

## **GUIDANCE PAGE**

**(Do not include in your final submission)**

- Use this document as the shell or structure of your essay.**
- You can highlight the headlines and type over it as you follow the template.**
- You can then NAME and SAVE your file – this will be your essay.**

### **Here are some useful TIPS to write your best essay:**

1. Understand your topic before starting your answer.
2. Address the topic as a question - that you need to analyze and answer.
3. Clearly define your point of view on the topic.
4. Express your points clearly; avoid excessive wording/padding.
5. Have a clear introduction that supports your point of view.
6. Provide details supporting your point of view in following paragraphs.
7. Maintain the focus of the topic.
8. There is NO INCORRECT or CORRECT ANSWER – it's about how clearly and well you express views and experiences. Express yours freely!
9. Use evidence in your country/region to support your views, and to add context to your essay.
10. Be sure to insert your final impression in your conclusion.

## **IMPORTANT!**

**Please remember to:**

**DELETE all guidance notes and text from this template.**

**EXCLUDE this page in your final submission.**

-- START--

**Your Essay Title (replace this line with your title)**

- *Ensure your title is at the top of EVERY page.*
- *Ensure that your pages are also being numbered at the bottom (this should happen automatically)*

**Introductory Paragraph**

- *Give a one paragraph introduction to your position or what you feel and how strongly you feel about it.*

*ITEMIZE (do not explain) why you feel this way here. E.g. I feel (this way) because 1, 2, 3,*

- *etc. or I like mangoes because of its color, taste and price. (no details here)*
- **NOTE: The introductory paragraph is supposed to serve as an introduction—or an overview—of what the paper is about.**

**Paragraphs supporting your Point of View**

- *Here you will use the Main Point paragraphs to give some details on WHY you feel (this way).*
- *That is, Main Point #1 will give details about #1 in your introductory paragraph, and so on.*
- *There is no fixed amount of Main Point paragraphs but be sure to monitor your word count.*

**IMPORTANT NOTE:**

- *Include more points/paragraphs in SUPPORT of your view, not against.*
- *Do not make your paragraphs too long. New paragraphs are a great way to SEPARATE your thoughts nicely.*
- *Do not include more details than is necessary, be concise or exact.*
- *DO NOT WRITE as if you are speaking. Make full sentences and avoid abbreviations such as we're, aren't, I'll etc. Use 'we are', 'are not', 'I will' etc. instead.*

**Example of paragraphs supporting your introduction:**

- *Use supporting paragraphs with examples or references*
- *E.g. the color of mangoes reminds me of summer. Red mangoes make me hungry and green mangoes make me remember my uncle's mango tree at his house... (THIS IS WHERE YOU PUT THE DETAILS)*

**Alternative views in a paragraph or two**

- *Every good essay considers various points of view so be sure to include some in the detailed paragraphs sections.*
- *E.g. Some people do not enjoy mangoes because it can be hard to peel and messy to eat. But I think this is the fun part of eating a mango!*

### **Reflection on your main points**

- *Here you can use one paragraph to draw general conclusions about the main points you wrote about. E.G. Points 1, 2,3 make me feel/show clearly/prove/justify the way I feel.*

*TIP: You can also include a shorter paragraph summarizing the points that may be against your point of view. E.G. Some views may reflect -1,-2,-3 etc. (it is important now, to use the word "HOWEVER") however, I feel like my point of view is still strong.*

### **Concluding paragraph**

- *Imagine your concluding paragraph as yourself explaining to your teacher/professor what you wrote about and how you felt.*
- *Do not be too lengthy as you already explained the details in your earlier paragraphs.*
- *BE SURE TO END WITH A STRONG STATEMENT THAT CLEARLY SHOWS THE WAY YOU FEEL.*

-- END --