

Essay structure

Presentation

- Presentation of assignments is extremely important; although you might not get it right straight away, work at this as it also contributes to your grades. It is not sensible to spend a lot of time getting the content right if your presentation is poor. Follow the guidelines below:

1. Make sure your name, course and Lecturer's name appear on the front of your work (these should be on your accompanying Project Brief form, but your name should also be on the essay itself).
2. Always write out the full essay title before you begin.
3. Lay your work out as an **A4** size document, and number your pages.
4. **Double space** and leave generous (2.5cm) margins all round.
5. Use a clear 'sans serif' font – we recommend **Helvetica, or Geneva or Arial, and size 12.**
6. Design the page layout to include illustrations referred to in the text,
7. Paragraphing – use logical paragraphing and make sure it is clear when you start a new one.
8. Titles of works of art should be *defined* by placing in *italics*.
9. Always provide a bibliography and referencing list at the end of your essay, following Harvard referencing format. If you don't, your tutor may refuse to mark it.
10. When including quotes within your essay, if they are less than two lines you can incorporate them into the relevant paragraph, but if longer, set them apart by single spacing and indenting and they do not need quotation marks.
11. Submit as PDF.

Introduction



Main body
Topic 1

Main body
Topic 2

Main body
Topic 3

Conclusion

- ***Introduce*** what are you going to say.
- Outline a ***general idea*** and show how it develops to a ***specific focus***.
- Frame a '***Thesis Statement***'
- Say ***how*** you will answer the question and ***who/which theorists*** you will look at to help you do so.

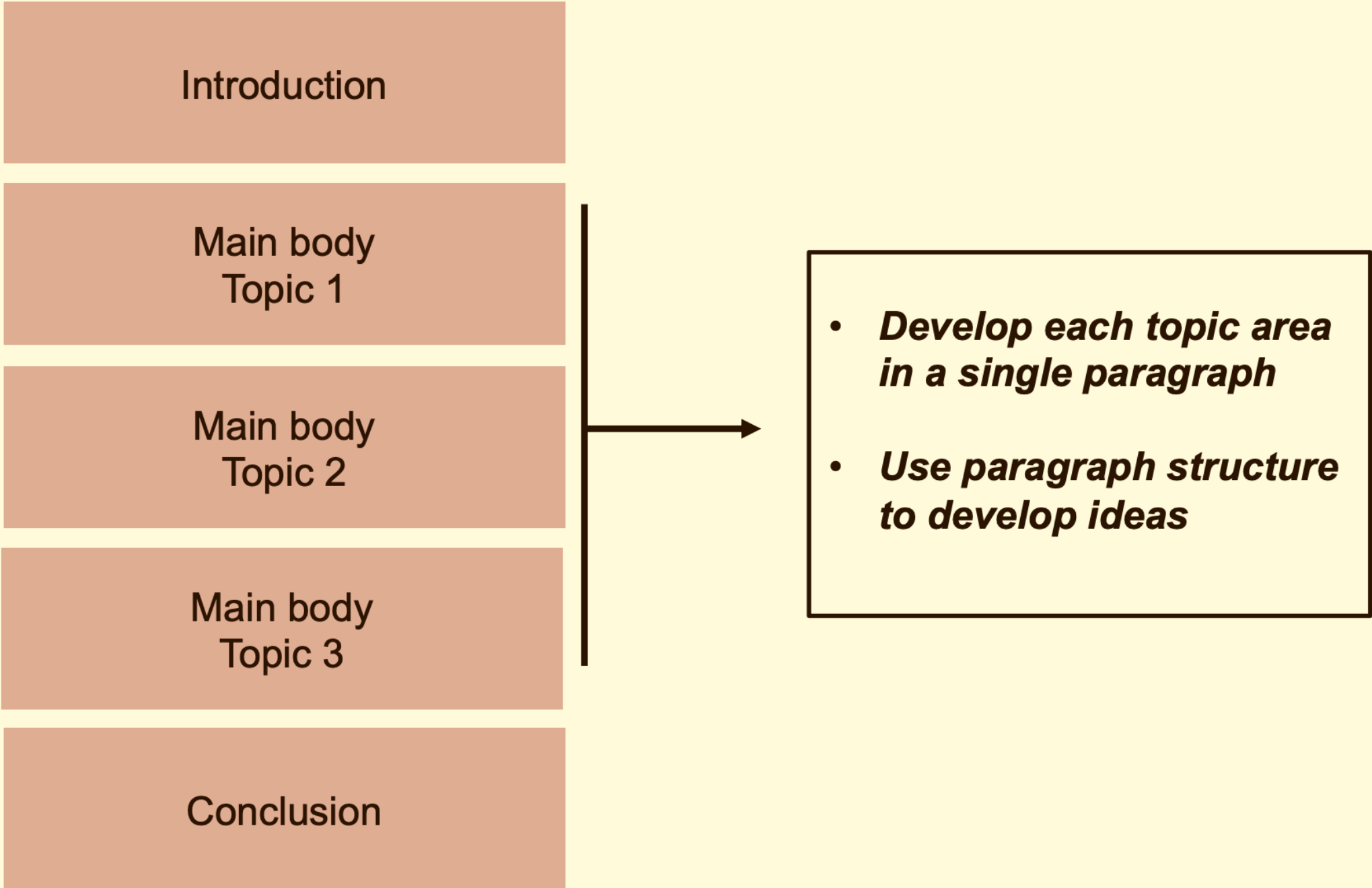
Introduction

Main body
Topic 1

Main body
Topic 2

Main body
Topic 3

Conclusion

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- ***Develop each topic area in a single paragraph***
 - ***Use paragraph structure to develop ideas***

