



Eastern Caribbean Central Bank

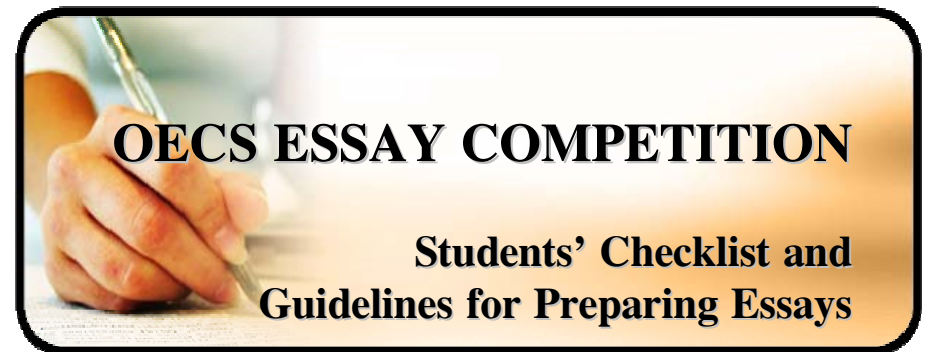
MISSION STATEMENT

To maintain the stability of the EC dollar and the integrity of the banking system in order to facilitate the balanced growth and development of member states

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development of an orderly argument. Do not leap from point to point.

3. Knowledge and Understanding

Show evidence in your essay of having read widely but also critically. Demonstrate your knowledge and understanding of the relevant issues - give your opinion on the subject. State the points for and against, quote supporting evidence from experts, studies or experiments. Show especially the similarities, but also point out the differences between two things. Try to be balanced and impartial. Support with facts, figures, evidence and examples. Your argument may be considerably strengthened by your inclusion of appropriate illustrations.

4. Conclusion

Give a brief account of the main points, with your own conclusions. Give good reason(s) for your conclusion. Conclusions must follow coherently from the evidence. Evidence is provided by drawing upon analysis and interpretation of findings.

5. Presentation

Present your essay in a tidy and well organised way. The essay pages should all be numbered. Check that you have included your alphabetical list of references at the end. Always check your spelling, punctuation and grammar very carefully.

A CHECKLIST FOR WRITING ESSAY

Before handing in your essay, check the following:

Understanding the topic

- Have I fully understood the topic?
- Have I done enough reading around the subject?
- Are my sources appropriate and academic?

Defining and Introducing the Topic

- Have I identified the important issue(s) to be addressed?

The definition should define the whole phrase, not just individual words. Many times essay writers make the mistake of defining the topic word-for word but fail to hit on the key issue(s) to be explored. While a discussion of key words in the topic may be useful this should only occur to the extent that it helps clarify the main issue for discussion.

- Does the introduction have a clear, direct and arguable statement that answers the question and offers a decisive opinion?
- Does the introduction grab the reader from the onset?

Structure and Argument

- Is my essay divided into clear paragraphs?
- Have I adequately developed each point to support my position without being repetitive?
- Have I provided illustrative evidence to support my position?
- Have I developed my points in a manner that grabs the readers' interest?
- Does my argument follow a clear line of reasoning?
- Have I used quotations and references in the text correctly?

- Have I paraphrased sufficiently from my research sources?

Summary

- Is the conclusion effective? i.e. Does it provide a convincing summary of the significant points made in developing the position adopted?

Essay writers often fail to summarise or summarise very briefly. A good summary can add considerable cohesion to an essay.

Accuracy

- Are my sentences complete and correct?
- Have I used the spell-check? (*Do I need to use the grammar-check?*)
- Is the *style* appropriate for the task and the reader?
- Has the essay been proof-read?
- Have I used double-line spacing and numbered the pages?
- Have I attached a cover sheet with my name, age and school attended?

Bibliography

- Does the bibliography follow correct conventions of layout?

Guidelines

- Have I followed the *students' guidelines for preparing essay*?
- Have I followed the *terms of the competition*?

**Take pride in your work
and give the essay 100% of your effort!**

GUIDELINES FOR PREPARING ESSAY

1. Essay Topic

Give a concise definition of the topic. Consider what the question is asking. The key words in the question or topic will indicate the type of approach that is required. Are you *describing* a topic (that is, relating events in a sequence as you would in a story), or *evaluating* it (giving the pros and cons, advantages and limitations)?

2. Relevance and Coherence

Relevance: If you do not understand the question or topic (what should be included and what should not be included), ask your teacher for advice on the specific essay topic. The essay should be 'focussed' on the precise topic. All of the content must be relevant to the topic and the relevance of each point must be clearly established. Get to the topic immediately and try to cover all of the key issues.

Coherence has two dimensions: whether your text makes sense to a reader and whether it flows and holds together well (cohesion). With respect to the text making sense, re-read, analyse and judge your essay with the eye of a critical reader. Write in a way that shows familiarity with the issues. When you make a point, try to think of some good examples to illustrate it, and discuss these to show your understanding. As for cohesion, organise your materials as effectively as you can to support the