

How to Write an Academic Essay

Pohandoy Ali Muhammad Khoshhal

Department of Dari, Faculty of Literature and Humanities, Faryab University, AFGHANISTAN.

Corresponding Author: ajmalshahim2021@gmail.com

ABSTRACT

Writing is one of the most well-known phenomena that may help a civilization evolve and improve. Writing is how a society's knowledge, literature, and culture are passed down from generation to generation for millennia. Writing, as a significant aspect of civilization, should be constantly improved, updated, and given special attention so that it can carry knowledge across generations in the most efficient manner possible. We all know that writing is a difficult process that needs more thought and time. This difficult activity needs extreme care in order to be completed correctly. In this study topic, I've covered a wide range of topics related to essay writing, including how to write an essay, the stages to writing an essay, why write an essay, prewriting, and how to research, prepare, and write an essay.

The purpose of the research on this topic is, in the first how to research and write an academic essay, steps and plans of writing an essay, essay writing checklist and the structure of the traditional essay writing and in secondly, familiarity with the method and kind of research is considered in this topic.

The product and result of the research work on this topic is, the study of vague details in the field of scientific research; especially, essay writing (basic essay structure, steps in the essay writing process and ...) which has added to the richness of this scientific – research article.

Aim: My purpose to write this topic is to make clear how someone can write one literature essay by using best method of writing and best structure of essay. It is so much good for me to search about this subject because I faced with some words that before I never read it.

Keywords- Essay, Language, Writing, Organization, Plan, References, introduction, outline, conclusion, preface, abstract, and etc.

I. INTRODUCTION

An essay (one of the most popular sorts of university assignments) is a piece of academic writing that ranges in length from 500 to 5000 words. The term "essay" originally meant "first try" or "practise," which may imply some type of exploratory phase. Essays are a kind of intellectual investigation of a subject that involves examining various arguments and facts while also establishing the writer's point of view. An essay is more 'discursive' than, example, a report, in the sense that the themes are elaborated in more detail and the language is less succinct. It will usually be made up of a

number of paragraphs that are not split by subheadings or bullet points (unlike in a report). Some instructors, on the other hand, may accept or promote subdivisions and titles, since this may aid both the writer and the reader in understanding the content structure. In this instance, an essay could start to resemble the favoured structure of certain journal articles. Please keep in mind that the objectives and grading criteria for content and format of essays vary per semester and programme at Plymouth University. If you have any questions concerning the style or presentation of your essay, check your course guide and/or the module leader.

Why should you write an essay?

The goal of writing an academic essay is to demonstrate your ability to do research, evaluate arguments, organise your ideas, articulate these views in a logical, cohesive, and critical way, and draw conclusions based on the facts and arguments you provide. Because the quantity of words you may use is limited, you'll have to be judicious about what you write.

Organization

Writers in a mythological vision sit for hours, frantically penning down the immensely brilliant words that appear to flood from their heads. However, the key term here is "mythic," since this is not the reality that most authors encounter. Forget about the mythological vision while writing an essay for the SAT, a college application, or a graduation requirement. Even many professional authors find their work difficult. "Writing is simple; all you have to do is sit looking at a blank piece of paper until the droplets of blood appear on your forehead," said Gene Fowler, a journalist and biographer. Writing an essay is seldom that difficult. However, you must understand that in order to accomplish anything successfully, you must commit to a method. A superb article isn't written in a single session. (Even if you're being timed, as on the SAT, the purpose isn't to complete a piece, but to demonstrate that you can start one.)

When time is running out and you're staring at a blank page of paper, don't wait for inspiration to strike (it won't always). While inspiration and originality may help you write a successful essay, structure, discipline, and rewriting are essential. Getting down to the business of writing involves concentrating on these three things, whether you're writing an essay in class, for an exam, or for any other form of application. This chapter is all about becoming organised. When you start your essay with organisation, you'll have guidance and direction

throughout the writing process, which is particularly important if you're working on a tight deadline. You can observe how your numerous growing thoughts map out any form of essay you're needed to write by organising them.

