



GOSHEN
COLLEGE

Division of Adult and External Studies

Admission Essay Instructions

Dear Prospective Student:

During your involvement in the Goshen College Division of Adult and External Studies, you will do a considerable amount of writing, which **must meet college level standards**. Thus, one of the admission requirements to the Goshen College Division of Adult and External Studies is the positive assessment of an essay you have written. Please review the instructions carefully before preparing your essay. Listed below are the criteria needed for successful college writing. Please call the Division of Adult and External Studies office at (574) 535-7464 if you have any questions.

Essay Question or Topic: Discuss or explain your reasons for wanting to complete a bachelor's degree at Goshen College Division of Adult and External Studies.

ESSAY GUIDELINES

- Prepare a 1-2 page essay. After giving considerable thought to the question or topic, develop your essay with concisely stated points, providing sufficient evidence to support those points.
- Pay close attention to punctuation, format, and spelling. Do not use clichés, slang, or abbreviated spellings, such as “thru” for “through” or “&” for “and”.
- Take time to plan and proofread what you have written in order to catch errors.
- Your final copy should be word processed, double-spaced with 1" margins, staple in the left-hand corner, and no cover or title page.
- Place your name, admission essay, and the date in the upper left-hand corner.
- Center regional, creative title three to four spaces below the date (do not underline or put your title in quotation marks) and begin text two spaces below the title.
- Label pages 2 to the end with your last name and page number in the upper right-hand corner, ½" from the top of the page, ex. Name 2.
- The essay should be submitted to the DAES Office by email attachment, fax, hand deliver or mail.

(see reverse for sample format)

---Sample page format ---

Jane A. Doe
Admission Essay
Date

Creative Title that Indicates Subject

Begin your essay with an introduction containing a general attention-getting device, a description of your subject, the author's name and title, and a brief statement (one sentence) of the essay's main idea or theme. Then, narrow the subject to your specific topic for discussion. The introductory paragraph should end with a clear thesis that identifies your subject, its parts, and your attitude. A final sentence that elaborates the main points that you will cover is often a helpful way to end an introduction.

The following paragraphs should each develop an individual element of your analysis arranged in a logical and effective order. With direct quotations, establish the context for the quotation, provide a page number (133), and explain how the quotation supports your thesis.

Your essay will be evaluated using the following characteristics of college level writing:

1. The essay has a valid central point to make (a thesis).
2. There is an introduction and conclusion.
3. The central point or thesis is supported by clearly stated reasons.
4. There is relevant and sufficient evidence, through the use of examples, for the points being made.
5. Paragraphs are unified around a single topic or reason.
6. The essay progresses in a logical order.
7. There is clear transition within and between paragraphs.
8. There is appropriate word choice.
9. Sentences are properly punctuated.