FURTHER READING ABOUT ESSAYS AND REPORTS

BOOKS – ESSAYS

The following books are recommended. Your University or college library may stock some or all of them, or suitable alternatives.

Clanchy, John and Ballard, Brigid, (1998), 3rd edn, *How to Write Essays: a Practical Guide for Students*, South Melbourne, Longman.
Covers the stages of essay writing – analyzing the topic; reading and research; planning and drafting; and editing.

Cottrell, Stella, (2008), 3rd edn, *The Study Skills Handbook*, Basingstoke, Palgrave Macmillan.
Chapter 8 – Writing for university

Drew, Sue and Bingham, Rosie, (2001), 2nd edn, *The Student Skills Guide*, Aldershot, Gower.
Chapter 6 – Essay writing starter level
Chapter 23 – Essay writing development level

Lashley, Conrad and Best, Warwick, (2001), *12 Steps to Study Success*, London, Continuum.
Step 9 – Essays and reports

Northedge, Andrew, (2005), *The Good Study Guide*, 2nd edn, Milton Keynes, Open University.
Chapter 9 – Researching online
Chapter 10 – Writing the way "they" want
Chapter 11 – Managing the writing process

BOOKS – REPORTS

The following books are recommended. Your University or college library may stock some or all of them, or suitable alternatives.

Drew, Sue and Bingham, Rosie, (2001), 2nd edn, *The Student Skills Guide*, Aldershot, Gower.
Chapter 7 – Report writing starter level
Chapter 24 – Report writing development level

Emden, Joan van and Easteal, Jennifer, (1987), *Report Writing*, Maidenhead, McGraw-Hill.
Has chapters on production, preparation, format, style and tone, presentation of data and revision and checking.

Lashley, Conrad and Best, Warwick, (2001), *12 Steps to Study Success*, London, Continuum.
Step 9 – Essays and reports

WEBSITES - ESSAYS

NOTE: links were live at the time of writing.

http://www.aucegypt.edu/academic/writers/
Outlines in detail, ten steps to essay writing – research, analysis, brainstorming, thesis, outline, introduction, paragraphs, conclusion, references (MLA system), and language.

WEBSITES – REPORTS

http://www.surrey.ac.uk/Skills/pack/report.html
Detailed guidance on report writing, including planning; defining your aim; collecting and selecting your ideas; structure; presentation; and editing.

http://www.plainenglish.co.uk/reportsguide.pdf
Hints and tips from the Plain English Campaign, covering purpose; research, organizing into sections; presentation; writing; numbering of paragraphs; and revising the report.