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| ESSAY | ARTICLE | REPORT |
| * NO TITLE * An essay is a Formal, OBJECTIVE piece of writing. * Avoid expressing. opinions directly. * Do not use contracted forms. * Use an appropriate register. | * USE A TITLE * CONSIDER Are you writing for voters, adults, children, teenagers, students etc. ? * What are you writing for (magazine, newspaper, journal) * Is it a FORMAL OR INFORMAL ARTICLE? * Use an appropriate register | * HEADING:   Subject:  To:  From:  Date: |
| * **Introduction**: Describe the subject briefly in about 30 words. * Do NOT develop any argument. * Do NOT express personal opinions. | * I**ntroduction**: Describe the subject briefly in about 30 words. * Do NOT develop any argument. * Do NOT express personal opinions | * **Introduction**/ **background** : * Describe the aim of the questionnaire and how it was conducted. Describe the interviewees, the place, age group etc. * Describe all this in about 30 words |
| * Divide the body of the essay into 3 **paragraphs** of about 80 words each. **This is a guideline .** Normally an argument cannot be sustained well in less than 80 words as * each paragraph will have an introductory sentence, development and conclusion in keeping with the task:   (*problem/solution; cause/ effect; advantages and disadvantages;*   * Do NOT write isolated sentences. * The passive voice is often used. You can report opinions of authorities. e.g. Dr. Brown, professor of History at Oxford university said, stated, believes etc……… * You can use passive constructions like *it is believed to be etc* | * Divide the body of the article into **paragraphs.** * paragraphs of about 80 words each can be used as a guideline but obviously you can divide approximately 240 words up differently as article writing often uses shorter paragraphs. * On the whole Do NOT write isolated sentences although the occasional one-liner could be used for effect. * Posing the reader questions is possible. * You can cite authorities. e.g. *Dr. Brown, professor of History at Oxford university said, stated, believes etc………* * If you cite someone’s words, remember to use the correct punctuation and register. In this case contracted forms are allowed. | **QUESTIONNAIRE**:   * Write the questions for your questionnaire; * Make sure they are not simply questions requiring a YES/NO answer; * If you write a YES/NO question be sure to follow it up with a question requiring a more detailed answer; * 4 questions are enough; * Use bullet points to list your questions. |
| * Each paragraph should develop and sustain an argument. * Each paragraph should be indented, or, if you prefer, you may leave a line between paragraphs * Each paragraph should give examples/ reasons/causes/ explanations, in keeping with the task. * Each paragraph should follow on naturally from the last. * Each paragraph should be concluded. * You can help yourself do this by using connectors such as *Moreover, However*, expressions such as *On the other hand* or express opinions subtly and indirectly by using adverbs such as *Unfortunately, Luckily*, or use sequence adverbs like *First, Finally, Secondly* etc | * Each paragraph should develop and sustain an argument. * Each paragraph should be indented, or, if you prefer, you may leave a line between paragraphs * Each paragraph should give examples/ reasons/causes/ explanations, in keeping with the task. * Each paragraph should follow on naturally from the last. * Each paragraph should be concluded. * You can help yourself do this by using connectors such as *Moreover, However*, expressions such as *On the other hand* or express opinions subtly and indirectly by using adverbs such as *Unfortunately, Luckily*, or use sequence adverbs like *First, Finally, Secondly* etc. * As this is an article you may also use subtitles but this is not obligatory | RESULTS/FINDINGS   * Answer each of the questions you have asked explaining the interviewees reaction, points of view etc. * You may use subtitles here which will help you organize your report into coherent, cohesive, relative paragraphs. * 4 questions, 4 paragraphs of approximately 60 words each will help you organise your work. * Do not discuss anything which has nothing to do with the questions in your questionnaire * Use percentages to express people’s opinions (*56% of those interviewed*; or quantifiers such as *Most people, Few people, 9 out of 10 etc.* * You can help yourself by using connectors such as *Moreover, However*, expressions such as *On the other hand* or express opinions subtly and indirectly by using adverbs such as *Unfortunately, Luckily*, or use sequence adverbs like *First, Finally, Secondly* etc |
|  |  | PROPOSALS   * If required by the task, add the interviewees’ proposals. * If required by the task make your own proposals/ recommendations |
| CONCLUSION   * Ensure your conclusion does not include new arguments but sums up the content succinctly. * Use about 30 words. * You can express your opinion in the conclusion but it is always best to do this **without** saying I think etc, | CONCLUSION   * Ensure your conclusion does not include new arguments but sums up the content succinctly. * Use about 30 words * You can express a personal opinion in the conclusion; how you do this will depend on the register, style and tone of the article. | CONCLUSION.   * Ensure your conclusion does not include new arguments but sums up the content succinctly. * Use about 30 words * Do not express a personal opinion in the conclusion; expressions such as *it would seem, it is evident etc*. are to be preferred. |