

# SHL Developing Your Essay Planning and Writing

Broadcast, 9 December 2020

## Handout: Essay writing and structuring

- Once you have your effective plan in place you can then write your essay. To help you know how to structure each paragraph you can use PEE or PEELS:
  - PEE – Point, Evidence, Explain
  - PEELS - Point, Explain, Support, Evaluate, Link, Signpost.
- More information about structuring work is at <https://help.open.ac.uk/structure-of-text> and <https://help.open.ac.uk/dividing-your-work-into-paragraphs>
- Essays are about describing the relevant information and then explain why that information is relevant.
- Check your intended audience as it will affect how much you explain certain points and the style that you adopt. Further information is at <https://help.open.ac.uk/using-an-appropriate-writing-style>
- You may like to use the template on the next page to help you structure the writing as well. You can type into the boxes which will get larger as you type. Add as many main body paragraph boxes as you need. Then copy and paste the content of those boxes into a new document when you are ready, proofread carefully and check your word count.
- For information on referencing at <https://help.open.ac.uk/referencing> and <https://www.open.ac.uk/library/help-and-support/referencing-and-plagiarism>

Fill in the sections to help build your essay

## Introduction

Insert a few sentences that introduce the question and demonstrates to the reader what the essay is about. This is also the place to give any key definitions and clearly lay out the main argument of your essay

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## Main Body Paragraphs

For each paragraph insert several sentences to describe the evidence you are presenting and then explain why it is relevant to the topic, including how it would answer the question your essay asks. Remember to include an in-text citation whenever you use information you have taken from a source. You can also add a linking sentence at the end of each paragraph that explains how this paragraph was relevant to the topic overall and makes it clear where the essay is going next. Remember to repeat this for each of your paragraph

You may find it useful to copy and paste these structures below and complete them for each paragraph.

P  
E  
E

*or*

P  
E  
S  
E  
L  
S

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## Conclusion

Insert a few sentences that summarise the main message from your content and link clearly back to the original essay topic. You can also add a final take home message sentence that makes your final argument.

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## References

Remember to add your references at the end of the essay in the format your module uses. Any essay always has its own dedicated reference list. There is more