**Paper’s Working Title (no questions) = topic : position/comment**

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**I.  INTRODUCTORY SECTION – Start with Title at the top, then,**

**Paragraph 1: (Just write or type notes below that will guide the paper.)**

* **Introduce the topic/issue:**
* **Brief background of topic *or why* it is interesting/important...**
* **Explain briefly a situation/event/ to illustrate topic:**
* **Thesis sentence underlined: [topic] + [position] + [reason/because]**

**Paragraph 2**

* **As needed: Define by dictionary any key terms and cite the reference source-i.e. *terms/ideas especially IN the title/thesis and any other important ones.***
* **Explain in your own words, the Idea/terms as used in paper topic--cite as needed.**

**II. BODY SECTION: presents the core of the thesis, the reasoning and evidence--signal/intro. and end-cite each source as it is used).**

* **1st** **paragraph in body section: Explains topic/issue in more depth than in intro.**
	+ - **Presents and explains 1st clear reason that supports thesis**
		- **Use signal phrase [**[**Signal phrases handout**](signal_phrases.pdf)**] to introduce ALL cited**
			* **evidence to support reasoning**
		- **Personal commentary as needed to interpret and make connections that create unity**
* **2nd paragraph in body section. Use signal phrase [**[**Signal phrases handout**](signal_phrases.pdf)**] to introduce ALL cited evidence to support reasoning**
	+ **Statement of 2nd main point that supports the thesis,**
	+ **reasoning [because]**
	+ **evidence:**
* **3rd paragraph in body section. Use signal phrase [**[**Signal phrases handout**](signal_phrases.pdf)**] to introduce ALL cited evidence to support reasoning**
	+ **Statement of 2nd main point that supports the thesis,**
	+ **reason:**
	+ **evidence:**
* **As needed, any other paragraphs in body section supports the thesis,**
	+ **reason:**
	+ **evidence:**
* **LAST paragraph in body section**
	+ **Personal commentary as needed to interpret and make connections to conclusion.**

**III. CONCLUSION SECTION: sums up the findings that prove the thesis:** 1-3 paragraphs

* **Restate, summarize key thesis points, reasoning: evidence:**
* **Refer to opening points or examples to close the "circle" of writing**
* **Include personal comment that wraps up the thesis and writer's thinking**
* **End with a brief remedy, next "step" or "take-away" regarding the issues in the thesis**

**ON A SEPARATE PAGE: Section IV. LIST OF SOURCES actually cited IN PAPER (not just read for information) Titled: Works Cited**