

Standard Format - Academic Compositions

You must apply the standard format for an academic piece of writing in English. It should follow the format below:

a. Introduction

- 1st sentence – Hook (to attract the reader’s attention) such as an anecdote; a provocative/rhetorical question; an interesting fact; an unusual or surprising comparison/analogy; a contradiction or reversal of an accepted belief or assumption.
- Middle sentences – background to set the stage for your discussion.
- Thesis sentence (basis of your argument or preference which all supporting points must relate to).
- Forecasting – a brief listing of all the main supporting points in your essay.

b. Body Paragraph

- 1st sentence – topic sentence (first key point supporting your thesis, the controlling idea of the paragraph).
- Rest of the paragraph – detail (examples, description, experience, etc.).
- Concluding sentence – linked to topic sentence.

c. Body Paragraph

- 1st sentence – topic sentence (second key point supporting your thesis).
- Rest of the paragraph – detail (examples, description, experience, etc.).
- Concluding sentence – linked to topic sentence.

e. Conclusion

- Paraphrase/restatement of your thesis/
- Your comment, prediction, recommendation about the whole topic.

Once you get to the end use the following essay checklist to make sure your essay is on-track:

- Do I have an interesting introductory sentence?
- Do I have a thesis?
- Does my introduction state the topics that I plan to cover?

- Does each paragraph have a topic sentence?
- Do I use examples and reasons to support my points?
- Is my spelling and punctuation correct?
- Do I use simple grammatical structure that I am comfortable with?
- Do I use transitional phrases?
- Have I covered both sides of an issue fairly?
- Did I prove my thesis?
- Does my conclusion end with an interesting thought or idea?