ANALYTICAL ESSAY WRITING

Structure: Approximately 5 paragraphs (each paragraph 5-8 sentences)
Introduction: 1 paragraph with thesis statement
Body: approximately 3 paragraphs
Conclusion: 1 paragraph

Thesis Statement:
1. States very specifically, in *one sentence*, the points of the essay's topic, which will be discussed in the body of the essay.
Avoid the three-point thesis statement. Use a complex sentence instead.
2. Serves as an outline for the body.
3. Unifies the essay by giving key words, phrasing, etc., which can be repeated in the body.

INTRODUCTION PARAGRAPH: GENERAL TO SPECIFIC
A. Introduce the text that the essay focuses on. Provide information such as: title, author, genre, setting, and a *brief* summary.
B. Introduce the topic of the essay. You may even use key words from the prompt. This helps you narrow the paragraph towards the thesis statement.
C. Focus in on the specific points of your discussion in one clear sentence-your thesis statement. The thesis statement does not have to be the last sentence of the introduction paragraph. However, placing it after the introduction of the novel and the introduction of the topic helps your essay flow in the general-specific-general pattern.

BODY: SPECIFIC, SPECIFIC, SPECIFIC……..
A. Specifically discuss each point of your thesis statement. A good starting point is to write one body paragraph for each point made in the thesis. You are not limited to this, however. You may write more than one paragraph for each point if it is necessary.
B. Topic sentence of each paragraph should pick up key words, phrasing, etc. used in the thesis. Use *transitional* words.
Think of each body paragraph as having its own general-specific-general pattern. The topic sentence hooks back to the thesis; it's a broader statement that points out the topic of that paragraph. Within the paragraph, give the details (see C.) and then end with a conclusive statement that helps transition to the next paragraph.
C. Give specific proof to support each point. You are like a lawyer proving your case to the readers. Convince them that your thesis/topic sentence valid. Explain why, how, when, etc.
1. Use facts, examples, logical reasons, and statistics to support your point or opinion. If these facts are pulled from an outside source, properly cite the source.
2. Use relevant quotes from the text that the essay focuses on. Properly cite that as well.
3. Explain specific parts of the plot, setting, characterization, the a author's style, etc. which support your opinion
4. Make allusions or comparisons to other literary works, historical

or current events, etc.

CONCLUSION PARAGRAPH: SPECIFIC TO GENERAL

    A. Restate your thesis using different wording, but keep your points in the order you discussed them in the body.

    B. Sum up key proofs for your points.

    C. Make generalizations about your topic based on your proof; i.e…What difference does this make to the work, to you, to other people, to the world?

WORK BANK: COMMONLY USED WORDS AND PHRASING IN ESSAYS

To make a point…

1. highest examples of, epitome of, illustrates, symbolizes, depicts, shows, manifests, pictures, clearly shows, reveals

To transition from point to point or paragraph to paragraph…

2. before this, next, another, also, furthermore, in addition to, after this, besides that, not only… but also, as a result, finally, moreover

To show a contrast…

3. on the other hand, conversely, in contrast to, yet, nevertheless, in reaction to this, contrary to, however

To conclude…

4. in conclusion, therefore, thus, consequently, because of, after examining the…

THE DO'S AND DON'TS OF ESSAY WRITING

DO…………

    1. Use good transitions between paragraphs and points in each paragraph. (See Word Bank)

    2. Use literary terms (protagonist, antagonist, setting, irony, symbolism, theme, characterization, conflict, narrative, drama, etc.)

    3. Make allusion to other works.

    4. Use quotes from the work being discussed as well as summaries and paraphrases from outside sources

    5. Put the title, author, and genre (short story, novel, poem, biography, etc.) of the work being discussed in the first paragraph.

DON'T………

    1. Say "in my opinion", "I think", "I believe", etc. (In other words, don't use first or second person!)

    2. Switch verb tenses or persons (referring to pronouns).

    3. Refer to the essay itself. For example, "This essay will prove…" "The next paragraph discusses….." etc.

    4. Say the same thing over and over in the paragraph of body. Use specific and numerous details of proof.

    5. Use contractions or abbreviations.

    6. Retell the plot.

    7. Use slang words. Do not write like you talk. This is a formal essay so keep it professional.

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MLA FORMATTING AND DOCUMENTATION

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Anything that you borrow from a source—words OR ideas—must be cited with parenthetical documentation AND listed on a Works Cited page.

