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| **INTRODUCTION**  **Your introduction is incredibly important. If you turn a marker ‘off’ at this stage, it can be difficult to get them back.** | |
| State the topic of your essay – a general response to the question. If you are struggling, use words from the question. |  |
| Define any terms that may be necessary for understanding. This is not for the marker but to define any term that may carry various meanings. ie. Executive. | The Governor General acts as the Queens’ representative in Australia to perform the “powers and functions of the Queen”, as established in Section 2 of the Constitution. |
| Include a brief outline of your essay – what are the major points of your paragraphs – this could be two or three sentences but no more. |  |
| Clear thesis that answers the question and clearly shows where you are going. This is a vital sentence that should be carefully constructed. | The appointment, removal, powers, and accountability of the Governor General are highly inconsistent between theory and practice. |
| **BODY (3-4 paragraphs)**  **This is your opportunity to show off and unleash all your detail. Approach each paragraph as a separate point and ensure it has a start, a middle and an end.** | |
| Topic Sentence. What is the major point of the paragraph? Must be well structured and clearly responding to the question. |  |
| Supporting sentences. These should prove your topic sentence is correct and can include examples, case studies, statistics etc. Most paragraphs will have between three and five of these. |  |
| Concluding sentence. Link back to a response to the question. DO NOT decide that the marker can decipher your main point. This sentence should be well considered and planned. |  |
| **CONCLUSION**  **Do not be disheartened if you find conclusions difficult. You will improve and they become easier as you gain experience. Try not to repeat yourself but, if you have to, do so, rather than not doing anything.** | |
| Construct a sentence that makes it clear that you are concluding the essay. A restating of your thesis is acceptable but try to be creative. |  |
| Restate your major points. This can be very difficult to do. |  |
| A strong concluding sentence that summarises your position and provides some relevance as to why it is important, how it is relevant today or similar. |  |

“The office of the Governor General is highly debatable in Australia in terms of appointment, removal, powers, and accountability.” Evaluate this claim, referring to specific Governors-General of Australia.