Name:

You CAN write brilliant essays!

**Step One: What is the topic asking you to do?**

Underline the key words AND make sure you fully understand what you are being asked to do.

The question is directing me to

**Step Two: How do I answer the question?**

You need to brainstorm (write down all you know) about the topic – don’t worry too much about how you will use the information, just get something down on paper as a start.

You might also need to do some research to help with your brainstorm.

**Step 3: How do I organise my ideas?**

* You need to look at your brainstorm. Can you link any ideas together? Use different coloured highlighters to group your ideas together.

**Step 4: Plan your essay.**

* You need to decide what your paragraphs will be about. Remember that each paragraph should cover one point. If you want to introduce a new point – start a new paragraph.

**Plan**

Introduction

Paragraph One

Paragraph Two

Paragraph Three

Paragraph Four

Conclusion

**Step 5: Can you support/prove your ideas?**

* You need to get examples from the novel which support your paragraphs. If you cannot provide an example, then you should not use that idea.
* You must write the exact page number for where you found a quote **and** for any referral to an incident.

**Step 6: Now it is time to start writing the essay.**

* The writing should be the easy part – if you have done enough planning.
* Start by writing the paragraphs from the body of your essay.
* Writing a paragraph is easy if you follow **TESS.**

**TESS**

**The structure of a paragraph**

When you are writing a paragraph remember the following:

**T**opic sentence – which introduces the topic of the paragraph and links it to the question. It is the **what** of the paragraph.

**E**xplaining sentence – which gives more information about the paragraph topic. It usually explains the **how**.

**S**pecific example – which should be a direct quote or reference to a specific incident in the novel which proves/supports the paragraph point. It is the **where** and **when**.

**S**umming up sentence – which sums up the paragraph and ensures it is directly linked to the essay question

By following this format you will ensure that each paragraph has 4 sentences. Of course, your paragraphs can be made up of more than 4 sentences. You can have more than one example and more explaining sentences.

For example, your paragraph structure might look like one of the following:

Topic sentence Topic sentence

Explaining Sentence Explaining Sentence

Explaining Sentence OR Specific Example

Specific Example Explaining Sentence

Explaining Sentence Explaining Sentence

Summing up sentence Specific Example

Summing up sentence

**Remember TESS! As you draft each paragraph, make sure you are closely following the TESS format**

**The Introduction**

Your introduction is the first thing that will be read. You want to make a good impression, so it is important to get it right. An effective introduction:

* States your approach to the topic
* Outlines the points you will make to support your approach. They should be given in the order that they appear in the essay.
* Make sure you do not give a lot of detail and do not give examples.
* Use the author’s name in full when writing about a novel.

**The Conclusion**

A sound concluding paragraph is vital to a successful essay. It is effective when it:

* Sounds finished
* Links back to the introduction
* Summarises the content of the body of your essay, drawing together the main points
* Gives a final evaluation of the facts/issues/point of view involved
* Has a strong/interesting terminating sentence.
* **You must not introduce any new points.**

Your concluding paragraph is your last shot. It gives the final impression of your treatment of the topic. Make it count!

# **Technical Matters**

* The author’s name and the work’s title are given in the introduction. You refer to the author’s full name once and thereafter refer to them by their last name (Craig Silvey - Silvey)
* The language is formal - I, in my opinion, I think/feel/believe that…are not used.
* “Tired” starters – e.g. this essay will show, in conclusion - are not used
* Topic sentences are used for all body paragraphs
* Connective words are used for all but the first body paragraphs – e.g. “another aspect”, “unlike”, “in addition”, “as well as…”
* Quotations are brief and sparingly used, either incorporated into your writing or, if longer, put on a separate line – avoid block quotations!
* All quotations MUST be referenced. You must be consistent with whatever system you use.
* Paragraphing is used throughout.
* A bibliography is provided after the essay, on a separate page.
* Editing is essential – the essay must be free of spelling, grammatical errors and awkward/clumsy/unclear expression must be avoided. Word processing an essay does not absolve you from proofreading.
* Reread your essay!

Saying Hello

**The Essay Introduction**

Whoever said first impressions don’t count basically had no idea what they were talking about. The introduction is one of the most important parts of your essay to get right. It is, after all, the first impression the reader has of your argument, and a poor introduction does not make a good impression.

**Your introduction needs to do three things:**

1. Introduce the topic
2. State your contention, and
3. Outline the main points of your argument

The introduction should be between 4 and 6 sentences – but no longer. If you find that you can’t write your introduction in 4-6 sentences then you are probably starting to give too much away.

# *Sample introduction–* ***Will machines overpower the human race?***

*Over the twentieth century there has been a marked increase in the developments of complex machines. Change has taken place so rapidly that some people warn that machines will soon overpower the human race. A close look at the developments that have been made and how they have happened disproves such dire predictions. Machines have developed quickly simply because human beings have programmed them to do so. Human beings have the ability to limit the potential of machines and to halt any dangerous, but unforeseen, glitches. Those people who predict the end of human power also fail to acknowledge the crucial element lacking in machines, emotion, without which machines can not have the desire or need to take over the world.*

**Introduce the topic** *... some people warn that machines will soon overpower the human race*

**State your contention** *A close look... disproves such dire predictions*

**Outline your main points** *Human beings (can)*

* Para 1 *limit the potential of machines*
* Para 2 *halt... unforeseen, glitches*
* Para 3 *(without emotion) machines can not have the desire or need to take over*

**So, does the above introduction do all it should? Sure does!**

**The topic sentence...or, where are you going?**

## The Topic sentence

The topic sentence is usually, but not always, the first sentence in the each body paragraph. It introduces what the paragraph is going to cover LINKING that to the essay question. Topic sentences SHOULD make mention somewhere of at least a word or two from the topic – this is a sure fire way to ensure you stay on the topic.

