



5 STEPS TO A 100% ESSAY

! YOUR ESSAY MUST MEET ALL THE CRITERIA FOR THE INTRODUCTION, BODY PARAGRAPHS, AS WELL AS CONCLUSION; OTHERWISE, YOUR ESSAY WILL NOT BE MARKED! !



! COMPLETE THE COVER LIST BELOW TO ENSURE YOU HAVE MET ALL THE CRITERIA !

Cover Checklist- Tick Each Section When Complete.

- PREP STEP - Make a copy of this document.
- PREP STEP - Share your essay outline template with your tutor.
- PREP STEP - Copy and paste the link for your essay outline into your study system.
- STEP 1 - Outline your 100% essay - **START WITH THE CONCLUSION & WORK BACKWARDS**
- STEP 2 - Use the TTECEA checklist for details
- STEP 3 - Revise your essay - check for coherence & cohesion, redundant repetition, clarity, vocabulary, etc.
- STEP 4 - Edit your essay.
- STEP 5 - Put your essay together as one complete piece.

Table of Contents

STEP 1 - Complete Your 100% Essay Outline	2
STEP 2 - Complete the TTECEA Checklist for Detail	5
STEP 3 - Revise Your Essay	6
STEP 4 - Edit Your Essay	7
	1





STEP 1: OUTLINING - Complete Your 100% Essay Outline

Criteria	Status	INTRODUCTION - Do not make this too detailed.
<p>Hook AO1</p> <p>quote ▾</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>Rebirth stories tell of change, renewal and transformation after spiraling deeper into villainy but then meeting a redemption figure.</p>
<p>Building sentence(s) AO3</p> <p><input type="checkbox"/> counter-argument</p> <p>OR</p> <p><input checked="" type="checkbox"/> some contextual info</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>Similarly, the theme of redemption appears to be the whole point of Dickens' A Christmas Carol. Ebenezer Scrooge, the story's protagonist is an aging businessman who has lost all sense of humanity with regard to his treatment of others, especially those less fortunate than himself.</p>
<p>Thesis statement AO1</p> <p><input checked="" type="checkbox"/> key-idea-1</p> <p><input checked="" type="checkbox"/> key-idea-2</p> <p><input checked="" type="checkbox"/> key-idea-3</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>However, Dickens takes the reader on journey of redemption as we witness Scrooge transform from a lonely, disliked character, to someone of value to his community via redemptive tools Dickens employs, such as demonstrating Scrooge performing positive communal roles at the end, Marley's Ghost at the beginning, and the redemption plot structure throughout.</p>
Criteria	Status	BODY PARAGRAPH 1 - only focus on KEY IDEA #1
<p>WHAT? Topic sentence AO1</p> <p><input checked="" type="checkbox"/> key-idea-1</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>At the end of the story, Dickens reveals that change is not complete without action.</p>
<p>HOW? Supporting sentences AO2</p> <p><input checked="" type="checkbox"/> terminology</p> <p><input checked="" type="checkbox"/> evidence</p> <p><input checked="" type="checkbox"/> close analysis</p> <p><input checked="" type="checkbox"/> effects*</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>For example, the repetition of the phrase 'good' in the quote 'He became as good a friend, as good a master, and as good a man, as the good old city knew...' serves to emphasise the transformation that Scrooge underwent throughout the story. In particular, the repetition of the word "good" helps convey connotations of positivity, virtue, and moral righteousness. In fact, Dickens specifies what makes Scrooge become 'good'; he became 'as good a friend, as good a master, and as good a man, as the good old city knew', a quote which contains much more</p>





