An essay demonstrates your perspective and understanding of a particular topic. There are many different essay styles. This help sheet serves as a basic guide to essay writing. Please talk to your teacher about what is required for your subject.

Allow yourself enough time to research, write, review and print your essay.

**BRAINSTORMING**

- Before you start writing, make sure you understand the question. Underline and define the key terms in the question.
- Jot down all the ideas/points/issues you can think of on paper, regardless of how important you think they are. Then arrange these points you wish to discuss into groups or headings.
- Discuss these ideas with others and gain their perspective.

Keep a record of all the material you read and use in the essay to help with referencing and bibliographies.

See the learning tip **Referencing and Bibliographies** for further information.

**ESSAY STRUCTURE**

**INTRODUCTION** - This tells the reader your perspective on the question and how you will answer it. It outlines your basic argument and the main points you will cover. It is an authoritative statement that begins your discussion of the topic.

**BODY/ARGUMENT** - The body of the essay will contain your main points (3-5). Each point will contain a number of paragraphs that discuss your argument. Begin each paragraph with a key sentence (main issue) and follow with a number of supporting sentences (evidence).

**CONCLUSION** - The conclusion reinforces your argument and summarises the points made in the essay. Do not raise extra points of new evidence in the conclusion. The conclusion leaves the reader with a clear impression of your position on the topic.

Get a friend to read your essay. Ask them to look for spelling mistakes and whether the structure and argument of your essay makes sense.

**SEARCH THE eLIBRARY:**

The eLibrary is available via the LLC website—[www.kangan.edu.au/library](http://www.kangan.edu.au/library). To find LLC resources on writing an essay use these key terms to search:

- Composition
- Creative writing
- Essay writing
- Essay – technique
- Study skills

If you need extra help Ask a librarian! In person, over the phone 9279-2424 or via email LLC@kangan.edu.au
Surviving Exams

This help sheet serves as a basic guide for dealing with stress and preparing for exams.

Cramming does not work. Don’t stress, plan and revise early.

MANAGING STRESS

Don’t panic
Relax
Massage/Breathing/Yoga
Allow some fun time in between study periods
Talk to people—friends, study buddies, family
Sleep well/Eat well

Allow enough time before the exam to prepare and revise.

See the learning tip Study Environment for further information.

BEFORE THE EXAM

Create a revision plan:
- Make a list of what you know well and what you need to work on. Arrange the course into topics and allow time to study a small section every day.

Find out what to expect:
- Talk to your teacher about the exam; what will be covered, how it is set out, how many marks it is work, how long it will take. Look at a past exam to get an idea.

Study with friends:
- Discuss questions with friends and share study tips.

Take care of yourself:
- Eat and sleep well before the exam. Arrive early so you are relaxed before you enter.

DURING THE EXAM

Read all instructions carefully
- Use the allocated reading time properly, ask the exam supervisor if you are not sure of anything.

Plan your time
- Decide how much time you need to spend on each section of the exam. Allow yourself time at the end to go back and review your answers.

Remember to breathe
- Don’t let stress leave your mind blank. Take a deep breath and focus on the question.

SEARCH THE eLIBRARY:

The eLibrary is available via the LLC website—www.kangan.edu.au/library. To find LLC resources on exams use these key terms to search:
- Examinations
- Examinations – study guides
- Examinations - techniques

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