**STEP-BY-STEP TEACHING OF ESSAY WRITING: INTRODUCTION, BODY, CONCLUSION**

*Abikenova Mira Toktarkhanovna  
English Teacher  
Municipal Public Institution "Secondary School №3"  
Konayev City, Almaty Region*

Written communication is an essential part of learning a foreign language, especially in the context of updated educational content and preparation for final assessments. Mastery of writing skills allows students not only to express their thoughts clearly but also to demonstrate their overall level of language competence. Among various written genres, the essay remains one of the most effective forms for developing critical thinking, logical reasoning, and coherent speech.

However, without a systematic teaching methodology, many students struggle to construct cohesive texts. This highlights the need for a step-by-step approach to teaching essay writing, with a clear focus on structure and sequential stages of work. Such an approach helps students develop stable skills in logically presenting information in English and prepares them for successfully completing exam tasks of varying complexity. It also contributes to fostering autonomy, responsibility, and higher-order thinking in the learning process.

A classical essay in English consists of three main parts: the **introduction**, the **body paragraphs**, and the **conclusion**. Each part serves a specific function in the logical structure of the text. The **introduction** introduces the topic and states the main idea — also known as the **thesis statement**. The **body** includes two or three paragraphs, each presenting a separate argument supported by examples and brief explanations. The **conclusion** summarizes the key points, rephrases the thesis, and expresses a final judgment without introducing any new information.

At the **first stage** of instruction, students learn how to write an introduction. It is essential to teach them how to clearly formulate the topic and express the main idea in the form of a thesis statement. Effective teaching strategies at this stage include: reading sample introductions, analyzing structure and vocabulary, discussing possible theses, and transforming questions into statements. It is also helpful to use sentence starters or transitional phrases such as *Nowadays..., It is often said that..., This essay will discuss...*, which make it easier to begin writing. A practical task at this stage could involve students writing two versions of an introduction on the same topic and discussing which one is more logical and appropriate.

The **second stage** focuses on the body of the essay, where students are taught how to develop and support arguments. Each paragraph should begin with a **topic sentence**, followed by an argument, an example, and a short explanation. For instance:

*Firstly, physical education helps students stay healthy. For example, regular training improves cardiovascular endurance. This means that schoolchildren are less likely to get sick.*

To improve the logical sequence of ideas, teachers can use sentence templates, brainstorming activities, and pair work where students co-construct paragraphs based on a given topic. Common cohesive devices and linking phrases include: *Firstly / Secondly / Moreover / In addition; For example / For instance / Such as; As a result / That is why / Therefore.* Mastering these connectors enhances coherence and clarity.

At the **third stage**, students learn how to write a conclusion. The main task here is to rephrase the main idea without repeating it verbatim and to briefly summarize the arguments. It is important to stress that new information should not be introduced in the conclusion. Useful phrases include: *In conclusion, To sum up, All in all, I believe that…* A typical exercise at this stage might involve analyzing three versions of a conclusion and choosing the most logical one, explaining the reasoning behind the choice. This fosters skills in analysis, reflection, and self-assessment.

It should be noted that a step-by-step approach to essay writing requires consistency and a variety of learning activities. At every stage, it is important to provide feedback, model examples, and use assessment criteria. The integration of visual tools (such as mind maps), digital platforms (Google Docs, Grammarly), and collaborative tasks (pair/group work) significantly enhances the effectiveness of this methodology. In addition, the use of formative assessment methods allows for timely correction and individual support.

To sum up, step-by-step instruction in essay writing not only develops students’ language skills but also enhances their logical reasoning and critical thinking abilities. A structured approach helps avoid common mistakes, improves coherence, and builds students’ confidence in completing written assignments. The methodology based on stages, practice, visualization of structure, and ongoing feedback shows positive results in preparing students for national and international exams in English. A modern English lesson should not focus solely on grammar and vocabulary accuracy but also on meaning, structure, and logical flow. The step-by-step approach outlined above meets these objectives and equips learners with essential academic writing skills for lifelong learning.

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