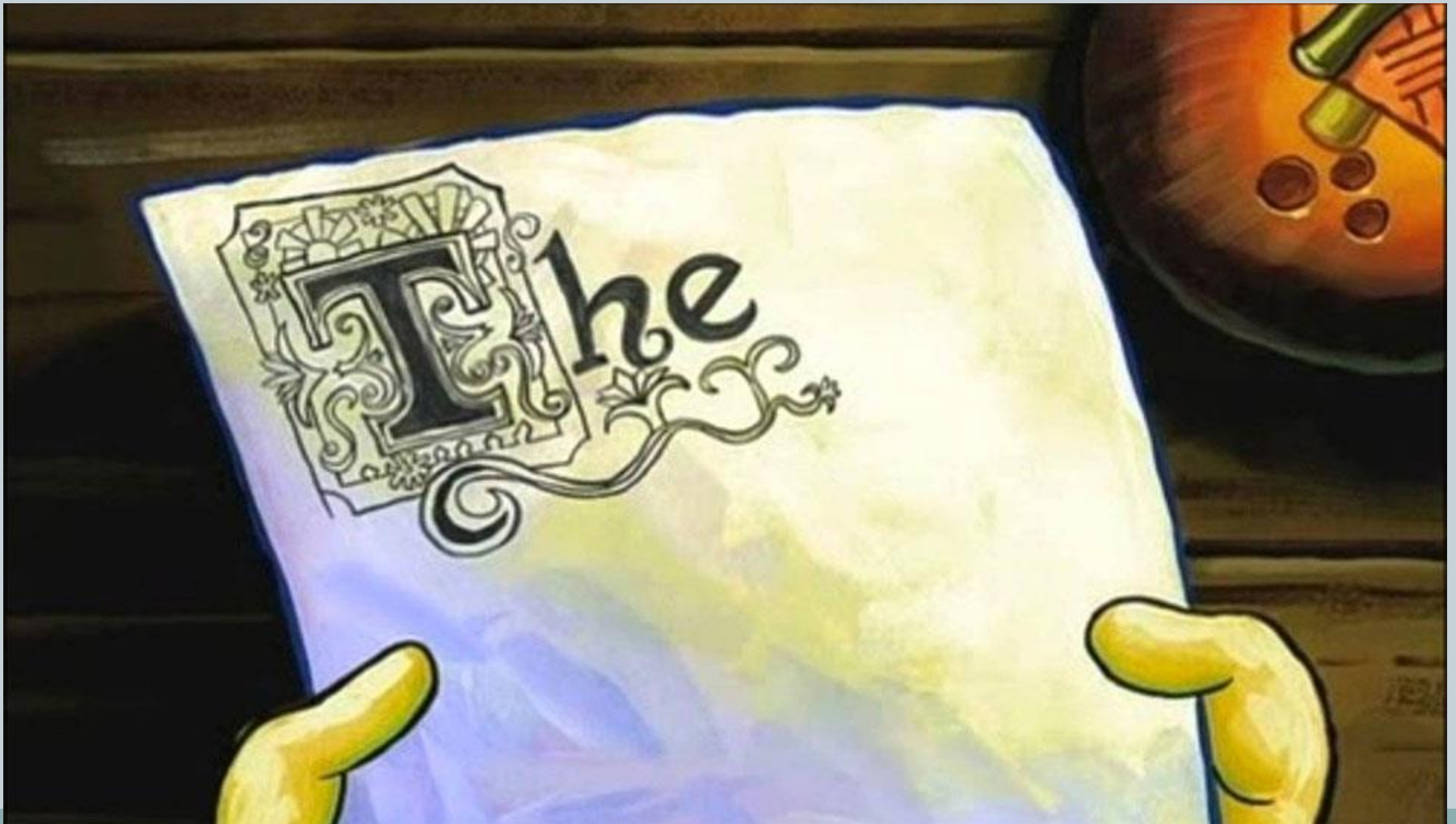


The Members of Group :



- Michael Surbakti [A11.2014.08698]
- Edo Ardiyan Syah [A11.2014.08697]
- Feldy [A11.2014.08025]

