**3.2 Arbeitsblatt: *Top Tips***

In this exercise you can learn how to write an essay by analysing an essay, looking at its structure, useful words and phrases and learning some essential tips for writing:

***Before reading: Top Tips for writing an essay***

* Write your essay in paragraphs
* Use phrases like ‘First of all,..’ , ‘In addition…’ etc. to start each paragraph
* Use phrases to express your opinion like ‘I think..’, ‘In my opinion..’ etc. to express your point of view
* Use phrases like ‘Some people say that …’ or ‘However, there are people who…’ to mention other people’s viewpoints.
* Make a list of ideas before you start
* Sort your ideas in the order you want to write about them
* Don’ forget to sum up your arguments and state your point of view at the end of the essay.
* Begin your essay with ‘introduction’, go on with ‘middle’ and end with ‘conclusion’