### Analyse the question

**How many parts to the question?**

**Key content words/phrases:**

**Directive words:**

**Limitations/scope:**

### Introduction

**General orientation:**

**Purpose of essay/key issues to be discussed:**

**Thesis/position statement (what is your answer to the essay question; the position you will take on the topic; or your overall conclusion?):**
## Body

### Paragraph 1

**Topic Sentence** (what is the main idea discussed/point made in this paragraph?):

**Evidence** (what references to literature, examples, etc. will you use to support your point?):

### Paragraph 2

**Link** (How does this paragraph relate to the last one and/or the overall topic?):

**Topic Sentence**: 

**Evidence**: 

Paragraph 3

Link:

Topic Sentence:

Evidence:

etc

Conclusion

Sum up the key points and/or evidence of your argument:

Restate the thesis/argument of the essay (i.e., make a conclusion):

May then consider wider implications:
Additional resources

- Examples of directive words: [http://www.international.mq.edu.au/studentservices/studysupport/online_taskwords](http://www.international.mq.edu.au/studentservices/studysupport/online_taskwords)

Do:

- take the time to analyse the question
- plan your essay
- keep asking yourself if this (idea, research, writing, etc) helps you answer/address the essay question
- leave time between your first draft and the editing and polishing process

Ask yourself:

- Does my essay answer/address the question?
- Is there a logical structure to my essay?
- Have I backed up my argument with evidence?
Attribution information

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