ESSAYS



The Writing Process



- Think about topic
- Research topic
- Plan your essay
- Write your essay
- Revise your essay
- Edit your essay

Interpreting The Topic

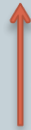


- **Command** - Tells you what to do
- **Topic** - The general area of discussion
- **Focus** - The specific area of discussion

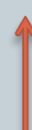
Universities *should not be* run like businesses. **Discuss**



topic



focus



topic



command



Common Key Task Words in Assignments

Account for	Analyse	Assess	Comment on	Compare	Criticise
Define	Describe	Discuss	Evaluate	Examine	Explain
Generate	Hyporeporte	Illustate	Integrate	Interpret	Justify
Outline	Relate	Review	State	Summarise	

Essay Structure

Introduction =
5% of the total
paper

Opening sentences are broad and
general, gradually focusing the
reader onto the topic and finally
onto the proposition.

PROPOSITION: Main idea of the essay,
summarising the whole point of the essay.

Paragraph 1

First Supporting Statement (SS1)

Sentences developing SS1 (definition,
explanation, evidence, illustration).

Paragraph 2

Supporting Statement (SS2)

Sentences developing SS2

Paragraph 3

Third Supporting Statement (SS3)

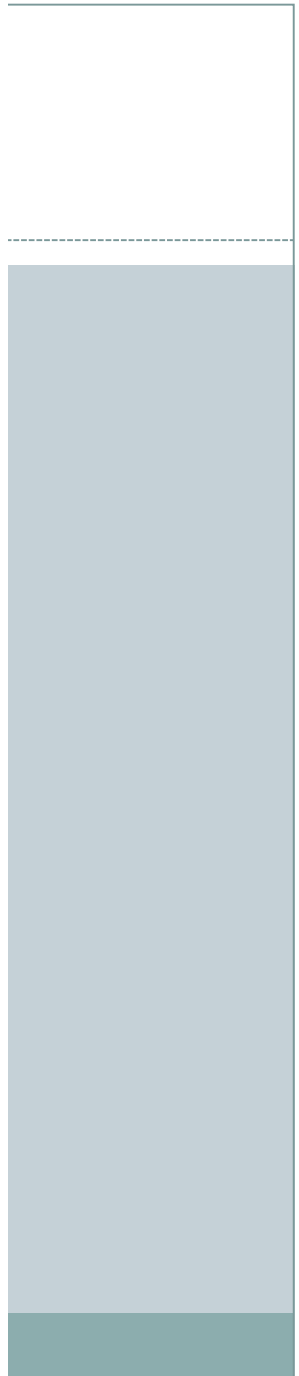
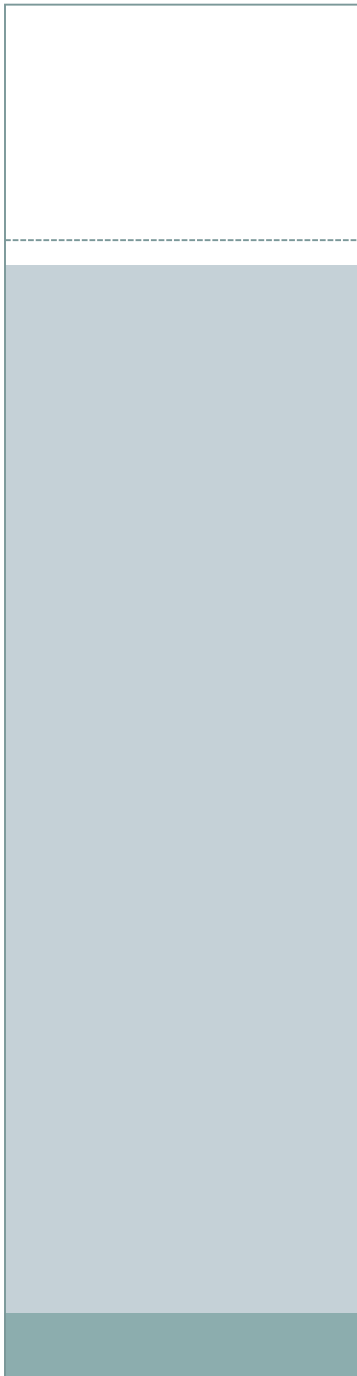
Sentences developing SS3

Narrow statement relating to the
conclusion from the previous paragraph.