		<p>depth than we may perceive at first glance. Dickens appears to be telling the reader that being 'good' depends largely on the actions an individual performs, particularly in their community. Here, Dickens actually specifies three types of roles: being 'a friend... a master... and... a man', all of which Scrooge distanced himself from at the beginning of the novel. The noun "friend", for example, can have a variety of meanings depending on the context in which it is used. Generally, a "friend" is someone who you have a close, personal relationship with and who you trust and care about, while also connoting someone you have a deep, emotional connection with. However, these ideas completely juxtapose Dickens' description of Scrooge in Stave 1, when he is portrayed as 'Hard and sharp as flint ... and solitary as an oyster'; therefore, the fact that Scrooge embraces these communal roles by Stave 5 emphasises Scrooge's complete and utter change. Ultimately, however, Scrooge appears to be a vehicle through which Dickens highlights the importance of community. Dickens appears to be explaining to the reader that being 'good' is not just about changing our ideas, but, in fact, change is not complete without action and action is not complete without fulfilling important societal roles such as being a good friend, a good master and a good man.</p>
<p>WHY? Concluding sentence(s) AO2/AO3</p> <p><input checked="" type="checkbox"/> author's purpose <input checked="" type="checkbox"/> (final thought / context about the key idea)</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>It is possible that Dickens included themes about community because they were central to Victorian values and, perhaps, Dickens saw the theme of community as a tool through which he could invite the Victorian reader to consider the wider positive impact of abandoning the selfish values taking hold during the Industrial revolution and, instead, returning to more traditional family and community-oriented values.</p>
<p>Criteria</p>	<p>Status</p>	<p>BODY PARAGRAPH 2 - only focus on KEY IDEA #2</p>
<p>WHAT? Topic sentence AO1</p> <p><input checked="" type="checkbox"/> key idea 2</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>However, Dickens foreshadows Scrooge's very first redemption figure in right at the start of the story.</p>
<p>HOW? Supporting sentences AO2</p> <p><input checked="" type="checkbox"/> terminology <input checked="" type="checkbox"/> evidence</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>In particular, the hook "Marley was dead: to begin with," introduced at the very beginning of the narrative, appears to serve two significant functions; the first is to engage the reader's attention and draw us into the narrative; the second, and possibly most critical, is to set the reader's emotional expectations for the events that will occur later. While the term "dead" implies finality</p>





<ul style="list-style-type: none"> <input checked="" type="checkbox"/> close analysis <input checked="" type="checkbox"/> effects* 		<p>and irreversibility, the phrase "to begin with" emphasises the story's temporality and progression. By asserting that Marley was dead "to begin with," Dickens paradoxically induces a sense of suspense in the reader by insinuating that a sequence of events and developments will occur that will contradict our expectations. Consequently, the reader implicitly understands that Dickens is setting the stage for the supernatural elements that will appear later in the story, establishing the premise that ghosts and other supernatural beings are possible within the story's world, as we see with the appearance of Marley's ghost and the three ghosts of Christmas Past, Present, and Yet to Come, each of whom will serve as a vehicle through which Dickens imparts the themes of redemption and rebirth. Consequently, because in ghost stories, the ghostly apparitions function to remind the main character of something evil he or she has done in the past, the reader may be compelled to assume that story will explore in some way, the protagonist's conscience, such as the following: Marley perhaps represents Scrooge's end-state if he does not change his tight-fisted ways; the Ghost of Christmas Past represents his past traumas that caused him to become unkind;</p>
<p>WHY? Concluding sentence(s) AO2/AO3</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> author's purpose <input checked="" type="checkbox"/> (final thought / context about the key idea) 	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>the Ghost of Christmas Present represents the joy he is missing out on by distancing himself from the rest of humanity, while the Ghost of Christmas Yet to Come reminds him once more of the consequences not only for himself, but for Tiny Tim if he continues to refuse to change.</p>
<p>Criteria</p>	<p>Status</p>	<p>BODY PARAGRAPH 3 - only focus on KEY IDEA #3</p>
<p>WHAT? Topic sentence AO1</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> key-idea-3 	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>At the centre of the story, however, is Dickens' use of the rebirth/redemption plot structure.</p>
<p>HOW? Supporting sentences AO2</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> terminology <input checked="" type="checkbox"/> evidence <input checked="" type="checkbox"/> close analysis 	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>Rebirth stories tell of change, renewal and transformation after spiraling deeper into villainy but then meeting a redemption figure. For example, Scrooge is initially presented as a man who lives for the sake of acquiring money, yet he cannot even enjoy it: 'a squeezing, wrenching, grasping, scraping, clutching, covetous old sinner'. Dickens' famous asyndetic list of six synonyms for greed not only places heavy emphasis on his selfishness, but it also details the extent and variety of ways in which his avarice</p>





