

UDC 81

https://doi.org/10.33619/2414-2948/61/66

STRATEGIES HOW TO WRITE ESSAYS

©*Khojakulova N.*, Alisher Navoi University of the Uzbek Language and Literature, Tashkent, Uzbekistan, *nargiza.khodjaqulova.tuit@gmail.com; xodjakulova@navoiy-uni.uz*

ОСНОВНЫЕ СТРАТЕГИИ НАПИСАНИЯ АКАДЕМИЧЕСКИХ ЭССЕ

©*Ходжакулова Н. Х.*, Университет узбекского языка и литературы им. Алишера Навои, г. Ташкент, Узбекистан, *nargiza.khodjaqulova.tuit@gmail.com; xodjakulova@navoiy-uni.uz*

Abstract. This article discusses the essential strategies in writing academic essays. An essay is a composition made up of several paragraphs. Each of these paragraphs has a collection of connected sentences on a given topic.

Аннотация. Обсуждаются основные стратегии написания академических эссе. Эссе — это композиция, состоящая из нескольких абзацев. Каждый из этих абзацев содержит набор связанных предложений по заданной теме.

Keywords: essay, advantages and disadvantage essay, introduction, outline.

Ключевые слова: эссе, эссе о преимуществах и недостатках, введение, очерк.

I would like to start this article with an interesting quote by Albert Einstein "Everybody is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid." As it is known most of the EFL learners have lack of writing competence. They challenge when they have assignment on writing essays. Why? What are the main reasons?

One of the most essential reasons is they have lack of knowledge, poor writing skills and not enough practice. As Latin proverb says *Practice makes perfect*. As Professor A. Einstein mentions each person is unique, so we should not judge the students that they are not able to write one typical essay, and they are illiterate., we should help them to understand some strategies how to write an academic essays, because they will need them when they have to write a thesis.

Writing is a tool which can allow us to organise our thoughts clearly, give ourselves room to examine;

- what we think;
- why we think it;
- whether we should continue to think it;

The writer should know the purpose of academic writing. The most common reasons for writing include:

- to report on a piece of research the writer has conducted;
- to answer a question the writer has been given or chosen;
- to discuss a subject of common interest and give the writer's view;
- to synthesise research done by others on a topic [2].

There are Common types of academic writing.

<i>Types of academic writing</i>	<i>Definitions</i>
Notes	A written record of the main points of a text or lecture, for a student's personal use.
Report	an account given of a particular matter, especially in the form of an official document, after thorough investigation or consideration by an appointed person or body
Project	an individual or collaborative enterprise that is carefully planned and designed to achieve a particular aim
Essay	a short piece of writing on a particular subject
Dissertation/ Thesis	The longest piece of writing normally done by a student (20,000+ words) often for a higher degree, on a topic chosen by the student.
Paper	an essay or dissertation, especially one read at an academic lecture or seminar or published in an academic journal

In this scientific paper, essay types will be discussed, as an example, advantage and disadvantage essay samples will be analysed.

What is an essay itself?

An essay is a composition made up of several paragraphs. Each of these paragraphs has a collection of connected sentences on a given topic.

There are generally considered to be three types of essay

- *Descriptive*
- *Contrast/compare*
- *Argumentative*

So, I will try to explain 4 strategies of writing a good essay.

Strategy 1. Follow the structure

As it is well-known, every composition; an essay, a letter, a summary, a review etc, has its own structure. Even there are different types of essay structure; writers cannot use one structure to all types of essay. For example, when he or she is writing opinion essay that person is not able to implement problem solution essay structure.

A well-written essay usually has a title and a minimum of three paragraphs; introduction, body and conclusion.

I would like to explain essay structure according to the rules which are given in the book [1].

An essay introduction stimulates the reader's interest and tells what the essay is about. The last sentence of an introduction is the thesis statement. Like the topic sentence of a paragraph, a thesis statement names the specific topic of the essay. The body consists of one or more paragraphs. Each paragraph develops a subdivision of the topic. The conclusion, like the concluding sentence in a paragraph, is a summary or review of the main points discussed in the body.

An essay has unity and coherence, just as a paragraph does. Transition signals link the paragraphs into a cohesive whole.

As you read the model essay, study its organization. Notice the transition signals at the beginning of the three body paragraphs; they tell you which pattern of organization this essay uses.

