**~Relax.** You will write a much better essay if you relax. Take a few deep breaths and relax your muscles. Remind yourself that the essay you produce will be a rough draft. Try your best, but know that you are not expected to produce perfection in 45 minutes!

**~Plan.** Don’t just dive into writing your essay. Instead, take a few minutes to plan. You should think about your main points, your support and development, and your organization.

**~The four-paragraph model.** For a timed writing situation, the four-paragraph model provides a clear method of organization. A five-paragraph essay contains:

an introductory paragraph that clearly states the essay’s main point

two body paragraphs that develop and support the essay’s main point

a concluding paragraph that wraps up the essay.

**~Start up and wrap up.** Perhaps the most important parts of your essay are the first and last paragraphs. This is because the first paragraph is your reader’s first impression of your writing and the last paragraph is your reader’s last impression. Therefore, you should take some time to write both a strong introduction and a strong conclusion.

**~Focus your paragraphs.** Make sure each of your body paragraphs has a clear main point. A good way to do this is to use the first sentence of each paragraph (the topic sentence) to state the paragraph’s main point.

**~Stick to the topic.** It is important that you write about the assigned topic. Essays that focus on topics other than the assigned one will not be scored. While you’re writing, remind yourself of the topic at hand and check to make sure you’re not straying from it.

**~Use what you know.** The essay topic will allow you to draw on your own observations, knowledge, and experience you have learned in this unit. Take advantage of this!

**~Keep an eye on the clock.** As you are writing, keep an eye on how much time you have left. Be careful not spend so much time on one paragraph that you are unable to finish the essay. Some people even like to keep a specific time limit for each paragraph.

**~Write legibly.** Your reader needs to be able to read your essay. Do not expect that you will have time to neatly re-write a final draft. Instead, print or write your essay as neatly as you can the first time around. Writing slowly and carefully will help.

**~Proofread.** When writing timed essays, people often make grammar mistakes. You should save a few minutes at the end to read through your essay so that you can find and correct most of your errors.

**~Write in 3rd person** (Do NOT use I, me, my, you, we, us, or our) UNLESS it’s in a direct quote!

**~Introductions are the beginning part of an essay.** In fact, they are the first paragraph or series of paragraphs, as in the case of longer essays. The introductory paragraph(s) often consists/consist of a hook (a device for getting the attention of the reader); necessary information for establishing the context of the situation, problem, or argument to be discussed (background); and the thesis statement (main point).

**~The hook**, often the first sentence but sometimes the first paragraph or paragraphs, is an attention-getting device used by the writer to "hook" the reader and draw him or her into the essay.

**~Your thesis statement** should be specific—it should cover only what you will discuss in your paper and should be supported with specific evidence. The thesis statement usually appears at the end of the first paragraph of a paper. Your topic may change as you write, so you may need to revise your thesis statement to reflect exactly what you have discussed in the paper. Thesis Example: Throughout the novel, *Anthem*, sin was portrayed through societal means, personal glory, and even in freedom.

**Universal Theme**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hook**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Thesis:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Body paragraph 1**

**TS SUTW Pattern #\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Explain the quote: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**How does this explain the theme? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**What is the author’s purpose using it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Body paragraph 2**

**TS SUTW Pattern #\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Explain the quote: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**How does this explain the theme? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**What is the author’s purpose using it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Transition to next paragraph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Conclusion (restate thesis in different words):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Finish strongly (2+ sentences): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Work Cited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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