

(NB often there are more possibilities than given here)

Formality (& grammar)

1

- 1 We 1st
- 2 You 2nd
- 3 Opponents 3rd
- 4 Criticism 3rd
- 5 Me 1st
- 6 Issues 3rd

2

- 1 This is a possible solution.
- 2 There are two sides to this argument.
- 3 These issues will be investigated. / There will be an investigation into these issues.
- 4 This essay details four areas. / Four areas will be detailed in this essay.
- If a student does not put references in their essays, they could be guilty of plagiarism. / Without references in an essay, plagiarism could be a problem.
- 6 When a student writes an essay, they also need to add a bibliography. / Essays need bibliographies.

3

- 1 This essay was written in two hours.
- 4 The law will be changed next year.
- 5 She was given an 'A' for the presentation.

4

- 1 A new parking policy was introduced by the college.
- 2 Drinking in public is not allowed.
- 3 This report will be finished in two hours.
- 4 It could be argued that inflation is beneficial.

- 1 I am not good at exams but I still went to university. compound
- 2 Although I am not good at exams, I still went to university. complex
- 3 I am not good at exams. However, I still went to university. 2 x simple







© Eveline Powell: The Essay Writing Kit (SAGE, 2015)

revision style answers

- 1 Reading is probably/absolutely/arguably/definitely/usually/often/always the most difficult skill.
- 2 The course **perhaps/possibly** improved his skills.
- 3 Employment figures fell sharply/dramatically/rapidly.
- 4 Plagiarism is perhaps/possibly/rarely a problem at university.
- 5 Students should **probably/arguably/definitely** do fewer exams.
- 6 Students should **perhaps/possibly** do fewer exams.







7

- 1 People's behaviour/Behaviour is the subject of this essay.
- 2 We will analyse the meaning of democracy.
- 3 One problem is the size of the debt.
- 4 His explanation was clear/good.
- 5 Failure in exams means no offer of a place at university.
- 6 There needs to be a solution to the housing crisis. / The housing crisis needs a solution.

8

- 1 We need to examine why we pay for higher education. /We could look at the reasons we pay for higher education.
- 2 We need to decide if climate change is a problem. / Some have raised the issue of climate change, and how problematic this is.
- 3 There is some debate over whether politicians can influence behaviour. / The influence of politicians on behaviour is worth examining.
- 4 We need to ask if this proves his theory. / Some people have queried whether this proves his theory or not.
- 5 We need to decide how much tax we should pay. / Levels of taxation need to be established.
- Some have implied that a food shortage caused the unrest. / One possibility is that a food shortage caused the unrest.

9

- 1 Go out leave/exit
- 2 Go back return/reverse
- 3 Tell off reprimand/rebuke/criticise
- 4 Look into investigate/explore/examine
- 5 Get better improve/enhance
- 6 Cut out reduce/condense

10

- 1 Kids children/offspring/youth
- 2 In the end eventually/finally
- 3 Inflation was a little bit high slightly/somewhat
- 4 Chilled out relaxed/calm
- 5 Stupid unintelligent/lacking in intelligence
- 6 To stamp out plagiarism stop/prevent

11

wealth belief justice fiction friendship imprisonment







© Eveline Powell: The Essay Writing Kit (SAGE, 2015)

revision style answers

- 1 Religion would seem to/appears to/could/may/might be in decline.
- 2 League tables for schools would seem to/appear to/could/may/might improve results.
- 3 Poverty would seem to/appears to/could/may/might cause crime.
- 4 Lack of exercise would seem to/appears to/could/may/might lead to obesity.
- 5 Communism would seem to have/appears to have/could have/may have/might have failed.
- 6 This theory would seem to/appears to/could/may/might be incorrect.







Complexity (& grammar)

13

- 1 Research has confirmed this theory.
- 2 Because of the crisis, many people no longer trusted banks.
- 3 In this essay, I will examine four possible explanations.
- 4 Over the last ten years, businesses have grown.
- 5 Studying hard is a good way to succeed.
- 6 Studying hard, they spent a great deal of time in the library.

14

- 1 In this essay, I will examine four possible explanations.
- 2 Studying hard, they spent a great deal of time in the library.
- 3 She applied for the job which she saw advertised in the paper.
- 4 They requested various skills meaning many people did not qualify.
- 5 Although the evidence was comprehensive, it did not convince them.
- 6 Despite her lack of qualifications, she was a skilful writer.

