

OUTLINING

Introductory paragraph:

- Start with a small, local example or anecdote. Stay away from big boring generalizations;
- Your introduction should be a roadmap for your paper, which tells your reader where you hope to go and what you hope to accomplish in your writing;
- Always signal your *argument* to your reader—as well as hints on how you will be backing up your argument.

Body paragraphs

- The body of your paper should present your examples and the evidence for your argument, which is more fully explored and argued;
- This is very important: each paragraph should have a specific purpose within the overall architecture of your paper;
- This is equally important: the order of your paragraphs should have a logic behind it (which means thinking beforehand about your overall structure);
- Each paragraph should begin with a *transition sentence* that leads your reader into the next phase of your paper—in other words, offer a *signpost* to your reader so they know where they are and where they are headed.

Concluding paragraph

- Your concluding paragraph should reiterate your argument;
- Reflect on what you've accomplished in the paper;
- Maybe point towards some remaining questions or future avenues of thinking, especially big picture issues that are too large to handle in such a paper.