

### Essay Guidelines

In order to help you organize your notes before you start your rough draft, you need to create an outline. Here are some guidelines that will make this process easier.

Name: \_\_\_\_\_ Topic: \_\_\_\_\_

Outline	Guidelines
<b>Introduction</b> _____ _____ _____ _____ _____	<b>Introduction</b> <ul style="list-style-type: none"> <li>▪ mention the topic (eg. the plight of whales)</li> <li>▪ mention all subtopics used in the body</li> <li>▪ mention the subtopics in the same order that they appear in the body</li> </ul>
<b>Body</b> <b>Paragraph 1:</b> _____ _____ _____ <b>Paragraph 2:</b> _____ _____ _____ <b>Paragraph 3:</b> _____ _____ _____	<b>Body</b> <ul style="list-style-type: none"> <li>▪ follow the outline</li> <li>▪ include all subtopics mentioned in the introduction</li> <li>▪ have details that support each main idea</li> <li>▪ have smooth transitions from one topic to another</li> <li>▪ state information in own words or use quote marks when appropriate with (Ward, 1988)</li> </ul>
<b>Conclusion</b> _____ _____ _____	<b>Conclusion</b> <ul style="list-style-type: none"> <li>▪ restate the main idea</li> <li>▪ summarize the introduction</li> </ul>

You will be required to hand in this sheet with your essay. Part of your grade for this essay will be based on the criteria listed in the column on the right. You will also be graded on the research and notes, so all prewriting will be handed in with your essay as well.