

Introduction

- thesis statement/controlling idea.
- general background information to get the reader ready to learn
- reader should already know information in intro
- think of a funnel to guide reader to CI.
- ABSOLUTELY NO PRONOUNS: I, YOU, ME

Example opening sentence: The United States has a relationship with virtually every country in the world.

Conclusion

- remind reader of controlling idea.
- remind the reader of a few of the pieces of evidence.
- provide thoughts for the future.
- provide your view of the Situation avoiding “I think...”
- Use terms like: It seems, could, should