The introductory paragraph, or introduction, is the first paragraph of an essay. It has two functions: (1) It attracts the reader's interest, and (2) it introduces the topic of the essay.

There are several kinds of introductory paragraphs. Do you know how to write a kind known as a "funnel" introduction.

A funnel introduction has two parts: several general statements and one thesis statement. The

general statements give the reader background information about the topic of the essay. They should lead your reader gradually from a very general idea of your topic to a very specific idea. The first general statement in a funnel introduction just introduces the topic. Like the lens of a camera moving in for a close-up picture, each sentence that follows becomes more and more focused on a specific topic. The thesis statement is normally the last sentence in an introductory paragraph. It has three purposes:

1. It states the specific topic of the essay.
2. It may list the subtopics of the main topic.
3. It may also mention the method of organization.

Reread the introductory paragraph of the model essay "Styles of Popular Music."

(Music is truly the one universal language. Although all cultures have music, each culture develops its own musical forms and styles. In particular, popular music varies from culture to culture and from generation to generation. In the past 100 years or so, there has been an explosion of popular music styles in the West. Three of the more successful styles are reggae, punk, and rap.)

Notice how the sentences gradually move from the general topic of music to the specific topic, three successful styles of popular music.

- The first sentence attracts the reader's interest with a short sentence; it also names the general topic (music).
- The second sentence says that each culture has its own kinds of music.
- The next two sentences narrow the general topic (music) to a more specific one (popular music) and mention that it has many styles.
- The final sentence, the thesis statement, specifically names the three styles to be discussed in the body paragraphs: reggae, punk, and rap.

This kind of introductory paragraph is called a funnel introduction because it resembles a funnel: wide at the top (beginning) and narrow at the bottom (end) [1-6].

Body Paragraphs

The body of an essay is made up of one or more paragraphs. Each body paragraph has a topic sentence and several supporting sentences. It may or may not have a concluding sentence. Each body paragraph supports the thesis statement.

Reread the three body paragraphs of the model essay. The topic sentence of each body paragraph introduces one style of popular music. The supporting sentences following each topic sentence give more information about each style.

The Concluding Paragraph

The concluding paragraph is the last paragraph of an essay. It has three purposes:

1. It signals the end of the essay.
2. It reminds the reader of your main points.
3. It leaves the reader with your final thoughts on the topic.

Notice how the writer accomplishes these three purposes on the following concluding paragraph.

In short, Mr. Smith had several qualities of a great teacher. He was well informed about his subject, and his enthusiasm for it rubbed off on his students. Furthermore, his lectures were well organized, and he returned papers and tests promptly. His classes were always interesting, and he told funny stories to keep even the sleepiest student awake and engaged in learning. Mr. Smith taught more than just history; he also taught us to love learning.

- The transition phrase In short signals the end of the essay.

- It summarizes the qualities of Mr. Smith: he was well informed, enthusiastic, organized, and interesting.

- It gives a final comment: Mr. Smith inspired students to love learning.

The first part of the concluding paragraph summarizes the main points or repeats the thesis statement in different words. It may require one or more than one sentence.

In the second part, you may add a final comment. This is the place to express your opinion, make a judgment, or give a recommendation. However, do not add any new ideas in the concluding paragraph. Just comment on what you have already discussed [1].

Strategy 2. Follow the rules of paraphrasing

Paraphrasing means stating the question again, but with different words so that it has the same meaning. We do this by using *synonyms* and flipping the order of the sentences around.

Question: There is a good deal of evidence that increasing car use is contributing to global warming and having other undesirable effects on people's health and well-being.

Paraphrase: Rising global temperatures and human health and fitness issues are often viewed as being caused by the expanding use of automobiles.

The synonyms used are:

Increasing- expanding

Car use- use of automobiles

Global warming- rising global temperatures

People's health and well-being- human health and fitness

There are 4 methods of paraphrasing.

Method Number 1: Using Synonyms

Synonyms are different words that have the same meaning. For example, 'humans' is a synonym of 'people' and 'attractive' is a synonym of 'beautiful'. This method simply replaces words with the same meaning in order to produce a new sentence.

For example:

My car needs petrol.

My vehicle requires fuel.

Method Number 2: Change the Word Order

Changing the word order also allows us to effectively paraphrase a sentence, but again, we have to be careful. Don't change the word order without thinking about how this affects the grammar of the sentence. By changing the word order you may have to add a word, subtract a word or change the form of the word [4].