You may use information from a source in three different ways:
- Summarize – Condense a lengthy article or chapter into a shorter version, using your own words to do so.
    - Maintain the message and tone of the article. Simply summarize it by…
    - Expressing the main idea of the article. (But don't write, "The main idea of this article is…)
    - Highlighting key points
    - Do not use any of the same exact wording. Use your own words.
    - Do not write what the article is *about*. *Restate* the article in a shorter format.
    - CITE
- Paraphrase – Put another author's words into your own words.
    - Take something *short* and keep it *short*. You would summarize a whole article. Paraphrase a shorter portion of an article, like a paragraph.
    - Do not just change one or two words. You have to change the sentences entirely, but you must maintain the message and tone of the original text.
        - Maintaining too much of the original wording is called *plagiaphrasing.*
    - CITE
- Quote – Use another author's words verbatim.
    - You may *embed* a quote into your own sentence. For example:
        - Hawthorne's *The Scarlet Letter* is a story of "human frailty and sorrow" (46).
    - Or you may *introduce* a quote. Follow the XYZ format: X – set up the quote; prepare the reader. Y – introduce and use the quote (same sentence). Z – back up the quote; analyze its significance. For example:
        - Hawthorne uses many symbols throughout *The Scarlet Letter*, such as the rosebush that grows outside of the prison. In the first chapter, the narrator states, "it [the rose] may serve…to symbolize…a tale of human frailty and sorrow" (46). The reader knows from the beginning of the novel that Hester's story is one of heartbreak.
    - Remember…
        - The quotation marks show where the author's *exact words* begin and end.
        - Use an ellipsis (…) if you leave out words in the middle of the quote. Do not use an ellipsis at the beginning or end of a quote.
        - If you must change a word so that it fits your XYZ grammatically, put the changed word in brackets [ ].
        - The parenthetical documentation must immediately follow the sentence that contains the quote. The period goes on the outside of the parenthesis.
    - CITE

Titles – Underlining and Quotation Marks
- When you type, *italicize* the titles of works published independently, including books, plays, pamphlets, periodicals, films, and operas. (Underlining is designated for handwritten documents.) Use quotation marks for the titles of works published within larger works, such as the name of an article in a newspaper/magazine/journal or the title of a short story in an anthology.

Names
- When using a person's name for the first time in your writing, state it fully and accurately. For subsequent use of the name, give the person's last name only.
- In general, do not use formal titles in referring to men or women, living or dead. (Bradbury, not Mr. Bradbury; Einstein, not Professor Einstein)

Parenthetical Citations/Documentation
- Everything that you borrow—direct quotes, examples, facts, ideas—must be documented in your paper (parenthetical documentation). The idea behind parenthetical citation is to provide just enough information in the text of the paper so that the reader can locate the source in your Works Cited section.
- Parenthetical documentation for sources in print:
  - Single author:
    - Quite simply, Aurora is jealous of her sister and the attention that Annie receives from her parents (Owen 78).
    - According to David Owen, professor of literature at Harvard University, Aurora is jealous of her sister and the attention that Annie receives from her parents (78).
  - Multiple authors (use all names):
    - Cathy is acting on revenge, pure and simple (St. Clair and Stevens 897).
  - Reference such as an encyclopedia or dictionary, no author:
    - The description of the moon at "her highest noon" signifies the "place of the moon at midnight" ("Noon").
- Parenthetical documentation for internet sources:
  - Author's name given; use author's name and paragraph number:
    - Eliza Darcy of *Time Magazine on the Web* reports that "over fifty million people are affected by rancid, packaged meat each year" (Darcy, par. 41).
  - Author's name not given; use article title and paragraph number:
    - Recent reports prove that "over fifty million people are affected by rancid, packaged meat each year" ("Everyday Dangers," par. 3).
- *Notice that no page numbers are used for online sources*.
- What to do if…
  - You have two articles by the same author:
    - Put the title of the article in parentheses instead of the author's name.
  - You have two articles with the same title, no authors (encyclopedias, dictionaries):
    - Put the title of the article and the title of the source in parentheses. Remember to use quotation marks and underlining appropriately.

