

University Essay Writing: *six steps to success*

Te Taiako Student Learning: “Skills to know, the place to go...”

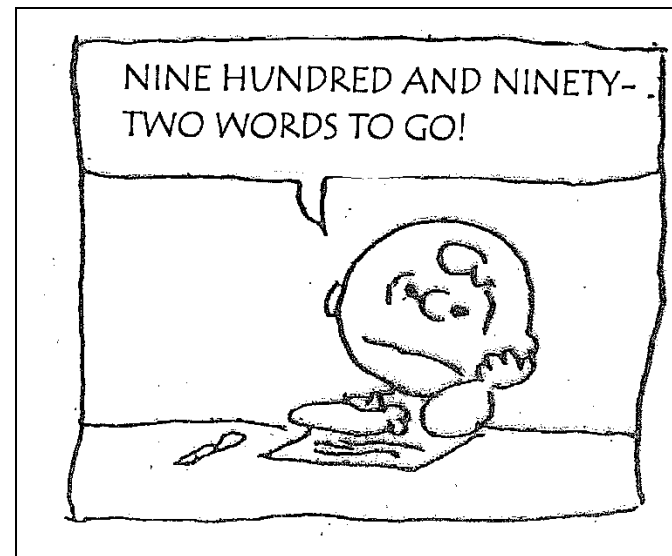
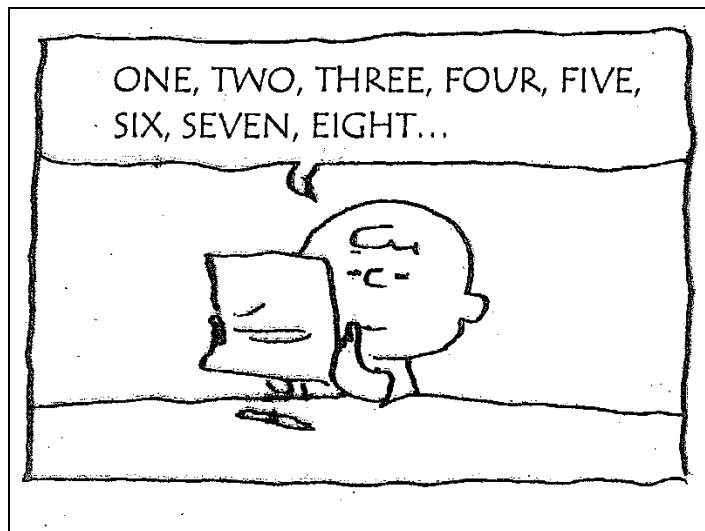
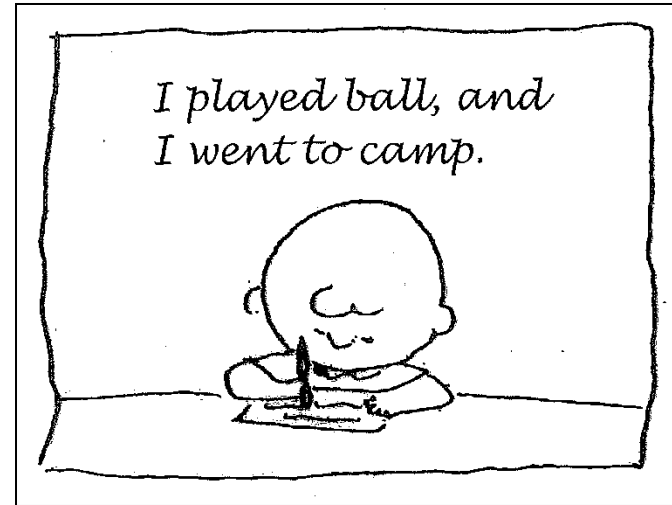
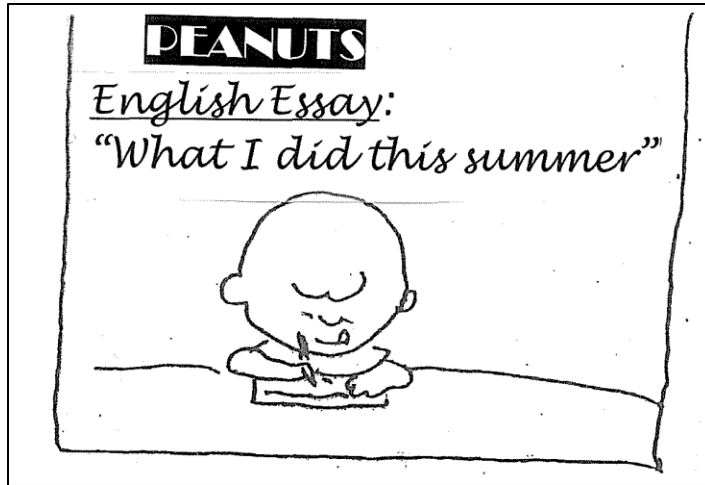
Welcome to
Student Learning
Te Taiako



