

**A formal  
essay  
has three  
main  
parts:**

**1**

## **INTRODUCTION**

- State the topic or central concern
- Define any crucial terms
- State the main idea(s) you intend to develop

**2**

**BODY** – a sequence of paragraphs

**Each paragraph should contain:  
*Key Idea/Point + Explanation + Evidence***

### **KEY IDEA/POINT**

- An assertion that will be proved
- A response to the topic
- An aspect of a topic to be considered

### **EXPLANATION/REASONING**

- Expansion of the Key idea/point
- Justification of the key idea/point
- Supporting ideas

### **EVIDENCE**

- Facts which support the explanation
- References or quotes which illustrate the explanation
- Details / examples

**3**

## **CONCLUSION**

- Summarise the key ideas/points in generalisations
- Make a link back to the opening main idea that answers the question
- Close, if appropriate, with a memorable statement or quotation.

# **Writing a Formal Essay**