

Basic Format/Structure for Admission Essays

There is no specific format for essays, as the essay topics vary with the universities applied to. While writing admission essays, you should make sure that you answer all parts of the essay question completely. The instructions given regarding the length and requirements of the essay should be followed precisely. Choose only those topics which you can discuss with authority and sincerity. Under no circumstance should you exceed the word count specified for the essay.

The essay should be written coherently and concisely. The ideas should flow successively and the essay should look well-structured rather than being a haphazard linkage of random ideas. On a general note, the essay can be formatted as follows:

Introduction and thesis

(Explain what your essay will cover)

- Before writing an essay you should have a thesis statement. This is one sentence announcing the central idea of the essay.
- Read the essay topic or question and decide how you will answer it. Then frame a thesis statement that sums up what you are going to justify in the essay.
- The introduction and thesis should only focus on the essay topic. It must be specific and should sum up the meaning of the essay and signal what is to come.
- Focus on the first sentence, which is the most important because it gets the reader's attention. The first paragraph (introduction) of the essay should "hook" the reader and make him/her want to continue reading. Try to write the essay in first person.

Body of the Essay

(Present your stance on the essay topic backed with credible information)

- If the essay is more than 150-200 words, divide the body into several paragraphs. Each paragraph should deal with one central idea. This idea is introduced early in a topic sentence, telling the reader what to expect in the paragraph. Several ideas in one paragraph will only confuse the reader. If the central idea has several supporting points, break it into several paragraphs rather than having one very long paragraph.



- It is not enough to simply state ideas, you must support them. By giving evidence, you convince readers of the truth and accuracy of your ideas. If you successfully prove your statements, the reader should agree with your conclusion.
- Structure the sequence of ideas carefully and logically. You are mapping a course, leading the reader through the points that support your thesis. You do not want to confuse the reader. Transitions between paragraphs link them logically. These "connecting sentences" help the paper flow smoothly.
- Create arguments based on the topic given and provide substantial evidence and information to back up that argument.

Conclusion

(Summarise what you have discussed and argued so far)

- The last paragraph of your essay should be used to summarise what you have already stated in the body of the essay.
- Restate the thesis and main points supporting it. You should give some new ideas or information to challenge the reader to think further.