effects*

manifests itself; for example, he ‘squeezes’ every penny’s worth of work he can out of his sole employee, Bob Cratchit, forcing him to work long hours in a tiny room with such ‘a very small fire ... that it looked like only one coal’. At this point, the reader discovers Scrooge as an archetypal lost soul character, someone who has become disconnected from the rest of humanity and/or from his purpose in life. In the first stave, Scrooge is, perhaps, constructed by Dickens in order to embody ‘bad capitalism’, capitalism in its most reduced or pure form, where money is seen as the absolute good and where morals and other human values are not seen as having any worth, concepts and ideas that the reader is encouraged by Dickens to dislike. However, the reader comes to learn that Scrooge has been emotionally damaged by the traumas he experienced during his youth, such as the dysfunctional relationship with his father and the loss of his sister; however, he has allowed that damage to consume everything that is good about him, which turns Scrooge from a villain to a sympathetic character, thus giving us hope that he can change. As with all rebirth stories, the character has a revelation which allows them to go through their rebirth. Dickens uses several tools for Scrooge’s redemption, such as Marley’s Ghost, the three ghosts of Christmas Past, Present, and Yet to Come, but, perhaps, most importantly, Tiny Tim, whose future death ultimately helps Scrooge understand the true impact of him willfully choosing irresponsibility over responsibility.

WHY? Concluding sentence(s) AO2/AO3

Complete ▾

(only mark complete when steps 1-5 are ALL complete)

Therefore, another interesting aspect of the rebirth plot structure is that because they start off by encouraging us to dislike the protagonist, they can often force us to become aware of our own prejudices; they are also effective in training our empathy because the author sets up the protagonist to be disliked, but then reveals the trauma they went through, which caused them to become hardened characters, thus evoking our empathy by calling us to put ourselves in their shoes. In a way, we see how anyone, including ourselves could end up just like them.

- author’s purpose
- (final thought / context about the key idea)

Criteria

Status

CONCLUSION - CRUCIAL!

Restated thesis AO1

Complete ▾

(only mark complete when steps 1-5 are ALL complete)

in conclusion, Dickens employs various tools of redemption to illustrate Scrooge’s change, such as performing positive communal roles as Dickens illustrates at the novel, Marley’s Ghost at the beginning, and the redemption plot structure.

(Re-write your thesis statement in different words.)





<p><u>Summary of controlling concept AO1</u></p> <p>How does your thesis link to the central theme of the text?</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>Scrooge's redemption implies, therefore, that we could look at "A Christmas Carol" not as expressing the idea that capitalism is bad, or that Dickens is calling for a socialist revolution (which some of his other works may be doing), as much as saying that capitalism needs to be improved and employers have the responsibility to do that. Instead, it seems as though he is offering a beacon of what a capitalist can actually achieve: he does this firstly through Fezziwig, Scrooge's old employer; while he is just as successful a businessman as Scrooge, he is also complete contrast. For one thing, he is far more benevolent and treats his employees graciously. Through his words and actions, perhaps we may argue that Dickens is offering us the quintessential 'good capitalist'. For example, Dickens writes, "He rubbed his hands; adjusted his capacious waistcoat; laughed all over himself, from his shoes to his organ of benevolence; and called out in a comfortable, oily, rich, fat, jovial voice:" So, perhaps, Dickens is offering a kind of ultimatum to capitalists: one can be hard, cruel, unloved and disrespect their employees, like Scrooge or one can be "rich, fat and jovial" like Fezziwig.</p>
<p><u>Summary of author's central purpose AO1/AO3</u></p> <p>How does the controlling concept reflect the MAIN reason that the author wrote the text?</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>Scrooge eventually learns this lesson in the final stave; he raised Bob's salary, 'was better than his word ... became as good a friend, as good a master, and as good a man as the good old city knew, or any other good old city, town, or borough, in the good old world.' However, the key to Scrooge's redemption is, perhaps, his realization that humanity is one big family, because 'to Tiny Tim, who did NOT die, he was a second father.'</p>
<p><u>Universal message AO1</u></p> <p>(What is the MAIN message of the text? Focus on the end.)</p>	<p>Complete ▾</p> <p>(only mark complete when steps 1-5 are ALL complete)</p>	<p>Therefore, perhaps, this is the lesson of the story, that reconnecting to humanity is the key to happiness and redemption and if capitalists can learn to see the less wealthy not as a 'surplus population', but as family that they need to reconnect to, only then will they open their hand and gain true happiness, just as Scrooge does.</p>

