

ESSAY PLANNING AND STRUCTURE

Essay Planning & Structure Templates

The structure of the essay may differ, depending on the discipline or department. You should ask your tutor/ lecturer if they expect a specific way of approaching an assignment. For example, a report would differ from a proposal or an essay. **You should spend time planning & get feedback on your plan!**

TOP TIP

The more you read in your discipline, the more you will get to know the structure and type of language to use.

Planning templates

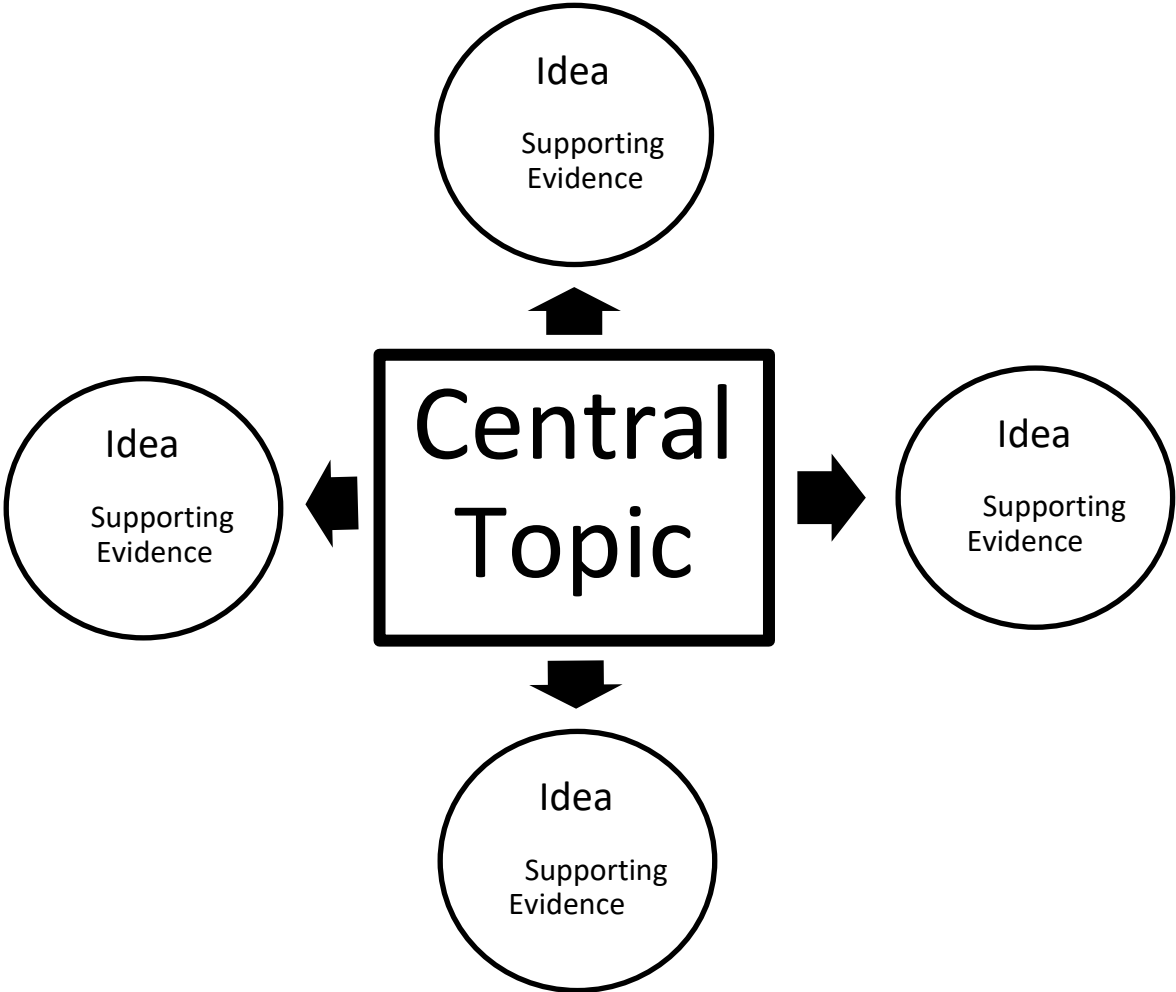
The way that you plan an essay is very important. **A plan helps you to give your writing a clear and logical structure.** Structures for writing can vary, so don't expect the structure to be the same. **Spending time planning and getting feedback on your plan is essential because you can ask advice about whether you are using the correct format for that piece of writing.**

There are many planning templates available, that may help, but just make sure it follows the structure you need.

