

# Checklist for GGS Essay

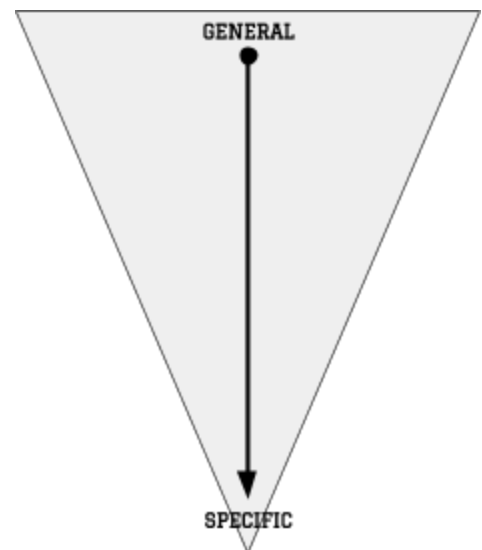
1. Essay typed on 8.5 x 11-inch paper
2. Margins of 1 inch (top and bottom) 1 inch on the sides (if you do not make any changes to the document when you create it, these will be the margins).
3. Essay is double-spaced.
4. The font is **Times New Roman**.
5. The font size is 12.
6. The heading is on the left side of the top of the page and includes this information: Name, Date, Class Period
7. The essay has a title that is centered at the top of the page.
8. The Thesis is one single sentence that is worded correctly and is the very last sentence of the introduction paragraph.
9. There are 3 body paragraphs that each contain two pieces of evidence (only one direct quote per paragraph) and correct MLA citations.
10. Each quote or paraphrase is followed by two sentences of analysis that help to relate the evidence back to the thesis and the prompt.
11. Each body paragraph begins with a topic sentence that introduces the topic and ends with a conclusion sentence that wraps up the topic.
12. The last page is a correctly completed Works Cited page (Double spaced, alphabetical, second line of each reference is indented)

## **Introduction Paragraph Structure the writing goes from General to Specific**

1. Begins with a hook
2. Introduces the context and general topic
3. Provides background information, definitions, or any other information to introduce the reader to the thesis
4. Presents the writer's position on the topic (thesis)

## **In a conclusion paragraph, the writing goes from specific to general**

1. Restate your thesis in a different way
2. Include the main ideas or the most important parts of your arguments (often these can be similar to your body paragraph conclusion sentences)
3. End the paragraph with the "so what" and relate your thesis to the bigger picture



# TOPIC SENTENCE GUIDELINES

## Write an essay outline

- An outline will help you understand what your topic sentences should be
- This can be an informal outline to help you organize your ideas
- Think about what goals each paragraph will achieve

## State your topic sentence clearly

to address the main idea of your paragraph

- **Do:** clearly state where the paragraph is going
- **Do:** make sure to include your topic and opinion
- **Don't:** simply announce your topic - always add the direction of the paragraph

## Use the topic sentence as a transition

to help you guide your readers

- Think of it as a bridge between the previous paragraph and the next
- **Do:** use transitional elements
- Make sure to keep your readers from getting lost

## Give a reasonable opinion

- Your topic sentence should present something you can prove with evidence
- You can include an opinion, but only if you can back it up
- **Don't:** present only facts - if you include a fact, also include your own input

## Don't include info you won't explain later

- If you include in topic sentence, include in the paragraph
- **Don't:** fill up topic sentence with filler you won't explain further

## Don't list off information

- **Don't:** make a list of what you're going to talk about in the paragraph
- **Don't:** explain everything in your topic sentence

## Understand the connection between theses and topic sentences

- Thesis statements are the main goal or argument of your essay
- Topic sentences help support that goal or argument
- Topic sentences don't have to present an argument - they can be explanatory