**いEssay Writing**

1. Essay Organization

An essay consists of three parts: **introduction**, **body (main body)**, and **conclusion** (Oshima & Hogue, 2007).

* **Introduction** [序論10%]
* The introduction (an introductory paragraph) is the first paragraph of the essay and “tells what the essay is about” (Oshima & Hogue, 2007, p. 148).
* The “introductory paragraph has two parts: (1) several general statements and (2) one thesis statement” (Oshima & Hogue, 2007, p. 171).
* The **thesis statement** (主題文) tells “the specific topic of the essay” (p. 148) or states “the writer’s opinion on the issue” (p. 171). “The **thesis statement** is normally the last sentence of an introductory paragraph” (p. 150).
* **Body** [本論80%]
* The body paragraphs consist “of one or more paragraphs” (Oshima & Hogue, 2007, p. 152).
* “Each **body paragraph** has a topic sentence and several supporting sentences. It may or may not have a concluding sentence. Each body paragraph supports the thesis statement” (p. 152).
* **Conclusion** [結論10%]
* “The concluding paragraph is the last paragraph of an essay” (Oshima & Hogue, 2007, p. 153).
* “The concluding paragraph summarizes the main points or repeats the thesis statement in different words” (p. 153).
* “[Y]ou may add a final comment … to express your opinion, make a judgment, or give a recommendation. However, *do not* add any new ideas in the concluding paragraph. Just comment on what you have already discussed” (p. 153).

Exercise 1: Read the essay entitled “The Right to Die” and underline the thesis statement, the topic sentences, the concluding sentences and the transition signals (discourse markers) that introduce each paragraph.

2. Citation

* Citation is to refer to the information in others’ work incorporated into the writer’s own writing (Sadoshima & Yoshino, 2008).
* Citing others’ work is important in academic writing in order to (a) protect the author’s copyright, (b) show readers evidence of the information cited, and (c) avoid plagiarism (剽窃).
* Only reliable sources should be used for citation. Don’t use *Wikipedia*, etc.
* APA (American Psychological Association) style is used in this class.

\* There are various rules for citation across different areas of study. It is recommended to check with the regulations provided from individual professors, seminars, laboratories or graduate schools.

* **Direct quotation** (直接引用): When you quote the information from the original text, use quotation marks “ ” and put the author’s family name, year of publication and the page number in parentheses.

Example①: “Global warming is the most difficult problem that we have to solve immediately” (Smith, 2013, p. 45).

Example②: Smith (2013, p. 45) states that “[g]lobal warming is the most difficult problem that we have to solve immediately.”

※原文で使われている文字の大文字・小文字を変更するときには、[ ]を使って表記する。

* **Indirect quotation** (間接引用): When you use your own words to *paraphrase* the information from the original text, you do not use quotation marks but need to show the author’s family name and year of publication. Instead of paraphrasing, you may *summarize* the information as well.

Example①: Smith (2013) emphasizes that we need to address the issue of global warming urgently.

Example②:The difficult issue of global warming should be treated immediately (Smith, 2013).

Exercise 2: Read the following text and write the main point in one or two sentences by using direct or indirect quotations.

Right Brain / Left Brain

The left and right sides of your brain process information in different ways. The left side is logical, rational, linear, and verbal. The right side, on the other hand, processes information intuitively, emotionally, creatively, and visually. Left brains think in words, whereas right brains think in pictures. People who depend more on the left side of their brain are list makers and analysts. They are detailed, careful, and organized. In contrast, right-brained people are visual, intuitive, and sensual. (Oshima & Hogue, 2007, p. 109)

Write the main point below:

(1) Direct quotation

“The left side is logical, rational, linear, and verbal. … In contrast, right-brained people are visual, intuitive, and sensual.” (Oshima & Hogue, 2007, p. 109)

(2) Indirect quotation

Oshima and Hogue(2007, p. 109) state that there are two different ways to have information in the brain: the left side brain is logical or verbal; the right side brain is emotional or visual.

3. How to write references

When you cite others’ work, you always need to put a reference list at the end of the essay/paper. When you show the list, write *References* （参考文献）at the top of the list.

文献を1つ載せるときには、*Reference*と単数形になる。

文献は著者名のアルファベット順に上から並べる。

〈英語の本〉

著者名. (発行年). *本の題名.* 出版社がある都市：出版社

Allen, B., & Shishido, M. (2012). *Imagining tomorrow: The future of science, society, and nature*. 10th edition. Tokyo: Seibido.

Oshima, A., & Hogue, A. (2007). *Introduction to academic writing*. New York: Pearson Education.

〈日本語の本〉

著者名. (発行年). *本の題名[英語に翻訳した題名].* 出版社がある都市：出版社

Sadoshima, S., & Yoshino, A. (2008). *Korekara kenkyu wo kakuhito no tameno guidebook [A guidebook for those who are about to write a paper].* Tokyo: Hitsuji Shobo.

〈英語のウェブサイト〉

著者名. (発行年). *ウェブサイトの題名*. URL. (閲覧日)

University of Essex. (2014). *Exploring the science of life.* http://www.essex.ac.uk/bs/ (Retrieved on 3 November 2014)

〈日本語で書かれた新聞〉

著者名. (発行年、日付). *記事の題名[英語に翻訳した題名].* 新聞名、夕刊、版、ページ

※著者名が分からなければ、記事の題名を発行年の前に記す。

References

Oshima, A., & Hogue, A. (2007). *Introduction to academic writing*. New York: Pearson Education.

Sadoshima, S., & Yoshino, A. (2008). *Korekara kenkyu wo kakuhito no tameno guidebook [A guidebook for those who are about to write a paper]* Tokyo: Hitsuji Shobo.