The reader benefits from organisation as well. You may direct your reader from the first to the final sentence by using one of the organising approaches listed at the conclusion of this chapter. He or she will be able to see how the several ideas you offer in your essay fit together and support your thesis. The direction and purpose that structure provides helps your reader trust what you're saying and follow your lead voluntarily. Use the approaches for prewriting and organising described in this chapter. Determine which methods work best for you ahead of time, particularly if you'll be writing on a deadline. Making the effort to consider what you want to say and the best approach to deliver it can boost your essay tremendously.

Perfect time

Regardless of how much time you have to complete your essay, try to follow these guidelines. Spend:

- Of your time prewriting and organizing
- Of your time writing
- Of your time revising and editing

Prewriting

The first stage in producing an effective essay is prewriting. Taking the time to concentrate and form your ideas will result in a stronger end product, whether you are given a subject to write about, must come up with one on your own, or are writing under a time restriction. The six prewriting tactics shown below may be utilised to develop new ideas as well as clarify existing ones. Some tactics are more suited to a lengthy writing process, such as a college applications essay, while others may be modified for situations when you just have a small amount of time to write an essay, such as the SAT. When you're presented with a variety of prospective essay subjects and need to choose the finest vehicle to communicate your unique views and experiences, prewriting tactics may help.

Free writing

The most well-known prewriting approach is undoubtedly free writing. It's useful when you have some ideas on a subject but can't see them as an essay. Free writing may also be used as a method for growth, developing solitary thoughts into essay-worthy ones. People who apply the organising strategy to learn how to write a superb essay are often surprised by the results. It's not uncommon to come upon an idea or point you weren't aware of.

Free writing, in this context, refers to writing continuously for a certain amount of time while focused on a single subject. Free writing, in fact, would be better referred to as "flow writing," since the most significant component of this prewriting process is the flow, or momentum, that occurs when you stick with it. It is most

powerful when written in whole sentences, although phrases may also be used. The trick is to keep writing regardless of grammar, spelling, or the value of your thoughts. You won't be able to revise or discard any ideas because of your pace.

Keys to successful free writing

- Resist the temptation to look back at what you have written during the process.
- If you can't stay on topic, keep writing anything to maintain the flow.
- Do not censor yourself; your free writing is not going to be seen by others, so commit every thought to paper.
- Follow your ideas wherever they lead you.
- When finished, read your free writing with a highlighter, noting the most interesting and strongest ideas.
- Try the process again after you have focused your topic; more ideas may be generated.

How to brainstorm

- If you are not already being timed, set a timer for at least five minutes (the more time you spend, the more and better ideas you will probably come up with).
- List every word or phrase that comes to mind about your topic. If you have not selected a topic, write in answers to the questions, "What do I have to say to my audience?" or "What do I want my audience to know about me?"
- As with free writing, do not edit or censor any ideas, and ignore the rules of spelling, grammar, and punctuation.
- When you are finished, look over the list carefully. Cross out useless information and organize what is left. Categorize similar items. (9: pp 11 – 14)

II. HOW TO RESEARCH, PLAN AND WRITE AN ESSAY

Writing an essay, regardless of subject, is a difficult procedure that takes a great deal of experience, and regrettably, no method will guarantee excellent written work. There is no right or wrong method to approach an essay, but there are several duties that will assist you in producing a quality piece of writing.

Step 1, interpret the question and identify the key topics the first: The interpretation of the question is critical; essay questions include particular phrases that suggest how the issue could be addressed. The most frequent reason students fail assignments is because they do not read or analyse the question appropriately. The 'T.A.P. model' is one form of question analysis. First, choose the Topic, or the major topic; next, determine the Action(s), or what you must perform; and lastly, determine the Parameters, or the task's scope or boundaries. It's worth devoting some time to this and making sure you understand what's expected of you. If you have any

questions, email your tutor BEFORE you begin working on the project.

Step 2, organize your time: You must carefully arrange your time, determine when the essay is due, and work backwards, providing enough time for editing and rewriting. You should devote at least half of your time to research and information collecting, and the other half to writing. Create a weekly calendar (for an example, see our study guide on being organised) and set aside time each week to work on your essay. Keep a copy of your schedule on hand and refer to it on a frequent basis.

