

Essay Preparation Guide

The essay you will be writing as part of an Admission, Placement (post-admission), or General English Assessment (GEA) is a standard essay. It should be about 3-5 paragraphs and 300-600 words.

Please note that this is a guide only and we recognize that everyone has his/her own individual writing style.

The Writing Process:

There are 3 main parts in the writing process. Following this correctly can help to make your time writing the assessment more efficient and less stressful. During the assessment, time is limited, so it is good to follow these techniques.

Step 1 - Planning

- a. **Brainstorming** - Briefly write down everything that comes to mind about the topic. Write everything down as quickly as possible (in point form). You can organize the information later.
- b. **Creating an Outline** - You need to organize your thoughts into your strongest points. Identify your 2-3 strongest points (these will form the main points for your body paragraphs) as well as any of the sub-points that can be used to support your main points; then organize everything into the most logical pattern.

Click [here](#) for an essay outline template that you can use to practice. This is only a guide.

Step 2 – Write your essay – Please refer to [Preparing for the Assessment](#) below for a basic guide to the standard essay structure. You can also refer to [What to Expect](#) for more information on what to expect during the assessment.

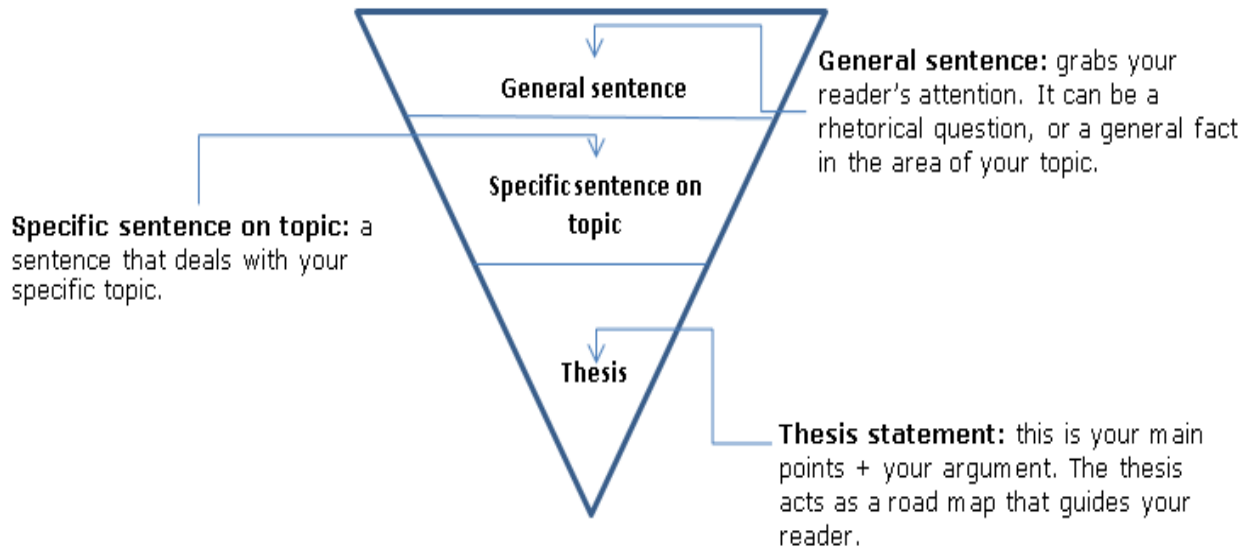
Step 3 – Edit and Proofread – Make sure you set aside a few minutes at the end of the assessment to read over your work. Below are some common proofreading tips and strategies.

- 1) **Edit** – Re-read your essay looking for errors in content, logic, or development
- 2) **Look for one type of problem at a time** – Read through your text several times, concentrating first on sentence structure, then word choice, then spelling, and finally punctuation.
- 3) **Use your dictionary** – Use the dictionary to check for any misspelled words or if you have used certain words correctly.
- 4) **Read text to yourself quietly** - This helps you to *hear* the mistakes a lot easier.

