

Introduction	4
How to write an essay	7
Planning what you're going to write	7
Structuring your essay	8
Doing your research	9
Answering the question	10
How not to start an essay	10
How to structure a paragraph	11
Phrases and words for linking paragraphs	13
Ensuring your essay has balance	14
"Pros" and "cons"	14
Writing conclusions	15
Keeping your writing formal	16
Conclusion	17
Essay sample	19
Useful phrases	21
Exercises	23
Answer key	29