Templates for common types of essays

General Essay Structure

The overall structure for most types of essays as shown below. You can see that the specific ideas get repeated three times. The specific ideas are introduced at the end of the introduction, at the beginning of paragraphs and then summarised in the conclusion of the essay. Note that this is a general structure for an essay and in order to do well in your test you should refine the structure for different types of essays.

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Body</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Statement</td>
<td></td>
<td>3. Summary of main points</td>
</tr>
</tbody>
</table>

[An opinion essay may have a third paragraph]
# Structuring the three main types of Essays

## Key question words

<table>
<thead>
<tr>
<th>Opinion</th>
<th>Both sides + opinion</th>
<th>Two question Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your opinion?</td>
<td>Discuss the advantages and disadvantages and give your own opinion</td>
<td>What are the causes of this problem?</td>
</tr>
<tr>
<td>To what extent do you agree or disagree?</td>
<td>Discuss both sides of this argument and then give your own opinion.</td>
<td>What are some potential solutions?</td>
</tr>
<tr>
<td>Do the advantages outweigh the disadvantages?</td>
<td></td>
<td>Do you agree?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>What are some other solutions?</td>
</tr>
</tbody>
</table>

## Example questions

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Question 2</th>
<th>Question 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers are being used more and more in education and some say there will soon be no role for the teacher in education.</td>
<td>Computers are being used more and more in education. Some people say that this is a positive trend, while others argue that it is leading to negative consequences.</td>
<td>Alcohol abuse is becoming more and more common in many countries.</td>
</tr>
<tr>
<td>To what extent do you agree or disagree?</td>
<td>Discuss both sides of this argument and then give your own opinion.</td>
<td>What are some of the problems it causes?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>What are some of the possible solutions?</td>
</tr>
</tbody>
</table>

## Introduction

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Question 2</th>
<th>Question 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rephrase question</td>
<td>Rephrase question</td>
<td>Rephrase question</td>
</tr>
<tr>
<td>Position = state whether you agree or disagree and the extent (how much):</td>
<td>This essay discusses [both sides + opinion]</td>
<td>This essay discusses [question 1 and question 2]</td>
</tr>
</tbody>
</table>

## Body

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Question 2</th>
<th>Question 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>reason 1</td>
<td>Side 1 advantages</td>
<td>question 1</td>
</tr>
<tr>
<td>reason 2</td>
<td>Side 2 advantages</td>
<td>question 2</td>
</tr>
<tr>
<td>reason 3/concession (argument against your main opinion)</td>
<td>[Note: keep your opinion out of the body. It is only about what people in general may think.]</td>
<td></td>
</tr>
</tbody>
</table>

## Final paragraph

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Question 2</th>
<th>Question 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restating of your position + summary of reasons</td>
<td>Your Opinion</td>
<td>Summary of question 1 and question 2)</td>
</tr>
<tr>
<td>[Maybe some sort of final statement]</td>
<td>State that both are important/has merits</td>
<td>[Maybe some sort of final statement]</td>
</tr>
<tr>
<td></td>
<td>State which one is more important/better</td>
<td></td>
</tr>
</tbody>
</table>
Template for opinion essay
The template below has been used to write the second version of the essay.

Introduction
There is currently a contentious argument over whether XYZ [XYZ is the topic]
I totally agree/disagree with this opinion because [reason 1 + reason 2]

Paragraph 2
The main reason why I believe/don't believe XYZ is because... [reason 1]

Paragraph 3
Another reason why I support/don't support the notion that XYZ is due to the fact that... [reason 2]

Conclusion
In conclusion, I completely agree/disagree that XYZ because [rephrase reason 1] and [rephrase reason 2].
Given this situation, it seems that [give a final recommendation or opinion]
Model opinion essay

Some people believe that the fast pace and stress of modern life is having a negative effect on families.

To what extent do you agree or disagree?

There is currently a contentious argument over whether family life is being harmed by the high-speed and pressure of contemporary lifestyles. I totally agree with this opinion because the fast pace leads to less time for families to be together, and stress leads to arguments among family members.

The main reason why I believe family life is being compromised is because families have less time to be with each other. This is due to family members being busier at work and with their social lives. As well as this, people have many things they have to do these days such as checking e-mail, updating their online social status and so less time is left for family life. To illustrate, I spend about two hours online every night attending to daily correspondence before chatting with my family members, whereas ten years ago I would spend time with my family as soon as I walked in the door.

Another reason why I support the notion that families are being impacted negatively is that the pressure of life these days means that even when families do get together arguments are more likely. This is because everyone feels tired and they are more likely to get irritated and to react to their heightened emotional levels.

In conclusion, I completely agree that the rapid pace and stressful nature of contemporary lifestyles are having negative consequences on family relationships. This is because family members have less time, and when they are together they feel less relaxed. Given this situation, it seems that family members should try to be more supportive to one another and also parents need to set aside regular times for families to relax together. [281 words]
Template for a both sides and opinion essay

The template below contains about 130 words. The advantage of this template is that it can be used for any type of both sides and opinion essay. Memorising and using this template can help you to speed up the writing of your essay [you have less language to think of], and also help you to increase your score as you have a lower proportion of errors [this is error-free language], and also increase your score for vocabulary and grammar because the template has high-level vocabulary and grammar embedded in it..