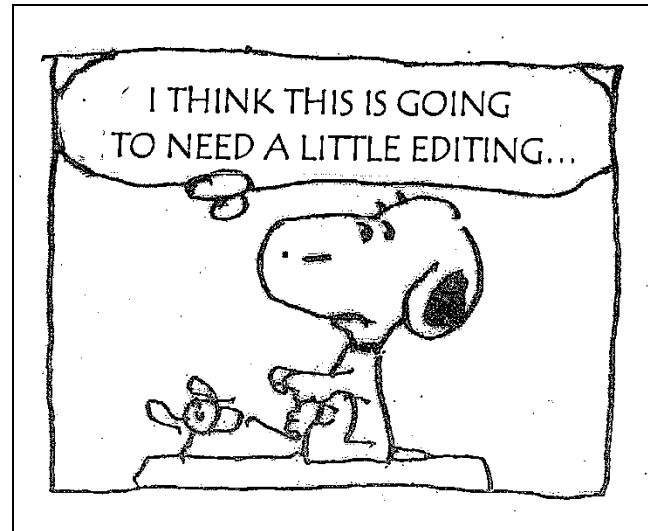
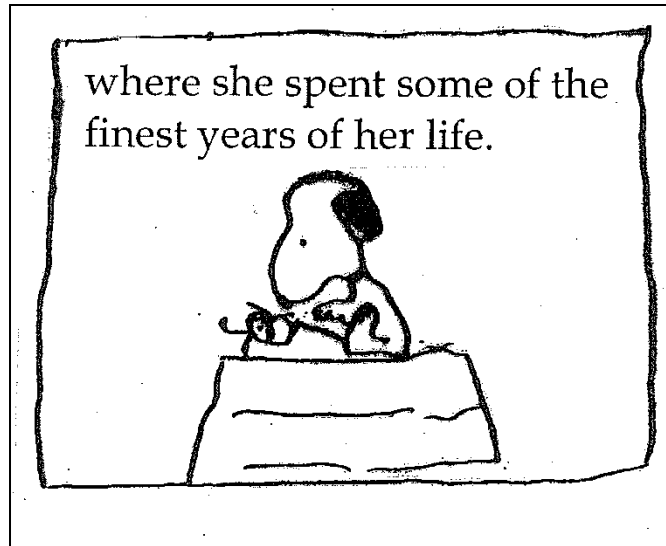
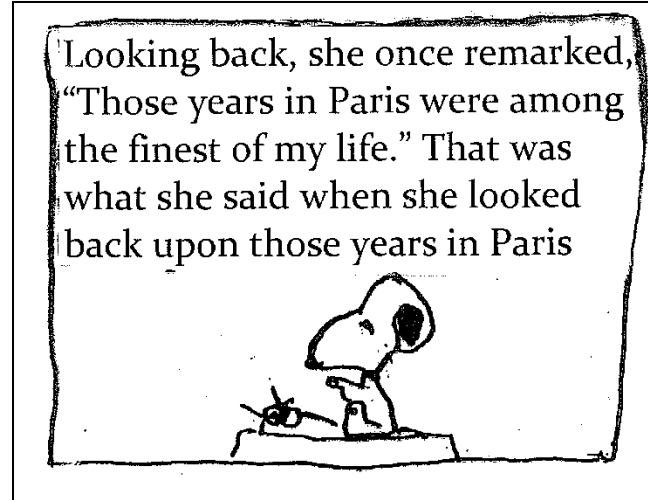
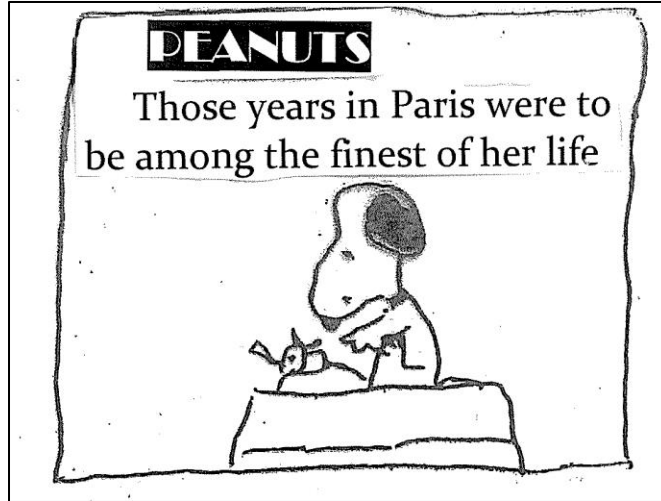
Online *Study Skills & Writing Handbook*