The topic sentence should be ONE sentence long.

Think back to the topic

# ***Will machines overpower the human race?***

**The main points I outlined in my introduction were:**

* Humans can limit the potential of machines
* They can also halt... unforeseen, glitches
* And without emotion machines can not have the desire or need to take over

**A rule of essay writing is that the order you presented your points in the introduction is the order of your body paragraphs.**

**So, my first body paragraph topic sentence might go something like:**

*Machines can not overpower humans as they are inventions made and controlled by humans.*

* can not – **reiterates my approach**
* inventions made and controlled by humans – **is the topic of the paragraph**
* overpower – **is a key word from the essay topic**

**Or, it might be something more like this:**

*Humans can decide what machines are able to do, ensuring their power is limited.*

* Humans can...limit – **is the topic of the paragraph**
* Power – **links to use of word overpower in the essay topic**

**The explaining...or, ‘what are you on about’ sentence?**

The explaining sentence is usually, but not always, the second sentence in the each body paragraph. It explains the how and why of your paragraph topic, clearly illustrating how your point proves your approach. You can write more than one explaining sentence, perhaps interspersed with some specific examples.

Think back to the topic

# ***Will machines overpower the human race?***

**One of the main points I outlined in my introduction was:**

* Humans can limit the potential of machines

**My topic sentence is**

*Machines can not overpower humans as they are inventions made and controlled by humans.*

**My explaining will then be:**

*Machines are created and produced by humans. Its potential to complete a task is determined and designed by a human creator, not by the machine itself.*

**☺ ☺ ☺ ☺ ☺ ☺ ☺ ☺ ☺ ☺**

**The specific example...or, ‘can you really be trusted’ sentence?**

The specific example sentence is essential as it allows you to show your idea is supported by hard evidence, thus making it credible. It is best to draw your examples from somewhere specific – a reliable, trustworthy and traceable source. Written texts, research documents, films, primary sources are all appropriate. The psychedelic musings of your philosophical buddies, whilst maybe interesting, are not so appropriate.

Make your example as specific as possible. “In The Muppet Movie, Kermit the Frog says...”as opposed to “A frog was once overheard to say...”

Think back to the topic

# ***Will machines overpower the human race?***

**My paragraph so far reads:**

*Machines can not overpower humans as they are inventions made and controlled by humans. Machines are created and produced by humans. Their potential to complete a task is determined and designed by a human creator, not by the machine itself.*

**My specific example will be:**

*The automatic teller machine allows bank customers to withdraw and deposit money because Ethel Rainbow, the creator, designed it to do so. Conversely, it can not count the coins from a child’s piggy bank because that was not part of its programming.*

(Disclaimer: Ethel Rainbow is my creation – I have no idea who the real inventor was. This is for illustrative purposes)

**The summing up...or, ‘see how right I am” sentence?**

**Summing Up**

The summing up sentence is the final sentence in the each body paragraph. It sums up (hence the name - sum) the paragraph topic, clearly linking your idea back to your overall approach and the essay topic

Think back to the topic

# ***Will machines overpower the human race?***

My paragraph so far reads:

*Machines can not overpower humans as they are inventions made and controlled by humans. Machines are created and produced by humans. Their potential to complete a task is determined and designed by a human creator, not by the machine itself. The automatic teller machine allows bank customers to withdraw and deposit money because Ethel Rainbow, the creator, built it to do so. Conversely, it can not count the coins from a child’s piggy bank because that was not part of its program.*

My summing up will be:

*Since a machine’s capability is determined by human it is the human who has the most power.*

* Since – a connecting word used here to show cause and effect (since this happens...that happens). A couple of other good summing up words/phrases are therefore and as a result,
* Machine, human, power – links to the essay topic

## Saying Goodbye

## The Essay Conclusion

This is the final paragraph your reader will see and it is very important that you leave a lasting impression in their minds – for all the right reasons. You need to restate your contention and summarise the points you have made throughout the essay. You must take care that you don’t introduce any new arguments or examples into your concluding comments.

**Your conclusion needs to do three things:**

1. Restate your contention
2. Summarise your argument
3. End on a powerful note

# Sample Conclusion - **Will machines overpower the human race?**

# (I have written the conclusion for an essay arguing machines WILL overpower humans)

*The supremacy of machines over humans is destined to occur; it has already started. Machines have replaced the need for people power in almost every field and they already control almost every daily task a human performs. Technology’s hold on human freedom will only increase, as the drive to create bigger and better machines continues with no care paid to the consequences. It is no longer a case of whether machines will render humans powerless, rather how long the human race has left.*

**Restate your contention** *The supremacy of machines over humans is destined to occur*

**Summarise your argument**

* Para 1 *Machines have replaced the need for people*
* Para 2 *Machines control almost every daily task*
* Para 3 *no care paid to the consequences*

**End on a powerful note** *no longer a case of whether machines will render humans powerless, rather how long the human race has left.*