

## Effective Essays

- I. **Introduction:** explain the issue, identify the article/author, give your position on the issue and identify three main reasons for it.
- II. First point
  - A. Supporting detail
  - B. Supporting detail  
(include reference from article)
- III. Second point
  - A. Supporting detail
  - B. Supporting detail  
(include reference from article)
- IV. Third point
  - A. Supporting detail
  - B. Supporting detail  
(include reference from article)
- V. **Conclusion:** Restate your position and briefly recap the reasons for it.

**Include a Works Cited.**

Each paragraph should discuss only one main idea (stay focused). Supporting details can be in the form of “fries”: facts, research, individual experience, examples, and statistics.

## Transition Words and Phrases

### Agreement / Addition / Similarity

in the first place  
not only ... but also  
**as a matter of fact**  
in like manner  
**in addition**  
coupled with  
in the same fashion / way  
**first, second, third**  
in the light of  
not to mention  
to say nothing of  
equally important  
by the same token

again  
to  
and  
also  
then  
equally  
identically  
uniquely  
like  
as  
too

**moreover**  
as well as  
together with  
of course  
**likewise**  
comparatively  
correspondingly  
**similarly**  
furthermore  
**additionally**

### Conclusion / Summary / Restatement

as can be seen  
**generally speaking**  
in the final analysis  
all things considered  
as shown above  
in the long run  
given these points  
**as has been noted**  
in a word  
for the most part

after all  
in fact  
**in summary**  
**in conclusion**  
in short  
in brief  
in essence  
to summarize  
on balance  
altogether

**overall**  
ordinarily  
usually  
by and large  
to sum up  
on the whole  
in any event  
**in either case**  
all in all

# TRANSITIONS

## LOGICAL RELATIONSHIP

<b>Similarity</b>	also, in the same way, just as ... so too, likewise, similarly
<b>Exception/Contrast</b>	but, however, in spite of, on the one hand ... on the other hand, nevertheless, nonetheless, notwithstanding, in contrast, on the contrary, still, yet
<b>Sequence/Order</b>	first, second, third, ... next, then, finally
<b>Time</b>	after, afterward, at last, before, currently, during, earlier, immediately, later, meanwhile, now, recently, simultaneously, subsequently, then
<b>Example</b>	for example, for instance, namely, specifically, to illustrate
<b>Emphasis</b>	even, indeed, in fact, of course, truly
<b>Place/Position</b>	above, adjacent, below, beyond, here, in front, in back, nearby, there
<b>Cause and Effect</b>	accordingly, consequently, hence, so, therefore, thus
<b>Additional Support or Evidence</b>	additionally, again, also, and, as well, besides, equally important, further, furthermore, in addition, moreover, then
<b>Conclusion/Summary</b>	finally, in a word, in brief, briefly, in conclusion, in the end, in the final analysis, on the whole, thus, to conclude, to summarize, in sum, to sum up, in summary