**Body**



**Body Paragraph 2:** Values (**about 130-150 words**)

**Body Paragraph 3:** Beliefs (**about 100-130 words**)

**Conclusion:** about 100-130 words



# Introduction

- ✓ An opening sentence that introduces the topic, does not include an in-text citation;
- ✓ General background information related to the topic, includes in-text citations;
- ✓ **Thesis statement.**

# Thesis Statement

- A thesis statement is the main sentence in a paper that states your position and lists arguments to support your position in a concise manner. Thesis statement is always the **LAST SINGLE sentence in an introductory paragraph.**
- Do not insert an in-text citation here!

# Possible thesis statements for the essay on **Legalizing Marijuana in the US:**

1. The **purpose of this paper is to** discuss advantages and disadvantages of marijuana legalization in the macroeconomic context, and opposing opinions on the problem will be compared to analyze the current situation and possible outcomes.
2. **Though** there are many contradictions and challenges regarding marijuana legalization, **such policy may have a positive impact** on the US economy, especially on two major macroeconomic factors, such as GDP growth and employment.

# Body

- Each body paragraph consists of the following elements:
  - A **topic sentence** that introduces the main idea of this paragraph (**No in-text citation!**)
  - **Evidence**: supporting sentences (facts/examples/statistics/figures that elaborate on the main idea; **insert in-text citations here**)
  - A **concluding sentence** (discussion/explanation) that wraps up the paragraph (**No in-text citation required!**)

1 paragraph = 3 sentences minimum = 65-170 words

1 sentence = 10 words minimum -35 words maximum

# Structuring Body Paragraphs

- Begin a body paragraph with a topic sentence. **For example:**  
There are many opposite views on ... **(no in-text citation here)**

- Follow up with supporting information **(include citations here)**. **For example:**

## MLA:

According to Jones, ... (24). Another factor to be considered is ... (Smith 12). However, Jackson supports an opposite view regarding ... (156).  
**(Authors + page numbers)**

## APA:

According to Jones (2017), ... . Another factor to be considered is ... (Smith, 2018). However, Jackson (2018) supports an opposite view regarding ... . **(Authors + year)**

- Wrap up the section with a concluding sentence **(no in-text citation here)**. **For example:**

Overall, it is evident that ... .

Minimum 3 sentences in a paragraph

# Conclusion

- ✓ Summarises the main ideas covered in body paragraphs;
- ✓ Restates the thesis statement.

**Note: Do not include new information!**  
**No in-text citations required!**

# Language Features of Body Paragraphs

- **Formal language** used;
- Written in the **third** person;
- **Quotations are short** (30 words maximum in quotation marks);
- Reporting (**signal**) **verbs** are used to objectively summarize authors' ideas:

## Examples:

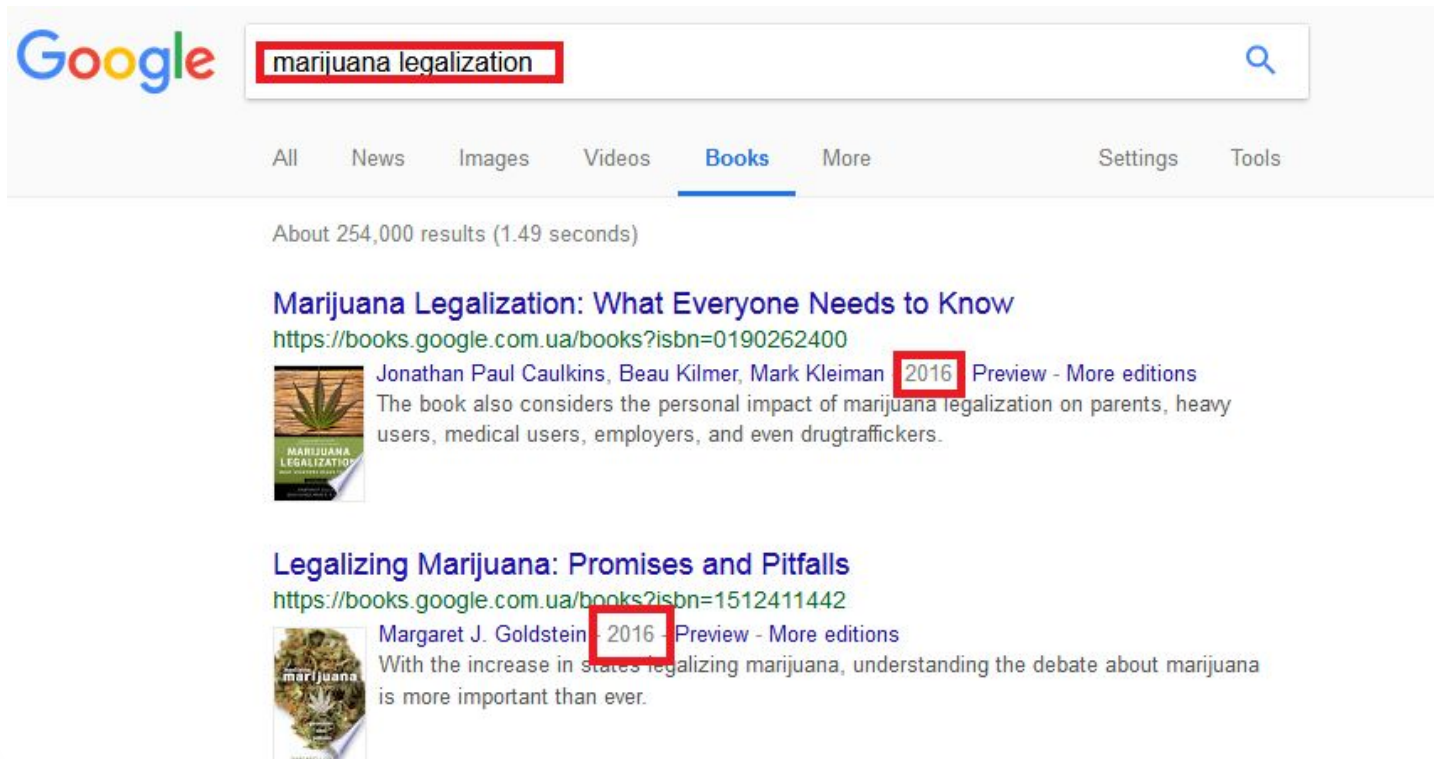
Jones and Smith *state/demonstrate/outline/assert* that ... (24)  
(followed by the paraphrased/summarised information + page number in brackets). **OR**

