

## Things to remember

An academic essay aims to persuade readers of an idea based on evidence.

An academic essay should answer a question or task.

It should have a thesis statement (answer to the question) and an argument.

It should try to present or discuss something: develop a thesis via a set of closely related points by reasoning and evidence.

An academic essay should include relevant examples, supporting evidence and information from academic texts or credible sources.

## Tips for effective writing

- Start writing early —the earlier the better. Starting cuts down on anxiety, beats procrastination, and gives you time to develop your ideas.
  - Keep the essay question in mind. Don't lose track of the question or task. Keep a copy in front of you as you draft, edit and work out your argument.
  - Don't try to write an essay from beginning to end, especially not in a single sitting. Begin with what you are ready to write—a plan, a few sentences or bullet points. Start with the body and work paragraph by paragraph.
  - Write the introduction and conclusion after the body. Once you know what your essay is about, then write the introduction and conclusion.
  - Use 'signpost' words in your writing. Transition signals can help the reader follow the order and flow of your ideas.
  - Integrate your evidence carefully. Introduce quotations and paraphrases with introductory phrases.
  - Revise your first draft extensively. Make sure the entire essay flows and that the paragraphs are in a logical order.
  - Put the essay aside for a few days. This allows you to consider your essay and edit it with a fresh eye
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- Your essay should be size 12, Times New Roman, and 1.5 spaced
  - You must use correct and consistent referencing

- You should have the essay question you will be answering at the top of the page
- Your pages should be numbered
- You should have your name and student number on your essay on the first page
- Your reference list should be on a fresh sheet of paper following your essay. It should be in alphabetical order, and should follow the conventions of your referencing style

- Always capitalize Aboriginal, Torres Strait Islander, and Indigenous
- Never use the term Aborigine to describe Indigenous people
- “Aboriginal people” is a better phrase than “Aboriginals”
- Always reference where you got your information from
- Turnitin will show us when you have copied your entire essay from your friend who did this subject last year
- Even work from overseas universities will show up on Turnitin
- Be sure to back up your argument with evidence
- Form a critical argument, and write to convince me that you are right
- Make sure you are actually answering the essay question, and not just talking about something random.

