**TLC PODCASTS: Worksheet on essay writing – planning and structure**

There is no formula for how many words should be in each part of your essay. But you can use this worksheet to begin planning your essay BEFORE you begin to write. Consider the various parts of your essay and your word limit to create a word count “budget”.

What is your word limit?

Does this include footnotes, endnotes, bibliography, etc. ? total =

**INTRODUCTION** (approximately 10% of the total) =

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**BODY** (approximately 80% of the total) =

THEME 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use writing prompts to clarify the contents and organisations of each section.

This section is about…

This is relevant to my argument because…

This part should come first because…

a.

b.

c.

THEME 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section is about… This is relevant to my argument because… This part should come after the first theme because…

a.

b.

c.

d.

THEME 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section is about… This is relevant to my argument because… This part should come at the end because…

a.

b.

**CONCLUSION**  (approximately 10% of the total) =