The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Structuring an essay – Mind Map

Clarify your title

**What is the 'Process word' or action
(e.g. compare and contrast; discuss; analyse)?**

What is the topic? (the overall area of concern)

What is the focus? (the specific aspect(s) of the topic)

List all the sources you
have referred to in your
essay, in the appropriate
style/layout

7

Reference list / Bibliography

1

Introduction (10% of word limit)

Explain how you are interpreting what the
question wants

Identify your method or theoretical
approach

Outline the aspects you will look at and the
order of these

No new material

Summarise your main argument

**Identify and justify the significance of
your
conclusions**

Link back to your title

6

Conclusion (5-10% of word limit)

Clarify your title
or question

5

Follow-up paragraphs

2

Paragraph 1

Cover what your introduction said your
would address first - clearly identify the
topic

Each sentence then develops the topic of
the paragraph withe relevant examples,
details, evidence and quotations and/or
references to sources

Link paragraphs by using connecting
words and phrases - see also University of
Manchester Academic Phrasebank

4

Follow-up paragraphs

3

Paragraph 2 and other paragraphs

http://www.nottingham.ac.uk/StudentServices/StudyResources