Plan an Essay Template

To address an essay task, first analyse the task requirements then plan the essay based on the task outline and the marking rubric. Emphasis on each point may be guided by the mark allocation.

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

Introduction: Introduce the topic. Outline the points to be addressed and how they will be addressed (the verb)

Main points: The number of main points will depend on the essay task and the content of your sources

Point	Verbs/Instruction words	Word count (approximately)
		10% _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Conclusion: Summarise the main points		15% _____

Verbs/Assignment Instruction Words: discuss, define, explain, examine, analyse, outline, evaluate, contrast, compare, critically analyse, justify, explore, review, . . .
Refer to the EIT Assignment Instruction Words study guide.

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