Argument
Paragraphs

Conclusion =
5-10 % of
total paper

Summarising argument leading to
final broad statement on the
implications or significance
of your argument.



Plans, Introductions and report Statements



- **Planning will save you time later**
- **instead of developing a report statement early on, you may choose to read up on the assignment question and make notes on the relevant concepts, theories, and studies that support different points of view.**
- **The notes you have already written will not go to waste because these can be the building blocks for your paragraphs that support your report statement**
- **Irrespective of the approach you use, it is important that you have a good structure to your essay. This begins with an introductory paragraph.**

Introductions and report statements



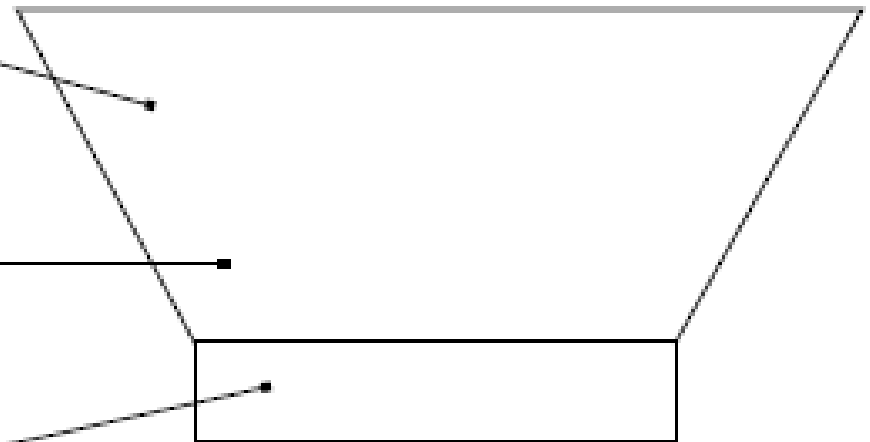
- An introduction should begin with a broad opening statement that establishes the context of your essay.
- For a thorough introduction, you might want to ask yourself, “Who, What, When, Where, How, and/or Why?”
- It is often useful to think about the literature on the topic and indicate how your contribution is related to what others have written. You can include why the topic is important.
- It is really important that your introduction tells the reader where you will be going, so mention what is going to come up in the essay.
- By the end of the introduction, the focus is narrowed down to the report statement. (However, sometimes you may wish to begin your introduction with the report statement, or use a rhetorical question instead of a report statement.)



Broad opening statement

More focused middle

Thesis statement



Guidelines for writing a report statement



- **Make sure you are very specific.**
- **Make sure you are very clear.**
- **A report statement is brief, 1-2 sentences only.**
- **Make sure your claim is realistic so that your essay does not sound ridiculous, or fanciful.**
- **Ensure your report statement has some significance.**
- **A report statement generally does two things: it answers the essay question and provides a reason or**
- **explanation for the answer chosen.**

Example

Essay topic : Do the advertisements targeting speeding drivers work?

report : Although the number of speeding drivers will never be reduced to zero, the advertisements targeting them are having a positive effect because people are taking notice of the gruesome consequences of excessive speed.

Sample introduction

Every teenager is thrilled at the prospect of sitting behind the driver's wheel of a car. At some stage, though, the excitement turns into complacency and bad habits are often formed. Many of these bad habits have little effect on safety. A few, however, such as drunk driving and speeding, are dangerous and a great deal of time and effort is put into getting people out of these habits. Many campaigns, though, are not successful because they are easily ignored. This has not been the case with the campaign against speeding drivers. **Although the number of speeding drivers will never be reduced to zero, the advertisements targeting them are having a positive effect because people are taking notice of the gruesome consequences of excessive speed.**

Paragraphs



- The controlling idea should be developed in the rest of the paragraph with relevant factual details, examples, explanations, deft citations, or research data.
- Try to ensure that you have no less than three sentences per paragraph.
- Be careful to avoid sentences that may be too long. Ideally, a **sentence** should be **no longer than three lines**.
- Paragraphs should be arranged in a logical sequence and should also be well linked.
- Connections can be made **between sentences** and **between paragraphs** by using *signposts* or transitional
- words and phrases to indicate change, comparison, or agreement.
- Signposts tell the reader
- Signposts make your writing flow more smoothly and make it easier to follow
- More signposts are provided within the section on Techniques for putting authors' ideas in your own words