INTRODUCTION

A highly controversial issue today relates to whether to have... [issue]... or not. In this essay, I am going to examine this question from both points of view and then explain why I believe....

BODY PARAGRAPH 1

There are people who argue that the benefits of ............... considerably outweigh its disadvantages. The main reason for believing this is that ................. It is also possible to say that ....... One good illustration of this is ............

BODY PARAGRAPH 2

On the other hand, others believe that..... It is often argued that .......... People often have this opinion because ............. A second point is that ..........A particularly good example here is.............

CONCLUSION

In conclusion, I believe both arguments have their merits. On balance, however, I feel that...

This is because....
Model essay for a both sides and opinion essay

Some people believe that there should be the death penalty for extremely serious crimes. Others believe that it is not morally correct to kill criminals.

Discuss both these views and give your own opinion.

A highly controversial issue today relates to whether to have capital punishment or not. In this essay, I am going to examine this question from both points of view and then explain why I believe the arguments for capital punishment are stronger.

There are people who argue that the benefits of killing violent criminals considerably outweigh its disadvantages. The main reason for believing this is that the fear of execution acts as a deterrent to commit serious crimes such as rape and murder. It is also possible to say that the execution of a criminal may bring relief to the suffering victims. One good illustration of this is when Saddam Hussein was executed. Many of the victims who were persecuted under his rule expressed joy and relief when he was finally captured and killed.

On the other hand, others believe that the death penalty is not morally just. It is often argued that sentencing criminals to death is just committing another murder. People often have this opinion because they think that it is immoral to take another person’s life, no matter what the reason is. A second point is that many religions are opposed to any form of murder. A particularly good example here is from the Bible or Quran, which lists killing another person as one of the most severe sins.

In conclusion, I believe both arguments have their merits. On balance, however, I feel that capital punishment is justified. This is because in cases of extreme crime and that deterring crime is more important than taking the moral high ground. [261 words]
Template for a two question essay

It is difficult to build a standardised template for our two question essay because a wide variety of questions can be asked. First, a general template will be given and then a more specific template will be given for a typical problem and solution essay.

General template

Introduction

Rephrase the topic

this essay discusses...[Question one] + [question two]

Body

Question one [try to write two main points to respond to this question]

Question two [try to write two main points to respond to this question]

Conclusion

In conclusion,
[summarise the two main points about question one]
[summarise the two main points about question two]
Template for the problem and solution essay that follows with gaps for the topic
Note that this is the original form of a two question essay that gets asked and it is essentially the same as the essay above and follows the same format. The question type is quite commonplace and you can use the template below for any essay of this type.

................. is becoming increasingly serious in many nations. Although ................. Threaten[s] many societies, its /their effects can also be combated successfully. This essay looks at some of the problems caused by ................. on society, and suggests some solutions to the problems.

................. causes multiple problems. The ................. effects are very obvious. For example, ................. In some cases, such as ................. even leads to (death). The second effect is ................. People who ................. become .................

However, the menace of ................. can be fought. Education is the main way to tackle this issue. People need to be aware of the effects so that they can avoid this problem. In addition, the government could also ................. This is a good approach because .................

In conclusion, ................. is a serious issue because it causes harmful effects on people’s health and people who are ................. The best approaches to deal with it are to educate people about its damaging effects, and also for the government to ................. Although the problem is unlikely to be entirely eliminated in the short term there are concrete steps to reduce the effects it is having on the current society.

[about 175 words]
Model essay:

The use of illegal drugs, such as heroin and cocaine, are becoming more and more common in many countries.

What are some of the problems associated with drug abuse, and what are some of the possible solutions?

Drug abuse is becoming increasingly serious in many nations. Although drugs threaten many societies, their effects can also be combated successfully. This essay looks at some of the problems caused by drug use on society, and suggests some solutions to the problems.

Drug abuse causes multiple problems for countries and communities. The medical effects are very obvious. For example, addicts abuse their bodies and neglect their health, and so eventually require expensive treatment or hospitalization. In some cases, such as Marilyn Monroe, a drug overdose even leads to death. The second effect is crime. People who take drugs become crazy and irrational and often cause harm and danger to themselves and others.

However, the menace of drugs can be fought. Education is the main way to tackle this issue. People need to be aware of the effects so that they can avoid this problem. In addition, the government could also use infomercials to educate their citizens. This is a good approach because they can alert all citizens about the negative aspects of using drugs.

In conclusion, drug abuse is a serious issue because it causes harmful effects on people’s health and people who are high often commit crimes. The best approaches to deal with it are to educate people about its damaging effects, and also for the government to ensure all people are aware of the consequences through public service advertising. Although the problem is unlikely to be entirely eliminated in the short term these are concrete steps to reduce the effects it is having on the current society.

[260 words]