Step 3, Read (do your research, make notes): When it comes to gathering pertinent material, you have a variety of options, with much of it accessible both in the University library and online. Academic materials (books and journals), government data, newspapers and periodicals, and research reports are among these sources. This step of obtaining and studying information is crucial since the variety and quality of information you acquire will reflect in the quality of your written work.

Step 4, Think (and establish your position): Consider the conclusions you've reached as a result of your reading. Then make a quick outline of what you want to express in the essay. Keep a copy of this outline on hand and refer to it often. This will keep you on track and avoid you from overwriting or underwriting important areas.

Step 5, Plan (to give your writing structure): Putting your notes in a logical arrangement can assist you in developing a work organisation. An introduction, major body, and conclusion make up a well-structured essay. Each part serves a certain role and is equally significant. The beginning serves as a road map for the reader, laying out the course that your essay will take. The main body of your essay should lay out your case; the conclusion should tie the key strands of your argument together by summarising the most essential arguments and demonstrating that you have addressed the question.

Step 6, writing: You are not required to compose the essay parts in the order in which they appear in the final draught. After the main body of material has been finished, some individuals write the introduction last. On the other hand, if you've done your homework, writing the introduction first – or beginning with the conclusion – might offer you a good notion of where you're heading. This may assist you in maintaining a more concentrated writing style. Your essay or assignment's objective is to provide your well-researched argument, since it is basically your analysis of the issue. (7: pp 11 - 15)

Step 7, Referencing: It's important to credit the sources of the information you utilise, whether you're quoting (using their exact words) or paraphrasing (altering the language of) someone else's work. You must recognise the original author and cite the reference both inside the essay and in an orderly list at the conclusion in the 'reference list,' whether you are quoting or paraphrasing someone else's work. Referencing isn't

really a stage in and of itself; rather, it's something you should start doing as soon as you start gathering information from various sources: maintain track of what content comes from where so you can quickly incorporate the appropriate references in your work. If you're unsure whether or not to reference anything, err on the side of caution and do so. It is not permissible to leave references blank; doing so may result in a loss of marks or even failure of a project, as well as accusations of plagiarism.

Step 8, Review marker's feedback: If your marker has provided feedback on your work, it is really beneficial to consider how you may use their advice in the future. Examine your work to see if you can detect any areas where you've dropped marks, and try trading with a buddy so you can aid each other. (8: pp 111 - 114)

III. ESSAY – WRITING CHECKLIST

Before you submit your work check it over one more time. Use the list below to help you:

1. Does the essay answer the question/deal with the topic that was set? (Read the brief again)
2. Does it cover all the key points and a range of arguments or viewpoints? (Have you missed one side of the argument?)
3. Have you covered the main points in sufficient depth? (Use the Critical Thinking Model in study guide 8)
4. Is the essay analytical in style and questioning in approach? (as above)
5. Have you developed and sustained the argument throughout the essay? (Check what you're actually saying)
6. Is the argument logical and realistic? (as above)
7. Is the content accurate and relevant? (check your sources are reliable and up to date)
8. Is the material logically arranged? (check the structure by drawing up a contents list)
9. Is there a sense of direction, a reason why one paragraph follows another? (Consider doing some mind mapping, or going back to ones you've already made)
10. Is each main point well supported by examples and argument? (check your use of evidence)
11. Does it clearly distinguish your ideas from those of others? (make sure there's a reference by every bit you've borrowed)
12. Do you acknowledge all sources, in the main body and at the end? (Check your referencing, and Plymouth University guidelines on plagiarism)
13. Have you used an appropriate number and range of sources? (You don't have to read the whole library, but one or two authors' viewpoints won't be enough)
14. Is the essay the correct length? (Check the brief)
15. Have you included a word count? (On the cover sheet)

16. Have you written the work in an appropriate style, and simply and clearly? (Would an academic who wasn't a specialist in your subject understand it?)
17. Is the grammar, punctuation and spelling correct? (Spell-check, grammar-check, and use a dictionary and grammar guide)
18. Have figures and tables been used appropriately and referenced? (check your guidelines or the generic Plymouth University referencing guidelines)
19. Is the essay well-presented, with the right spacing, font, font size and cover sheet? (Check your handbook). (6: pp 18 - 20)

