

Each section has a special function to perform so that the writer's point of view is presented formally and clearly making the ideas easily accessible to the reader.

Introduction

The introduction consists of one paragraph called the introductory paragraph. In this paragraph you should remember to:

- make a general statement which focuses your answer directly on the essay task (you can use key words from the essay task itself)
- indicate to the reader the direction which your essay will take by committing yourself to a line of discussion or argument
- avoid detailed discussion and the use of examples, and
- state your main argument.

Body

The body of your essay consists of several developing paragraphs. In these paragraphs you should:

- develop your discussion or argument
- present a series of main points
- explain each point separately in a paragraph by providing relevant and convincing evidence
- choose supporting evidence from textual details such as examples and quotations, and
- link your ideas to the essay task using connectives or transition words and key words and phrases.

Conclusion

The conclusion of your essay consists of one concluding paragraph. In this paragraph you should:

- summarise your point of view
- give a strong concluding statement, and
- avoid presenting any new information.