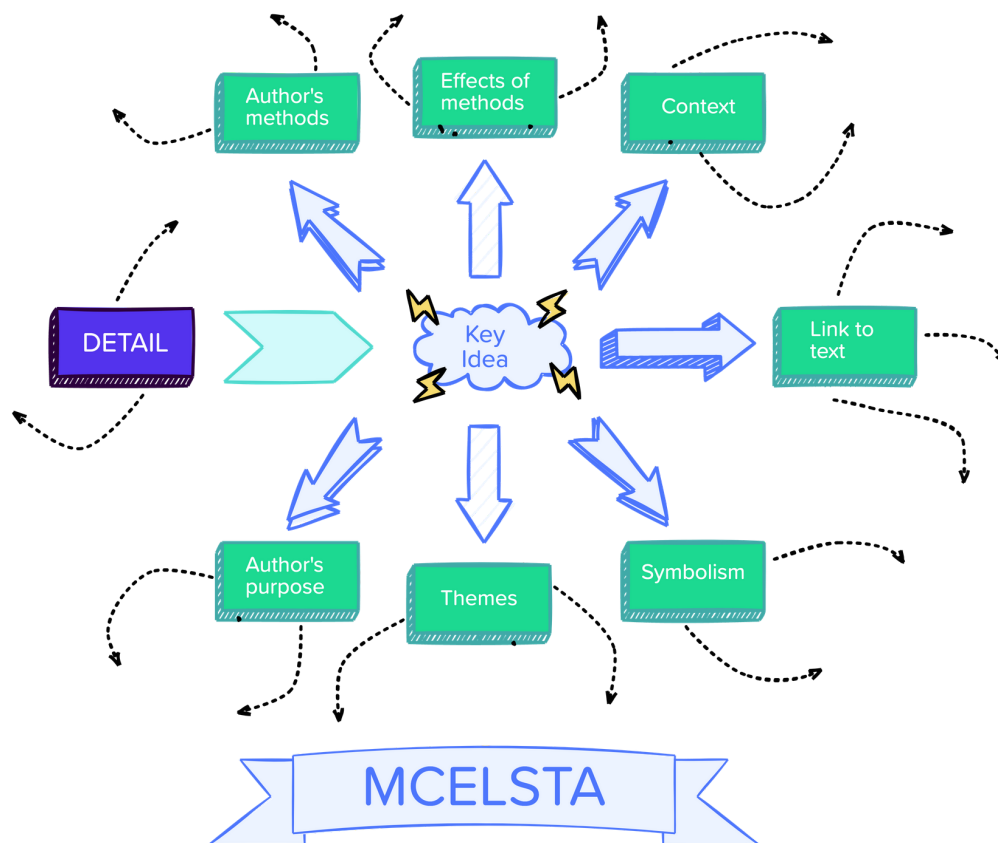




STEP 2: ADDING DETAIL-Complete the TTECEA Checklist for Detail

1. To achieve a grade 9 level of detail, ensure that you link your key idea in each of your body paragraphs to as many of the elements of the TTECEA mnemonic as possible (aim to write about 650-950 words maximum for the entire essay)
2. You do not need to have each of the TTECEA elements in each paragraph, but make sure you have all of them in the entirety of your essay.
3. Each item on the checklist should only have 2 main purposes:
 - a. **to link to your key idea in each paragraph**
 - b. **and support your argument.**

- ✓ **TOPIC SENTENCE**: Introduce the key idea of your body paragraph.
- ✓ **TECHNIQUE**: Select a key technique the author uses (one you can explore in detail, eg, metaphor, simile, etc):
- ✓ **EVIDENCE**: EMBED a quote to back up your ideas:
- ✓ **CLOSE ANALYSIS**: Break the technique into smaller pieces, zoom in and analyse them PERCEPTIVELY.
- ✓ **EFFECTS ON THE READER**: Explore what the author's method makes us focus on, feel (emotionally) or think.
- ✓ **AUTHOR'S PURPOSE**: Explore why the might want to make us feel a certain way about certain ideas:





STEP 3: REVISING - Revise Your Essay

Ensure you have revised the following aspects of your essay:





- Removed/replaced ALL redundant repetition.
- Replaced ALL instances of the word 'shows' with more accurate and specific verbs for inferring effects of the author's methods ([check toolkit](#)).
- Revised essay for coherence: are the ideas in each of the paragraphs clearly connected to each other?
- Revised essay for cohesion: [check the toolkit for help](#).
- Removed all instances of the following words and replace them with specific details of the topics you are exploring:
 - How
 - Shows
 - Some
 - Something
 - Thing
 - This
 - Way
 - What
- Your vocabulary is academic – no informal language unless quoting directly.
- Revised essay for clarity – is your essay easy to read? Ask a peer to read it and give you feedback.





