**Introduction** (HOOK, LINE & SINKER)

Function and parts of the introduction

1. **Hook** (Attention getter)
2. **Line** (The connection between the hook and the thesis)
3. **Sinker** (Thesis)

Consider these accordion adjustments

1. The introduction should expand in length and depth with the length of the overall writing.
2. The thesis may sometimes be more than one sentence.
3. The writer may offer a specific preview of the rest of the paper or may imply the approach taken in the rest of the overall writing.

**Body**

Each body paragraph should (*CEAL)*

1. Make a **claim** (an assertion that will be proven) or counterclaim (an assertion to be refuted)
2. Offer **evidence** to support the claim
   1. Facts, data, quotations, extended definitions, examples, anecdotes
   2. All evidence must be cited properly
3. **Analyze** the evidence
   1. Explain how the evidence proves the claim
4. **Link** the claim and evidence back to the thesis

Consider these accordion adjustments

1. Each paragraph can offer as many pieces of evidence and subsequent analysis to support the claim as are necessary/required.
2. More than one sentence can be used to offer a single piece of evidence or to analyze a single piece of evidence.
3. The number of body paragraphs – and the number of claims offered - can expand or contract to meet the purpose and content of the writing.
4. The chosen organization of the body paragraphs should effectively achieve the purpose of the overall writing.
   1. Informative writing: chronological, order of importance, spatial (location), scientific report format, etc.
   2. Argumentative writing: comparison/contrast, problem/solution, problem/cause/effect, pro/con, etc.
5. Transitions must be used to move the reader from one point to the next: ¶ to ¶, evidence to evidence, etc. The longer the writing, the more critical transitional expressions become to make the relationship among the “pieces” clear. ¶ transitions may appear at the end or the beginning of the ¶s that are being linked.

**Conclusion**

Function and parts of the conclusion *(TRIP)*

1. Reassert the **thesis**
2. **Review** or crystallize the important points you have made (proportionate to the length of the overall writing)
3. Establish the significance or **implications** of the topic
4. **Part** – with a memorable thought

Consider these accordion adjustments

1. The length of the conclusion should be proportionate to the length of the overall writing.
2. The reassertion of the thesis usually will take on a variation of the wording of the original thesis.
3. The review may be implied, rather than listed.
4. The significance/implication of the topic could link to other topics covered in the discipline, could suggest the need for further research, could make an appeal for action, could establish the importance of the topic to understanding the discipline, could establish the limitations of what is known, etc.