



## Essay Writing

*Are the essays piling up and you don't know where to start? Feeling overwhelmed because the task seems so huge? Try working through each paper in an organized way. These steps should help.*

- Decide on a topic*
- Define your purpose.
  - Brainstorm subjects of interest.
  - Evaluate each potential topic.
- Prepare an outline or diagram of your ideas*
- A thesis statement should have two parts.
    - ⇒ State the topic.
    - ⇒ State the point of the essay.
  - Write your thesis statement
- Write the body*
- Write the main points.
  - Write the sub points.
  - Elaborate on the sub points.
- Write the introduction*
- Begin with an attention grabber.
  - If the attention grabber was only a sentence or two, add one or two more sentences that will lead the reader from your opening to your thesis statement.
  - Finish the paragraph with your thesis statement.
- Write the conclusion*
- Bring closure to the reader, sum up your points or provide a final perspective on your topic.
- Add finishing touches*
- Check the order of your paragraphs.
  - Check your writing. PROOFREAD
    - ⇒ Does it make logical sense? Leave it for a few hours and then read it again. Does it still make logical sense?
    - ⇒ Do the sentences flow smoothly from one another? If not, try to add some words and phrases to help connect them. Transition words, such as "therefore" or "however," sometimes help. Also, you might refer in one sentence to a thought in the previous sentence. This is especially useful when you move from one paragraph to another.
    - ⇒ Have you run a spell checker or a grammar checker? These aids cannot catch every error, but they might catch errors that you have missed.