Conclusions



- Conclusions round off your essay. They remind the reader of all your main points and explain the significance of your argument.
- The concluding paragraph of an essay should include:
 - A narrow statement relating the conclusion to the preceding paragraph.
 - A restatement of the proposition or report statement.
 - A brief summary of the main points made in the essay.
 - A final, broad statement on the significance of the argument, and, if appropriate, its implications.
- Your conclusion should not just be a list of the points you have made.

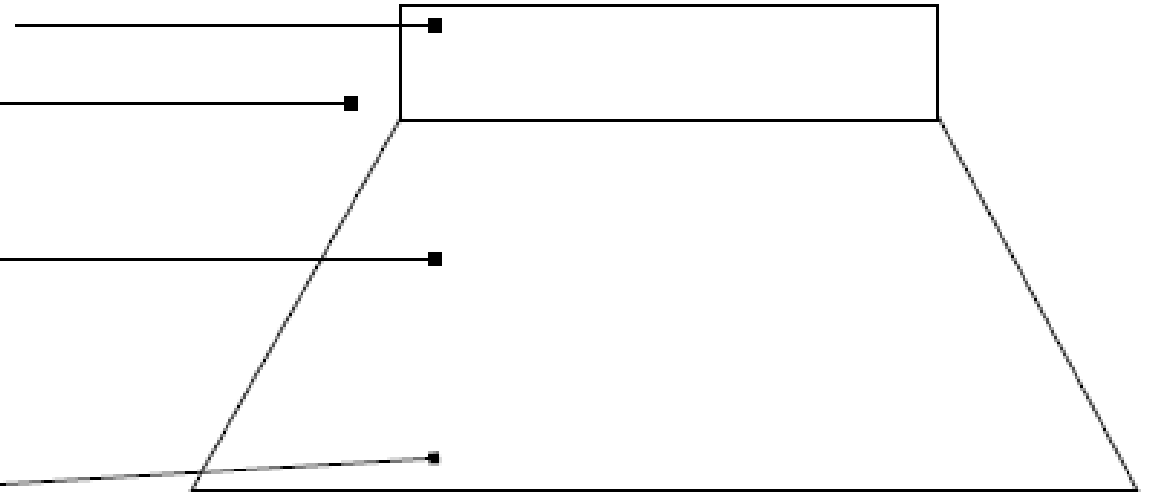


Link to previous paragraph

Restatement of thesis

Summary of argument

Broad closing statement



Example :

By promoting a caring atmosphere in schools, teachers can reduce the likelihood of bullying. *Above all, teachers need to inform themselves and the rest of the school community so that together they can develop a policy to discourage bullying.* By educating themselves about bullying, teachers and parents have the knowledge to set up effective programs and structures both within the classroom and for the whole school. Furthermore, by removing the opportunity for children to bully, providing children with a stimulating environment, and giving them the tools to deal with conflict appropriately, teachers can reduce children's inclination to bully. **Although bullying will never be fully eradicated and must be dealt with as soon as it occurs, increasing awareness of the problem is making schools a safer and more enjoyable environment in which children can learn.**

Strategies for Organizing Points in Assignments



In understanding how to organize and structure the points you want to make in an assignment, it is worthwhile demonstrating several different patterns to use for an essay, which could easily be adapted for other assignment forms.

Mock essay: Discuss the social effects surrounding an Act of Parliament.

Imagine you have chosen an Act of Parliament and have identified two main effects, with each effect incorporating several other sub-effects. Paragraphs could be structured around one or more sub-effects that comprise a main effect.

The Process of Revision



- Revising occurs when you have finished your draft. It is a good idea to take reasonable breaks in-between drafts, so you can look at your assignment with fresh eyes.
- Here is a revision checklist for essays, which can be adapted for other assignments.

The Process of Revision		
Key question	Introduction	Body
Conclusion	Referencing	Presentation
Content		