



Writing an Essay

1. Brainstorm ideas on the topic provided.
2. Group the ideas into discussion points.
3. Write a thesis statement that identifies the focus of the essay and lists the discussion points.
4. Write topic sentences for each discussion point.
5. Use Mind Map as model to create essay outline.

Example

Topic: Comment on the conflicts generated by workplace hierarchy.

Brainstorm ideas:

- Difference in wages
- Difference in assigned tasks
- Preferential treatment
- Discrimination
- Dismissal or forgiveness of mistreatment by management
- Lack of communication among workers and management
- Conflict between workers and middle management

Thesis: Hierarchy in the workplace generates conflict through differences in wages, preferential treatment granted to some over others and the dismissal of management misdemeanour.

Topic sentences:

1. The difference in wages among employees in the same workplace can be a source of conflict especially when employees are acutely aware of where they stand in the workplace hierarchy.
2. It is widely accepted that the employees receiving higher wages in a workplace are exempt from performing certain tasks deemed menial, These tasks generally fall to the lower-paid employees, which fosters a sense of discontent.



3. In a workplace hierarchy, it seems that those higher in the chain are forgiven for misdemeanours more often than their lower-paid counterparts.