

1. Topic sentence: introduces the title of the work you are writing about, the author, and gives an idea of the topic to be discussed. (Title and author are for literary paragraphs).
2. Thesis: states clearly the 3 specific points of your argument or topic. This should be done in one sentence. For example:

People should never drink and drive because of 1, 2, and 3.
3. Point #1 is now made with a TRANSITION.
4. Example #1 (such as a direct quote) supports your point.
5. Explanation #1 of (what the significance of the quote is) why does your example prove your point?
6. TRANSITION to Point #2.
7. Example #2
8. Explanation for the quote #2.
9. TRANSITION to Point #3.
10. Example #3
11. Explanation for the quote #3.
12. Conclude by restating your thesis sentence.

Reminders:

- All the points are addressed in the order shown in the thesis.
- Write in PRESENT TENSE if it is a literary paragraph.
- Avoid contractions (didn't, wasn't, etc).
- Never use YOU
- Avoid I unless it is specifically an opinion piece.
- Write out numbers under 100.
- Use ink and double space