

# Basic Essay and Paragraph Format

*Note: This document should only be used as a reference and should not replace assignment guidelines.*

A basic essay consists of three main parts: introduction, body, and conclusion. Following this format will help you write and organize an essay. However, flexibility is important. While keeping this basic essay format in mind, let the topic and specific assignment guide the writing and organization.

## Parts of an Essay

### Introduction

The introduction guides your reader into the paper by introducing the topic. It should begin with a hook that catches the reader's interest. This hook could be a quote, an analogy, a question, etc. After getting the reader's attention, the introduction should give some background information on the topic. The ideas within the introduction should be general enough for the reader to understand the main claim and gradually become more specific to lead into the thesis statement. (See the Introductions handout for further information.)

### Thesis Statement

The thesis statement concisely states the main idea or argument of the essay, sets limits on the topic, and can indicate the organization of the essay. The thesis works as a road map for the entire essay, showing the readers what you have to say and which main points you will use to support your ideas. (See the Thesis Statements handout.)

### Body

The body of the essay supports the main points presented in the thesis. Each point is developed by one or more paragraphs and supported with specific details. These details can include support from research and experiences, depending on the assignment. In addition to this support, the author's own analysis and discussion of the topic ties ideas together and draws conclusions that support the thesis. Refer to "Parts of a Paragraph" below for further information on writing effective body paragraphs.

### Transitions

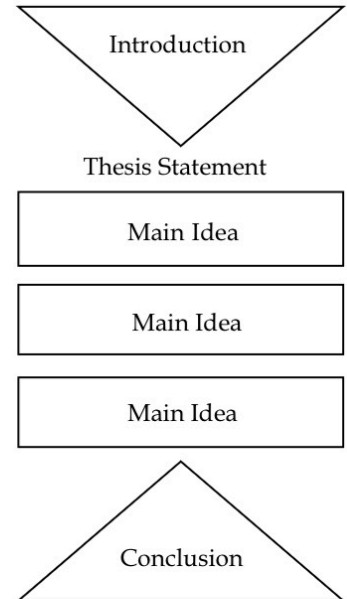
Transitions connect paragraphs to each other and to the thesis. They are used within and between paragraphs to help the paper flow from one topic to the next. These transitions can be one or two words ("first," "next," "in addition," etc.) or one or two sentences that bring the reader to the next main point. The topic sentence of a paragraph often serves as a transition. (See the Transitions handout for further information.)

### Conclusion

The conclusion brings together all the main points of the essay. It refers back to the thesis statement and leaves readers with a final thought and sense of closure by resolving any ideas brought up in the essay. It may also address the implications of the argument. In the conclusion, new topics or ideas that were not developed in the paper should not be introduced. (See the Conclusions handout for further information.)

### Citations

If your paper incorporates research, be sure to give credit to each source using in-text citations and a *Works Cited/References/Bibliography* page. Refer to the *MLA Format*, *APA Format*, or *Turabian Format* handout for help with this.



# How to write a Summary:

## 1. ARTICLE:

In the article, \_\_\_\_\_ (author's last name) \_\_\_\_\_ (year) argues \_\_\_\_\_ (main idea/argument; S + V + C).

**Example:** In his article, Server (1997) describes how Michael Dell founded Dell Computers and claims that Dell's low-cost, direct-sales strategy and high quality standards accounted for Dell's enormous success.

## 2. BOOK:

In his book *The Pearl*, John Steinbeck (1945) illustrates the fight between good and evil in humankind.

<http://academics.smcvt.edu/cbauer-ramazani/AEP/EN104/summary.htm>

1/3

2018/10/13

Guidelines for writing a SUMMARY

## 3. INTERVIEW:

In an interview \_\_\_\_\_ (first name last name) stated that \_\_\_\_\_ (main idea/argument; S + V + C) (personal communication, month day, year).

**Aim :**

To make the one who never read the original article understand it.

**Pay Attention :**

- ①. Use ur own word
- ②. Properly change the order of the story
- ③. Objective
- ④. Brief
- ⑤. You can find it in the "Introduction"