# GUIDED WRITING

## PART 2 – ESSAY

## SPM ENGLISH

Follow these steps to write a great essay! It is very easy to remember!

### 1 ANALYSE THE QUESTION

- Read the question carefully.
- Underline the keywords.
- Identify what you need to write (usually 3 points).

### 2 PLAN YOUR POINTS

- Jot down ideas for each point.
- Use brief notes (keywords).
- Think of reasons and examples for each point.

### 3 WRITE YOUR ESSAY

- Write in paragraphs.
- Use topic sentence, explanation, example and closing (TEEC).
- Use cohesive devices (linking words).
- Check your spelling, grammar and word limit.

## PARAGRAPH STRUCTURE (TEEC)

**T – Topic Sentence**
- State your main idea.
- Answer the question directly.

**E – Explanation**
- Explain why / how.
- Use details and reasons.

**E – Example**
- Give a specific example.
- Real-life situation or evidence.

**C – Closing Sentence**
- Summarise your point or link to the next paragraph.
- Keep it short and clear.

## USEFUL PHRASES

**To state your point (Topic Sentence)**
- To begin with,
- Firstly,
- One of the main reasons is that
- It is important to
- I believe that

**To explain (Explanation)**
- This is because
- It helps
- It allows
- It can lead to
- It makes
- It is useful as

**To give an example (Example)**
- For example,
- For instance,
- Such as
- Like
- A good example is
- In my case,
- Many students

**To conclude (Closing Sentence)**
- In conclusion,
- To sum up,
- Overall,
- In short,
- All in all,
- Therefore,
- I strongly believe that

## EXAMPLE PARAGRAPH

**To begin with,** online shopping is convenient because it helps people save time and energy. **This is because** they do not have to travel to physical stores. **For example,** teenagers can shop for books, clothes or even school supplies from the comfort of their own homes. **In conclusion,** online shopping makes life easier and more enjoyable.

Topic Sentence | Explanation | Example | Closing Sentence

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