

# How to Write an Essay

Week 5

# What is an Essay

- A basic essay consists of three main parts:  
INTRODUCTION  
3 BODY PARAGRAPHS  
A CONCLUSION

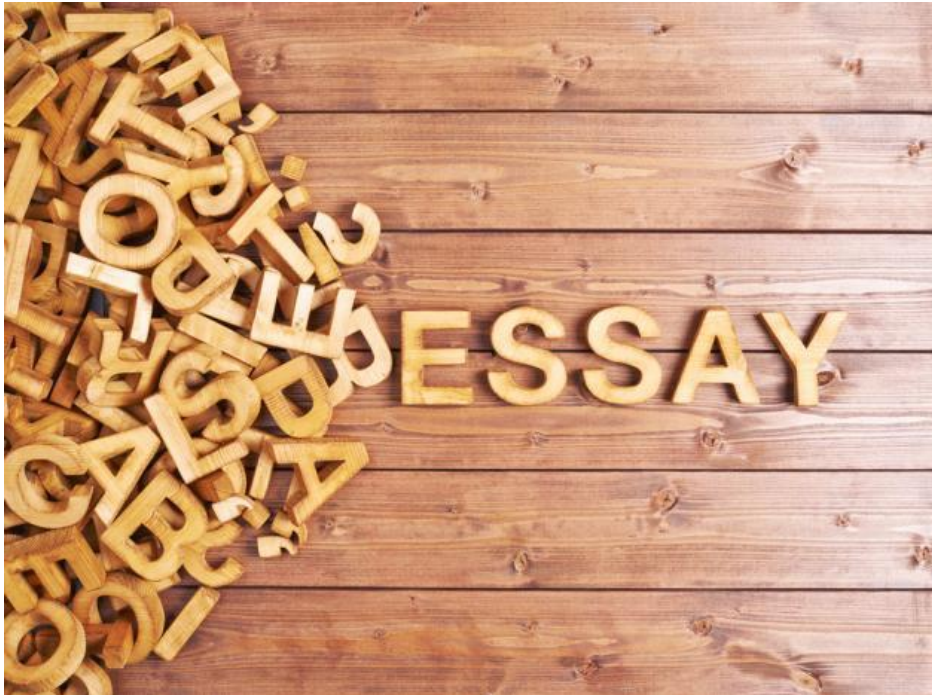


# Research the topic

- Go online, head to the library, or search an academic database.
  - Min 4 academic sources
  - No Wikipedia
  - <http://www.mup.cz/en/library/>
- Take detailed notes, keeping track of which facts come from which sources. Write down your sources in the correct citation format so that you don't have to go back and look them up again later.
- Never ignore facts and claims that seem to disprove your original idea or claim. A good essay writer either includes the contrary evidence and shows why such evidence is not valid or alters his or her point of view in light of the evidence.

# Brainstorm your own ideas

- Your own original thoughts – added value



# The Introduction

- The introduction guides the reader into your paper by grabbing attention and introducing the topic.
- It should give a brief description of the **plot** of your essay
- **Thesis statement** is the guide to the entire essay.

# Pick your thesis statement

- A thesis statement is simply an **argument that you are going to prove**.
- Look at the ideas that you generated. Choose one to three of your strongest ideas that support your topic. You should be able to support these ideas with evidence from your research.
- Write a thesis statement that summarizes the ideas that you plan to present. **Essentially, let the reader know where you're going and why.**

# Write the body of your essay

- **Avoid sweeping generalizations.**

Statements such as "\_\_\_\_\_ is the most important problem facing the world today," can cause your reader to dismiss your position out of hand if he/she disagrees with you. On the other hand, "\_\_\_\_\_ is a significant global problem" is more accurate.

- **Don't use "I" statements such as "I think."** Likewise, avoid the personal pronouns "you," "we," "my," "your" or "our". Simply stating your argument with supporting facts makes you sound much more authoritative.

