



To: Teachers and Parents

Topic: **Writing and Presenting (Hints for writing an essay)**

Message Objective(s): **Learners should be able to:**

- ✓ Identify and be familiar with different types of essays
- ✓ Choose a topic that they are familiar with
- ✓ Use conventions of essay writing

**Message:** Learners must learn to choose a topic which they have sufficient information on. Learners must also choose a topic that interests them. When choosing a topic, they must underline all the key words so that no important information is missed.

**Types of essays:**

1. **Narrative-** to tell a story and entertain
2. **Descriptive-** to describe in a vivid manner
3. **Discursive-** to present arguments from differing viewpoints and draw a clear conclusion of your own
4. **Argumentative-** to argue a case for one side of a point and to convince your reader of your opinion
5. **Reflective-** to describe an emotional reaction and feeling in a specific manner

**Conventions of essay writing**

- **The introduction** of an essay must give a clear idea of what the essay is will cover.
- Learners should choose a different **perspective** from which to write the essay.

**For Example**

- *Write as though you are an object, e.g. a chair or table*
- *Write from a different perspective in time, e.g. write as though you are living in the future or the past*
- The **conclusion** of an essay must not introduce any new ideas, but must link the information already written with the topic and introduction.

*All the best and keep safe.*

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Reference: EFAL SP GRADE 7,8 AND 9 REVISED ATP TRACKERS

<https://nect.org.za/materials/recovery-atps-trackers>