IV. STRUCTURE OF THE TRADITIONAL ESSAY

The reader will be searching for anticipated qualities in each part, which includes the introduction, body, and conclusion. Headings are not used in a classical essay. As a result, it will seem as a succession of paragraphs, each with its own place and purpose, which the writer must explain in subject sentences at the start of each paragraph. However, teachers are becoming more accommodating in their expectations, allowing students to utilise headers in their essays in certain situations. This has been referred to as a "report style essay" on occasion. Whether you are unsure, always check with your instructor to see if headers are permitted. Many students find that adding headers aids in the organisation of their essays. Because headers are often utilised in business writing, this is true for many DE students. If headers are not permitted, utilise headings in your draught and then convert them to subject sentences before submitting your essay. (1: pp 74 – 76)

Referencing in an essay

You will be asked to mention both inside your essay and in a list of references at the conclusion. Every time you utilise someone else's work, whether you have modified their words (paraphrased) or used their exact terms, you must mention them (direct quoted). If you're not sure what this implies, look up further information on the reference webpage or the referencing portion of the online essay writing instruction. (3: p 4)

How should I present my work?

Some students wrongly believe that an essay's presentation entails elegant headers, smart shading, and ornate typefaces. It isn't — and the additional time invested won't always result in higher grades – in fact, it may have the opposite effect. The importance of well-presented, clear, and easy-to-read content cannot be overstated. For precise directions from your professor, always refer to your topic outline. If you're still unsure, ask your marker or write a comment in your topic forum. Other students are likely to have similar questions, or the question may have previously been addressed on your forum.

The following ideas serve as a general guide for delivering tasks in the lack of particular instructions.

- Assignments should be typed
- Use 1 1/2 spacing. (Some lecturers may ask for double spacing.)
- Use 2.5 cm margins either sides or a 5 cm left margin. Markers need space to be able to include their comments.
- Use Times New Roman font 12pt
- Include a separate title page with your name, student number, subject codes questions and answers.
- Number your pages
- Use a header or footer with your name and student number on each page
- Always keep a copy of your assignments. Both, a hard copy and an electronic copy.
- Most importantly, always use your spelling and grammar checker, but remember that this does not pick up all errors. You must still manually and carefully edit your work. (5: pp 26 – 28).

V. BASIC ESSAY STRUCTURE

Introduction

An key paragraph in your essay is the beginning. It's the first thing the reader sees when they open the book. A decent start should include: Orient the reader to the broad issue, establish the essay's emphasis or aim, describe the scope, or the topics to be addressed, note any restrictions, and conclude by stating the thesis. Although this is not always the case, especially with lengthier essays, an introduction is normally one paragraph long. In the beginning, some students define essential words. Others indicate that essential terminology will be clarified in the essay under the 'scope'. If this is the case, do so at the start of the essay's main body. The duration of the definition debate will most likely influence where essential concepts are defined. In the beginning, a short definition could be appropriate. A lengthy definition may be distracting and should be dealt with in the essay's body. The first and second points mentioned above are chosen by the essay question. The question, your study, and your thesis will all direct you in the third step. The fourth point is crucial. It indicates what you've learned, as well as your argument or point of view. Your essay will be driven by the thesis. Here's some more information about thesis statements: A thesis statement expresses your point of view or line of reasoning. You might agree, disagree, or qualify your argument in some manner such that it agrees with some of the question's points. You could be asked to explain the following statement, for example: The UAI (university admissions index) is a good indicator of university performance. It's possible that some pupils may claim that it is. Some would claim that that isn't the case. Others may claim that although it is a valuable predictor, it is not always accurate. A critical

thinker can question the definition of success, claiming that the UAI has nothing to do with it in the broadest sense.