Punctuation for Direct Quotes
- A quote that flows as part of the sentence (sometimes includes words such as *that* or *which*) does not have a comma precede the quote. Ex:
  - A recent study at the University of Georgia proves that "ninety percent of the visual signs of aging are a result of exposure to the sun" (Davenport 67).
  - As Poe states that Montresor's "heart grew sick," Poe allows the reader to assume the potential for guilt ("Understanding the Writings of Poe").
    - Notice that a comma follows the quote, inside the quotation marks, because the sentence continues.

- A quote that is introduced by a transitional verb is preceded by a comma. Ex:
  - As Davenport explains, "ninety percent of the visual signs of aging are a result of exposure to the sun" (67).
- Notice that the period to conclude the sentence is *always* on the outside of the parenthesis.

The Works Cited Page

- Alphabetize works by authors' last names
  - If there is no author, alphabetize by title of the piece—disregarding *a, an,* and *the*.
- The Works Cited page is the last page of your essay. Center the title—Works Cited. That's it. Don't italicize it or make it larger. Just the words 'Works Cited' in the center of the page.
- Each source that you cite in the paper must appear in your Works Cited list; likewise, each entry in the Works Cited list must be cited in your text.
- Author's names are inverted (last name first)
  - If a work has more than one author, invert only the first author's name, follow it with a comma then continue listing the rest of the authors.
  - If you have cited more than one work by a particular author, order them alphabetically by title.
  - When an author appears both as the sole author of a text and as the first author of a group, list sole-author entries first.
- The first line of each entry in your list should be flush left. Subsequent lines should be indented 5 spaces to the right (tab once)
- All sources should be double-spaced, example

Examples of Works Cited

MODERN LANGUAGE ASSOCIATION 8TH EDITION UPDATES ~ The Core Elements:

- Author.
- Title of Source.
- Title of Container,
- Other contributors,
- Version,
- Number,
- Publisher,
- Publication date,
- Location
- Title of Container 2
- Other contributors,
- Version,
- Number,
- Publisher,
- Publication date,
- Location
  - Whatever you don't have, skip.
- **A book in print**
  - <u>Example of a stand-alone work (novel)</u>:

Hawthorne, Nathaniel. *The Scarlet Letter*. Bantam Dell, 2003.

- o Example of a text in an anthology (like your textbook):

Poe, Edgar Allan. "The Masque of the Red Death." *The Complete Works of Edgar Allan Poe*, edited by

James A. Harrison, vol. 4, Thomas Y. Crowell, 1902, pp. 250-258.

- **A magazine or academic journal in print**
  - o Format: Author. "Title of Article." *Title of Periodical*, Volume, Issue or Number, Date of Publication, page numbers.
  - o
  - o Example:

Goldman, Anne. "Questions of Transport: Reading Primo Levi Reading Dante." *The Georgia Review*,

vol. 64, no. 1, 2010, pp. 69-88.

- **A magazine or academic journal online/online database**
  - o Example:

Maus, Derek. "The Devil's in the Details: The Role of Evil in the Short Fiction of Nikolai Vasilievich

Gogol and Nathaniel Hawthorne." *Papers on Language and Literature,* vol. 38, no. 1, Winter

2010, pp. 76-108. *MasterFILE Premier,* Alabama Virtual Library, web.a.ebscohost.com.

General MLA Formatting
- Times New Roman, 12 pt font *throughout* (that includes the MLA heading, the text, the Works Cited page, and the last name/page number in the top, right-hand corner)
- Double spaced *throughout* (that includes the MLA heading, between paragraphs, and WC page)
  - o Do not forget to click 'Do not add space between paragraphs of the same style' when you are changing the line spacing!
- One-inch margins
- MLA Heading on the first page *only*
- Last name and page number in the top, right-hand corner of each page (½ inch from the top)
  - o Should look like this: Smith 2