The 100% rule applies again; don't change it if you are not 100% sure it is grammatically correct.

Remember that you are being judged on your ability to produce error free sentences in the writing test as well as use a range of grammar structures.

Fortunately, there are two straightforward ways we can change the word order in most writing test questions.

1. You can easily change the order of the clauses, if the original sentence has more than one clause.

Question: As languages such as Spanish, Chinese and English become more widely used, there is a fear that that many minority languages may die out.

Paraphrased by changing word order: There is a fear that many minority languages may die out, as languages such as Spanish, Chinese and English become more widely used.

We could also add some synonyms to paraphrase it even more:

Paraphrased with changing word order AND synonyms: There is dismay that many lesser used languages may pass away, as languages such as Chinese, English and Spanish become more broadly spoken.

2. You can also change the word order if there is an adjective or noun in the question. You do this by simply changing the adjective into a relative clause.

Question: Learning to manage money is one of the key aspects to adult life.

Paraphrased using a relative clause: Learning to manage money is one of the aspects to adult life that is key.

Method Number 3: Change the Form of the Word

There are many different forms of words including nouns, verbs, adjectives and adverbs. Changing the form of a word allows us to paraphrase effectively. Again, don't just change the form of the word; you also need to check that your changes make grammatical sense. You might need to change the words around it to make the sentence error free.

Question: Longer life spans and improvements in the health of older people suggest that people over the age of sixty-five can continue to live full and active lives.

Paraphrased by changing word form: Longer life spans and improvements in the health of older people are suggesting that people over the age of sixty-five can continue living full and active lives.

Method Number 4: Change from Active to Passive

The passive voice is often used in academic writing and can therefore be used in the writing test. Only verbs with an object can be turned into the passive.

Example active sentence: The property developers invested \$20 million in the development of the shopping centre.

Example passive sentence: \$20 million was invested in the developments of shopping centre.

We often use the passive voice in academic writing when we don't want to say it is our opinion.

I would like to mention that strategy number 2 is significantly useful in order to avoid plagiarism.

Strategy 3. Identifying what is the topic of the question or task

When the question or task is given in essay, first the writer should identify the topic of the question. To find out the main topics of the questions students should know "WHAT to write about". Key words will help to find out the main topic.

For example;

Question: 1. In some countries young people are encouraged to work or travel for a year between finishing high school and starting university studies.

Discuss the advantages and disadvantages for young people who decided to do this.

Question 2. Some experts believe that it is better for children to begin learning a foreign language at primary schools rather than secondary school.

Do the advantages of this *OUTWEIGH* the disadvantages?

Question 3. Computers are becoming an essential part of school lessons.

Discuss the advantages and disadvantages and *give your own opinion*.

Here three questions are given, writer first should identify the main topic in the questions.

In Q1, the main topic is taking a gap year before starting a higher education.

In Q2, the main topic is learning a foreign language at young ages.

In Q3, the main topic is computers are becoming inevitable part of human life.

Strategy 4. Identifying what is the action words of the question or task

Action words usually are given in question part of the statement. They are like; analyze, discuss, agree or disagree. They usually given commands, direct, instruct the writer HOW to write his or her essay.

Question 1. In some countries young people are encouraged to work or travel for a year between finishing high school and starting university studies.

Discuss the advantages and disadvantages for young people who decided to do this.

Question 2. Some experts believe that it is better for children to begin learning a foreign language at primary schools rather than secondary school.

Do the advantages of this OUTWEIGH the disadvantages?

Question 3. Computers are becoming an essential part of school lessons. Discuss the advantages and disadvantages and give your own opinion.

As you see in these three questions, the action words are given;

In Q1, the action word is Discuss the advantages and disadvantages....

In Q2, the action word is Do the advantages of this OUTWEIGH the disadvantages?

In Q3, the action word is Discuss the advantages and disadvantages and give your own opinion.

In the following examples what has been mentioned can be seen as practical part of this article in the appendix 1.

The appendix 2 illustrates the examples for the questions 1, 2, 3. These essays have been written by students during the practical survey.

Appendix 1.

