* Thesis in first paragraph (Avoid truisms)
* Summary of the story/poem (Don’t quote. Put in your own words)
* Explain how the story/poem relates to the thesis
* Include definitions of complex or unfamiliar words, as well as lots of quotes
* Find background info
* Qualify your argument
* Personal Anecdote related to the thesis
* Restate thesis at the conclusion (Don’t quote at the conclusion)

In [Author]’s [Shrot story/poem] [title], we see that [main idea]