

FORM FOR PLANNING AN ESSAY

To write an effective essay, first prepare an outline, using a form like the one below.

*Intro-
duction* Thesis Statement _____

| Topic Sentence 1 _____

| Specific _____
| Supporting _____
| Evidence _____

*Body
para-
graphs* Topic Sentence 2 _____

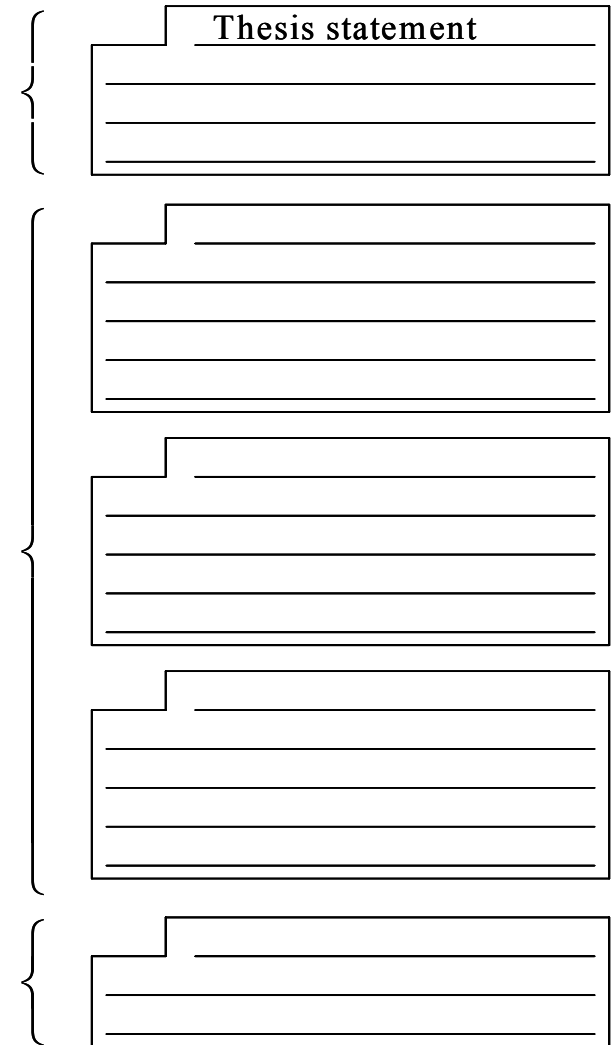
 Specific _____
 Supporting _____
 Evidence _____

| Topic Sentence 3 _____

| Specific _____
| Supporting _____
| Evidence _____

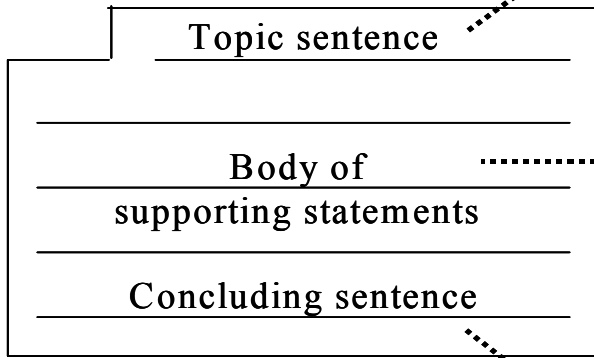
*Conclu-
sion* Summary and/or Closing Remarks _____

The Essay



Introduction

The Paragraph



Body of supporting paragraphs

Conclusion

GUIDELINES FOR PRESENTING ESSAYS

1. Use standard white 8" x 11" notebook paper
 2. Write with blue or black ink
 3. Center title on top line of the page
 4. Skip a line after the title
 5. Indent for each new paragraph
 6. Underline the thesis statement
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7. Write only on one side of the page
 8. Leave margins on each side of the page
 9. If you type, use double space
 10. Papers written out of class should be neat without any erasure marks
 11. Proofread each draft carefully
 12. Number each page, and write the name of the assignment