Essay writing: structure

1. Introduction:
   - An introduction is a preview of the assignment.
   - It makes a general statement about the issue, topic or area under discussion.
   - It sets out the main structure of the assignment.
   - It sets out your thesis (i.e. point of view).
• Be brief but include all your main ideas.

2. Body:

• This is where you assemble the evidence of your research and thinking.
• It is here that the bulk of the marks lies.
• You will be assessed on the development and relevance of your information, and any discussion based on that information.
• Your research should be carefully acknowledged with in-text referencing.
• If the assignment question has more than one part, structure your body into sections that deal with each part of the assignment question.

3. Conclusion:

• A conclusion is a review of the assignment.
• It sums up the arguments of the whole text.
• It makes reference to the key terms of the assignment question.
• It reiterates and confirms your thesis.
• It may suggest recommendations, or indicate the significance or implications that follow from the conclusion.
• There should be no new information in the conclusion.
• If you have added something not mentioned in the body, check that it is relevant; if so, include it as a paragraph in the body.

4. Reference list:

• Demonstrates that you have researched the area.
• Demonstrates that you are enlisting the support of someone’s research to support your own ideas
• Demonstrates what ideas or information you have referred to from someone’s research as distinct from your own.
• Demonstrates that you acknowledge and give credit to the work of someone else.
• Make sure that you are familiar with the referencing style as prescribed by your faculty.
Only include those references that you have used in your assignment (i.e. those that you have cited in your assignment).

Adapted from the following source: