

## How to Write Essays

1. Selecting the topic
2. Searching keywords
  - a. Books
  - b. Databases
  - c. Journals
  - d. ARCOM
  - e. Internet
3. Finding papers
4. Reading abstracts
5. Choosing papers
6. Reading conclusions
7. Focusing on specific research questions
8. Final selection of paper (record sources)
9. Reading the whole paper
  - a. Strategic reading
  - b. Highlighting and Getting ideas
10. Mind mapping
11. Structuring the essay
  - a. Logical ordering
  - b. Numbering
  - c. Sections
    - i. Abstract
    - ii. Introduction (including rationale)
    - iii. Mind map branches
    - iv. Conclusions
12. Tagging and moving text of sources into the essay sections

13. First draft: translating, rephrasing and referencing
- a. Flow your ideas (no perfectionism)
  - b. Sections
    - i. Academic Style
    - ii. Clear and simple
    - iii. Budgeting
    - iv. Standard paragraphs
      - 1. ONLY ONE main topic
      - 2. Topic, body (explanation, definition and evidence) and conclusion
      - 3. At least five/six sentences
    - v. Examples/cases
    - vi. Tables and diagrams
  - c. Discussion and Conclusions
    - i. Summarising ideas
    - ii. Introduce your own views
    - iii. Future trends
    - iv. Areas of further consideration
  - d. Introduction
    - i. My understanding of the topic
    - ii. Rationale
    - iii. Aspects to cover
    - iv. Definitions
    - v. Guide to readers
  - e. Abstract
    - i. Interesting (advertisement)
    - ii. Accurate and clear
    - iii. Brief
    - iv. Keywords
    - v. Do not repeat

14. Checking coherency and consistency
  - a. Smooth flow of the text
  - b. Connectors (1, 2 & 3)
  - c. Logic
  - d. Continuity (from one paragraph to another - e.g. However, after that, ultimately)
  - e. Spellings, usages, and formatting
15. Building bibliography
  - a. Harvard system
16. Final draft
  - a. Topic
    - i. Attractive
    - ii. Informative
    - iii. Concise
    - iv. No jargon
  - b. Affiliations
17. Read and Proof read (feedback)
18. Make corrections
19. Submitting (style)
20. Reflection
  - a. Lecturer
  - b. Experts
  - c. Family and Friends