

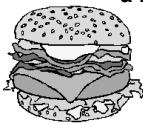
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## Do not chat during this lecture ... **1**

- Turn off your mobile.
- Raise your hand if you have a question.
- Annotate these notes if you need to.

It is often said that an essay is a bit like a sandwich



It has three layers (an Intro, Middle and Conclusion).

## Homework Essays ... **3**

- We expect depth in your Homework essays.
- Research - using textbooks ...
- We expect you to go into detail and show some analysis.
- Make sure you answer the essay title/ question.

## 20 Minute Essays ... **4**

- Twenty minute exam essays give little time to explain, in an introduction, how you intend to answer the question - and, in a conclusion, how you have answered the question.

It follows that you often need to go straight to the meat of the essay.

**You must first plan your answer**

A plan is vital because it helps you produce a simple and easy draft.

It helps you focus on answering the question.


It helps provide a structured answer.

**Sub-Headings are also vital ... 6**

- It helps provide structure for your essay.
- Use Sub-Headings in your essay and establish these from your plan.

**You MUST explain your thinking. 7**

- Always write as if you are explaining issues to a little boy or girl.



**For example ... 8**

- If you are asked to comment on the advantages of elected Members of Parliament.
- Don't simply say "MP's are elected" – explain how they are elected and who they represent. For good marks, you could refer to an academic authority (an author of a book) and explain the importance of an elected representative in a democracy.
- **Remember:** The marks are in the discussion (not in a list).

**ALWAYS use sub-headings in your essay .... 9**


- Sub-headings help establish structure in your essay writing. More importantly they demonstrate the same to the examiner. Logically, your sub-headings should relate to your essay plan.

**The marks are in the discussion ... 10**


- Carry out your essay plan - by discussing the issues raised in the question. Make reference to examples or case law (explaining the example/ case and the relevance to the essay topic). REFER and relate back to the words used in the essay title.

**In the core of your essay ... 11**

- Make reference to any authorities (Authors, Acts of Parliament).
- Try to analyse the issues in relation to any authority (academic writers). If necessary, critically analyse any authority.

 In any Conclusion (be brief). **12**


- Summarise the theme of your essay and any outcome - relating back to the essay title/question.
- Do NOT raise new issues in the conclusion.

 'Plagiarism' **13**

- This means you cannot copy someone else's work or lift extracts straight from an article or book and pass them off as your own

Examiners are very strict on plagiarism.

- - If you quote from an article, book etc
- - you must provide a footnote indicating the source.

 Produce a Bibliography. **14**

- A bibliography is a list of materials you have read, then referred to in your answer. The correct way of listing a book is shown below (author, title, publisher and year of publication).
- Jepson P. - 'Tackling Militant Racism' - Ashgate Publishing (2003).

 Laws help and advice ... **15**

- Use short-listed essays.
- Discuss essays with a fellow student.
- Establish a study buddy - see [www.LawsBlog.co.uk](http://www.LawsBlog.co.uk) .
- Ask your Laws Tutor for advice.
- E-mail [law@peterjepson.com](mailto:law@peterjepson.com)