STEP 4: EDITING - Edit Your Essay

Ensure you have edited the following aspects of spelling, punctuation, and grammar:

- All words are spelt correctly.
- All sentences and names begin with a capital ~~see guidelines below~~ 
- All sentences end with a full stop.
-  No sentences are separated with a comma  
- I used a comma ~~before and after~~ the following words or phrases:
 - for example,
 - however
- I have used ellipses to indicate missing words in quotes.
- I have used at least one semi-colon to separate or join closely related sentences:
 - The language paper focuses on various forms of writing; the literature paper focuses primarily on academic essay writing.
 - There are five keys to a grade 9 essay: structure, conceptualisation, context, detail, and convincing evidence.
- I have used a colon to introduce a quote, phrase, word, etc.

HOW TO REMEMBER CAPITALS - ABLE PRINTS:

- **Abbreviations: U.K., USA, UAE**
- **Beginnings of sentences: Nobody saw it coming.**
- **Languages: French, Spanish, Italian, Arabic,**
- **Emphasis - I LOVE CHEESE! (avoid this)**

- **Places: Africa, Mecca, London, Zimbabwe**
- **Religions and words related to them: Islam/Muslim, Christianity/Christian, Judaism/Jewish, Hinduism/Hindu**
- **I, as in me**
- **Names (specific) of people, places, businesses, e.g., Shakespeare, Apple, London.**
- **Titles of books, movies, or programmes, e.g., The Lion King, Macbeth,**
- **Special days: Eid, Christmas, Diwali**

SPAG RULES

<https://www.grammarly.com/blog/category/handbook/>





STEP 5: COMPLETE - Put Your Essay Together as One Complete Piece

Rebirth stories tell of change, renewal and transformation after spiraling deeper into villainy but then meeting a redemption figure. Similarly, the theme of redemption appears to be the whole point of Dickens' *A Christmas Carol*. Ebenezer Scrooge, the story's protagonist is an aging businessman who has lost all sense of humanity with regard to his treatment of others, especially those less fortunate than himself. However, Dickens takes the reader on a journey of redemption as we witness Scrooge transform from a lonely, disliked capitalist, to someone of value to his community; Dickens illustrates this via redemptive storytelling tools, such as showing Scrooge performing positive communal roles at the novel's end, Marley's Ghost at the beginning, and the redemption plot structure throughout.

At the story's denouement, Dickens indicates that change is not complete without action; in fact, he highlights Scrooge's transformational character arc through the repetition of the phrase 'good' in the quote, 'He became as good a friend, as good a master, and as good a man, as the good old city knew...'. In particular, the adjective "good" conveys connotations of positivity, virtue, and moral righteousness. However, Dickens actually specifies that it is the active roles Scrooge comes to embrace within his community that really marks him 'good': being 'a friend... a master... and... a man'. Looking more closely, the noun "friend", for example, can have a variety of meanings depending on the context in which it is used. Generally, a "friend" connotes trustworthiness, close emotional connections, and empathy. However, these ideas completely juxtapose Dickens' description of Scrooge in Stave 1, when he is portrayed as 'Hard and sharp as flint ... and solitary as an oyster'; therefore, the fact that Scrooge embraces these communal roles by Stave Five emphasises his complete and utter change and that change is not just about changing one's ideas, but also changing one's actions, which transforms Scrooge from someone the reader despises in Stave One, to someone the reader admires in Stave Five. Ultimately, however, Scrooge appears to be a vehicle through which Dickens highlights the importance of embracing community. It is possible that Dickens included themes about community because they were central to Victorian values, and, perhaps, Dickens saw the theme of community as a tool through which he could invite the Victorian reader to consider the idea that the way to solve Victorian society's social ills was to embrace traditional family and community-oriented values.

However, Dickens foreshadows Scrooge's very first redemption figure right at the start of the story. In particular, the hook "Marley was dead: to begin with," introduced at the very beginning of the narrative, appears to serve two significant functions; the first is to engage the reader's attention and draw us into the narrative; the second, and possibly most critical, is to set the reader's emotional expectations for the events that will occur later. While the term "dead" implies finality and irreversibility, the phrase "to begin with" emphasises that the reader should expect more. By asserting that Marley was dead "to begin with," Dickens paradoxically invites the reader to place a question mark over the very first statement, 'Marley was dead...'. Consequently, the reader implicitly understands that Dickens is setting the stage for the supernatural elements that will appear later in the story, establishing the premise that ghosts and other supernatural beings are possible within the story's world, as we see with the appearance of Marley's ghost and the three ghosts of Christmas Past, Present, and Yet to Come; as we find out, each phantom serves as a vehicle through which Dickens imparts the themes of redemption and rebirth. Consequently, because ghostly apparitions traditionally function to remind the main character of something evil he or she has done in the past, the reader may be compelled to assume that story will explore, in some way, the protagonist's conscience, such as the following: Marley perhaps represents Scrooge's end-state if he does not change his tight-fisted ways; the Ghost of Christmas Past represents his past traumas that caused him to become unkind; the Ghost of Christmas Present represents the joy he is missing out on by distancing himself from the rest of humanity, while the Ghost of Christmas Yet to Come reminds him once more of the consequences not only for himself but for Tiny Tim if he continues to refuse to change.