https://www.wgtn.ac.nz/__data/assets/pdf_file/0005/1921838/Academic-Writing.pdf

Writing an essay (#1)



Writing an essay (#2)



Essay = Process + Product

1. Getting started
2. Clarifying what you have to do
3. Organising your thoughts
4. Finding—and acknowledging—supporting evidence
5. Writing ... and rewriting
6. Polishing & proofreading

Step 1:



Step 1: Get started



Getting started

▶ Motivation

Forces working for?

Forces working against?

Step 1: Get started



Step 2:



Step 2: Understand what you have to do



What am I being asked to do?

Analysing the question...

- Instructional words?
- Topic?
- Focus?
- Limits?

https://www.wgtn.ac.nz/_data/assets/pdf_file/0004/1328332/Analysing-the-question.pdf

Follow instructions



INSTRUCTIONAL WORDS

Account for

Give reasons for something.

Analyse

Take apart. Describe the different parts of the subject, how they inter-relate and contribute to the whole.

Argue

Give reasons or facts for and against.

Assess

Briefly analyse, then make a careful judgement of the worth of something (e.g. a theory) in the light of its truth, usefulness etc. Give supporting evidence. You might include your opinion to a lesser extent.

Compare

Look for similarities, though differences may be mentioned, and come to a conclusion.

Contrast

Look for differences, though similarities may be mentioned, and come to a conclusion.

Critique

(also: Criticise
Critically analyse)

Express your judgement about a subject. Analyse the subject and describe to what extent it is supported by evidence. In a lengthy assignment you might also analyse alternative ideas and describe the extent to which evidence supports them, and make a comparison.

Define

Give concise, clear meanings. Show that the distinctions implied in the definition are necessary to distinguish this particular item from all others in that class.

Describe

Give a detailed account of something.

Investigate or examine a subject. Present a point of view after considering both sides of an issue or question. Your point of view should be supported by evidence.

Describe one by one, concisely.

Describe a problem, stressing both advantages and limitations. Present and, sometimes, personal judgement.

Describe 'how' and 'why', the results,

Step 3:



Step 3: Plan your response ...and start writing



Develop your answer – over time...

Listen
+ read
+ write
+ think
+ discuss
+ listen
+ read...



Organising your thoughts

Globalization has had a significant impact on the New Zealand economy over the past decade: discuss.



Positive impacts:

•xx

•yy

•zz

Negative impacts:

