**How to structure a 1000 or 2000 word essay**

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| **1 Title/question:** The whole of your essay must focus on the title |

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| **2 Introduction:** In your introduction, explain what the essay is going to do.   * Explain how you interpret the question. * Identify issues that you are going to explore * Give a brief outline of how you will deal with each issue, and in which order. * Use at least one quote |
| Length: 250 words |
| **3a Develop your argument or line of reasoning:** *Paragraph 1*   * + - This paragraph covers the first thing you said in your introduction that you would address.     - The first sentence of the paragraph introduces the main idea of the paragraph.     - Other sentences develop the subject of the paragraph.  Include relevant examples, details, evidence, quotations, and references.     - Set the scene for the next paragraph. |
| Length: 250-500 words |

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| **3b** *Paragraphs 2 and other paragraphs*   * The first sentence or opening sentences, link the paragraph to the previous paragraph, then introduce the main idea of the paragraph. * Other sentences develop the paragraph's subject. * Set the scene for the next paragraph |
| Length: 250-500 words |

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| **4 Conclusion:** The conclusion contains no *new* material   * Summarise your argument and the main themes. * State your general conclusions. * Make it clear why those conclusions are important orsignificant. * In your last sentence, sum up your argument verybriefly, linking it to the title. |
| Length: 250-500 words |

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| **5 References and/ or bibliography**   * List all the books, and other materials you have referred to within the essay. * If a bibliography is required, list relevant texts, including those you read but did not use in the essay. |

**Linking words for essays and extended prose**

Sometimes it is difficult to think of different words to use to link,

expand, or list points etc in an essay or extended prose. Try to learn different words that can be used to link ideas other than 'and' & 'therefore', The table below shows common linking words and different ways of saying these.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| USUAL |  |  |  |  |  |
| LINKING |  | OIHER WAYS TO SAY THIS... | | |  |
| WORD(S) |  |  |  |  |  |
| . HOWEVER | . although | despite | nonetheless | though | at the |
| same time |
| ALSO | in addition | furthermore | besides | similarly | as well as |
| FOR | namely | for instance | such as | including | in |
| EXAMPLE | particular |
| ON THE | alternatively | on the | in | although | rather |
| OTHER HAND | contrary | comparison | , |  |
|  | .. |  |
| IN OTHER | in view of | to look at |  | in that | with this |
| this another | rather |
| WORDS | this |  |  | case | in mind |
|  |  | way |  |  |  |
|  |  |  |  | firstly |  |
| NEXT | additionally | also | another | secondIy | finally |
|  |  |  |  | thirdly |  |
| THEREFORE | it can be | as a result |  | then | because |
| seen that | so | of this |
| IN | on the whole | to sum up | overall | thus | to |
|  | , |
| CONCLUSION | summarise |

When quoting use these or similar phrases:

As Goodwin makes clear/discusses in his book ‘Dancing in the Distraction Factory’ (1992)…

To quote Goodwin (1992)….

As Goodwin (1992) comments…..