

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 1st 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 2nd 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 3rd body paragraph, do NOT use first/second person to present your opinion**

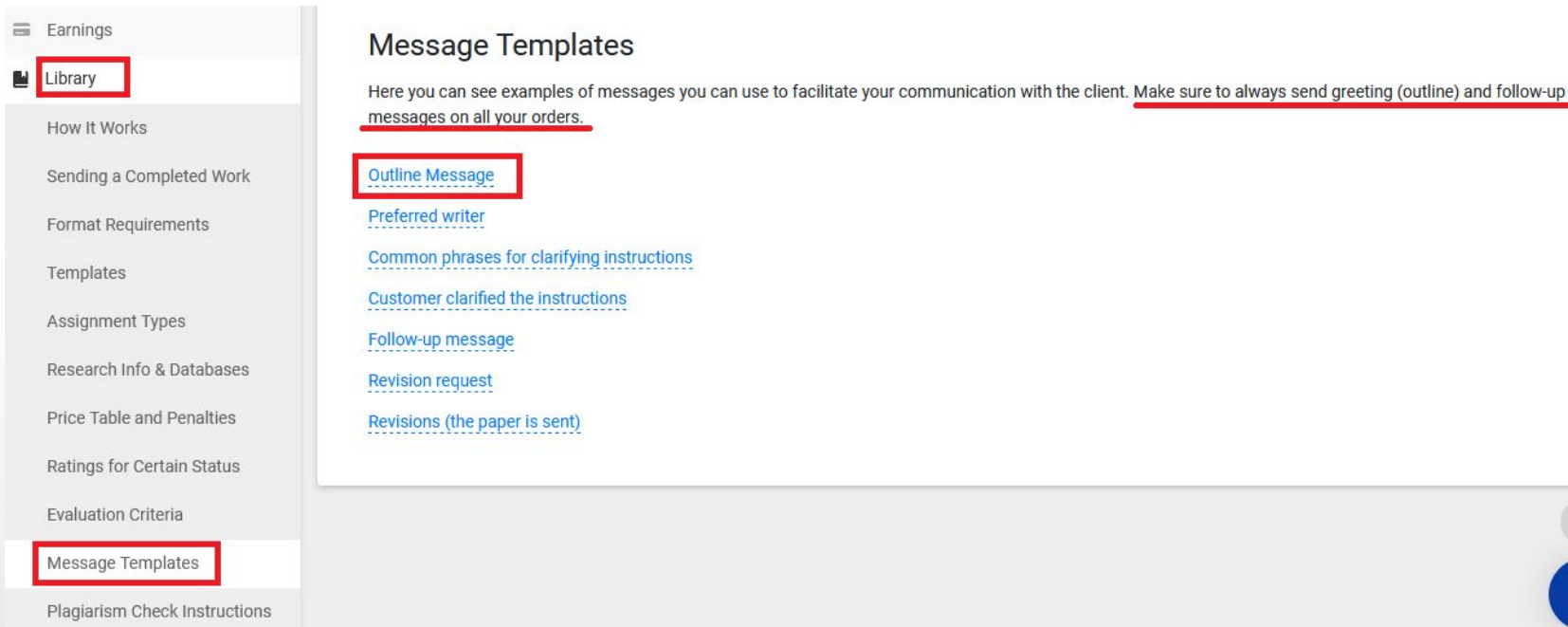
Step 3

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 displays the 'Library' section of the Cool Club Writer Room. The left sidebar contains a list of navigation items: Earnings, Library (highlighted with a red box), 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 (highlighted with a red box), and Plagiarism Check Instructions. The main content area is titled 'Message Templates' and includes a red-bordered box around the 'Outline Message' link. Below this, several other links are listed: Preferred writer, Common phrases for clarifying instructions, Customer clarified the instructions, Follow-up message, Revision request, and Revisions (the paper is sent). A red line underlines the instruction: 'Make sure to always send greeting (outline) and follow-up messages on all your orders.'

Library

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

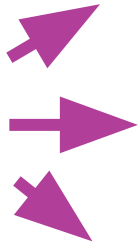
1. Thesis re-statement.
2. Concluding remarks.

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.


Google

marijuana legalization

All News Images Videos **Books** More Settings Tools

About 254,000 results (1.49 seconds)

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 ...

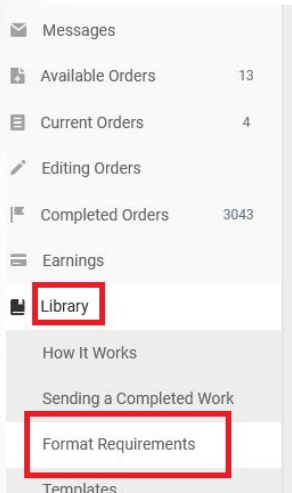
The Impact of Legalization of Medical and Recreational Marijuana
https://journals.lww.com/.../2018/.../The_Impact_of_Legalization_of_Medical_and.9.asp...
by E Mechcatie 2018
“As more states begin to legalize marijuana,” the authors concluded, “the alarming prevalence of comorbid psychiatric disorders ... Back to Top | Article Outline ...