<i>Structure 1 for Question 1</i>	<i>Structure 2 for Question 2</i>	<i>Structure 3 for Question 3</i>
<i>Introduction</i>	<i>Introduction</i>	<i>Introduction</i>
Sentence 1- Paraphrase question	Sentence 1- Paraphrase question	Sentence 1- Paraphrase question
Sentence 2- Outline sentence	Sentence 2- Thesis statement (state which one outweighs the other)	Sentence 2- Thesis statement (your opinion)
	Sentence 3- Outline sentence	Sentence 3- Outline sentence
<i>Supporting Paragraph 1 (Advantages)</i>	<i>Main Body Paragraph 1 (Stronger Side)</i>	<i>Main Body Paragraph 1 (Advantages)</i>
Sentence 3- Topic sentence (Advantage 1)	Sentence 4- Topic Sentence	Sentence 4- Topic Sentence
Sentence 4- Explain how this is an advantage	Sentence 5- Explain why it is strong	Sentence 5- Explain
Sentence 5- Example	Sentence 6- Example	Sentence 6- Example
<i>Supporting Paragraph 2 (Disadvantages)</i>	Sentence 7- Topic Sentence	<i>Main Body Paragraph 2 (Disadvantages)</i>
Sentence 6- Topic sentence (Disadvantage 1)	Sentence 8- Explain why it is strong	Sentence 7- Topic Sentence
Sentence 7- Explain how this is an disadvantage	Sentence 9- Example	Sentence 8- Explain
Sentence 8- Example	<i>Main Body Paragraph 2 (Weaker Side)</i>	Sentence 9- Example
	Sentence 10- Topic Sentence	<i>Main Body Paragraph 3 (Opinion)</i>
	Sentence 11- Explain why it is not strong	Sentence 10- Explain opinion
	Sentence 12- Example	Sentence 11- Explain or give example
<i>Conclusion</i>	<i>Conclusion</i>	<i>Conclusion</i>
Sentence 9- Summary of main points	Sentence 13- Summary of main points and restate position.	Sentence 12 - Summary of main points

Implanting SCALE technique

I would like share one technique which I use at my lessons when I explain advantages and disadvantages essay. The name of this technique is SCALE. The teacher asks students to draw a shape of the scale then students should write advantages on the one side of the scale and disadvantages on the other side. If the task requires the stronger side, one side of the scale should be heavier.

Appendix 2.

Sample 1 for structure 1

In some countries people are encouraged to work or travel for a year between finishing high school and starting university life. Discuss the advantages and disadvantages for young people who decided to this

In most parts of countries some youngsters are willing to make a job or pass the time with pleasure without any mind actions for a year before entering the university life. In this essay It will be clarified advantages and disadvantages of choosing a gap year between high school and opening university life

First of all, some pupils are unwilling to study after finishing high school. Because they will fed up with studying and learning variety of subjects which demand in power of knowledge. In most cases, due to unstoppable courses during the school years, the pupils' mind feels the pain and also tired as a result it will not work effectively, indeed. In order to recharge their energy to study they will choose for a gap year for travelling to some picturesque parts of the world or working in a hustle and bustle places. Moreover, they will have a chance to save up money for the university life as the life of universities requires a great deal of money to being in study condition.

On the other hand, after passing a little time without studying at anywhere most of the youngster's mind wanders and they are not able to concentrate on their studies in a gap year after graduating high school. They get used to working or traveling and free life. Therefore they do not want to return to a life of study. For instance, the British Government found that 26%of students who take a gap year never enter tertiary education.

To sum up, if it allows people to be fresh their minds and gather up savings, taking a break from studies can be advantageous. However, they should also be careful that taking a gap year does not lead to take a fully gap year from studying.

Sample 2 for structure 2

Some experts believe that it is better for children to begin learning a foreign language at primary schools rather than secondary school. Do the advantages of this OUTWEIGH the disadvantages?

Researchers believe that human's brain is better acquires information in the young ages than adult periods. That is why many parents take their children to the variety of young learner centers especially learning new or foreign languages. This essay will discuss benefits and downsides of learning a foreign language at elementary school.

Learning foreign languages at primary school brings children two exactly benefits. Firstly, young children learn language faster because they are enthusiastic to explore and learn new skills. In addition, they pick up the pronunciation better than adults and enjoy imitating their teachers and learning by playing games. For example when I follow primary school pupils during the English lesson they are too interested in learning new words with pictures or videos even playing vocabulary games. The most amazing moment is when they speak any word in English they think that they are much wiser than other friends in their mind. Secondly, nowadays, foreign languages are just as important as mathematics. Learning a foreign language helps them have better education and job opportunities in the future. The earlier they learnt, the higher score they can achieve in exams such kind of IELTS.