•aa

•bb

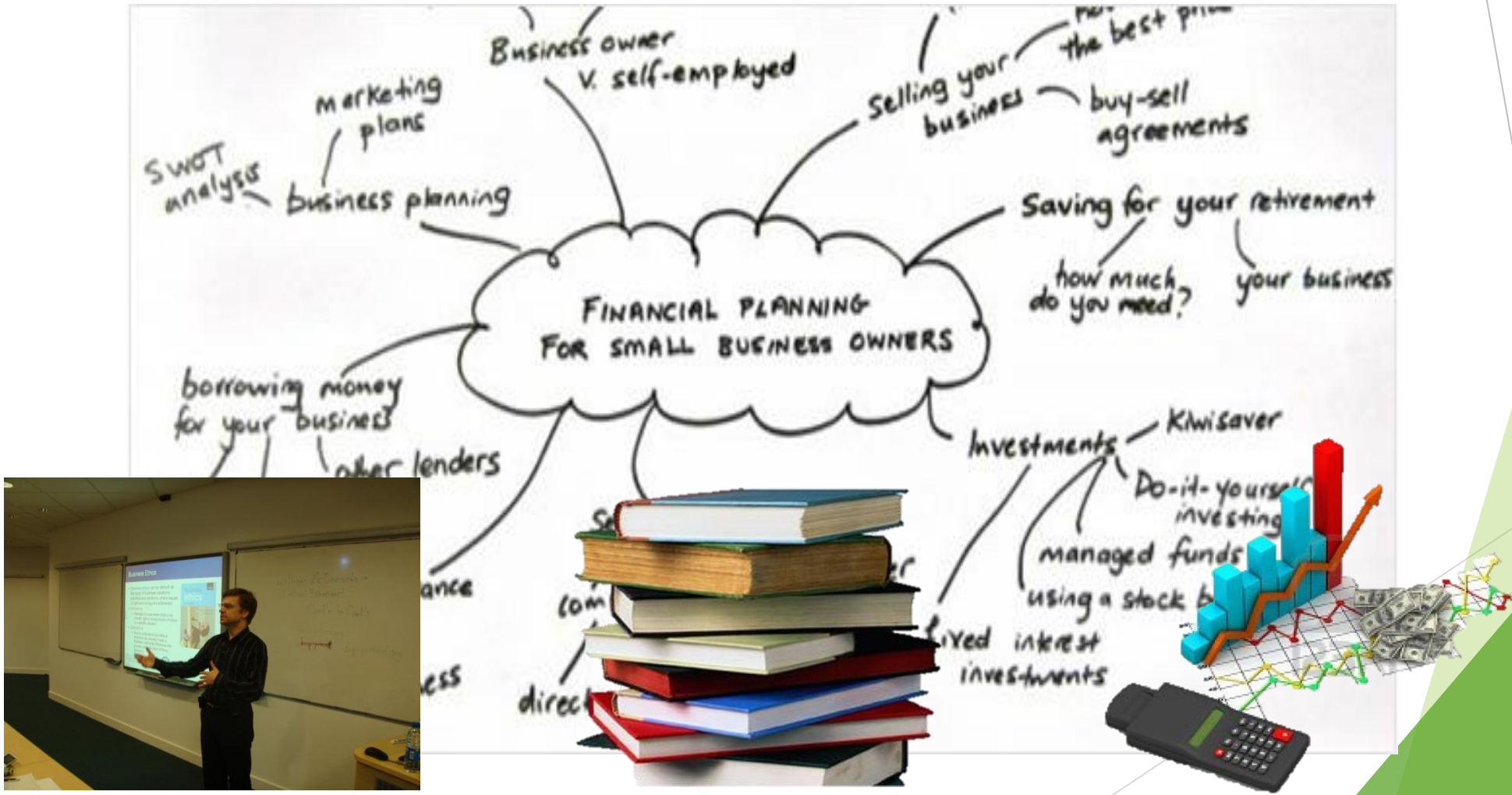
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Step 4:



Step 4: Gather supporting evidence



Gathering evidence

Sources of information:

Lectures, tutorials, study groups

Course readings, set texts, Library resources

Organising information:

- Note-taking

Summarising, paraphrasing, synthesising, referencing

- *Attend study skills workshops*

<https://www.wgtn.ac.nz/student-learning/studyhub>

Step 5:

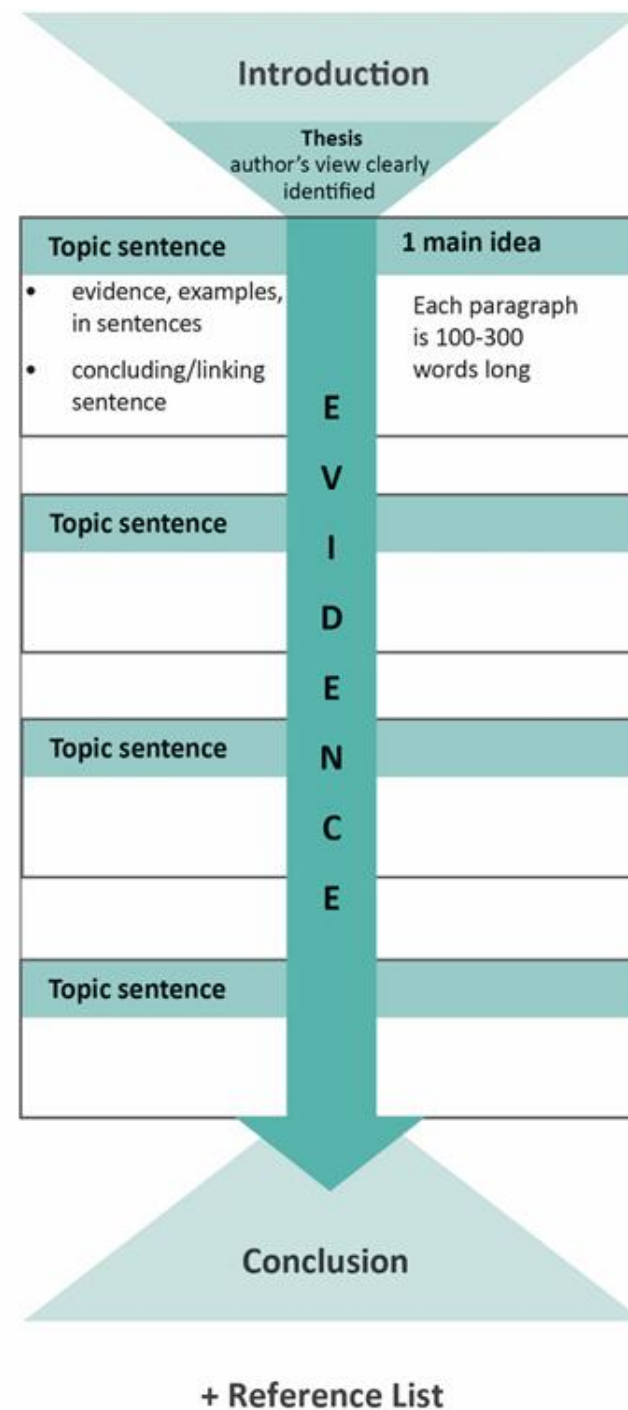


Step 5: Keep writing



Typical essay structure

- Parts of the whole
 - Intro
 - Body
 - Conclusion
- *Relationship between parts?*





Plagiarism



"I like the writing in that paper. I only wish more of it had been yours."

Academic integrity = acknowledging all sources of information

- ▶ Different referencing styles, depending on subject area: e.g. MLA, APA, Chicago
- ▶ Check course outlines for preferred style for each course
- ▶ Formatting guidelines on Library website

The screenshot shows the 'Referencing and citing' page on the Victoria University of Wellington Library website. The page has a teal header with the university logo and 'Library Guides' text. Below the header is a breadcrumb trail: 'Library / Guides / Popular / Referencing and citing / Styles'. The main title 'Referencing and citing' is in large teal font. A sub-header reads 'Your introduction to referencing and citing.' On the left is a teal sidebar menu with options: 'Home', 'What is referencing?', 'Styles' (expanded), 'Introduction to referencing styles', 'APA', 'Chicago', 'IEEE', 'MLA', 'NZLSG (New Zealand Law Style Guide)', 'Software and apps', and 'Annotated bibliographies'. The 'Contact us' link is at the bottom of the sidebar. The main content area has a teal section titled 'Introduction to referencing styles' with text explaining that referencing styles are sets of instructions and that the university has a policy on which style to use. It lists common styles and mentions that each has an official 'style manual'. Below this is another teal section titled 'APA' with text stating that APA is widely used and that the latest style is the 7th edition published in 2019. It provides a link to a 'comparison chart'. Under 'Interactive guides:', there are two bullet points: 'QuickCite for APA' (University of Auckland) and 'APA Interactive' (Massey University OWLL).