Introduction

Main body
Topic 1

Main body
Topic 2

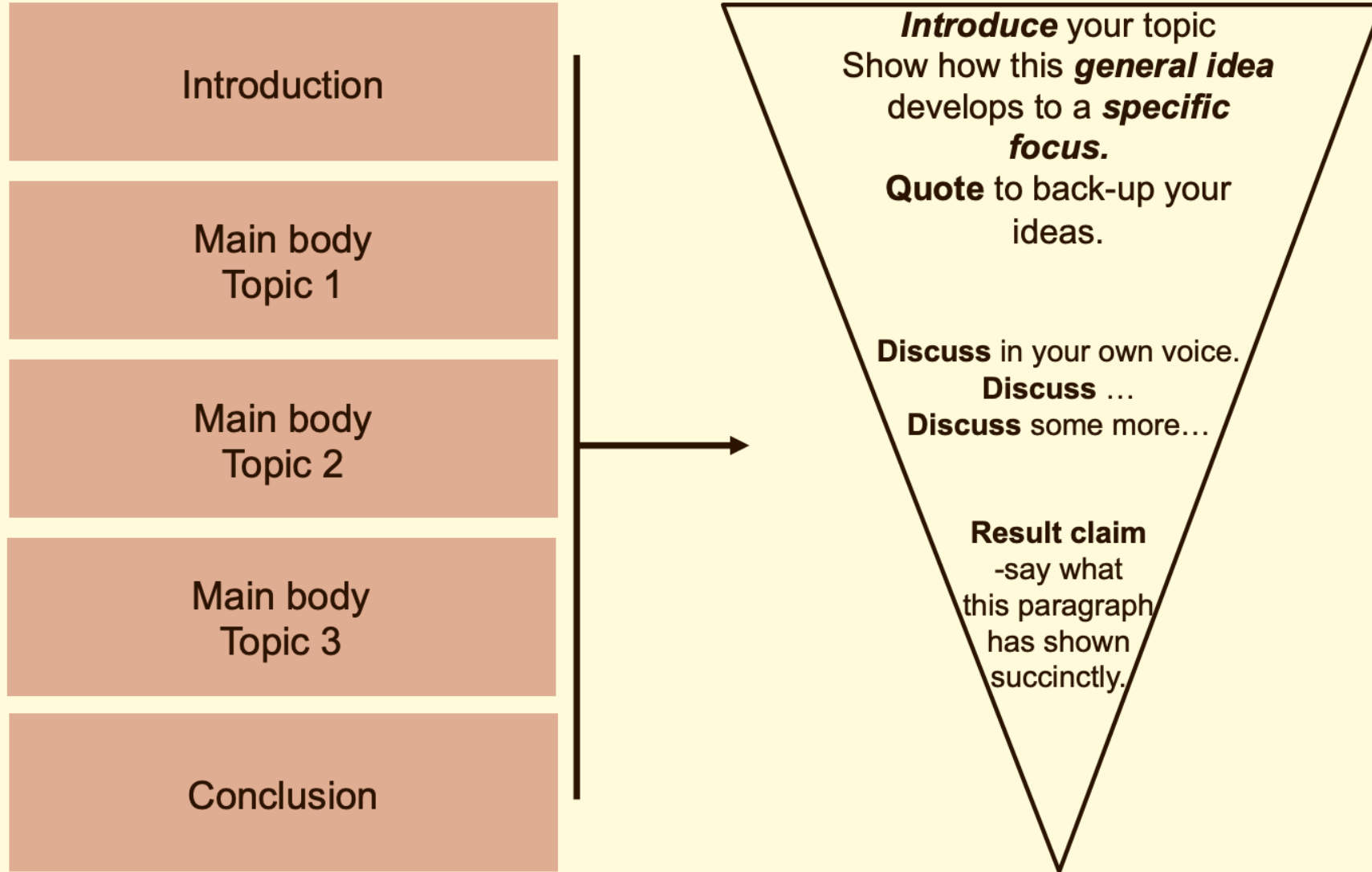
Main body
Topic 3

Conclusion



- ***Say what you have just said succinctly and clearly .***
- ***Say where your research might lead you in the future.***

Paragraph Structure



Things to think about when planning your assignment

In general terms, an assignment needs to reflect the following:

1.	Relevant:	Adheres closely to the terms of the essay question or project brief
2.	Well Structured:	Logically developed discussion based on appropriate visual and written evidence
3.	Well Written:	Clear writing that communicates ideas and information effectively
4.	Well Informed:	Sound general knowledge of subject area
5.	Original:	Evidence of personal critical consideration of, and response to, works discussed
6.	Well Presented:	Appropriate presentation, bibliography and referencing

The above categories are not grading criteria, but useful terms to remind yourself of when planning your assignment.