

Essay planner

Focus on the question

At all stages, keep coming back to the essay question so that you are answering/discussing it.

Clarify, understand, interpret

What is the question asking you? Are there key words, topic words or guidelines?

Brainstorm your ideas

Don't rush straight into writing without taking time to generate and organise your ideas.

Research

Find any additional information or supporting materials you may need. Record sources for your bibliography if you need one.

Organise

Put your ideas into a logical sequence. Are you addressing the essay question? Ensure your argument is clear.

Write your draft

Take a stand and outline your argument in response to the essay question.

Edit your draft

Do this as many times as is needed and then proofread the final essay. Ensure that the question is addressed.