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| **Instructions: How to Structure an Explanatory Essay**  **LONG VERSION** |
| **Page Number** Go to “Insert” then “Page Number” align right |
| **First Name Last Name** As with the entire essay, type in 12pt Times and double space everything.  **Teacher’s Name**  **Class Title (World History)**  **Day Month Year (12 November 2014)** |
| **Title**  1: Capitalize most words—articles and prepositions of five letters or fewer don’t get capitalized unless they’re the first or last words in your title; 2: Center your title and don’t use bold or italics; 3: Your title should give your reader a hint about what your essay will prove. |
| **Introduction and thesis:** 1: Tab once before you start typing; 2: Share your expertise by speaking generally about the topic of your essay; 3: Narrow your topic by speaking specifically about the topic; 4: Write a sentence that tells your reader what you will prove in this essay—this is your thesis statement. |
| **Topic sentence:** Tab once before you start typing. This sentence tells your reader what you will prove or illustrate in this paragraph.  **Lead-in:** This sentence gives your reader some context for your first concrete detail.  **Transition:** This is usually one to three words that link your lead-in to your concrete detail. Phrases such as For instance, For example etc.  **Concrete Detail/CD:** This is the evidence you will use to prove your thesis. This is often text from something you’ve read. You quote your CD like this “Text text text” (Fitzgerald, 250). The citation is the author’s name and page number. Notice how the period comes after the citation.  **Commentary/CM:** This is YOUR analysis. This is your chance to show your reader how your CD proves your thesis. You explain the meaning and importance of the CD.  **Lead-in:** This sentence gives your reader some context for your first concrete detail.  **Transition:** This is usually one to three words that link your lead-in to your concrete detail. Phrases such as For instance, For example etc.  **Concrete Detail/CD:** This is the evidence you will use to prove your thesis. This is often text from something you’ve read. You quote your CD like this “Text text text” (Fitzgerald, 250). The citation is the author’s name and page number. Notice how the period comes after the citation.  **Commentary/CM:** This is YOUR analysis. This is your chance to show your reader how your CD proves your thesis. You explain the meaning and importance of the CD.  **Concluding sentence:** Tab once. This is your final commentary for your essay, so make it count. What important idea do you want to share about your topic as it relates to your thesis? |
| **Concluding paragraph/assertion:** Tab once before you start typing.This is your opportunity totake a stand, to make a strong statement about the importance of the topic you’ve studied and to reinforce your point. Put a lot of effort into this since you have a chance to talk about why this topic is important and what it means to you. |

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| **Instructions: How to Structure an Explanatory Essay**  **SHORT VERSION** |
| **First Name Last Name** As with the entire essay, type in 12pt Times and double space everything.  **Teacher’s Name**  **Class Title (World History)**  **Day Month Year (12 November 2014)** |
| **Title**  Center your title and don’t use bold or italics |
| **Introduction and thesis:** 1: Share your expertise by speaking generally about the topic of your essay 2: Write a sentence that tells your reader what you will prove in this essay—this is your thesis statement. |
| **Topic sentence:** This sentence tells your reader what you will prove or illustrate in this paragraph.  **Lead-in:** This sentence gives your reader some context for your first concrete detail.  **Transition:** This is usually one to three words that link your lead-in to your concrete detail. Phrases such as For instance, For example etc.  **Concrete Detail/CD:** This is the evidence you will use to prove your thesis. This is often text from something you’ve read. You quote your CD like this “Text text text” (Fitzgerald, 250).  **Commentary/CM:** This is YOUR analysis. This is your chance to show your reader how your CD proves your thesis. You explain the meaning and importance of the CD.  **Lead-in:** See above  **Transition:** See above  **Concrete Detail/CD:** See above  **Commentary/CM:** See above  **Concluding sentence:** This is your final commentary for your essay, so make it count. What important idea do you want to share about your topic as it relates to your thesis? |
| **Concluding paragraph/assertion:** This is your opportunity totake a stand, to make a strong statement about the importance of the topic you’ve studied and to reinforce your point. Put a lot of effort into this since you have a chance to talk about why this topic is important and what it means to you. |