

SHORT-ESSAY GUIDELINES (long version)

"READ THE QUESTION COMPLETELY"

USE THE "QUESTION BREAKDOWN TOOL" TO UNDERSTAND THE QUESTION AND ANSWER THE QUESTION CLEARLY.

1. Make sure you write your ESSAY so that it **IS NOT** a single never-ending stream of words.
2. Also, use the "MAJORITY" of the "WORD LIMIT" in the instructions.
 - a. Answer with **too few words** and sponsors get the impression you are not interested in the question, are not knowledgeable about the topic, or do not care to make an effort to make a complete answer.
 - b. Answer with **too many words** and sponsors get the impression you either do not know how to follow instructions or you are trying to show off your knowledge of the topic or ability to write. In either instance, all three outcomes bring you to a failed outcome, as you **EXCEED** the **MAXIMUM** requirement.
 - c. Maximizing your answer, use 75-95 percent of the maximum words allowed. Be sure to answer the sponsor's question(s) clearly, completely, and effectively using examples and/or evidence to support your answer(s). Ensure your answers are written effectively and meaningfully. Do not write all or part of your essays without feeling or by PLAGERIZING, others work.
3. Write the essay answer so that it flows in a clear and easy manner.

DO THIS:

 - a. Initial essay check-reread the essay question:
 - i. Then **read your essay** without interruption or hesitation/stopping
 1. **Do this out loud** – not in your mind – your mind will hide the mistakes
 2. Mark where **other mistakes** are found, then continue reading aloud **marking each issue**.
 - ii. Revise essay(s) needing changes to grammar, style, structure, flow, and improve readability and flow of each essay.
 1. Make initial revisions and repeat (i -1 and 2)
 2. Send essay to a Faculty, Counselor, or Scholarship Specialist Specialist)
 - iii. Have your essays proof read after all changes are complete.
 - iv. Save your Final essay after proofing and correcting essays if required
 1. Review essays after **CORRECTIONS**; learn from the review of each essay.
 2. Make notes about essay writing to improve skills.

Breaking Down Question

EXAMPLE Question:

What are your three most important reasons for considering and then deciding on your major? (Be specific and add the details you consider most interesting) **Maximum words 100 - 200**

A. THREE METHODS FOR BREAKING DOWN AN ESSAY

1. What are your **three most important reasons** for **considering** and then deciding on **your major**?

or

2. What are your three most important reasons for considering and then deciding on your major?

3. What are your

- three most important reasons
- for considering
- and then deciding
- on your major?

USE **ONE OF THE BREAKDOWNS** AND **MAKE A FEW NOTES** TO BEGIN YOUR ESSAY AND TO **ENSURE YOU ARE COVERING ALL POINTS** OF THE ESSAY.

What are your

1. three most important reasons Love animal, liked watching vet shows as kid,
greatest thing is to see animals get well,
2. for considering becoming a Veterinarian Assistant or Veterinarian
3. and then deciding once I completed my first year of college
4. on your major? Focusing on Biology short term and Veterinary Medicine long
term and

FIRST DRAFT

1. three most important reasons I Love animal, liked watching vet shows as kid, greatest thing is to see animals get well,
2. for considering becoming a Veterinarian Assistant or Veterinarian
3. and then deciding once I completed my first year of college
4. on your major? Focusing on Biology short term and Veterinary Medicine long term