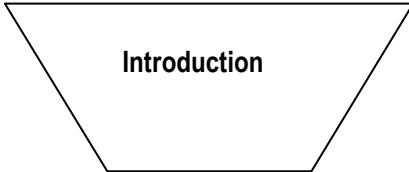


Format: Times New Roman, 12 point, 1-inch margins, double-space, one-side only, the packet described under “General Organization,” one large paperclip holding everything together, no staples, pages numbered.

The **thesis and complete outline** are due in-class along with the final essay.

General Organization: title, introductory paragraph, body paragraphs, concluding paragraph, Works Cited, “Responses” (see box below), draft, outline, brainstorming, assignment, Criteria. Also, email me the final essay (.doc).



Create Catchy Grabber: usually a quote, statistic, or anecdote (a little story of one to two sentences)
Introduce Topic: In a sentence, let the audience know your topic
Focus on Issue: Narrow the topic and give intriguing information to the reader. Bridge this sentence to your thesis.
Present Thesis: State your focused subject and the position that you propose to support.

In each **body paragraph**,

Rephrase part of the thesis to include the particular point of development in the paragraph. This is your topic sentence.

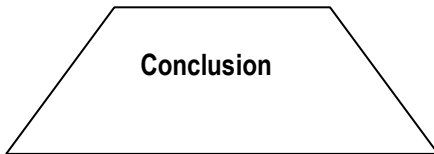
Support with specific details: facts, opinions, examples, statistics, quotations, names, sensory details. Use action verbs. Cite sources.

Inter-relate supporting points and move from one to the next by using transitional words and expressions.

Rephrase the point of each supporting detail before moving to the next. Do not assume your audience makes your inferences.

Conclude by summarizing the supporting details and rephrasing the topic sentence, the main point of the paragraph.

Notes: As you move from body paragraph to body paragraph, provide a bridge from one to the next so that your audience can follow the logical development of your main points. Use correctly written embedded citations to identify all sources.



Restate thesis (The reader appreciates the restated thesis; it preserves unity.)
Summarize your message (What is the point of all these body paragraphs?)
Add a metaphor or simile (To whom or to what does this issue/topic/thesis compare?)
Close powerfully (In this crucial sentence, use nouns, action verbs, and use no pronouns at all [*it, this, that, some, any, etc.*].)

Specific Focus:

A. Mechanics and Grammar

1. Accepted standards of correctness in grammar
2. Correct mechanics, spelling, punctuation, and format

B. Expression and Usage

1. Appropriate, precise diction
2. Logical and mature development of sentences

C. Unity and Organization

1. Formulation and limitation of topic or thesis
2. Unity of idea, relevancy of material
3. Development of topic or thesis
4. Clear, self-evident overall structure
5. Coherent paragraphing

D. Content

1. Support for generalization
2. Factual accuracy
3. Originality, depth, quality of thought

E. Documentation

Download this **Response Page** as part of your final essay:

Available on my website for your use is a rtf. template of these questions.

Reminder: Answer all questions using complete sentences.

1. Who is my persona?
2. Who is my audience?
3. What tone am I using?
4. What is the purpose of this essay?
5. What is my unique insight?
6. What is my metaphor? Why is it effective?
7. What are the strengths of my essay, as I see them?
8. What are the weaknesses in my essay, as I see them?
9. How did I improve my writing in this essay?
10. Where do I still have difficulty?
11. What will I do differently when I write the next essay?
12. What advice would I give a friend who is about to write this essay?