**Faculty of Economic Sciences, Commerce and Management Sciences**

Deprt. of Management Module: English

Level: First year master HRM academic year: 2019/2020

Lecture: 11

***The Basics of Effective Essay Writing (Part Two)***

1. ***Develop a Thesis Statement***

Once you have an idea for the basic structure of your essay, and what information you're going to present in your essay, it's time to develop your thesis statement. A thesis statement states or express what you intend to prove in your essay. A good thesis statement should be clear, concise, specific, and takes a position.

The word "thesis" just sounds intimidating to most students, but a thesis is actually quite simple. A thesis statement tells the reader what the essay is about and what points you will be discussing. If you've already selected an essay topic, and developed an outline or diagram, you now can decide what points you want to communicate through your essay.

A thesis statement has two key components. The first component is the topic, and the second is the point(s) of the essay. The following is an example of an expository (explanatory) thesis statement:

*The life of a child raised in Pena Blanca is characterized by little playing, a lot of hard work and extreme poverty.*

Here the topic is “the life of a child raised in Pena Blanca (New Mexico)”, and the main points of the essay are the three characteristics “little playing, hard work, and poverty”.
Once you're done developing a thesis statement that supports the type of essay your writing and the purpose of the essay, you're ready to get started on your introduction.

1. ***Introduction***

The introduction is the first paragraph of the essay. It introduces the reader to the idea that the essay will address. It is also intended to capture the reader's attention and interest. The first sentence of the introduction paragraph should be as captivating and interesting as possible. The sentences that follow should clarify your opening statement. Usually, you move through the introduction from the general idea or fact to the specific one. Then, conclude the introduction paragraph with your thesis statement which indicates what you are going to discuss in the body.

1. ***Body***

The body of your essay is where you explain, describe or argue the topic you have chosen. Each of the main ideas you included in your outline or diagram will become of the body paragraphs. If you wrote down four main ideas in your outline or diagram, then you'll have four body paragraphs.

Each paragraph will address one main idea that supports the thesis statement. The first paragraph of the body should put forth your strongest argument to support your thesis. Start the paragraph out by stating the supporting idea. Then follow up with additional sentences that contain supporting information, facts, evidence or examples – as shown in your diagram or outline. The concluding sentence should sum up what you've discussed in the paragraph.

The second body paragraph will follow the same format as the first body paragraph. This paragraph should put forth your second strongest argument supporting your thesis statement. Likewise, the third and fourth body paragraphs like the first and second, will contain your third and fourth strongest arguments supporting your thesis statement. Again, the last sentence of both the third and fourth paragraphs should sum up what you've discussed in each paragraph and indicate to the reader that the paragraph contains the final supporting argument.

1. ***Conclusion***

The final paragraph of the essay provides the conclusion. This paragraph should restate your thesis statement using slightly different wording than employed in your introduction. The paragraph should summarize the arguments presented in the body of the essay. The last sentence in the conclusion paragraph should communicate that your essay has come to an end. Your concluding paragraph should communicate to the reader that you're confident that you've proven the idea as set forth in your thesis statement.

Having the ability to write effective essays will become increasingly important as you progress through high school and into college. If you'll internalize the format presented above, you'll develop the ability to write clear and compelling essays.

***P.S.*** these steps are not solely applicable to essays written in English, but you can apply them to any essay written in any language.