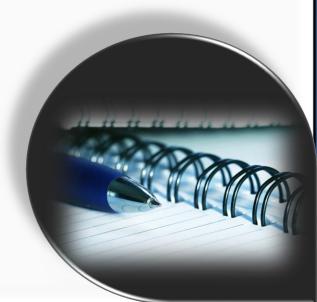
Essay Writing



Going into enough depth?

Knowledge

Knowing a fact; being able to recall or recognise it

State, List, Label, Recall, Define, Identify



Comprehension

Understanding what a fact means

Describe, Categorise, Classify, Associate, Interpret



Application

Being able to put a fact to use; applying knowledge in practice

Demonstrate, Apply, Use, Solve, Calculate



Analysis

Able to break information into parts; identify relationships/cause and effect

Compare, Discuss, Give reasons, Explain



Synthesis

Extract relevant facts from a body of knowledge
– use these to address an issue in a new way

Compose, Construct, Design, Combine, Integrate

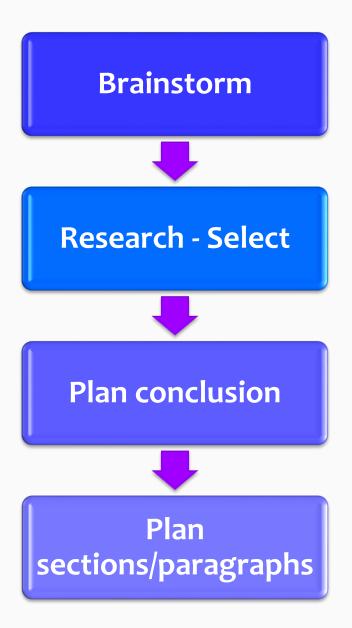


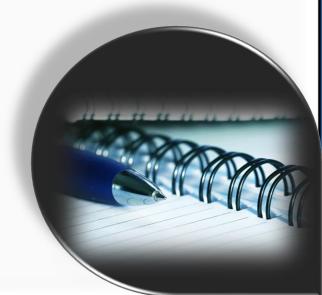
Evaluation

Arrive at a judgement based on knowledge

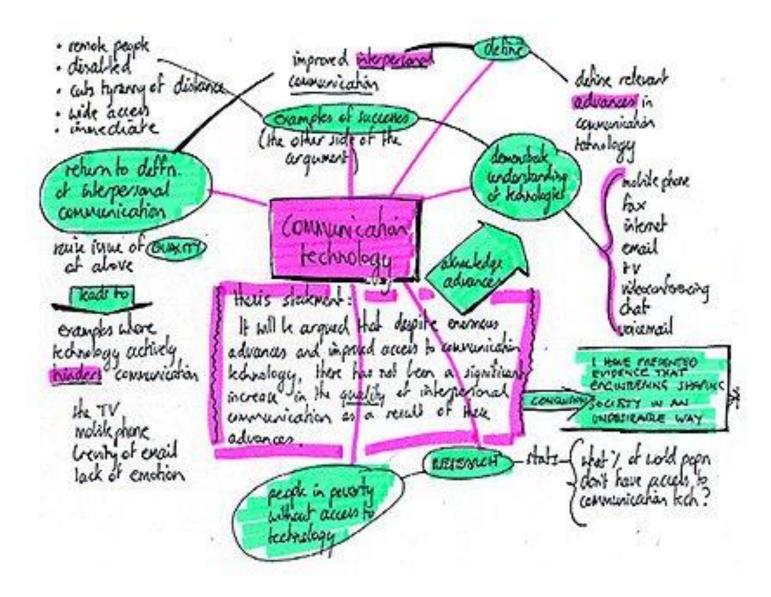
Support, Judge, Decide, Appraise, Recommend

