WRITING AN ESSAY

• Think about the topic of the essay for a few minutes.

• Write down your ideas concerning the topic: use shorthand or abbreviated spellings so that you can write down the ideas quickly.

• Write a sketchy outline, arranging the ideas you want to include into a logical sequence.

• Write an introduction:
  → Formulate a sentence that contains the main idea of your essay and the method of development you plan to use (thesis).
  → Begin with general lead-in statements that will lead your reader up to the main point (thesis) of your essay.

• Beginning with your first main idea, formulate a topic sentence for the body paragraph.

• Support that topic sentence with support statements, concrete illustrations, details, examples, etc.

• Repeat the above process for each of the remaining points of the essay.

• For the conclusion, you may wish to summarize your main points, emphasize one of the points, or encourage your reader to take action regarding your topic; use whichever method is most effective for your topic and essay development. Just be sure not to introduce any new material into the conclusion.