At the centre of the story, however, is Dickens' use of the rebirth/redemption plot structure. After spiralling further into wickedness and encountering a figure of redemption, rebirth tales depict change, and transformation. For example, Scrooge is initially presented as a man who lives for the sake of acquiring money, yet he cannot even enjoy it: 'a squeezing, wrenching, grasping, scraping, clutching, covetous old sinner'. Dickens' famous asyndetic list of six synonyms for greed not only places heavy emphasis on his selfishness; for example, he 'squeezes' every penny's worth of work he can out of his sole employee, Bob Cratchit, forcing him to work long hours in a tiny room with such 'a very small fire ... that it looked like only one coal'. At this point, the reader discovers Scrooge as an archetypal lost soul character, someone who has become disconnected from the rest of humanity and/or from his purpose in life. Here, Dickens invites the reader to dislike Scrooge because he represents what Dickens believed was one of the central problems with Victorian society: 'bad capitalism', capitalism in its most reduced or pure form, where money is seen as the absolute good and where morals and other human values are not seen as having any worth. However, Dickens also draws sympathy for Scrooge from the reader when he reveals that Scrooge is not naturally or purely evil, but has been emotionally damaged by the traumas he experienced during his youth, such as the dysfunctional relationship with his father and the loss of his sister; Scrooge has simply allowed that damage to consume everything that is good about him. As with all rebirth stories, however, the character has a revelation which allows them to go through their rebirth. Dickens uses several tools for Scrooge's redemption, such as Marley's Ghost, the three ghosts of Christmas Past, Present, and Yet to Come, but, perhaps, most importantly, Tiny Tim, whose future death ultimately helps Scrooge understand the true impact of willfully choosing abdication over responsibility. Therefore, another interesting aspect of the rebirth plot structure is that because the narrative starts off by encouraging us to dislike the protagonist, but then reveals the trauma they went through, which caused them to become hardened characters, redemption stories can often also force us to become aware of our own prejudices and train our empathy by calling us to put ourselves in their shoes. In a way, we see how anyone, including ourselves, could end up just like them.

In conclusion, Dickens employs various tools of redemption to illustrate Scrooge's change, such as performing positive communal roles at the end, Marley's Ghost at the beginning, and the redemption plot structure. The plot appears to indicate that "A Christmas Carol" is not expressing the idea that capitalism is bad, or that Dickens is calling for a socialist revolution (which some of his other works may be doing), as much as saying that capitalism needs to change and employers have the responsibility to do that. Instead, it seems as though he is offering a beacon of what a capitalist can actually achieve: he does this firstly through Fezziwig, Scrooge's old employer; while he is just as successful a businessman as Scrooge, he is also in complete contrast. For one thing, he is far more benevolent and treats his employees graciously. Through his words and actions, perhaps we may argue that Dickens is offering us the quintessential 'good capitalist', who 'rubbed his hands; adjusted his capacious waistcoat; laughed all over himself, from his shoes to his organ of benevolence; and called out in a comfortable, oily, rich, fat, jovial voice'. So, perhaps, Dickens is offering a kind of ultimatum to capitalists: one can be hard, cruel, unloved and disrespect their employees, like Scrooge, or one can be "rich, fat and jovial" like Fezziwig. Scrooge eventually learns this lesson in the final stave; he raised Bob's salary, 'was better than his word ... became as good a friend, as good a master, and as good a man as the good old city knew...' However, the key to Scrooge's redemption is, perhaps, his realisation that humanity is one big family, because 'to Tiny Tim, who did NOT die, he was a second father.' Therefore, perhaps, this is the lesson of the story, that true redemption is in healing broken human bonds and learning to see the less wealthy not as a 'surplus population', but as family that they need to reconnect to and gain true happiness, just as Scrooge does.

