

How to Organise your Essay

When you organise your compositions, there should be three distinct and major parts:

- I) INTRODUCTION
- II) BODY
- III) CONCLUSION

I) THE INTRODUCTION

When we write the Introduction, we should:

- # open with some interesting ideas about the topic
- # make general comments or observations about the topic
- # arouse readers' interest to encourage them continue reading

From the Introduction, we should get a fair idea of what the topic or major theme (eg. Benefit of Reading/Violence in Sports etc) of the essay is.

II) THE BODY

The body consists of several paragraphs and these paragraphs consist of related points or ideas. These points should fall into 2 categories:

1) Main Ideas (M.I.)

Main ideas are the most important points in your essay

2) Supporting Ideas (S.I.)

Supporting ideas are those that give us more ideas about the main ideas and support or lend weight to the main points. Supporting ideas can be illustrations, statistics, examples, case studies etc.

A graphic representation of how to organise your essay is given below:

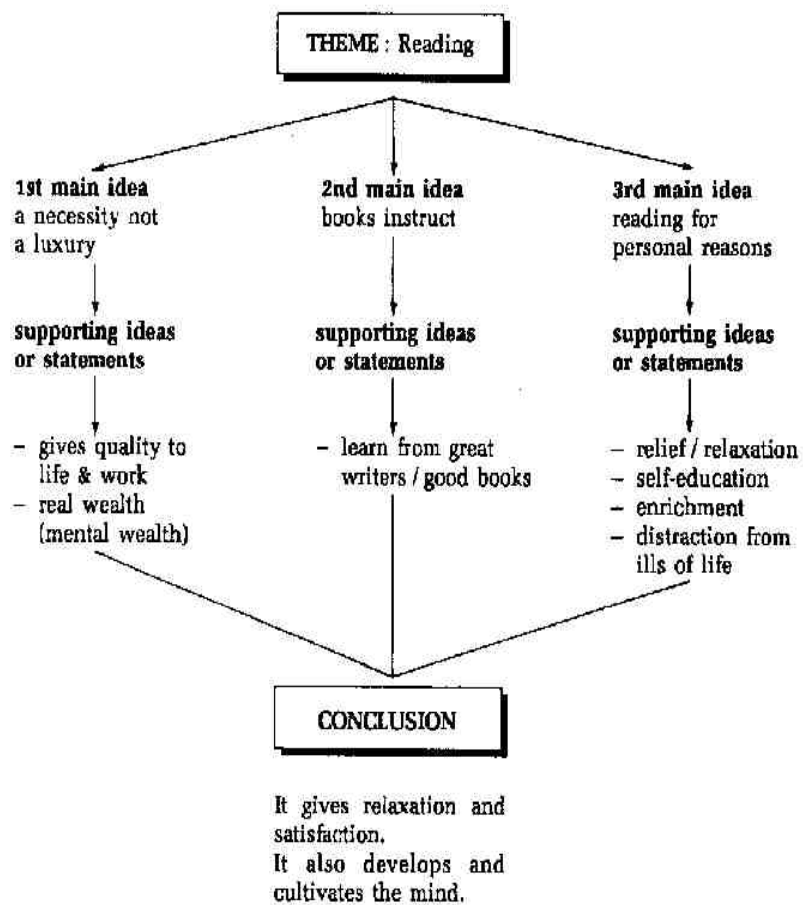


Fig 1:

Below is the framework (fig. 2) for planning and organising your essays. Practice planning by filling in the details:

Fig.2

III) THE CONCLUSION

In the Conclusion, we would:

- # restate or summarise the main points
- # reflect on your thoughts and feelings
- # give your final comments

Essential Steps to Success:

Practise. Practise. Practise.