* 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