QCE English analytical essay planning sheet

Use this sheet for the 15 minutes of planning time, then keep it beside you while you write. Check the front of your exam paper to see what you're allowed to write during planning time.

Step 1: Unpack the question (5 minutes)

- The task word (analyse, discuss, how):
- The lens (how the reader or audience is positioned):
- The whole subject (every idea in the question, and any link between them):
- The question in my own words:
- My one-sentence answer:

Step 2: Write the thesis (5 minutes)

Your thesis should name the idea, say how the reader is positioned and preview the methods you'll analyse.

- Thesis:

Step 3: Plan the body paragraphs (5 minutes)

Paragraph	Point	Evidence	Writer's choice
1			
2			
3			

Take evidence from the beginning, middle and end of the text.

Time plan for the 2 hours

Part	Words	Minutes
Introduction	120	15
Body paragraph 1	230	30
Body paragraph 2	230	30
Body paragraph 3	230	30
Conclusion	100	10
Proofreading		5

Final check against the marking guide

- Knowledge application: does every paragraph analyse perspectives, ideas and the writer's choices together?
- Organisation and development: does every topic sentence link back to the thesis and use the question's words?
- Organisation and development: are the quotations short, woven into sentences and taken from across the text?
- Textual features: have I checked spelling, punctuation and sentence boundaries?
- Have I written about characters as constructions ("the writer constructs...") rather than as real people?
- Is my word count between 800 and 1000, or the range given on my paper?

Source for the exam conditions and criteria: QCAA English 2025 syllabus, 2025 question book and English and EAL external assessment marking guides. Last checked: 18 November 2026.