

# ESSAY PACKAGE

## The Bare Bones of Essay Writing

As prepared by the Modern Language & Social Studies Department

### GENERAL INFORMATION

The essay is a formal piece of writing.

Essays should be typed. If you are unable to type it then it **MUST** be **printed** on plain white paper with no holes, using one inch margins, skipping lines and in blue or black ink.

### ESSAY FORMATING GUIDELINES

#### ***The Title Page:***

Titles should be somewhat original NOT the title of the book or work studied. If the title of the work is part of the title, it must be underlined.

Title pages should be clear of all art or text art.

Title Pages should include the following information:

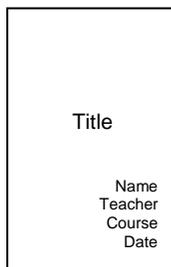
-Title (centred near the top middle of the page)

-Your Name (Bottom right corner of the page)

Teacher's Name                   “

Course Code                       “

Date                                   “



#### ***The Essay:***

Always double space.

Page numbers should be either on the top right corner or centered at the bottom. Do not put page numbers on the first page.

Only use one side of the page.

Use white paper.

Attach packages together with a single staple. Avoid plastic report covers.

#### ***Quotations:***

Long Quotations = longer than three typed lines.

Must be single-spaced and indented (two tabs in on the left and equal space on the right).

Do not use quotation marks.

Return to left margin when returning to body of essay.

Short Quotations = less than three typed lines.

Blend into the text of your essay using quotation marks.

For both long and short quotations use parenthetical referencing. This means indicating the author's last name and the page number using parentheses immediately following the quotation. If you are using more than one work by the same author, be sure to also indicate the title of the work.

For examples see "Source Citation – Parenthetical References".

## ESSAY STYLE GUIDELINES

### GRAMMAR

Avoid:

- contractions
- slang and colloquial expressions

Be careful using:

- which
- it
- this, that, these, those
- and, but (especially starting sentences)
- verb tense
- they're, their, there

### STYLE

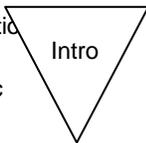
Avoid:

- 1<sup>st</sup> and 2<sup>nd</sup> person pronouns (I, you, us, we, your)
- "I believe..", "In my opinion..."
- Possibly, maybe, perhaps
- Subjective words such as good, better, best

You will psychologically strengthen your essay if you take out:

- if
- there
- a lot
- questions
- not
- In the novel/play
- The audience / reader

## ESSAY CONTENT GUIDELINES

- Introductory
- 
- Step 1 = General Statement (1 sentence)  
– should include a general noun i.e. the topic
- Step 2 = Specifics (4 or 5 sentences)  
– narrow the focus of the topic  
– the more sophisticated essay will use "Target Vocabulary"
- Step 3 = Thesis (1 sentence)  
– must be arguable, therefore it must have a counter thesis and not be personable

### ***Idea Paragraphs*** (Also known as *Body Paragraphs*)

You need at least three ideas in order to successfully support

Step 1 = Topic Sentence (see info below)

Step 2 = Sub Topic Sentence – further clarifies topic of the

Step 3 = Lead – information used to introduce your quotation

Step 4 = Evidence/Support – use direct quotations from novels and other sources

Step 5 = Conclusion – wrap up with a support statement

Steps 3 and 4 may be repeated as necessary within a paragraph

\*\*Topic Sentences – (three jobs which must be completed)

1 – concise link to thesis

2 – introduces topic

Idea  
1

your thesis.

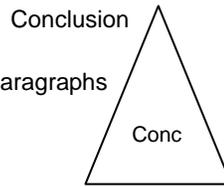
paragraph

Idea  
2

Idea  
3

3 – transition words are used to distinguish between ideas i.e. new topic

- Step 1 = Reworded thesis
- Step 2 = Specific summary of key ideas from body paragraphs
  - \*\*No new material or quotations
- Step 3 = General Statement – should revisit topic
  - \*\*Something for the reader to think about



## **DOCUMENTATION**

**Use the title Bibliography not the title Works Cited**

\*\*Be sure to buy the style guide for whatever post secondary institution you attend. There will be variations in style.

### **DOCUMENTING SOURCES**

#### ***Bibliography***

A bibliography is a complete list, alphabetized by author's last name, or title if no author is named, of every source you have used in your research. Even if you do not quote directly from a book you have consulted, it should be included in the bibliography if you feel it has in some way contributed to your knowledge of the topic.

For information about the use of quotations, how to refer to sources, and how to prepare a bibliography, students are to consult the MLA Style Sheet or the APA Style Sheet updated copies of which are available in the school library.