

## TVU School of Foreign Languages

Dr Ho Dac Tuc

Email: [hodactuc@gmail.com](mailto:hodactuc@gmail.com)

Office hours: by appt. Rm B11.208, Building B.

Blog for students: [hodactuc.wordpress.com](http://hodactuc.wordpress.com)

Dear Student:

In addition to what you have been explained in the first class meeting, you are reminded to strictly observe the following conventions in your essay writing. Failure to do so may result in the essay being returned to you for re-submission. This means that the completed essay will be submitted late and will therefore result in you losing marks. In general, failure to observe these rules will incur between **10% to 20% mark penalty** on the essay.

## GUIDE TO SUBMISSION OF ESSAY

### 1. Presentation

An essay should consist of the following essential features.

#### *1.1 Title Page*

The Title Page is an integral part of the assignment itself. It should contain the following (in order):

TVU School of Foreign Languages

Name of course

Full title (topic) of the essay

Student's name

TVU student number

Date of submission

Number of words in the body of the essay (excluding references/works cited)

Full name of the lecturer

### 2. Format

It is important that you present your essay in such a way that it is easily legible.

*2.1 Typing:* Use a word-processor, no hand-writing.

*2.2 Pagination:* Use one side of the paper only. The text should be double-spaced and in 12 point font, preferably Arial.

All pages should be numbered consecutively at the bottom.

2.3. *Page margin*: A margin should be left on both sides of each page. Each page should have a left-hand margin of at least 3 cm and right-hand, upper and lower margins of at least 2 cm.

## **BASIC GUIDE TO ESSAY WRITING**

Every essay should reflect a four-fold organisation:

### **1. Introduction**

The Introduction should be brief. Its purpose is to state the issue / problem being addressed (purpose of the essay); and to indicate how you tackle / solve the problem.

### **2. Body**

The Body develops the main argumentation of the essay through paragraph by paragraph, each paragraph should be separated by a blank line.

### **3. Conclusion**

The Conclusion sums up the finding / argument.

### **4. Reference List or Work Cited**

Each essay must include a Reference List indicating the source of material of which you have consulted.

*Reference style*: Harvard Referencing System (downloadable from my personal blog).

## **FURTHER INFORMATION:**

You may search in the Internet for the essay writing style. Check out the following, for example:

University of Sydney:

[http://sydney.edu.au/arts/english/postgrad\\_research/essay\\_presentation.shtml](http://sydney.edu.au/arts/english/postgrad_research/essay_presentation.shtml)

University of Adelaide:

<https://arts.adelaide.edu.au/english/studentinfo/reference/>

Good luck!