Besides the positive sides of early learning a foreign language, the challenges with the first language like interference of mother tongue can be one of the crucial reasons in acquiring foreign languages at the young ages. For instance, children are eager to get confused using proper words at home or at school; even they are distracted in second language while learning new words. With the teachers' assistance and parents' support and attention such struggles can be overcome.

In conclusion, positive sides of learning a foreign language at elementary school are stronger than the downsides. That is why, in our education system our children learn English together with mother tongue at primary school they can express themselves in variety of daily conversations and life situations. This benefit can bring them plenty of opportunities in their life achievements.

Sample 3 for structure 3

*Computers are becoming an essential part of school lessons.
Discuss the advantages and disadvantages and give your own opinion.*

Nowadays, we cannot imagine our life without computers. They enter each field of our social life from medicine till education. This essay will discuss advantages and disadvantages of using computers in schools

It is clear that computers are means of which helped us to connected social networks. Widely using computers in schools brings many particular advantages for us. Firstly, in pandemic situation many schools studied online .In computers we have modern apps for learn or teach from distance. Secondly, nowadays, nearly all of modern or private schools have computers in each room. As a result, teachers can use new pedagogical technologies, they can show presentations, extra videos, pictures. One more thing that I should mention if these computers connected with internet it will give opportunity to see foreigners lesson on this topic or foreign literature. Thirdly, it is extremely useful language lessons. In such kind of lessons we need to listen audios, watch videos and play same games.

Besides the benefits, computers are becoming an essential part of school lessons has also some possible disadvantages. Firstly, it causes becoming lazy of both of teachers and students or pupils. They may be get accustomed upload already prepared materials for using lesson. It will be obstacle to learn or invent a new something.

In conclusion there are more advantages of using computers in schools. Because XXI century is a century of IT and globalization. So everyone should know to use computer and it always depend on you to get more benefits, if you properly use you will have more chance.

In conclusion, I can say that, if essay learners follow these strategies which have been mentioned in this article, they will have good results in writing. Essay writing is the beginning of the thesis, dissertation, and scientific articles.

References:

1. Oshima, A., & Hogue, A. (2007). *Introduction to academic writing* (p. 3). Pearson/Longman.
2. Hinkel, E. (Ed.). (2011). *Handbook of research in second language teaching and learning*. Routledge.
3. Brown, R., & Richards, L. (2017). *IELTS Advantage Writing Skills: A Step-by-step Guide to a High IELTS Writing Score*. Delta Publishing.
4. Folse, K. S., Solomon, E. V., & Clabeaux, D. (2020). *Great writing 3: From great paragraphs to great essays*. Cengage Learning.
5. Stephens, M. (1997). *Practise advanced writing: analysis and practice for CAE and Proficiency*. Longman.
6. Cory, H. (1996). *Advanced writing*. Oxford.

Список литературы:

1. Oshima A., Hogue, A. Introduction to academic writing. Pearson/Longman, 2007. P. 3.
2. Hinkel E. (ed.). Handbook of research in second language teaching and learning. Routledge, 2011.
3. Brown R., Richards L. IELTS Advantage Writing Skills: A Step-by-step Guide to a High IELTS Writing Score. Delta Publishing, 2017.
4. Folse K. S., Solomon E. V., Clabeaux D. Great writing 3: From great paragraphs to great essays. Cengage Learning, 2020.
5. Stephens M. Practise advanced writing: analysis and practice for CAE and Proficiency. Longman, 1997.
6. Cory H. Advanced writing. Oxford, 1996.

*Работа поступила
в редакцию 18.11.2020 г.*

*Принята к публикации
22.11.2020 г.*

Ссылка для цитирования:

Khojakulova N. Strategies How to Write Essays // Бюллетень науки и практики. 2020. Т. 6. №12. С. 520-528. <https://doi.org/10.33619/2414-2948/61/66>

Cite as (APA):

Khojakulova, N. (2020). Strategies How to Write Essays. *Bulletin of Science and Practice*, 6(12), 520-528. <https://doi.org/10.33619/2414-2948/61/66>