The screenshot shows the Google Scholar search interface. The search bar contains the text "marijuana legalization united states economics". Below the search bar, the results are listed. The first result is "Evaluating the public health impacts of legalizing recreational cannabis use in the United States" by W Hall, M Lynskey, published in "Addiction" in 2016, from Wiley Online Library. The second result is "The implications of marijuana decriminalization and legalization on crime in the United States" by SL Maier, S Mannes, published in "Contemporary Drug Problems" in 2017, from journals.sagepub.com. The third result is "How medical marijuana smoothed the transition to marijuana legalization in the United States" by B Kilmer, BJ MacCoun, published in "Annual Review of Law and Social Science" in 2017, from annualreviews.org. On the left side of the results, there are filters for "Any time" (Since 2018, Since 2017, Since 2014, Custom range...), "Sort by relevance", "Sort by date", and checkboxes for "include patents", "include citations", and "Create alert".

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

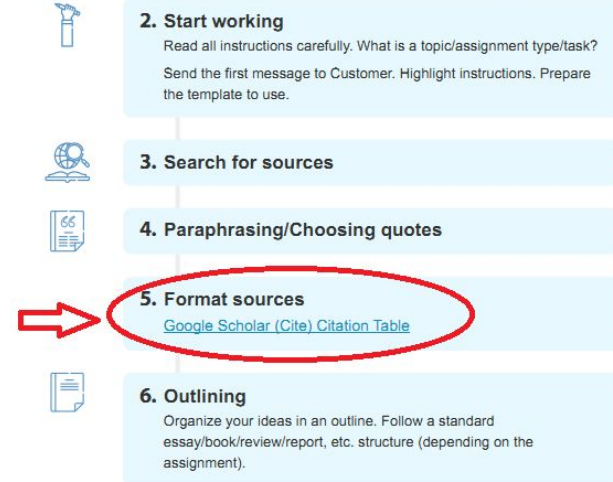
Citation Style: MLA

- 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_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:

Google Scholar

marijuana legalization united states economics

Articles About 17,300 results (0.04 sec)

Any time
Since 2018
Since 2017
Since 2014
Custom range...

Sort by relevance
Sort by date

☒ include patents
☒ include citations

☐ Create alert

Evaluating the public health impacts of legalizing recreational cannabis use in the United States
W Hall, M Lynskey - *Addiction* 111(10) (2016): 1764-1773.
... Comparisons have had to be made between the health impacts of legalizing and not legalizing recreational cannabis use in the United States. *Addiction* 111(10) (2016): 1764-1773.
☆ 99 Cited by 74 Related articles

The implications of medical marijuana use in the United States
SL Maier, S Mannes... - *Contemporary Justice Review* 19(1) (2016): 1-15.
Through 2014 Uniform Crime Reporting data, this article examines the relationship between decriminalization and marijuana use. *Contemporary Justice Review* 19(1) (2016): 1-15.
☆ 99 Cited by 7 Related articles

How medical marijuana use in the United States
B Kilmer, RJ MacCoun - *Annual Review of Public Health* 37 (2016): 1-15.
... debate "a parlor sport for intellectuals" and "a parlor sport for intellectuals" seems antithetical because one cannot have a parlor sport without a parlor. *Annual Review of Public Health* 37 (2016): 1-15.

Cite

MLA 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.

APA Hall, W., & Lynskey, M. (2016). Evaluating the public health impacts of legalizing recreational cannabis use in the United States. *Addiction*, 111(10), 1764-1773.

Chicago Hall, Wayne, and Michael Lynskey. "Evaluating the public health impacts of legalizing recreational cannabis use in the United States." *Addiction* 111, no. 10 (2016): 1764-1773.

Harvard Hall, W. and Lynskey, M., 2016. Evaluating the public health impacts of legalizing recreational cannabis use in the United States. *Addiction*, 111(10), pp.1764-1773.

Vancouver Hall W, Lynskey M. Evaluating the public health impacts of legalizing recreational cannabis use in the United States. *Addiction*. 2016 Oct;111(10):1764-73.

Check according to the Citation Style Table!

Citation Style Table:

MLA	
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

<u>Total</u>		100
Paper Content / Instructions and Word Count		25
-25	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"/>
-20	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"/>
-15	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"/>
-10	90% of the requirements are met.	<input type="checkbox"/>
	1-125 words are missing.	<input type="checkbox"/>