

FIVE-PARAGRAPH STRUCTURED ESSAY

Title

Essays must have an appropriate title, but not the topic of the paper.
(Be creative.)

Place the title on the cover page and on the top line of the essay.

Do not punctuate your own title.

Enter one time between the title and the first paragraph of the essay.

Form

Double-space the essay.

Use a simple 12-point font. (Times or Times New Roman)

Use only one side of the paper

Indent five spaces for a paragraph.

Use no larger than one-inch margins on the paper.

Place your last name and first initial in the upper right hand corner of each page along with the page number. Do not number the cover page.

Content

Introduction

Lead-attention grabbing device

Thesis- central idea of paper

Map-outlines three main points of body paragraphs

Body (3)

Topic Sentence- main topic of paragraph

Major Details- supporting topic

Supporting Details- provide more information about the major details (specifics)

Transition Words- connect thoughts in paragraph

Transition Sentences- connect ideas from one paragraph to the next

Conclusion

Signal-transition word that indicates end of essay

Summary- reinforces main idea of essay

Significance- restates the importance of the main points of essay

Speed Change- a final sentence that brings the essay to a smooth finish

(New material should not be used in the conclusion.)

Essay Planning Outline

Title

I. Introduction

- A. Lead
- B. Thesis (limited topic + specific focus)
- C. Map (Optional)

II. Topic Sentence (main point of paragraph)

- A. Major Detail
 - 1. Supporting detail with specific example/explanation/elaboration
 - 2. Supporting detail with specific example/explanation/elaboration
 - B. Major Detail
 - 1. Supporting detail with specific example/explanation/elaboration
 - 2. Supporting detail with specific example/explanation/elaboration
- Summary Sentence (sums up paragraph and/or reflects on content of paragraph)

III. Topic Sentence (main point of paragraph)

- A. Major Detail
 - 1. Supporting detail with specific example/explanation/elaboration
 - 2. Supporting detail with specific example/explanation/elaboration
 - B. Major Detail
 - 1. Supporting detail with specific example/explanation/elaboration
 - 2. Supporting detail with specific example/explanation/elaboration
- Summary Sentence (sums up paragraph and/or reflects on content of paragraph)

IV. Topic Sentence (main point of paragraph)

- A. Major Detail
 - 1. Supporting detail with specific example/explanation/elaboration
 - 2. Supporting detail with specific example/explanation/elaboration
 - B. Major Detail
 - 1. Supporting detail with specific example/explanation/elaboration
 - 2. Supporting detail with specific example/explanation/elaboration
- Summary Sentence (sums up paragraph and/or reflects on content of paragraph)

V. Conclusion

- A. Signal word or phrase (transition)
- B. Restate/echo thesis and main points
- C. Concluding sentence (gives sense of closure/finality)