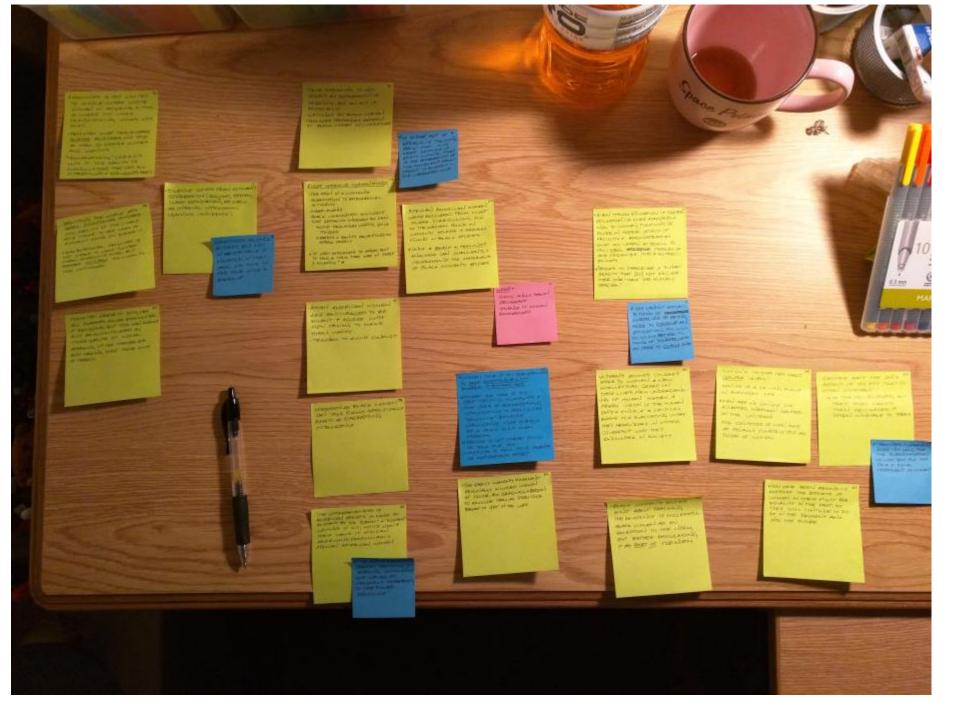
Planning





Title: Discuss how the different types of behaviour displayed by dissatisfied customers relate to service recovery and improvement.
<u>Plan</u>
Intro – outline approach – i.e. behaviours then recovery
Briefly cover psychology of disappointment – ref Godwin et al.
Possible behaviour listed by Kim et al. (list then take each in turn)
Behaviour 1 – do nothing or apathy
Behaviour 2 – tell other people Behaviour 3 – complain to service provider
Behaviour 1 – not doing anything, quote figs from Chebat – use e.g. of wrong dish at meal from Kim et al. – outcome no remedy or improvement
Behaviour 2 – tell other people, discuss trad methods also social media – use Trip Advisor as example – outcomes can be very negative
Behaviour 3 – complaint to provider – bring in personality research and emotional aspects re likelihood of complaining – outcomes can vary
Service recovery – discuss how achieved from each type of behaviour – i.e. 1 = not at all; 2 = not likely from trad methods, but maybe from internet feedback – give examples; 3 discuss ways of dealing with complaints and compensation/fairness ideas – find some more refs and examples for this?
Conclusion – mention the complexity of consumer behaviour and summarise the three behaviours and outcomes – emphasise which most helpful or damaging for providers etc.

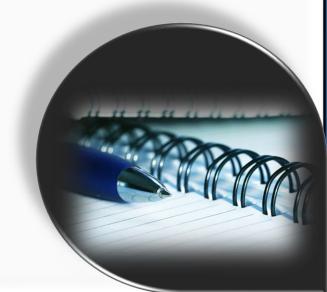




Essay Planning Template

Topic									
Introduction									
Topic Sentence - Main idea of each paragraph									
Body paragraphs – As many as required by topic									
Last sentence -									
Should round off each paragraph and have a thought-link with the									
next									
Conclusion									

Beginning Body Conclusion

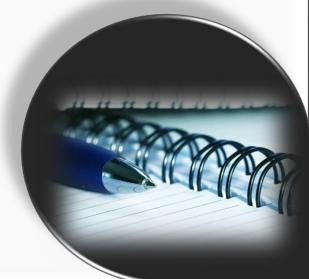


Essay Structure Introduction

- Main points that will be covered and why these are important
- Brief account of current thinking/opinion
- Defining terms
- Making your position clear from outset

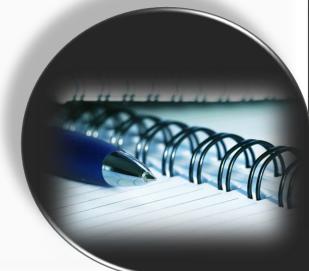
Body

- Avoiding too much description unless specifically requested in essay question
- Presenting a case or argument, comparing viewpoints
- Providing evidence and judgements/evaluation



