Essay Template

Before you look at the template, here's a few key points for using it.

Try writing a bullet point for each main point you want to include: 'This is relevant because...' If you can't, have a re-think. This will also help you to explain your points in your writing.

Each paragraph should focus on one main point or theme. You can use WEED to structure each one:

What the paragraph is about

Explain what you mean (e.g., definitions)

Examples and evidence throughout

Do something with the information: what does it mean or suggest? How does it add to your argument?

Look at this paragraph to see what we mean:

One of the main differences between studying at university and school or college is the type of research needed to complete assignments. This is because studying at university requires students to engage with a range of academic ideas and research so that they become experts in their subjects and universities are places where new ideas are developed. According to Choudrey (2019) and Beko (2017), students should research for their assignments using resources in the library and from online sources. They both stress that website-based research should be done carefully to avoid reliance on unreliable and non-academic sources. This is further supported in the work of Cottrell (2012). Additionally, Choudrey (2019) adds that reading lists from lecturers should be used because these will often include the most relevant resources for any assignment. These opinions are in contrast to Hennessy (1998) who argues that at least first year students should only refer to lecture notes for research. However, Hennessy was writing before students had wide-reaching and regular access to online resources and their advice may now outdated. It also ignores the importance of module reading lists, which Choudrey (2019) emphasises. Therefore, although reviewing lecture notes is a good first step in writing an assignment at university, students should ideally learn to research using reliable academic sources and especially those recommended by their lecturers.

So, if you want, use this template to help your planning:

Section of essay	What I am going to write about and why	References to use in each section
Introduction	What is the essay about? Do you need to give some brief background or definitions? Tell the reader what you will be including ('Firstly, the essay will discuss… and then it will analyse….)	
Paragraph 1	W	
	E	
	E	
	D	
Paragraph 2	W	
	E	
	E	
	D	
Paragraph 3 (you can have more than three, of course)	W	
	E	
	E	
	D	
Conclusion	What have you written about? Summarise the main point from each paragraph. What is your final answer to the question?	