

ACTIVITY 4: SUGGESTED SAC/ASSESSMENT TASK 2 – ESSAY

NAME:

TEACHER:

CLASS:

For this Assessment Task you will be required to write a **750 word essay** responding to: the following question:

“Evaluate the effectiveness of Oxfam as a non-state actor in achieving its aims”

This Assessment task will be **marked out of 20 marks**. This sheet serves as a guide and checklist to help your planning, writing and editing for submission. When you have finished a step, review it and mark it off in the box on the right.

SUBMISSION DATE:

METHOD OF SUBMISSION:

(BOXES ON THE SIDE ARE TO USED FOR STUDENTS TO CHECK OFF)

STEP ONE - *Brainstorm your topic and sub-question to direct your research?*

Write down ideas and questions you have relating to the topic. Think and write down sub-questions you want to explore? These could relate to Oxfam’s aims, the methods Oxfam uses to achieve these aims and what powers to influence Oxfam uses to achieve these aims?

STEP TWO – *research and record your research*

Researched your non-state actor and record what websites and other sources you use, especially statistics and quotes you want to copy into your essay.

Using a note taking grid like the following to record and organize your research. This will be submitted alongside your draft and final essay

RESEARCH QUESTION	WEB NOTES (cut and paste them here)	MY NOTES (transcribe them in your own words)
	Source URL:	
	Source URL:	

Additional tips for taking good notes can be found here: <http://www.dartmouth.edu/~acskills/success/notes.html>

STEP THREE – *synthesize and plan how to write your essay from the research*

Using the note taking template, create an essay plan. Use the sub questions you created in step one or group together similar ideas, research or evidence into individual paragraphs.

An essay planning guide can be found on the following pages. This plan will be submitted alongside your note taking grid and final essay.

STEP FOUR – *write your essay based off your plan*

Write the paragraphs for your essay, using the sub-questions or grouped ideas as topic sentences. Then move on to write the introduction, restating the topic and explaining what you plan to write about. Write the conclusion, summarizing your paragraphs and restating how your perspective on the topic based off your research and paragraphs you have already written.

STEP FIVE - *Review and edit*

Re-read your essay and edit it ready for submission. Does it make sense? Are there ways to improve your meaning? Have you fixed any grammar and spelling errors?

STEP SIX – *submit your note taking grid, plan and final, edited essay*

Make sure that your name, teacher’s name and class is on each document and they are all grouped together ready for the preferred method of submission.

RESEARCH AND RECORDING ACTIVITY SHEET

Essay topic: *“Evaluate the effectiveness of Oxfam as a non-state actor in achieving its aims.”*

Highlight key words and then think of a series of sub-questions that you want to address under this essay topic.

- 1.
- 2.
- 3.

Now go and research those questions, recording your findings as you go.

RESEARCH QUESTION	WEB NOTES (cut and paste them here)	MY NOTES (transcribe them in your own words)
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STUDENT ESSAY PLAN

WHEN CONFRONTED WITH AN ESSAY QUESTION AND A BLANK PAGE, IT'S OFTEN HARD TO KNOW WHERE TO BEGIN. LUCKY WE ARE HERE TO HELP!

The following guide gives you a step-by-step path for writing an essay. Consider it a 'learning tool' or strategy anytime you get stuck with where to start.

1. Note the **key words** of the question. This is what you **must address in your essay**. If you don't, your response could be off the topic and therefore irrelevant to the question.
2. Your **introduction should respond to the question** – you should provide a **contention** (an assertion, a key argument) and the introduction should **outline what you plan to discuss** in the essay.
3. The **main body** of your essay should consist of **paragraphs that address different aspects of the question**. Some good rules for these are:
 - Try to stick to **one idea per paragraph**
 - **Use leading sentences to start** each paragraph and to direct your discussion
 - Also, use **concluding sentences at the ends of paragraphs**.
 - **Provide evidence** to back up your ideas, and **address concepts** along the way
 - Feel free to **pose questions** to develop your analysis
 - Feel free to **recognise the shades of grey** in a question, and the range of views in interpreting events
 - **Use quotes** (and reference them!) for both evidence and highlighting central ideas
4. Your conclusion should **sum up your ideas but not introduce new ones**.

It sounds kind of funny but, in short, the key to writing a well-structured essay is:

- Tell them what you're going to tell them (Introduction)
- Tell them your answer to the question (Main body)
- Then tell them what you told them (Conclusion)

LET'S GET PLANNING! ASK YOURSELF:

1. What are the key words in your essay question?
2. What question is being posed?
3. What are your responses to the question in general terms?
4. List the issues that you think need to be discussed in this question (an issue is an area of contention or debate, differences of opinion about an event, situation or concept).
5. Research them.
6. List the concepts you will need to define during the writing of your essay.
7. Now list, in order, the things you think you should discuss in this essay, (e.g. Explain what the aims of the UN and Oxfam are...)
8. Try writing an introduction of about **150 words**. Make sure that, in the introduction, you:
 - Respond to the question at the beginning with a statement that outlines your ideas
 - Outline what broad areas/issues you plan to address in the essay

Examples of leading sentences:

- In order to discuss the effectiveness of the UN and Oxfam, we need to first explore what the aims of these organisations are...
- Having outlined the aims of the UN and Oxfam, it is now necessary to look at how effective they have been in achieving them...

Examples of concluding sentences:

- Therefore, it has been shown in this discussion that...
- This essay has evaluated the extent to which the UN and Oxfam has been effective in achieving its aims and noted that...

Examples of appreciating shades of grey:

- To some extent it is hard to determine if the UN and Oxfam have been effective because [reason], however it is not possible to make a blanket statement one way or the other; [reason, e.g. demonstrating grey areas].

This plan is based on a template featured on pp.226-228 in the VCE Australian and Global Politics (2nd ed) by Kimberly Cornell and published by Social Education Victoria.