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Aims

The study skills learnt in this section should enable the student to: -

- Follow essay conventions
- Sift relevant from irrelevant information
- Retain control over the middle part of the essay
- Present effective arguments
- Place an analysis of causes into neat categories
- Further illustrate an argument (if needed) with legible figures and diagrams
- Close an argument

Section 1: Opening Comments

Arguing skills are those which present evidence-based viewpoints in an orderly, logical and plausible manner. They're often placed within the '*main body*' of the essay and strive to: -

- 1.1 Keep to the original aims of the essay
- 1.2 Sift relevant from irrelevant information
- 1.3 Present an orderly '*list*' of causes, based upon verifiable data and views '*for and against*' a particular argument or research finding

Section 2: Essay Conventions

Essay Conventions are those guidelines which must be followed if a written piece of work is to score high marks. Using them makes the art of reading and writing far more enjoyable. They consist of: -

A Citation – an indirect description of an argument which uses '*reported speech*' to reference another person's work e.g. '*Professor Jones criticised Professor Smith's theory for its lack of scientific validity.*'

A Paraphrase (or summary of a quote) which must be clearly distinguished from both a direct quotation and a citation, e.g. '*According to Professor Hyde the speed of light is a universal constant.*'

An Amplification, brings out a fuller meaning of a word and should be placed in brackets () as should dates, citations and brief numerical information e.g. "*The speed of light is a universal constant (its speed cannot vary in any part of the universe),*" (Hyde 2012).

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