Université de Constantine 1

Faculté des Lettres et des langues

Département de Traduction

**Enseignante :** OUAMEUR Lamia

**Module :** Techniques de rédaction ( Anglais )

**Niveau :** première année Licence

**The Essay**

**Definition:**

Generally, the student are asked to write an Essay to show their writing skills in any language. But, they always face some problems in this writing process . there are many steps through which the student can succeed in writing an Essay, but before, we have first to define the word.

An **Essay** is a piece of writing that gives the author's own [argument](https://en.wikipedia.org/wiki/Argument) — but the definition is vague, overlapping with those of a [paper](https://en.wikipedia.org/wiki/Term_paper), an [article](https://en.wikipedia.org/wiki/Article_(publishing)), a [pamphlet](https://en.wikipedia.org/wiki/Pamphlet), and a [short story](https://en.wikipedia.org/wiki/Short_story). Essays have traditionally been sub-classified as formal and informal. Formal essays are characterized by "serious purpose, dignity, logical organization, length," whereas the informal essay is characterized by "the personal element (self-revelation, individual tastes and experiences, confidential manner), humor, graceful style, rambling structure, unconventionality or novelty of theme,

An essay is a "short formal piece of writing..dealing with a single subject" . It is typically written to try to persuade the reader using selected research evidence.  In general, an academic essay has three parts:

1. An introduction that gives the reader an idea of what they are about to learn and presents an argument in the form of a thesis statement.
2. A body, or middle section, that provides evidence used to prove and persuade the reader to accept the writer's particular point of view.
3. A conclusion that summarizes the content and findings of the essay.

**How to write an Essay :**

For some, writing an essay is as simple as sitting down at their computer and beginning to type. But, a lot more planning goes into writing an essay successfully. If you have never written an essay before, or if you struggle with writing and want to improve your skills, it is a good idea to follow a number of important steps in the essay writing process.

For example, to write an essay, you should generally:

* Decide what kind of essay to write
* Brainstorm your topic
* Research the topic
* Develop a thesis
* Outline your essay
* Write your essay
* Edit your writing to check spelling and grammar

While this sounds like a lot of steps to write a simple essay, if you follow them you will be able to write more successful, clear and cohesive essays.

1. **Choose the Type of Essay :**

The first step to writing an essay is to define what type of essay you are writing. There are four main categories into which essays can be grouped:

* [Narrative Essay](http://grammar.yourdictionary.com/grammar-rules-and-tips/tips-for-writing-a-personal-narrative-essay.html): Tell a story or impart information about your subject in a straightforward, orderly manner, like in a story.
* [Persuasive Essay](http://grammar.yourdictionary.com/style-and-usage/persuasive-essay-writing-made-easy.html): Convince the reader about some point of view.
* [Expository Essay](http://grammar.yourdictionary.com/grammar-rules-and-tips/tips-on-writing-an-excellent-expository-essay.html): Explain to the reader how to do a given process. You could, for example, write an expository essay with step-by-step instructions on how to make a peanut butter sandwich.
* [Descriptive Essay](https://examples.yourdictionary.com/descriptive-text-examples.html): Focus on the details of what is going on. For example, if you want to write a descriptive essay about your trip to the park, you would give great detail about what you experienced: how the grass felt beneath your feet, what the park benches looked like, and anything else the reader would need to feel as if he were there.

Knowing what kind of essay you are trying to write can help you decide on a topic and structure your essay in the best way possible. Here are a few other types of essays:

* [Argumentative Essay](https://examples.yourdictionary.com/argumentative-essay-examples.html): Take a position on a controversial issue and present evidence in favor of your position.
* [Compare and Contrast Essay](https://grammar.yourdictionary.com/grammar/writing/how-to-write-a-compare-and-contrast-essay.html): Identify similarities and differences between two subjects that are, typically, under the same umbrella.
* [Problem Solution Essay](https://grammar.yourdictionary.com/grammar/writing/how-to-write-a-problem-solution-essay.html): Describe a problem, convince the reader to care about the problem, propose a solution, and be prepared to dismantle objections.

If you've been assigned an argumentative essay, check out these [Top 10 Argumentative Essay Topics](https://grammar.yourdictionary.com/style-and-usage/top-10-argumentative-essay-topics.html).

**2. Brainstorm :**

You cannot write an essay unless you have an idea of what to write about. Brainstorming is the process in which you come up with the [essay topic](https://grammar.yourdictionary.com/style-and-usage/top-10-argumentative-essay-topics.html). You need to simply sit and think of ideas during this phase.

