WRITING PAPERS

Students too often put off a written assignment, considering it a chore too formidable to approach until the last minute. As a result, grades inevitably suffer. Writing is not a talent reserved for a select few, it is a skill that can be learned. Planning and organization are its essentials. With a knowledge of these, the student can through effort and practice improve his writing ability. Suggested below is a guide to organized writing. Use this outline in writing class assignments, essay tests, and term papers.

1. INTRODUCTION - OPENING PARAGRAPH

a. Begin with a general statement.

b. Narrow it down to the controlling idea (for thesis statement).

2. BODY - THREE DEVELOPING PARAGRAPHS

In each paragraph:

a. Use transitions (repetition of key words and ideas) to connect paragraphs together.

b. Develop the topic sentence with details, definitions, illustrations, comparisons, and contrasts.

c. Conclude the paragraph with a summary of the main idea.

3. CONCLUSION - FINISHING PARAGRAPH

a. Restate the thesis.

b. End with a general statement finalizing the discussion.