

University lecturers are seeing more and more badly written essays. Many students do not realise the importance of planning, editing and checking their work, yet in order to produce a good, well-structured essay, these three steps are essential.

To what extent do you agree or disagree?

Plan

Agree – essential

1. Planning: structure, logical order, clear argument
2. Editing: re-read as writing, reviewing ideas and opinions, allowing others to see
3. Checking: spelling, punctuation and grammar

As more and more people choose to go into further education to complete degrees, Master's and PhD's, the subject of essay writing becomes more and more important and unfortunately, all too often lecturers are receiving poorly written work. An essay should be planned beforehand, edited whilst being written and checked thoroughly afterwards. It cannot be denied that without following such steps, a good essay may not be produced. This essay will discuss the great importance of these three steps and why they are necessary.

Firstly, one cannot set out on a journey without having an idea of the destination or a map to guide them there; it is the same with an essay. A plan is essential for the writer to be able to write with a sense of direction, an aim and a structure. The structure ensures the essay is well organised into paragraphs with clear concepts. If the ideas are planned before the writing begins, then it may be easier to keep them in a logical order. Furthermore, this might add to the clarity of the argument and the strength of the points being made.

Secondly, editing should be carried out continuously throughout the writing process. This could involve the author reading what they have written so far in order to see whether the argument is being maintained and if everything makes sense or not. In addition, editing may include asking another person to read what has been written in order to hear someone else's opinion and perhaps seek their advice for improvement.

Finally, it is obvious that nobody would ever send an important email to a boss or director without firstly reading it and checking it for mistakes; this should follow for the essay. If the writer writes in a hurry, there is the risk that there might be many mistakes in spelling, punctuation and grammar. However, if the writer then takes the time to carefully check and change anything that is wrong, then the quality of the essay could be quickly increased.

In conclusion, it is clear that an essay is only as good as its plan, its editor and its checker. If these three steps are not followed, there is less chance of a good, solid essay being produced.

374 words