Body

In the body of an essay, you build your argument. This is done in a sequence of paragraphs, each one flowing logically into the next. As a result, proper paragraph organisation and the usage of subject sentences are critical. The first sentence of each paragraph, known as a subject sentence, introduces the paragraph by stating and summarising the major idea. Transition signals, which help with the seamless transition from one paragraph to the next, are often found in topic phrases. The reader should understand the argument you're making and how this paragraph pertains to the question after reading the first line. In fact, a reader should be able to get a rough idea of the complete essay just scanning your subject lines. This diagram should depict the logical evolution of your arguments. When you don't use subject sentences, the reader is left wondering what you're attempting to communicate and why, which may be confusing. (4: pp 20 - 24)

Organization methods

Prewriting notes, with the exception of idea mapping and webbing, need structure prior to writing a first draught. Don't get caught up on trying to discover the "one correct method" to arrange your content before you start your first draught. Some individuals like working with outlines, both in terms of generating them and working from them. Others find them useless, and they should investigate other methods for putting a design upon their prewriting notes.

Outline

The first step in creating an outline is to look over your prewriting notes. To begin, organise similar concepts together, searching for main themes (which may be headers) and lesser themes (which can be subheadings) (which can be subheadings, examples, or details). Define your main ideas, then rearrange them till they make sense and flow in a logical order. As you outline your ideas, you'll be able to identify the connections between them and assess their relevance. You may now add extra supporting information or facts (subcategories) if necessary. Use one-word themes, brief phrases, or entire sentences for each point on your outline as you outline your material. If your prewriting notes are somewhat structured, you may build an outline using the outlining tool included in most word processors. Otherwise, use Roman and Arabic numbers, as well as upper and lower case characters, to create a conventional outline form.

Conclusion

The conclusion of your essay is also a significant paragraph. It's generally one paragraph long and should summarise what you claimed you'd accomplish in your introduction. The conclusion restates your thesis and summarises what you've mentioned throughout your essay; it should not provide new

information. The majority of students start their last paragraph with a transition signal, such as 'In conclusion' or 'In summary.' (9: p 19)

VI. STEPS IN THE ESSAY WRITING PROCESS

Although no two authors work in the same manner, many successful writers adhere to a broad pattern. This method entails performing the steps described below in order. Now go over the key points, and when you're ready to compose an essay, go through the additional details for each point.

1. Analyze the question
 - underline key words
 - put question into own words
 - look for hints on structure
2. 'Brainstorm' the question
 - To take stock of what you already know
 - To give you a focus for your reading
 - To give you the beginnings of a plan
3. Start your research
 - Begin with general reading
 - Look for potential ways to structure your essay
 - Remember to record bibliographical details and page numbers of references as you go
4. Plan the essay
 - Write down the main points/arguments, preferably using a mind map.
 - Write any secondary points and their relationship to the main points.
5. Continue your research
 - This is focused research, where you seek further information about each of the main points/arguments
6. Write!
 - Most people find it easier to concentrate on the body first, then the conclusion, followed by the introduction
 - Decide on a logical order for your points/arguments
 - Remember that each paragraph should contain one idea, which is stated in the topic
 - Sentence. Other sentences in the paragraph should explain, give evidence for and possibly give examples.
 - Concentrate on one point at a time, but in your final editing, make sure each paragraph is linked to the next
 - Expect to write several drafts
 - Don't worry about spelling, grammar, sentence structure or finding the 'right'
 - Word until you have finalized the content of the essay. (2: pp 5 - 9)

VII. CONCLUSION

The works presented in this pamphlet describe various steps of writing essay and basic structure of essay. As a whole this pamphlet solved lots of problems and plenty of my own questions regarding writing skills. This pamphlet has answered lots of questions regarding effective writing, and writing styles. For instance, “how to write correctly”, “what are the better ways to build structure of supper essays” and so on. By reading this pamphlet we can get to know how to solve the problems we are faced with writing various structure of essay, how to make an interesting essay.

In this researched topic I mostly emphasize to follow the basic continual steps. It is important that everything in writing structure comes on their place and shows our essay clearly. When we are writing an essay by correct structure it is really interesting for readers to continue the reading of our topic. Our goal to writing an interesting and influent topic is attract the readers. To conclude this pamphlet, I would like to say that today the traditional writing skills are used in correct structures and follow the steps of writing in fluently. Start with introduction and finish with conclusion and do not use frequently one word in a good essay. So, now by ordering this monograph I would help to anyone that interest to write essay and provide them standard structure and methodic ways.

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