

ESSAY PLANNING GUIDE

Introductory Paragraph (1)

- A – Make a General Statement to get the reader’s attention
- B- Refer to the *Topic Sentence* (*Main idea*) and state your Position
- C- Mention your First, Second and Third Ideas / Reasons to support your topic sentence
- D- Do not give Details
- E- Finish with a Concluding Sentence

BODY PARAGRAPH (2)

- a- Use a Transitional word or phrase
- b- Mention and explain the First Supporting Idea / Reason
- c- Use *FIRES*
- d- Finish with a concluding Sentence

BODY PARAGRAPH (3)

- a- Use a Transitional word or phrase
- b- Mention and explain the Second Supporting Idea/ Reason
- c- Use *FIRES*
- d- Finish a concluding sentence

BODY PARAGRAPH (4)

- a- Use a Transitional word or phrase
- b- Mention and explain the Third Supporting Idea/ Reason
- c- Use *FIRES*
- d- Finish with a concluding Sentence

CONCLUDING PARAGRAPH (5)

- a- Use a Transitional word or phrase
- b- Paraphrase the topic sentence and the main ideas or reasons covered in the body paragraphs.
(Brief Summary of Topic Sentence and Main Supporting Ideas / Reasons)
- c- Restate your opinion
- d- End with a very interesting and colorful sentence

HOW TO PRESENT THE DETAILS FOR YOUR SUPPORTING INFORMATION.

The details for your supporting information is presented by means of a technique called **FI RES or FRI ES**

Facts are pieces of information that are true, real events or situations, examples where your opinion shows in real-life activities (use *action verbs*).

Incidents are unusual, serious things than happen, anecdotes that demonstrate how things happen (use narration).

Reasons are the causes or facts that explain something, often after it has happened or been done.

Examples are specific facts, ideas, persons, or things that are used to explain or support a general idea, instances that show your point of view.(use explanation, or just mention the example, use transitions like *for example, for instance, such as*).

Statistics are numbers which represent a fact or measurement, in an essay is the detail that gives a numerical example to support your opinion. So, when you say: 70 % of the population have expressed ..., Most of the students..., half of the people I asked think ..., the majority of, the bulk of