**Essay Writing**

**Deadline:** December 31, 2021

**Drafts:** At least 2 drafts with a preliminary and a final outline, self review and a reference list

**Suggested schedule:**

Week 15 Decide on your Topic and Title;

Write the Preliminary Outline.

Week 16 Write Draft 1;

Review your draft.

Week 17 Write the Final Outline.

Write Draft 2.

Write the Reference.

**Task description:**

You are supposed to write at least 500 words for an informative essay of the logical-division–of-ideas type on a topic of your own choice, preferably in the formal style. You need to cite at least 3 sources in your writing.

Create a title that indicates the general and/or the specific topic.

Frame your ideas into three major sections: Introduction, Body and Conclusion. The introduction should limit the topic and state the thesis (including the subtopics). The body section should devote at least one paragraph to each subtopic, each with a topic sentence clearly stating the main idea, followed by supporting sentences that cite examples, statistics and/or testimonies to lend adequate support to the main idea. And the conclusion should flow naturally from the development of the thesis in the body section, summarizing the main points and/or restating the thesis, and wind the whole essay up with a prediction, advice or other impressive thoughts.

Make sure your essay is coherent, consistent in person/perspective, with transition signals adequately used to define the logic and transition between sentences/paragraphs/parts.

Write a preliminary outline to help plan your writing; Work out a final outline to help re-examine your final draft.

Review your own first draft, underlining the thesis statement, the topic sentences of the body paragraphs, transition signals and highlighting **key words**, as indicated here. Record what you need to do to improve Draft 1.

Finally write your final draft.

Attach “Reference” to the end of your Draft 2. Remember to use the APA format.

**Submission:**

1. For **regular attendees,** your essay should be submitted to the folder "Essay writing-due on December 31" at 文件中心 of [bhiscambridge@163.com](mailto:bhiscambridge@163.com). **非免听生**的作文提交到英语公邮文件中心对应文件夹。
2. For **those exempted from English class**, your essay should be submitted to the task folder at

https://bhpan.buaa.edu.cn:443/link/9754FB29754C06067C7504AE50D4EFB4 (有效期限：2021-12-31 23:59). **免听生**的作文于12月31日前提交到上面链接所指向的北航盘文件夹里。

For all:

**Naming of the word document:** IS-Group number-Student ID-Name-Title

**Font:** Times New Roman 12

**Header**: IS-Group number-Student ID-Name-Title, centered

**Footer:** Page number/Total of pages, centered

**Layout:**

**Title**

**Preliminary Outline**

**…**

**-------------------------------------------------------------------------------------------**

**Draft 1**

**…**

**Draft 1 (with Self review)**

**…**

**Self review:**

**1. The style needs to be more formal.**

**…**

**Final Outline**

**…**

**Draft 2**

…

APA format in in-text documentation: (Family name of the author, Year of publication )

**Reference (at least 3 sources)**

…

…

…

Attachments: (Electronic version or Picture of the cited part from the paper version))

1

2

3 …