Preparing for the Assessment:

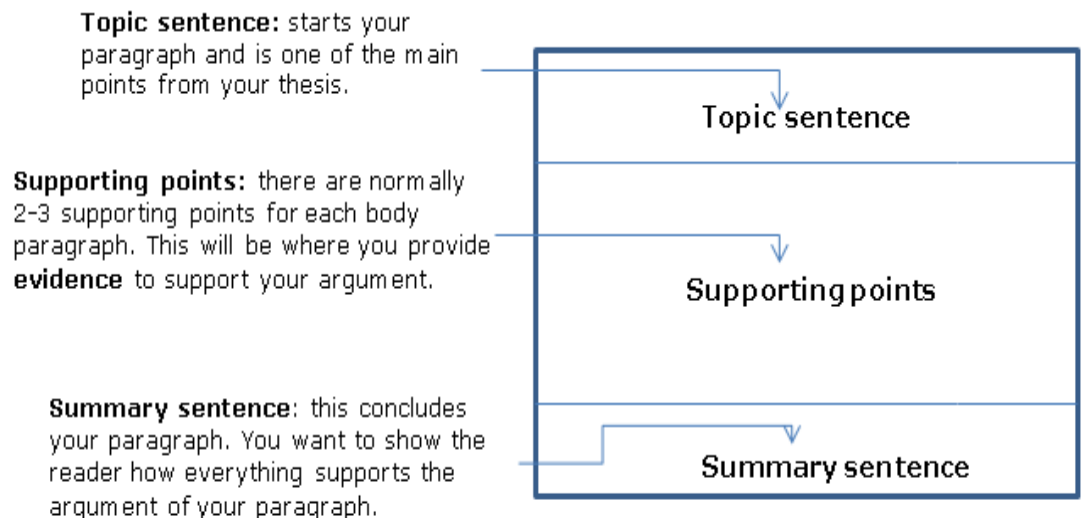
A standard essay should include an introduction, body paragraphs and a conclusion.

- 1) **Introduction** - Usually has approximately 3-5 sentences.

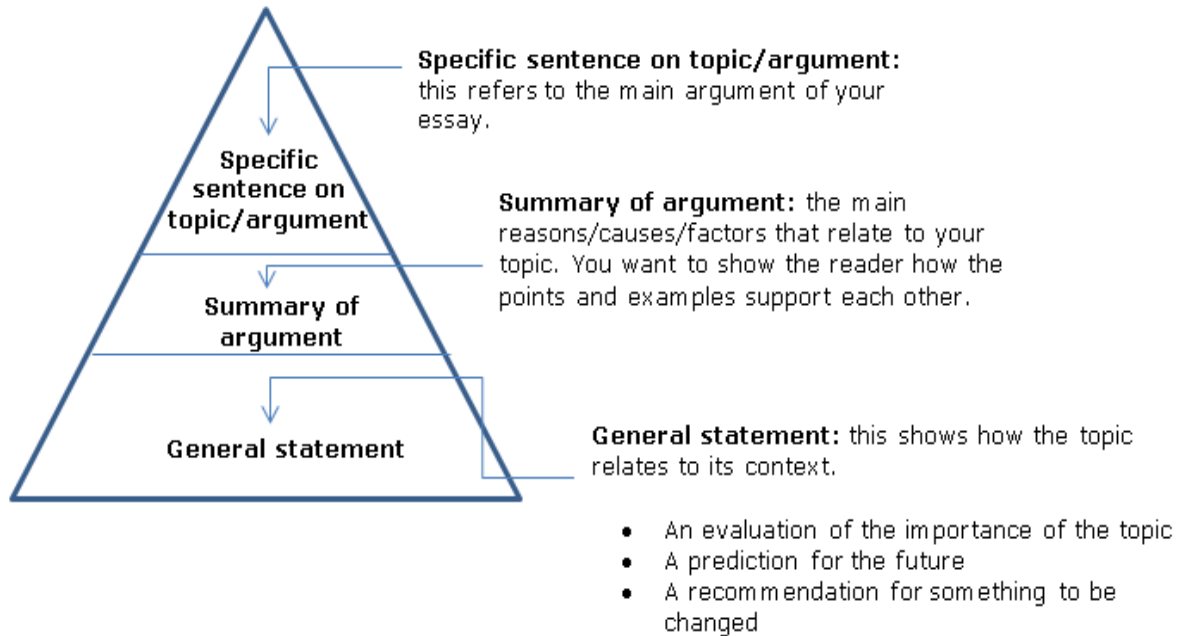


- 2) **Body Paragraphs** – The number of paragraphs will depend on the number of main points in your thesis.

EACH paragraph should have the following:



3) **Conclusion** – Summarizes the main arguments of your essay.



You want to give your reader something to think about at the end of your essay.