* Write down everything that comes to mind as you can always narrow those topics down later.
* Use clustering or mind mapping to brainstorm and come up with an essay idea. This involves writing your topic or idea in the center of the paper and creating bubbles (clouds or clusters) of related ideas around it.
* Brainstorming can be a great way to develop a topic more deeply and to recognize connections between various facets of your topic.

Once you have a list of possible topics, it's time to choose the best one that will answer the question posed for your essay. You want to choose a topic that is neither too broad nor too narrow.

If you are given an assignment to write a one-page essay, it would be far too much to write about "the history of the US," since that could fill entire volumes of books. Instead, you could write about a specific event within the history of the United States: perhaps signing the Declaration of Independence or when Columbus discovered the Americas.

Choose the best topic idea from among your list and begin moving forward on writing your essay. But, before you move forward, take heed of [these topics to avoid](https://grammar.yourdictionary.com/for-students-and-parents/what-topics-should-you-avoid-writing-research-paper.html).

**3. Research the Topic :**

Once you have done your brainstorming and chosen your topic, you may need to do some research to write a good essay. Go to the library or search online for information about your topic. Interview people who might be experts in the subject.

Keep your research organized so it will be easy for you to refer back to. This will also make it easier to [cite your sources](http://grammar.yourdictionary.com/grammar-rules-and-tips/tips-on-writing-an-essay-mla-style.html) when writing your final essay.

**4. Develop a Thesis :**

Your [thesis statement](https://grammar.yourdictionary.com/grammar/writing/what-is-a-thesis-statement.html) is the main point of your essay. It is essentially one sentence that says what the essay is about. For example, your thesis statement might be "Dogs are descended from wolves." You can then use this as the basic premise to write your entire essay, remembering that all of the different points throughout need to lead back to this one main thesis. You should usually state your thesis in your introductory paragraph.

The thesis statement should be broad enough that you have enough to say about it, but not so broad that you can't be thorough.

To help you structure a perfectly clear thesis, check out these [These Statement Examples](https://examples.yourdictionary.com/thesis-statement-examples.html).

**5. Outline Your Essay** :

The next step is to outline what you are going to write about. This means you want to essentially draw the skeleton of your paper. Writing an outline can help to ensure your paper is logical, well organized and flows properly.

If you've been tasked with an argumentative essay, here's the best formula for an [Argumentative Essay Outline](https://grammar.yourdictionary.com/for-students-and-parents/argumentative-essay-outline.html).

Start by writing the thesis statement at the top, and then write a [topic sentence](https://examples.yourdictionary.com/examples-of-topic-sentences.html) for each paragraph below that. This means you should know exactly what each of your paragraphs is going to be about before you write them.

* Don't jumble too many ideas in each paragraph or the reader may become confused.
* Ensure you have transitions between paragraphs so the reader understands how the paper flows from one idea to the next.
* Fill in supporting facts from your research under each paragraph. Make sure each paragraph ties back to your thesis and creates a cohesive, understandable essay.

Does your teacher follow the APA guidelines for writing papers? If so, these [APA Outline Format Examples](https://examples.yourdictionary.com/apa-outline-format-examples.html) should help you pull it all together. As you progress into the meat of the essay (following our tips below), these [APA Format Examples](https://examples.yourdictionary.com/apa-format-examples.html) should prove beneficial!

Of, if MLA is your teacher's preferred style, check out these [MLA Format Examples](https://examples.yourdictionary.com/mla-format-examples.html).

6**. Write the Essay :**

Once you have an outline, it's time to start writing. Write based on the outline itself, fleshing out your basic skeleton to create a whole, cohesive and clear essay.

You'll want to edit and re-read your essay, checking to make sure it sounds exactly the way you want it to. Here are some things to remember:

* Revise for clarity, consistency, and structure.
* Support your thesis adequately with the information in your paragraphs. Each paragraph should have [its own topic sentence](https://examples.yourdictionary.com/examples-of-topic-sentences.html). This is the most important sentence in the paragraph that tells readers what the rest of the paragraph will be about.
* Make sure everything flows together. As you move through the essay, transition words will be paramount. [Transition words](https://grammar.yourdictionary.com/for-students-and-parents/how/how-do-i-include-transition-words-in-my-essay.html) are the glue that connects every paragraph together and prevents the essay from sounding disjointed.
* Reread your [introduction](https://grammar.yourdictionary.com/grammar/writing/how-to-write-a-hook.html) and [conclusion](https://grammar.yourdictionary.com/grammar/writing/how-to-write-a-conclusion.html). Will the reader walk away knowing exactly what your paper was about?

