

## **An Explanation on How to Use the Writing Scoring Guide**

- A completed essay should be nine (9) paragraphs in length.
- **Title of the essay:** The title should be based on the thesis statement that you use in your response. What is the attitude? Wait until you have completed all the response paragraphs in your essay. You should definitely complete that response before you decide on your title. Then, type the title at the top of your first page above the summary (introduction). The title should be in initial capital letters.

### **IMPORTANT NOTE:**

- Read the author's entire essay before you annotate it. Then, reread the essay, underline and mark the author's thesis statement, mark the three main supporting ideas and any other ideas that you want to comment on. (You may want to summarize each paragraph in one sentence as a way to create a summary of the essay's main points.)
- Once done annotating, make an outline and/or an idea map for the entire essay that you intend to write. These pre-writing notes must be passed in with your essay.
- Use transition words throughout your entire essay in a well-thought out manner that will add to the clarity and flow of your essay.

## **Step by Step Instruction for the Composition of the Essay Paragraphs**

**Paragraph 1: Summary.** For your summary of the author's entire essay, (introduction) include the following.

1. Author's full name
2. Author's essay title in quotes.

3. Author's thesis statement. Note: you may use one of the three quotes allowed here or paraphrase. Be sure to remember to use open (") and close (") quotation marks.
4. Write 2 to 3 sentences briefly explaining each supporting idea that the author uses to prove his thesis.
5. Use transitional words and phrases throughout your entire essay.

**Paragraph 2: Analysis-** The first supporting idea for the author's thesis. The supporting ideas should be in the **same order** that the author uses to state them in his essay. State this first proof in your own words, explain it, and explain how the author uses it to prove his thesis in 5 or 6 sentences.

**Paragraph 3: Analysis –** The second supporting idea for the author's thesis. The supporting ideas should be in the **same order** that the author uses to state them in his essay. State this second proof in your **own words**, explain it, and explain how the author uses it to prove his thesis in 5 or 6 sentences.

**Paragraph 4: Analysis-** The third supporting idea for the author's thesis. The supporting ideas should be in the **same order** that the author uses to state them in his essay. State this third proof in your **own words**, explain it, and explain how the author uses it to prove his thesis in 5 or 6 sentences.

**Note:** You should mention the author often in your entire essay especially in the summary and analysis. Mention the author less often in the Response and Conclusion paragraphs. Do not use

the author's first name alone when you are referring to him. This is formal academic writing.

Example: Call the author Judith Ortiz Cofer, Cofer, Mrs/Ms. Cofer, the author, or the writer.

**Paragraph 5: Introduction to your Response to the author's thesis statement and supporting (ideas) points.**

-This paragraph includes your thesis statement.

A Thesis statement is a sentence including the topic of the author's essay and your opinion about the topic and the author's thesis and supporting ideas.

-You may agree or disagree with the author. DO NOT announce whether you agree or disagree.

-You must include your supporting ideas, (proofs from the author's essay) stated briefly in one or two sentences each.

**Paragraph 6: Response #1:** This paragraph is your supporting idea number 1 of your Response. It relates to the analysis of the author's first point from paragraph 3(three).

This paragraph includes your topic sentence stating your **SECOND** supporting idea for your thesis. A detailed example of something which you have experienced, seen, heard, learned through any media which proves this idea. Use your own words. Do not quote from anyone, any text, anything that you have found on the internet, or from library research.

**Paragraph 7: Response #2:** This paragraph is your supporting idea number 2 of your Response. It relates to the analysis of the author's second point from paragraph 4.

This paragraph includes your topic sentence stating your **SECOND** supporting idea for your thesis. A detailed example of something which you have experienced, seen, heard, learned

through any media which proves this idea. Use your own words. Do not quote from anyone, any text, anything that you have found on the internet, or from library research.

**Paragraph 8: Response #3:** This paragraph is your supporting idea number 3 of your Response. It relates to the analysis of the author's third point from paragraph 5 (five). This paragraph includes your topic sentence stating your **THIRD** supporting idea for your thesis. A detailed example of something which you have experienced, seen, heard, learned through any media which proves this idea. Use your own words. Do not quote from anyone, any text, anything that you have found on the internet, or from library research.

**Paragraph 9: Conclusion:** Mention the author and his or her thesis statement. Explain how your ideas will help solve the problem or change the situation related to the topic. You should talk about the results that could come from following your ideas in the future.

**Now it is the time to choose a Title for your entire essay.** Write your essay at the top of the first page. **BE CREATIVE!** Be sure that your title reflects the topic and your opinions.

**Next, proofread and edit your entire essay.**

**Create your final draft once you're your done proof reading.** Check to be sure that you have included all required information, review grammar and sentence structure, and make any changes necessary.

**Read your essay once more before you submit it. You may mark up your final draft a bit if needed.**