

## 15. ESSAY WRITING

An essay consists of many paragraphs. The first Paragraph is the **Introduction**, followed by the **body** which consists of 3-5 paragraphs on each sub topic and the last is the **conclusion**.

How to write

- First note down all the points and relevant quotes that come to your mind.
- Then read the points and combine ideas that are similar or related.
- Decide on the topic sentence and the opening line.
- Find out the order of importance of the sub topics.
- Start writing the essay in a logical sequence.
- Transition from one idea to another idea should be smooth.
- Use discourse markers or connectives like however', 'in addition', 'nevertheless', 'moreover'. etc. in the first sentence of the next paragraph to bring cohesion and continuity.
- Give a good conclusion for the essay. - read, revise and finalise the draft.
- Avoid using personal pronouns like 'I' or 'you'.

**Introduction:** This paragraph must contain the topic sentence which gives the gist of the essay. The first sentence should be attractive and should arrest the reader's attention. Make it clear what the reader can expect in the essay.

**Body:** Here all the sub topics can be explained in different paragraphs in the order of importance. Each paragraph should contain only one idea and that idea should be explained clearly with proper details.

**Conclusion:** This paragraph provides a summary of all the other paragraphs and restates the topic sentence.