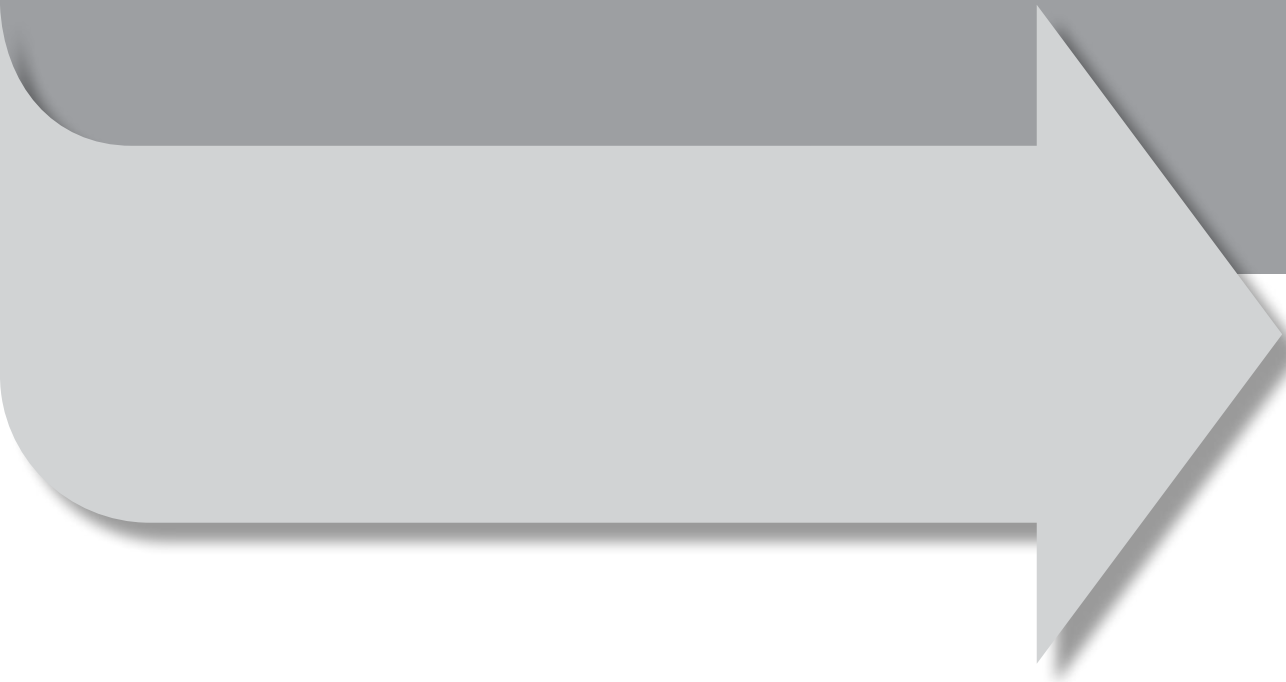


# Essay Writing Skills



# Contents

*Foreword* ix

**Introduction: destination graduation** 1

New realities 2

Future realities 4

How to use this book 5

**1 The academic essay: its nature and role** 7

What is an essay? 7

Essay conventions 9

The essay as assessed coursework 13

Developing your academic skills through essay writing 16

**2 The foundation for success** 21

Using clear language 21

Detail that makes for good writing 25

If your first language is not English 37

**3 Researching the content** 41

Deciding which topic to write on 41

Understanding the essay title 42

Gathering material and using bibliographies 44

Developing your academic skills 47

Making notes 51

Using essay banks 52

**4 Preparing and writing** 54

A systematic approach 54

When it all goes wrong 63

<b>5</b>	<b>The structure and detail of an essay</b>	65
	The introduction: making a good start	65
	The central content	67
	Referencing	68
	An appropriate conclusion	76
	Writing essays in examinations	78
	The purpose and form of a dissertation	81
<b>6</b>	<b>Example essays and the art of learning from experience</b>	86
	What your lecturer wants	87
	A checklist	88
	The nature of the examples	89
	An example of guidelines	90
	Examples	97
	Dealing with criticism	117
	A helping hand	122
	Top tips	122
<b>7</b>	<b>Looking ahead</b>	125
	The immediate benefits	125
	The wider world	126
	Areas of change	127
	Skills with ongoing benefit	128
	Applications in finding work and beyond	129
	Written communication in the workplace	131
	Ongoing development	131
	<b>Afterword</b>	134
	And finally ...	134
	Acknowledgements	137
	<i>Index</i>	138