

Analyse and Plan an Essay

1. Analyse the Essay task:

Identify the subject:
What is the topic?

Identify the instruction:
What do I have to do with the topic?

Check for other significant words:
Is there anything else I should be aware of?

2. Plan the essay:

Word Count:
(approximately)

a. Introduction: Introduce the topic. Outline the points to be addressed

and how they will be addressed (the verb) 10% = _____

b. Main Points: The number of main points will depend on the essay task and your research findings

Point:	Verb/s:	Word Count: (approximately)
● _____	_____	_____
● _____	_____	_____
● _____	_____	_____
● _____	_____	_____

c. Conclusion: Summarise the main points

15% = _____

Verb examples: describe, discuss, define, explain, examine, analyse, outline, evaluate, contrast, compare, critically analyse, justify, explore, review, . . .

Refer to the EIT [Instruction Words](#) study guide.