

P12b

3 The format of long and short writing tasks

Short essays (including exam answers) generally have this pattern:

Introduction

Main body

Conclusion

Longer essays may include:

Introduction

Main body

Literature review

Case study

Discussion

Conclusion

References

Appendices

- See Units 4.3 Reports, case studies and literature reviews and 4.5 Writing longer essays

Dissertations and journal articles may have:

Abstract

List of contents

List of tables

Introduction

Main body

Literature review

Case study

Findings

Discussion

Conclusion

Acknowledgements

References

Appendices