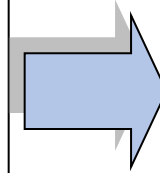


### 1. Point: introduce a new topic

Use a topic sentence to outline the paragraph's point. You may need further sentences to explain or define.

#### Questions:

- What topic is covered?
- How can this be explained further?

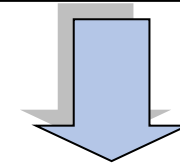


### 2. Evidence: support your point

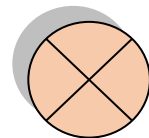
Support your point with reliable evidence (quotations, paraphrases, summaries, examples or visuals). Remember to Harvard reference.

#### Questions:

- What evidence supports my point?
- What alternative viewpoints exist?



**Note:** stages 2 & 3 may repeat.



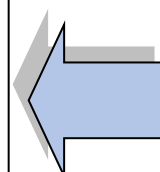
# Paragraphs

### 4. Conclude: draw to a close

The last sentence(s) show your final thoughts on the topic. You might also include a transition to the next paragraph.

#### Questions:

- What final comments can be made?
- How does this link back to the title?



### 3. Comment: engage with the evidence

Form a viewpoint about the evidence.

#### Questions (the ones answered will vary):

- So what does this mean?
- Why is it relevant?
- Do I agree/disagree or mixture?
- How does it compare or link to other sources within the paragraph?

<b>Paragraph Checklist Questions</b> (Adapted from Cooper and Shoolbred, 2016, p. 62)	<b>Yes</b>	<b>No</b>
Does the paragraph cover one main idea or theme?		
Is the idea or theme relevant to your title/question?		
Has reliable evidence (which is Harvard referenced) been provided?		
Is there a balance between the evidence and your comments?		
Has an overly short (one or two sentences) or long structure been avoided?		
Do the paragraphs flow on from each other logically?		

**The following works were consulted:**

Burns, T. and Sinfield, S. (2016) *Essential study skills: the complete guide to success at university*. London: SAGE.

Cooper, H. and Shoolbred, M. (2016) *Where's your argument?* Basingstoke: Palgrave Macmillan.

Godwin, J. (2009) *Planning your essay*. Basingstoke: Palgrave Macmillan.

Stott, R. (2001) 'The essay writing process', in Stott, R., Smith, A. and Rylance, R. (eds.) *Making your case: a practical guide to essay writing*. Longman, pp. 36-58.

Williams, K. (2014) *Getting critical*. 2<sup>nd</sup> edn. Basingstoke: Palgrave Macmillan.