**The Introduction:**

**\*\*Lead or Motivator:**

* + Opens with a broad, general statement related to the thesis
	+ Two or three sentences in length
	+ No specific reference to literature to be examined but suggestions only to the spirit of the discussion
* **Creating the Lead**
	+ Write your thesis statement and underline common nouns
	+ Compose a general statement based on these nouns
	+ Ensure statements do not contain specific reference, are serious, and are not quotations or questions

**\*\*Link:**

* + A statement that links the general opening to the specific text
	+ Presents the first mention of the text to be analyzed
	+ Acts as the essays first transition

**\*\*Plan of development (Blueprint/Supporting Arguments/Components)**

* + List of central points to be covered in the essay
	+ One or two sentences in length
	+ Each point listed will represent a separate paragraph
	+ Points in order of discussion from weakest to strongest
* **Creating the plan of development**
	+ Brainstorm all possible ideas in support of the thesis
	+ Select the three strongest arguments and compose short sentences embodying them
	+ Organize sentences from weakest to strongest

**\*\*Thesis**

* + Establishes exactly what the essay will attempt to prove
	+ Central opinion boiled down to ONE arguable statement
	+ Represents a statement with which the reader is forced to agree or disagree and embodies the individual arguments
* **Creating the thesis**
	+ Review the topic selected
	+ Brainstorm the connections between the literature and the topic selected
	+ Design a specific question based on this material
		- This answer is your thesis
	+ Test the appropriateness of the thesis by asking the following questions:
		- Is my thesis a fact?
		- Is the position too broad to be proven in the limits of the essay?
		- Is the position so narrow that three strong arguments cannot be raised?

**Body Paragraphs:**

**\*\*Topic Sentences**

* + First sentence of each body paragraph must be a statement of OPINION
	+ Represents one of the points from the plan of development (i.e. mini thesis for the paragraph)
* **Creating your topic sentence**
	+ Return to the plan of development and identify the point listed
	+ Write a forceful statement of opinion which embodies that point
		- This limits your discussion to only that point
	+ Incorporate an appropriate transition to link this paragraph with the previous paragraph

**\*\*Argumentation**

* + Two or three sentences to establish the point ………………………… [\*\*\*\***POINT**\*\*\*\*]
	+ Include an explanation of the context of the quotation
	+ Provide proof (i.e. direct quotations) ……………………………………….. [\*\*\*\***PROOF**\*\*\*\*]
	+ Establish a clear connection between the argument, the topic sentence and the thesis
	+ Fully explain the relevance of the evidence to the argument, the topic sentence, and the thesis (this is the mortar of your essay) ………………………………..[\*\*\*\***COMMENT**\*\*\*\*]
* **Developing argumentation:**
	+ Refer to your itemized list of points to be developed for each topic sentence
	+ Review the literature and locate detail to prove each point
	+ Write notes on each point
	+ List at least two direct quotations from the literature to prove each point
	+ Do not merely select quotations which retell the story
	+ Write notes outlining the connection between the quotation, the topic sentence, and the thesis
	+ Organize the points, the proof, and the comments in the most logical order

**\*\*Concluding Statement**

* + A logical conclusion that reflects the entire paragraph
	+ Takes the paragraph full circle (ties up the bow)
	+ Reflects the topic sentence
	+ Ties in with the thesis
	+ Prepares the reader for the next paragraph
* **Creating an effective conclusion:**
	+ Consider the paragraph’s topic sentence
	+ Review the points raised in the paragraph
	+ Consider the overall thesis
	+ Compose one or two sentences which summarize the discussion in light of the topic sentence and the overall thesis

**The Concluding Paragraph:**

**\*\*Thesis Restatement**

* + A restatement of the thesis used in the first paragraph
	+ Change a few words to reflect that the thesis has been proven
	+ Do NOT alter the meaning from the original thesis
	+ Maintain continuity by including a transition from the previous paragraph
* **Creating your thesis restatement**
	+ Take your thesis from the essay’s first paragraph
	+ Consider the previous paragraph and insert an appropriate transition
	+ Change the tone of the statement to suggest that you are confident this thesis has been proven

**\*\*Review key arguments**

* + Review the key points covered in the essay
	+ Do not merely list points as though you were adding up a column of figures
	+ Try to leave the reader with a forceful picture of the key points
	+ These points must be the same as those listed in the first paragraph’s Plan of development (Blueprint)
* **Creating the review of key arguments**
	+ Make a list of the arguments developed
	+ Return to your plan of development (Blueprint/Supporting Arguments)
	+ List the key specific proofs which embody your arguments
	+ Compose sentences embodying these images

**\*\*General Closing Statement (Clincher/Universality)**

* + End on a general note
	+ No specific reference to the literature
	+ Two to four thought provoking sentences that relate to the topic in a general and broad sense
	+ Very similar in nature to the essay’s lead
* **Creating the closing statement**
	+ Take stock of what has been learned through the essay
	+ Consider how this could apply to the reader in a universal sense
	+ Jot down a few key ideas
	+ Create a general, thought provoking closing

**Important points in essay Writing**

* Never use first (i.e. I, me, us, we, mine, myself, personally) or second person (i.e. you, yours, yourself) in a formal essay.
* Always write in the third person (i.e. he, she, it, one, them, their, themselves) to maintain an appropriate tone of objectivity.
* Write in one tense – best to use present tense.
* Never use abbreviations, contractions, or symbols (unless they are part of a quotation).
* Never use numbers unless in addresses or dates – always write the numbers in word form.
* Never refer to an author using only the first name – always use the author’s surname.
* Never use phrases such as “this essay will prove” or “This quotation demonstrates” or “I.”
* Avoid merely sticking quotes in the essay. Always prepare the reader for the quote by building up to it, leading into it, and by discussing it afterwards.
* Write an essay that is coherent, flows properly, utilizes transitions, and continually relates to the thesis.
* Never end a paragraph with a quotation.
* Never begin an essay with a quotation or definition.
* Exhaust discussion of a point before moving on and then never return to the point unless comparing it to a new point to strengthen it. However, do not repeat yourself.
* Tone is important – write in a persuasive tone without losing objectivity.
* Select quotations carefully. Avoid merely sticking in long passages. Show the reader you can focus on what best proves your point.
* Avoid using secondary sources to prove your point which you could explain yourself. If you do take ideas from a source, be sure to document this idea. Failure to do so is considered plagiarism and will result in a “zero” mark.