15

- 1 There were several opportunities, such as travelling abroad and learning a language.
- 2 It was a popular course because few places taught the subject.
- 3 I applied early, which was fortunate.
- 4 The process was complicated. **It required** download**ing** a form, complet**ing** it, collect**ing** three references and provid**ing** proof of funding. / The process was complicated: download a form, complete it, collect three references and provide proof of funding.
- 5 The essay explored a number of theories, **p**erhaps too many.
- 6 Many people opposed the plan while others thought it was a good idea.

16

- 1 She studied in France **but** she did not speak French.
- 2 She studied in France **despite not speaking** French. / **Despite studying** in France, she did not speak French.
- 3 I wrote an essay which examined four sectors.
- 4 I wrote an essay, examining four sectors.
- **Developed** into a college, **the building** won an architectural prize.
- 6 The building was developed into a college, **winning** an architectural prize.

17

Zoos are arguably beneficial, ideal for both educating people about wildlife and for preventing extinction of threatened species. However, not all people agree, believing there are better alternatives. For example, television is potentially a more effective way of teaching people about nature, and protecting the animals' habitat is a better long term approach. Then there is the issue of the suitability of confining animals to cages.







answers

revision style

Punctuation

18

- 1 For example
- 2 She has passed.
- 3 It is true.
- 4 She is right.
- 5 They could have done it.
- 6 I do **not** know.

19

The London Tube system, I believe, suffers from a number of problems.¹ Firstly,² it is old. Parts of the track were built in the mid 19th century, with many of the trains dating back to the Second World War. In addition, it is underfunded. Most European governments give a great deal of money to their city transport systems, knowing it helps the local economy. However, this does not happen in England. As the population is growing, it is increasingly becoming an issue, although few politicians have an answer.

Notes

¹ remember to use double space after full stops in typed documents

- 1 David's class
- 2 A girl's best friend
- 3 A person's problem
- 4 The two girls' teacher was absent.
- 5 Their tutor's name was John.
- 6 Their tutors' names were written on the door.
- 7 All the countries' flags
- 8 Our country's flag
- 9 Women's issues
- 10 People's parliament
- 11 Its solution needed John's help.
- 12 It's difficult.





² commas after these longer opening words are optional



Grammar

21

- 1 go write look at analyse verbs
- 2 at from by on prepositions
- 3 given discussed taken examined past participles
- 4 intelligence love hate nature abstract nouns
- 5 books libraries factors solutions plural nouns
- 6 possibly perhaps sometimes rarely adverbs
- 7 book library factor solution singular nouns
- 8 has been given was discussed is taken will be examined passives
- 9 giving discussing taking examining present participles
- 10 intelligent loving hateful natural adjectives

22

However, many¹ people² now feel6 new¹ legislation³ is6 needed⁴/6/8. This¹ essay⁵ will6 argue6 that though on9 the surface⁵, a privacy³ law⁵ is6 appealing⁶/7, it⁵ is6 in fact a deeply¹0 flawed¹/8 concept⁵. Not only is6 it⁵ difficult¹ to define6 key¹ terms² essential¹ to making⁶/7 a law⁵ workable¹, but also it⁵ would⁶ clash⁶ with9 and perhaps¹0 even damage⁶ the whole¹ concept⁵ of9 freedom³ of9 speech³.

- ¹ adjectives
- ² plural nouns
- 3 abstract nouns
- ⁴ passives
- ⁵ singular nouns
- 6 verbs
- ⁷ present participles
- 8 past participles
- 9 prepositions
- 10 adverbs

- 1 economic/economical
- 2 economically
- 3 to economise
- 4 economised/was economising/has economised/had economised







Referencing*

24

- 1 Bardini (2008) remarks, 'collapsing currencies will spell the end of the EU within three years'.
- 2 As the report pointed out, "They [the United Nations] provide 22% of cultural funding in southern Europe" (Jarrod and Ng. 2009).
- 3 "It will be many years of rebuilding.../[...]before employment reaches pre 2000 levels again" (DTI, 2012).

25

- According to Draper, the greatest benefit is to pensioners.⁴ / Draper suggests that the greatest benefit is to pensioners.⁴
- 2 As Karlsson argues, early intervention in June 2010 would have prevented the escalation of the crisis (Canning and Johnson 4). / Karlsson argues that early intervention in June 2010 would have prevented the escalation of the crisis (Canning and Johnson 4).
- 3 Research by Blucher (2011) found that previous statistics were faked. / Blucher (2011) found that previous statistics were faked.
- 4 According to Leno's theory, the rate will double every ten years (Taki, 2012). / Leno's theory states that the rate will double every ten years (Taki, 2012).
- Schevin (2009) believed that 'unexpected changes to sea levels...caused the flooding.' / Schevin (2009) believed it was 'unexpected changes to sea levels which caused the flooding.'
- As Slater and Jarvis remarked, "it [the Higgs experiment] was a defining moment in the field of physics" (New Science, 2011). / As Slater and Jarvis remarked, the Higgs experiment "was a defining moment in the field of physics" (New Science, 2011).