Body

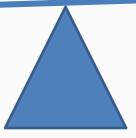
- Consider the flow and order group similar points together
- Signposting phrases to link paragraphs and sections
- Be selective cover most important points and select most compelling evidence

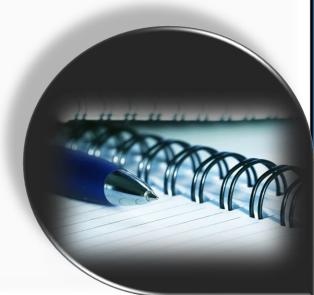


Balance

Presentation of evidence, facts, findings

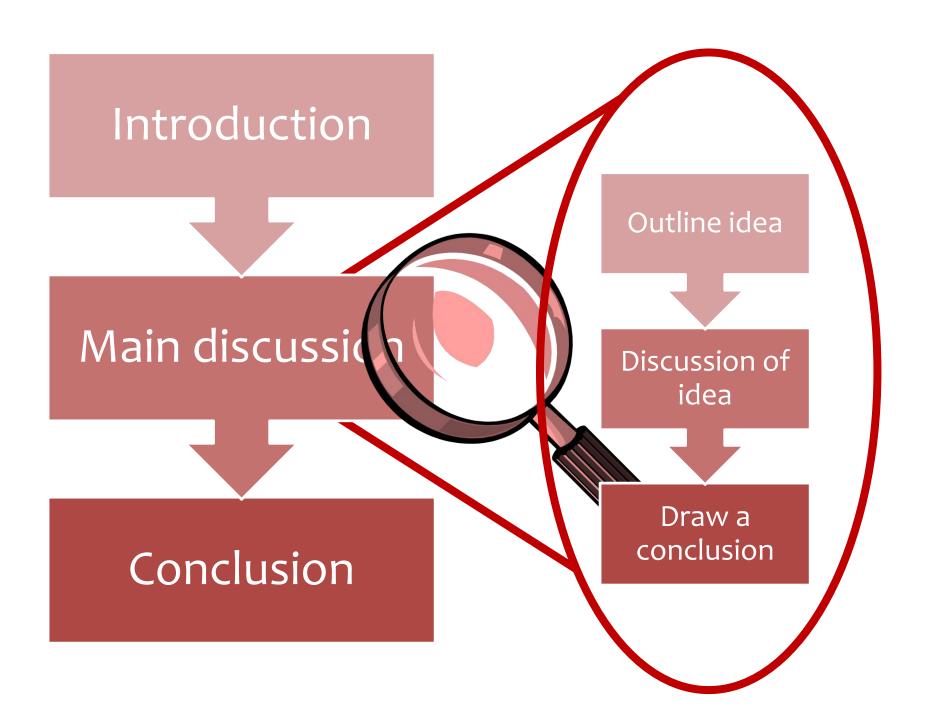
Analysis and conclusions





Conclusion

- No surprises here!
- Drawing together of all the points made to create an overarching conclusion
- Relate conclusion back to essay title



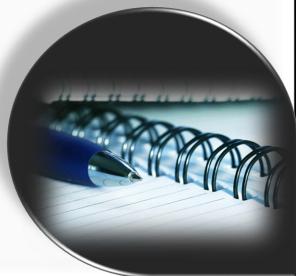
Outline a topic or point of view

Present facts relating to the topic with evidence to support

Explain the significance of the evidence and any conclusion that can be drawn from it

Many organisations report that skills shortages can be observed in both applicants and current staff, with employers estimating that 25% of their vacancies are in areas where they believe there is a skills gap. Additionally 16% of organisations surveyed believed there was a skills gap amongst current staff (Learning and Skills Council, 2017). These figures could suggest an increased importance in the training element of Human Resources will be seen in the future. Companies may consider training staff to increase productivity in their current role, but also with a view to filling higher level roles where the external labour market cannot supply suitable candidates.

Convincing your reader



Quotes need to...

- Be from a reliable source
- Lead your reader to the desired conclusion in a logical way
- Avoid hidden assumptions

Convincing your reader – final tips

- All statements backed up with evidence from primary or secondary research
- One idea discussed per paragraph
- Logical progression of ideas- links between paragraphs/ideas
- Make clear links back to the question, and to the main point you are making
- Balanced argument
- Keep sentences brief and to the point and language straightforward