

Checklist for Writing a Five Part Essay

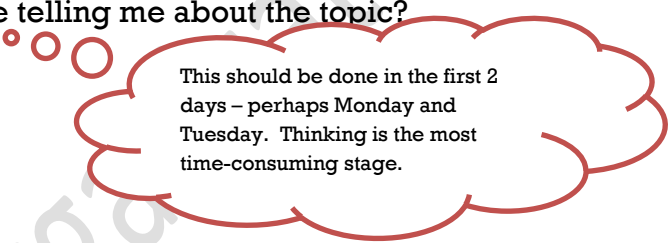
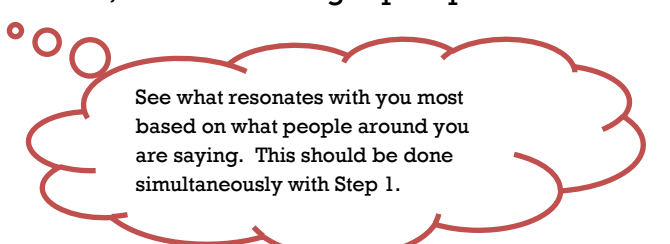
Example on the next page

✓	Step 1: Think of the main thing you want to say about the subject. Brainstorm ideas either on paper or in your mind.
	Step 2: Research ideas for the thesis. Do a search online or ask people around you.
	Step 3: Come up with 3 of the main topic sentences. These do not need to be written down just yet. You can “write” them in your mind beforehand.
	Step 4: Start writing the introductory paragraph. Talk about the topic assigned and why it’s important. The paragraph should be at least 5 sentences in length.
	Step 5: At the end of the first paragraph, write your thesis statement.
	Step 6: Write the three main topic sentences you came up with earlier.
	Step 7: Write the thesis again in the conclusion paragraph.
	Step 8: Finish writing the conclusion. It should be about 5 sentences in length.
	Step 9: Go back and fill in each of the middle paragraphs with sentences. Make sure you have at least one reference in each.
	Step 10: Proofread and submit.

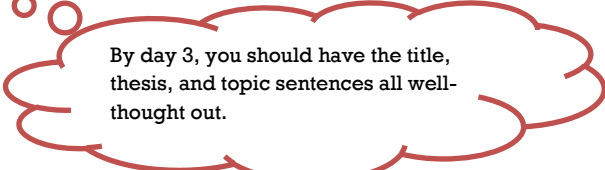
Example

TOPIC: Do you think the Covid19 pandemic should be handled at the state level or federal government level?

DUE DATE: Exactly 7 days to submit

✓	<p>Step 1: Think of the main thing you want to say about the subject.</p> <p>Google topics – is it better for pandemics to be government controlled or state controlled? Which countries are doing which? Which countries are succeeding against the fight of Covid19?</p> <p>What is my common sense telling me about the topic?</p> 
	<p>Step 2: Research ideas for the thesis.</p> <p>Ask parents about their thoughts. Ask other adults – teachers, neighbors, grandparents, friends, and others to get perspective.</p> 
	<p>Step 3: Come up with 3 of the main topic sentences.</p> <p>In this step, you'll know what you want your thesis to be. Either you will say that the government should lead the efforts or the states. You get your computer, you open a new Word document, write the title on the first page, and you write the thesis on the second page. You'll feel good knowing that you have something on paper!</p> <p>If you have good memory and you're a fast typist, you can also keep the thesis in your mind knowing it will take you a few seconds to write when it comes time to writing.</p> <p>In this step, you come up with the 3 topic sentences – why you think the</p>

government should handle the pandemic or the states. You can write them down or just think about exactly what you want to say.



By day 3, you should have the title, thesis, and topic sentences all well-thought out.

Step 4: Start writing the introductory paragraph.

If you already wrote down the title page, thesis, and topic sentences in Step 3, all you have to do is write the entire first paragraph in Step 4. Start with a general statement and each of the following sentences closer and closer to the thesis sentence.

Here is a sample of what you can do:

Talk about the pandemic – when, how, where it originated

Talk about its impact

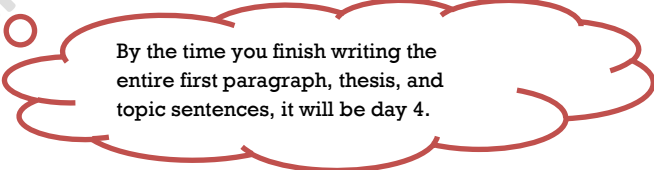
Talk about the response to the pandemic, and why it needs to be improved

Now, talk about government’s role vs. the states’ role

Lastly, the thesis

Step 5: At the end of the first paragraph, write your thesis statement.

Step 6: Write the three main topic sentences you came up with earlier.

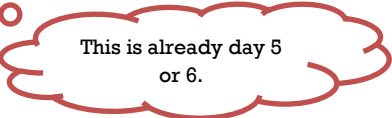


By the time you finish writing the entire first paragraph, thesis, and topic sentences, it will be day 4.

Step 7: Write the thesis again in the conclusion paragraph.

Step 8: Go back and fill in each of the middle paragraphs with sentences.

Make sure you have at least one reference in each. As you add the references, make a reference page at the end to list the sources there.



This is already day 5 or 6.

Step 9: Finish the conclusion.

	It should be about 5 sentences in length, or more.
	<u>Step 10: Proofread to submit.</u>

Steps 9 and 10 will be done in either day 6 or 7.

Efficiencyandorganization.com