**Paper Title (no questions…)**

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**topic : position/comment**

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

**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 to illustrate topic:**

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|  |

* **Thesis sentence underlined:**

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**Paragraph 2**

* **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 (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 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:**

* **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 USED IN PAPER as Works Cited (MLA)**