According to the researchers, "... " (Jones and Smith 25). (followed by the quoted information + authors and page number in brackets).

**Direct quotes are always (!) followed by citations with page numbers.**

# Searching Sources: Books

- Search for 2 books available in Google Books and published within the past 5 years.



The screenshot shows a Google search for "marijuana legalization" on the Books tab. The search results are filtered to show books published in 2016. Two books are listed:

**Marijuana Legalization: What Everyone Needs to Know**  
<https://books.google.com.ua/books?isbn=0190262400>  
Jonathan Paul Caulkins, Beau Kilmer, Mark Kleiman **2016** Preview - More editions  
The book also considers the personal impact of marijuana legalization on parents, heavy users, medical users, employers, and even drugtraffickers.

**Legalizing Marijuana: Promises and Pitfalls**  
<https://books.google.com.ua/books?isbn=1512411442>  
Margaret J. Goldstein **2016** Preview - More editions  
With the increase in states legalizing marijuana, understanding the debate about marijuana is more important than ever.



# Searching Sources: Journal Articles

- Search for 2 journal articles (scholarly, peer-reviewed) published within the past 5 years. **Google** or **Google Scholar** can be used.
- Journal articles are academic sources that provide the results of studies.
- The examples of journal articles:
  - <http://harvardlpr.com/wp-content/uploads/2014/08/HLP204.pdf>
  - <https://pdfs.semanticscholar.org/9f39/fbdfdda1c7346d8675fb135636f381569d13.pdf>

## The Legalization of Marijuana: Implications for Regulation and ...

[https://www.journalofnursingregulation.com/article/S2155-8256\(15\)30782-1/fulltext](https://www.journalofnursingregulation.com/article/S2155-8256(15)30782-1/fulltext)

by DC Gundersen, 2015 - Cited by 5 - Related articles

Today, marijuana—both medical and recreational—is legal in several states ... The article also addresses the regulatory implications of legalized marijuana and ...

## The Impact of Legalization of Medical and Recreational Marijuana

[https://journals.lww.com/.../2018/.../The\\_Impact\\_of\\_Legalization\\_of\\_Medical\\_and\\_9.asp...](https://journals.lww.com/.../2018/.../The_Impact_of_Legalization_of_Medical_and_9.asp...)

by E Mechcatie, 2018

"As more states begin to legalize marijuana," the authors concluded, "the alarming prevalence of comorbid psychiatric disorders ... Back to Top | Article Outline ...

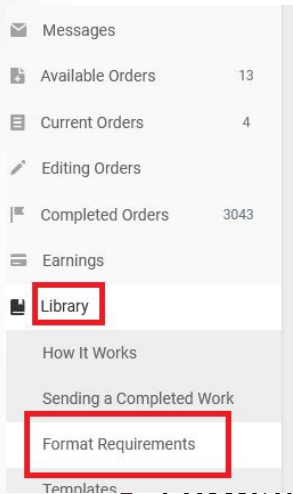
The screenshot shows a Google Scholar search for "marijuana legalization united states economics". The search results are filtered to show articles published since 2014. Three articles are visible:

- Evaluating the public health impacts of legalizing recreational cannabis use in the United States** by W Hall, M Lynskey, Addiction, 2016 - Wiley Online Library. Comparisons have been made between the populations of groups of states that have legalized and not legalized medical marijuana, often by averaging data ... Given our experience with alcohol, legalization is likely to reduce the price of cannabis substantially, increase ... Cited by 74 - Related articles - All 10 versions
- The implications of marijuana decriminalization and legalization on crime in the United States** by SL Maier, S Mannes, Contemporary Drug Problems, 2017 - journals.sagepub.com. Through 2014 Uniform Crime Report (UCR) data for all 50 US states, this research explores the relationship between decriminalization and recreational and medi... Cited by 7 - Related articles - All 3 versions
- How medical marijuana smoothed the transition to marijuana legalization in the United States** by B Kilmer, RJ MacCoun, Annual Review of Law and Social Science, 2017 - annualreviews.org. ... debate "a parlor sport for intellectuals". Now, several decades later, "cannabis" is currently ... focus seems apt because one cannot understand the success of the legalization movement without ... EVOLUTION OF THE MEDICAL MARIJUANA MOVEMENT IN THE UNITED STATES ... Cited by 9 - Related articles - All 2 versions

- Use **sci-hub.se**, **sci-hub.tw** to open journal articles that cannot be accessed for free.

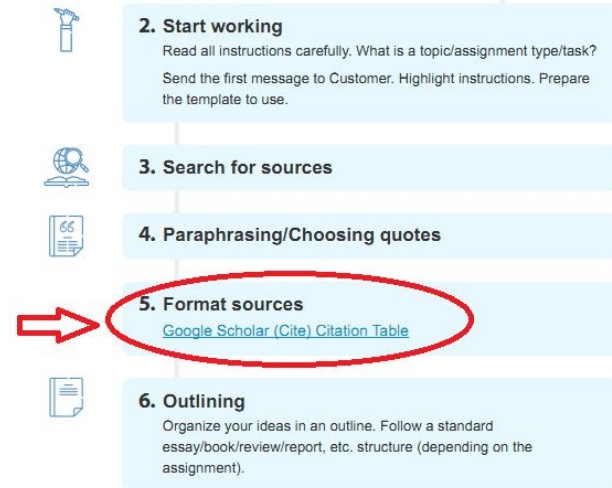
# Citation Style: MLA

- Use the provided template for MLA.
- Consult the **Guidebook** for MLA in Library (cool.club).
- Download the **Citation Style Table**.



For more information on in-text referencing and bibliography, please, check the following resources:

- **MLA**  
[MLA Citation Style Guide](#)
- **APA**  
[APA Citation Style Guide](#)
- **Harvard**  
[Harvard Citation Style Guide](#)
- **Chicago**  
[Chicago Author-Date Citation Style Guide](#)  
[Chicago Notes-Bibliography Citation Style Guide](#)
- **Vancouver**  
[Vancouver Citation Style Guide](#)
- **Bluebook**  
[Bluebook Guide](#)
- **OSCOLA**  
[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf)  
[https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012quickreferenceguide.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf)



- **Format your paper and sources according to the rules for MLA referring to the examples in the Citation Style Table.**
- If you use Google Scholar for formatting sources (see the next slide), always check citations according to the **Citation Style Table**.

# Citation Style: MLA

## Google Scholar:

The screenshot shows a Google Scholar search for "marijuana legalization united states economics". The search results list several articles. One article, "Evaluating the public health impacts of legalizing recreational cannabis use in the United States" by Hall, Wayne, and Michael Lynskey, is highlighted. A "Cite" popup window is open, showing the citation for this article in various styles: MLA, APA, Chicago, Harvard, and Vancouver. The MLA citation is: "Hall, Wayne, and Michael Lynskey. "Evaluating the public health impacts of legalizing recreational cannabis use in the United States." *Addiction* 111.10 (2016): 1764-1773.

Check according to the Citation Style Table!

## Citation Style Table:

		MLA
Article in journal	Example for the Works Cited page	Dufresnes, Christopher, et al. "Broad-Scale Genetic Diversity of Cannabis for Forensic Applications." <i>PLoS ONE</i> , vol. 12, no. 1, 2017, pp. 458-471.
	Reference	
	In-text citation (Paraphrasing)	According to Dufresnes et al., ... (459). OR It is possible to note that ... (Dufresnes et al. 459).
	In-text citation (Quoting)	According to Dufresnes et al., "... (459). OR It is possible to note that "... (Dufresnes et al. 459).



Examples for in-text citations

# Checklist (Criteria for Evaluating the Essay)

- Check the **evaluation rubric (Checklist)** attached to the order in Messages (these criteria are also provided in **Academic Writing Guide.pdf**). **Follow them!**



## Evaluation rubric

<b>Total</b>		<b>100</b>
<b>Paper Content / Instructions and Word Count</b>		<b>25</b>
<b>-25</b>	Less than 60% of the order instructions are met.	<input type="checkbox"/>
	More than 40% of generic and/or irrelevant content in the paper.	<input type="checkbox"/>
<b>-20</b>	60-69% of the requirements mentioned in order description or in files are met.	<input type="checkbox"/>
	More than 275 words are missing.	<input type="checkbox"/>
<b>-15</b>	Writer follows instructions in description box, messages, and files attached on order (70-89% of the instructions are followed).	<input type="checkbox"/>
	126-275 words are missing.	<input type="checkbox"/>
<b>-10</b>	90% of the requirements are met.	<input type="checkbox"/>
	1-125 words are missing.	<input type="checkbox"/>