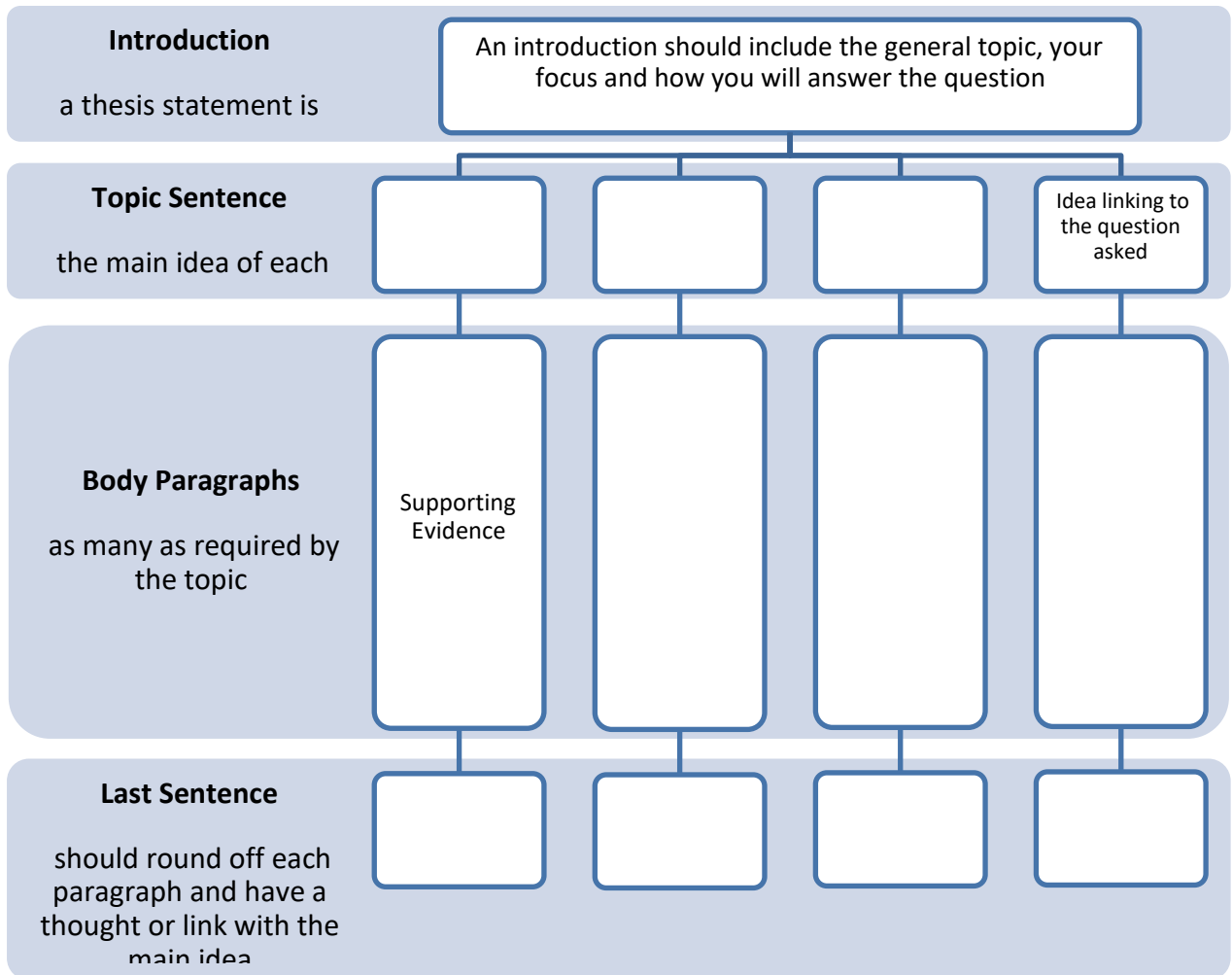
TOP TIP

All the sections should link and connect back to the question. This then gives it a clear structure and ensures that the question is being answered.

Sample Planning Templates



Topic _____



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Tell us what you are going to tell us!

How you are going to answer the question including what will be your thesis statement/ argument.

Tell us the main points!

Answer all points related to the question.

Tell us how you answered the question!

How did you support your thesis statement/ argument and what is your conclusion?

Useful Links

- UCC Library, 'Assignment Essentials: Step 1: Plan', Available at: <https://lib-guides.ucc.ie/assignmentessentials/step1>
- Skills You Need: Helping You Develop Life Skills, 'Planning an Essay', Available at: <https://www.skillsyouneed.com/learn/essay-planning.html>
- University of Birmingham Library Services, 'A short guide to essay planning and structure', Available at: <https://intranet.birmingham.ac.uk/as/libraryservices/library/asc/documents/public/Short-Guide-Essay-Planning.pdf>
- University of Sheffield Academic Skills Centre, 'Planning and Structuring an Essay', Available at: <https://www.sheffield.ac.uk/ssid/301/study-skills/writing/academic-writing/planning-structure>
- Raphela Brandner, The Creativity & Productivity Blog FOCUS, 'Mind Maps for Essay Writing (Guide + Examples)', Available at: <https://www.mindmeister.com/blog/mind-maps-essay-writing/>
- University of Nottingham, 'Structuring an Essay - Mind Map', Available at: <https://www.nottingham.ac.uk/student-services/documents/structuringanessay-mindmap.pdf>
- Mind Map Software, 'How to Write an Essay by Mind Maps', Available at: <http://www.mindmapsoft.com/write-essay-mindmap/>
- Melissa Donovan, 'Writing Forward', Available at: <http://www.writingforward.com/>
- Cambridge Rindge and Latin School Outline Maker, Available at: <http://www.crlsresearchguide.org/NewOutlineMaker/NewOutlineMakerInput.aspx>
- Thesis Builder Online Thesis Tools, 'The Original Persuasive Essay Thesis Builder & Online Outliner', Available at: <http://www.ozline.com/electraguide/thesis.php>

Other Relevant PDFs

- Unpacking the Question
- How to Write an Essay
- How to Build an Argument