Essay Writing Process Diagram

Work to Understand the Question

Record what you know

Survey Material

Note references

Select Relevant Material

Note quotations

Take notes

Summarise

Synthesise information from several sources

Think and Plan
(Refer to the question

Start writing Main Body

Include references & quotations

Finish 1st Draft of Body

Organise and Write Clear Introduction & Conclusion

Write 2nd Draft

Complete the reference list

Edit and Proof Read

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