- 1 Independent companies are increasingly important; in fact, only a third of the films produced in 2010 came from the five main studios (**Pershing & Sheldon, 2011**).
- **Pershing** and **Sheldon (2011)** point out that independent companies are increasingly important; in fact, only a third of the films produced in 2010 came from the five main studios.







27

1 Sea levels could increase by 1 metre in the next 50 years (Pinchon, 2010 p.3). (Harvard/APA) Sea levels could increase by 1 metre in the next 50 years (Pinchon 3). (MLA) Sea levels could increase by 1 metre in the next 50 years.¹

1. Pinchon, p.3. (MHRA)

78% of forests are privately owned (Owens, 2010, p.4). (Harvard/APA)
 78% of forests are privately owned (Owens 4).
 78% of forests are privately owned.²

2. Owens, p.4. (MHRA)

3 According to the latest statistics (Crowne, 2009, p.28), about 1 in 3 marriages ends in divorce. (Harvard/APA)

According to the latest statistics, about 1 in 3 marriages ends in divorce (Crowne 28). (MLA)

According to the latest statistics, about 1 in 3 marriages ends in divorce.³

3. Crowne, p.28. (MHRA)

4 A 2007 report by Coulson (2007, p.12) proved that diet was more effective than exercise in combating obesity. (Harvard/APA)

A 2007 report by Coulson (12) proved that diet was more effective than exercise in combating obesity. (MLA)

A 2007 report by Coulson proved that diet was more effective than exercise in combating obesity.⁴

4. Coulson, p.12. (MHRA)

Out of 213 people, 198 reported that they would change job if required (Cameron, 2010, p.23). (Harvard/APA)

Out of 213 people, 198 reported that they would change job if required (Cameron 23). (MLA) Out of 213 people, 198 reported that they would change job if required.⁵

5. Cameron, p.23. (MHRA)







© Eveline Powell: The Essay Writing Kit (SAGE, 2015)

revision style answers

- "Peer pressure rather than genetics or parenting, explains most adolescent crime" (Stanton et al., 2006, p.12). (Harvard/APA)
 - "Peer pressure rather than genetics or parenting, explains most adolescent crime" (Stanton et al. 12). (MLA) 'Peer pressure rather than genetics or parenting, explains most adolescent crime'. ⁶
 - 6. Stanton et al, p.12. (MHRA)







Bibliographies*

28

Harvard

Department of Trade and Industry. (n.d.) *Non taxable benefits.* [online]. Available at: http://www.dti.gov.uk/htm123 (Accessed: 21 March 2012).

Tajima, T. (2012) 'The bionic era?', Journal of Applied Nanotechnology, 10(7), pp. 2-12.

Warwick, S. and Franton, M.D. (eds.) (2012) Social policy in the spotlight. 3rd edn. London: Rostrum Press.

APA

Department of Trade and Industry. (n.d.). *Non taxable benefits*. Retrieved 21 March 2012, from http://www.dti.gov.uk/htm123.

Tajima, T. (2012). The bionic era? Journal of Applied Nanotechnology, 10(7), 2–12.

Warwick, S. & Franton, M.D. (Eds.). (2012). Social policy in the spotlight (3rd ed.). London, UK: Rostrum Press.

MLA

Department of Trade and Industry. *Non Taxable Benefits*. n.d. Web. 21 March. 2012. http://www.dti.gov.uk/

Tajima, Tatsuya. "The Bionic Era?" Journal of Applied Nanotechnology 10.7 (2012): 2-12. Print.

Warwick, Susan and Marshall D. Franton. Eds. *Social Policy in the Spotlight*. 3rd ed. London: Rostrum Press, 2012. Print.

MHRA

Department of Trade and Industry, *Non Taxable Benefits* (n.d.), http://www.dti.gov.uk/htm123 [Accessed 21 March 2012]

Tajima, Tatsuya, 'The Bionic Era?', Journal of Applied Nanotechnology 10.7 (2012), 2-12

Warwick, Susan and Marshall D. Franton, eds., *Social Policy in the Spotlight,* 3rd edn (London: Rostrum Press, 2012)

*Remember colleges follow different systems for the format of references and bibliographies, often with their own variations. Follow your department guide exactly, and/or use software like Zotero or EndNote.