In your introduction, it's important to include a hook. This is the line or line that will lure a reader in and encourage them to want to learn more. For more on this, check out [How to Write a Hook](https://grammar.yourdictionary.com/grammar/writing/how-to-write-a-hook.html).

And, to help you formulate a killer conclusion, scan through these [Conclusion Examples](https://examples.yourdictionary.com/conclusion-examples.html).

**7. Check Spelling and Grammar :**

Now the essay is written, but you're not quite done. Reread what you've written, looking out for mistakes and typos.

* Revise for technical errors.
* Check for [grammar](https://examples.yourdictionary.com/bad-grammar-examples.html), [punctuation](https://grammar.yourdictionary.com/punctuation/punctuation-rules-help.html) and [spelling](https://grammar.yourdictionary.com/spelling-and-word-lists/misspelled.html) errors. You cannot always count on spell check to recognize every spelling error. Sometimes, you can spell a word incorrectly but your misspelling will also be a word, such as spelling "from" as "form."
* Another common area of concern is quotation marks. It's important to cite your sources with accuracy and clarity. Follow these guidelines on [how to use quotes in essays and speeches](https://quotes.yourdictionary.com/articles/how-to-use-quotes-in-essays-and-speeches.html).
* You might also want to consider the difference between quoting, paraphrasing, and summarizing. Quoting is reserved for lines of text that are identical to an original piece of writing. Paraphrasing is reserved for large sections of someone else's writing that you want to convey in your own words. Summarizing puts the main points from someone else's text into your own words. Here's more on [When to Quote, Paraphrase, or Summarize](https://grammar.yourdictionary.com/grammar/writing/when-to-quote-paraphrase-or-summarize.html).

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**The summary**

A summary is a condensed version of an original text, usually a full article or book. Summaries are usually around a paragraph long, and may even be a few paragraphs long depending on the length of the work being condensed.

Summaries are used in variety of situations. For example, you might want to summarize only the main points of a meeting with a co-worker because you're running late for another meeting. Or, let's say you want to introduce a complex design idea. You could begin by summarizing what your design would accomplish, to give key people an overall sense of your plan without overwhelming them. Students might summarize an article for a class, or when preparing and writing research papers, annotated bibliographies and essays. Abstracts and legal brief are also types of summaries.

It is also defined as being An overview of content that provides a reader with the overarching theme, but does not expand on specific details. A summary describes a larger work (such as an entire book, speech, or research project), and should include noticeably less content then the original work. Summaries can save a reader time because it prevents the reader from having to actually go through and filter the important information from the unimportant.

in other words, it is where you take what is written or said, and condense it down to its main points, in essence giving the main idea without going into as much length or detail.  Summaries tend to be about one-third the length of the original material.  So, for example, if you have three paragraphs describing the pros and cons of technology in today's schools, your summary would be about one paragraph.  You need to, in a summary, focus on the main points, and leave out supporting details and facts that add extra length.  It gives the main gist of the passage, and conveys the message in a much more concise way, often simlifying it to make it more understandable.

**How to write a summary :**  
Students understand that *summarizing*, identifying what is most important and restating the text (or other media) in your own words, is an important tool for college success.

After all, if you really know a subject, you will be able to summarize it. If you cannot summarize a subject, even if you have memorized all the facts about it, you can be absolutely sure that you have not learned it. And, if you truly learn the subject, you will still be able to summarize it months or years from now.

Proficient students may monitor their understanding of a text by summarizing as they read. They understand that if they can write a one- or two-sentence summary of each paragraph after reading it, then that is a good sign that they have correctly understood it. If they can not summarize the main idea of the paragraph, they know that comprehension has broken down and they need to use fix-up strategies to repair understanding.

* When writing a summary, remember that it should be in the form of a paragraph.
* A summary begins with an introductory sentence that states the text’s title, author and main point of the text as you see it.
* A summary is written in your own words.
* A summary contains only the ideas of the original text. Do not insert any of your own opinions, interpretations, deductions or comments into a summary.
* Identify in order the significant sub-claims the author uses to defend the main point.
* Copy word-for-word three separate passages from the essay that you think support and/or defend the main point of the essay as you see it.
* Cite each passage by first signaling the work and the author, put “quotation marks” around the passage you chose, and put the number of the paragraph where the passages can be found immediately after the passage.
* Using source material from the essay is important. Why? Because defending claims with source material is what you will be asked to do when writing papers for your college professors.
* Write a last sentence that “wraps” up your summary; often a simple rephrasing of the main point.