

The Essay:

How to build up a good essay
and Transition Signals

14th Lecture

THE ESSAY (Narrative and Descriptive)

Building up your essay:

Instructions

1. **INTEREST** Writing an essay is not simply a matter of getting the required number of words down on paper. You must do all you can to make your essays *interesting* so that they will hold the reader's attention to the very end. To achieve this it is not necessary to go to absurd lengths to be original. All you need do is to include incidents and details which are drawn from everyday life or which you have imagined.

2. **UNITY** Just as it is important to connect your sentences *within* a paragraph, you should make sure that your paragraphs lead on naturally to each other. Answer the question closely. Do not repeat yourself. Make sure that every paragraph adds something new to the essay.

3. **BALANCE AND PROPORTION** Keep a sense of proportion. The length of a paragraph will depend on what you have to say; however do not let yourself be carried away by fascinating but unimportant details.

4. **PERSONAL STATEMENTS** Do not address the teacher or make comments on the topic like, 'I do not like this subject and do not know how to begin' or, '... and now it is time for me to finish my essay' etc.

5. **RE-READING** It is absolutely necessary to read your work through when you have finished writing. While doing so, keep a sharp look out for grammatical mistakes – especially those connected with word order or the sequence of tenses. Try to develop the habit of not repeating a mistake once it has been pointed out to you.

6. **TITLES** After you have finished your essay choose a good short title. Make sure that it has to do with the subject, but it should not give the reader *too* much information.