

1. Introduction

The introduction moves from general to specific. This is where you:

- open with a short orientation (introduce the topic area(s) with a general, broad opening sentence (or two));
- answer the question with a thesis statement; and
- provide a summary or 'road map' of your essay (keep it brief, but mention all the main ideas).

2. Body

The body of your essay consists of paragraphs. Each is a building block in the construction of your argument. The body is where you:

- answer the question by developing a discussion.
- show your knowledge and grasp of material you have read.
- offer exposition and evidence to develop your argument.
- use relevant examples and authoritative quotes.

If your question has more than one part, structure the body into sections that deal with each part of the question.

Conclusion

The conclusion moves from specific to general. It should:

- restate your answer to the question;
- re-summarise the main points and;
- include a final, broad statement (about possible implications, future directions for research, to qualify the conclusion etc).

However, NEVER introduce new information or ideas in the conclusion - its purpose is to round off your essay by summing up.