- Instead of writing, "I found Frum to have a conservative bias," tell the reader why your statement is true: "Frum displays a conservative bias when he writes..."

# BODY PARAGRAPHS

- In a basic 5 paragraph essay, there are 3 body paragraphs that all follow the same structure; but, discuss and prove different points.
- Each **body paragraph** should discuss one of the points in your thesis.
- Each body paragraph needs a topic sentence, point, and proof.



# The Conclusion

- The conclusion brings together ALL of the main points of the essay.
- It refers back to and **RESTATES** the **THESIS**.
- The conclusion leaves the reader with a final thought and a sense of closure by resolving any ideas brought up in the essay.

***#1 RULE IN ANY CONCLUSION***  
**YOU CANNOT INTRODUCE ANYTHING NEW!**

## Essay outline

Introduction

## Paragraphs

Orientate the reader  
Identify the focus/purpose  
Outline scope  
State thesis

Body

**Topic sentence 1**  
Supporting details  
Concluding sentence 1

Topic sentence 2  
Supporting details  
Concluding sentence 2

Topic sentence 3 and so on  
Supporting details  
Concluding sentence 3

Conclusion

Restate thesis  
Summarise argument

# Formal Writing Rules

- Do not use the first or second person (I, my, we, us).
- Do not use contractions (can't, won't, doesn't).
- Avoid saying “The essay will discuss...” or “In my opinion...”
- Avoid using “a lot”. If you do use it, take care not to repeat it often.
- Avoid redundancy and repetition.
- Be specific. Do not use words such as “things” or “many examples”. Do not be vague.
- Always type and double space.
- Use size 12 pt font, Times New Roman, and standard 1” margins
- EDIT, EDIT, EDIT!
- Save your rough work.
- Essays should be submitted with one staple in the top left hand corner. Do not put them in folders.
- Submit my email and in print

- **No separate title page.** In the top left corner of the first page of your essay, write:
  - Your Name
  - Teacher's Name
  - Course Code
  - Date Submitted
- When using quotes, reference the page number in the following way:
  - First quote, use the author's name in the reference.
  - "I didn't even notice then that it had more than the usual number of toes" (Wyndham: 6).

## The format for the Works Cited:

- Write Works Cited centered at the top of a new page.
- Each entry in the works cited should be in alphabetical order according to the author's last name.
- Last name, First name. *Title of Book*. City published:  
Publisher, Year.

Questions?

## Writing a motivation letter/ Cover letter

Cover letters are the first chance you have to impress an employer / academic board etc.

**Convince the reader to look at your resume.**

The cover letter will be seen first.

Therefore, it must be very well written and targeted

An opportunity to stand out from the crowd

**Explain why you are sending a resume / applying**

Don't send a resume without a cover letter.

Don't make the reader guess what you are asking for; be specific: Do you want a summer internship opportunity, or a permanent position at graduation; are you inquiring about future employment possibilities?



**Tell specifically how you learned about the position or the organization** — a flyer posted in your department, a web site, a family friend who works at the organization. It is appropriate to mention the name of someone who suggested that you write.

**Call attention to elements of your background** — education, leadership, experience — that are relevant to a position you are seeking. Be as specific as possible, using examples.

**Reflect your attitude, personality, motivation, enthusiasm, and communication skills.**

**Provide or refer to any information specifically requested in a job advertisement that might not be covered in your resume, such as availability date, or reference to an attached writing sample.**

**Indicate what you will do to follow-up.**

**In a letter of application** — applying for an advertised opening — applicants often say something like "I look forward to hearing from you." However, if you have further contact info (e.g. phone number) and if the employer hasn't said "no phone calls," it's better to take the initiative to follow-up, saying something like, "I will contact you in the next two weeks to see if you require any additional information regarding my qualifications."

Exercise:

Write a short motivation letter - applying for a scholarship program for Master's degree in IB at Uppsala University in Sweden