

## Basic Essay Planning Template

Templates are a useful way to codify the writing process into manageable chunks. This template should be very generic. Each discipline has its own way of writing that you need to become aware of and follow in those cases. Assignment direction will often outline the specific process that you should be following.

**1. Broad Topic (State in 10 words or less.)**

**2. Specific topic (Narrow the topic-state in 5 words or less.)**

**3. List three or four main areas of interest or important concepts related to the narrowed topic.**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

**4. Restate 3A in a sentence.**

List 4 facts or concepts of interest related to 3A.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

Why is this important? \_\_\_\_\_

Repeat this process for statements 3B, 3C and 3D.

Restate 3B in a sentence.

List 4 facts or concepts of interest related to 3B.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

Why is this important? \_\_\_\_\_

Restate 3C in a sentence.

List 4 facts or concepts of interest related to 3C.

- A. \_\_\_\_\_
- B. \_\_\_\_\_

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C. \_\_\_\_\_

D. \_\_\_\_\_

Why is this important? \_\_\_\_\_

Restate 3D in a sentence.

List 4 facts or concepts of interest related to 3D.

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

Why is this important? \_\_\_\_\_

### 5. Compile your conclusion from the key points you have made throughout the essay and your 'Importance' statements.

3A & Importance?

3B & Importance?

3C & Importance?

3D & Importance?

### 6. List four major resources you might utilize to research your topic.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### 7. Write a simple yet all inclusive thesis statement that will allow the reader to know immediately and exactly what he or she will learn from your paper.

### 8. Write the introductory paragraph of your paper. Underline your thesis statement. Create your introduction on a word processor. Remember to spell check and grammar check as your program allows.

- ☐ Orientation:
- ☐ Purpose:
- ☐ Thesis:
- ☐ Outline: (Identify, Outline, Illustrate, Examine, Compare, Contrast, Analyze, Discuss, Evaluate....)
- ☐ Scope: (focus on, emphasis on, referring more specifically to...)