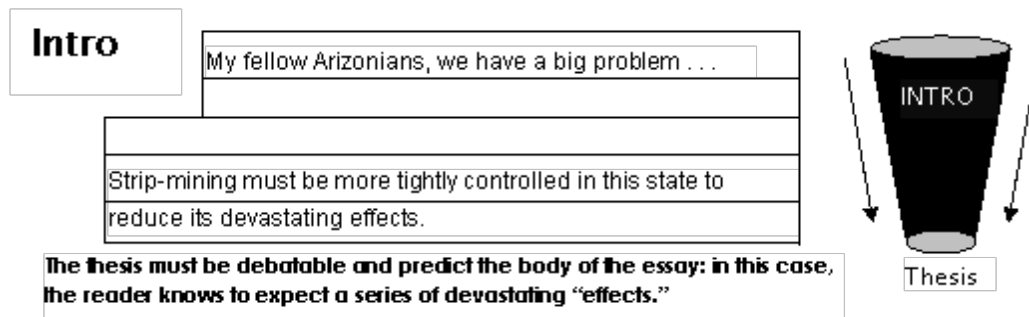


## Quick Reference for Effective Essay

- Write at least four to six sentences in your introduction. Include a thesis in the paragraph.
- **Probably the most logical place for the thesis is at the end of the intro.** Two sentences are fine.
- Don't write more than one introductory paragraph, and don't separate the thesis from the rest of the introduction.
- Proofread essay especially carefully.
- Notice how each uses **the funnel effect** to gradually narrow focus on the thesis statement, which comes at the end of the paragraph.
- **Make your thesis statement the last sentence of the intro paragraph**
- **Begin your intro with a general statement related to your topic.**



- **Gradually narrow the focus of your sentences as you prepare the reader for your thesis statement.**
- An effective thesis performs at least three functions:
  1. clearly identifies the subject of the paper;
  2. makes an assertion about that subject, one that allows for a range of discussion;  
\*\* (sometimes qualifies and expands the assertion);
  3. predicts the logical order you will follow in your discussion.
- **The Basic Rule: Keep One Idea to One Paragraph**
  - The basic rule of thumb with paragraphing is to **keep one idea to one paragraph**. If you begin to transition into a new idea, it belongs in a new paragraph.
- **Elements of a Paragraph**
  - To be as effective as possible, a paragraph should contain each of the following: **Unity, Coherence, A Topic Sentence, and Adequate Development.**
- **Unity**

- The entire paragraph should concern itself with a single focus. If it begins with a one focus or major point of discussion, it should not end with another or wander within different ideas.
- **Coherence**
  - Coherence is the trait that makes the paragraph easily understandable to a reader. You can help create coherence in your paragraphs by creating logical bridges and verbal bridges.
- **Logical bridges**
  - The same idea of a topic is carried over from sentence to sentence
  - Successive sentences can be constructed in parallel form
- **Verbal bridges**
  - Key words can be repeated in several sentences
  - Synonymous words can be repeated in several sentences
  - Pronouns can refer to nouns in previous sentences
  - Transition words can be used to link ideas from different sentence
- **A topic sentence**
  - A topic sentence is a sentence that indicates in a general way what idea or thesis the paragraph is going to deal with. Although not all paragraphs have clear-cut topic sentences, and despite the fact that topic sentences can occur anywhere in the paragraph (as the first sentence, the last sentence, or somewhere in the middle), an easy way to make sure your reader understands the topic of the paragraph is to put your topic sentence near the beginning of the paragraph.
- **Adequate development**
  - The topic (which is introduced by the topic sentence) should be discussed fully and adequately.