* Begin with a topic sentence
	+ State the main idea
	+ Do NOT explain the main idea
* Include detail sentence**s**
	+ Explain the main idea
	+ Offer **specific support** for the main idea
		- Text based evidence
		- Information from class discussions/lectures
		- Personal experience
		- **ALL OF THE ABOVE**
* End with a concluding statement
	+ Restate the main idea AND
	+ Offer **new** information, insight, or point of view OR
	+ Are forward looking – make a prediction
* Use Proper Conventions
	+ The first line is indented
	+ Proper spelling and grammar are used
	+ Words are used correctly