

Essay Writing Format

General Rules

1. Essays should consist of five paragraphs.
(1 introduction, 3 body & 1 conclusion)
2. General length should be no less than two handwritten pages.
3. Use 5 minutes to outline your essay.
4. Use the remaining time to write your essay.

Steps in Writing an Essay

1. Analyze the Question

- A) Without a clear understanding of the questions, you cannot write an adequate answer.
- B) Understand key terms: assess, explain and define. (See definitions of key terms)

2. Develop a Thesis

- A) Thesis; your opinion on the given topic
- B) Thesis must be in the opening paragraph. The reader must immediately know your position on the question.

3. Writing the Introduction

- A) Introduce your topic to the reader. Include topic, time, place and person. Be specific.
- B) State your thesis.
 1. Indicate major points to be discussed in body paragraphs.
 2. In reality your introduction paragraph is your conclusion. It demonstrates to the reader that you understand the question, have developed a thesis, and have outlined the main points of your proof. It is the most important paragraph of your essay.

4. Writing the Body Paragraphs

- A) Clearly introduce your paragraph topic.
- B) Provide factual information to prove your thesis
- C) Facts should be organized in logical sequence.
- D) Each set of facts should be in a separate paragraph.
- E) Refute arguments contrary to your thesis.

5. Writing the Conclusion

- A) Write a simple closing that reinforces your thesis.
- B) DO NOT introduce new evidence.
- C) Stick to the time period. DO NOT relate topic to today.
- D) If time is a factor and you are forced to choose between writing or finishing a body paragraph or a conclusion, always write the body paragraph.