

## Essay writing using KeyPrep

### GUIDELINES FOR SUCCESS

Whether you are preparing an essay, for an interview or to deliver a major speech there are 2 fundamental areas of the communication that you need to get right: **Structure** and **Content**.

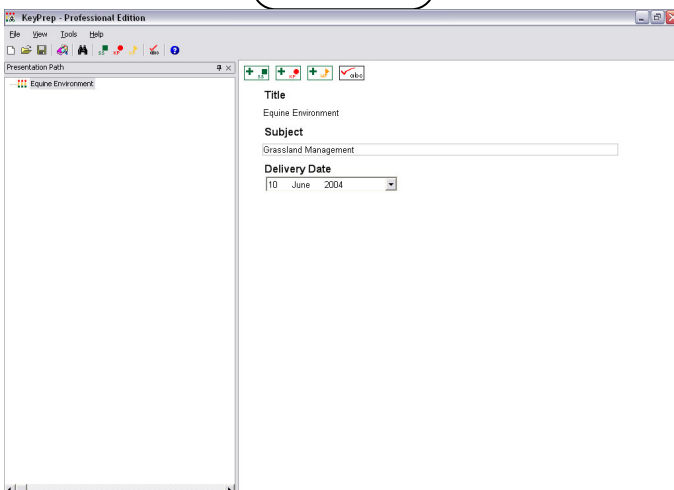
Based on this, when writing an essay, there are two common problems that KeyPrep can help to avoid: Too much 'waffle' and not enough relevant information or a lack of focus and direction.

You can have the best written essay in the world, but if there is not enough relevant information provided to support your main themes then the essay will appear less effective

In the same way, you can have all the relevant content but if the structure and flow is not correct then the essay will, once again, be ineffective.

KeyPrep provides 5 simple steps to help you overcome these problems.

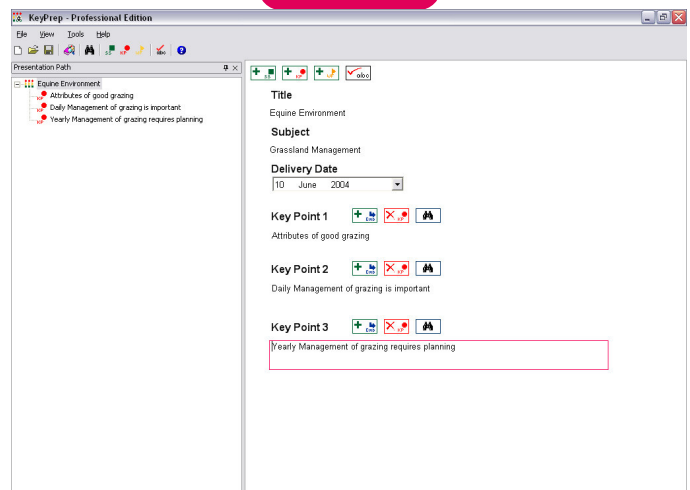
#### Task 1 Basic Details



In this first task you need to define the **Title**, **Subject** and **Delivery Date** for your Essay.

In our example we are going to look at Grassland Management.

#### Task 2 Key Points

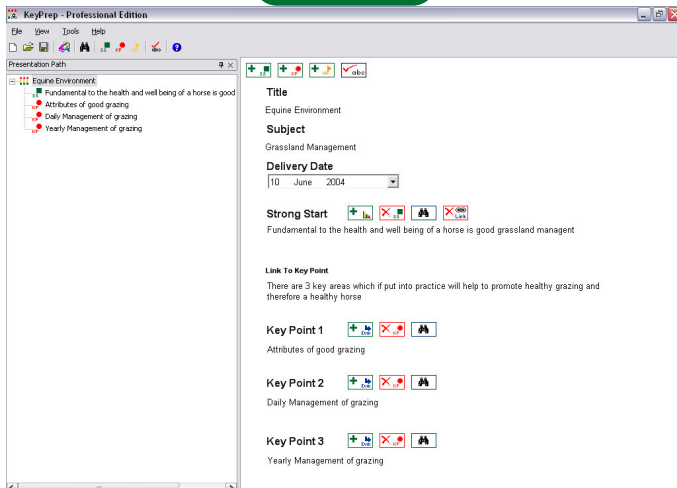


Next you need to add the **Key Points** to your essay.