VICTORIA UNIVERSITY OF WELLINGTON
TE HERENGA WAKA

Library Guides

The Library
Te Pātaka Kōrero

Library / Guides / Popular / Referencing and citing / Styles

Referencing and citing

Your introduction to referencing and citing.

Home

What is referencing?

Styles

- Introduction to referencing styles
- APA
- Chicago
- IEEE
- MLA
- NZLSG (New Zealand Law Style Guide)

Software and apps

Annotated bibliographies

Contact us

Introduction to referencing styles

Referencing styles are sets of instructions explaining how you should reference the sources you use.

There are many different styles in use at Te Herenga Waka - Victoria University of Wellington but it is important to follow a single style. Your School will have a policy on which style to use, which you can confirm with your lecturer or by consulting your course outline.

Common styles used within the University are given below. Each style has an official "style manual" although many other helpful resources also exist.

APA

This style, from the American Psychological Association, is widely used across the University. The latest style is APA 7th edition published in 2019. Key changes are outlined in this [comparison chart](#).

Interactive guides:

- [QuickCite for APA](#)
Select APA style to find examples and short explanations for selected reference types. (University of Auckland)
- [APA Interactive](#)
Copy examples of APA 7th edition references or explore the style formatting rules using this interactive website. (Massey University OWLL)

Step 6:



Step 6: Polish & proofread



Polishing & proofreading

1st draft ... 2nd draft ...

<Student Learning appt?>

... final draft

Editing checklist

- *Have I followed the assignment guidelines?*
- *Have I answered the question?*
- *Have I presented myself to best advantage?*

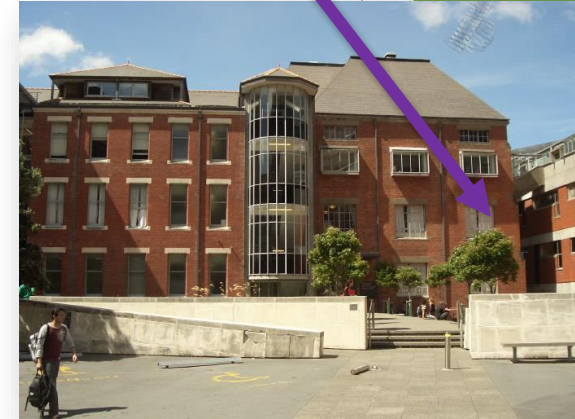
Te Taiako Student Learning

☎ 463 5999

Email: student-learning@vuw.ac.nz

Web: <https://www.wgtn.ac.nz/student-learning>

Kirk, Level 0



@ Kelburn:
8:30am-4:30pm, Mon-Fri

Rutherford House, Mezzanine floor



@ Pipitea:
8:30am-3:30pm, Tues, Wed, Fri

Rankine Brown, level 2

Library 'drop-ins':
11am-2pm, Mon-Fri



Student Learning Workshop Calendar

- <https://vuw.libcal.com/calendar/student-learning/?cid=3427>

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Calendar*

Student Learning

Filter by

Category

Audience

Campus

Onsite And Online

Clear All

Student Learning - Upcoming Events

Time Zone: Auckland (change)

Getting stuff done (In person)

Reduce the pressure of a heavy workload with a planned approach. Bring your timetable and assignment due dates to develop a personalised plan to use limited time effectively. KK001, Student Learning.

Date: Tuesday 6 July 2021

Time: 1:10pm - 2:00pm

Location: Kelburn

Categories: ☒ Student Learning Workshop

Register! - 20 seats left

Smarter reading (Zoom)

Learn some techniques to cope effectively with the quantity of reading you are required to do for your studies. The workshop link will be sent to you once you have registered, one day before the w...

Date: Tuesday 6 July 2021

Time: 3:10pm - 4:00pm

Location: Kelburn

Categories: ☒ Student Learning Workshop

Register! - 89 seats left

Writing your essay (In person)

This two-hour session steps you through the essay writing process from receiving the question to hand-in. The focus is on how to organise your ideas into an effective essay structure. KK001 Student...

Date: Wednesday 7 July 2021

Time: 10:00am - 11:50am

Location: Kelburn

Categories: ☐ Academic Writing ☒ Student Learning Workshop

Register! - 21 seats left



Any questions?