

INGREDIENTS OF GOOD WRITING

When writing a piece of work, it will be **assessed** on many of the following criteria:

- a sound strategy is to tick off each criteria when you complete your final draft.

Introduction

- your definition or overview of the topic and key issues involved
- the main thrust of your arguments
- is usually 5% to 10% of the essay and can consist of several paragraphs
- gives an idea of your conclusion.

Coverage

- all aspects of the question covered and answered
- an understanding of the question's wording, implications and assumptions made.

Structure

- a sound introduction
- logical development of the main points and their relevance to the central theme
- smooth flow and connection between paragraphs cohesive and logical conclusion.

Content

- issues addressed with depth
- arguments supported by evidence/examples
- alternative interpretations discussed
- conclusions based on sound facts and logic
- the conclusion should tie together the different parts of the essay
- don't introduce any new discussion in the conclusion
- don't repeat yourself in the conclusion but rather discuss the significance of your findings, their implications, their limitations and other influencing factors that could or should have been investigated.

Analysis

- presenting your perspective through logical and critical thought
- considering cultural and social factors
- tapping into your personal knowledge and experience
- linking ideas
- owning your writing.

Acknowledgements

- citing sources of your information
- correct referencing.

Presentation

- precise following of instructions on presenting your piece
- editing errors in spelling, punctuation and grammar.

Be discerning in your use of **Quotations**

- don't over use them
- use them when
 - you can't get the point across in your own words
 - they are humorous, hard hitting or have a special message.

Time spent **planning** your writing is time well spent.



"Excellence is to do a common thing in an uncommon way." Booker Washington.