

Remember that the essay is simply a telephone conversation: you say "hello" in brief, talk about "stuff" in full, and say "good- bye" in short. Also, don't forget to add a **title**! Use 10 words or fewer. Make sure you capitalize the first word and all other important words that follow. Lastly, place the title in quotation marks.

The following diagram is another tool to consider when writing an essay.

" TITLE "

