

Essay Outline

TITLE

I. Introductory paragraph

- A. Gets the reader's attention (captures his/her interest)
- B. Tells the reader what to expect in the essay
- C. Is usually shorter than the body paragraphs

II. Body Paragraph #1

- A. Often begins with a topic sentence
- B. Explains one of three major points about the topic
- C. Might contain reasons and examples
- D. Is linked to the following paragraph

III. Body Paragraph #2

- A. Might have the topic sentence as the second sentence
- B. Discusses a second major point about the topic
- C. Might contain quotations and statistics
- D. Is linked to the following paragraph

IV. Body Paragraph #3

- A. Might have the topic sentence as the last sentence
- B. Discusses the last major point about the topic
 - 1. The last point is often the most important point.
 - 2. The other paragraphs may have been building toward this one.
- C. Might contain opinions and personal stories
- D. Is linked to the following paragraph

V. Concluding paragraph

- A. Usually begins with a word or phrase that signals the ending
- B. Lets the reader know that the essay is over
 - 1. Like *THE END* in a children's book, it signals the end.
 - 2. If it is done well, the reader would never turn the page.
- C. Is frequently shorter than the body paragraphs