1st Paragraph – Opening statements about the main topic leading to your specific topic

Archiving ……………………………………

2nd Paragraph - Discussion on the specific topic leading to your main problem

Web-based filemanagement…………………………….

3rd Paragraph – Presentation of your main problem

Mahirap iorganize yung file,

Office clutter

Mas mahabang oras ang nilalaan sa paghahanap

4th Paragraph – Evidences that the problem really exists, Cite sources of information

5th Paragraph – Presentation of a perceived solution to the problem and its strategy

Gagawa ng system para masolusyonan ang problema