

Contents

Introduction	ix
Why Write Essays?	1
The Stages	6
Stage 1 Interpretation of the Question	9
<i>Introduction</i>	9
1 Revealing the Structure	11
2 A Practical Example	19
3 Learning to Analyse	26
4 The Three-Step Technique – Steps 1 and 2	30
5 Creating Your Own Concept	39
6 Step 3 – Test Your Concept	45
7 Brainstorming	52
8 Flexibility	61
9 Using the Right Ability	68
10 The Range of Abilities	72
11 Changing Our Pattern of Study	77
Stage 2 Research	83
<i>Introduction</i>	83
12 Reading Purposefully	86
13 Processing the Ideas	90
14 Note-taking for Analysis and Structure	97
15 Remembering Your Notes	102
16 Note-taking for Criticism and Evaluation	109
17 Thinking and Reading Critically	120

18	Organising Your Retrieval System	134
19	Organising Your Time	142
20	Your Own Personal Timetable	151
Stage 3 Planning		159
<i>Introduction</i>		159
21	Planning: Getting the Highest Grades	162
22	Editing and Ordering Your Material	169
23	Planning for the Exam	178
24	Revising for the Exam	184
Stage 4 Writing		191
<i>Introduction</i>		191
25	Getting Your Own Ideas Down	194
26	Introductions	201
27	Paragraphs – Topic Sentences	206
28	Paragraphs – Development and Evidence	214
29	Conclusions	220
30	Style – Simplicity 1: Sentences	225
31	Style – Simplicity 2: Words	234
32	Style – Economy	239
33	Style – the Dos and Don'ts	243
34	Working with Evidence	250
35	Plagiarism	260
36	Referencing and Bibliographies	268
37	Reflective Writing	278
Stage 5 Revision		285
<i>Introduction</i>		285
38	Preserving Your Best Ideas	288
39	Revising the Structure	292
40	Revising the Content	297
Conclusion		308
Bibliography		310
Index		311