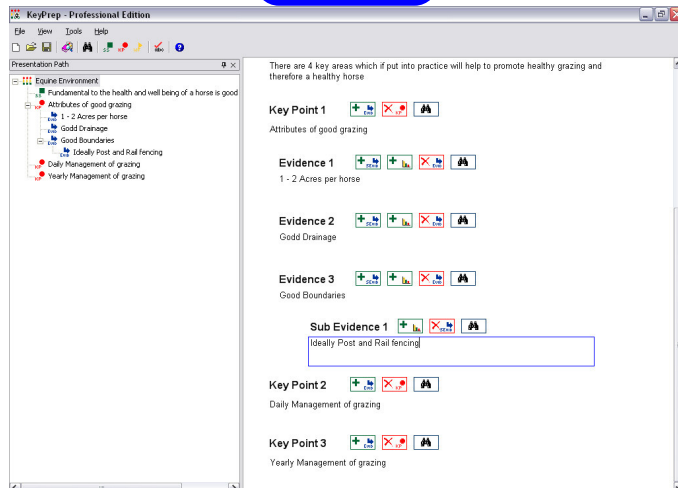
These **Key Points** should represent the points that you want to make about the Subject from the research you have done.

In our example above we have defined three Key Points about the subject of Grassland Management.

### Task 3 Strong Start



### Task 4 Evidence



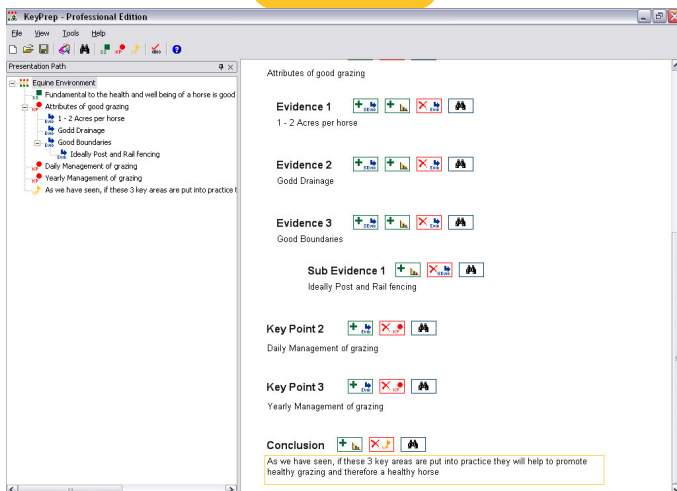
Next we need a good **Strong Start** or introduction. The reason we have the introduction after defining the Key Points is that it is much easier to introduce the topics once you know what those topics are.

We also provided a **Link to Key Point**, to help with the flow of the essay, tying the Strong start to the first Key Point.

Next we need to add some **Evidence** or content to our subject areas. These should directly support the Key Points and be clear and easily understood.

This Evidence will reinforce your Key Points helping to provide a well thought out discussion or argument.

### Task 5 Conclusion



Finally you need a **Conclusion**. This should be used to draw out the Key Points again and provide a closing summary that refers back to your Strong Start.

### Pulling it all together

As you can see, KeyPrep has helped to create a well structured essay in a very short period of time. All that is left now is to bulk out each area and for this you have 2 options.

Either you can continue to use KeyPrep and add more text into each box, then once you are happy you can generate the essay out in Microsoft Word (**File -> Generate Output -> Notes**) for printing and final submission, or you can generate the initial outline into Microsoft Word (**File -> Generate Output -> Notes**) and add the remainder of the text there.

Either way, KeyPrep will quickly and easily help you to gather together and organise your thoughts into a well structured essay with a good balance of Key Points and Evidence.



Transforming random ideas into order™

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