

INTRODUCTION

An introduction needs to include good context and your controlling idea. You always want to get your reader ready to learn something new. Include basic information about the situation> The 5 W's would be a good place to start.

CONTROLLING IDEA: _____

FIRST DETAIL

You have the detail in a detail sandwich. But to help the reader get from the introduction to the first detail you will need a TRANSITION. This could be part of your context for the detail OR it could be a re-statement of your controlling idea. It is important that you constantly remind your reader of the controlling idea.

TRANSITION: _____

DETAIL #1: _____

SECOND DETAIL

Transition to next detail with a restatement of the controlling idea OR the context of your second detail.

TRANSITION: _____

DETAIL #2: _____

THIRD DETAIL

Transition to next detail with a restatement of the controlling idea OR the context of your third detail.

TRANSITION: _____

DETAIL #3: _____

CONCLUSION

Your conclusion should include a final re-statement of your controlling idea. You should also include a reminder of a few of the details that you used. Not all of them, just a short reminder. You will want to finish with your personal view on the situation. Remember, no pronouns.

CONTROLLING IDEA: _____

REMINDER OF A FEW DETAILS: _____

YOUR REFLECTION/EVALUATION: _____
