

Essay Writing Dos and Don'ts

DO

1. Read and analyse what the question/assignment brief is really asking you
2. Undertake plenty of early background reading and research using a wide range of materials (Books, journals, reliable electronic sources etc)
3. Make a time plan
4. Start early—taking notes and researching
5. Make an essay plan before you begin to write
6. Stick to the questions asked/ assignment brief
7. Write a rough draft allow tutor to read it and provide feedback
8. Reference correctly
9. Read through before handing in, and leave plenty of time for corrections
10. Hand in on time

Don't

1. Leave research and preparation time to the last minute
2. Go to the library to gather materials only a few days before the submission date
3. Copy large sections of text from books (plagiarism)
4. Forget to make a note of where information came from as you will not know which author to reference
5. Rely on the computer to pick up all your spelling and grammatical errors
6. Use limited sources/references. The more you have read the better your knowledge and understanding will be
7. Rush it
8. Use irrelevant/unreliable material
9. Put quotes in or paraphrase without references
10. Sit and worry about it **SEEK HELP FROM TUTORS**